

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
 January 18, 2023 5 pm  
 PENROSE – 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

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. BUSINESS ITEMS
  - A. NEW BUSINESS
    - 1. DECISION 23-1-1: 2023 Board President appointment (p. 3)
    - 2. 2023 Vice President and Secretary/Treasurer appointments (p. 4)
    - 3. 2023 Committee Chairperson appointments (p. 4)
- V. CORRESPONDENCE AND PRESENTATIONS
  - A. Correspondence
  - B. Presentations
    - 1. Introduction of new staff and staff promotions
      - a. Tiffany Paisley, Penrose Library Manager (Michael Doherty)
      - b. Carla Bamesberger, Public Relations & Marketing Manager (Michelle Ray)
      - c. Clint Hager, Website Administrator (Michelle Ray)
      - d. Kim Melchor, Community Engagement Coordinator (Michelle Ray)
    - 2. Pikes Peak Poet Laureate (Ashley Cornelius)
    - 3. NARCAN® presentation (Michael Brantner)
- VI. PUBLIC COMMENT (3 Minute Time Limit per Person)
- VII. BUSINESS ITEMS (cont.)
  - 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. Resolution Designating Posting Places for 2023 Board Meetings (p. 5)
    - 2. Property Disposal Guidelines (p. 6)
    - 3. 2023 Contract/Vendor Approval (p. 11)
    - 4. 2023 Conflict of Interest Statement (p.17)
    - 5. 2023 Insurance Policies (p. 19)
    - 6. Minutes of the December 7, 2022 Board of Trustees meeting (p. 21)
  - B. Unfinished Business
    - 1. DECISION 23-1-2: 2022 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions (p. 26)
    - 2. DECISION 23-1-3: 2023 Original Adopted Budget Resolution
  - C. New Business
    - 1. DISCUSSION: Chief Librarian and Chief Executive Officer job description (p. 46)
    - 2. DECISION 23-1-4: PPLD Board of Trustees Bylaws (p. 49)
    - 3. DECISION 23-1-5: Creative Space Use policy (p. 61)

4. DISCUSSION: Renaming Knights of Columbus Hall (KCH) (p. 67)

VIII. REPORTS

- A. Friends of the Pikes Peak Library District Report (Rita Jordan) (p. 68)
- B. Pikes Peak Library District Foundation Report (Lance James) (p. 69)
- C. Financial Report: November and December 2022 (Randy Green) (p. 70)
- D. Public Services Report (Tammy Sayles) (p. 110)
- E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report and 5-year Plan Report (p. 128)
- 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

IX. 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>

# PPLD BOT 2023 PRESIDENT CANDIDATES

DR. NED STOLL

AARON SALT

**PPLD Board of Trustees  
2023 Officer's Slate**

Vice President—Dora Gonzales  
Secretary/Treasurer—Erin Bents

**Committees**

Internal Affairs: Chair Erin Bents, Dora Gonzales

Public Affairs: Chair Debbie English, Julie Smyth

Governance: Chair Scott Taylor



**Pikes Peak Library District  
January 18, 2023**

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

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

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

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

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

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2023.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices, agendas and meeting documents are to be posted on the District's web site no later than 24 hours prior to the meeting.

**Adopted**, this 18th day of January 2023

\_\_\_\_\_  
President  
Board of Trustees

**Pikes Peak Library District January 18, 2023**

**Resolution Approving Property Disposal Guidelines, Pursuant To State Statutes**

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

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

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

*“The Board of Trustees shall:*

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

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

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

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

**Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the library staff will use the following guidelines for disposal of Library property during the year 2023:**

1. Any disposal of an item/system that has a value \$10,000 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.

2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2023 calendar year which are no longer needed by PPLD) in one of the following methods:
  - a. Donated to the Friends of the Pikes Peak Library District for sale to the public.
  - b. Taken to and sold at an auction house or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.
  - c. The Chief Librarian and Chief Executive Officer (CL&CEO) or CL&CEO designated representative may direct donating assets to charities or other non-profit organizations.
  - d. The CL&CEO or CL&CEO designated representative may direct giving assets to other political subdivisions of the State of Colorado.
  - e. Recycled when the PPLD staff has exhausted other methods of disposal. PPLD staff may dispose of items that are broken, destroyed or otherwise have no value in the same manner.
  
3. PPLD staff may dispose of IT and A/V equipment with a value less than \$10,000 that the Chief Information and Technology Officer (CITO) has certified is no longer needed, obsolete or have no retail value in the following manner:
  - a. For IT and AV equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the CITO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than \$1,000.
  - b. IT staff may take the equipment to an auction house or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.
  - c. CITO shall place surplus IT and AV equipment with an estimated value less than \$1,000 (per item) on the Library's Internet web site or other similar on-line options available through the Internet (i.e., E-bay, Craigslist, etc.) for a period not less than 1 week for sale to the public and staff. CITO or IT staff shall establish a sale price based on comparable sales of similar items on internet sale sites. CITO or IT staff may group items together for sale as necessary to ensure quick removal from inventory. The CFO may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
  - d. CITO may return to the supplier for credit any equipment excess to the needs of the district.

- e. CITO with CL&CEO or CL&CEO designated representative approval may donate IT and A/V equipment to charities or other non-profit organizations.
  - f. CITO with CL&CEO or CL&CEO designated representative approval may transfer IT and A/V equipment to other political subdivisions of the State of Colorado.
  - g. CITO may dispose of IT and A/V equipment through regulated IT and A/V disposal companies after other methods of disposal listed in previous paragraphs are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner. The CITO has the authority to transfer non-functioning IT and AV equipment to the public should the CITO determine it is beneficial to PPLD versus paying the recycling costs.
  - h. The CL&CEO or CL&CEO designated representative may direct the CITO to dispose of IT and A/V assets to other state or local government entities (i.e., public schools, etc.).
  - i. The CITO will determine the cost effectiveness of selling items, recycling items or giving items away against the overall staff resources associated with executing a “retail” sale of IT and A/V equipment. If the CITO determines it is not cost effective to conduct retail sales, then the CITO will request CL&CEO or CL&CEO designated representative approval to bypass retail sales and proceed to equipment disposal.
  - j. The CITO or IT staff shall send to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment computer equipment, when obsolete and not subject to donation or sale. The CITO or IT staff will record the reduction of assets and accumulated depreciation in the financial records upon disposal of capital assets.
4. Surplus furniture and equipment with a value less than \$10,000 that is no longer needed or obsolete shall be disposed of in the following manner:
- a. For furniture and equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than \$1,000.
  - b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.
  - c. PPLD staff shall place surplus furniture and equipment with an estimated value less than \$1,000 (per item) on the Library’s Internet web site or other similar on-line options available through the Internet (i.e., E-bay, Craigslist,

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

**Adopted**, this 18<sup>th</sup> day of January 2023.

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President

Board of Trustees

**Pikes Peak Library District Board of Trustees  
Resolution Approving Contracts and Vendors with Projected 2023 Activity Greater Than  
\$100,000**

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

**Whereas**, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of \$100,000 during 2023; and

**Whereas**, the Board of Trustees legally approved the expenditures when they approved the 2023 budget.

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

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2023 for the purposes stated and at the specified amounts.

**Adopted**, this 18th day of January 2023.

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President  
Board of Trustees

## Attachment A

### List of Contracts/Vendors with Projected 2023 Activity greater than \$100,000

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

**Vendor:** Monitor Cheyenne LLC

**Status:** This amount represents the total rent due for all of 2023 in accordance with the lease agreement.

**Amount:** \$132,220

**2. Contract Purpose:** CAM charges – Cheyenne Mountain Library

**Vendor:** Monitor Cheyenne LLC

**Status:** This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2023. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$28,884

**3. Contract Purpose:** Rent charges – Rockrimmon Library

**Vendor:** Monitor Rockrimmon LLC

**Status:** This amount represents the total rent due for all of 2023 in accordance with the lease agreement.

**Amount:** \$185,535

**4. Contract Purpose:** CAM charges – Rockrimmon Library.

**Vendor:** Monitor Rockrimmon LLC

**Status:** This amount represents an estimate of the CAM charges for the Rockrimmon Library for 2023. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$46,116

**5. Contract Purpose:** Rent charges – Monument Library

**Vendor:** Woodmoor Village, LLC

**Status:** This amount represents the total rent due for all of 2023 in accordance with the lease agreement.

**Amount:** \$143,412



**6. Contract Purpose:** CAM charges – Monument Library.

**Vendor:** Woodmoor Village, LLC

**Status:** This amount represents an estimate of the CAM charges for the Monument Library for 2023. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$27,000

**7. Contract Purpose:** Rent charges – Ruth Holley Library

**Vendor:** Murray Square Investments

**Status:** This amount represents the total rent due for all of 2023 in accordance with the lease agreement.

**Amount:** \$145,100

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

**Vendor:** Murray Square Investments

**Status:** This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2023. The amount is calculated in accordance with the provisions of the lease agreement.

**Amount:** \$41,543

**9. Contract Purpose:** Estimated utilities costs for 2023 – various District facilities.

**Vendor:** Colorado Springs Utilities

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

|             |                         |           |
|-------------|-------------------------|-----------|
| Penrose     | Water and Sewer charges | \$34,000  |
| Penrose     | Electricity charges     | \$142,000 |
| Penrose     | Gas charges             | \$45,000  |
| East        | Water and Sewer charges | \$34,500  |
| East        | Electricity charges     | \$171,000 |
| East        | Gas charges             | \$26,000  |
| Chy. Mtn.   | Gas charges             | \$5,500   |
| Chy. Mtn.   | Electricity charges     | \$15,656  |
| Library 21C | Water and Sewer charges | \$35,000  |
| Library 21C | Electricity charges     | \$33,000  |
| Library 21C | Gas charges             | \$51,000  |
| Ute Pass    | Water and Sewer charges | \$1,262   |
| Ute Pass    | Electricity charges     | \$2,650   |
| Ruth Holley | Gas charges             | \$3,750   |
| Ruth Holley | Electricity charges     | \$11,500  |
| OCCB        | Water and Sewer charges | \$2,600   |
| OCCB        | Electricity charges     | \$7,500   |
| OCCB        | Gas charges             | \$3,450   |
| Rockrimmon  | Electricity charges     | \$11,500  |
| Rockrimmon  | Gas charges             | \$4,500   |
| Sand Creek  | Water and Sewer charges | \$2,800   |
| Sand Creek  | Electricity charges     | \$17,500  |
| Sand Creek  | Gas charges             | \$6,600   |

**Amount:** The total of all open purchase orders listed above is \$693,318.

**10. Contract Purpose:** Payment of the El Paso County Treasurer's Office fees during 2023, as mandated by State Statute.

**Vendor:** El Paso County Treasurer's Office

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

**Amount:** \$509,978

**11. Contract Purpose:** Broadband services

**Vendor:** Allstream

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

**Amount:** \$300,000

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

**Vendor:** SIRSIDYNIX

**Status:** This amount covers the off-site hosting charges for the SIRSI system for 2023, and the support for other related services.

**Amount:** \$250,000

**13. Contract Purpose:** The District's share of the estimated 2023 contribution to the El Paso County Retirement Plan.

**Vendor:** El Paso County Pension Trust

**Status:** The District offers a retirement plan benefit for all of its full time employees. The District contributes 10.8% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District's cost (only) for 2023.

**Amount:** \$1,538,000 (latest and greatest-01/12/23)

**14. Contract Purpose:** Library book purchases - an estimate for 2023.

**Vendor:** Baker and Taylor

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

**Amount:** \$120,000

**15. Contract Purpose:** Purchases of library materials (CD's, DVD's or other items) – 2023 estimate.

**Vendor:** Midwest Tape

**Status:** The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2023. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

**Amount:** \$300,000

**16. Contract Purpose:** Purchase of periodicals and serials for 2023 and certain databases

**Vendor:** EBSCO

**Status:** The amount below represents an estimate of what the Library will pay during 2023 for the purchase of periodicals and serials (subscriptions) and databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

**Amount:** \$150,000

**17. Contract Purpose:** Purchases of library materials – 2023 “not to exceed” estimate.

**Vendor:** Overdrive, Inc.

**Status:** The amount below is simply an estimate of how much the District will spend on electronic library materials with this vendor during 2023. It is based on total annual amounts spent with this vendor during prior years.

**Amount:** \$3,000,000

**18. Contract Purpose:** Office supplies - 2023

**Vendor:** Staples Advantage

**Status:** This amount covers an estimated amount of office and other supply purchases from Staples.

**Amount:** \$100,000

**19. Contract Purpose:** Courier services

**Vendor:** Stat Courier Services

**Status:** This amount covers delivery services for all district facilities during 2023.

**Amount:** \$253,000

**20. Contract Purpose:** Library book purchases – an estimate for 2023

**Vendor:** Ingram

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

Amount: \$850,000

**21. Contract Purpose:** Janitorial and carpet cleaning services

**Vendor:** Frank Martin

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

Amount: \$537,072

**22. Contract Purpose:** Maintenance for self-check equipment

**Vendor:** Bibliotheca, Inc.

**Status:** This amount covers the annual maintenance/service for self-check equipment. Self-check equipment planned replacement in 2029.

Amount: \$125,000



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

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

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

**PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST**

Updated May 2007 – Readopted January 2023

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

**1. Financial and Business Arrangements**

( ) NONE

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

\_\_\_\_\_

**2. Organizational Loyalties**

( ) NONE

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

\_\_\_\_\_

\_\_\_\_\_

**3. Investments and Other Obligations**

( ) NONE

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

\_\_\_\_\_

**4. Business Relationships**

( ) NONE

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

\_\_\_\_\_

\_\_\_\_\_

**5. Fiduciary Relationships**

( ) NONE

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

\_\_\_\_\_

\_\_\_\_\_

**6. Disciplinary Actions**

( ) NONE

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

\_\_\_\_\_

\_\_\_\_\_

**7. Acceptance of Gifts**

( ) NONE

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

\_\_\_\_\_

\_\_\_\_\_

**8. Library Information**

( ) NONE

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

\_\_\_\_\_

\_\_\_\_\_

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

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_









Printed Name: \_\_\_\_\_

## Insurance Policies - 2023

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

HUB obtained renewal quotes for 2023 from our current carriers, as follows (including 2022 insurance policies/premiums for comparative purposes):

### Premium Summary

| Coverage                                    | Expiring  |                     | Renewal   |                     |
|---|---|---------------------|---|---------------------|
|   | Carrier   | Premium             | Carrier   | Premium             |
| Property including Equipment Breakdown      |    | \$79,420            |    | \$122,867           |
| Inland Marine                               |   | Included            |   | Included            |
| General Liability                           |   | \$18,919            |   | \$17,023            |
| Business Automobile                         |   | \$4,155             |   | \$4,319             |
| Umbrella Liability                          |   | \$9,502             |   | \$8,933             |
| Abuse & Molestation                         |   | Included            |   | Included            |
| Workers Compensation & Employers Liability* |   | \$44,610            |   | \$47,552            |
| Public Officials Liability                  |   | \$17,709            |   | \$17,280            |
| Volunteer/Accident                          |   | \$5                 |   | \$5                 |
|   |   |                     |   | \$174,320           |
| Cyber Liability                             |  | \$17,200            |  | \$22,479.75         |
| Crime                                       |  | \$5,400             |  | \$5,400             |
| Brokerage Consulting Fee                    |  | \$18,500            |  | \$18,500            |
|   |   | <b>\$198,220.00</b> |   | <b>\$264,358.75</b> |

The policy coverage is substantially the same between the 2022 (Expiring) and 2023 (Renewal). Overall, the District will experience a 33.3% cost increase of \$66,139.

Coverage for Cyber Liability increased substantially by \$5,280, or 31% over last year’s premium. This increase is in response to the market and that attacks are more frequent and more sophisticated.

The balance of the coverages that had premium increases are largely attributable to current inflationary pressures. This year the District had a property loss ratio of 236% that is related to the roof replacement claim at East Library for the 2022 calendar year and resulted in the overall package insurance increase of 31%.

HUB’s consulting fee for 2023 is \$18,500, which is the same as the 2022 fee. This fee is included in the totals above. Please note the District elected to pay the consultant fee directly to HUB.

### Recommendation

Management recommends the Board of Trustees approve the renewal policy premiums listed above for the District's 2023 insurance policies, along with HUB's consulting fee of \$18,500, for a total cost of \$264,358.75.





PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
December 7, 2022 4 pm  
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

President Dr. Ned Stoll. Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Erin Bents, Debbie English, Aaron Salt

Interim Chief Librarian and CEO Teona Shainidze Krebs, Family & Children’s Services Director Melody Alvarez, Chief Safety, Security and Community Resources Officer Michael Brantner, Collection Management Supervisor Chris Carlson, Monument and Palmer Lake Library Manager Jean Carrier, Creative Services Director Becca Cruz, West Regional Director Michael Doherty, Senior Librarian Yvette Dow-Rose, Executive Assistant Laura Foster, Adult Services Director Janina Goodwin, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, East Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, ILS Analyst Marissa Jimenez Guiot, Chief Human Resources and Organizational Development Officer Heather Laslie, Fountain Library Manager Shannon McDonald, Library Assistant Pamela Owens, Penrose Library Manager Tiffany Paisley, Collection Management Director Jenny Pierce, Chief Communications Officer Michelle Ray, Young Adult Services Director Joanna Rendon, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Senior Library Associate Carol Scheer, Floating Creative Services Senior Library Associate Nawal Shahril, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Mobile Library Manager Lisa Ward, Ruth Holley Library Manager Tessia Warren, Colleen, Randi Brantner, Sarah Dunmire, City Councilmember Randy Helms, Debbie Kelley, Laura Neumann, David Neville, Julie Smyth, Executive Director of the Colorado Springs Urban Renewal Authority (CSURA) Jariah Walker

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
AND 2023 BUDGET WORK SESSION**

**CALL TO ORDER**

President Dr. Ned Stoll called the December 7, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

**PLEDGE OF ALLEGIANCE**

**ITEMS TOO LATE FOR THE AGENDA**

**Motion:** Aaron Salt made a motion that the Mill Levy certification be added to the agenda as a second item under New Business.

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

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

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

There was no public comment.

**BUSINESS ITEMS**

**Consent Items**

Minutes of the November 16, 2022 Budget Hearing work session Meeting  
Minutes of the November 16, 2022 meeting

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the minutes of the November 16, 2022 Budget Hearing work session meeting and the

November 16, 2022 regular meeting of the Board as presented.

**Second:**Debbie English seconded the motion.

**Vote:** Mina Liebert abstained from the vote. Trustees Stoll, Bents, English, Gonzales, Salt, and Taylor voted in favor of the motion. The motion carried with six in favor and one abstained.

## Unfinished Business

### **Decision 22-12-1:** URA City Gate 2.0 (Weidner)

Colorado Springs Urban Renewal Authority (CSURA) Executive Director Jariah Walker provided a general overview of the project, and proposed a 75/25% split of the tax increment funding (TIF) where the URA would receive 75% and PPLD would retain 25%.

The Board thanked CSURA and the developers for providing a new proposal for this project. Discussion of the topic included a concern that taxpayer dollars would support public parking included in the project, and requested that PPLD's TIF be dedicated to the plaza expenses within the project, excluding any portion already under construction.

**Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the URA City Gate 2.0 (Weidner) proposal at a split of 75% to the URA, 25% to PPLD, excluding any cost related to what is already under construction.

**Second:** Mina Liebert seconded the motion.

**Discussion:** Dora Gonzales asked that the motion be amended to include that the funding be dedicated to expenses for the plaza as she believes the plaza to be a good space for possible PPLD programming. Mina Liebert agreed that this support will further PPLD's reach in the community.

**Amendment Motion 1:** Debbie English made a motion to amend the original motion as follows: the Pikes Peak Library District Board of Trustees approve the URA City Gate 2.0 (Weidner) proposal at a split of 75% to the URA, 25% to PPLD, and that PPLD funding will be dedicated to creation of the plaza.

**Second:** Mina Liebert seconded the motion.

**Vote:** The motion to include the amendment was approved unanimously.

**Discussion:** Scott asked that the motion be amended to reflect a 65/35% split instead of 75/25%. In response to questions from the Board regarding this split, Jariah stated that he expects that changing the percentages to 65/35% would prevent the project's approval by City Council.

**Amendment Motion 2:** Scott Taylor made a motion to amend the original motion as follows: the Pikes Peak Library District Board of Trustees approve the URA City Gate 2.0 (Weidner) proposal at a split of 65% to the URA, 35% to PPLD, and that PPLD funding will be dedicated to the creation of the plaza.

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

**Vote:** President Dr. Ned Stoll asked for a vote by roll call:

Erin Bents - no  
Scott Taylor - yes  
Dr. Stoll - yes  
Dora Gonzales - no  
Debbie English - no  
Aaron Salt - yes  
Mina Liebert - no

With three members voting yes and four members voting no, the amendment motion to change the split to 65% to the URA, 35% to PPLD does not pass three to four.

The Board returned to voting for the motion as amended in Amendment Motion 1.

**Vote:** President Dr. Ned Stoll asked for a vote by roll call:

Mina Liebert - yes  
Debbie English - yes  
Aaron Salt - no  
Dr. Stoll - yes  
Dora Gonzales - yes  
Scott Taylor - no  
Erin Bents - yes

With five members voting yes, and two members voting no, the amended motion that the Pikes Peak Library District Board of Trustees approve the URA City Gate 2.0 (Weidner) proposal at a split of Seventy-five percent to the URA, 25% to PPLD, and that PPLD funding will be dedicated to creation of the plaza, passes five to two.

The agreement will be updated to include the terms of the vote and provided for the Board President's signature.

Mina Liebert temporarily left the meeting.

**Decision 22-12-2: 2022 Budget adjustment**

The 2022 Budget adjustment was included in the Board packet. Chief Financial Officer Randy Green explained that the total adjustment for revenue is \$11,875 and the total adjustment for expenditures is \$814,979. The result is excess revenue over expenditures is adjusted to (\$2,383,532) and the End of Year fund balance is adjusted to \$9,494,578.

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the 2022 Budget adjustment as presented

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

**Vote:** The motion was approved unanimously by those present; Mina Liebert was not present to vote on this motion.

**Work Session: 2023 Original Adopted Budget**

The 2023 Original Adopted Budget, including three options to reduce the budget further, was provided in the Board packet. Option 1 is recommended by Management. All options were discussed, including approving one of the options with the expectation that it would be adjusted further to reduce the amount pulled from the fund balance to \$1,000,000 or \$750,000.

Mina Liebert returned to the meeting at 6:00 pm

**Decision 22-12-3: 2023 Original Adopted Budget**

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the resolution summarizing expenditures and revenue for each fund, adopting a budget, and appropriating funds as outlined below for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2023 and ending on the last day of December 2023.

WHEREAS, pursuant to Colorado Local Government Budget Law, the Board of Trustees of the Pikes Peak Library District must adopt the annual budget for 2023 by December 15, 2022; and WHEREAS, the 2023 Original Adopted Budget must recognize revenues and have available fund balance sufficient to cover the appropriated expenditures set forth in the annual budget; and

WHEREAS, a Preliminary Balanced Budget for 2023 was submitted by the Chief Financial Officer to the Board of Trustees on October 7, 2022, as required by Colorado Local Government Budget Law; and  
 WHEREAS, pursuant to the notice published in accordance with Colorado Local Government Budget Law, the proposed 2023 budget has been open for inspection by the public since October 7, 2022; and  
 WHEREAS, public hearings were held by the Board of Trustees on October 7, 2022 and November 16, 2022 in order to provide interested citizens an opportunity to file or register any comments or objections, and to review evidence and hear testimony as presented to the Board on the proposed 2023 budget; and  
 WHEREAS, up to and including this date, said proposed budget has been open for inspection by the public and interested citizens to be given an opportunity to file or register any objections to said proposed budget pursuant to Colorado Local Government Budget Law; and  
 WHEREAS, Attachment A outlines the revenue, expenditures, and fund balance details of the 2023 budget; and  
 WHEREAS, all expenditure changes made to the Preliminary Balanced Budget to revenue and available fund balances are incorporated in the Original Adopted budget, as required by Colorado Local Government Budget Law; and  
 NOW, THERFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES;  
 Section 1. That the budget as submitted, amended, and summarized in Attachment A, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year 2023. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose:

|                     |                     |
|---------------------|---------------------|
| General Fund        | \$ 35,667,371       |
| Capital Fund        | \$ 1,000,000        |
| Self-Insurance Fund | <u>\$ 3,588,098</u> |
| Total               | \$ 40,255,469       |

Section 2. That the budget hereby approved and adopted shall be signed by the Interim Chief Librarian/Chief Executive officer, filed with the Colorado Department of Local Affairs, Division of Local Government and made a part of the public records of the Pikes Peak Library District.

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

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

The resolution will be updated for Dr. Stoll's signature.

## New Business

### **Interim Chief Librarian and CEO update: Material Reconsideration**

The Material Reconsideration of *Kitchen Disco* request and response was provided in the packet. Interim Chief Librarian and CEO Teona Shainidze Krebs explained that three librarians researched and reviewed the book and provided their recommendation. Professional reviews were also included. The result of the review is to retain the book in our collection as classified in the children's area.

### **Decision 22-12-4: Resolution: Mill levy certification**

**Motion:** Mina Liebert made a motion that the Pikes Peak Library District Board of Trustees approve A resolution to establish and approve the certification of the Pikes Peak Library District's mill levy for the 2022 property taxes payable in 2023 and allocating revenues from such property taxes and the specific ownership tax among the District's various Funds.  
 WHEREAS, the El Paso County, County Assessor has certified the value of all real property in the Pikes Peak Library District for the year 2022 a (for taxes to be collected in the year 2023) in the total amount of \$9,616,485,960; and

WHEREAS, the Board of Trustees of the District desires to establish the amount of property tax revenues to be collected from levies against the valuation of all taxable property located in the District; and

WHEREAS, the Board of Trustees of the District, in compliance with TABOR, establishes the amount of property tax revenues to be collected that will not exceed the maximum amount of property tax revenues the District is allowed to receive under the TABOR amendment; and

WHEREAS, the District is authorized to recover revenues lost through abatements, said amounts to the District, being 0.18 mills in the amount of \$169,283; and

WHEREAS, the Board of Trustees has the discretion to allocate the levy of 3.494 mills plus 0.018 mills from abatements for a total of 3.512 mills among the various funds of the District, which funds for the year 2023 are the General Fund, Capital Fund, and Self-Insurance Fund as follows;

|                     |              |
|---------------------|--------------|
| General Fund        | 3.197        |
| Capital Fund        | 0.000        |
| Self-Insurance Fund | <u>0.315</u> |
| Total               | <u>3.512</u> |

WHEREAS, in addition to revenues collected from the levy upon all such taxable property in the amount of \$33,773,099, the Board of Trustees desires to allocate to the General Fund those revenues anticipated to be collected from the Specific Ownership Taxes, which revenues for the year 2023 are anticipated in the amount of \$3,500,000; and

WHEREAS, the Board of Trustees of the Library District has adopted the annual budget in accordance with Local Government Budget Law on December 7, 2022; and

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

Section 1. That for the purpose of meeting general operating expenses and to help defray the costs of government for the Pikes Peak Library District for the year 2023, there is hereby levied a tax of 3.512 mills (comprised of a general operating mill levy of 3.494 mills and an abatement mill of 0.018) upon each dollar of the total valuation for assessment of all taxable property within the District for the 2022 assessment year.

Section 2. That the Chief Financial Officer of the Pikes Peak Library District is hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the Pikes Peak Library District as hereinabove determined and set.

**Second:** Debbie English seconded the motion.

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

#### **UPDATES:**

Dora Gonzales reminded Trustees that CEO search information was provided by email, and to please provide feedback to Dora and Debbie. The Governance Committee approved posting the Interim Chief Librarian and CEO position internally. The search will begin in January 2023.

The 2023 Board of Trustee meeting schedule will remain the same as 2022.

Aaron Salt thanked Mina Liebert for her service on the Board.

#### **ADJOURNMENT**

There being no further business to discuss, President Dr. Ned Stoll adjourned the December 7, 2022 meeting of the Board of Trustees at 6:40 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>

## RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, this resolution is adopted for the following causes:

### Revenues and Other Financing Sources

1. To increase revenues by \$150,000 for investment income not anticipated for the 2022 Budget.
2. To decrease revenues by (\$405,000) for the deferral of a capital project that was to be funded by the Federal eRate program, which was included in the 2022 Budget.
3. To decrease revenues for Specific ownership taxes, Parking lot collections, and Copier/printer collections by (\$300,000), (\$7,000), and (\$15,000), respectively, to address lower than expected revenue levels for the 2022 Budget due to economic conditions.
4. To increase the 2022 Budget by \$565,125 for grants/donations, which were not known when the 2022 Budget was approved.

### Expenditures and Other Financing Uses

1. To increase the 2022 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

|    |                    |                  |
|----|--------------------|------------------|
| a. | Library materials  | \$134,756        |
| b. | Other encumbrances | <u>171,806</u>   |
|    | Total encumbrances | <u>\$306,562</u> |
2. To increase the 2022 Budget \$400,000 for additional anticipated claims incurred and administrative fees related to the health plan not expected when the 2022 Budget was approved.
3. To increase the 2022 Budget – Operating Fund Transfer to the Capital Reserve Fund by \$698,379 for several capital projects needs not anticipated when the 2022 Budget was approved.
4. To increase the 2022 Budget by \$565,125 for various grants and usage of designated funds, which were not known when the 2022 Budget was approved.
5. To reduce the 2022 Budget by (\$1,155,087) for savings from vacant positions not filled during 2022.

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado:

1. That the 2022 appropriation of the General Fund is hereby increased from \$39,927,994 to \$40,742,973; and

2. That the 2022 General Fund budget for Revenues and Sources of Funds is hereby decreased from \$38,371,316 to \$38,359,441.

**ADOPTED**, this 18th day of January, 2023.

Attest: \_\_\_\_\_  
Dr. Ned C. Stoll, President  
Board of Trustees

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

| Category   | Amount               |
|--|----------------------|
| <b>Approved 2022 Budget - Revenues</b>   | \$ 38,371,316        |
| <b>Adjustments:</b>  |                      |
| Investment income  | 150,000              |
| Specific ownership taxes   | (300,000)            |
| Federal - Erate Funding  | (405,000)            |
| Parking lot collections  | (7,000)              |
| Copier/printer collections   | (15,000)             |
| <b>Grants/Designated Funds</b>   |                      |
| 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               |
| <b>Total Grants/Designated Funds</b>   | <u>565,125</u>       |
| <b>Total Adjustments</b>   | <u>(11,875)</u>      |
| <b>2022 General Fund Revenue Budget, As Amended</b>  | <u>\$ 38,359,441</u> |
| <b>Approved 2022 Budget - Expenditures</b>   | <u>\$ 39,927,994</u> |
| <b>Utilization of Prior Year Reserved and Designated Fund Balance</b>                        |                      |
| <b>Encumbrances</b>  |                      |
| Library materials  | 134,756              |
| Other encumbrances   | 171,806              |
| <b>Total Encumbrances</b>  | <u>306,562</u>       |
| <b>Other Items</b>   |                      |
| 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               |
| <b>Total Operating Transfers</b>   | <u>698,379</u>       |
| <b>Grants/Designated Funds</b>   |                      |
| 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               |
| <b>Total Grants/Designated Funds</b>   | <u>565,125</u>       |
| Vacant position savings  | (1,155,087)          |
| <b>Total Other Items</b>   | <u>508,417</u>       |
| <b>Total Adjustments</b>   | <u>814,979</u>       |
| <b>2020 General Fund Expenditure Budget, As Amended</b>                                      | <u>40,742,973</u>    |
| <b>Excess Revenues Over (Less Than) Expenditures</b>   | (2,383,532)          |
| <b>Fund Balance - Beginning of Year</b>  | <u>11,878,110</u>    |
| <b>Fund Balance - End of Year</b>  | <u>\$ 9,494,578</u>  |



**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously established a Capital Projects Fund called the East Library Capital Project Fund - the primary purpose of which is to account for all financial activity related to capital improvements for East Library, the funding of which comes primarily from fundraising and the District's General Fund,

**AND WHEREAS**, a total of \$113,493 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2022 budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2022 appropriation of the East Library Renovation Project Fund is hereby increased from \$117,000 to \$230,493, as per the attached schedule.

**ADOPTED**, this 18th day of January, 2023.

Attest: \_\_\_\_\_  
Dr. Ned C. Stoll, President  
Board of Trustees

**Pikes Peak Library District  
 East Library Capital Projects Fund  
 Year Ended December 31, 2022**

|  | <b>2022</b>                |                             |                           |
|--|----------------------------|-----------------------------|---------------------------|
|  | <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
| <b>Sources of Funds</b>                      |                            |                             |                           |
| <b>Funding - Pikes Peak Library District</b> |                            |                             |                           |
| Operating transfer - General Fund            | \$ 117,000                 | \$ -                        | \$ 117,000                |
| <b>Uses of Funds</b>                         |                            |                             |                           |
| <b>2022 Projects</b>                         |                            |                             |                           |
| Parking Lot Consultant                       | 30,000                     | -                           | 30,000                    |
| Land Improvement                             | 5,000                      | -                           | 5,000                     |
| Dock Concrete Repair/Replace                 | 22,000                     | -                           | 22,000                    |
| Security Operations Center                   | 35,000                     | -                           | 35,000                    |
| Contingency                                  | 25,000                     | -                           | 25,000                    |
| <b>Pre-2022 projects</b>                     |                            |                             |                           |
| Add a closet with cooling for IT             | -                          | 4,656                       | 4,656                     |
| Computer lab tables                          | -                          | 20,000                      | 20,000                    |
| COVID upgrades                               | -                          | 14,200                      | 14,200                    |
| Roofing evaluation & design                  | -                          | 11,163                      | 11,163                    |
| Replace aging fire panel                     | -                          | 708                         | 708                       |
| Furniture                                    | -                          | 24,962                      | 24,962                    |
| Reading room furniture                       | -                          | 3,135                       | 3,135                     |
| Contingency                                  | -                          | 32,850                      | 32,850                    |
| IT equipment contingency                     | -                          | 1,818                       | 1,818                     |
| <b>Total Uses of Funds</b>                   | <b>117,000</b>             | <b>113,493</b>              | <b>230,493</b>            |
| <b>(Excess) Expenditures over Revenues</b>   | <b>-</b>                   | <b>(113,493)</b>            | <b>(113,493)</b>          |
| <b>Fund Balance - Beginning of Year</b>      | <b>113,493</b>             | <b>-</b>                    | <b>113,493</b>            |
| <b>Fund Balance - End of Year</b>            | <b>\$ 113,493</b>          | <b>\$ (113,493)</b>         | <b>\$ 0</b>               |

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously established a Capital Projects Fund called the Penrose Library Capital Project Fund - the purpose of which is to account for all financial activity related to capital improvements for Penrose Library, the funding of which comes primarily from fundraising and the District's General Fund,

**AND WHEREAS**, a total of \$342,977 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2022 budget.

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2022 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$1,191,200 to \$1,534,177, as per the attached schedule.

**ADOPTED**, this 18th day of January, 2023.

Attest: \_\_\_\_\_  
Dr. Ned C. Stoll, President  
Board of Trustees

**Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Year Ended December 31, 2022**

| <b>2022</b>                |                             |                           |
|----------------------------|-----------------------------|---------------------------|
| <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |

**Sources of Funds**

**Funding - Pikes Peak Library District**

|                                   |              |      |              |
|-----------------------------------|--------------|------|--------------|
| Operating transfer - General Fund | \$ 1,191,200 | \$ - | \$ 1,191,200 |
|-----------------------------------|--------------|------|--------------|

**Uses of Funds**

**2022 Projects**

|                               |         |   |         |
|-------------------------------|---------|---|---------|
| Replace Door Openers          | 10,000  | - | 10,000  |
| Roof Replacement              | 950,000 | - | 950,000 |
| Replace Rooftop Unit          | 23,500  | - | 23,500  |
| Personal Belongs Lockers      | 18,000  | - | 18,000  |
| Add A/C to Network Closet     | 15,000  | - | 15,000  |
| Add Teen Center - Consultant  | 10,000  | - | 10,000  |
| Mezzanine Redesign            | 10,000  | - | 10,000  |
| Enclose Lower Classroom       | 15,000  | - | 15,000  |
| Painting Allowance            | 75,000  | - | 75,000  |
| Adult area tables             | 5,000   | - | 5,000   |
| Furniture 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   | - | 8,700   |
| Contingency                   | 25,000  | - | 25,000  |

**Pre-2022 Projects**

|   |   |         |         |
|---|---|---------|---------|
| Open chairs for Adult Education Services                | - | 2,500   | 2,500   |
| Roofing consultant to evaluate existing roof            | - | 23,480  | 23,480  |
| Install glass wall structure - Executive Assistant area | - | 4,350   | 4,350   |
| Add Office for Manager                                  | - | 19,691  | 19,691  |
| Add IT Closet   | - | 338     | 338     |
| Add messinine door structure                            | - | 7,158   | 7,158   |
| Painting allowance                                      | - | 25,000  | 25,000  |
| Roofing evaluation                                      | - | 27,922  | 27,922  |
| KCH-movable walls/partitions                            | - | 3,000   | 3,000   |
| KCH-replace awning - front entrance                     | - | 1,500   | 1,500   |
| Replace existing parking meters                         | - | 50,000  | 50,000  |
| Chiller replacement                                     | - | 55,000  | 55,000  |
| KCH - chairs For mezzanine                              | - | 2,550   | 2,550   |
| KCH - work tables (4), mezzanine                        | - | 6,200   | 6,200   |
| Contingency   | - | 114,287 | 114,287 |

**Total Uses of Funds**

|  |           |         |           |
|--|-----------|---------|-----------|
|  | 1,191,200 | 342,977 | 1,534,177 |
|--|-----------|---------|-----------|

**(Excess) Expenditures over Revenues**

|  |   |           |           |
|--|---|-----------|-----------|
|  | - | (342,977) | (342,977) |
|--|---|-----------|-----------|

**Fund Balance - Beginning of Year**

|  |         |   |         |
|--|---------|---|---------|
|  | 342,977 | - | 342,977 |
|--|---------|---|---------|

**Fund Balance - End of Year**

|  |            |              |      |
|--|------------|--------------|------|
|  | \$ 342,977 | \$ (342,977) | \$ - |
|--|------------|--------------|------|

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously established a Capital Projects Fund called the Library 21c Capital Project Fund - the purpose of which is to account for all financial activity related to the capital improvements for Library 21c; the funding of which comes primarily from the District's General Fund,

**AND WHEREAS**, a total of \$305,235 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2022 budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2022 appropriation of the Library 21c Capital Project Fund is hereby increased from \$194,500 to \$499,735, as per the attached schedule.

**ADOPTED**, this 18th day of January, 2023.

Attest: \_\_\_\_\_  
Dr. Ned C. Stoll, President  
Board of Trustees

**Pikes Peak Library District  
Library 21c Capital Projects Fund  
Year Ended December 31, 2022**

|  | 2022               |                     |                   |
|--|--------------------|---------------------|-------------------|
|  | Original<br>Budget | Budget<br>Amendment | Amended<br>Budget |

**Sources of Funds**

**Funding - Pikes Peak Library District**

|                                   |            |      |            |
|-----------------------------------|------------|------|------------|
| Operating transfer - General Fund | \$ 194,500 | \$ - | \$ 194,500 |
|-----------------------------------|------------|------|------------|

**Uses of Funds**

**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 | - | 75,000 |
| Elevator starter               | 5,000  | - | 5,000  |
| Elevator Lighting              | 12,000 | - | 12,000 |
| Community meeting room         | 12,500 | - | 12,500 |
| Fire magnetic lock ADA Studio  | 6,000  | - | 6,000  |
| Auto openers ADA for Maker     | 14,000 | - | 14,000 |
| Contingency                    | 25,000 | - | 25,000 |

**Pre 2022 Projects**

|  |   |           |         |
|--|---|-----------|---------|
| Awning for curbside service                      | - | 25,000    | 25,000  |
| Back up generator                                | - | 105,000   | 105,000 |
| Contingency                                      | - | 19,693    | 19,693  |
| Closet UPS                                       | - | 10,000    | 10,000  |
| Add gas supply to kitchen                        | - | 250       | 250     |
| Install new service point first floor            | - | 20,000    | 20,000  |
| Revamp Creative Service area                     | - | 3,000     | 3,000   |
| Culinary Lab equipment                           | - | 41,739    | 41,739  |
| Adjustable height tables - Collection Management | - | 1,200     | 1,200   |
| Replace desk-Children's Services                 | - | 6,000     | 6,000   |
| Contingency                                      | - | 48,480.49 | 48,480  |
| Audio/visual equipment                           | - | 712.77    | 713     |
| Studio noise mitigation                          | - | 20,562.15 | 20,562  |
| Increase stage size                              | - | 3,120.22  | 3,120   |
| Venue LED lighting                               | - | 477       | 477     |

**Total Uses of Funds**

|  |         |         |         |
|--|---------|---------|---------|
|  | 194,500 | 305,235 | 499,735 |
|--|---------|---------|---------|

**(Excess) Expenditures over Revenues**

|  |   |           |           |
|--|---|-----------|-----------|
|  | - | (305,235) | (305,235) |
|--|---|-----------|-----------|

**Fund Balance - Beginning of Year**

|  |         |   |         |
|--|---------|---|---------|
|  | 305,235 | - | 305,235 |
|--|---------|---|---------|

**Fund Balance - End of Year**

|  |            |              |      |
|--|------------|--------------|------|
|  | \$ 305,235 | \$ (305,235) | \$ - |
|--|------------|--------------|------|

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously established a Capital Projects Fund called the Capital Reserve Fund - the purpose of which is to account for all financial activity related to various capital projects not specifically accounted for under a separate Capital Projects Fund; the funding of which comes primarily from the District's General Fund,

**AND WHEREAS**, a total of \$3,476,115 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2022 Budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2022 appropriation of the Capital Reserve Fund is hereby increased from \$1,837,745 to \$5,313,860, as per the attached schedule.

**ADOPTED**, this 18th day of January, 2023.

Attest: \_\_\_\_\_  
Dr. Ned C. Stoll, President  
Board of Trustees

**Pikes Peak Library District  
Capital Reserve Fund  
Year Ended December 31, 2022**

|  | <b>2022</b>     |                  |                |
|--|-----------------|------------------|----------------|
|  | <b>Original</b> | <b>Budget</b>    | <b>Amended</b> |
|  | <b>Budget</b>   | <b>Amendment</b> | <b>Budget</b>  |

**Sources of Funds**

**Funding - Pikes Peak Library District**

Operating transfer - General Fund \$ 1,542,395 \$ 1,542,395

**Funding - Fundraising**

Donations - Pikes Peak Library District Foundation 100,000 100,000

**Funding - Other**

Landlord reimbursement - -

**Total Sources of Funds**

1,642,395 - 1,642,395

**Uses of Funds**

**Facilities Capital**

**2022 Projects**

|                                |         |   |         |
|--------------------------------|---------|---|---------|
| DW Concrete Replacement        | 15,000  | - | 15,000  |
| DW Asphalt Reapirs & Maintenan | 20,000  | - | 20,000  |
| CH Painting Allowance          | 18,000  | - | 18,000  |
| FO 5 Rtu'S Replacement         | 35,000  | - | 35,000  |
| FO Remodel Staff Room          | 15,000  | - | 15,000  |
| 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            | 1,500   | - | 1,500   |
| OL Window Cornices             | 3,000   | - | 3,000   |
| 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   | - | 1,500   |
| SA Restroom Refresh            | 1,500   | - | 1,500   |
| CA After Hours Lockers         | 11,000  | - | 11,000  |
| Roof Inspection                | 20,000  | - | 20,000  |
| Recycling Retainers            | 10,000  | - | 10,000  |
| Hvac Controller                | 30,000  | - | 30,000  |
| CH Reading & Study Room Chair  | 7,500   | - | 7,500   |
| 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 Replace Service Desk        | 10,000  | - | 10,000  |
| SA Staff Chairs                | 7,500   | - | 7,500   |
| Furniture Contingency 2022     | 25,000  | - | 25,000  |
| Bookmobile                     | 324,000 | - | 324,000 |
| Vehicles Replacement           | 45,000  | - | 45,000  |
| Contingency 2022               | 50,000  | - | 50,000  |

**Pre-2022 Projects**



**Pikes Peak Library District  
Capital Reserve Fund  
Year Ended December 31, 2022**

|  | <b>2022</b>                |                             |                           |
|--|----------------------------|-----------------------------|---------------------------|
|  | <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
| City bookmobile headlight upgrade                        | -                          | 2,500                       | 2,500                     |
| City bookmobile leaf spring upgrade                      | -                          | (1,074)                     | (1,074)                   |
| County bookmobile - back-up camera upgrade               | -                          | 1,500                       | 1,500                     |
| Lobby stop van - replace lift gate                       | -                          | 4,000                       | 4,000                     |
| Cheyenne Mountain - Meeting room tables                  | -                          | 2,299                       | 2,299                     |
| Ruth Holley - Curbside drive-up window                   | -                          | 10,000                      | 10,000                    |
| 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    | -                          | (136)                       | (136)                     |
| Sand Creek - Adjustable height tables                    | -                          | 99                          | 99                        |
| Sand Creek - Locking drive-up book returns               | -                          | 2,257                       | 2,257                     |
| Concrete replacement - districtwide allowance            | -                          | 10,000                      | 10,000                    |
| Upgrade fire system dialers to cellular                  | -                          | 8,430                       | 8,430                     |
| Asphalt repairs and maintenance - districtwide allowance | -                          | 287                         | 287                       |
| Furniture replacement contingency                        | -                          | 20,903                      | 20,903                    |
| Roof inspections, preventative maintenance repairs       | -                          | 10,750                      | 10,750                    |
| Story walks at East, Penrose 21c and Fountain Libraries  | -                          | 737                         | 737                       |
| Elevator electronic access at East and Penrose           | -                          | 3,966                       | 3,966                     |
| Purchase uniform recycling retainers at all facilities   | -                          | 10,000                      | 10,000                    |
| Landscape allowance                                      | -                          | 2,506                       | 2,506                     |
| Old Colorado City - replace floor main level             | -                          | 4,610                       | 4,610                     |
| Roof inspection  | -                          | 4,108                       | 4,108                     |
| Old Colorado City - canopy over book drop                | -                          | 5,000                       | 5,000                     |
| Old Colorado City - replace carpet                       | -                          | 3,500                       | 3,500                     |
| Calhan project   | -                          | 8,776                       | 8,776                     |
| Manitou Arts Council (MAC) project                       | -                          | 22,404                      | 22,404                    |
| MAC - furniture  | -                          | 1,171                       | 1,171                     |
| Improvements other than buildings                        | -                          | 848                         | 848                       |
| District-wide - concrete replacement                     | -                          | 5,730                       | 5,730                     |
| District-wide - asphalt repairs                          | -                          | 25,918                      | 25,918                    |
| Staff lounge improvements - Penrose                      | -                          | 9,738                       | 9,738                     |
| Staff lounge improvements - East Library                 | -                          | 8,954                       | 8,954                     |
| Staff lounge improvements - L21c                         | -                          | 7,777                       | 7,777                     |
| Bookmobile - awning replacement                          | -                          | 4,000                       | 4,000                     |

**Pikes Peak Library District  
Capital Reserve Fund  
Year Ended December 31, 2022**

|   | <b>2022</b>                |                             |                           |
|---|----------------------------|-----------------------------|---------------------------|
|   | <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
| Bookmobile - (2) half wraps                             | -                          | 4,213                       | 4,213                     |
| Furniture   | -                          | 3,610                       | 3,610                     |
| Cheyenne Mountain - workroom cabinets storage           | -                          | 2,000                       | 2,000                     |
| Rockrimmon - redesign Children's area                   | -                          | 617                         | 617                       |
| Fountain - furniture teen gaming area                   | -                          | 5,000                       | 5,000                     |
| Fountain - chair replacement meeting room               | -                          | 6,500                       | 6,500                     |
| 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        | -                          | 1,570                       | 1,570                     |
| Old Colorado City - charging tables and computer tables | -                          | 12,000                      | 12,000                    |
| Rockrimmon - meeting room tables                        | -                          | 119                         | 119                       |
| Replace generator bookmobile                            | -                          | 12,500                      | 12,500                    |
| Contingency   | -                          | 214,086                     | 214,086                   |
| <b>Total Facilities Capital</b>                         | <b>754,500</b>             | <b>548,375</b>              | <b>1,302,875</b>          |

**Communications Capital**

**2022 Projects**

|                    |       |   |       |
|--------------------|-------|---|-------|
| EA Photo Exhibit   | 5,000 | - | 5,000 |
| PE Community 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             | - | 5,050 | 5,050 |
| 20 MAC-Event Needs           | - | 1,000 | 1,000 |
| 20 MAC-Art Contest           | - | -     | -     |
| 20 MAC-Printing              | - | 3,000 | 3,000 |
| 20 MAC-Branded Merchandising | - | 69    | 69    |
| 20 MAC-Marketing / Promotion | - | 1,050 | 1,050 |
| 20 MAC-Contingency           | - | 1,682 | 1,682 |
| 20 MAC-Signage               | - | 6,802 | 6,802 |
| Monument - signage           | - | 3,000 | 3,000 |
| Palmer Lake - signage        | - | 1,016 | 1,016 |
| Rockrimmon - signage         | - | 2,500 | 2,500 |
| Ute Pass- signage            | - | 2,000 | 2,000 |

Pikes Peak Library District  
 Capital Reserve Fund  
 Year Ended December 31, 2022

|                                       | 2022               |                     |                   |
|---------------------------------------|--------------------|---------------------|-------------------|
|                                       | Original<br>Budget | Budget<br>Amendment | Amended<br>Budget |
| <b>Total Communications Capital</b>   | 25,395             | 27,169              | 52,564            |
| <br>                                  |                    |                     |                   |
| <b>Information Technology Capital</b> |                    |                     |                   |
| <b>2022 Projects</b>                  |                    |                     |                   |
| Report Servers                        | 10,000             |                     | 10,000            |
| Copiers                               | 5,000              |                     | 5,000             |
| Zebra Printer                         | 9,000              |                     | 9,000             |
| HI MFD                                | 1,500              |                     | 1,500             |
| Receipt Printers                      | 12,500             |                     | 12,500            |
| AWE Literacy Stations                 | 55,000             |                     | 55,000            |
| Security Computers                    | 3,000              |                     | 3,000             |
| MLS Laptop For Astrovan               | 1,400              |                     | 1,400             |
| SE Laptops                            | 3,600              |                     | 3,600             |
| CRS - Laptops                         | 2,500              |                     | 2,500             |
| KCH Laptop                            | 2,500              |                     | 2,500             |
| Security Oncall Tablet                | 1,400              |                     | 1,400             |
| CM IT ScanPro                         | 11,000             |                     | 11,000            |
| Barcode Scanners                      | 12,500             |                     | 12,500            |
| Telecommunications Switches           | 270,000            |                     | 270,000           |
| Remote Access Terminals               | 60,000             |                     | 60,000            |
| UPS Rotation                          | 14,000             |                     | 14,000            |
| Wireless System                       | 200,000            |                     | 200,000           |
| Cabling Infrastructure                | 25,000             |                     | 25,000            |
| Cabling PE Adm & Staff                | 50,000             |                     | 50,000            |
| Additional Drops                      | 7,000              |                     | 7,000             |
| Security 21C Camera St Monitor        | 600                |                     | 600               |
| Security Monitors 16 Locations        | 10,000             |                     | 10,000            |
| HR Digital Signage                    | 5,000              |                     | 5,000             |
| KCH Business Center                   | 6,000              |                     | 6,000             |
| Hytterra POC Radio System             | 45,000             |                     | 45,000            |
| Security Exterior Device Charg        | 30,000             |                     | 30,000            |
| Security Interior Div Charg           | 11,300             |                     | 11,300            |
| Body Camera                           | 6,000              |                     | 6,000             |
| Audio/Visual Equip Standard           | 100,000            |                     | 100,000           |
| SA Audio/Visual Equip                 | 12,000             |                     | 12,000            |
| KCH Business Centr AV                 | 6,000              |                     | 6,000             |
| RU AV Replacement                     | 7,400              |                     | 7,400             |
| SA Makerspace Video Display           | 1,600              |                     | 1,600             |
| SA AV Conference Rm                   | 1,600              |                     | 1,600             |
| Contingency IT                        | 25,000             |                     | 25,000            |
| FCS Lena Early Education              | 17,800             |                     | 17,800            |
| Staff Increase IT Support             | 2,400              |                     | 2,400             |
| HR Performance Manag Tool             | 11,750             |                     | 11,750            |
| <b>Pre 2022 Projects</b>              |                    |                     |                   |
| Telecommunications switches and UPS   | -                  | 115,200             | 115,200           |
| Cabling infrastructure repair         | -                  | 25,000              | 25,000            |
| Penrose Admin and staff cabling       | -                  | 21,370              | 21,370            |
| Contingency cabling (non eRate)       | -                  | 15,000              | 15,000            |
| Technology refresh (staff)            | -                  | 98,849              | 98,849            |
| Technology refresh (patrons)          | -                  | 229,255             | 229,255           |

**Pikes Peak Library District  
Capital Reserve Fund  
Year Ended December 31, 2022**

|  | <b>2022</b>      |                  |                  |
|--|------------------|------------------|------------------|
|  | <b>Original</b>  | <b>Budget</b>    | <b>Amended</b>   |
|  | <b>Budget</b>    | <b>Amendment</b> | <b>Budget</b>    |
| AWE literacy stations                                | -                | 19,300           | 19,300           |
| Adult Education Chromebook and hotspots              | -                | 5,000            | 5,000            |
| Creative Service specialized sap top (3D Capable)    | -                | 1,786            | 1,786            |
| Young Adult Services programming Chromebook          | -                | 5,300            | 5,300            |
| Security system elevator access control              | -                | 3,966            | 3,966            |
| Staff and public printers                            | -                | 3,800            | 3,800            |
| Contingency  | -                | 12,677           | 12,677           |
| Access control                                       | -                | 850,000          | 850,000          |
| Surveillance cameras                                 | -                | 100,000          | 100,000          |
| District-wide audio-visual equipment standardization | -                | 51,889           | 51,889           |
| Receipt printers                                     | -                | 12,500           | 12,500           |
| Barcode scanners                                     | -                | 12,403           | 12,403           |
| Upgrade to Drupal                                    | -                | 32,500           | 32,500           |
| PC purchases   | -                | 322,228          | 322,228          |
| Technology refresh (staff)                           | -                | 9,622            | 9,622            |
| RFID wands   | -                | 1,584            | 1,584            |
| Network switches/UPS                                 | -                | 154,238          | 154,238          |
| MAC - networking                                     | -                | (128)            | (128)            |
| MAC - phone system                                   | -                | 2,557            | 2,557            |
| MAC - other  | -                | 800              | 800              |
| MAC - endpoints                                      | -                | 1,336            | 1,336            |
| MAC - security                                       | -                | 2,563            | 2,563            |
| Telephone switches                                   | -                | 33,331           | 33,331           |
| ILS peripherals                                      | -                | 232,878          | 232,878          |
| Archival management system                           | -                | 13,400           | 13,400           |
| AMH bins (2)   | -                | 20,000           | 20,000           |
| Genealogy equipment                                  | -                | 9,400            | 9,400            |
| Datacenter project                                   | -                | 47,254           | 47,254           |
| Security system                                      | -                | 203,078          | 203,078          |
| AV Equipment - districtwide                          | -                | 125,000          | 125,000          |
| IT management reserve                                | -                | 24,277           | 24,277           |
| <b>Total Information Technology Capital</b>          | <b>1,056,350</b> | <b>2,819,212</b> | <b>3,875,562</b> |
| <b>Video Studio Capital</b>                          |                  |                  |                  |
| <b>2022 Projects</b>                                 |                  |                  | -                |
| <b>Pre 2022 Projects</b>                             |                  |                  |                  |
| Video projector replacements and additions           | -                | 5,000            | 5,000            |
| Video equipment and accessories                      | -                | 1,620            | 1,620            |
| Video projectors replacement and additions           | -                | 5,000            | 5,000            |
| DSLR cameras - checkout                              | -                | 5,700            | 5,700            |
| Contingency  | -                | 8,215            | 8,215            |
| <b>Total Video Studio Capital</b>                    | <b>-</b>         | <b>25,535</b>    | <b>25,535</b>    |
| <b>Creative Services Capital</b>                     |                  |                  |                  |
| <b>2022 Projects</b>                                 |                  |                  |                  |
| Equipment Replacement                                | 1,500            |                  | 1,500            |
| <b>Pre 2022 Projects</b>                             |                  |                  |                  |
| 3D scanner   | -                | 80               | 80               |
| Equipment initiatives                                | -                | 4,628            | 4,628            |

**Pikes Peak Library District  
Capital Reserve Fund  
Year Ended December 31, 2022**

|  | <b>2022</b>                |                             |                           |
|--|----------------------------|-----------------------------|---------------------------|
|  | <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
| New maker kits                             | -                          | 1,000                       | 1,000                     |
| Equipment replacement                      | -                          | 2,708                       | 2,708                     |
| Contingency                                | -                          | 47,407                      | 47,407                    |
| <b>Total Creative Services Capital</b>     | <b>1,500</b>               | <b>55,824</b>               | <b>57,324</b>             |
| <b>Total Uses of Funds</b>                 | <b>1,837,745</b>           | <b>3,476,115</b>            | <b>5,313,860</b>          |
| <b>(Excess) Expenditures over Revenues</b> | <b>(195,350)</b>           | <b>(3,476,115)</b>          | <b>(3,671,465)</b>        |
| <b>Fund Balance - Beginning of Year</b>    | <b>3,671,465</b>           | <b>-</b>                    | <b>3,671,465</b>          |
| <b>Fund Balance - End of Year</b>          | <b>\$ 3,476,115</b>        | <b>(3,476,115)</b>          | <b>\$ -</b>               |

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to be used from various funding sources that are not part of District’s General Fund, for the Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously authorized the establishment of Special Revenue Funds (Designated Purpose Funds), the purpose of which is to account for all financial activity related to the accumulation of and the use of funds designated or restricted for specific purposes.

**AND WHEREAS**, certain designated funds that were budgeted for during 2021 were not spent by the end of 2021, yet the projects are to be carried over into 2022, as per the attached schedules.

**NOW, THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District’s Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2022 by fund as identified on the attached schedules.

**ADOPTED**, this 18th day of January, 2023.

Attest: \_\_\_\_\_  
Dr. Ned C. Stoll, President  
Board of Trustees

**Pikes Peak Library District  
Special Revenue Fund  
Cheyenne Mountain Library Support Fund  
Year Ended December 31, 2022**

| <b>Purpose of Fund</b>  | <b>2022</b>                |                             |                           |
|---|----------------------------|-----------------------------|---------------------------|
|   | <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
| To accumulate funds for the support of the District's<br>Cheyenne Mountain Library's services, programs and assets. |                            |                             |                           |
| <b>Fiscal Year Expenditures</b>   |                            |                             |                           |
| Capital Outlay  | \$ -                       | \$ 812                      | \$ 812                    |
| <b>Excess (Deficit) Revenues Over Expenditures</b>  | -                          | (812)                       | (812)                     |
| <b>Fund Balance - Beginning of Year</b>   | 812                        | -                           | 812                       |
| <b>Fund Balance - End of Year</b>   | \$ 812                     | \$ (812)                    | \$ -                      |

**Pikes Peak Library District  
Special Revenue Fund  
High Prairie Library Support Fund  
Year Ended December 31, 2022**

| <b>Purpose of Fund</b>  | <b>2022</b>                |                             |                           |
|---|----------------------------|-----------------------------|---------------------------|
|   | <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
| To accumulate funds for the support of the District's High Prairie Library's services, programs and assets. |                            |                             |                           |
| <b>Fiscal Year Expenditures</b>   |                            |                             |                           |
| Capital outlay  | \$ -                       | \$ 87,593                   | \$ 87,593                 |
| <b>Excess (Deficit) Revenues Over Expenditures</b>  | -                          | (87,593)                    | (87,593)                  |
| <b>Fund Balance - Beginning of Year</b>   | 87,593                     | -                           | 87,593                    |
| <b>Fund Balance - End of Year</b>   | \$ 87,593                  | \$ (87,593)                 | \$ -                      |



**Pikes Peak Library District  
Special Revenue Fund  
Sand Creek Library Support Fund  
Year Ended December 31, 2022**

| <b>Purpose of Fund</b>  | <b>2022</b>                |                             |                           |
|---|----------------------------|-----------------------------|---------------------------|
|   | <b>Original<br/>Budget</b> | <b>Budget<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
| To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets. |                            |                             |                           |
| <b>Fiscal Year Expenditures</b>   |                            |                             |                           |
| Capital outlay  | \$ -                       | \$ 12,283                   | \$ 12,283                 |
| <b>Excess (Deficit) Revenues Over Expenditures</b>  | -                          | (12,283)                    | (12,283)                  |
| <b>Fund Balance - Beginning of Year</b>   | 12,283                     | -                           | 12,283                    |
| <b>Fund Balance - End of Year</b>   | \$ 12,283                  | \$ (12,283)                 | \$ -                      |

# PIKES PEAK LIBRARY DISTRICT

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

**MISSION:** Cultivate spaces for belonging, personal growth, and strong communities.

**VALUES:** Access. Service. Freedom. Accountability. Creativity. Community.

## Position Description

|  |  |
|--|--|
| <b>Position Title:</b> Chief Librarian & Chief Executive Officer | <b>Grade:</b> 32   |
| <b>Department:</b>   | <b>Pay Range:</b> Pay is set by the PPLD Board of Trustees |
| <b>Library/Location:</b>   | <b>FLSA Status:</b> Exempt                                 |
| <b>Direct Supervisor's Title:</b> Board of Trustees              | <b>Approved Date:</b> May 2, 2022                          |
|  | <b>Revised Date:</b> May 2, 2022                           |

**Position Summary:** Under limited supervision from the Board of Trustees, supports the Library's mission by implementing short and long range goals in alignment with overall strategies. Assures integrity and excellence in customer service and community engagement and the optimal use of the District staff, collections, and resources. Directs all daily library operations, establishes budgets, and ensures effective and efficient management practices.

### Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Keeps the Board of Trustees informed of matters affecting the District and aware of best-practices in library services.
- Provides the Board of Trustees with policy and action recommendations, including potential benefits, challenges, and legal requirements; prepares annual budget for Board approval.
- Maintains responsibility and accountability for the effective performance of the Library District consistent with budgets, plans, and policies to provide library services that meet the needs of customers.
- Translates the mission, goals and objectives of the District into assignable responsibilities; establishes levels of responsibility and delegates commensurate authority.
- Establishes and maintains an organizational structure that ensures maximum effectiveness of personnel, facilities, and equipment. Ensures that all positions are essential and are staffed with competent personnel and that work assignments use the skills of employees to the fullest extent possible.
- Ensures the efficient selection, maintenance, and circulation of a responsive and timely collection of print, non-print, and electronic materials.
- Performs long-range planning to facilitate growth and expansion, financial security, and new library services; ensures integration of future requirements with existing operations.
- Monitors and controls performance consistent with plans, objectives, and budgets; accounts for variances and implements corrective actions. Develops and implements administrative procedures, schedules, operating practices, rules, and regulations.
- Develops and maintains personnel management programs and practices designed to attract, develop, equitably compensate, and retain outstanding personnel.
- Initiates and maintains liaison relationships with community leaders, Friends of the Library, Library Foundation, other libraries, professional associations, and local, county, state, and other government officials, as appropriate, to promote and support Library District operations and services.
- Maintains confidentiality and discretion with regard to customer, staff, Board of Trustees, and legal interactions.

- Represents the District in professional and civic activities; speaks to interested groups as requested.
- Maintains excellent relationships with the Board of Trustees, staff, customers, volunteers, and professional colleagues.
- Maintains and demonstrates strong commitment to intellectual freedom; creates open processes and procedures for challenges to library materials and services.

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Participates in local, state, national, and international library organizations; represents the District at conferences, meetings, or special projects.
- Encourages professional development of District staff through participation in professional organizations.
- Serves on local, state, national, and international professional committees.

1.

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**Supervision:** Supervision provided by the Board of Trustees.

1.

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### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Expert knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Ability to serve as a role model and mentor to staff.
- Demonstrates knowledge of organizational and management practices as applied to the analysis and evaluation of services, policies, and operational needs.
- Demonstrates knowledge of innovations and best practices in the fields of library science, technology, labor law, and state laws as they pertain to District operations.
- Demonstrates knowledge of the role of a library system in a community and its relationships with other government agencies or community institutions.
- Demonstrates knowledge of public accounting and budget practices, bonds, levies, and legislation affecting library revenue and financing.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills.

### **Education and Experience:**

1. Requires an MLS or MLIS **or be on track to complete degree within one year of hiring date;** Master's degree in public administration or training in public management practices preferred.
  2. Requires a minimum of ten years of increasingly responsible library management experience in a role as Director, Assistant Director, Associate Director or equivalent; experience in a comparable multiple branch public library system preferred.
  3. Bilingual ability is a plus in serving a diverse community.
- 

### **Physical and Environmental Conditions:**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

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The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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I have read and understand this position description.

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Employee Signature

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Date

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Employee Name (Print)

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Location

**BYLAWS**  
**BOARD OF TRUSTEES**  
**PIKES PEAK LIBRARY DISTRICT**

*Revision January 18, 2023*

Colorado law requires the Board of Trustees of the Pikes Peak Library District to adopt bylaws as a legal document guiding the Board in its policy-making role. The structure chosen becomes the basis for rational and consistent Board action and provides continuity as the Board changes. Operational guidelines for the Board are established collectively as a group; individual responsibilities may be assigned to each Trustee. The Bylaws should be reviewed biennially with revisions and additions made as necessary.

**ARTICLE I: *Name; Service Area; Board Status***

The name of this organization is Pikes Peak Library District (“PPLD”), which serves El Paso County, Colorado, excluding the Widefield School District (the “service area”). The management and control of PPLD is vested in the Board of Trustees (the “Board”). Individual members of the Board are referred to as “Trustees” or “Board Members”.

**ARTICLE II: *Board of Trustees: Membership and Duties***

1. The Board is comprised of seven (7) members, each of whom must be residents of the service area of PPLD as required by Colorado Revised Statutes (“C.R.S.”) Section 24-90-108(1). Trustees are recommended by a joint committee composed of select members of the Colorado Springs City Council and members of the El Paso County Commissioners. The “Appointing Authority” is jointly the El Paso County Commissioners and Colorado Springs City Council. In accordance with C.R.S. Section 24-90-108(2), the recommended Trustee selection shall be either ratified or rejected by each of these two bodies of the Appointing Authority. In accordance with C.R.S. Section 24-90-108(2), failure of the Appointing Authority to take action to either ratify or reject the joint committee’s recommendation within sixty (60) days of such recommendation shall result in a deemed ratification and appointment of the joint committee’s recommendations. The Board’s Governance Committee shall facilitate the process of advertising any vacancy and soliciting applications, shall recommend top candidates, and shall provide feedback to the Appointing Authority and/or the joint committee. It is the responsibility of the Board to keep the Appointing Authority apprised of pending vacancies on the Board.

2. If the Appointing Authority has not filled an available Board position at the expiration of the current Trustee's term, unless the Board takes express action to terminate the Trustee’s service after expiration of the term, the Trustee shall remain on the Board until such time as a successor to the expired position is appointed.

3. The Library Board term is five (5) years beginning January 1 of the first year and ending on December 31 of the fifth year. After serving all or part of one five-year term, a Trustee shall be eligible for reappointment in accordance with the provisions of Colorado Library Law. Reappointment to the Board follows the vacancy application process. Vacancies, whether due to resignation, death, or removal, are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.

4. In order to encourage greater participation on the Board from community members, members may serve for no more than two terms, even if those are only partial terms.

5. Trustees must be adults, aged eighteen (18) or older.

6. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary travel and subsistence expenses actually incurred may be paid by PPLD upon submission of receipts in accordance with PPLD's standard procedures for expense reimbursement.

7. Trustees are expected to attend meetings over the course of a calendar year. It is understood that professional and personal obligations may interfere with a Trustee's ability to attend all meetings. A Trustee shall inform the President or the Chief Librarian if s/he is unable to attend a meeting.

8. A Trustee may be removed only by the Appointing Authority as provided in C.R.S. Section 24-90-108(5), and only upon a showing of good cause. "Good cause" includes, but is not limited to, the following:

(a) A Trustee's inadequate performance of his or her duties to PPLD;

(b) A Trustee's inadequate attendance at Board meetings and other PPLD functions. A Trustee's absence (not including authorized attendance by remote participation as described in these Bylaws) at three (3) or more regular Board Meetings in a calendar year shall constitute good cause under this Section;

(c) Any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with PPLD's interests;

(d) A Trustee's conviction of a felony;

(e) A Trustee's lack of qualifications to serve on the Board so long as the qualifications were in effect prior to his/her appointment;

(f) A determination by a court that a Trustee is mentally incapacitated or of unsound mind; or

(g) A Trustee's unethical conduct, including, but not limited to, misusing PPLD funds, disclosing confidential information to the public; or engaging in sexual harassment.

The Board may make a recommendation to the Appointing Authority regarding removal of a Trustee upon the affirmative vote of at least eighty percent (80%) of all Trustees then serving (not just those attending a meeting) other than the Trustee subject to the removal. To the extent required by law, the Trustee shall be provided with notice and an opportunity to be heard prior to his/ her removal.

9. The Board shall have all those powers provided by statute, including C.R.S. Section 24-90-109 and, in addition, shall have those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board. The Board is responsible for setting policy, which is responsive and appropriate for the operation of PPLD. For the purpose of these Bylaws, a "policy" or "policies" is defined as an adopted course or principle of action. It is also defined as guidelines for prudent conduct. Among its other powers and duties as provided by law, the Board is responsible for reviewing, holding a public hearing for, and adopting the annual PPLD budget in accordance with law; for acquiring, holding and conveying land, property, and buildings; and for engaging necessary services for the timely completion of an annual audit. In addition, the Board is responsible for appointing a Chief Librarian and CEO to lead and manage the day-to-day operations of PPLD. The Board is responsible for setting the compensation and benefits and defining the responsibilities and privileges of the Chief Librarian. The Board will evaluate the performance of the Chief Librarian at least annually.

### **ARTICLE III: *Officers and Duties; Chief Librarian***

1. The officers of the Board shall be a president, vice-president, and secretary-treasurer; referred to herein as "President", "Vice-President" and "Secretary-Treasurer". The Board may name such other officers, as it deems necessary.

2. Officers are elected annually from the current membership of the Board and shall take office in January to serve for one (1) year. No member may serve in one office longer than three (3) consecutive years and no more than five (5) years of a Trustee's combined two consecutive terms. A vacancy in any office, however occurring, may be filled by the Board for the unexpired portion of the term. Elections should be held during the beginning of the new year during the first Board meeting so that any new Trustees appointed to the Board will also be available to vote for officers.

3. The President shall preside at all meetings of the Board, call meetings to order and adjourn them, appoint members to committees, and perform

such other duties as are associated with the office of President. The President shall be designated an authorized signer for bank accounts unless the Board and the officer expressly agree otherwise.

4. The Vice-President shall assume the President's duties in the absence or unavailability of the President.

5. The Secretary-Treasurer shall serve as the custodian of records for the Board and shall be responsible to perform such other duties as are assigned by the President of the Board. The Secretary-Treasurer also shall serve as a member of the Board of the Pikes Peak Library District Building Authority. The Secretary-Treasurer shall be a designated an authorized signer on bank accounts.

6. Any officer may be removed from such position by the affirmative vote of not less than two-thirds (2/3) of all Trustees then serving (not just those attending a meeting), other than the officer then being removed, whenever in their judgment removal is in the best interest of PPLD.

7. The Chief Librarian and CEO ("Chief Librarian") is the only employee over whom the Board has direct supervisory responsibility and control. The Chief Librarian reports to the Board and serves as the chief executive officer of PPLD. Among the other powers, duties and responsibilities of the Chief Librarian, the Chief Librarian shall lawfully carry out the policies adopted by the Board; employ, direct, and supervise staff members to carry out the mission and policy established by the Board; prepare required reports; recommend policies; and promote effective library service.

#### **ARTICLE IV: Meetings**

1. PPLD Board of Trustees is subject to the requirements and restrictions of the Colorado Open Meetings Law; accordingly, if 3 or more Trustees (or a quorum of the Board if less) are involved in any discussion pertaining to public business or formal action is being requested to be taken, it is declared to be a public meeting and needs to be open to the public (*C.R.S. § 24-6-402(2)(b)*). For this purpose, "meeting" means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication. Social gatherings and chance meetings are exempt from the open meetings law, but only if the discussion of public business is not the central purpose."

2. Regular meetings of the Board shall be held at least six (6) times per year.

3. The Board may cancel a regular meeting (and may reduce the number of regular meetings below six (6) per year) if there is insufficient business or for other justifiable reasons.



4. In January of each year, an organizational meeting (which shall be one of the Board's regular meetings) will be scheduled to take care of any annual resolutions, and other decision items, necessary at the beginning of each year. These items include, but are not limited to, reviewing the Bylaws; setting the Board regular meeting schedule and posting locations for the year, establishing a policy for disposition of property; and approving fiscal year contracts.

5. Special meetings may be held at any time when called by the President or at the request of two (2) members of the Board. If practical, all members should be notified at least twenty-four (24) hours in advance of a special meeting. The purpose of special meetings is to clarify and expand Trustees' knowledge of matters which may require Board action. Unless waived or consented to unanimously by all Trustees, Board action at a special meeting shall be limited to action germane to the agenda items described in the advance notice given to Trustees of the special meeting.

6. In addition to notice to Trustees as described herein, public notice shall be given for all meetings of the Board in accordance with the requirements of Colorado's Open Meetings Law as revised. All requirements of Colorado's Open Meetings Law as then applicable to PPLD will be followed in the conduct of the Board's meetings, minutes will be taken and become part of the Board's record and an agenda will be published for each regular and special meeting.

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

8. A quorum of the Board consists of a majority of the members then serving (e.g. four out of seven members, four out of six members or three out of five members).

9. Unless otherwise stated in these Bylaws or required by statute, an affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The President may vote upon, move or second a proposal before the Board. Voting by proxy is not allowed.

10. Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of the Colorado Open Meetings Law. An executive session is

conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable to PPLD. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the Board, and the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

11. Meeting attendance in person is preferred. However, at times, in cases of personal illness or other emergencies, participation of a Trustee in a Board meeting remotely by telephone or virtually is allowed, with these guidelines: a) no more than two (2) Trustees may participate in a Board meeting remotely at any one meeting, and b) each Trustee may only participate in a meeting remotely a maximum of two (2) times in any given calendar year unless a special exception is otherwise approved by the majority vote of the remainder of the Board for a specific calendar year or period. The special exception shall automatically terminate upon the end of the approved period and, if necessary, the same process shall be followed for a new exception to be approved. Trustees are reminded that failure to attend Board Meetings constitutes good cause for removal as provided in Article 2 Section 8.

12. There may be times when a natural disaster, health crisis, or other crisis requires Board members to remain at home or some remote site. In such case, the Board President and Chief Librarian may determine that a Board meeting (or one or more committee meetings) may be held virtually; however, such meetings must remain open to the public. At the virtual Board meeting following the Board President's/Chief Librarian's decision, a majority of the Board must ratify the Board President's/Chief Librarian's decision that the Board meeting will be held virtually. Executive sessions may also be held virtually if there is a means by which only Board members and other select personnel may attend. The Board meeting agenda must be updated stating that the meeting is virtual as a result of a natural disaster, health crisis, or other crisis and provide information on how a member of the public may participate in that meeting. To the extent it is safe to do so as determined by the Board President and Chief Librarian, a physical location at a PPLD facility where members of the public may participate in virtual Board meetings (such as viewing them on PPLD-provided monitors) will be identified by the Board President/Chief Librarian and shared with the public prior to each virtual meeting.

## **ARTICLE V: Committees**

1. Standing committees are those that are needed on an ongoing basis. PPLD's Board of Trustees standing committees shall include a Governance Committee, Internal Affairs Committee, and Public Affairs Committee. The Board President will make committee appointments annually at the Board's January organizational meeting after selection of the Board's officers. Each committee shall have such responsibilities and perform such duties as shall be set forth from time to time in such committee's charter, as shall be adopted and approved by the Board from time to time. Without limiting the generality of the foregoing, each committee shall have the following responsibilities and perform the following duties:

a) The Governance Committee shall on a biennial basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, facilitate the trustee recruitment and selection process, facilitate an annual review of the Chief Librarian including performance and compensation, review the Board schedule, and facilitate a Board self-evaluation process.

b) The Internal Affairs Committee shall review all internal and operational issues including those related to finance, human resources, and facilities. They shall review the annual and long-range budget with the Chief Financial Officer and the Chief Librarian prior to submitting to the full Board annually; and, on an annual basis, contract with an independent auditor and review the process, timeline for, and results of such auditor's independent audit. The Internal Affairs Committee shall monitor the long-range capital improvements plan, including planning and facilitating discussions for capital acquisitions and improvements.

c) The Public Affairs Committee shall monitor all external issues including fundraising, public relations, and marketing. Advocacy and ballot initiatives shall be reviewed by this Committee.

Additional standing committees may be established and authorized by the Board.

2. When special expertise is needed, a non-Trustee may be appointed to a Board committee in an advisory role. However, a non-Trustee may not serve as Chair of the Committee.

3. Special committees may be authorized and appointed by the President for limited purposes and shall serve only until completion of the assignment. Such committees shall have the responsibilities and duties as set forth in writing by the Board at the time the committee is authorized and appointed.

4. Appropriate advance notice of committee meetings shall be given in accordance with the requirements of the Colorado Open Meetings Law as then applicable to PPLD and such committee.

5. Minutes of all committee meetings shall be kept electronically. Committee Chairs will report on their committee meetings at the next regularly scheduled Board meeting. Unless otherwise expressly authorized by the Board, each standing committee shall conduct its meetings in accordance with the requirements of the Colorado Open Meetings Law, regardless of whether such requirements apply to the committee.

6. Committees shall be advisory bodies, making reports and recommendations to the Board. They shall not have the authority to take action for or on behalf of the Board, unless authorization to complete a specific action has been discussed and approved, in advance, by the Board in writing. If the Board authorizes a committee to take specific action, unless otherwise expressly directed by the Board, in taking such action the committee shall observe the quorum, notice and procedural requirements set forth in these bylaws and in Robert's Rules of Order (see Article VII). Further, the final action taken by the committee shall be reported to the Board at the Board's next meeting.

## **ARTICLE VI: *Indemnification***

1. Indemnification. PPLD shall indemnify its Trustees, officers, and employees, together with their successors and assigns, against any and all claims, judgments, costs, attorney fees and other reasonable expenses to the extent permitted by the Colorado Constitution and other laws of Colorado and as set forth below.

2. Background and Purposes. PPLD recognizes the need to encourage elected officials, appointed officers and employees to effectively and efficiently perform their duties and to protect such individuals in the performance of their duties. To this end, the Board desires to provide such individuals assurances by way of indemnification against claims and causes of action which might arise in the performance of their duties for PPLD. Colorado law (C.R.S. 24-10-110) requires indemnification of such individuals in certain specific circumstances. In addition, PPLD desires to authorize indemnification against other claims not expressly addressed by this law, to the extent permitted by applicable law.

3. Indemnification Provided. PPLD shall indemnify any Party to a Proceeding against Liability incurred in or as a result of the Proceeding as follows:

a) To the extent such indemnification is required by applicable law, including without limitation C.R.S. 24-10-110; and

b) In the case of any other claim against a Party to a Proceeding to the fullest extent allowed by law, unless the Board takes affirmative action by two-thirds (2/3) of all Trustees then serving that indemnification is not appropriate under the circumstances.

4. Limitations on and Exceptions to Indemnification. Notwithstanding the foregoing, unless otherwise expressly required by applicable law, no indemnification shall apply to the extent that the Liability results from any of the following: (i) the Party's actions other than in the Party's Official Capacity, (ii) the Party's actions are willful and wanton or not in good faith, (iii) the Party did not reasonably believe that the Party's actions or inactions: (A) in the case of conduct in an Official Capacity with PPLD, were in PPLD's best interests; and (B) in all other cases, were at least not opposed to PPLD's best interests; and (C) in the case of any criminal Proceeding, were lawful, (iv) in connection with a Proceeding by or in the right of PPLD in which the Party was adjudged liable to PPLD; (v) in connection with any other Proceeding, in which the Trustee was adjudged liable on the basis that he or she derived an improper personal benefit, or (vi) a Party's actions or inactions in circumstances in which indemnification is unlawful.

5. Definitions. For purposes of this Article VI of these Bylaws, the following terms shall have the meanings set forth below:

a) "Official Capacity" when used with respect to a Party (as defined below) means acts taken by the Party within the scope and performance of his or her duties as a Trustee, officer, employee, volunteer or other agent of PPLD. "Official Capacity" does not include service for any other entity, including service for any member of the Appointing Authority.

b) "Party" means any person who was, is, or is threatened to be made, a named defendant or respondent in a Proceeding (as defined below) by reason of the fact that such person is or was a Trustee, PPLD officer, PPLD employee, PPLD volunteer or other PPLD agent.

c) "Proceeding" means any threatened, pending or completed action, suit or proceeding, or any appeal therein, whether civil, criminal, administrative, arbitrative or investigative (including an action initiated by PPLD) and whether formal or informal, involving or related to action taken by a Party in her or his Official Capacity.

d) "Liability" means the obligation incurred with respect to a Proceeding to pay a judgment, settlement, penalty, fine, including an excise tax assessed with respect to an employee benefit plan, or reasonable Expenses.

e) "Expenses" means and includes all reasonable expenses incurred by the Party in connection with a Proceeding, including without limitation court costs including expert fees, attorneys' fees, appellate costs and necessary bonds relative thereto.

6. Indemnification of Costs. Where indemnification applies, PPLD shall also pay or indemnify such Party against all Expenses, fines, punitive damages, judgments and amounts paid in settlement or satisfaction of judgments actually and reasonably incurred by him or her in connection with such action, suit or Proceeding.

7. Advancement of Expenses. Unless otherwise determined by the action of two-thirds (2/3) of all Trustees then serving, PPLD shall pay for or reimburse the reasonable Expenses incurred by a Party to a Proceeding in advance of final disposition of the Proceeding if: (i) the Party furnishes to PPLD a written affirmation of the Party's good faith belief that he or she has met the requirements for indemnification as set forth above, (ii) the Party furnishes to PPLD a written undertaking, executed personally or on the Party's behalf, to repay the advance if it is ultimately determined that he or she did not meet such requirements; and (iii) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article. The undertaking required by clause (ii) of this section shall be an unlimited general obligation of the Party but need not be secured and may be accepted without reference to financial ability to make repayment.

