

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. ITEMS TOO LATE FOR THE AGENDA
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 1. Introduction of new staff and staff promotions
 - a. John Jarrell, Program Coordinator (Brett Lobello) *Five minutes*
- VI. 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: February 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 Report (p.27)
 - F. Interim Chief Librarian's Report (Teona Shainidze Krebs) *Five minutes*
 - G. Board Reports
 1. CEO Search Committee (Debbie English, Dora Gonzales) *Five minutes*
 2. Governance Committee Report *Five minutes*
 3. Internal Affairs Committee Report *Five minutes*
 4. Public Affairs Committee Report *Five minutes*
 5. Liaison comments
 6. Trustee comments
- VII. BUSINESS ITEMS (cont.)
 - A. Consent Items – DECISION 23-3-1
*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 February 15, 2023 Board of Trustees meeting (p.44)
 - B. New Business
 1. DISCUSSION: Facilities Master Plan (Gary Syling) *Ten minutes* (p.48)
 2. DISCUSSION: Trustee use of PPLD email and network (Aaron) *Ten minutes*
- VIII. EXECUTIVE SESSION
 - A. The Board will enter into Executive Session to discuss personnel matters related to the Chief Librarian and CEO Search as authorized by C.R.S. § 24-6-402(4)(f).
- IX. ADJOURNMENT

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

Friends of the Pikes Peak Library District MARCH 2023 Report

Our February priorities consisted of -

Membership Drive: Board members and volunteers were at Penrose, East, and 21C on Saturday, February 11 from 1 – 3. While there were no memberships sold that day, there were great interactions, and our materials/brochures were given out. It is impossible to tell if anyone joined as a direct result, however we added 21 members this February vs. 8 last February.

Staff Appreciation: Branch Friends presented baskets of chocolates, cookies and other treats to the staff on Valentine’s Day.

Preparation for Spring Book Sale: advertised extra donation days to insure we have plenty of books.

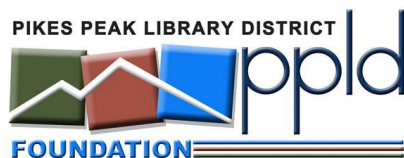
Sales for February	(Gross)	
	Amazon	\$1,261
	eBay	\$3,479
	Web storefront	\$24
	East Bookstore	\$3,874
	Library 21C	\$2,139
	Penrose	\$355
TOTAL SALES		\$11,132

The bookstore standards meetings have been delayed until after the book sale.

We lost one very hard-working Penrose volunteer due to the meth cleaning closure.

New for the book sale: 1) conducting a survey of attendees to learn how they heard about the sale, and 2) posting a door monitor to attempt a head count.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received \$14,330 in charitable gifts from the 2022 Give! campaign

Received \$8,000.00 grant from the Southern Colorado Educational Television Consortium to support PPLD's video technology and information resources

Received \$2,200 grant from the American Library Association to underwrite the Americans and the Holocaust exhibit coming to East Library in Fall 2023

PPLD Foundation Development Committee set date for 1st annual Night at the Library fundraising event for Saturday 21 October 2023 at 5:30 pm at Library 21c

Processed more than 224 additional gifts from individuals in support of the year end direct mail campaign

Submitted Pikes Peak Workforce Center Employee Retention grant application in support of PPLD public and support services professional development opportunities

Submitted Colorado Springs Utilities Community Focus Fund grant application to upgrade energy efficiency and improve Penrose Library garage building envelope

Submitted El Paso County Community Development Block grant application in support of Fountain Library's accessibility improvements

Worked with Carl Bloom & Associates to finalize direct and digital Library Giving Day campaign details

Worked with Carl Bloom & Associates to finalize direct mail and digital May recurring donor campaign details

Met with Air Force Academy Business Management major cadets to benchmark the PPLD Foundation against Pikes Peak region charities

Held PPLD Foundation Development Committee meetings

Presented to the Rotary Club of East Colorado Springs

Attended State of the Chamber event

Attended 2022 Give! campaign check award ceremony

Attended Friends of the Pikes Peak Library District monthly board meeting



February 28, 2023
Monthly Financial Report

Board of Trustees Meeting
March 15, 2023



Monthly Financial Report - PPLD (as a whole)
As of February 28, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of February 28, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes (1)	33,821,549	12,982,675	12,895,754	(86,921)
Specific ownership taxes	3,500,000	583,333	558,025	(25,308)
Total Taxes	37,321,549	13,566,009	13,453,779	(112,229)
Intergovernmental - E-Rate	503,506	83,918	0	(83,918)
Intergovernmental - AEFLA	84,002	14,000	0	(14,000)
Intergovernmental - State Grant	171,706	28,618	0	(28,618)
Intergovernmental - RHG	57,912	9,652	0	(9,652)
Intergovernmental - IECLE	95,005	15,834	0	(15,834)
Intergovernmental - Capital Restricted	35,798	0	0	0
Fines and fees	67,500	11,250	9,055	(2,195)
Interest income	38,250	6,375	122,783	116,408
Donations/fundraising	230,000	38,333	270	(38,063)
Employee contributions	612,143	94,176	93,645	(531)
Other Operating- Copy sales	45,225	7,538	2,798	(4,740)
Other Operating - Parking lot collections	10,050	1,675	4,576	2,901
Other Operating- Miscellaneous	4,523	754	5,710	4,956
Total Operating Revenue	1,955,620	312,122	238,837	(73,286)
Total Revenue	39,277,169	13,878,131	13,692,616	(185,515)
<u>EXPENDITURES</u>				
Personnel Expense	24,617,174	3,966,560	3,656,918	309,642
Operating Expense	14,360,312	2,535,408	2,117,608	417,800
Capital Outlay	4,656,376	434,061	79,599	354,462
Total Expenditures	43,633,862	6,936,029	5,854,125	1,081,904
Net Impact to Fund Balance	(4,356,693)	6,942,102	7,838,491	896,389
Beginning Fund Balance (2)	15,355,346	15,355,346	15,355,346	0
Ending Fund Balance (Projected)	10,998,653	22,297,448	23,193,837	896,389

(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 February 28, 2023

		Year to Date Activity as of February 28, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	30,792,356	11,819,895	11,735,049	(84,846)
Specific ownership taxes	3,500,000	583,333	558,025	(25,308)
Total Taxes	34,292,356	12,403,228	12,293,074	(110,154)
Intergovernmental	912,131	152,022	0	(152,022)
Donations/fundraising	230,000	38,333	270	(38,063)
Fines and fees	67,500	11,250	9,055	(2,195)
Other Operating	98,048	16,341	135,866	119,525
Total Operating Revenue	1,307,679	217,946	145,192	(72,755)
Total Revenue	35,600,035	12,621,175	12,438,266	(182,909)
<u>EXPENDITURES</u>				
Library Services	11,668,929	1,875,773	1,642,086	233,687
West Region	3,494,194	538,370	493,232	45,139
Southeast Region	3,555,497	547,914	470,215	77,699
North Region	3,239,909	499,236	469,385	29,851
Total Public Services Expenditures	21,958,530	3,461,294	3,074,918	386,376
Support Services	12,890,704	2,073,458	1,842,185	231,273
Intergovernmental	220,777	36,929	45,752	(8,823)
Designated Funds	355,175	59,196	64,384	(5,188)
Total Operating Expenditures	13,466,656	2,169,583	1,952,321	217,262
Total Expenditures	35,425,186	5,630,876	5,027,239	603,638
Net Impact to Fund Balance	174,849	6,990,299	7,411,027	420,729
Beginning Fund Balance*	10,151,900	10,151,900	10,151,900	0
Ending Fund Balance (Projected)	10,326,749	17,142,199	17,562,927	420,729



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

As of February 28, 2023

		Year to Date Activity as of February 28, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Public Services	136,287	21,058	19,497	1,561
Adult Services	753,964	117,037	120,809	(3,772)
Family and Children Services	838,183	130,829	117,781	13,048
Regional History and Genealogy	718,306	111,250	104,869	6,381
Creative Services	551,372	85,788	75,924	9,864
Knights of Columbus Hall	74,464	11,469	11,127	342
Young Adult Services	491,333	76,425	66,583	9,842
Adult Education	558,369	86,920	64,483	22,437
Collection Management	7,357,789	1,205,678	1,035,825	169,853
Equity, Diversity and Inclusion	188,862	29,319	25,188	4,131
LIBRARY SERVICES SUMMARY	11,668,929	1,875,773	1,642,086	233,687
West Region - Administration	273,546	42,286	38,695	3,592
Penrose Library	1,409,045	216,968	209,542	7,427
Cheyenne Mountain Library	513,050	79,019	67,878	11,141
Old Colorado City Library	468,926	72,197	68,429	3,768
Manitou Springs Library	315,784	48,658	46,848	1,809
Ute Pass Library	34,690	5,374	-	5,374
Mobile Library Services	479,154	73,869	61,840	12,028
WEST REGION SUMMARY	3,494,194	538,370	493,232	45,139
Southeast Region - Administration	354,182	54,727	52,783	1,943
East Library	1,718,241	264,681	225,505	39,176
Fountain Library	460,551	70,962	55,208	15,753
Ruth Holley Library	456,329	70,291	59,137	11,154
Sand Creek Library	566,195	87,254	77,581	9,673
SOUTHEAST REGION SUMMARY	3,555,497	547,914	470,215	77,699
North Region Administration	127,326	19,845	16,181	3,664
Library 21c	1,536,653	236,751	216,845	19,905
High Prairie Library	406,491	62,588	61,047	1,541
Calhan Library	74,487	11,477	11,078	399
Monument Library	579,122	89,160	84,895	4,265
Palmer Lake Library	500	83	-	83
Rockrimmon Library	515,330	79,333	79,339	(6)
NORTH REGION SUMMARY	3,239,909	499,236	469,385	29,851
LIBRARY SERVICES SUMMARY	10,289,601	1,585,520	1,432,832	152,689
PUBLIC SERVICES SUMMARY	21,958,530	3,461,294	3,074,918	386,376



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

As of February 28, 2023

		Year to Date Activity as of February 28, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Administration	321,639	50,286	37,919	12,367
Human Relations Office	829,754	130,470	89,167	41,302
Finance Office	1,403,197	225,048	356,369	(131,321)
Facilities	4,606,201	756,261	674,866	81,395
Security	1,299,459	200,832	175,715	25,117
Communications Office	1,335,866	211,457	193,519	17,937
Information Technology Office	2,740,135	442,475	283,637	158,839
Development Office	354,452	56,629	30,993	25,636
Support Services	12,890,704	2,073,458	1,842,185	231,273
Interdepartmental	220,777	36,929	45,752	(8,823)
General Fund - Undesignated	13,111,481	2,110,387	1,887,937	222,450
Designated Funds	355,175	59,196	64,384	(5,188)
Total Designated	355,175	59,196	64,384	(5,188)
TOTAL GENERAL FUND	35,425,186	5,630,876	5,027,239	603,638



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of February 28, 2023

		Year to Date Activity as of February 28, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Designated Funds - Capital	35,798	0	0	0
Total Revenue	35,798	0	0	0
EXPENDITURES				
Capital Fund- Facilities	2,104,219	191,293	36,298	154,994
Capital Fund-Communication	71,329	6,484	4,395	2,089
Capital Fund- IT	2,338,880	212,625	38,905	173,720
Capital Fund- Video Studio	50,407	8,401	0	8,401
Capital Fund- Creative Services	55,744	9,291	0	9,291
Total Expenditures	4,620,578	428,094	79,599	348,496
Net Impact to Fund Balance	(4,584,780)	(428,094)	(79,599)	348,496
Beginning Fund Balance*	5,103,754	5,103,754	5,103,754	0
Ending Fund Balance (Projected)	518,974	4,675,660	5,024,155	348,496



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of February 28, 2023

		Year to Date Activity as of February 28, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	3,029,193	1,162,780	1,160,705	(2,075)
Employee contributions	612,143	94,176	93,645	(531)
Total Revenue	3,641,336	1,256,956	1,254,350	(2,606)
<u>EXPENDITURES</u>				
Personnel Expense	3,298,098	686,703	558,965	127,737
Operating Expense	290,000	190,356	188,322	2,034
Total Expenditures	3,588,098	877,058	747,288	129,771
Net Impact to Fund Balance	53,238	379,898	507,062	127,165
Beginning Fund Balance*	99,692	99,692	99,692	0
Ending Fund Balance (Projected)	152,930	479,590	606,754	127,165



2023 Budget Budget Reconciliation

		General Fund	Capital Fund	Self- Insurance Fund	TOTAL BUDGET
REVENUE:					
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
EXPENDITURES:					
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 February 2023

Compliments



From Megan McKenna (East): A patron in the computer lab brought in a book on rock, minerals, and crystals to share with us as she had been to the computer lab previously and a staff member had helped her access her yahoo account. I am not sure who assisted the patron, but she was very thankful for their help and wanted to share what she had been working on. Because of that experience she came back in to share and to get more help with her emails.

