

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
July 19, 2023 5 pm
ROCKRIMMON LIBRARY



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: 867 7654 8192
Passcode: 569086

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. Pikes Peak Library District Foundation Report (Lance James) *Five minutes* (p. 3)
 - C. Financial Report: June 2023 (Randy Green) *Ten minutes* (p. 4)
 - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 12)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security and Community Resources (p. 29)
 - F. Chief Librarian's Report (Teona Shainidze-Krebs) *Five minutes*
 - G. Board Reports
 - 1. Governance Committee Report *Five minutes*
 - 2. Internal Affairs Committee Report *Five minutes*
 - 3. Liaison comments
 - 4. Trustee comments
- V. CORRESPONDENCE AND PRESENTATIONS
 - A. Letter from School District 11 Superintendent Michael Gaal (p. 47)
- VI. BUSINESS ITEMS
 - A. Consent Items
 - Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
 - 1. Minutes of the June 21, 2023 Board of Trustees meeting (p. 48)
 - 2. Minutes of the July 11, 2023 Board of Trustees work session (p. 52)
 - B. DECISION 23-7-1: Facilities Master Plan Consultant (p. 53)
 - C. DECISION 23-7-2: Library Card policy revision (p. 55)
 - D. DECISION 23-7-3: Nepotism policy revision (p. 57)
 - E. DECISION 23-7-4: Resolution to approve funds for Manitou Springs Carnegie Library renovations
 - F. DECISION 23-7-5: Resolution to recognize Mina Liebert (p. 59)
- VII. ADJOURNMENT

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

Friends of the Pikes Peak Library District JULY 2023 Report

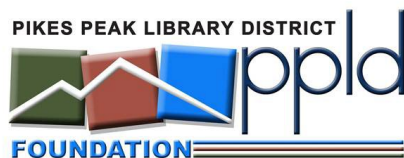
Sales for June	(Gross)	
	Amazon	\$971
	eBay	\$2,306
	Web storefront	\$126
	East Bookstore	\$3,427
	Library 21C	\$2,295
	Penrose	\$427
TOTAL SALES		\$9,552

Fun fact – District Friends now has volunteers spanning from 19 to 89 in age.

Following are the final numbers for the Literary Awards: actual net income from the event is \$3,623.82 plus \$78.00 from the Cilletti's (10% of sales). As a fyi – in 2022 Friends netted \$1,997.45; in 2021 we netted -\$374.23.

We have been experiencing difficulties with Amazon since mid-May, which made it very difficult for buyers to find our products on the site. Amazon wanted a bank document in a format that ENT does not supply. The matter has been cleared up as of the last week of June.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received \$99,967 installment from the Colorado Springs Health Foundation for the second year of CSHF's Main Funding opportunity grant

Received 816 gifts totaling \$70,632 in support of 2023 Library Giving Day and 82 gifts totaling \$5,322 in support of the Spring direct mail and digital campaigns through 30 June

Received Night at the Library fundraiser corporate sponsorships from Colorado Springs Urban Renewal Authority, the El Pomar Foundation, and Weidner Apartment Homes

Submitted Edson Foundation at Pikes Peak Community Foundation grant application in support of Red Cross babysitter training courses

Submitted T Rowe Price Foundation grant application in support of peer navigators

Submitted 2023 Can'd Aid (Ball Foundation) grant application for PPLD recycling equipment and training

Submitted AARP Foundation grant application in support of adaptive furniture for Family and Children's Services

Submitted City of Colorado Springs Low Income and Homeless Service Provider Bus Pass grant application in support of providing community resources

Met with Buell Foundation representatives for grant site visit

Held PPLD Foundation Executive and Development Committee meetings

Attended International Library Fundraisers Conference in Austin, TX

Attended Buell Foundation reception for local grant recipients

Attended Friends of the Pikes Peak Library District monthly board meeting and Friends' Literary Awards Luncheon



June 30, 2023
Monthly Financial Report

Board of Trustees Meeting
July 19, 2023



Monthly Financial Report - PPLD (as a whole)
As of June 30, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of June 30, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes (1)	33,821,549	32,755,775	32,741,662	(14,114)
Specific ownership taxes	3,500,000	1,750,000	1,729,426	(20,574)
Total Taxes	37,321,549	34,505,775	34,471,088	(34,688)
Intergovernmental - E-Rate	503,506	0	0	0
Intergovernmental - AEFLA	84,002	42,001	57,189	15,188
Intergovernmental - State Grant	171,706	171,706	171,706	0
Intergovernmental - RHG	57,912	28,956	36,357	7,401
Intergovernmental - IECLE	95,005	47,503	63,043	15,540
Intergovernmental - Capital Restricted	35,798	0	0	0
Intergovernmental - CVRF	0	0	0	0
Fines and fees	67,500	33,750	40,837	7,087
Interest income	38,250	19,125	423,752	404,627
Donations/fundraising	230,000	115,000	268,349	153,349
Employee contributions	612,143	306,072	242,613	(63,459)
Other Operating- Copy sales	45,225	22,613	15,034	(7,578)
Other Operating - Parking lot collections	10,050	5,025	9,521	4,496
Other Operating- Miscellaneous	4,523	2,262	5,094	2,833
Total Operating Revenue	1,955,620	794,011	1,333,494	539,483
Total Revenue	39,277,169	35,299,786	35,804,582	504,796
<u>EXPENDITURES</u>				
Personnel Expense	24,617,174	12,356,245	11,576,709	779,536
Operating Expense	14,348,312	7,564,473	6,159,442	1,405,031
Capital Outlay	4,656,376	926,503	786,379	140,124
Total Expenditures	43,621,862	20,847,221	18,522,530	2,324,691
Net Impact to Fund Balance	(4,344,693)	14,452,565	17,282,052	2,829,487
Beginning Fund Balance (2)	15,355,346	15,355,346	15,355,346	0
Ending Fund Balance (Projected)	11,010,653	29,807,911	32,637,398	2,829,487

(1) Includes Interest on Taxes and Payment in Lieu of Taxes

(2) Projected for 2022. After restricted funds are removed, before cashflow reserves are removed



Monthly Financial Report - GENERAL FUND

As of June 30, 2023

		Year to Date Activity as of June 30, 2023			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>					
Property Taxes	30,792,356	29,822,037	29,795,946	(26,091)	
Specific ownership taxes	3,500,000	1,750,000	1,729,426	(20,574)	
Total Taxes	34,292,356	31,572,037	31,525,373	(46,665)	
Intergovernmental	912,131	290,166	328,295	38,129	
Donations/fundraising	230,000	115,000	268,349	153,349	
Fines and fees	67,500	33,750	40,837	7,087	
Other Operating	98,048	42,649	453,042	410,393	
Total Operating Revenue	1,307,679	481,564	1,090,522	608,958	
Total Revenue	35,600,035	32,053,602	32,615,895	562,293	
<u>EXPENDITURES</u>					
Library Services	11,668,929	5,834,464	5,289,195	545,269	
West Region	3,494,194	1,747,097	1,627,594	119,503	
Southeast Region	3,555,497	1,777,749	1,537,731	240,018	
North Region	3,239,909	1,619,955	1,496,172	123,783	
Total Public Services Expenditures	21,958,530	10,979,265	9,950,692	1,028,573	
Support Services	12,890,704	6,750,455	5,578,891	1,171,565	
Intergovernmental	208,777	104,389	201,939	(97,550)	
Designated Funds	355,175	177,587	271,356	(93,769)	
Total Operating Expenditures	13,454,656	7,032,431	6,052,186	980,245	
Total Expenditures	35,413,186	18,011,696	16,002,878	2,008,818	
Net Impact to Fund Balance	186,849	14,041,905	16,613,016	2,571,111	
Beginning Fund Balance*	10,151,900	10,151,900	10,151,900	0	
Ending Fund Balance (Projected)	10,338,749	24,193,805	26,764,916	2,571,111	



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (1 of 2)

As of June 30, 2023

	<u>Revised</u> <u>Annual</u> <u>Budget</u>	Year to Date Activity as of June 30, 2023		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
		General Fund		
Public Services	136,287	68,143	64,619	3,524
Adult Services	753,964	376,982	356,280	20,702
Family and Children Services	838,183	419,091	404,797	14,294
Regional History and Genealogy	718,306	359,153	348,317	10,836
Creative Services	551,372	275,686	223,753	51,934
Knights of Columbus Hall	74,464	37,232	36,527	704
Young Adult Services	491,333	245,666	233,895	11,771
Adult Education	558,369	279,185	206,269	72,916
Collection Management	7,357,789	3,678,894	3,332,013	346,881
Equity, Diversity and Inclusion	188,862	94,431	82,725	11,707
LIBRARY SERVICES SUMMARY	11,668,929	5,834,464	5,289,195	545,269
West Region - Administration	273,546	136,773	136,284	489
Penrose Library	1,409,045	704,523	683,789	20,733
Cheyenne Mountain Library	513,050	256,525	224,968	31,557
Old Colorado City Library	468,926	234,463	222,249	12,215
Manitou Springs Library	315,784	157,892	152,395	5,496
Ute Pass Library	34,690	17,345	127	17,218
Mobile Library Services	479,154	239,577	207,781	31,796
WEST REGION SUMMARY	3,494,194	1,747,097	1,627,594	119,503
Southeast Region - Administration	354,182	177,091	181,835	(4,744)
East Library	1,718,241	859,120	737,058	122,063
Fountain Library	460,551	230,275	173,198	57,077
Ruth Holley Library	456,329	228,164	200,635	27,529
Sand Creek Library	566,195	283,098	245,005	38,093
SOUTHEAST REGION SUMMARY	3,555,497	1,777,749	1,537,731	240,018
North Region Administration	127,326	63,663	34,503	29,160
Library 21c	1,536,653	768,327	685,416	82,911
High Prairie Library	406,491	203,245	200,924	2,322
Calhan Library	74,487	37,244	34,800	2,443
Monument Library	579,122	289,561	283,580	5,981
Palmer Lake Library	500	250	(12)	262
Rockrimmon Library	515,330	257,665	256,961	704
NORTH REGION SUMMARY	3,239,909	1,619,955	1,496,172	123,783
LIBRARY SERVICES SUMMARY	10,289,601	5,144,800	4,661,497	483,304
PUBLIC SERVICES SUMMARY	21,958,530	10,979,265	9,950,692	1,028,573



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (2 of 2)

As of June 30, 2023

		Year to Date Activity as of June 30, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Administration	321,639	160,819	128,278	32,542
Human Relations Office	829,754	414,877	351,609	63,268
Finance Office	1,403,197	1,006,702	945,847	60,855
Facilities	4,606,201	2,303,100	1,796,102	506,999
Security	1,299,459	649,730	599,177	50,553
Communications Office	1,335,866	667,933	583,156	84,777
Information Technology Office	2,740,135	1,370,068	1,009,718	360,350
Development Office	354,452	177,226	165,004	12,222
SUPPORT SERVICES	12,890,704	6,750,455	5,578,891	1,171,565
Interdepartmental	208,777	104,389	201,939	(97,550)
GENERAL FUND - UNDESIGNATED	13,099,481	6,854,844	5,780,830	1,074,014
Designated Funds	355,175	177,587	271,356	(93,769)
Total Designated	355,175	177,587	271,356	(93,769)
TOTAL GENERAL FUND	35,413,186	18,011,696	16,002,878	2,008,818



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)
As of June 30, 2023

	<u>Revised Annual Budget</u>	Year to Date Activity as of June 30, 2023		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Designated Funds - Capital	35,798	0	0	0
Total Revenue	35,798	0	0	0
<u>EXPENDITURES</u>				
Capital Fund- Facilities	2,104,219	606,055	614,591	(8,536)
Capital Fund-Communication	71,329	10,190	6,395	3,795
Capital Fund- IT	2,338,880	292,360	165,393	126,967
Capital Fund- Video Studio	50,407	0	0	0
Capital Fund- Creative Services	55,744	0	0	0
Total Expenditures	4,620,578	908,605	786,379	122,225
Net Impact to Fund Balance	(4,584,781)	(908,605)	(786,379)	122,225
Beginning Fund Balance*	5,103,754	5,103,754	5,103,754	0
Ending Fund Balance (Projected)	518,973	4,195,149	4,317,375	122,225



Monthly Financial Report - SELF-INSURANCE FUND (SIF)
As of June 30, 2023

		Year to Date Activity as of June 30, 2023			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES					
Property Taxes		3,029,193	2,933,738	2,945,715	11,977
Employee contributions		612,143	306,072	242,613	(63,459)
Other Revenue		0	0	359	359
Total Revenue		3,641,336	3,239,810	3,188,687	(51,122)
EXPENDITURES					
Personnel Expense		3,298,098	1,696,707	1,513,757	182,949
Operating Expense		290,000	230,214	219,515	10,699
Total Expenditures		3,588,098	1,926,920	1,733,272	193,648
Net Impact to Fund Balance		53,238	1,312,889	1,455,415	142,526
Beginning Fund Balance*		99,692	99,692	99,692	0
Ending Fund Balance (Projected)		152,930	1,412,581	1,555,107	142,526



2023 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
<u>REVENUE:</u>					
December 7, 2022	2023 OAB Budget Ratification	\$35,600,035	\$35,798	\$3,641,336	\$39,277,169
	TOTAL REVENUE	\$35,600,035	\$35,798	\$3,641,336	\$39,277,169
<u>EXPENDITURES:</u>					
December 7, 2022	2023 OAB Budget Ratification	\$35,667,371	\$1,000,000	\$3,588,098	\$40,255,469
January 18, 2023	2023 OAB Budget Adjustment #1	(\$242,185.23)			(\$242,185)
February 15, 2023	2023 OAB Budget Adjustment #2		\$3,620,578		\$3,620,578
	TOTAL EXPENDITURES	\$35,425,186	\$4,620,578	\$3,588,098	\$43,633,862
	Net Change in Fund Balance	\$174,849	(\$4,584,780)	\$53,238	(\$4,356,693)
	<i>Projected</i> Beginning Fund Balance	\$4,651,900	\$5,103,754	\$99,692	\$9,855,346
	<i>Projected</i> Ending Fund Balance	\$4,826,749	\$518,974	\$152,930	\$5,498,653

Public Services Report June 2023

Compliments

Shannon Heffner via phone call received by Gigi Holman from a patron: She said that you have been working with her all morning to get her document printed and for some reason it was blocked here. She said she went home, as you advised, and emailed it to you and now you have been able to print out her job for her and leave it at the front desk! She said the magnitude of patience and politeness is wonderful. She also said you were polite, sweet, and patient.