8. Notification and Defense of Claim. Promptly after receipt by a Party of notice of the commencement of any Proceeding, the Party shall, if an indemnification claim in respect thereof is to be made against PPLD, notify PPLD in writing of the commencement thereof; provided, however, that delay in so notifying PPLD shall not constitute a waiver or release by the Party of any rights to indemnification. With respect to any such Proceeding: (i) PPLD shall be entitled to participate therein at its own expense; (ii) any counsel representing the Party to be indemnified in connection with the defense or settlement thereof shall be counsel selected by PPLD; and (iii) PPLD shall have the right, at its option, to assume and control the defense or settlement thereof. The designation of defense counsel by the Board shall not preclude such defense being conducted under a reservation or rights of indemnity by PPLD. If PPLD assumes the defense of the Proceeding, the Party shall have the right to employ its own counsel, but the fees and Expenses of such counsel incurred after notice from PPLD of its assumption of the defense of such Proceeding shall be at the expense of the Party. A monetary claim for which indemnification is requested may not be compromised or settled without the prior written consent of PPLD.

9. Subrogation. In the event of any payment under this Article, PPLD shall be subrogated to the extent of such payment to all of the rights of recovery of the indemnified Party, who shall execute all papers and do everything that may be necessary to assure such rights of subrogation to PPLD. PPLD shall not be liable under this Article to make any payment in connection with any Proceeding against or involving a Party to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of the amounts otherwise indemnifiable hereunder. A Party shall repay to PPLD the amount of any payment PPLD makes to the Party under this Article in connection with any Proceeding

against or involving the Party, to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of such amount.

10. Applicability. The rights of indemnification shall apply to all acts of any Party committed during any term or terms of office or employment of such Party. The rights to indemnification and advancement of Expenses provided in this Article shall be applicable to acts or omissions that occurred prior to the adoption of this Article, shall continue as to any Party during the period such Party serves in any one or more of the capacities covered by this Article, shall continue thereafter so long as the Party may be subject to any possible Proceeding by reason of the fact that he or she served in any one or more of the capacities covered by this Article, and shall inure to the benefit of the successors of the Party.

#### **ARTICLE VII: *Parliamentary Authority***

Robert's Rules of Order, latest revision, shall govern the proceedings of the Board and of its committees to the extent applicable and not inconsistent with the express provisions of these Bylaws.

#### **ARTICLE VIII: *Amendments***

1. Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least five calendar days in advance of the meeting.

2. Any rule or policy of the Board, except those contained in these Bylaws, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, must receive an affirmative vote of not less than two-thirds (2/3) of the Trustees then serving (not just those present at a meeting).

3. The Board of Trustees has developed and reviews a conflict of interest policy regularly. Trustees as well as outside committee members must complete a questionnaire and sign a conflict of interest statement annually.

# Pikes Peak Library District

## Bylaws Certificate

The undersigned certifies that s/he is the Secretary/Treasurer of the Board of Trustees of Pikes Peak Library District, a Colorado statutory public corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the bylaws of Pikes Peak Library District effective as of January 18, 2023.

Signature Date: January 18, 2023

By: \_\_\_\_\_

Print Name:

Title:





## Creative Space Use Policy

### BOARD POLICY

Pikes Peak Library District's (PPLD) makerspaces and studios promote creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. The spaces support lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication. Makerspaces and studios provide open access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs.

### I. DISTRICT PROCEDURES

- A. Patrons must be PPLD resident cardholders with library cards that begin with a 4 or non-resident cardholders with library cards that begin with a 7 to use the studios, makerspace and studio equipment, or to participate in any other activity that requires a signed waiver. Colorado Library Card users (card numbers beginning with a 7) cannot check out studio equipment.
- B. Prior to using makerspaces and studios, adult patrons must agree to the Creative Space Use Agreement and verify their identity with a valid photo ID and library card. (Adult patrons with a legal guardian should have that individual sign the Agreement.)

Minor patrons must have an adult parent, guardian, or other person with appropriate legal authority sign the Creative Space Use Agreement. Parents/guardians are welcome to tour the makerspace or studio areas to become familiar with the facilities and equipment and evaluate use by a minor child, and PPLD staff are happy to answer parent/guardian questions.

- C. Age requirements:
  - a. In the makerspaces, patrons must be at least 9 years old to be in makerspaces. Patrons under the age of 12 must be accompanied by a parent or guardian over the age of 18 at all times. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons. Parent/guardian supervision is welcome for all minors.
  - b. In the studios, patrons under the age of 12 must be accompanied by a parent or guardian. Patrons must be at least 9 years old to handle the equipment in or make a reservation for the studio. Exceptions may occur in cases of library staff-led programming. Patrons who are 12 years and older may attend training and book studio time without an adult present.

- D. Patrons with blocked accounts can continue to use the free makerspace services and reserve studio time, but cannot incur additional costs or check out studio equipment.
- E. Patrons need to check in with the staff member on duty in the creative space, using their PPLD library card each time before using it.
- F. Reservations:
  - a. In the makerspaces, most of the tools and machines are available to patrons by online reservation. Walk-ins are welcome when equipment is available.
  - b. Studio usage must be scheduled in advance.
    - a. The amount of time that a studio may be reserved varies by location.
    - b. The patron reserving the studio will be liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
    - c. The Library is a shared space. If any activity occurring in the studio is disruptive to others in the building, the group may be required to change the activity or reserve a different time that will cause less disruption.
    - d. Failure to show up for a studio reservation may result in loss of reservation privileges.
    - e. Patron use of the studios is intended for audio-visual (A/V) purposes only. They cannot be used for meetings, auditions, rehearsals, or other assemblies.
    - f. Studio personnel are on site to support use of the studio. The assistance available varies by location and other service demands.
    - g. Set up and tear down of equipment and sets must occur within the timeframe of the reserved studio session.
    - h. Patrons are responsible for bringing necessary data storage for content created during their reservation. For information and recommendations, please contact the specific location.
- G. Equipment used in the spaces must be returned by the patron to its original location in a tidy state. The workspace also needs to be orderly and clean before the patron leaves.
- H. PPLD reserves the right to halt, delete, or disallow the creation of items that violate PPLD policies, including activities that can potentially harm the patron or others, that may cause damage or stain the equipment or other creative space resources,
  - a. In the makerspaces, this also includes creation of obscene materials, illegal items, the creation of weapons, including gun parts, items that could be turned into weapons, and items that could be confused as a weapon.
    - a. Toy representations of weapons under three inches may be fabricated.
  - b. In the studios, content creation cannot include weapons, nudity, or illegal materials.
- I. PPLD upholds the copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code). Each patron affirms they are not breaking any

copyright laws in the process of creating content or materials. Any person who knowingly infringes upon copyright policies will be solely liable for any actions taken and will not involve PPLD. PPLD reserves the right to deny access to reproducing equipment, including makerspace equipment if, in its judgment, use of such equipment would involve violation of copyright, patent, or other laws.

- J. Only PPLD computers may be connected to Library equipment.
- K. PPLD is not responsible for content created using studio equipment either in-house or while equipment is checked out.
- L. PPLD does not retain rights or ownership to any patron content produced using PPLD equipment during patron reservations. All rights are retained by the content creator(s).
- M. When equipment is out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
- N. PPLD is not responsible for any damage to, or loss or theft of, the user's property. (See [Personal Belongings Policy](#) for lost and found procedures.)
- O. PPLD, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of a creative space.
- P. Patrons with disabilities who need special arrangements or accommodations should notify staff at the location of interest as far in advance as possible before their expected time of use.
- Q. The patron (or minor's parent/guardian) is responsible for payment of any cost for loss or damage to PPLD property or clean-up expense, as well as any costs for use of machines, materials, and supplies provided by PPLD. All costs are charged to the patron's library account.
- R. If a patron sees that any piece of equipment is unsafe or in a state of disrepair, the patron must immediately discontinue use of the tool and notify PPLD staff.
- S. Patrons must report any accident or incident, as well as any unsafe behavior by anyone, that occurs in a creative space to a PPLD staff member.
- T. Covered drinks are allowed in the creative spaces. Please keep them away from equipment. Food is not permitted.
- U. PPLD's [Code of Conduct](#) and [Internet Use Policy](#) apply to the studios.

V. Failure to follow the Creative Space Use Policy can result in loss of space privileges.

## **II. ADDITIONAL MAKERSPACE GUIDELINES**

A. In the makerspaces, patrons must participate in mandatory badging, or safety and use trainings, in order to use certain tools and machinery. They may not use these tools until badging has been complete, as confirmed by PPLD staff.

When using a tool that does not require badging, or safety and use training, the patron is certifying that they are capable of using that item in a safe and proper manner.

Staff is available to assist in explaining operation of tools and equipment as time allows and will make materials (such as manuals) available upon request.

B. PPLD provides some free consumable materials on a limited basis.

C. Projects are subject to approval by staff prior to use of machinery. Only staff or badged/certified patrons can run machinery. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the makerspaces. For safety reasons, metal may not be cut.

D. PPLD is not responsible if a project is destroyed, does not 3D print correctly, or does not work. The patron understands that PPLD is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by PPLD.

E. PPLD provides patrons with access to safety supplies in the makerspaces. Safety is a priority.

Some tools require specific safety gear as described in badging, or certification, training. All safety gear must be worn as appropriate.

Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use.

Appropriate clothing must be worn in the makerspaces. Closed-toe shoes are strongly recommended to protect feet.

F. Patrons agree to take precautions to prevent avoidable mess or damage in the makerspaces.

## **III. STUDIO EQUIPMENT CHECKOUT**

A. Patrons must be PPLD resident cardholders in good standing to check out equipment. Colorado Library Card users (card numbers beginning with a 7) may attend classes and book studio time but cannot check out equipment.

- B. Equipment for checkout is available to patrons ages 18 and older.
- C. Equipment kits may be reserved through the online system.
- D. By checking an item out, the responsible patron agrees to the Equipment Checkout Agreement ([link](#)). A valid photo ID with a current address must be shown to staff to checkout equipment. If the ID does not have the current address, the patron must present proof of address. The checkout period is seven days. Questions about fine rates and replacement costs should be addressed to staff.
- E. If available, items may be renewed once for up to seven additional days by contacting the appropriate PPLD staff member. Any additional renewals must occur in person.
- F. If a kit is returned missing the main component, late fees will accrue until the item is returned or it becomes lost in the system. If a small component of the kit is missing, the kit will be checked in. The patron will have one week to return the piece after which it will be billed to the patron's account.
- G. Costs for replacing or repairing missing or damaged equipment will be charged to the patron library account.
- H. Late fines and the number of items that can be checked out at a time vary by equipment kit.
- I. Fines on late-returned equipment accrue for up to five days. If an item is not returned within five days of the due date, the replacement cost for the item will be charged to the patron's account and could result in legal action.
- J. For items that are not returned and are worth over \$500, staff will file an incident report with PPLD security, and they will contact the local police.

#### **IV. DONATION GUIDELINES**

- A. Any donations should be discussed with staff in advance. Please call PPLD to speak with a team member in Creative Services.
- B. Donations should be in clean, good, working condition.
- C. PPLD has limited space and reserves the right to retain donations that will help support services and programs, as well as remove donations that will not work for PPLD use. Donations may be sent to any library location that needs them for a related project or program.

- D. Any donation and/or equipment are receipted through the PPLD Foundation, a 501c3 organization as designated by the IRS.
- E. Receipt forms to complete for tax purposes are available upon request.

## Proposal to Re-Name Knights of Columbus Hall

After more than a year of public service at the Knights of Columbus Hall, also called KCH, staff have noticed challenges with the name of the building. This proposal requests changing the name to the Hall at PPLD or PPLD Community Hall.

The name, Knights of Columbus Hall, has caused confusion for patrons. Staff have been asked questions repeatedly, including things like which chapter of the Knights of Columbus the building is associated with, how people can join, or whether an event can be held in a building of a religious organization. Many patrons associate the building with the Catholic Church rather than the Library District.

Another challenge is the reference to Columbus. For some groups, it remains linked to traumatic historical events and staff have received feedback that some patrons do not feel welcome in the building.

Changing the name of the KCH to something that could help more clearly show that it is part of PPLD would be beneficial. It would also help eliminate confusion about the purpose of the building and what organization it is a part of.

After reviewing other suggestions, which we will discuss in our presentation, our recommendation is to rename it the Hall at PPLD or PPLD Community Hall.

## Friends of the Pikes Peak Library District DECEMBER 2022 Report

During December, the Board approved the revised Friends By-Laws and completed several ongoing projects. Among them, a new look to the Friends Newsletter and work on the Friends new website. Additionally, the Ruth Holley Friends group has “resurrected” and with support of the library staff, has Book Sale shelves once again. Ruth Holley patrons and the library staff have anxiously awaited the return of “the Friends” to their Branch library.

| <b>Sales for December</b> | (Gross)        |          |
|---------------------------|----------------|----------|
|                           | Amazon         | \$2,424  |
|                           | eBay           | \$3,712  |
|                           | Web storefront | \$56     |
|                           | East Bookstore | \$3,815  |
|                           | Library 21C    | \$1,275  |
|                           | Penrose        | \$427    |
|                           |                |          |
| <b>TOTAL SALES</b>        |                | \$11,709 |

Two additional sales were held this month during the events *Sip n’ Shop* and *Meet the Author* with Dian Curtis Regan. These aren’t included in the sales totals above, as they weren’t budgeted for and the sales were secondary to the purpose of the event. Both events more than paid for themselves.

A year-end inventory culling was performed on our Amazon inventory. We removed about 250 listings that were no longer monetarily viable.

Rita Jordan, President  
Friends of the Pikes Peak Library District





## REPORT

Received \$5,000 grant from the T Rowe Price Foundation in support of PPLD's Community Resources and the Peer Navigator pilot program

Received \$2,700 grant from the Pikes Peak Community Foundation's Erikson Trust for staff training on Fusion and Dragon software

Submitted Homeland Security Grant Program – Southeast Region grant application for security and safety upgrades to Penrose and Fountain Library locations

Submitted Colorado Springs Health Foundation Social Determinants of Health grant report

Submitted Independence Center IC Fund 2022 grant report

Processed more than 244 gifts from individuals to kick off the year end direct mail campaign

Processed 123 ticket sales in support of the Shivers Fund Concert Series

Met with Children's Hospital Colorado representatives about renewing partnership agreement for 2023

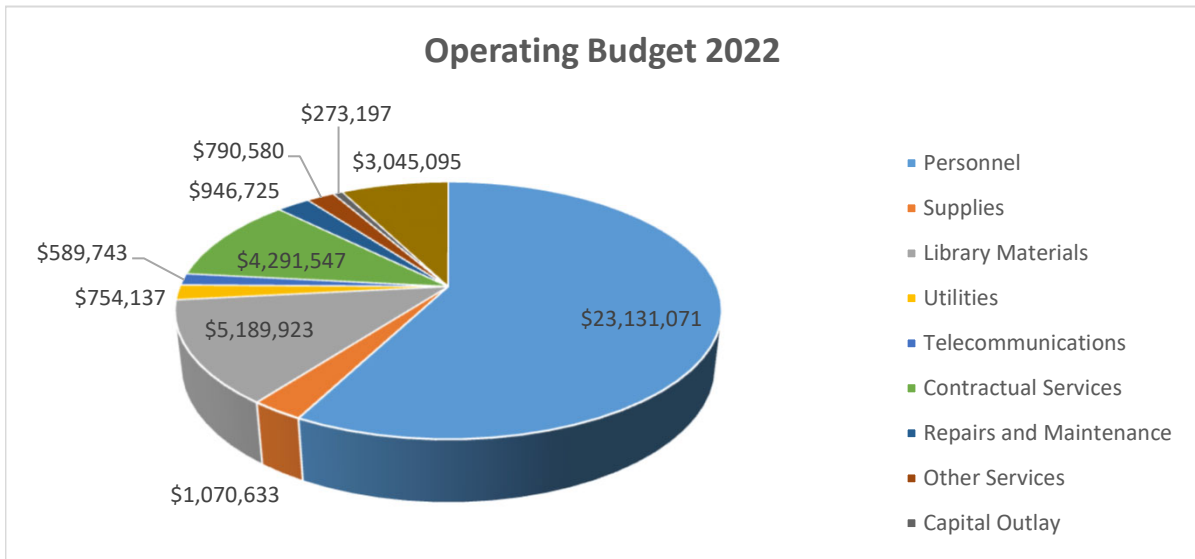
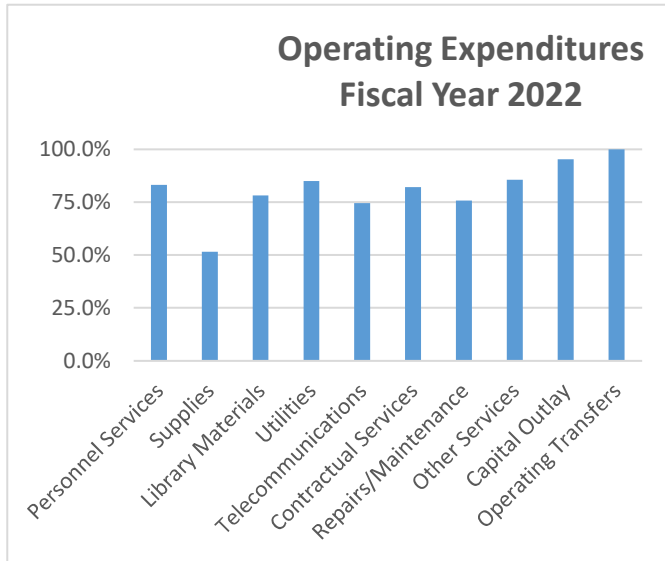
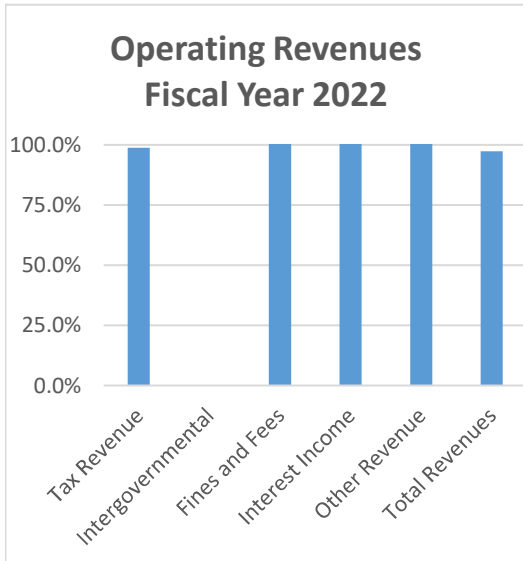
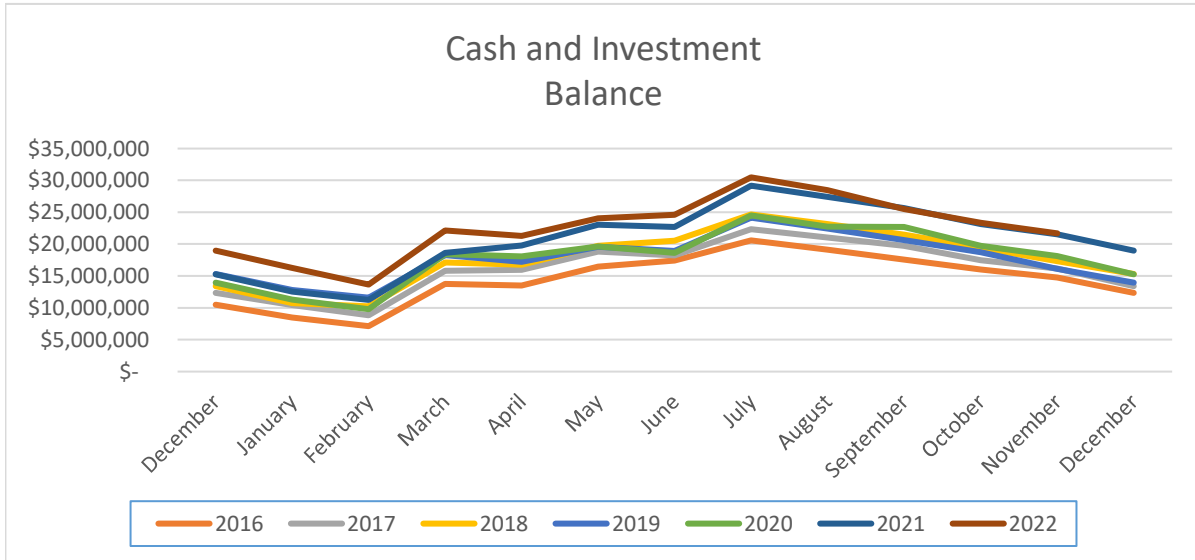
Held PPLD Foundation orientation with Paula Pollet, incoming foundation board president

Attended State of the Region Luncheon

Attended National Library Fundraising Network monthly call

# Pikes Peak Library District Financial Dashboard

November 2022



# **Pikes Peak Library District**

## **November 2022 Financial Report**

Presented to Board of Trustees on January 18, 2023

**Pikes Peak Library District  
 General Fund Summary  
 For the Eleven-Month Period Ended November 30, 2022**

| General Fund             | Year-To-Date         |                      |                     |             | Notes |
|--------------------------|----------------------|----------------------|---------------------|-------------|-------|
|                          | 2022                 | 2021                 | Change              | % Chg.      |       |
| <b>Revenues</b>          |                      |                      |                     |             |       |
| Property taxes           | \$ 33,298,133        | \$ 31,401,649        | \$ 1,896,484        | 6.0%        |       |
| Specific ownership taxes | 3,229,524            | 3,426,828            | (197,304)           | -5.8%       |       |
| Fines/fees               | 80,173               | 77,814               | 2,359               | 3.0%        |       |
| Investment earnings      | 295,592              | 8,432                | 287,160             | 3405.6%     |       |
| Other                    | 444,268              | 966,415              | (522,147)           | -54.0%      |       |
| <b>Total Revenues</b>    | <b>\$ 37,347,689</b> | <b>\$ 35,881,138</b> | <b>\$ 1,466,551</b> | <b>4.1%</b> |       |

**Pikes Peak Library District  
Statement of Revenues  
General Fund  
For the Eleven-Month Period Ended November 30, 2022**

**Percent of Year 91.7%**

| <b>Account Description</b>              | <b>2022 Budget</b>   | <b>YTD Actual</b>    | <b>Variance</b>       | <b>% Used</b>  |
|---|----------------------|----------------------|-----------------------|----------------|
| <b>Tax Revenue</b>                      |                      |                      |                       |                |
| Property taxes                          |                      |                      |                       |                |
| Current                                 | \$ 33,245,736        | \$ 33,318,969        | \$ 73,233             | 100.2%         |
| Abatements/refunds                      | (125,000)            | (88,198)             | 36,802                | 70.6%          |
| Omitted properties                      | 7,200                | 3,964                | (3,236)               | 55.1%          |
| Delinquent                              | 18,500               | 6,364                | (12,136)              | 34.4%          |
| Penalties/interest                      | 37,500               | 46,575               | 9,075                 | 124.2%         |
| Specific ownership taxes                | 3,800,000            | 3,229,524            | (570,476)             | 85.0%          |
| Local government in lieu of prop. taxes | 10,000               | 10,459               | 459                   | 104.6%         |
| <b>Total Tax Revenue</b>                | <b>36,993,936</b>    | <b>36,527,657</b>    | <b>(466,279)</b>      | <b>98.7%</b>   |
| <b>Intergovernmental</b>                |                      |                      |                       |                |
| 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%           |
| <b>Total Intergovernmental</b>          | <b>1,004,630</b>     | <b>-</b>             | <b>(1,004,630)</b>    | <b>0.0%</b>    |
| <b>Fines and Fees</b>                   | <b>67,500</b>        | <b>80,173</b>        | <b>12,673</b>         | <b>118.8%</b>  |
| <b>Interest Income</b>                  | <b>15,750</b>        | <b>295,592</b>       | <b>279,842</b>        | <b>1876.8%</b> |
| <b>Other Revenue</b>                    |                      |                      |                       |                |
| Donations/grants/gifts                  |                      |                      |                       |                |
| PPLD Foundation                         | 225,000              | 348,957              | 123,957               | 155.1%         |
| Other                                   | -                    | 46,482               | 46,482                | 100.0%         |
| Copier charges/PMS charges              | 45,000               | 33,681               | (11,319)              | 74.8%          |
| Parking lot collections                 | 10,000               | 4,524                | (5,476)               | 45.2%          |
| Merchandise sales                       | -                    | 1,585                | 1,585                 | 100.0%         |
| Miscellaneous                           | 4,500                | 4,299                | (201)                 | 95.5%          |
| Asset sales proceeds                    | 5,000                | 4,740                | (260)                 | 94.8%          |
| <b>Total Other Revenue</b>              | <b>289,500</b>       | <b>444,268</b>       | <b>154,768</b>        | <b>153.5%</b>  |
| <b>Total General Fund Revenues</b>      | <b>\$ 38,371,316</b> | <b>\$ 37,347,689</b> | <b>\$ (1,023,627)</b> | <b>97.3%</b>   |

**Pikes Peak Library District  
General Fund Summary  
For the Eleven-Month Period Ended November 30, 2022**

| General Fund                      | Year-To-Date         |                      |                     |              | Notes |
|-----------------------------------|----------------------|----------------------|---------------------|--------------|-------|
|                                   | 2022                 | 2021                 | Change              | % Chg.       |       |
| <b>Expenditures</b>               |                      |                      |                     |              |       |
| Personnel                         | \$ 19,213,468        | \$ 18,143,854        | \$ 1,069,614        | 5.9%         | 1)    |
| Supplies                          | 551,366              | 476,977              | 74,389              | 15.6%        |       |
| Library materials                 | 4,051,607            | 3,516,397            | 535,210             | 15.2%        | 3)    |
| Utilities                         | 640,017              | 528,615              | 111,402             | 21.1%        |       |
| Telecommunication costs           | 439,725              | 512,587              | (72,862)            | -14.2%       |       |
| Contractual services              | 3,520,896            | 2,881,170            | 639,726             | 22.2%        | 2)    |
| Repairs and maintenance           | 717,428              | 649,555              | 67,873              | 10.4%        |       |
| Other services                    | 676,628              | 471,969              | 204,660             | 43.4%        |       |
| Capital outlay                    | 260,128              | 121,193              | 138,935             | 114.6%       |       |
| Operating transfers - other funds | 3,045,095            | 2,310,026            | 735,069             | 31.8%        |       |
| <b>Total Expenditures</b>         | <b>\$ 33,116,357</b> | <b>\$ 29,612,343</b> | <b>\$ 3,504,015</b> | <b>11.8%</b> |       |

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 November 2022, YoY (2022 vs. 2021) spending increased by 22.2% or \$640k. The total increase in budget (2022 vs. 2021) was approximately \$285k. As of November, that budget increase would be valued at \$248k. Netting the YTD budget increase against YTD increased spending, results in a true change YoY of \$392k.

That increase is spread over at least fourteen different spending accounts (janitorial, carpet cleaning, laundry services, audit, legal, insurance, in branch programming, computer equipment, 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 November 2022, YoY (2022 vs. 2021) spending increased by 15.2% or \$535k. The total increase in budget (2022 vs. 2021) was approximately \$55k. As of November, that budget increase would be valued at \$50k. Netting the YTD budget increase against YTD increased spending, results in a true change YoY of \$485k.

Of the \$485k, Audio-visual and e-material has experienced a YoY increase of \$347k, while the YoY library materials-other, periodicals, and Databases-Online Services decreased \$138k.

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eleven-Month Period Ended November 30, 2022**

**Percent of Year 91.7%**

| <b>Account Description</b>      | <b>2022 Budget</b> | <b>YTD Actual</b> | <b>Available Budget</b> | <b>% Used</b> |
|---------------------------------|--------------------|-------------------|-------------------------|---------------|
| <b>Personnel Services</b>       |                    |                   |                         |               |
| Regular employees               | \$ 17,684,024      | \$ 14,625,262     | \$ 3,058,762            | 82.7%         |
| 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          | 1,079,135         | 227,717                 | 82.6%         |
| Retirement contributions        | 1,408,296          | 1,199,792         | 208,504                 | 85.2%         |
| Health Plan contributions       | 2,400,000          | 2,102,340         | 297,660                 | 87.6%         |
| 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             | 50,833            | 19,167                  | 72.6%         |
| Life A&D insurance              | 70,000             | 60,699            | 9,301                   | 86.7%         |
| Tuition assistance              | 40,000             | 25,355            | 14,645                  | 63.4%         |
| <b>Total Personnel Services</b> | <b>23,131,071</b>  | <b>19,213,468</b> | <b>3,917,604</b>        | <b>83.1%</b>  |
| <b>Supplies</b>                 |                    |                   |                         |               |
| General                         | 360,663            | 147,638           | 213,024                 | 40.9%         |
| Microform                       | 2,450              | -                 | 2,450                   | 0.0%          |
| Software purchases/licenses     | 444,424            | 325,725           | 118,699                 | 73.3%         |
| Computer supplies               | 37,048             | 17,117            | 19,931                  | 46.2%         |
| Processing                      | 65,424             | 10,520            | 54,905                  | 16.1%         |
| Office                          | 67,327             | 25,480            | 41,847                  | 37.8%         |
| Food - culinary lab             | 4,500              | -                 | 4,500                   | 0.0%          |
| Other                           | 88,797             | 24,886            | 63,912                  | 28.0%         |
| <b>Total Supplies</b>           | <b>1,070,633</b>   | <b>551,366</b>    | <b>519,268</b>          | <b>51.5%</b>  |
| <b>Library Materials</b>        |                    |                   |                         |               |
| Audio-visual materials          | 405,305            | 303,017           | 102,288                 | 74.8%         |
| Books                           | 1,208,003          | 859,120           | 348,883                 | 71.1%         |
| e-materials                     | 2,469,620          | 2,028,565         | 441,055                 | 82.1%         |
| Library materials - other       | 258,000            | 173,254           | 84,746                  | 67.2%         |
| Microforms                      | 5,000              | -                 | 5,000                   | 0.0%          |
| Periodicals                     | 105,250            | 96,131            | 9,119                   | 91.3%         |
| Serials                         | 17,000             | 12,676            | 4,324                   | 74.6%         |
| Databases - online services     | 721,745            | 576,538           | 145,207                 | 79.9%         |
| Memorials                       | -                  | 2,306             | (2,306)                 | 100.0%        |
| <b>Total Library Materials</b>  | <b>5,189,923</b>   | <b>4,051,607</b>  | <b>1,138,316</b>        | <b>78.1%</b>  |

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eleven-Month Period Ended November 30, 2022**

**Percent of Year 91.7%**

| <b>Account Description</b>        | <b>2022 Budget</b> | <b>YTD Actual</b> | <b>Available Budget</b> | <b>% Used</b> |
|-----------------------------------|--------------------|-------------------|-------------------------|---------------|
| <b>Utilities</b>                  |                    |                   |                         |               |
| Gas                               | 108,700            | 98,657            | 10,043                  | 90.8%         |
| Electric                          | 509,150            | 450,233           | 58,917                  | 88.4%         |
| Water/sewer                       | 125,847            | 89,359            | 36,488                  | 71.0%         |
| Storm water fees                  | 10,440             | 1,768             | 8,672                   | 16.9%         |
| <b>Total Utilities</b>            | <b>754,137</b>     | <b>640,017</b>    | <b>114,119</b>          | <b>84.9%</b>  |
| <b>Telecommunications</b>         |                    |                   |                         |               |
| Data                              | 412,743            | 323,882           | 88,861                  | 78.5%         |
| Voice                             | 73,000             | 53,941            | 19,059                  | 73.9%         |
| Cellular                          | 104,000            | 61,902            | 42,098                  | 59.5%         |
| <b>Total Telecommunications</b>   | <b>589,743</b>     | <b>439,725</b>    | <b>150,018</b>          | <b>74.6%</b>  |
| <b>Contractual Services</b>       |                    |                   |                         |               |
| Janitorial services               | 339,000            | 312,012           | 26,988                  | 92.0%         |
| Carpet cleaning services          | 136,000            | 131,016           | 4,984                   | 96.3%         |
| Laundry services                  | -                  | -                 | -                       | 0.0%          |
| Library facility rental           | 702,833            | 677,343           | 25,490                  | 96.4%         |
| Common area maintenance           | 167,117            | 159,093           | 8,024                   | 95.2%         |
| Storage rental                    | 3,000              | 720               | 2,280                   | 24.0%         |
| Audit                             | 84,600             | 84,600            | -                       | 100.0%        |
| Legal                             | 92,000             | 85,366            | 6,634                   | 92.8%         |
| Consultant                        | 391,423            | 211,552           | 179,871                 | 54.0%         |
| Cataloging                        | 40,000             | 32,787            | 7,213                   | 82.0%         |
| Trash removal                     | 24,628             | 19,578            | 5,050                   | 79.5%         |
| Copier services                   | 62,000             | -                 | 62,000                  | 0.0%          |
| Courier services                  | 230,000            | 175,765           | 54,235                  | 76.4%         |
| Liability/property insurance      | 171,176            | 171,267           | (91)                    | 100.1%        |
| Printing                          | 127,135            | 59,176            | 67,959                  | 46.5%         |
| Programming                       | 477,189            | 299,811           | 177,378                 | 62.8%         |
| Strategic plan                    | 65,000             | 65,000            | -                       | 100.0%        |
| Treasurer fees                    | 501,812            | 500,638           | 1,174                   | 99.8%         |
| Microfilming services             | 22,600             | 40                | 22,560                  | 0.2%          |
| Computer support agreements       | 114,814            | 111,711           | 3,104                   | 97.3%         |
| Computer equipment maintenance    | 370,420            | 316,861           | 53,560                  | 85.5%         |
| Software licenses                 | 52,732             | 33,427            | 19,305                  | 63.4%         |
| Software subscriptions            | 36,211             | 19,878            | 16,333                  | 54.9%         |
| Employee Assistance Program       | 21,855             | 8,422             | 13,433                  | 38.5%         |
| Parking                           | 58,000             | 44,835            | 13,165                  | 77.3%         |
| <b>Total Contractual Services</b> | <b>4,291,547</b>   | <b>3,520,896</b>  | <b>770,651</b>          | <b>82.0%</b>  |



**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eleven-Month Period Ended November 30, 2022**

**Percent of Year 91.7%**

| <b>Account Description</b>           | <b>2022 Budget</b> | <b>YTD Actual</b> | <b>Available Budget</b> | <b>% Used</b> |
|--------------------------------------|--------------------|-------------------|-------------------------|---------------|
| <b>Repairs and Maintenance</b>       |                    |                   |                         |               |
| Grounds maintenance                  | 95,600             | 73,836            | 21,764                  | 77.2%         |
| Vehicle operating costs              | 80,000             | 99,895            | (19,895)                | 124.9%        |
| Equipment maintenance                | 525,310            | 436,620           | 88,690                  | 83.1%         |
| Equipment repairs                    | 50,650             | 6,137             | 44,513                  | 12.1%         |
| Furniture repairs                    | 45,670             | 24,192            | 21,478                  | 53.0%         |
| Building repairs                     | 149,495            | 76,747            | 72,748                  | 51.3%         |
| <b>Total Repairs and Maintenance</b> | <b>946,725</b>     | <b>717,428</b>    | <b>229,297</b>          | <b>75.8%</b>  |
| <b>Other Services</b>                |                    |                   |                         |               |
| Translation services                 | 300                | -                 | 300                     | 0.0%          |
| Advertising                          | 1,000              | 53                | 947                     | 5.3%          |
| Bank And trustee Fees                | 8,000              | 10,090            | (2,090)                 | 126.1%        |
| School engagement                    | 1,200              | 669               | 531                     | 55.8%         |
| Mileage/Travel reimbursement         | 76,350             | 43,198            | 33,152                  | 56.6%         |
| Employee recruitment                 | 57,500             | 22,483            | 35,017                  | 39.1%         |
| Dues and memberships                 | 61,889             | 41,865            | 20,023                  | 67.6%         |
| Merchandising                        | 18,158             | 4,166             | 13,992                  | 22.9%         |
| Employee recognition                 | 22,025             | 13,442            | 8,583                   | 61.0%         |
| Board of Trustees                    | 7,000              | 3,227             | 3,773                   | 46.1%         |
| Community outreach                   | 178,009            | 104,391           | 73,618                  | 58.6%         |
| Training                             | 320,643            | 193,722           | 126,921                 | 60.4%         |
| Signage                              | 60,000             | 9,949             | 50,051                  | 16.6%         |
| Bindery                              | 8,633              | 3,798             | 4,836                   | 44.0%         |
| Book mending                         | 1,500              | 1,473             | 27                      | 98.2%         |
| 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             | 40,683            | 20,317                  | 66.7%         |
| Volunteer program                    | 7,003              | 1,129             | 5,874                   | 16.1%         |
| Safety and wellness                  | 8,400              | 5,572             | 2,828                   | 66.3%         |
| Other                                | (212,695)          | 104,852           | (317,547)               | -49.3%        |
| <b>Total Other Services</b>          | <b>790,580</b>     | <b>676,628</b>    | <b>113,952</b>          | <b>85.6%</b>  |
| <b>Capital Outlay</b>                |                    |                   |                         |               |
| Other                                | 273,197            | 260,128           | 13,070                  | 95.2%         |
| <b>Total Capital Outlay</b>          | <b>273,197</b>     | <b>260,128</b>    | <b>13,070</b>           | <b>95.2%</b>  |

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eleven-Month Period Ended November 30, 2022**

**Percent of Year 91.7%**

| <b>Account Description</b>                | <b>2022 Budget</b>   | <b>YTD Actual</b>    | <b>Available Budget</b> | <b>% Used</b> |
|---|----------------------|----------------------|-------------------------|---------------|
| <b>Operating Transfers to Other Funds</b> |                      |                      |                         |               |
| Fund transfers out                        | 3,045,095            | 3,045,095            | -                       | 100.0%        |
| <b>Total Expenditures</b>                 | <b>\$ 40,082,651</b> | <b>\$ 33,116,357</b> | <b>\$ 6,966,294</b>     | <b>82.6%</b>  |

1) As an overall favorable indicator, the district has utilized 82.6% of budgeted expenditures, while being 91.7%, into the fiscal year. All major expenditure categories shown above posted YTD Budget Usage of less than 91.7%, with the exception of Capital Outlay at 95.2%, and Operating Transfers to Other Funds at 100%.

**Pikes Peak Library District  
Special Revenue Funds  
For the Eleven-Month Period Ended November 30, 2022**

|   |                         |
|---|-------------------------|
| <b>Fund Balance - January 1, 2022</b>   | \$ 100,688              |
| <b>Expenditures / Encumbrances</b>      | 38,463                  |
| <b>Fund Balance - November 30, 2022</b> | <u><u>\$ 62,225</u></u> |

**Fund Balance - By Fund - November 30, 2022**

|                                |                         |
|--------------------------------|-------------------------|
| Cheyenne Mountain Library Fund | \$ 812                  |
| High Prairie Library Fund      | 49,130                  |
| Sand Creek Library Fund        | 12,283                  |
|                                | <u><u>\$ 62,225</u></u> |

**Pikes Peak Library District  
 East Library Capital Projects Fund  
 For the Eleven-Month Period Ended November 30, 2022**

| Account Description                              | Activity          |                |                   |              |                  |
|--|-------------------|----------------|-------------------|--------------|------------------|
|  | Multi-Year Budget | Prior Years    | 2022              | Encumbrances | Available Budget |
| <b>Revenues and Other Sources of Funds</b>       |                   |                |                   |              |                  |
| Fundraising                                      | \$ -              | \$ -           | \$ -              | \$ -         | \$ -             |
| Fund Transfers In                                | 349,372           | 232,372        | 117,000           | -            | -                |
| Insurance Proceeds-EA Roof                       | -                 | -              | 680,067           | -            | (680,067)        |
| <b>Total Revenues and Other Sources of Funds</b> | <b>349,372</b>    | <b>232,372</b> | <b>797,067</b>    | <b>-</b>     | <b>(680,067)</b> |
| <b>Expenditures</b>                              |                   |                |                   |              |                  |
| <b>2022 Projects</b>                             |                   |                |                   |              |                  |
| 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           | -              | 891,638           | 955          | 7,407            |
| Contingency                                      | 25,000            | -              | -                 | -            | 25,000           |
| <b>Pre-2021 Projects</b>                         |                   |                |                   |              |                  |
| 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                                      | 25,000            | 12,292         | 3,000             | 3,846        | 5,862            |
| Contingency IT                                   | 2,071             | -              | 650               | 1,168        | 253              |
| <b>Total Expenditures</b>                        | <b>1,307,453</b>  | <b>196,850</b> | <b>917,545</b>    | <b>6,677</b> | <b>186,380</b>   |
| <b>Excess Revenues over Expenditures</b>         |                   |                | (120,478)         |              |                  |
| <b>Fund Balance - January 1, 2022</b>            |                   |                | 113,493           |              |                  |
| <b>Fund Balance - November 30, 2022</b>          |                   |                | <u>\$ (6,985)</u> |              |                  |

**Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Eleven-Month Period Ended November 30, 2022**

| Account Description                                      | Activity          |                |                   |                | Available Budget |
|--|-------------------|----------------|-------------------|----------------|------------------|
|  | Multi-Year Budget | Prior Years    | 2022              | Encumbrances   |                  |
| <b>Revenues and Other Sources of Funds</b>               |                   |                |                   |                |                  |
| Fund transfers in  | 1,288,424         | 97,224         | 1,191,200         | -              | -                |
| <b>Total Revenues and Other Sources of Funds</b>         | <b>1,288,424</b>  | <b>97,224</b>  | <b>1,191,200</b>  | <b>-</b>       | <b>-</b>         |
| <b>Expenditures</b>                                      |                   |                |                   |                |                  |
| <b>2022 Projects</b>                                     |                   |                |                   |                |                  |
| 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                                       | 9,150             | -              | 9,150             | -              | -                |
| Adult area tables  | 5,000             | -              | -                 | -              | 5,000            |
| Furniture 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            |
| <b>Pre-2022 Projects</b>                                 |                   |                |                   |                |                  |
| 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            | -              | 2,300             | 26,702         | 20,998           |
| 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  | 213,311           | 33,174         | 44,790            | 13,324         | 122,024          |
| <b>Total Expenditures</b>                                | <b>2,291,792</b>  | <b>757,615</b> | <b>800,979</b>    | <b>160,692</b> | <b>572,506</b>   |
| <b>Excess Revenues over Expenditures</b>                 |                   |                | 390,221           |                |                  |
| <b>Fund Balance - January 1, 2022</b>                    |                   |                | 342,977           |                |                  |
| <b>Fund Balance - November 30, 2022</b>                  |                   |                | <u>\$ 733,198</u> |                |                  |

**Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Eleven-Month Period Ended November 30, 2022**

| Account Description  | Multi-Year Budget | Activity         |                   |               | Available Budget |
|--|-------------------|------------------|-------------------|---------------|------------------|
|  |                   | Prior Years      | 2022              | Encumbrances  |                  |
| <b>Revenues and Other Sources of Funds</b>   |                   |                  |                   |               |                  |
| Fundraising  | \$ -              | \$ -             | \$ -              | \$ -          | \$ -             |
| Fund Transfers In  | 1,578,967         | 1,384,467        | 194,500           | -             | -                |
| <b>Total Revenues and Other Sources of Funds</b>   | <b>1,578,967</b>  | <b>1,384,467</b> | <b>194,500</b>    | <b>-</b>      | <b>-</b>         |
| <b>Expenditures</b>  |                   |                  |                   |               |                  |
| <b>2022 Projects</b>   |                   |                  |                   |               |                  |
| 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   | 3,635             | -                | 3,635             | -             | -                |
| Elevator Lighting  | 10,635            | -                | 10,635            | -             | -                |
| Community meeting room   | 12,500            | -                | -                 | 12,500        | -                |
| Fire magnetic lock ADA Studio  | -                 | -                | -                 | -             | -                |
| Auto openers ADA for Maker   | -                 | -                | -                 | -             | -                |
| Contingency  | 112,354           | -                | 3,000             | 57,928        | 51,426           |
| <b>Pre-2022 Projects</b>   |                   |                  |                   |               |                  |
| Awning for curbside service  | -                 | -                | -                 | -             | -                |
| Back up generator  | 89,870            | -                | 89,870            | -             | -                |
| Contingency  | 24,218            | 5,307            | 2,285             | 16,626        | -                |
| 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  | 24,750            | 24,750           | -                 | -             | -                |
| Install new service point first floor  | -                 | -                | -                 | -             | -                |
| 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   | -                 | -                | -                 | -             | -                |
| 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  | 83,031            | 83,031           | -                 | -             | -                |
| 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              |
| <b>Total Expenditures</b>  | <b>1,796,288</b>  | <b>1,321,327</b> | <b>119,760</b>    | <b>90,554</b> | <b>264,648</b>   |
| <b>Excess Revenues over Expenditures</b>   |                   |                  | <b>74,740</b>     |               |                  |
| <b>Fund Balance - January 1, 2022</b>  |                   |                  | <b>305,235</b>    |               |                  |
| 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            |               |                  |
| <b>Fund Balance - November 30, 2022</b>  |                   |                  | <b>\$ 390,143</b> |               |                  |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Eleven-Month Period Ended November 30, 2022**

| Account Description                              | Multi-Year Budget | Activity         |                  |              | Available Budget |
|--|-------------------|------------------|------------------|--------------|------------------|
|  |                   | Prior Years      | 2022             | Encumbrances |                  |
| <b>Revenues and Other Sources of Funds</b>       |                   |                  |                  |              |                  |
| 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           | -                | -            | -                |
| <b>Total Revenues and Other Sources of Funds</b> | <b>6,288,534</b>  | <b>4,746,139</b> | <b>1,642,395</b> | <b>-</b>     | <b>(100,000)</b> |
| <b>Expenditures</b>                              |                   |                  |                  |              |                  |
| <b><u>Facilities Capital</u></b>                 |                   |                  |                  |              |                  |
| <b>2022 Projects</b>                             |                   |                  |                  |              |                  |
| DW CONCRETE REPLACEMENT                          | 15,000            | -                | -                | -            | 15,000           |
| DW ASPHALT REPAIRS & MAINTENAN                   | 20,000            | -                | -                | 6,332        | 13,668           |
| CH PAINTING ALLOWANCE                            | 18,000            | -                | -                | 11,810       | 6,190            |
| 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 ENGINEERING 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             | -                | 1,321            | 6,163        | 16               |
| FO DESK REPLACE - ADJ HEIGHT                     | 7,500             | -                | -                | -            | 7,500            |
| FO COLLABORATIVE 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                        | -                 | -                | -                | -            | -                |
| <b>Pre-2022 Projects</b>                         |                   |                  |                  |              |                  |
| 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 Eleven-Month Period Ended November 30, 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 | 1,448        | 9,003            |
| 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            |
| Ruth Holley leasehold improvements                       | -                 | -           | -      | -            | -                |
| Manitou Arts Council (MAC) project                       | 198,946           | 176,541     | 6,901  | 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      | 3,520  | 980          | 1,230            |
| 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      | 3,734  | -            | 612              |
| Furniture - prior year                                   | 37,389            | 37,389      | -      | -            | -                |
| Cheyenne Mountain - workroom cabinets storage            | 2,000             | -           | -      | -            | 2,000            |
| Fountain AV closet meeting room                          | -                 | -           | -      | -            | -                |
| 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            |



**Pikes Peak Library District  
Capital Reserve Fund  
For the Eleven-Month Period Ended November 30, 2022**

| Account Description                                     | Multi-Year Budget | Activity         |                |                | Available Budget |
|---|-------------------|------------------|----------------|----------------|------------------|
|   |                   | Prior Years      | 2022           | Encumbrances   |                  |
| Fountain - chair replacement meeting room               | 6,500             | -                | -              | -              | 6,500            |
| Ruth Holley - furniture meeting room                    | 7,032             | 7,032            | -              | -              | -                |
| Monument - replace chairs adult area                    | 2,400             | -                | -              | -              | 2,400            |
| Monument - blind replacement community room             | 4,700             | -                | -              | -              | 4,700            |
| Monument - tables and chairs replacement                | 8,000             | -                | 4,213          | 3,787          | -                |
| 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            | -                | 1,868          | -              | 10,132           |
| 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          | 133,000        | 6,880          | 74,206           |
| Signage allowance                                       | 7,618             | 7,618            | (0)            | -              | -                |
| <b>Total Facilities Capital</b>                         | <b>2,469,586</b>  | <b>1,185,465</b> | <b>225,723</b> | <b>140,368</b> | <b>918,029</b>   |
| <b><u>Communications Capital</u></b>                    |                   |                  |                |                |                  |
| <b>2022 Projects</b>                                    |                   |                  |                |                |                  |
| 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             | -                | -              | 7,475          | 25               |
| COMMUNICATIONS PROJECTS                                 | -                 | -                | -              | -              | -                |
| <b>Pre-2022 Projects</b>                                |                   |                  |                |                |                  |
| 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            |
| MAC projects  | -                 | -                | -              | -              | -                |
| MAC projects-Offset                                     | -                 | -                | -              | -              | -                |
| 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            |
| <b>Total Communications Capital</b>                     | <b>67,895</b>     | <b>15,331</b>    | <b>4,489</b>   | <b>14,870</b>  | <b>33,205</b>    |
| <b><u>Information Technology Capital</u></b>            |                   |                  |                |                |                  |
| <b>2022 Projects</b>                                    |                   |                  |                |                |                  |
| REPORT SERVERS  | 15,248            | -                | -              | 15,248         | -                |
| COPIERS   | 5,289             | -                | 3,840          | 1,449          | 0                |
| ZEBRA PRINTER   | 9,753             | -                | -              | 4,124          | 5,628            |
| HI MFD  | 1,500             | -                | 384            | 1,116          | -                |
| RECEIPT PRINTERS  | 12,500            | -                | -              | -              | 12,500           |
| AWE LITERACY STATIONS                                   | 74,300            | -                | -              | -              | 74,300           |
| SECURITY COMPUTERS                                      | -                 | -                | -              | -              | -                |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Eleven-Month Period Ended November 30, 2022**

| Account Description                                  | Multi-Year Budget | Activity    |         |              | Available Budget |
|--|-------------------|-------------|---------|--------------|------------------|
|  |                   | Prior Years | 2022    | Encumbrances |                  |
| 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        | -                |
| 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   | 6,946        | 42,303           |
| CABLING PE ADM & STAFF                               | 24,323            | -           | 24,323  | -            | 0                |
| ADDITIONAL DROPS                                     | -                 | -           | -       | -            | -                |
| SECURITY 21C CAMERA ST MONITOR                       | 600               | -           | -       | -            | 600              |
| SECURITY MONITORS 16 LOCATIONS                       | 13,000            | -           | -       | 17,877       | (4,877)          |
| 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 REPLACEMENT                                    | -                 | -           | -       | -            | -                |
| SA MAKERSPACE VIDEO DISPLAY                          | -                 | -           | -       | -            | -                |
| SA AV CONFERENCE RM                                  | -                 | -           | -       | -            | -                |
| CONTINGENCY IT                                       | 25,000            | -           | -       | 25,000       | -                |
| CAPITAL PROJECTS IT 2022                             | -                 | -           | -       | -            | -                |
| HR DIGITAL SIGNAGE                                   | -                 | -           | -       | -            | -                |
| FCS LENA EARLY EDUCATION                             | 17,800            | -           | -       | -            | 17,800           |
| PE KCH BUSINESS RESOURCE CENT                        | -                 | -           | -       | -            | -                |
| STAFF INCREASE IT SUPPORT                            | -                 | -           | -       | -            | -                |
| HR PERFORMANCE MANAG TOOL                            | 11,750            | -           | -       | -            | 11,750           |
| <b>Pre-2022 Projects</b>                             |                   |             |         |              |                  |
| 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)                           | 275,183           | 11,151      | 34,215  | 64,674       | 165,143          |
| 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       | 48,537  | 3,415        | 120,161          |
| Receipt printers                                     | 12,500            | -           | 4,980   | 7,520        | -                |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Eleven-Month Period Ended November 30, 2022**

| Account Description                         | Multi-Year Budget | Activity         |                  |                | Available Budget |
|---|-------------------|------------------|------------------|----------------|------------------|
|   |                   | Prior Years      | 2022             | Encumbrances   |                  |
| Barcode scanners                            | 12,500            | 97               | 12,403           | -              | -                |
| Upgrade to Drupal                           | 40,000            | 7,500            | 5,033            | 4,868          | 22,600           |
| Servers-East Library data updates           | 2,000             | 2,000            | -                | -              | -                |
| Data center redesign                        | 90,000            | 90,000           | -                | -              | -                |
| PC purchases                                | 198,041           | 60,411           | 135,745          | -              | 1,885            |
| Technology refresh (staff)                  | 38,106            | 34,378           | 3,728            | -              | -                |
| Technology refresh (patrons)                | 131,000           | 131,000          | -                | -              | -                |
| 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           | 14,593           | 65,635         | 152,649          |
| 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            | -                | 33,384         | 89,473           |
| IT management reserve                       | 24,277            | -                | 12,551           | 11,726         | -                |
| Contingency                                 | 2,320             | 2,320            | -                | -              | -                |
| <b>Total Information Technology Capital</b> | <b>5,525,966</b>  | <b>1,650,403</b> | <b>1,720,232</b> | <b>857,508</b> | <b>1,297,823</b> |

**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 |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Eleven-Month Period Ended November 30, 2022**

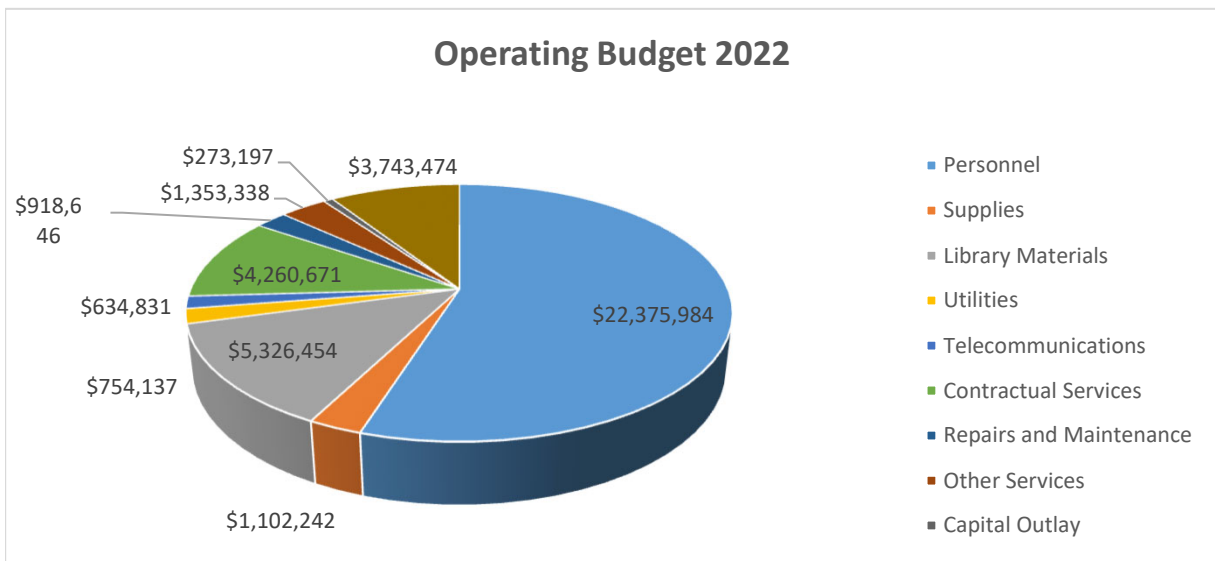
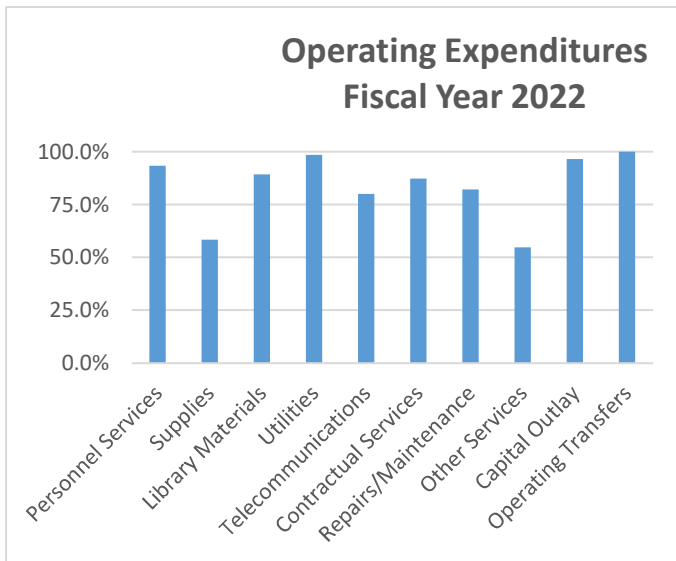
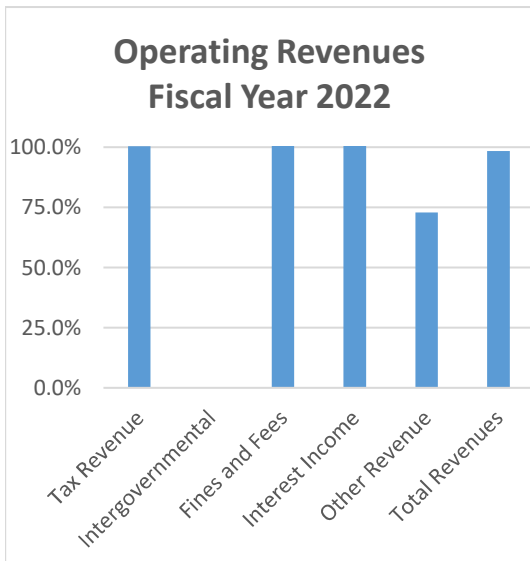
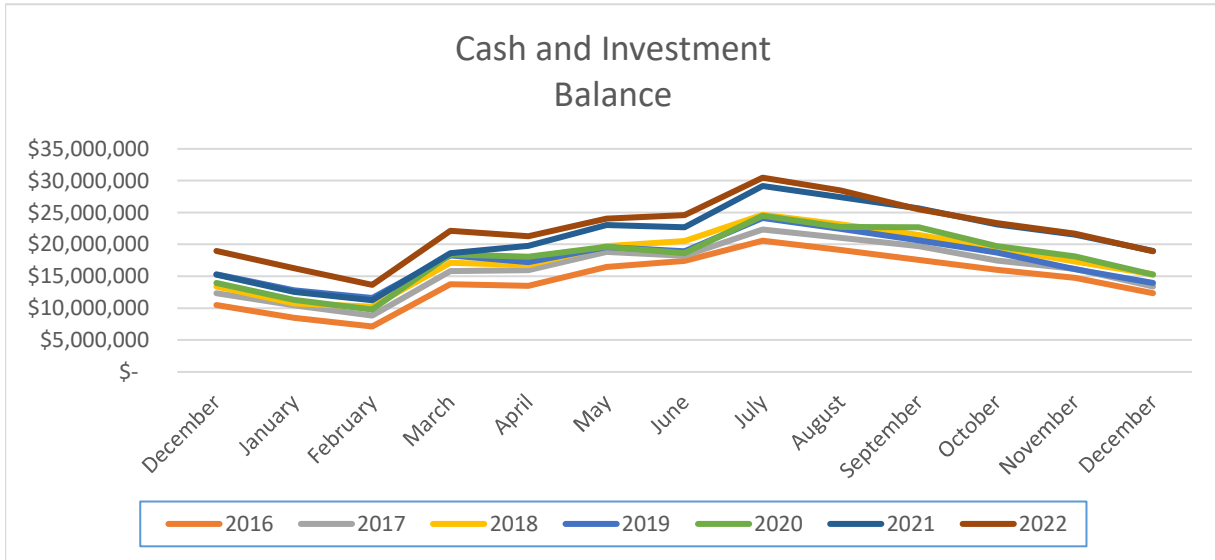
| Account Description                        | Multi-Year Budget | Activity         |                     |                  | Available Budget |
|--|-------------------|------------------|---------------------|------------------|------------------|
|  |                   | Prior Years      | 2022                | Encumbrances     |                  |
| 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)                 | -                | -                |
| 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           | -                   | -                | -                |
| <b>Total Video Studio Capital</b>          | <b>99,510</b>     | <b>73,976</b>    | <b>(0)</b>          | <b>-</b>         | <b>25,535</b>    |
| <b><u>Creative Services Capital</u></b>    |                   |                  |                     |                  |                  |
| <b>2022 Projects</b>                       |                   |                  |                     |                  |                  |
| EQUIPMENT REPLACEMENT                      | 1,500             | -                | 1,497               | -                | 3                |
| CAPITAL PROJECTS CRS 2022                  | -                 | -                | -                   | -                | -                |
| <b>Pre-2022 Projects</b>                   |                   |                  |                     |                  |                  |
| 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           |
| <b>Total Creative Services Capital</b>     | <b>110,486</b>    | <b>53,162</b>    | <b>1,497</b>        | <b>-</b>         | <b>55,827</b>    |
| <b>Total Expenditures</b>                  | <b>8,273,443</b>  | <b>2,978,337</b> | <b>1,951,941</b>    | <b>1,012,747</b> | <b>2,330,419</b> |
| <b>Excess Revenues over Expenditures</b>   |                   |                  | <b>(309,545)</b>    |                  |                  |
| <b>Fund Balance - January 1, 2022</b>      |                   |                  | <b>3,476,115</b>    |                  |                  |
| <b>Fund Balance - November 30, 2022</b>    |                   |                  | <b>\$ 3,166,570</b> |                  |                  |

**Pikes Peak Library District  
Receipts and Disbursements by Cash Account  
For the Eleven-Month Period Ended November 2022**

|   | <b>COLOTRUST<br/>Investments</b> | <b>US Bank<br/>Checking</b> | <b>Total Cash</b>    |
|---|----------------------------------|-----------------------------|----------------------|
| <b>Cash and Investments Balance - November 1, 2022</b>  | \$ 23,552,544                    | \$ (201,391)                | \$ 23,351,154        |
| <b>Receipts</b>   |                                  |                             |                      |
| Property Taxes  | 540,849                          |                             | 540,849              |
| Cash Receipts   |                                  | 13,592                      | 13,592               |
| Credit card and other activity                          |                                  |                             | -                    |
| eRate funding   |                                  |                             | -                    |
| Interest  | 72,451                           | 2                           | 72,453               |
| <b>Disbursements</b>                                    |                                  |                             |                      |
| Payment of Bills week of 11/04/2022                     |                                  | (13,316)                    | (13,316)             |
| Payment of Bills week of 11/11/2022                     |                                  | (141,228)                   | (141,228)            |
| Payment of Bills week of 11/18/2022                     |                                  | (493,667)                   | (493,667)            |
| Payment of Bills week of 11/25/2022                     |                                  | (2,759)                     | (2,759)              |
| Payment at end of month 11/30/2022                      |                                  | (34,277)                    | (34,277)             |
| Payroll 11/11/2022                                      |                                  | (697,649)                   | (697,649)            |
| Payroll 11/25/2022                                      |                                  | (529,425)                   | (529,425)            |
| Payroll and end of month 11/30/2022                     |                                  | (400,598)                   | (400,598)            |
| <b>Transfer between funds</b>                           | (2,500,000)                      | 2,500,000                   | -                    |
| <b>Cash and Investments Balance - November 30, 2022</b> | <b>\$ 21,665,844</b>             | <b>\$ (716)</b>             | <b>\$ 21,665,128</b> |

# Pikes Peak Library District Financial Dashboard

December 2022



# **Pikes Peak Library District**

## **December 2022 Financial Report**

Presented to Board of Trustees on January 18, 2023

**Pikes Peak Library District  
 General Fund Summary  
 For the Twelve-Month Period Ended December 31, 2022**

| General Fund             | Year-To-Date         |                      | Change              | % Chg.      | Notes |
|--------------------------|----------------------|----------------------|---------------------|-------------|-------|
|                          | 2022                 | 2021                 |                     |             |       |
| <b>Revenues</b>          |                      |                      |                     |             |       |
| Property taxes           | \$ 33,299,124        | \$ 31,402,556        | \$ 1,896,568        | 6.0%        |       |
| Specific ownership taxes | 3,517,120            | 3,720,458            | (203,338)           | -5.5%       |       |
| Fines/fees               | 84,427               | 86,486               | (2,059)             | -2.4%       |       |
| Investment earnings      | 370,986              | 9,250                | 361,736             | 3910.7%     |       |
| Other                    | 454,259              | 1,063,456            | (609,197)           | -57.3%      |       |
| <b>Total Revenues</b>    | <b>\$ 37,725,916</b> | <b>\$ 36,282,206</b> | <b>\$ 1,443,710</b> | <b>4.0%</b> |       |



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

**Percent of Year 100.0%**

**For the Twelve-Month Period Ended December 31, 2022**

| <b>Account Description</b>              | <b>2022 Budget</b>   | <b>YTD Actual</b>    | <b>Variance</b>     | <b>% Used</b> |
|---|----------------------|----------------------|---------------------|---------------|
| <b>Tax Revenue</b>                      |                      |                      |                     |               |
| Property taxes                          |                      |                      |                     |               |
| Current                                 | \$ 33,245,736        | \$ 33,321,304        | \$ 75,568           | 100.2%        |
| Abatements/refunds                      | (125,000)            | (89,748)             | 35,252              | 71.8%         |
| Omitted properties                      | 7,200                | 3,964                | (3,236)             | 55.1%         |
| Delinquent                              | 18,500               | 6,378                | (12,122)            | 34.5%         |
| Penalties/interest                      | 37,500               | 46,767               | 9,267               | 124.7%        |
| Specific ownership taxes                | 3,500,000            | 3,517,120            | 17,120              | 100.5%        |
| Local government in lieu of prop. taxes | 10,000               | 10,459               | 459                 | 104.6%        |
| <b>Total Tax Revenue</b>                | <b>36,693,936</b>    | <b>36,816,244</b>    | <b>122,308</b>      | <b>100.3%</b> |
| <b>Intergovernmental</b>                |                      |                      |                     |               |
| Federal funds - other categories        | 387,381              | -                    | (387,381)           | 0.0%          |
| Federal - eRate Funding                 | 250,000              | -                    | (250,000)           | 0.0%          |
| State Grant - library materials         | 170,624              | -                    | (170,624)           | 0.0%          |
| <b>Total Intergovernmental</b>          | <b>808,005</b>       | <b>-</b>             | <b>(808,005)</b>    | <b>0.0%</b>   |
| <b>Fines and Fees</b>                   | <b>67,500</b>        | <b>84,427</b>        | <b>16,927</b>       | <b>125.1%</b> |
| <b>Interest Income</b>                  | <b>165,750</b>       | <b>370,986</b>       | <b>205,236</b>      | <b>223.8%</b> |
| <b>Other Revenue</b>                    |                      |                      |                     |               |
| Donations/grants/gifts                  |                      |                      |                     |               |
| PPLD Foundation                         | 581,750              | 348,957              | (232,793)           | 60.0%         |
| Other                                   | -                    | 46,555               | 46,555              | 100.0%        |
| Copier charges/PMS charges              | 30,000               | 36,943               | 6,943               | 123.1%        |
| Parking lot collections                 | 3,000                | 9,668                | 6,668               | 322.3%        |
| Merchandise sales                       | -                    | 1,848                | 1,848               | 100.0%        |
| Miscellaneous                           | 4,500                | 5,106                | 606                 | 113.5%        |
| Asset sales proceeds                    | 5,000                | 5,183                | 183                 | 103.7%        |
| <b>Total Other Revenue</b>              | <b>624,250</b>       | <b>454,259</b>       | <b>(169,991)</b>    | <b>72.8%</b>  |
| <b>Total General Fund Revenues</b>      | <b>\$ 38,359,441</b> | <b>\$ 37,725,916</b> | <b>\$ (633,525)</b> | <b>98.3%</b>  |

**Pikes Peak Library District  
General Fund Summary  
For the Twelve-Month Period Ended December 31, 2022**

| General Fund                      | Year-To-Date         |                      |                     |             | Notes |
|-----------------------------------|----------------------|----------------------|---------------------|-------------|-------|
|                                   | 2022                 | 2021                 | Change              | % Chg.      |       |
| <b>Expenditures</b>               |                      |                      |                     |             |       |
| Personnel                         | \$ 20,859,758        | \$ 20,310,297        | \$ 549,462          | 2.7%        |       |
| Supplies                          | 641,910              | 592,496              | 49,413              | 8.3%        |       |
| Library materials                 | 4,751,568            | 4,776,569            | (25,001)            | -0.5%       |       |
| Utilities                         | 741,663              | 705,032              | 36,631              | 5.2%        |       |
| Telecommunication costs           | 507,901              | 605,012              | (97,111)            | -16.1%      |       |
| Contractual services              | 3,712,781            | 3,220,522            | 492,260             | 15.3%       |       |
| Repairs and maintenance           | 753,818              | 745,743              | 8,076               | 1.1%        |       |
| Other services                    | 739,915              | 636,569              | 103,345             | 16.2%       |       |
| Capital outlay                    | 263,641              | 128,521              | 135,120             | 105.1%      |       |
| Operating transfers - other funds | 3,743,474            | 2,310,026            | 1,433,448           | 62.1%       |       |
| <b>Total Expenditures</b>         | <b>\$ 36,716,429</b> | <b>\$ 34,030,786</b> | <b>\$ 2,685,643</b> | <b>7.9%</b> |       |

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Twelve-Month Period Ended December 31, 2022**

**Percent of Year 100.0%**

| <b>Account Description</b>      | <b>2022 Budget</b> | <b>YTD Actual</b> | <b>Available Budget</b> | <b>% Used</b> |
|---------------------------------|--------------------|-------------------|-------------------------|---------------|
| <b>Personnel Services</b>       |                    |                   |                         |               |
| Regular employees               | \$ 16,528,937      | \$ 15,872,835     | \$ 656,102              | 96.0%         |
| Temporary employees             | 13,900             | 1,825             | 12,075                  | 13.1%         |
| Substitute employees            | 21,500             | 392               | 21,108                  | 1.8%          |
| Work-Study And internship       | 11,000             | -                 | 11,000                  | 0.0%          |
| Internships                     | 8,000              | -                 | 8,000                   | 0.0%          |
| Social security contributions   | 1,306,852          | 1,171,032         | 135,819                 | 89.6%         |
| Retirement contributions        | 1,408,296          | 1,304,116         | 104,180                 | 92.6%         |
| Health Plan contributions       | 2,800,000          | 2,291,399         | 508,601                 | 81.8%         |
| Unemployment insurance          | 47,500             | 25,570            | 21,930                  | 53.8%         |
| Workers compensation            | 50,000             | 43,100            | 6,900                   | 86.2%         |
| Vision Plan insurance           | 70,000             | 55,653            | 14,347                  | 79.5%         |
| Life A&D insurance              | 70,000             | 66,438            | 3,562                   | 94.9%         |
| Tuition assistance              | 40,000             | 27,399            | 12,601                  | 68.5%         |
| <b>Total Personnel Services</b> | <b>22,375,984</b>  | <b>20,859,758</b> | <b>1,516,226</b>        | <b>93.2%</b>  |
| <b>Supplies</b>                 |                    |                   |                         |               |
| General                         | 360,963            | 171,259           | 189,703                 | 47.4%         |
| Microform                       | 2,450              | -                 | 2,450                   | 0.0%          |
| Software purchases/licenses     | 451,424            | 376,342           | 75,082                  | 83.4%         |
| Computer supplies               | 59,656             | 17,380            | 42,276                  | 29.1%         |
| Processing                      | 65,424             | 13,635            | 51,789                  | 20.8%         |
| Office                          | 67,327             | 32,356            | 34,971                  | 48.1%         |
| Food - culinary lab             | 4,500              | -                 | 4,500                   | 0.0%          |
| Other                           | 90,497             | 30,937            | 59,560                  | 34.2%         |
| <b>Total Supplies</b>           | <b>1,102,242</b>   | <b>641,910</b>    | <b>460,332</b>          | <b>58.2%</b>  |
| <b>Library Materials</b>        |                    |                   |                         |               |
| Audio-visual materials          | 405,305            | 337,353           | 67,952                  | 83.2%         |
| Books                           | 1,209,778          | 985,586           | 224,192                 | 81.5%         |
| e-materials                     | 2,604,376          | 2,524,017         | 80,359                  | 96.9%         |
| Library materials - other       | 258,000            | 203,448           | 54,552                  | 78.9%         |
| Microforms                      | 5,000              | -                 | 5,000                   | 0.0%          |
| Periodicals                     | 105,250            | 97,855            | 7,395                   | 93.0%         |
| Serials                         | 17,000             | 13,121            | 3,879                   | 77.2%         |
| Databases - online services     | 721,745            | 587,767           | 133,978                 | 81.4%         |
| Memorials                       | -                  | 2,420             | (2,420)                 | 100.0%        |
| <b>Total Library Materials</b>  | <b>5,326,454</b>   | <b>4,751,568</b>  | <b>574,886</b>          | <b>89.2%</b>  |

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Twelve-Month Period Ended December 31, 2022**

**Percent of Year 100.0%**

| <b>Account Description</b>        | <b>2022 Budget</b> | <b>YTD Actual</b> | <b>Available Budget</b> | <b>% Used</b> |
|-----------------------------------|--------------------|-------------------|-------------------------|---------------|
| <b>Utilities</b>                  |                    |                   |                         |               |
| Gas                               | 108,700            | 124,983           | (16,283)                | 115.0%        |
| Electric                          | 509,150            | 518,270           | (9,120)                 | 101.8%        |
| Water/sewer                       | 125,847            | 96,643            | 29,204                  | 76.8%         |
| Storm water fees                  | 10,440             | 1,768             | 8,672                   | 16.9%         |
| <b>Total Utilities</b>            | <b>754,137</b>     | <b>741,663</b>    | <b>12,473</b>           | <b>98.3%</b>  |
| <b>Telecommunications</b>         |                    |                   |                         |               |
| Data                              | 457,831            | 382,222           | 75,609                  | 83.5%         |
| Voice                             | 73,000             | 55,178            | 17,822                  | 75.6%         |
| Cellular                          | 104,000            | 70,501            | 33,499                  | 67.8%         |
| <b>Total Telecommunications</b>   | <b>634,831</b>     | <b>507,901</b>    | <b>126,929</b>          | <b>80.0%</b>  |
| <b>Contractual Services</b>       |                    |                   |                         |               |
| Janitorial services               | 339,000            | 340,767           | (1,767)                 | 100.5%        |
| Carpet cleaning services          | 136,000            | 140,807           | (4,807)                 | 103.5%        |
| Laundry services                  | -                  | -                 | -                       | 0.0%          |
| Library facility rental           | 702,833            | 677,343           | 25,490                  | 96.4%         |
| Common area maintenance           | 167,117            | 159,093           | 8,024                   | 95.2%         |
| Storage rental                    | 3,000              | 1,908             | 1,092                   | 63.6%         |
| Audit                             | 84,600             | 84,600            | -                       | 100.0%        |
| Legal                             | 122,000            | 104,560           | 17,440                  | 85.7%         |
| Consultant                        | 323,315            | 227,809           | 95,506                  | 70.5%         |
| Cataloging                        | 40,000             | 35,772            | 4,228                   | 89.4%         |
| Trash removal                     | 24,628             | 21,822            | 2,806                   | 88.6%         |
| Copier services                   | 62,000             | -                 | 62,000                  | 0.0%          |
| Courier services                  | 230,000            | 192,847           | 37,153                  | 83.8%         |
| Liability/property insurance      | 171,176            | 171,267           | (91)                    | 100.1%        |
| Printing                          | 127,135            | 70,871            | 56,265                  | 55.7%         |
| Programming                       | 501,430            | 349,769           | 151,661                 | 69.8%         |
| Strategic plan                    | 65,000             | 65,000            | -                       | 100.0%        |
| Treasurer fees                    | 501,812            | 500,676           | 1,136                   | 99.8%         |
| Microfilming services             | 22,600             | 40                | 22,560                  | 0.2%          |
| Computer support agreements       | 114,814            | 115,700           | (885)                   | 100.8%        |
| Computer equipment maintenance    | 353,412            | 316,861           | 36,551                  | 89.7%         |
| Software licenses                 | 52,732             | 37,277            | 15,455                  | 70.7%         |
| Software subscriptions            | 36,211             | 37,793            | (1,582)                 | 104.4%        |
| Employee Assistance Program       | 21,855             | 10,611            | 11,244                  | 48.6%         |
| Parking                           | 58,000             | 49,588            | 8,412                   | 85.5%         |
| <b>Total Contractual Services</b> | <b>4,260,671</b>   | <b>3,712,781</b>  | <b>547,889</b>          | <b>87.1%</b>  |

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Twelve-Month Period Ended December 31, 2022**

**Percent of Year 100.0%**

| <b>Account Description</b>           | <b>2022 Budget</b> | <b>YTD Actual</b> | <b>Available Budget</b> | <b>% Used</b> |
|--------------------------------------|--------------------|-------------------|-------------------------|---------------|
| <b>Repairs and Maintenance</b>       |                    |                   |                         |               |
| Grounds maintenance                  | 95,600             | 75,213            | 20,387                  | 78.7%         |
| Vehicle operating costs              | 80,000             | 106,812           | (26,812)                | 133.5%        |
| Equipment maintenance                | 497,231            | 447,459           | 49,773                  | 90.0%         |
| Equipment repairs                    | 50,650             | 8,752             | 41,898                  | 17.3%         |
| Furniture repairs                    | 45,670             | 29,399            | 16,270                  | 64.4%         |
| Building repairs                     | 149,495            | 86,184            | 63,311                  | 57.6%         |
| <b>Total Repairs and Maintenance</b> | <b>918,646</b>     | <b>753,818</b>    | <b>164,828</b>          | <b>82.1%</b>  |
| <b>Other Services</b>                |                    |                   |                         |               |
| Translation services                 | 300                | -                 | 300                     | 0.0%          |
| Advertising                          | 1,000              | 168               | 833                     | 16.8%         |
| Bank And trustee Fees                | 8,000              | 11,357            | (3,357)                 | 142.0%        |
| School engagement                    | 1,200              | 731               | 469                     | 60.9%         |
| Mileage/Travel reimbursement         | 76,350             | 47,787            | 28,563                  | 62.6%         |
| Employee recruitment                 | 57,500             | 23,735            | 33,765                  | 41.3%         |
| Dues and memberships                 | 61,889             | 41,968            | 19,920                  | 67.8%         |
| Merchandising                        | 24,158             | 6,269             | 17,889                  | 25.9%         |
| Employee recognition                 | 22,025             | 15,436            | 6,589                   | 70.1%         |
| Board of Trustees                    | 7,000              | 3,227             | 3,773                   | 46.1%         |
| Community outreach                   | 166,009            | 108,435           | 57,574                  | 65.3%         |
| Training                             | 320,643            | 203,373           | 117,270                 | 63.4%         |
| Signage                              | 75,000             | 26,045            | 48,955                  | 34.7%         |
| Bindery                              | 8,633              | 3,798             | 4,836                   | 44.0%         |
| Book mending                         | 1,500              | 1,497             | 3                       | 99.8%         |
| 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             | 41,280            | 19,720                  | 67.7%         |
| Volunteer program                    | 7,003              | 1,129             | 5,874                   | 16.1%         |
| Safety and wellness                  | 8,400              | 3,269             | 5,131                   | 38.9%         |
| Other                                | 341,063            | 128,543           | 212,520                 | 37.7%         |
| <b>Total Other Services</b>          | <b>1,353,338</b>   | <b>739,915</b>    | <b>613,424</b>          | <b>54.7%</b>  |
| <b>Capital Outlay</b>                |                    |                   |                         |               |
| Other                                | 273,197            | 263,641           | 9,556                   | 96.5%         |
| <b>Total Capital Outlay</b>          | <b>273,197</b>     | <b>263,641</b>    | <b>9,556</b>            | <b>96.5%</b>  |

**Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Twelve-Month Period Ended December 31, 2022**

**Percent of Year 100.0%**

| <b>Account Description</b>                | <b>2022 Budget</b>   | <b>YTD Actual</b>    | <b>Available Budget</b> | <b>% Used</b> |
|---|----------------------|----------------------|-------------------------|---------------|
| <b>Operating Transfers to Other Funds</b> |                      |                      |                         |               |
| Fund transfers out                        | 3,743,474            | 3,743,474            | -                       | 100.0%        |
| <b>Total Expenditures</b>                 | <b>\$ 40,742,973</b> | <b>\$ 36,716,429</b> | <b>\$ 4,026,544</b>     | <b>90.1%</b>  |

1) As an overall favorable indicator, the district has utilized 90.1% of budgeted expenditures, while being 100%, into the fiscal year. All major expenditure categories shown above posted YTD Budget Usage of less than 100%, with the exception of Capital Outlay at 96.5%, and Operating Transfers to Other Funds at 100%.