From Dr. Raymond, author of "Elite Souls"

I write to thank warmly for all of your generous assistance and guidance. You could not have been a more gracious, more welcoming host.

And what a magnificent library building you have!

From a patron who visited Device Drop In: I was at (East Library) for assistance with new computer programs. These ladies were very helpful in the open class for individual help to me. Thank you!

A staff member at High Plains Library District working on getting makerspace services up and running said this to Creative Services staff, "We love your badging videos. They have been so helpful as we work to get our services going. My boss has brought them up multiple times, asking if we've seen them."

"The [Repair Café] and help was outstanding. This is a great program. Thanks."

"Very good service (Repair Café), appreciate this! Staff very nice and accommodating. [The PPLD volunteer] is super nice!"

A social media post about [Freegal](#), PPLD's streaming music service for patrons, received this comment: Every time I think I'm taking advantage of everything cool from the library, something like this pops up!! Thank you!!!

Southeast Region

Access

The Rocky Mountain Women's Film Festival hosted a Black History Month film showing at Fountain Library. While this was a private reservation, Fountain staff helped with promoting the event and setting up the room. The film festival team worked with Mark Fletcher and Shannon McDonald to make sure there was enough seating for large number of people who had registered to attend. The film festival brought in many new patrons and Fountain staff signed many attendees up for library cards.

Bilingual Storytime has continued to gain popularity at Sand Creek Library. Attendance has increased since the first session and the parents become more involved each time by singing and dancing with their children.

Accountability

Jenny Mehta, Nawal Shahril (Creative Services), Keagan Kellogg, and Johana Pacheco conducted an inventory in the Sand Creek Makerspace. They were able to organize and label materials to make the space more efficient for both patrons and staff.

Communications

Wendy Roberts made a series of Facebook posts centered around a stuffed arctic fox, named Fawkes. Wendy used it to highlight resources and services at PPLD and High Prairie. Both Fawkes and his new friend, Calhan's Boo Boo Bear, will soon be traveling to Calhan to use in their Facebook posts. Fawkes has received visitors from the Falcon community after seeing him in local Facebook groups.

Community Connections

Jenny Gaechter partnered with Colorado School for the Deaf and the Blind (CSDB) to support a bilingual, American Sign Language and spoken English Family Literacy parenting event at East Library. CSDB provided all interpretive services, a music class for children ages 0-5 years-old in partnership with local organization, Resonate Music Therapy. There were early interventionists and speech, language, and hearing specialists from both CSDB and The Resource Exchange. Jenny arranged space for the event and prepared a Family Place Libraries Playgroup. She met with attendees and other community resources, exploring potential services that would also create a positive impact on the lives of families with Deaf and Hard of Hearing residents. CSDB was incredibly grateful for the support of PPLD and praised the library's efforts of inclusion and support for their programs.

A group of 17 students from Academy School District 20's Homeschool Academy demonstrated interest in learning more about PPLD's Studio and Makerspaces. Staff from Library 21c Makerspaces and Creative Services collaborated to host a longer, special class for the group that taught the basics of using PPLD's creative spaces and equipment. Students created a simple sewing project, discovered how to use Inkscape, and learned the basics of studio cameras and other audiovisual equipment. Students then utilized their knowledge by completing a group assignment detailing a mock product pitch focusing on using Makerspace and Studio resources.

Physical and Virtual Spaces

Fountain has new outdoor signage. This is the first project of many to get Fountain Library's signage on brand.



Staff

Makerspace staff at Sand Creek and East participated in the first Machine of the Month training. Staff were tasked with creating an item of their choosing on the laser engraver and cutter. These trainings will continue each month with a different machine, so staff are able to have continued hands-on training.

West Region

Access

Leveraging the diversity of our staff throughout the District, Hyun-Sook Oh from Library 21C will be meeting with a long-time Book A Librarian patron at Cheyenne Mountain Library. Hyun-Sook will be able to speak to the patron in their native Korean language and we hope will be able to better serve them.

The Valentine's Day theme was highlighted in two effective ways at Old Colorado City this past month. Annie Spencer and Jacob Ward created a "Blind Date with a Book" teen book display, which fostered exploration and adventure in teen's selections. Sarah Hoelting incorporated the Love Your Library marketing campaign into the children's area as well, where she worked with Sarah Patterson to make heart-shaped garlands out of discarded book pages.

Accountability

Working in conjunction with Celia Egghart, Karin Swengel integrated existing summer programming at the Manitou Springs with the West Side Summer Adventure Party, suggesting that a children's concert would be better tailored to the community and build off the momentum of the Summer Lawn Concerts. Using existing permits from those aforementioned programs will help cut costs as well.

Communications

Penrose staff, led by Tatjana Becker and Geneva West have been preparing for the Winter Adult Reading Program since October. The entire building, including the staff areas have been transformed into a Winter Wonderland.

Community Connections



The Mobile Library staff were in the community this month providing patrons with the library experience at their stops:

- Story time at Schriever Space Force Base's Ice Cream Social during which we interacted with 119 residents!
- January Fairfield led 84 School in the Woods students in creating Nebula Paintings. The kids loved the activity so much that one student's weekend plans were to add stars and a frame to her painting!



The Ruth Holley team was introduced to their new Friends of The Library volunteer, Jake Rundle. Jake gave them an overview of what he does in his role as a volunteer and how he will be an asset.

Bradley Butzin continues to care for the Ruth Holley Facebook page increasing engagement from the public at a rapid pace. For example, he has developed a mascot for the library, 'Hunnie Holley,' who is helping to increase the dynamism on the page and increase positive feedback from patrons.

Hannah Zwallen remarked that it feels good to be a part of an organization that promotes community and kindness. "I think it's really valuable to be kind. I was thinking how we never ever know what's going on with someone, what they're going through, just by looking at them. I'm thankful that library employees truly try to treat everyone the same with kindness and respect."

Physical and Virtual Spaces

Lisa Ward has been working on leading a team to bring the new MLS vehicle to fruition. She has solicited input from all the mobile library staff, Communications, Facilities, IT and Security departments, and trusted vendors. With the help of Michael Swendrowski, Specialty Vehicle Consultant, a floor plan has been created. Once the specs have been finalized, the plan will be sent to PPLD's finance department who will create the RFP document that is sent out to bid.

Staff

Rockrimmon is fortunate to have strong attendance for all Family & Children's Services programming - to the point that it is often overwhelming for staff. To remedy this, staff have worked diligently to recruit volunteers to assist. They now have four wonderful volunteers that assist in making the programs run smoothly. They deserve more thanks than the staff can give!

Penrose Library had a closure of a week and a half this past month due to meth contamination. Having learned the lessons of being a flexible organization from the COVID closure helped aid in the remarkable efforts from all Penrose community staff, including the Michael Asmar, Tiffany Paisley, Lisa Ward, Michael Doherty, and Leadership Team, including Teona Shainidze Krebs, Tammy Sayles, Michael Brantner and Gary Syling. Thanks also to Abby Simpson, the Southeast region, and all locations in helping to find places for Penrose staff to be productive during the closure.

Adult Education

Access

Classes for English as a Second Language and High School Equivalency are ongoing. The Food Industry Training (FIT) class accepted 8 new learners in the winter cohort. Board members are invited to attend FIT graduation is March 17 at Library 21c in the Venue from 11:00am-12:30pm. Guests are welcome.

Accountability

Kim Hoggatt and Christine Layton continue to collaborate on AEFLA and IELCE grant filing. The second quarter grant reimbursement arrived in full.

Communications

Career Navigator Deya Rohe continues to attend monthly meetings of the hospitality sector partnership at Pikes Peak Workforce Center and has identified new paid apprenticeship opportunities for which Food Industry Training graduates may apply.

Community Connections

The Broadmoor hotel's executive chef visited the Kitchen at Library 21c for a tour and spoke with Food Industry Training students about what human resources looks for when hiring prep and line cooks.

Physical and Virtual Spaces

In-person and online classes continue to maximize accessibility.

Staff

There were no updates to the Adult Education staff in February.

Adult Services

Access

Adult Services launched the 2023 Winter Adult Reading Program (WARP) on February 1, and had registration tote bags to give away for those who were able to register in person. To date, there are 3,611 people registered and that is 185 more than all last year. Heidi Buljung and Joe Paisley worked with Robin Hammit to get all items distributed to support the program and ensure that staff would be prepared to help patrons enjoy WARP.

Accountability

All Pikes Peak Reads (APPR) is an exciting annual event to engage the public in reading one book and discussing it in a variety of ways each fall. This year our budget for this program is greatly reduced, and Heidi Buljung accepted the challenge of finding an author we could afford, whose book were available in a variety of formats, whose book would also connect with our theme, and who would be available. She found a wonderful author and while the contract is still pending – the author is confirmed. This will be an excellent APPR season this year, that will complement the Americans and the Holocaust exhibit that is also happening this fall.

Communications

Meagan Huber spoke at one of Wasson High School's Adult ESL Classes to go over how to get a library card, online resources, searching the catalog, and getting more help. There were 17 attendees in the class and they were all thankful for her visit.

Community Connections

Melissa Mitchell worked with the League of Women Voters of the Pikes Peak Region to have a voter registration event at Penrose, Sand Creek, and Ruth Holley on February 7. She also worked with Kim Melchor, Community Engagement Coordinator, to renew the partnership agreement for the League of Women Voters for 2023-24.

Physical and Virtual Spaces

Melissa Mitchell met with Todd Hennessy from the Colorado Holocaust Educators to discuss the exhibit. They are on board 110% to help with programming for middle and high schoolers as well as any other support for the Americans and the Holocaust Exhibit (which will be at East

Library in September-October). He said he knows of schools in Denver, Castle Rock, and Pueblo that are interested in seeing the exhibit.

Staff

Deb Hamilton completed the first three units of coursework for the Creative Commons Certificate. This is a free training course that will help her create guides for staff and the public about Creative Commons. This includes readings, class discussion, attending webinars, and completing assignments.

Collection Management

Access

Among many actions taken to inform and assist patrons during the Penrose Library and Mobile Library Services closure in February were extending hold expiration dates and checkout due dates for items affected by the closure.

