



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
JULY 22, 2020 4 PM
VIRTUAL MEETING (ZOOM)
MEETING PASSWORD: 719409

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 - 1. Introduction of new staff
 - A. Sarah Marshall: Training Supervisor (H. Laslie)
- IV. PUBLIC COMMENT (3 Minute Time Limit per Person)
- V. BUSINESS ITEMS
 - A. Decision 20-7-1: Minutes of the May 27, 2020 Meeting (p. 1)
 - B. Consent Items
 - Consent items shall be acted upon as a whole, unless a specific item is called for discussion.*
 - Any item called for discussion shall be acted upon separately as "New Business".*
 - C. Unfinished Business
 - D. New Business
 - 1. Decision 20-7-2: MFD recommendation (R. Peters) (p. 7)
 - 2. Decision 20-7-3: Manitou IGA between City of Manitou Springs and Pikes Peak Library District (J. Spears) (p. 10)
 - 3. Decision 20-7-4: Manitou MOA between Pikes Peak Library District and Manitou Art Center (J. Spears) (p. 16)
 - 4. Decision 20-7-5: Exhibit Policy (Teona) (p.20)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 23)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 24)
 - C. Financial Report (M. Varnet) (p. 25)
 - D. Public Services Report (T. Shainidze Krebs) (p. 59)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 120)
 - F. Chief Librarian's Report (J. Spears) (p. 129)
 - G. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Board President's Report
- VII. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community

Decision 20-7-1

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

May 27, 2020

4 p.m.

PPLD Board of Trustees Web Meeting

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT VIA ZOOM VIDEO CONFERENCING

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

Friends of the Pike Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, Circulation Library Assistant Pat Brennan, Adult Services Senior Librarian Heidi Buljung, Senior Library Associate Athena Cazier, Young Adult Services Senior Library Associate Maria Cordova, Director of the West Region Michael Doherty, Executive Assistant Laura Foster, Adult Services Librarian Shannon Heffner, Chief Development Officer & Foundation Executive Officer Lance James, Penrose Library Branch Manager Antonia Krupicka-Smith, Communications Administrative Specialist Colleen Lark, Chief HR & OD Officer Heather Laslie, Adult Services Senior Librarian Melissa Mitchell, Special Collections Digital Archive Specialist Chris Nicholl, Circulation Library Assistant Nichol Patrick, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Services Amy Rodda, Library Assistant Diane Sawatzki, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Senior Library Assistant Susan Simpson, Chief Librarian and Chief Executive Officer John Spears, Manitou Springs and Ute Pass Libraries Branch Manager Whitney Springer, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Special Collections Assistant William Thomas, Ruth Holley Library Branch Manager Fran Toledo, Chief Financial Officer Michael Varnet, Circulation Senior Library Assistant Debbie Vitulli, Internal Communications Specialist Jeremiah Walter

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the May 27, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:03 p.m.

Decision 20-5-1: Resolution Approving Telephone or Web-Based Participation in Meetings of the Pikes Peak Library District's Board of Trustees

Unprecedented public health concerns related to the Covid-19 pandemic and resulting Executive Orders from the Governor of Colorado inform the need to utilize technology to conduct business through December 31, 2020. This decision will waive the provision of Article IV.10 of the Bylaws of the Board of Trustees of the Pikes Peak Library District and any other necessary provision of the Board's Bylaws or Policies.

Motion: Dora Gonzales moved that the Pikes Peak Library District Board of Trustees approve the Telephone or Web-Based Participation in Meetings of the Pikes Peak Library District's Board of Trustees.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no Public Comment.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

A letter from Young Adult Library Services Association's Chair of the 2020 Michael L. Printz Award Kim Keown Farnsworth was included in the Board packet. Ms. Farnsworth expressed gratitude for the work of PPLD staff Cameron Riesenberger on the 2020 Michael L. Printz Committee.

BUSINESS ITEMS

Board Minutes

Decision 20-5-2: Minutes of the February 26, 2020 Meeting

The minutes of the February 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Wayne Vanderschuere moved to approve the minutes of the February 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Decision 20-5-3: Requiring facial coverings in Pikes Peak Library District facilities

President English led a discussion regarding risks and safety issues related to requiring facial coverings

in all Pikes Peak Library District facilities upon re-opening to the public. Both local and state health and government official guidance recommend wearing facial coverings. The decision will be driven by science and the best interest of patron and staff health to allow PPLD to continue to provide resources and opportunities that engage and transform individual lives and build community.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve requiring facial coverings in Pikes Peak Library District Facilities upon opening to the public as discussed.

Second: Mina Liebert seconded the motion.

Vote: The motion was unanimously approved.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was not included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Stephen Adams shared that they have used the paycheck protection plan to pay two employees.

Friends online book sales continue with May 8th reflecting the highest online sales ever reported. They will be hosting a virtual book sale through Facebook live.

Friends will begin meeting virtually in June 2020.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James shared that the IMLS grant application is due on June 12. Mr. James thanked PPLD staff in several areas for assisting Aubrey Fenewald with the grant application.

Mr. James gave kudos to Public Services for their amazing service to the community in dispersing bookmobiles around town to provide Wi-Fi access, collaborating with RISE Coalition and Citizens Project to conduct direct outreach to encourage census participation, and including verbiage in the phone bank script that encourages participation in the Census. Colorado Springs is in the top 5% in the country for cities of its size participating in the census.

Mr. James shared that the second annual Library Giving Day was a big success. This effort used a crowd-funding platform, resulting in several fundraising pages raising over \$15,000. This sum included matching offered by three donors.

Financial Report

The Financial Report for the period ending April 30, 2020 was included in the Board packet. Chief Financial Officer Michael Varnet reported that District revenue for 2020 thru April was \$19.1 million, down \$250,000 from last year's \$19.4 million.

The FY2019 Audit begins on May 28, 2020.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs thanked her staff for their amazing work to re-imagine libraries as virtual within 2 weeks. Director of Adult Services Amy Rodda and Director of Southeast Region Abby Simpson and their teams were specifically mentioned.

Ms. Shainidze Krebs introduced new Director of Family and Children's Services, Melody Alvarez. She is collaborating with school districts to provide resources in the fall, remaining flexible to accommodate whatever operational changes school districts may implement.

Services and libraries have collaborated to develop an outstanding protocol for processing returns safely and sanitarily, having processed over 61,000 returns. Curbside service also includes pickup of holds, program materials, and patron printing. Thanks to Communications, Security, Facilities and IT for collaborating to make virtual and curbside happen and keep things going through closure.

Library Reports

The *Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Report* were included in the Board packet. *Safety, Social Services, & Security Report* was not included in the Board packet. President English asked if the Board had any questions or comments regarding any of the reports.

Michael Brantner, Chief Safety, Social Services and Security Officer gave kudos to his staff for stepping up throughout the closure to monitor facilities. Alicia Kwande, social worker, has offered her services to partnering organizations to continue to support the community and assist with access to resources. The district donated much of the stock of PPE supplies of gloves and masks to local organizations, including the homeless shelter.

Dora Gonzales shared her appreciation for everything PPLD has done for the community, especially for the care of high need populations. Debbie English stated that the dedication and passion of the staff is amazing and much appreciated.

Chief Librarian's Report

Mr. Spears pointed out the pandemic will fundamentally change how libraries operate. In two months, staff has transformed how we do what we do. Our quarantine process recommendations have been embraced across Colorado, the nation, and internationally. We are the first library system to disseminate phone service.

Mr. Spears expressed thanks to the Board of Trustees for their leadership in charting the direction of PPLD.

Board Reports

Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee last met on March 10, 2020. April and May meetings were cancelled due to Covid-19.

The Governance Committee discussed the following:

- CEO's 2020 Goals
- Board Orientation
- 2020 Board Retreat
- Board Bylaws

Mr. Taylor thanked those who presented at the Board orientation that took place at Library 21c on March 13, 2020. He also indicated that a retreat for the Board is being discussed.

Internal Affairs Committee

The Internal Affairs Committee met on March 10, 2020. April and May meetings were cancelled due to Covid-19.

The Internal Affairs Committee discussed the following:

- Ruth Holley Learning Lab
- RFP for Switches and UPS's

Public Affairs Committee

The Public Affairs Committee met on March 10, 2020. April and May meetings were cancelled due to Covid-19.

The Public Affairs Committee discussed the following:

- Community Needs Assessment Update
- Covid-19
- MacMillan e-books embargo

Ms. Mina Liebert shared that the McMillan Embargo has been discontinued. The committee also discussed the complaint regarding the Manitou Springs Library ADA compliance.

Adopt-a-Trustee Report

Debbie English visited with Safety, Social Services, & Security, Mobile Libraries, Rockrimmon, and Information Technology. The visit with High Prairie was cancelled due to Covid-19. All other Adopt-a-Trustee visits were cancelled and will be rescheduled.

Board President's Report

Board President Debbie English attended the Naturalization Ceremony in March and highly recommends others attend this wonderful experience.

EXECUTIVE SESSION

President English called for a motion from the Board to move into Executive Session to discuss Relocation of Manitou Springs Library as authorized by CRS 24-6-402(4)(a).

Motion: Mina Liebert moved that the Board of Trustees meet in Executive Session to discuss Relocation of Manitou Springs Library as authorized by CRS 24-6-402(4)(a).

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

The following left the meeting at 6:26 p.m: Stephen Adams, Michael Brantner, Pat Brennan, Heidi Buljung, Athena Cazier, Maria Cordova, Michael Doherty, Laura Foster, Shannon Heffner, Lance James, Antonia Krupicka-Smith, Colleen Lark, Heather Laslie, Melissa Mitchell, Chris Nicholl, Nichol Patrick, Rich Peters, Michelle Ray, Amy Rodda, Diane Sawatzki, Tammy Sayles, Teona Shainidze Krebs, Susan Simpson, Whitney Springer, Kayah Swanson, Gary Syling, William Thomas, Fran Toledo, Michael Varnet, Debbie Vitulli, Jeremiah Walter,

The Board reconvened in Open Session at 7:04 p.m.

The following rejoined the meeting at 7:04 p.m. Michael Brantner, Laura Foster, Lance James, Heather Laslie, Rich Peters, Michelle Ray, Tammy Sayles, Teona Shainidze Krebs, Gary Syling, Michael Varnet, Jeremiah Walter

NEW BUSINESS CONTINUED:

Decision 20-5-4: Relocation of Manitou Springs Library

Motion: Scott Taylor moved that the Board of Trustees adopt the Relocation of Manitou Springs Library as authorized by CRS 24-6-402(4)(a).

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously

ADJOURNMENT

There being no further business to conduct, President English adjourned the May 27, 2020 meeting of the Pikes Peak Library District Board of Trustees at 7:08 p.m.

Decision 20-7-2

**Pikes Peak Library District
July 22, 2020**

**Multi-function Devices
Request for Proposal (RFP) #520-20-07
Multi-Function Device (MFD) Project**

Background

The current copier fleet is well beyond end of life (EOL) requiring replacement. The objective is to replace the current copier and networked printer fleet with MFDs capable of copy, print, facsimile (fax) and secure printing capability critical to removing staff desktop printers while also providing patrons with modernized printing capabilities. Current copier fleet is at 29 with 134 desktop printers. Reducing staff desktop printers could possibly save the Pikes Peak Library District (PPLD) an estimated \$60,000 annually associated with replacement toner and ink cartridges.

Acquisition Strategy

RFP 520-20-07 issued on June 3, 2020 with notice published in the newspaper and invitations sent out to 17 vendors with six respondents. We received proposals from the following vendors: Lewan Technology, All Copy Products, Konica Minolta, Preferred Document Solutions, Toshiba, and Axis Business Solutions.

PPLD required 58 MFDs, which is stipulated in the RFP.

Evaluation

An evaluation team including representatives from Information Technology, Finance, Communications, and Public Services reviewed the proposals and scored each proposal using the following evaluation criteria:

Costs/Fees	50%
Completeness of Proposal	20%
Other (best interest of PPLD)	15%
Company Qualifications and History	10%
Total	<u>95%</u>

The RFP included References as a category for evaluation, at a weighted score of 5%. References were checked as appropriate and accordingly, this category was removed for the weighted scoring table. There were no issues noted.

The following table shows the scoring for each proposal received using the criteria established above.

Company	Total Points
All Copy Products	84
Lewan	75
Axis Business Technologies	68
Preferred Document Solutions	64
Konica Minolta	63
Toshiba	60

The following table shows the costs for each proposal received:

	All Copy Products	Lewan	Axis Business Technologies	Toshiba	Konica Minolta	Preferred Document Solutions
Cost of Equipment	\$150,880	\$186,240	\$193,330	\$238,125	\$216,292	\$241,779
Service Contract – Impressions (5 year projection)	\$154,817	\$201,262	\$220,235	\$184,979	\$215,842	\$218,662
Total Cost	\$305,697	\$387,502	\$413,565	\$423,104	\$432,134	\$460,441

The cost of equipment is based on the estimated requirements for equipment at each library facility and the price per model as submitted by each proposer.

The cost for the service contract (for maintenance, support, toner, etc.) is an ongoing fee based on a “cost per impression” model. The amounts included in the above table were based on the fee per impression for black/white and color impressions as provided by each proposer, and the cost was extended over a 5-year period.

Considering both the estimated costs of the equipment and the estimated service agreement costs, All Copy Products quoted the lowest total cost.

Faxing Capabilities

The RFP asked for information for faxing capabilities if it was available. This request was not a mandatory requirement, so the related costs were not included in the costing table above.

Company	Fax Services Costs
All Copy Products	\$10,141
Lewan	\$11,803
Preferred Document Solutions	\$10,639
Toshiba	\$8,125
Axis Business Technologies	\$10,198
Konica Minolta	\$12,420

Additional cost considerations includes the following:

1. All Copy Products included a trade-in allowance of \$15,500. This amount was NOT taken into consideration as part of in the evaluation process, nor the cost comparison information.
2. All Copy Products, Konica Minolta, Lewan, and Preferred Document Solutions indicated they will remove all existing copiers from PPLD premises at no cost.

Recommendation

Board of Trustees approve All Copy Products as the winning vendor for RFP #520-20-07. The equipment cost of \$150,880 is within the budget for this project.

INTERGOVERNMENTAL AGREEMENT
MANITOU LIBRARY

THIS INTERGOVERNMENTAL AGREEMENT – MANITOU LIBRARY is made and entered into this ____ day of _____, 2020, by and between the City of Manitou Springs, Colorado, a Colorado municipal corporation and home rule city (the “City”), and the Pikes Peak Library District, a Colorado Library District as defined in C.R.S. § 24-90-103(6) (the "District") (individually, a "Party" and collectively, the "Parties").

WHEREAS, the Parties are parties to an Intergovernmental Inclusion Agreement dated November 27, 2012 and a Lease Agreement dated January 1, 2013 (collectively, the "Existing Agreements");

WHEREAS, the Existing Agreements, in part, establish the terms and conditions pursuant to which the City would be included into the District and pursuant to which the District would provide library services within the City;

WHEREAS, under the Lease Agreement, the City leased a City-owned building commonly referred to as the Carnegie Building to the District and the District agreed to provide library services from the Carnegie Building;

WHEREAS, the Parties recognize that the Carnegie Building, due to its age and physical condition, limits the ability of the District to provide library services at a level and quality the District desires;

WHEREAS, the City is evaluating the feasibility of making potential upgrades, remodeling and/or expanding the Carnegie Building with the intent, but not the obligation, of providing an improved facility from which the District may provide continued library services in the City;

WHEREAS, it is anticipated the City's evaluation process will take considerable time and resources because of the historic nature of the building, the public's intense interest in the Carnegie Building, its importance to the character of the City, and the potential cost of the design and construction work;

WHEREAS, the Parties have determined that it is their best interests and the best interests of the citizens of the City and the District's patrons that the District move its library services from the Carnegie Building to another structure within the City while the City undertakes its evaluation of the Carnegie Building; and

WHEREAS, the Parties, therefore, desire to terminate the Existing Agreements and replace them with this Agreement.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

I. TERMINATION OF EXISTING AGREEMENTS

A. The Intergovernmental Inclusion Agreement is hereby terminated effective immediately.

B. The Lease Agreement shall terminate upon the District vacating the Carnegie Building and leaving the Carnegie Building in substantially the condition it was in at the commencement of the Lease Agreement except for ordinary wear and tear. Notwithstanding any provisions to the contrary in the Lease Agreement, the District shall move all library services and property out of the Carnegie Building and vacate the Carnegie Building on or before December 31, 2020, or such earlier date as determined by the District providing no less than thirty (30) days advance written notice to the City, and such action shall not be deemed to breach the Lease Agreement. The Parties shall coordinate the disposition of any equipment, supplies, or other items in the Carnegie Building that were in the building at the time the District took possession under the Lease Agreement, which the City may have an interest in retaining as City property.