**Pikes Peak Library District  
Special Revenue Funds  
For the Twelve-Month Period Ended December 31, 2022**

|   |                  |
|---|------------------|
| <b>Fund Balance - January 1, 2022</b>   | \$ 100,688       |
| <b>Expenditures / Encumbrances</b>      | 38,463           |
| <b>Fund Balance - December 31, 2022</b> | <u>\$ 62,225</u> |

**Fund Balance - By Fund - December 31, 2022**

|                                |                  |
|--------------------------------|------------------|
| Cheyenne Mountain Library Fund | \$ 812           |
| High Prairie Library Fund      | 49,130           |
| Sand Creek Library Fund        | 12,283           |
|                                | <u>\$ 62,225</u> |

**Pikes Peak Library District  
 East Library Capital Projects Fund  
 For the Twelve-Month Period Ended December 31, 2022**

| Account Description                              | Activity          |                |                   |               | Available Budget |
|--|-------------------|----------------|-------------------|---------------|------------------|
|  | Multi-Year Budget | Prior Years    | 2022              | Encumbrances  |                  |
| <b>Revenues and Other Sources of Funds</b>       |                   |                |                   |               |                  |
| Fundraising                                      | \$ -              | \$ -           | \$ -              | \$ -          | \$ -             |
| Fund Transfers In                                | 554,110           | 232,372        | 321,738           | -             | -                |
| Insurance Proceeds-EA Roof                       | -                 | -              | 680,067           | -             | (680,067)        |
| <b>Total Revenues and Other Sources of Funds</b> | <b>554,110</b>    | <b>232,372</b> | <b>1,001,805</b>  | <b>-</b>      | <b>(680,067)</b> |
| <b>Expenditures</b>                              |                   |                |                   |               |                  |
| <b>2022 Projects</b>                             |                   |                |                   |               |                  |
| 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             | 24,960        | 4,040            |
| Roof Replacement                                 | 900,000           | -              | 891,638           | 955           | 7,407            |
| Contingency                                      | 25,000            | -              | -                 | -             | 25,000           |
| <b>Pre-2021 Projects</b>                         |                   |                |                   |               |                  |
| 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                                      | 25,000            | 12,292         | 3,000             | 3,846         | 5,862            |
| Contingency IT                                   | 2,071             | -              | 650               | 1,168         | 253              |
| <b>Total Expenditures</b>                        | <b>1,307,453</b>  | <b>196,850</b> | <b>917,545</b>    | <b>31,637</b> | <b>161,420</b>   |
| <b>Excess Revenues over Expenditures</b>         |                   |                | 84,260            |               |                  |
| <b>Fund Balance - January 1, 2022</b>            |                   |                | 113,493           |               |                  |
| <b>Fund Balance - December 31, 2022</b>          |                   |                | <u>\$ 197,753</u> |               |                  |



**Pikes Peak Library District**  
**Penrose Library Capital Projects Fund**  
**For the Twelve-Month Period Ended December 31, 2022**

| Account Description                                      | Activity          |                |                   |                | Available Budget |
|--|-------------------|----------------|-------------------|----------------|------------------|
|  | Multi-Year Budget | Prior Years    | 2022              | Encumbrances   |                  |
| <b>Revenues and Other Sources of Funds</b>               |                   |                |                   |                |                  |
| Fund transfers in  | 1,288,424         | 97,224         | 1,191,200         | -              | -                |
| <b>Total Revenues and Other Sources of Funds</b>         | <b>1,288,424</b>  | <b>97,224</b>  | <b>1,191,200</b>  | <b>-</b>       | <b>-</b>         |
| <b>Expenditures</b>                                      |                   |                |                   |                |                  |
| <b>2022 Projects</b>                                     |                   |                |                   |                |                  |
| Replace Door Openers                                     | 10,000            | -              | -                 | -              | 10,000           |
| Roof Replacement   | 745,446           | -              | 703,424           | 42,022         | 0                |
| Replace Rooftop Unit                                     | 23,500            | -              | -                 | -              | 23,500           |
| Personal Belongs Lockers                                 | 18,000            | -              | 7,986             | -              | 10,014           |
| Add A/C to Network Closet                                | 15,000            | -              | -                 | 15,000         | -                |
| Add Teen Center - Consultant                             | 10,000            | -              | 7,789             | 2,211          | 0                |
| Mezzanine Redesign                                       | 5,580             | -              | 5,228             | 352            | (0)              |
| Enclose Lower Classroom                                  | 15,000            | -              | 4,800             | -              | 10,200           |
| Painting Allowance                                       | 9,150             | -              | 9,150             | -              | -                |
| Adult area tables  | 5,000             | -              | -                 | -              | 5,000            |
| Furniture 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            |
| <b>Pre-2022 Projects</b>                                 |                   |                |                   |                |                  |
| Open chairs for Adult Education Services                 | 2,500             | -              | 2,400             | -              | 100              |
| Roofing consultant to evaluate existing roof             | 19,620            | 11,520         | 8,100             | -              | -                |
| Install glass wall structure - Executive Assistant area  | 10,650            | 10,650         | -                 | -              | -                |
| Add Office for Manager                                   | 309               | 309            | -                 | -              | -                |
| Add IT Closet  | 24,662            | 24,662         | -                 | -              | -                |
| Add messinine door structure                             | 7,842             | 7,842          | -                 | -              | -                |
| Painting allowance                                       | -                 | -              | -                 | -              | -                |
| Asphalt crack fill                                       | 15,764            | 15,764         | -                 | -              | -                |
| Roofing evaluation                                       | 2,078             | 2,078          | -                 | -              | -                |
| KCH-movable walls/partitions                             | -                 | -              | -                 | -              | -                |
| 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            | -              | 2,300             | 26,702         | 20,998           |
| 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                               | -                 | -              | -                 | -              | -                |
| KCH - work tables (4), mezzanine                         | -                 | -              | -                 | -              | -                |
| Replace all wooden chairs in public area                 | 12,458            | 12,458         | -                 | -              | -                |
| Contingency  | 533,875           | 33,174         | 57,705            | 409            | 442,587          |
| <b>Total Expenditures</b>                                | <b>2,291,792</b>  | <b>757,615</b> | <b>821,880</b>    | <b>139,777</b> | <b>572,520</b>   |
| <b>Excess Revenues over Expenditures</b>                 |                   |                | 369,320           |                |                  |
| <b>Fund Balance - January 1, 2022</b>                    |                   |                | 342,977           |                |                  |
| <b>Fund Balance - December 31, 2022</b>                  |                   |                | <u>\$ 712,297</u> |                |                  |

**Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Twelve-Month Period Ended December 31, 2022**

| Account Description  | Multi-Year Budget | Activity         |                   |               | Available Budget |
|--|-------------------|------------------|-------------------|---------------|------------------|
|  |                   | Prior Years      | 2022              | Encumbrances  |                  |
| <b>Revenues and Other Sources of Funds</b>   |                   |                  |                   |               |                  |
| Fundraising  | \$ -              | \$ -             | \$ -              | \$ -          | \$ -             |
| Fund Transfers In  | 1,556,068         | 1,384,467        | 171,601           | -             | -                |
| <b>Total Revenues and Other Sources of Funds</b>   | <b>1,556,068</b>  | <b>1,384,467</b> | <b>171,601</b>    | <b>-</b>      | <b>-</b>         |
| <b>Expenditures</b>  |                   |                  |                   |               |                  |
| <b>2022 Projects</b>   |                   |                  |                   |               |                  |
| 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   | 3,635             | -                | 3,635             | -             | -                |
| Elevator Lighting  | 10,635            | -                | 10,635            | -             | -                |
| Community meeting room   | 12,500            | -                | -                 | 12,500        | -                |
| Fire magnetic lock ADA Studio  | -                 | -                | -                 | -             | -                |
| Auto openers ADA for Maker   | -                 | -                | -                 | -             | -                |
| Contingency  | 112,354           | -                | 27,575            | 33,353        | 51,426           |
| <b>Pre-2022 Projects</b>   |                   |                  |                   |               |                  |
| Awning for curbside service  | -                 | -                | -                 | -             | -                |
| Back up generator  | 89,870            | -                | 89,870            | -             | -                |
| Contingency  | 24,218            | 5,307            | 2,285             | 16,626        | -                |
| 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  | 24,750            | 24,750           | -                 | -             | -                |
| Install new service point first floor  | -                 | -                | -                 | -             | -                |
| 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   | -                 | -                | -                 | -             | -                |
| 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  | 83,031            | 83,031           | -                 | -             | -                |
| 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              |
| <b>Total Expenditures</b>  | <b>1,796,288</b>  | <b>1,321,327</b> | <b>144,335</b>    | <b>65,979</b> | <b>264,648</b>   |
| <b>Excess Revenues over Expenditures</b>   |                   |                  | 27,266            |               |                  |
| <b>Fund Balance - January 1, 2022</b>  |                   |                  | 305,235           |               |                  |
| RECLASS:   |                   |                  | -                 |               |                  |
| REV: Culinary Lab Eq to Dsg Fund 10952465 44100 (Lives Empowered Grant-OVENS) 202'             |                   | 22,899           | (11,277)          |               |                  |
| EXPEND: Culinary Lab Eq to Dsg Fund 10952465 65560 (Lives Empowered Grant-Kitchen Eq) 2021 P13 |                   |                  | 21,445            |               |                  |
| <b>Fund Balance - December 31, 2022</b>  |                   |                  | <u>\$ 342,669</u> |               |                  |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Twelve-Month Period Ended December 31, 2022**

| Account Description                              | Multi-Year Budget | Activity         |                  |              | Available Budget |
|--|-------------------|------------------|------------------|--------------|------------------|
|  |                   | Prior Years      | 2022             | Encumbrances |                  |
| <b>Revenues and Other Sources of Funds</b>       |                   |                  |                  |              |                  |
| Fundraising                                      | \$ 75,000         | \$ 75,000        | \$ 100,000       | \$ -         | \$ (100,000)     |
| Tenant improvement reimbursement                 | 71,897            | 71,897           | 0                | -            | -                |
| Fund transfers in                                | 6,645,677         | 4,586,742        | 2,058,935        | -            | -                |
| Sale of assets                                   | 12,500            | 12,500           | -                | -            | -                |
| <b>Total Revenues and Other Sources of Funds</b> | <b>6,805,074</b>  | <b>4,746,139</b> | <b>2,158,935</b> | <b>-</b>     | <b>(100,000)</b> |
| <b>Expenditures</b>                              |                   |                  |                  |              |                  |
| <b>Facilities Capital</b>                        |                   |                  |                  |              |                  |
| <b>2022 Projects</b>                             |                   |                  |                  |              |                  |
| DW CONCRETE REPLACEMENT                          | 16,230            | -                | -                | -            | 16,230           |
| DW ASPHALT REPAIRS & MAINTENAN                   | 20,287            | -                | 3,976            | 2,356        | 13,956           |
| CH PAINTING ALLOWANCE                            | 18,000            | -                | -                | 11,810       | 6,190            |
| FO 5 RTU'S REPLACEMENT                           | 35,000            | -                | -                | -            | 35,000           |
| FO REMODEL STAFF ROOM                            | 15,000            | -                | 1,560            | 13,440       | -                |
| FO WATER FOUNTAIN REPLACEMENT                    | -                 | -                | -                | -            | -                |
| MO NETWORK CLOSET REWORK                         | 20,000            | -                | -                | -            | 20,000           |
| OL PAINTING ALLOWANCE                            | 10,000            | -                | -                | 10,000       | -                |
| OL LIGHTING UPGRADE                              | -                 | -                | -                | -            | -                |
| OL WINDOW CORNICES                               | 3,000             | -                | 3,000            | -            | -                |
| PA CARPET REPLACEMENT                            | 8,500             | -                | 6,380            | 2,120        | -                |
| PA PAINTING ALLOWANCE                            | 3,000             | -                | -                | -            | 3,000            |
| PA INSTALL CENTRAL AIR CONDIT                    | -                 | -                | -                | -            | -                |
| PA ENGINNERING FOR A/C & RENO                    | 9,000             | -                | -                | -            | 9,000            |
| PA LIGHTING UPGRADE                              | -                 | -                | -                | -            | -                |
| RO PUBLIC RESTROOM IMPROVEM                      | 1,500             | -                | -                | 400          | 1,100            |
| SA RESTROOM REFRESH                              | 921               | -                | 921              | -            | -                |
| CA AFTER HOURS LOCKERS                           | -                 | -                | -                | -            | -                |
| 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                    | 7,484             | -                | 7,484            | -            | -                |
| 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                                 | 26,000            | -                | 15,445           | 5,834        | 4,721            |
| CAPITAL PROJECTS FAC 2022                        | -                 | -                | -                | -            | -                |
| <b>Pre-2022 Projects</b>                         |                   |                  |                  |              |                  |
| 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 Twelve-Month Period Ended December 31, 2022**

| Account Description                                      | Multi-Year<br>Budget | Activity    |        |              | Available<br>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                    | 1,953                | 1,953       | -      | -            | -                   |
| 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                  | 8,955                | 3,570       | 3,885  | 1,500        | -                   |
| Asphalt repairs and maintenance - districtwide allowance | 14,713               | 14,713      | -      | -            | -                   |
| Furniture replacement contingency                        | 25,000               | 4,097       | 10,452 | 1,448        | 9,003               |
| Roof inspections, preventative maintenance repairs       | 4,250                | 4,250       | -      | -            | -                   |
| Story walks at East, Penrose 21c and Fountain Libraries  | 15,263               | 15,263      | -      | -            | -                   |
| 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  | 20,892               | 20,892      | -      | -            | -                   |
| 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               |
| Ruth Holley leasehold improvements                       | -                    | -           | -      | -            | -                   |
| Manitou Arts Council (MAC) project                       | 198,946              | 176,541     | 6,901  | 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                     | 22,330               | 17,830      | 4,500  | -            | -                   |
| District-wide - asphalt repairs                          | 47,072               | 21,154      | 16,274 | 9,644        | 0                   |
| 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  | 25,852               | 21,390      | 3,734  | -            | 727                 |
| Furniture - prior year                                   | 37,389               | 37,389      | -      | -            | -                   |
| Cheyenne Mountain - workroom cabinets storage            | -                    | -           | -      | -            | -                   |
| Fountain AV closet meeting room                          | -                    | -           | -      | -            | -                   |
| 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               |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Twelve-Month Period Ended December 31, 2022**

| Account Description                                     | Multi-Year Budget | Activity         |                |               | Available Budget |
|---|-------------------|------------------|----------------|---------------|------------------|
|   |                   | Prior Years      | 2022           | Encumbrances  |                  |
| Fountain - chair replacement meeting room               | 6,500             | -                | -              | -             | 6,500            |
| Ruth Holley - furniture meeting room                    | 7,032             | 7,032            | -              | -             | -                |
| Monument - replace chairs adult area                    | -                 | -                | -              | -             | -                |
| Monument - blind replacement community room             | -                 | -                | -              | -             | -                |
| 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            | -                | 1,868          | -             | 10,132           |
| 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   | 524,384           | 224,978          | 138,520        | 6,486         | 154,400          |
| Signage allowance                                       | 7,618             | 7,618            | (0)            | -             | -                |
| <b>Total Facilities Capital</b>                         | <b>2,469,586</b>  | <b>1,185,465</b> | <b>276,738</b> | <b>94,480</b> | <b>912,903</b>   |

**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 | - | 7,475 | -     | 25    |
| COMMUNICATIONS PROJECTS | -     | - | -     | -     | -     |

**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 |
| MAC projects                 | -      | -      | -     | -     | -     |
| MAC projects-Offset          | -      | -      | -     | -     | -     |
| 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**

|               |               |               |              |               |
|---------------|---------------|---------------|--------------|---------------|
| <b>67,895</b> | <b>15,331</b> | <b>14,964</b> | <b>6,395</b> | <b>31,205</b> |
|---------------|---------------|---------------|--------------|---------------|

**Information Technology Capital**

**2022 Projects**

|                       |        |   |        |       |        |
|-----------------------|--------|---|--------|-------|--------|
| REPORT SERVERS        | 15,248 | - | 15,248 | -     | -      |
| COPIERS               | 5,289  | - | 3,840  | 1,449 | 0      |
| ZEBRA PRINTER         | 9,753  | - | -      | 4,124 | 5,628  |
| HI MFD                | 1,500  | - | 384    | 1,116 | -      |
| RECEIPT PRINTERS      | 12,500 | - | -      | -     | 12,500 |
| AWE LITERACY STATIONS | 74,300 | - | -      | -     | 74,300 |
| SECURITY COMPUTERS    | -      | - | -      | -     | -      |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Twelve-Month Period Ended December 31, 2022**

| Account Description                                  | Multi-Year Budget | Activity    |         |              | Available Budget |
|--|-------------------|-------------|---------|--------------|------------------|
|  |                   | Prior Years | 2022    | Encumbrances |                  |
| 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        | -                |
| 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            | -           | 9,036   | 210          | 42,303           |
| CABLING PE ADM & STAFF                               | 24,323            | -           | 24,323  | -            | 0                |
| ADDITIONAL DROPS                                     | -                 | -           | -       | -            | -                |
| SECURITY 21C CAMERA ST MONITOR                       | -                 | -           | -       | -            | -                |
| SECURITY MONITORS 16 LOCATIONS                       | 17,877            | -           | 918     | 16,959       | -                |
| 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 INTERIOR DIV CHARG                          | 10,969            | -           | 10,969  | -            | -                |
| BODY CAMERA  | 6,000             | -           | 6,000   | -            | -                |
| AUDIO/VISUAL EQUIP STANDARD                          | 14,375            | -           | 14,375  | -            | -                |
| SA AUDIO/VISUAL EQUIP                                | -                 | -           | -       | -            | -                |
| KCH BUSINESS CENTR AV                                | -                 | -           | -       | -            | -                |
| RU AV REPLACEMENT                                    | -                 | -           | -       | -            | -                |
| SA MAKERSPACE VIDEO DISPLAY                          | -                 | -           | -       | -            | -                |
| SA AV CONFERENCE RM                                  | -                 | -           | -       | -            | -                |
| CONTINGENCY IT                                       | 25,000            | -           | -       | 25,000       | -                |
| CAPITAL PROJECTS IT 2022                             | -                 | -           | -       | -            | -                |
| HR DIGITAL SIGNAGE                                   | -                 | -           | -       | -            | -                |
| FCS LENA EARLY EDUCATION                             | 17,800            | -           | -       | -            | 17,800           |
| PE KCH BUSINESS RESOURCE CENT                        | -                 | -           | -       | -            | -                |
| STAFF INCREASE IT SUPPORT                            | -                 | -           | -       | -            | -                |
| HR PERFORMANCE MANAG TOOL                            | 11,750            | -           | -       | -            | 11,750           |
| <b>Pre-2022 Projects</b>                             |                   |             |         |              |                  |
| Telecommunications switches and UPS                  | 65,596            | -           | 23,390  | 42,206       | -                |
| 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      | 17,273  | -            | 4,097            |
| Contingency cabling (non eRate)                      | 15,000            | -           | -       | 15,000       | -                |
| Technology refresh (staff)                           | 275,183           | 11,151      | 95,774  | 11,972       | 156,287          |
| Technology refresh (patrons)                         | 269,509           | 745         | 163,439 | -            | 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              | 19                | -           | -       | -            | 19               |
| 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 | -            | 536,211          |
| Surveillance cameras                                 | 100,000           | -           | -       | -            | 100,000          |
| District-wide audio-visual equipment standardization | 265,698           | 4,111       | 48,537  | 4,374        | 208,675          |
| Receipt printers                                     | 12,500            | -           | 9,961   | -            | 2,539            |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Twelve-Month Period Ended December 31, 2022**

| Account Description                         | Multi-Year Budget | Activity         |                  |                | Available Budget |
|---|-------------------|------------------|------------------|----------------|------------------|
|   |                   | Prior Years      | 2022             | Encumbrances   |                  |
| Barcode scanners                            | 12,500            | 97               | 12,403           | -              | -                |
| Upgrade to Drupal                           | 40,000            | 7,500            | 5,363            | 4,538          | 22,600           |
| Servers-East Library data updates           | 2,000             | 2,000            | -                | -              | -                |
| Data center redesign                        | 90,000            | 90,000           | -                | -              | -                |
| PC purchases                                | 198,041           | 60,411           | 135,745          | -              | 1,885            |
| Technology refresh (staff)                  | 38,106            | 34,378           | 3,728            | -              | -                |
| Technology refresh (patrons)                | 131,000           | 131,000          | -                | -              | -                |
| 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          | 99,493           | 60,933         | 117,126          |
| 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           | 19,744           | 57,859         | 155,275          |
| IT equipment                                | 49,145            | 49,145           | (0)              | -              | -                |
| Archival management system                  | 22,800            | -                | -                | -              | 22,800           |
| AMH bins (2)                                | 20,000            | -                | 15,938           | -              | 4,062            |
| 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                 | 35,060            | 1,676            | -                | 33,384         | 0                |
| IT management reserve                       | 24,277            | -                | 12,551           | 11,726         | -                |
| Contingency                                 | 2,320             | 2,320            | -                | -              | -                |
| <b>Total Information Technology Capital</b> | <b>5,525,966</b>  | <b>1,650,403</b> | <b>1,973,993</b> | <b>595,170</b> | <b>1,306,401</b> |

**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 | - | - | -     |

**Pikes Peak Library District  
Capital Reserve Fund  
For the Twelve-Month Period Ended December 31, 2022**

| Account Description                        | Multi-Year<br>Budget | Activity         |                     |                | Available<br>Budget |
|--|----------------------|------------------|---------------------|----------------|---------------------|
|  |                      | Prior Years      | 2022                | Encumbrances   |                     |
| 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)                 | -              | -                   |
| 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           | -                   | -              | -                   |
| <b>Total Video Studio Capital</b>          | <b>99,510</b>        | <b>73,976</b>    | <b>(0)</b>          | <b>-</b>       | <b>25,535</b>       |
| <b><u>Creative Services Capital</u></b>    |                      |                  |                     |                |                     |
| <b>2022 Projects</b>                       |                      |                  |                     |                |                     |
| EQUIPMENT REPLACEMENT                      | 1,500                | -                | 1,497               | -              | 3                   |
| CAPITAL PROJECTS CRS 2022                  | -                    | -                | -                   | -              | -                   |
|  | -                    | -                | -                   | -              | -                   |
| <b>Pre-2022 Projects</b>                   |                      |                  |                     |                |                     |
| 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              |
| <b>Total Creative Services Capital</b>     | <b>110,486</b>       | <b>53,162</b>    | <b>1,497</b>        | <b>-</b>       | <b>55,827</b>       |
| <b>Total Expenditures</b>                  | <b>8,273,443</b>     | <b>2,978,337</b> | <b>2,267,191</b>    | <b>696,045</b> | <b>2,331,870</b>    |
| <b>Excess Revenues over Expenditures</b>   |                      |                  | (108,256)           |                |                     |
| <b>Fund Balance - January 1, 2022</b>      |                      |                  | 3,476,115           |                |                     |
| <b>Fund Balance - December 31, 2022</b>    |                      |                  | <u>\$ 3,367,859</u> |                |                     |



**Pikes Peak Library District  
Receipts and Disbursements by Cash Account  
For the Twelve-Month Period Ended December 2022**

|   | <b>COLOTRUST<br/>Investments</b> | <b>US Bank<br/>Checking</b> | <b>Total Cash</b>    |
|---|----------------------------------|-----------------------------|----------------------|
| <b>Cash and Investments Balance - December 1, 2022</b>  | \$ 21,665,844                    | \$ (716)                    | \$ 21,665,128        |
| <b>Receipts</b>   |                                  |                             |                      |
| Property Taxes  | 259,386                          |                             | 259,386              |
| Cash Receipts   |                                  | 16,407                      | 16,407               |
| Credit card and other activity                          |                                  |                             | -                    |
| eRate funding   |                                  |                             | -                    |
| Interest  | 75,341                           | 53                          | 75,394               |
| <b>Disbursements</b>                                    |                                  |                             |                      |
| Payment of Bills week of 12/02/2022                     |                                  | (32,015)                    | (32,015)             |
| Payment of Bills week of 12/09/2022                     |                                  | (545,341)                   | (545,341)            |
| Payment of Bills week of 12/16/2022                     |                                  | (49,676)                    | (49,676)             |
| Payment of Bills week of 12/23/2022                     |                                  | (591,378)                   | (591,378)            |
| Payment at end of month 12/30/2022                      |                                  | (214,169)                   | (214,169)            |
| Payroll 12/09/2022                                      |                                  | (524,242)                   | (524,242)            |
| Payroll 12/23/2022                                      |                                  | (719,241)                   | (719,241)            |
| Payroll and end of month 12/30/2022                     |                                  | (407,419)                   | (407,419)            |
| <b>Transfer between funds</b>                           | (2,600,000)                      | 2,600,000                   | -                    |
| <b>Cash and Investments Balance - December 31, 2022</b> | <b>\$ 19,400,572</b>             | <b>\$ (467,737)</b>         | <b>\$ 18,932,835</b> |

## **Public Services Report November and December 2022**

### **Compliments**

A patron praised Family and Children's Services Take & Makes saying that it is a "real good program for kids. Very enriching!" She told us that her 5 year old grandson makes his own kits at home with crayons and other small items, and even staples the bag shut.

PPLD donates gently used items that have been removed from the collection to Greccio Housing (among other organizations) for the lending libraries installed in Greccio's affordable housing properties. Their case manager commented, "This is such an awesome partnership for our residents."

The East Circulation Department wants to give a big shout out to our teen volunteers. Recently more teen volunteers came on board and gave support in our circulation department. They tackled our pull list processes and make a humongous difference in the numbers. We used to hover around 1,500 to 1,900 pull list items and are now down to 220. Teen volunteers provided a big, positive impact for our circulation department and our community.

### **Southeast Region**

#### **Access**

East Library Associate Trent Templeton completed 285 Colorado Department of Corrections reference requests in December.

Sand Creek Senior Library Associate Keagan Kellogg assisted two patrons who came into the library to inquire about computer classes. Using his "deft reference interview training," he ascertained that the PPLD classes would be beneath the skill level of these patrons, and that Custom Guide/LinkedIn would be more their speed. He gave the patrons a virtual tour of the Custom Guide menu, showed them how it worked, and how they could even generate certificates for the work they would complete. They were excited to get home and get to work!

#### **Accountability**

Monument recently got new meeting room tables and chairs. Facilities listed the old chairs on Craigslist but there was no interest, so they were donated to Renaissance Innovation Academy. RIA is a homeschool arts enrichment program based out of Colorado Springs.

#### **Communications**

High Prairie & Calhan Library Manager Liz Willhoff and Calhan Senior Library Assistant Daisy Kuklinski walked in the Calhan Christmas Parade alongside the Bookmobile and handed out candy. This was the first year PPLD participated in the parade.

#### **Community Connections**

Library 21c hosted Music Together on December 2 with a total of 24 participants. Becca Myers, director of All Aboard Family Music, led this research-based program which allowed children and their caregivers the opportunity to learn from a community professional. Participants were exposed to new musical instruments and learned ways to incorporate music into play time.

Working with Fountain Valley Communities that Care (FVCTC), Fountain Library offered 21 medicine lockboxes to the community along with information about safely storing medications to keep them safe. The lockboxes lasted a little over a week, and the community had a lot of great things to say about this. Senior Library Associate Mary Gapko was the lead at Fountain Library

and managed to make some connections at Fountain Middle School due to their interest in the lockboxes for their own students.

### **Physical and Virtual Spaces**

High Prairie had a Stroller Parade on Thurs., Dec. 15 with the local Hike It Baby leader, Tori Castro-Roybal. High Prairie Senior Library Associate Allison Presley read one story and they sang a song together. The group made reindeer antlers, bells, and then paraded the walk outside.

Library 21c, East, Sand Creek, and Fountain Libraries served as a Voting Service and Polling Center for the 2022 general elections. Early voting and ballot drop off was offered for four days leading up to and included election day. In-person voting stats: Library 21c (489), East (663), Sand Creek (281), and Fountain (414).

### **Staff**

East Library Librarian Shannon McDonald stepped in as interim manager of Fountain Library. While this is temporary and Shannon will need to apply for the permanent position when it is posted, it affords her the opportunity to gain the experience needed for the Manager 2 role and the opportunity to decide if this is the direction that she would like to pursue.

### **West Region**

#### **Access**

For the partnership with Manitou Springs School District 14, Manitou Springs and Ute Pass staff processed over 1,200 library card applications for D14 students. Staff from Penrose, Cheyenne Mountain, Young Adult Services and Family & Children's Services also processed applications. The partnership was featured in [The Gazette](#). The Director of Young Adult Services, Joanna Nelson Rendon, was interviewed for the article.

#### **Accountability**

During November and December, Tess Warren (Library Manager – Ruth Holley) actively worked to reinstating Friends of the Library bookstore. A designated area has been selected for the bookstore, and a money box has been installed. The bookstore will be up and running soon.

Old Colorado City Library was closed from December 1 – 18 for a building-wide interior painting project. During the closure, building staff worked at other District locations, which provided them with the opportunity to learn different processes and ways of doing things that could be useful at Old Colorado City Library. Upon reopening, staff have received numerous compliments from regular patrons about how nice the building looks. Some specific sentiments shared with staff:

- “It looks so much brighter in here!”
- “It’s good to see everything all spruced up.”
- “This was worth the wait.”

### **Community Connections**



Highlights from the Festival of Lights Parade (from Mobile Library Services).

PPLD's 5<sup>th</sup> Annual Yule Ball was held at Knights of Columbus Hall in December. Librarian Lauren Chartier coordinated and led the District-wide effort, with help from Young Adult Services and other staff. The event had full reservations with a lengthy waiting list. This event brought families and individuals of all ages together to celebrate their interest in magical realms with a focus on the wizarding world.



**Adult Education**

**Access**

Registration was open for English as a Second Language and High School Equivalency classes throughout December. All interested patrons were able to register with space to spare.

Christine Layton collaborated with the Circulation team to complete book orders for the Adult Basic collection which the Adult Education team weeded aggressively this summer.

**Accountability**

PPLD's adult education program was the only program in the state to have zero data errors for the month of December thanks to Urszula Ciara and the instructional team.

One learner in High School Equivalency class passed a GED test in December.

### **Communications**

Adult Education received trifold pamphlets for outreach events from the Communications team. Urszula Ciara took on the role of social media liaison with an adjusted strategy to meet the Adult Education department's communication goals for Facebook.

### **Community Connections**

Ben Kegley secured a community partnership agreement with The Broadmoor in support of the Food Industry Training Program.

Ben Kegley visited the Center for Employment Opportunities to talk about learning opportunities at PPLD for justice-involved individuals.

Career Navigator Deya Rohe helped several patrons qualify for community programs for job development: Road to Economic Freedom Employment Program and Care Forward Colorado.

### **Physical and Virtual Spaces**

Learners continued to study over the holidays through online learning platforms while in-person and Zoom classes were on a break. Instructors Drew Goter and Sarah Hetzel organized incentives to keep learners engaged over the holiday season.

### **Staff**

Retired culinary, math, and language teacher Gail Liles joined the Food Industry Training instructional team as an Adult Education support instructor. Gail will support learners in the math and language skills necessary for employment in a commercial kitchen.

### **Adult Services**

#### **Access**

All Pikes Peak Reads (APPR) is PPLD's annual community reads program that focuses on celebrating literature, improving community connections, and fostering dialogue across social, cultural, and generational lines. In November, we wrapped up our final events related to APPR. Through a variety of programs, author visits, special tours, and a plethora of material formats offered, patrons were given the opportunity to experience all that PPLD has to offer during the 2022 APPR program. The variety of program methods created many entry points for patrons to engage with APPR, and roughly 9,376 patrons engaged with APPR through attending a program or reading one of the selected books in whatever format best suited them. Senior Librarian Heidi Buljung was the primary coordinator for all adult related activities during APPR including collaborating with Colorado College, Special Collections, Collection Management, and Cheyenne Mountain Library.

#### **Accountability**

Strategic Services Librarian Katie Edson provides Nonprofit Resources through a three-year El Pomar Grant. The most recent three-year cycle was 2020-2022. Due to travel restrictions during this cycle, funds that were intended for travel and training went unspent. Katie received permission from El Pomar to repurpose those funds to purchase some needed technology for the Robert Hilbert Nonprofit Resources room. The funds have been used to purchase a large monitor that can be used for instruction and virtual meetings, a monitor stand, and a conference camera. These items can be used to provide reference services to patrons researching nonprofit resources, to enhance nonprofit organizations use of the library facilities for meetings, and for small group instruction.

Senior Library Associate Meagan Huber worked to determine specific costs of program supplies for upcoming programs to project our programming expenses and modify as needed in 2023 program planning. Her efforts helped to ensure our planning was precise and that we can provide high quality opportunities for our patrons.

### **Communications**

Senior Librarian Heidi Buljung developed a resource guide called "[Crisis and LGBTQ+ Resources](#)" following the Club Q incident in Colorado. This guide had over 100 views in the 10 days following its creation.

Senior Library Associate Bryan Matthews maintained the 2022 non-partisan [Voting and Elections LibGuide](#) which had over 1,700 views in the 30 days leading up to the November general election. We promote this guide on our website leading up to the election day. The guide included candidate and ballot information, links to voter registration resources, and other important and helpful information.

### **Community Connections**

PPLD hosted Ginelle Curincita, an Entrepreneur in Residence, from September 28 through December 17. She describes herself as a proud Latina entrepreneur, is a native Spanish speaker, and lives in Colorado Springs. Her combined experiences working higher education, diversity and inclusion, and small business development led her to launch OroMar Consulting. She held weekly office hours at Ruth Holley Library, Sand Creek Library, and the Knights of Columbus Hall where patrons could contact her. She offered a workshop series in three-parts called "Business Funding: All Stages of Business" in November. Each session had 17-20 people in attendance, and she met with 57 patrons during her time at PPLD. She also represented PPLD at two outreach events. This was an interesting service for Strategic Services Librarian Sandy Hancock to develop and will inform the continued evaluation of entrepreneurial services at PPLD.

### **Physical and Virtual Spaces**

In July 2022, PPLD began working with Library Speakers Consortium to provide Virtual Author Visits for patrons. This is a totally virtual service where patrons can view up to three author visits a month live or watch a recorded archive of the live event. They do this simultaneously with patrons from other libraries who also have this service. More can be found on the this [website](#). On December 10, this program featured author Fredrik Backman who wrote *A Man Called Ove*. The result was record attendance for this service! We had over 250 views of this talk (about half were live, the other half were the archive.) If you would like to watch this talk, this is the link: <https://libraryc.org/ppld/22479>.

### **Staff**

Strategic Services Librarian Deb Hamilton created a Monthly Reference Tip to be available in *The Bookmark* in January 2023. She and other members of the Adult Services team will contribute one idea to be shared in the Bookmark each month to help provide ongoing guidance and support for all frontline staff.

Strategic Services Librarian Katie Edson completed PPLD's Leadership Program.

Senior Library Associate Joe Paisley supported Staff-O in the ideation, implementation, and delivery of Staff Self-Care Holiday gifts. He worked with Senior Librarians Melissa Mitchell and Heidi Buljung (who serve on Staff-O) to ensure all supplies were accounted for and worked with



volunteers to assemble the gifts. Then he coordinated delivery through whatever method would work for each location. As a non-official Staff-O member, Joe is appreciated for his interested to seeing this project through.

## **Collection Management**

### **Access**

20,389 new titles, including 84,702 copies, were added to the physical material collection in 2022. The monthly average for the year was 7,059 items added, which is close to 2019 pre-pandemic levels (monthly average 7,747). 86,864 items were removed from the collection.

52,104 eBook, eAudio, and eMagazine titles were added to PPLD's OverDrive collection in 2022, which included a total of 242,206 copies.

The Interlibrary Loan (ILL) team filled 83% of PPLD patron requests (borrowing items from other libraries), bringing in 17,788 items in 2022. ILL lent 7,242 PPLD items to other libraries.

### **Accountability**

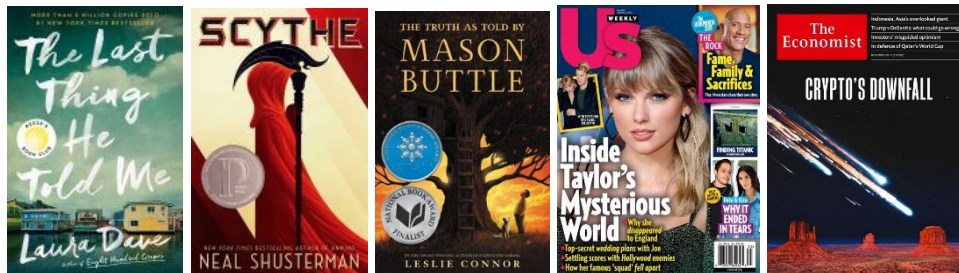
Physical material circulation increased by 5% in 2022 with a total of 4,005,399.

2022 also brought a 6% increase in OverDrive eMaterial checkouts:

eBooks: 1,471,168  
eAudios: 1,156,069  
eMagazines: 67,056

The top circulating titles for 2022 were:

- Adult title: *The last thing he told me: a novel* by Laura Dave with 1,206 checkouts.
- Teen title: *Scythe* by Neal Shusterman with 982 checkouts (2022 APPR teen title).
- Children's title: *The truth as told by Mason Buttle* by Leslie Connor with 1,076 checkouts (2022 APPR children's title).
- OverDrive title: *The Last Thing He Told Me* by Laura Dave (eBook) with 2,3876 checkouts.



*Us Weekly* squeaked by *The Economist* to have the most eMagazine checkouts of 2022 (2,231 to 2,221).

In 2022, Interlibrary Loan had an average turnaround time (time from receiving the request to making the item available to the patron) of 5 days for articles and 15 days for physical materials.

The Collection Management Assistants unpacked 5,214 boxes in 2022 and processed over 83,000 items that were added to the collection.

## **Community Connections**

PPLD donated about 2,000 books, audiobooks, and DVDs to at least 12 community organizations in 2022.

### **Physical and Virtual Spaces**

PPLD's courier service transports over 100,000 items a month between the libraries to fill patron holds, send out new materials, and distribute existing materials. This includes making 114 delivery stops each week and moving up to 200 large transfer bins each day. This service provides patrons the convenience of picking up materials at their preferred libraries.

### **Staff**

Collection Management saw the retirement or departure of four staff in 2022 and the addition of two staff members.

The Catalogers attended Library Journal's Jumpstart Inclusive Cataloging webinar in November.

### **Creative Services**

#### **Access**

The fall Maker in Residence, Gaby Oshiro, completed her time. Jennifer Eltringham facilitated the successful classes and studio hours. Over fifty patrons came to the studio sessions where work was done on a community project, making this residency one of the most successful projects for patron involvement.

In November, the fall Food Industry Training (a joint program with Adult Education) cohort graduated with six students attaining their ServSafe Food Handler's certificate and PPLD certificate of completion. One student wanted to pursue a higher-level certificate, the ServSafe Food Manager, and she was successful. After the presentations, the students showcased their new skills with food they prepared. Three of the students were already employed in the culinary industry and working on upskilling with the other three interested in pursuing employment.



### **Accountability**

Lauren Fellers facilitated the end of the year Repair Café meeting with other staff on the committee. They looked over the year's programs and started work to plan for 2023. Small appliances were the most repaired item. They also looked at patron's comments from the programs, including this one: "Dave was really helpful and kind to my son and showed him how to replace his chain. [Child's handwriting:] Thank you Dave for helping me fix my bike! [Drawing of smiling boy.]"

In 2022, Colleen Medling from Collection Management set up Workflows so that Creative Services waivers and badges could be tracked in the software. She is also able to pull reports



that provide information on how many waivers and badges are on file, as well as what home locations patrons have for their other library services. This information is highly interesting to see and could potentially assist with future planning for where other creative services could be added for PPLD.

### **Communications**

Sarah Holland was interviewed by a local Fox News reporter about makerspace services.

### **Community Connections**

Nawal Shahril reached out to Silver Key Senior Services to inquire about having a Repair Café pop up at their location. Silver Key agreed and are looking to host Repair Café in September with more details to come.

### **Staff**

Lauren Fellers completed the PPLD Leadership Program.

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

#### **Access**

Jared Peck (EDI Volunteer) ordered items for Library Explorers new kits, which included books, puzzles, coloring books, sensory items, and more.

#### **Accountability**

A book list was sent to Collection Management to order sensory equipment for updated Library Explorers Program.

### **Communications**

Shirley Martinez (Director EDI) was selected for the Colorado Springs Leadership Institute class of 2023.

### **Community Connections**

Pikes Peak Library District appeared in the 2022 Colorado Springs Veterans Day Parade.

EDI attended the Indian Community of Colorado Springs Annual Charity Show: Azadi...India, 75 years of Independence.

Shirley Martinez (Director EDI) and Tammy Sayles (Interim Chief Public Services Officer and Deputy Chief Librarian) attended the Women of Influence Luncheon at Cheyenne Mountain Resort.



PPLD staff attended the Honoring the Brave Breakfast at the Broadmoor on November 17. In attendance were Janina Goodwin (Director of Adult Services), Shirley Martinez (Director of EDI), Abby Simpson (Southeast Region Director), Tammy Sayles (Interim Chief Public Services Officer and Deputy Chief Librarian), and Tess Warren (Ruth Holley Library Manager).

## Staff

EDI department brought in a presenter for the Experience the India event to look into the cultures, food, and history of India. Smita shared her experiences, and explored the states that make up India, and displayed traditional clothing, jewelry, and folk dances.



## Family & Children’s Services

### Communications

Family & Children’s Services provides booklist for caregivers and children 0-12 years old. Booklists are available on [PPLDKids](#) webpage, printed at library locations, or shared among staff for readers advisory. Family & Children’s Services staff read the titles to determine the best books for the curated booklist. These lists are updated on a biannual rotation. For the month of December, Senior Library Associate Carol Scheer completed a *Counting and ABC* list. Senior Librarian Laura Broderick collaborated with Senior Librarian Christa Funke, Senior Associate Carol Scheer, and Senior Librarian Joy Fleishhacker to complete a *Christian* booklist. Senior Librarian Evan Childress updated the *Books for Babies* booklist. Senior Librarian Barb Andros prepared booklists on the subjects of *Death and Grief* and *Abuse and Consent*. Every month, Senior Librarian Barb Andros prepares and submits book reviews to *Colorado Springs Kids* magazine.

### Community Connections

Senior Librarian Joy Fleishhacker reintroduced Homeschool Book Blast, which took place on December 9, 2022, at East Library. Twenty-two students prepared creative reports, ranging from dioramas, poster boards, and PowerPoint presentations to tell other homeschool families about their favorite books (the total attendance was 59). This event not only introduced homeschoolers to library services, but also allowed the attendees to engage in discussion, discover exciting new reads, and build connections in the homeschool community.



Senior Librarian Evan Childress and Family and Children’s Services Director Melody Alvarez, hosted three LENA Start graduation ceremonies for the 23 families graduating in the fall 2022 cohorts. This series of LENA Start sessions marked the first in-person session offered post-COVID, with a total of 9 families participating. This in-person session was made possible through partnership with Academy Christian Church, who provided the space to host the classes as well as onsite childcare for the participating families. There are plans to partner with Academy Christian to provide in-person LENA Start classes in 2023. Two virtual LENA Start sessions will begin in January. After the series was complete, Liz Ramsey from Academy Christian Church shared this note: “Evan, thanks for giving us the opportunity to host LENA. We appreciate your willingness to trust us. We hope to continue our association as we both help young families in the community.”

### Physical and Virtual Spaces

Senior Librarian Laura Broderick is working with Peak Autism to have them be available at our Sensory Storytimes throughout the District. Peak Autism attended the Sensory Storytime at East Library to answer questions families may have pertaining to their children with autism. Often times, families may not have a caseworker so having Peak Autism as a resource is beneficial to families.

## **Staff**

Family & Children's Services held our annual retreat on Friday, December 2, at the Penrose House. Staff had a full day of collaborating, sparking creativity, and gaining ideas through:

- o Sharing their favorite children's book of 2022. In 2023, we will launch "Staff Picks" on [PPLDKids Facebook](#) using the books shared. Pictures were taken of individual staff and their book.
- o Staff voted on four "menu" and four "passive" programs for Summer Adventure.
- o Librarian Tracey Roesset (Penrose) and Senior Library Associate Amanda Norris (Penrose) shared how they create an interactive children's department that cultivates learning and exploration. Senior Library Associate Allison Presley (High Prairie) shared how High Prairie supports the importance of outdoor exploration in children while utilizing their large outdoor space.
- o Senior Librarian Evan Childress presented on the importance of Process Art and how we can incorporate it in all our programs.
- o Senior Librarian Laura Broderick gave a KidsMake Safety Training. Beginning in 2023, KidsMake will change to maker-centric programs for children 5-12 years old using handheld tools. Staff practiced the safety lessons while collaborating on a group project.
- o Staff learned COS history on a guided tour of the Penrose House.
- o To wrap up the day, staff worked on a process art project by planting succulents in pots they painted.



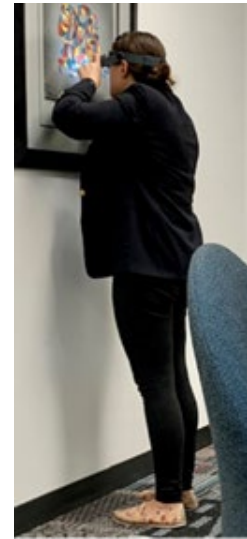
## **Regional History & Genealogy**

### **Access**

PPLD staff signed a contract to transition the RH&G Collection Management System from Quadrastar to ArchivEra. The new software will allow us to consolidate donor and acquisition forms, processed/unprocessed material locations, and finding aids in one place that will be searchable by staff and patrons (with appropriate permissions in place for different access levels). This project will lead to greater discoverability and usability for staff and patrons, as well as increased administrative, intellectual, and physical control of our collections. The data migration to the new platform will take place in February 2023.

### **Accountability**

In preparation for the IMLS grant for *Digitizing and Increasing Access to Commercial Photographers Aerials*, digitization equipment was purchased. The equipment will arrive in January 2023. Interviews were conducted for a temporary Digital Archives Specialist who will manage this grant funded work. Jessica Spiker was selected for this position and will begin in this role once the equipment arrives. The project ends on August 31, 2024, when grant funding expires.



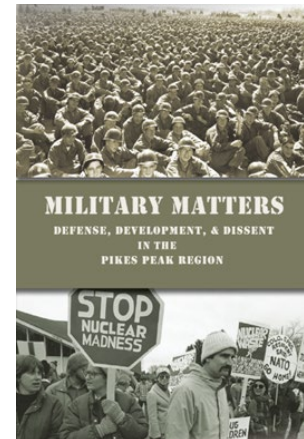
Regional History & Genealogy is responsible for the ethical preservation of art donated and acquired by the Library. There are over 200 pieces of art in the collection. The wide-ranging collection includes paintings and sculptures produced by local artists to art created during illustrator visits to the District. In November, a professional conservator assessed many of the pieces of art throughout the district. She will deliver a report recommending best practices for preventing damage to the Library's resources and how to mediate damage which has already occurred. (See image to right)

### **Communications**

A tactic Regional History & Genealogy uses to connect people with relevant historic resources and collections is the production of exhibits. In November, two exhibits opened to the public. *Scenes of War: Combat Photographer Jim Bates* highlighted a collection of military photography from World War II at Library 21c. Staff created the exhibit in connection with the *Military Matter* book release. The second exhibit opened was *We Have a Story* at Penrose Library. This exhibit is the output of a project where patrons experiencing homelessness take photographs of their everyday life. The exhibit will travel across the District during early 2023.

### **Community Connections**

On November 17, 2022, the Regional History & Genealogy team released *Military Matters*. As a repository of historic material, the publication of books makes PPLD unique; the Library District not only preserves the historic record but also contributes to it. *Military Matters* is derived from the Pikes Peak Regional History Symposium in 2015. The symposium and the book focus on the how the military has impacted the Pikes Peak region. Many current and former RH&G staff members assisted in the publication of this book. Erinn Barnes led the project to completion.



### **Staff**

From a pool of 21 candidates, John Jarrell was selected as the new Program Coordinator. John worked at PPLD for five years as a Sr. Associate both at Penrose and Library 21c. He also worked with Security to develop the CPI course and has trained many people across the District. John's skill set includes a background in history, experience working with the community, and a passion for education. In this role, John will focus his efforts in 1) leading RH&G efforts to collaborate with community members, partners, and organizations to highlight their history, 2) managing public programming including the Symposium, and 3) leveraging library relationships across the district to connect with community members.

### **Young Adult Services**

#### **Access**



Mikaela Fortune attended the Youth Documentary Academy’s Gen Z Media Lab and Film Premier on Saturday, November 5. Mikaela spoke with 88 individuals about library resources and provided library cards to four individuals.

**Accountability**

Resources for homework and other needs are available through LibGuides. Young Adult Services offers nine guides.

| LibGuides                             | Annual usage: |
|---------------------------------------|---------------|
| Career and Education Pathways         | 1,173         |
| College and Financial Aid Information | 604           |
| Debate Issues and Paper Topics        | 9,462         |
| Educator Resources                    | 2,227         |
| HSD2 Curriculum Guides (Grades 6-12)  | 882           |
| Homework Help Guide                   | 10,239        |
| Test Help                             | 796           |
| Tough Topics                          | 2,725         |
| Workforce Readiness                   | 3,854         |
| <b>Total</b>                          | <b>31,962</b> |

**Communications**

Tammy Sayles, Melody Alvarez, Joanna Nelson Rendon, Becca Cruz, Gigi Holman, and Abby Simpson gave an East Library building tour and presentation to people from Iran, Palestine, and Egypt as part of the Colorado Springs World Affairs Council. One of the people participating said that he had done these types of tours for 17 years and this is the most amazing library that he’d ever visited.

**Community Connections**

Young Adult Services staff visited many schools and taught students how to use our resources. Some of schools we visited were Sand Creek International School, Chinook Trail Middle School, Fox Meadow Middle School, and Doherty High School.

**Me running to tell my friends that they can check out movies at the library**

**Physical and Virtual Spaces**

The most popular meme on Instagram was created by Clare Wiersma (teen intern) and promoted the Kanopy streaming service.

**Staff**

Larissa Powers is the chair for the Colorado Association of Libraries Children and Teen Services (CATS) Interest Group.



| 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         | 23698         | 0        | 256468         |
| Mobile Libraries Total          | 9359          | 8110          | 9399          | 8789          | 7821          | 8035          | 8227          | 9506          | 8617          | 9147          | 8822          | 0        | 95832          |
| Calhan                          | 2065          | 1580          | 2241          | 1694          | 1781          | 1769          | 1685          | 1886          | 1499          | 1516          | 1437          | 0        | 19153          |
| Cheyenne                        | 22044         | 20291         | 23489         | 22489         | 21779         | 24136         | 23885         | 23931         | 23509         | 22239         | 20978         | 0        | 248770         |
| Fountain                        | 9674          | 9598          | 11561         | 10462         | 10080         | 11594         | 11097         | 11705         | 10924         | 10732         | 10252         | 0        | 117679         |
| High Prairie                    | 20106         | 20670         | 24324         | 21711         | 21482         | 25174         | 24272         | 26730         | 24069         | 23708         | 22471         | 0        | 254717         |
| Holley                          | 14320         | 13608         | 17071         | 15126         | 15294         | 17222         | 15961         | 15855         | 14948         | 14628         | 13825         | 0        | 167858         |
| Manitou                         | 1987          | 2050          | 2581          | 2296          | 1845          | 2102          | 2150          | 2047          | 2253          | 2353          | 2331          | 0        | 23995          |
| Monument                        | 23535         | 22738         | 26644         | 23933         | 24046         | 26532         | 26212         | 27817         | 25472         | 24665         | 23317         | 0        | 274911         |
| Old Colorado City               | 9480          | 8882          | 10513         | 9678          | 9166          | 10262         | 9380          | 9808          | 9573          | 9409          | 8145          | 0        | 104296         |
| Palmer Lake                     | 0             | 10            | 1196          | 1215          | 1255          | 1428          | 1429          | 1538          | 1620          | 1212          | 933           | 0        | 11836          |
| Rockrimmon                      | 24678         | 22344         | 25462         | 22934         | 23306         | 25905         | 25570         | 26453         | 24208         | 23674         | 23526         | 0        | 268060         |
| Sand Creek                      | 12529         | 11638         | 13400         | 12419         | 12351         | 13073         | 13280         | 14260         | 13340         | 13791         | 12627         | 0        | 142708         |
| Ute Pass                        | 2065          | 1795          | 2494          | 2009          | 1762          | 1630          | 1735          | 1556          | 2007          | 1745          | 1689          | 0        | 20487          |
| Senior Van                      | 1359          | 1398          | 1598          | 1381          | 1185          | 1386          | 1308          | 2102          | 1190          | 1162          | 1465          | 0        | 15534          |
| Bookmobiles                     | 8000          | 6712          | 7801          | 7408          | 6636          | 6649          | 6919          | 7404          | 7427          | 7985          | 7357          | 0        | 80298          |
| East                            | 85502         | 80095         | 96603         | 88571         | 87210         | 105240        | 99846         | 98810         | 87876         | 86824         | 85328         | 0        | 1001905        |
| Library 21c                     | 58684         | 54450         | 65881         | 60946         | 60225         | 70917         | 69264         | 70418         | 64268         | 61414         | 62272         | 0        | 698739         |
| Parenting                       | 132           | 106           | 132           | 188           | 181           | 202           | 195           | 224           | 187           | 182           | 183           | 0        | 1912           |
| <b>Total Physical Materials</b> | <b>320359</b> | <b>299332</b> | <b>358021</b> | <b>326720</b> | <b>321854</b> | <b>369343</b> | <b>358170</b> | <b>366942</b> | <b>337137</b> | <b>329614</b> | <b>321834</b> | <b>0</b> | <b>3709326</b> |

| YTD CIRC Comparison             | 2022           | 2021           | % Change     |
|---------------------------------|----------------|----------------|--------------|
| Penrose                         | 256468         | 276862         | -7.4%        |
| Mobile Libraries Total          | 95832          | 94274          | 1.7%         |
| Calhan                          | 19153          | 17289          | 10.8%        |
| Cheyenne                        | 248770         | 259638         | -4.2%        |
| Fountain                        | 117679         | 118345         | -0.6%        |
| High Prairie                    | 254717         | 217134         | 17.3%        |
| Holley                          | 167858         | 162797         | 3.1%         |
| Manitou ***                     | 23995          | 18583          | 29.1%        |
| Monument                        | 274911         | 285429         | -3.7%        |
| Old Colorado City *             | 104296         | 79874          | 30.6%        |
| Palmer Lake **                  | 11836          | 7              | 16895.7%     |
| Rockrimmon                      | 268060         | 264950         | 1.2%         |
| Sand Creek                      | 142708         | 143663         | -0.7%        |
| Ute Pass                        | 20487          | 22619          | -9.4%        |
| Senior Van                      | 15534          | 13262          | 17.1%        |
| Bookmobiles                     | 80298          | 81012          | -0.9%        |
| East                            | 1001905        | 916817         | 9.3%         |
| Library 21c                     | 698739         | 625448         | 11.7%        |
| Parenting                       | 1912           | 1112           | 71.9%        |
| <b>Total Physical Materials</b> | <b>3709326</b> | <b>3504841</b> | <b>5.83%</b> |

| Current Month Comparison CIRCULATION | 2022          | 2021          | % Change      |
|--------------------------------------|---------------|---------------|---------------|
| Penrose                              | 23698         | 24421         | -3.0%         |
| Mobile Libraries Total               | 8822          | 9731          | -9.3%         |
| Calhan                               | 1437          | 1782          | -19.4%        |
| Cheyenne                             | 20978         | 21576         | -2.8%         |
| Fountain                             | 10252         | 10879         | -5.8%         |
| High Prairie                         | 22471         | 20471         | 9.8%          |
| Holley                               | 13825         | 14598         | -5.3%         |
| Manitou                              | 2331          | 2241          | 4.0%          |
| Monument                             | 23317         | 24968         | -6.6%         |
| Old Colorado City                    | 8145          | 8894          | -8.4%         |
| Palmer Lake                          | 933           | 0             |               |
| Rockrimmon                           | 23526         | 24011         | -2.0%         |
| Sand Creek                           | 12627         | 13540         | -6.7%         |
| Ute Pass                             | 1689          | 1967          | -14.1%        |
| Senior Van                           | 1465          | 1502          | -2.5%         |
| Bookmobiles                          | 7357          | 8229          | -10.6%        |
| East                                 | 85328         | 87027         | -2.0%         |
| Library 21c                          | 62272         | 60618         | 2.7%          |
| Parenting                            | 183           | 92            | 98.9%         |
| <b>Total Physical Materials</b>      | <b>321834</b> | <b>326816</b> | <b>-1.52%</b> |

## Circulation Report By Facility November 2022

| Current Month Comparison VISITORS | 2022          | 2021          | % Change     |
|-----------------------------------|---------------|---------------|--------------|
| Penrose                           | 18844         | 16905         | 11.5%        |
| Mobile Libraries Total            | 2473          | 2740          | -9.7%        |
| Calhan                            | 485           | 480           | 1.0%         |
| Cheyenne                          | 10170         | 8125          | 25.2%        |
| Fountain                          | 4769          | 4195          | 13.7%        |
| High Prairie                      | 7280          | 3730          | 95.2%        |
| Holley                            | 9158          | 5132          | 78.4%        |
| Manitou ***                       | 3626          | 1760          | 106.0%       |
| Monument                          | 7713          | 7370          | 4.7%         |
| Old Colorado City *               | 4954          | 4670          | 6.1%         |
| Palmer Lake **                    | 486           |               |              |
| Rockrimmon                        | 11095         | 9747          | 13.8%        |
| Sand Creek                        | 6330          | 7964          | -20.5%       |
| Ute Pass                          | 759           | 593           | 28.0%        |
| Knights of Columbus Hall          | 507           | 0             |              |
| East                              | 23276         | 20793         | 11.9%        |
| Library 21c                       | 26331         | 24276         | 8.5%         |
| <b>TOTAL</b>                      | <b>138256</b> | <b>118480</b> | <b>16.7%</b> |
| Special Collections               | 1191          | 1676          | -28.9%       |

\*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        | 244234        | 0        | 2816188        |
| DVD                           | 62079         | 57211         | 64119         | 57566         | 58056         | 61732         | 59212         | 60888         | 56476         | 56038         | 56770         | 0        | 650147         |
| CD Music                      | 6472          | 5961          | 6906          | 6630          | 6395          | 5997          | 6422          | 7158          | 6546          | 6201          | 6653          | 0        | 71341          |
| CD Book                       | 7620          | 6722          | 8466          | 7894          | 7663          | 8516          | 8150          | 8274          | 7417          | 7134          | 6680          | 0        | 84536          |
| Playaway                      | 3444          | 3460          | 4768          | 3993          | 3889          | 4991          | 4814          | 4547          | 4049          | 4057          | 4053          | 0        | 46065          |
| Kit                           | 1220          | 1127          | 1518          | 1482          | 1542          | 1807          | 1658          | 1785          | 1755          | 1495          | 1440          | 0        | 16829          |
| Game                          | 2048          | 1938          | 2559          | 2164          | 2025          | 2477          | 2548          | 2374          | 1896          | 1928          | 2004          | 0        | 23961          |
| Discovery Kits                | 37            | 24            | 41            | 42            | 37            | 31            | 25            | 22            | 0             | 0             | 0             | 0        | 259            |
| <b>TOTAL Physical Items</b>   | <b>320359</b> | <b>299332</b> | <b>358021</b> | <b>326720</b> | <b>321854</b> | <b>369343</b> | <b>358170</b> | <b>366942</b> | <b>337137</b> | <b>329614</b> | <b>321834</b> | <b>0</b> | <b>3709326</b> |
|                               |               |               |               |               |               |               |               |               |               |               |               |          | 0              |
| ILL                           | 1038          | 1060          | 1388          | 1292          | 1298          | 1187          | 1230          | 1423          | 1453          | 1278          | 1217          | 0        | 13864          |
| CyberShelf-OverDrive          | 224880        | 198859        | 219154        | 209662        | 216985        | 215620        | 228389        | 226982        | 215578        | 221425        | 217979        | 0        | 2395513        |
| 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             | 2             | 0        | 22             |
| Hot Spots                     | 102           | 85            | 68            | 85            | 79            | 85            | 76            | 90            | 74            | 76            | 66            | 0        | 886            |
| Cameras & Equipment           | 41            | 75            | 47            | 51            | 58            | 59            | 59            | 46            | 73            | 51            | 56            | 0        | 616            |
|                               |               |               |               |               |               |               |               |               |               |               |               |          | 0              |
| <b>TOTAL STATE Circ</b>       | <b>546420</b> | <b>499412</b> | <b>578679</b> | <b>537810</b> | <b>540277</b> | <b>586297</b> | <b>587929</b> | <b>595485</b> | <b>554320</b> | <b>552444</b> | <b>541154</b> | <b>0</b> | <b>6120227</b> |
|                               |               |               |               |               |               |               |               |               |               |               |               |          |                |
| Freegal Music                 | 5729          | 4742          | 5408          | 4964          | 5368          | 5039          | 5034          | 5594          | 4989          | 5185          | 5083          | 0        | 57135          |
| Freading                      | 106           | 110           | 131           | 128           | 87            | 107           | 121           | 103           | 103           | 99            | 119           | 0        | 1214           |
| DVD Player                    | 94            | 91            | 99            | 97            | 42            | 65            |               | 99            | 83            | 68            | 112           | 0        | 850            |
| Hoopla                        | 3112          | 3248          | 3066          | 2935          | 3684          | 2899          | 2991          | 3564          | 2703          | 2951          | 4528          | 0        | 35681          |
| Comics                        | 479           | 555           | 481           | 411           | 579           | 389           | 461           | 581           | 401           | 459           | 827           | 0        | 5623           |
| Kanopy                        | 3197          | 2838          | 2863          | 2833          | 2840          | 2767          | 2998          | 2790          | 2895          | 2785          | 2741          | 0        | 31547          |
|                               |               |               |               |               |               |               |               |               |               |               |               |          | 0              |
| CLC                           | 6406          | 5960          | 7354          | 6493          | 6228          | 6741          | 6142          | 6277          | 6765          | 7007          | 6360          | 0        | 71733          |
| Laptop Use                    | 180           | 88            | 135           | 199           | 206           | 179           | 164           | 249           | 223           | 159           | 159           | 0        | 1941           |
|                               |               |               |               |               |               |               |               |               |               |               |               |          |                |
| Active Users                  | 210566        | 208186        | 207146        | 205841        | 204382        | 203863        | 202776        | 201734        | 204158        | 203019        | 202069        | 0        | 2253740        |

| Monthly Circ by Format      |               |               |               |
|-----------------------------|---------------|---------------|---------------|
|                             | 2022          | 2021          | Change        |
| Print                       | 244234        | 243311        | 0%            |
| DVD                         | 56770         | 62145         | -9%           |
| CD Music                    | 6653          | 6560          | 1%            |
| CD Book                     | 6680          | 7858          | -15%          |
| Playaway                    | 4053          | 3816          | 6%            |
| Kit                         | 1440          | 1282          | 12%           |
| Game                        | 2004          | 1808          | 11%           |
| Discovery Kits              | 0             | 36            | -100%         |
| <b>TOTAL Physical Items</b> | <b>321834</b> | <b>326816</b> | <b>-1.52%</b> |
|                             |               |               |               |
| ILL                         | 1217          | 1014          | 20%           |
| CyberShelf-OverDrive        | 217979        | 205395        | 6%            |
| eReader                     | 2             | 1             | 100%          |
| Hot Spots                   | 66            | 82            | -20%          |
| Cameras & Equipment         | 56            | 55            | 2%            |
| <b>Total e-materials</b>    | <b>218047</b> | <b>205478</b> | <b>6%</b>     |
|                             |               |               |               |
| Freegal Music               | 5083          | 5669          | -10%          |
| Freading                    | 119           | 86            | 38%           |
| DVD Player                  | 112           | 72            | 56%           |
| Hoopla                      | 4528          | 3062          | 48%           |
| Comics (included in Hoopla) | 827           | 535           | 55%           |
| Kanopy                      | 2741          | 2556          | 7%            |
|                             |               |               |               |
| CLC                         | 6360          | 6704          | -5%           |
| Laptop Use                  | 159           | 142           | 12%           |
|                             |               |               |               |
| Active Users                | 202069        | 277636        | -27%          |

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

| 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  | 541154 | 533363 | 1%     |
| 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  | 6120227 | 5863557 | 4%     |
| December  |         | 6380735 | -100%  |

## Circulation Report By Item Type November 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         | 13,727         |          | 146,100          |
| Mobile Libraries  | 6,212          | 5,304          | 5,709          | 5,627          | 4,733          | 5,021          | 5,334          | 5,827          | 5,699          | 6,037          | 5,399          |          | 60,902           |
| Calhan            | 1,294          | 956            | 1,389          | 932            | 974            | 1,086          | 1,010          | 1,039          | 793            | 974            | 815            |          | 11,262           |
| Cheyenne          | 14,024         | 12,541         | 14,643         | 13,987         | 13,179         | 15,557         | 15,039         | 14,601         | 14,255         | 13,113         | 12,481         |          | 153,420          |
| Fountain          | 6,057          | 5,914          | 6,843          | 6,332          | 5,865          | 7,223          | 6,641          | 6,837          | 6,402          | 5,864          | 5,850          |          | 69,828           |
| High Prairie      | 12,010         | 12,310         | 14,797         | 12,982         | 11,920         | 15,969         | 14,495         | 16,242         | 14,188         | 13,639         | 12,619         |          | 151,171          |
| Ruth Holley       | 8,509          | 8,087          | 10,233         | 8,985          | 8,880          | 10,506         | 9,569          | 9,166          | 8,735          | 8,311          | 7,566          |          | 98,547           |
| Manitou Springs   | 1,186          | 1,266          | 1,578          | 1,416          | 1,094          | 1,376          | 1,329          | 1,289          | 1,381          | 1,376          | 1,429          |          | 14,720           |
| Monument          | 15,011         | 14,027         | 16,281         | 14,582         | 14,467         | 16,442         | 15,463         | 17,301         | 14,840         | 14,185         | 14,431         |          | 167,030          |
| Old Colorado City | 6,025          | 5,322          | 6,334          | 5,972          | 5,412          | 6,514          | 5,851          | 6,392          | 5,930          | 5,678          | 4,614          |          | 64,044           |
| Palmer Lake       |                | 10             | 857            | 767            | 700            | 946            | 881            | 938            | 979            | 659            | 469            |          | 7,206            |
| Rockrimmon        | 15,529         | 13,503         | 15,691         | 14,524         | 13,986         | 16,495         | 15,903         | 15,952         | 14,554         | 14,206         | 13,915         |          | 164,258          |
| Sand Creek        | 7,289          | 6,903          | 8,126          | 7,167          | 7,035          | 8,124          | 7,910          | 8,146          | 7,741          | 7,975          | 6,790          |          | 83,206           |
| Ute Pass          | 1,439          | 1,083          | 1,081          | 1,297          | 1,021          | 1,034          | 1,116          | 966            | 1,307          | 1,108          | 1,042          |          | 12,494           |
| Senior Van        | 975            | 1,199          | 946            | 966            | 892            | 1,128          | 977            | 1,111          | 939            | 862            | 1,133          |          | 11,128           |
| East              | 51,190         | 46,447         | 57,379         | 51,061         | 49,647         | 65,706         | 56,939         | 56,486         | 50,369         | 48,663         | 47,378         |          | 581,265          |
| Library 21c       | 34,870         | 32,273         | 39,409         | 34,468         | 34,371         | 44,388         | 40,866         | 41,137         | 37,129         | 35,145         | 35,826         |          | 409,882          |
| <b>Total</b>      | <b>195,787</b> | <b>178,998</b> | <b>215,702</b> | <b>194,025</b> | <b>186,380</b> | <b>231,811</b> | <b>213,058</b> | <b>217,295</b> | <b>197,938</b> | <b>189,985</b> | <b>185,484</b> | <b>0</b> | <b>2,206,463</b> |

| YTD CIRC Comparison             | 2022             | 2021             | % Change    |
|---------------------------------|------------------|------------------|-------------|
| Penrose                         | 146,100          | 153,858          | -5.0%       |
| Mobile Libraries                | 60,902           | 60,421           | 0.8%        |
| Calhan                          | 11,262           | 10,449           | 7.8%        |
| Cheyenne                        | 153,420          | 159,563          | -3.8%       |
| Fountain                        | 69,828           | 71,476           | -2.3%       |
| High Prairie                    | 151,171          | 128,375          | 17.8%       |
| Ruth Holley                     | 98,547           | 94,795           | 4.0%        |
| Manitou Springs                 | 14,720           | 11,477           | 28.3%       |
| Monument                        | 167,030          | 172,580          | -3.2%       |
| Old Colorado City               | 64,044           | 48,582           | 31.8%       |
| Palmer Lake                     | 7,206            | 5                | 144020.0%   |
| Rockrimmon                      | 164,258          | 161,621          | 1.6%        |
| Sand Creek                      | 83,206           | 83,113           | 0.1%        |
| Ute Pass                        | 12,494           | 14,787           | -15.5%      |
| Senior Van                      | 11,128           | 9,969            | 11.6%       |
| East                            | 581,265          | 530,726          | 9.5%        |
| Library 21c                     | 409,882          | 367,948          | 11.4%       |
| <b>Total Physical Materials</b> | <b>2,206,463</b> | <b>2,079,745</b> | <b>6.1%</b> |

| Current Month CIRCULATION Comparison by Facility | 2022          | 2021          | % Change     |
|--|---------------|---------------|--------------|
| Penrose  | 13727         | 13830         | -0.7%        |
| Mobile Libraries                                 | 5399          | 6384          | -15.4%       |
| Calhan   | 815           | 1112          | -26.7%       |
| Cheyenne   | 12481         | 13440         | -7.1%        |
| Fountain   | 5850          | 6472          | -9.6%        |
| High Prairie                                     | 12619         | 11535         | 9.4%         |
| Ruth Holley                                      | 7566          | 8307          | -8.9%        |
| Manitou Springs                                  | 1429          | 1423          | 0.4%         |
| Monument   | 14431         | 14776         | -2.3%        |
| Old Colorado City                                | 4614          | 5295          | -12.9%       |
| Palmer Lake                                      | 469           | 0             |              |
| Rockrimmon                                       | 13915         | 14612         | -4.8%        |
| Sand Creek                                       | 6790          | 7463          | -9.0%        |
| Ute Pass   | 1042          | 1218          | -14.4%       |
| Senior Van                                       | 1133          | 1149          | -1.4%        |
| East   | 47378         | 48750         | -2.8%        |
| Library 21c                                      | 35826         | 34637         | 3.4%         |
| <b>Total Physical Materials</b>                  | <b>185484</b> | <b>190403</b> | <b>-2.6%</b> |

| Current Month e-materials & Summary | 2022          | 2021          | % Change     |
|-------------------------------------|---------------|---------------|--------------|
| Overdrive                           | 217979        | 205395        | 6.1%         |
| eReaders                            | 2             | 1             |              |
| Hot Spots                           | 66            | 82            | -19.5%       |
| <b>Total e-materials</b>            | <b>218047</b> | <b>205478</b> | <b>6.1%</b>  |
| ILL                                 | 1217          | 1014          | 20.0%        |
| Cameras/Equip                       | 56            | 55            | 1.8%         |
| <b>Physical Materials</b>           | <b>185484</b> | <b>190403</b> | <b>-2.6%</b> |
| <b>Total Monthly Circ</b>           | <b>404804</b> | <b>396950</b> | <b>2.0%</b>  |

## Circulation without Renewals November 2022

\*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.  
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 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                           | 18844         | 16905         | 11.5%        |
| Mobile Libraries                  | 2473          | 2740          | -9.7%        |
| Calhan                            | 485           | 480           | 1.0%         |
| Cheyenne                          | 10170         | 8125          | 25.2%        |
| Fountain                          | 4769          | 4195          | 13.7%        |
| High Prairie                      | 7280          | 3730          | 95.2%        |
| Ruth Holley                       | 9158          | 5132          | 78.4%        |
| Manitou                           | 3626          | 1760          | 106.0%       |
| Monument                          | 7713          | 7370          | 4.7%         |
| Old Colorado City                 | 4954          | 4670          | 6.1%         |
| Palmer Lake                       | 486           |               |              |
| Rockrimmon                        | 11095         | 9747          | 13.8%        |
| Sand Creek                        | 6330          | 7964          | -20.5%       |
| Ute Pass                          | 759           | 593           | 28.0%        |
| East**                            | 23276         | 20793         | 11.9%        |
| 21c                               | 26331         | 24276         | 8.5%         |
| KCH                               | 507           | 0             |              |
| <b>TOTAL Visitors</b>             | <b>138256</b> | <b>118480</b> | <b>16.7%</b> |
| Special Collections               | 1191          | 1676          | -28.9%       |



| 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         | 23698         | 23433         | 279901         |
| Mobile Libraries Total          | 9359          | 8110          | 9399          | 8789          | 7821          | 8035          | 8227          | 9506          | 8617          | 9147          | 8822          | 8124          | 103956         |
| Calhan                          | 2065          | 1580          | 2241          | 1694          | 1781          | 1769          | 1685          | 1886          | 1499          | 1516          | 1437          | 1394          | 20547          |
| Cheyenne                        | 22044         | 20291         | 23489         | 22489         | 21779         | 24136         | 23885         | 23931         | 23509         | 22239         | 20978         | 21150         | 269920         |
| Fountain                        | 9674          | 9598          | 11561         | 10462         | 10080         | 11594         | 11097         | 11705         | 10924         | 10732         | 10252         | 9050          | 126729         |
| High Prairie                    | 20106         | 20670         | 24324         | 21711         | 21482         | 25174         | 24272         | 26730         | 24069         | 23708         | 22471         | 19796         | 274513         |
| Holley                          | 14320         | 13608         | 17071         | 15126         | 15294         | 17222         | 15961         | 15855         | 14948         | 14628         | 13825         | 13012         | 180870         |
| Manitou                         | 1987          | 2050          | 2581          | 2296          | 1845          | 2102          | 2150          | 2047          | 2253          | 2353          | 2331          | 2769          | 26764          |
| Monument                        | 23535         | 22738         | 26644         | 23933         | 24046         | 26532         | 26212         | 27817         | 25472         | 24665         | 23317         | 20477         | 295388         |
| Old Colorado City               | 9480          | 8882          | 10513         | 9678          | 9166          | 10262         | 9380          | 9808          | 9573          | 9409          | 8145          | 4219          | 108515         |
| Palmer Lake                     | 0             | 10            | 1196          | 1215          | 1255          | 1428          | 1429          | 1538          | 1620          | 1212          | 933           | 1001          | 12837          |
| Rockrimmon                      | 24678         | 22344         | 25462         | 22934         | 23306         | 25905         | 25570         | 26453         | 24208         | 23674         | 23526         | 21845         | 289905         |
| Sand Creek                      | 12529         | 11638         | 13400         | 12419         | 12351         | 13073         | 13280         | 14260         | 13340         | 13791         | 12627         | 11330         | 154038         |
| Ute Pass                        | 2065          | 1795          | 2494          | 2009          | 1762          | 1630          | 1735          | 1556          | 2007          | 1745          | 1689          | 1799          | 22286          |
| Senior Van                      | 1359          | 1398          | 1598          | 1381          | 1185          | 1386          | 1308          | 2102          | 1190          | 1162          | 1465          | 1041          | 16575          |
| Bookmobiles                     | 8000          | 6712          | 7801          | 7408          | 6636          | 6649          | 6919          | 7404          | 7427          | 7985          | 7357          | 7083          | 87381          |
| East                            | 85502         | 80095         | 96603         | 88571         | 87210         | 105240        | 99846         | 98810         | 87876         | 86824         | 85328         | 79233         | 1081138        |
| Library 21c                     | 58684         | 54450         | 65881         | 60946         | 60225         | 70917         | 69264         | 70418         | 64268         | 61414         | 62272         | 55201         | 753940         |
| Parenting                       | 132           | 106           | 132           | 188           | 181           | 202           | 195           | 224           | 187           | 182           | 183           | 147           | 2059           |
| <b>Total Physical Materials</b> | <b>320359</b> | <b>299332</b> | <b>358021</b> | <b>326720</b> | <b>321854</b> | <b>369343</b> | <b>358170</b> | <b>366942</b> | <b>337137</b> | <b>329614</b> | <b>321834</b> | <b>293980</b> | <b>4003306</b> |

| YTD CIRC Comparison             | 2022           | 2021           | % Change     |
|---------------------------------|----------------|----------------|--------------|
| Penrose                         | 279901         | 301424         | -7.1%        |
| Mobile Libraries Total          | 103956         | 102001         | 1.9%         |
| Calhan                          | 20547          | 18911          | 8.7%         |
| Cheyenne                        | 269920         | 279981         | -3.6%        |
| Fountain                        | 126729         | 128429         | -1.3%        |
| High Prairie                    | 274513         | 236860         | 15.9%        |
| Holley                          | 180870         | 177529         | 1.9%         |
| Manitou ***                     | 26764          | 20883          | 28.2%        |
| Monument                        | 295388         | 306924         | -3.8%        |
| Old Colorado City *             | 108515         | 89301          | 21.5%        |
| Palmer Lake **                  | 12837          | 7              | 183285.7%    |
| Rockrimmon                      | 289905         | 288091         | 0.6%         |
| Sand Creek                      | 154038         | 155569         | -1.0%        |
| Ute Pass                        | 22286          | 24510          | -9.1%        |
| Senior Van                      | 16575          | 14370          | 15.3%        |
| Bookmobiles                     | 87381          | 87631          | -0.3%        |
| East                            | 1081138        | 996323         | 8.5%         |
| Library 21c                     | 753940         | 681518         | 10.6%        |
| Parenting                       | 2059           | 1199           | 71.7%        |
| <b>Total Physical Materials</b> | <b>4003306</b> | <b>3809460</b> | <b>5.09%</b> |

| Current Month Comparison CIRCULATION | 2022          | 2021          | % Change      |
|--------------------------------------|---------------|---------------|---------------|
| Penrose                              | 23433         | 24562         | -4.6%         |
| Mobile Libraries Total               | 8124          | 7727          | 5.1%          |
| Calhan                               | 1394          | 1622          | -14.1%        |
| Cheyenne                             | 21150         | 20343         | 4.0%          |
| Fountain                             | 9050          | 10084         | -10.3%        |
| High Prairie                         | 19796         | 19726         | 0.4%          |
| Holley                               | 13012         | 14732         | -11.7%        |
| Manitou                              | 2769          | 2300          | 20.4%         |
| Monument                             | 20477         | 21495         | -4.7%         |
| Old Colorado City                    | 4219          | 9427          | -55.2%        |
| Palmer Lake                          | 1001          | 0             |               |
| Rockrimmon                           | 21845         | 23141         | -5.6%         |
| Sand Creek                           | 11330         | 11906         | -4.8%         |
| Ute Pass                             | 1799          | 1891          | -4.9%         |
| Senior Van                           | 1041          | 1108          | -6.0%         |
| Bookmobiles                          | 7083          | 6619          | 7.0%          |
| East                                 | 79233         | 79506         | -0.3%         |
| Library 21c                          | 55201         | 56070         | -1.5%         |
| Parenting                            | 147           | 87            | 69.0%         |
| <b>Total Physical Materials</b>      | <b>293980</b> | <b>304619</b> | <b>-3.49%</b> |

## Circulation Report By Facility December 2022

| Current Month Comparison VISITORS | 2022          | 2021          | % Change    |
|-----------------------------------|---------------|---------------|-------------|
| Penrose                           | 20208         | 18405         | 9.8%        |
| Mobile Libraries Total            | 2053          | 2006          | 2.3%        |
| Calhan                            | 408           | 363           | 12.4%       |
| Cheyenne                          | 10407         | 6380          | 63.1%       |
| Fountain                          | 3955          | 4602          | -14.1%      |
| High Prairie                      | 6923          | 3136          | 120.8%      |
| Holley                            | 7222          | 5492          | 31.5%       |
| Manitou ***                       | 3200          | 1843          | 73.6%       |
| Monument                          | 6651          | 6291          | 5.7%        |
| Old Colorado City *               | 1712          | 4448          | -61.5%      |
| Palmer Lake **                    | 285           |               |             |
| Rockrimmon                        | 10489         | 9489          | 10.5%       |
| Sand Creek                        | 5433          | 7990          | -32.0%      |
| Ute Pass                          | 778           | 785           | -0.9%       |
| Knights of Columbus Hall          | 703           | 303           | 132.0%      |
| East                              | 20874         | 19699         | 6.0%        |
| Library 21c                       | 22782         | 22554         | 1.0%        |
| <b>TOTAL</b>                      | <b>124083</b> | <b>113786</b> | <b>9.0%</b> |
| Special Collections               | 789           | 774           | 1.9%        |

\*Old Colorado City Library closed for maintenance January 7 - March 15, 2021 and December 1 - 18, 2022

\*\* 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.

| 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        | 244234        | 219188        | 3035376        |
| DVD                           | 62079         | 57211         | 64119         | 57566         | 58056         | 61732         | 59212         | 60888         | 56476         | 56038         | 56770         | 55126         | 705273         |
| CD Music                      | 6472          | 5961          | 6906          | 6630          | 6395          | 5997          | 6422          | 7158          | 6546          | 6201          | 6653          | 6544          | 77885          |
| CD Book                       | 7620          | 6722          | 8466          | 7894          | 7663          | 8516          | 8150          | 8274          | 7417          | 7134          | 6680          | 6375          | 90911          |
| Playaway                      | 3444          | 3460          | 4768          | 3993          | 3889          | 4991          | 4814          | 4547          | 4049          | 4057          | 4053          | 3653          | 49718          |
| Kit                           | 1220          | 1127          | 1518          | 1482          | 1542          | 1807          | 1658          | 1785          | 1755          | 1495          | 1440          | 1163          | 17992          |
| Game                          | 2048          | 1938          | 2559          | 2164          | 2025          | 2477          | 2548          | 2374          | 1896          | 1928          | 2004          | 1931          | 25892          |
| Discovery Kits                | 37            | 24            | 41            | 42            | 37            | 31            | 25            | 22            | 0             | 0             | 0             | 0             | 259            |
| <b>TOTAL Physical Items</b>   | <b>320359</b> | <b>299332</b> | <b>358021</b> | <b>326720</b> | <b>321854</b> | <b>369343</b> | <b>358170</b> | <b>366942</b> | <b>337137</b> | <b>329614</b> | <b>321834</b> | <b>293980</b> | <b>4003306</b> |
|                               |               |               |               |               |               |               |               |               |               |               |               |               | 0              |
| ILL                           | 1038          | 1060          | 1388          | 1292          | 1298          | 1187          | 1230          | 1423          | 1453          | 1278          | 1217          | 1177          | 15041          |
| CyberShelf-OverDrive          | 224880        | 198859        | 219154        | 209662        | 216985        | 215620        | 228389        | 226982        | 215578        | 221425        | 217979        | 231724        | 2627237        |
| eReader                       | 0             | 1             | 1             | 0             | 3             | 3             | 5             | 2             | 5             | 0             | 2             | 4             | 26             |
| Hot Spots                     | 102           | 85            | 68            | 85            | 79            | 85            | 76            | 90            | 74            | 76            | 66            | 67            | 953            |
| Cameras & Equipment           | 41            | 75            | 47            | 51            | 58            | 59            | 59            | 46            | 73            | 51            | 56            | 59            | 675            |
|                               |               |               |               |               |               |               |               |               |               |               |               |               | 0              |
| <b>TOTAL STATE Circ</b>       | <b>546420</b> | <b>499412</b> | <b>578679</b> | <b>537810</b> | <b>540277</b> | <b>586297</b> | <b>587929</b> | <b>595485</b> | <b>554320</b> | <b>552444</b> | <b>541154</b> | <b>527011</b> | <b>6647238</b> |
|                               |               |               |               |               |               |               |               |               |               |               |               |               |                |
| Freegal Music                 | 5729          | 4742          | 5408          | 4964          | 5368          | 5039          | 5034          | 5594          | 4989          | 5185          | 5083          | 4985          | 62120          |
| Freading                      | 106           | 110           | 131           | 128           | 87            | 107           | 121           | 103           | 103           | 99            | 119           | 105           | 1319           |
| DVD Player                    | 94            | 91            | 99            | 97            | 42            | 65            |               | 99            | 83            | 68            | 112           | 121           | 971            |
| Hoopla                        | 3112          | 3248          | 3066          | 2935          | 3684          | 2899          | 2991          | 3564          | 2703          | 2951          | 4528          | 3544          | 39225          |
| Comics                        | 479           | 555           | 481           | 411           | 579           | 389           | 461           | 581           | 401           | 459           | 827           | 585           | 6208           |
| Kanopy                        | 3197          | 2838          | 2863          | 2833          | 2840          | 2767          | 2998          | 2790          | 2895          | 2785          | 2741          | 2977          | 34524          |
|                               |               |               |               |               |               |               |               |               |               |               |               |               | 0              |
| CLC                           | 6406          | 5960          | 7354          | 6493          | 6228          | 6741          | 6142          | 6277          | 6765          | 7007          | 6360          | 6286          | 78019          |
| Laptop Use                    | 180           | 88            | 135           | 199           | 206           | 179           | 164           | 249           | 223           | 159           | 159           | 221           | 2162           |
|                               |               |               |               |               |               |               |               |               |               |               |               |               |                |
| Active Users                  | 210566        | 208186        | 207146        | 205841        | 204382        | 203863        | 202776        | 201734        | 204158        | 203019        | 202069        | 200643        | 2454383        |

| YTD Circ by Format          |                |                |              |
|-----------------------------|----------------|----------------|--------------|
|                             | 2022           | 2021           | Change       |
| Print                       | 3035376        | 2799691        | 8%           |
| DVD                         | 705273         | 749704         | -6%          |
| CD Music                    | 77885          | 80340          | -3%          |
| CD Book                     | 90911          | 96065          | -5%          |
| Playaway                    | 49718          | 46598          | 7%           |
| Kit                         | 17992          | 14161          | 27%          |
| Game                        | 25892          | 22455          | 15%          |
| Discovery Kits              | 259            | 446            | -42%         |
| <b>TOTAL Physical Items</b> | <b>4003306</b> | <b>3809460</b> | <b>5.09%</b> |
|                             |                |                |              |
| ILL                         | 15041          | 12694          | 18%          |
| CyberShelf-OverDrive        | 2627237        | 2504503        | 5%           |
| eReader                     | 26             | 18             | 44%          |
| Hot Spots                   | 953            | 439            | 117%         |
| Cameras & Equipment         | 675            | 517            | 31%          |
| <b>Total e-materials</b>    | <b>2628216</b> | <b>2504960</b> | <b>5%</b>    |
|                             |                |                |              |
| Freegal Music               | 62120          | 66452          | -7%          |
| Freading                    | 1319           | 1335           | -1%          |
| DVD Player                  | 971            | 432            | 125%         |
| Hoopla                      | 39225          | 37520          | 5%           |
| Comics (included in Hoopla) | 6208           | 6108           | 2%           |
| Kanopy                      | 34524          | 32225          | 7%           |
|                             |                |                |              |
| CLC                         | 78019          | 75304          | 4%           |
| Laptop Use                  | 2162           | 768            | 182%         |
|                             |                |                |              |
| Active Users                | 2454383        | 3262138        | -25%         |

| 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  | 541154 | 533363 | 1%     |
| December  | 527011 | 517178 | 2%     |

| 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  | 6120227 | 5863557 | 4%     |
| December  | 6647238 | 6380735 | 4%     |

Old Colorado City Library closed for maintenance January 7 - March 15, 2021  
Palmer Lake Library closed in August 2020; reopening March 2, 2022  
Manitou Springs Library opened to the public at the MAC on March 1, 2021.  
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## Circulation Report By Item Type December 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  | 13,727  | 13,014  | 159,114   |
| Mobile Libraries  | 6,212   | 5,304   | 5,709   | 5,627   | 4,733   | 5,021   | 5,334   | 5,827   | 5,699   | 6,037   | 5,399   | 5,143   | 66,045    |
| Calhan            | 1,294   | 956     | 1,389   | 932     | 974     | 1,086   | 1,010   | 1,039   | 793     | 974     | 815     | 774     | 12,036    |
| Cheyenne          | 14,024  | 12,541  | 14,643  | 13,987  | 13,179  | 15,557  | 15,039  | 14,601  | 14,255  | 13,113  | 12,481  | 12,586  | 166,006   |
| Fountain          | 6,057   | 5,914   | 6,843   | 6,332   | 5,865   | 7,223   | 6,641   | 6,837   | 6,402   | 5,864   | 5,850   | 5,063   | 74,891    |
| High Prairie      | 12,010  | 12,310  | 14,797  | 12,982  | 11,920  | 15,969  | 14,495  | 16,242  | 14,188  | 13,639  | 12,619  | 11,431  | 162,602   |
| Ruth Holley       | 8,509   | 8,087   | 10,233  | 8,985   | 8,880   | 10,506  | 9,569   | 9,166   | 8,735   | 8,311   | 7,566   | 7,545   | 106,092   |
| Manitou Springs   | 1,186   | 1,266   | 1,578   | 1,416   | 1,094   | 1,376   | 1,329   | 1,289   | 1,381   | 1,376   | 1,429   | 1,613   | 16,333    |
| Monument          | 15,011  | 14,027  | 16,281  | 14,582  | 14,467  | 16,442  | 15,463  | 17,301  | 14,840  | 14,185  | 14,431  | 11,765  | 178,795   |
| Old Colorado City | 6,025   | 5,322   | 6,334   | 5,972   | 5,412   | 6,514   | 5,851   | 6,392   | 5,930   | 5,678   | 4,614   | 2,196   | 66,240    |
| Palmer Lake       |         | 10      | 857     | 767     | 700     | 946     | 881     | 938     | 979     | 659     | 469     | 576     | 7,782     |
| Rockrimmon        | 15,529  | 13,503  | 15,691  | 14,524  | 13,986  | 16,495  | 15,903  | 15,952  | 14,554  | 14,206  | 13,915  | 12,876  | 177,134   |
| Sand Creek        | 7,289   | 6,903   | 8,126   | 7,167   | 7,035   | 8,124   | 7,910   | 8,146   | 7,741   | 7,975   | 6,790   | 6,190   | 89,396    |
| Ute Pass          | 1,439   | 1,083   | 1,081   | 1,297   | 1,021   | 1,034   | 1,116   | 966     | 1,307   | 1,108   | 1,042   | 1,173   | 13,667    |
| Senior Van        | 975     | 1,199   | 946     | 966     | 892     | 1,128   | 977     | 1,111   | 939     | 862     | 1,133   | 790     | 11,918    |
| East              | 51,190  | 46,447  | 57,379  | 51,061  | 49,647  | 65,706  | 56,939  | 56,486  | 50,369  | 48,663  | 47,378  | 44,215  | 625,480   |
| Library 21c       | 34,870  | 32,273  | 39,409  | 34,468  | 34,371  | 44,388  | 40,866  | 41,137  | 37,129  | 35,145  | 35,826  | 30,663  | 440,545   |
| Total             | 195,787 | 178,998 | 215,702 | 194,025 | 186,380 | 231,811 | 213,058 | 217,295 | 197,938 | 189,985 | 185,484 | 167,613 | 2,374,076 |

| YTD CIRC Comparison      | 2022      | 2021      | % Change  |
|--------------------------|-----------|-----------|-----------|
| Penrose                  | 159,114   | 167,473   | -5.0%     |
| Mobile Libraries         | 66,045    | 65,123    | 1.4%      |
| Calhan                   | 12,036    | 11,465    | 5.0%      |
| Cheyenne                 | 166,006   | 171,771   | -3.4%     |
| Fountain                 | 74,891    | 77,598    | -3.5%     |
| High Prairie             | 162,602   | 140,060   | 16.1%     |
| Ruth Holley              | 106,092   | 103,442   | 2.6%      |
| Manitou Springs          | 16,333    | 12,918    | 26.4%     |
| Monument                 | 178,795   | 185,267   | -3.5%     |
| Old Colorado City        | 66,240    | 54,455    | 21.6%     |
| Palmer Lake              | 7,782     | 5         | 155540.0% |
| Rockrimmon               | 177,134   | 175,194   | 1.1%      |
| Sand Creek               | 89,396    | 90,094    | -0.8%     |
| Ute Pass                 | 13,667    | 16,019    | -14.7%    |
| Senior Van               | 11,918    | 10,799    | 10.4%     |
| East                     | 625,480   | 575,170   | 8.7%      |
| Library 21c              | 440,545   | 399,647   | 10.2%     |
| Total Physical Materials | 2,374,076 | 2,256,500 | 5.2%      |

| Current Month CIRCULATION Comparison by Facility | 2022   | 2021   | % Change |
|--|--------|--------|----------|
| Penrose  | 13014  | 13615  | -4.4%    |
| Mobile Libraries                                 | 5143   | 4702   | 9.4%     |
| Calhan   | 774    | 1016   | -23.8%   |
| Cheyenne   | 12586  | 12208  | 3.1%     |
| Fountain   | 5063   | 6122   | -17.3%   |
| High Prairie                                     | 11431  | 11685  | -2.2%    |
| Ruth Holley                                      | 7545   | 8647   | -12.7%   |
| Manitou Springs                                  | 1613   | 1441   | 11.9%    |
| Monument   | 11765  | 12687  | -7.3%    |
| Old Colorado City                                | 2196   | 5873   | -62.6%   |
| Palmer Lake                                      | 576    | 0      |          |
| Rockrimmon                                       | 12876  | 13573  | -5.1%    |
| Sand Creek                                       | 6190   | 6981   | -11.3%   |
| Ute Pass   | 1173   | 1232   | -4.8%    |
| Senior Van                                       | 790    | 830    | -4.8%    |
| East   | 44215  | 44444  | -0.5%    |
| Library 21c                                      | 30663  | 31699  | -3.3%    |
| Total Physical Materials                         | 167613 | 176755 | -5.2%    |

| Current Month e-materials & Summary | 2022          | 2021          | % Change    |
|-------------------------------------|---------------|---------------|-------------|
| Overdrive                           | 231724        | 211219        | 9.7%        |
| eReaders                            | 4             | 2             |             |
| Hot Spots                           | 67            | 92            | -27.2%      |
| Total e-materials                   | 231795        | 211313        | 9.7%        |
| ILL                                 | 1177          | 1133          | 3.9%        |
| Cameras/Equip                       | 59            | 113           | -47.8%      |
| Physical Materials                  | 167613        | 176755        | -5.2%       |
| <b>Total Monthly Circ</b>           | <b>400644</b> | <b>389314</b> | <b>2.9%</b> |

## Circulation without Renewals December 2022

Old Colorado City Library closed for maintenance January 7 - March 15, 2021 and December 1 - 18, 2022

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                           | 20208         | 18405         | 9.8%        |
| Mobile Libraries                  | 2053          | 2006          | 2.3%        |
| Calhan                            | 408           | 363           | 12.4%       |
| Cheyenne                          | 10407         | 6380          | 63.1%       |
| Fountain                          | 3955          | 4602          | -14.1%      |
| High Prairie                      | 6923          | 3136          | 120.8%      |
| Ruth Holley                       | 7222          | 5492          | 31.5%       |
| Manitou                           | 3200          | 1843          | 73.6%       |
| Monument                          | 6651          | 6291          | 5.7%        |
| Old Colorado City                 | 1712          | 4448          | -61.5%      |
| Palmer Lake                       | 285           |               |             |
| Rockrimmon                        | 10489         | 9489          | 10.5%       |
| Sand Creek                        | 5433          | 7990          | -32.0%      |
| Ute Pass                          | 778           | 785           | -0.9%       |
| East**                            | 20874         | 19699         | 6.0%        |
| 21c                               | 22782         | 22554         | 1.0%        |
| KCH                               | 703           | 303           |             |
| <b>TOTAL Visitors</b>             | <b>124083</b> | <b>113786</b> | <b>9.0%</b> |
| Special Collections               | 789           | 774           | 1.9%        |

## Communications Department: Report for January 2023

### NEWS COVERAGE

- Total features and mentions:
  - **November 2022:** 62
  - **December 2022:** 78
  - **End-of-year total:** 1,161
  - **Average per month:** 96.75



- Highlighted coverage (last month):
  - PPLD's **Food Industry Training program** was covered by [The Gazette](#) in November, as pictured to the right.
  - Multiple outlets spotlighted **PPLD's partnership with Manitou Springs School District 14** to get their students set up with library cards, including [KRDO \(ABC\)](#), [KKTU \(CBS\)](#), and [KOAA \(NBC\)](#). [The Gazette](#) also covered D14 leading local school districts in eBook checkouts, which also mentioned the Library District.
  - [The Gazette](#) covered **changes at PPLD**, including the Library's leadership, new strategic plan, and 2023 budget.
  - Last month's Library Limelight column, featured online and in the print edition of [The Tribune](#), focused on **why people should support the Library and how they can donate to the PPLD Foundation**.