Monument Google Review: Staff is A+, the selection is small, but this is a small library. You can reserve books from the whole area, which is wonderful. Also... They have video games!

East Library after Rainbow Storytime: "Thank you so much for offering this, I have never felt that my partner and our child was more welcome at the library or anywhere here in Colorado Springs!"

Southeast Region

Access

Library 21c offers space specifically for adult gaming. This area was available only for adults ages 18 and up until late 2022 when time periods were set to allow play for patrons of all-ages. Staff have received patron feedback and starting in June, all-ages gaming hours have increased to include Friday afternoons from 4:00 p.m. to closing, and all day on Saturdays.

Allison Presley offered two outside Storytimes every Thursday at High Prairie. Attendance to these steadily increased through June, peaking at about 60 for each session (9:30 and 10:30 am) on Thurs., Jun. 22. To supplement Storytime, Allison offered simple outdoor activities to extend the fun and promote the outdoor play space. Activities included chalk body outlines on the patio, communal painting of cardboard boxes and branches, stuffed animal scavenger hunts, bubbles, and water painting on the sidewalk. Allison Presley received compliments about outdoor storytime and the associated activities including "[My kids] had a blast!"; "You do all this?! We'll be back every week!"

Accountability

Mary Gapko and Shannon McDonald attended the Fountain Valley Communities that Care Community Board Meeting and talked about their goals for the mini-grant they have been awarded to improve the Fountain Library Teen Space and introduce a gaming program.

Communications

Johana Pacheco from Sand Creek Library spoke with 31 staff at the Hillside Community Center about how they could use Summer Adventure to provide resources and services to their users. She talked about the importance of avoiding summer slide, and how PPLD could be used in conjunction with services they already provide.

Meredith Moore and Kelsy Moore attended the Tri-Lakes Cares Flex hours. They set up a table outside and talked to 15 clients about library services. They registered eight kids for Summer Adventure and signed up two people for library cards.

Community Connections

Working with the Fountain Culver's location, Sonia Cruz offered an all-ages Ice Cream Social for Fountain Library. Over 200 patrons enjoyed ice cream. This is a partnership that has happened in the past and we were excited to offer this to the community again.

Angie Aguilar hosted a Teen Make program for the East Young Adult community. There were 13 teens who participated in this program. One brought along five friends and as they engaged in painting, other teens began conversing and forming connections. Teens felt they had a designated space to share and converse about their experiences.

Physical and Virtual Spaces

Wendy Roberts was able to work with Facilities to re-establish the High Prairie Library Garden after it was moved in May. Wendy laid down newspapers over the prairie sod while Facilities put down soil over the newspapers, to establish a layer of garden dirt while smothering the sod underneath so it will turn into garden dirt with time. Wendy planted the garden with fast-growing radishes, along with two rows each of carrots and green beans in hopes to have something for the fall harvest for Fresh Start Center. Various teen volunteers have signed up for garden shifts to assist with watering, weeding, and other simple garden tasks.

Alli King and Johana Pacheco have found numerous ways to engage the curiosity of patrons through Summer Adventure decorations, especially children as they participate in the extremely popular Sand Creek Library scavenger hunt.



Staff

Several staff from East and the Southeast Regional Senior Library Associate team completed Makerspace training which took place from April through June. This adds nine more staff that can work in Makerspaces at East, Library 21c, and Sand Creek.

West Region

Access

Stacey Marin and Bradley Butzin joined forces to host the Pride Flag Painting program at Ruth Holley in June. The program brought in 17 patrons who either created their own flag or got their inspiration from displayed flags. Patrons were excited to see the programming that represented the marginalized LGBTQIA+ community and their allies. Patrons enjoyed sharing their flag designs with each other. This was truly a positive experience for the library and the community.



This month Krystal Arnold hosted a Rainbow Storytime for LGBTQIA+ Pride Month. Patrons were extremely enthusiastic about this program, which offered a unique opportunity for children and families to celebrate the diversity of our community. After this program, she received a comment card stating, “Krystal is amazing! Her storytimes are the best. I so appreciate her reading the Rainbow Book. She always includes everyone! I can’t say enough about the fantastic work she does.”

Accountability

Taryn Malila met with Board Trustee Julie Smyth as part of the Adopt-a-Trustee program. Taryn gave Julie tours of both Manitou Springs and Ute Pass and had great conversation about the MAC partnership and how everything is going at both locations.

Community Connections



June marked the start of the 2023 Manitou Summer Lawn Concerts. The Manitou locals and patrons from all over the area were excited to see them return! With only three events the library has had 645 attendees.

Old Colorado City Library enjoyed a great success in hosting UCCS Theatreworks for the fourth year with its performance in Bancroft Park of Free-for-All: Pericles. Over 90 Westsiders enjoyed this interpretation of a Shakespearean play, including diverse patrons of all ages, backgrounds and interests.

On June 16, the Old Colorado City Library hosted the Wishing Star Farms petting zoo event for Summer Adventure at the Westside Community Center. The event brought record-breaking attendance figures for the library with 352 attendees over a two-hour timeline. Sarah Hoelting

provided additional passive activities for folks to optionally participate in, such as chalk art and an assortment of bubble wands and bubble water. Several Westside locals stayed for the entire event to socialize, use the chalk and bubble props, and wander over to the community center's playground.

Hannah Zwahlen hosted the Intergenerational Game Night, which provided a great opportunity to provide cross-generational programming to 36 attendees.

Physical and Virtual Spaces

Of course, the big news at Rockrimmon Library was the flooding that occurred on the night of June 21. There had been heavy rains previously that day and that evening after closing, another round of very heavy rain struck the area. Dirt from the already saturated hillside behind the building ran off into the parking lot. That, coupled with the amount of water, overwhelmed the drainage and caused water to rise over eight inches above the thresholds of our rear doors. Significant water flowed under the doors and into the library. Fortunately, none of the collection was damaged and for the most part it was a matter of drying out the carpets and walls.

Staff

Penrose Security conducted the first of five building walk-throughs with Penrose staff to have the opportunity to walk-through the building with security and discuss ideas/questions that are building specific for what we might do if there was an Active Shooter situation.

Adult Education

Access

The Career Online High School had two graduates earn their high school diploma in June.

Accountability

The Adult Education Measurable Skills Gain (MSG) rate for the 22/23 academic year was 40.77%, exceeding the rate set by the AEFLA grant! Kudos to Adult Education instructors Sarah Hetzel and Drew Goter for helping to make this happen. Our instructors have the added challenge of working with all levels of learners, often in one class. They have to be creative, compassionate, innovative, and knowledgeable in their subject areas and they excel in this. Deya Rohe, Career Navigator, worked with Food Industry Training (FIT) students and assisted them in finding jobs and other career avenues after graduation. Urszula Ciara, Administrative Assistant, kept records and the state database current as well as maintaining contact with students. This added level of communication with students increases the successes students can have. This awesome team worked hard to ensure that students gained the knowledge they needed to increase their skills, make gains, and find success in their lives.

Communications

Adult Education is preparing for the 23/24 academic year with orientations next month. The instructors are adding growth mindset curriculum to help students succeed in their goals.

Community Connections

Six students were invited to graduation for the 22/23 academic year. Three obtained their GED, two obtained a high school diploma, and two exited the ESL program.

Quotes from graduating students:

- What helped you reach your goals? *"I wanted to further my education and be able to grow my career path and set goals for my business."* Elezabeth Perez, Career Online High School scholarship recipient

- What has ESL class meant to you? *"I am delighted to have been a part of the ESL class and thankful for the amazing teacher who always did his best. I have learned a lot, not only have I become more fluent in English, but I have also grown as a person. Meeting people from different countries and having the opportunity to interact with them is a great experience that I will always keep in my heart."* Estefania Agudelo, English as a Second Language graduate
- What has ESL class meant to you? *"This class was very helpful for me to feel comfortable and improve my English. It also helped me connect to friends and build a community after I moved here."* Kitsana Johannes, English as a Second Language graduate
- What does graduation mean for you? *"Now I can go to cosmetology school like I want to. This helps me set a good example for my kids."* Jasha Davenport, Career Online High School Scholarship recipient



Additionally there were three FIT graduates who gained employment after graduation, one who went on to higher education, three who passed their SafeServ Manager certification, and one who passed their SafeServ Manager certification and gained employment.

Physical and Virtual Spaces

All Adult Education classes will be held in the classroom at Ruth Holley. They are grateful to the staff for being flexible and changing their schedule to accommodate this. The benefits will be utilizing the classroom for its intended purpose and creating continuity with the instructors and students.

Staff

Adult Education is sad to see Christine Layton leave PPLD. She was instrumental in creating processes that led to student successes. She poured her heart and soul into Adult Education and we wish her the very best in her future career.

Adult Services

Access

Melissa Mitchell arranged and hosted the Rocky Mountain Wa Shonaji Quilt Guild and Trunk Show. This program was incredible, for over an hour the audience was captivated by the way the presenters wove their narrative about African American history with the art and history of quilting. The guild even had their own chorus, and the narrative was punctuated by traditional music and even a sing-a-long. The audience saw over 30 stunning quilts. This program was well attended, especially since Saturday was such a gorgeous day and even received the following compliment, "I attended the Wa Shonaji African quilting program, and I cannot say enough about it!!"



Accountability:

Melissa Mitchell submitted programming plans to satisfy the programming commitment for the [Americans and the Holocaust exhibit](#). As part of her submission she also needed to submit some insurance information, so Heidi Buljung assisted with that effort. PPLD has met the deadline and completed all of the necessary requirements to allow the exhibit to be delivered in September!

Communications

On June 2, Heidi Buljung and other members of the Book Cart Drill Team were on the field before the Switchbacks game to promote the Library and air the commercial with the Switchbacks. On June 11, Heidi Buljung and Lisa Ward coordinated PPLD's entry into the Pikes Peak Pride Parade. Thousands of spectators cheered on the Library, and many people were happy and thankful to see the Library participate in the parade.



Community Connections

Deb Hamilton worked to continue to make strong connections through outreach opportunities in June. On June 9 the Fourth Judicial District Committee held the annual Family Law Day. Deb

helped with organizing and planning the event. The event consisted of multiple classes on Family Law topics, a free law clinic, free mediation, and a vendor hall. Over 150 people registered and attended the event. Deb staffed a table for PPLD in the vendor section where she connected with 92 people about library resources. On June 28, the Renter's Rights 101 workshop was held at Silver Key. This quarterly workshop is a partnership between the City of Colorado Springs Community Development Division, Colorado Legal Services, Brother's Redevelopment, The Justice Center, and PPLD. Attendance was 21 people in person and 17 people online. Deb is also integral in this ongoing effort.

Physical and Virtual Spaces:

Joe Paisley facilitated the Carnelian Coffee Book Club's monthly meeting on June 4. The book club will be celebrating five years in September, and continues to be a consistently successful off-site program. The 12 attendees read *Shadow of the Wind* by Carlos Ruiz Zafon, one of many PPLD book club sets. It's a mystery about a 17-year-old son of a bookseller searching for the author of the book he found (or did it choose him?) from The Cemetery of Forgotten Books, a secret library in 1950s Barcelona. The mystery centers on why someone is burning all copies of any book by that deceased author to erase his existence, raising the theme of the sacred nature of literature and if an author lives on through their work. Most of the attendees liked that theme, the detailed mystery, coming-of-age elements, the colorful characters and the noir setting. Those colorful characters' comments about the intelligence of women and the 17-year-old's obsession with the physical attributes of the young women he meets injected abundant sexism throughout the book that turned off some of the members. As always, the group had a great discussion.

Katie Edson met with a patron that needed help with learning how to conduct a patent search. In a previous role, Katie was a patent librarian and had received specialized training, so to prepare to support this patron she refreshed her knowledge. She reports, "It ended up being a very successful 1:1 as he showed up telling me how overwhelmed and confused he was by the USPTO and he left telling me that he felt like he understood the steps required and confident that he could navigate the database and at least get started."

Staff

Tarah Ruff is a librarian at Library 21C who is providing reference service to patrons with business questions while we do not have the Business Librarian position filled. In June, she and Katie Edson worked together to help a patron with an in-depth reference question. They met in the Robert Hilbert Nonprofit Resource Center to utilize the Dell touchscreen monitor and meet with a patron who was reviewing nonprofit options and business resources for her startup. This was a great collaboration that saved the patron time and gave both Katie and Tarah the opportunity to learn from each other as they worked with the patron.

Collection Management

Access

June statistics

- Collection Management received 414 boxes of new materials for the Collection
- 6,647 items and 1,040 magazines were added to the Collection
- About 1,500 new titles were cataloged
- 351,655 physical items were checked out from the Libraries
- 244,095 eBooks, eAudios, and eMagazines were checked out from OverDrive/Libby

- The Interlibrary Loan (ILL) team received 2,657 requests (borrowing materials from and lending materials to other library systems)

Playaway Launchpads have re-emerged and are being added to the collection again. Playaway has redesigned the Launchpads so they are more durable and of higher quality. The youngest patrons will be happy to be able to check out the kid-friendly tablets filled with fun and educational apps.