Many patrons use the PPLD Mobile app because it is designed for the smaller screens on phones and tablets. Now patrons who prefer to use the PPLD catalog website on their devices have a better experience due to the implementation of responsive design, which allows the content to adapt to different sized screens.

Prince Harry's memoir *Spare* reigned in February as the title with the most checkouts.

Mysteries were popular with patrons who streamed videos in February. Hoopla's top circulating title was *Mystery Road* (Acorn TV series.) Number one in Kanopy was the *Inspector Lynley Mysteries* (BBC TV show).

In February, 5,671 items and 1,066 magazine issues were added to the collection. The Library subscribes to 359 circulating magazine titles, 32 non-circulating Regional History & Genealogy magazines, and 35 newspapers.

Interlibrary Loan staff received 2,573 lending and borrowing requests.

Accountability

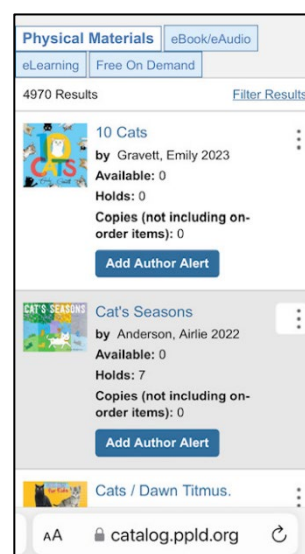
Heidi Pritchard identified a vendor pricing mistake that was resolved and will result in a credit to the affected account.

Tania Hajjar and Chris Carlson met with the processing team of PPLD's primary DVD vendor to discuss issues with some DVD orders.

February brought the launch of the highly acclaimed "Circulation Supplies Order Form" on the PPLD staff intranet. This unassuming form will revolutionize and simplify how staff request supplies from Collection Management.

Community Connections

The Interlibrary Loan team worked with the State Wide Assistive Technology, Augmentative & Alternative Communication (SWAAAC) team to coordinate how community members could pick



up materials delivered to Library 21c using the statewide library courier. SWAAAC provides assistive technology devices and resources on loan to Colorado Public Schools.

Lisa Thomas helped a library technician student at Pueblo Community College with a “weeding” project for his Selection and Acquisitions class. “Weeding” refers to selecting items to remove from the collection, usually due to lack of use.

Marie Duplantis-Webb collected discarded items to donate to Rocky Mountain Health Care Services.

Physical and Virtual Spaces

Greg Roes visited with Calhan Library staff to help determine changes in the shelving layout that will put most children’s materials at a height they can reach.

PPLD patrons gained the ability to stream music 24/7 with the renewal of Freegal. Additionally, Freegal’s music collection contains millions of songs including new releases and is ad-free.

Staff

Long time Collection Management staff member Carl Patrick retired after being with the District for 31 years. Carl will be sorely missed.

Creative Services

Access

Discovery Kits, a collection of interactive items that patrons can check out to explore new topics, hobbies, and interests at home, including robotics, knitting, coding, and more, officially relaunched. The kits are now circulating in Workflows and are reservable for pickup at all PPLD locations for the first time. They have been very popular and circulated 72 times in February, with a long holds list of patrons ready to start using them next month.

Lauren Fellers ran the second Repair Café of 2023 at Sand Creek Library. The event was attended by 11 patrons who brought antique clocks, radios, a Sony Walkman, an electric beard trimmer, and much more. There were a number of returning patrons, and the majority of individuals had registered beforehand to share what they would be bringing. Registration has helped the volunteers be better prepared for the items patrons need help with fixing.

Accountability

Working with location staff, inventories of each creative space will occur this year. Sarah Holland created a Microsoft List that will help staff to have detailed information on the items in each space, which will help staff know what’s available and verify the items and their status each year.

During the quarterly meeting with creative staff from across the District, the 2022 annual stats were covered along with discussion about why statistics are important to decision-making processes and how the numbers do or could influence various services or programs.

Communications

Jennifer Eltringham worked on outreach and promotion for All Pikes Peak Makes with local organizations and past participants.

Community Connections

Lauren Fellers, Sarah Holland, and Becca Cruz attended the Colorado Association of Libraries Maker Interest Group meeting this month and toured Broomfield Library's makerspace, inventHQ. It was a great opportunity to learn more about how another makerspace is set up and network with other library makerspace staff. They stayed after the meeting to work on planning the upcoming maker workshop that will be held at Library 21c in May for staff across the state.

Staff

Due to the temporary closure of Penrose Library, the Knights of Columbus Hall was called to action to make sure staff usually working out of Penrose had a physical space to work. Security and the telephone room were set up temporarily in the Mezzanine, and a variety of staff worked from the upstairs staff area and the Lower-Level Classroom.

Diversity, Equity, and Inclusion Service

Access

Equity, Diversity & Inclusion partnered with Kevin Johnson, a local Black Artist, to provide a portrait of Peggy Shivers, that was unveiled at Penrose Library on, Feb 1, 2023, for Black history month. This portrait will become library property and move to Library 21c later in the year.



Accountability

Yvette Dow Rose and Jared Peck are reviewing materials in the storage area to ensure that materials needed to replenish Library Explorers program kits are available for Library Explorers Liaisons to pick up quarterly.

Communications

Equity, Diversity & Inclusion partnered with Communications to complete the EDI webpage, and brochures for the department to include linking all Libguide pages (Religious, Military, 55+ Senior & Aging, Disability and EDI).

Community Connections

Shirley Martinez attended the Colorado World Affairs Council, International Reflections on DEIA for El Pomar. These conversations were with international delegates at a roundtable event on topics of Diversity, Equity, Inclusion and Accessibility (DEIA) at the Penrose House (El Pomar). There were thirteen countries that were invited, Austria, Bulgaria, Denmark, Egypt, Eritrea, Hungary, New Zealand, Pakistan, Palestinian Territories, Poland, Somalia, Suriname and Zimbabwe.

Physical and Virtual Spaces

Equity, Diversity & Inclusion is collaborating with Facilities and Library 21c management to review Title II ADA accessibility for the Venue and the Studio to provide ramp access to both areas for patrons.

Staff

Equity, Diversity & Inclusion Team, attended the 30th Annual National Character and Leadership Symposium at the US Air Force Academy. The 2023 theme, “Reimagine Leadership. Inspire Teamwork.” It is rooted in “Leadership, Teamwork, & Organizational Management”, which explores the many facets of what it takes to successfully lead diverse teams in today’s complex environment. The speakers were diverse and shared their own experiences in leading people, managing resources, and positively impacting organizations.

Family and Children’s Services

Access

Family & Children’s Services staff visited First Presbyterian, Mountain View Elementary, Penrose Elementary, Edison Elementary, Buena Vista Elementary, and New Summit Charter Academy this month. Staff presented Lightning Lessons on Mess Around with Sound, Storytimes, Colorado History Moving Day, Dry Ice, and Western Work History to students ranging from kindergarten- 4th grade.

Communications

Classroom Sets are becoming popular! We received six requests from PowerPass schools this month.

Community Connections

On February 17, Family & Children’s Services hosted the annual Homeschool Science Fair in the Venue at Library 21c. We had 51 scientists ranging from K-9th grade. Many homeschool families came to browse the fair (302 people attended this event), and 100 students filled out a “What I Learned” questionnaire to earn a small prize. Educators from the Pikes Peak Regional Science and Engineering Fair and STARBASE Peterson were in attendance to interact with the student scientists and spread the word about other science opportunities in our community. Comments from parents included, “*The experience was great as parents and a real boost in courage and confidence in the kids. We had a blast.*” and “*This science fair was amazing. Can’t wait to participate next year! Thank you!*”

See photos of the event [here](#).

Physical and Virtual Spaces

Christa Funke, assisted by Becca Phillipsen (Young Adult Services), worked to update the text of the [Summer Adventure website](#). Christa worked with Cheryl Howard (Communications) to update the webpage with “*coming soon*” information so we can start advertising to the schools.

Staff

We love it when new staff join the Family & Children’s Services team! This month we onboarded three new staff to the district and sent “Welcome to FCS” emails to introduce the new staff to the rest of Family & Children’s Services.



Regional History & Genealogy

Access

Regional History & Genealogy cares for over 600 oral histories, dating back to the 1970's, documenting the Pikes Peak Region. Many of these have been digitized but some remain on analog material. Dave Wendel converted nearly 30 hours of oral histories from analog cassette tapes to digital, wav files as an initial step to make these valuable histories available to researchers and community members. This important step provides staff with digital versions of this irreplaceable history and allows staff to begin processing them for the community.

Cara Ramsey and Erinn Barnes met with the ArchivEra project manager to officially kickoff the migration of collections data to the new archival Collection Management Software. The project will lead to greater discoverability and usability for staff and patrons, as well as increased administrative, intellectual, and physical control of our collections. Completion of this project is expected in May 2023.

Community Connections

Three local institutions hold the majority of Pike Peak Regional History collections: PPLD, the Colorado Springs Pioneers Museum, and Colorado College's Special Collections. Cara Ramsey and Erinn Barnes are visiting these organizations to strengthen relationships, understand the strengths and weakness of each institution's local collections. Ultimately, the knowledge and relationships they develop will allow RH&G staff to improve patron support and bolster relationships that can improve collaboration and lead to future formal partnerships.

Staff

Regional History & Genealogy is located in Penrose Library. Broadly speaking, the location holds the archival collections, published material, microfilm, and the team's workspaces. Due to the Methamphetamine closure, the RH&G team quickly pivoted to a work from home model. While inconvenient, staff remained productive. Some of the activities included attending meetings with community members, uploading oral histories, participating in training, and creating metadata for digital collections. Four staff members were loaned to other library locations where they learned a different side of public services.

Young Adult Services

Access

Mikaela Fortune filled requests for young adult classroom sets in February. The titles that were used in classrooms were *The Giver* by Lois Lowry, *The Book Thief* by Markus Zusak, and *Legendborn* by Tracy Deonn.

Accountability

Young Adult Services works with branch managers and staff to review data and utilize staff expertise to determine what programs and services are offered at each location. Makayla Polunci (Manitou Springs and Ute Pass) said this about the discussion: The meeting was very productive and provided both an insight for Services as to what happens at Manitou Springs and Ute Pass Libraries and ideas about how to best move forward with reaching out to the community. Through this meeting, everyone was all able to get on the same page about staff capacity and prioritizing outreach.

Communications

Britt Bloom and Becca Philipsen continue to monitor the teen Instagram account with help and contributions from Rachel Quinn in Communications and Mikaela Fortune, Larissa Powers, and Danielle Seldenright from Young Adult Services. The account's reach for February was 5,234 people and it gained 11 followers. Our most viewed reel this month promoted the [Decorate Reusable Bags program](#).

Community Connections

Danielle Seldenright attended a community night at Fox Meadow Middle School called "A Night at the Museum" where the social studies and cultural departments were featured. Danielle brought promotional information for the Pikes Peak Culture Pass and was able to talk to a PowerPass school community about the cultural opportunities available with a Pikes Peak Library District library card.

Mikaela Fortune and Cathy Wood (Library 21c) planned and presented a resource class to students at Big Sandy High School on Monday, February 27.

Physical and Virtual Spaces

Danielle Seldenright has been working with Scott Crum (Creative Services) and Christa Funke (Family & Children's Services) to create and execute two new programs in the commercial-

Trying to read a fantasy sequel like



grade kitchen at Library 21c. The second program “Culinary Fundamentals” is at the end of March.