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

### DIGITAL MARKETING

- PPLD.org website statistics:
  - **Most popular web pages**, besides the home page, in 2022: [ppld.org/kids](http://ppld.org/kids), [ppld.org/eLibrary](http://ppld.org/eLibrary), and [ppld.org/summer-adventure](http://ppld.org/summer-adventure)
  - **December monthly totals:** 126,215 visitors, with 113,562 being new; 354,655 pageviews; and 206,673 sessions
  - **2022 end-of-year totals:** 1,609,788 visitors; 4,667,436 pageviews; and 2,706,407 sessions
- District-wide social media statistics (end-of-year totals for 2022):
  - **Facebook:**
    - **Main account:** 15,241 total followers
    - **All location/service accounts combined:** 31,967 total followers
  - **YouTube:** 7,152 subscribers; 5,647,620 lifetime views
  - **Instagram (both PPLD and Teens accounts):** 3,850 total followers
  - **Twitter:** 5,246 total followers
  - **LinkedIn:** 1,427 total followers

## OTHER MARKETING & PROMOTION

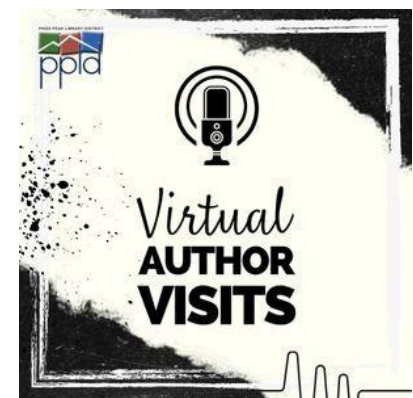
### News & announcements

- [Winter edition of \*District Discovery\*](#)  
Read the newest issue of PPLD's quarterly magazine! It's available at all Library locations, including mobile libraries, as well as online. The Winter 2023 edition focuses on the Library's Winter Adult Reading Program, as well as celebrates Black History Month in our community, shares the history of Daylight Saving Time, and spotlights upcoming programs across the Library District.
- [New Year's message from PPLD's interim CEO and chief librarian](#)  
Read Teona Shainidze Krebs' message to Library patrons, shared in early January, in which she reflects on 2022 and looks ahead.
- [Key findings of Library experience survey](#)  
PPLD conducted its annual Library experience survey in September 2022, and our team recently released key findings to patrons and other members of the community.



### Programs

- [Winter Adult Reading program \(Feb. 1 – March 30\)](#)  
The annual reading program kicks off soon! Log 30 days of activities to earn prizes. Activities include attending one of the planned PPLD activities and/or reading for 30 minutes or more per day.
- [Homeschool Science Fair \(Feb. 17\)](#)  
Interested in seeing some amazing experiments from up-and-coming scientists? Visit our annual Homeschool Science Fair to browse and chat with project creators. It will take place on Fri., Feb. 17 starting at 10 a.m. in the Venue at Library 21c.
- [Virtual Author Visits \(ongoing\)](#)  
PPLD is excited to bring you Virtual Author Visits in partnership with the Library Speakers Consortium. Join us and hear from bestselling authors and thought leaders on a range of topics, from puzzling science to epic fantasy to decluttering your home. Attend one of the upcoming events at no cost from the comfort of home.
- **Recognitions and celebrations (with Library programs, activities, and resources):**
  - [Black History Month](#) (February)
- **Other Library programs and activities** can be found on [PPLD's event calendar](#).



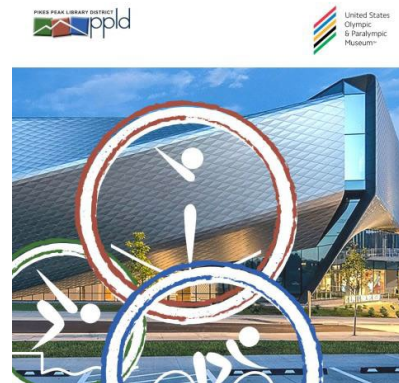


## COMMUNITY ENGAGEMENT

### Partnerships & outreach

- **[Discount weekend at the U.S. Olympic & Paralympic Museum \(Jan. 28-29\)](#)**

Get ready for a weekend of epic sports history! PPLD and the U.S. Olympic & Paralympic Museum have teamed up to offer a discount weekend at the museum for library cardholders. Present your library card for \$10 admission over the last weekend of January. One of PPLD's mobile libraries will be on-site for library card registration and will also host a special Storytime on Saturday morning at 9 a.m.



- **[Tax season resources and partnerships](#)**

It's that time of year again! PPLD offers an online resource guide as well as partners with local agencies to help residents get help in preparing and filing their tax returns. This year PPLD is partnering with AARP Foundation Tax-Aide and VITA (Volunteer Income Tax Assistance Program) to offer free tax preparation services on-site at Library locations, thanks to a team of IRS-certified volunteers, beginning in early February.

- **[Follow-up: Election Day at PPLD's Voting Services & Polling Centers](#)**

The El Paso County's Clerk & Recorder's Officer shared that 2,125 voters used one of our participating libraries to vote in-person on Nov. 8, 2022. Here's the breakdown by location:

- East Library – 663
- Fountain Library – 414
- Library 21c – 489
- Ruth Holley Library – 278
- Sand Creek Library – 281

### Pikes Peak Culture Pass

- **Partners:** 9 museums and attractions who participated at some point in 2022
- **2022 end-of-year total:** 1,644 total reservations
  - This is about a 125% increase compared to the past two years combined (320 total in 2021 and 412 total in 2020).

## 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, with the most recent being conducted from mid-November through December 2022, with 190 participants.



### Team news

- We're excited to welcome **Website Administrator Clint Hager** and **Community Engagement Coordinator Kim Melchor**, who both joined PPLD in December. They're featured in the team photo above from our holiday outing last month.

## Facilities Department Report January 18, 2023

### Projects

**Interior Paint – Old Colorado City / Cheyenne Mountain:** The interior paint projects at Old Colorado City and Cheyenne Mountain have been completed.

**Palmer Lake Carpet Replacement and New Service Desk:** The Palmer Lake Library carpet and circulation desk replacement have been completed.

**Penrose Parking Meters:** The parking system replacement project at Penrose Library is still pending. The recent holidays have delayed shipment of the units. Shipment is now targeted for early February. Once shipment is confirmed, we will work with our Flowbird representative and installer for scheduling completion.

**Library 21c Turf Conversion:** The planning for converting the existing turf at Library 21c is still progressing. Facilities has been working with Carla Anderson, landscape architect and Colorado Springs Utilities in determining all incentives available from CSU to PPLD for this project. It is our hope to have bidding documents completed and released within the next month.

**High Prairie Pavilion:** Facilities and High Prairie staff are working with TK Architecture in the design of a pavilion to be incorporated into the open space behind the library. Due to budgeting constraints we are currently working with TK to determine a firmer estimated cost of construction of this structure to ensure available funds are sufficient. This project would provide a covered structure for library events such as the Harvest Festival and other library events going forward.

**Additional Projects:** As the new year begins, our project management team is still wrapping up some smaller projects from 2022 that include: the air conditioning system for the new network center at Penrose library, the construction of a meeting room for the district's collection management department at 21c, and a classroom for the Knights of Columbus Hall. We are also gearing up for projects slated for 2023, both capital and preventive maintenance. Some of these projects include: the manufacturer software upgrade of the Penrose library chiller system, and annual roof, asphalt and concrete repair and maintenance projects. This year will also include planning and budget estimating for some 2024 major projects such as East Library asphalt replacement, East Library elevator modernization and begin consultation with engineers for the updating of building automation controls systems at 21c, East and Penrose currently targeted for 2025.

**2023:** The Facilities Department is looking forward to the new year and to refining our approach to project planning and development as well as departmental operations. As a department, we're excited to once again be fully staffed and even more excited by the make-up of the current team. We feel new additions can and will help in making this department better overall. We look to improve on internal training and spread the knowledge of our new team members around beyond their home region to all within the department. In doing so, we will provide better service and cost control to our coworkers and PPLD as a whole

### Monthly Statistics

In the month of December, 2022, the Facilities department completed a total of (173) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of December, 2022, Facilities staff completed a total of (121) demand work orders (work orders submitted by PPLD staff) accounting for (192.46 hours) of staff time and (188) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (234.86 hours) of staff time. A total of (309) work orders. Facilities on-call personnel responded to (4) emergency after-hours calls in December, 2022. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report  
January 2023  
Heather Laslie, Chief HR & OD Officer**

**Statistics:**

- Volunteer

| <b>November 2022</b>   | <b>Total # of Volunteers</b> | <b>Total # of Hours</b> |
|------------------------|------------------------------|-------------------------|
| Adult Volunteers       | 163                          | 996                     |
| Teens: Virtual         | 12                           | 35                      |
| Teens: Onsite          | 35                           | 147                     |
| Friends of the Library | 163                          | 996                     |

| <b>December 2022</b>   | <b>Total # of Volunteers</b> | <b>Total # of Hours</b> |
|------------------------|------------------------------|-------------------------|
| Adult Volunteers       | 153                          | 912                     |
| Teens: Virtual         | 3                            | 7                       |
| Teens: Onsite          | 35                           | 137                     |
| Friends of the Library | 153                          | 912                     |

- Recruitment

| <b>Recruitment / Selection Activity</b> | <b>November 2022</b> |
|---|----------------------|
| Jobs Posted                             | 14                   |
| Newly Hired Employees                   | 6                    |
| Promoted Employees                      | 10                   |
| Transferred Employees                   | 1                    |
| Separated Employees                     | 4                    |

| <b>Recruitment / Selection Activity</b> | <b>December 2022</b> |
|---|----------------------|
| Jobs Posted                             | 2                    |
| Newly Hired Employees                   | 5                    |
| Promoted Employees                      | 2                    |
| Transferred Employees                   | 0                    |
| Separated Employees                     | 5                    |

- Staffing

| <b>Staffing Stats</b>     | <b>November 2022</b> |
|---------------------------|----------------------|
| Total Permanent Employees | 406                  |
| Total Active Positions    | 451                  |

| <b>Staffing Stats</b>     | <b>December 2022</b> |
|---------------------------|----------------------|
| Total Permanent Employees | 404                  |
| Total Active Positions    | 451                  |

**HR Team Major Projects:**

- Set up more definitive bilingual stipend process and testing for candidates



- Worked with Systems Support Specialist in Finance on setting up more efficient pay-raise process in ERP database for January 20, 2023 pay raises
- We continue to work on establishing an electronic pay calculation tool to help with pricing new hires and promotees

## HR Team Announcements:

- 10 PPLD staff members graduated from Leadership Certificate Program (photo below)



- Open enrollment for benefits officially done and deductions posted for first paycheck in January
- PPLD submitted our FAML I opt-out documentation to the state portal in December
- Launched Calm App subscription for employees and up to five of their dependents as employee wellness benefit
- Completed end-of-the-year wellness program wrap-up with Cigna Engagement Coordinator and set new goals for 2023
- It's a family affair! Two sisters and their mother volunteered to perform celtic holiday music in December. They were able to perform at Penrose, Monument and Rockrimmon Libraries as well as the Mobile Library Services stop, Freedom Springs Apartments. Meanwhile, our Paws to Read volunteer dog, Skye, played elf as he listened to children read stories. Then Skye danced along to the music guided by his human.





## Information Technology Board of Trustees Report September through November 2022

### Staff Changes

There were quite a few staff changes in September for the IT Department.

- Justin Goodwin was promoted to CITO.
- Dan Stone stepped in and took the role as Interim Director of IT Infrastructure.
- David Burling and Cameron Landreth have stepped up and taken on the majority of the Server Admin duties originally covered by Justin Goodwin and Dan Stone.

Dan and Justin also continue to support Server Admin functions until those roles are filled. This cross training provides excellent opportunities for a more diverse knowledge base across the Infrastructure Team's capabilities as a whole.

The Director of IT Infrastructure position will be posted in January. After that candidate is selected, the new Director will post the currently vacant Server Admin positions.

### Data 102 – New Data Center

Badge credential access to PPLD's new Data Center, hosted at Data 102 on 102 S. Tejon Street, has been expanded across the entire Infrastructure Team and the CITO.

The majority of the virtual servers and library services have now been transferred over to our new Data Center, all done with very little to no downtime for patrons and staff.

Data 102's data center is hosted on the 20<sup>th</sup> floor of the building, providing flood protection. They also provide redundant power with generator backup, redundant internet service, and an email notification system. Data 102's rackspace power also provides remote access – our Infrastructure Team can now remote in and turn on/off power to individual devices – which is something they've never had before. (Previously, if a device was powered off, they would have to drive to the location and physically hit the power button to turn it back on).

More information about Data 102 can be found here: <https://www.data102.com/>

## Security Gates Installation

Over the months of August and September new Security Gates were installed at all locations that had them previously. IT is currently working with Facilities to organize to put gates at all PPLD locations. Permission is required from owners in buildings that PPLD does not own.

Security Gates track items through RF technology. If an item is attempted to be removed from a building before it is checked out, an alarm will sound when the item passes through the gate. Security Gates also provide vital traffic (in/out) tracking information for branches.

The previous gates that were in place were over 10 years old and needed a refresh. These new gates come with newer technology that can provide centralized reporting.



## selfCheck Replacement Project

New selfChecks were installed at all PPLD locations, putting 43 new selfChecks in place, with one more waiting to be installed due to damage in shipping. The old self-checks were purchased at three separate times but were all versions of the same model, with the first ones being purchased in 2014 and the most recent prior ones being purchased in 2017.

The upgrade to the new units was strongly motivated by most of the old hardware not being compatible with Windows 10 upgrades and still running on Windows 7 after support ended on 7. This upgrade also finally allowed us to upgrade from the legacy Liber8 product on the old units to Bibliotheca's current product QuickConnect, which among other things allows us to provide digital advertising to the public on their screens.

More information on Bibliotheca's selfCheck solution can be found here:

<https://www.bibliotheca.com/solutions/self-service-checkout/>





## LiftZone at East

Comcast completed installation of a Lift Zone at our East branch, with more locations coming soon at our Penrose, Ruth Holley, and 21c locations. Lift Zones are Comcast's \$1 Billion investment across the country to install free, WiFi-connected internet access points "to help connect underserved families so they can fully participate in educational opportunities and the digital economy."

More information on Lift Zones can be found here:

<https://corporate.comcast.com/impact/digital-equity/lift-zones>

## Penrose Wiring

New data wiring for the Penrose location completed in October. This wiring project was an immense undertaking allowing for the replacement of all Cat 5 and Cat 5E older standards to all Cat 6 standards. This is the current industry standard and allows us to future proof our needs for the next 5 to 10 years. Category 6 will allow for up to 10 gig transmissions (10 times what are current speed is). DMZ (Demarc Zone – central infrastructure area of building where main switches are) was also completely redone, re-cabled and reorganized. This project was completed using eRate. With this location's completion, it marks the end of this project as all locations now have upgraded cabling.



Above is what PE Demarc zone is now with new Cabling standard. Below is what was the old standard.



## **RFID Pad Replacement Project**

New RFID Pads were installed at all PPLD locations, replacing 50 of the older model RFID pads. The older pads were purchased before 2012 and are no longer manufactured. These new pads connect to a computer via USB and do not require an external reader. An external reader and antenna were required for the old ones, which increased the equipment's cost.





## Information Technology Board of Trustees Report December 2022

### **Director of IT Infrastructure Job Posting**

The Director of IT Infrastructure position will be posted in January both internally and externally on Indeed.com.

### **LiftZone at Penrose**

Comcast completed installation of a Lift Zone at our Penrose branch, joining our East location and coming soon at our 21c and Ruth Holley locations. Lift Zones are Comcast's \$1 Billion investment across the country to install free, WiFi-connected internet access points "to help connect underserved families so they can fully participate in educational opportunities and the digital economy."

More information on Lift Zones can be found here:

<https://corporate.comcast.com/impact/digital-equity/lift-zones>

### **Ongoing IT Projects**

The majority of the server environment has been moved to Data 102, however there are some more complex systems still at 21c that require a higher level of planning with vendors to minimize/eliminate staff and patron downtime.

The voice and phone system backend setup has been completed at Data 102

### **IT Projects for 2023**

Multi-factor Authentication for Staff and Board

New TBS Server at Data 102

Inventory all IT Capital assets through ERP platform

Endpoint Manager across all systems (remote computer imaging)



Cord cleanup – cable management at all locations

SmartSheet Project Management Tool rollout to track all IT Projects – SmartSheet is also being used by Finance, Facilities, Collection Management.

## **Security Board Report Contributions- December 2022**

### **Overview**

PPLD Safety, Security and Community Resources is looking forward to 2023. Community Resources has doubled the number of patron assistance encounters and continues to improve our county and direct patrons to county, city, state, and federal resources. Our third-party evaluator has completed its project and the outcome report is attached to this report for your review.

Contact hours have finally been extended to all branches and we have attached the Community Resources office hours schedule here for your information.

Safety and Security has had a trying 4-month period ending 2022. All 3 of the Security Regional Supervisors either retired or accepted new positions with county agencies within 4 weeks of each other. Additionally, reduced staffing and the inability to hire qualified candidates left the department down 6 officers in addition to the supervisors. The CSO and the Security Coordinator were supervising the daily tasks of all three regional security teams, working 30-40 hours a week of officer time on the floor filling shift holes and attempting our normal duties as well including interviewing and hiring. We are excited to say that as of Jan 1<sup>st</sup> the Department only has two vacancies and all officers that were hired have started and are through training! This has had a huge positive impact and we couldn't be happier with the team we are fielding across the district.

Training continues with our new supervisors and managers as well as security staff continue to bring forward appreciation for the work they are doing and the positive attitudes they bring to their positions. Camera installation continues and we are working with IT to get updates from our two vendors on Penrose, KCH and Carnegie.

We were selected by Verkada, our access control vendor, to beta test a new intercom camera unit that is being installed here at Penrose. We look forward to testing its capabilities and seeing how this improves branch safety, security, and time management by other departments.

Emergency operations reference Guides have finally been installed at every facility in the district. Samples will be available at the Board meeting for review. This project took three years, and we are very grateful to be able to provide this resource for our teams in the district.

All training courses have been set for 2023 and we have attached links to the calendars and descriptions here for your information. Yearly our teams put on hundreds of training courses across the district.

[https://ppld.sharepoint.com/:x:/r/sites/SecuritySafety/\\_layouts/15/Doc.aspx?sourcedoc=%7b524F1179-C482-49CA-9CA0-](https://ppld.sharepoint.com/:x:/r/sites/SecuritySafety/_layouts/15/Doc.aspx?sourcedoc=%7b524F1179-C482-49CA-9CA0-)

[FB47F836A12E%7d&file=Security%20Training%20Calendar%202023.xlsx&action=default&mobileredirect=true](https://ppld.sharepoint.com/sites/SecuritySafety/Policies%20%20Procedures/Forms/AllItems.aspx?id=/sites/SecuritySafety/Policies%20%20Procedures/2023%20Training%20Descriptions%20%26%20Registration%20.pdf&parent=/sites/SecuritySafety/Policies%20%20Procedures)

<https://ppld.sharepoint.com/sites/SecuritySafety/Policies%20%20Procedures/Forms/AllItems.aspx?id=/sites/SecuritySafety/Policies%20%20Procedures/2023%20Training%20Descriptions%20%26%20Registration%20.pdf&parent=/sites/SecuritySafety/Policies%20%20Procedures>

### **Southeast Region**

- New Officers have all completed their trainings and are working toward familiarization with the district and patrons.
- The training calendar has been completed for the entire year and East will be hosting a vast majority. Reservations have all been made and we are working on consolidating all the training materials at east
- Work continues to stand up the SOC at east we are assisting in this whenever possible and look forward to this new safety tool.

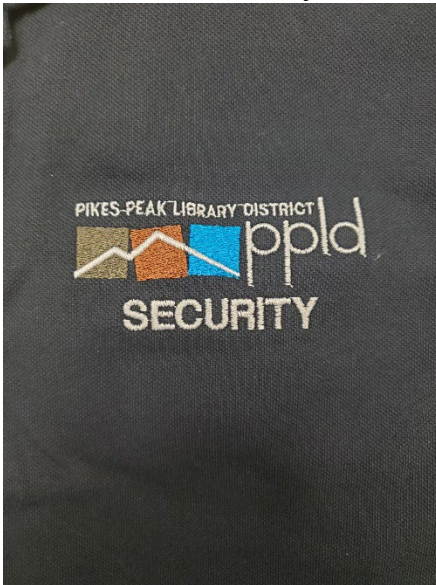
### **North Region**

- While we begin to look to the new year, we have made changes so that any officer that may help other branches has some similarities. We have received and put together a new lost and found cabinet that lives outside of the office so that all three main hubs have the same cabinet for lost and found.



- The holidays are a time to see family and friends who may live out of state. During this time, we are always more than happy to assist at desks and to help. We can help with anything from printer questions to answering the phones when needed.

- We have sent all the paperwork and have tentatively offered the 40-hour 21c Security Officer position to an individual. We have heard that they are still moving through the background process. We look forward to introducing this individual to the rest of the security team.



## **West Region**

- New officers are all trained and learning the district.
- An uptick in aggressive patrons due to cold weather has the officers patrolling as much as possible and working to maintain safe environments across all west region branches
- Staffing has been difficult with sicknesses hitting the team, but we have all pulled together to make sure that the west region has officers ready at all open hours to assist patrons as well as staff.

## **Community Resources**

### Community Resources: December 2022

- Kayla: Biweekly Security appeal meetings
- 275 separate patron encounters, 50 of which were new clients
- All staff: Bi-monthly Safety, Security, & Community Resources team meeting (Dec. 2<sup>nd</sup>)
- Kayla & Nikki: Weekly CE meetings
- Kayla: met with Evan Caster and Scott Correa from PPCHP to discuss plans for Point-in-Time Survey week of Jan 23-27 (county-wide count of people experiencing homelessness on the night of Jan 22, 2023 to submit to HUD)
- Open hours: 3 hrs CA, 4 hrs CH, 2 hrs EA, 4 hrs FO, 2 hrs LI, 4 hrs MA, 4 hrs MO, 2 hrs OL, 8 hrs PE, 2 hrs RO, 12 hrs RU, 16 hrs SA
- Community Exchange:

- 12/2: 11 patrons (Poetry Heals, SRM, DHS, Oak Street Health, Diversus Health, Hire Heroes USA)
- 12/9: 4 patrons (Poetry Heals, Oak Street Health)
- 12/16: 7 patrons (Poetry Heals, TESSA, Oak Street Health)
- 12/23: 5 patrons (Poetry Heals, Oak Street Health)
- 12/30: 9 patrons (DMV2GO, The Independence Center, Oak Street Health)

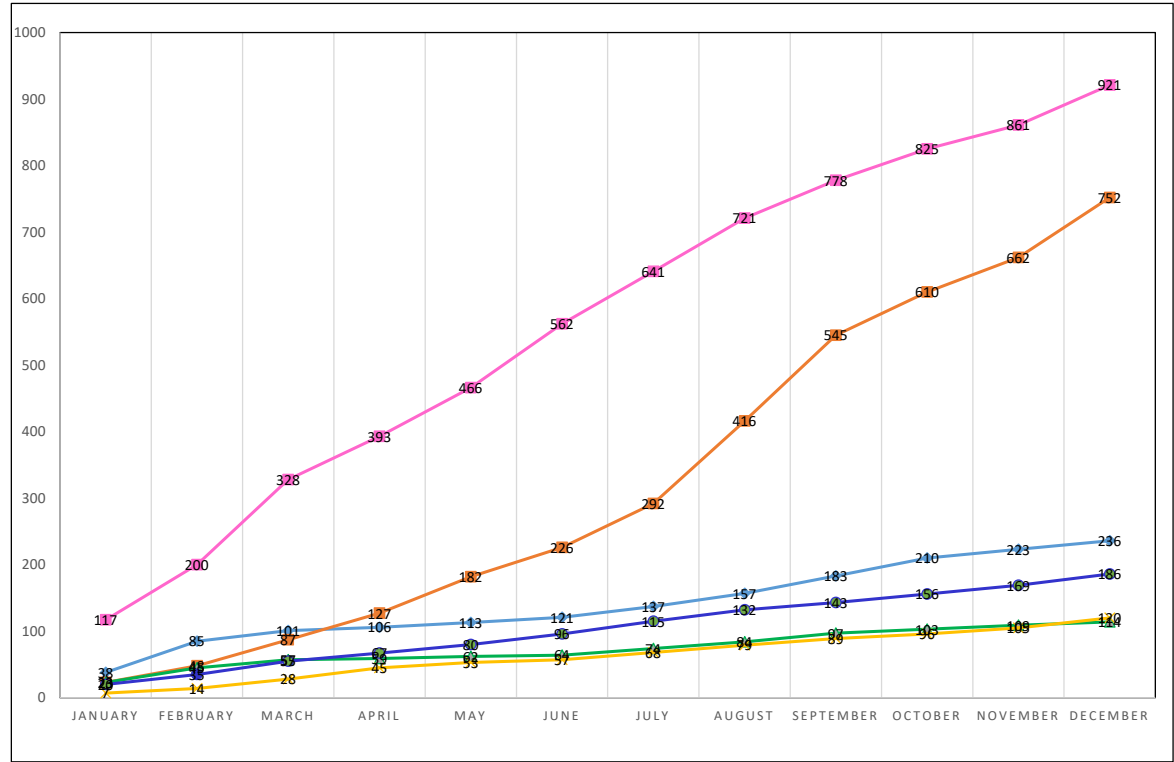
#### Accomplishments

- Provided 188 bus passes to patrons to access shelter, DHS, DMV, medical appointments, job opportunities, and community organizations/resources
- Revised our Helping Hands Guide
- Got a patron from Calhan a Lifeline phone and assisted with questions and applications for SSDI (disability) and SNAP (food stamp) benefits
- Narcan 2023 trainings set in Library Market and Bridge (with help from K Mullis), both ready for employees and patrons to register
- Worked with Comms to get an updated Civic Authorization for Denisha and her team to continue Assurance Wireless phone distribution at Penrose Library on Mondays
- Worked with Comms to get Civic Authorization granted to Cricket Wireless to provide Affordable Connectivity Program (ACP) phones to patrons at Penrose on Wednesdays
- Received Final Evaluation Report from Effect X
- Year End stats: 2540 patron encounters (759 new clients), 1812 bus passes provided to patrons across the district (500 were awarded to PPLD through City grant)

**Report & Suspension Increasing Totals**

| 2020 - Reports |    | 2021 - Reports |     | 2022 - Reports |     |
|----------------|----|----------------|-----|----------------|-----|
| JANUARY        | 38 | JANUARY        | 23  | JANUARY        | 117 |
| FEBRUARY       | 47 | FEBRUARY       | 25  | FEBRUARY       | 83  |
| MARCH          | 16 | MARCH          | 39  | MARCH          | 128 |
| APRIL          | 5  | APRIL          | 40  | APRIL          | 65  |
| MAY            | 7  | MAY            | 55  | MAY            | 73  |
| JUNE           | 8  | JUNE           | 44  | JUNE           | 96  |
| JULY           | 16 | JULY           | 66  | JULY           | 79  |
| AUGUST         | 20 | AUGUST         | 124 | AUGUST         | 80  |
| SEPTEMBER      | 26 | SEPTEMBER      | 129 | SEPTEMBER      | 57  |
| OCTOBER        | 27 | OCTOBER        | 65  | OCTOBER        | 47  |
| NOVEMBER       | 13 | NOVEMBER       | 52  | NOVEMBER       | 36  |
| DECEMBER       | 13 | DECEMBER       | 90  | DECEMBER       | 60  |

| 2020 - Suspensions |    | 2021 - Suspensions |    | 2022 - Suspensions |    |
|--------------------|----|--------------------|----|--------------------|----|
| JANUARY            | 23 | JANUARY            | 7  | JANUARY            | 20 |
| FEBRUARY           | 22 | FEBRUARY           | 7  | FEBRUARY           | 19 |
| MARCH              | 12 | MARCH              | 14 | MARCH              | 21 |
| APRIL              | 2  | APRIL              | 17 | APRIL              | 13 |
| MAY                | 3  | MAY                | 8  | MAY                | 15 |
| JUNE               | 2  | JUNE               | 4  | JUNE               | 18 |
| JULY               | 10 | JULY               | 11 | JULY               | 26 |
| AUGUST             | 10 | AUGUST             | 11 | AUGUST             | 18 |
| SEPTEMBER          | 13 | SEPTEMBER          | 10 | SEPTEMBER          | 10 |
| OCTOBER            | 6  | OCTOBER            | 7  | OCTOBER            | 13 |
| NOVEMBER           | 6  | NOVEMBER           | 9  | NOVEMBER           | 16 |
| DECEMBER           | 5  | DECEMBER           | 15 | DECEMBER           | 17 |

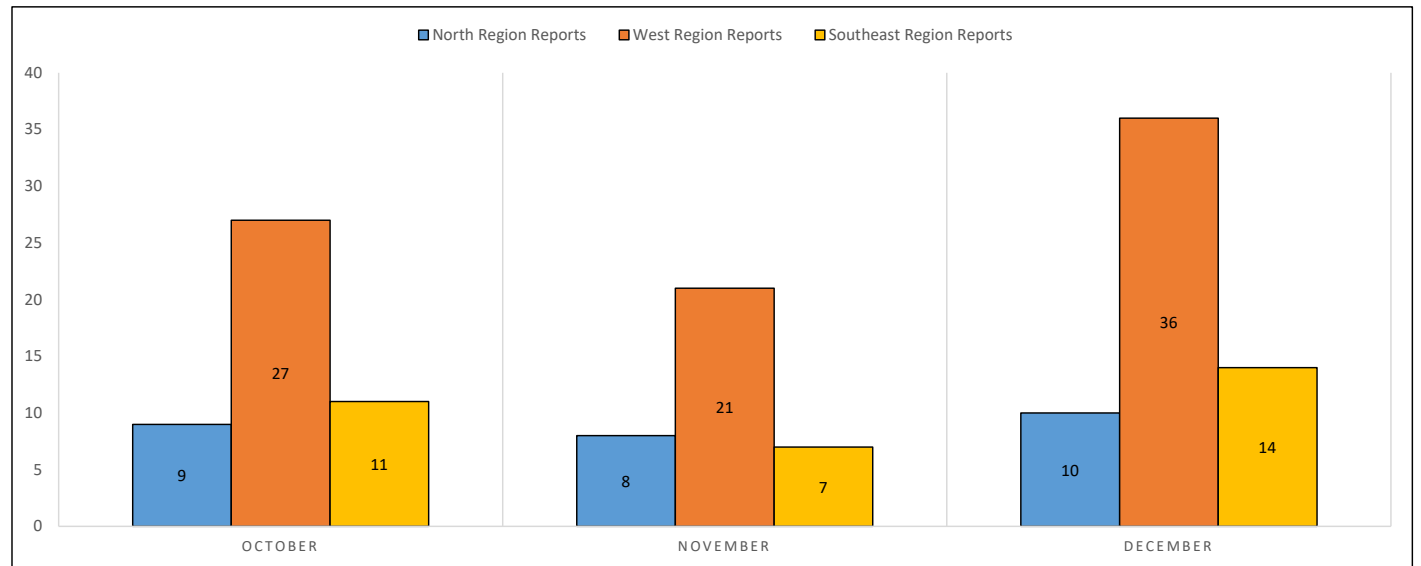


**Reports - Regional Monthly Comparison**

| North Region Reports |    |
|----------------------|----|
| OCTOBER              | 9  |
| NOVEMBER             | 8  |
| DECEMBER             | 10 |

| West Region Reports |    |
|---------------------|----|
| OCTOBER             | 27 |
| NOVEMBER            | 21 |
| DECEMBER            | 36 |

| Southeast Region Reports |    |
|--------------------------|----|
| OCTOBER                  | 11 |
| NOVEMBER                 | 7  |
| DECEMBER                 | 14 |

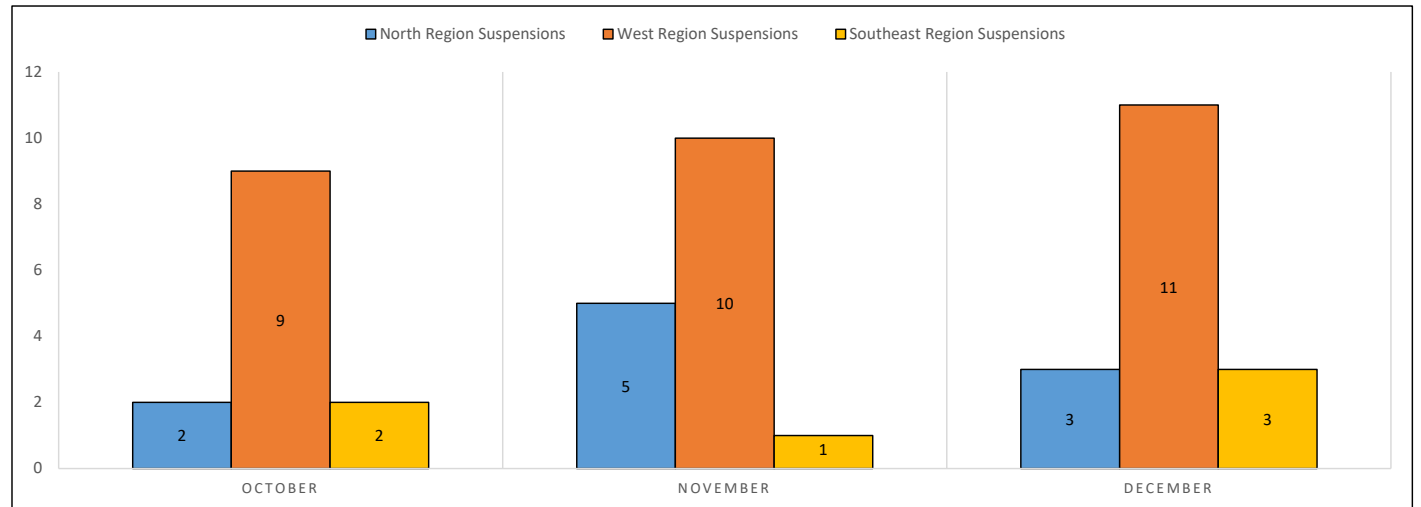


**Suspensions - Regional Monthly Comparison**

| North Region |   |
|--------------|---|
| OCTOBER      | 2 |
| NOVEMBER     | 5 |
| DECEMBER     | 3 |

| West Region |    |
|-------------|----|
| OCTOBER     | 9  |
| NOVEMBER    | 10 |
| DECEMBER    | 11 |

| Southeast Region |   |
|------------------|---|
| OCTOBER          | 2 |
| NOVEMBER         | 1 |
| DECEMBER         | 3 |



# Security/Safety 5 Year Re-organization Plan

| 2019 Goals  | 2020 Goals   | 2021 Goals   | 2022 Goals  | 2023 Goals   |
|---|--|--|---|--|
| Address Overnight Camping issues at facilities  | Address replacement of FOBs to converged proxi cards/ID's                                    | All District Required CPR Completed.   | Rugged tablet for Oncal use   | Acquire and activate remote paging speakers in all branches, internal and external |
| Address Overnight car Parking at all facilities                                       | Aquire body cameras for 3 main facilities and coordinate software to one downloaded terminal | separate alarm panels from fire panels, all buildings on online portal for SOC access                  | Grant for Social Worker/Peer navigator expansion  | Panic Alarms installed in all facilities and tied to S.O.C.                        |
| Develop personal Belongings policy for district and enforcement protocols             | Install Device charging stations at designated libraries                                     | Security option added to phone trees for entire district   | replace body cameras with new intro tech at penrose                                     | Make decision on body cameras and replace entire district system                   |
| Coordinate response to facilities with CSPD Watch commanders                          | Evac Chair purchase and training   | Purchase rechargeable flashlights for each officer.  | Replace radio system throughout district and connect all facilities on separate chanel. | roll out updated emergency/mass notification system                                |
| Create Security policies covering necessary procedures. 18 identified                 | Drill developed EOP's  | all evacuation chairs deployed   | consolidate all 20 hr officers available to 40 hr positions                             | 4 AED's updated and replaced   |
| Identify Emergency Operation procedures that need to be written or replaced and start | Distribute Bleed packs to all facilities   | Finish all EOP's and develop employee and patron reference resources                                   | Complete installation and activation of District wide electronic access system          | Install self clean stations at all libraries                                       |
| On Call updates and improvements  | Promote Security Seniors to actual supervisors and transfer needed dutis to them             | new office furniture at 21C  | Create Security Operations Center where 24 hour access is possible                      | Hire and Develop S.O.C. Staff for 24-hour operations.                              |
| Revamp entire Narcan procedures and inventory   | Increase starting pay of security officers to appropriate levels                             | Develop Drill Schedule and conduct 1 emergency drill for each category at each facility every quarter. | Penrose Interior Lockers  | Schedule Lockdown and lockout drills   |
| Develop video training resources for staff to review                                  | Consolidate rest of safety program ie. AED training and maitenance, CPR training             | Update East Fire Panel.  | Address the parking card system at Penrose, tie to badges                               | Update Penrose exterior lockers  |
| Build lost and found database for all facilities                                      | Review all Knox boxes and adress shortfalls  | Have 70 employes trained in CPR.   | Create security officer handbook/SOP  | Safety Coordinator position  |
| Create depository for all IR footage/Backups  | Have all District Safety Maps Completed.   | Large Camera View Monitors at each main Branch   | branch surveys and safety inspections set up and active                                 | Complete renovation of SOC   |
| revamp entire Suspension process  | Create Cache for Security Equipment at one facility  | Have all Fire Evac Maps Updated.   | replace security camera system at all facilities  | Migrate intrusion alarm panels to verkada  |
| Panic alarm survey and removal/repair   | Have 240 employees trained in cpi  | 120 staff members Recert/Cert in CPI.  | Purchase Fire extinguisher training system  | schedule abduction drills  |
| Newsletter  | Stop the bleed trainers  | Develop Staffing Schedule with internal Officers for SOC   | Buy winter Jackets for all officers   | Mass notification system   |
| Pits Software fixes   | Large monitor in Penrose Office  | Storage racks installed at 21C.  | Expand PE 20 hr officer to 40   | Develop P.I.C. Training with H.R. and P.S.   |
| Use of force delegation   | Large monitor in east office   | Reprogram Radios adding a P.S. Channel.  | large monitor in 21c office   | Schedule active shooter drills   |
| Expand East Security office   |  | Refresh supply of Narcan (2 year cycle)  | Update money courier system/District safes and processes                                | Schedule Weather drills  |
| Complete West Security office remodel   |  | Fire escape ladders at KCH   | Update card readers at all facilities/remove codes                                      |  |



| 2019 Goals | 2020 Goals | 2021 Goals   | 2022 Goals | 2023 Goals |
|------------|------------|--|------------|------------|
|            |            | Issue cell phones to all officers.                               |            |            |
|            |            | All branches with security officers have dedicated CISCO Phones. |            |            |
|            |            | All employees issued badges and updates completed.               |            |            |
|            |            | Create inventoried Safety supply Cache                           |            |            |
|            |            |  |            |            |

If People don't feel safe in the community library, no other mission can be achieved....The PPLD brand suffers when people don't feel safe or when something happens. This affects their feelings of the entire district, our brand is vital and we protect it one interaction at a time."

What follows is a high-level review of the PPLD Security/Safety and Community Resources Department “Five Year Plan”. This plan was developed in 2019 when Michael Brantner was hired to manage the Departments. Upon starting at the District, it was evident that the District was lagging significantly behind industry standards on staff and patron safety as well as security standards. This also extended into basic compliance with statutory as well as internal expectations. Several months of evaluation of all systems, procedures, training, preparedness, relationships with law enforcement, emergency response, emergency preparedness organizations, and policies was conducted to truly understand where the organization was and how it had arrived there.

At the time, it became very evident that the District had made a conscious effort to not maintain or improve security and safety for a significant period. Many organizations fall into a lethargy of not investing in safety and security on an ongoing basis because either large scale events do not happen, budgetary constraints result in reprioritization of investment of safety and security needs, and what is perhaps the most prevalent and dangerous attitude of, “it hasn’t and won’t happen here”. When organizations routinely invest smaller amounts in upgrades and training there is a fiscal impact to be certain. However, just as with any other service realm, when organizations find themselves so drastically out of touch with what needs to be occurring to ensure not only compliance but true preventative environments, the costs to bring systems, staff, training, and preparedness up to date, is enormous and drastic. This means that progress is often unachievable because it has been unimproved for so long.

After finishing a very in-depth evaluation of the District, I communicated what I believed was the core strength of PPLD for the community, from a safety and security standpoint. “PPLD is a highly trusted hub of the community. This trust stems from the expectation of all patrons and staff that the library space is among the safest in the community, and patrons expect that safe environment so implicitly that they take it for granted. Libraries are a soft target within the community. Other trusted environments maintain that safe space through hardening of the defenses and safety protocols they employ. Most libraries seem to prolong that environment through luck and leaning heavily on the expectation that ‘it hasn’t and won’t happen here, because it’s a library’. Minimal safety and security investments have historically provided adequate results, as libraries were simply warehouses of information. As libraries have changed over the decades to become meeting houses, community hubs for engagement and outreach, and have invited the communities around them to be active parts of the system by inviting them into the facility, they have also brought in the outside world of safety and security-related concerns. I believe Libraries have, or will find that they need, to engage in being more proactive in security and safety matters. This not only continues and broadens the expectation of patrons that libraries are intrinsically safe, but also allows staff at the system to feel safer and more prepared in their daily jobs as well. A distinct feeling of being unsafe and unprepared was evident in some form from just about every staffer I interviewed or spoke with in the District. Staff members have stated that this grows more prevalent each year and is having an accumulating effect on the morale of the team. Based on the library’s reputation, I believe that a significant event would create an environment the library would never recover from. A universal loss of the expectation that the library is safe would cripple all other work associated with the District and the public would never be able to regain that safe feeling associated with it.”

This plan was developed out of a six-month, in-depth evaluation of the District, the Security Department, Community complaints and expressed needs, Staff interviews from across the District, and industry best practices and standards.

It is important to note that this was not a static plan but was, and continues to be, evaluated for ongoing needs and additions based on outcomes of changes, newly identified needs, and input from all available sources. At the beginning of 2023, a meeting with several key input groups will take place to discuss the new strategic plan and with its guidance develop the next 5 years of projects and goals for the team.

This will be a high-level review and provide narrative on what the teams have focused on and the reasoning for that focus. However, anyone wanting a more in-depth discussion or having questions on any of the identified goals and projects is more than welcome to reach out. We encourage productive, healthy dialogue and input on all topics. It is important to understand where the department and the District have spent time and energy for improvement and the projects that have been accomplished to appreciate what projects will be focused on and carried forward. The projects touched on below are in no way a complete list of the tackled subjects. Hundreds of smaller projects have been started, worked on, or completed over these years. This is a very high-level look.

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- During initial review of the District, several significant issues immediately came to the forefront that needed to be addressed. The largest and most concerning of these was the utilization of the Districts Downtown campus for overnight camping by individuals experiencing homelessness.

-Counts were immediately initiated with the Security team to determine the extent of the situation. The Penrose campus was utilized overnight by between 60- 80 individuals experiencing homelessness on a nightly basis. It's important to note that several nights spiked to over 100 individuals recorded.

-This situation was untenable for several reasons involving the health and safety of staff, the campers, and patrons utilizing the facility during open hours. Additionally, in reviewing local media reports, complaints from patrons, and in speaking with community members it was not a surprise to discover that there was an assumption that the downtown campus was not safe due to the campers.

-Security immediately began rigorous documentation of all identified safety concerns as well as community complaints. These issues varied from open fires against and around the building, individuals going to the restroom on and around the facility, excessive trash inside and outside of the facility, damage to the exterior of the facility, food stuffs being discarded on library grounds, and patrons being unable to approach building without stepping over other individuals. PPLD staff rigorously worked each day to address these issues on the library grounds. However, this created additional health and safety concerns for our staff addressing the issues. Several months of documentation were compiled to fully show the breadth of the concern and issue. These results were presented to the Chief Public Services Officer who then presented them to the CEO. Paramount to the discussion was that the library was not a safe location for individuals to sleep overnight. PPLD did not provide exterior restroom facilities, overnight security, adequate trash collection, and other hygiene and safety concerns for it to be considered a safe location for overnight camping.

-With documentation of the size and ripple effect of the concern, the decision was made to address it and work with local resources to aid the individuals and create a way to enforce the removal of the camped individuals. Coordination between CSPD and EPSO resulted in signing trespass authorization letters for all the PPLD owned facilities across the District. "No trespassing" signs were created by our communications team based on branch hour needs. These signs were posted at all PPLD facilities where we would be able to enforce the property with line of sight from one to another to ensure enforcement was legal and clear. Advanced notice of the change was communicated three weeks prior with signs posted around the facility to inform the individuals utilizing the facility overnight that this would no longer be allowed. PPLD worked with community resources, CSPD HOT team, Springs Rescue Mission, other local shelters, church groups, and many others to offer alternative shelter spaces for these individuals that were safe. We were very happy to find out that with PPLD's assistance 2 families of 4 and 6 other individuals found housing based on the outreach efforts. Additionally, unlike many other camps in the city that were cleared out around the same time frame, PPLD did not require any law enforcement support on the day of activation to clear the individuals and many of them departed prior to the deadline day. CSPD was of great assistance in the first several weeks go live date at all our PPLD owned campuses in city limits. Specifically, the Penrose campus with their downtown patrol addressing anyone they found violating the trespass hours. Additionally, Security patrolled the posted facilities in an overnight capacity performing extra duty hours to ensure that the facilities were not damaged in retribution for the change and that the new expectations were understood and upheld.

-PPLD was very proud of the work that was done and felt that the change was a necessary first step to solidify the library as a safe place for all residents of the county.

-In addition to individuals utilizing the library grounds overnight, there were also a large group of campers and cars that were utilizing PPLD parking lots overnight. This created an environment where there was a perception that the lots were not safe for patrons and staff in the morning and evening hours. As part of the new trespassing posting, a tracking and enforcement process was developed to address these issues as well. The lots were included in the "No trespassing" posting, and enforcement was extended to those in vehicles as well. However, many vehicles were found to be parked at the facilities without owners in them overnight. Some would move during the day and others appeared to be permanent. Additionally, in a more in-depth survey, we found that many of these vehicles would drive from library facility to library facility so as to only park at each facility one night of the week and then move on to another. This mostly occurred during enforcement by CSPD of the no street camping issue that was being enforced across the city, pushing many of these individuals to find private parking lots. A process was developed to post a notice on an identified vehicle and input the vehicle information into a District-wide spreadsheet for Security to track the interactions. Vehicles moving from lot to lot would still be in violation, and officers could track if the vehicle had been posted yet or not. After three violations across the District, PPLD now contacts towing services to have the vehicle removed from the grounds at the owner's expense. This has been used very infrequently as the posting process and clear communication of expectations and consequences has been very successful.

-One of the most significant issues as far as enforcement that was immediately identified upon overview was a crippling disconnect with Law enforcement agencies and an extremely high recidivism rate for violation of the libraries code of conduct. Both issues together gave a clear picture of a broken enforcement system. Within one week of observation and interviews with staff, the District Attorney Office for the county, and the city attorney's office, it was clear that a total redesign of the enforcement

system was necessary. Interviews and trips were organized to view and learn about other library Districts' procedures, and discussions with Law enforcement and prosecuting attorneys were held to determine what guidelines they would prefer and what they would consider necessary to support the library, respond to its calls for assistance, and prosecute those that violated its guidelines. With all this information, an entirely new process was established.

-A one-day removal process was set up to create a stepped system of enforcement. An entirely new suspension and appeal system was established, and the training and documentation process for both was completely rebuilt to support the needs of the District as well as the enforcement agencies. The new appeal process would focus on creating a safe library system and environment for all patrons, as well as incorporating a restorative justice aspect so that suspended patrons would again feel a part of the library and work to support, not evade or break, its policies. All components resulted in a drastic reduction in patrons allowed to return to the District being suspended again due to another offense. PPLD's recidivism rate went from around 90% to under 5%. Additionally, we had in-depth conversations with Law enforcement watch commanders for areas with PPLD facilities and worked to create more communication and support processes. Law enforcement agencies began responding to library calls for assistance and ticketing, and following through with prosecution of tickets resulted in fewer escalated situations. Unfortunately, recent legislation at the state level has reduced trespassing (the number one call from PPLD to law enforcement agencies) to a petty offense, thus minimizing again the response from law enforcement agencies. Law enforcement agencies do still respond for situations with life safety issues; however, responses have reduced drastically since the legislation.

-Prior to the review, PPLD Officers had Narcan at their disposal, but it was not universally carried by officers or available at all branches. Studies of other libraries as well as review of the incidents of overdosing in El Paso County and Colorado, led to a complete revamp of the Narcan program at PPLD. Statistics showed that, at that time, Colorado was at the forefront of the opioid overdoses in the country and the numbers were on a significant upwards trajectory. Today, Colorado is still among the leaders in the country in opioid overdose and abuse. A yearly certification was established, and a hands-on teaching program as well as online review video for staff to watch when they felt they needed a refresher in between recertifications was created. PPLD worked with the State grant program to be a recipient of the State's Narcan provider program. All branches were provided with a Narcan kit that would be stored with each branch's AED and all Narcan kits were rebuilt to be easily identified by those trained and identical in contents so training could be done in one way for all staff. Narcan has been deployed several times at PPLD since its addition to the District. This year (2023) the security program is again conducting training at almost all PPLD facilities over the course of the year. However, this year we are opening the class up to patrons to attend along with our staff members. PPLD feels if we have the ability to, and are already offering these trainings, providing the opportunity to any interested patrons in the current climate of abuse is the responsible community engaged expectation. Our Narcan supply is inspected monthly to ensure its readiness and replaced when it reaches its expiration recommendation.

-Panic alarms were dispersed across the District at several of our facilities; however, they were not active in the monitoring system. They were still listed in our contracts from the alarm systems but were not an available tool. Staff felt there was the ability to utilize these alarms when in duress, but they weren't. Additionally, we were paying for these stations in our contracts, but they were not active. With this in mind, a complete survey of every PPLD facility was conducted to identify every alarm system component and determine if it was working or not. We then compared the results with the contracts

from the monitoring company and identified a vast number of discrepancies. We began a project where alarm components that were broken were repaired, components that were unneeded were removed, and panic alarms were removed from the system as they were not being utilized. PPLD intends to deploy a keyboard centric panic alarm system in the coming years that allows all PPLD staff keyboards to be tied into the Security Operations Center and be used as a pinpoint panic alarms. During this process, we took a deep dive into each facility's available intrusion alarm codes. Between the 16-armed facilities, we found almost 1,000 active alarm codes. There was no record of who knew these codes, when they were established or if they were still being used. We worked with our vendor to wipe these alarm systems of all codes and reissue a very controlled code group that was the same at every facility. This allowed us to simplify entrance for all staffers, as well as significantly reduce the possible entrance of unmonitored individuals.

-An in-depth look at the reporting software for PPLD security and safety issues was performed. The software was dated, underperforming, not user friendly and was not being utilized to capture but a fraction of the data that was occurring at the District for metrics. A complete rebuild of the reports was conducted between security and the exterior vendor. We then created an online and in-person training process to ensure that reports were complete, and we could quickly and easily access the information. Additionally, we mined the data that we did have going back 5 years and input it into the new data software so that we could get rid of the old paper and other software reports and look at all data together. This allowed us to also compile a yearly statistical report that we reference to determine needs of security compared to local crime statistics, reference trends in offenses, and plot the events for later comparison. We reduced the number of staffers that had access to the reporting system and ensured that the staffers that did have access understood what and how to report events so that they would meet the needs of law enforcement as well as prosecutors. We updated the violations, so they clearly reflected the code of conduct and were easier to track throughout the District.

-An evaluation of the spaces that were set aside for the Security team to write their reports as well as conduct investigations, store equipment, and take breaks off the floor while still close enough to respond to any immediate threat or security need was completed. Penrose was in the process of creating a security office at the beginning of this review. This process was supported, and we worked closely with the Facilities team to ensure the work could be completed and a usable space was created for the team. Over the next two years, conversations with facilities as well as the East Manager allowed the designation of the vending machine area at East to be incorporated into the East security office so that there was room for more than one officer in the office and it was a user-friendly space for staff to conduct work. Small renovations were completed at the 21c office with Facilities' assistance as well to open the area and reduce equipment that was not necessary for the team. We are currently working to create a usable space at East for the Security Operations Center (SOC).

-One of the chief Security Officer complaints were related to an unclear process or expectation of what they were allowed to do, expected to do, and would be supported in doing as it related to interaction with Patrons. Patrons suspended would often circumvent the existing appeals process and go to a manager or member of library administration and get suspensions removed. Officers felt unsupported and unempowered to enforce rules since they had no meaning and could be reversed with a phone call to a manager. Long conversations and training on the new appeals process were conducted with members of the management team and identified leadership team members. Additionally, all PICS were now required to take the created Suspension appeal training, so they were aware and clear on the

process. Regarding force, Officers felt they had no clear line on where the library would support them in interacting with violent patrons, so there was a clear expectation for them to do nothing because they did not want to be fired or face charges themselves. With these issues in mind, the department brought together members of leadership, management team, security officers, legal counsel, and a law enforcement advisor from CSPD. A use of force policy was drafted and presented to the board for approval. This policy now provides a concrete definition to officers on what they are expected to do regarding force, and what the library would do to support them. This immediately created a return in the investment of the security team and morale for the Officers.

-Another large complaint from the public and staff was the number of personal belongings that patrons were bringing in, as well as storing around the exterior of the libraries, but mostly the downtown campus. The unregulated number of belongings and no clear distinction between what was allowed and what should be considered unsafe created an environment that needed to be addressed. We had long conversations with other library systems and looked at several different methods of control for personal belongings before we settled on the personal belongings policy that the board eventually approved. This policy allows a limit to be set for patrons and clearly allows staff the ability to disallow items that are safety concerns. Additionally, an agreement was made with CSPD as to the enforcement of abandoned property left in front of the library. As Security officers went out front and had patrons move their shopping carts, wagons, and other items from property, they would put them on the city sidewalk, where PPLD has no enforcement authority. As CSPD came by, they would tell them to move it from the sidewalk right-of-way and they would move it onto PPLD property. CSPD eventually stopped coming by for these calls as it was not productive to attempt enforcement. We agreed to create a designated space in the Penrose lower parking lot that would be signed and monitored by camera. We would allow patrons to place items such as carts and wagons in this area away from the front of the building while they were utilizing the library. Additionally, large bins were chained down and placed there for patrons to place additional items inside to store that we were now not allowing them to enter the facility with. With this resource in place, CSPD agreed to respond to right-of-way calls and assist in forcing individuals to store belonging in the designated area and not on sidewalk or other parts of PPLD property. This had an immediate effect on the welcomeness and cleanliness of the Penrose property and has been very successful. We hope someday to create a more permanent and more pleasing-to-the-eye storage solution that will incorporate the rocked area near the bay windows in the back lot. It is hoped this will open more used parking spaces, make the area more visible to patrons from the windows thus encouraging more use and less belongings inside. There are also thoughts that this can be incorporated into an art piece so it is more pleasing and user friendly.

-A shocking lack of written directions and expectations were in place for the Security team at PPLD. Post orders or an Officer handbook were not available in any way for officers to reference or utilize in the expectations of their duties. A complete reliance on initial training and word of mouth were utilized to enforce officer expectations. We immediately began creating eighteen Security procedures that would guide Officers in what was expected and be a resource for them to utilize. Additionally, we began compiling all rules, policies, procedures, training documents, references and anything security and safety related into one file on the District servers. This file was a single go-to for all officers looking for information. This way all the resources that were spread throughout written documents, multiple department files and the internet were in one place. If they didn't know an answer, they could go to one location to find it. This took a great leap forward when, as a District, the Intranet and SharePoint were

brought on board. A significant amount of Officer time was spent ensuring that the Safety/Security/Community resources page on the intranet was all inclusive, easy to navigate, and a one-stop section for all relevant information. Since the start, close to one hundred reference and training documents, resources, and videos have been created by and for the team. The eighteen SPs created still exist and are refreshed and reviewed every year. They have been attached at the end of this document for reference.

-Having the right tools for the duties that we expected our Officers to perform, allows them to feel confident they can perform those tasks. Many of our Officers were wearing security shirts that were worn out or had outdated PPLD logs on them. Additionally, Officers were expected to show up to work clean and hygienic, representing the District well, four to five days a week with one or possibly two security shirts available to them. Officers were missing, what would be considered, key equipment components to perform their positions. An effort to outfit all officers with adequate, properly branded uniforms was completed. All Officers now have four pairs of pants and four shirts for their work week. This allows the uniforms to be cycled and stretches the life of the uniforms, so they are not worn out so quickly. Additionally, all Officers were equipped with an outfitted Narcan bag, a glove pouch, a rechargeable flashlight, a stocking cap and winter coat for patrolling in cold weather outside and being identified as library security, a hat for sunny days, a neon safety vest for parking control, a security poncho so they can respond outside in rainy weather, and a District-issued cell phone. The cell phones were previously issued to a few of the Officers in each region. An effort was made to have all Officers equipped with a cell phone so they could be available as they transferred from facility to facility, they could take pictures of patrons and events when they were engaged, they could have the ability to call 911 from any situation they were in, and they could be reached after hours for emergencies and coverage.

-After a thorough inventory of available items and a discussion of how items were issued to officers, it was discovered that each officer was purchased new equipment when they arrived as departing officers were allowed to retain their equipment and uniforms and they were not reused, mostly because they were in such disrepair. This cost the District approximately \$700 for each new officer that was hired, and at the time, security had a revolving door of staffers. As soon as all new equipment was issued, a "cache" for supplies was set up at the 21c library facility. This cache is secured so equipment does not walk away and any extra supplies that are assigned to the security department are inventoried and stored in this one location. When officers depart the District, all equipment and uniforms are returned, inspected, cleaned, and put back into the cache to be redistributed to new officers if the sizes are appropriate when they start. This recycling and reusing of equipment and uniforms that still have usefulness has saved approximately \$15,000 over the 4 years it has been in use.

-A vastly important project that was tackled was the updating and training of the Security on-call response for the District. After hours events are routed to a designated officer for response and no specific procedures, expectations or training existed to regulate this position. On an average week, our Security on-call officer receives 20 to 40 calls for alarms, questions, and emergency responses after hours. We created a procedure, a training packet, and a schedule of rotation to incorporate all Officers in the District and an equipment bag that holds all reference materials that may be needed. The equipment bag includes items such as back up keys, maps to and of all facilities and locations of important features inside facilities, a specific on-call phone to route all calls to, a laptop computer with access through the hot spot on the phone to the buildings' camera systems from anywhere with cell



signal and the ability to write the incident reports, and a spotlight for searching outside branches at night from their vehicle. This training and equipment have improved response, improved confidence in responders, and reduced cost to the District in that Officers are able to remotely check on facilities and do not have to respond to each of those 40 alarms, thus creating increased costs for overtime payment and mileage every evening.

-When interviewing staff at branches, a large complaint was that there was no clear direction or process for handling lost and found across the District. A new comprehensive lost and found procedure was created and attached to the code of conduct so that all patrons could view it and understand what was done with materials lost in the District. A District-wide logging program was created that could be checked from every staff desk so any employee who received a question would be able to let a patron know if any other branch had their property stored. The log allows staff to enter all pertinent info and track if it is returned and how long it has been in the system. It prompts staff to remove long held items and security picks up timed out items while patrolling all branches and follows disposal prompts based on what the items are. This has improved and standardized the process across the entire District and made sure we are doing all we can to return property to our patrons when found.

-A significant silo-ing of Security officers from the rest of District staff was identified. This disconnect meant a lack of trust and communication between the individuals tasked with enforcing policies as well as keeping all District staff and visitors safe. Each of our training and procedure changes was meant to attack this disconnect and create an environment of teamwork within the District. One of the additional ways this was accomplished was with our Security newsletter. Each month, a newsletter goes out highlighting any new updates on equipment policy or procedure in security/safety. Additionally, a section is dedicated to explaining a current event that has generated questions and what to do, such as the first amendment auditors. Finally, the newsletter includes a section where a District officer is highlighted, where they work, how long they have been with the District, what they enjoy about PPLD, and what they do for fun. This allows staff to see Officers as teammates and people as well.

-EOP's or Emergency Operations Procedures were few and far between. There were some remnants of an effort that had occurred a very long time ago floating around the District, and each branch had a pieced together fire plans that were not posted or managed. A list of eleven topics was created and Procedures were created for each one. These procedures were created with input and cooperation from all invested departments across the District. Training modules were then created from these procedures. Finally, these procedures were all posted on the intranet, distributed, and compiled into a quick review emergency Operations Reference guide. These were printed and distributed throughout the entire District for staff to be able to refresh, train, and use for reference in emergency situations. Additionally, Fire drills had not been performed in the District for a decade, and never at some branches. Security set up a quarterly fire drill at every branch in the District. Security plans, coordinates during, and performs the after-action, learning from each of these 64 drills a year. They have been great in improving the confidence of staff and improving the evacuation time and knowledge on each occasion. The District is much better equipped when actual fire alarms go off as they do multiple times a year.

-Along with these fire drills and EOP was the need to expand emergency evacuation capabilities at several facilities (Listed Below). These facilities do not have an exterior ground floor exit from several staff and public areas. In the event of a power outage, elevator outage, or fire emergency, there was no

adequate way to safely evacuate persons from these areas. Stair evacuation chairs were purchased for these facilities and a yearly training program for all security and maintenance staff was established to utilize the resource. Additionally, fire escape ladders were purchased for KCH and stationed at either side of the third floor to facilitate emergency evacuation. These are included in the monthly safety inspections at each facility.

-KCH

-Penrose

-East

-MAC

-Connecting Officers with staff and patrons when and where they are needed was a big concern. As we do not have enough security team members to cover every facility, we rely on making sure that when events happen, the branches can contact the three regional hubs for assistance. Unfortunately, we often do not have a minimum of two security staffers at the three regional hubs allowing one to stay there and the other to respond to branches due to staff restrictions either. We needed to make sure that we could quickly connect branches to regional teams, and the regional teams to each other so that they could respond from wherever we had resources to any issues. Officers are meant to be on the floor and have a presence as much as possible. This also meant that they are away from the District phones that may be used by branches to call for assistance. We were able to deploy wireless Cisco phones to each of the security resource buildings. These can be carried by the Officers as they patrol so they can be reached by the branches and other regions as they are on the floor. Additionally, with IT's assistance, we were able to reprogram the numbers associated with Security, so they were all of one number run and were easy for staff to remember and reference. The security operations center will be 2500, Penrose security is 2501, East Security is 2502, 21c Security is 2503, Sand Creek is 2504, Security Coordinator is 2505, Community Resources 2506, Ruth Holley is 2507, Ruth Holley Community Resources is 2508. Additionally, we were able to have a prompt added to the East, 21c and Penrose phone tree for security. When someone calls into the branch and is greeted by the menu, they hear the option to press a quick connect key and be transferred to security.

-After several concerning instances with money handling, possible missing funds, and transfer issues, security and finance worked together to create a new, secure money-transfer platform. A procedure was developed that created a safe money transfer procedure that met the requirements of the security team as well as the administrative needs of the finance team. Now, twice a month, security picks up from designated collection points all around the District. Secure drop safes and paperwork processes were set up to protect the branches depositing the funds, the officers transferring them, as well as the finance team accepting them. PPLD's hard currency funds are now more secure than ever with multiple layers of control.

-Ensuring proper identification of staffers and streamlining the badging process was a high priority for the department. At the same time, we had FOBs that controlled the doors we had added to our access control system. A large project was started to identify what badge platform we could migrate to that would allow us the ability to function on our current archaic system but still possess the ability to increase the security components of the badge and allow future expansion as new tech and software

could be added to the District. The smart card platform was selected, and the department spent many months migrating all staffers onto a new badge/access card in one and configuring software setups to better protect the District's access doors and provide versatile set up for managers to control access permissions.

-All interactions that Security team members have with patrons should be able to be traced back to the code of conduct. We felt that the code of conduct was very strong in its design after a few structural and wording changes but needed to be more accessible to all patrons to understand. A project began with communications to recreate the code of conduct notification to include easy-to-understand picto graphics and color-coded messages on what is and is not allowed in the District. These were styled onto a poster format that was posted at every public entrance into the District and throughout the facilities in a size that is easily seen and noticeable to all patrons.

-One of the largest problems with the Security department was the almost revolving door of staffers that the District went through. Human resources were constantly posting for Officer positions and the amount of time and money that the District was spending on hiring and training officers to have them leave within six months over and over was not sustainable. Additionally, this created a lack of trust with the other departments and a very low level of experience in the Officers themselves. A study of the reasons Officers left and a comparison of Officer salaries to local contract security companies' counterpart Officers revealed several expected outcomes. PPLD Security Officers felt unprepared and under-supported for the positions and expectations that were placed on them. The massive restructuring and rebuilding that was occurring was addressing this issue; however, the issue of compensation was not addressed. When PPLD had paid to have compensation studies in the past, the security team was classified as non-armed security officers. Although this is a correct classification, it meant that the Officers were compared to non-armed officers stationed at local grocery stores, and at front desks of business parks and other non-armed contract areas. Officers stationed at these locations are known within the security world as placeholders. Almost any untrained new hire can be placed into these positions and simply be a body filling the position. They are not expected to interact at any great level with customers, are there as a visual deterrent, and simply report on any violations. We were asking our team to actively patrol, interact with patrons, and be customer service ambassadors. We asked them to approach patrons breaking the rules and use de-escalation skills to gain compliance or remove aggressive patrons. Our Officers are commonly spit at, assaulted, cursed at, threatened, and belittled as they enforce PPLD rules. Individuals had the option between these two positions for the same amount of pay and abandoned the District almost as soon as they started. Supporting them and improving services, training, and resources would only go so far. We were able to have Officers restudied and correctly classified at a higher pay grade, and this immediately allowed the District to start retaining good officers and reverse the outflow of the team.

-Complaints against staffers in the District are common. Additionally, once we were able to get law enforcement response to the District, our court cases were challenged on validity of Officer's reports and statements. Body cameras were in use at two of the three regional facilities, but sufficient numbers were not available for all Officers, and most of the cameras were difficult to use and were often broken. A search for available vendors that were within the fiscal responsibility of PPLD as well as user-friendly for the Officers and easy to store and search the footage on the backend for administration was started. A system was decided upon and purchased for the District. Logging stations were set up and cameras distributed so that every PPLD officer has a body camera available for use during shift and

a cloud repository of assigned footage was created to easily and automatically manage footage within given guidelines and can be easily assigned to IR cases and pulled for jurisdictional use with court cases.

-All the equipment and resource updates that have occurred across the District require upkeep in the form of inspections and refreshing. For this purpose, the department created a set of maps for the entire District. A map showing the location of all intrusion system components was created. A map showing the location of all safety components was created, and this map allows monthly inspections of all components to ensure nothing is missed or missing. A map showing all the fire system components was created to allow easy training and location of this equipment. Over 1000 emergency exit maps were created one at a time for all areas of the District. These were uploaded and numbered on the evacuation map so that when they are identified as missing, they can be immediately located, reprinted, and rehung. A Camera location map was created so installations can be easily identified as well as eventually turning this into an interactive component of the SOC so cameras can be immediately pinpointed instead of sorting through available views. Finally, a door map was created. Prior to this, there were multiple lists showing door components at different locations. Numbers for doors were often very confusing and work orders often included description of where the door was located instead of a number because doors had many iterations of numbering handwritten on the inside of the frames or other locations. Every door in the District was inventoried, checked against a master numbering list that we created, and labeled on both sides of the door. This allowed us to know exactly what work needed to be completed on all doors to bring them up to code and compliance. Additionally, these door numbers will be integral in moving forward with the access control update project.

-Parking meters at Penrose have been a significant issue for some time. The aging equipment presents several challenges for staff as well as patrons. Multiple conversations have begun over the years with the municipal parking authority to update the agreements, and conversations have occurred with vendor many times as well. Facilities has been able to push these conversations, and the replacement of the parking system is almost at hand. Security monitors, maintains, and collects from the meters and will continue to with the new system. We worked with the manufacturer to build into the system components of our new badge/access system so that the employees can simply scan their PPLD badge and gain parking access. Additionally, Security will be able to monitor the system and authorize VIP's and other designated vehicles on the back end of the software for visiting and presenting officials.

-Communication between departments and between branches has continued to be a difficult solution for some time. It was identified that the District needed a quick way to communicate in emergencies as well as during daily business. Therefore, a search was started to see what we could do to economically update our radio communication. PPLD radios work online of sight. Radios at Penrose can mostly talk to other radios at Penrose and the same at each of the other regional branches. No other locations have communication. Some locations do not have reliable cell service either. Multiple platforms were investigated and several years' worth of conversation with companies to find a reliable, effective, and economical solution was finally decided upon. The new radio system has been delivered and IT and Security are working diligently to bring this online in 2023.

-The Camera systems at PPLD were almost completely out of service upon the beginning of the District program evaluation four years ago. Most systems were not licensed anymore so had no service or updates. Over 60% of the installed cameras did not work. The cameras that did work were so fuzzy the information was unusable. Over 80% of the District was not monitored by camera even if what we

had installed was working. Additionally, the systems continually crashed, and were only accessible from the location they were at. So, to get footage from Monument, you had to drive all the way to Monument to view it. Additionally, no current interpretation software or analytics could be loaded on any of the systems. PPLD contracted with a Security evaluation company to look at all facilities and make recommendations on where cameras should be placed in our buildings. They then worked with us to identify what types of cameras we should be placing at those locations. We then began looking at sixteen different camera companies to determine what would be the best fit for those needs and pricing. Everything was buttoned up and decided and the decision was brought to the PPLD board. The complete revamping of the camera system was approved by the Board. However, immediately following that decision, Covid hit the country, and the District decided that it was not a good idea to expend such sums when we were not sure what the pandemic would bring. The funds were deallocated for the improvement. However, there was an existing capital fund that had a small portion of the total cost of the system that had been saved for the intent of the camera system over many years. We began looking at what small improvement could be made with that fund that would be able to be reused when the total project was approved again sometime in the future. How could we invest the funds in an outcome that would improve the system but not waste the funds, so the work that was done would be beneficial towards the result? Many months led to the decision that we could move forward with a District wide cabling project. We could pull the CAT 6 cabling to all the identified locations that we needed cameras. That cabling would be able to be reused when the new system was eventually installed. We could then buy inexpensive cameras off-the-shelf and have those installed on the CAT 6 lines to temporarily allow the District to have a very minimal camera system. In the future, those temporary off-the-shelf cameras could be donated to another library system or sold for a small amount to recoup some of the costs. We moved forward with this project and have completed cabling at all facilities. Cameras are installed everywhere except Penrose, KCH and Carnegie. This project has taken almost two years but has improved our District safety immensely. As part of this project, we installed larger viewing screens in the security offices so that the Officers could blow up footage for investigations or watch incidents in real time more closely to determine actions needed.