The materials courier was instrumental in supporting temporary closures at both Fountain (construction) and Rockrimmon (flood). Any facility closure causes a disruption of the normal material flow and in both closures inbound library materials were stored at Library 21c to allow a quick restart of services when the facilities reopened.

Accountability

Michelle Pfof attended the June OCLC Cataloging Community Meeting which focused on how libraries are handling outdated subject headings.

Amanda Marez-Frutchey attended the 10th Annual Kraemer Copyright Conference at the University of Colorado and Colorado Springs. This is a free event that offers librarians the opportunity to learn about U.S. Copyright Law, recent updates to the law, and how it impacts the services offered at libraries.

Tania Hajjar compiled information on this year's State Grant purchases and submitted it to the Foundation for the final report.

The draft Library Card Policy was reviewed by the Management Team and Leadership Team before sending it to the Board for review and acceptance.

RFID Library Solutions, PPLD's automated material handling (AMH) vendor, did the semi-annual onsite maintenance of the machines at East and Library 21c. The machine at 21c has been in operation for nine years and has processed over 5 million items since the opening of 21c.

Communications

Marissa Jiménez Guiot and Colleen Medling compiled data to provide key performance indicators to PPLD leadership. The data will be sent monthly.

Board Trustee Debbie English met with Library 21C Supervisor Melissa Schloesser, Greg Roes, and Jenny Pierce to learn about how materials move around the District and eventually out of the District. Debbie was impressed with the volume and the staff interaction with the materials, and stated she learned a lot.

Community Connections

Collection Management Assistants fulfilled a request from two schools for gently used books to give to students. With only a few days, they gathered the materials, stickered them as donations, boxed them, and Mobile Library Services transported the items to the destination.

The neighborhood of Stetson Hills had the annual community garage sale and Amanda Marez-Frutchey used the opportunity to discuss PPLD's Summer Adventure with families in her neighborhood. Eight PPLD Discovery magazines were handed out to families with children ages

0-18 and families were shown the various PPLD locations and information about Summer Adventure and how to register.

Colleen Medling volunteered at an outreach program for the Switchbacks. She was instrumental in making sure all the technology (laptops, hotspot, and Fast Registration) worked so staff could issue 80 special “Ziggy” library cards.

Staff

Lisa Thomas published a review of the children’s book *Float* by Daniel Miyares in the Spring 2023 edition of the newsletter *Mirrors and Windows*.

Janis Moore started her new position as Senior Library Associate – Acquisitions. She spent much of June training in Acquisitions as well as meeting individually with members of the Acquisitions Team to learn what they do.

Collection Management staff have been flexible, taking on additional tasks to cover vacant positions and assist during the training of new staff.

Creative Services

Access

Jennifer Eltringham planned and led a Maker Camp for teens at Library 21c in partnership with Britt Bloom (Young Adult Services). Ten students learned how to use the 3D printers, laser cutter, and sewing machines with a session at the end to put all their new skills to work on a project of their choosing. Sarah Holland, as well as Jason Kowell and Philip Krogmeier (Library 21c), assisted with some of the classes.

Sarah Holland fixed several makerspace machines, including sewing machines, 3D printers, a laser cutter, and the CNC, which remains out of service while we wait for a part.

Community Connections

Jennifer Eltringham organized two classes on soldering taught by the local robotics and tech entrepreneurial program, Monumental Impact. A high school student taught 22 students of varying ages at East and Sand Creek how to create a soldered circuit. Jennifer also coordinated and led a Repair Café event at and in conjunction with Pikes Peak Makerspace (PPM) with assistance from Ben Dahlby. Nineteen attendees were helped in repairs of everything from broken floor cleaners to legless tables to damaged apparel. Five PPLD volunteers and three PPM volunteers assisted patrons at this event.



Dustin Booth and Jennifer Eltringham hosted and participated in the first Pikes Peak Poet Laureate Steering Committee retreat. The goal of this retreat was to debrief and analyze the

strengths and weaknesses of the Annual Poetry Summit, as well as consider the future of the Pikes Peak Poet Laureate Program.

Jennifer Eltringham and Becca Cruz continue to work with the national organization Library Makers. They are both leading pods of new ambassadors who have just joined the organization. Jennifer helped with orientation onboarding new ambassador members.

Staff

The most recent makerspace training program was completed for new staff. Creative Services incorporated some new aspects to training, including a pre- and post-training survey to work on ascertaining how staff confidence levels and knowledge were affected by the training, as well as learn more about what worked best for staff knowledge retention. The department is working on revamping the training program with the hope that it can be even more effective and easier for new staff to accomplish.

Diversity, Equity, and Inclusion Service **Communications**

Patron of Influence for Pride month was at the Penrose Library where panel members, EmRhys, Dr. Lynn Vidler, Shawna Kemppainen, Dominique “DMINQ” Robbins provided discussions on their shared interest and experiences on how diverse voices strengthen organizations and communities.

Community Connections

Equity, Diversity & Inclusion Department and Bookmobile attended an outreach opportunity in America the beautiful Park for COS Juneteenth Celebration.



Physical and Virtual Spaces

EDI continues to provide Art for Older Adults in spaces within the library, conducted at Sand Creek Library.

PPLD and the EDI department honored Colorado Springs’ classical and jazz music legend and philanthropist Peggy Shivers with an appreciation reception and unveiling of her portrait at its permanent home at Library 21c. Many patrons attended and the event was Emceed by Senior Librarian Yvette Dow-Jones from the EDI department.



Staff

In continued outreach, Shirley Martinez attended the 2023 State of the State presentation by Governor Polis at Weidner Field.



Family and Children's Services

Access

Summer Adventure presented by Children's Hospital Colorado had a successful June 1 launch, registering 3,054 kids and teens on the first day alone. Our numbers have had a slight increase over last year and are very close to pre-pandemic numbers. Staff are doing an amazing job signing up everyone who comes into the Library. By the end of June, 12,542 kids and teens had signed up for Summer Adventure – that's a lot of books in the hands of kids!

Date	Total Enrollment 2021 (ages 0-18)	Total Enrollment 2022	Total Enrollment 2023	Percent of 2021	Percent of 2022
June 30	8,177	12,233	12,542	153%	103%

Date	Enrollment 0-12 2021	Enrollment 0-12 2022	Enrollment 0-11 2023**	Percent of 2021	Percent of 2022
June 30	7,107	10,847	10,749	151%	99%

*** In 2023, age 12 was moved to the teen program*

Betty McDonald scheduled 35 summer school visits this month for grades K-5. Activities included an abstract art lesson about Joan Miro, and Cubelets. FCS staff including Byron Sharman, Carol Scheer, Gayle Meredith, Barb Andros, Joy Fleishhacker, Laura Broderick, Christa Funke, Inti Dewey (East), and Melody Alvarez have assisted with or led the projects. For each visit, we brought free books for each student and signed them up for Summer Adventure. Teachers were thrilled with the selection of titles, and students were so excited to get a free book! We signed up over 708 students up this month.



Accountability

Evan Childress, Melody Alvarez, and Lance James met with Lesa Nesbit, Program Officer with the Buell Foundation for the site visit related to grant funds used to provide the LENA Start program. PPLD is finishing up a third year being funded by Buell and submitted the grant application for a fourth year of funding at the beginning of May. This grant funding is integral to our ability to provide the research-backed LENA Start program which has reached over 250 families to date.

Community Connections

Carol Scheer and Barb Andros brought a STEM activity to an outreach at the Space Discovery Center on June 17. 125 families visited the PPLD table to make craters on the moon with kinetic sand.

With the help of the PPLD Homeschool Committee, Joy Fleishhacker planned and hosted the annual PPLD Homeschool Curriculum Swap on June 15 at East Library. 24 families brought in boxes packed with curriculum, books, educational materials, games, and more, all ready to be given away. The event was attended by 197 people, most of whom walked out with boxes full of materials. In addition to finding a variety of items to take home, participants also connected with one another to share experiences and ideas. Many homeschool parents expressed their gratitude to the library for hosting the event. One participant emailed: *"Thank you again for hosting! I enjoyed catching up and seeing new faces. It was a pleasure to see curriculum that we enjoyed using and finding some new to me gems!"* Curriculum is expensive, and this event is a great way for many families to find support.



Physical and Virtual Spaces

Evan Childress facilitated the virtual prenatal series provided in partnership with Nurse-Family Partnership and various community resource professionals in El Paso County and Colorado. In addition, Evan met with Laura Rinne, a personal trainer who specializes in physical wellness for perinatal women, to discuss her participation in one of the virtual prenatal series sessions. Laura will present information about staying healthy during and after pregnancy and what physical activities are safe for pregnant and postnatal women.

Staff

Christa Funke created and sent out two Welcome to FCS emails for new (or newish) staff. These emails help Family and Children's Services staff around the district know what new staff look like and get to learn a little bit about them.



Regional History & Genealogy

Community Connections: This year, Regional History & Genealogy successfully implemented a new format for the Pikes Peak Regional History Symposium. The program included a short film series held on May 20, the in-person symposium held on June 10, and a virtual component held on June 12. The new format achieved two goals: first, it allowed the department to carry out the symposium with less staff time. The traditional format required ample staff time to deal with the logistics of an all-day event; the new format requires only one or two RH&G staff members to be present at each leg of the event. Second, the new format ensured that we respected the McCaffery Fund as we implemented a major program honoring regional history.

Despite a major shakeup in the department just before the symposium began, all three parts were well-organized and well-attended. Feedback indicates that we should maintain the new format moving forward. Even the new film series drew over forty attendees and created interest in similar future programs from the audience, the filmmakers, and potential community partners. Plans are already underway to capitalize on the momentum of this year's symposium to grow the event in 2024, whose theme will be "Turning Points in Pikes Peak Regional History."

Young Adult Services

Access

Sixteen teens from the Zebulon Pike Youth Services Center are enrolled in Summer Adventure because of outreach by June McGinn (Penrose Library).

Cathy Wood, Joanna Nelson Rendon, and IT collaborated to purchase and set up new gaming computers for East Library, Library 21c, and Penrose Library. Cathy and Joanna coordinated marketing and evaluation of the new gaming services.

Accountability

The Red Cross provides popular babysitter training courses to teens. The class at Monument Library was cancelled at the last minute by the Red Cross. Larissa Powers worked with them to reschedule and negotiate a discount for a future class.

The review of the Teen Spaces Policy started. We have a small committee representing large and small libraries to ensure the policy meets patron and staff needs.

Communications

Mikaela Fortune updated the [Tough Topics LibGuide](#) and the Tough Topics bookmark. The bookmark will be translated into Spanish. These resources are used by teens, parents, and grandparents to facilitate difficult family conversations.

Community Connections

Mikaela Fortune, Danielle Seltenright, Britt Bloom, and Larissa Powers taught media and information literacy and resource classes to three groups of high school students in the University of Colorado Colorado Springs Pre-Collegiate program throughout the month of June. One media lit and one resource class was presented to each group of students over three weeks, for a total of five classes, reaching 63 students.

Physical and Virtual Spaces

Hannah Zwahlen (Cheyenne Mountain Library) and Danielle Seltenright developed a “Life-Sized Among Us” program for later in the year. They hosted an after-hours program at Cheyenne Mountain Library to test the program with the group of teens who initially advocated for the program. The event went well with 17 attendees, and we look forward to more of this program later in the year.

Staff

Young Adult Services and Cathy Wood (Library 21c) participated in a fiction book club. The book club theme was to discuss a historical fiction book that would have appeal factors to teens and young adults.

2022 Circulation by Facility Summary	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	23157	14899	20847	17796	20170	22815	0	0	0	0	0	0	119684
Mobile Libraries Total	8716	4742	9215	8227	8598	8066	0	0	0	0	0	0	47564
Calhan	1392	1433	1463	1427	1472	1492	0	0	0	0	0	0	8679
Cheyenne	21449	20825	23522	21321	21140	23269	0	0	0	0	0	0	131526
Fountain	11317	11543	12214	11260	10001	11856	0	0	0	0	0	0	68191
High Prairie	23830	22587	25658	22253	23769	26662	0	0	0	0	0	0	144759
Holley	13603	12915	15072	13391	13898	14181	0	0	0	0	0	0	83060
Manitou	2635	2209	2475	2155	2135	2157	0	0	0	0	0	0	13766
Monument	23967	21865	25521	22875	23609	26244	0	0	0	0	0	0	144081
Old Colorado City	7371	8101	10096	8800	9282	9787	0	0	0	0	0	0	53437
Palmer Lake	974	940	1095	754	1302	1282	0	0	0	0	0	0	6347
Rockrimmon	23420	21239	24346	20589	21822	18812	0	0	0	0	0	0	130228
Sand Creek	12702	11514	13706	10900	12991	12835	0	0	0	0	0	0	74648
Ute Pass	1516	1470	1691	1582	1249	1561	0	0	0	0	0	0	9069
Senior Van	1551	750	1198	1115	1152	1187	0	0	0	0	0	0	6953
Bookmobiles	7165	3992	8017	7112	7446	6879	0	0	0	0	0	0	40611
East	88958	83708	96630	85452	89223	97868	0	0	0	0	0	0	541839
Library 21c	62596	58947	67483	59704	64071	72064	0	0	0	0	0	0	384865
Parenting	243	187	204	180	182	208	0	0	0	0	0	0	1204
Total Physical Materials	327846	299124	351238	308666	324914	351159	0	0	0	0	0	0	1962947

YTD CIRC Comparison	2023	2022	% Change
Penrose **	119684	139248	-14.0%
Mobile Libraries Total	47564	51513	-7.7%
Calhan	8679	11130	-22.0%
Cheyenne	131526	134228	-2.0%
Fountain	68191	62969	8.3%
High Prairie	144759	133467	8.5%
Holley	83060	92641	-10.3%
Manitou	13766	12861	7.0%
Monument	144081	147428	-2.3%
Old Colorado City	53437	57981	-7.8%
Palmer Lake	6347	5104	24.4%
Rockrimmon	130228	144629	-10.0%
Sand Creek	74648	75410	-1.0%
Ute Pass	9069	11755	-22.8%
Senior Van	6953	8307	-16.3%
Bookmobiles	40611	43206	-6.0%
East	541839	543221	-0.3%
Library 21c	384865	371103	3.7%
Parenting	1204	941	27.9%
Total Physical Materials	1962947	1995629	-1.64%