II. CONTINUATION OF LIBRARY SERVICES IN THE CITY AND TEMPORARY LIBRARY RELOCATION

A. Upon execution of a lease for suitable alternative space, the District shall relocate the library services it is currently providing at the Carnegie Building to another location in the City while the City, at its sole expense, evaluates the potential Carnegie Building modifications. The Parties shall coordinate and cooperate during the City's evaluation process to address the modifications that may be undertaken with the goal that the District will move its library operations back into the Carnegie Building upon their completion. Nothing herein shall be deemed to obligate the City to make any modifications to the Carnegie Building or to obligate the District to move back into the Carnegie Building. Any such arrangement shall be set forth in a future separate written agreement.

B. The Parties desire to maintain a tradition of excellent library service for City residents, by providing library service at a level consistent with service to residents of the rest of the District. The District has a historic respect for and practice of preserving Carnegie facilities. Barring unforeseen circumstances, including, but not limited to, Colorado law changes, budgetary/TABOR restrictions, or excessive or impractical preservation or safety issues, the District will, in good faith, use its best efforts to maintain library service in the City and if the City makes modifications deemed acceptable to the District, the District, in its sole discretion, may move its library services back into the Carnegie Building. The Parties shall cooperate in the planning efforts to evaluate the feasibility of making modifications to the Carnegie Building that would result in the District restoring library services in the Carnegie Building, but in no event shall the District bear any portion of the cost of the evaluation or any modification.

C. The District's obligations shall be subject to the following: (i) in no event shall the District be obligated to expend a disproportionately greater share of its resources in order to maintain library service in the City in comparison to amounts expended for the benefit of other similar geographical segments of the District; and (ii) in no event shall the District be obligated to incur major capital expenditures in connection with the Carnegie Building, nor to undertake any possible acquisition of the Building.

III. GENERAL PROVISIONS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by either Party shall not constitute a waiver of any of the other terms or obligations of this Agreement.

C. Integration. This Agreement constitutes the entire Agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect, and a lawful replacement provision shall be substituted for the invalid provisions in order to reflect, as nearly as is practical, the original intent of the Parties.

F. Modification. This Agreement may only be modified upon written agreement of the Parties.

G. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either Party without the written consent of the other.

H. Governmental Immunity. The Parties, their officers, and their employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Parties and their officers or employees.

I. No Debt. This Agreement shall never constitute a debt or obligation of either Party within any statutory or constitutional provision.

J. Rights and Remedies. The rights and remedies of the Parties under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit either Party's legal or equitable remedies, or the period in which such remedies may be asserted.

K. Subject to Annual Appropriations. Consistent with Article X, § 20 of the Colorado Constitution ("TABOR"), any financial obligations of the City or the District not performed during the current fiscal year are subject to annual appropriation for payment by such Party's governing board, and thus any such obligations hereunder will extend only to monies currently appropriated and will not constitute a mandatory charge, requirement or liability beyond the current fiscal year. Accordingly, the City and the District acknowledge and agree that this Agreement does not constitute a multi-year financial obligation of either Party under TABOR. In the event such appropriation is not made, the District will provide the City with at

least ninety (90) days written notice of termination, and this Agreement shall terminate at the later of the end of the current fiscal year or 90 days after the City receives written notice of termination from the District.

L. Counterparts. This Agreement may be executed in any number of counterparts and by different Parties hereto in separate counterparts, each of which, when so executed and delivered, shall be deemed to be an original and all of which counterparts, taken together, shall constitute but one and the same instrument; and any signature page from any such counterpart or any electronic facsimile or electronic PDF thereof may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such Party.

IN WITNESS WHEREOF, the Parties have entered into this Agreement, to be effective on the date provided above.

[Remainder of page intentionally blank –Signatures on following page]

CITY OF MANITOU SPRINGS

By: _____
John Graham, Mayor

ATTEST:

Judy Morgan, City Clerk

PIKES PEAK LIBRARY DISTRICT

By: _____
John Spears, CEO and Chief Librarian

Memorandum of Agreement

This Memorandum of Agreement (this “MOA” or this “Memorandum of Agreement”) is made and entered into on this 1st day of July, 2020 (“Effective Date”) by and between:

BUSINESS OF ART CENTER, COLORADO, DBA the MANITOU ART CENTER (MAC), a 501(c)3 Nonprofit, whose address is 513 Manitou Avenue, Manitou Springs, CO, and

PIKES PEAK LIBRARY DISTRICT (PPLD), a special taxing district, whose address is P.O. Box 1579, Colorado Springs, CO 80901.

1. PURPOSE & SCOPE

The parties will enter into a Memorandum of Understanding (MOU), to be effective July 1, 2020, and will enter into a Lease Agreement (Lease), to be effective on the Lease Commencement Date, as defined by the Lease. The purpose of these two documents is to provide a framework and understanding of the responsibilities and commitments of the two parties with the purpose of providing shared physical space, which will allow for expanded access to resources by increased joint use of equipment that meets the needs of PPLD, MAC, and the public interest of the community. Both parties will work together to ensure partnership’s functionality and sustainability for long-term impact and enhancement of services.

The purpose of this Memorandum of Agreement (MOA) is to set forth the terms and responsibilities of the two parties prior to the commencement of the MOU and Lease, which includes obtaining Board approval from both parties, and budgetary approvals.

Basic floor plans of the spaces that PPLD will occupy are attached to this MOA.

2. PPLD RESPONSIBILITIES

PPLD will pay MAC a monthly rent amount, by the fifth of the subsequent month, as stipulated in the following table (see attachment for locations of spaces).

Monthly Payments	Purpose	Amount
July 1, 2020	Offices (1 & 2)	\$900
August 1, 2020	Offices (1 & 2) and Narnia	\$900 + \$300 = \$1,200
September 1, 2020 and thereafter	Offices (1 & 2), Narnia, Café, and Slam Gallery	\$900 + \$300 + \$800 = \$2,000

Payment terms and conditions related to the use of the Design Lab and other areas of MAC shall be determined and agreed upon at a subsequent date.

3. TERMS AND CONDITIONS

It is mutually understood and agreed by and between the parties that:

- A. Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives and volunteers. Each party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney’s fees, arising out of or resulting from the indemnifying party’s acts or omissions related to its participation under this Memorandum of Agreement, and each party shall bear the proportionate cost of any damages attributable to the fault of such party, its officers, agents, employees and independent contractors. It is the intention of the parties that, where fault is determined to have been contributory, principles of comparative fault will be applied.
- B. Each party, at its sole cost and expense, shall carry insurance or self-insure to cover its activities in connection with this MOA, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation and business automobile liability adequate to cover its potential liabilities hereunder.
- C. This MOA may be amended from time to time by mutual agreement of the parties in a written modification signed by both parties.
- D. Either party may cancel the MOA for any reason with 30 days written notice to all key personnel. This MOA shall automatically terminate upon the Commencement Date of the Lease, unless otherwise amended.

4. FUNDING; COSTS

The parties shall each be solely responsible for all costs associated with their responsibilities under this MOA.

5. EFFECTIVE DATE AND SIGNATURE

This Memorandum of Agreement shall be effective upon the date of the last party to sign this MOA below. The parties indicate agreement with this Memorandum of Agreement by their signatures below.

Pikes Peak Library District

Debbie English, President Board of Trustees

DATE

Business of Art Center, Colorado, DBA the Manitou Art Center

Annie Schmitt, Co-chair Board of Directors

DATE



513 Manitou Ave 1st Flr

515 Manitou Ave 1st Flr

Manitou Ave (free street parking)

Map: PPLD for Manitou Ave, July 22, 2020

MAC

18 of 19 PPLD



513 Manitou Ave 1st Flr

515 Manitou Ave 2nd Flr

MAC
 PPLD

Manitou Ave (free street parking)



Exhibit Policy

BOARD POLICY

Pikes Peak Library District (PPLD) offers exhibit space as one way to provide resources and opportunities that impact individual lives and build community. Having exhibits at our libraries and hosted by us in a virtual environment allows for a greater appreciation of the world's diversity, free expression of and access to ideas, and an opportunity to learn artistic literacy. In order to enrich patrons' library experience, exhibits are encouraged for civic, cultural, educational, and recreational purposes.

Exhibits are a method for presenting and interpreting a wide variety of visual material, such as photographs, artwork, sculpture, and other 2D and 3D material. Exhibits include, but are not limited to, displays, galleries, public art, murals, sculptures, or interpretive exhibits. They may be presented in our physical spaces and/or online in a virtual environment. Exhibits can be developed by the Library, community organizations, or patrons.

I. CRITERIA FOR EXHIBIT SELECTIONS

- A. Suitability of subject, technique, and style for intended audience
- B. Appropriateness to special events, Library programs, anniversaries, holidays, etc.
- C. Historical or regional relevance
- D. Opportunity to promote the use of the Library and Library services
- E. Contributor's record of previous exhibits
- F. Potential interest of viewers and the public
- G. Recency of previous Library exhibits by the same artist, lender, or organization
- H. Recency of previous Library exhibits of similar items or topics
- I. Encouragement of community dialogue
- J. Exhibit material that will not be selected:
 - a. Commercial exhibits

- b. Exhibits which feature material of an obscene nature or that violates laws

II. DISTRICT PROCEDURES FOR COMMUNITY ART GALLERIES AND DISPLAYS

- A. An internal Library committee reviews and approves material submitted for display.
- B. Anyone exhibiting in the Library must sign and adhere to the Exhibitor Agreement or our online terms of agreement.
- C. Displayed art may be available for purchase outside the Library.
- D. PPLD is not responsible for loss, damage, or theft of display or exhibit materials.
- E. Some art galleries are contained in meeting rooms, and access to the art may be affected by meeting room use.
- F. PPLD may solicit art or display donated pieces. Any donation is receipted through the PPLD Foundation, a 501(c)3 organization as designated by the IRS.
- G. PPLD reserves the right to discontinue or reschedule exhibits or displays at any time.
- H. PPLD reserves the right to make final selection of what is exhibited.
- I. PPLD does not necessarily endorse the views expressed in the exhibits.
- J. PPLD will not store, transport, or install any artwork associated with exhibits.
- K. Any requests for reconsideration will follow procedures defined in Section III (Reconsideration of Exhibits).

III. RECONSIDERATION OF EXHIBITS

- A. PPLD follows the [American Library Association Bill of Rights](#), and believes art contributes to the interest, information, and enlightenment of all people of the community the Library serves (Point I), as well as the interpretation of the Bill of Rights with regards to [Visual and Performing Arts in Libraries](#). Patrons may not exercise censorship to restrict the freedom of others.
- B. A formal process for handling exhibit challenges will be followed to assure that challenges are handled in an attentive and consistent manner.
- C. No items are sequestered to control access during the review process.

- D. The Request for Reconsideration of an Exhibit form must be filled out to begin the formal reconsideration process.
 - a. When the exhibit is in a library, the form should be turned in to the location's manager.
 - b. When the exhibit is in a virtual environment, the form should be sent to the Director of Creative Services.
- E. After review, a written response from the Chief Librarian will be sent to communicate a decision and the reason for it to the patron who initiated the request for reconsideration.

Friends of the PPLD May/June 2020 Report

- Board membership
 - Accepted resignation of Ken Krassy, relocating to Florida
 - Added new member, Susan Gilbert, former trustee of Santa Fe, NM libraries
- Constituted a new Membership Committee for growth strategies, first report due by 7/15/20 regular meeting
- Jan.-June Income and Expenses both down, no need for PPP underwriting
- Total online sales (Amazon, EBay) continue strong at \$10,065 for May & June
 - Added new online sales venue, Facebook Live
- Bookstores at 21C and East converted to self-serve via PayPal and credit/debit cards, re-opened July 1
 - Some price re-structuring, still competitive with Goodwill, ARC, Salvation Army, etc.
- Curbside service for book donations commences July 15 at 21C, East & Penrose, by appointment (limit 10/day)
- Ten COVID-trained Friends volunteers returned in June, six more returning this month (vs. 49 total pre-COVID)



REPORT

Received \$23,656 grant from Colorado Department of Education for Adult Education's AEFLA 2019-20 program

Received \$1,121 from 101 households from 2020 Q1 from King Soopers Community Rewards Program

Submitted \$25,000 Colorado Now Fund grant application for round two

Accepted to 2020 Give! campaign

Submitted Buell Foundation grant application for LENA Start program

Conducted a virtual site visit with Buell Foundation as a follow up to submitted grant application

Submitted Institute of Museum and Library Services (IMLS) CARES Act federal grant application

Submitted Colorado Humanities CARES Act grant application from the National Endowment for the Humanities

Submitted reimbursement request for \$1,233 to Colorado's Department of Local Affairs Census Support Fund program

Convened prospecting call with City officials to discuss Community Development Block (CDBG) Grant CARES Act funding opportunities

Attended virtual International Library Fundraising Conference

Attended virtual Pikes Peak Area Complete Count Committee meeting

Met via web call with Children's Hospital of Colorado about partnership/sponsorship renewal and talk through changes due to COVID closure and phased reopening

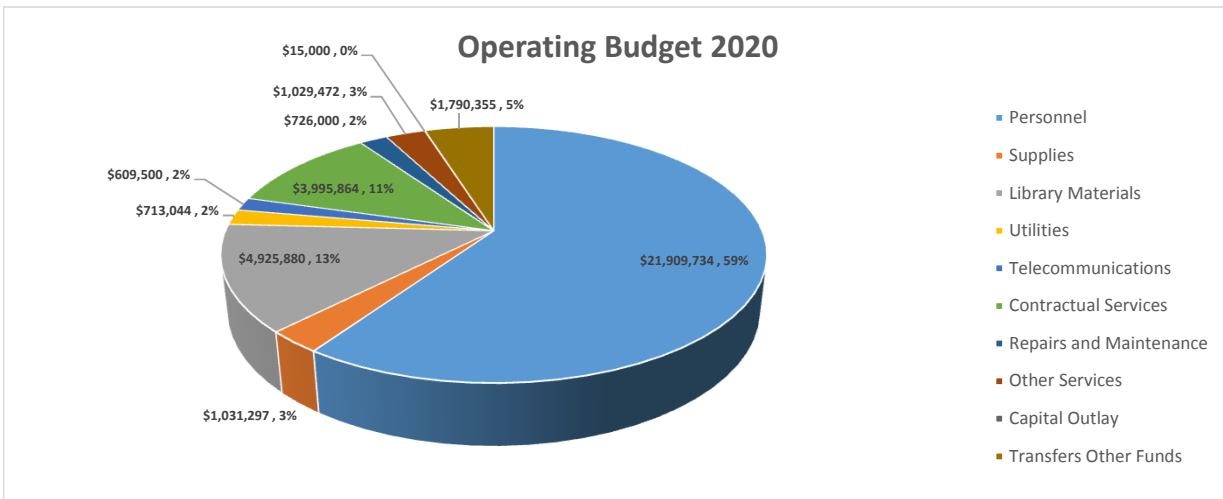
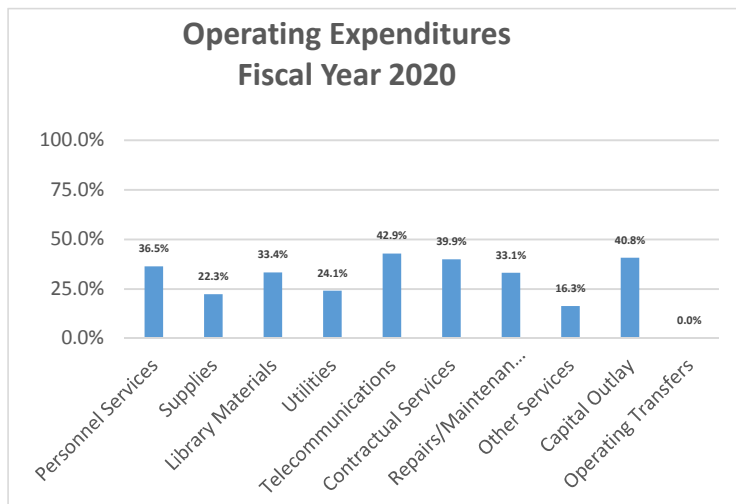
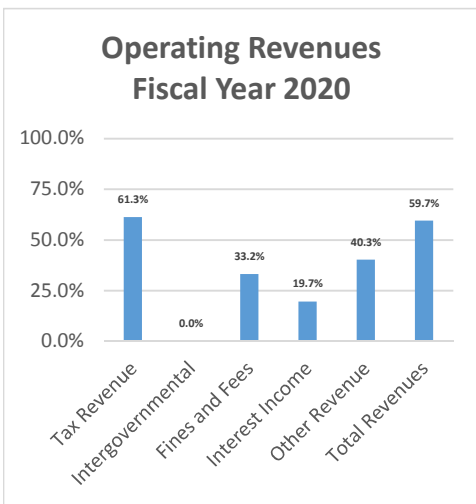
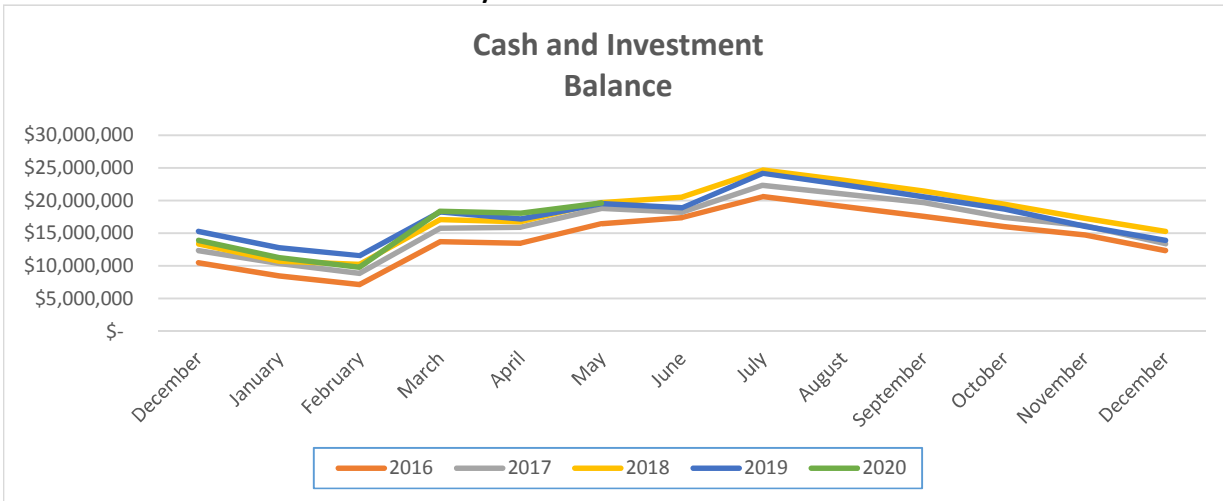
Connected Family & Children's Services and Young Adult Services to CPCD, Early Connections, Harrison School District 2, and Manitou Springs School District 14 to help promote Summer Adventure presented by Children's Hospital Colorado