-One of the simplest functions any business must focus on regarding safety and security is access control. The library currently has a very archaic access control system that is spread over two platforms that are vaguely tied together but must be maintained separately. Updates or changes in one must be mirrored in the other through on-site programming at each door. The District has a very small number of doors incorporated into this system in a very piece-meal fashion. Best practices encourage all exterior doors to be monitored so it can be seen what is opened or propped, what is forced, and allows lockdown of entire facilities through the system, instead of hand locking every door. Important access can be established to each door that needs it. Updates to closers and crash bars can improve safety and lockdown and will improve the ability to protect our staff spaces from intrusion or unauthorized access. Each year approximately 50 alarms are triggered at night across the District by exterior doors that were not locked, allowing patrons or others to come in, or just the wind to open them. Officer must respond personally to secure these doors. Items go missing from branches, patrons are found wandering in staff areas, and facilities cannot be secured in emergencies. The issues go on and on, and the risks are incalculable. Additionally, PPLD has hundreds of keys out in our staffing group. Each of these keys cannot be turned off remotely if lost and has the ability, if lost, to not only create large safety and security issues, but to cost the District large sums of money. For example, we estimate that if a District master key is lost, the cost to rekey the District in today's environment could be upwards of \$35,000

each occurrence. A project to evaluate all doors in the entire District began two years ago and recommendations for improvements and placing the door system on a new platform was brought forward. Again, dozens of door software companies were evaluated, and one was settled on that combined the abilities of all the security programs into one, including cameras, access control, intrusion alarm, visitor management, environmental sensors, and speakers -all in a single control platform. The Board approved an account to begin these improvements District wide and components were bought in bulk before a major price increase. Vacancies, staff shortages, closures, and District turnover at high level positions have prevented installation to begin. We are looking forward to beginning installation and total door compliance at six of our facilities in 2023.

-Since PPLD became the 31<sup>st</sup> library District in the country to employ a social worker, the program has continued to fill gaps and support programs from the national, state, city, county, and nonprofit areas. PPLD does not provide case work, but rather reference assistance to what the other organizations provide. We provide a helping hand to understand what resources are out there and how to access them. Amazing work has been done to improve our community through this team, one patron at a time. A grant opportunity from the Health Foundation allowed the team to employ a second social worker as well as two peer navigators. This has doubled in a few months the amount of reference assistance the team has been able to provide. Patrons are accessing resources at a higher rate, and the other organizations are receiving relief through the hard work that our team has stepped up to do to direct patrons where they can go to solve the issues that citizens want solved. Attached is a third-party evaluation of the Community resources team as required by our Grant award. We are excited and proud of the work this team does to improve our libraries, our community, and provide solutions to the problems that both sides of our political spectrum want solved. The library has always been, and should always be, a foundation of information to all patrons, and point patrons and all their requests where they can continue their personal journeys.

-I have become well known in the District for saying that the Security department is the largest department in the library, because every employee works for security. In a way, this is completely correct. All employees must cooperate to enforce the code of conduct to all our patrons in every encounter. Our Officers simply cannot be everywhere for everyone. However, staff were uncomfortable and often afraid to have difficult conversations with escalated patrons or patrons who were not adhering to the code of conduct. With this in mind, the District identified a representative from the Security team and from public services to become certified instructors in "Nonviolent Crisis Intervention Training" This teaches staff members how to evaluate the safety of a situation they come upon and always keep that safety in mind. It teaches tools to lead a conversation to gain compliance from someone who is losing control. It also teaches them to work as a team and support others. This training has been well-received, and we have certified well over half of the PPLD team over the course of the years we have been teaching it. It is a two-year certification that we process staff back through for refreshers every two years. The only cost for staff is the book we must purchase at \$20 per student and includes a national certification. This course costs \$1,200 per person to take outside of PPLD. As we have taught over 300 students and the cost of our instructors has been \$11,000 including their recertifications over the years, we have saved the District \$349,000 by bringing this in-house, plus unknown savings in reduced injuries, events, and other disruptions to services and programs. Additionally, we have trained staffers for outside resources including three Denver area libraries,

Woodland Park library, and three Colorado Springs outreach facilities. We require them to cover the cost of the book so there is no cost to the library as we are already teaching the class.

-Finally, as we looked at what we were required to have as far as safety training by our own mandates, legal mandates, and best practice mandates we found that we were not meeting any of the metrics we should for staff and patron safety. We knew the value of creating in-house instructors and the funds it saves the organization. We certified security officers as instructors in Basic First Aid, CPR, AED, Narcan, Stop the bleed, and Blood Borne pathogen cleanup. These trainers teach classes to staff year-round to ensure that as many of our frontline staff are ready to step in and assist anyone in medical duress at any time until emergency services can respond. These instructors also oversee inspections of resources for all these disciplines that are spread out over the entire District.

| Penrose               |  |            |
|-----------------------|--|------------|
| Total Monthly Reports |  |            |
| January               |  | 43         |
| February              |  | 27         |
| March                 |  | 48         |
| April                 |  | 18         |
| May                   |  | 24         |
| June                  |  | 38         |
| July                  |  | 22         |
| August                |  | 35         |
| September             |  | 23         |
| October               |  | 18         |
| November              |  | 15         |
| December              |  | 27         |
| <b>Total:</b>         |  | <b>338</b> |

| Penrose  |           |           |            |           |           |           |           |           |           |           |           |           |            |  |
|--|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|--|
|  | Jan       | Feb       | Mar        | Apr       | May       | Jun       | Jul       | Aug       | Sep       | Oct       | Nov       | Dec       | 2022       |  |
| <b>Unsafe or Disruptive to Others</b>                      | 14        | 7         | 17         | 4         | 9         | 9         | 8         | 7         | 7         | 5         | 3         | 7         | 97         |  |
| Interfering with Library Employees                         | 1         | 0         | 2          | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 0         | 4          |  |
| Interfering with the Passage of Staff or Others            | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Innapropriate Treatment of Staff                           | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Use of Profane, Obscene, or Aggressive Language            | 12        | 6         | 14         | 3         | 8         | 9         | 7         | 7         | 6         | 4         | 3         | 6         | 85         |  |
| Excessive Displays of Affection                            | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Activities that may result in Injury to Self or Others     | 1         | 1         | 1          | 1         | 1         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 6          |  |
| Bringing Animals into the Library (Except Service Animals) | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Wearing Innapropriate Clothing                             | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 1          |  |
| Excessive Noise  | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 1          |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 2         | 2         | 2          | 1         | 2         | 0         | 0         | 1         | 1         | 0         | 0         | 1         | 12         |  |
| Loitering  | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Entering Non-Public areas without Authorization            | 0         | 1         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 2          |  |
| Posting Signs on Library Property without Approval         | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Activities that May Result in Damage to Library Property   | 0         | 1         | 1          | 1         | 1         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 5          |  |
| Leaving Personal Property Unattended                       | 0         | 0         | 1          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1          |  |
| Habitual Sleeping on Library Property                      | 2         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 2          |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 1          |  |
| Sales or Solicitation without Prior Approval               | 0         | 0         | 0          | 0         | 1         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1          |  |
| <b>Illegal</b>   | 4         | 3         | 9          | 7         | 5         | 12        | 6         | 13        | 5         | 6         | 8         | 11        | 89         |  |
| Intimidating, Threatening, or Harassing Behavior           | 2         | 1         | 6          | 2         | 2         | 7         | 4         | 5         | 2         | 1         | 1         | 5         | 38         |  |
| Assault or Fighting  | 1         | 1         | 0          | 3         | 1         | 1         | 0         | 2         | 0         | 1         | 1         | 2         | 13         |  |
| Assault with a Weapon                                      | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 1          |  |
| Theft  | 1         | 0         | 0          | 0         | 0         | 2         | 1         | 5         | 2         | 1         | 4         | 2         | 18         |  |
| Vandalism or Damage to Property                            | 0         | 0         | 0          | 1         | 1         | 1         | 0         | 0         | 1         | 1         | 0         | 1         | 6          |  |
| Indecent Acts or Exposure                                  | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Tresspass  | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Viewing or Printing Illegal Pornography                    | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| Use of Tobacco or Marijuana Products                       | 0         | 0         | 2          | 0         | 0         | 1         | 0         | 0         | 0         | 1         | 1         | 0         | 5          |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0         | 0         | 0          | 0         | 1         | 0         | 1         | 1         | 0         | 0         | 1         | 1         | 5          |  |
| Public Intoxication  | 0         | 1         | 1          | 1         | 1         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 5          |  |
| <b>Noncompliance with Staff</b>                            | 13        | 10        | 13         | 5         | 5         | 6         | 6         | 6         | 7         | 5         | 6         | 8         | 90         |  |
| <b>Suspension Violation</b>                                | 1         | 1         | 5          | 1         | 3         | 12        | 6         | 6         | 6         | 1         | 0         | 4         | 46         |  |
| <b>Internet Use Violation</b>                              | 1         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1          |  |
| <b>Laptop Agreement Violation</b>                          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 1          |  |
| <b>Safe Child Guildlines</b>                               | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| <b>Photography and Filming</b>                             | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 1          |  |
| <b>Motor Vehicle</b>                                       | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |  |
| <b>Medical</b>   | 1         | 2         | 2          | 2         | 2         | 6         | 2         | 6         | 1         | 1         | 4         | 0         | 29         |  |
| <b>Informational</b>                                       | 3         | 2         | 1          | 1         | 3         | 4         | 3         | 5         | 4         | 2         | 3         | 8         | 39         |  |
| <b>Other</b>   | 0         | 0         | 2          | 0         | 0         | 0         | 1         | 1         | 0         | 0         | 0         | 0         | 4          |  |
| <b>Alarm</b>   | 21        | 10        | 23         | 5         | 7         | 5         | 1         | 2         | 3         | 5         | 1         | 5         | 88         |  |
| <b>Total:</b>  | <b>80</b> | <b>49</b> | <b>102</b> | <b>38</b> | <b>53</b> | <b>75</b> | <b>47</b> | <b>69</b> | <b>49</b> | <b>36</b> | <b>36</b> | <b>63</b> | <b>497</b> |  |



| 21C                   |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 4         |
| February              |  | 9         |
| March                 |  | 3         |
| April                 |  | 7         |
| May                   |  | 3         |
| June                  |  | 7         |
| July                  |  | 11        |
| August                |  | 5         |
| September             |  | 5         |
| October               |  | 4         |
| November              |  | 5         |
| December              |  | 7         |
| <b>Total:</b>         |  | <b>70</b> |

| 21C  |          |           |          |          |          |           |           |          |          |          |           |           |      |           |
|--|----------|-----------|----------|----------|----------|-----------|-----------|----------|----------|----------|-----------|-----------|------|-----------|
|  | Jan      | Feb       | Mar      | Apr      | May      | Jun       | Jul       | Aug      | Sep      | Oct      | Nov       | Dec       | 2022 |           |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 1         | 0        | 0        | 0        | 2         | 1         | 0        | 1        | 0        | 0         | 2         |      | 7         |
| Interfering with Library Employees                         | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Interfering with the Passage of Staff or Others            | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Innapropriate Treatment of Staff                           | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 1         | 0        | 0        | 0        | 1         | 1         | 0        | 1        | 0        | 0         | 1         |      | 5         |
| Excessive Displays of Affection                            | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Activities that may result in Injury to Self or Others     | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Wearing Innapropriate Clothing                             | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Excessive Noise  | 0        | 0         | 0        | 0        | 0        | 1         | 0         | 0        | 0        | 0        | 0         | 0         |      | 1         |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 1         |      | 1         |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0         | 0        | 0        | 0        | 0         | 1         | 0        | 0        | 0        | 0         | 1         |      | 2         |
| Loitering  | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Entering Non-Public areas without Authorization            | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Posting Signs on Library Property without Approval         | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Activities that May Result in Damage to Library Property   | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 1         |      | 1         |
| Leaving Personal Property Unattended                       | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Habitual Sleeping on Library Property                      | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Sales or Solicitation without Prior Approval               | 0        | 0         | 0        | 0        | 0        | 0         | 1         | 0        | 0        | 0        | 0         | 0         |      | 1         |
| <b>Illegal</b>   | 0        | 3         | 1        | 0        | 1        | 1         | 3         | 0        | 0        | 1        | 3         | 2         |      | 15        |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 1         | 0        | 0        | 0        | 0         | 1         | 0        | 0        | 0        | 0         | 0         |      | 2         |
| Assault or Fighting  | 0        | 0         | 0        | 0        | 0        | 1         | 1         | 0        | 0        | 0        | 0         | 1         |      | 3         |
| Assault with a Weapon                                      | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Theft  | 0        | 1         | 0        | 0        | 1        | 0         | 1         | 0        | 0        | 1        | 2         | 0         |      | 6         |
| Vandalism or Damage to Property                            | 0        | 1         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 1         | 0         |      | 2         |
| Indecent Acts or Exposure                                  | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Tresspass  | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Viewing or Printing Illegal Pornography                    | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 1         |      | 1         |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Use of Tobacco or Marijuana Products                       | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0         | 1        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 1         |
| Public Intoxication  | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| <b>Noncompliance with Staff</b>                            | 0        | 0         | 0        | 0        | 0        | 1         | 3         | 0        | 1        | 1        | 1         | 2         |      | 9         |
| <b>Suspension Violation</b>                                | 0        | 0         | 1        | 0        | 0        | 1         | 1         | 0        | 1        | 0        | 0         | 0         |      | 4         |
| <b>Internet Use Violation</b>                              | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 1         |      | 1         |
| <b>Laptop Agreement Violation</b>                          | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| <b>Safe Child Guildlines</b>                               | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| <b>Photography and Filming</b>                             | 0        | 0         | 0        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 0         | 0         |      | 0         |
| <b>Motor Vehicle</b>                                       | 0        | 2         | 1        | 0        | 0        | 0         | 0         | 0        | 0        | 0        | 1         | 0         |      | 4         |
| <b>Medical</b>   | 1        | 0         | 0        | 0        | 0        | 1         | 1         | 2        | 1        | 0        | 0         | 0         |      | 6         |
| <b>Informational</b>                                       | 1        | 2         | 1        | 2        | 2        | 3         | 2         | 2        | 1        | 1        | 2         | 4         |      | 23        |
| <b>Other</b>   | 0        | 0         | 0        | 0        | 0        | 0         | 1         | 0        | 0        | 0        | 1         | 0         |      | 2         |
| <b>Alarm</b>   | 2        | 3         | 0        | 5        | 0        | 1         | 2         | 1        | 2        | 1        | 0         | 0         |      | 17        |
| <b>Total:</b>  | <b>4</b> | <b>15</b> | <b>5</b> | <b>7</b> | <b>4</b> | <b>13</b> | <b>20</b> | <b>5</b> | <b>8</b> | <b>5</b> | <b>11</b> | <b>17</b> |      | <b>90</b> |

| East                  |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 7         |
| February              |  | 7         |
| March                 |  | 6         |
| April                 |  | 5         |
| May                   |  | 4         |
| June                  |  | 8         |
| July                  |  | 7         |
| August                |  | 12        |
| September             |  | 4         |
| October               |  | 5         |
| November              |  | 0         |
| December              |  | 2         |
| <b>Total:</b>         |  | <b>67</b> |

| East   |          |          |          |          |           |           |          |           |          |          |          |          |      |           |
|--|----------|----------|----------|----------|-----------|-----------|----------|-----------|----------|----------|----------|----------|------|-----------|
|  | Jan      | Feb      | Mar      | Apr      | May       | Jun       | Jul      | Aug       | Sep      | Oct      | Nov      | Dec      | 2022 |           |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 2         | 1         | 0        | 0         | 0        | 1        | 0        | 0        |      | 4         |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 2         | 1         | 0        | 0         | 0        | 1        | 0        | 0        |      | 4         |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Loitering  | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| <b>Illegal</b>   | 1        | 0        | 1        | 2        | 0         | 0         | 0        | 0         | 0        | 1        | 0        | 0        |      | 5         |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Theft  | 0        | 0        | 1        | 0        | 0         | 0         | 0        | 0         | 0        | 1        | 0        | 0        |      | 2         |
| Vandalism or Damage to Property                            | 1        | 0        | 0        | 2        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 3         |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Tresspass  | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 2         | 1         | 0        | 0         | 0        | 1        | 0        | 0        |      | 4         |
| <b>Suspension Violation</b>                                | 0        | 0        | 0        | 1        | 2         | 3         | 1        | 2         | 1        | 0        | 0        | 0        |      | 10        |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 1        |      | 1         |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 0         |
| <b>Motor Vehicle</b>                                       | 1        | 0        | 0        | 0        | 0         | 0         | 1        | 0         | 0        | 0        | 0        | 0        |      | 2         |
| <b>Medical</b>   | 0        | 0        | 1        | 0        | 0         | 0         | 0        | 1         | 1        | 0        | 0        | 0        |      | 3         |
| <b>Informational</b>                                       | 2        | 4        | 3        | 1        | 2         | 2         | 3        | 4         | 2        | 1        | 0        | 0        |      | 24        |
| <b>Other</b>   | 1        | 0        | 0        | 0        | 0         | 0         | 0        | 0         | 0        | 0        | 0        | 0        |      | 1         |
| <b>Alarm</b>   | 3        | 3        | 1        | 1        | 0         | 3         | 2        | 4         | 0        | 3        | 0        | 1        |      | 21        |
| <b>Total:</b>  | <b>9</b> | <b>7</b> | <b>7</b> | <b>7</b> | <b>10</b> | <b>11</b> | <b>7</b> | <b>11</b> | <b>4</b> | <b>9</b> | <b>0</b> | <b>2</b> |      | <b>75</b> |

| Sand Creek            |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 2         |
| February              |  | 2         |
| March                 |  | 5         |
| April                 |  | 0         |
| May                   |  | 9         |
| June                  |  | 3         |
| July                  |  | 1         |
| August                |  | 1         |
| September             |  | 2         |
| October               |  | 3         |
| November              |  | 0         |
| December              |  | 3         |
| <b>Total:</b>         |  | <b>31</b> |

| Sand Creek   |          |          |          |          |          |          |          |          |          |          |          |          |           |  |  |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|--|--|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022      |  |  |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 1        | 3         |  |  |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 1         |  |  |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 2         |  |  |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |  |  |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Activities that May Result in Damage to Library Property   | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |  |  |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Illegal</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 1        | 0        | 1        | 0        | 2        | 5         |  |  |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 1         |  |  |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 1        | 0        | 1        | 3         |  |  |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 1         |  |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Noncompliance with Staff</b>                            | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 2         |  |  |
| <b>Suspension Violation</b>                                | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |  |  |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Medical</b>   | 0        | 1        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2         |  |  |
| <b>Informational</b>                                       | 1        | 0        | 1        | 0        | 1        | 1        | 0        | 0        | 0        | 2        | 0        | 0        | 6         |  |  |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |  |
| <b>Alarm</b>   | 1        | 0        | 4        | 0        | 6        | 2        | 0        | 0        | 2        | 1        | 0        | 1        | 17        |  |  |
| <b>Total:</b>  | <b>2</b> | <b>6</b> | <b>5</b> | <b>0</b> | <b>9</b> | <b>3</b> | <b>2</b> | <b>5</b> | <b>2</b> | <b>5</b> | <b>0</b> | <b>7</b> | <b>37</b> |  |  |

| Ruth Holley           |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 16        |
| February              |  | 5         |
| March                 |  | 14        |
| April                 |  | 5         |
| May                   |  | 4         |
| June                  |  | 11        |
| July                  |  | 0         |
| August                |  | 7         |
| September             |  | 5         |
| October               |  | 2         |
| November              |  | 7         |
| December              |  | 9         |
| <b>Total:</b>         |  | <b>85</b> |

| Ruth Holley  |           |          |           |          |          |           |          |           |          |          |          |           |      |           |  |
|--|-----------|----------|-----------|----------|----------|-----------|----------|-----------|----------|----------|----------|-----------|------|-----------|--|
|  | Jan       | Feb      | Mar       | Apr      | May      | Jun       | Jul      | Aug       | Sep      | Oct      | Nov      | Dec       | 2022 |           |  |
| <b>Unsafe or Disruptive to Others</b>                      | 0         | 0        | 2         | 0        | 0        | 0         | 0        | 1         | 0        | 0        | 1        | 1         |      | 5         |  |
| Interfering with Library Employees                         | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Interfering with the Passage of Staff or Others            | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Innapropriate Treatment of Staff                           | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Use of Profane, Obscene, or Aggressive Language            | 0         | 0        | 2         | 0        | 0        | 0         | 0        | 1         | 0        | 0        | 1        | 1         |      | 5         |  |
| Excessive Displays of Affection                            | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Activities that may result in Injury to Self or Others     | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Bringing Animals into the Library (Except Service Animals) | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Wearing Innapropriate Clothing                             | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Excessive Noise  | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Loitering  | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Entering Non-Public areas without Authorization            | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Posting Signs on Library Property without Approval         | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Activities that May Result in Damage to Library Property   | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Leaving Personal Property Unattended                       | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Habitual Sleeping on Library Property                      | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Sales or Solicitation without Prior Approval               | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| <b>Illegal</b>   | 0         | 0        | 1         | 0        | 0        | 0         | 0        | 1         | 0        | 0        | 0        | 0         |      | 2         |  |
| Intimidating, Threatening, or Harassing Behavior           | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Assault or Fighting  | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Assault with a Weapon                                      | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Theft  | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Vandalism or Damage to Property                            | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Indecent Acts or Exposure                                  | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Tresspass  | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Viewing or Printing Illegal Pornography                    | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Use of Tobacco or Marijuana Products                       | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0         | 0        | 1         | 0        | 0        | 0         | 0        | 1         | 0        | 0        | 0        | 0         |      | 2         |  |
| Public Intoxication  | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| <b>Noncompliance with Staff</b>                            | 0         | 0        | 1         | 1        | 0        | 0         | 0        | 1         | 0        | 0        | 1        | 1         |      | 5         |  |
| <b>Suspension Violation</b>                                | 0         | 1        | 3         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 4         |  |
| <b>Internet Use Violation</b>                              | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| <b>Laptop Agreement Violation</b>                          | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| <b>Safe Child Guildlines</b>                               | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| <b>Photography and Filming</b>                             | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 0         |  |
| <b>Motor Vehicle</b>                                       | 1         | 0        | 0         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 1         |  |
| <b>Medical</b>   | 1         | 0        | 1         | 0        | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0         |      | 2         |  |
| <b>Informational</b>                                       | 2         | 1        | 1         | 0        | 0        | 1         | 0        | 5         | 4        | 1        | 1        | 0         |      | 16        |  |
| <b>Other</b>   | 0         | 0        | 0         | 0        | 0        | 0         | 0        | 1         | 0        | 0        | 0        | 0         |      | 1         |  |
| <b>Alarm</b>   | 13        | 3        | 9         | 4        | 4        | 10        | 0        | 1         | 1        | 1        | 5        | 8         |      | 59        |  |
| <b>Total:</b>  | <b>17</b> | <b>5</b> | <b>21</b> | <b>5</b> | <b>4</b> | <b>11</b> | <b>0</b> | <b>12</b> | <b>5</b> | <b>2</b> | <b>9</b> | <b>11</b> |      | <b>95</b> |  |

| Old Colorado City     |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 5         |
| February              |  | 5         |
| March                 |  | 4         |
| April                 |  | 3         |
| May                   |  | 5         |
| June                  |  | 10        |
| July                  |  | 6         |
| August                |  | 5         |
| September             |  | 6         |
| October               |  | 5         |
| November              |  | 3         |
| December              |  | 5         |
| <b>Total:</b>         |  | <b>62</b> |

| Old Colorado City  |          |          |          |          |          |           |          |          |          |          |          |          |          |           |
|--|----------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|-----------|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun       | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |           |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 0        | 1         | 1        | 1        | 0        | 1        | 0        | 0        | 0        | 4         |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 0        | 1         | 1        | 1        | 0        | 1        | 0        | 0        | 0        | 4         |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 1        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Habitual Sleeping on Library Property                      | 0        | 1        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Illegal</b>   | 0        | 1        | 0        | 0        | 0        | 1         | 1        | 1        | 0        | 1        | 0        | 1        | 0        | 6         |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 1         | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 2         |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0         | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 1        | 0        | 0        | 0        | 1        | 0        | 2         |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 1        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 0        | 1         | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 2         |
| <b>Suspension Violation</b>                                | 1        | 2        | 1        | 1        | 0        | 4         | 2        | 0        | 0        | 0        | 1        | 2        | 0        | 14        |
| <b>Internet Use Violation</b>                              | 0        | 1        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 1        | 1        | 1        | 0        | 0        | 0        | 3         |
| <b>Medical</b>   | 0        | 0        | 0        | 0        | 0        | 1         | 0        | 0        | 0        | 0        | 1        | 1        | 0        | 3         |
| <b>Informational</b>                                       | 0        | 2        | 1        | 2        | 1        | 2         | 2        | 1        | 2        | 2        | 1        | 3        | 0        | 19        |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Alarm</b>   | 4        | 0        | 2        | 0        | 4        | 2         | 0        | 2        | 3        | 1        | 0        | 0        | 0        | 18        |
| <b>Total:</b>  | <b>5</b> | <b>9</b> | <b>4</b> | <b>3</b> | <b>5</b> | <b>14</b> | <b>8</b> | <b>9</b> | <b>6</b> | <b>8</b> | <b>3</b> | <b>8</b> | <b>0</b> | <b>71</b> |

| Fountain              |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 12        |
| February              |  | 1         |
| March                 |  | 25        |
| April                 |  | 5         |
| May                   |  | 11        |
| June                  |  | 7         |
| July                  |  | 8         |
| August                |  | 6         |
| September             |  | 0         |
| October               |  | 3         |
| November              |  | 0         |
| December              |  | 0         |
| <b>Total:</b>         |  | <b>78</b> |

| Fountain   |           |          |           |          |           |          |          |          |          |          |          |          |          |           |
|--|-----------|----------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
|  | Jan       | Feb      | Mar       | Apr      | May       | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |           |
| <b>Unsafe or Disruptive to Others</b>                      | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with Library Employees                         | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with the Passage of Staff or Others            | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Innapropriate Treatment of Staff                           | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Profane, Obscene, or Aggressive Language            | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Displays of Affection                            | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that may result in Injury to Self or Others     | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bringing Animals into the Library (Except Service Animals) | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Wearing Innapropriate Clothing                             | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Noise  | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Loitering  | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Entering Non-Public areas without Authorization            | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Posting Signs on Library Property without Approval         | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that May Result in Damage to Library Property   | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Leaving Personal Property Unattended                       | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Habitual Sleeping on Library Property                      | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Sales or Solicitation without Prior Approval               | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Illegal</b>   | 1         | 0        | 0         | 0        | 1         | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 3         |
| Intimidating, Threatening, or Harassing Behavior           | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault or Fighting  | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault with a Weapon                                      | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Theft  | 1         | 0        | 0         | 0        | 1         | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 3         |
| Vandalism or Damage to Property                            | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Indecent Acts or Exposure                                  | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Tresspass  | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Viewing or Printing Illegal Pornography                    | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Open Display or Open Carry of Firearms or Other Weapons    | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Tobacco or Marijuana Products                       | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Public Intoxication  | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Noncompliance with Staff</b>                            | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Suspension Violation</b>                                | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Internet Use Violation</b>                              | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Laptop Agreement Violation</b>                          | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Safe Child Guildlines</b>                               | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Photography and Filming</b>                             | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Motor Vehicle</b>                                       | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Medical</b>   | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Informational</b>                                       | 0         | 0        | 1         | 0        | 0         | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2         |
| <b>Other</b>   | 0         | 0        | 0         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Alarm</b>   | 11        | 1        | 24        | 5        | 10        | 6        | 7        | 6        | 0        | 3        | 0        | 0        | 0        | 73        |
| <b>Total:</b>  | <b>13</b> | <b>1</b> | <b>25</b> | <b>5</b> | <b>12</b> | <b>7</b> | <b>9</b> | <b>6</b> | <b>0</b> | <b>3</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>78</b> |

| Monument              |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 1         |
| February              |  | 0         |
| March                 |  | 1         |
| April                 |  | 0         |
| May                   |  | 3         |
| June                  |  | 1         |
| July                  |  | 1         |
| August                |  | 0         |
| September             |  | 4         |
| October               |  | 2         |
| November              |  | 1         |
| December              |  | 0         |
| <b>Total:</b>         |  | <b>14</b> |

| Monument   |          |          |          |          |          |          |          |          |          |          |          |          |          |           |  |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|--|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |           |  |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Illegal</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |  |
| <b>Suspension Violation</b>                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 2        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 3         |  |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Medical</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 1         |  |
| <b>Informational</b>                                       | 0        | 0        | 0        | 0        | 1        | 1        | 0        | 0        | 2        | 1        | 1        | 0        | 0        | 6         |  |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Alarm</b>   | 1        | 0        | 1        | 0        | 1        | 0        | 1        | 0        | 1        | 1        | 0        | 0        | 0        | 6         |  |
| <b>Total:</b>  | <b>1</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>5</b> | <b>2</b> | <b>1</b> | <b>0</b> | <b>4</b> | <b>2</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>17</b> |  |

| Cheyenne Mountain     |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 1         |
| February              |  | 0         |
| March                 |  | 2         |
| April                 |  | 2         |
| May                   |  | 0         |
| June                  |  | 2         |
| July                  |  | 3         |
| August                |  | 0         |
| September             |  | 2         |
| October               |  | 0         |
| November              |  | 0         |
| December              |  | 1         |
| <b>Total:</b>         |  | <b>13</b> |

| Cheyenne Mountain  |          |          |          |          |          |          |          |          |          |          |          |          |          |           |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |           |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Illegal</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Suspension Violation</b>                                | 1        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2         |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Medical</b>   | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| <b>Informational</b>                                       | 0        | 0        | 1        | 0        | 0        | 2        | 2        | 0        | 1        | 0        | 0        | 1        | 0        | 7         |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Alarm</b>   | 0        | 0        | 0        | 2        | 0        | 0        | 1        | 0        | 1        | 0        | 0        | 0        | 0        | 4         |
| <b>Total:</b>  | <b>1</b> | <b>0</b> | <b>2</b> | <b>2</b> | <b>0</b> | <b>3</b> | <b>3</b> | <b>0</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>1</b> | <b>14</b> |



| Rockrimmon            |  |          |
|-----------------------|--|----------|
| Total Monthly Reports |  |          |
| January               |  | 3        |
| February              |  | 0        |
| March                 |  | 0        |
| April                 |  | 1        |
| May                   |  | 1        |
| June                  |  | 0        |
| July                  |  | 0        |
| August                |  | 0        |
| September             |  | 0        |
| October               |  | 1        |
| November              |  | 0        |
| December              |  | 0        |
| <b>Total:</b>         |  | <b>6</b> |

| Rockrimmon   |          |          |          |          |          |          |          |          |          |          |          |          |          |          |  |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |          |  |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 1        |  |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 1        |  |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 1        |  |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 1        |  |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Illegal</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Suspension Violation</b>                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        |  |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Medical</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Informational</b>                                       | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        |  |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Alarm</b>   | 2        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 3        |  |
| <b>Total:</b>  | <b>3</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>4</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>7</b> |  |

| Manitou Springs       |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 9         |
| February              |  | 13        |
| March                 |  | 5         |
| April                 |  | 1         |
| May                   |  | 0         |
| June                  |  | 1         |
| July                  |  | 2         |
| August                |  | 3         |
| September             |  | 1         |
| October               |  | 1         |
| November              |  | 2         |
| December              |  | 3         |
| <b>Total:</b>         |  | <b>41</b> |

| Manitou Springs  |           |           |          |          |          |          |          |          |          |          |          |           |           |  |
|--|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|--|
|  | Jan       | Feb       | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec       | 2022      |  |
| <b>Unsafe or Disruptive to Others</b>                      | 1         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2         | 3         |  |
| Interfering with Library Employees                         | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 1         |  |
| Interfering with the Passage of Staff or Others            | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Innapropriate Treatment of Staff                           | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Use of Profane, Obscene, or Aggressive Language            | 1         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 2         |  |
| Excessive Displays of Affection                            | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Activities that may result in Injury to Self or Others     | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Bringing Animals into the Library (Except Service Animals) | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Wearing Innapropriate Clothing                             | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Excessive Noise  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2         | 2         |  |
| Loitering  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Entering Non-Public areas without Authorization            | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 2         | 2         |  |
| Posting Signs on Library Property without Approval         | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Activities that May Result in Damage to Library Property   | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Leaving Personal Property Unattended                       | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Habitual Sleeping on Library Property                      | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Sales or Solicitation without Prior Approval               | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| <b>Illegal</b>   | 0         | 0         | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 1         | 2         |  |
| Intimidating, Threatening, or Harassing Behavior           | 0         | 0         | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 1         | 2         |  |
| Assault or Fighting  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Assault with a Weapon                                      | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Theft  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Vandalism or Damage to Property                            | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Indecent Acts or Exposure                                  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Tresspass  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Viewing or Printing Illegal Pornography                    | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Use of Tobacco or Marijuana Products                       | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| Public Intoxication  | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| <b>Noncompliance with Staff</b>                            | 1         | 0         | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 1        | 2         | 5         |  |
| <b>Suspension Violation</b>                                | 0         | 0         | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 1         | 2         |  |
| <b>Internet Use Violation</b>                              | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| <b>Laptop Agreement Violation</b>                          | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| <b>Safe Child Guildlines</b>                               | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0         | 1         |  |
| <b>Photography and Filming</b>                             | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| <b>Motor Vehicle</b>                                       | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0         |  |
| <b>Medical</b>   | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 1         |  |
| <b>Informational</b>                                       | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 2        | 0        | 1        | 1        | 1         | 5         |  |
| <b>Other</b>   | 0         | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0         | 1         |  |
| <b>Alarm</b>   | 8         | 13        | 5        | 1        | 0        | 0        | 1        | 1        | 1        | 0        | 0        | 0         | 30        |  |
| <b>Total:</b>  | <b>11</b> | <b>13</b> | <b>5</b> | <b>1</b> | <b>0</b> | <b>3</b> | <b>2</b> | <b>3</b> | <b>1</b> | <b>1</b> | <b>4</b> | <b>15</b> | <b>52</b> |  |

| Ute Pass              |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 3         |
| February              |  | 0         |
| March                 |  | 2         |
| April                 |  | 3         |
| May                   |  | 1         |
| June                  |  | 2         |
| July                  |  | 2         |
| August                |  | 0         |
| September             |  | 0         |
| October               |  | 0         |
| November              |  | 1         |
| December              |  | 0         |
| <b>Total:</b>         |  | <b>14</b> |

| Ute Pass   |          |          |          |          |          |          |          |          |          |          |          |          |           |  |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|--|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022      |  |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Illegal</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Suspension Violation</b>                                | 0        | 0        | 0        | 1        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 2         |  |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Medical</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Informational</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |  |
| <b>Alarm</b>   | 3        | 0        | 2        | 2        | 1        | 2        | 1        | 0        | 0        | 0        | 1        | 0        | 12        |  |
| <b>Total:</b>  | <b>3</b> | <b>0</b> | <b>2</b> | <b>3</b> | <b>1</b> | <b>2</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>14</b> |  |

| High Prairie          |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 9         |
| February              |  | 8         |
| March                 |  | 3         |
| April                 |  | 5         |
| May                   |  | 1         |
| June                  |  | 2         |
| July                  |  | 0         |
| August                |  | 1         |
| September             |  | 2         |
| October               |  | 0         |
| November              |  | 0         |
| December              |  | 0         |
| <b>Total:</b>         |  | <b>31</b> |

| High Prairie   |          |           |          |          |          |          |          |          |          |          |          |          |          |           |
|--|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
|  | Jan      | Feb       | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |           |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with Library Employees                         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with the Passage of Staff or Others            | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Innapropriate Treatment of Staff                           | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Displays of Affection                            | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that may result in Injury to Self or Others     | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Wearing Innapropriate Clothing                             | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Noise  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Loitering  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Entering Non-Public areas without Authorization            | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Posting Signs on Library Property without Approval         | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that May Result in Damage to Library Property   | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Leaving Personal Property Unattended                       | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Habitual Sleeping on Library Property                      | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Sales or Solicitation without Prior Approval               | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Illegal</b>   | 0        | 1         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault or Fighting  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault with a Weapon                                      | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Theft  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Vandalism or Damage to Property                            | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Indecent Acts or Exposure                                  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Tresspass  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Viewing or Printing Illegal Pornography                    | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 1         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| Use of Tobacco or Marijuana Products                       | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Public Intoxication  | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Noncompliance with Staff</b>                            | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Suspension Violation</b>                                | 0        | 0         | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| <b>Internet Use Violation</b>                              | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Laptop Agreement Violation</b>                          | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Safe Child Guildlines</b>                               | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Photography and Filming</b>                             | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Motor Vehicle</b>                                       | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Medical</b>   | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 1         |
| <b>Informational</b>                                       | 0        | 2         | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 3         |
| <b>Other</b>   | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Alarm</b>   | 9        | 6         | 3        | 4        | 1        | 2        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 26        |
| <b>Total:</b>  | <b>9</b> | <b>10</b> | <b>3</b> | <b>5</b> | <b>1</b> | <b>2</b> | <b>0</b> | <b>1</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>32</b> |

| Palmer Lake           |  |          |
|-----------------------|--|----------|
| Total Monthly Reports |  |          |
| January               |  | 0        |
| February              |  | 0        |
| March                 |  | 0        |
| April                 |  | 1        |
| May                   |  | 0        |
| June                  |  | 1        |
| July                  |  | 0        |
| August                |  | 1        |
| September             |  | 0        |
| October               |  | 0        |
| November              |  | 1        |
| December              |  | 0        |
| <b>Total:</b>         |  | <b>4</b> |

| Palmer Lake  |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |          |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Illegal</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Suspension Violation</b>                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 1        |
| <b>Medical</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Informational</b>                                       | 0        | 0        | 0        | 1        | 0        | 1        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 3        |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Alarm</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Total:</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>4</b> |

| Calhan                |  |           |
|-----------------------|--|-----------|
| Total Monthly Reports |  |           |
| January               |  | 0         |
| February              |  | 6         |
| March                 |  | 11        |
| April                 |  | 7         |
| May                   |  | 7         |
| June                  |  | 7         |
| July                  |  | 16        |
| August                |  | 3         |
| September             |  | 2         |
| October               |  | 3         |
| November              |  | 2         |
| December              |  | 3         |
| <b>Total:</b>         |  | <b>67</b> |

| Calhan   |          |          |           |          |          |          |           |          |          |          |          |          |          |           |
|--|----------|----------|-----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|-----------|
|  | Jan      | Feb      | Mar       | Apr      | May      | Jun      | Jul       | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |           |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with Library Employees                         | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Displays of Affection                            | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Excessive Noise  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Loitering  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Leaving Personal Property Unattended                       | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Illegal</b>   | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault or Fighting  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Assault with a Weapon                                      | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Theft  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Vandalism or Damage to Property                            | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Indecent Acts or Exposure                                  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Tresspass  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Public Intoxication  | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Suspension Violation</b>                                | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Photography and Filming</b>                             | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Medical</b>   | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Informational</b>                                       | 0        | 1        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 1         |
| <b>Other</b>   | 0        | 0        | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| <b>Alarm</b>   | 0        | 5        | 11        | 7        | 7        | 7        | 16        | 3        | 2        | 3        | 2        | 3        | 3        | 66        |
| <b>Total:</b>  | <b>0</b> | <b>6</b> | <b>11</b> | <b>7</b> | <b>7</b> | <b>7</b> | <b>16</b> | <b>3</b> | <b>2</b> | <b>3</b> | <b>2</b> | <b>3</b> | <b>3</b> | <b>67</b> |

| Bookmobile            |  |          |
|-----------------------|--|----------|
| Total Monthly Reports |  |          |
| January               |  | 0        |
| February              |  | 0        |
| March                 |  | 0        |
| April                 |  | 0        |
| May                   |  | 0        |
| June                  |  | 0        |
| July                  |  | 0        |
| August                |  | 0        |
| September             |  | 0        |
| October               |  | 0        |
| November              |  | 0        |
| December              |  | 0        |
| <b>Total:</b>         |  | <b>0</b> |

| Bookmobile   |          |          |          |          |          |          |          |          |          |          |          |          |          |          |  |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--|
|  | Jan      | Feb      | Mar      | Apr      | May      | Jun      | Jul      | Aug      | Sep      | Oct      | Nov      | Dec      | 2022     |          |  |
| <b>Unsafe or Disruptive to Others</b>                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Interfering with Library Employees                         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Interfering with the Passage of Staff or Others            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Innapropriate Treatment of Staff                           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use of Profane, Obscene, or Aggressive Language            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Excessive Displays of Affection                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Activities that may result in Injury to Self or Others     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Bringing Animals into the Library (Except Service Animals) | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Wearing Innapropriate Clothing                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Excessive Noise  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Bodily Hygiene so Strong as to Constitute a Nuisance       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Innapropriate use of Library Priveleges or Property</b> | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Loitering  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Entering Non-Public areas without Authorization            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Posting Signs on Library Property without Approval         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Activities that May Result in Damage to Library Property   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Leaving Personal Property Unattended                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Habitual Sleeping on Library Property                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use of Restrooms for Bathing, Shaving or Washing Hair      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Sales or Solicitation without Prior Approval               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Illegal</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Intimidating, Threatening, or Harassing Behavior           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Assault or Fighting  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Assault with a Weapon                                      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Theft  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Vandalism or Damage to Property                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Indecent Acts or Exposure                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Tresspass  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Viewing or Printing Illegal Pornography                    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Open Display or Open Carry of Firearms or Other Weapons    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use of Tobacco or Marijuana Products                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Use, Display, or Distribution of Alcohol or Illegal Drugs  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| Public Intoxication  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Noncompliance with Staff</b>                            | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Suspension Violation</b>                                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Internet Use Violation</b>                              | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Laptop Agreement Violation</b>                          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Safe Child Guildlines</b>                               | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Photography and Filming</b>                             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Motor Vehicle</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Medical</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Informational</b>                                       | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Other</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Alarm</b>   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |  |
| <b>Total:</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |  |



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## **Community Resources Program** 2022 Evaluation Report

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December 21, 2022  
Andrea Nelson Trice, PhD  
Kurt Wilson, PhD



## EXECUTIVE SUMMARY

The Pikes Peak Library District (PPLD) has, over the course of decades, grown far beyond simple physical locations where patrons are able to check out resources. Today, librarians at the various branches respond to the unique needs of individual neighborhoods as well as to the community at large. In 2018, the library system became the 31<sup>st</sup> in the nation to employ a dedicated social worker as part of its full-time staff. In 2022, a three-year grant, provided by the Community Health Foundation, allowed the PPLD to expand the delivery of community services by adding to the staff an additional social worker and two peer navigators (PNs).

### Community Resources Program Evaluation

As part of the grant, the Effect X evaluation consulting firm developed a comprehensive evaluation plan for the Community Resources Program (CRP). The plan included a daily log of patron interactions to clearly understand the needs and demographics of those served, biweekly reflective dialogs with the PNs, and five focus groups with librarians and security staff to better understand the impact of the CRP on the various branches.

### Program Utilization and Diversity of Services Provided

Once the full CRP team was hired during the summer of 2022, they were able to serve more than twice the number of people in November 2022 (323 patrons) compared to January 2022 (156 patrons). Most of the CRP patrons were male (65%) and age 35 or above (75%), and most (80%) received services at the Penrose branch of the library district. Over half of these patrons (59%) were experiencing homelessness and only 19% were known to have housing. Sixty percent of the 2,277 CRP interactions logged in 2022 were for needs understood as social determinants of health.

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*By the end of 2022, the CRP served TWICE the number of patrons per month. 60% of services provided were for needs understood as social determinants of health.*

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Several branches served few patrons through the CRP but among the seven branches that had at least ten points of contact with CRP staff in 2022, homeless resources were the most common resources provided at the Penrose, East, and Old Colorado City branches. The Cheyenne Mountain and Ruth Holley branches most often provided employment resources, the Sand Creek branch most often provided housing resources, and the Manitou Springs branch most often provided bus passes/transportation resources.

### CRP Benefits for Patrons and Librarians

During the focus groups conducted as part of the evaluation, librarians expressed frustration over their inability, before the CRP, to adequately serve all patrons. As one librarian lamented,

*Their [patrons'] capacity to cope really matters. It's not something staff are equipped to help with. We're just trained to give information. If you can't do something with it, we aren't able to help you unfortunately.*

Today, librarians across the PPLD describe the considerably superior service they are now able to provide patrons because of collaboration with the CRP program staff. Patrons often leave the building with their questions resolved and feeling far more supported. According to librarians,

*CRP can provide a depth of service, confidentiality, privacy that the library staff was not able to provide.*

*At Penrose, the CRP is often brought in to address crises. Patron can't wait two days to talk with someone and they are often not in a mental state or intellectually able to manage the bureaucracy to achieve their goal (a place to sleep, food, transportation, etc.). They need more than a brochure or someone's card which is what the librarians often used to give them. They need someone to sit with them, to give them a phone to use, to help them figure out the next step to take. Someone to care.*

Librarians now also regularly receive training from the lead social worker as well as modeling of healthy and wise boundaries with patrons. There was broad agreement across PPLD librarians in the focus groups that the CRP has lowered their personal stress levels because of the roles the social workers and peer navigators play as part of the library team.

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*The layer of having CRP, of seeing that as an option...is a huge difference from when I was here [at Penrose] prior. It's a huge relief.*

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### Peer Navigator Contributions

In July 2022, two peer navigators were hired who had personal or lived experience with homelessness, substance abuse, and/or trauma. In their roles, they spend almost all of their time at the downtown Penrose branch of the library - where 99% of their 519 recorded points of contact have occurred. They are filling a unique and valued role as part of the CRP team.

### Recommendations

We strongly recommend that the CRP program be both sustained and expanded because of the significant evidence of beneficial impact that is presented throughout this report. Within that context, as the program matures, we also recommend the following refinements:

- Continued refinement of the roles within the CRP
- Enhanced internal communication about CRP staff schedules
- Consideration of Saturday hours for the CRP staff as suggested by several librarians
- Expanded communications within the Pikes Peak region to enhance awareness of the CRP

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## INTRODUCTION

The 15 Pikes Peak Library Branches and the mobile library service are respected as a community resource for a wide array of needs. The library system has grown far beyond simple physical locations where patrons are able to check out resources. Librarians at the various branches work to respond to the unique needs of individual neighborhoods as well as the community at large. As highly trusted members of the community, Pikes Peak Library District (PPLD) staff strive to reach all members of the community, providing free and equitable access to information.

The process of developing this broad mission within the PPLD has occurred over decades. In 2018, the library system became the 31<sup>st</sup> in the nation to employ a dedicated social worker as part of its full-time staff. Today libraries across the country view the PPLD as a trailblazer in providing an array of resources as diverse as their patrons.

In 2022, a three-year grant provided by the Community Health Foundation allowed the PPLD to expand the delivery of community services by adding two peer navigators and an additional social worker to the staff. The peer navigators are people with personal or lived experience recovering from substance abuse, trauma, and/or homelessness. This life experience is a key qualifier for the position, as they help to support others facing similar challenges and help increase their opportunities for wellness.

### Methodology

As part of the grant, a comprehensive evaluation plan was created during the summer of Year 1 to ensure optimal utilization of the Community Resources Program (CRP) funds. The foundation of this plan is a daily log of patron interactions to clearly understand the needs and demographics of those served. The logs that were used before the grant were enhanced to streamline the recording process and refined to include additional elements of useful data. The evaluation plan also includes biweekly peer navigator reflective dialogs with the lead social worker. These dialogs were implemented to gather insights from the peer navigators about the effectiveness of the program as well as to encourage their connection to the work. Finally, five focus groups with librarians and security officers representing all 15 of the branches took place in November 2022 to better understand the impact of the CRP on the various branches and to gather recommendations for program improvement from individuals who work directly with the CRP staff on a regular basis.

This report presents the findings from this data with the goal of clearly describing the program impact on both patrons and the library system as well as offering recommendations for the continued evolution of the program.

## LIBRARY SERVICES BEFORE THE COMMUNITY RESOURCES PROGRAM

### A Natural Extension of the PPLD Mission

The CRP program, according to every librarian involved in the focus groups, fits with the larger PPLD commitment to engage more deeply with the community and to provide equitable services to all community members. These values of access and service are highlighted in the PPLD strategic plan<sup>1</sup> and have been expressed for well over a decade in intentional relationships the library has pursued with many other organizations in the community. Librarians shared the following two observations related to this mission:

*What defines a library has really, really changed a lot. The dynamics have changed immensely. They [patrons] come in for everything.*

*John, as chief librarian, partnered with different resources the library had not used before. We're partnering with resources in the community that we didn't used to, different social services - Marian House, Springs Rescue Mission. Penrose has a garden. They would take vegetables that got harvested down to Marian House and contribute to that. The Summer Reading Program through District 11, there's a lunch truck for kiddos who are experiencing food insecurity that comes to the library. That is different. They may be losing a meal otherwise because they're not in school.*

### Limitations of the Former System

During the focus groups, librarians expressed frustration over their former inability to adequately serve all patrons according to their mission. When asked what they did before the CRP program was launched, librarians offered the following descriptions.

*"Book a librarian." We set up a one-on-one session for an hour. We would do the research they needed. It's still an option. I Google and see what I can do to help you. But if they are in crisis this is not good. It's in the future that you book someone. We also had Helping Hands – it's the list of all lists of resources. It's four to five pages. We circle things for them - from that long list. And 211, United Way.*

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*We used to do cold referrals - print out information and say, "Call this number." We run into people with varying levels of capacity. It becomes clear that you're doing a cold referral and the referral will not work. There's no chance. This is all I can do, and it is really nothing.*

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*We could have hours where downstairs is slammed, and we don't have the time. Most of our people will try to help but we don't have that capacity. Even just the time of day they*

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<sup>1</sup> Pikes Peak Library District's 2023-2025 Strategic Plan, <https://ppld.org/strategicplan>.

*are here or if they are coming at wintertime at noon and the whole computer lab is wall-to-wall people. We have nothing else there to give. When they come, when they ask you a question, that often determined much of your response. Having a team means a consistent level of service and it frees us up to help with areas we are more knowledgeable in.*

A dialog among librarians describes their deep desire to help people in crisis but also their limitations in providing meaningful help in this context.

*Librarian 1 - I can say homeless regulars have life more together than some patrons who are homeless. They're at their wits end. The smallest thing has sent them off the deep end.*

*Librarian 2 - There is complexity, layers of issues and a crisis state.*

*Librarian 1 - And competence – often a high level of competence is needed to do something.*

*Librarian 3 - In a different emotional state, they could make different choices. Their capacity to cope really matters. It's not something staff are equipped to help with. We're just trained to give information. If you can't do something with it, we aren't able to help you unfortunately.*

“We’ve been punching above our weight for a very long time.” This comment from a librarian captures both the array of services library patrons seek as well as the limited ability of librarians to address these needs in a satisfactory, consistent way.

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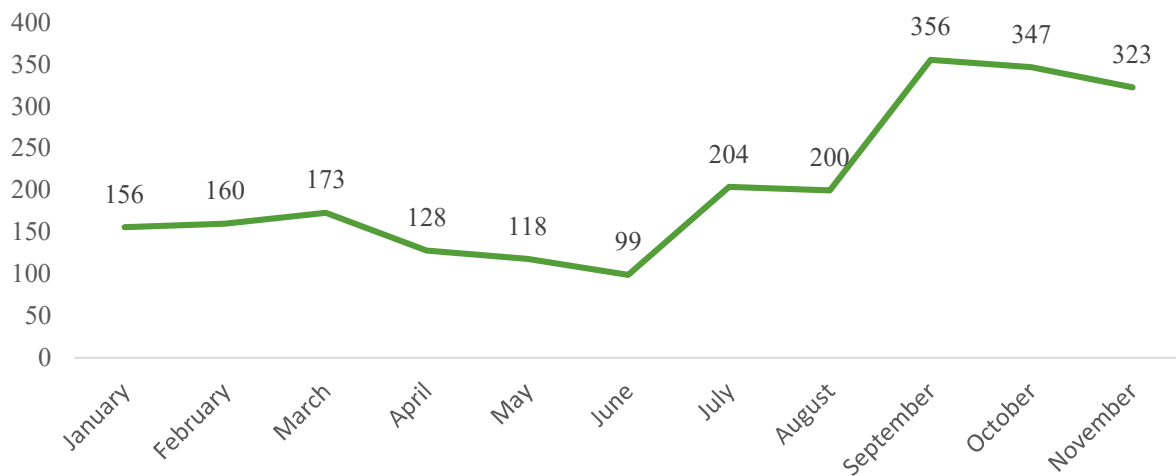
*We've been punching above our weight for a very long time.*

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## PROGRAM UTILIZATION

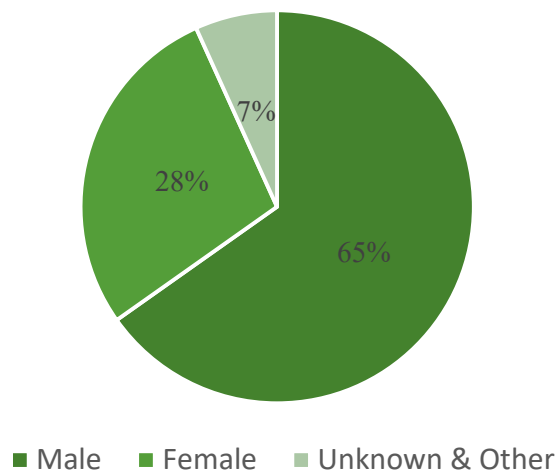
In January 2022 the Community Resources Program included one social worker and two part-time interns. During July 2022, an additional social worker and two peer navigators were hired with Community Health Foundation grant funds. (The two interns' work ended in May 2022 and another part-time intern joined the team in August 2022.) Once the new hires' initial training was complete in September 2022, the team served more than twice the number of patrons as compared to the beginning of the year.

**People Served through the CRP More Than Doubled  
Between January and November 2022**

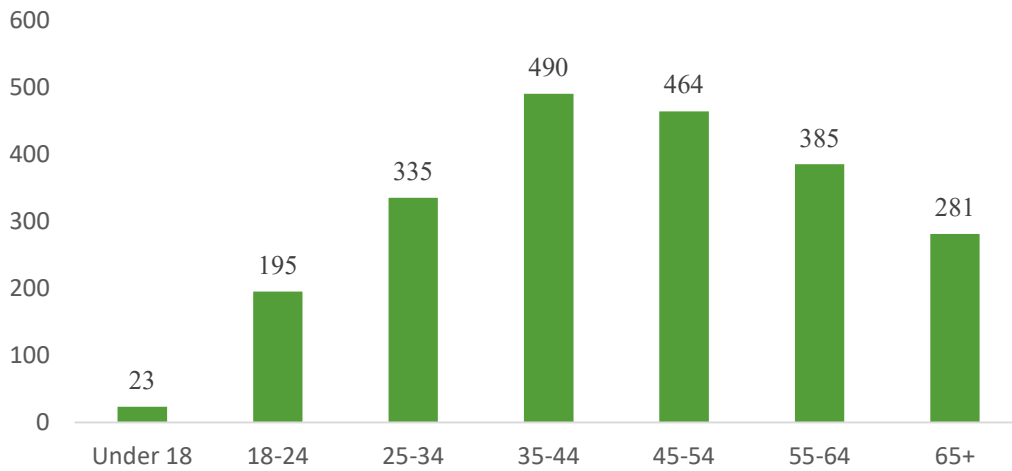


The daily logs of patron interactions indicate that a majority of those served by the CRP were male and age 35 and above as shown on the two graphs below:

**65% of 2022 CRP Patrons Were Male**

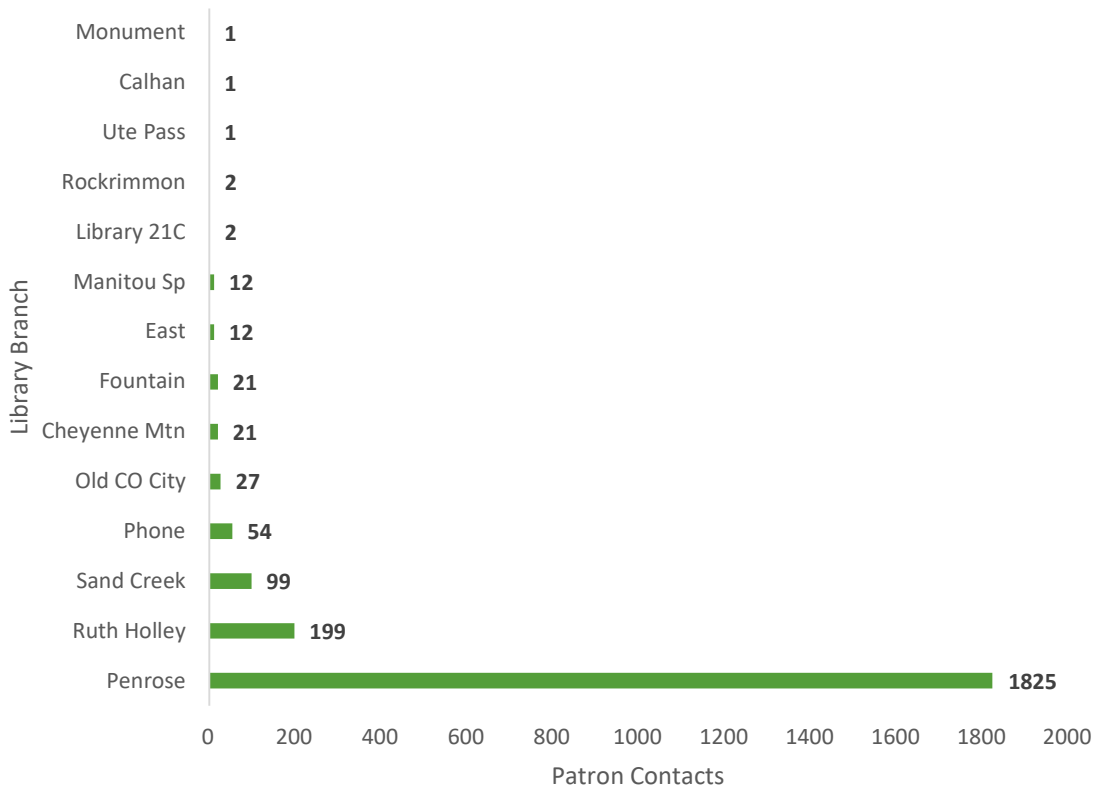


### 75% of 2022 CRP Patrons Were Age 35 and Above



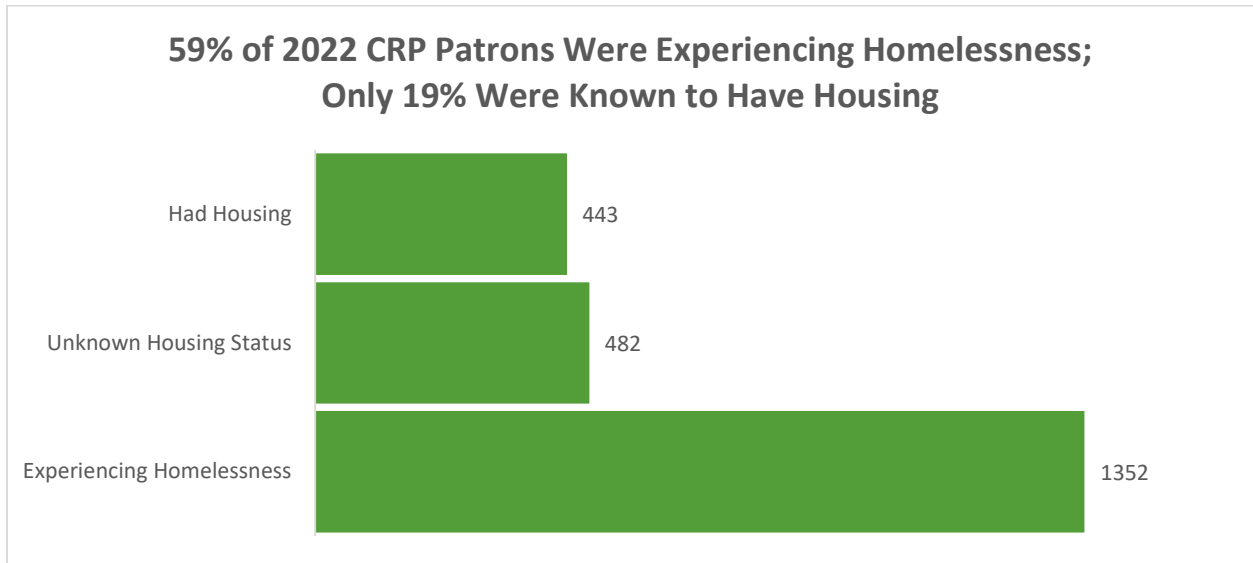
Staff of the CRP spent time at most of the 15 PPLD branches each month. However, the majority of those served were at the Penrose branch, followed by Ruth Holley and Sand Creek as shown below:

### 80% of 2022 CRP Patrons Received Services at the PPLD Penrose Branch

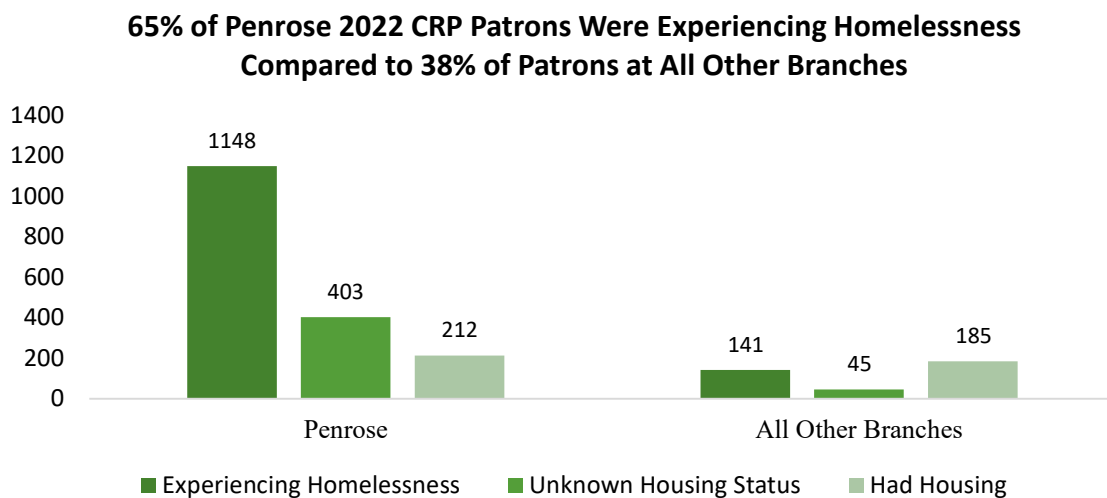




Of the 2,277 library patrons who were served through November 2022 by the CRP, 1,352 (59%) were known to be experiencing homelessness. Only nineteen percent (443 patrons) were known to have housing while the housing situation was not known for 482 (21%) of the patrons served.



The homelessness rate of patrons served through the CRP varied substantially by branch. Only 12% of Penrose patrons were known to have housing, while 65% were known to be experiencing homelessness. Combining the data for the patrons served at all of the other PPLD branches, 50% were known to have housing and 38% were known to be experiencing homelessness. The following graph displays these differences.



In addition to serving a significant number of people who were experiencing homelessness, library staff who participated in the focus groups indicated the CRP also served a significant number of senior citizens, teens in crisis, and single mothers of young children. According to a librarian at one of the southern branches of the library, “It’s mostly people in some crisis situation that we point to this resource.”

## DIVERSITY OF SERVICES PROVIDED

Patrons received resources and guidance from the CRP to address an overwhelming variety of needs – with a large majority related to the social determinants of health. The following table details the 3,952 distinct areas of need that CRP staff addressed on behalf of the 2,277 patrons in 2022. The items in **BOLD** indicate needs within social determinants of health<sup>2</sup> which comprised 60% of the total support provided by CRP staff:

| Service                                 | Times Provided | Service                                    | Times Provided |
|---|----------------|--|----------------|
| Homeless Resources                      | 359            | <b>Education Resources</b>                 | <b>35</b>      |
| Bus Pass/Transportation                 | 336            | Computer                                   | 29             |
| <b>Employment Resources/Support</b>     | <b>331</b>     | LEAP <sup>3</sup> /Utility Assistance      | 27             |
| Phone                                   | 326            | Veteran Support/Resources                  | 26             |
| <b>Emotional Support</b>                | <b>292</b>     | Clothing                                   | 19             |
| <b>Medical Resources</b>                | <b>269</b>     | <b>Financial</b>                           | <b>19</b>      |
| <b>Housing Resources</b>                | <b>265</b>     | <b>Domestic Violence Resources/Support</b> | <b>18</b>      |
| <b>SNAP<sup>4</sup>/State Benefits</b>  | <b>264</b>     | <b>Childcare</b>                           | <b>18</b>      |
| ID/SS/BC <sup>5</sup>                   | 200            | General                                    | 14             |
| <b>Rapport Building</b>                 | <b>193</b>     | <b>Unemployment</b>                        | <b>14</b>      |
| <b>VI-SPDAT<sup>6</sup></b>             | <b>164</b>     | Directions                                 | 5              |
| Legal Support                           | 148            | <b>LGBTQ+ crisis resources</b>             | <b>4</b>       |
| <b>Social Security</b>                  | <b>143</b>     | Department of Motor Vehicles               | 4              |
| <b>Food Resources</b>                   | <b>105</b>     | Voting                                     | 3              |
| <b>Senior Resources/Services</b>        | <b>65</b>      | Disability Services                        | 3              |
| <b>Mental Health Support/Resources</b>  | <b>49</b>      | Greyhound                                  | 2              |
| <b>Substance Use Support/Resources</b>  | <b>43</b>      | Department of Human Services               | 2              |
| <b>Hygiene/Snacks/Other Basic Needs</b> | <b>41</b>      | DUI Classes/Resources                      | 2              |
| <b>Rent Assistance</b>                  | <b>41</b>      | Gas Voucher                                | 2              |
| Other                                   | 36             |  |                |
| Tax Assistance                          | 36             |  |                |

<sup>2</sup> Centers for Disease Control (2022). Social Determinants of Health at CDC.

<https://www.cdc.gov/about/sdoh/index.html#:~:text=Healthy%20People%202030%20sets%20data,and%20neighborhood%20and%20built%20environment>

<sup>3</sup> Low-Income Energy Assistance Program

<sup>4</sup> Supplemental Nutrition Assistance Program

<sup>5</sup> Identification Card, Social Security Card, Birth Certificate

<sup>6</sup> Vulnerability Index – Service Prioritization Decision Assistance Tool

Excerpts from the five focus groups conducted for this evaluation provide details behind these numbers. Transportation to a medical appointment, use of a cell phone, help with paperwork required for housing – these are resources that most El Paso County residents take for granted but they are very difficult to access for a substantial number in our community. Quotes illustrating the range of services provided include:

*Transportation is an issue. Having resources to bridge the gap. To help with a phone call because Garden of the Gods offices are far away.*

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*People ask about housing, anything about shelters, medical benefits, for help making arrangements for appointments.*

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*There are no public phones, but they need to sit on a phone for some time to set up an appointment. CRP staff have cell phones they can use.*

*They need help with food stamps. We get a couple of patrons who need VA benefits. You have to be on top of that.*

*For senior citizens it's Medicare. Social security is all online. If you are a senior and are not comfortable with computers, or your kid did it for you, but your kid moved, it is quite the ordeal to have to go through.*

*Help getting employed, social security issues, unemployment...lots of people might have issues with the IRS or unemployment but they don't have an ID so that is a big issue that Kayla helps with. You need a photo ID for so many things. It's a huge barrier.*

### Variations in Services Provided by Branch

The proportion of individuals served who are known to be experiencing homelessness is far higher at the Penrose branch (65%) compared to the combined total of the other library branches (38%). Not surprisingly, the types of services provided at Penrose compared to the other branches also varied.

An analysis of the services provided at each branch was conducted to determine the most important services provided at each branch. This analysis started by focusing on the seven branches that recorded at least ten patron interactions in 2022, and then ranked the top three or four services provided at each. As shown in the table below, homeless services were most common at the Penrose, East, and Old Colorado City branches, Cheyenne Mountain and Ruth Holley branches most often provided employment resources, the Sand Creek branch provided housing resources, and the Manitou Springs branch provided bus passes/transportation resources most often.

The following table shows the full detail of the top services provided at each branch that recorded at least ten points of service during 2022:

**Most Common Resources Provided  
at Branches with at Least Ten Points of Contact in 2022**

| <i>Resource</i>                | <i>Penrose</i> | <i>Cheyenne<br/>Mtn</i> | <i>East</i> | <i>Old<br/>CO</i> | <i>Holley</i> | <i>Sand<br/>Creek</i> | <i>Manitou<br/>Springs</i> | <i>Total<br/>Times<br/>Ranked</i> |
|--------------------------------|----------------|-------------------------|-------------|-------------------|---------------|-----------------------|----------------------------|-----------------------------------|
| <i>Homeless</i>                | 1              | 2                       | 1           | 1                 | 2             | 2                     | 2                          | 6                                 |
| <i>Bus Pass/<br/>Transport</i> | 2              |                         |             | 3                 |               | 3                     | 1                          | 4                                 |
| <i>Employment</i>              | 3              | 1                       |             |                   | 1             |                       |                            | 3                                 |
| <i>Phone</i>                   | 4              |                         |             | 2                 |               |                       |                            | 2                                 |
| <i>Housing</i>                 |                |                         |             |                   | 3             | 1                     |                            | 2                                 |
| <i>Mental<br/>Health</i>       |                | 3                       |             |                   |               |                       | 3                          | 2                                 |
| <i>Medical</i>                 |                | 3                       |             |                   |               |                       |                            | 1                                 |
| <i>VI-SPADT</i>                |                |                         | 3           |                   |               |                       |                            | 1                                 |
| <i>Food</i>                    |                |                         |             |                   |               |                       | 3                          | 1                                 |
| <i>Senior</i>                  |                |                         | 2           |                   |               |                       |                            | 1                                 |

**Individuals Served**

Stories of specific individuals who have been served by CRP staff members offer glimpses into the types of services provided. A sample of quotes that illustrates this range is provided below:

*When I worked at a smaller branch, we did have Kayla there every other week. I had a guy who came in who had been stuck. His car broke down in Idaho. He was trying to find a place to stay, He'd taken a bus here. "You are in luck," I said. "We have a person who can help you." She got him set up with some systems. He was over the moon. "I can't believe you would have this."*

*What surprised me were lots of early wins when Alicia [the first social worker] started working. A gentleman had benefits but hadn't had dentures for 10 years. No one had had time to sit there and help him. Now he's got dentures.*

These quotes from librarians and security officers capture just a fraction of the broad array of services the CRP staff provide to PPLD patrons who are often some of the most marginalized members of our community.

**Additional Services Provided**

Librarians in the focus groups mentioned two additional services the CRP offers patrons that are more conceptual than those included within contact logs.

**Privacy**

As Community Resources Program staff members provide individualized help, several librarians commented on the needed privacy they are also able to offer patrons.

*There's lots of information that I don't want to see. Social security numbers for instance. Private pieces they need. There's a big responsibility piece that comes with having that information. I was helping someone fax something. I took papers from someone and put it up on the machine. She didn't want me to see what I was faxing. I was brand new. The library has a big responsibility for privacy.*

*I remember there was someone who was having loud conversations on a cell phone. He was giving out his credit card number and I saw someone else writing it down. This is a very public place. Being able to have spaces where you can talk privately... Also, it's difficult if you've been living outside for a long time. Your boundaries go. What is private and what is not gets blurry. We reinforce that this is a good place to do this where ten people can't see your social security number and credit card. We still have people putting personal information on our public computers, but at least having space that offers more privacy - it matters.*

#### The Community Exchange

A special service that the lead social worker, Kayla Rockhold, coordinates is the Community Exchange. This is a weekly gathering of local service providers in the Knights of Columbus Hall (KCH) which is adjacent to the Penrose library branch. This gathering allows patrons, who often do not own transportation, to complete processes it could take them hours or even weeks to complete otherwise. As librarians described it:

*They got to be part of a community resources fair once a week in KCH. When that happens, you have different groups...come together in the same building.*

---

*Independence Center has a voucher to help them get their ID. Kayla has them deliberately show up the same week as the DMV. People can get their ID, their license, and leave. It's done.*

---

*We are so car dependent. That makes it hard to get things done. One thing an Independence Center person was telling me – half of the vouchers would get lost before people could use them. There's a barrier between when someone gets a voucher and when they use it. By removing that barrier, it's incredible. That [Community Exchange] happens every week.*

The next section highlights the impact of these diverse services on the lives of the patrons, the library system, and librarians.

## BENEFITS FOR PATRONS

Librarians across the PPLD described the considerably superior service they are now able to provide patrons because of collaboration with the CRP program staff. Patrons often leave the building with their questions resolved and feeling far more supported as indicated in the following quotes:

*At Penrose, the CRP is often brought in to address crises. Patron can't wait two days to talk with someone and they are often not in a mental state or intellectually able to manage the bureaucracy to achieve their goal (a place to sleep, food, transportation, etc.). They need more than a brochure or someone's card which is what the librarians often used to give them. They need someone to sit with them, to give them a phone to use, to help them figure out the next step to take. Someone to care.*

*Phones are a big help. Kayla had some connection where people could apply for a phone and when they changed the process for verifying yourself for unemployment people needed a camera and Kayla figured out the work arounds and how to help people. It's helpful to have the [CRP] program when there are big changes in statewide programs. We don't have the capacity to help walk people through big applications. Kayla can sit with people and help them complete applications.*

---

*CRP can provide a depth of service, confidentiality, and privacy that the library staff was not able to provide. It takes a tremendous load off the staff to have CRP there.*

---

*Trying to keep dibs on when phones are available at places, free meals, we were ill-equipped and erratic. We were passing it off but not reaching a resolution for the client. With Kayla, Joe, Sofie, they wrap it up. They're not just giving them a phone number. If the patron doesn't have a phone, they stay with the patron while they make the call. They help them gather the information they need, steps they have to take. We weren't able to do that. We would Google and print things out. "I hope this helps." "Where is the phone?" [they'd ask]. "Can't help you with that."*

*Not that we still don't get into circuitous conversations when we're on the reference desk, but it has lowered frustration for some high-needs patrons to have a person here. I was just talking with someone yesterday. We rotate every hour on the hour at the desk. Our rules revolve around privacy. I can say we just had an incident in the teen area, but I don't give specifics. Even if I spent an hour with someone helping them to get a driver's license reinstated, the next day there is no one to help them know what they did, where they need to get started now. The social worker is not like a therapist, but there's more consistency that the social work team has addressed the questions. This is where you are, now here's the next step. Did you get the form filed? Ok, you lost it so let's start over.*

## BENEFITS FOR LIBRARIANS

In addition to the clear impact on patrons, the CRP program has also had a substantial impact on librarians who report a wide array of benefits both professionally and personally.

### Valuable Training

Librarians now regularly receive training from the lead social worker as well as modeling of healthy and wise boundaries with patrons. Quotes illustrating the value this provides include:

*Peer navigators and Kayla set a good example about how to build relationships with boundaries. When we do that, we are going to have easier interactions, be able to connect with people.*

---

*Compassion fatigue is a real issue that even librarians feel – the training and support from Kayla and team really helps with this.*

---

*Kayla and staff did a training recently and it was very good...talking about setting boundaries and maintaining our health so that we can help others. Not only are they doing great work for our community, but they are also a resource for our staff.*

*We're cautioned not to walk people through things because it's a liability. We don't want to tell them wrong and mess up their life.*

*Kayla gives us a lot of security to say no. People come to us with requests. [We think] we have to do something for this person. She helps us with boundaries. Our last staff training was on boundaries. Being able to say, "We can't help you with that."*

### Social Work Experts on the PPLD Team

Because of the CRP program, PPLD librarians and staff are able to refer patrons who have questions that are outside their skill set to a group of trusted experts. A sample of quotes illustrating the value this provides includes:

*I couldn't be an expert in all this while also doing everything else, so it is VERY helpful. I can give people a list, but they'll say, "I tried all that" so it's hard to know what to do.*

---

*Having that person come to you with a life emergency is a big deal. You want to be sure you tell them the right information and find everything you can for them.*

---

*If someone comes to us with a complicated problem, they are in need, but we don't have knowledge, it's nice to have that person in hand. This is the person you should talk with. You want to help but it's a whole other discipline – social work. Having that person there is awesome.*



*I can find information but knowing Kayla is the expert takes stress off of me. You're not feeling like you've printed off stuff and are putting it into the hands of people who may or may not be able to use the printed material.*

*I worked in the children's section before. There were lots of people living out of their car, working poor without a home. Families would spend the whole day here, camping, united as families because they all lived in the same camp together. Things would come up all the time and trying to keep track of when is ESM open so you can take a shower, when can you do that. All the different things on top of our other jobs. It was a lot.*

### Lowered Stress

Finally, there was broad agreement with PPLD librarians in the focus groups that the CRP has clearly lowered their personal stress levels because of the roles the social workers and peer navigators now play on the library team. A sample of quotes illustrating this benefit includes:

*We really care about the people that we serve so when we can't serve them all the way, that is a real stress.*

*The layer of having CRP, of seeing that is an option, hearing it over the radio ... it is a huge difference from when I was here prior. It's a huge relief.*

*I had a situation today where a patron asked me something. I didn't know the answer, but Joe did. He was able to help them out. It's taken off a lot of pressure from managers, people in charge, and security.*

This last quote refers to Joe, one of the peer navigators. The role and training of peer navigators is distinct from the social workers, and they have only been part of the CRP team since July 2022. The next section explores their work and highlights their contributions to the PPLD and its patrons.

## THE ROLE OF PEER NAVIGATORS AT THE PPLD BRANCHES

The peer navigators, Joe and Sofie, were hired because of their personal or lived experiences with homelessness, substance abuse, and/or trauma. Since they began their roles, they have spent their time at the downtown Penrose branch of the library. They have also, on occasion, travelled to other library branches to fill in for a social worker who could not attend the open hours scheduled there. Of their 591 recorded points of contact between July and early December of 2022, the two peer navigators were involved in 583 points of contact at the Penrose branch (99% of their total contacts) and 8 points of contact at the other library branches combined.

Focus group participants observed this about the peer navigators' work at the Penrose branch:

*Their presence engages that community in the downtown branch. Having Joe and Sofie walk around and talk to these people, they connect with them, people who have unique situations, needs. That has taken the pressure off security. That makes it feel like this is a safe, open place and we are not here to police your presence.*

*Joe approaches them with a different attitude. He's there to get to know them.*

Unlike security officers and social workers, peer navigators are not legally required to report abuse and suicide threats. As a result,

*People can freely share with them, and they can be a confidential resource. They build relationships with people, they know people by name, their situation. They check up on them.*

Their roles encompass many different components.

*In the Penrose children's area there was verbal abuse, but it was also a situation where the mom was overwhelmed. She had four or five kids she was trying to take care of. Kayla helped her with resources. The peer navigators are also great for that. Sofie is a mom. They have the time and resources to talk and help them.*

The CRP team of four meets approximately every two weeks to talk about how they are spending their time, needs that they have in order to better serve patrons, and who they are not yet reaching as much as they would like to be. They also share stories about their most significant encounter since they last met. The following excerpts from meeting notes add personal reflections about the contributions the peer navigators make to PPLD patrons' lives.

*A patron came with an update regarding seeking help for a long-term problem. She wanted peer navigators to know she is making progress and avoiding crisis services by being proactive.*

---

*I had an honest conversation with [Jim] about struggles and barriers. He came back the next day to fill out an application for sober living.*

---

*A patron [shared with me about her] relationship with her mom, seeking emotional support. She doesn't have other friends who will listen and appreciated a listening ear.*

*One of my regular patrons I interacted with was very excited to update me on developments in his life. Also, a regular pair of patrons I sit and converse with on a near weekly basis came by specifically looking for me and my colleague.*

### Peer Navigators across the Library Branches

As stated earlier, since being hired the peer navigators have worked almost exclusively at the Penrose branch and have only occasionally travelled to other library branches to fill in for a social worker who was unable to be there. By February, they will both have completed their formal training, allowing them to work more consistently at the other branches.

Given their almost exclusive time at the Penrose branch up to this point, it is not surprising that several librarians who participated in the focus groups were unfamiliar with the peer navigators' work. Other librarians commented that the need to refer to a CRP staff member is far lower at the other branches compared to Penrose.

*Peer navigators are only at the other branches a small amount of time. Even when they show up, they announce they are there but the things they deal with are crisis kinds of things. Those happen at the spur of the moment. It's not like, well next week at 5:00 I'll plan my crisis. ...At other branches there are very rarely "in-crisis issues," so they don't do the same kind of work there. Lots of times they [patrons] need to use a phone. It's not like the old days when there were pay phones. Phones are a big deal, having access to them. It used to be you could walk into a place and ask to use their phone. No big deal. Now it's not like that.*

Given the emphasis on serving patrons who are experiencing homelessness at the Penrose branch, librarians at other branches commented, "We might need peer navigators in other areas." Librarians also commented that the type of homelessness that people at branches other than Penrose experience is often different. "People are in their car, not under bridges," which can influence the type of resources they need.

Understanding the context of the peer navigators' work is essential for understanding the value they can add to the library district. As described earlier, only 12% of Penrose patrons served by the CRP are known to have housing. Conversely 65% are known to be experiencing homelessness. Combining the data for the patrons served at all other PPLD branches, 50% are known to have housing and 38% are known to be experiencing homelessness. Given this difference in patrons' housing status, it is natural that the peer navigators' work would vary by location.

Patrons at the other branches have only had a few months to become familiar with the CRP and the opportunity that exists to work with a peer navigator. Nevertheless, it is worthwhile to

consider whether the peer navigators' contribution to the Penrose branch is so significant that their skills would best be utilized by keeping them at that site all of the time. As they begin a planned rotation to the other branches in early 2023, it will be important to monitor their ability to build relationships with patrons at these branches and make referrals to the social workers as they have done at Penrose.

The fact that the social workers can and do spend time on the phone with patrons at the other branches when a crisis arises does give the other branches valuable access to the CRP staff. In addition, the social workers travel to the other branches, at times to respond to a crisis, as well as to be available on a regular basis at a majority of the locations.

Librarians from the various branches certainly affirmed that their patrons have needs that would benefit from the expertise of a member of the CRP team.

*Rural library people [using the Calhan branch] are looking for financial support - the LEAP application, internet access, financial guidance.*

---

*There are needs in every region. They are just different. And most people aren't aware that they can ask for help.*

---

*At Sand Creek, we have lots of housing, legal assistance, heat, food requests, and women in abusive situations that don't know who to turn to. People who are losing the roof over their heads... People would park outside our door. Mental health crises...*

But these needs should be considered in the context of service provision. Eighty percent of 2022 CRP patrons received services at the PPLD Penrose branch and only the Sand Creek and Ruth Holley branches had more than 95 points of contact during 2022 (see page 8). In addition, the most common resources provided to patrons by the CRP team related to housing at Sand Creek and employment at Ruth Holley (see page 13), although at both branches the second most common request was for homeless resources.

Worthwhile questions to discuss among the CRP team and library leaders include:

- To what extent do the peer navigators' unique skill sets match the most common needs of the branches where they may regularly serve?
- Beyond the Penrose branch, are social workers' scheduled times at the other branches of higher value to librarians and patrons alike compared to times that the peer navigators may spend on site?
- Would it be an acceptable plan to increase phone and/or video conferencing support at all branches beyond Penrose while lowering the amount of time the peer navigators in particular spend at the other branches?

## Building Awareness for the CRP

Librarians in the focus groups also recognized that community awareness for the CRP needs to be expanded. Patrons at many branches do not yet know the program exists or do not know the types of resources that are available. The CRP staff schedules at the various branches are also not widely known and difficult for librarians and patrons alike to access at this point.