Current Month Comparison CIRCULATION	2023	2022	% Change
Penrose	22815	24122	-5.4%
Mobile Libraries Total	8066	8035	0.4%
Calhan	1492	1769	-15.7%
Cheyenne	23269	24136	-3.6%
Fountain	11856	11594	2.3%
High Prairie	26662	25174	5.9%
Holley	14181	17222	-17.7%
Manitou	2157	2102	2.6%
Monument	26244	26532	-1.1%
Old Colorado City	9787	10262	-4.6%
Palmer Lake	1282	1428	-10.2%
Rockrimmon	18812	25905	-27.4%
Sand Creek	12835	13073	-1.8%
Ute Pass	1561	1630	-4.2%
Senior Van	1187	1386	-14.4%
Bookmobiles	6879	6649	3.5%
East	97868	105240	-7.0%
Library 21c	72064	70917	1.6%
Parenting	208	202	3.0%
Total Physical Materials	351159	369343	-4.92%

**Circulation Report
By Facility
June 2023**

Current Month Comparison VISITORS	2023	2022	% Change
Penrose **	22577	21016	7.4%
Mobile Libraries Total	1956	2596	-24.7%
Calhan	589	637	-7.5%
Cheyenne	12564	7608	65.1%
Fountain	6214	5965	4.2%
High Prairie	11207	7348	52.5%
Ruth Holley	9618	7503	28.2%
Manitou	4099	3883	5.8%
Monument	10152	8327	21.9%
Old Colorado City	6726	5893	14.1%
Palmer Lake	471	779	-39.5%
Rockrimmon	9604	12476	-23.0%
Sand Creek***	6025	7774	-22.5%
Ute Pass	1020	845	20.7%
The Hall	441	340	29.7%
East	38424	30994	24.0%
Library 21c	33059	32498	1.7%
TOTAL	174746	156482	11.7%
Special Collections	890	938	-5.1%

** Penrose Library closed February 18 - 28; April 10 and 14 - 17, 2023

*** Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023

2023 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	250474	229778	270038	237808	249734	273355	0	0	0	0	0	0	1511187
DVD	56307	49999	58888	50670	54176	55051	0	0	0	0	0	0	325091
CD Music	6673	6523	6710	6304	6115	6361	0	0	0	0	0	0	38686
CD Book	6958	5891	7349	6704	7122	7594	0	0	0	0	0	0	41618
Playaway	3765	3491	4371	3714	4184	4812	0	0	0	0	0	0	24337
Kit*	1473	1438	1582	1363	1335	1555	0	0	0	0	0	0	8746
Game	2196	1932	2201	2020	2154	2333	0	0	0	0	0	0	12836
Discovery Kits	0	72	99	83	94	98	0	0	0	0	0	0	446
TOTAL Physical Items	327846	299124	351238	308666	324914	351159	0	0	0	0	0	0	1962947
													0
ILL	1149	1219	1486	1390	1327	1315	0	0	0	0	0	0	7886
CyberShelf-OverDrive	246312	218039	242975	232484	237911	237836	0	0	0	0	0	0	1415557
eReader	2	1	2	2	2	1	0	0	0	0	0	0	10
Hot Spots	68	54	75	67	65	65	0	0	0	0	0	0	394
Cameras & Equipment	57	53	61	77	61	80	0	0	0	0	0	0	389
													0
TOTAL STATE Circ	575434	518490	595837	542686	564280	590456	0	0	0	0	0	0	3387183
Freegal Music	5794	5025	5420	4579	5314	4768	0	0	0	0	0	0	30900
Freeding	109	92	124	49	86	95	0	0	0	0	0	0	555
DVD Player	114	63	70	25	32	34	0	0	0	0	0	0	338
Hoopla	3631	3638	3675	3359	3917	3311	0	0	0	0	0	0	21531
Comics	636	647	624	566	778	569	0	0	0	0	0	0	3820
Kanopy	3007	2836	3078	2682	2754	2893	0	0	0	0	0	0	17250
													0
CLC	6985	6527	7367	6824	7055	7545	0	0	0	0	0	0	42303
Laptop Use	377	225	466	322	480	344	0	0	0	0	0	0	2214
Active Users	199682	198125	198166	199602	201006	202449	0	0	0	0	0	0	1199030

Monthly Circ by Format			
	2023	2022	Change
Print	273355	283792	-4%
DVD	55051	61732	-11%
CD Music	6361	5997	6%
CD Book	7594	8516	-11%
Playaway	4812	4991	-4%
Kit*	1555	1807	-14%
Game	2333	2477	-6%
Discovery Kits	98	31	216%
TOTAL Physical Items	351159	369343	-4.92%
ILL	1315	1187	11%
CyberShelf-OverDrive	237836	215620	10%
eReader	1	3	
Hot Spots	65	85	-24%
Cameras & Equipment	80	59	36%
Total e-materials	237902	215708	10%
Freegal Music	4768	5039	-5%
Freeding	95	107	-11%
DVD Player	34	65	-48%
Hoopla	3311	2899	14%
Comics (included in Hoopla)	569	389	46%
Kanopy	2893	2767	5%
CLC	7545	6741	12%
Laptop Use	344	179	92%
Active Users	202449	203863	-1%

Penrose Library closed February 18 - 28; April 10 and 14 - 17, 2023

Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023.

Rockrimmon Library closed for water damage from June 22, 2023, opening for curbside service on July 30, 2023 and reopening July 10, 2023

* Kit totals were incorrect from February through May. All reports have been corrected, and the totals in MTD and YTD have been updated to reflect the corrected data.

MTD Total	2023	2022	Change
January	575434	546420	5%
February	518490	499412	4%
March	595837	578679	3%
April	542686	537810	1%
May	564280	540277	4%
June	590456	586297	1%
July		587929	-100%
August		595485	-100%
September		554320	-100%
October		552444	-100%
November		541154	-100%
December		527011	-100%

YTD Total	2023*	2022	Change
January	575434	546420	5%
February	1093924	1045832	5%
March	1689761	1624511	4%
April	2232447	2162321	3%
May	2796727	2702598	3%
June	3387183	3288895	3%
July		3876824	-100%
August		4472309	-100%
September		5026629	-100%
October		5579073	-100%
November		6120227	-100%
December		6647238	-100%

Circulation Report By Item Type June 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose *	13,428	8,229	13,411	9,453	11,564	13,766							69,851
Mobile Libraries	5,368	3,078	6,437	5,562	5,803	5,251							31,499
Calhan	815	890	929	776	885	846							5,141
Cheyenne	13,475	13,051	14,448	12,924	12,554	15,039							81,491
Fountain	7,073	6,496	7,346	6,592	4,950	7,525							39,982
High Prairie	14,712	13,525	15,530	12,732	13,881	16,645							87,025
Ruth Holley	8,114	7,488	8,904	7,934	7,690	8,534							48,664
Manitou Springs	1,596	1,401	1,523	1,284	1,389	1,285							8,478
Monument	14,739	13,494	15,649	13,617	14,716	16,816							89,031
Old Colorado City	5,031	5,043	6,364	5,353	5,482	6,127							33,400
Palmer Lake	577	614	644	457	841	676							3,809
Rockrimmon ***	14,497	13,061	14,901	12,268	13,089	10,634							78,450
Sand Creek **	7,404	6,922	7,795	5,899	7,200	7,466							42,686
Ute Pass	1,001	866	1,054	1,001	737	961							5,620
Senior Van	1,178	673	965	895	901	960							5,572
East	53,107	48,226	56,180	47,636	51,366	58,364							314,879
Library 21c	37,622	34,232	39,804	33,487	37,380	44,426							226,951
Total	199,737	177,289	211,884	177,870	190,428	215,321	0	0	0	0	0	0	1,172,529

YTD CIRC Comparison	2023	2022	% Change
Penrose *	69,851	79,886	-12.6%
Mobile Libraries	31,499	32,606	-3.4%
Calhan	5,141	6,631	-22.5%
Cheyenne	81,491	83,931	-2.9%
Fountain	39,982	38,234	4.6%
High Prairie	87,025	79,988	8.8%
Ruth Holley	48,664	55,200	-11.8%
Manitou Springs	8,478	7,916	7.1%
Monument	89,031	90,810	-2.0%
Old Colorado City	33,400	35,579	-6.1%
Palmer Lake	3,809	3,280	16.1%
Rockrimmon***	78,450	89,728	-12.6%
Sand Creek**	42,686	44,644	-4.4%
Ute Pass	5,620	6,955	-19.2%
Senior Van	5,572	6,106	-8.7%
East	314,879	321,430	-2.0%
Library 21c	226,951	219,779	3.3%
Total Physical Materials	1,172,529	1,202,703	-2.5%

Current Month CIRCULATION Comparison by Facility	2023	2022	% Change
Penrose *	13766	14296	-3.7%
Mobile Libraries	5251	5021	4.6%
Calhan	846	1086	-22.1%
Cheyenne	15039	15557	-3.3%
Fountain	7525	7223	4.2%
High Prairie	16645	15969	4.2%
Ruth Holley	8534	10506	-18.8%
Manitou Springs	1285	1376	-6.6%
Monument	16816	16442	2.3%
Old Colorado City	6127	6514	-5.9%
Palmer Lake	676	946	-28.5%
Rockrimmon ***	10634	16495	-35.5%
Sand Creek **	7466	8124	-8.1%
Ute Pass	961	1034	-7.1%
Senior Van	960	1128	-14.9%
East	58364	65706	-11.2%
Library 21c	44426	44388	0.1%
Total Physical Materials	215321	231811	-7.1%

Current Month e-materials & Summary	2023	2022	% Change
Overdrive	237836	215620	10.3%
eReaders	1	3	-66.7%
Hot Spots	65	85	-23.5%
Total e-materials	237902	215708	10.3%
ILL	1315	1187	10.8%
Cameras/Equip	80	59	35.6%
Physical Materials	215321	231811	-7.1%
Total Monthly Circ	454618	448765	1.3%

Circulation without Renewals June 2023

* Penrose Library closed from February 18, 2023, reopening March 1, 2023
 ** Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023
 *** Rockrimmon Library closed for water damage from June 22, 2023, opening for curbside service on July 30, 2023 and reopening July 10, 2023
 Kit totals were incorrect from February through May, 2023. All reports have been corrected; the totals in MTD and YTD have been updated to reflect the corrected data.

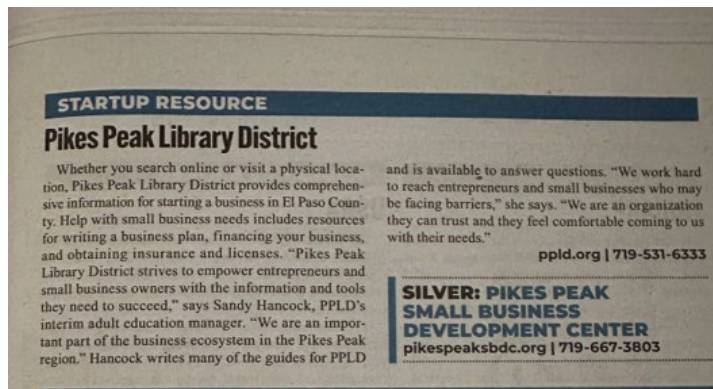
Current Month Comparison VISITORS	2023	2022	% Change
Penrose *	22577	21016	7.4%
Mobile Libraries	1956	2596	-24.7%
Calhan	589	637	-7.5%
Cheyenne	12564	7608	65.1%
Fountain	6214	5965	4.2%
High Prairie	11207	7348	52.5%
Ruth Holley	9618	7503	28.2%
Manitou	4099	3883	5.6%
Monument	10152	8327	21.9%
Old Colorado City	6726	5893	14.1%
Palmer Lake	471	779	-39.5%
Rockrimmon ***	9604	12476	-23.0%
Sand Creek**	6025	7774	-22.5%
Ute Pass	1020	845	20.7%
East	441	30994	-98.6%
21c	38424	32498	18.2%
KCH (The Hall at PPLD)	33059	340	9623.2%
TOTAL Visitors	174746	156482	11.7%
Special Collections	890	938	-5.1%

Communications Department: Report for July 2023

NEWS COVERAGE

Total features and mentions:

- **June 2023:** 78 hits
Year-to-date: 906
 - **Average per month:** 151
- The kickoff of Summer Adventure presented by Children’s Hospital Colorado was featured live on Fox21’s Loving Living Local in three segments.
 - Summer Adventure was also talked about by [KOAA](#), [Colorado Springs Mom Collective](#) (who also mention summer reading programs more generally in [another article](#)), and another [KOAA](#) article.
 - The Library Lawn Concert Series appeared in local entertainment information from the [Gazette](#), the [Colorado Springs Independent](#), and [Colorado Virtual Library](#).
 - Culture Pass Discount Days appeared in articles by [Fox21](#) and the [Colorado Springs Indy](#).
 - Staff shortages at PPLD appeared on TV news broadcasts 6 times and in online articles 4 times, including [KOAA](#) broadcasts, [KOAA's website](#), and [My Colorado Springs News](#).
 - [OutSources podcast](#) discusses the Library briefly while interviewing Jade Kelly about queer liberation. Kelly is involved with the Pikes Peak Library Workers United, and the podcast discusses PPLD’s partnership with Focus on the Family at about the 15-minute mark. This was reposted by [Spot On Colorado](#).