Held virtual PPLD Foundation Executive and Leadership Committee meetings

Met with BKD auditors as part of PPLD Foundation annual audit process

Pikes Peak Library District Financial Dashboard

May 2020



Pikes Peak Library District

May 2020 Financial Report

Presented to Board of Trustees

**Pikes Peak Library District
 General Fund Summary
 For the Five-Month Period Ended May 31, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 19,468,658	\$ 19,699,232	\$ (230,574)	-1.2%	
Specific ownership taxes	1,274,865	1,370,514	(95,649)	-7.0%	
Fines/fees	33,182	49,341	(16,159)	-32.7%	
Investment earnings	83,678	170,218	(86,540)	-50.8%	
Other	139,655	253,696	(114,041)	-45.0%	
Total Revenues	\$ 21,000,038	\$ 21,543,002	\$ (542,963)	-2.5%	

Note Due to the Coronavirus situation, the District has been closed to the Public since March 16, 2020. The virus has affected the local, national and world economies negatively, and the decreases in the balances from 2019 to 2020 are generally a result of the virus impact.

Pikes Peak Library District
Statement of Revenues
General Fund
For the Five-Month Period Ended May 31, 2020

Percent of Year 41.7%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 19,501,464	\$ 10,761,187	64.4%
Abatements/refunds	(120,000)	(35,520)	(84,480)	29.6%
Omitted properties	7,000	188	6,812	2.7%
Delinquent	18,000	2,036	15,964	11.3%
Penalties/interest	36,000	490	35,510	1.4%
Specific ownership taxes	3,600,000	1,274,865	2,325,135	35.4%
Local government in lieu of prop. taxes	10,000	-	10,000	0.0%
Total Tax Revenue	33,813,651	20,743,523	13,070,128	61.3%
Intergovernmental				
Federal - eRate Funding	106,974	-	106,974	0.0%
State Grant - library materials	250,000	-	250,000	0.0%
Federal funds - other categories	157,445	-	157,445	0.0%
Total Intergovernmental	514,419	-	356,974	0.0%
Fines and Fees	100,000	33,182	66,818	33.2%
Interest Income	425,000	83,678	341,322	19.7%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	201,100	101,528	99,572	50.5%
Other	18,000	8,040	9,960	44.7%
Copier charges/PMS charges	96,000	23,389	72,611	24.4%
Parking lot collections	22,000	2,282	19,718	10.4%
Merchandise sales	-	662	(662)	100.0%
Miscellaneous	4,500	1,409	3,091	31.3%
Asset sales proceeds	5,000	2,345	2,655	46.9%
Total Other Revenue	346,600	139,655	206,945	40.3%
Total General Fund Revenues	\$ 35,199,670	\$ 21,000,038	\$ 14,042,187	59.7%

**Pikes Peak Library District
 General Fund Summary
 For the Five-Month Period Ended May 31, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 7,995,177	\$ 7,693,012	\$ 302,165	3.9%	
Supplies	232,990	252,116	(19,126)	-7.6%	
Library materials	1,643,384	1,881,419	(238,035)	-12.7%	
Utilities	172,012	190,686	(18,673)	-9.8%	
Telecommunication costs	261,321	171,689	89,632	52.2%	
Contractual services	1,582,713	1,698,381	(115,667)	-6.8%	
Repairs and maintenance	240,576	214,148	26,429	12.3%	
Other services	165,306	262,212	(96,906)	-37.0%	
Capital outlay	10,572	45,606	(35,034)	-76.8%	
Operating transfers - other funds	-	-	-	0.0%	
Total Expenditures	\$ 12,304,052	\$ 12,409,267	\$ (105,216)	-0.8%	

Note: Due to health related issues (COVID-19 pandemic), PPLD temporarily closed its operations effective March 16, 2020, and it will remain closed through mid-May 2020. This will have an impact on comparative balances from year to year as the Finance Office staff is working limited hours during this period.

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Five-Month Period Ended May 31, 2020**

Percent of Year 41.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,736,495	\$ 6,058,555	\$ 10,677,940	36.2%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	360,500	79,299	281,201	22.0%
Work-Study And internship	35,000	-	35,000	0.0%
Social security contributions	1,270,590	450,922	819,668	35.5%
Retirement contributions	1,025,635	392,037	633,598	38.2%
Health Plan contributions	2,200,000	911,911	1,288,089	41.5%
Unemployment insurance	50,000	11,207	38,793	22.4%
Workers compensation	73,500	31,198	42,302	42.4%
Vision Plan insurance	65,000	24,830	40,170	38.2%
Life A&D insurance	65,000	24,960	40,040	38.4%
Tuition assistance	40,000	10,258	29,742	25.6%
Total Personnel Services	21,928,095	7,995,177	13,932,918	36.5%
Supplies				
General	367,158	69,781	297,377	19.0%
Microform	950	-	950	0.0%
Software purchases/licenses	377,800	117,824	259,976	31.2%
Computer supplies	44,000	17,976	26,024	40.9%
Processing	100,000	2,763	97,237	2.8%
Office	72,700	13,341	59,359	18.4%
Other	82,690	11,305	71,385	13.7%
Total Supplies	1,045,298	232,990	812,308	22.3%
Library Materials				
Audio-visual materials	783,300	126,783	656,517	16.2%
Books	1,463,600	301,548	1,162,053	20.6%
e-materials	1,741,450	814,701	926,749	46.8%
Library materials - other	254,000	49,197	204,803	19.4%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	91,204	19,046	82.7%
Serials	25,000	9,398	15,602	37.6%
Databases - online services	543,280	249,525	293,755	45.9%
Memorials	-	1,028	(1,028)	0.0%
Total Library Materials	4,925,880	1,643,384	3,282,496	33.4%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Five-Month Period Ended May 31, 2020

Percent of Year 41.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	91,288	28,723	62,565	31.5%
Electric	493,855	128,800	365,055	26.1%
Water/sewer	121,450	11,874	109,576	9.8%
Storm water fees	7,844	2,615	5,230	33.3%
Total Utilities	714,438	172,012	542,425	24.1%
Telecommunications				
Data	420,000	190,218	229,782	45.3%
Voice	110,000	52,012	57,988	47.3%
Cellular	79,500	19,091	60,409	24.0%
Total Telecommunications	609,500	261,321	348,179	42.9%
Contractual Services				
Janitorial services	335,500	136,689	198,811	40.7%
Carpet cleaning services	136,000	56,007	79,993	41.2%
Library facility rental	582,033	280,015	302,018	48.1%
Common area maintenance	160,194	79,346	80,848	49.5%
Storage rental	8,400	8,100	300	96.4%
Audit	46,000	-	46,000	0.0%
Legal	75,000	16,508	58,492	22.0%
Consultant	488,720	38,701	450,019	7.9%
Cataloging	45,000	14,716	30,284	32.7%
Trash removal	23,488	7,976	15,512	34.0%
Copier services	61,000	30,973	30,027	50.8%
Courier services	226,231	69,628	156,603	30.8%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	30,000	5,853	24,147	19.5%
Printing	105,000	27,033	77,967	25.7%
Programming	423,025	83,213	339,813	19.7%
Treasurer fees	445,000	292,563	152,437	65.7%
Microfilming services	19,600	2,439	17,161	12.4%
Computer support agreements	110,504	83,730	26,774	75.8%
Computer equipment maintenance	383,014	135,619	247,395	35.4%
Software licenses	13,000	14,066	(1,066)	108.2%
Employee Assistance Program	20,600	3,792	16,808	18.4%
Parking	54,000	28,374	25,626	52.5%
Total Contractual Services	3,966,310	1,582,713	2,383,596	39.9%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Five-Month Period Ended May 31, 2020

Percent of Year 41.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	84,000	19,274	64,726	22.9%
Vehicle operating costs	70,000	25,793	44,207	36.8%
Equipment maintenance	336,150	153,910	182,240	45.8%
Equipment repairs	55,850	8,343	47,507	14.9%
Furniture repairs	32,000	2,144	29,856	6.7%
Building repairs	148,000	31,114	116,886	21.0%
Total Repairs and Maintenance	726,000	240,576	485,424	33.1%
Other Services				
Translation services	500	500	-	100.0%
Advertising	1,750	1,014	736	57.9%
Bank And trustee Fees	11,600	2,911	8,689	25.1%
School engagement	1,000	271	729	27.1%
Mileage/Travel reimbursement	83,700	13,495	70,205	16.1%
Employee recruitment	57,000	3,815	53,185	6.7%
Dues and memberships	63,339	15,474	47,865	24.4%
Merchandising	14,500	8,921	5,579	61.5%
Employee recognition	20,525	1,305	19,220	6.4%
Board of Trustees	7,000	-	7,000	0.0%
Community outreach	135,210	12,427	122,783	9.2%
Training	316,183	60,234	255,949	19.1%
Signage	27,000	8,251	18,749	30.6%
Bindery	5,000	1,545	3,455	30.9%
Book mending	1,500	-	1,500	0.0%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	24,452	10,048	70.9%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	5,153	57,347	8.2%
Volunteer program	5,800	1,847	3,953	31.8%
Safety and wellness	11,000	912	10,088	8.3%
Other grant/donation expenditures	109,875	-	109,875	0.0%
Equipment rental	1,000	-	1,000	0.0%
Other	34,354	2,780	31,574	8.1%
Total Other Services	1,014,336	165,306	849,030	16.3%

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Five-Month Period Ended May 31, 2020

Percent of Year 41.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Capital Outlay				
Other	25,932	10,572	15,360	40.8%
Total Capital Outlay	25,932	10,572	15,360	40.8%
Operating Transfers to Other Funds				
Fund transfers out	1,790,355	-	2,428,411	0.0%
Total Expenditures	\$ 36,746,144	\$ 12,304,052	\$ 25,080,148	33.5%

**Pikes Peak Library District
Special Revenue Funds
For the Five-Month Period Ended May 31, 2020**

Fund Balance - January 1, 2020	\$ 109,021
Expenditures	1,500
Fund Balance - May 31, 2020	<u>\$ 107,521</u>
Fund Balance - By Fund - April 30, 2020	
Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	14,083
	<u>\$ 107,521</u>

**Pikes Peak Library District
 East Library Capital Projects Fund
 For the Five-Month Period Ended May 31, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	\$ 148,172	\$ 139,627	\$ -	\$ -	\$ 8,545
Total Revenues and Other Sources of Funds	148,172	139,627	-	-	8,545
Expenditures					
Chiller roof structure over pit	23,438	12,380	-	-	11,058
Roofing evaluation & design	30,000	-	-	-	30,000
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,750	-	5,270	480	-
Replace aging fire panel	32,000	-	-	-	32,000
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	80,465	1,950	85,812	9,462	(16,759)
Furniture	50,000	-	15,640	-	34,360
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	-	3,547	-	-	(3,547)
IT equipment	2,071	-	-	-	2,071
Total Expenditures	\$ 231,396	\$ 22,549	106,722	\$ 9,942	\$ 92,183
Excess Revenues over Expenditures			(106,722)		
Fund Balance - January 1, 2020			195,302		
Fund Balance - May 31, 2020			<u>\$ 88,580</u>		

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Five-Month Period Ended May 31, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	96,700	96,700	-	-	-
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	-	-	30,000
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	15,000	-	-	-	15,000
KCH-exterior trim paint	8,500	-	-	-	8,500
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet in vault for meeting room	2,000	-	1,064	-	936
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	1,520	380	13,100
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	551,856	8,525	800	6,825
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	-	-	13,000
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	-	-	40,362
Total Expenditures	\$ 938,092	\$ 608,450	16,359	\$ 1,180	\$ 312,103
Excess Revenues over Expenditures			(16,359)		
Fund Balance - January 1, 2020			491,618		
Fund Balance - May 31, 2020			<u>\$ 475,259</u>		

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Five-Month Period Ended May 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund Transfers In	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	732,558	712,758	34,941	-	(15,141)
Replace skylight/repairs	104,560	104,560	-	-	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,851	-	149
Add gas supply to kitchen	25,000	-	-	2,000	23,000
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	5,500	-	6,727	-	(1,227)
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	-	-	86,020
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	-	-	17,000	-
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	-	754	246
Audio booth	2,000	-	-	-	2,000
Replace tables and chairs - training room	9,500	-	-	-	9,500
Contingency	48,431	69,474	2,264	-	(23,307)
Install additional lights	1,200	-	-	-	1,200
Munis record management system	30,000	-	-	-	30,000
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,176,730	\$ 924,181	48,783	\$ 19,754	\$ 184,012
Excess Revenues over Expenditures			(48,783)		
Fund Balance - January 1, 2020			484,182		
Fund Balance - May 31, 2020			<u>\$ 435,399</u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Five-Month Period Ended May 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 2,832,794	\$ 1,781,810	\$ -	\$ -	\$ (1,050,984)
Donation - Foundation	123,000	-	-	-	(123,000)
Total Revenues and Other Sources of Funds	2,955,794	1,781,810	-	-	(1,173,984)
Expenditures					
Facilities Capital					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	-	2,385	37,615
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	7,008	10,000	-	-	(2,992)
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity in storage	2,000	2,078	-	-	(78)
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	-	-	25,000
Cheyenne Mountain - replace entry tile with carpet	5,000	-	-	-	5,000
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	5,000	-	1,000
Calhan project	341,134	266,865	-	-	74,269
Improvements other than buildings	50,000	-	-	-	50,000
District-wide - concrete replacement	23,560	5,630	7,470	2,376	8,084
District-wide - asphalt repairs	47,072	716	20,107	22,483	3,766
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	5,000	685	-	-	4,315
District-wide - tree trimming	15,000	-	-	-	15,000
Intrusion alarm system	3,500	2,850	-	-	650
Bookmobile - awning replacement	4,000	-	-	-	4,000
Bookmobile - (2) half wraps	13,000	-	-	-	13,000
Furniture	25,000	-	-	-	25,000
Furniture - prior year	39,357	37,389	-	-	1,968
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,176	15,198	-	-	(22)
Ruth Holley study room furniture	2,927	2,962	-	-	(35)
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Bookmobile - front desk replacement	2,000	-	-	-	2,000
Cheyenne Mountain circulation desk replacement	15,000	-	-	-	15,000
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	-	6,533	3,467
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	3,000
Shelving	15,187	14,428	-	-	759
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	240,341	61,055	54,623	7,180	117,483
Signage allowance	10,000	7,615	-	-	2,385
Total Facilities Capital	1,176,157	456,831	87,200	40,957	591,168