## CONCLUSIONS

The Community Resources Program has had a significant impact on library patrons across El Paso County. CRP staff members have been instrumental in bridging gaps between service providers, helping patrons to access a wide variety of services located across the community, and encouraging collaborations between service providers. They have also provided expert support and guidance to patrons who present with a wide array of needs and questions.

Based on the information shared in the five focus groups, the program is highly valued by librarians and security personnel alike. It is also widely utilized by patrons, particularly at the Penrose branch of the PPLD system.

## Recommendations

We strongly recommend that the CRP program be both sustained and expanded because of the significant evidence of beneficial impact that has been presented throughout this report. Within that context, as the program matures, we also recommend the following refinements:

- Continued refinement of the roles within the CRP
- Enhanced internal communication about CRP staff schedules
- Consideration of Saturday hours for the CRP staff as suggested by several librarians
- Expanded communications within the Pikes Peak region to enhance awareness of the CRP

But even with these areas for further growth, the following quote from a focus group participant aptly captures the value that the entire CRP team adds to the library system.

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*I am thrilled we have them. I hope they feel appreciated because I don't want them to leave. If they ever both call out sick at the same time, we will all cry. They are very valued. It's a huge help. I'm really grateful for them.*

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## APPENDIX 1: METHODOLOGY AND DATA

Included in this appendix are the documents that guided data collection for this evaluation. First, the Effect X team developed a protocol that guided the five focus groups with librarians and security officers. A table detailing representation in the focus groups, as well as the focus group protocol, immediately follow.

Next, to gather systematic input from the peer navigators over time, the evaluation team developed a protocol for biweekly meetings of the social workers and peer navigators. This is included on page 23.

Finally, before this evaluation began, a system was in place to capture details about each patron contact. The evaluation team slightly adapted the Social Work Patron Interaction Form to align more fully with the goals of the evaluation. This form is included beginning on page 24.

### Overview of Focus Groups

| <i>Focus Group</i> | <i>Date</i> | <i>Location</i> | <i>Number of Participants</i> | <i>Branches Represented</i>  |
|--------------------|-------------|-----------------|-------------------------------|--|
| <i>One</i>         | 11/10/22    | Penrose         | 5                             | Cheyenne Mountain, East, Fountain, Manitou Springs/Ute Pass, Penrose |
| <i>Two</i>         | 11/10/22    | Penrose         | 4                             | Penrose, Ruth Holley   |
| <i>Three</i>       | 11/10/22    | Penrose         | 5                             | Old Colorado City, Penrose   |
| <i>Four</i>        | 11/17/22    | Library 21c     | 5                             | Calhan/High Prairie, Library 21c, Monument/Palmer Lake, Rockrimmon   |
| <i>Five</i>        | 11/17/22    | Sand Creek      | 2                             | Sand Creek   |

## Library Staff Focus Group Protocol

### Goals

Collect feedback from other library staff about their perceptions of the social work program with the hope (assumption) that the social work program helps the overall system by providing focused service to people with quite varied needs.

### Draft Discussion Protocol

Overview: Ideally conducted in November (details to be decided) we suggest organizing 2 – 4 focus groups with relevant PPLD staff to understand their perception of the overall program to both inform the report (e.g., additional outcomes / perspective on value) and inform program refinements within the system.

1. You represent X different branches. From your perspective, how do the branches differ, especially as it relates to how your patrons use the community resource desk?  
Session 1 – 6 branches, Session 2 - 2 branches, Session 3 – 2 branches
2. How are your responsibilities different because a social worker and peer navigators are now on staff?
3. How often do you refer people to Kayla or to one of the peer navigators? How do you decide when to refer and to whom if more than one of them are working at your branch?
4. Before you had a social worker on staff, what did you do when you had a patron with questions that you did not know how to answer?
5. We talked about how your responsibilities have changed because of the Community Resource Team. What else is different because a social worker and peer navigators are on staff now?
  - a. Does the library have new partnerships? If so, has that affected how you do your job?
  - b. Is the library atmosphere different?
  - c. Has overall use of the library changed in terms of who uses the library and how they use the library?
6. Does having a community resource desk fit within your perspective of what a library today should offer to its community members?
7. Are there drawbacks or unintended consequences to having a social worker and peer navigators on the library staff?
8. What adjustments would you recommend for improving this program?
9. What else would you like to share about this program or about the library in general?

## Peer Navigator Weekly Reflective Dialog Protocol

### Goals

To develop a reliable and useful feedback loop between CRP staff and also to increase the likelihood of retaining the peer navigators by strengthening relationships and providing them opportunity to inform the CRP program.

### Questions:

1. Percent of time invested in patron relationships
2. Percent of time invested in community resource relationships
3. Percent of time invested in building lists/databases of community resources
4. Other uses of time (total of Questions 1 - 4 should equal 100%)
5. What has gone well this week as you talked with people in your job?
6. What parts of our work could be improved? What suggestions do you have that would make our work better for the people we are trying to help?
7. What suggestions do you have that would make our work better for you?
8. What was the most meaningful conversation you had with someone at a library this week? What made it meaningful?
9. Who are we reaching and who are we not reaching with our services?



## Social Work Patron Interaction Form

Overview: This section shows the design of the web-based log of all patron interactions that CRP staff have logged during 2022. A total of 2,277 entries were created from January through the first week of December 2022.

1. Today's date

2. Patron's first name

3. Is this a returning client?

- Yes
- No
- Unknown

4. Drop-in, referral, or outreach?

- Drop-in
- Referral
- Outreach

5. If a referral, by whom?

- Library Staff
- Library Security
- Outside referral from other agency
- Outside referral from community member
- Referral from Unite CO

6. Branch of contact

- Penrose
- Calhan
- Cheyenne Mountain

- East
- Fountain
- High Prairie
- Library 21c
- Manitou Springs
- Monument
- Old Colorado City
- Palmer Lake
- Rockrimmon
- Ruth Holley
- Sand Creek
- Ute Pass
- Phone

7.You are:

- Kayla
- Nikki
- Sofie
- Joe
- Shelly (22/23 intern)
- Bridget (21/22 intern)
- Macie (21/22 intern)

8.Needs identified by patron:

- Bus Pass/Transportation
- Domestic Violence Resources/Support
- Education Resources
- Emotional Support
- Employment Resources/Support
- Food Resources
- Homeless Resources
- Housing Resources

- ID/SS/BC
- LEAP/Utility Assistance
- Legal Support
- Medical Resources
- Mental Health Support/Resources
- Phone
- Rapport Building
- Rent Assistance
- Senior Resources/Services
- SNAP/State Benefits
- Social Security
- Substance Use Support/Resources
- Veteran Support/Resources
- VI-SPDAT

9. Bus Pass: How many

10. Bus Pass: Reason

- Court
- DHS/Community Organization
- Job
- Medical
- Shelter

11. Do you have any current connections with community support?

- Yes
- No

Unknown

12.If 'yes,' please describe where they have current connections with community support

13.Referred to:

14.Approximate Age:

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Unknown
- Family - multiple ages

15.Gender:

- Male
- Female
- Trans Male
- Trans Female
- Non-binary
- Unknown

16.Is the patron an individual, couple or family?

- Individual
- Couple
- Family
- Unknown

17. Is this patron experiencing homelessness?

- Yes
- No
- Unknown

18. Optional: Enter the appropriate VI-SPDAT Range for patrons that you helped complete the VI-SPDAT with:

- 1 - 3 (Services)
- 4 - 5 (RRH)
- 6 - 7 (TH)
- 8 - 10 (low PSH)
- 11+ (PSH)

19. Length of time spent with patron:

20. Other notes about encounter:

# Community Resources Open Hours

**Calhan:** 1<sup>st</sup> Wednesday of the month 10a – 1p

**Cheyenne Mountain:** 2<sup>nd</sup>/4<sup>th</sup> Tuesday of the month 2p – 4p

**East:** 1<sup>st</sup> Friday of the month 10a – 12p

**Fountain:** 2<sup>nd</sup>/4<sup>th</sup> Thursday of the month 2p – 4p

**Library 21c:** 3<sup>rd</sup> Friday of the month 10a – 12p

**Manitou Springs:** 1<sup>st</sup> Wednesday of the month 1p – 5p

**Monument:** 1<sup>st</sup>/3<sup>rd</sup> Tuesday of the month 2p – 4p

**Old Colorado City:** 1<sup>st</sup>/3<sup>rd</sup> Thursday of the month 1p – 5p

**Penrose:** Every Monday 9a – 11a

**Rockrimmon:** 4<sup>th</sup> Monday of the month 2p – 4p

**Ruth Holley:** Every Tuesday 9a – 12p

**Sand Creek:** Every Monday 9a – 11a and 2p – 4p

## Security Policy 1/ Security- Mission Statement

**Origin Date: 11/04/2018**

**Last Updated: 3/1/2022**

## Security- Mission Statement

It is the mission of the Pikes Peak Library Security Department to:

1. Provide exemplary security services which enhance and support the District's Strategic Plan.
2. Promote a safe and welcoming environment which recognizes, and is respectful of diversity.
3. Improve the quality of library experiences for patrons and staff.
4. Create a safe, nurturing environment for learning and community-building.

The Security Department is committed to ensuring the safety of patrons and employees through effective policies and procedures, educational programming, and community involvement.

\*I certify receipt and understanding of the above expectations. I additionally agree to hold myself and my fellow officers accountable to the professionalism described herein.

### Manager Approval -

**Reviewed and Approved by Michael Brantner, Security Manager PPLD Enter**

**date approved: 3/1/2022**

## Security Policy 2/ Code of Ethics

**Origin Date: 11/04/2018**

**Last Updated: 2/22/2022**

### **PPLD SECURITY OFFICER CODE OF ETHICS**

As a Security Officer with the Pikes Peak Library District I will endeavor:

1. To accept the responsibilities and obligations of my role as a security officer.
2. To shield persons or property from those who would cause harm and to do so with attentive observation and reporting to law enforcement, while on duty.
3. To conduct myself with honesty and integrity, and to adhere to the highest moral principles in the performance of my duties, as a security officer.
4. To be faithful, diligent, and dependable in discharging my duties, and to uphold at all times, the laws, policies, and procedures that protect the rights of others.
5. To observe the precepts of truth, accuracy, and prudence, without allowing personal feelings, prejudices, animosities, or friendships to influence my judgement.
6. To report to my superiors, without hesitation, any violation of the law or of my employer's or client's regulations.
7. To respect and endeavor to protect the confidentiality and privileged information of my employer or client beyond the term of my employment.
8. To cooperate with all recognized and responsible law enforcement and government agencies in matters within their jurisdiction.
9. To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of my employer.



## SP-02

10. To conduct myself professionally and perform my duties in a manner that reflects credit.

I certify receipt and understanding of the above expectations. I additionally agree to hold myself and my fellow officers accountable to the professionalism described herein.

### **Manager Approval -**

**Reviewed and Approved by Michael Brantner, CSO PPLD Enter**

**date approved: 11-28-18**

## Security Policy 3/ Dress Code-

Equipment Origin Date: 12/19/2018

Last Updated: 2/18/2022

- I. Purpose-** This Policy is intended to provide guidelines on Security Officer uniform requirements, maintenance, equipment checkout and return and replacement of both uniform and equipment parts. A uniformity in appearance of Security staff provides to patrons and library staff an easy to recognize and identify Security Officer.
- II. Definitions/Abbreviations-** Pikes Peak Library District-PPLD, Security Officer-SO, Dress Code-DC, Chief Security Officer (CSO), Security Supervisor-SS.
- III. Policy-** All SO shall be issued and expected to maintain in good appearance and working order, uniforms and equipment necessary for job performance. These items will be checked out to the SO at the start of employment with PPLD and will be returned at the end of employment. A cache of equipment and uniforms will be maintained by the North Region SS for this purpose. Replacement of items will be handled by the North Region SS from this cache. Any items not available through the cache will be purchased by the CSO.

### IV. Procedures-

#### A. Administration

- All PPLD SO's are required to show up for duty in the approved uniform consisting of the issued components and accompanying non-issued approved components. All items will be checked out to SO by SS when issued.
- Issued Uniform Components- Upon hiring, PPLD will equip each SO with the following uniform components
  - i. Uniform Pants
  - ii. Uniform Shirts
  - iii. Uniform Jacket
  - iv. Winter Jacket
  - v. Uniform Baseball Cap
  - vi. Uniform Stocking Cap

## SP-03

- vii. Uniform Reflective Vest
  - viii. Uniform Rain Poncho
- 
- Non-Issued Uniform Components- SO's are required to provide these uniform components for themselves.
    - i. Shoes/work boots
    - ii. Belt
    - iii. Under shirt (optional)
  
  - All SO's shall report for duty in a uniform that is clean, in good condition, and free of a worn appearance. SO's are responsible for maintaining their uniforms and notifying the SS of replacement needs.
  
  - All SO's shall be issued the following equipment by PPLD and are responsible for the care and maintenance of listed equipment. All equipment will be checked out to SO by SS when issued.
    - i. Flashlight and Charger
    - ii. ID/Access Name Badge
    - iii. Narcan Pouch
      - Face shield
      - 2 numbered, sealed single use Narcan doses
      - Gloves
    - iv. Facility keys and site-specific keys
  
  - SO's are responsible for returning all issued uniform and equipment when they leave employment with PPLD. SS will check equipment and uniforms in when returned. Final paychecks may be held until all items are returned to PPLD.
  
  - Need for replacement of worn or damaged uniform or equipment components will be reported to SS who will coordinate it based on this policy and CSO direction.

# SP-03

## B. Operation

- Issued Uniform Components-
  - i. **Shirts** for men and women shall be: 5.11 brand, Tactical Professional Polo's, in either short or long sleeve, Dark Navy in color. On the left chest area, the name "Pikes Peak Library District" will be embroidered in white, plus the logo below the name, and the title "SECURITY" embroidered below the logo. (Shirts shall be worn," Tucked in"). SO will be issued 4 shirts either long or short sleeve, depending on the preference of the SO.
  - ii. **Pants** for men and women shall be: 5.11 brand, Tactical Pants, made from Taclite Rip stop, Khaki in color. SO will be issued 4 pairs of pants.
  - iii. **Uniform Jacket** for men and women shall be: Blauer brand, Job Shirt, Navy in color. On the left chest area, the name "Pikes Peak Library District" will be embroidered in white, plus the logo below the name, and the title "SECURITY" embroidered below the logo. SO will be issued 1 jacket either full or partial zip depending on preference of SO.
  - iv. **Winter Jacket** for men and women shall be : Port Authority brand, Zip Front, Black in color. On the right chest area, the name "Pikes Peak Library District" will be embroidered in white, plus the logo below the name, and the title "SECURITY" embroidered below the logo. SO will be issued 1 jacket.
  - v. **Baseball Cap** for men and women shall be: black in color, w/ the title "SECURITY" embroidered.
  - vi. **Watch Cap** for men and women shall be: Law Pro brand, black in color, w/ the title "SECURITY" embroidered. (Not to be worn while inside the facility.)
  - vii. **Reflective Vest** for men and women shall be: VIEWBRITE brand Reflective Class 2 Security Vest Lime Green - 5 Point Breakaway High

## SP-03

- viii. Visibility Yellow Safety Vest. To be worn when outside of PPLD facilities, directing traffic, for outside events, etc. (Not to be worn while inside facility)
  - ix. **Rain Poncho** for men and women shall be: Rothco brand Security Poncho, black in color w/ the title “Security” printed on the back. (Not to be worn while in the facility)
- Non-Issued Uniform Components
    - i. **T-shirts**, long or short sleeve, shall be black in color and free of logos or markings of any type.
    - ii. **Belts, work shoes or boots**, shall be Black in color with no logos or markings.
    - iii. **Socks** may be Black or White.
- Maintenance of Uniform
    - i. Each Security Officer shall be responsible to maintain, clean and properly care for his/her uniform at his/ her own cost.
    - ii. The District shall not be responsible to replace a uniform which has been lost or stolen as a result of an employee’s negligence. An employee who has been deemed negligent by the district, in the maintenance and/or storage of his/her uniform shall bear the full replacement cost.
- Issued Equipment
    - i. NARCAN KIT: Security Officer’s shall wear on their person a 5.11 brand “Ignitor Pouch”, which shall contain 2 ea. 4mg. NARCAN (naloxone) nasal spray units (numbered for inventory), 1 ea. Laerdal Pocket Resuscitation Mask, and two pairs of Purple Nitrile powder free Exam Gloves.

## SP-03

- ii. Flashlight and Charger: Stream light Stinger DS LED HL 800 Lumens.
  - iii. ID/Access Name Badge: PPLD issued with photo.
  - iv. Keys: Master Key and construction key to every officer, Site specific keys will be issued at each location.
- Check out and check in of issued equipment/Uniforms
    - i. SS will coordinate distribution and return of uniforms and equipment to all SO.
    - ii. SS will use the attached “Security Officer Uniform Issue/Return Form” to check out and in all SO equipment and uniforms. The form will be kept in the Equipment Cache at 21c so it can be quickly and easily referenced and updated. SO will initial next to all issued items at issue and return of items. Additionally, SO and SS will sign the form at issue and return.
  - Uniform Replacement
    - i. If a SO needs a piece of their uniform replaced due to wear or damage they need to contact the North Region SS.
    - ii. Notify the SS of the item needing replacing. The SS will check the current inventory and see if any replacement uniform parts are currently available.
    - iii. If replacements are available, the SO will bring in the damaged or worn uniform part and give it to the SS for disposal, the replacement item will be issued to the SO.
    - iv. If a replacement uniform part is not available, the North Region SS will notify the CSO of the item to be ordered.
    - v. The CSO will order the component and issue it to the SO when it arrives.
    - vi. The SO will return the damaged/worn item for disposal when the new one is issued.

## SP-03

- Equipment Replacement
  - i. If a SO finds that a piece of issued equipment needs repair or for single use items it is used up, they need to notify the North Region SS.
  - ii. The SS will issue a new item in place of the old when it is turned in.
  - iii. If the SS cannot replace the equipment from existing inventory, they will notify the CSO who will purchase the item.
  
- SS Equipment Inventory Log
  - i. The North Region SS will maintain the uniform and equipment cache for the Security Department.
  - ii. The Cache will be accessible only to the Security Leadership Team members.

### V. Manager Approval -

**Reviewed and Approved by Michael Brantner, Chief Safety, Social Services & Security Officer PPLD**

**Enter date approved: 2-25-19**



Security Officer Uniform Issue/Return Form

Pikes Peak Library District (PPLD) Security Department issues the below noted uniform components to all Security Officers.

Security Officers are responsible for maintaining these issued components in good working order, and notifying their supervisor if an item becomes damaged or worn.

Uniform components will be turned in when an Officer separates employment with PPLD. Final paycheck disbursement can be held until all items are accounted for.

Fill out the Uniform Inventory sheet by providing the sizes and numbers of each specific item listed where appropriate.

Initial in the provided adjacent column to certify you were issued the item, or are returning it. Please sign the sheet on the designated line when complete.

Your Supervisor will fill in the site specific keys you are issued. Additionally, they will sign the form certifying they issued or returned the equipment.

Questions related to Officer equipment/ordering or uniform requirements should be referred to SP- 03 Dress Code/Equipment, or your supervisor for clarification.



| Item                                      | Sizes/Description                           | Officer Initials Checkout | Officer Initials Check In |
|---|---|---------------------------|---------------------------|
| 4 Pair Uniform Pants                      | Size-                                       |                           |                           |
| 4 Uniform Shirt- Long/Short Sleeve        | # Long Sleeve &Size<br>#Short Sleeve &Size  |                           |                           |
| 1 Uniform Jacket                          | Size-<br><br>¼ Zip or Full Zip              |                           |                           |
| 1 Winter Jacket                           | Size-                                       |                           |                           |
| 1 Reflective Vest                         | Size-                                       |                           |                           |
| 1 Rain Poncho                             | Black/ One Size                             |                           |                           |
| 1 Baseball Cap                            | Black/ Security Embroidery                  |                           |                           |
| 1 Stocking Cap                            | Black/ Security Embroidery                  |                           |                           |
| Flashlight and Charger                    | Streamlight Stinger DS LED HL<br>800 Lumens |                           |                           |
| ID/Access Name Badge                      | PPLD Issued                                 |                           |                           |
| Narcan Pouch- 2 Narcan/Face Shield/Gloves | Pouch #                                     |                           |                           |
| Facility Keys                             | Master/ Construction                        |                           |                           |
| List site specific keys Issued            |   |                           |                           |

Sign-out Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign-in Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Pikes Peak Library District SP-05

## Security Policy 5/ Body Worn Cameras

**Origin Date: 10/22/2018**

**Last Updated: 4/22/2022**

- I. **Purpose-** This Policy is intended to provide instructions and reference on when and how Body Worn Cameras (BWC's) are to be worn and operated while in performance of duties so as to adhere to facility policy and lawful use requirements, as well as the appropriate retrieval and use of footage from BWC's.
- II. **Definitions/Abbreviations-** Body Worn Cameras-BWC's, Security Officer-SO, Pikes Peak Library District-PPLD, Colorado Springs Police Department-CSPD, El Paso County Sheriff's Office-EPSCO
- III. **Policy-** BWC's will be worn and operated in accordance with manufacturer's suggested guidelines, department training, and this policy. It is the policy of this department that SO's shall wear and activate the BWC's when such use is appropriate to the proper performance of the SO's official duties, and where the recordings are consistent with the content of this policy and pertaining laws.

#### IV. Procedures-

##### A. Administration:

Body cameras are authorized to be used (with exceptions noted herein policy) to capture library use policy violations, evaluate SO performance, and capture training material. When used properly, body cameras provide an unbiased, indiscriminate witness to situations and encounters. SO's are only authorized to use department provided BWC's, and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of PPLD.

- 1. BWC's allow for accurate documentation of all SO-related public contacts and critical incidents. They can also serve to enhance the accuracy of SO reports and testimony in court appearances.
- 2. Audio and video recordings enhance the ability of the department to review probable cause for SO contacts, SO and patron interactions, and review interactions for staff training.

# SP-05

3. BWC's may also be used for documentation of crime and accident scenes including situations such as contraband identification and removal.
4. Colorado Law requires "one party consent" to legally record video or audio.
5. SO's operating BWC's must complete a department training program for the proper use and maintenance of BWC's. Additional training may be required at periodic intervals to ensure effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy or equipment.

## B. Operation:

1. BWC's are provided at all locations with assigned Security Staff. Prior to assuming post, each SO must check and ensure the BWC is charged and operational. Any issue found with BWC's must immediately be brought to attention of the on-shift Regional Security Supervisor, Security Coordinator, or Chief Security Officer. All SO's on duty are required to wear the BWC when on duty, unless specifically authorized not to by Chief Security Officer or supervisory personnel.
2. All BWC's will be worn in the center of the SO chest attached with the accompanying uniform clip and magnetic holster.
3. If problems with BWC's are identified during shift, immediately notify the on-shift Regional Security Supervisor, Security Coordinator or Chief Security Officer.
4. While on duty, all SO's will have the BWC always powered on and in standby mode, at all times.
5. BWC's are turned on by depressing and holding down the power button located on the top of the BWC until the device beeps and starts up.
6. BWC's will start recording by pressing the video button located on the side of the BWC. When activated, an audible "Recording Start" is heard. BWC's are returned to standby mode by depressing and holding the video button, which is accompanied by an additional "Recording Stop".

# SP-05

7. BWC's may be used to take photo stills by depressing the camera button on the side while in standby mode. A shutter noise is audible during this process.

8. BWC's will be activated by SO to record all contact with Patrons of the library while in the performance of official duties. If possible, BWC's should be activated when responding to a situation before arrival to ensure adequate coverage of entire event, including arrival.

9. When SO's turn on any recording function of the BWC's they will announce that they are recording. Repeated announcements that they are recording are not required, but SO's are encouraged to ensure all parties are aware the situation is being recorded.

10. Additional SO's arriving at a scene will also be required to turn on the recording function of the BWC's and clearly state that they are recording.

11. When an SO determines an event has ended or plans to terminate a recording for whatever reason (customer privacy, juvenile involvement, incident conclusion etc.) the SO should verbally announce that they are turning off the device and the reason for doing so prior to putting the device back in standby. This action serves as a transparent step in the recording process and SO intent to terminate recording.

12. If an SO fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the SO must document why the recording was not made, was interrupted, or was terminated early. Any SO found to intentionally fail to adhere to this policy will be subject to appropriate disciplinary actions. "Forgetting to turn on the recording" is not a valid reason for violation of this policy. All Incident reports will be expected to have associated BWC footage.

13. Civilians are not allowed to review any recordings at the scene without approval of the Chief Security Officer.

14. Exterior patrols of facilities fall under a different privacy assumption. All patrons on the exterior of a library have no expectation of privacy in a public area. SO's may turn BWC's on for the duration of exterior patrols whenever deemed necessary by using informed judgement and policy-noted exceptions.

# SP-05

## C. Do not use guidelines:

BWC's are not to be used to invade any person's privacy.

1. When interacting with a patron who is an apparent crime victim or a person who wishes to remain anonymous, the SO should, at the earliest feasible opportunity, ask if they would like the SO to discontinue the use of the BWC. As the BWC would have been activated upon arrival at scene, all offers to discontinue the use of the BWC and the responses thereto will be recorded before discontinuing recording.
2. Incidents involving Juveniles or medical situations are not appropriate for BWC use.
3. BWC's shall not generally be used to record:
  - a. Communications with other SO's, CSPD, EPSO or other law enforcement personnel.
  - b. Encounters with undercover officers or confidential informants.
  - c. Any location where individuals have reasonable expectation to personal privacy such as restrooms or locker rooms, except when responding to specific incidents reported therein, and then extreme caution should be used to protect noninvolved patron privacy.
  - d. If there is any reasonable question if an SO should or should not activate their BWC, defer to a sense of privacy and do not activate. If you inadvertently activate your body camera in such a situation or believe that you unintentionally captured such information, immediately report it to the on-shift supervisor or Security Manager for review and possible deletion.
  - e. Interviews or witness statements involving library staff not participated in by patrons shall not be recorded.

## D. Data Protection and Use:

1. Data is downloaded to offsite secure storage by authorized staff. Staff will be authorized by the Chief Security Officer and trained on procedures.

# SP-05

2. SO's are expressly forbidden from downloading, erasing, editing, tampering with, destroying, or attempting to alter or fabricate any camera footage. Doing so may be susceptible to administrative or disciplinary action, up to and including termination.
3. All recordings are considered property of PPLD.
4. Accessing, copying, or releasing any recording by any member of staff other than for official purposes is strictly prohibited, except to the extent disclosure is required pursuant to the Colorado Open Records Act. No image/recording taken by any staff member in the course and scope of their duties may be used, printed, copied, scanned, emailed, posted, shared, reproduced, or distributed in any manner unless for official purposes cleared by the Chief Security Officer, PPLD, or official designee. This includes the downloading to any personal device or the posting of any information on personal websites including but not limited to Facebook, YouTube, or Instagram.
5. SO's are able to view and tag recorded footage and images with incident report numbers prior to upload by using the provided *G3 EMS Mobile* software. Training on using this software will be provided to all SO. All BWC footage associated with an Incident Report will be tagged prior to docking BWC for download.
6. SO's are encouraged to inform the on-shift Regional Security Supervisor, Security Coordinator or Chief Security Officer of any recordings that may be useful in training purposes.
7. SO's shall note in all incident reports if there is an accompanying BWC activation. BWC footage is not a replacement for an incident report.
8. If any SO is suspected of wrongdoing or other serious use of force violation, the department reserves the right to limit or restrict the SO from viewing associated video/audio/photo files until the investigation and follow-up actions are completed.

# SP-05

9. BWC footage will be downloaded and viewed by the Chief Security Officer's authorized employees. Footage will be flagged for use of force, situations that led to detention or law enforcement arrest, formal complaints, training use or other retention needs. BWC memories are wiped upload of all materials and returned to service.

10. BWC files will be securely retained in offsite secure digital storage in accordance with state records retention laws and no longer then useful for purposes of training or for use in an investigation or prosecution.

11. **Release of information to outside agencies-** Please reference "SP 06-Data Release Policy".

12. Regional Security Supervisors will periodically conduct inspections of BWC's at facility to ensure proper care and maintenance by staff are adhered to.

## V. Manager Approval -

**Reviewed and Approved by Michael Brantner, Chief Security Officer  
PPLD**

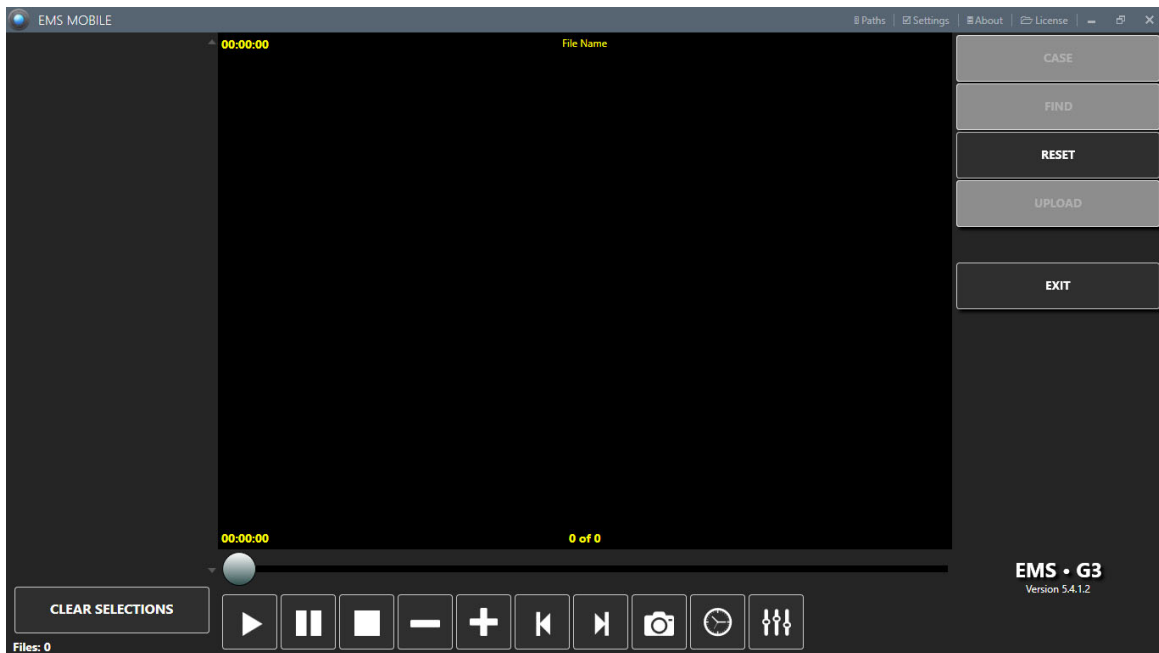
**Enter date approved: 5-15-19**

## G3 EMS Mobile Software Use Guidelines

1. Security Officers can access the G3 EMS Mobile software by selecting the GC EMS icon on the desktops provided for security officer use. This icon can be seen below...



2. Once selected the software will open and officers will be greeted by the main screen for the EMS. (Officers should only plug their BWC into the provided single docking station attached to each security computer once the EMS has been successfully launched)

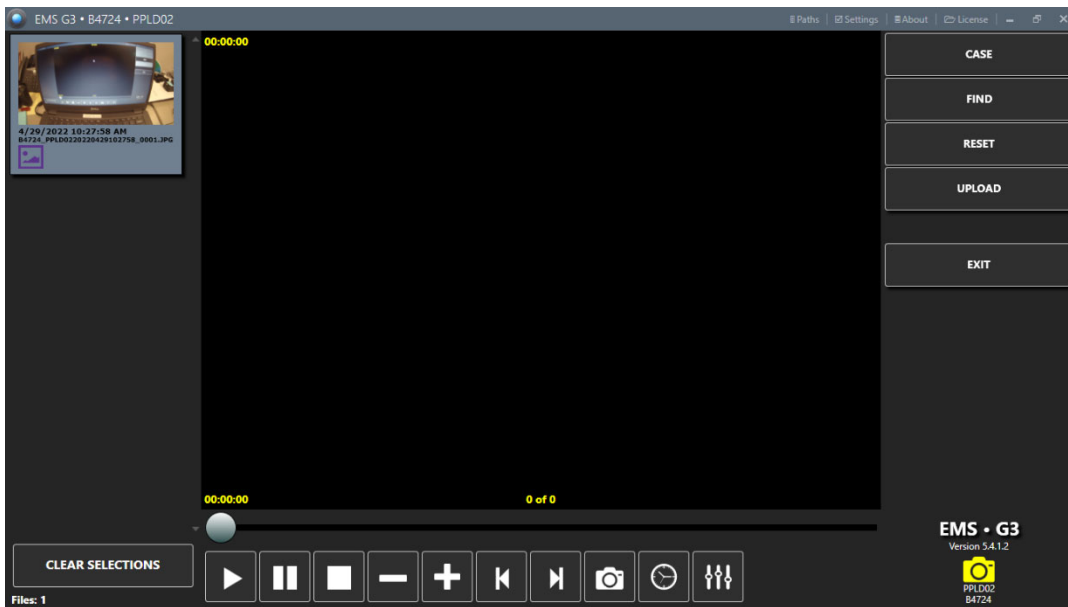




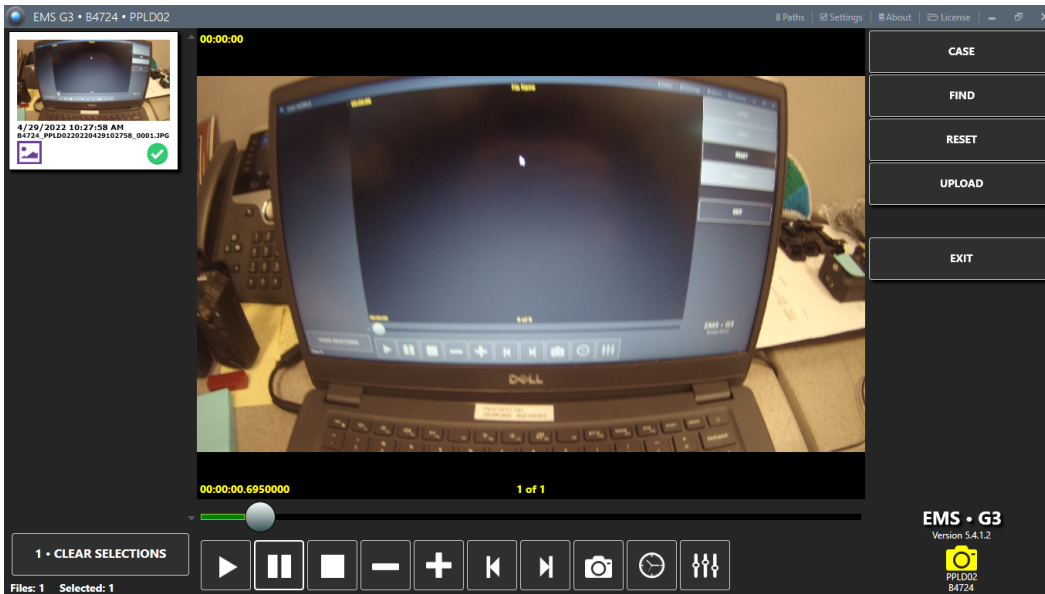
- Once the Software has been successfully opened Officers can plug their BWC into the provided single docking station attached to each security computer. Text will appear on the EMS screen stating “Loading Camera” to let the officer know the BWC was docked successfully, and any recorded footage or images are loading.



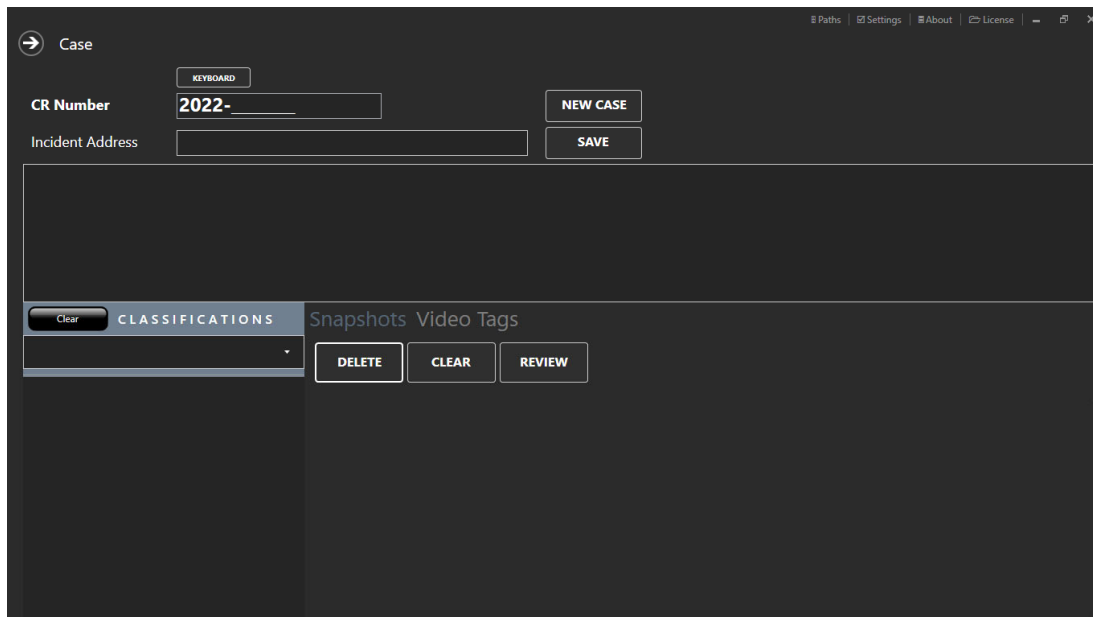
- Once the EMS finished loading all recorded images and footage will appear individually on the left side of the screen.



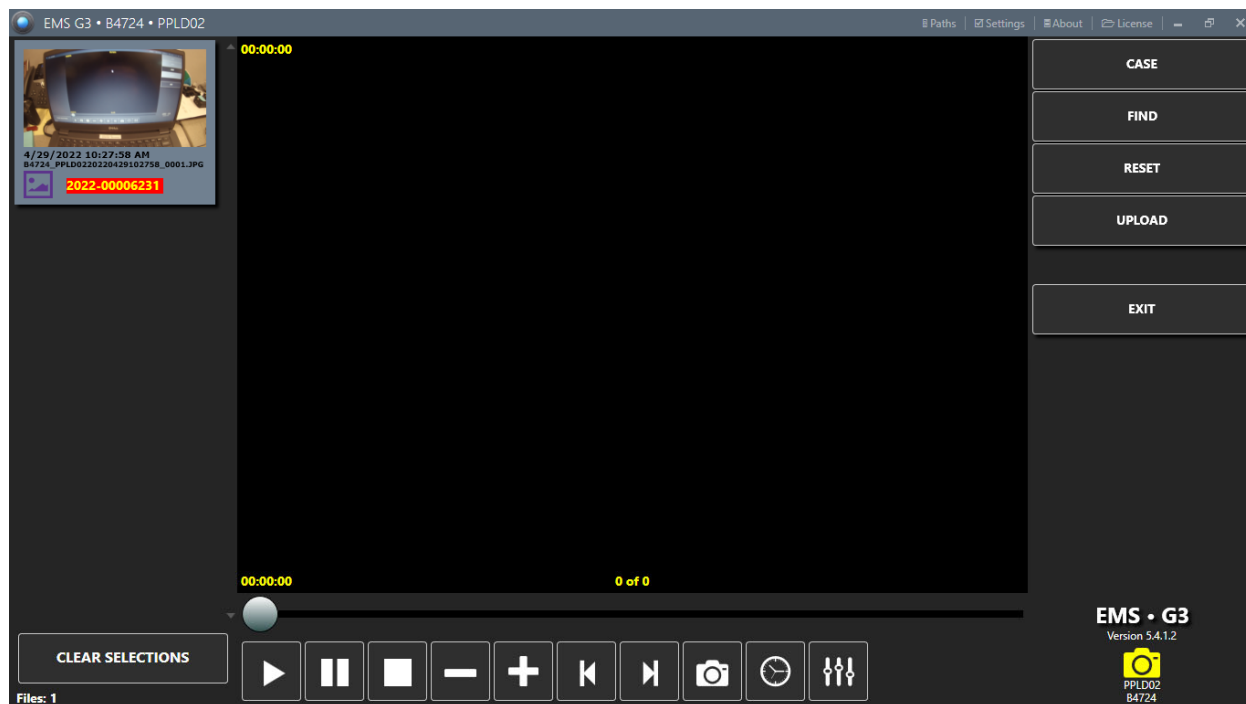
- Images and videos can be viewed by officers by selecting it from the list to the left of the page and pressing the play button located below the main screen area. This will have the image or footage appear in the main display area for review. (Note: Officers are unable to edit or delete images or footage in any way from this software)



- Officers are able to assign an incident report number to any images or footage from the EMS. After selecting the images or footage on the left of the page, officers can select the “Case” button to the upper right of the screen. Once Selected they will be taken to a new page shown here.



7. From this page Officers can enter the PITS incident report number in the CR or IR Number line towards the top of the page. Officers can also enter any additional notes into the large entry field displayed in the center of the page. Once an IR number and any additional notes have been entered, officers must select the “Save” button to the top right to record their entries for the selected images or footage. Selecting Save will bring you back to the main EMS page where it will be visible that the entered IR number has been successfully assigned.



8. Once all footage has been assigned Officers are clear to remove their BWC and return to duty. All images and videos will be automatically uploaded when the officers dock their BWC into the large docking stations in the Security offices at the end of their shifts.
9. Officers at locations without large docking station are able to individually upload their BWC recorded footage and incidents by selecting all of the files on the left of the page and then selecting the Upload button on the right side of the EMS page.
10. Once Officers are finished using the EMS it must be closed by selecting the Exit button on the right of the page, this will properly shut down the software on the designated computer.

# Pikes Peak Library District **SP-06**

## Security Policy 6/ Data Evidence Storage & Release

**Origin Date: 10/25/2018**

**Last Updated: 11/16/2018**

**V. Purpose-** This Policy is intended to provide instructions and reference on when and how digital evidence from Body Worn Cameras, and Pikes Peak Library District-owned surveillance systems is downloaded, stored, and released from Library possession.

**VI. Definitions/Abbreviations-** Surveillance System-SS, Body Worn Camera- BWC, Security Officer-SO, Pikes Peak Library District-PPLD, Colorado Springs Police Department-CSPD, El Paso County Sheriff's Office-EPSCO, Incident Report-IR

**VII. Policy-** Colorado state law requires PPLD to treat information that identifies a person as having used the library as confidential. PPLD will review SS video when requested by subpoena, when PPLD is a victim of a crime, when imminent danger is identified, as a tool in daily security patrols, or when investigating for an IR. BWC footage will be reviewed when a major incident or complaint occurs, and on a routine basis.

Footage from both mediums can, and will be, saved by PPLD to attach to IR's, for future subpoenas, and for training purposes. PPLD will not release any stored footage or allow unauthorized individuals, including law enforcement, to remove or view any footage unless properly authorized to do so. PPLD will maintain documentation on the downloading, storage, and release of these digital files.

### **VIII.Procedures-**

#### **A. Administration:**

- SS video can, and will be, downloaded when requested by subpoena, when PPLD is a victim of a crime, when imminent danger is identified, as a tool in daily security patrols, or when investigating for an IR. SO's will be trained in the navigation of existing SS systems throughout the PPLD. SO's will be trained and authorized to download still photos and video footage from the SS for investigations and IR's.
- IR-associated footage will be downloaded onto DVD's and labeled with the IR#.

# SP-06

- SS footage identified to be useful for training purposes will be downloaded onto DVD labeled with description of event.
- All DVD copies will be sent with corresponding printed incident reports to Security Manager for archiving and consideration.
- BWC footage will be reviewed when a major incident or complaint occurs, and on a routine basis. This footage can, and will be, saved by PPLD to attach to IR's, for future subpoena's, and for training purposes.
- SO's will notify Supervisor or Security manager if pertinent BWC footage is associated and will reference it in the appropriate IR.
- Security Manager or designee will review BWC on a routine basis, or when specifically needed for IR. Footage deemed pertinent to IR will be downloaded and recorded to DVD. DVD will be labeled with corresponding IR number for archival. If connecting SS footage is saved, BWC footage will be saved to same DVD.
- PPLD will not release any stored footage, or allow unauthorized individuals, including law enforcement, to remove or view any footage unless properly authorized to do so.
- Authorization in the form of Subpoenas, Search warrants, USA Patriot act subpoena, Colorado Open Records Act (CORA) will be accepted and processed differently.
- If PPLD or employee during course of their work is the victim of a crime, Law enforcement officials will be allowed to view and may be supplied with a downloaded copy of BWC or SS footage that is pertinent to the investigation.
- PPLD will maintain documentation on the downloading, storage, and release of these digital files. All BWC and SS downloaded files that are to be saved related to IR's or training, will be sent to the Security manager.

# SP-06

- The Security Manager or designee will catalog DVD's and store in Manager office in a secured cabinet. Data log will be filled out showing the storing and releasing of all saved data.

## B. Operation:

- All SO's will be trained and authorized to download still photos and video footage from the SS for investigations and IR's.
- Each SO is provided with a removable storage disk (jump drive) to be utilized for SS footage retrieval.
- Currently, SO's must report to the facility at which the cameras are located to view or download SS footage.
- As part of SO orientation, and training process, SO's will be shown the proper download procedure from the existing SS system for investigations and IR's:
  - i. When at the SS terminal, insert jump drive into the USB port.
  - ii. Locate the footage that you intend to download and note the beginning and end times.
  - iii. Open the software to single camera view mode.
  - iv. Ensure that you are currently on the camera that you wish to save footage from.
  - v. In the upper left-hand corner, ensure that you are in playback mode.
  - vi. In the upper left-hand corner, click on the "Recording" drop down menu selection.
  - vii. Next, click on the "export video" selection in menu.
  - viii. Select the USB drive as the destination you wish to save.
  - ix. Enter the footage date and beginning and ending time in the proper sections. Enter a little time before and after your needed download time period to ensure you capture the desired section.
  - x. Select ASF/Media Player as the download format to save to.
  - xi. Click save.
  - xii. **Single Frame-** Have the image you would like to save open on the software in the single camera view mode.

# SP-06

- xiii. In the upper left hand corner, click “save image”
  - xiv. Select the USB as the location you would like to save the image.
  - xv. Click save image.
  - xvi. Once saved to the USB drive, the SO can go to any Security computer with a CD drive.
  - xvii. Insert a blank DVD into the drive.
  - xviii. Insert the USB into the USB port.
  - xix. Open the USB drive folder, and the DVD drive.
  - xx. Drag and drop the footage or single frame from the USB drive into the DVD disc drive.
  - xxi. Rename and save the footage or single frame on the DVD as the IR report number.
  - xxii. Print and attach a copy of the report and send to the Security Manager for archiving and review.
- PPLD will not release any stored footage, or allow unauthorized individuals, including law enforcement to remove or view any footage unless properly authorized to do so.
  - Proper requests for review or copies can take the form of Subpoenas, Search Warrants, USA Patriot Act Subpoena or Colorado Open Records Act (CORA) requests.
    - i. **Inquiry from Law Enforcement Officer or Agent without a Court Order-** Direct the Law Enforcement Officer to speak with the Security manager. Do not allow viewing or release of information.
    - ii. **Law Enforcement Officer or Agent Presents a Search Warrant-** Direct the Law Enforcement Officer to the Security Manager, or if not immediately available, the CEO or Director of Branches. The Search Warrant is “executable immediately” which means they may begin the search as soon as they have served the proper authority in the organization. The individual receiving the Search Warrant will notify the Libraries Counsel to ensure that the Search conforms to the terms of the presented Warrant. Library Security staff will cooperate with the search as it meets the parameters of the Warrant.

# SP-06

- iii. **Law Enforcement Officer or Agent presents a Subpoena-** Direct the Law Enforcement Officer to speak with the Security Manager. The manager will inform the proper parties and provide the Subpoena to the Libraries Counsel. The Counsel will confirm if the subpoena was lawfully served to the library and what the library must supply.
  - iv. **Law Enforcement Officer or Agent presents a Search Warrant Issued Under the USA Patriot Act-** Follow the same procedures as provided under Warrant. The distinguishing difference is that this order includes a “GAG Provision”. This states that no employee can disclose that the order was served or records provided.
- If PPLD or employee, during course of their work, is the victim of a crime, Law enforcement officials will be allowed to view and may be supplied with a downloaded copy of BWC or SS footage that is pertinent to the investigation.
    - i. If a Law Enforcement Officer is allowed to view footage pertaining to a crime against the Library or on-duty employee, and requests a copy for the investigation, forward this request to the Security Manager.
    - ii. Proceed with the download as you would for all other IR.
    - iii. The Security manager or designee will copy the DVD and notify the Officer it is ready to be picked up.
    - iv. When the Officer comes to pick up DVD, Security Manager or designee will document the event in the DATA Log.
    - v. If a Law Enforcement Officer needs the footage immediately in a time-sensitive event, the footage can be released to the Officer after downloading with documentation of this fully in the IR. Additionally, another copy of the footage must be placed on DVD as per normal IR practice and sent to Manager for archival.
  - Law Enforcement Officer request of BWC footage- If a Law Enforcement Officer requests a copy of BWC footage, forward that request to the Security manager along with the IR. The Security manager or designee will review and download the footage and follow the same release protocols as with SS footage.



# SP-06

- PPLD will maintain documentation on the downloading, storage, and release of these digital files. Once a SS DVD has been received by the Security Manager, or a BWC DVD downloaded by the Security manager, it will be logged in to DATA Archive. (Attached).
  
- The following information is recorded on each DVD.
  - i. Date of the occurrence downloaded
  - ii. PITS IR#
  - iii. Brief description of incident (i.e. theft, disruptive behavior, assault).
  - iv. Law Enforcement Notified (yes or no).
  - v. Officer Logging DVD and Date.
  - vi. If a copy is made for Law Enforcement, by who and the Date.
  - vii. Copy signed out to Law Enforcement Officer, by who and date.
  - viii. Person/organization receiving DVD and Date.

\_\_\_\_\_Signature\_\_\_\_\_Date

\_\_\_\_\_Print

## V. Manager Approval -

**Reviewed and Approved by Michael Brantner, Security Manager PPLD**

**Enter date approved 4-26-19**



## Security Policy 7/ Overnight

### Parking Origin Date:

10/25/2018

### Last Updated: 03/01/2022

- I. **Purpose-** This Policy is intended to provide instructions and reference on when and how the overnight parking policy is to be utilized and enforced on any parking lots owned by the Pikes Peak Library District.
- II. **Definitions/Abbreviations-** Surveillance System-SS, Body Worn Camera- BWC, Security Officer-SO, Pikes Peak Library District-PPLD, Colorado Springs Police Department-CSPD, El Paso County Sheriff’s Office-EPSCO
- III. **Policy-** The PPLD does not allow overnight parking in any lot owned by the PPLD. We understand that some patrons feel the lots next to PPLD buildings are convenient and may appear safe areas. However, PPLD does not provide supervision, oversight, patrolling, or response to any of these lots after business hours. PPLD will enforce the overnight parking restrictions through a notification and tracking system. If a vehicle is found to be a repeat offender, the vehicle may be subject to towing at the owner’s expense.

IV. Procedures-

A. Administration:

- The operation or parking of any motor vehicle on PPLD-owned property is a privilege granted by the PPLD. To maintain a safe and clear means for the movement and parking of vehicles, PPLD has established and enforces parking regulations and tracking. Each owner/operator is responsible for being familiar with these regulations and will be held responsible for violations thereof.
- Colorado Springs Parking Enforcement is charged with the responsibility of enforcing parking regulations on PPLD property. This is accomplished primarily through the issuance of citations to vehicles in violation of city, county, and state parking laws and regulations. Citations must be paid or appealed in accordance with the appropriate jurisdictional procedures and entities, and not through PPLD.

# SP-07

- All parking and traffic regulations will be enforced at **ALL** times, including evenings, weekends, holidays, and when classes are not in session, unless otherwise noted.
- The primary objectives of the parking regulations are to:
  - i. Provide staff and visitors with the opportunity to park a motor vehicle while at a PPLD facility.
  - ii. Enforce safety for pedestrians and vehicular traffic.
  - iii. Ensure that access for emergency vehicles and equipment is maintained at all times.
- PPLD assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is parked or operated on PPLD property. Parking is provided for the use of library patrons and staff. No liability is created or assumed by PPLD for any vehicle on any property owned, or otherwise controlled, by the Pikes Peak Library District.
- Pikes Peak Library District has designated surface lots. Use of lots and designated parking spaces require patronage of library facilities and services. Some lots have restrictions imposed, either by electronic means or through the use of signage. Parking areas may be controlled and/or restricted by traffic control devices. Parking requires use of library facilities or services regardless of whether a lot is restricted by a traffic control device unless otherwise noted.
- Each person who operates a motor vehicle on PPLD property must have a valid driver's license and current vehicle registration.
- All parking is on a first-come, first-served basis. The responsibility for locating a legal parking space rests solely on the vehicle operator. Lack of available parking in individual parking lots will not be taken into account for parking illegally.
- PPLD reserves the right to impose limitations on parking in emergencies and on special occasions. In such instances, advance notice will be given when practical and as time allows.
- PPLD reserves the right to remove or have removed any vehicle that is parked in such a way as to constitute a serious hazard or that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment, and/or making of essential repairs. Owners of such vehicles will be required to pay all costs involved in removing, impounding, and storing such vehicles. Any vehicles parked on PPLD property can be subject to removal at the owner or operator's expense.

# SP-07

- No person may park any motor vehicle on PPLD property in any location other than an authorized and designated parking area. Vehicles must park within the indicated boundaries and marked parking lanes/spaces or areas. No vehicle may be parked or driven in a manner as to obstruct vehicular or pedestrian traffic.
- No person may make major repairs to motor vehicles while on PPLD property.
- Tailgating, car washes, or other events may not take place in PPLD parking lots without expressed permission from the PPLD Community Engagement Office.
- The speed limit on all PPLD property, including parking lots, is 5 miles per hour.
- Pedestrians have the right of way at all times.
- Operating or parking of vehicles on sidewalks or lawns is prohibited.
- Yellow curbs designate NO Parking unless otherwise posted.
- No person may park or operate a motor vehicle on PPLD property in such a manner as to cause damage to any PPLD property.
- No person may park or operate a motor vehicle in such a manner as to cause interference with operations of any library facility or event, or in such a manner as to disturb the peace of the library community.
- Any vehicle parked in violation of designated “snow route/snow zone”, when snow removal operations have begun or when weather conditions indicated snow removal operations will be necessary, shall be removed from PPLD property in accordance with provisions previously described.
- The operator of any vehicle must obey all traffic and parking control devices.
- No person may interfere with traffic enforcement or the operation of any traffic control device, ignore any officer’s signal or instructions, or tamper with, destroy, or deface any traffic control device.

## B. Service Parking:

- Service parking provisions are established for contractors, vendors, and the PPLD community to support library business. In general, short term loading/unloading needs may be fulfilled in DESIGNATED SERVICE AREAS for a period not to exceed 30 minutes unless otherwise posted. Paid parking is required in designated areas. Alternate arrangements to facilitate proximity for major loading needs require advanced coordination/authorization through the PPLD.
- PPLD reserves the right to enforce parking and restricted areas by citation and/or vehicle tow at the owner’s expense.

# SP-07

## C. Disabled/Abandoned Vehicles:

- Any motor vehicle that has become disabled on PPLD property should be reported to the facility manager and security immediately. Abandoned vehicles will be removed from PPLD property.
- A vehicle shall be deemed abandoned if it does not display proper state registration (license plates) or is in an obvious state of disrepair and satisfactory arrangements for removal have not been made.

## D. Overnight Parking:

- Parking lots are designated for daily commuter use.
- Motor vehicles may not be parked in PPLD lots overnight without the expressed permission of the PPLD.

## E. Repeat Violations:

- Continual or habitual violations of the PPLD Parking Policy may subject the violator to revocation or limitation of their library privileges and may subject the violator to have his/her vehicle removed from PPLD property by a private towing company, operating under an agreement with PPLD.

## F. Operation:

- Parking and traffic regulations are enforced through the issuance of citations, and in certain cases, vehicle tow from PPLD property. Designated parking areas are marked by signs or electronic means. We do not post signs everywhere parking is restricted, but all valid parking lots are clearly marked.
- Enforcement is primarily executed by contracted parking enforcement or officers from the Colorado Springs Police Department. Parking enforcement officers are here to support access in harmony with PPLD Policy and applicable statutes. They issue citation through the course of daily patrols. Should you receive a citation that you feel was issued in error, you will need to contact the Parking Enforcement Office, City of Colorado Springs, for instructions on how to dispute the citation.

# SP-07

- When a vehicle has been identified as having been parked in violation of any PPLD policy, a security officer may complete a Parking Notice (Attached) and place the completed form on the vehicle windshield for the operator, or the Parking Notice may be served directly to the owner/operator. The SO must document the service of the notice by completing the Parking Notice Log Sheet (Attached).
- Offenders will be notified a minimum of three times prior to towing decision. Offenders will then be warned one final time and notified that the next violation will result in the vehicle being towed. If the vehicle is later towed from the property by the facilities staff, the time and date of removal must be entered on the log.
- PPLD will strive to work with owners to gain compliance with policy and will thoroughly document such attempts. However, repeated violations will lead to the vehicles being removed from PPLD property.

## G. Enforcement Hours

- Standard parking enforcement hours are Monday-Saturday, 10am-8pm.
- Reserved spaces, restricted areas and no parking zones are enforced 24 hours a day.

## H. Vehicle Tows:

- PPLD initiated vehicle tows are executed by a private towing company working in agreement with PPLD. Vehicles may be towed from PPLD property for the following reasons:
  - i. Parking in a reserved space, restricted area, or no parking zone.
  - ii. Parking in such a way as to constitute a serious hazard or that obstructs vehicular or pedestrian traffic, the operation of emergency equipment, and/or making of essential repairs. This includes, but is not limited to, vehicles parked in fire lanes, blocking loading areas, or parked on sidewalks or grass.
  - iii. Any vehicle identified as abandoned as previously described in policy.

# SP-07

- Owners of vehicles that have been towed will need to contact the Facilities Manager, Pikes Peak Library District for the name of the tow company employed to remove their vehicle.

## V. Manager Approval -

**Reviewed and Approved by Michael Brantner, Security Manager**

**PPLD Enter date approved: 03/01/2022**





PIKES PEAK LIBRARY DISTRICT

P.O. Box 1579 • Colorado Springs, CO 80901-1579 • (719) 531-6333

PARKING NOTICE

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_

Vehicle Description: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

TO THE REGISTERED OWNER OF THIS VEHICLE

WARNING NOTICE

Vehicle parking in any library parking lot is authorized for Pikes Peak Library District patrons, employees, invited visitors and vendors for library activities and official business. **Overnight parking** is not permitted.

Violation of the Pikes Peak Library District's parking policy may subject the owner of the vehicle to sanctions under the Municipal Code of the City of Colorado Springs. In addition, the vehicle may be towed and impounded at the owner's expense.

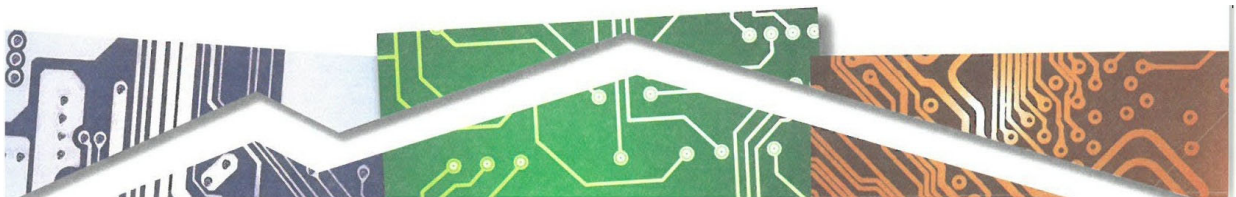
We strive to work with our community neighbors and help with their needs. We must also consider the safety and ability of our patrons and staff to secure parking. Therefore, we ask that you please refrain from parking at library facilities overnight.

If you have any question or concerns or require assistance please call (719) 531- 6333, extension 2451, or ask for library security.

Sincerely,



Michael Brantner Security  
Manager  
Pikes Peak Library District



# Pikes Peak Library District

# SP-08

## Security Policy 08/ Camera Use

Origin Date: 04/15/2019 Last Updated: 03/01/2022

- I. **Purpose-** This Policy is intended to provide instructions and reference on utilizing the Closed Circuit Camera Systems within the Pikes Peak Library District.
- II. **Definitions/Abbreviations-** None
- III. **Policy-** All Security Officers will be trained on and will be familiar with the use of the camera systems located throughout the Pikes Peak Library District facilities. All officers will be skilled in the viewing of past events on the camera, and the downloading of images and video from these systems for investigation and report writing means. Security Cameras are only to be used for security related and approved functions. Personal privacy is important and will be respected. Misuse of the Camera system should be reported to the Regional Security Supervisor as soon as possible.

#### IV. Procedures-

## UBIQUITI CAMERA OPERATIONS TRAINING



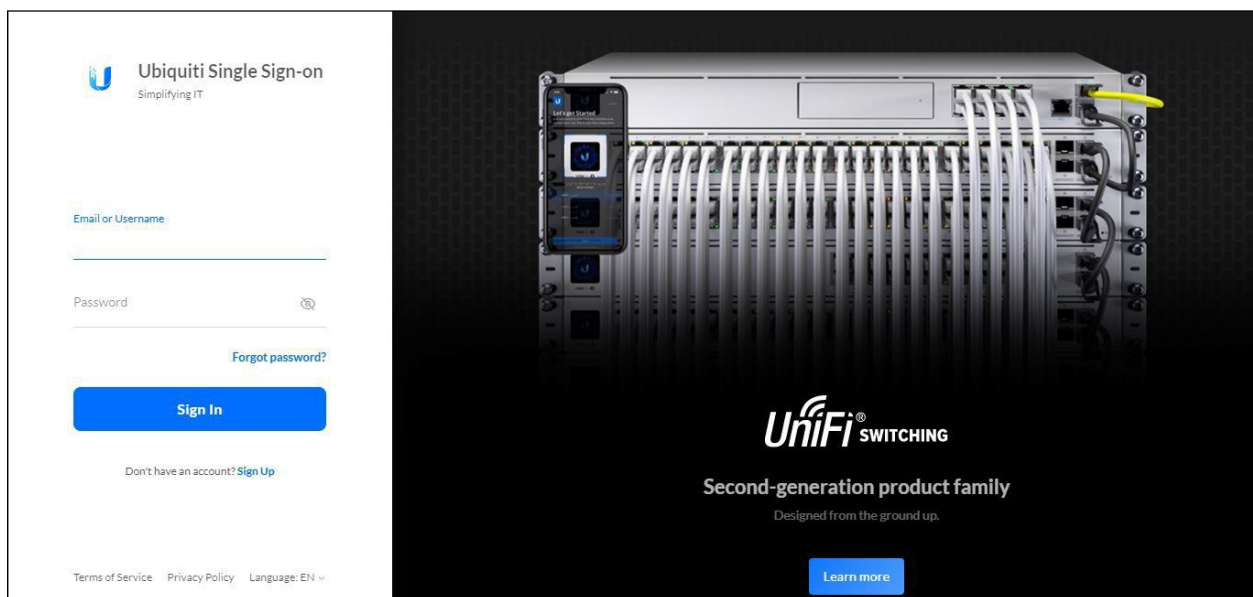
### Table of Contents

1. Login, location selections and options
2. View Live feed and View selections
3. Viewing Playback and detections
4. Downloading footage for incident reports, outside agencies and PPLD Evidence Library

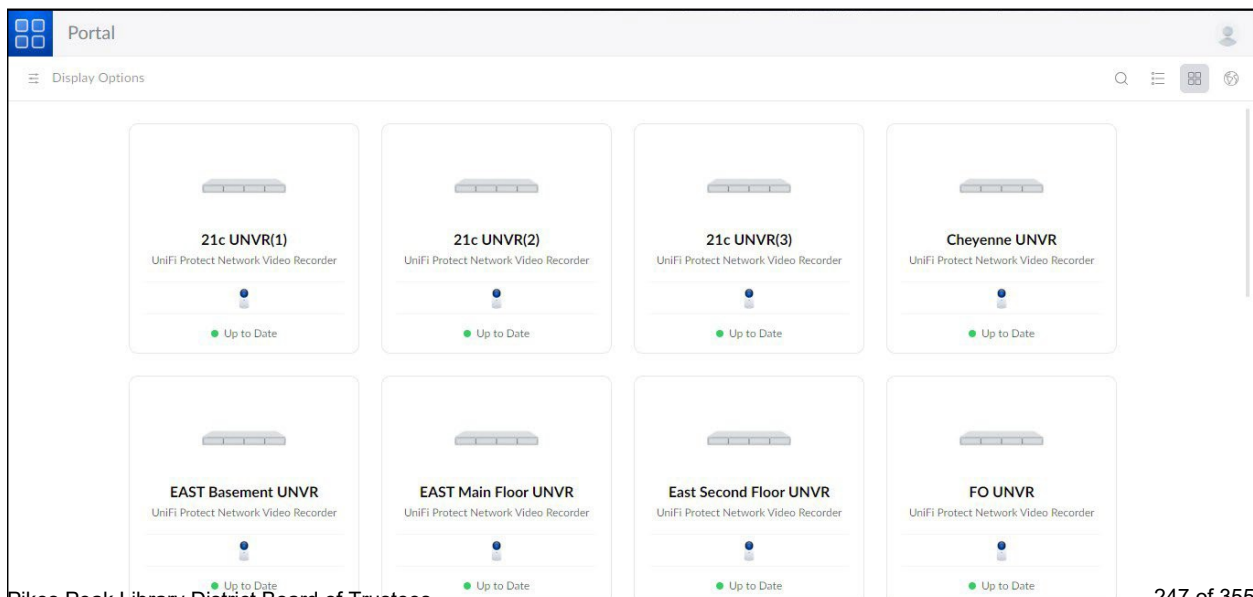
## Login, Location Selection and Options

1. Open the Ubiquiti site and log into the site using your username and password.

<https://account.ui.com/login?redirect=https%3A%2F%2Funifi.ui.com%2Fdashboard>

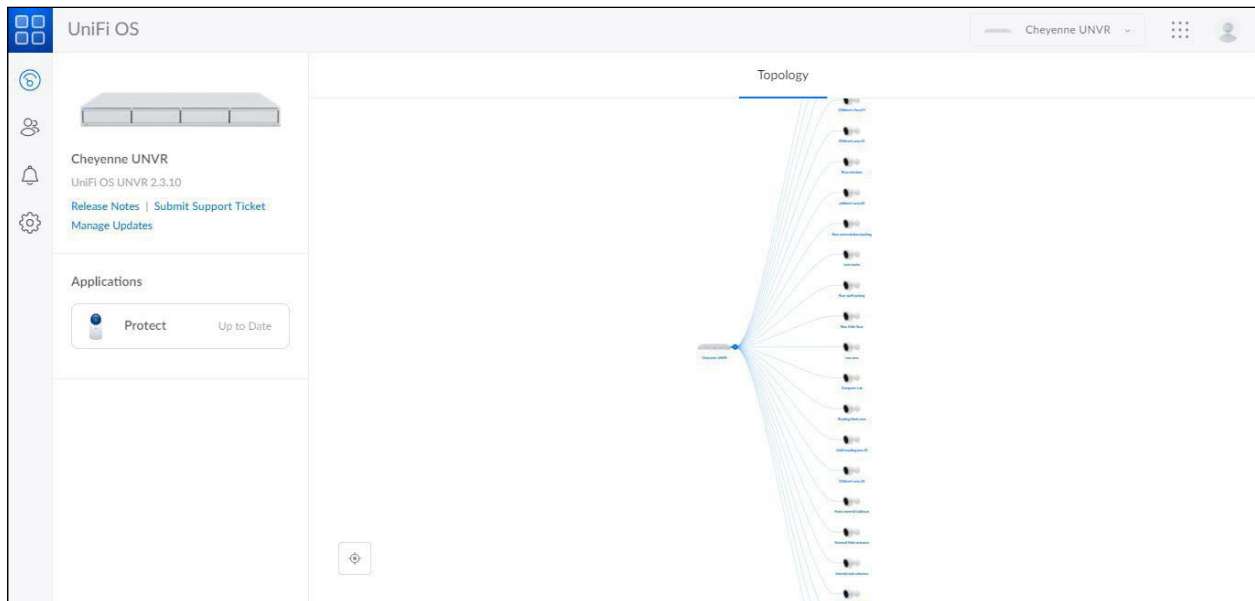


2. Once logged in you will see a list of all locations you have been assigned access to view.

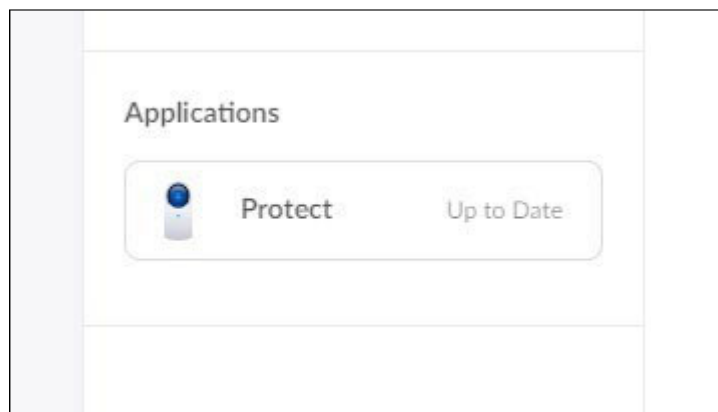


# SP-08

3. Select the location you wish to view and you will be brought to the locations home page.

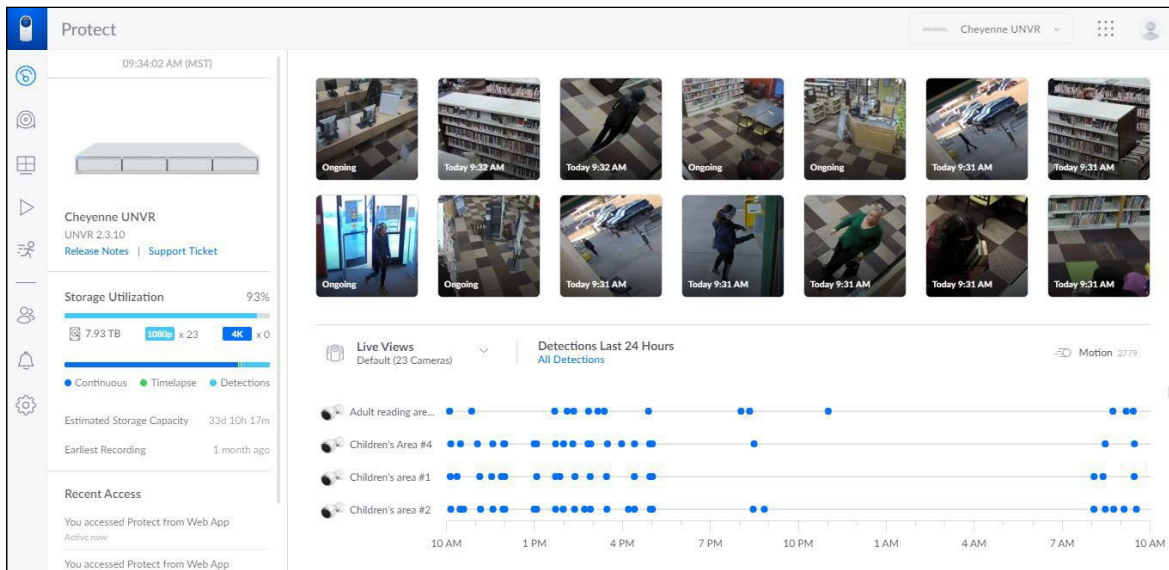


4. From here, Select "Protect" under applications to open the dashboard for the location.



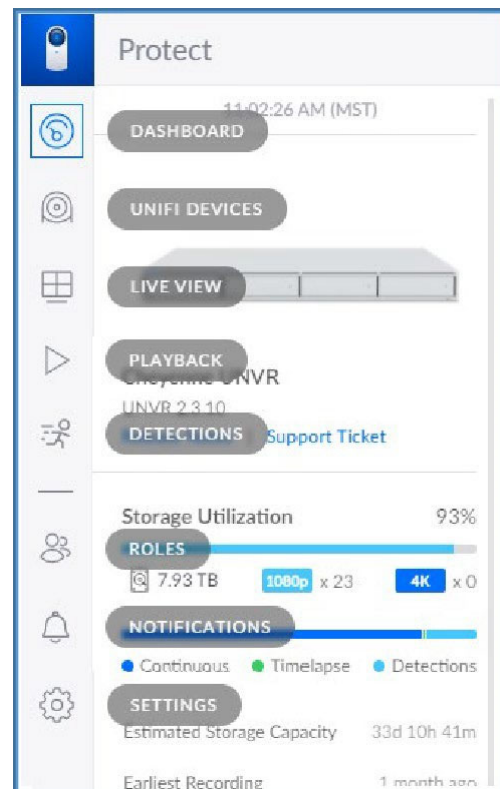
# SP-08

5. Once “protect” is selected the main location dashboard will display as shown below



6. To the left of the dashboard are options for opening different pages. These will be listed with a brief description below. For the purposes of this training, we will only cover the first five options.

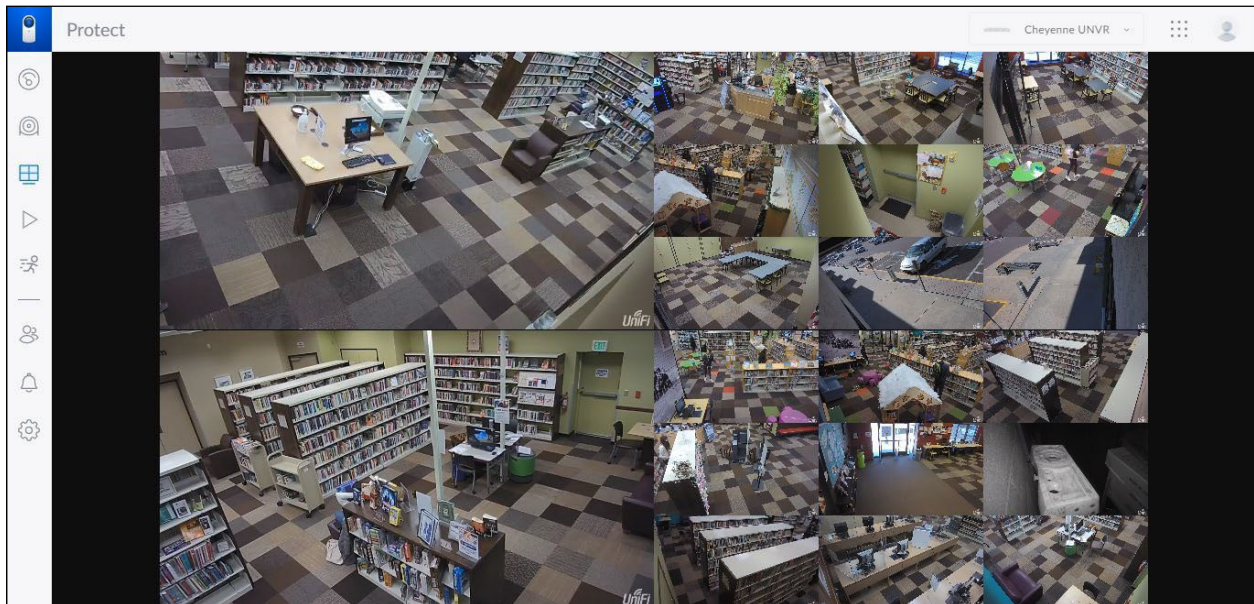
- Dashboard : The main dashboard page for the Selected location
- Unifi Devices : a listing of all Unifi cameras assigned to the selected location
- Live View : Live feeds of the selected locations cameras with interchangeable view settings
- Playback : a scrolling timeline of recorded activity for individual cameras for the selected location
- Detections : a listing of individual detection recordings for cameras for the selected location



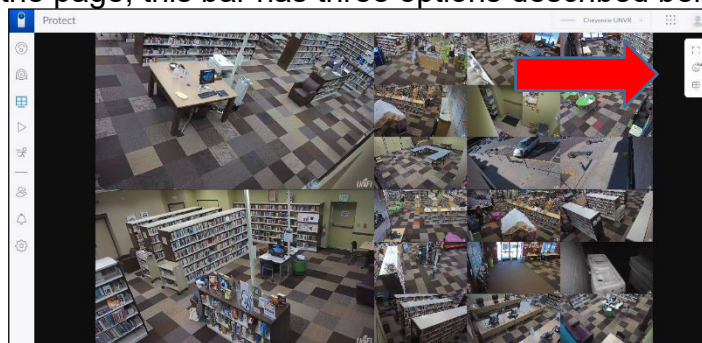


## View Live Feed and View Selections

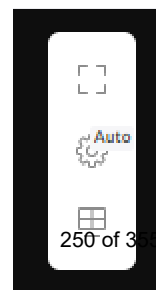
1. Selecting the “live view” option on the dashboard will open the live view page of the Ubiquiti site. This will default to a generic showing of cameras that will change as motion is detected, swapping out cameras on the screen for new ones.



2. Moving the cursor into the main field will cause a grey bar to appear in the upper right of the page, this bar has three options described below-

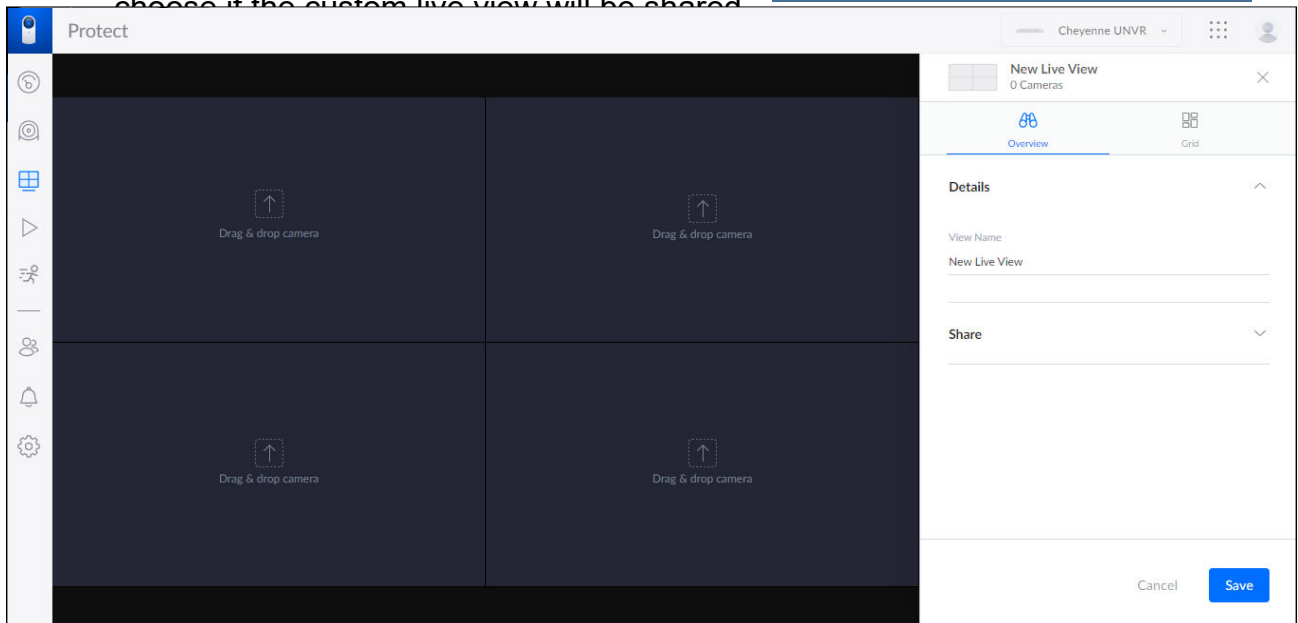
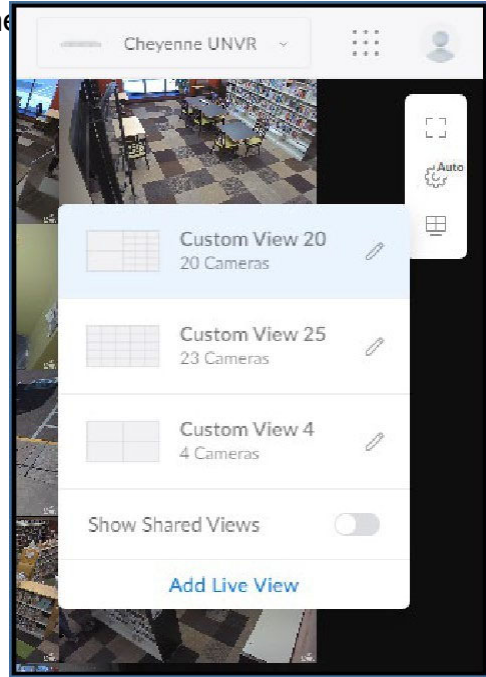


- Enter Full Screen : This makes the camera view currently displayed on the live view page full screen. This can be closed by pressing the escape button.
- Change Quality : This lets you set the video quality of the display to low, high or automatic, to best suit your computers connection.