- [Colorado Springs Business Journal](#) includes a blurb about PPLD on their Best in Business 2023 General/Nonprofits article.
- The Library Limelight column talked about Carla Bamesberger’s summer reading memories and emphasized the positive memories that these programs build. It ran in the [Tribune](#) and online at [KKTU](#) and the [Gazette](#).
- [Springs Times](#) and the [City of Colorado Springs](#) shared an article about a Renter’s Rights workshop the Library

collaborated with organizations to put on.

- Rockrimmon’s flooding aired on TV news 4 times ([KKTU](#), [KRDO](#)), and the reopening aired 2 times ([KRDO](#)).

- A few small but fun mentions include:
 - The [Colorado Springs Independent](#) posted a story about a charity video game tournament that will benefit the PPLD Foundation.
 - [Sunny1063Online](#) mentions our MLS being at a Summer Concert Series in their audio broadcast.
 - [Pikes Peak Regional Attractions](#) mentions PPLD in a list of Juneteenth events.
 - [Conference Keeper](#) includes PPLD's genealogy classes in a list of online genealogy classes.
 - [The Gazette](#) gives us a photo credit shout-out in an article about hiking the Manitou Springs incline.
 - A [KRDO article](#) about a chess tournament held at Library 21c shows photos of the event in the Venue.
 - Our galleries are mentioned in articles by [The Nearby Universe](#) and [Colorado Springs Independent](#).
 - [Colorado Springs Mom Collective](#) gave a shout-out to our 4th of July Take and Make for kids.

**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

Newsletter statistics (last month):

- **Number of email addresses targeted:** 128,905
- **Number of newsletters opened by recipients:** 57,275 (47% of recipients opened the newsletter – up 5.32% over May)
- **Number of link clicks:** 6,310 (an 11% click rate)

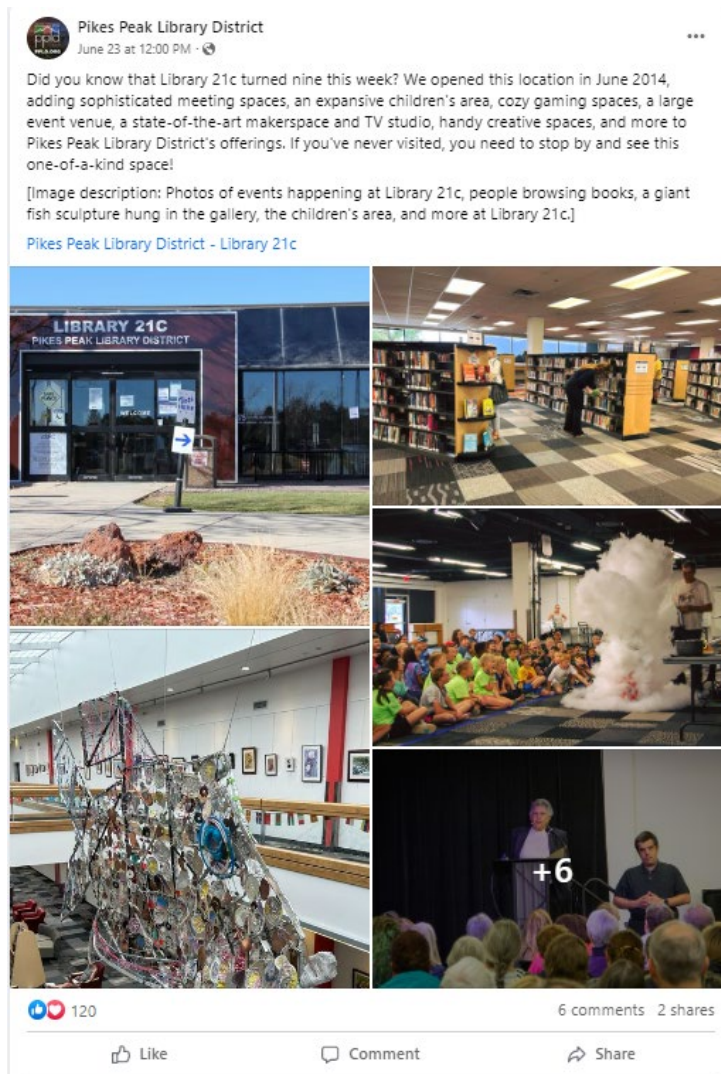
PPLD.org website statistics (last month):

- **Most popular web pages**, besides the home page: ppld.org/summer-adventure
 - **June totals:**
 - 378,487 total pageviews
 - 229,042 sessions
 - 139,623 total users (new and existing users going to ppld.org)
 - 127,324 new users (users coming to ppld.org for the first time)

District-wide social media statistics (last month):

- **Facebook:**
 - **15,749 total followers** (main account – increase of 115 new followers)
 - **14,439 page likes** (increase of 67 likes)
 - **33,065 total followers** (For all other accounts combined; increase of 206 new followers)
 - **30,211 page likes**
 - **Main Account**
 - **64,529 post reach** – (the number of times users saw our content)
 - **2,963 post engagement** – (the number of times users interacted with our content through reactions, comments, clicks, reposts, etc.)
 - **124 posts**
 - **All other PPLD accounts combined**

- **47,762 post reach** – (the number of times users saw our content)
- **6,662 post engagements** – (the number of times users interacted with our content through reactions comments, clicks, reposts, etc.)



- **Instagram:**
 - **3,646 total followers** (main account – 60 new followers)
 - **599 total followers** (PPLD Teens)
 - **6,071 total reach** – (14% higher than May - the number of times our content was shown on Instagram)
 - **1,678 total engagement** – (13% higher than May - the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.)
 - **122 posts / reels and 147 stories** (content that disappears in 24 hours, appearing at the top of the user's feed)
- **Twitter:**
 - **5,241 total followers**
 - **11,159 impressions** – (an increase of 10% from May - the number of times our content was shown to people on Twitter)
 - **196 engagements** - (20.25 % increase over May - the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.)

- **357 profile visits/ 54 link clicks**
- **111 tweets in June**
- **LinkedIn:**
 - **1,555 total followers** - (increase of 14 new followers)
 - **1,663 impressions** - (the number of times our content was shown to people on LinkedIn)
 - **49 engagements** – (the number of times people left a reaction, commented, shared, clicked on, or otherwise interacted with posts)
 - **7 posts in June**
- **YouTube:**
 - **7,573 subscribers**
 - **43,088 monthly views**
 - **5,871,289 lifetime views**
- **Online video views:** 3,900 on Vimeo

OTHER MARKETING & PROMOTION

News & announcements

- [Summer Adventure presented by Children’s Hospital Colorado](#)
- [Culture Pass Discount Days](#)
- [Two new Culture Pass partners](#)

Promotional campaigns, programs, & other activities

- **Recognitions and celebrations (with Library programs, activities, and resources):**

- **Juneteenth**

- Juneteenth, PPLD distributed hand fans at each library location
- A Juneteenth Storytime took play on June 17 at Cheyenne Mountain Library
- Juneteenth Recipe Postcards were distributed at each library location as a Take and Make

- **Immigrant Heritage Month**

- Various locations help Immigrant Storytime

- **Pride Month**

- PPLD hosted Pride Flag Painting sessions
- Various locations conducted Rainbow Storytimes
- EDI conducted a Patrons of Influence Event entitled: El Paso County’s Diverse Voices



- **Upcoming Promotions**

- Continuing to promote and advertise Summer Adventure sign-ups in July. As of July 10, we are tracking 102% of 2022’s registrations.
- Announcing 2023 All Pikes Peak Reads title and Holocaust Exhibit on July 19 and planning ways to promote visits
- Preparing to be the 2023 Kids Con section of Comic Con
- Preparing for 2023 Library Card Sign-up Month

- **Other Library programs and activities** can be found on [PPLD’s event calendar](#).

Partnerships & Outreach Update

- Family and Children’s Services finalized an agreement with the Westside Community Center to continue providing Summer Adventure and complementary programming at their location through 2024.
- **Community outreach activities** (excluding school visits):
 - 11 - total events
 - 23,063 - total impressions (includes Pride parade and PPLD Night at the Switchbacks)
 - Highlights include:
 - PPLD Night at the Switchbacks – June 2
 - Pride Parade – June 12
 - Juneteenth Celebration – June 18 America the Beautiful Park

- PPLD will be back to cheer on the Switchbacks on July 14. We will be taking digital photos with Ziggy with a PPLD branded frame for attendees, issuing Ziggy branded library cards, and sharing PPLD offerings with fans. To date, 470 Ziggy cards have been issued, 245 of which were to new patrons.



- Kids Con at 2023 Comic Con: PPLD staff is actively working to host Kids Con at the three-day Comic Con event at The Broadmoor World Arena Aug. 25 - 27. PPLD staff will be at one of its largest outreach events of the year, reaching 5,000 attendees, in an effort to share all the ways PPLD can support their COS Play needs. We will bring the green screen, highlight the makerspaces, offer hands-on activities, informational literature, and have numerous giveaways.
- Library Card Sign-up Month: The communications and marketing teams are crafting a marketing and outreach plan for Library Card Signup Month in September designed to connect new audiences with the power of a PPLD library card.

Pikes Peak Culture Pass

- **Partners:** 12 active museums and attractions (added two new attractions in June)
- **June totals:** 400 passes issued (only 233 issued in 2022, an increase of 171%), 1,501 year-to-date
- Culture Pass Discount Days: The first two Culture Discount Day events at **Rock Ledge Ranch** and the **Colorado** Springs Fine Arts Center, achieved tremendous success comprising 82% of visitors at the Fine Arts Center and 30% of visitors at Rock Ledge Ranch during their one-day discounted admission for PPLD cardholders.

Facilities Department Report July 19, 2023

Projects

Penrose Parking Meters: There is no change in status of the new parking kiosk system at Penrose. Units have been steady. We continue to await the needed information from the merchant account before we can activate the new system. All signage has been installed.

Library 21c Turf Conversion: The Turf Conversion is progressing. East side juniper bushes have been removed and new planting and soil preparation is in full swing. Irrigation alterations are in process and stair and pathway from bus stop to library parking lot is installed. Discussions are ongoing with recommended additional irrigation changes, most that would be a part of the Colorado Springs Utilities rebate program. In addition, options are being considered for the berm along Jamboree near the bus stop. Depending on solution and rebate funds, this portion may be a 2024 capital request.

Recent rains have slowed progress, but project is moving ahead.



Facilities Master Plan: The Facilities Master Plan proposals have been reviewed, presentations and interviews completed, and final recommendation will be presented at the July 2023 Board of Trustees meeting.

Chief Public Officer/Deputy Chief Librarian Office Expansion: Architectural design is complete and is currently in review at the Pikes Peak Regional Building Department for approval. Facilities is currently obtaining proposals for this project.

Rockrimmon Flooding: Facilities worked closely with Rockrimmon staff, First On-Site Property Restoration and the property owner and manager in limiting damage caused by a severe thunderstorm that flooded a significant portion of the library. Addressing water extraction quickly and incorporating carpet fans and dehumidifiers, damage was kept to a minimum.

Additional Projects: Planning for the second-floor staff area reorganization at Penrose is ongoing and in design with the space planner.

Tuck pointing of the Antler's Façade has been completed as well as the exterior paint.

Additional deferred maintenance projects are currently planned throughout the district to be completed in-house.

Monthly Statistics

In the month of June, 2023, the Facilities department completed a total of (202) 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 June, 2023, Facilities staff completed a total of (198) demand work orders (work orders submitted by PPLD staff) accounting for (275.91 hours) of staff time and (184) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (216.87 hours) of staff time. A total of (382) work orders. Facilities on-call personnel responded to (1) emergency after-hours calls in June, 2023. Emergency calls address issues that cannot wait until the next business day.

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

Statistics:

- Volunteer

June 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	142	1028
Teens: Onsite	104	359
Teens: Online	3	8

- Recruitment

Recruitment / Selection Activity	June 2023
Jobs Posted	13
Newly Hired Employees	2
Promoted Employees	2
Transferred Employees	1
Separated Employees	6

- Staffing

Staffing Stats	June 2023
Total Permanent Employees	383
Total Active Positions	427

HR Team Major Projects:

- Launched Technology Skills Intranet pages to serve as a guide for what technology skills and levels of experience/knowledge are needed for six of the most public-facing staff positions. The pages include internal and external resources for developing the technology skills needed.
- Finalized compliance portion of Manager Training Camp presentation on ADA, FMLA, Healthy Families and Workplaces Act, and Worker’s Compensation.
- Training on and researching POWR Act (Colorado’s new Anti-Discrimination Law); also learning other new legislative changes to Healthy Families and Workplaces Act, and Employee Leave for Colorado National Guard Service and their impact on several administrative policies.
- Completed setup of new Third Party Administrator, Rocky Mountain Reserve, to handle COBRA moving forward; This change will improve efficiency, customer service, and validity.

HR Team Announcements:

- Held Benefits Team and reviewed and updated three more policies: Employee Recognition and Service Awards, Tuition Assistance, Sponsorship of Athletic or Recreational Activities.

- Soumya Gollapalli, our Talent Management Supervisor is back in her role after a brief hiatus. Thank you to Laurie Jackson, who in the meantime filled in for her to keep recruiting going.
- Our Rockrimmon Library, Family & Children's Volunteer, was a special guest at Storytime. Daina brought her violin to accompany a story and a few children's songs, too! Did you know that Daina also plays violin with our Colorado Springs Philharmonic?





Information Technology Board of Trustees Report June 2023

Mobile Library Services Cameras

Andy Biadasz worked with Mr. Brantner and the Security team to add two cameras to one of the Mobile Library Services buses for security purposes with the new Verkada system cameras which are viewable live by the Security team. Cameras will be added to the other bus soon.

Outside Camera:



Inside Camera:



Nintendo Switch Smash Bros Tournament at 21c

Andy Biadasz worked with Cody from Colorado Community Esports to host a Super Smash Brother tournament in the venue at 21c. With the help of Phillip Doumas, they were able to use the projectors in the Venue within 21c for displays. Andy was able to set up the network to ensure that they had good bandwidth to stream the event.