**Pikes Peak Library District
Capital Reserve Fund
For the Five-Month Period Ended May 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Communications Capital					
Monument - signage	3,000	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	2,000
Total Communications Capital	9,500	-	-	-	9,500
Information Technology Capital					
Servers-East Library data updates	2,000	-	-	-	2,000
Data center redesign	75,000	-	5,169	-	69,831
PC purchases	371,525	-	64,992	140,925	165,608
Technology refresh (staff)	19,000	18,221	-	-	779
Technology refresh (patrons)	131,000	130,845	-	-	155
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	1,713	240	9,034
Technology refresh (patrons)	68,795	3,279	-	-	65,516
IT Security operations center computers	10,000	-	-	-	10,000
Laptops- Young Adult Services	6,000	5,897	-	-	103
Laptops-Children's iPad	6,000	5,980	-	-	20
Self check - Penrose additional data ports	2,500	-	2,500	-	-
Scanners-Collect Management	2,080	-	-	-	2,080
Barcode scanners	15,102	-	-	-	15,102
RFID wands	15,000	-	-	-	15,000
Copier replacement	301,000	14,464	-	-	286,536
Network switches/UPS	346,000	82,739	2,333	-	260,928
Surveillance System redesign	30,000	6,922	-	-	23,078
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	45,000	14,455	2,062	15,537	12,946
Switches/UPS replacement	40,000	11,606	913	-	27,481
ILS peripherals	265,000	-	-	-	265,000
IT equipment	54,886	46,368	-	-	8,518
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	1,714	-	2,286
Datacenter project	111,399	-	-	-	111,399
Security system	845,000	-	-	-	845,000
Surveillance system	125,000	-	-	-	125,000
AV Equipment - districtwide	50,000	-	-	-	50,000
District wide audio Visual equipment standardization	75,000	-	-	-	75,000
IT management reserve	47,500	-	-	-	47,500
Contingency	6,335	2,320	-	-	4,015
Total Information Capital	3,277,954	448,476	81,396	156,702	2,591,380

**Pikes Peak Library District
Capital Reserve Fund
For the Five-Month Period Ended May 31, 2020**

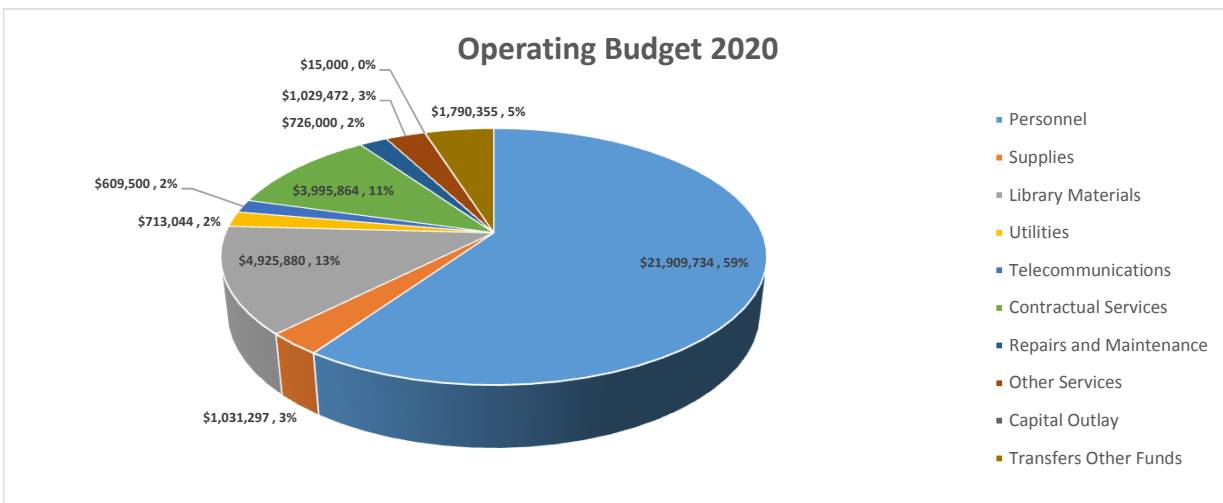
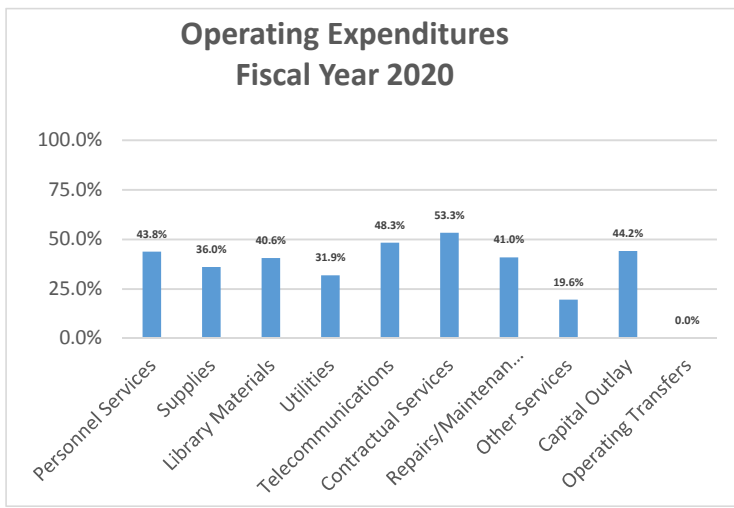
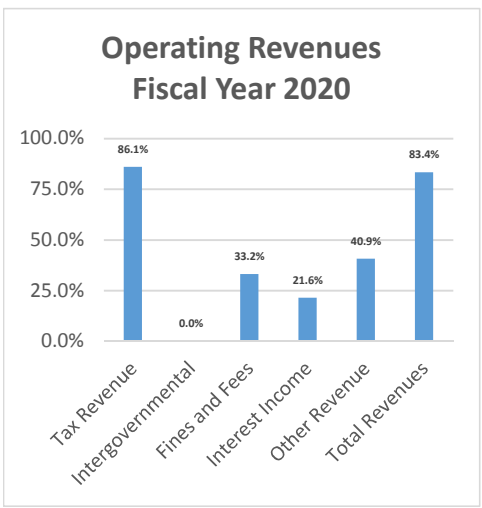
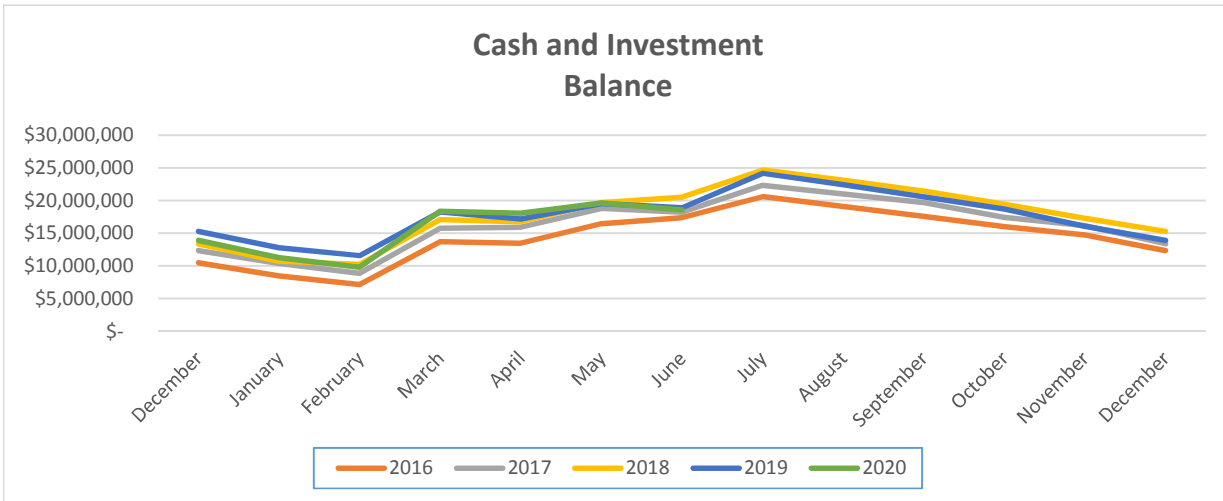
Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Video Studio Capital					
Wireless mic kit	1,300	748	578	-	(26)
Audio recorder	300	-	272	-	28
Audio recorder kit	1,200	-	1,064	-	136
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	3,232	308
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	868	-	682
Video cam kit - checkout	3,000	2,100	135	-	765
GoPro kits	1,500	-	1,541	-	(41)
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	1,273	-	(273)
Checkout equipment - L21c	3,900	2,100	1,142	-	658
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	85,510	24,948	40,833	3,232	16,497
Creative Services Capital					
Equipment initiatives	27,900	-	-	-	27,900
Cricut machines	1,200	412	-	-	788
Sand Creek-vinyl record cutter	9,000	-	-	-	9,000
Sand Creek-larger kiln	3,000	-	-	-	3,000
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	-	-	51,386
Total Creative Services Capital	114,986	18,644	-	-	96,342
Total Expenditures	\$ 4,664,107	\$ 948,899	209,429	\$ 200,891	\$ 3,304,887
Excess Revenues over Expenditures			(209,429)		
Fund Balance - January 1, 2020			1,811,229		
Fund Balance - May 31, 2020			<u>\$ 1,601,800</u>		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance May 1, 2020	\$ 17,495,425	\$ 576,980	\$ 18,072,405
Receipts			
Property Taxes	4,552,825	-	4,552,825
Daily Cash Receipts	-	31,835	31,835
Credit Card Receipts	-	37	37
Foundation distribution	-	101,528	101,528
Interest	12,243	-	12,243
Disbursements			
Payment of Bills week of 05/08/2020	-	(266,956)	(266,956)
Payment of Bills week of 05/15/2020	-	(138,524)	(138,524)
Payment of Bills week of 05/22/2020	-	(210,063)	(210,063)
Payment of Bills week of 05/29/2020	-	(306,142)	(306,142)
Payroll 05/01/2020	-	(668,875)	(668,875)
Payroll 05/15/2020	-	(649,148)	(649,148)
Payroll 05/29/2020 end of month	-	(900,319)	(900,319)
Transfer between funds	(2,400,000)	2,400,000	-
Cash and Investments Balance May 31, 2020	<u>\$ 19,660,493</u>	<u>\$ (29,647)</u>	<u>\$ 19,630,846</u>

Pikes Peak Library District Financial Dashboard

June 2020



Pikes Peak Library District

June 2020 Financial Report

Presented to Board of Trustees on July 22, 2020

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

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 27,554,001	\$ 27,302,796	\$ 251,205	0.9%	
Specific ownership taxes	1,552,337	1,649,421	(97,084)	-5.9%	
Fines/fees	33,247	59,058	(25,811)	-43.7%	
Investment earnings	91,726	210,355	(118,629)	-56.4%	
Other	141,674	274,425	(132,751)	-48.4%	
Total Revenues	\$ 29,372,985	\$ 29,496,055	\$ (123,070)	-0.4%	

Note Due to the Coronavirus situation, the District has been closed to the Public since March 16, 2020. The virus has affected the local, national and world economies negatively, and the decreases in the balances from 2019 to 2020 are generally a result of the virus impact.

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Six-Month Period Ended June 30, 2020**

Percent of Year 50.0%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 27,587,771	\$ 2,674,880	91.2%
Abatements/refunds	(120,000)	(37,173)	(82,827)	31.0%
Omitted properties	7,000	188	6,812	2.7%
Delinquent	18,000	2,366	15,634	13.1%
Penalties/interest	36,000	849	35,151	2.4%
Specific ownership taxes	3,600,000	1,552,337	2,047,663	43.1%
Local government in lieu of prop. taxes	10,000	-	10,000	0.0%
Total Tax Revenue	33,813,651	29,106,338	4,707,313	86.1%
Intergovernmental				
Federal - eRate Funding	106,974	-	106,974	0.0%
State Grant - library materials	250,000	-	250,000	0.0%
Federal funds - other categories	157,445	-	157,445	0.0%
Total Intergovernmental	514,419	-	356,974	0.0%
Fines and Fees	100,000	33,247	66,753	33.2%
Interest Income	425,000	91,726	333,274	21.6%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	201,100	101,528	99,572	50.5%
Other	18,000	8,040	9,960	44.7%
Copier charges/PMS charges	96,000	24,599	71,401	25.6%
Parking lot collections	22,000	2,282	19,718	10.4%
Merchandise sales	-	1,040	(1,040)	100.0%
Miscellaneous	4,500	1,840	2,660	40.9%
Asset sales proceeds	5,000	2,345	2,655	46.9%
Total Other Revenue	346,600	141,674	204,926	40.9%
Total General Fund Revenues	\$ 35,199,670	\$ 29,372,985	\$ 5,669,240	83.4%

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

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 9,608,454	\$ 9,297,527	\$ 310,926	3.3%	
Supplies	376,452	394,433	(17,982)	-4.6%	
Library materials	1,999,220	2,139,435	(140,214)	-6.6%	
Utilities	228,258	230,869	(2,611)	-1.1%	
Telecommunication costs	294,565	227,831	66,734	29.3%	
Contractual services	2,114,116	2,003,763	110,353	5.5%	
Repairs and maintenance	297,385	249,645	47,740	19.1%	
Other services	199,082	347,600	(148,519)	-42.7%	
Capital outlay	11,467	45,606	(34,139)	-74.9%	
Operating transfers - other funds	-	-	-	0.0%	
Total Expenditures	\$ 15,128,998	\$ 14,936,710	\$ 192,288	1.3%	

Note: Due to health related issues (COVID-19 pandemic), PPLD temporarily closed its operations effective March 16, 2020, and it will remain closed through mid-May 2020. This will have an impact on comparative balances from year to year.