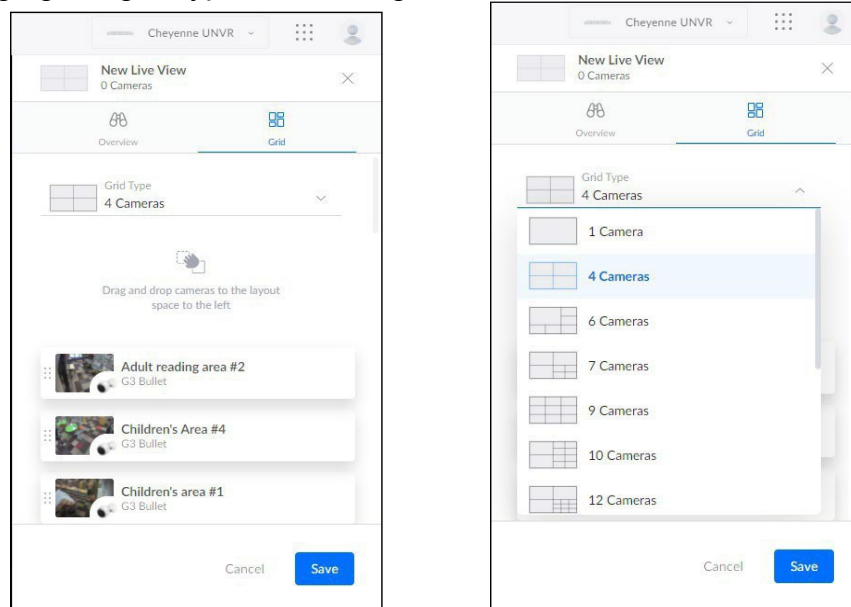
# SP-08

3. Selecting the “Select Live View” option from the bar will open a pop up displaying any previously created custom views created by you, an option to show any shared views created by other users within the organization, and the option “Add Live View” to open a new page to create custom live views
4. Selecting “Add Live View” will change the display area to show a blank custom view template. To the right side is a box with several options including “overview” which shows an overview of any options selected, “Grid” which lets you change the number and design of displayed cameras, “Live view name” which lets you name the created custom live view, and “Share” which lets you choose if the custom live view will be shared

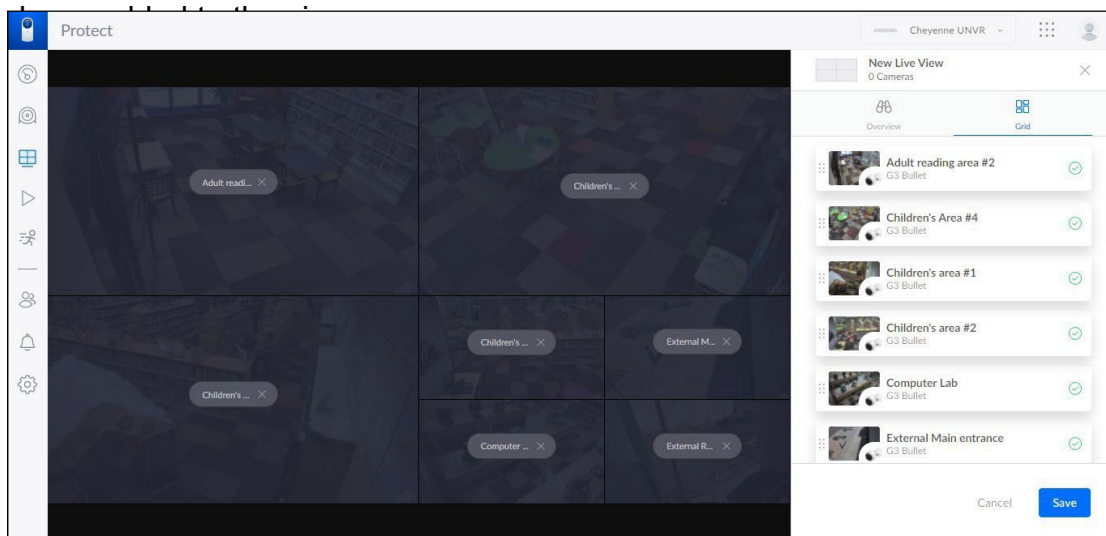


# SP-08

5. Selecting “Grid” will change the display area to the right to show options for changing the grid type and adding cameras.



6. Once you have selected a grid type, the main display area will change to reflect this. In the box to the right is a list of all cameras assigned to the selected location. Simply drag and drop the cameras into the desired location in the grid in the main display area to add them to the custom view. The list will display a green checkmark next to any selected cameras to show which have already

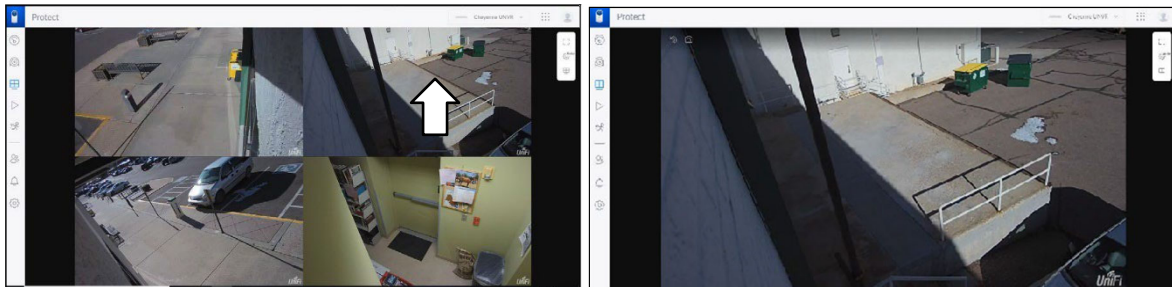


7. Once completed and the desired cameras have been added to the view, select “save” to the lower right of the page to save your custom live view. This can be selected at any time by selecting the “Select Live View” option from the main Live View page.

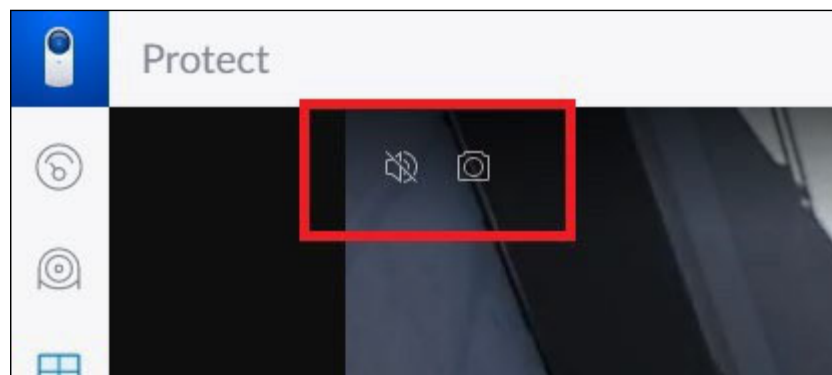


# SP-08

8. On any custom live view, any individual camera can be made larger by simply moving the cursor over it and left clicking on it. This will expand the selected camera to take up the entire display area. This can be minimized again by left clicking on the area once more.



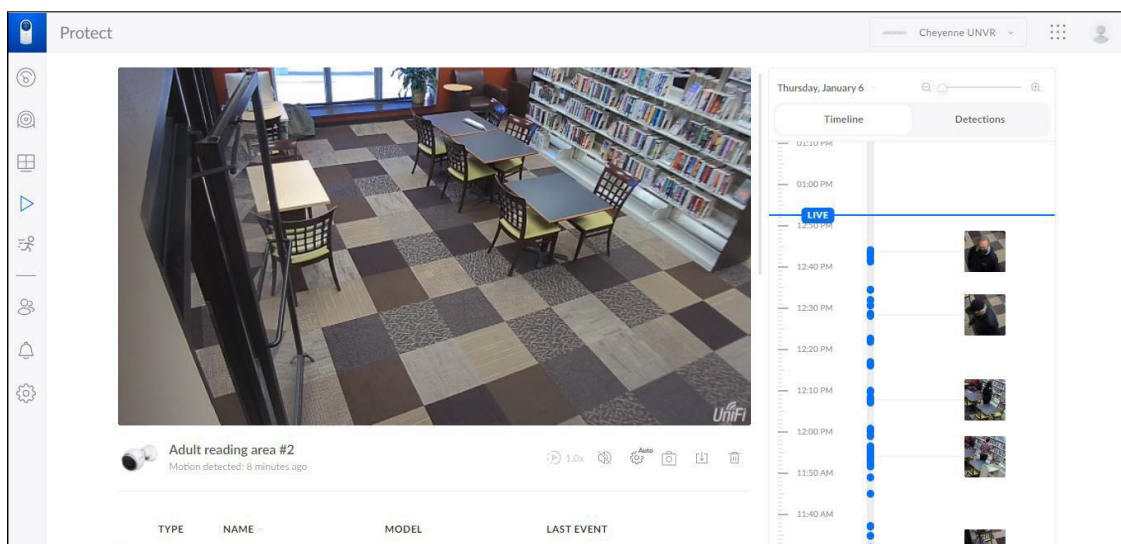
9. When a display is opened, in the upper left corner of the view are two icons representing a speaker and a camera icon. Selecting the speaker icon will unmute the camera audio and the view will begin playing any audio picked up by the selected camera. ***\*Please note this takes up a large amount of bandwidth and is not recommended for long periods of use.*** Selecting the camera icon will take a screen shot of whatever was on the display at the time of selecting the icon. This will prompt a download pop up as any download would on the web browser being used at the time.



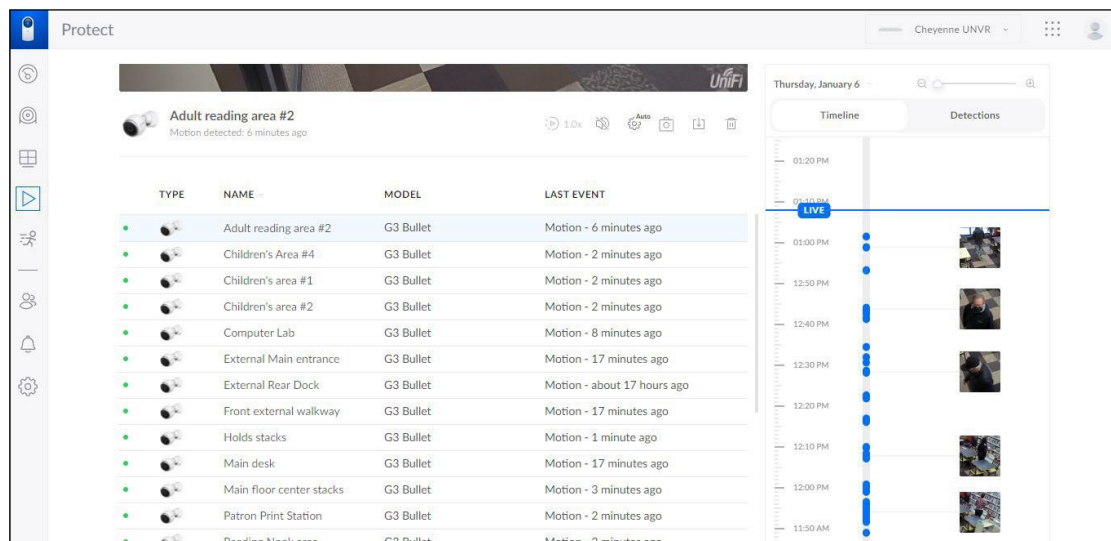
**\*IMPORTANT\*** Please note that all camera use is strictly for Incident reporting purposes and any misuse of camera systems, audio systems, recording or screen shots will result in disciplinary action. The Ubiquiti system tracks what is opened, recorded, zoomed in on, screen captured, etc. and any inappropriate use of the system is strictly forbidden. If your account is logged in and another individual uses the system for inappropriate reasons while logged in under your credentials you will be held accountable. Please be sure to keep your accounts safe and protected.

## Viewing Playback and Detections

1. Selecting the “Playback” option on the dashboard will open the Playback page of the ubiquiti site for the selected location. This will display a single camera view with a scrolling activity timeline to the right of the page. Motion detections where footage was recorded are displayed as blue bars on the timeline.

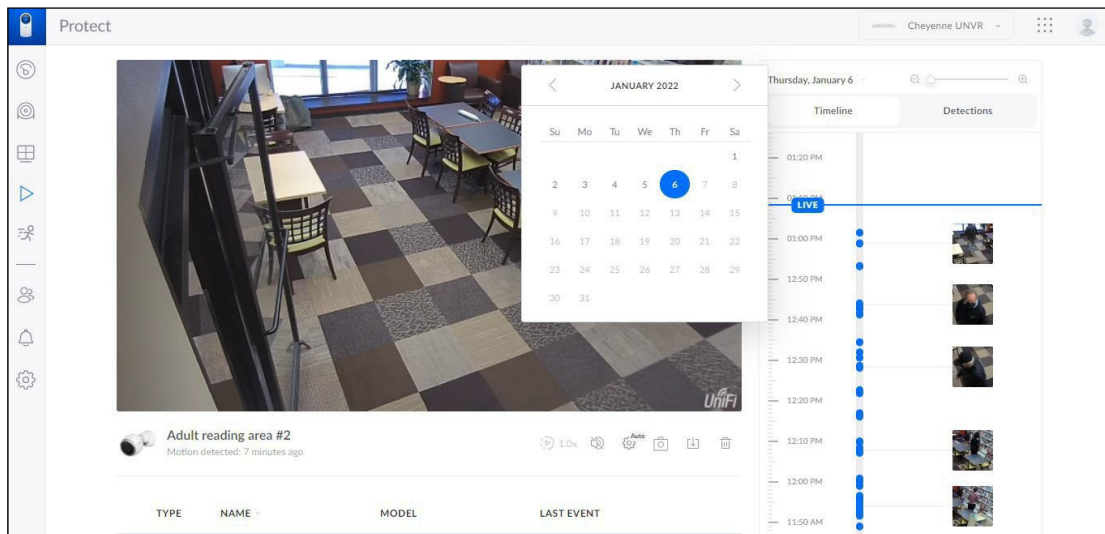


2. To change the camera displayed in the playback area, simply select another camera by scrolling down and the page and selecting one from the list of available cameras for the selected location located beneath the main view area. This will change the main view area to display the selected camera.

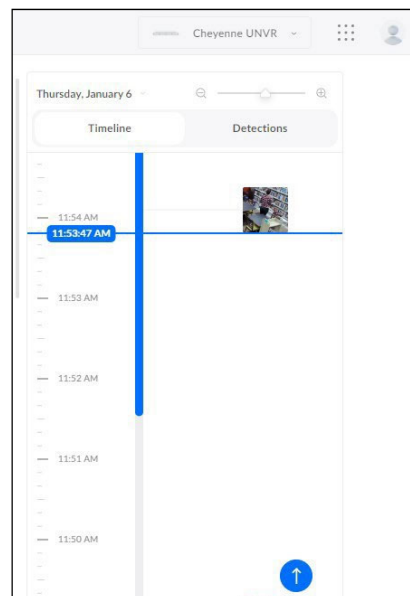
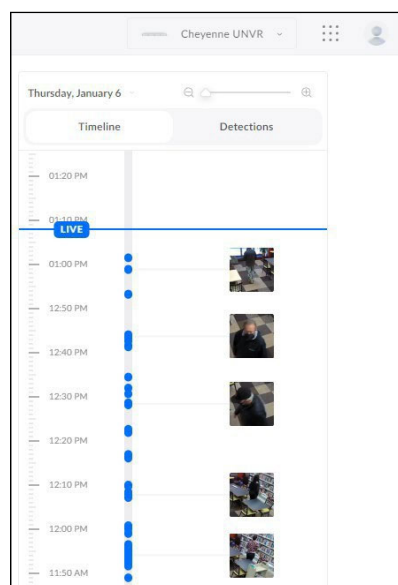


# SP-08

- To change the settings for the playback timeline there are options to the top of the timeline area on the right of the displayed page. The current date will be displayed at the top of the timeline, left clicking on this will open a calendar pop up that allows you to select the date or date range you wish to view. Selecting a day or days will change the main view and timeline to reflect the choices made.

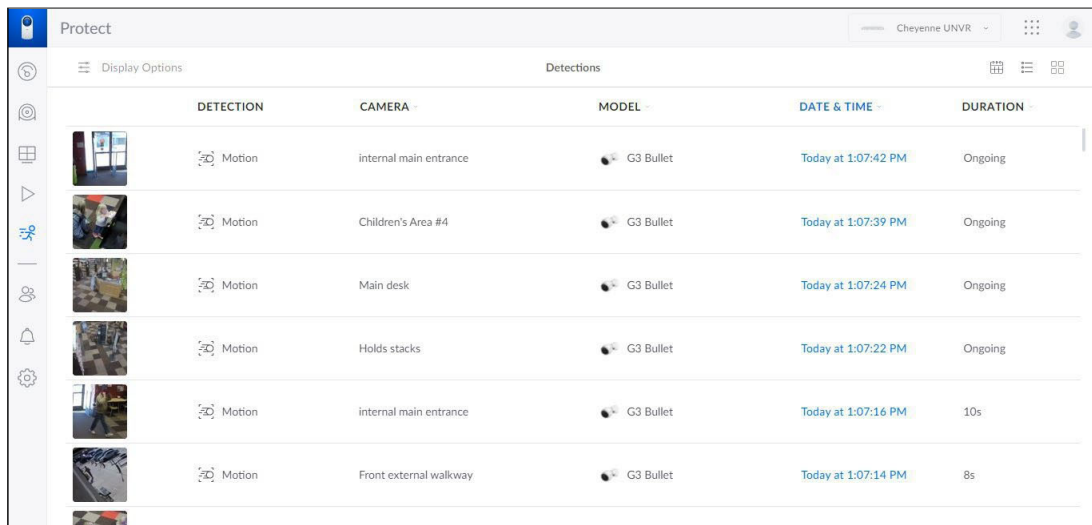


- To the right of the date entry area is a sliding magnification bar. Clicking and dragging the cursor from left to right will increase the size of the timeline making it easier to slowly scroll through recorded events.

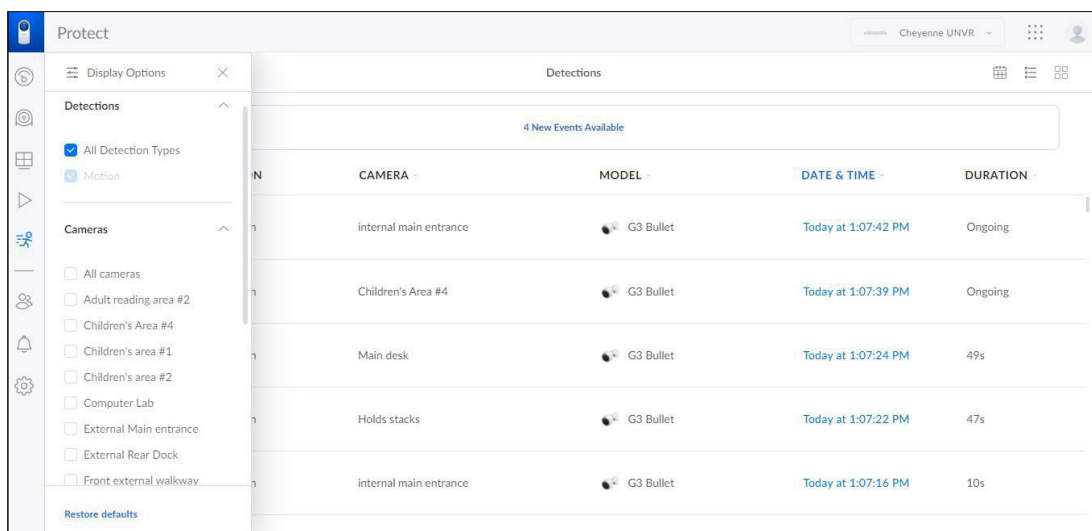


# SP-08

5. Selecting the “Detections” option on the dashboard will open the Detections page of the ubiquiti site for the selected location. This will display a list or grid of individual recorded motion detections for all of the selected locations cameras in chronological order beginning from most recent to oldest.

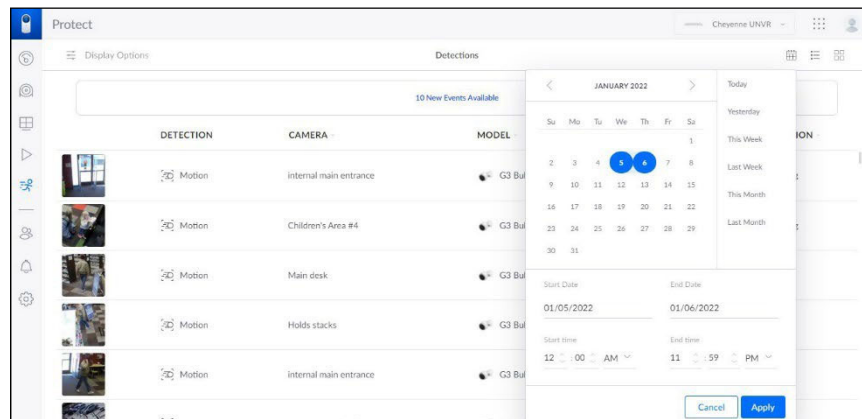


6. To filter what detections are displayed to show a specific camera or cameras you can select the “Display options” icon to the top left of the display page. This will open a dropdown menu with filtering options for detection types and cameras. Our system only records motion detections as of the writing of this training. To filter by camera you must first unselect “all cameras” then simply select which cameras you wish to see detections for off the list of all cameras for the selected location. Once selected the display area will automatically refresh to match your selections.

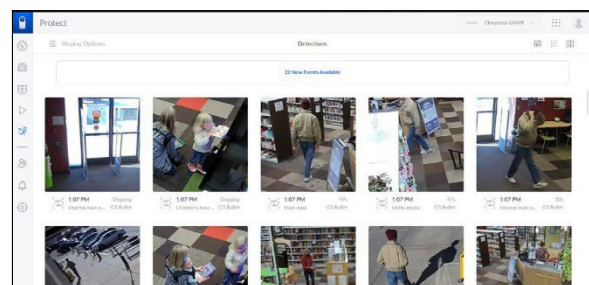
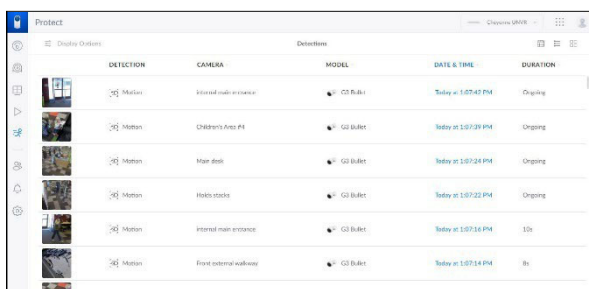


# SP-08

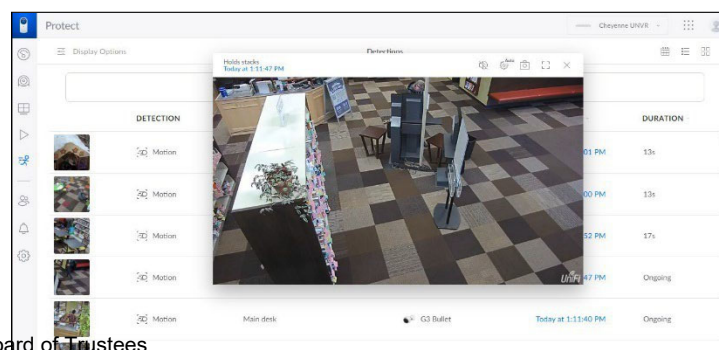
- To change the time and date range for the detections listed you can select the calendar icon to the top right of the display page. This will open a pop up menu with a calendar that you can use to select a date, or date range, as well as timeframes for detections to be filtered. Once selections have been made select “apply” at the bottom of the window for your chosen filtering options to take effect.



- You can also change the detections display page from a list to a grid of thumbnails. These are each selected by using the list and grid icons to the top right of the display page next to the calendar icon.



- To view a detection simply click on any of the icons to open a pop up window that will display the recorded video. This will only play the recorded detection selected.

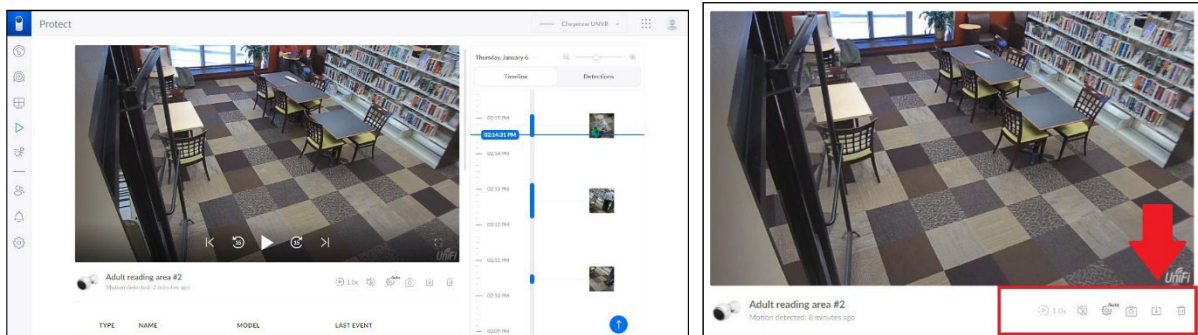




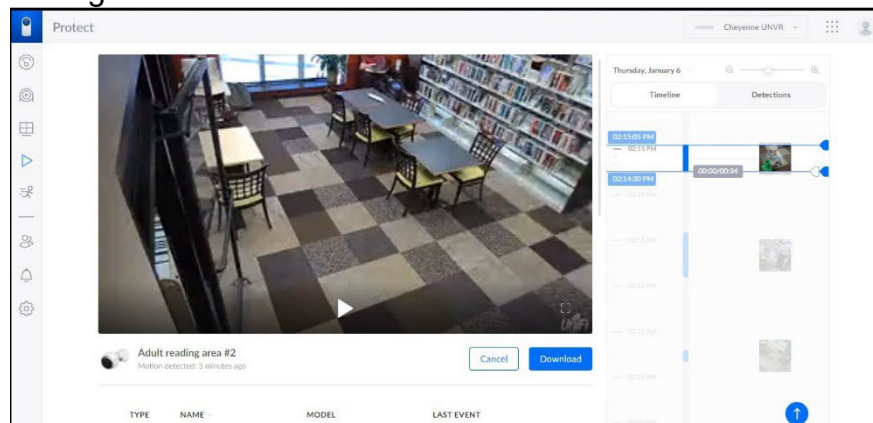
# SP-08

## Downloading Footage for Incident Reports, Outside Agencies and PPLD Evidence Library

1. Footage can be downloaded for use in PPLD Incident reports, fulfilling requests by outside agencies and to be stored in the PPLD evidence library. This can be done from both the “Playback” and “Detections” sections of the Ubiquiti site. ***\*Please note that all footage downloaded must be used for these purposes as approved by the PPLD Chief Security Officer. Downloading footage for any inappropriate reason my result in disciplinary action.***
2. To download footage from the “Playback” timeline section you must first find the section you wish to record. Once found select the download icon from the available options located beneath the camera display window.

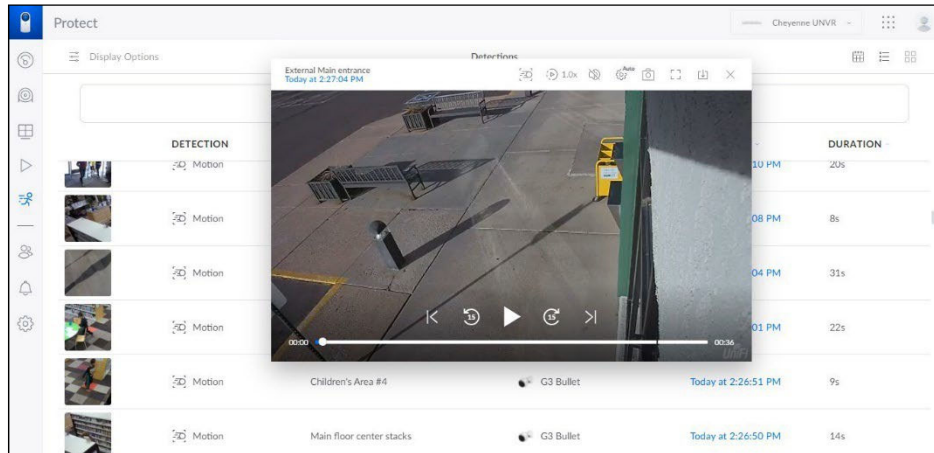


3. Once the download icon is selected arrow icons will appear on the timeline for you to select the timeframe you wish to download. Simply drag one arrow to the beginning of the desired recording time and the second to the desired end time. Once the timeframe has been selected click the “download” button that will appear below the camera view area. This will download the video to your computer and a pop up will appear on your browser indicating the file is downloading.

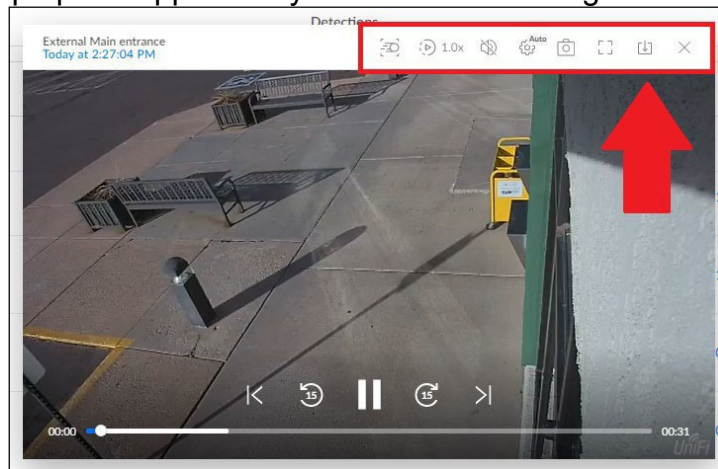


# SP-08

- To download footage using the “Detections” section you must first locate the recorded detection you wish to download. Once located click on the icon to open the display pop up playing the selected recording.



- At the top of the detection-recording window, there are several option icons. To download the recorded detection clip simply select the download icon and the file will begin to download. This will download the video to your computer and a pop up will appear on your browser indicating the file is downloading.



**V. Manager Approval -  
Reviewed and Approved by Michael Brantner, Security  
Manager PPLD Enter date approved: 03/01/2022**

## Security Policy 9/ Nar-Can

Use/Training/Inventory Origin Date:

11/04/2018

Last Updated: 03/01/2022

- I. **Purpose-** This Policy is intended to provide instructions and reference on location of Officer and facility NarCan. Training requirements and criteria for Officers and Library staff. Reporting and replacement of utilized NarCan resources, and the established inventory procedures for Branch and Officer issued NarCan.
- II. **Definitions/Abbreviations-** Security Officer-SO, Pikes Peak Library District-PPLD, Colorado Springs Police Department-CSPD, El Paso County Sheriff's Office-EPSO, American Medical Response-AMR, Nalaxone-Narcan, Emergency Medical Services-EMS.

## Policy-

- PPLD has obtained and distributed to each of the Library facilities the opioid antagonist NarCan. Additionally, all SO's and Supervisors within the Security Department are issued and required to carry NarCan attached to the SO's belt at all times while on duty.
- All SO's are trained at the beginning of their employment on the proper use of NarCan, and are given refresher training on a yearly basis. All Library staff have access to initial NarCan training through the coordination and request of the Branch Managers to the Security Department for in person training and through the Bridge training software for virtual training. Additional refresher training can be requested for library staff through Branch Managers at any time.
- SO's will monitor the use of all NarCan resources and replace those that have been expended.
- SO's will perform quarterly inventories on the NarCan Issued to all Branch locations, and SO's.



## Procedures-

### A. Branch and SO Issuance

- NarCan is pre-positioned at each Branch within the PPLD. These kits include two doses of NarCan, a face shield, and a pair of gloves. These kits are identical to that carried by the SO.
- These kits are located in the AED cabinets and are connected to the AED resource.
- Every SO within the PPLD, including supervisors, are issued a belt pouch that contains two doses of NarCan, a face shield, and a pair of gloves. SO's are required to carry this equipment anytime they are on duty. Failure to do so can result in disciplinary action.

### B . Training

- Every SO will receive department-provided NarCan training within two weeks of beginning employment. A NarCan kit will not be issued to the SO until this training has been completed.
- Training will consist of a Bridge training session or classroom unit lasting approximately 30-45 minutes (Power Point presentation is attached at the end of this policy). Additionally, a Fentanyl fact sheet will be issued during training for reference. (Attached at the end of this policy).
- In person training will also consist of practical skills with a training mannequin. Training will contain administration practice, scene assessment and hazard awareness, follow up care, and scenario training with other SO's and staff.
- SO's will be required to view the NarCan refresher video located on the PPLD website every year and participate in scenario training with other SO's at yearly training.
- **PPLD staff are highly encouraged to participate in the NarCan training program.**
- Branch Managers may designate certain individuals they would like to receive initial NarCan training and communicate these needs to the Security Coordinator who will facilitate training opportunities.

# SP-09

- All PPLD employees will have access to the refresher video posted on the PPLD website for review at any time.
- Branch Managers may request training for larger groups of PPLD staff at any time to the Security Coordinator. This training will be coordinated and provided at the Branch requesting the training, and will follow the same guidelines as the individual trainings provided to PPLD staff.

## C. Reporting

- Any use of NarCan requires completion of an Incident Report by SO or PPLD staff. Additionally, the CSO will report the usage through the “OpiRescue” app for State and National reporting compliance.
- SO’s should refer to “SP-05-Body Cameras”, for reference on individual privacy when dealing with NarCan administration.
- **Immediately dispose of used NarCan, face shield, and gloves after an administration.**

## D. Inventory

- NarCan resources represent a considerable investment in the safety of staff and patrons at the PPLD. SO’s will conduct a quarterly inventory of all NarCan available in the PPLD.
- SO’s will check each Branch supply and verify:
  - Two sealed NarCan Nasal Spray 4 mg
  - Face Shield
  - Gloves
  - Expiration date of supplied NarCan  
(Inventory sheet attached)

# SP-09

- SO's will verify that each SO within the department is carrying the full issued NarCan kit of:
    - Two sealed NarCan Nasal Spray 4 mg
    - Face Shield
    - Gloves
  - Each single dose packet contains an expiration date (month and year). Any soon to expire NarCan will be identified and replaced by SO prior to its listed expiration.
- E. Abbreviated use guidelines. (attached)

### III. Manager Approval -

**Reviewed and Approved by Michael Brantner, CSO**

**PPLD Enter date approved: 03/01/2022**

## FENTANYL/NARCAN FACT SHEET

What is fentanyl, what is it used for and what other names does it go by?

- Fentanyl is a powerful synthetic opioid analgesic that is similar to morphine but is 50-100 times more potent.
- Typically used to treat patients with severe pain or to manage pain after surgery. Sometimes used to treat patients with chronic pain who are physically intolerant to other opioids.
- Carfentanil, is used as a tranquilizer in veterinary medicine and is an even more potent chemical form of Fentanyl.
- Fentanyl is known by trade names as Actiq, Duragesic, and Sublimaze.
- Examples of street names for Fentanyl, Carfentanil and either laced with Heroin are Apache, China Girl, China White, Dance Fever, Friend, Goodfella, Jackpot, Murder 8, TNT and Tango and Cash.
- Delivery forms of non-Pharmaceutical Grade Fentanyl are:
  - Powder
  - Blotter Paper
  - Tablet
  - Mixed for

injection What are the effects of

Fentanyl?

- The effects resemble those of Heroin and include euphoria, drowsiness, nausea, confusion, constipation, sedation, tolerance, addiction, respiratory depression and arrest, unconsciousness, coma, and death.

Why is Fentanyl dangerous?

- Even a small dose of the potent opioid can cause breathing to stop completely, leading to death.
- Persons can be exposed to Fentanyl accidentally simply through skin contact or inhalation of powder.
- The high potency of Fentanyl greatly increases the risk of overdose, especially if the user is not aware that the drugs they are using contain Fentanyl.
- Fentanyl sold on the street is often mixed with Heroin or Cocaine, markedly amplifying its potency and potential danger.

Naloxone(NarCan):

- The medication Naloxone reverses opioid overdose and restores normal respiration. Overdoses of Fentanyl should be treated immediately with NarCan and may require higher doses to successfully reverse the overdose.
- If administered quickly and at a high enough dose, NarCan is effective against all opioids, regardless of their potency.

# NarCan Abbreviated Use Guidelines

## Arrival and Scene Safety:

- Call 911 and alert Security for any suspected overdose incident
- Upon your initial arrival at a scene, if you are unsure if the scene is safe, do not proceed.
- Possible factors contributing to an unsafe scene may be but are not limited to:
  - Contamination through drugs in area
  - People (other patrons, friends/loved ones of patron)
  - Hazardous materials
  - Body fluids
  - Needles
  - Potential for violence
- Secure the location to the best of your ability and wait for emergency responder personnel to arrive and assume control of the situation and scene.
- Staff Members must always use provided personal protective equipment:
  - Gloves
  - Face

## Shield Initial Contact:

- Determining if a patron is experiencing a suspected overdose:
  - Put on gloves
  - Loudly say “Are you all right?” “Are you O.K.?”
  - Bang on a nearby surface and repeat your questions.
  - Tap individual’s foot with your foot and again ask questions.
  - Shake individual and ask questions in loud voice.
  - Apply pain stimulus (sternum rub) and ask questions loudly.
  - Call 911 and Security.
  - Overdose indicators-
    - No response to sternum rub
    - Barely breathing/respiratory arrest
    - Slow or absent pulse
    - Blue fingernails/lips
    - Pinpoint pupils
    - Physical evidence of drug use (needles, powders)

- Retrieve and administer NarCan.
  - Peel foil off NarCan case
  - Don protective gloves
  - Place victim on back
  - Hold NarCan with index finger and middle finger on either side, thumb on plunger.
  - **Do not prime plunger**
  - Insert tip into persons nose until backs of fingers are against person's nostrils
  - Push plunger one time all the way in until it stops.
- Rescue breathing (use face shield) once every 7 seconds.
- If no response in 3-5 minutes, use second NarCan in person's other nostril
- When person awakens, place in rescue position, ask them to wait for EMS
- If the person decides to leave, do not attempt to stop them, observe them to provide a description and direction of travel for responding EMS personnel.

Follow up care:

- Upon awakening the person may be in opioid withdrawal, and experience some of the following symptoms.
  - Agitation/combativeness
  - Nausea/vomiting
  - Chills
  - Sweating
  - Body Aches
  - Diarrhea
  - Goosebumps
- Upon their arrival relinquish care to EMS personnel.
- Dispose of gloves, face shield, and empty NarCan
- Fill out an incident report as soon as possible





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ijppld

## NALOXONE FIRST RESPONDER TRAINING



FRIDENVER (i)-COLORADO  
eHEALTH CONSORTIUM  
LevelOneCilleFoiAU.



## Overview Information

- Estimated 2 million Americans 12 or older dependent on prescription pain killers





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2015-52K overdose deaths

- 2016- 64K overdose deaths
- 2017- 72K overdose deaths



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Opioids are now the #1 killer of Americans under age 50!



## Overview Information

- Recognized Health Crisis!
- April 2018 - Surgeon General officially recommends everyone be Narcan trained!



## Overview Information

**RECOVERY**

Ex.PE.CTATION



## Overview Information

# RECOVERY

EXPECTATION



REALITY



## What is an opioid?

- Drugs derived from opium, also called "opiate"
- "Opioid" includes semi-synthetic and synthetic opiates
- Examples:
  - Heroin
    - Increasingly cut with illicitly produced synthetic opioids including fentanyl, carfentanyl
  - Morphine, codeine, hydrocodone (Vicodin, Lorcet), oxycodone (Percocet, Roxicet), OxyContin, oxymorphone (Opana) hydromorphone (Dilaudid), meperidine (Demerol), Fentanyl, methadone





## How are opioids used?

- Oral
- Inhaled/smoked
- Intranasal/insufflation/sniffed/snorted
- Absorbed through the rectal mucosa
- Transdermal (skin) through patches
- Injected intravenously, intramuscularly, or subcutaneously



## Why do people overdose?

- Tolerance develops quickly to the pleasurable effects of opioids
- Tolerance to the respiratory depression effect takes longer and is incomplete



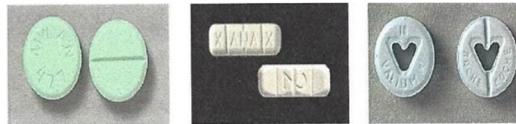
## Overdose risk factors

- Quality
- Mixing
- Tolerance: after detoxification, hospitalization, incarceration
- Using Alone
- Health Problems
- Others:
  - Increasing dose (milligrams morphine equivalents)
  - Psychiatric and substance use disorders**
  - Doctor-shopping: more than 4 clinicians

Dunn, AnnIntern Med 2011; Bohnert, Am J Psychiatry, Binswanger, NEJM, 2007; Corn h RBMJ 2010; Mc mill, Addiction, 2010 & 2011; Bohnert, Jama, 2011; Hall, Jama, 2008 2012; U.S. American J E. emiol.; Albert Pain Med, 2011; Boyer, NEJM, 2012

## Mixing Drugs: Benzodiazepines

- Overdoses often involve more than one drug
- Other drugs that suppress the respiratory system are especially dangerous
- Most commonly abused benzos:
  - Clonazepam (Klonopin®, "K-pin")
  - Alprazolam (Xanax®, "Xannie bars")
  - Diazepam (Valium®, "V's")



## Opioid Overdose

- Person becomes non-responsive
  - May happen over a period of hours
- Breathing is inadequate or stops
  - Opiates block receptors in the brainstem that drive breathing
  - Slowing or stopping breathing causes decrease in oxygen in our blood
  - Lack of oxygen can cause organ failure, brain damage, coma, or death
  - Presence of other depressants (alcohol, benzodiazepines) worsen situation



## Opioid Overdose

- |  |   |   |
|--|---|---|
| Pinpoint pupils  | <b>REALLY HIGH</b>  |   |
| Respiratory depression (shallow/no breathing)                                  | Muscles become relaxed  | Deep snoring or gurgling (death rattle)         |
| Blue or grayish lips/fingernails   | Speech is slowed/slurred  | Very infrequent or no breathing                 |
| No response to stimulus  | Sleepy looking  | Pale, clammy skin                               |
| Gurgling/ heavy wheezing or snoring sound                                      | Nodding   | <b>Heavy</b> nod, not responsive to stimulation |
| Occurs over 1-3 hours - the stereotype "needle in the arm" death is rare (15%) | Will respond to stimulation like yelling, sternal nub, pinching, etc. | Slow heart beat/pulse                           |
|  |   | Slow heart beat/pulse                           |

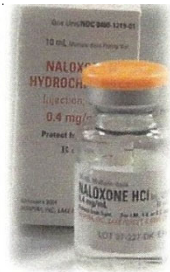


## Opioid Overdose Deaths Are Preventable

- **We have the antidote: Naloxone (Narcan)**
  - Safe
  - Highly effective
- Having available before paramedics arrive saves lives and decreases possibility of brain damage  
Community programs and first responder access has been expanding across the country  
Since 2010, 183% increase in community organizations that provide naloxone to laypersons
- **Tens of thousands of lives have been saved nationally**



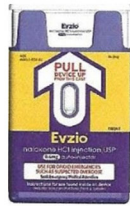
## Naloxone



- Opioid antagonist
- >40 years experience by emergency personnel for OD reversal
- Not addictive; no potential for abuse; no agonist activity
- Not a scheduled drug but RX needed
- No side effects except precipitation of withdrawal (dose-sensitive)
  - Unmasking underlying medical problems
- Administer intramuscular and intranasal



## Naloxone types



Evzio auto-injector

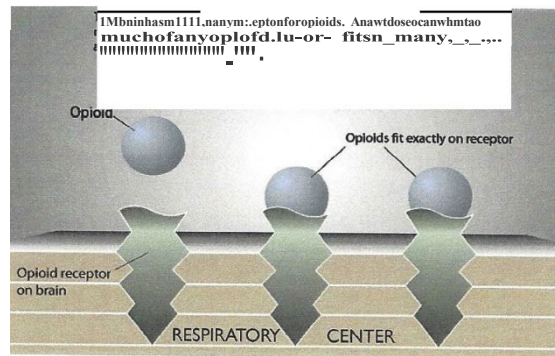
Intranasal

nasal spray



Injection

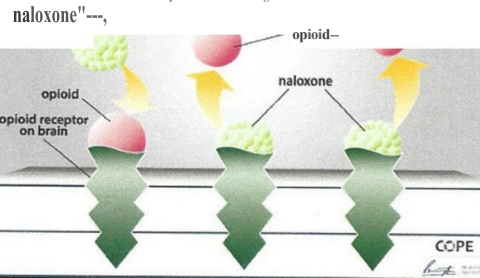
## How it works



## How it works

### Naloxone reversing an overdose

Naloxone has a stronger affinity to the opioid receptors than opioids, such as heroin or oxycodone, so it knocks the opioids off the receptors for a short time (30-90 minutes). This allows the person to breathe again and reverse the overdose.



Source: Adapted diagram from *Guide To Developing and Managing Overdose Prevention and Take-Home Naloxone Projects* <http://harmreduction.org/our-work/overdose-prevention/>

## When is naloxone indicated?

**Really high: stimulate and observe**

Nodding, but arousable  
Responds to sternal rub  
Slurred speech

**Intoxicated but breathing (at least 8 times/minute)**

Normal pulse  
Normal color

**OVERDOSE: administer naloxone and give rescue breaths**

Not arousable  
No response to sternal rub  
No speech, or gurgling/choking

**Respiratory arrest or barely breathing**

Slow or absent pulse  
Blue fingers, nails, lips

Both will have pinpoint pupils

## Response

- Are you alright?
- Are you ok?
- Pain Stimulus
- Call EMS
- Naloxone
- Rescue breathing/CPR



## Nasal Narcan



## Narcan (naloxone) instructions

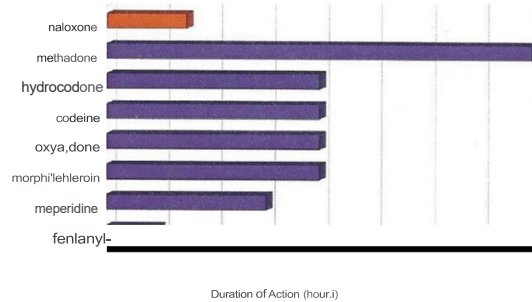
- Peel foil
- Hold with index and middle fingers on either side, thumb on plunger
- Do not prime plunger
- Place victim on back  
Insert nasal atomizer until backs of fingers are against nostril
- Push plunger until it stops
- Give rescue breaths
- If no response in 3-5 minutes, use additional atomizer in other nostril
- When patient awakens, place in rescue position

## Follow-up care

- Upon awakening, patient may be in opioid withdrawal:
  - Agitation, combativeness
  - Nausea/vomiting
  - Chills
  - Sweating
  - Body aches
  - Diarrhea
  - Goosebumps
- Transport patient for medical care



## Why successful reversals need ongoing medical observation



**Duration of action of naloxone compared with common opioids**

Brenner GM, Stevens CW. Pharmacology. Philadelphia, PA: Saunders/Elsevier; 2010. Graphic: courtesy of NOPE-RI

## Other considerations: Scene Safety

- Traffic
- Hazardous materials
- Other drugs
- Body fluids
- Needles
- People
- Potential for violence



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## REPORTING AN OVERDOSE REVERSAL: THE *OPI-RESCUE* APP



(#) COLORADO  
CONSORTIUM

HAPPY  
YOU, TOO!  
ACTION CENTER



## Will naloxone work on other drug overdoses?

- Naloxone only blocks the opioid receptor
- No effect on alcohol, benzodiazepines, cocaine, etc.
- Drug overdose deaths are often poly-drug
- Giving naloxone to someone who has overdosed on other drugs or who is not an overdose victim will not hurt them

# What do I do with people asking for drug treatment?



## COLORADO CRISIS SERVICES

1-844-493-TALK (8255) or text TALK to 38255

[www.coloradocrisiservices.org](http://www.coloradocrisiservices.org)

### Walk-In Centers:

Aspen Pointe: 115 S Parkside Drive; 635-7000

- Cedar Springs Hospital: 2135 Southgate Rd.; 633-4114
- Crossroads Detox: 2723 E. Las Vegas St.; 390-2046

### • Treatment facilities

Achieve Whole Recovery: 1115 Elkton Dr. Ste. 300; 373-9703

Colorado Treatment Services: 5360 N Academy Blvd; 434-2061

Crossroads Turning Point: 411 S. Cascade Ave. Ste. 100; 419-7959

New Life Program (Springs Rescue): 15 E. Las Vegas St. 632-1822

Peaks Recovery: 2270 LaMontana Way Ste. 201; 528-3500 x100

Peak Vista: 117 W. Rio Grande; 471-2789

Recovery Village: 443 S. Hwy 105 Palmer Lake; 844-279-2045

VA Clinic: 3141 Centennial Blvd.; 327-5660 x44125

ADDITIONAL QUESTIONS?

THANKYOU FOR BEINGHERE!

PIKES PEAK LIBRARY DISTRICT **PPLD**



# Pikes Peak Library District

# SP-10

## Security Policy 10 / Handheld Radios

Origin Date: 11/28/18

Last Updated: 12/04/18

- I. **Purpose-** This policy establishes procedures for using two-way radios in the Pikes Peak Library District (PPLD). This reference guide is intended to provide all libraries and Security Officers with an understanding of hand-held radio equipment, operation, general care and maintenance, and importance of the daily management of this equipment, particularly during emergencies.
- II. **Definitions/Abbreviations-** Security Officer-SO, Pikes Peak Library District-PPLD, Colorado Springs Police Department-CSPD, El Paso County Sheriff's Office-EPSO, Handheld Radio-HHR, Federal Communication Commission-FCC, Senior Security Officers-SSO.
- III. **Policy-** HHRs will be worn and operated in accordance with manufacturer's suggested guidelines, department training, and this policy. It is the policy of this department that SO's shall wear and activate the HHR, when such use is appropriate to the proper performance of the SO's official duties, and where such uses are consistent with the content of this policy and pertaining laws.

#### IV. Procedures-

##### A. Administration:

- HHRs provide daily, reliable, campus-wide communications to aid libraries in effective management of staff and patrons during library events and emergencies.
- The FCC is the federal agency that regulates radio licensees and broadcasting. The FCC establishes rules relating to broadcast, programming, frequencies, and operations with which licensees must comply in order to maintain their licenses.
- HHRs are authorized to be used (with exceptions noted herein policy) to communicate during the conduct of library business and evaluate SO performance. SOs are only authorized to use department-provided HHRs.

# SP-10

## B. General Radio Usage and Guidelines:

HHRs are used to conduct District business, coordinate activities, share general information, and communicate during critical incidents or emergencies on campus.

When using hand-held radios, the guidelines below apply:

- Identify yourself at the beginning of each transmission.
- Know what you are about to say before you start transmitting.
- Speak distinctly, be brief, concise, and do not mumble.
- Always listen for a few seconds prior to transmitting to make sure you are not interrupting any other radio transmissions.
- Keep radio turned down to a level that allows you to hear transmission, but not so loud that everyone around you also hears transmissions. This is for security reasons, as well as common courtesy.
- All radio traffic is to be conducted appropriately; the radio is not to be used unnecessarily or to convey personal feelings (i.e. anger, disgust, impertinence).
- No sensitive or confidential information should be shared over the radio. (i.e. names, Library card numbers, phone numbers).
- The radio should not be used for personal messages.
- SSOs are to ensure that staff members always carry an assigned radio when on duty, and that radios assigned to a fixed station are present and operational.

## C. Radio Transmission Techniques:

Prior to transmitting a radio message, press the push-to-talk button on the side of the radio.

- Wait for about two seconds, depress button, and speak.
- You will keep transmitting as long as you keep your finger on the button.
- Hold the microphone portion of the radio approximately one inch from your lips, and speak slowly and clearly in a normal voice.
- Do not hold the microphone directly in front of your mouth, but slightly to one side to avoid blowing air directly into the microphone when speaking.
- Do not shout or yell into the microphone; it will cause a distorted signal.
- When communicating essential information, have the information repeated back to ensure the accuracy of the information and avoid potential misunderstandings.

# SP-10

- Avoid chewing gum, eating, and other items in the mouth while using the radio, to ensure the clarity of your speech.

## **\*Further assistance is available in the CP185 Quick Reference Guide**

### D. Restrictions:

The FCC is authorized by law to enforce regulations governing radio frequency use. All two-way hand-held radio usage is subject to FCC rules and regulations. Failure to comply may result in penalties set by the FCC. For additional information regarding FCC regulations, visit the FCC website at [HTTP://www.fcc.gov/](http://www.fcc.gov/). All sites with assigned hand-held radios must follow the guidelines listed below:

- Do not use profanity/demeaning language.
- Restrict use to District business only.
- No additional equipment or programming shall be added to the system.

### E. Inventory:

The Security Manager is responsible for maintaining a central inventory of radio assets. In addition, all SSOs are required to maintain an up-to-date online radio site inventory. Each location is responsible for maintaining a complete inventory of radios owned by that location. The following information is required:

- Brand Name
- Tag Number
- FCC ID
- IC
- TANAPA
- Model Number
- Serial Number
- Date of Item Inventory

### F. Stolen Equipment:

If stolen, file a police report with CSPD/EPSO within 24 hours, update the Online Radio Inventory, and contact the Security Manager within 24 hours for further instructions.

# SP-10

## G. Repair:

Any cost associated with the misuse and abuse of equipment shall be the responsibility of the person responsible for the abuse/misuse.  
Repair of radios will be coordinated through the Security Manager and the appropriate vendor.

## V. Manager Approval -

**Reviewed and Approved by Michael Brantner, Security Manager PPLD**

**Enter date approved: 4-15-19**

# Pikes Peak Library District

# SP-11

## Security Policy 11/ Lost &

### Found Origin Date:

**11/27/2018**

### Last Updated: 03/01/2022

- I. **Purpose-** This Policy is intended to provide instructions and reference on when and how “Lost and Found” items are handled within the Pikes Peak Library District.
- II. **Definitions/Abbreviations-** Lost and Found- L&F, Security Officer- SO, Pikes Peak Library District- PPLD, Colorado Springs Police Department- CSPD.
- III. **Policy-** The PPLD and its employees are not responsible for the security of personal items brought into any library facility. Patrons are expected to maintain their belongings, including valuables such as wallets, purses, cell phones, and laptops, and always keep them within their sight.

All found property will be logged and stored by Branch Staff or SO’s in accordance with this policy. A reasonable attempt will be made to return lost property to the proper owner.

After a specified time, all items will be donated or destroyed as per this policy.

**Certain Items may be determined a “Health or Safety Risk” and will not be stored in Lost and Found.**

## Procedures-

### A. Administration:

- PPLD consists of 14 facilities, each with its own independent L&F. Each branch is expected to operate and maintain the L&F according to PPLD policy.
- Guidance on L&F procedures and operation are available to all PPLD staff on **PPLD Intranet/Policies and Procedure/Security/Lost and Found Guidelines (attached)**
- All branch L&F logs are located on the PPLD Network Drive within the “Lost and Found” folder.



# SP-11

- Detailed instructions on the input and maintenance of the log are available in the same folder. (attached)
- Once items have reached the designated hold time at each of the facilities, they will be disposed of according to this policy.
- SO's will pick up these items at each of the Branches in their designated regions as they are doing offsite patrols.

## B. Operation:

- Branches with items that have reached the designated hold time at each facility's L&F will be picked up by SO's.
  - i. SO's will check with staff at each branch in the course of their rounds to determine if any items need to be picked up for disposal.
  - ii. Branch employees can also call the SO Regional Supervisor and notify them when items are needed to be picked up for disposal.
  - iii. SO's will not make special trips to pick these items up but will collect them on the next site visit unless specific extenuating circumstances deem otherwise.
- Once SO's pick up items from Branch L&F, they will return them to the Regional Hub Library, and SO Regional Supervisors will dispose of each of the items by the following classifications and methods.
  - i. **Wallets/Credit Cards/ID's/Checks-** Will be bagged and turned into the West Region SO Supervisor on a monthly basis. The West Region SO will deliver all items to CSPD after collection.
  - ii. **Cell Phones/Money/Watches/Jewelry/Electronics-** Will be bagged and turned into the North Region SO Supervisor on a monthly basis. The North Region SO will turn all these items over to the PPLD Foundation Coordinator on a monthly basis.

# SP-11

- iii. **Glasses/Sunglasses/Clothing/Water Bottles/Bags etc.-** Will be bagged and turned into the East Region SO Supervisor on a monthly basis. The East Region SO will deliver these items to Goodwill donation point on a monthly basis.
- iv. **Jump Drives/Keys-** Will be discarded into trash by Regional SO.
- v. **Medication-** Will be bagged and placed in each Regional library's hazardous materials trash receptacle.
- vi. **Books-** Any found books will be turned over to circulation at the branch they are found. They have internal policies to locate the owners and if they cannot it will be donated to the Friends of PPLD.

## Manager Approval -

**Reviewed and Approved by Michael Brantner, Security Manager**

**PPLD Enter date approved: 03/01/2022**

# Lost and Found Guidelines

Property Left Unattended Inside Library Facilities – Turned in by Staff or Patrons

PPLD Staff members at each Branch will handle Lost and Found items for the facility. Staff members will classify the property and make a reasonable effort to determine and notify the owner of the property by phone, email, or a letter to the last known address, if possible.

Depending on the classification of the property left inside a library facility, it may be held for a period of up to 30 days before disposal. The retention period and manner of disposal depends on the classification of the item.

Classification categories are as follows:

- **High Value Items** – Items such as Wallets, Cellphones, Personal Identification Cards, Driver's Licenses, Checks, Money, Credit/Debit Cards, Watches, Jewelry, Glasses, Electronics, Flash Drives, Keys, Medication, etc. will be stored in a secure location at the Branch the item was recovered for **30 Days**. After the holding period of 30 Days, Branch Staff will contact Regional Security for pickup of the items.  
*\*Flash Drives will not be plugged into Staff computers in an attempt to determine ownership, as this poses a breach of computer safety\**
- **Other Items** – Items such as Clothing, Bags, Books, Water Bottles, etc. will be stored at the Branch the item was recovered for a period of **10 days**. After the 10 day holding period, Branch Staff will contact Regional Security for pickup of the items.  
*\*If the item is determined to be a health or safety risk, it will not be stored in Lost and Found and will be immediately disposed.\**
- **Trash, Hazardous, or Perishable Items** – Items identified as trash, hazardous, or perishable will not be stored and will be **disposed of immediately**.

An individual attempting to recover personal property left in a library facility may contact PPLD Staff at that Branch. PPLD Staff may ask the individual to provide identification documents and/or proof of ownership of the property. This may include information or a description of the property that would indicate the individual is the owner of the property. Individuals reclaiming high value items, such as cell phones, must provide a more detailed description of the item prior to the property being returned, to ensure high value property is returned to the rightful owner.

All property found will be logged into the Lost and Found spreadsheet for the given Branch. The spreadsheet is located in the district network folder under Lost and Found. All PPLD Staff has access to this drive for proper recording of Lost and Found items. For information on how to log items into the Lost and Found spreadsheets, Staff should refer to the Lost and Found logging instruction sheet in the Lost and Found Network folder.

# Lost and Found Logging Instructions

The following is a step by step guide to assist Staff on properly logging Lost and Found items into the Lost and Found Log spreadsheet for their respective Branch.

## Locating the Log

- Open the Lost and Found folder in the Shared Network folder.
- Open the Folder for the Branch you are located.
- Open the Branch Lost and Found Log for the current year.
- At the top of the form, you will find the blank line for entry labeled “New Entry”.

## The Lost and Found Log Spreadsheet Columns

- Date Found - Enter specific date an item was found or turned into Staff, any format entered will self-correct to 00/00/0000 format.
- Item description - Enter description of the item being entered (general description with any identifying markings).
- Value- Enter High or Low value depending on classification of item.
- Location Found - Enter location the item was found or location provided to Staff if no location found is available.
- Staff Member – Enter name of staff member making the log entry. Names should be entered as first initial and full last name (i.e. J. Smith) in order to show they were the staff who entered the item.
- Days Left- This column auto fills, do not type in this column. If High value selected this will count down from 30. If Low value selected this will count down from 10. When count down reaches 5 days, countdown will highlight yellow. When count down reaches 2, countdown will highlight red.
- Disposition – Enter the disposition of the item from one of the following options in the drop- down menu:
  - Holding – This is entered automatically with every item logged, this denotes that the item is being held in the lost and found. Holding is highlighted red to easily identify.
  - Returned – This is selected from drop down to show the item has been returned to the owner and is no longer being stored at the given Branch.
  - Security Pickup – This is selected to show the item has been provided to Regional Security and is no longer being stored at the given Branch.
  - Disposition Date- When the item is returned or timed out and removed from the lost and found and given to security, record the date here.
  - Days Held- This column auto fills, do not type in this column. It will show how many days the item was in lost and found.
- Notes – If needed, this can be used to enter brief note concerning the item; this column is optional and does not need to be filled for every item.

- Save Button- Once all information is entered, click the save button located above the entry line and the info will be moved into the log.
- Sort Button- Clicking the sort button will move all items in the lost and found log that have not been returned or given to security to the top of the log for easy viewing.

## Changing the Disposition

After the holding period for an item has expired, or the item has been returned, the item disposition must be changed in the Lost and Found log.

- First open the Lost and Found folder in the Shared Network folder
- Open the folder for the branch the item was located at or turned into
- Open the Branch's L&F Log for the given year that the item was logged in
- Find the item you are changing on the spreadsheet, it can be located via the item description
- The Disposition column, column seven, can be changed via the drop-down list. This is located to the right of the Disposition cell, there will be a small downward facing arrow that when clicked will display the list.
- If the time period for holding has passed (30 Days for high value items or 10 days for other items), the Disposition of the item may be changed.
- If the Item has been returned to the rightful owner, you can change the Disposition drop-down to "Returned".
- If the item has met its holding time of 30 days for high value items or 10 days for other items, but has not been returned, it can be given to Regional Security for pickup.
- Once the holding time has expired, contact Regional Security for pickup. An officer will pick it up on their next visit to the Branch the item is located.
- Once a Security Officer has picked up the item, the Disposition of the item can be changed to "Security Pickup".

## Security Policy 12/ Cell

### Phone Use Origin Date:

4/10/2020

**Last Updated: 03/01/2022**

I. **Purpose-** This Policy is intended to provide instructions and reference on the Issuing, Use, and Return guidelines for Pikes Peak Library District Security Officer Cellphones.

II. **Definitions/Abbreviations-** Security Officer-SO, Pikes Peak Library District-PPLD

### III. Policy-

- PPLD issues many SO's cellphones for use while working for PPLD.
- SO's are required to carry issued PPLD cell phones while on and off duty for emergency contact. PPLD issued cell phones are only to be utilized for PPLD related business.
- SO's are responsible for the proper care and maintenance of PPLD issued Cell phones.

### IV. Procedures-

#### A. Issue:

- If identified as needing a PPLD cellphone, SO will be provided with a cellphone upon hire and equipment issue.
- SO's will also be given a charging cord upon hire to ensure PPLD issued cellphones are charged at all times.

#### B. Use:

- SO's will keep their issued cellphone charged and on their person at all times.
- SO's are required to answer all calls received while on duty, and show good faith in answering all calls for emergency purpose while off duty.
- SO's are expected to answer calls to their issued phones when a Security supervisor, or the CSO, calls.
- SO's may use their issued cellphones as an extension of the security camera systems. The phone may be used to collect evidence such as pictures and video for incident reports, if needed.

# SP-12

- If images or footage recorded on the phone are needed for a police investigation the phone may be confiscated as evidence should the need arise.

SO's should not use issued phones for personal reasons as the phone may be collected for evidence at any time.

- Phones may be used for other purposes related to PPLD business, such as checking PPLD work email, GPS location, etc.
- Location software is loaded and activated on each PPLD issued phone. Officers are prohibited from turning off or tampering with this function.

## C. Return:

- SO's are required to return their issued cellphone upon separation with PPLD. Failure to return the issued cellphone will result in a deduction from the SO's final Paycheck for the value of the issued phone, or criminal charges.
- Should the issued cellphone become damaged or unusable, SO's are required to report the problem and return the device to their Regional Supervisor for replacement.

## D. Locator Software:

- All Issued cellphones have locator software installed on the device. This software is NOT used to track employees, but will only be activated should the issued phone be lost or stolen.
- In the case an issued cellphone becomes lost or stolen, SO's are expected to report it immediately to their Regional Security Supervisor.

## V. Manager Approval -

**Reviewed and Approved by Michael Brantner, CSO-**

**PPLD Enter date approved: 03/01/2022**

# Pikes Peak Library District

# SP-13

## Security Policy 13/ Report Writing

**Origin Date: 2/13/2019**

**Last Updated: 3/9/2022**

- I. **Purpose-** This Policy is intended to provide guidelines to Security Officers on when Incident reports are to be written, and the structure of those reports.
- II. **Definitions/Abbreviations-** Pikes Peak Library District-PPLD, Security Officer-SO, Security Manager-SM, Security Supervisor-SS, Patron Incident Tracking System-PITS, Person In Charge- PIC, Branch Managers-BM's, Incident Reports-IR's
- III. **Policy-** IR's will be completed by the responsible SO, PIC or BM. IR's will be completed for all suspensions, suspension violations, emergency situations, medical situations, or any other situation in which documentation of the event is considered appropriate.

#### IV. Procedures-

##### A. Administration-

- The PITS system is designated as the authorized IR software to be used.
- All IR's will be entered into PITS system and completed for submission and filing within 24 hours of the event.
- If an incident is deemed significant, IR's may be required to be completed before close of business the same day.
- If an event occurs before a SO scheduled days off or absence, the IR must be completed before the SO leaves.
- All PITS reports will be entered following the guidelines established within this policy and attached reference materials.

##### B. Operation-

- The West Region Security Supervisor will oversee access to the PITS Software.
  - i. This includes:
    - Adding users for the entire PPLD.
    - Inputting initial Passwords for users
    - Deactivating users access



# SP-13

- Updating notification e-mail lists
- Assisting with trouble shooting
- All reports must be completed and submitted into the PITS system by the close of the next business day or sooner. If an IR is deemed significant enough, it may be required to be completed before the report writer leaves for the day.
- If a SO receives, an IR on his last day of work prior to days off, the IR must be completed and submitted before they depart.
- All PITS users will receive an initial training on how to navigate the program.
- All users will be instructed on the proper way to fill out an IR.
- All users will receive an IR Writing instructional booklet and cheat sheet. (Attached)
- All IR must adhere to established guidelines. (Attached)

## **V. Manager Approval -**

**Reviewed and Approved by Michael Brantner, Security Manager**

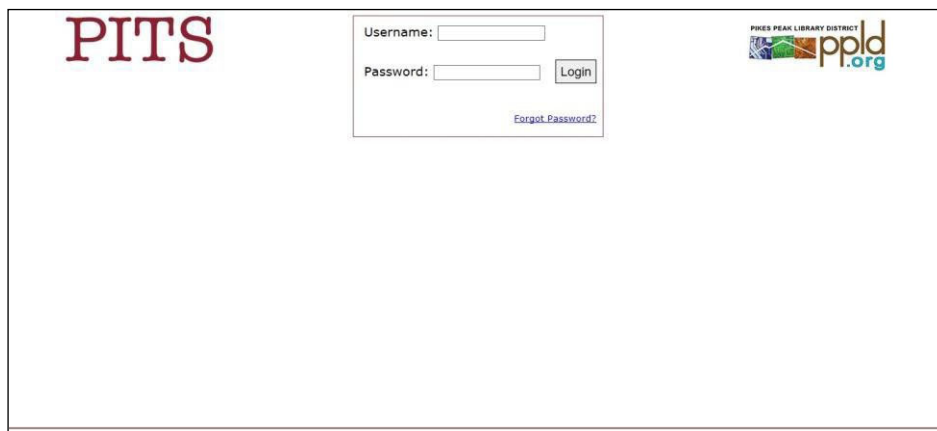
**PPLD Enter date approved: 4-28-19**

# Incident Report Logging and Writing

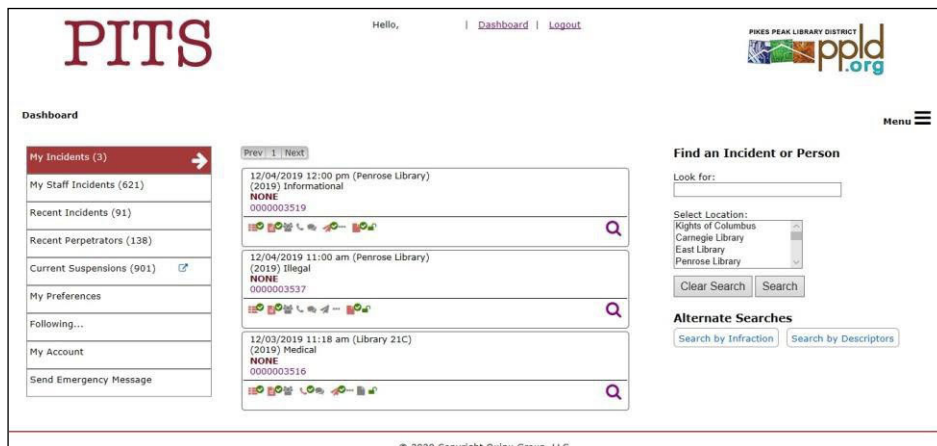
The following is a step by step guide to entering and writing Incident reports into the Patron incident tracking system, also known as P.I.T.S or PITS.

## Opening PITS

- PITS is PPLD’s Patron Incident Tracking System, It is found on the internet.
- Open the internet browser of your choice and enter <https://ppldpits.quipugroup.net/> into the search bar at the top of your browser.
- A shortcut can be added to your personal desktop login to make this process easier.
- Once entered you will be on the login screen of the PITS Site.



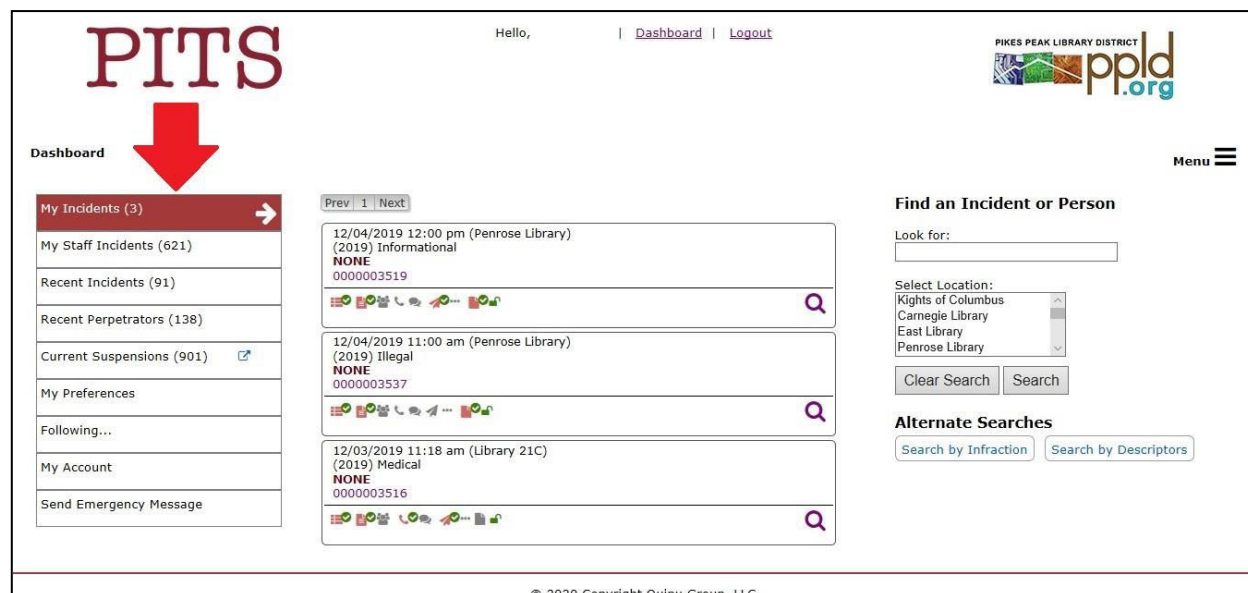
- This is where you will enter your personal username and password to login to PITS.
- In the Username entry section you will enter your personal PITS username; this will be your PPLD Issued email address in full, Ex. (JSmith@PPLD.org).
- In the password entry section you will enter your personal password for your PITS account.
- After entering both Username and password, right click on the login button to log into the PITS website.
- Once opened the PITS website should appear as follows...



# Exploring the PITS Dashboard

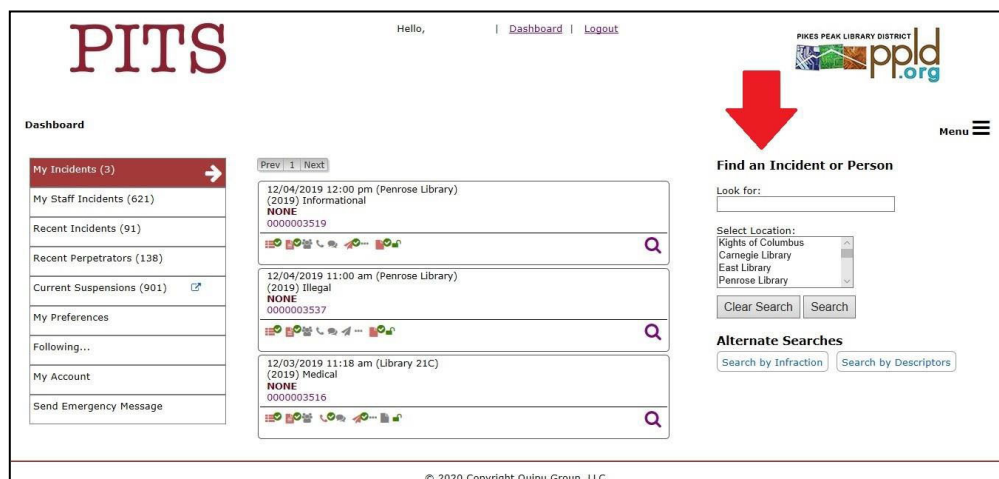
The Main page of the PITS Website is known as the Dashboard. From the Dashboard you will be able to access all of the PITS websites functionalities. The different areas of the Dashboard are as follows...

- The tabs in a column to the left of the Dashboard (Pictured Below) when right clicked on will display different information in the center of the PITS Dashboard. The tabs and the information they display when right clicked on are listed as follows...
  1. **MY Incidents** – This will display Incident reports you have submitted.
  2. **My Staff incidents** – This section may be populated or empty depending if there are staff submitting reports that you supervise. If populated it will display reports you have access to review and edit (if needed), submitted by your staff members.
  3. **Recent incidents** – This will display the most recent reports submitted to PITS.
  4. **Recent Perpetrators** – This will display the most recent individuals who have been suspended from PPLD libraries.
  5. **Current Suspensions** – This will display all individuals currently and actively suspended from PPLD Libraries.
  6. **My Preferences** – This will display user options for the PITS Dashboard such as default panel and number of items for page.
  7. **Following...** – This will display any active Incident reports you have chosen to follow or receive updates or notifications on.
  8. **My account** – This will display user account information such as username, name, email, etc., this is also where you can change your PITS Password should you choose.
  9. **Send Emergency Message** – This will display an entry field where you may select a group of, or all, users to send an emergency message to. This will send the message via email to all users selected. Note: This should only be used for emergency notifications of immediate or important incidents or issues.

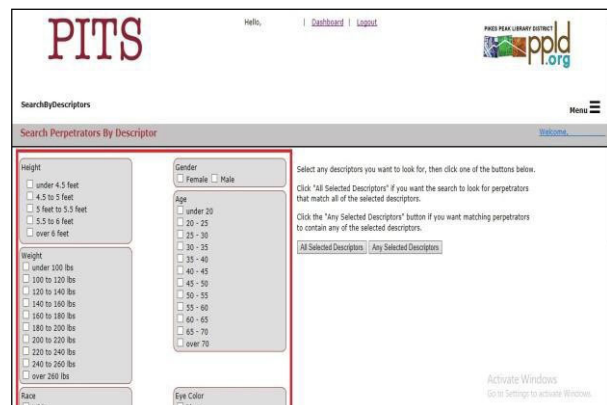
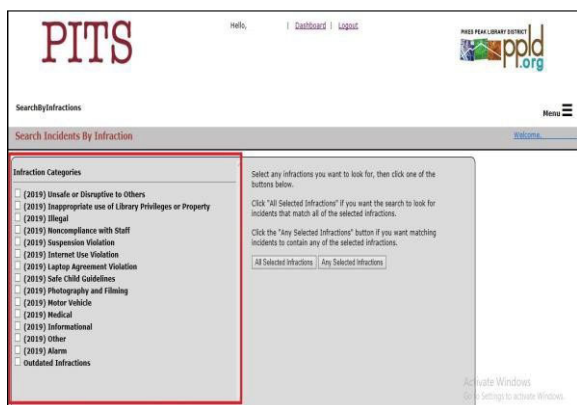


## Exploring the PITS Dashboard

- The Section to the right of the Main PITS Dashboard (Pictured Below) is the “Find an Incident or Person” Search tool. Steps to using the Search Box are as follows...
  - In the Search entry area at the top of the section, you can enter any keyword you wish to search for. (Perpetrator name, reporting individual, etc.)
  - In the next entry area you can choose a PPLD Library to filter the search range by specific location or not select a Library to search the entirety of the pits system.
  - After entering your keyword right click the “search” button near the bottom of the search box. You can also clear search if you wish to search a different keyword.
  - Once a search is completed number of results will be displayed at the bottom of the search box. Results will be listed as “Incidents” or “People”.

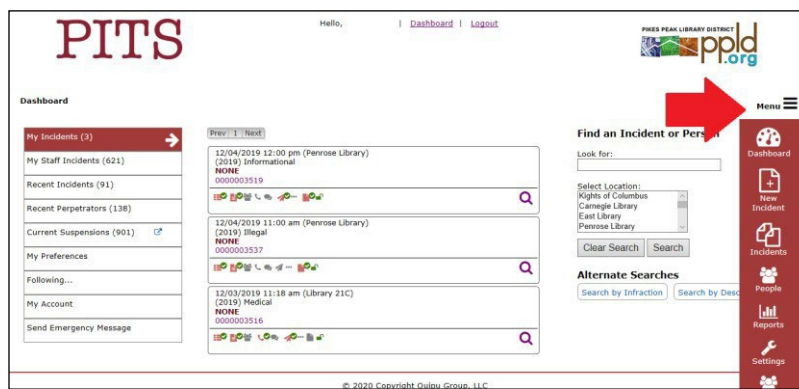
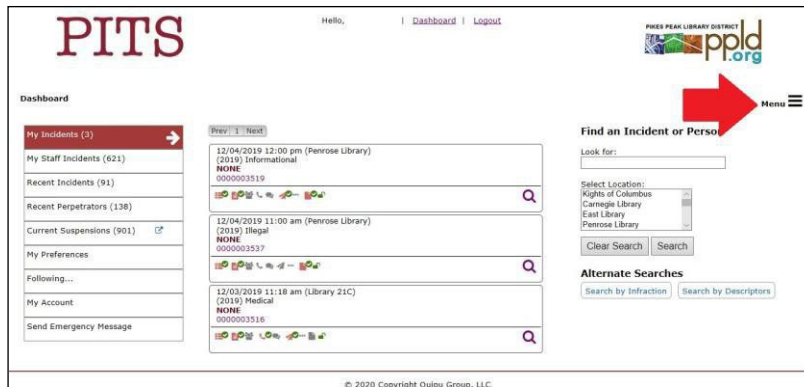


- At the bottom of the search section you can also search by infraction or Descriptors
- Selecting either of these options will bring you to a new page.
- Infractions will let you search by incident type such as Disruptive behavior, Inappropriate use of library resources, etc. (Pictured to the Left Below)
- Descriptors will let you search by Perpetrator descriptors such as Height, Weight, Hair color, etc. (Pictured to the right below)

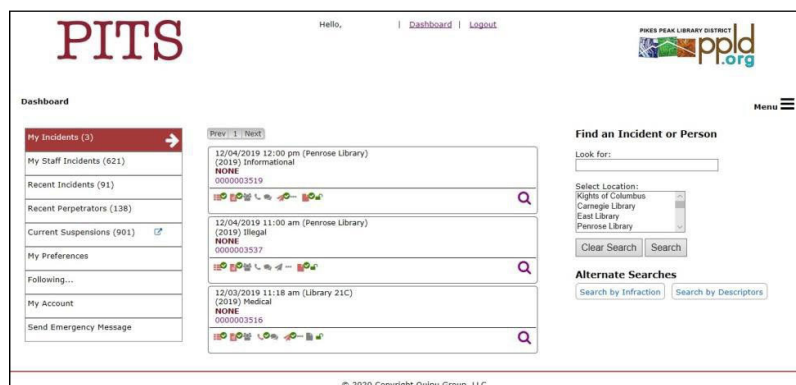


## Exploring the PITS Dashboard


- The Menu Icon near the top right corner of the PITS site will always be visible no matter what section of the PITS website you are in. Once clicked it will open a drop down with several other Icons to navigate to different sections of the PITS site. The icons in order from top to bottom and their functionalities are as follows...





- Dashboard** – Selecting this icon will bring you back to the PITS Dashboard from any other section of the PITS Website.




## Exploring the PITS Dashboard

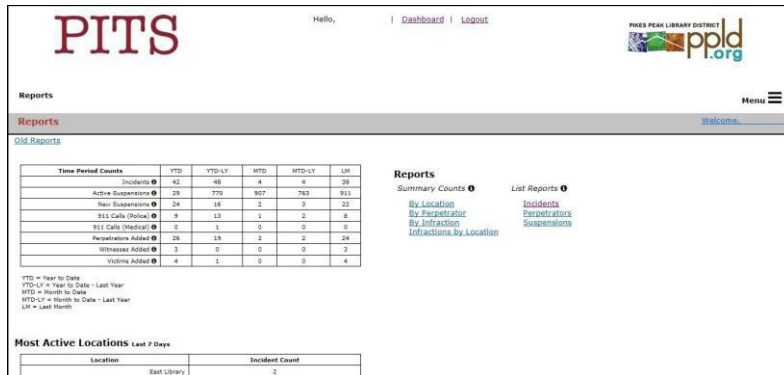
2. **New Incident**  – Selecting this icon will open a new, blank incident report, this is where you will write and submit any incidents that occur. (Further Explanation Later)

3. **Incidents**  – Selecting this icon will bring up a list of all Incident reports entered into PITS, there are options to filter this list as well by Location, status, and support.

4. **People**  – Selecting this icon will open a list of all people entered into the PITS System. This list will display all currently suspended individuals as well as those whose library privileges have been reinstated. This list can be filtered by Perpetrator, Victim, or witness. This list can be filtered by descriptors such as Height, Weight, Gender, etc.

## Exploring the PITS Dashboard

5. **Reports**  – Selecting this icon will open a reporting section of the PITS System. This section is only used by supervisors and for the collection of Data from the PITS System.




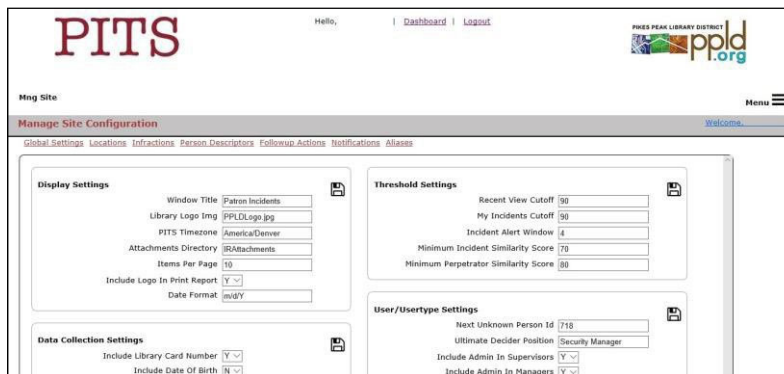
**Time Period Counts**

|                     | YTD | YTD-LY | MTD | MTD-LY | List |
|---------------------|-----|--------|-----|--------|------|
| Incidents           | 42  | 48     | 4   | 4      | 28   |
| Active Suspensions  | 29  | 770    | 907 | 762    | 511  |
| New Suspensions     | 24  | 16     | 2   | 3      | 22   |
| 911 Calls (Patrol)  | 9   | 13     | 1   | 2      | 8    |
| 911 Calls (Medical) | 0   | 1      | 0   | 0      | 0    |
| Perpetrators Added  | 26  | 19     | 2   | 2      | 24   |
| Witnesses Added     | 3   | 0      | 0   | 0      | 3    |
| Victims Added       | 4   | 1      | 0   | 0      | 4    |

**Most Active Locations** Last 7 Days

| Location     | Incident Count |
|--------------|----------------|
| East Library | 2              |

6. **Settings**  – Selecting this icon will open a section for selecting setting options for different aspects of the PITS Site including, Display Setting, Data Collection Settings, Threshold Settings, and user/Usertype Settings.