The event can be viewed on the community's Twitch channel here:

<https://www.twitch.tv/coloradocommunityesports>

Solarwinds Hybrid Cloud Observability

The backend of Solarwinds Hybrid Cloud is up and running and we are currently adding items to it for monitoring, setting up maps, importing blueprints and lab layouts, etc. Much more to come on Solarwinds Hybrid Cloud in July.

For more information on Solarwinds Hybrid Cloud Observability, please follow this link:
<https://www.solarwinds.com/hybrid-cloud-observability>



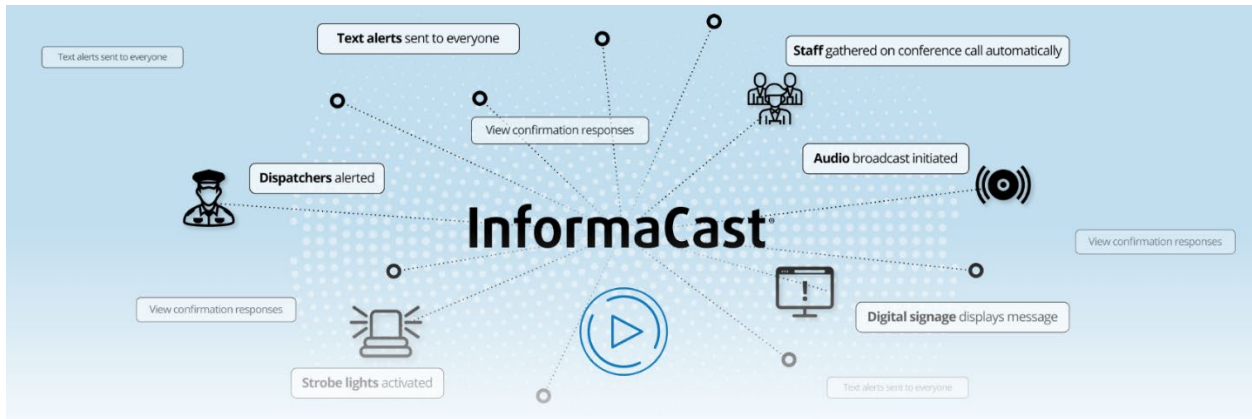
Parking Kiosks at Penrose

Work on the Parking Kiosks is complete and Finance is working out some merchant account issues. Once those issues are resolved, the Parking Kiosks should be operational!



InformaCast

InformaCast is a new mass notification system that will be deployed very soon across PPLD. It has the ability to instantly send a message out to all staff computer screens, desk phones, cell phones via text message, etc. Not only will this be an essential tool for our Security team to get the message out about any security incidents, this can also be utilized by other departments to quickly announce outages, upgrades, system down messages, and weather related incidents and closures.



Infomacast is now monitoring 911 calls and sending notifications to security and we also have alerts showing up on the security operations center phones. Alerts to text, email, and Cisco desk phones both on the screen and over audio, have now been set up. Users have been uploaded. More to come as David Burling works to set up InformaCast's backend for the district.

For more information on InformaCast, please see their website:

<https://www.singlewire.com/informacast/>

Gaming PCs for Teens

The new gaming PCs for Young Adults are being set up and imaged and are getting close to deployment. During setup, IT End User Services doubled the amount of software purchases for the gaming systems by taking advantage of the Steam sale that started last week. Money to buy new games for the new systems came from the IT budget of the Young Adult Services department during a limited sale from Steam. Previously there were 8 to 10 games available depending on the location but Juanita Lanaux, Justin Philbrick, and Christopher Baddaker were able to raise that list to more than 40 games available to the public and our Young Adult patrons during the sale.

100 New Chromebooks

The 100 new Chromebooks with LTE cellular data will be available to the public very soon. They have all been engraved with the PPLD logo by Juanita Lanaux utilizing our makerspace at 21c. Meetings are ongoing on the Public Services side on how these will be checked out to patrons.



IT Projects for 2023

Multi-factor Authentication for Staff and Board - complete

New TBS Server at Data 102 – complete

InformaCast mass notification system – in progress

Radios for Security - complete

Parking Kiosks at Penrose – in progress

Inventory all IT Capital assets through ERP platform – in progress

Endpoint Manager across all systems (remote computer imaging)

Cord cleanup – cable management at all locations – in progress

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

Solarwinds Hybrid Cloud Monitoring – in progress

Security/Safety/Community Resources Board Report

Security/Safety and Community Resources have been very busy the last month.

-District wide we have completed the disbursement of the new Hytera radio system bases to all locations that are receiving them. Handheld units are all programmed and are being distributed at locations bundled with new radio training starting at Penrose. The hope id to have the entire district transferred over and trained by the end of August.

-Work continues with IT to develop the launch of the new Mass communication tool. This large project will allow a massive shift in the immediate notification of all staff to emergency situations on and off library campuses.

-Trials of new Camera and intrusion system components have occurred at Calhan branch for the last month as well as on the mobile libraries. We are happy with the results and are fine tuning the needs for those systems and specific hardware items.

-The search continues to fill the departments 3 open vacancies.

-Discussions with Verkada vendors continue to find the most cost-effective way to purchase hardware for the CA, HI, PA, FO, OL and UT installations. These installations would bring Access control, Cameras, lockdown, panic buttons, Intrusion control, PA and talk down up to district wide plans. This would come from existing targeted capital funds in Security.

-Work on the PE parking kiosks continues and we are hopeful for a full launch sometime in the month of July.

Region Contributions:

Southeast Region

- Conducted interviews for Security Officer positions at Ruth Holley and Penrose.
- Officer Kennedy Smith helped a suspended patron set up an appeals meeting.



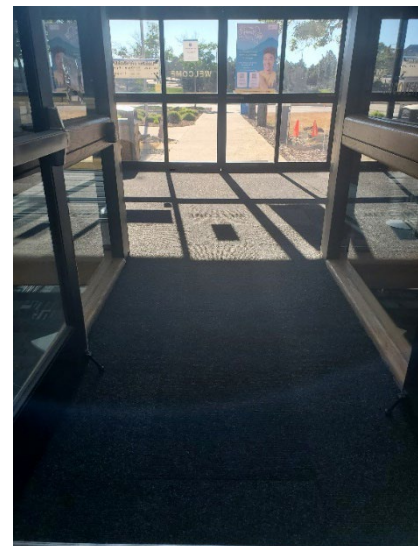
- Officer Ilesha Thomas issued 2 vehicles with parking violations for overnight parking.
- First Aid supplies ordered and delivered to refill cabinets that were low in stock.

West Region

- Conducted CPI training for staff. This month was for the Refresher class.
- We had a Security meeting with all the officers and Community Resources staff.
- We had multiple suspension, suspension violations, more theft incidents than normal, compiled theft footage for CSPD. Had multiple medical situations, possible overdoses where we deployed Narcan on multiple occasions.
- Officer Thiele received another life saving award. A few other officers and staff were commended for their help in the situation. Mr. Brantner, and Mr. K. Mullis also helped and were the first on scene for one of the incidents. Great job to those guys.
- The temporary lockdown and lockout procedure for Penrose is completed. We are also rolling out the EOP 11 district wide for the lockdown/lockout procedure.
- Attended a safety meeting with Old Colorado City Branch. There are concerns about their doors and systems. We also discussed active shooter walk throughs for them and we are working on their branch specific lockdown/lockout procedures.
- Only 1 suspension was lifted for this month's appeals meetings. Most were no call no shows.
- Officer Thiele, Officer Scott, and officer Piatt conducted the active shooter walk and talks for Penrose. They are scheduled almost weekly until next month. Staff appear to be appreciative and receptive to this in-house training.
- We had calls for services to Old Colorado City, Cheyenne, and Manitou Branches for help and assistance due to aggressive/non-compliant patrons.
- Had a security meeting requested by Mobile Library Services regarding policies, procedures, Bolos, and active shooter.
- Completed Quartey checks for 1st aid, AEDs, and inventory.
- Completed Feedback Sessions for officers, biannual.
- Fire drills at Penrose, Ute, and Old Colorado City.
- Working on applications for interviews for security officer positions. 1 for Penrose, 1 for Ruth Holley, and 1 part time for Penrose.
- Penrose security worked 2 after hour functions at Cheyenne. Staff requested presence on Fridays for both events, 6:30PM to 8:00PM.

North Region

- At Library 21c, we have had a cone in our entrance way so that the carpet wouldn't trip people leaving or coming in. We have got a new carpet installed so patrons and staff can walk easily through the entranceways.



- While walking through the library we noticed that there were not many code of conduct signs up in areas that we needed them. While working with the branch manager we have hung up a code of conduct sign in teens to help deter incidents within the area.



- Arynn Huffman won Security Officer of the First quarter. Arynn always goes the extra step to assist her coworkers in any support that they may need. We are proud that she always makes sure that her team is always taken care of.

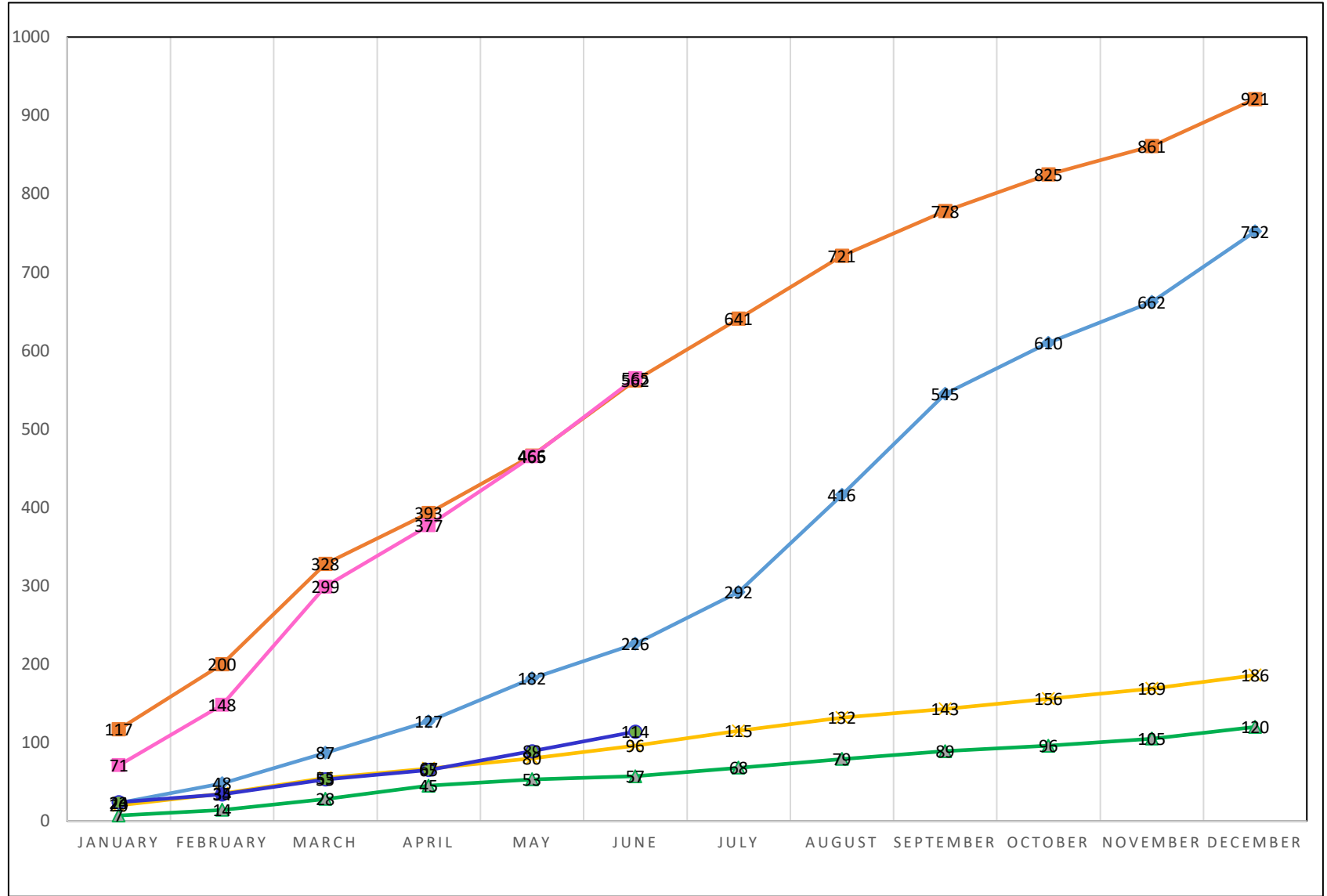
Community Resources:

- 177 separate patron interactions, 42 of which were new clients
- Kayla & Nikki: Weekly CE meetings
- Kayla & Nikki: Security appeal meetings (6/1: reinstated 1 patron; 6/15: reinstated 0 patrons)
- Kayla & Nikki: PPCoC Spring Membership meeting (June 2nd)
- Kayla: interviewed UCCS MSW student for possible internship in the fall (June 8th)
- Nikki: presented PPLD's Photovoice: We Have a Story project in CHAP meeting (June 8th)
- Kayla: monthly CCHA ED Utilizer meeting (June 13th)
- All Staff: attended bi-monthly Security all-staff meeting (June 16th)
- Joe: assisted with AmongUs after hours teen program at CH (June 16th)
- Kayla: Narcan training (RO – June 19th)
- Kayla & Nikki: attended NASW Leadership Summit conference (June 22nd)
- Kayla: monthly PPCoC Board meeting (June 23rd)
- All Staff: completed Envision:You LGBTQ+ Behavioral Health Provider training (virtual)
- Kayla: interviewed UCCS MSW student for possible internship in the fall – accepted placement (June 29th)
- Community Exchange 6/30: 10 patrons (Benefits in Action, Center for Employment Opportunities, DHS, Diversus Health, DMV2GO, El Paso County Pretrial Services, Goodwill Industries, Oak Street Health, PEAK Parent, Poetry Heals, Rodeo Dental; cancelled: Hire Heroes USA, The Independence Center, PPLD Adult Services, Springs Rescue Mission)
- Mountain Metro buses free June 1-August 31
- Submitted application to The City of Colorado Springs Bus Pass grant program requesting 500 bus passes