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

Percent of Year 50.0%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,736,495	\$ 7,301,896	\$ 9,434,599	43.6%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	360,500	79,428	281,072	22.0%
Work-Study And internship	35,000	1,205	33,795	3.4%
Social security contributions	1,270,590	541,897	728,693	42.6%
Retirement contributions	1,025,635	470,141	555,494	45.8%
Health Plan contributions	2,200,000	1,095,150	1,104,850	49.8%
Unemployment insurance	50,000	11,207	38,793	22.4%
Workers compensation	73,500	31,198	42,302	42.4%
Vision Plan insurance	65,000	29,795	35,205	45.8%
Life A&D insurance	65,000	30,355	34,645	46.7%
Tuition assistance	40,000	16,180	23,820	40.5%
Total Personnel Services	21,928,095	9,608,454	12,319,642	43.8%
Supplies				
General	367,158	100,334	266,824	27.3%
Microform	950	-	950	0.0%
Software purchases/licenses	377,800	221,307	156,493	58.6%
Computer supplies	44,000	23,130	20,870	52.6%
Processing	100,000	3,096	96,904	3.1%
Office	72,700	15,754	56,946	21.7%
Other	82,690	12,829	69,861	15.5%
Total Supplies	1,045,298	376,452	668,847	36.0%
Library Materials				
Audio-visual materials	783,300	170,253	613,047	21.7%
Books	1,463,600	368,391	1,095,209	25.2%
e-materials	1,741,450	958,061	783,389	55.0%
Library materials - other	254,000	62,449	191,551	24.6%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	101,531	8,719	92.1%
Serials	25,000	9,398	15,602	37.6%
Databases - online services	543,280	328,053	215,226	60.4%
Memorials	-	1,084	(1,084)	0.0%
Total Library Materials	4,925,880	1,999,220	2,926,660	40.6%

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

Percent of Year 50.0%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	91,288	30,691	60,597	33.6%
Electric	493,855	166,630	327,225	33.7%
Water/sewer	121,450	27,668	93,782	22.8%
Storm water fees	7,844	3,269	4,576	41.7%
Total Utilities	714,438	228,258	486,180	31.9%
Telecommunications				
Data	420,000	217,713	202,287	51.8%
Voice	110,000	56,414	53,586	51.3%
Cellular	79,500	20,438	59,062	25.7%
Total Telecommunications	609,500	294,565	314,935	48.3%
Contractual Services				
Janitorial services	335,500	137,051	198,449	40.8%
Carpet cleaning services	136,000	91,977	44,023	67.6%
Library facility rental	582,033	325,919	256,114	56.0%
Common area maintenance	160,194	98,707	61,487	61.6%
Storage rental	8,400	9,450	(1,050)	112.5%
Audit	46,000	34,000	12,000	73.9%
Legal	75,000	21,473	53,527	28.6%
Consultant	488,720	45,383	443,337	9.3%
Cataloging	45,000	14,716	30,284	32.7%
Trash removal	23,488	8,889	14,599	37.8%
Copier services	61,000	31,120	29,880	51.0%
Courier services	226,231	85,122	141,110	37.6%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	30,000	5,853	24,147	19.5%
Printing	105,000	31,421	73,579	29.9%
Programming	423,025	101,757	321,269	24.1%
Treasurer fees	445,000	413,868	31,132	93.0%
Microfilming services	19,600	2,439	17,161	12.4%
Computer support agreements	110,504	83,730	26,774	75.8%
Computer equipment maintenance	383,014	355,110	27,904	92.7%
Software licenses	13,000	14,066	(1,066)	108.2%
Employee Assistance Program	20,600	6,320	14,280	30.7%
Parking	54,000	28,374	25,626	52.5%
Total Contractual Services	3,966,310	2,114,116	1,852,194	53.3%

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

Percent of Year 50.0%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	84,000	27,639	56,361	32.9%
Vehicle operating costs	70,000	29,120	40,880	41.6%
Equipment maintenance	336,150	192,271	143,879	57.2%
Equipment repairs	55,850	9,714	46,136	17.4%
Furniture repairs	32,000	2,741	29,259	8.6%
Building repairs	148,000	35,901	112,099	24.3%
Total Repairs and Maintenance	726,000	297,385	428,615	41.0%
Other Services				
Translation services	500	500	-	100.0%
Advertising	1,750	1,014	736	57.9%
Bank And trustee Fees	11,600	2,985	8,615	25.7%
School engagement	1,000	271	729	27.1%
Mileage/Travel reimbursement	83,700	16,393	67,307	19.6%
Employee recruitment	57,000	4,014	52,986	7.0%
Dues and memberships	63,339	17,693	45,646	27.9%
Merchandising	14,500	11,404	3,096	78.6%
Employee recognition	20,525	1,751	18,774	8.5%
Board of Trustees	7,000	145	6,855	2.1%
Community outreach	135,210	23,300	111,910	17.2%
Training	316,183	62,153	254,030	19.7%
Signage	27,000	8,865	18,135	32.8%
Bindery	5,000	1,892	3,108	37.8%
Book mending	1,500	-	1,500	0.0%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	24,452	10,048	70.9%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	15,167	47,333	24.3%
Volunteer program	5,800	1,847	3,953	31.8%
Safety and wellness	11,000	1,056	9,944	9.6%
Other grant/donation expenditures	109,875	-	109,875	0.0%
Equipment rental	1,000	-	1,000	0.0%
Other	34,354	4,178	30,176	12.2%
Total Other Services	1,014,336	199,082	815,254	19.6%

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

Percent of Year 50.0%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Capital Outlay				
Other	25,932	11,467	14,465	44.2%
Total Capital Outlay	25,932	11,467	14,465	44.2%
Operating Transfers to Other Funds				
Fund transfers out	1,790,355	-	2,428,411	0.0%
Total Expenditures	\$ 36,746,144	\$ 15,128,998	\$ 22,255,202	41.2%

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

Fund Balance - January 1, 2020	\$ 109,021
Expenditures	1,500
Fund Balance - June 30, 2020	<u>\$ 107,521</u>
Fund Balance - By Fund - June 30, 2020	
Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	14,083
	<u>\$ 107,521</u>

**Pikes Peak Library District
 East Library Capital Projects Fund
 For the Six-Month Period Ended June 30, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	\$ 148,172	\$ 139,627	\$ -	\$ -	\$ 8,545
Total Revenues and Other Sources of Funds	148,172	139,627	-	-	8,545
Expenditures					
Chiller roof structure over pit	23,438	12,380	-	-	11,058
Roofing evaluation & design	30,000	-	-	2,078	27,922
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,750	-	5,270	480	-
Replace aging fire panel	32,000	-	-	-	32,000
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	80,465	1,950	85,812	9,462	(16,759)
Furniture	50,000	-	15,640	-	34,360
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	-	3,547	-	-	(3,547)
IT equipment	2,071	-	-	261	1,810
Total Expenditures	\$ 231,396	\$ 22,549	106,722	\$ 12,281	\$ 89,844
Excess Revenues over Expenditures			(106,722)		
Fund Balance - January 1, 2020			195,302		
Fund Balance - June 30, 2020			<u>\$ 88,580</u>		

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Six-Month Period Ended June 30, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	96,700	96,700	-	-	-
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	-	2,078	27,922
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	15,000	-	-	-	15,000
KCH-exterior trim paint	8,500	-	-	-	8,500
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet in vault for meeting room	2,000	-	1,064	-	936
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	1,520	380	13,100
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	551,856	8,525	-	7,625
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	-	-	13,000
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	-	-	40,362
Total Expenditures	\$ 938,092	\$ 608,450	16,359	\$ 2,458	\$ 310,825
Excess Revenues over Expenditures			(16,359)		
Fund Balance - January 1, 2020			491,618		
Fund Balance - June 30, 2020			<u>\$ 475,259</u>		

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

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund Transfers In	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	732,558	712,758	34,941	-	(15,141)
Replace skylight/repairs	104,560	104,560	-	-	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,851	-	149
Add gas supply to kitchen	25,000	-	-	2,000	23,000
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	5,500	-	6,727	-	(1,227)
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	-	18,240	67,780
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	-	-	17,000	-
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	753	-	247
Audio booth	2,000	-	-	-	2,000
Replace tables and chairs - training room	9,500	-	-	-	9,500
Contingency	48,431	69,474	2,264	-	(23,307)
Install additional lights	1,200	-	-	-	1,200
Munis record management system	30,000	-	-	-	30,000
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,176,730	\$ 924,181	49,536	\$ 37,240	\$ 165,773
Excess Revenues over Expenditures			(49,536)		
Fund Balance - January 1, 2020			484,182		
Fund Balance - June 30, 2020			<u>\$ 434,646</u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 2,832,794	\$ 1,781,810	\$ -	\$ -	\$ (1,050,984)
Donation - Foundation	123,000	-	-	-	(123,000)
Total Revenues and Other Sources of Funds	2,955,794	1,781,810	-	-	(1,173,984)
Expenditures					
Facilities Capital					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	-	2,385	37,615
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	7,008	10,000	-	-	(2,992)
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity in storage	2,000	2,078	-	-	(78)
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	-	-	25,000
Cheyenne Mountain - replace entry tile with carpet	5,000	-	-	1,980	3,020
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	5,000	-	1,000
Calhan project	341,134	266,865	-	-	74,269
Improvements other than buildings	50,000	-	-	-	50,000
District-wide - concrete replacement	23,560	5,630	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	2,376	23,873
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	5,000	685	-	-	4,315
District-wide - tree trimming	15,000	-	-	-	15,000
Intrusion alarm system	3,500	2,850	-	-	650
Bookmobile - awning replacement	4,000	-	-	-	4,000
Bookmobile - (2) half wraps	13,000	-	-	-	13,000
Furniture	25,000	-	-	-	25,000
Furniture - prior year	39,357	37,389	-	-	1,968
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,176	15,198	-	-	(22)
Ruth Holley study room furniture	2,927	2,962	-	-	(35)
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Bookmobile - front desk replacement	2,000	-	-	-	2,000
Cheyenne Mountain circulation desk replacement	15,000	-	-	-	15,000
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	3,526	3,506	2,968
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	3,000
Shelving	15,187	14,428	-	-	759
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	240,341	61,055	55,057	10,171	114,058
Signage allowance	10,000	7,615	-	-	2,385
Total Facilities Capital	1,176,157	456,831	83,690	20,418	615,217

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Communications Capital					
Monument - signage	3,000	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	2,000
Total Communications Capital	9,500	-	-	-	9,500
Information Technology Capital					
Servers-East Library data updates	2,000	-	2,000	-	-
Data center redesign	75,000	-	5,169	-	69,831
PC purchases	371,525	-	67,494	116,373	187,658
Technology refresh (staff)	19,000	18,221	-	779	-
Technology refresh (patrons)	131,000	130,845	-	155	-
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	1,713	8,239	1,035
Technology refresh (patrons)	68,795	3,279	-	17,946	47,570
IT Security operations center computers	10,000	-	-	-	10,000
Laptops- Young Adult Services	6,000	5,897	-	103	-
Laptops-Children's iPad	6,000	5,980	-	20	-
Self check - Penrose additional data ports	2,500	-	2,500	-	-
Scanners-Collect Management	2,080	-	-	-	2,080
Barcode scanners	15,102	-	-	1,840	13,262
RFID wands	15,000	-	-	15,000	-
Copier replacement	301,000	14,464	-	-	286,536
Network switches/UPS	346,000	82,739	2,333	-	260,928
Surveillance System redesign	30,000	6,922	8,091	1,699	13,288
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	45,000	14,455	16,190	5,851	8,504
Switches/UPS replacement	40,000	11,606	3,246	3,434	21,714
ILS peripherals	265,000	-	-	-	265,000
IT equipment	54,886	46,368	3,262	-	5,256
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	1,714	2,286	-
Datacenter project	111,399	-	3,169	-	108,230
Security system	845,000	-	-	-	845,000
Surveillance system	125,000	-	-	-	125,000
AV Equipment - districtwide	50,000	-	1,407	269	48,324
District wide audio Visual equipment standardization	75,000	-	-	-	75,000
IT management reserve	47,500	-	-	-	47,500
Contingency	6,335	2,320	-	-	4,015
Total Information Capital	3,277,954	448,476	118,288	173,994	2,537,196

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Video Studio Capital					
Wireless mic kit	1,300	748	578	-	(26)
Audio recorder	300	-	272	-	28
Audio recorder kit	1,200	-	1,064	-	136
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	3,232	308
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	868	-	682
Video cam kit - checkout	3,000	2,100	135	-	765
GoPro kits	1,500	-	1,541	-	(41)
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	1,273	-	(273)
Checkout equipment - L21c	3,900	2,100	1,142	-	658
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	85,510	24,948	40,833	3,232	16,497
Creative Services Capital					
Equipment initiatives	27,900	-	-	-	27,900
Cricut machines	1,200	412	-	-	788
Sand Creek-vinyl record cutter	9,000	-	-	-	9,000
Sand Creek-larger kiln	3,000	-	-	-	3,000
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	-	-	51,386
Total Creative Services Capital	114,986	18,644	-	-	96,342
Total Expenditures	\$ 4,664,107	\$ 948,899	242,811	\$ 197,644	\$ 3,274,752
Excess Revenues over Expenditures			(242,811)		
Fund Balance - January 1, 2020			1,810,398		
Fund Balance - June 30, 2020			<u>\$ 1,567,587</u>		

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

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance June 1, 2020	\$ 19,660,493	\$ (29,647)	\$ 19,630,846
Receipts			
Property Taxes	1,661,572	-	1,661,572
Cash Receipts	-	2,938	2,938
Interest	8,048	-	8,048
Disbursements			
Payment of Bills week of 06/05/2020	-	(129,243)	(129,243)
Payment of Bills week of 06/12/2020	-	(534,083)	(534,083)
Payment of Bills week of 06/19/2020	-	(30,565)	(30,565)
Payment of Bills week of 06/26/2020	-	(414,327)	(414,327)
Payroll 06/12/2020	-	(676,064)	(676,064)
Payroll 06/26/2020 end of month	-	(890,206)	(890,206)
Transfer to FSA fund	-	(37,925)	(37,925)
Transfer between funds	(2,500,000)	2,500,000	-
Cash and Investments Balance June 30, 2020	<u>\$ 18,830,113</u>	<u>\$ (239,122)</u>	<u>\$ 18,590,991</u>

Public Services Report May 2020

North Region

Community

Library 21c started curbside service May 13, 2020. The first week was quite rocky as we tested various means of efficiency. Our patrons remained patient with us, even as we juggled countless phone calls and voicemails requesting curbside pickup. After two weeks, staff are feeling more confident in the process and our patrons' experience is much more efficient with fewer barriers. Some of the supportive remarks we received from patrons were "Thank you for doing this," "It's wonderful to have library access again," "That was a very smooth process," and "You guys just keep getting better and better!"

At High Prairie, Laura Foye is keeping up the partnership with Fresh Start. Bruce Eng prepped the garden for them to begin volunteering. We also started offering packets of seeds to pick up at Curbside. Fresh Start had donated a bunch of seeds to the library's seed library so we wanted to get them out to the community. These have been immensely popular.

At Calhan, Tasha Ryan had a patron seek her out very excited to tell me that she used our curbside service to get a book. She hadn't check anything out from the library in a long time. With the extra time she has right now, she decided to reread a classic she hasn't read since high school "To kill a mocking bird".

One of Monument's most anticipated annual events is the Palmer Divide Quilt Makers display at the library for the month of March. Due to the closure many patrons were not able to get to view this year's wares. The group came in to take down their items on May 17th, but with their permission we photographed all the quilts and will be displaying them on our Facebook page along with captions.

Meredith and Liz, from Monument, have been working with the town of Monument in preparing for the Virtual 4th of July parade.

After assigning his Steele Elementary School students a project to design a 21st century library, teacher Paul Yenne reached out to Library 21c to seek a virtual visit from a librarian. SarahEllen Hickle met virtually with the 5th grade students to answer their questions about the needs and requirements for designing a 21st century library. The students were very engaged and SarahEllen found her first virtual school visit to be a lot of fun.

Resources

Library 21c was featured in a May 19 [KOAA story on PPLD's curbside service](#). Manager Catie Tierney discussed the quarantine process and shared with the public a view of the library's quarantine room filled with returned materials. Library 21c staff noticed an uptick in curbside service patronage after the

story with over 120 additional patrons visiting the following day. Ever since, patronage has climbed as our community begins to take advantage of this new service.

Liz Willhoff completed the EMS (environmental management system) for HI and the Gold application for the ELP (Environmental Leadership Program). She will submit this in June to the program administrators. Last year HI was awarded silver level; we are hoping to be awarded gold level this fall.

Allison at High Prairie researched podcasts on the topic of early literacy produced by libraries and other professional organizations. She is working with CHildren's Services in developing a similar podcast for PPLD, aimed at families and caregivers of young children.

Kim Cox, at High Prairie, has been going through books trying to create a reader's advisory list for both Christian books and books for fans of Tiger King (this one has been a challenge).

Studio 21c Video Producer/Directors Roland Clements and Dave Franklyn contributed to Creative Services' [Video Production LibGuide](#). This LibGuide provides guidance from pre to post-production and links to free resources for patrons. The expertise of our staff is more accessible when it is shared digitally with patrons. This information will help patrons learn more about the video production process and will prepare them to return to Studio 21c in Phase 4 of PPLD's phased reopening.

Innovation/Creativity

Young Adult Librarian Cathy Wood, from Library 21c, assisted with the selection of a number of digital escape rooms available through Breakout EDU and created by other librarians using Google Forms. Each week, she ran through the selected escape room to ensure it wasn't too difficult and created a Library Market event to make the room accessible for patrons. April's escape rooms were a Star Wars room from Richmond Hill Public Library, More Food, More People, a Hunger Games room from Round Rock Public Library, and So Many Books, So Little Time! While these escape rooms were targeted for teens, patrons of all ages could enjoy the games.



At High Prairie, Allison Presley created a visual display for our younger patrons at our drive up window. "Can you move like these animals?"

Kim Cox from High Prairie made a STEM-related video for teens using Cheryl Boynton's recipe for creating a sourdough starter. It's supposed to go live the first week in June.

Meredith and Wendy, from Monument, have been sewing masks with Creative Services for Make4COVID. Meredith has also been assisting CrS with preparing the Make and Take kits for our Maker in Residence program.

Tina Matiatos, Rockrimmon's Children's Associate has been busy working to create the "Social Wellness" portion of the Dial-a-Story phone in program and has been working with the Children's Department to

develop Story Walks. These are window displays for kiddos to see and read stories when visiting the library from outside.

Service

In general, Curbside pick-up at all locations has been quite successful and patrons are glad to see some of our faces once again. We continue to hone our processes, though staff would certainly welcome back our volunteers as we're seeing how much work they do for us that make us exhausted by the end of a work day.