**Display Settings**

- Window Title:
- Library Logo Img:
- PITS Timezone:
- Attachments Directory:
- Items Per Page:
- Include Logo In Print Report:
- Date Format:

**Threshold Settings**


- Recent View Cutoff:
- My Incidents Cutoff:
- Incident Alert Window:
- Minimum Incident Similarity Score:
- Minimum Perpetrator Similarity Score:

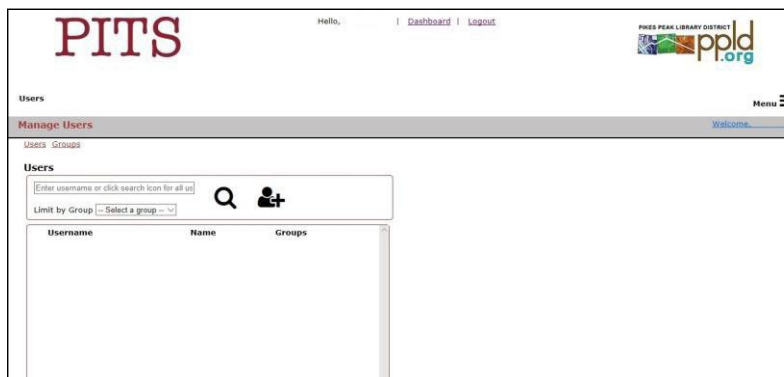
**Data Collection Settings**

- Include Library Card Number:
- Include Date Of Birth:

**User/Usertype Settings**

- Next Unknown Person Id:
- Ultimate Decider Position:
- Include Admin In Supervisors:
- Include Admin In Managers:

7. **Users**  – Selecting this icon will open the user section of the PITS site. Here you can search for users, or add or remove users should you have access. This section is primarily used by PITS Administrators.



**Manage Users**

Users Groups

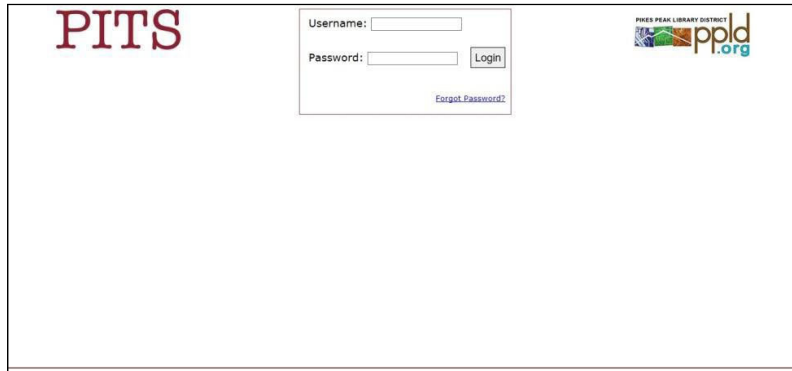
Enter username or click search icon for all us

Limit by Group:

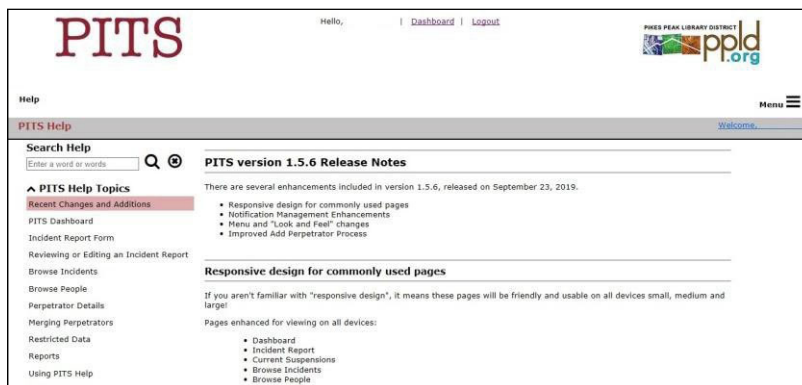
| Username | Name | Groups |
|----------|------|--------|
|----------|------|--------|

## Exploring the PITS Dashboard

- Logout** – Selecting this tab will log you out of the PITS Website and return you to the Log in page referenced at the beginning of this document.



- Help** – Selecting this tab will bring you to the Help section of the PITS Website. This will display further information on the tabs and options of the pits system. It also contains information about recent technical updates and a PITS Glossary of terms and icons.

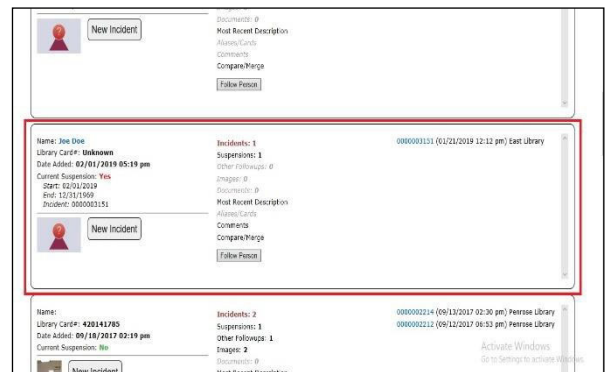
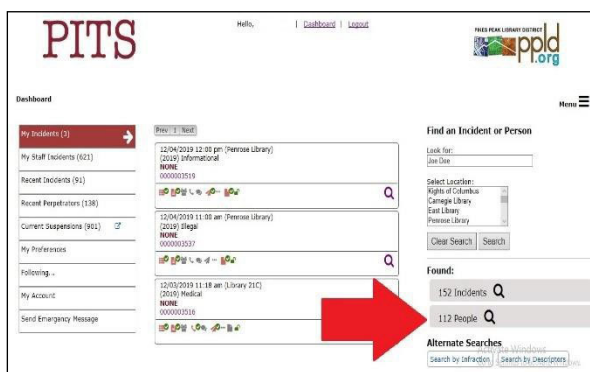
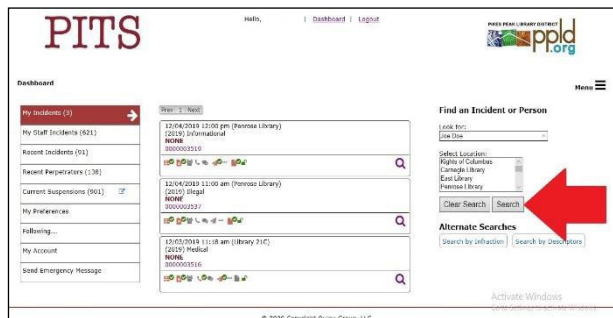
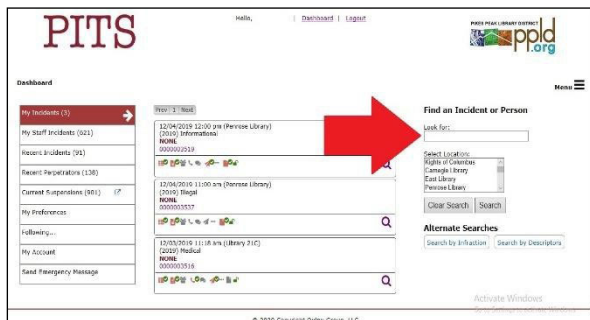




# Referencing Incident Reports

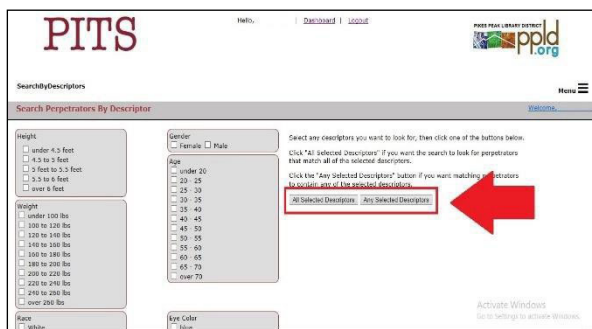
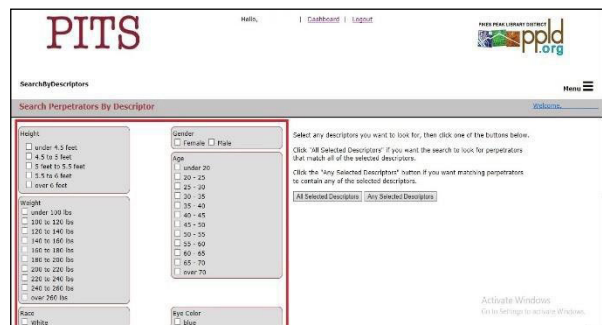
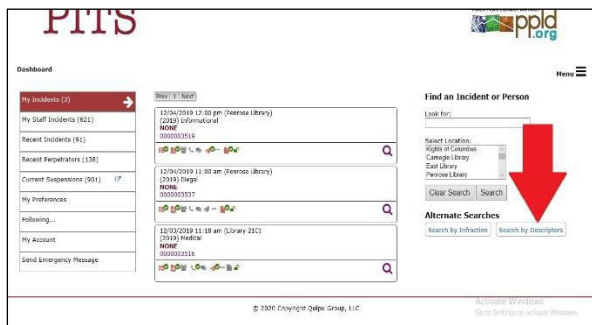
There will be cases when a report needs to be referenced in regards to a new or occurring incident. By searching and opening reports and perpetrator profiles you will be able to check the suspension status of an individual. There are steps that can be taken to ensure information is accessed properly and efficiently. These steps are as follows...

- Searching for Reports** – As stated earlier in this document, you are able to search for incident reports on the main dashboard of the PITS website. This is necessary for checking the suspension status of an individual as you can search by name. If you do not have, or know, the individuals name you are also able to search by descriptors such as age, height, weight, etc. You can also search by incident report number. Search options are as follows...
  - Searching by Name** – To search by name you will type the individuals name into the search bar in the “Find an Incident or Person” section located to the right of the main dashboard. Once entered you will click the search button towards the bottom of the section. Once completed, a “Found” section will display at the bottom of the section with results. Since you were searching by name looking for an individual you will select the found box labeled “People”. The people tab may come up with several results and will be listed with as a number of people, the number of people and results may vary. Once selected, PITS will open a list of search results, due to PITS searching mechanics the name you are searching for may not appear on the first page of results. An example of searching by name will be shown below...



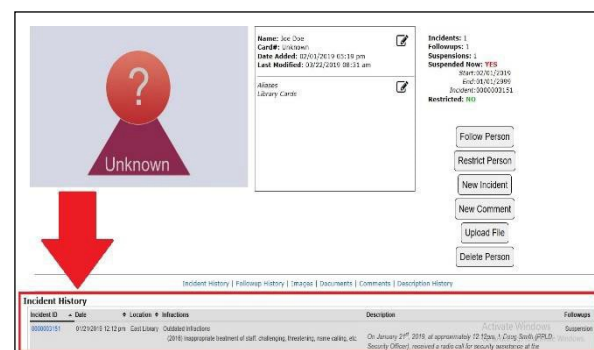
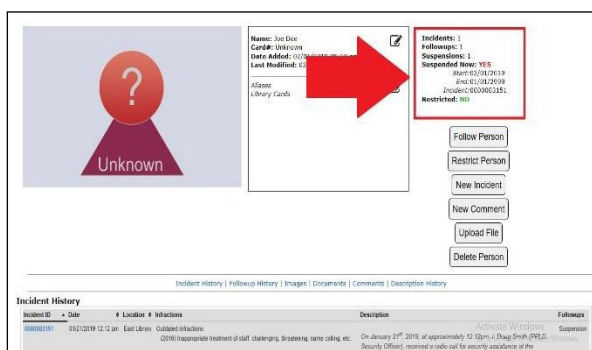
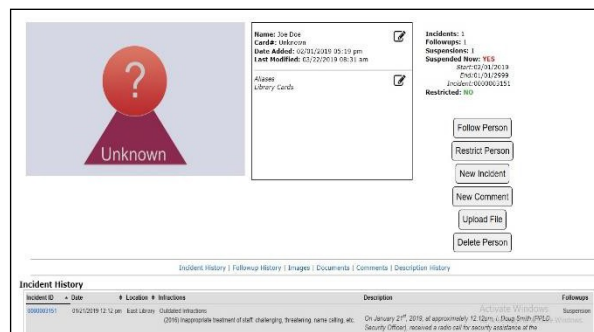
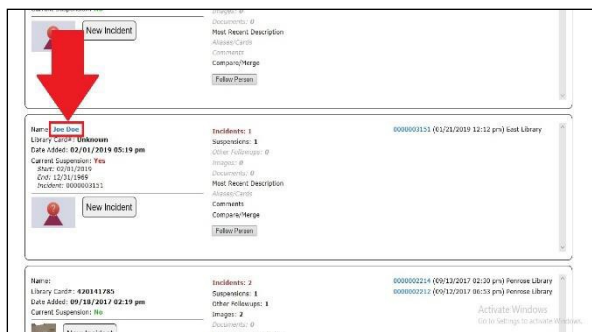
# Referencing Incident Reports

- Searching by Descriptors** – To search by descriptors you will first need to select the “Search by Descriptors” option to the bottom right of the section. Once selected PITS will open a screen with descriptor options similar to the entry fields from the perpetrator description section of the incident report. From here you will enter any descriptors for the individual you are searching for. Once you have made the selections there are two options for searching, “All Selected Descriptors”, and “Any Selected Descriptors”. Searching for “All” will bring up a list of individuals matching each of the descriptors selected, this will be more accurate but may produce no results if any of the selected descriptors do not match what was entered in the initial incident report. Searching for “Any” will bring up a list of individuals matching any of the descriptors selected, this will offer a wider range of selections, but will be less accurate and you will need to sift through results to locate the individual in question. Once an option is selected PITS will open a list of search results. As with searching by name, the individual you are searching for may not be on the first age of results. An example of searching by descriptors will be shown below...



## Referencing Incident Reports

- Checking Suspension Status** – Once you have completed the search and located the individual needed, you will be able to check on the individual's suspension status. From the list of generated search results, select the individual you are referencing by clicking on their name, this will be highlighted in blue. Once selected PITS will open the "Perpetrator Details" page or a profile for the individual in question. From here it is easy to reference if the individual is suspended or not. To the right of the main profile page there will be a small list referencing, Incidents, follow-ups, suspensions, and suspended now. If the individual is currently suspended the "Suspended Now" field will read "YES" in red, if the individual is no longer suspended it will read "NO" in green. Below the suspended now section it will list the start and end dates for the suspension as well as the incident the individual was suspended in. For further confirmation you can select the incident from the individual's incident history, located to the bottom of the profile page, beneath the individual's image. Simply select the incident report number to open it for reference. Once open you can check the suspension status by referring to the Follow Up tab of the incident report. An example of the Perpetrator Details page and where to reference the suspension will be shown below...

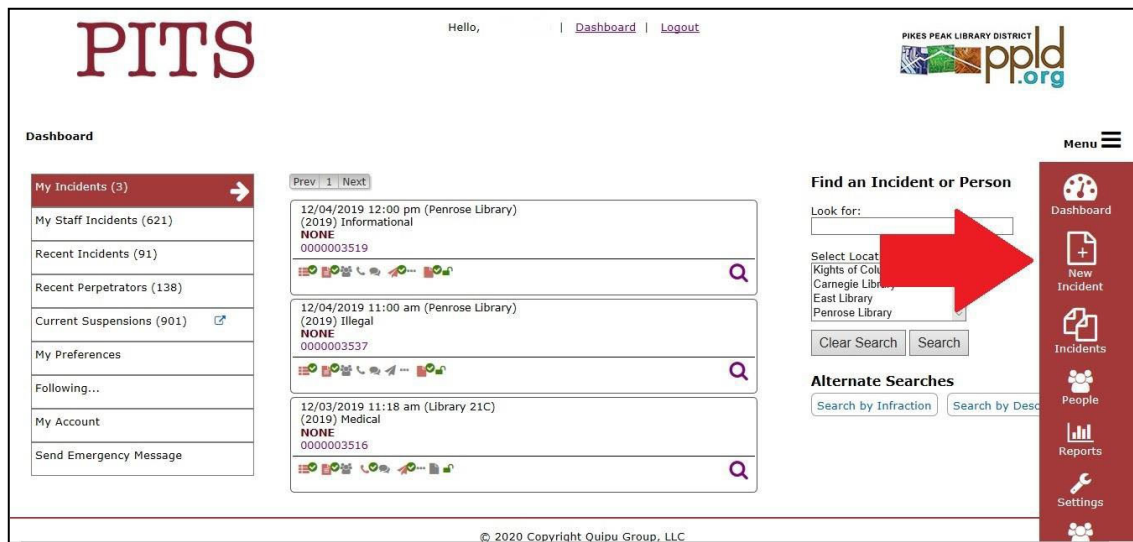


# Entering Incident Reports

This next section will describe the process of entering incident reports into PITS. We will explain the different sections and what sort of information should be entered there in. Further information on writing an incident report will be provided later in this document.

Remember to always reference perpetrator names and attach a new incident to a perpetrators profile if possible. If unable to search and attach reports by name, simply follow the first steps listed below to begin a new incident from the PITS Dashboard.

- The First Step is to select the “New Incident” Tab from the menu section in the top right corner of the PITS Website Dashboard.



- After selecting the “New Incident” tab, the PITS Website will open the following page...



## Entering Incident Reports

Once in the Incident Report section there are several steps that must be completed to ensure an incident is recorded correctly and thoroughly. The steps are as follows.

- **Entering Time, Date, and Location** – The first step to be completed is entering the time and date the incident occurred as well as the location the incident occurred at. The date and time fields default to the current date and time when you open a new incident report. These can be entered in the three fields in the first open section of the incident report page, shown below. The values are entered into their respective fields by drop down menus. Once the time and date of the incident have been entered, to continue, you must save the section by clicking the save button to the right side of the tab.

The first screenshot shows the 'Date/Time/Location' section of the incident report form. The Date field is set to 02/05/2020, the Time field is set to 9:49 am, and the Location field is set to 'Select Location'. A red arrow points to the Date field. The second screenshot shows the same section, but a red arrow points to the Save button.

- **Selecting an Infraction** – The next section to complete is selecting an infraction category. This will be the infraction that caused the incident (i.e. medical, informational, etc.) or, this will be the reason an individual was suspended from PPLD (i.e. Disruptive behavior, suspension violation, etc.). Simply select the check box for the infraction category you need. In some cases there will be sub categories of infractions to select as well. The selection area and list of base infraction categories are shown below. Multiple infractions may be selected, please select as many selections as necessary for the incident. Once all infractions are selected then, to continue, the section must be saved by clicking the save button to the right of the tab.

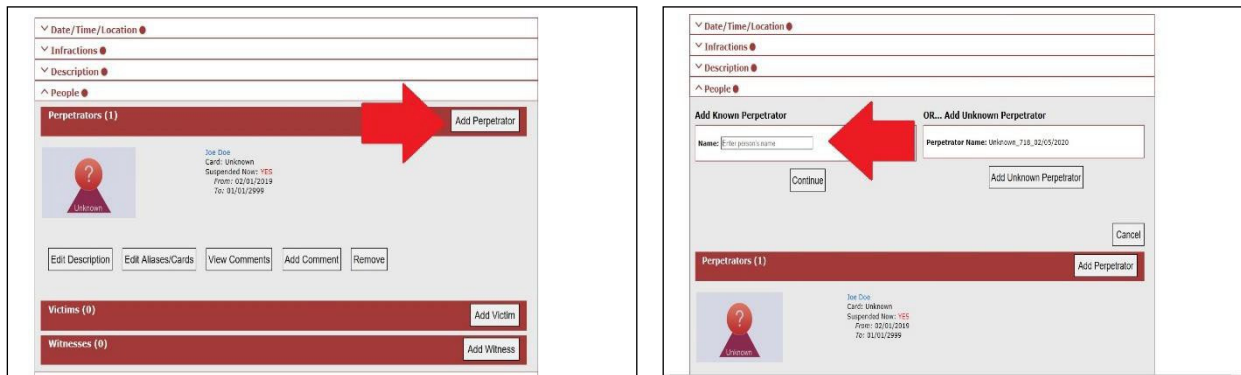
The third screenshot shows the 'Infractions' section of the incident report form. A list of infraction categories is displayed with checkboxes. A red arrow points to the 'Unsafe or Disruptive to Others' category. The fourth screenshot shows the same section, but a red arrow points to the Save button.



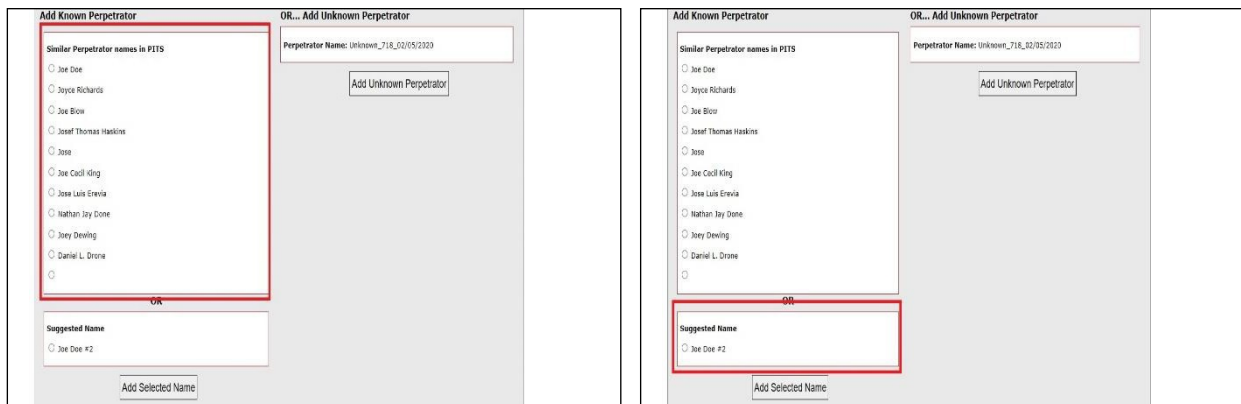


## Entering Incident Reports

- **Perpetrator** – The first step is to select the add perpetrator button to the right of the perpetrator bar, this will open a section with 2 entry areas, “add known perpetrator” and “add unknown perpetrator”. If you know the name of the perpetrator you must enter it into the ‘Add known Perpetrator’ entry field, then select “continue” beneath the entry field to continue. This is shown below...



Once continue has been selected the section will display a list of similar perpetrator names to the name entered in the entry field. These are other perpetrators previously entered into the PITS system. If the name of the perpetrator you entered is on this list, simply select the name, then select “Add selected names” located beneath the name lists. If the name you entered is not shown on the similar list, a secondary box will appear beneath the first labeled “Suggested name”. This will be the name as you entered it in the entry field. Select this name if needed then select “Add selected names” located beneath the name lists. These sections are shown below...



## Entering Incident Reports

Once “Add Selected names” is selected the section will display entry fields for information and descriptors of the perpetrator. This will include information such as name and library card number (If Available) as well as physical descriptors such as height, weight, age, etc. Once information has been entered select “Add perpetrator to Incident” located at the bottom right of the section. Once completed this will populate the Existing Perpetrators area seen on the Perpetrator area of the People section. You are able to input multiple individuals if there is more than one perpetrator. Entering perpetrator information sections are shown below...

This screenshot shows the 'Add Known Perpetrator' form. The 'Contact Information' section includes fields for Name (Joe Doe #2) and Card#. The 'Description' section includes dropdown menus for Height, Weight, Race, Gender, Age, Hair Length, Hair Color, Eye Color, and Skin Color, along with a color palette and a text area for Description. A red arrow points to the 'Add Perpetrator to Incident' button at the bottom right.

This screenshot shows the 'Add Known Perpetrator' form, similar to the previous one, but with a red arrow pointing to the 'Add Perpetrator to Incident' button at the bottom right.

If you do not have a name for a perpetrator you will use the “Add Unknown Perpetrator” section to the right of the perpetrator field. This section will automatically generate an Unknown name for the next sequential number available in the PITS system. Simply select “Add Unknown Perpetrator” located beneath the “Add Unknown Perpetrator” entry area. Once selected, the section will display the entry fields for information and descriptors of the perpetrator as shown above. Simply complete it as you would for a perpetrator with a known name shown above. The unknown entry field is shown below...

This screenshot shows the 'Add Unknown Perpetrator' form. The 'Name' field is empty, and the 'Perpetrator Name' field contains 'Unknown\_718\_02/05/2020'. A red arrow points to the 'Add Unknown Perpetrator' button.

This screenshot shows the 'Add Unknown Perpetrator' form, similar to the previous one, but with a red arrow pointing to the 'Add Unknown Perpetrator' button.



# Entering Incident Reports Continued...

- **Victim** – The first step is to select the “add Victim” button to the right of the Victim bar, this will open a section with entry areas for the victim’s name, phone number, and email. If there are no Victims for an incident these areas are left blank. Once information has been entered click the “Add Victim” button to the bottom of the section. Once completed this will populate the area beneath the victims bar in the People section, with the information added. The sections to enter victim information are shown below...

This screenshot shows the 'Add Victim' form. At the top, there are three input fields for 'Name', 'Phone', and 'Email'. Below these fields are two buttons: 'Cancel' and 'Add Victim'. Underneath the buttons is a red bar labeled 'Victims (0)' with an 'Add Victim' button on the right. Below that is another red bar labeled 'Witnesses (0)' with an 'Add Witness' button on the right. At the bottom, there are several expandable sections: 'Support', 'Comments', 'Notifications', 'Followups', and 'Attachments', each with a dropdown arrow and a small circle icon. A red arrow points from the right towards the input fields.

This screenshot shows the 'Add Victim' form, identical to the previous one. A red arrow points from the top towards the 'Add Victim' button located below the input fields.

- **Witness** - The first step is to select the “add witness” button to the right of the Witness bar, this will open a section with entry areas for the Witness’s name, phone number, and email. If there are no witnesses for an incident these areas are left blank. Once information has been entered click the “Add witness” button to the bottom of the section. Once completed this will populate the area beneath the Witness bar in the People section, with the information added. The sections to enter Witness information are shown below...

This screenshot shows the 'Add Witness' form. At the top, there are three input fields for 'Name', 'Phone', and 'Email'. Below these fields are two buttons: 'Cancel' and 'Add Witness'. Underneath the buttons is a red bar labeled 'Victims (0)' with an 'Add Victim' button on the right. Below that is another red bar labeled 'Witnesses (0)' with an 'Add Witness' button on the right. At the bottom, there are several expandable sections: 'Support', 'Comments', 'Notifications', 'Followups', and 'Attachments', each with a dropdown arrow and a small circle icon. A red arrow points from the right towards the input fields.

This screenshot shows the 'Add Witness' form, identical to the previous one. A red arrow points from the top towards the 'Add Witness' button located below the input fields.

## Entering Incident Reports

- Entering Support** –The Support section is where you can enter information on any support that was called during the incident. This includes Additional Guards, Additional Staff, Police, EMT (Emergency Medical Technician) and Fire Department. There are “Yes or No” options for each support category listed. For the Additional guard or staff options it also requests the name of the PPLD staff called as support. For the Police Support Option it requests the Officer’s Name, Badge number, and Police Report number. For the EMT and Fire department options it requests the report number from the respective departments as well. If no additional support was necessary for the Incident, all areas under this section can be left on the “No” option as well as blank or empty. Once any selections have been made for this section you must select the save button to the right of the support section. The entry areas for the Support section are shown below...

- Entering Comments** – The comments section is where additional information pertaining to the incident report may be entered. This section can include, but is not limited to, comments from additional staff involved, comments from supervisors or managers, additional information that came after the description of the incident had been completed, etc. Once a comment, if any, has been entered into the text entry area, click the “Add Comment” button to the bottom right of the entry field to complete the process. If there are no comments to add when completing the incident report this area can be left blank. Comments can be added to an incident report at a later time as well. The comment section entry areas are shown below...

## Entering Incident Reports

- **Notifications** – The Notifications section does not normally require any data entry. The Notifications section will auto populate once the report has been submitted. It will generate a long list of email addresses that it automatically sends a notification to, once the report has been completed. In some cases you may wish to notify additional emails about the report in question. If this is needed simply enter the desired email in the entry area to the bottom of the section then select the Save button to the bottom right of the section. The notification section entry areas are shown below...

The image contains two side-by-side screenshots of a web interface for incident reports. Both screenshots show a 'Notifications' section with a red border. The section includes a 'Manager' field, a 'Recipients Copied on All Notifications' section, an 'Email Aliases' section with checkboxes for 'Copy Management', 'Copy Security Branches', and 'Copy Security Regional Libraries', and an 'Additional PITS Users' text input field. Below these is a 'Notification History' section. At the bottom right of the notification section is a 'Save' button. In the left screenshot, a red box highlights the 'Additional PITS Users' field and a red arrow points from it to the 'Save' button. In the right screenshot, a red box highlights the 'Additional PITS Users' field and a red arrow points from it to the 'Save' button.

- **Entering Follow Up** – The Follow up section is where you will enter the suspension status of a Perpetrator if necessary. If a person was suspended due to an incident **the suspension must be noted in the incident Report**. A brief explanation of each area is as follows...
  - **Action** – Under this section there is an “Action” area with a selectable drop down list. If an individual was suspended you will choose the “Suspension” option from the drop down list for the Action entry field.
  - **Person** – The Person section will automatically populate with any Perpetrators entered earlier under the People tab of the incident report. Simply select the correct name from the list PITS will provide.
  - **Start and End Date** – The next section is the start date and end date. The Start date will automatically populate with the current days date when you are completing the incident report and suspension. For the End date you will enter “1/1/2999” this will allow more than enough time for the individual to appeal the suspension, should they choose.
  - **Comments** – The next section is a comments area where you will enter if the perpetrator was notified of the suspension. For example you could write, “Individual has not been notified of suspension at this time,” If there was no opportunity to notify the individual before the incident concluded. If notification was given and a notice of suspension provided you could enter, “Patron notified of suspension, Carbon copy sent to Security Manager.” This area is also where the PPLD Security Manager will update the individual’s suspension status should the individual choose to appeal the suspension and work through that process.

*\*For additional information on suspending an individual, and the notice of suspension, please refer to the PPLD Code of Conduct and suspension procedures for assistance\**

## Entering Incident Reports

- **Completing Follow Up** – Once you have entered the suspension status, the end dates, and any comments for the suspension, click on the “Add Followup” button to the right of the entry field to complete the follow up. The Follow Up section is shown below...

The image contains two side-by-side screenshots of a web application interface for entering incident reports. Both screenshots show a form with several sections: Date/Time/Location, Infractions, Description, People, Support, Comments, Notifications, and Followups. The 'Followups' section is expanded, showing an 'Add Followup Action' form. This form includes a dropdown for 'Action', a 'Person(s)' field with radio buttons for 'NONE' and 'Use One', 'Start Date' and 'End Date' fields, and an 'Add Followup' button. A red arrow in each screenshot points to the 'Add Followup' button. The bottom of the form shows 'Author:' and 'Date: 02/05/2020 10:19 am'.

*\*Once a suspension has been entered in PITS, it is the responsibility of the report author to “Bar” the individual in WORKFLOWS, should we have a name. For information on barring an individual in WORKFLOWS please see the WORKFLOWS appendix at the end of this document.\**

- **Entering Attachments** – The Attachments section is where you will enter any additional files to the Incident report such as photos, documents, or any other pertinent information. To attach an item such as a photograph or a document click the “Browse” button located inside the entry field under the Attachments tab. Once the “Browse” button has been clicked it will open a file browser pop up window. From here you can select any document or image stored on your computer. Once you have made a selection choose the “Open” button at the bottom of the file browser window, this will close the file browser. The next step is to click the “Upload” button located to the right of the section. After clicking the upload button the Incident report screen will automatically refresh after a short time, after you will see the file you selected appear beneath the data entry field. Multiple items may be attached to a single incident report by completing the steps above. ***\*For information on how to download images from security cameras for use in an Incident Report, please reference security policy SP-06 for assistance.\****

The image contains two side-by-side screenshots of a web application interface for entering incident reports. Both screenshots show a form with sections: People, Support, Comments, Notifications, Followups, and Attachments. The 'Attachments' section is expanded, showing an 'Add Attachment' form. This form includes a 'File:' field with a 'Browse' button, a 'Description:' field with a note 'Optionally, enter a description or note.', and a 'Persons:' field with radio buttons for 'NONE' and 'Use One'. An 'Upload' button is located to the right of the form. Below the form are sections for 'Images (0)' and 'Documents (0)', and a message that says 'There are no attachments for this Incident Report'. A red arrow in each screenshot points to the 'Upload' button. The bottom of the form shows '© 2020 Copyright Qdju Group, LLC'.

## Entering Incident Reports

- **Submit the Report** – Once all previous sections of the incident report have been completed you will need to submit the completed report. The submit button is located in the report status section of the Incident report page. The status section is located at the top of the incident report and will remain open regardless of what other sections of the report are open. There are several buttons in the section the left most of which is the “Submit/Notify” Button. To submit the incident report simply click on the “Submit/Notify” button. Once the report has been submitted, the page will refresh after a short time.



## Writing Incident

Writing a clear, thorough Incident report is essential to the PPLD suspension process. The main Incident report will be entered into the “Description” Tab of the incident report page of the PITS website. The exact area to enter the description is explained earlier in this document. The main body of the incident report, the “Description”, will contain several sections of important information. Some of these sections are introduction, narrative, conclusion, etc. A further explanation of each section will be provided in an effort to standardize PPLD Incident report writing across the district. This standardization is important because all PPLD PITS Incident Reports are Legal Documents capable of being used in a court of law and in legal proceeding, as well as providing a clear framework for everyone to easily input information.

Keeping reports standardized will protect not only the individuals involved, both patrons and staff, but PPLD as a whole should the report be used in legal proceedings. The Incident report sections and examples of what can be found in each are as follows...

- **Introduction** – Each incident report should begin with an introductory sentence describing base information regarding to the incident. This should include information such as the date and time the incident occurred, your name and position within PPLD, a brief description of the inciting incident or the call you received in regards to the incident and the PPLD location the incident occurred at. It will be completed in a single sentence and must contain the following...
  - **Date and Time** – Date and time must be presented in a standard easy to read format. The format for entering dates into a report is “*January 1<sup>st</sup>, 2019*”. For stating the time, it is important to express the approximate time the incident occurred at, or the approximate time you were notified of an incident. An example of this would be, “*January 1<sup>st</sup>, 2019, at approximately 12:21 pm.*”
  - **Name and Position** – The name and position of the individual writing the report is extremely important to include in the introduction of all incident reports. This shows that the individual writing the report has the authority to not only write the incident report, but suspend the individual if necessary. Name and Position must be entered as full name, followed by the individuals PPLD Job title inside parentheses. An example of name and position is, “*Gary Everyman (PPLD Security Officer)*”. This format can work for any PPLD employee as well, for example, “*Gary Everyman (PPLD Library Associate)*.”
  - **Brief Description** – In the introduction it is important to provide a brief description of the inciting incident to establish what the report will be regarding. An example of this would be, “*Gary Everyman (PPLD Security Officer) received a call for assistance in regards to a disruptive patron at the Circulation desk of PPLD Penrose Library.*” This assists in establishing the inciting incident of the report, in this case a disruptive patron. This idea can work for incidents that you do not receive a call for, but observe occurring on your own. An Example of this would be, “*Gary Everyman (PPLD Library Associate) contacted a patron in need of medical attention at PPLD Penrose Library.*” This provides a brief description establishing what will be explained in more detail in the full report.

## Writing Incident Reports

- **Location** – It is also important to establish where the incident took place in the introduction of the report. Simply state the location of the branch or location in question, after the brief description of the inciting incident. An example of this would be, *“Gary Everyman (PPLD Library Associate) received a call for assistance at PPLD Penrose Library.”*
- **Example Introduction** – The Following will be an example of all of the concepts previously described coming together to form an introductory sentence for an incident report. Please note that this is just one example and the introduction can be adjusted *“On January 1<sup>st</sup>, 2019, at approximately 11:58 am, I, Gary Everyman (PPLD Library Associate), received a call for assistance in regards to a disruptive patron at the circulation desk of PPLD Penrose Library.”*
- **Narrative Body** – The main body of the report is known as the Narrative. The Narrative is where you will go into further detail about what incident occurred. This will provide detailed information about **who** was involved in the incident, **what** actions occurred or were taken during an incident, **where** the incident took place, **when** the incident occurred and concluded, **why** the incident occurred, and **how** the incident was resolved. We will go over each of these ideas and then show an example of them coming together to form a narrative.
  - **Who** – For the “who” element of the narrative it is important to provide clear information about all parties involved. This includes Patrons, and Staff.
    - For Patrons you will introduce them into the document by their full name, if available, followed by the word patron in parentheses. An example of this would be *“Gary Everyman (Patron)”*. Once a patron has been introduced into the narrative by their full name followed by patron, you can continue to refer to them by their last name, for example, *“Everyman stated that...”* If there are multiple individuals with the same last name in an incident, write their first initial and last name, and example would be, *“G. Everyman.”*
    - For employees you will provide their full name followed by their position, in parentheses, when introducing them into the narrative. An example would be, *“Gary Everyman (PPLD Library Associate).”* Once you have introduced a PPLD Employee in this way, you can continue to refer to them by their last name for the remainder of the narrative, for example, *“Everyman stated that...”*

## Writing Incident Reports

– In regards to the perpetrator of an incident, refer to them in the same way as any other patron, however when introducing this type of patron you will provide a detailed description. This description will include information such as gender, skin color, hair color, eye color, approximate height/weight, clothing, and library card number. All of this information is subject to change or addition based on availability. In regards to height and weight it is important to state that they are approximations as they are meant to be a description not an exact measurement. An example of a patron introduction with description would be, “*Gary Everyman (Patron), who is described as a white male, approximately six feet tall, approximately one hundred and ninety pounds, with light brown hair, brown eyes, wearing a red winter jacket and blue jeans, library card number 123-456-789.*” Some information may not be available and as such will not be entered here. However, please try to be as descriptive as possible with the information that is available.

- **What** – For the “what” element of the narrative it is important to go into detail about the specific events that occurred during the incident. This is where you will describe the infractions that occurred, if any, and the actions that were taken by staff, patrons, and any other parties involved in the incident. Any infractions that occurred must also be explained in detail. All infractions must be linked back to the PPLD Code of conduct, especially if a suspension occurred. This is the most fluid section of the report and is subject to many variables. This should be in the order the events occurred sequentially by time. For example you could begin by stating, “*A patron began yelling in the computer lab of Penrose Library at approximately 11:14 am.*” Then continue by stating, “*At approximately 11:16 am I arrived in the computer lab and informed the patron they were suspended for disruptive behavior in violation of the PPLD Code of Conduct.*” You could then conclude by stating, “*The patron departed PPLD Property at approximately 11:20 am.*” It is important to go into further details on the actions that were taken giving more descriptive information on the individuals and events. It is also important to go into detail about what was said by all parties involved going so far as to quote some exact verbiage used.
- **Where** – For the “Where” element of the narrative it is important to provide consistent, detailed information on where events occurred, not only at which PPLD Locations, but at areas within each location. For example you would not state an event occurred at the restrooms at Penrose Library, this is too vague. Instead you would state, “*The incident occurred at the first floor men’s restroom of PPLD Penrose Library.*” This provides clear information on where the incident occurred. It is also important that this location information is not only detailed but accurate, as this information can be backed up by video surveillance footage or photographic evidence, should it be available.



## Writing Incident Reports

- **When** – For the “When” element of the narrative it is important to provide the times in which the events of an incident occurred. The times should be provided for as many events that occurred as possible, to provide an accurate order of events. Times should be written as approximate times. An example of this would be, “I arrived at the circulation desk at approximately 11:37 am,” or, “CSPD arrived on PPLD Property at approximately 6:47 pm.”
- **Why** – This element of the narrative will attempt to explain why an incident occurred. While an explanation may not always be available, there may be a reason why it is not available that may be provided. For example, there may be a medical event in which someone slipped and fell. This may be due to a rise in the carpet or a wet floor, you can express this in the narrative to provide detail for the reason the incident occurred. However an event may occur without a reason being provided. An example of this could be if a patron vandalizes PPLD Property, this could happen after hours and the perpetrator may not be present to provide an explanation. This can be expressed in the narrative by simply stating that the perpetrator was not on property when the incident was discovered. This should be added to the narrative with the information available, if any.
- **Example Narrative** – The following will show how elements of the narrative can come together to form a report... *“At approximately 12:13 pm, I, Doug Smith (PPLD Security Officer,) arrived at the circulation desk of PPLD Penrose Library. Upon arrival I was informed by Gary Everyman (PPLD Circulation) that just a few minutes earlier, at approximately 12:10 pm, a patron had been shouting and swearing about a library fine. Everyman informed me that the individual was Joe Doe (Patron), who was now seated near the main entrance of the Penrose Library. Doe is described as a white male, approximately 45 years of age, weighing approximately 200 pounds, with dark brown hair, wearing a red shirt and blue jeans. At approximately 12:15 pm I approached Doe and inquired about the incident that had occurred. Doe stated that he was angry about a library fine and wanted to speak to the manager. I informed Doe that we would be willing to assist him with this issue, but not if he was going to behave in a way that violated the PPLD Code of conduct, as we did not allow the use of profane or aggressive language on PPLD property. Doe continued to remain upset and began raising his voice and shouting. I again informed Doe that this sort of behavior was in violation of the PPLD Code of Conduct and failure to comply with the Code of Conduct would result in his suspension from all PPLD Property. Doe continued shouting and did not comply with the Code of Conduct. At approximately 12:18 pm I informed Doe that he was now suspended from all PPLD Locations for continued violation of the PPLD Code of conduct. While I attempted to explain the terms of the suspension and the appeals process Doe continued to shout and exited PPLD Penrose Library through the front doors at approximately 12:20 pm.”*

## Writing Incident Reports

- **Conclusion** – The conclusion of the report should simply state any additional information that may have occurred or provide an explanation of action that will be taken in the future as a response to the incident. For example if the incident was vandalism or damage to property, after stating the information of what occurred in the narrative, the conclusion might read, “*PPLD Facilities will be contacted for an estimate on the cost of repairs.*” This is also where you would state if a patron will be notified of a suspension, if they have not already, for example you could state, “*Patron will be notified of suspension should they return to PPLD Property.*” The way to end a report is to write the conclusion statement “*Nothing follows at this time*” this is done to verbally state that the main narrative is completed but comments, additional actions and follow up can still be added. This will be done by using a series of hyphens, both before and after the conclusion statement to denote the end of the document. This should be a uniform way to end every Incident Report. An example of this will be shown below...

-----Nothing follows at this time-----

- **Example Report** – The Following will be an Entire incident report to show how all of the elements discussed come together to form a detailed clear incident report. It is as follows...

*On January 21<sup>st</sup>, 2019, at approximately 12:12pm, I, Doug Smith (PPLD Security Officer), received a radio call for security assistance at the circulation desk of PPLD Penrose Library.*

*At approximately 12:13 pm, I, Doug Smith (PPLD Security Officer), arrived at the circulation desk of PPLD Penrose Library. Upon arrival I was informed by Gary Everyman (PPLD Circulation) that just a few minutes earlier, at approximately 12:10 pm, a patron had been shouting and swearing about a library fine. Everyman informed me that the individual was Joe Doe (Patron), who was now seated near the main entrance of the Penrose Library. Doe is described as a white male, approximately 45 years of age, weighing approximately 200 pounds, with dark brown hair, wearing a red shirt and blue jeans. At approximately 12:15 pm I approached Doe and inquired about the incident that had occurred. Doe stated that he was angry about a library fine and wanted to speak to the manager. I informed Doe that we would be willing to assist him with this issue, but not if he was going to behave in a way that violated the PPLD Code of conduct, as we did not allow the use of profane or aggressive language on PPLD property. Doe continued to remain upset and began raising his voice and shouting. I again informed Doe that this sort of behavior was in violation of the PPLD Code of Conduct and failure to comply with the Code of Conduct would result in his suspension from all PPLD Property. Doe continued shouting and did not comply with the Code of Conduct. At approximately 12:18 pm I informed Doe that he was now suspended from all PPLD Locations for continued violation of the PPLD Code of conduct.*

*While I attempted to explain the terms of the suspension and the appeals process Doe continued to shout and exited PPLD Penrose Library through the front doors at approximately 12:20 pm.*

*Joe Doe (Patron) will be provided a letter of suspension should he return to any PPLD Property.*

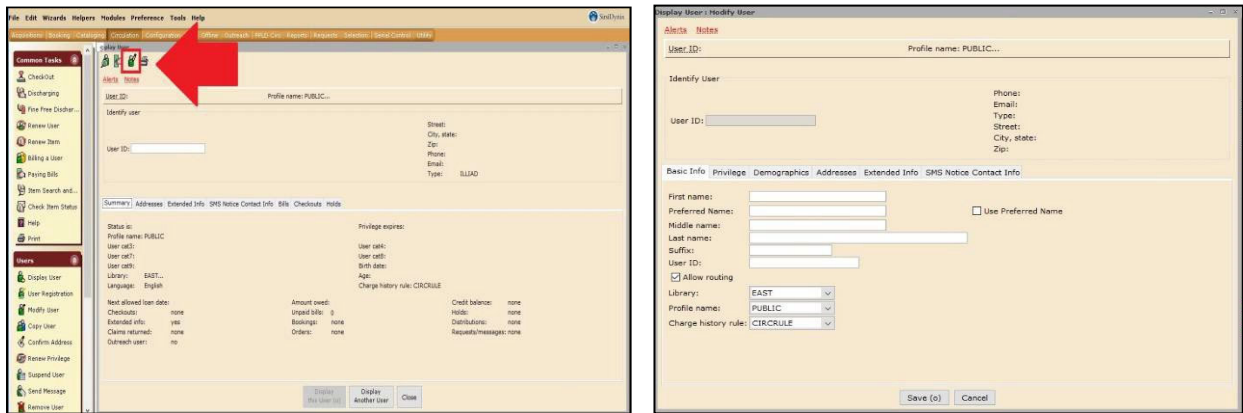
----- Nothing follows at this time -----

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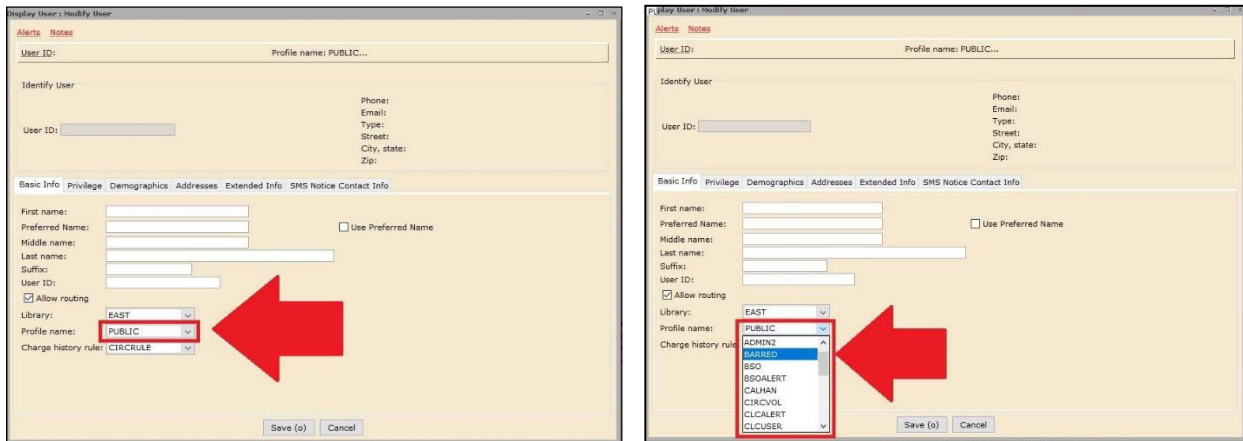
# Appendix 1 – Barring Patrons in WORKFLOWS

When a patron is suspended due to an incident, the patron must be suspended, or barred, from both PITS and WORKFLOWS. It is the responsibility of the employee who issued the suspension to ensure the perpetrator is barred from WORKFLOWS, and suspended in PITS. This appendix will walk through the steps of how to bar patron’s library privileges in WORKFLOWS.

- Modify User** – The first step, once the perpetrator’s WORKFLOWS profile has been opened, is to open the modify user window. The icon to open this is found in the upper left of the profile page, it is the third icon in the row. Simply click on the icon with a person and pencil to open the modify user window. The icon and the modify user window are shown below...

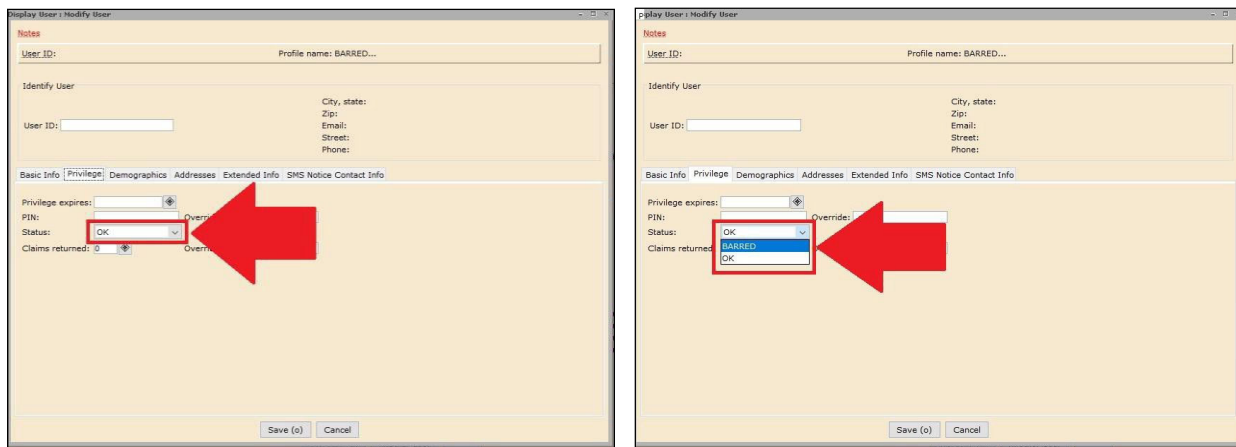


- Profile Name** – Once opened, the Modify user window will be on the “Basic Info” tab page by default. The next step is to change the profile name for the perpetrator. This is found towards the bottom of the “Basic Info” tab, this section normally defaults to “PUBLIC”. Simply click on the arrow to the right of the entry field to open a dropdown menu and select “BARRED” from the list of options. This process is shown below...

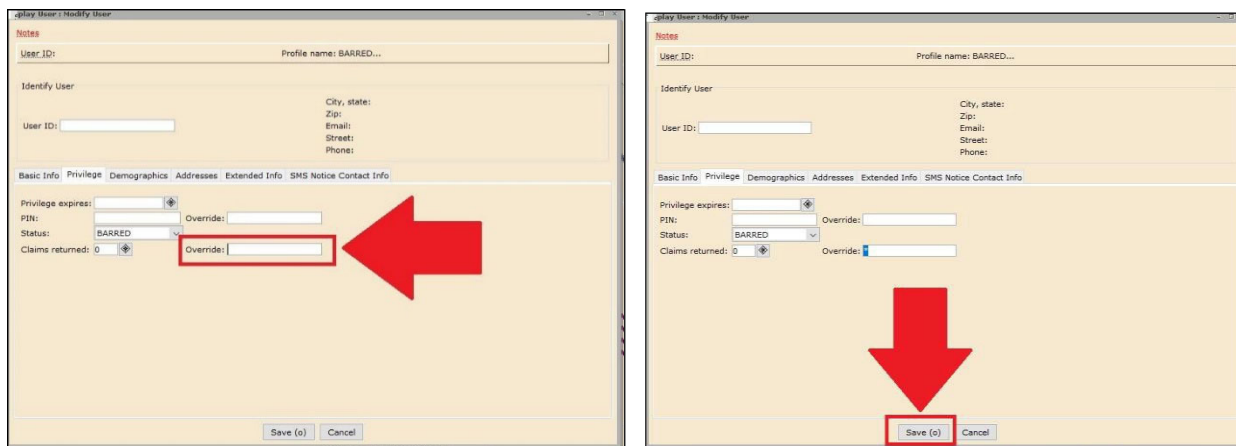


# Appendix 1 – Barring Patrons in WORKFLOWS Continued...

- **Privileges Status** – The next step will be opening the privilege tab of the modify user profile window. From here you will change the perpetrators status from “OK” to “Barred”. The status field is found towards the bottom of the Privileges tab. Simply click on the arrow to the right of the entry field to open a dropdown menu and select “BARRED” from the list of options. This process is shown below...

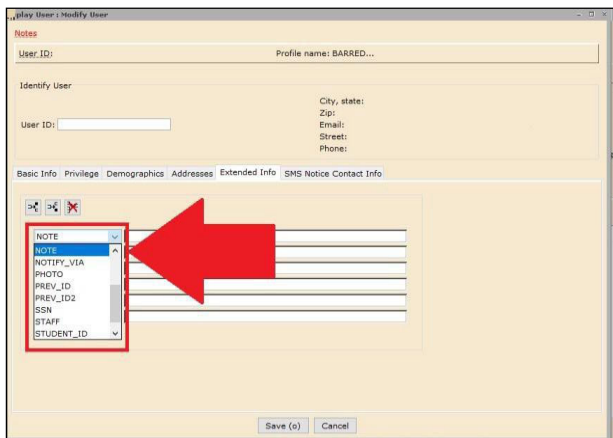
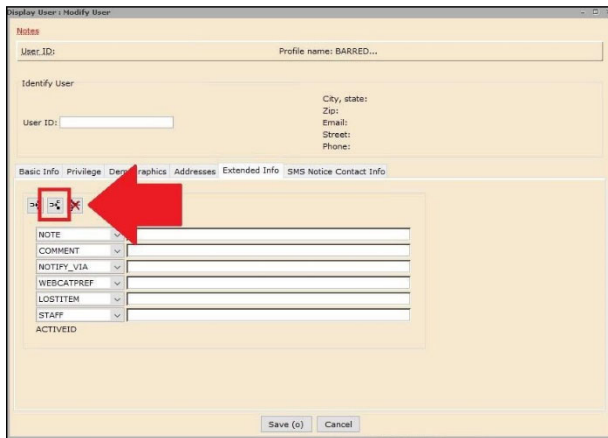


- **Saving Changes** – To save the changes made so far you will need to enter an override code. This code must be entered since the privilege status of the profile was altered. Please ask Library Staff for the override code. The override field is to the immediate lower right of the status field on the privilege tab. Once the override code has been entered click “Save at the bottom of the window to save the changes made. This will open a small window confirming the save and prompting you to close the modify user window, or to make more changes. You will select make more changes in this case. Where to enter the override and saving the changes are shown below...



# Appendix 1 – Barring Patrons in WORKFLOWS Continued...

- The last step when barring a perpetrator in WORKFLOWS is to add a note to the account under the extended info tab of the modify user window. Once on the extended info tab, select the middle of three icons to the upper left of the section. This will create a new entry at the top of the displayed rows. Next you must select the option “Note” from a dropdown list of options for the line type entry area. Once you have selected “Note” simply enter information in the entry field stating the date that the perpetrator was suspended from PPLD and end with your initials. Once you have entered a note be sure to save your changes by selecting “Save” at the bottom of the modify user window. Creating the new entry row and selecting the row type Note are shown below...



# Pikes Peak Library District

# SP-14

## Security Policy 14/ Officer

### Training Origin Date:

12/05/2018

### Last Updated: 2/22/2022

- I. **Purpose-** This Policy is intended to provide direction for ensuring that all Security Officers, employed by the Pikes Peak Library District receive training on all identified policies and procedures that have been identified as part of their duties in the organization. Additionally, this policy will provide a standardized way to track that training throughout the entire Pikes Peak Library District Security Department.
- II. **Definitions/Abbreviations-** Security Officer-SO, Pikes Peak Library District-PPLD, Policies and Procedures- PP
- III. **Policy-** All SO's employed by the PPLD will receive training on all identified PP pertinent to their job duties. All training for these identified PP will be tracked and assigned through the Districts Bridge training software.
- IV. **Procedures-** All SO's will be properly trained in cooperation by the Security Supervisors, Security Coordinator, Human resources employees and experienced SO's on the department.
  - A. Training will be assigned to Officers through Bridge as new hires and on a yearly refresher basis.
    - If additional trainings are identified that need to be added, or existing trainings are identified that need to be removed, these concerns should be brought to the attention of the Security Coordinator.
  - B. The Security Coordinator will assign and track completion of assigned trainings.
  - C. Trainings can take place anytime the Security Supervisor deems acceptable or can schedule a SO into a class while keeping adequate coverage at their facility.
  - D. Training is to be completed during paid work hours and not off the clock.
  - E. Some training modules require a class component or an additional video component as well.
  - F. If specific trainings are identified for a SO and minimum staffing cannot be maintained if they attend, the Security Supervisor should reach out to the Security Coordinator to attempt to cover the absence from other facilities.

## **SP-14**

- G. The Security Coordinator will perform many of the required trainings with new SO's in the orientation phase of employment.
- H. If remedial training is identified to be needed by any SO, the Security Coordinator, or identified instructor or expert in the identified training area will conduct a one- on-one session with the SO to ensure complete understanding. This session will be recorded in the Bridge app to show completion.

### **V. Manager Approval -**

**Reviewed and Approved by Michael Brantner, CSO**

**PPLD Enter date approved: 1-23-19**



## Security Policy 15/ On Call

**officer Origin Date: 07/1/2019**

**Last Updated: 03/01/2022**

- 1) **Purpose-** This Policy is intended to provide instructions and reference for the Pikes Peak Library District on call Security Officer.
- 2) **Definitions/Abbreviations-** Pikes Peak Library District (PPLD), On Call Security Officer (OCS), Colorado Springs Police Department (CSPD), Colorado Springs Fire Department (CSFD), Alarm Dispatch Center (ADC), Security Alarm Administrator (SAA) and Security Coordinator (SC).
- 3) **Policy-** A PPLD Security Officer will be designated as the OCS at the beginning of every week. This duty will rotate between the three regions of the PPLD and be assigned by the Security Supervisor of each region. Officers that are assigned the OCS position are expected to hold the position for the entire week. If an Officer cannot meet this obligation, they will notify their supervisor prior to accepting the position. Officers are compensated for time they are activated to fulfill the duties of the OCS during their assigned week, as well as for being assigned the position. Officers are required to fill out an Incident Report for all OCS responses during their assigned week.
- 4) **Procedures-**
  - a) Assuming OCS position- Officers will be notified at least 2 weeks in advance of when they are required and scheduled to assume the OCS position. Officers are required to notify their supervisor if they have a conflict and will not be available for the duty. Officers are required to cover the OCS at least twice a calendar year.
    - i) Officers will be provided the OCS position kit from the previously assigned officer. (Kit may be transferred by member of security leadership team from one facility to the next) Officers are required to go over the contents inventory sheet and sign in the designated area acknowledging that all items are accounted for and in working condition at the start of assigned duty. (OCS sign in sheet attached)
    - ii) Any missing or damaged items that were not reported to a security supervisor will be the responsibility of the officer assigned the duty

# SP-15

- iii) Any items damaged or lost due to negligence or misuse will be the responsibility of the assigned officer. (OCS content inventory sheet attached)
- b) Assigned OCS Officers are required to keep the OCS response phone and tough book fully charged and accessible throughout their assigned duty time.
  - i) A charger accompanies the OCS kit and must be used to keep the phone and tough book ready at all times.
  - ii) The OCS phone must be kept in a location that it can be heard and responded to at all time's during assigned responsibility, this specifically includes at night, when the OCS position is the designated responder.
- c) Reference Materials- the OCS kit includes both a hard copy reference of all information that OCS officers may need while responding to any issues while on duty, and a digital version.
  - i) Any information that an OCS officer discovers is not available in the kit needs to be brought to the attention of the Security Supervisor at a suitable time to be added.
  - ii) If the OCS Officer needs additional resources or assistance, they may contact a member of the Security leadership team for assistance.
- d) OCS Response
  - i) OCS Officers will be notified by phone from the ADC of all intrusion alarms, panic alarms, and fire alarms occurring at any PPLD facility after hours.

# SP-15

ii) ADC protocol is to phone the OCS phone twice before moving on to the next responder on the list. The OCS officer is expected to answer all incoming phone calls while assigned the responsibility.

(1) The call list for the ADC is-

- (a) OCS/ Twice
- (b) Security Alarm Administrator/ Twice
- (c) Security Coordinator/ Twice
- (d) Chief Facilities Officer/ Once
- (e) Repeat list from beginning

# SP-15

- iii) OCS may also be called directly by staff members at facilities experiencing issues with alarms, having concerns or reporting emergencies.
- iv) OCS may also receive calls directly from law enforcement officers reporting crimes or issues at one of PPLD's facilities and requesting response.
- e) OCS Officers are required to determine the appropriate response to all notifications.
  - i) Calls from law enforcement or employees requesting assistance will be immediately responded to. If an employee is in an emergency, advise them to contact 911 and continue your response.
  - ii) Calls for single point alarm activation on the interior of a facility can be requested to be reset by the ADC and then standby to see if they are triggered again, or additional alarms are triggered.
    - (1) If the resetting of the alarm clears the activation, it can be cleared.
    - (2) If unable to clear alarm or system needs be armed or disarmed contact the SAA or SC.
  - iii) The OCS Officer must respond to calls for exterior entrance alarms at a facility.
    - (1) OCS Officers responding to a door activation at a facility are to observe a facility from a distance and determine if forced entry is apparent or the facility appears to be occupied or damaged.
      - (a) If forced entry or unauthorized occupancy appears evident contact Law enforcement at 911 and remain on scene until they arrive, do not make entrance into a facility.
    - (2) If the facility appears to not have been entered, instruct ADC to reset the alarm and standby.
      - (a) If the alarm triggers again as you are observing the facility, it is a component or connection error and you need to investigate to see if it can be rectified or silenced for the evening and a work order placed the following day

# SP-15

- iv) If ADC reports multiple alarms at a facility, notify them to contact law enforcement and respond to the facility as well. Remain at a safe distance from the facility until Law enforcement arrives if you are there first. If arriving after law enforcement, remain at a safe distance until it is apparent that they have cleared the building and remain in an open clear area. Only approach slowly announcing who you are, or wait until they see you and indicate you should approach.
- v) OCS Officers must respond to calls for service dressed in Security Uniform shirt and displaying PPLD ID badge. Uniform pants are not a requirement for these responses.
- f) Incident Reports- All notifications to OCS Offices are required to be documented in an Incident report.
- g) Time Cards-All Officers will receive 4 hours of compensation for each week that they are assigned the OCS Position, regardless if there are required responses or not.
  - i) Officers may input this as regular compensated time, or as four credit hours.
- h) Additionally, officers are compensated for all responses that they must make while assigned the OCS position, this includes travel time.
  - i) This must be paid as regular or overtime hours and cannot be taken as credit hours.
    - ii) Additionally, OCS officers need to input response mileage into their monthly mileage reimbursement logs for compensation.

## **V. Manager Approval -**

**Reviewed and Approved by Michael Brantner, Security Manager**

**PPLD Enter date approved: 03/01/2022**

## On Call Security Officer Kit- Content Inventory

| Item   | Confirmed | Missing |
|--|-----------|---------|
| (1) Red Kit Bag                              |           |         |
| Cell Phone/ Carrying case/ Cord/Wall Charger |           |         |
| Floodlight/ Cord/Wall Charger/ Car Charger   |           |         |
| Flashlight/ Cord                             |           |         |
| 1 Black 3 inch Binder sensor Site maps       |           |         |
| (1) Blue Binder with the following item      |           |         |
| Change Sheet                                 |           |         |
| Thumb Drive                                  |           |         |
| On-call Sign-in sheet                        |           |         |
| Inventory sheet                              |           |         |
| SP-1S On Call Security Policy                |           |         |
| Reference Page                               |           |         |
| Codes  |           |         |
| PPLD Emergency phone list                    |           |         |
| Fire Panel monitor contact list              |           |         |
| <i>Security Tobler</i>                       |           |         |
| <i>Tobler Charger</i>                        |           |         |
|  |           |         |
| Date of Inventory:                           |           |         |
|  |           |         |
| Signature:                                   |           |         |
|  |           |         |



## Security Policy 16/ Parking

**Cards Origin Date: 01/02/19**

**Last Updated: 03/01/2022**

- I. **Purpose-** This Policy is intended to provide instructions and reference on the assignment, recharging, and turn-in of parking cards. This policy includes both PPLD parking cards and Palmer Center parking Cards.
- II. **Definitions/Abbreviations-** Security Officer-SO, Pikes Peak Library District-PPLD, Palmer Center-PC, Penrose Library – PE, Colorado Springs Police Department-CSPD
- III. **Policy-** PPLD provides parking cards to cover the cost of parking for employees and other personnel as determined by management. Cards are to be used only for PPLD business and remain the property of PPLD and must be surrendered to PPLD Security when no longer employed by PPLD.

### IV. Administration

#### A. PPLD Department Managers

- PPLD Department Managers are responsible for identifying staff members eligible to receive a parking card, completing the appropriate application, and submitting to the Security Department staff for processing.

#### B. Facilities Department

- The facilities department is responsible for providing parking meters and signage for any PPLD-owned parking areas designated for such equipment.
- The facilities courier is responsible for transporting the money from the safe to the bank and depositing as instructed.



# SP-16

## C. Parking Enforcement Contractor

- The enforcement contractor is responsible for the enforcement of parking laws/regulations in the PPLD lots specified in the contract.

## D. Security Department

- The Security Department is responsible for providing pay cards, suitable for the parking meters.
- The Security Department is responsible for emptying the parking meters and securing the funds in the Penrose Staff Safe.
- Security Staff will process the application and issue the appropriate cards to the employee, ensuring that the employee signs the appropriate contract acknowledging receipt and responsibility for the parking cards.

## E. Cushman & Wakefield Property Management

- Cushman & Wakefield Property Management is responsible for issuing parking cards for the Palmer Center Parking Garage as provided in the contract.

## V. Process

- A. Staff will obtain the appropriate form from their supervisor or Security Officer.
- B. Staff will complete the form and have it approved by their supervisor or manager.
- C. Staff will submit the completed form to the Security Office, Penrose Library.
- D. After processing, staff will be issued the appropriate parking pass for either Penrose or the Palmer Center parking lots.

## VI. Procedures

### A. PPLD

- Security Officer will receive the completed form and review it to ensure that the form is complete and approved by the employee's supervisor or manager. (A copy of the application is attached.)

# SP-16

- Security Officer will remove the next parking card from the office supply.
- Security Officer will enter the appropriate information in the Parking Card Log located West Region Security Parking Lot Management files folder.
  - i. Open the link to West Region Security, then select Parking Lot Management files folder, then select either Antler's parking or Parking meter card roster to add staff's information
  - ii. After the document has opened, locate the appropriate card number, and complete the information including Card#, Issued to, Department, Date Issued, Turned In, and SO Initials:
- Once the card has been entered into the log, using the label maker, located in the security office, create a label with the first initial and last name of the employee and apply it to the back of the parking card.
- Issue the card to the employee.
- When a parking card is returned and the card is functioning, remove the name of the employee, and delete the information from the log in the West Region Security Parking Lot Management files folder referenced above. Return the card to the supply of unused cards for later use.
- Security Officers may recharge a card by logging into the Recharging program on the Security office computer with the card reader, at Penrose.
  - i. Once you have logged into the program, insert the card into the card reader.
  - ii. Once you push enter the card will be recharged and may be returned to the employee.

## F. Cushman & Wakefield Property Management (located in Palmer center)

- Security Officer will receive the completed form and review it to ensure that the form is complete and approved by the employee's supervisor or manager. (A copy of the application is attached.)
- Security Officer will walk the completed form to the Palmer Center, North Tower, and go to the 4<sup>th</sup> Floor, Cushman & Wakefield Office.
- Present the form to the receptionist. The receptionist will return the yellow carbon copy of the form, a hangtag and key card to you as well.

# SP-16

- The hangtag and key card are presented to the employee for whom they were issued.
- Open West Region Security Parking Lot Management files folder, then add staffs' information in the Antlers Parking spreadsheet.
- Once you have opened the Antlers Parking Folder, move the scanned paperwork to the folder.
- Change the name of the file that you just put in the folder to the employee's Last Name, First Name. You are finished.
- If Palmer Center cards have been returned to Security, the cards are taken back to the Cushman & Wakefield Office and surrendered to the receptionist, with the explanation that the staff member is no longer an employee of PPLD.
- Open the West Region Security Parking Lot Management files folder, then the Antlers Parking Folder.
- Locate the document corresponding to the staff member, to whom the card had been issued and delete the document. This will ensure that your files are up to date with current employees.
- To verify that PPLD is not paying for employees that have left, you can obtain a printed list of current card holders from the receptionist at Cushman & Wakefield. Then compare that list with the documents that you have in the Antlers folder.
- If a discrepancy is found, you may need to work with the receptionist to resolve the discrepancy.

## B. General Guidelines

- Any employee parking in PE or PC while conducting business on behalf of PPLD is entitled to a parking pass issued by the Security Department, PPLD.
- Parking pass requests for PE lots are available on the intranet (See Exhibit A), while requests for PC lot passes are only available from PE Security Staff (See Exhibit B.)

# SP-16

- Cards that are returned to the Security Office, Penrose Library, will be logged as having been returned. PPLD cards will be returned to the card inventory, unless they are damaged; PC cards will be returned to Cushman & Wakefield Office in Palmer Center.
- Any fines or tickets received by the employee, while parked in either the PE or PC lots, are the responsibility of the employee.

## V. Manager Approval -

**Reviewed and approved by Michael Brantner, Security Manager**

**PPLD Enter date approved: 3/01/2022**



### AUTHORIZATION/ISSUES OF PARKING METER CARD

\_\_\_\_\_ is authorized to receive the following parking meter card.  
(Print employee's name)

Branch/Department Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
(print)

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_



Card # \_\_\_\_\_ was issued to:

Employee Name: \_\_\_\_\_  
(Print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Guard Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[For Security Use only:]

| Amount | Date |
|--------|------|
| \$     |      |
|        |      |
|        |      |
|        |      |



Card # \_\_\_\_\_ was received from:

Employee Name: \_\_\_\_\_  
(Print)

Security Guard Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original – Security Office;  
 Copy – Employee, Human Resources, Supervisor

C:\Users\tlennen\Downloads\parkingmetercardrequest.doc

Exhibit B

| <b>PALMER CENTER</b>  |  |                                      |                                  |
|---|--|--------------------------------------|----------------------------------|
| ACCESS / PARKING CONTRACT   |  |                                      |                                  |
|   |  |                                      | Secure Perfect/Billing System    |
| Name: _____   | Employer: _____                                |                                      |                                  |
| Home Address _____  | Billing _____                                  |                                      |                                  |
| City, ST, Zip: _____  | Address: _____                                 |                                      |                                  |
| Home Phone: _____   | Work Phone: _____                              |                                      |                                  |
| License Plate: _____  | Make/Model: _____                              |                                      |                                  |
|   |  |                                      |                                  |
| ACCESS:   | 1 <sup>st</sup> Bank Building*<br>Floor: _____ | Wells Fargo Tower*<br>Floor: _____   | Atrium Building*<br>Floor: _____ |
| PARKING:  | Individual Account<br>Rate: \$ _____           | Corporate Account*<br>Rate: \$ _____ | Reserved Space<br>Number: _____  |
|   |  |                                      |                                  |
| <p>ACKNOWLEDGMENT: By signing below, cardholder acknowledges receipt of the card issued below, agrees to abide by the following rules and understands that a failure to do so may result in confiscation of the card and revocation of after hours access and/or parking privileges.</p>  |  |                                      |                                  |
| <ol style="list-style-type: none"> <li>1. The card is for the exclusive use of the cardholder listed on this form. It may not be lent or transferred to anyone else.</li> <li>2. Cardholder will not use the card to admit anyone, other than themselves, into the building, with the exception of someone accompanying them who will be escorted at all times.</li> <li>3. Lost or stolen cards must be reported as soon as possible to the Palmer Center Management Office. There is a \$10.00 replacement fee for any card that is lost or stolen. This fee is refundable if the card is later found or recovered and returned in good condition. The cardholder will be charged \$10.00 for cards damaged and rendered unusable because of negligence.</li> <li>4. Parkers must park in authorized areas unless they have approval, in writing, by Palmer Center Management Office. Failure to do so could result in the loss of parking privileges.</li> <li>5. The card shall be returned to the Management Office should the cardholder cease to be employed at the Palmer Center by the firm requesting the card or if the cardholder's parking privileges are terminated at will or by the Management Office. Palmer Center Management will not be held responsible for the firm's failure to notify.</li> <li>6. This contract may be canceled, without cause, at anytime by the Garage Owner. Contract parking is on a month-to-month basis with all payments due in advance, without notice. There is no allowance made in billing for time not used. Payments are due on the first day of the month. If the agreed upon amount is not paid when due, a late charge equal to 10% of the unpaid amount or \$5.00, whichever is greater, may be charged on the fifth day of the month. Rates may change at any time without notice. Additionally, if Customer fails to pay the parking charges when due, Customer agrees to reimburse Garage Owner for its costs of collection, including reasonable attorneys' fees.</li> <li>7. Customer agrees to neither hold Garage Owner nor Cushman &amp; Wakefield of Colorado, Inc. or their agents and employees liable for injuries, loss, liability or damage occasioned by such acts as vandalism, theft, fire or other such acts as may occur from time to time. Any articles left in a vehicle are left at the vehicle owners risk.</li> </ol> |  |                                      |                                  |
| _____   |  | _____                                |                                  |
| Cardholder's Signature  |  | *Employer's Signature                |                                  |
|   |  |                                      |                                  |
| Card Number: _____  | Hang Tag: _____                                | Date Issued: _____                   | Payment Rec'd.: _____            |
|   |  |                                      |                                  |
| <small>Cushman &amp; Wakefield of Colorado, Inc. 90 S. Cascade Avenue, Suite 470, Colo Spgs, CO 80903, Phone 473-8200, Fax: 471-1030</small>  |  |                                      |                                  |

## Security Policy 17/ Emergency Operation

Plans/EOP Origin Date: 2/14/2019

Last Updated: 2/22/22

- I. **Purpose-** This Policy is intended to provide guidelines on Security Officers responding to Emergencies while on duty at Pikes Peak Library District.
- II. **Definitions/Abbreviations-** Pikes Peak Library District-PPLD, Security Officer-SO, Security Manager-SM, Security Supervisor-SS, Emergency Operations Procedures-EOP.
- III. **Policy-** All SO's are required to be familiar with all EOP and what they are expected to do during these events. All SO's will be trained on each of the EOP's, and drills we be planned and participated in by all staff on a minimum of a yearly basis.
- IV. **Procedures-**
  - A. Administration
    - EOP binders will be located throughout all PPLD facilities in staff and public areas.
    - EOP Quick Reference cards will be handed out to all PPLD employees to carry on their person while they are at work.
    - SO's will receive training on each of the EOP's and will participate in training and drills on them a minimum of once a year.
      - i. These trainings will be assigned and tracked through the Districts Bridge training system.
  - B. Operation
    - Identified EOP are
      - i. After Action Notification
      - ii. Active Shooter
      - iii. Fire/Evacuation
      - iv. Power Outage
      - v. Elevator Entrapment

# SP-17

- vi. Bomb Threat
- vii. Hazmat
- viii. Missing Child
- ix. Utility Emergency
- x. Lockdown
- xi. Weather Emergency

## **V. Manager Approval -**

**Reviewed and Approved by Michael Brantner, CSO**

**PPLD Enter date approved: 4-20-19**



## Security Policy 18/ Use of the Public Address

**System Origin Date: 12/04/18**

**Last Updated: 03/01/2022**

- I. **Purpose-** This Policy is intended to provide instructions and reference on when and how the Public address system policy is to be utilized and enforced in any facility owned by the Pikes Peak Library District.
- II. **Definitions/Abbreviations-** Public Address System-PA, Security Officer-SO, Pikes Peak Library District-PPLD
- III. **Policy-** PPLD PA systems are to be used by library employees to announce the routine closing of library operations each day, as well as to communicate with patrons and staff in emergency situations. In order to avoid disruptive noise and arbitrary use of the system, the library will follow these procedures.

#### IV. Procedures-

##### A. Administration:

- The PA System may be used by library staff for:
  - i. Emergencies that apply to all occupants (e.g., severe weather warnings, emergency notification, instructions to evacuate or shelter in place)
  - ii. Locating staff or patrons in emergency situations (e.g., medical emergencies, attempting to locate a separated parent or child that staff have been unable to find by searching)
  - iii. Announcements of special library programs or events (not to include recurring programs such as story time or book club)
  - iv. Library closing announcements
  - v. Any situation deemed appropriate by management or Security.
- Staff will not go into any details over PA System. Staff will request paged individual to report to a specific location for more in-depth information.

# SP-18

## B. Operation:

- The PA system is located in an area deemed appropriate by the library manager.
- Access to the PA system is limited to PPLD Staff, or keys are secured in an area accessible only to staff.
- The PA system is only to be operated in a manner prescribed by the manufacturer and in accordance with this policy.

## V. Manager Approval -

**Reviewed and Approved by Michael Brantner, Security Manager**

**PPLD Enter date approved: 03/01/2022**

# Pikes Peak Library District

# SP-19

## Security Policy 19 / Public Electronic Lockers

Origin Date: 11/22/22

Last Updated: 12/8/22

- V. Purpose-** This policy establishes procedures for the use and care of public electronic lockers for Pikes Peak Library District. This reference guide is intended to provide Library Workers and Security Officers with an understanding of the public electronic lockers, equipment operation, general care and maintenance, and answer questions on the daily management of this equipment.
- VI. Definitions/Abbreviations-** Security Officer-SO, Pikes Peak Library District-PPLD, Colorado Springs Police Department-CSPD, Public Electronic Lockers-PEL.
- VII. Policy-** Public Electronic Lockers (PEL) can be checked out on an as available basis by any PPLD patron visiting a PPLD location with PEL. Patrons are not required to have a library card to utilize this resource. PEL are to be operated in accordance with manufacturer's suggested guidelines, District training, provided signage, and this policy. It is the policy of this department that Security Officers (SO) should respond when PEL use is determined as inappropriate in accordance with PPLD's Code of Conduct Policy. Should a patron use the PEL in a way that is determined as a violation of PPLD's Code of conduct, the patron may be subject to expulsion and or suspension from PPLD property.
- VIII. Procedures-**
- A. Administration:
- PEL are intended to provide reliable storage options to aid library patrons in effective management of their belongings during library visits, use, and events.
  - PEL should only be used to store patron materials in accordance with other PPLD policies including but not limited to, the PPLD Code of Conduct, the PPLD Personal Belongings Policy, the PPLD food and drink policy, etc.

# SP-19

## B. General Locker Usage and Guidelines:

PEL are intended to be used by patrons visiting PPLD during business hours. They are available while using library resources, attending library events or other such meetings. PEL can be checked out on an as available basis. PEL are intended to be used to store patron materials in accordance with other PPLD policies and the PPLD code of conduct. Patrons may only use one PEL at a time to allow access for other patrons. The following items may not be stored...

- Items that may cause damage to the PEL or surrounding stored items, PPLD property or property of others.
- Items that pose a Hygiene risk or have an odor strong enough to constitute a nuisance to others.
- Items producing a noise considered loud enough to impact other library patrons experience negatively.
- Items that are hazardous for storage, including but not limited to, bodily fluids, bodily waste, infestation, hazardous chemicals, etc.
- Alcohol or illegal drugs.
- Firearms or other weapons including, but not limited to knives.
- Any Item that is in violation of the PPLD Code of conduct or other PPLD Policies and Procedures.

Storing any items that are deemed inappropriate for storage or found to be in violation of these policies and procedures are subject to removal and disposal by PPLD SO. Items identified as trash, hazardous, or perishable cannot be stored and if found will be disposed of immediately. PPLD is not responsible for lost or stolen items, responsibility of storing items falls solely on the patron.

Patrons may check out only a single PEL at one time, checking out multiple PEL or prohibiting other patrons from checking out or using the PEL is a violation of the PPLD code of conduct and may result in expulsion and or suspension from the library.

PEL located in children's areas of PPLD facilities are intended for family use only. PEL in children's areas should not be used as overflow should other PEL be

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unavailable. If an individual is found to be using PEL in the children's area for purposes other than for families, they may be subject to removal and or suspension.

## C. Locker Checkout Instructions:

Users will store their items inside an available locker. Once items are inside and the door is closed, they will enter a single use 4-digit code which will secure the locker. When wishing to retrieve their items they will enter the same code into the locker. This will unlock the locker and in doing so the single use code will be erased and the locker automatically reset for the next user.

PEL can be checked out by completing the following steps...

1. Place items inside locker.
2. Close door.
3. Enter a 4-digit code.  
Example: 1234. The locker will now be locked.
4. To retrieve items, enter the same 4-digit code  
Example: 1234.
5. The lock will now open and remain open until the next 4-digit code is entered.

## D. Restrictions and Maintenance of Lockers:

PEL are intended to only be used during PPLD open hours of operation. Failure to remove items upon closing will result in the items being removed. PPLD and its employees are not responsible for the security of personal items stored in PEL at any Library facility. Patrons are expected to maintain their belongings and take them with them upon departing the library. This includes valuables such as wallets, purses, cell phones, bags, and laptops. Any items left in PEL after closing will be removed and stored with security in accordance with PPLD lost and found procedures. Any items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.

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Any damage to PEL should be reported to Security and Facilities immediately. Notice of damage or out of service signage should be posted to the PEL to inform patrons and prevent use if damaged.

## E. Stolen Items:

If items are stolen from a PEL, or if the PEL is broken into, it should immediately be reported to the Security Team. SO will assist patrons in filing a police report with CSPD and an incident report will be completed alongside a full investigation of the theft. Any individuals found stealing from the PEL are in violation of the law and PPLD code of conduct and will be subject to suspension.

## F. Accessing a PEL for patron:

If a patron is locked out of their PEL, report the situation to a SO. SO will open the PEL with the Security override code. The same process should be followed to open the locker except the override code will be input instead of the patron's code. The SO should take special care to ensure that the override code is not compromised and seen by any non-SO. SO will confirm the ownership of the items with the patron through the established lost and found return process.

If correct ownership cannot be established the items will be secured into lost and found by SO.

## G. Low Battery/Power Failure:

Lockers will provide 15,000 openings before battery needs to be changed. When battery is getting low the red LED's will flash red 3 times when patrons are inputting codes. This will allow approximately 100 more openings before the battery is dead.

Each Locker operates on 2 AAA batteries. If a locker is determined to have low battery contact SO for battery replacement.

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If a locker experiences power failure, a 9-volt battery is required to open the locker for battery replacement. Place the positive battery contact to the red LED contact and the negative battery contact to the blue LED contact. At this point enter the master code to open the locker to change the battery.

## **V. Manager Approval – 12-8-22**