Report & Suspension Increasing Totals

2021 - Reports		2022 - Reports		2023 - Reports	
JANUARY	23	JANUARY	117	JANUARY	71
FEBRUARY	25	FEBRUARY	83	FEBRUARY	77
MARCH	39	MARCH	128	MARCH	151
APRIL	40	APRIL	65	APRIL	78
MAY	55	MAY	73	MAY	88
JUNE	44	JUNE	96	JUNE	100
JULY	66	JULY	79	JULY	
AUGUST	124	AUGUST	80	AUGUST	
SEPTEMBER	129	SEPTEMBER	57	SEPTEMBER	
OCTOBER	65	OCTOBER	47	OCTOBER	
NOVEMBER	52	NOVEMBER	36	NOVEMBER	
DECEMBER	90	DECEMBER	60	DECEMBER	

2021 - Suspensions		2022 - Suspensions		2023 - Suspensions	
JANUARY	7	JANUARY	20	JANUARY	24
FEBRUARY	7	FEBRUARY	19	FEBRUARY	10
MARCH	14	MARCH	21	MARCH	19
APRIL	17	APRIL	13	APRIL	12
MAY	8	MAY	15	MAY	24
JUNE	4	JUNE	18	JUNE	25
JULY	11	JULY	26	JULY	
AUGUST	11	AUGUST	18	AUGUST	
SEPTEMBER	10	SEPTEMBER	10	SEPTEMBER	
OCTOBER	7	OCTOBER	13	OCTOBER	
NOVEMBER	9	NOVEMBER	16	NOVEMBER	
DECEMBER	15	DECEMBER	17	DECEMBER	

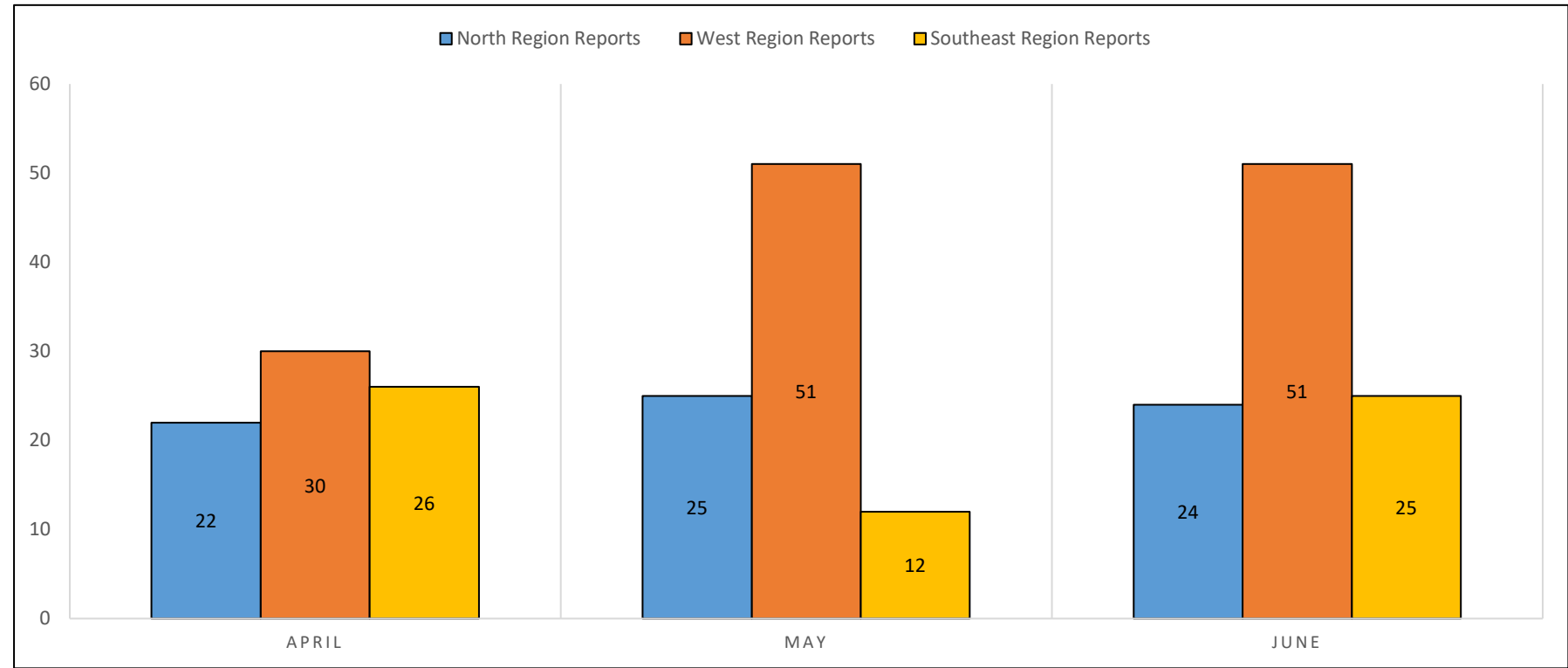


Reports - Regional Monthly Comparison

North Region Reports	
APRIL	22
MAY	25
JUNE	24

West Region Reports	
APRIL	30
MAY	51
JUNE	51

Southeast Region Reports	
APRIL	26
MAY	12
JUNE	25

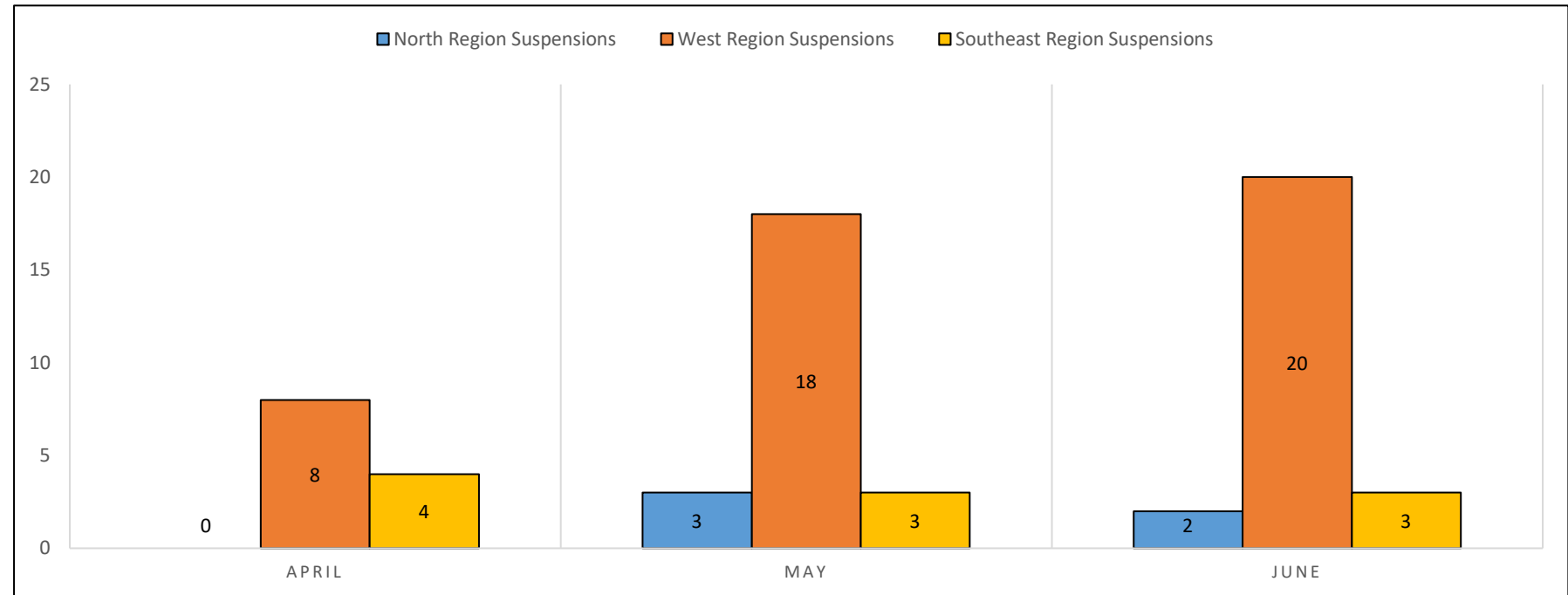


Suspensions - Regional Monthly Comparison

North Region	
APRIL	0
MAY	3
JUNE	2

West Region	
APRIL	8
MAY	18
JUNE	20

Southeast Region	
APRIL	4
MAY	3
JUNE	3



Inspire Every Mind.

(719) 520-2001
michael.gaal@d11.org

Spring 2023

Pikes Peak Library District
20 North Cascade Avenue
Colorado Springs, CO 80903

Dear Ms. Shainidze;

The whole purpose of education is to turn mirrors into windows.

Sydney J. Harris

As we address the charge of preparing District 11 students to impact our world profoundly, we welcome your investment in their future. Your engagement brings relevancy to their learning and opens the window to opportunities that await them.

The contributions of your business or organization support our educators in providing an enriched learning environment for our students. You model that education is a high priority and the civic responsibility of contributing to the greater community.

This year Betty McDonald, Britt Bloom, Emily Koppenhaver, Shannon McDonald, Mikaela Fortune, Danielle Seltenright, June McGinn, Lauren Chartier, Bradley Butzin, Jenny Gaechter, and Barb Andros gave 22 presentations to 1093 students.

Our staff and students commend your sharing of time and talents, positively impacting education in Colorado Springs School District 11. The challenge before public education is excellent, and the responsibility is daunting, but working hand in hand with the people of this community, District 11 students will face the challenges with knowledge, abilities, and creativity beyond measure.

Sincerely,



Michael Gaal
Superintendent of Schools
Colorado Springs School District 11

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
June 21, 2023 5 pm
RUTH HOLLEY LIBRARY



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: 867 7654 8192
Passcode: 569086

President Aaron Salt, Vice President Dora Gonzales, Secretary/Treasurer Erin Bents, Debbie English, Julie Smyth, Scott Taylor

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Safety, Security, and Community Resources Officer Michael Brantner, West Region Director Michael Doherty. Executive Assistant Laura Foster, Chief Financial Officer Randy Green, Chief Development Officer and Foundation Executive Director Lance James, Chief Human Resources & Organizational Development Officer Heather Laslie, Collection Management Director Jenny Pierce, Chief Facilities Management Officer Gary Syling, Ruth Holly Library Manager Tess Warren, Internal Communication Specialist Jeremiah Walter, Manitou Springs Finance Director Becca Davis, Manitou Springs Mayor John Graham, Manitou Springs City Administrator Denise Howell, Randi Brantner, Craig Carnick, Rob Danin, Laura Ettinger-Harwell, Marcy Morrison, Mary Pulvermacher, Hannah Van Nimwegen

Absent: Dr. Stoll

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Aaron Salt called the June 21, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There was no public comment.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan was unable to attend the June 2, 2023 regular meeting of the Pikes Peak Library District Board of Trustees. Trustees Dora Gonzales attended the Friends of PPLD Literary Awards luncheon on June 3 and stated it was very well attended and an excellent event.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Director Lance James shared that he attended the Library Foundation Conference.

Financial Report: May 2023

The May 2023 Financial Report was included in the Board packet. Chief Financial Officer Randy Green stated that 68.5% of budget revenue has been received, and 33.9% of budgeted expenses have occurred from January – May 2023. Mr. Green shared that interest income is tracking higher than expected, and PPLD will have an insurance recovery of about \$30,000 due to the deductible being lower than expected.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles highlighted that Summer Adventure is going very well. Adult Education held their graduation last Friday and are on track to meet their measurable goals. Ms. Sayles thanked Melody Alvarez and Michael Doherty for providing excellent support for Public Services in Tammy's absence earlier this month.

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

The Support Services Reports listed above were included in the Board packet.

2022 Facts & Figures

The 2022 Facts & Figures report was included in the Board packet. Internal Communications Specialist Jeremiah Walter produced the report and shared that this document is a district-wide effort involving several contributors. Trustees shared their appreciation for the information included and having this document provided to the Board.

Chief Librarian's Report

Chief Librarian Teona Shainidze-Krebs shared that 10 submissions have been received in the staff virtual suggestion box that launched in May 2023. One suggestion, to match verbiage in internal and external policies, has already been resolved. Other submissions are under review. Ms. Shainidze-Krebs also shared her appreciation for the Summer Adventure decorations in the Penrose Library children's area and mentioned that many compliments were received from patrons new to the Penrose Library who attended a Summer Adventure event.

Ms. Shainidze-Krebs met with Executive Director and CEO Jack Briggs of the Springs Rescue Mission, former Mayor John Suthers, community members and leaders, and several Colorado Library Directors to discuss the challenges of Colorado Springs residents experiencing homelessness. The Pikes Peak Library District is a partner in decisions made in the downtown area.

Board Reports

Internal Affairs Committee Report

Internal Affairs Committee Chair Erin Bents stated that the committee met on June 6, 2023. The discussion included:

- Creating a procedure for Board policies. This topic will be discussed in depth at the retreat in September.
- How the Board of Trustees can support security policies.
- A broad spectrum of Summer Adventure prizes, including non-book options, are available for participating children.

Liaison comments – City Council members and County Commissioners

City Councilmember Nancy Henjum had planned to attend today's meeting virtually, but another Board meeting prevented her attendance.