Staff

Britt Bloom and Hannah Zwahlen (Cheyenne Mountain Library) were selected to present about teaching basic machine learning concepts to teens at both the Colorado Association of Libraries Children and Teen Services Conference and Colorado Teen Literature Conference.

2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	23157	14848	0	0	0	0	0	0	0	0	0	0	38005
Mobile Libraries Total	8716	4738	0	0	0	0	0	0	0	0	0	0	13454
Calhan	1392	1422	0	0	0	0	0	0	0	0	0	0	2814
Cheyenne	21449	20727	0	0	0	0	0	0	0	0	0	0	42176
Fountain	11317	11477	0	0	0	0	0	0	0	0	0	0	22794
High Prairie	23830	22491	0	0	0	0	0	0	0	0	0	0	46321
Holley	13603	12827	0	0	0	0	0	0	0	0	0	0	26430
Manitou	2635	2188	0	0	0	0	0	0	0	0	0	0	4823
Monument	23967	21781	0	0	0	0	0	0	0	0	0	0	45748
Old Colorado City	7371	8081	0	0	0	0	0	0	0	0	0	0	15452
Palmer Lake	974	933	0	0	0	0	0	0	0	0	0	0	1907
Rockrimmon	23420	21106	0	0	0	0	0	0	0	0	0	0	44526
Sand Creek	12702	11473	0	0	0	0	0	0	0	0	0	0	24175
Ute Pass	1516	1469	0	0	0	0	0	0	0	0	0	0	2985
Senior Van	1551	749	0	0	0	0	0	0	0	0	0	0	2300
Bookmobiles	7165	3989	0	0	0	0	0	0	0	0	0	0	11154
East	88958	83392	0	0	0	0	0	0	0	0	0	0	172350
Library 21c	62596	58546	0	0	0	0	0	0	0	0	0	0	121142
Parenting	243	187	0	0	0	0	0	0	0	0	0	0	430
Total Physical Materials	327846	297686	0	0	0	0	0	0	0	0	0	0	625532

YTD CIRC Comparison	2023	2022	% Change
Penrose **	38005	45666	-16.6%
Mobile Libraries Total	13454	17469	-23.0%
Calhan	2814	3645	-22.8%
Cheyenne	42176	42335	-0.4%
Fountain	22794	19272	18.3%
High Prairie	46321	40776	13.6%
Holley	26430	27928	-5.4%
Manitou	4823	4037	19.5%
Monument	45748	46273	-1.1%
Old Colorado City	15452	18362	-15.8%
Palmer Lake *	1907	10	18970.0%
Rockrimmon	44526	47022	-5.3%
Sand Creek	24175	24167	0.0%
Ute Pass	2985	3860	-22.7%
Senior Van	2300	2757	-16.6%
Bookmobiles	11154	14712	-24.2%
East	172350	165597	4.1%
Library 21c	121142	113134	7.1%
Parenting	430	238	80.7%
Total Physical Materials	625532	619691	0.94%

Current Month Comparison CIRCULATION	2023	2022	% Change
Penrose	14848	21367	-30.5%
Mobile Libraries Total	4738	8110	-41.6%
Calhan	1422	1580	-10.0%
Cheyenne	20727	20291	2.1%
Fountain	11477	9598	19.6%
High Prairie	22491	20670	8.8%
Holley	12827	13608	-5.7%
Manitou	2188	2050	6.7%
Monument	21781	22738	-4.2%
Old Colorado City	8081	8882	-9.0%
Palmer Lake	933	10	9230.0%
Rockrimmon	21106	22344	-5.5%
Sand Creek	11473	11638	-1.4%
Ute Pass	1469	1795	-18.2%
Senior Van	749	1398	-46.4%
Bookmobiles	3989	6712	-40.6%
East	83392	80095	4.1%
Library 21c	58546	54450	7.5%
Parenting	187	106	76.4%
Total Physical Materials	297686	299332	-0.55%

Circulation Report By Facility February 2023

Current Month Comparison VISITORS	2023	2022	% Change
Penrose **	12645	14872	-15.0%
Mobile Libraries Total	1694		
Calhan	498	412	20.9%
Cheyenne	10849	6664	62.8%
Fountain	4778	4263	12.1%
High Prairie	8266	4542	82.0%
Ruth Holley	8357	6280	33.1%
Manitou	3520	830	324.1%
Monument	7924	6703	18.2%
Old Colorado City	5336	4608	15.8%
Palmer Lake *	285		
Rockrimmon	10666	10529	1.3%
Sand Creek	6287	6967	-9.8%
Ute Pass	728	949	-23.3%
Knights of Columbus Hall	513	260	97.3%
East	24227	20435	18.6%
Library 21c	26200	23023	13.8%
TOTAL	132773	111337	19.3%
Special Collections	905	620	46.0%

* Palmer Lake Library closed in August 2020; reopening March 2, 2022
 ** Penrose Library closed from February 18, 2023, reopening March 1, 2023

2023 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	250474	229778	0	0	0	0	0	0	0	0	0	0	480252
DVD	56307	49999	0	0	0	0	0	0	0	0	0	0	106306
CD Music	6673	6523	0	0	0	0	0	0	0	0	0	0	13196
CD Book	6958	5891	0	0	0	0	0	0	0	0	0	0	12849
Playaway	3765	3491	0	0	0	0	0	0	0	0	0	0	7256
Kit	1473	0	0	0	0	0	0	0	0	0	0	0	1473
Game	2196	1932	0	0	0	0	0	0	0	0	0	0	4128
Discovery Kits	0	72	0	0	0	0	0	0	0	0	0	0	72
TOTAL Physical Items	327846	297686	0	0	0	0	0	0	0	0	0	0	625532
													0
ILL	1149	1219	0	0	0	0	0	0	0	0	0	0	2368
CyberShelf-OverDrive	246312	218039	0	0	0	0	0	0	0	0	0	0	464351
eReader	2	1	0	0	0	0	0	0	0	0	0	0	3
Hot Spots	68	54	0	0	0	0	0	0	0	0	0	0	122
Cameras & Equipment	57	53	0	0	0	0	0	0	0	0	0	0	110
													0
TOTAL STATE Circ	575434	517052	0	0	0	0	0	0	0	0	0	0	1092486
													0
Freegal Music	5794	5025	0	0	0	0	0	0	0	0	0	0	10819
Freeding	109	92	0	0	0	0	0	0	0	0	0	0	201
DVD Player	114	63	0	0	0	0	0	0	0	0	0	0	177
Hoopla	3631	3638	0	0	0	0	0	0	0	0	0	0	7269
Comics	636	647	0	0	0	0	0	0	0	0	0	0	1283
Kanopy	3007	2836	0	0	0	0	0	0	0	0	0	0	5843
													0
CLC	6985	6527	0	0	0	0	0	0	0	0	0	0	13512
Laptop Use	377	225	0	0	0	0	0	0	0	0	0	0	602
													0
Active Users	199682	198125	0	0	0	0	0	0	0	0	0	0	397807

Monthly Circ by Format			
	2023	2022	Change
Print	229778	222889	3%
DVD	49999	57211	-13%
CD Music	6523	5961	9%
CD Book	5891	6722	-12%
Playaway	3491	3460	1%
Kit	0	1127	-100%
Game	1932	1938	0%
Discovery Kits	72	24	200%
TOTAL Physical Items	297686	299332	-0.55%
ILL	1219	1060	15%
CyberShelf-OverDrive	218039	224880	-3%
eReader	1	1	
Hot Spots	54	85	-36%
Cameras & Equipment	53	75	-29%
Total e-materials	218094	224966	-3%
Freegal Music	5025	4742	6%
Freeding	92	110	-16%
DVD Player	63	91	-31%
Hoopla	3638	3248	12%
Comics (included in Hoopla)	647	555	17%
Kanopy	2836	2838	0%
CLC	6527	5960	10%
Laptop Use	225	88	156%
Active Users	198125	208186	-5%

Palmer Lake Library closed in August 2020, reopening March 2, 2022
 Penrose Library closed from February 18, 2023, reopening March 1, 2023

MTD Total	2023	2022	Change
January	575434	546420	5%
February	517052	499412	4%
March		578679	-100%
April		537810	-100%
May		540277	-100%
June		586297	-100%
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	1092486	1045832	4%
March		1624511	-100%
April		2162321	-100%
May		2702598	-100%
June		3288895	-100%
July		3876824	-100%
August		4472309	-100%
September		5026629	-100%
October		5579073	-100%
November		6120227	-100%
December		6647238	-100%

**Circulation Report
 By Item Type
 February 2023**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	13,428	8,229											21,657
Mobile Libraries	5,368	3,078											8,446
Calhan	815	890											1,705
Cheyenne	13,475	13,051											26,526
Fountain	7,073	6,496											13,569
High Prairie	14,712	13,525											28,237
Ruth Holley	8,114	7,488											15,602
Manitou Springs	1,596	1,401											2,997
Monument	14,739	13,494											28,233
Old Colorado City	5,031	5,043											10,074
Palmer Lake	577	614											1,191
Rockrimmon	14,497	13,061											27,558
Sand Creek	7,404	6,922											14,326
Ute Pass	1,001	866											1,867
Senior Van	1,178	673											1,851
East	53,107	48,226											101,333
Library 21c	37,622	34,232											71,854
Total	199,737	177,289	0	0	0	0	0	0	0	0	0	0	377,026

YTD CIRC Comparison	2023	2022	% Change
Penrose **	21,657	26,020	-16.8%
Mobile Libraries	8,446	11,516	-26.7%
Calhan	1,705	2,250	-24.2%
Cheyenne	26,526	26,565	-0.1%
Fountain	13,569	11,971	13.3%
High Prairie	28,237	24,320	16.1%
Ruth Holley	15,602	16,596	-6.0%
Manitou Springs	2,997	2,452	22.2%
Monument	28,233	29,038	-2.8%
Old Colorado City	10,074	11,347	-11.2%
Palmer Lake *	1,191	10	11810.0%
Rockrimmon	27,558	29,032	-5.1%
Sand Creek	14,326	14,192	0.9%
Ute Pass	1,867	2,522	-26.0%
Senior Van	1,851	2,174	-14.9%
East	101,333	97,637	3.8%
Library 21c	71,854	67,143	7.0%
Total Physical Materials	377,026	374,785	0.6%

Current Month CIRCULATION Comparison by Facility	2023	2022	% Change
Penrose	8229	11853	-30.6%
Mobile Libraries	3078	5304	-42.0%
Calhan	890	956	-6.9%
Cheyenne	13051	12541	4.1%
Fountain	6496	5914	9.8%
High Prairie	13525	12310	9.9%
Ruth Holley	7488	8087	-7.4%
Manitou Springs	1401	1266	10.7%
Monument	13494	14027	-3.8%
Old Colorado City	5043	5322	-5.2%
Palmer Lake	614	10	
Rockrimmon	13061	13503	-3.3%
Sand Creek	6922	6903	0.3%
Ute Pass	866	1083	-20.0%
Senior Van	673	1199	-43.9%
East	48226	46447	3.8%
Library 21c	34232	32273	6.1%
Total Physical Materials	177289	178998	-1.0%

Current Month e-materials & Summary	2023	2022	% Change
Overdrive	218039	224880	-3.0%
eReaders	1	1	0.0%
Hot Spots	54	85	-36.5%
Total e-materials	218094	224966	-3.1%
ILL	1219	1060	15.0%
Cameras/Equip	53	75	-29.3%
Physical Materials	177289	178998	-1.0%
Total Monthly Circ	396655	405099	-2.1%