At Library 21c, phones were particularly challenging our first week running curbside service. At first, our phone lines were so busy that patrons' calls looped around to the Telephone Room at East and Penrose. Once we added a voicemail box, our patrons finally reached an "answer," but the voicemail box was so popular, it stayed full and staff could barely keep up with the demand. Ultimately we decided to drop reservations altogether for curbside pickup, encouraging patrons to pick up their holds at their own convenience. When we realized we were getting in our own way, we removed this barrier to service, freeing both patrons and staff of the frustration of calling in advance. Our curbside lines may be long (sometimes 10 or more cars at once), but our staff are efficient and our patrons are patient.

At High Prairie, we moved the rapid reads and rapid views to the window so patrons can view them from their car and check out these items.

At Rockrimmon, Adult Programming Associate Shannon Miller held the first Virtual Rockrimmon Mostly Fiction Book Group on Tuesday, May 8. They had a Zoom session with 12 regular book group participants and the author Lisa See (who was as wonderfully engaging as ever).

Adult Librarian Heather Johnson, from Library 21c, has been heavily involved with the Information Services Team, providing recommendations for virtual Book a Librarian sessions and helping develop a comprehensive single-point Patrons' Frequently Asked Questions (FAQ) document. The first effort will transform PPLD's current Book a Librarian services, which were limited to physical interactions, and adapt them to a virtual environment to best support our community at this time. This second effort will combine all existing information into one comprehensive document for all staff for ease of access and consistent communication to patrons.

Internal/Staff

Staff are being shared around the north region to support our curbside services in light of some staff shortages due to safer at home and extended hours at some locations. Library 21c, young adult services, and the regional associate are helping at HI and PA in this capacity. A big thank you to all who are working outside their regular buildings to serve our patrons.

Liz Phillips, at Calhan, met with the Tween committee about programming for the summertime. She will be helping out with a Rock Painting Challenge and a Harry Potter Challenge during June and July.

From High Prairie, Kim Cox finished her paper on social and emotional learning and ways the library can be successful in instructing teens. She is officially done with grad school! Congrats to Kim!

Staff have participated in a number of continuing professional learning opportunities around the region, including: Music in the Classroom, Grief during COVID-19, Transitioning Back Into The Workplace, Facilitating Young Children’s Learning with Nature, Mitigating COVID-19, Tech in Rural Schools, Feel Good Do Good: Offering Physical Literacy, Creating Accessible Experiences for All, Online Learning During COVID-19, Social Emotional Books, What’s New in Children’s Literature?, Databases A-Z, Combining Powers: Teachers and Parents Preparing for Kindergarten, Public Libraries as Nature Connectors, Engagement in Isolation, Summer Learning Through Our Public Libraries in a Time of COVID-19, Census Outreach for our Immigrant Communities, etc.

West Region

Overviews

Sandy Handcock (OL Manager): “My word for 2020 was Transformative, if I had only known then what I know now! The reason I chose that word was because I knew the floor renovation was going to happen and I wanted everyone in the mindset that we could transform not only our space, but also the services that we provide for patrons. Little did I know that we would be given the opportunity to truly transform!”



Tiffany Paisley (CH Manager): “This month staff at the Cheyenne Corral have honed and developed our skills in team work, resiliency and flexibility. Returning to the building after almost two months away, we made preparations for our phased opening. Working in three nodes, teams of four, we worked together and virtually to devise solutions for curbside service, socially-distant spaces, collection management, work flow, quarantining procedures, and more.

“Focusing not only the Cheyenne community outside of our library, we strengthened and developed the community inside our walls, as staff practiced team work and resourcefulness, taking initiative where needed and developing confidence to make decisions, try something new, and if it didn’t work, to try something else. Extending our reach, beyond the walls of Cheyenne, many of us worked with other district teams to support the mission of PPLD.

“We welcomed new supervisor, Chase Unruh, who has been a tremendous support, and a great example of leadership and adaptability. And, we learned of the retirement of assistant Melissa Leftwich, who leaves at the end of June. Melissa is a long-time employee and Cheyenne community member, starting as a children’s associate, retiring, then returning to work part-time. We are excited for her new adventure, and grateful for her service. We look forward to her staying on as a substitute.

“One the biggest milestones reached, is our professional development, an essential practice, so that we can develop skills and knowledge to help support our community during such an uncertain time.

“All of this preparation means we have reached the individual and branch goals set in our Vision 2020:

In 2020, our vision will be to view our work:

In 2020, our vision will be to view our work the lens of “YES... AND.” We will practice advocating for PPLD on our branch by providing our community with options that go beyond the transactional encounter, offering a holistic and individualized experience. Patrons will leave the library, feeling connected to staff and knowing more about the opportunities we provide that can impact individual lives in the community. In practicing this mindset, we will see that patrons and staff are empowered to choose an outcome that is best suited for the individual. By looking through the lens of “AND,” we will develop the confidence to make decisions and situations that may not always have clear-cut answers. Will be comfortable in the grey and willing to make mistakes as we discover the many paths and options when we are able to say “YES... AND.”

Community

Penrose Library

Penrose staff helped staff the West Region branches during Phase 2 and at the end of May joined staff at East to help get caught up with shelving and pull list.

Mikaela continues to work with Inside/Out Youth Services on a weekly book club. This group may shift to a Pop Culture club to better support the youth who attend.

Anne Spencer and Rebecca Operhall continue to host a weekly Pop Culture zoom meeting for patrons. This has been well received and as we move to add more branch specific programs, we are looking to create the Penrose community virtually through possible coffee hours.

Antonia has joined the board for The Place in Colorado Springs. She is excited to work closely with this organization and continue to support the community.

Mobile Library Services



Fountain's "Be the Light" parade

The Fountain Fort Carson School District organized the "Be the Light" parade to honor the 2020 graduates. The route started on the north side of Fountain, traveled around residential areas and ended at the high school.



The Lobby Stop Van Winslow Friends and Family Parade

Winslow Court's residents have been quarantined in their rooms since mid-March and visitors have not been allowed into the building. Winslow's staff organized a Friend's and Family parade. Residents sat on their porches and were social distanced in the yard while friends and family drove by. The Lobby Stop Van was decorated with posters and balloons in the hopes of bringing some cheer to our patrons!

We continued our community partnerships and our goal of getting books to the public by offering discarded books to the Burrowing Owl and Switchback Coffee Roasters to be given with curbside pickup orders. The books have been a huge success at the Burrowing Owl.

We are developing a partnership with Cheyenne Mountain State Park. Although Covid-19 kept us from launching a summer stop at the park, we plan to have a stop there in the future.

The Mobile Libraries have stops in under reported census areas. At the stops, patrons may use our Wi-Fi to fill out the census.

Knights of Columbus Hall

Dustin worked with Creative Services to help continue making "ear Savers" through Make4Covid. Make4Covid was able to help fulfill the requests for face shields as needed by local hospitals and clinics, and switched their production to ear savers, which make wearing cloth masks much more comfortable. At the end of May, requests for ear savers had been fulfilled as well and Creative Services turned their 3D printing efforts towards making equipment for PPLD staff.

PPLD was able to make a sizable impact in PPE requests from health care workers both by loaning out 3D printers to local makers,. As well as the efforts and hard work put in by Becca Cruz and Creative Services. KCH assisted by making contact with Make4Covid initially and committing hours to producing equipment.

Cheyenne Mountain Library

BRANCH GOAL | CONNECTEDNESS

Continue to develop relationships and partnerships with the varied individuals, businesses, and nonprofits in our community and determine what programming efforts will meet their needs. Utilizing the results of the community needs assessment survey, and meetings with community stakeholders, explore how the South Nevada and Ivywild urban renewal projects impact our neighbors and what kind of role the library can have in serving its community during this process. Encourage staff at all levels to connect with our community, build relationships, and recognize the impact these changes are having on our community.

- Assistant Pam Werling and Senior Associate Caitlyn Zimmer are helping Adult Services with Census 2020 outreach with phone call reminders. In doing so, they learned to use Google chat and Google voice so they could make these calls from home.
- Branch manager, Tiffany Paisley, continued with mobile library services manager, Lisa Ward, to coordinate delivery of book grab bags of books to neighboring businesses, the Burrowing Owl and Caffeinated Cow.
- Senior associate, Katie Smith continued her community outreach as a Canon Preschool Advisory Board member, attending an online meeting.
- Tiffany also attended CPAR (Coalition for Addiction, Education, and Recovery) meetings.

Old Colorado City Library



As we move forward in direction of reestablishing services to our community, I am in awe of the people I work with. Throughout this time, they have looked for ways to increase what we can offer and how to do this safely for both staff and patrons. They are eager to return to their full working hours and to start interacting safely with patrons. I am impressed with the spirit of teamwork that this group has demonstrated in their problem solving abilities and most importantly, the mutual respect and kindness they have all shown during this difficult time.

The team has really embraced virtual programming and has continued some of our regular programming this way. The book clubs continue virtually and while the participation has dropped, the lively conversation continues. Joe Paisley hosts the Carnelian Book Club and David hosts the OL Book Club.



Joe has also been reaching out to our OL teens and has set up some approved virtual meetings with them. Many teens are feeling isolated by everything that has been happening and having a few moments where they can talk with people they have not seen in a while seems to make their day. I think they miss Joe too!

Susan Simpsons take on the last 3 weeks- Curbside, quarantine and work nodes. Masks, strident cleaning protocols, no in-person programs. Wi-Fi printing, no patrons in building. All of these new protocols and services helped to deliver safe and efficient checkouts to patrons. Curbside pick-up is fun!

Resources

Mobile Library Services

Our residents are so excited to be able to receive library books again!! Thank you so much for providing curbside service!! (activity director at MacKenzie Place)

We were able to sit outside yesterday for a Memorial Day BBQ and today the library comes to bring us books--these have been the best two days I've had in the last two months!! (resident at Morning Star)
Thank you so much for coming--our residents have been waiting and anticipating this day for so long.
(activity director at Winslow Court)

Thank you so much for helping us transfer our holds to a branch where we can pick them up "curbside" since our facility is still closed to the public. We are so excited to be able to retrieve our items and start reading!! (several residents at Myron Stratton Homes)

"I have always enjoyed my visits to the library whether it was in Colorado Springs, Bookmobile, or the new library in Calhan. All of your staff have been pleasant and very helpful. I value the services you provide."

Knights of Columbus Hall

Dustin began laying the groundwork for the production and release of virtual content through KCH in May. Tentatively titled "Artist of the Knight", this program was initially conceived in response to the limitations on public gatherings due to Covid-19 as a way to take a CH online and serve the community under current circumstances. As this program developed, it became clear that this service will be valuable and sustainable after the pandemic has passed.

Artist of the Knight will produce mini-documentaries focused on local creatives with plans to open the series up to a wider swath of the Pikes Peak region. The initial round of videos will focus on three local musicians and three local visual artist. Dustin will interview the artist with the intent to provide information on technical aspects of the work as well as provide insight into the creative choices that formed their final products. The interview process will also provide the viewer with a portrait of those who are shaping and creating culture in Southern Colorado.

This program is envision to be a reliable resource for library patrons as well as local creatives. Through delivering an interesting, entertaining and informative production, our patrons will be able to learn more about the rich cultural content of our community, an artists will be provided with an opportunity to reach a broader audience. After the initial six productions are complete, KCH will implement an open application process for artist of the night. The hope is that we will feel the responses and interests from a wide and diverse cross-section of the Pikes Peak Region.

Cheyenne Mountain Library

BRANCH GOAL | AND...

Facilitate and sustain growth of our offerings from library services—adult education, adult services, children’s, collection management, creative services, regional history and genealogy, and young adult services, building relationships with these departments so that we may provide the resources that meet the needs of individual patrons and our community. Staff at all levels will be versed in district-wide resources, understanding the many offerings we provide, and able to convey that information to patrons, or find information and connect patrons with answers and resources that will be a benefit. Staff will be knowledgeable of how staff in other parts of the district can also serve as an external and internal resource.

- Assistant Suzanne Velsor is working with Creative Services to make masks. “I really like that I have been able to do something outside of CH. Helping to make masks has been quite satisfying. Feeling like I am doing something more to help my PPLD family, feels good,” said Suzanne.
- Young adult services was supported by senior associate, Laurel Bergsten, “I had a productive month as teen associate! I did two reader's advisory lists, Graphic novels and Disney Princess read-a-likes, I filmed a program for Drinks of the Gods, my first time using video in a professional capacity, and learned quite a bit, like don't try and fill the screen time with talking, take edit-able breaks between topics and I got kind of used to hearing my voice outside of my head. I also volunteered to help with teen Instagram and put together my first post on Canva!”
- Caitlyn is assisting adult services, serving on the information services team and updating our district booklists. “I have made a booklist for cozy mysteries, historical mysteries, police procedurals, and hardboiled fiction and I wrote our book-a-librarian proposal...”

Old Colorado City Library

Patrons are happy to have us back. Every day we hear how nice it is to get books and how thankful they are that we are providing this service.

Innovation/Creativity

Penrose

Many staff that typically don't get to do on site programs are engaging on a virtual level and supporting services. Anne Spencer and Juniper McGinn have both created tutorials/programs for Young Adult Services.

Rachel and Emily have assisted Family and Children’s Services with some Cupboard craft experiment videos that have been popular as Summer Adventure has begun getting started.

Emma continues to work with Family and Children’s Services on a virtual Paws to Read presence. Many of the dogs and their owners want to still volunteer and love giving back to our community.

Mikaela and Maria both created videos for posting during Summer Adventure. These types of videos have really allowed for staff to teach some of their unique creative skills such as drawing and origami.

Mikaela has worked with Young Adult Services to move the Yule Ball to be completely virtual this year! This event won’t be until October, but we are committed to keeping this tradition alive and are excited to continue to offer it to our community.

Mobile Library Services

The Lobby Stop Van staff offered over-the-phone device training to patrons. In addition, the staff has provided training to the activity directors who work at our facilities in order to enable the activity staff to help the patrons until we can work with them face to face.

The Mobile Library staff provided Zoom training resources to the Colorado Springs Senior Center. The Senior Center staff will use the training for their own jobs and to help the patrons of the Senior Center once they reopen.

Our, “Get to know your mobile library staff” posts have been a success. The staff tells a little about their hobby with a picture.

Cheyenne Mountain Library

BRANCH GOAL | USER-CENTERED

Create user-centered spaces, displays, and signage in our facility using design-think principles, encouraging interaction and opportunities for patrons to discover the multiple resources we offer at our location, as a district, and online. Encourage staff to develop their creative ideas, as well as find support from services and the communications department.

- Caitlyn moved our popular Cheyenne mystery book club online to Zoom, with seven attendees. Some were skeptical of the format, but with Caitlyn’s assistance and leadership, they are looking forward to the June program.
- Senior associate Katie Smith created a virtual craft program for family and children’s services, recording, editing and uploading a video on PPLDTV’s YouTube Channel.
- Assistant Brittany McNeil commented, “It seemed like every day this month I learned how to do a new job. I am proud of the virtual work that I have completed. I discussed how to open the Cheyenne Library space with Suzanne (physical spaces team) and other 'nodettes' on how to best open the space, so that by the time we start admitting patrons, at least the foreseen issues would have been addressed.”

- Staff have also had the opportunity to take advantage of our Finding Info classes, now being offered online. Ulli said, “taking Consumer Health was helpful because I haven't taken it in a long time. Databases A-Z is always interesting because every teacher touches on something new.”
- Assistant Brenda Svatos benefited from the Legal resources class led by strategic services librarian, Deb Hamilton. “She explained how PPLD got the law collection. Before this class I didn't realize the need for her to be on staff. I am not sure how many hours she is hired for but am glad she is part of our team.”
- Assistant Michelle Brose reviewed the security training video for the code of conduct policy “Of course, I have viewed this training before, but it was really good to have this refresher. The Security team has done a wonderful job of making this less complicated for the frontline staff at the branches.”

Old Colorado City Library



David is looking at some options for doing a virtual history walking tour, a popular program that will also work virtually. He also hosted garden chats in the month of May.

Sarah Davis, Penny Belgrave and Nawal Shahril have been busy sewing masks for various organizations and staff. Sarah D. made masks for all of the OL staff, and they are so beautiful and comfortable. We are lucky to work with such a group of talented individuals.

Riho Sakai continues to keep our Facebook page up to date and entertaining and informational. Her photography skills have been keeping a visual history of our processes here.

During his quarantining time, Andy created a display for OL for November.