Trustee comments

Secretary/Treasurer Erin Bents enjoyed her Adopt-a-Trustee visits to High Prairie and Calhan Libraries, thanking High Prairie and Calhan Libraries Manager Liz Willhoff, High Prairie Supervisor Laura Foye, and Calhan Supervisor Liz Phillips for explaining what they do and the services that are provided at these libraries. Ms. Bents is scheduled to visit Palmer Lake and Monument Libraries tomorrow.

Trustee Debbie English visited the Circulation/Shelving department in Collection Management for Adopt-a-Trustee and highly recommends that other Trustees schedule a visit. Ms. English thanked Collection Management Director Jenny Pierce, Circulation Services Coordinator Greg Roes, and Library 21c Supervisor Melissa Schloesser for a thorough discussion of this department's responsibilities.

Vice President Dora Gonzales commended the Friends of the Pikes Peak Library District for the success of their Literary Awards luncheon. Ms. Gonzales also shared her appreciation for the People of PPLD video series, beginning with a three-part interview with Chief Librarian and CEO Teona Shainidze-Krebs, and believes the community would enjoy learning about the life experiences of staff.

Trustee Julie Smyth attended Adopt-a-Trustee visits with the Manitou Springs and Ute Pass Libraries, Family and Children's Services, and Young Adult Services.

Trustee Scott Taylor visited the Ouray Public Library, Durango Public Library, the Mesa County Library in Grand Junction, and the Pitkin County Library in Aspen while travelling.

President Aaron Salt thanked Vice-President Dora Gonzales for leading the May 19 Board of Trustees meeting in his absence. Mr. Salt expressed regret for being unable to attend the unveiling of Peggy Shiver's portrait last evening.

PRESENTATION

Manitou Springs Carnegie Library Renovation

Manitou Springs Mayor John Graham introduced the presentation of the design created to take the Manitou Springs Carnegie Library through the next 100 years. The Manitou Springs City Council has committed \$1.5 million to the Carnegie Library renovation project.

Manitou Springs City Administrator Denise Howell provided a packet of information regarding the project to the Board of Trustees. The Manitou Springs Elementary school is looking forward to regular use of the Carnegie Library building s they do not have a school library. The renovation plans have been approved by the State Historical Society and Manitou Springs Historical Society. Fiscal approval from the Pikes Peak Regional Building Department is expected in the next four – six weeks at which time an RFP will be released. Pledges for the project from the El Pomar Foundation, Community Development Block Grant (CDBG), on the El Paso County agenda for approval in July, and the Gates Foundation reduce fundraising needs to \$1.7 million. Ms. Howell welcomed the dedicated committee members of the community who attended today's meeting.

At the request of PPLD Board President Aaron Salt, the City of Manitou Springs developed several options for PPLD to provide a lump sum up front to launch the project, with rent adjusted over a negotiated period of time to account for the upfront funding. The impact of the Carnegie renovation on the PPLD location at the MAC is yet to be determined. The PPLD Board of Trustees will hold a work session in early July to discuss funding options.

BUSINESS ITEMS

Consent Items

Minutes of the May 17, 2023 Board of Trustees meeting

No comments or requested changes.

DECISION 23-6-1: Resolution to approve Manitou Springs Carnegie Library lease

A decision to approve the lease is premature at this time. President Aaron Salt called for a motion for this to be open for discussion.

Motion: Dora Gonzales made a motion to approve a discussion of the options available for the Manitou Springs Carnegie Library lease.

Second: Erin Bents seconded the motion.

Discussion: Scott Taylor would like the lease agreement for the Manitou Springs Carnegie Library to include the impact of the PPLD and MAC relationship and the PPLD budget. A work session for this discussion will be held in early July, prior to the July regular meeting of the Board of Trustees.

Chief Librarian and CEO Teona Shainidze-Krebs stated that the impact of ballot measures regarding taxes for the November 2023 election, as well as the impact of this decision on PPLD's service to the whole of El Paso County needs to be considered when making decisions regarding the PPLD and MAC partnership.

Motion: Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees postpone a vote on the Resolution to approve the Manitou Springs Carnegie Library lease until the July 19, 2023 regular meeting.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

EXECUTIVE SESSION

Board President Aaron Salt called for a motion from the Board to move into Executive Session to discuss specialized details of security arrangements or investigations as authorized by C.R.S. §24-6-402(4)(d).

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees move into Executive Session to discuss specialized details of security arrangements or investigations as authorized by C.R.S. §24-6-402(4)(d).

Second: Debbie English seconded the motion.

Vote: The vote was approved unanimously.

PPLD staff invited to attend the Executive session are: Chief Librarian and CEO Teona Shainidze-Krebs, Chief Safety, Security and Community Resources Officer Michael Brantner, West Region Director Michael Doherty, Executive Assistant Laura Foster, Chief Financial Officer Randy Green, Chief Development Officer and Foundation Executive Director Lance James, Chief Human Resources and Organization Development Officer Heather Laslie, Internal Communication Specialist Jeremiah Walter, Ruth Holley Manager Tess Warren. All other attendees left the meeting.

There being no further discussion related to specialized details of security arrangements or investigations as authorized by C.R.S. §24-6-402(4)(d), President Aaron Salt called for a motion to return to Open Session.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees return to Open Session.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Aaron Stoll adjourned the June 21, 2023 meeting of the Pikes Peak Library District board of Trustees at 8:12 p.m.

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



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

Work Session

July 11, 2023

2:00 pm

Library 21c – 2nd floor Staff Training Room

[Virtual Meeting \(Zoom\)](#)

Aaron Salt, Dora Gonzales, Erin Bents, Debbie English, Julie Smyth, Scott Taylor, Laura Foster, Randy Green, Kim Hoggatt, Tammy Sayles

Discussion of Manitou Springs Carnegie building renovation

Providing financial support for the renovation project by offsetting rental payments for a negotiated period of occupancy. Recommendation is to offer \$1.4 million to offset the maximum number of years of occupancy rental payments.

This commitment is close to the contribution from the City of Manitou Springs.

The City of Manitou Springs hopes to begin the project in October 2023 with a goal of re-opening the Carnegie building in summer 2024.

The Board will consider the following during negotiation:

- Hiring 2 currently unfilled staff positions.
- Security input on wiring and equipment.
- Furniture and décor.
- Any TABOR lease restrictions.

Teona Shainidze Krebs is scheduled to discuss options for the PPLD and Manitou Art Center (MAC) partnership with Natalie Johnson, MAC Executive Director on July 26, 2023.

Consulting Services for Facilities Master Plan Development

As Pikes Peak Library District moves forward into the future, equipped with an updated strategic plan, the development of a current Facilities Master Plan will provide an additional critical tool for ensuring wise decisions and thoughtful budgets for the next ten years.

Background

The last facilities study was completed in 2010 and focused on sustainable service and facilities. Outlining the need for additional square footage and locations, improved technology, and use of space as well as new ways of delivering service to our patrons was the objective. Significant steps were achieved with the addition of more technology such as self-checks, more computer availability, and automation in processing returns. Overall space planning of our libraires improved the operations and flow for those visiting. To address the limitation of square footage, the addition of Library 21c, Manitou Springs and Calhan Libraries were added to the district.

However, during the last twelve-plus years, the population of PPLD’s service area has increased significantly, and the library has been challenged with funding demands that continue to impact the ability to deliver those services each year. The objective of this Facilities Master Plan is to reevaluate PPLD facilities with an emphasis on existing conditions and identifying long term, major capital needs well into the future. At the same time, this study will consider the layout and operational challenges of our existing facilities and develop a design guide for future facilities renovations or newly constructed libraries.

On May 5, 2023, a Request for Proposal (RFP) was released for consulting services in the development of the Facilities Master Plan. The RFP had a deadline for submittal of June 9, 2023.

Analysis

As of the June 9, 2023 deadline, a total of four (4) proposals were received for the consulting services. After reviewing the proposals, the selection committee invited the top three candidates for interviews to include a short presentation of their firm and approach to this specific project. These interviews/presentations were conducted over two days, June 27/28. Upon completion of these interviews, the proposers were asked to submit their best and final offer by 2pm on July 6.

Fiscal Impact

Company	Proposal
Group 4 Architecture	\$297,116.00
HB&A Architecture and Planning	\$296,147.83
Matrix Design Group, Inc.	\$318,050.00
MSR Design	\$133,285.00

Summary

During the initial review of all proposals, the selection committee agreed that due to Matrix Design Groups limited library design experience, they would be excluded from the interview stage of the process.

As noted, Final and Best offers were received and reviewed. It was determined that while MSR Design provided the lowest proposal cost, they did not include costs for a design guide or for long range capital planning as requested in the RFP. This resulted in an incomplete proposal.

In regards to the two remaining proposals, Group 4 and HB&A, the committee determined, in consideration of quality of proposals, submitted costs, presentations and interviews that HB&A is best positioned to provide for PPLD's Facilities Master Plan.

Recommendation

It is the recommendation of the selection committee that HB&A Architecture and Planning be awarded the Consulting Services for the Facilities Master Plan development with negotiations of final contract cost not to exceed \$296,147.83.



Library Card Policy

BOARD POLICY

Pikes Peak Library District (PPLD) is committed to providing equitable access to resources and to maintaining patron convenience and satisfaction when using the collection. Library cards are issued to provide access to physical and digital collections and other PPLD resources.

DISTRICT PROCEDURES

- A. A PPLD library card may be obtained and used at any PPLD facility by patrons of all ages. The initial card is free.
- B. Library accounts must be renewed every three years from date of issue. This allows the library to update patron account information.
- C. Expired library accounts are periodically deleted from the system after a minimum of three years of inactivity.
- D. Adult applicants must present valid identification, proof of address, and date of birth before a library card will be issued. A limited access account may be issued if identification and proof of address are not available.
 - Parents or legal guardians accompanying minor applicants must present their own valid PPLD library card or verification of address to obtain an account for the minor.
 - Unaccompanied minors can apply for a PPLD account and the library card will be mailed to the home address. Until address is confirmed, a limited access account will be issued.

Patrons will only have one PPLD account unless they also have a student PowerPass account or an Educator account.

- E. People in temporary living arrangements with no permanent residence may be issued a limited access resident card. People in extended stay arrangements who

are moving to the Colorado Springs area may also be issued a limited access resident card until they have a permanent address.

- F. Most PPLD items do not accrue overdue fines but are billed to the patron account for the replacement cost if not returned by predetermined dates. Bills are also added for damaged or incomplete items. When the total account charges reach \$10, borrowing privileges are suspended until resolved. PPLD does not accept items the patron purchased as a replacement for lost or damaged items.
- G. Patrons accept full responsibility for the materials they borrow. Bills and fees remain the responsibility of the account holder, even if the card is loaned to another individual. All items checked out with a library card prior to the date of being reported lost or stolen are the financial responsibility of the patron. Patrons should inform staff of any damage to an item or missing components before checking it out.
- H. PPLD is not responsible for damage caused to patron playback equipment by DVDs, Blu-rays, CDs, or other audiovisual materials.

TYPES OF CARDS

A. Resident Card

A Resident Card provides full borrowing privileges and resource access and is issued to any resident or property owner living within PPLD's service area, which covers all El Paso County, excluding Widefield School District. Owners of property that is within the service area, but who live outside the service area, are also eligible for a resident card.

B. Colorado Libraries Collaborate Card

PPLD participates in the network of libraries throughout the state that make up the Colorado Libraries Collaborate (CLC) program. Through the CLC program, member libraries extend lending privileges to patrons of other CLC member libraries. State residents outside of PPLD boundaries may obtain library cards at any participating library. A PPLD non-resident card is issued with borrowing privileges for physical items and remote access to some online resources. Access to other resources and most licensed databases is only available to CLC cardholders within PPLD facilities. Interlibrary loans and purchase requests are not available to CLC cardholders.

C. Other types of library cards are available to address specific situations. Such cards include but are not limited to: Business/School/Organizations; Visitors; Educators; Homebound Patrons; PowerPass student e-accounts; Staff; and cards with reduced checkout limits.

100.9 Nepotism (Revised 07/23)**Board Policy**

It is the policy of Pikes Peak Library District that family members of current employees or individuals in a dating relationship may be eligible for employment with the Library. Staff are expected to exhibit professionalism in accordance with the Personal Conduct Policy 600.

Administrative Policy

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative, or where working in the role will provide one of the employees access to the other's PPLD confidential information such as payroll or personnel records. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. Pikes Peak Library also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Definitions

For purposes of this guideline, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage, such as parties to civil unions.

A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual relationship.

This guideline applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Conflict of interest means any circumstance where an employee's official actions would result in an actual or perceived personal benefit or gain (see 600.7 Conflicts of Interest policy).



Resolution in Recognition of Exemplary Service of Mina Liebert to the Pikes Peak Library District Board of Trustees

- Whereas,** The Pikes Peak Library District Board of Trustees wishes to commend Mina Liebert for her exemplary service as a Pikes Peak Library District Board of Trustees Member from February 22, 2018 to December 31, 2022; and
- Whereas,** Mina's service on the Board of Trustees has included serving as the Vice President of the Board (2020); and serving on the Public Affairs Committee (2018, 2019 – 2022 Chair); and
- Whereas,** Mina's personal ethics, compassion, and leadership have made a significant, positive, and long-lasting impact on the libraries, families, and children within this community; and
- Whereas,** Mina's knowledge, attention to detail, and insatiable curiosity have contributed to the continued success of the Pikes Peak Library District; and
- Whereas,** Mina's thoughtful questions, insights, and involvement have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and
- Whereas,** Mina Liebert has been an advocate for public libraries, has consistently demonstrated the qualities of an exemplary Board Member, and has been a true friend to and champion of the staff and patrons of the Pikes Peak Library District;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Mina Liebert for her commitment, dedication, and service to this Library District and to the community and for the many enduring accomplishments achieved during her tenure.