Circulation without Renewals

February 2023

Palmer Lake Library closed in August 2020, reopening March 2, 2022.
 Penrose Library closed from February 18, 2023, reopening March 1, 2023

Current Month Comparison VISITORS	2023	2022	% Change
Penrose **	12645	14872	-15.0%
Mobile Libraries	1694	2283	-25.8%
Calhan	498	412	20.9%
Cheyenne	10849	6664	62.8%
Fountain	4778	4263	12.1%
High Prairie	8266	4542	82.0%
Ruth Holley	8357	6280	33.1%
Manitou	3520	830	324.1%
Monument	7924	6703	18.2%
Old Colorado City	5336	4608	15.8%
Palmer Lake *	285		
Rockrimmon	10666	10529	1.3%
Sand Creek	6287	6967	-9.8%
Ute Pass	728	949	-23.3%
East	24227	20435	18.6%
21c	26200	23023	13.8%
KCH	513	260	97.3%
TOTAL Visitors	132773	113620	16.9%
Special Collections	905	620	46.0%

Communications Department: Report for March 2023

NEWS COVERAGE

- Total features and mentions:
 - **February 2023: 327/ Year-to-date: 555**
 - **Average per month: 277.5**
- Highlighted coverage (last month):
- There was coverage about various aspects of the meth contamination testing and results:
 - Meth testing results and Penrose reopening: Mentioned in 3 articles and 7 TV newscasts, including [Fox 21](#), [Ground News](#), [The Gazette](#), and [KOAA](#).
 - Coverage of meth contamination at Colorado Libraries, including PPLD: Mentioned in 7 articles and 33 newscasts, including [The Journal](#), [CBS4](#), [Fox 31 Denver](#), [KOAA](#), and [The Gazette](#).
 - Penrose closure for meth contamination testing: 27 articles, 11 radio broadcasts, and 85 TV news broadcasts, including [The Gazette](#), [KRDO \(ABC\)](#), [KRDO](#), and [KOA AM](#), as well as a [Spanish-language paper in Denver](#). This one also got out of state coverage in [Rome, GA](#), [Spokane, WA](#), [Sacramento, CA](#), and other locations.
 - The update to our contamination testing plan that changed the plan from all bathrooms to those in East, Penrose, and Library 21c was covered in 4 articles, 3 radio broadcasts, 8 TV newscasts, and one [library blog](#). These included [KOAA NBC](#), [KKTV](#), [KOA AM](#), and [KVOR](#).
- A blogger who often mentions the Library mentioned PPLD in [a post about Carnegie Libraries](#).
- The Gazette shared an opinion piece that the [library tax is worth paying](#).
- The Tribune ran an article about [Carlotta LaNier](#), which mentions the event at Library 21c.
- Several publications shared 5 articles covering Black History Month events going on in our area and highlighted things happening at the Library, including [Fox 21](#), [My Colorado Springs News](#), and [Spot On Colorado](#).
- In the [Library Limelight column](#), PR and Marketing Manager Carla Bamesberger talks about her experiences at PPLD and builds hype about the Winter Adult Reading Program.



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

DIGITAL MARKETING

- PPLD.org website statistics (last month):
 - **Most popular web pages**, besides the home page: [ppld.org/kids](#)
 - **February totals:** 142,140 visitors, with 126,414 being new; 413,452 pageviews; and 237,655 sessions

- District-wide social media statistics (last month):
 - **Facebook:** 15,422 total followers (main account); 32,041 total followers (all other accounts combined)
 - **Instagram:** 3,432 total followers (main account); 575 total followers (PPLD Teens)
 - **Twitter:** 5,266 total followers with 12,500 impressions/reach
 - **LinkedIn:** 1,475 total followers
 - **YouTube:** 7,253 subscribers; 30,000 monthly views; 5,704,297 lifetime views
 - **Online video views:** 1,900 on Vimeo

OTHER MARKETING & PROMOTION

News & announcements

- Penrose Library reopens after contamination levels register below CDPHE's acceptable limits - [Recap of all announcements regarding PPLD's testing and results](#)
 - *Announcement excerpt from January 19:* PPLD is aware of the recent incidents at other public libraries in Colorado involving methamphetamine contamination inside one of their public restrooms. Though there is no known exposure at any PPLD facility, Library leadership is taking the initiative to ensure the safety and well-being of patrons and staff. All Library locations remain open to the public and are safe to visit.
 - *Excerpt from February 8:* With more information and guidance, Library leadership re-evaluated options and decided to screen public restrooms at PPLD locations with the highest number of patron visits, which are East Library, Library 21c, and Penrose Library. KEMWest Inc., a state-certified vendor, collected samples from those three Library facilities in early February, and results are expected by mid-February.
 - *Excerpt from February 18:* Screening samples of several restrooms in Penrose Library showed that they had been contaminated at levels above 0.5 micrograms per 100 centimeters, prompting the need for extensive preliminary assessment level testing for those restrooms and a few of the immediately adjacent areas. KEMWest Inc. recommended that PPLD close Penrose Library and the Mobile Library Services, which is housed at this location, while these tests are taking place. El Paso County Public Health supports the consultant's recommendation. Penrose Library is likely to remain closed through the coming week, beginning Sat., Feb. 18.
 - *Excerpt from February 28:* Based on the results, KEMWest recommended that Penrose Library and Mobile Library Services can reopen to staff and public. This decision was made in close coordination with El Paso County Public Health and PPLD, who support KEMWest's recommendation. As such, **Penrose Library and PPLD's Mobile Library Services will resume operation on Wed., March 1 at their regularly scheduled times.**

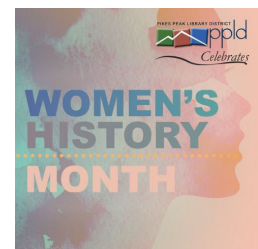
Promotional campaigns, programs, & other activities

- **[Love Letters to the Library \(through February 28\) - Results](#)**
To celebrate Library Lovers Month, patrons wrote love letters to PPLD, which also entered them to win prizes in a random drawing. We received 141 letters submitted via our online form and received 409 letters to date (March 6) in the boxes we provided to each location. We will be gathering letters to put on display during the In-Service Day on April 6.
- **[Winter Adult Reading program \(through March 30\)](#)** – The annual reading program kicked off on Feb. 1. PPLD ran a small digital ad campaign with The Gazette, as well as KKTV and ran [:15 commercials](#) on MeTV, to reach the likely Winter Adult Reading Program participant. In 2022, there were 3,336 registrants in total for the entire campaign. As of Tue., Feb. 28, there were 3,340 participants – 4 more than all of last year and we’re only through one month of the program.
- **[Homeschool Science Fair – Facebook B Live video \(Feb. 17\) Reach – 743; Views - 427](#)**
Interested in seeing some amazing experiments from up-and-coming scientists? PR & Marketing Manager Carla Bamesberger conducted a Facebook Live event during the Homeschool Science Fair that took place on Fri., Feb. 17 starting at 10 a.m. in the Venue at Library 21c.



Upcoming promotion:

- **Quiz show partnership with KXRM FOX 21**
PPLD is partnering with KXRM Fox 21 on its new Rocky Mountain Quiz Kids show. Think *Jeopardy* featuring 30 high schools in Southern Colorado competing for bragging rights as the smartest school and to win \$8,500. PPLD is sponsoring the Question of the Day in each show, which we have branded the PowerPass Question of the Day. FOX is taping PPLD staff delivering the question on film. Those clips will appear in each show. We are promoting PowerPass with this partnership, as well as Summer Adventure, All Pikes Peak Reads, All Pikes Peak Makes, LENA Start, and other programming from March – September 2023. The show starts airing in late March.
- **Recognitions and celebrations (with Library programs, activities, and resources):**
 - **[Women’s History Month](#)** (March) March is Women’s History Month, honoring the contributions of women in the United States now and throughout history, and recognizing the achievements of women in a variety of fields. We are celebrating with special programs, book displays, reading lists, and more!
 - **Other Library programs and activities** can be found on [PPLD’s event calendar](#).



COMMUNITY ENGAGEMENT

Partnerships & outreach

- **Finalizing details with [U.S. Olympic & Paralympic Museum](#) and [U.S. Olympic and Paralympic Training Center](#) to become Culture Pass partners.**
- **Finalized details for partnership with [Sixty35 Media](#) for the [Patrons of Influence](#) program for in-person and live-streamed events with our Equity, Diversity, and Inclusion department.**
- **New official community partnership agreements signed and/or underway:**
 - [Colorado Humanities](#) – PPLD will be the presenting partner to host seven events at various PPLD locations to recognize Colorado authors in several genres.
 - [Colorado Teen Literature Conference \(CTLC\)](#) – PPLD is once again partnering with CTLC to participate in this annual event held each spring to promote and celebrate teen literature.
- **Partnership Renewals:**
 - **Fresh Start** – To provide seed supplies and garden help at High Prairie
 - **Colorado Springs Utilities** – To provide water conservation displays at 12 Library locations in support of Earth Month
 - **City of Colorado Springs Parks Dept** – To provide kids' trail exploration backpacks
- **Sponsorship**
 - [Switchbacks FC](#) - [Ziggy Kids Club](#) sponsors
 - Will host two outreach events at summer games
 - PPLD Night - June 2 – entertain staff, push library card sign-ups and Summer Adventure registrations; Limited tickets for PPLD staff, discounted tickets for library cardholders, plan to launch new Ziggy-branded library cards for Summer Adventure kickoff
 - Promoting PPLD to its Ziggy Kids' Club
 - Logo on-screen each home game; PPLD commercial played during pre-game activities of June 2 game
 - Included in Ziggy Kids' Club social media posts, swag bags, advertising in CS Kids magazine
- **Community outreach activities** (excluding school visits):
 - Four total events, impressions 435

Pikes Peak Culture Pass

- **Partners:** Opened discussions and finalized details to bring on USOPM and USOPC as Culture Pass Partners in late March
 - At present, eight active museums and attractions
- **February total:** 136 digital pass checkouts, 234 YTD

TEAM NEWS

- **Given recent departures in February, the following interim coverage will happen:**
 - Denise Abbott, who has served as PPLD's Director of PR & Marketing since April 2021, became Interim Chief Communications Officer after February 17.

- Graphic Designers Rachel Quinn and Alyssa Scaduto will ensure marketing project coordination continues in the interim, with support from Denise Abbott and other Communications team members.

Facilities Department Report March 15, 2023

Projects

Penrose Restroom Exhaust Systems: The District's Facilities Office, upon final methamphetamine testing results at all targeted facilities, has developed an RFQ for remediation of the contaminated exhaust systems at Penrose Library. The RFQ is with Finance at this time for review. We will be working with our consultant, Kemwest, Inc., in determining the best route to take whether that be cleaning of the system or replacement of the vents, ductwork and fans. We anticipate having the RFQ out to bid by Wednesday, March 8. We'll conduct an on-site mandatory pre-bid conference shortly after release but at this time, date is not scheduled.

Penrose Parking Meters: The parking kiosks were received the week of February 20th. Installation was targeted for February 24th but postponed due to closure of Penrose for meth contamination. It was discovered that the kiosks were shipped without the barcode reading devices which were to be used with library cards to give patrons 1-hour of free parking per day. We worked with the manufacturer, as it was an oversight on their part. The device is on back-order and can be installed on site once received. We will proceed with installation on March 10 but no free parking will be possible until code readers are installed. Once kiosks are installed we will have training on the system, work toward removal of the existing parking meters and hope to activate the new parking system within two-weeks post installation.