Services

Penrose

During Curbside services, Penrose piloted Curbside Curation which allows patrons to browse a small collection built based on popular items as well as request items directly from our shelves rather than putting items on Hold. This was very popular with our patrons and during a 10-14 day period we helped over 100 patrons in this way. On average, 8 patrons a day enjoyed this service.

With the beginning of Phase 2, Penrose staff began staffing the Telephone room on site. Coming on site really highlighted just how many calls we were missing and it took a couple weeks to find our groove! We help 100s of patrons a day with getting information over the phones and also assist using the chat service during less call volume times.

Mobile Library Services



Returns pictured during the Black Forest stop

Our county book drops in Black Forest, Ellicott and Rush have reopened!

“You all need to be commended while working during such an unprecedented time! Sorry it is more grueling but know that we all appreciate you and the extra safety efforts.”

Mobile Libraries joined the rest of the district in providing curbside for the patrons. We had 85 stops Mobile Library and 11 Lobby Stop Van stops in May! This service adaptation allowed us to reconnect with our patrons and revamp our services. The two weeks before curbside started, the staff called either the patron or the activity staff to inform them that the patron had available holds and what our schedule would be.

As part of our curbside service, holds are checked out two days prior to the stop. During the stops, tables, chairs and bins are setup outside the mobiles. Staff is no longer able to sit at a desk with a laptop during the stop which has limited their off-desk time. Prior to Covid-19, the front desk staff would check in materials during the stop. Now, we discharge items during the limited time before and after routes. The staff has shown resiliency and the ability to adapt to new processes.

Our curbside service has continued to evolve and now includes checking out Rapid Views and Rapid Reads as well as grab bags of 4 books of the same genre.

“Just want to thank you all and especially January for opening up in such a safe way on Monday at the Black Forest stop. She made it all so easy while distancing and wearing a mask. You didn't have to touch anything, excepting your holds. Thank you again. You are all so great!”

Cheyenne Mountain Library

BRANCH GOAL | RELATIONAL

We will continue to focus on developing roving reference opportunities for staff and patrons, assigning staff to be readily available in the stacks or near the computer lab, so we can provide service to patrons where they are. We can also “meet patrons where they are” in the philosophical sense, by recognizing and utilizing CPI (Crisis Prevention Intervention) and de-escalation techniques. We will find ways to engage the many different populations that utilize our library and remove psychological and physical barriers to use. We will practice effective communication with external and internal customers.

- Senior assistant, Ulli Cookson called our volunteers at home, and was glad to get to connect with them. We really miss our Cheyenne Friends and volunteers; they are such an important part of our community. One volunteer is devising a plan to be “snuck in,” but we won’t name names. And, Linda sent birthday greetings to our volunteers with May birthdays.

Old Colorado City Library

Nawal said we always think the best for our patron and the decision to put the Rapidviews and Rapidreads for checkouts were spot on! Patron came up and loved this service especially at times like this.

Staff have been coming up ways to bring other services to patrons. They are thinking about what the patrons can use and how we might provide it. While we have not been able to implement everything they have thought of, it is great to see how much they care about

Internal/Staff

Penrose

Penrose staff has submitted 57 professional development reflections in May. Every staff member participates in professional development weekly through webinars, books, articles, podcasts, and trainings such as Northstar Digital and Mango Languages.

Low tech professional learning has been a focus for some as watching screens can be draining. It has been very beneficial to have many staff reading the same text each week as natural discussions among staff who have read the same thing happen when staff is on site.

Michael Asmar has worked to ensure that all staff has a strong understanding of FFCRA and Safer at Home. He meets weekly with his whole team to communicate information and ensure that questions get answered.

Antonia continues to work at the manager and admin level to develop the phased opening plan. She is leading the Internet/Printing workgroup which is developing and putting in place what computer access will look like for patrons once we move to Phase 3.

Antonia meets with staff weekly either through office hours or one-on-one.

Mobile Library Services

All Mobile Library staff returned to work and were so excited to return and do physical work! Within a week, the staff was caught up on the pull list, clean holds and weeding lists. In addition, Pam worked with Penrose's purple node assisted with curbside service.

Professional Development-
RMOIG meeting
LJ day of Dialog

Virtual Training-
Resiliency
PPLD LibGuides
PPLD's resources
Cybershelf
Eye Wash, Bed Bug and BBP refresher
RHG Covid memories
Job resources for patrons

PPLD Teams Mobile Libraries are participating in-
Phased Opening
Mask making
Cleaning
Curbside
Technology
Circulation
Sewing Team
Outreach
Holds team

Knights of Columbus Hall

KCH has worked with multiple PPLD departments to create the framework for Artist of the Knight. Communications, Creative Services and Adult Services have all provided guidance, insight and ideation in both the technical and conceptual aspects of the program. Communications has been instrumental in assisting with working out the details of the format, how to market them from out the program, as well as providing assistance with editing and production. Creative services is working to support our technical needs with video and audio equipment. Adult Services has provided invaluable information into the structure and system of creating and facilitating a virtual content.

Dustin has also I've been working on developing his editing skills by working through a variety of tutorials and classes on editing software Final Cut Pro. This will help ensure that Artist of the Knight can rely on both Creative Services and KCH staff to ensure that the skills and work necessary to produce video content or available in the future.

Dustin has continue to work with the Discussion and Information Gathering team as led by Jeremiah Walter. This group initially came together as one of the Engagement and Opening Teams created by PPLD's unexpected closure due to the pandemic. This group works together feedback and thoughts from PPLD staff throughout the phases of re-opening to the public.

Dustin has also worked with librarians Heidi Buljung and Cameryn Riesenberger, in May, to assist with expanding the annual poetry and prose competition to include formats for creativity including visual art, music, creative cuisine and fiber arts.

Cheyenne Mountain Library

BRANCH GOAL | WILLINGNESS

Develop and foster a culture of continuous learning, acknowledging that regardless of position, we are all library professionals, working in an industry and environment that must be change-ready and willing to learn and grow as we continue to develop and enhance our skill set. We will further communication and internal customer service by utilizing strengths-based tools to encourage our team to see how each member's individual strengths bring cohesiveness, and encourage individuals to see how their own strengths positively impact our team, our library, our district, and our community.

- One of our biggest successes this month is professional development as all staff participated in virtual trainings and webinars, compiling 113 professional development reports. All staff have completed the Beanstack training. And, everyone is taking the North Star technology training from PPLD's adult education department. Senior Assistant Ulli Cookson, assistant Pam Werling, senior associates Laurel Bergsten, Katie Smith, and Caitlyn Zimmer, and supervisor, Chase Unruh have all completed the North Star training.
- "I watched the training videos for the Northstar assessment modules before starting my training which helped. I will admit, these modules are kind of fun :) It feels as though I'm playing a game and it's

neat to see how much I know already as well as the things I need to study up on. I have made it through all but three modules and I will complete them shortly. I have been asked for help by a couple teammates and I am happy to help,” wrote Assistant Brittany McNeil. Supervisor, Chase Unruh wrote, “I finally began learning Excel due to Northstar and made my first spreadsheet! So cool.”

- Assistant Linda Sobieraj wrote, “Reengaging with PPLD after the closure by attending virtual trainings and virtual meetings has given me a sense of accomplishment. When I answer the phone to arrange a patron's curbside pickup or when I deliver curbside holds, I feel proud of what I am doing when the patrons tell me how happy they are that we are slowly reopening.”

Old Colorado City Library

Sarah Hoelting really summed it up in her report - When the John Spears confirmed curbside pick-up across PPLD district, I am confident with saying that all of us working and serving at Old Colorado City Library knew we had a lot of work to do before it would start, but we were ready to reengage with our community. Trish, Sarah Davis, and I met virtually for close to 2 hours to discuss the logistics of curbside pickup and accepting library materials to quarantine. The district went in a different direction to maintain cohesion with all the library branches within PPLD, but a seed of communication was planted from that meeting: We would communicate ideas and share our discoveries after each shift to help each other serve our community better. Examples include: Creating a holds template to reference when we answer the phone and set up curbside service, establishing a filing system for patron's pickup times and dates, sending updates from the shift worked to everyone at the branch, setting up a general list of items to accomplish in a day for guidance.

I've been impressed with my team, Nawal and Riho, as they answer each patron phone call with kindness and consideration and go the extra mile answering patron questions: ILL requests/updates, curbside procedures, recognizing patron's names over the phone and briefly checking-in with how they're holding up. As a team, we go over recent emails directed toward Old Colorado City library and support one another during these odd times. If anyone needs a break from wearing their mask, no questions are asked. If we're switching work stations(“A” desk to “B” desk to “C” desk, etc.) and one of us is caught helping a patron and can't quickly sanitize their station, then we step in and help out to keep things on track.

All three of us have assisted with wireless printing for patrons, and continue to add the resource handouts for each patron's holds to pick up (unless we know they've done curbside pickup with the district already).

Nawal said the curbside services launched and I am so grateful to be a part of this journey. Seeing patrons again and being able to provide this limited yet profound service really feel like a lil sense of work satisfaction after not being able to work on location.

Joe and Andy Rusk did an amazing job getting the Teen Area set up. Andy created new signage for our shelves and shifted hundreds of books. Andy and Joe also moved a lot of furniture to make way for Phase 2 and to prepare for Phase 3.

Accountability

Penrose

On-site staff continues to support and remind each other to practice working 6 ft from each other and wear masks. It is important that we create a working environment where everyone feels comfortable and safe and can also help to remind each other. As we move to the next Phase, we will need to enforce this with patrons, so finding the words now with our coworkers is important.

Antonia and Michael are re-evaluating the needs of the branch staffing and developing a sustainable schedule that will address the need for consistency, down-time for staff, and supporting the community.

Mobile Library Services

Mobile Library staff manned the Health Screening table each day of the week during Phase 2 and delivered staff masks to Manitou, Old Colorado City, Sandcreek, Ute Pass, 21C, East, Monument, Rockrimmon.

Knights of Columbus Hall

Dustin drafted a charter for the case you should advisory committee and is entering the final round of revisions, to be completed in June. The Advisory Committee was recommended by the original KCH Visioning Committee, which guided the initial concept of KCH has an entity. The Advisory Committee will provide a valuable link between our community and PPLD and will provide insight and expertise from sectors of the public including but not limited to arts, education, nonprofit, and business communities. the committee will provide a direct voice from stakeholders correction community stakeholders to ensure that the resources and direction of ACH are reactive and supportive of community needs.

Cheyenne Mountain Library

BRANCH GOAL | WILLINGNESS & SELF-REFLECTION

Continue to find ways we can work lean and efficiently. While we will not sacrifice service, we will not have extra procedures that take up our time. We will practice willingness to learn new practices and

develop new skills in self-reflection as we look at our part and recognize what steps we can take to learn and develop.

- “I am proud that as a node, we have figured out priorities and workflow for our 7-hour shifts. The first day we had that long shift we were exhausted and tensions were high. The next week we took the view that everything will get done in time and other nodes will pick up where we left off. I’m also glad I remembered how to put the phone on hold,” wrote Katie.



Old Colorado City

Nawal: Every minutes and seconds count as soon as we enter the building. The team were productive and always find/have things to do regardless. This synergy is very positive and motivating to get things done in 4 hours allocated. I think working 4 hours made me less lethargic and able to focus my entire energy towards my task at the library. It's quality vs quantity.

Please enjoy photos from Old Colorado City...



Adult Services

Community – May saw the end of some of our virtual discussion programs and launch of some of our other discussion programs. It seems like patrons are interested in the cat cafe and yappy hour, but attendance has been slow. Heidi Buljung reached out to Happy Cats to see how they wanted to partner. We've also had several libraries ask about the programs, so that's exciting! We are looking at adjusting some of the times for the program and maybe doing some kind of interactive Facebook component.

Deb Hamilton continued to work with the Justice Center. She completed a draft of a Conflict of Interest Policy that the board needs to review and approve. She continued to work on the revision of the bylaws. They are also exploring the idea of creating short informational videos to take the place of some of the in person events that we had to postpone this spring.

Terry Zarsky attended a number of webinars to stay up to date with what is happening in the business community. She also attended 23 outreaches that have gone to virtual meetings. She has continued to hold virtual one on one's with patrons (53 people in May).

Resources – Delaina Massie contacted Library Explorers agencies and continued research on accessibility/possible Library Explorers virtual programming. She has a couple of programs lined up for June.

We have continued to offer several successful virtual programs such as Yoga, Meditation, and a Virtual Book Club. Melissa Mitchell worked with CSU extension to hold some online programs in May and June. Intro to Canning was quite popular. Amy worked with the Pikes Peak Area Agency on Aging as they moved Medicare 101 online. They will continue to offer this program monthly online until in-person programs resume.

Amy worked with Heidi Buljung and Melissa to come up with a new plan for APPR. We will work with YAS and Children's to hold virtual author events in the fall. We are contacting authors to work out virtual arrangements. We hope to announce the APPR selections in August.

Innovation/Creativity – Heidi Buljung, Melissa Mitchell, Bryan Matthews, and Meagan Huber worked on revamping June and July program offerings. They contacted a few previously scheduled presenters to see what could be offered virtually. Meagan and Bryan worked on take and make craft kits that will be launched later in June where patrons will pick up craft kits at the library and then attend the program virtually. They all worked on developing the Fall menu despite not knowing what the Fall may hold. We developed a flexible plan so we can hold programs virtually or in person depending on the state of things.

Services – Amy worked with the Census team to revamp our outreach and education plan. Amy coordinated several staff working with Citizen's Project to make phone calls regarding the Census. We also started our own phone outreach with several staff calling people to encourage them to complete the Census. She also worked with Mobile Library Services to plan Wi-Fi outreach stops in the SE region to encourage Census completion.

Amy and Tammy Sayles took on coordination of remote phone and chat reference so Antonia Krupicka-Smith could focus on reopening plans for Penrose. Phone reference calls increased dramatically when curbside started in mid-May.

Internal/Staff – Deb Hamilton created the PPLD Professional Development Libguide and the Finding Info Webinar series. The guide grew out of the work of the Professional Development Re-engagement team. It will house the recordings and materials of the Finding Info classes as well as other PPLD training resources. In May we were able to offer five Finding Info Classes - Databases A-Z; Consumer Health and Disability Resources; Magazines and Newspapers; Cybershelf Part 1; and Cybershelf Part 2. She also created a Rise360 course on what Libguides are and how to use them for the page as well. The libguide has had over 2450 views during May by PPLD staff.

Delaina Massie attended several webinars regarding serving adults with developmental disabilities including: Creating Accessible Online Experiences for All webinar, Social Distancing Activities for People with Intellectual Disabilities, their Families and Caregivers, Programming for Adults with Developmental Disabilities: Why and How, and an Infopeople discussion on programming for adults with DD.

Melissa attended Book Expo online. Meagan, Melissa, Bryan, and Terry attended the Library Journal Virtual Day of Dialogue. Both events provided interesting information as well as showcased how we might hold virtual author events.

Heidi, Melissa, and Amy developed Virtual programming best practices. We shared with the Adult programming group district-wide so they could start to move their monthly programs online if desired.

Accountability – Amy looked at the Adult Services budget and found several ways to save money this year. Some savings are due to closure and other savings will come from virtual rather than in person events.

Collection Management

The majority of Collection Management staff resumed working at Library 21c in May. We split into two shifts that do not overlap in our work area, and scaled those shifts up to 27 hours a week by the end of May. Staff continued to do work related tasks from home and engagement hours to supplement the time in the Library. Several staff can perform the majority of their duties from home and that helped with spacing out those who needed to be on site. In addition to working on Collection Management duties, numerous staff have helped serve patrons by assisting with initiatives handled by other departments.

Community – Collection Management staff helped gather materials for donation to area school districts during the pandemic, as well as staffing other PPLD endeavors during the closure, such as the Southeast supply drive (Lisa Thomas), phone and chat reference (Michelle Pfost, Amanda Marez-Frutchey, Nick Demetriades, Lisa Thomas), and making facemasks (Jeanette DeChristofano, Janet Degering, Nick Demetriades, Karen Jenista, Lisa Thomas, Tammy Ross, Manju Murthy).

Krista Meier continues to be actively involved in the greater library and literary community. This month she completed judging for the American Christian Fiction Writers' Carol awards, began reading the titles nominated for the WILLA award (honoring the best women's stories set in the West), and was invited to judge for the Colorado Independent Publishers' Association EVVY awards.

During the PPLD closure, Lisa Thomas received Newbery Award nominated books at home and continued the process, with the rest of the 2021 judging committee, of reviewing the titles.