Library 21c Turf Conversion: We are finalizing the RFP for the turf transition project at 21c and hope to have it released in the next week. Final review of the scope by Colorado Springs Utilities was being coordinated by Carla Anderson, architect. Project potentially will be eligible for three rebate programs through utilities. The "Turf to Native" rebate which is a maximum of \$20,000/customer, "Irrigation Equipment" rebate has a potential of \$4,000 maximum, and the "Business Irrigation Efficiency" rebate, a maximum of \$10,000. We have full support of the CSU as this project has the potential of high visibility and an example for other business and homeowners. Upon completion, 21c could see a reduction in irrigation costs annually between 60-70%.

KCH Classroom: The project to convert existing space in the lower level of the KCH into a classroom was started on Monday, March 6. This room will include the construction to close off the space for privacy, new lighting, and new carpeting. Project will take approximately 6-weeks.

Additional Projects: The construction of a meeting room for the district's collection management department at 21c has been completed.

The Fountain Library staff area reorganization project has paused due to supply chain issues. Furniture is at this time anticipated to arrive in May of this year. Once on site, facilities staff will work with Fountain staff in completing the planned shift and clean up.

Planning is continuing for the East Library asphalt replacement in 2024, as well as elevator modernization and other projects that are anticipated to have significant impacts on library operations.

Facilities Master Plan: The Facilities District office has shared a draft of the anticipated Facilities Master Plan Statement of Work. Once agreed upon, we will work with Finance in finalizing an RFP and scheduled dates.

Monthly Statistics

In the month of February, 2023, the Facilities department completed a total of (149) 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 February, 2023, Facilities staff completed a total of (134) demand work orders (work orders submitted by PPLD staff) accounting for (181.93 hours) of staff time and (188) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (258.63 hours) of staff time. A total of (322) work orders. Facilities on-call personnel responded to (0) emergency after-hours calls in February, 2023. Emergency calls address issues that cannot wait until the next business day.

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

Statistics:

- Volunteer

February 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	145	845
Teens: Virtual	6	14
Teens: Onsite	38	123
Friends of the Library	68	669

- Recruitment

Recruitment / Selection Activity	February 2023
Jobs Posted	6 (3 Internal only – reclassification)
Newly Hired Employees	1
Promoted Employees	2
Transferred Employees	0
Separated Employees	3

- Staffing

Staffing Stats	February 2023
Total Permanent Employees	403
Total Active Positions	434

HR Team Major Projects:

- Mailed 1095Cs (statements that show medical insurance eligibility for past year) and submitted electronic file to IRS meeting IRS compliance deadline for eligible employees
- Working on developing staff in-service day: April 6, 2023

HR Team Announcements:

- The Chief Librarian & CEO position was posted Friday, February 3. As of February 28th, the position had 5 applicants
- PPLD inactivated 13 vacant positions (as well as some old temporary positions) as we continue to adjust staffing slots to account for budget constraints. The new total active position count is 434
- Created and presented educational Worker’s Compensation presentation for managers and supervisors
- PPLD achieved the silver level of the Cigna Healthy Workforce Designation, due to the efforts of staff and the Wellness & Safety Team. Our designation recognizes program strengths including leadership that is supportive of the wellness program, worksite policies that create a culture of wellness and provide incentives to employees, and mid-to high-range metric outcomes for Cigna’s Core Programs. We can promote this on our Careers page and in communications from Human Resources and the Wellness & Safety Team using this insignia:



- Volunteer Spotlight. Did you know that PPLD volunteers become part of the library community? Here are two photos of Rockrimmon volunteers. The first, a children's volunteer receiving love in the form of a Valentine from a little patron. The second, is Rockrimmon Art Inspirations Volunteer Deb Ross displaying a mixed media art creation at a program





Information Technology Board of Trustees Report February 2023

Email Retention Policy – Microsoft and Barracuda

On 02/15/2023 the PPLD Board of Trustees approved the Email Communication Policy. On 02/16/2023 the IT Infrastructure team and the CITO set policies in Microsoft's and Barracuda's systems to set the retention of all PPLD emails to 7 years.

Director of IT Infrastructure Job Posting

Final candidates have been selected and interviews will begin on March 8th.

MFA (Multi-factor Authentication) Completion

The MFA project completed with great success on February 24th, 2023 ahead of our March 1st deadline. Special thanks to Dan Stone who took the lead on the project and rolled it out across the district. Dan and his team took special care to travel to every branch to meet with staff to help them set up MFA and to answer any questions. MFA is now turned on globally across the district for every user and service account.

TBS Upgrade

On March 6th, the IT team will be testing the TBS upgrade at our Ruth Holley location as that is scheduled day for closure for that branch. Pending that successful upgrade, the rest of the branch locations will be upgraded to the new TBS server on the following Sunday, March 12th. This work will be done after-hours as to avoid any downtime for patrons or staff.

100 New Chromebooks

The new Chromebooks are close to being ready to be deployed. Juanita Lanaux has teamed up with our Makerspace team to get the Chromebooks engraved for theft protection prior to rollout. Big thanks to her for getting these set up and ready to be checked out by our patrons.

Automated Phishing Training

Staff have been on our phishing training campaigns for over 5 years now. KnowBe4, our training vendor, will send out training emails at random that look like phishing scams. The system will track whether a URL link was clicked inside the email or if an attachment was opened. Starting on March 1, we are rolling out our automated training campaigns. If a user clicks or opens an attachment, they will be automatically enrolled in training that they will be required to complete. There are 3 tiers to this automated training campaign and the trainings will be longer and more detailed with every tier. Hopefully this will take our training campaigns to another level to help PPLD create a safe and secure cybersecurity environment.

IT Projects for 2023

Multi-factor Authentication for Staff and Board - done

New TBS Server at Data 102 – in progress

Inventory all IT Capital assets through ERP platform

Endpoint Manager across all systems (remote computer imaging)

Cord cleanup – cable management at all locations

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

Safety, Community Resources, Security-Board Report

District wide:

-Installation of the Camera system is nearing completion. There are 13 cameras left to install on the exterior of Penrose, KC+H and Carnegie and all camera installation is complete. There are 43 cameras that are installed that have not been set up to turn on yet and import into the system. Once all cameras are up at Penrose, KCH and Carnegie, Security still needs to aim and name all new cameras for these facilities.

-Bathroom environmental sensor cable installation project was awarded and contractor started installation at 21c on Monday the 6th. We hope to complete installation by the first week of April and have all sensors programmed and imported into the monitoring system.

-IT continues work on setting up fire wall to allow radio system to be set up for all PPLD branches and allow better crisis as well as daily communication and cooperation between all teams.

-Parking Kiosks for Penrose are scheduled to be installed in cooperation with IT, facilities, and Security on 3-10. Multiple vendors are involved in the process. Additionally, work with Communication for new Penrose parking signage is moving along as well.

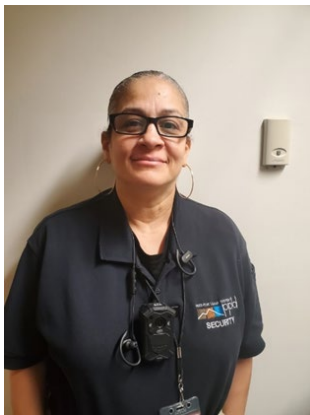
-First Amendment auditors have hit the district several times again in the last month and we expect the visits to continue.

-Fire Drills Across district for first quarter are almost complete, drills for rest of year are scheduled.

-Leadership has determined to now require CPI training for all PPLD staff. Additional classes and resources have been set up and we are transferring to a hybrid teaching platform with one day of class and pre-class online learning to reduce hours needed for training and make it more convenient for staff.

Southeast Region

- Had the 1st amendment auditors arrive at EA on 2/6/2023 – Auditors only stayed 20-30 minutes and did not receive the attention that they were wanting, so they left. The male from Denver Metro Audits was with the female from Sweet T Audits.
- Ilesha Thomas went around and completely checked the First Aid Kits, Stop the Bleed, AED, and organized the key box, so that we are current and up to date.



- Kennedy Smith Organized the lost and found items that were brought to East from the other regions and disposed of them correctly.

- Kennedy Smith attended a medical emergency for a patron that had a seizure. The patron was a part of an adult day group. Emergency Services were dispatched and took the patron to the hospital.



- Jennifer Kay assisted a patron that had tripped and fallen outside of EA. Emergency Services were called for. The patron was a part of an adult day group.

North Region

- During the Penrose closure, North Region welcomed officers that are working at the Penrose Library. We had John Todovich at High Prairie on Tuesday the 21st. He was excited to learn all about the branch and meet the staff members



- One of the wonderful things about Library 21c is there are many things that patrons and staff can do. One of the things that has brought the North Region Security Team together are puzzles. While conducting rounds the team enjoys adding pieces to the puzzle. We have enjoyed not only helping each other put pieces together but also helping patrons when they get stumped on a section



- CPR, AED, and First Aid classes have been resumed. Jennifer Kay and Kurt Thompson will be instructing the classes and had their first class on the 28th of February. They look forward to coaching staff to understand the benefits of knowing CPR and basic first aid.



West Region

- Assisted in medical for staff injury, cut to hand.
- CSPD came in for suspended patron and for investigation on another patron.
- Assisted Tax Prep, VITA staff with set up and scheduling.
- Assisted cabling as they set up and installed new cameras at Penrose.
- Had all Security meeting, touched base on trauma informed practice/care.
- Call for assistance at Cheyenne Library a couple of times, suspension violation, patron disturbance.
- Call for assistance at Old Colorado City a couple of times, patron disturbances.
- Set up fire inspection at Cheyenne with Josh Murphy, Fire Inspector, CSFD.
- Conducted power testing for solar charging station. Positive results.
- Officer Thiele conducted a fire drill at Fountain and set up with other branches.
- 1st Amendment auditors visited Penrose Branch.
- Conducted monthly AED checks and 1st Aid inventory at all branches, Mobiles, Fountain, Cheyenne, Old Colorado City, Ute, Manitou 515, 513, Penrose, Carnegie, and The Hall.

- Had Appeals Meeting, 4 suspensions lifted.
- Penrose closed due to contamination.
- Officer Thiele and D'Amour changed out charging station doors that were damaged at Old Colorado City (1) and at Penrose (5).



- Officer Thiele and Scott received Life Saving awards.



- A Perpetrator pulled knife on another patron, then broke open charging station door. CSPD Notified and with our assistance was apprehended.

Community Resources: February 2023

- 186 separate patron interactions, 37 of which were new clients
- Kayla: Biweekly Security appeal meetings (2/2: reinstated 3 patrons; 2/16: reinstated 1 patron)
- Kayla & Nikki: Weekly CE meetings
- Kayla: Monthly PPCoC Board Meeting
- Kayla: monthly meeting with CCHA for ED High Utilizer Community Coordination
- Kayla, Nikki, Joe: bimonthly department all staff meeting, provided training (Mental Health Jeopardy, Trauma-Informed Care presentation, Trauma-Informed Care role play) (Feb. 3rd)
- Nikki: attended PPCHP Advocacy training (Jan 13, Jan 27, Feb 10, Feb 24, Mar 10)
- Kayla: NarCan training (OL – Feb 20th)
- Kayla: Poetry Heals Advisory Board meeting (Feb 2nd)
- Kayla & Nikki: taking turns being present at PE Family Place event series (Feb 6, Feb 13, Feb 27 - cancelled, Mar 6, Mar 13)
- Kayla: attended monthly CHAP meeting (Feb 9th)
- Kayla: provided training to HI/CA staff regarding boundaries and info on Community Resources dept (Feb 15th)
- Kayla: attended Self-Sufficiency Standard presentation hosted by Pikes Peak Women (Feb 21st)
- Community Exchange 2/24: 31 patrons (Care & Share, CDPHE Vaccine Bus, DHS, DMV2GO, Hire Heroes USA, The Independence Center, Oak Street Health, Poetry Heals, PPLD Adult Services, Springs Rescue Mission; Diversus Health, Goodwill Industries, Mt. Carmel - cancelled) - Penrose closed during this week, which impacted advertisement and patrons not being in the area

Accomplishments

- Provided 84 bus passes for patrons to access DHS and community resources/assistance
- Sofie: completed CMWN Peer Support Specialist training

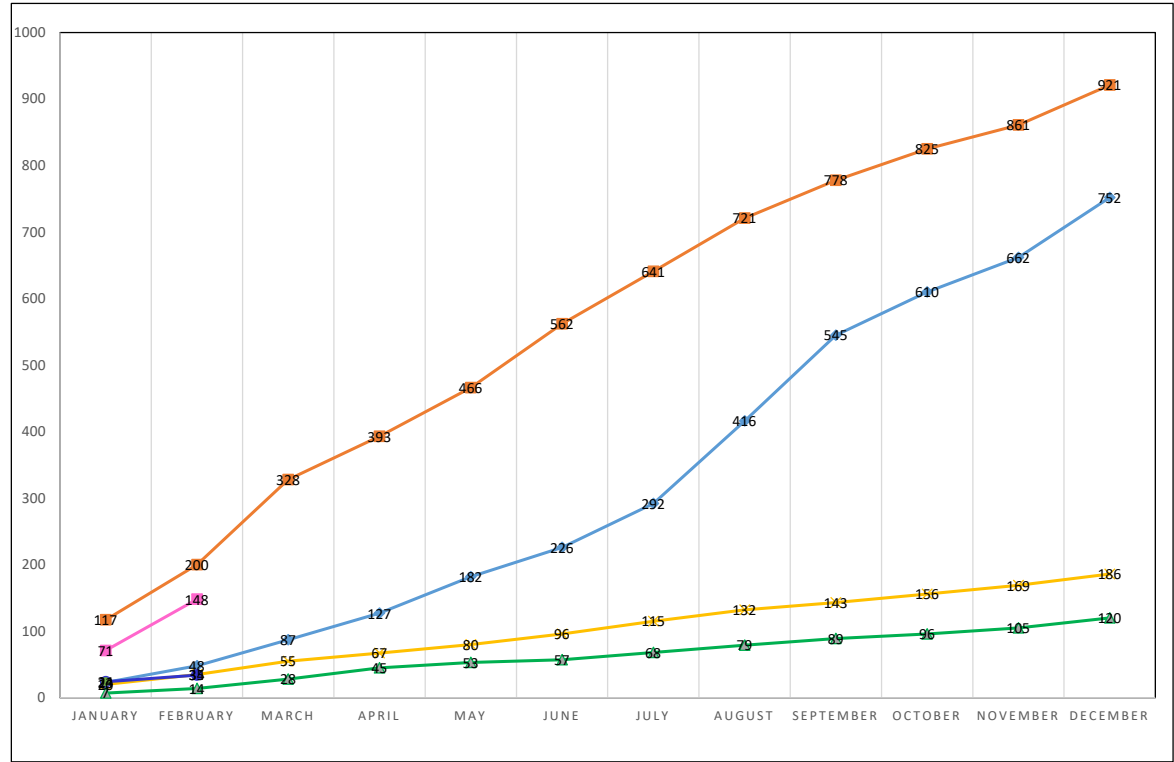
Community Exchange (forgot to snap a picture during our busy time, so this is towards the end of the event):



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	
APRIL	40	APRIL	65	APRIL	
MAY	55	MAY	73	MAY	
JUNE	44	JUNE	96	JUNE	
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	
APRIL	17	APRIL	13	APRIL	
MAY	8	MAY	15	MAY	
JUNE	4	JUNE	18	JUNE	
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	

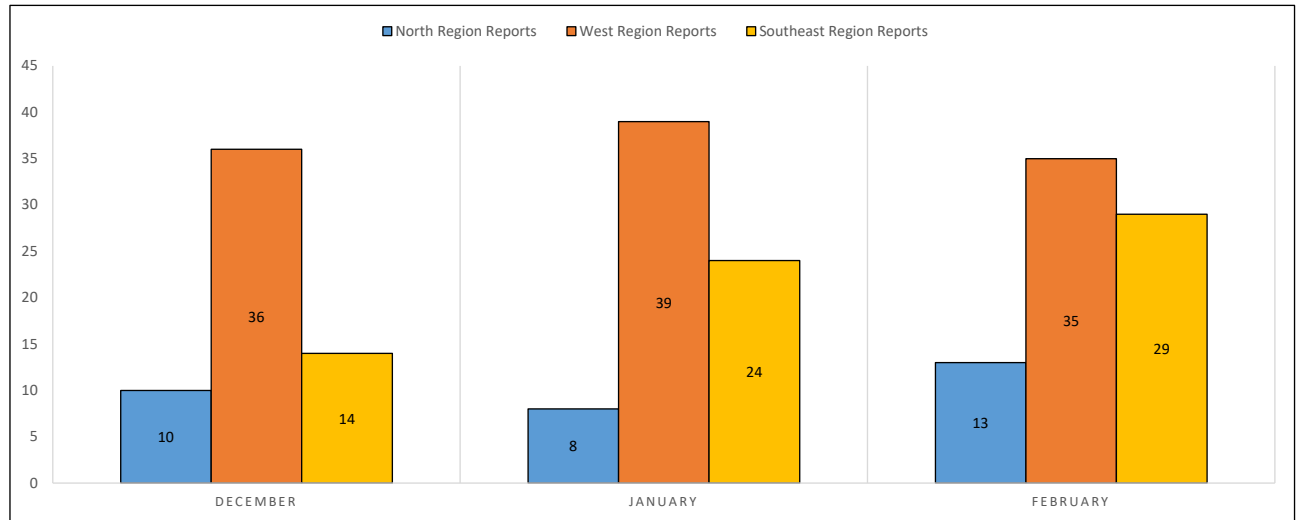


Reports - Regional Monthly Comparison

North Region Reports	
DECEMBER	10
JANUARY	8
FEBRUARY	13

West Region Reports	
DECEMBER	36
JANUARY	39
FEBRUARY	35

Southeast Region Reports	
DECEMBER	14
JANUARY	24
FEBRUARY	29

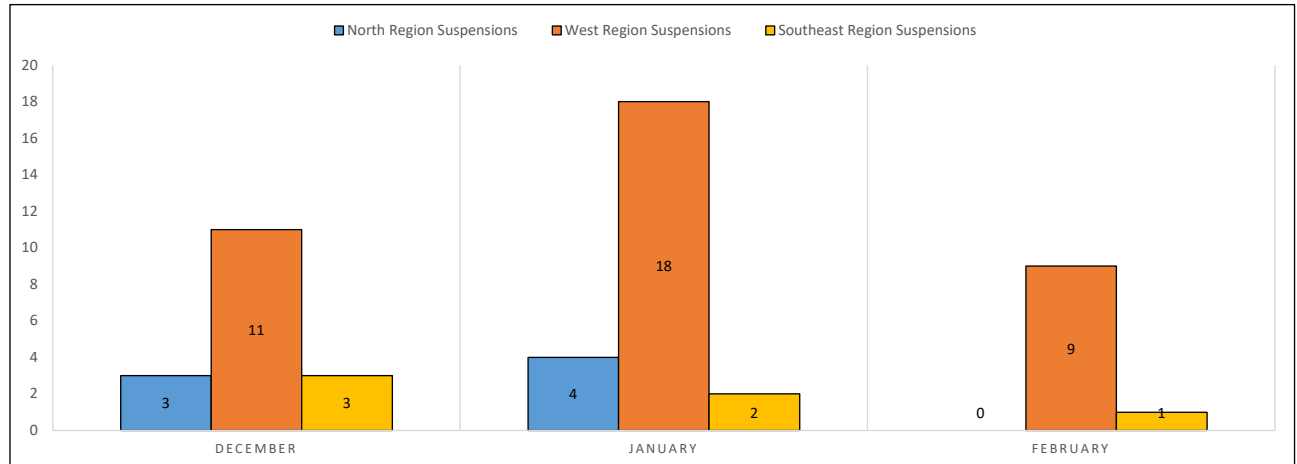


Suspensions - Regional Monthly Comparison

North Region	
DECEMBER	3
JANUARY	4
FEBRUARY	0

West Region	
DECEMBER	11
JANUARY	18
FEBRUARY	9

Southeast Region	
DECEMBER	3
JANUARY	2
FEBRUARY	1





PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
February 15, 2023 5 pm
PENROSE – COLUMBINE ROOM

VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 867 7654 8192
Passcode: 569086

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

Interim Chief Librarian and CEO Teona Shainidze Krebs, Public Relations and Marketing Director Denise Abbott, Family & Children Services Director Melody Alvarez, KCH Manager Dustin Booth, Chief Safety, Security and Community Resources Officer Michael Brantner, Video Producer/Director Drew Cerino, Poet Laureate Ashley Cornelius, Old Colorado City Library Manager Amber Cox, Creative Services Director Becca Cruz, West Region Director Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Senior Accountant Shannan Hill, Controller Kim Hoggatt, East Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Interlibrary Loan Manager Amanda Marez-Frutchey, Library Penrose Library Manager Tiffany Paisley, Collection Management Director Jenny Pierce, Chief Communications Officer Michelle Ray, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Colorado Springs City Councilmember Randy Helms, EL Paso County Commissioner Carrie Geitner, Monycka Snowbird

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Aaron Salt called the February 15, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

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

Monycka Snowbird spoke about the process of renaming Knights of Columbus Hall (KCH). She explained the impact the existing name has on many members of the community and asked that public input be included in the process of selecting a new name. President Aaron Salt asked Monycka to contact Interim CEO and Chief Librarian Teona Shainidze Krebs to arrange a meeting.

PRESENTATIONS

Staff Promotions and New Hires

Controller Kim Hoggatt introduced Senior Accountant Shannan Hill.

Pikes Peak Poet Laureate

Pikes Peak Poet Laureate Ashley Cornelius is honored to be the Poet Laureate and thankful the program has returned. Ms. Cornelius participated in over 100 events in the community since becoming Poet Laureate. These included a residency at the Green Box Arts Festival in Green Mountain Falls in summer 2022. She was commissioned to write a poem about the Skyspace installation in Green Mountain Falls. Follow this link, <https://vimeo.com/736342923>, to hear Ms. Cornelius' poem and learn about the Skyspace.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan shared that sales continue to be high around the district. Ms. Jordan thanked Director Meg Shaver, for steering the updated look of their [new website](#) that was launched in January 2023. The Friends continue to accept applications for positions on the Board. Ms. Jordan also announced that the Friends are preparing for the March Booksale, scheduled for March 10-12 at the East Library.

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 encouraged attendees to consider including PPLD in estate planning.

Financial Report: January 2023

The Financial Report was provided prior to the meeting. Chief Financial Officer Randy Green presented a new format for the report which matches with the recently provided budget presentation. The new format was well received. Mr. Green mentioned an addition to the consent agenda: the 2023 Capital Fund Budget Adjustment Resolution (Resolution for Supplementary budget).

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees add the 2023 Capital Fund Budget Adjustment Resolution to the Consent agenda.

Second: Scott Taylor seconded the motion, including that this is A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously established a Capital Fund - the purpose of which is to account for all financial activity related to various capital projects; the funding of which comes primarily from the distribution of property tax revenue, as an allocated portion of the district's annual mill levy specifically ear-marked for the Capital Fund, as approved by the Board of Trustees, AND WHEREAS, a total of \$3,620,578 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2023 Budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2023 appropriation of the Capital Fund is hereby increased from \$1,000,000 to \$4,620,578, as per the attached schedule. ADOPTED, this 15th day of February 2023.

Vote: The motion was approved unanimously.

Public Services Report

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles announced the launch of the Educator Card for teachers, homeschoolers, and secondary educators.

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

The Support Services reports were included in the Board packet. Dr. Stoll acknowledged Michelle Ray's resignation from the Chief Communications Officer position, thanking her for everything she has done, and stating she will be greatly missed. Denise Abbott will start as Interim Chief Communications Officer on Monday, February 2, 2023.

Chief Information Technology Officer Justin Goodwin will provide instructions to the Board on setting up the Multifactor Authentication (MFA) required of everyone with a ppld.org email address. He is available to provide support as needed.

Interim Chief Librarian and CEO's Report

Interim Chief Librarian and CEO Teona Shainidze Krebs thanked Michelle Ray for all the work she has done for PPLD. Ms. Shainidze Krebs also thanked El Paso County Public Health for their support and guidance while PPLD addresses the methamphetamine contamination.

Debbie English announced that Teona has been named a Pikes Peak Unsung Hero by Pikes Peak Women. Honorees will be recognized at the Wine, Women & Chocolate celebration on Tuesday, April 11, 2023. Ms. English also thanked Ms. Shainidze Krebs for the weekly updates she has provided.

Board Reports

CEO Search Committee

Debbie English attended all February Board committee meetings and provided an update on the process. The position was advertised on February 3 and will close the weekend of March 3. All applications will be reviewed by the Board once the position closed. Chief Human Resources and Organizational Development Officer Heather Laslie provided guidance on what parts of the process can be done privately vs. publicly.

Governance Committee Report

Governance Committee Chair Scott Taylor stated that the Committee met on February 7, 2023. Topics discussed were determining a date for the Board Orientation and having a Board of Trustees SharePoint group created for all Trustee's access. A review of CEO goals, and signup for the Adopt-a-Trustee program were deferred to the March Committee meeting. Mr. Taylor shared that a group photo of the Board of Trustees will be taken at the March 15, 2023 Board meeting. The Conflict-of-Interest form will be distributed to Trustees for their signature through DocuSign.

Internal Affairs Committee Report

Internal Affairs Committee Chair Erin Bents stated that the Committee met on February 9, 2023. The Interlibrary Loan (ILL) and Email policies were discussed. Ms. Bents thanked former Internal Affairs Chair Debbie English for providing an overview of Internal Affairs activities from 2022.

Public Affairs Committee Report

Public Affairs Committee Chair Debbie English stated that the Committee met on February 7, 2023. A discussion of lesson's learned when the Board considered pursuing a mill levy increase took place, as well as sharing of ideas on how to approach the process differently if pursued in the future. Proclamations in recognition of Library week are being coordinated with Colorado Springs City Council, County Commissioners, and leaders in the communities where PPLD has a presence. Scott Taylor suggested assigning attendance at meetings where Proclamations are read to the Trustee that is adopted by that library.

Liaison Comments – City Council members and County Commissioners

City Councilmember Randy Helms is looking forward to the CEO Search moving forward. County Commissioner Carrie Geitner was in attendance but did not have any comments.

Trustee Comments

Vice President Dora Gonzales shared a conversation she had with a patron in which she assured them that Knights of Columbus Hall (KCH) will remain a community space, regardless of a change in name.

President Aaron Salt spoke of a meeting between PPLD and Manitou Springs leadership regarding the renovation of the Manitou Springs Carnegie Library, and how best to work together to meet the goal of PPLD moving back into the Carnegie Library.

BUSINESS ITEMS

Consent Items

Decision 23-2-1 Consent Items as Presented

- Independent Auditors – 2022 Financial Records
- Minutes of the January 18, 2023 Board of Trustees meeting
- 2023 Capital Fund Budget Adjustment Resolution (approved to add to Consent Items earlier in this meeting)

Motion: Scott Taylor made a motion that the Board of Trustees approve the consent items as presented.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

New Business

DECISION 23-2-2: Renaming Knights of Columbus Hall (KCH)

Motion: Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees approve the renaming of Knights of Columbus Hall as presented.

Second: Dr. Ned Stoll seconded the motion.

Discussion: The Hall at PPLD is the recommended new name for Knights of Columbus Hall. The discussion

included considering community input for naming PPLD facilities. The process has been for staff to make a recommendation to the Board of Trustees and has not included public input. Several names were considered with the simplicity of The Hall at PPLD being favored as it is similar to the Venue at Library 21c. Changing the process to include community input will be considered when naming comes up again. Trustees agreed that staff thoughtfully evaluated several options. Creating signage with the new name will begin once the change is approved. President Aaron Salt asked Monycka Snowbird, who provided a public comment earlier in the meeting, to contact Teona Shainidze Krebs to arrange a meeting.

Vote: The motion was approved unanimously.

DECISION 23-2-3: Interlibrary Loan (ILL) policy (p. 61)

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Interlibrary Loan (ILL) policy as presented.

Second: Erin Bents seconded the motion.

Discussion: Amanda Marez-Frutchey is in attendance for questions. It was clarified that any fees from the lending library are made known to the patron before they request the item.

Vote: The motion was approved unanimously.

DECISION 23-2-4: Email Communication policy (p. 68)

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Email Communication policy as presented.

Second: Scott Taylor seconded the motion.

Discussion: Trustees have all been assigned ppld.org emails, and personal emails will no longer be used for Board business. Capitalization of the word email will be removed, however there are no changes to the policy.

Vote: The motion was approved unanimously.

DISCUSSION: CEO Search timeline (include Dr. Stoll's comments in discussion) and criteria (Debbie English and Dora Gonzales)

Debbie English shared the general timeline in the Chief Librarian Search Committee Report. The timeline is flexible depending on how many qualified candidates apply. The process should move quickly in order to retain candidates throughout the process. Applications will be provided to all Board members, who will choice-rank applicants using a point system. The posting states the position is open until filled however candidates who apply by the posted deadline will be given priority. A special meeting can be held to review applications and determine next steps. At this time the expectation is that finalists will be asked to present at the April 19, 2023 Board meeting

ADJOURNMENT

There being no further business to discuss, President Aaron Salt called for a motion to adjourn the meeting.

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees adjourn at 6:58 p.m.

Second: Scott Taylor seconded the motion.

Vote: The vote was approved unanimously.

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>

Draft Facilities Master Plan – March 15, 2023 Board of Trustees meeting

Library Background:

Pikes Peak Library District (PPLD) seeks to provide access to resources and opportunities that allow people to thrive and create connected communities. This is the vision for all of the 16 library facilities, our online resources, and our mobile library services. With a mission to cultivate spaces for belonging, personal growth, and strong communities, PPLD welcomes all to enrich their minds, make those connections, and reach our full potential as community.

As a national leader and the second largest library system in Colorado, the PPLD serves a population of more than 660,000 residents across 2,070 square miles of El Paso County. Thanks to an employee base of about 460 full- and part-time staff and about 1,700 volunteers, PPLD continues to be recognized for its commitment to diversity and community collaboration, its innovative and community-focused programs, and excellent customer service.

The history of public libraries in the Pikes Peak Region began in October 1885 when the Colorado Springs Social Union established a library on the corner of Tejon and Cucharras Streets in downtown Colorado Springs. In 1905, a new library opened at 21 West Kiowa Street, with funds donated by Andrew Carnegie and land granted by General William Jackson Palmer. In 1962, a majority of El Paso County citizens voted to establish a special taxing district and PPLD was formed. PPLD serves residents of El Paso County, with the exception of Security/Widefield School District #3, including all unincorporated areas and municipalities of Calhan, Colorado Springs, Ellicott, Falcon, Fountain, Manitou Springs, Monument, and Palmer Lake. Government Structure Pikes Peak Library District has one component unit affiliation: Pikes Peak Library District Foundation, Inc. (a discretely presented component unit), which organized in 2003 to raise funds for the sole benefit of PPLD. PPLD provides library services to all of El Paso County, excluding Security/Widefield School District #3. Security/Widefield and the town of Manitou Springs did not join the Library District when it was formed in 1962. The town of Manitou Springs subsequently voted to join PPLD effective January 1, 2013. There are 15 library facilities and three mobile libraries covering a service area of approximately 2,070 square miles. PPLD owns eight facilities: Calhan Library, East Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Library Campus, and Sand Creek Library. leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library, Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, a mobile fleet delivers library services to remote sites and to special non-mobile populations.

Objective

With incredible population growth in El Paso County over the last ten years, the need to review and determine the pathway forward for our current and future library facilities is critical. With this Request for Proposal (RFP), PPLD is seeking competitive proposals from qualified consultants to assist in the development of a Facilities Master Plan (the Plan). The Plan shall assess current physical and operating conditions of existing Library facilities, quantify existing space deficiencies and assets that challenge PPLD's ability to provide exceptional library service to our community, and establish the framework to address those barriers for future growth and sustainability system-wide for the next ten (10) years.

The Plan shall also have the flexibility for PPLD to respond appropriately and effectively to changes in community demographics, library trends, aging facilities and other future needs. This plan will be a significant asset to PPLD's ongoing planning efforts.

PPLD also requests that submitted proposals include an add-alternative quote for written updates to the final plan after complete of 3 years and 7 years.

Statement of Work

- Consultant shall develop a stakeholder engagement process for assessing facilities and gathering information on needs and desires in the development of this Facilities Master Plan. Provide proposed process for consideration.
- Consultant shall provide individual site studies for each location and determine any deficiencies or barriers to delivery of existing library services as well as those detailed in the **2022 PPLD Strategic Plan** and far into the future.
- Evaluate existing size of facility and appropriate layout for service, program and event delivery, code compliancy, infrastructure, and health and safety conditions. Provide recommendations for improvement.
- Conduct a complete and thorough facility condition assessment (FCA) of all Library facilities to identify deficiencies in existing buildings and sites.
The FCA shall be conducted by qualified individuals trained in and licensed for construction, engineering or architecture for the specific building system assessed. A narrative shall be provided for each location documenting findings and needs categorized as immediate, short-term and long-term capital repair/replacement as well as likely costs.
- Consultant shall evaluate city, county, and library demographic and population growth data and provide opinions and recommendations for ideal locations of library facilities both current and future.
- Evaluate system design and provide recommendations of types and levels of services offered at each location.
- Utilizing all information, develop an implementation plan to fulfill the needs identified. A short-term (1-3 years) plan to address immediate and short-term concerns and deficiencies, a mid-term (4-6 years) plan creating library renovation/refresh and new library construction schedule and probable costs and a long-term (7-10 years) plan that will establish on-going maintenance and upgrade reviews and actions for all facilities needs going forward. All term plans shall be flexible to consider changes in community make-up, library usage as well as current trends.
- Provide recommendations for alternative delivery service models for consideration. These models could provide services to patrons at a lower cost to the library district than fully staffed library facilities.
- Create a Facilities Design guide that is flexible and incorporates current library trends and will promote the efficient, consistent and cost-effective design and construction of all new and modernized buildings that will support library operations for many years to come.
- Provide anticipated costs for updating the existing Facilities Master Plan in year 3 and 7.