Resources – During the library's closure, numerous changes were made to increase access to PPLD's online resources. Temporary accounts created online were extended to have a 90 day privilege, as the accounts could not be validated in person. To accommodate increased use of Hoopla and Kanopy, we

increased those budgets as well as spending for eBooks and eAudiobooks in OverDrive. Krista Meier reports spending double the usual budget on ebooks to meet patron demand during “Safer at Home.” The district has seen a 52% increase in Juvenile & YA circs of Overdrive audiobooks, which reflects a nationwide trend. From February to May, Juvenile title checkouts increased 106% and YA title checkouts increased 42%. Juvenile and YA titles account for 21% of the total Overdrive circulation.

We added 4391 items added in May, up 100% from April (which was zero). This is up 31% from March, yet down 51% from last May. By comparison, the average per month in 2019 was 7747. The selectors have been purchasing print materials conservatively, shifting more of the budget towards online resources. We also added 3335 magazine issues in May.

Upon return to the Library, a mountain of magazines greeted us. PPLD staff member Robin Hammitt kindly brought them from the Post Office during the closure. They filled these mail bins.



And there was much rejoicing: The processing of the periodicals backlog was completed on May 30! Thanks go out to Rob Culbert and Marie Duplantis-Webb, who worked steadfastly through the 37 bins of incoming magazines that had accumulated since mid-March. This project took three weeks, and we are happy to report that we’re now back to regular periodicals processing. Additional thanks to numerous other staff that helped with the backlog including Janet Degering, Michelle Pfost, Josh Spiker, MaryAnn Miller, Cindi Salazar, and Nick Demetriades.

We also had a backlog of materials that had been sent before the vendors stopped shipping during the pandemic and arrived soon after deliveries could be made to Library 21c. Catalogers (Cindi Salazar, Nick Demetriades, Michelle Pfost and Karen Sherwood) and Materials staff (Karen Jenista, Chris Carlson, Josh Spiker, MaryAnn Miller and Carl Patrick) have done a great job of catching up.

Innovation/Creativity – ILS Administrator, Colleen Medling, worked with the PPLD Communications staff and one of our vendors to send email and text updates to patrons during the closure, alerting them to all of the virtual PPLD resources, and the implementation of curbside service. Colleen also worked with the vendor to provide staff access to a new product that may facilitate curbside service with a web-based chat interface.

Service - The Interlibrary Loan (ILL) staff processed 489 borrowed items that were received during the library closure, and extended and updated 349 ILL due dates to allow patrons the opportunity to checkout materials on hold prior to the closure. 573 ILL items were checked out once curbside services resumed. Amanda Marez-Frutchey created a proposal to allow patrons to again place ILL/purchase

requests, with several necessary changes to the service. Amanda also provided service to other Collection Management staff by installing the VPN software on laptops they would use at home, which enabled them to access their work files and software from home.

Heidi Pritchard processed three memorial donations to the library this past month. The Pikes Peak Chapter of the Sons of the American Revolution donated 1939: A Peoples History of the Second World War in memory of Barlow Miles Westcott. The Zebulon Pike Chapter, NSDAR, purchased Cemetery Inscriptions of Ashby, MA in memory of Andrea Sue Levesque Lintott, and Washington County, VA Deed Book, vol. 19, Aug 1848 - May 1850, by Jack Hockett in memory of Martha Louise Wicklund Keene.

Greg Roes and Jenny Pierce acquired and distributed supplies for the libraries to use for the quarantine of returned materials. The supplies included rolling utility carts, bookcarts, transfer bins, boxes, additional bookdrops, and many, many trash bags.



Colleen Medling gathered information to help library managers strategize how they handled making holds available. This was important because of the large volume of holds that accrued over the library closure and the limited staffing to make those holds available during curbside pickup, as well as the limited space to store the holds.

Karen Sherwood followed up on “unsubscribe” requests from patrons who received the PPLD update emails, which, though numerous (1000+), were from a small fraction of the many thousands of patrons who received the updates.

Internal/Staff – We are very pleased to welcome Tania Hajjar to PPLD as our new Manager of Collection Acquisition. Tania will be ordering adult nonfiction books and audiobooks in addition to her management duties. She comes to PPLD from the Montrose Regional Library where she most recently was the Assistant Director. She has completed her basic orientation to the library, and is getting up to speed on her new job duties. Per Tania, “It’s great to be here. Everyone at PPLD has been very welcoming, and it seems like a terrific organization to be part of. I’m looking forward to meeting more folks in the district as opportunities allow.”

Many Collection Management staff increased their tech savvy while working from home, using hotspots for wifi, VPN software, GoToMeeting and Zoom, Remote Desktop, Google docs, and other tools.

Greg Roes, Colleen Medling and Jenny Pierce served on multiple teams that helped plan the PPLD reopening.

Staff continued to participate in engagement activities while working from home. Some of the highlights:

- Tammy Ross attended the IndieWire webinar “Return to Theaters,” outlining the impact of the virus on the film industry. Tammy takes a keen interest in entertainment news as it affects her selection and ordering of DVDs. As movie production has shut down there are fewer new DVD titles for purchase.
- Krista Meier, Lisa Thomas, and Tania Hajjar attended various sessions of Book Expo, an annual publishing event “where authors, booksellers, distributors, librarians, literary agents, publishers and more unite to build relationships and get the pulse of what’s trending in today’s shifting marketplace.” The conference included panel discussions with publishers, editors, and writers, including such bestsellers as David Baldacci, Joe Hill, and Jacqueline Winspear. Our selectors came away with lists of upcoming titles to acquire this year.
- Angie Apostolas read the Circulation Manual and a Microsoft 10 workbook.
- Manju Murthy attended the webinars “Finding info: Databases A-Z” and “Productivity Tips and Tricks” as well as doing the Myers Briggs personality type test.
- Amanda Marez-Frutchey attended the webinar “Transitioning employees back to work.”
- Rob Culbert learned about Windows 10 in anticipation of PPLD’s migration to it, as well as advancing his knowledge of Excel.
- Cindi Salazar watched “How we bounce back: the new science of human resilience” and “Disaster planning for libraries.”
- Nick Demetriades increased his Spanish language skills and awareness of Hispanic culture.
- The Materials Assistants (MaryAnn Miller, Josh Spiker, Karen Jenista, Carl Patrick) and supervisor Chris Carlson read and discussed “The Five Disfunctions of a Team.” They found the book insightful and have recommended it for the entire department. The combined group also attended a phenomenal number of webinars and trainings (over 50 different ones!) from the array suggested by the HR department.
- Staff also read a number of books, including “Quiet: the power of introverts in a world that can’t stop talking,” “Eat that frog! 21 ways to stop procrastinating and get more done in less time,” “10% happier,” and “.Meditation for fidgety skeptics.”

Accountability - Collection Management held its quarterly budget meeting virtually. We reviewed year-to-date spending and discussed changes to the fund allocations in the wake of the closures.

Cindi Salazar and Karen Sherwood removed PPLD record holdings from WorldCat for items that are no longer in PPLD’s catalog, benefiting the public and Interlibrary Loan (borrowing/lending).

Creative Services

Community –

Morgan Sawicki and Becca Cruz led a meeting to discuss October's Maker Faire, which will possibly be turning into a virtual event (in 2020) called Celebrate Making in the Pikes Peak Region. They discussed possibilities for virtual programming, which platforms would work well, what types of live events/contests/other virtual opportunities may be good to offer, and what the timeline would look like.

Creative Services staff attended a virtual Colorado Association of Library Maker Interest Group meeting. Becca Cruz, Amber Cox, and Morgan Sawicki took leadership roles in breakout rooms by leading the discussion or taking notes. These meetings allow library staff across the state to collaborate and share resources and ideas with each other regarding creative spaces in their districts.

Amber Cox continued conversations with Elizabeth O'Brien, a Makerspace Librarian from University of Toronto Scarborough. Based on topic interest, Amber connected Elizabeth with Sarah Nagle, former PPLD staffer, current Creative and Innovation Services Librarian at Miami University Libraries, Ohio.

Amber continues correspondence with committee members and presenters for CALCON planning.

Ben Dahlby continued to communicate with staff and patrons regarding district art galleries.

Resources –

Morgan Sawicki led a meeting to discuss the ongoing efforts with building out LibGuides for PPLD's studios. LibGuides have been published for video production, audio editing, and podcasting at this time, and staff are continuing to build out more to publish in the coming months.

Innovation/Creativity –

Morgan Sawicki and Becca Cruz led two meetings with Studio 21c staff to discuss the possibility of hosting a virtual film festival in the coming months. This film festival would allow community members to record and upload videos that tell their stories.

The Repair Café coordinators (Amber Cox, Shannon Miller, Lauren Fellers) coordinated and led a brainstorming meeting with volunteers to discuss possible ways of supporting patrons with sustainability and repair efforts, even at a distance. Possible format updates include repair videos hosted on the PPLD TV YouTube channel; a Repair Café LibGuide; recorded videos; live Q&A/repair inquiries and assessments, etc.

The Spring Maker in Residence is shifting again. Pre-recorded videos will be created for completing the class projects, with supply packets available to those who register. These sessions will be PPLD's initial pilot of the Take & Make process for supply packet distribution at various library locations. A select number of live Q&A sessions will be offered via Zoom so that patrons can still interact with Liz Kettle and Ruth Chandler, Makers from Textiles West. The original project video for people who might have things at home, posted to ppld.org/textileart on April 10, has now been posted for 7 weeks. As of 5/31, the video had 271 views; of those, approximately 150 were in April, and 121 were in May.

Conversations are going well with the Fall Maker in Residence, Cara McKinley, to rework her original residency and class proposal to be held online for the September – November contract period.

Ben Dahlby has been researching and working on how to implement robotics and electronics into Creative Services programming and kit offerings, including the possibility of virtual and at-home programming related to these subjects.

Services -

Creative Services staff with Dustin Booth from Knights of Columbus Hall and Mikayla Contreras from East Library spent approximately 40 hours per week 3D printing PPE to donate to Make4Covid, and was able to donate 1,020 pieces. Toward the end of the month, they started to produce ear savers for library staff with the 3D printers.



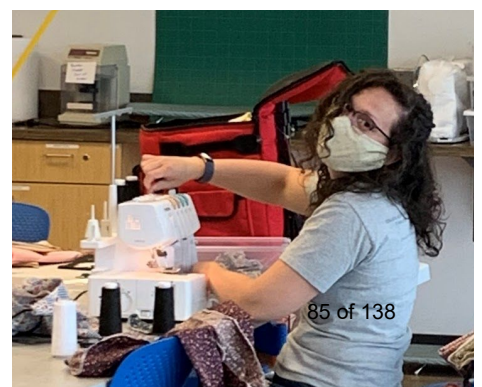
Becca Cruz and Sarah Holland met with Keagan Kellogg (Sand Creek), Dave Franklyn (Library 21c), and Jason Kowell (Library 21c) to work on determining procedures for reopening the makerspaces and studios for Phase 4.

Sarah Holland and Ben Dahlby continued to work on a draft of the laser badging video in Articulate Storyline. This month, Sarah focused on the "Machines and Materials" section of the video.

Internal/Staff –

Sarah Holland continued to lead the makerspace training exercises group with help from Ben Dahlby. This month that mainly entailed hosting another meeting to check in with staff and creating a spreadsheet to track the progress of the exercises. The group decided not to make any deadlines during May to allow staff time to adjust to schedule changes and will reevaluate at the beginning of June.

Amber created SVG (laser-ready) and PDF (hand-cutting) versions of the mask pattern, modifying the template sizing in order to create Large, Medium, Small, and XS pattern sizes. Using the laser cutter to cut fabric has been tremendously time saving with preparing pieces



for people to sew. She also worked to make sure the pattern instructions were clear.



Becca Cruz, Amber Cox, and Morgan Sawicki discussed procedures for library staff to sew masks in order to provide them to staff around the district. Amber and Morgan pulled all of the fabric from the Creative Services storage area, serged the edges, and washed/dried it to ready it for mask production. Creative Services staff began sewing masks themselves and led other library staff in ironing, cutting, and sewing fabric, and were able to start distributing masks toward the end of the month. Sewing at home kits were also distributed to those who could participate in production from home instead of the assembly shifts. Feedback from some of the staff who have received the larger size masks has been positive. Staff assistance from other departments and locations has been invaluable in making this happen.



Accountability –

Amber Cox attended two virtual contract (ICA) meetings, led by Family and Children’s Services staff. Almost all Services were represented, and key components were brought up to consider and incorporate into the contract. A pre-recorded video contract has been developed and approved by PPLD’s legal

representatives; conversation continues for live performances and presenters who require recording assistance from PPLD’s Studio.

Becca Cruz has been involved in the Phased Opening team, as well as attending meetings with other community members to hear about plans to re-open galleries, theaters, and other creative spaces. She also met twice with other members from the local maker community to discuss plans for re-opening makerspaces in El Paso County.

Becca also met with Sarah Marshall, new HR training supervisor, to discuss District training needs. She attended a budget summit steering committee meeting to hear about projections for the 2021 budget and discuss potential guidelines and process for the budget. Becca worked to help gather information for application for the Institute of Museum and Library Services CARES Grant.

Family and Children’s Services

Community –

Christa Funke represented PPLD (along with Larissa Powers) at a summer reading meeting with representatives from Front Range libraries, including PPLD, Jeff Co, Denver Public, Anythink, High Plains, and Douglas County. The meeting was an information and idea sharing opportunity as all libraries are changing plans to accommodate new and changing circumstances. Christa was able to share what PPLD will be doing for Summer Adventure, update the meeting minutes with specifics from PPLD, and gather information regarding what other library districts are planning and share it with Melody Alvarez.

Christa Funke pulled the stats for the Fun at Home games for children and teens and submitted them to the heads of Family & Children’s Services (FCS) and Young Adult Services (YAS). A total of 302 (215 children and 87 teens) participated. 28 completed the program (19 children and 9 teens) for an average of 9% of participants completing the program. All together, these participants logged 31,459 minutes and completed 765 activities.

	Enroll ed	Completions	Percent Completions	Minutes Read	Badges Earned	Activities Completed
Fun at Home for Children	215	19	9%	19,776	547	533
Fun at Home For Teens	87	9	10%	11,683	235	232
Totals	302	28	9%	31,459	782	765

Joy Fleishhacker organized and managed the virtual PPLD Kids at Home Art Show. Hosted on PPLD’s BiblioBoard page (<https://library.biblioboard.com/module/pikes-peak-library-district>), this online art show invited all students, K through grade 12, in the PPLD service area to submit artwork to display. Entries were accepted from April 15 to May 31. A total of 103 pieces of art were uploaded (38 from K-Gr. 2; 35 from Gr. 3-5; 30 from Gr. 6-12), including an impressive array of paintings, drawings, photographs,

sculptures, textiles, and more. The art show will remain up throughout the summer, and items may be featured on the banner of the PPLD website.

Betty McDonald sent eblasts to 13 school districts highlighting Summer Adventure and sent 19 additional eblasts to private and charter schools throughout El Paso County. Besides Summer Adventure, Betty also highlighted the PPLD Kids Art Show and the new Kids at Home subject guide

Barb Huff prepared and submitted book reviews to Colorado Springs Kids Magazine. Patrons are able to find reviews of books from PPLD in our local children's magazine. PPLD is represented as a community builder and leader in information and materials for children in the region.

Prior to COVID, Melody attended monthly playgroups at the Family Nurturing Center on Fort Carson. They are continuing the playgroups virtually and asked for a Zoom Storytime. This was our first experience doing a live Zoom Storytime and it was a lot of fun!

Joy met with tutor/teacher trainer Lori Bitar to discuss ways that the library can support parents and students adjusting to online learning from home. Joy and Lori brainstormed possible program ideas, including virtual workshops for parents (basics such as how to set up your home school, or fun learning games utilizing household objects); items that could be circulated (such as ready-to-go tutoring kits or educational games); and the need to help parents identify helpful online resources (both PPLD and beyond). Joy will work with the Family and Children's Services team to explore some of these ideas and build upon them.

Betty met with Lori Weaver, Sheri White, and Connie Lupton at Colorado Springs School District 11 (D11) on May 14 to discuss D11's recap of the Power Pass project and partnership this past year. It was an honest assessment of the process that will hopefully improve greatly when the next Power Pass projects commence with Harrison School District 2 and Academy School District 20.

Resources –

Christa, Carol Scheer, Joy, and Melody helped to plan and implement the Summer Adventure program. Working with other staff members from Young Adult Services, and Communications, staff helped to redesign Summer Adventure for a more streamlined virtual format, reworking the expectations, activities, and the game card to make it easier to run the program during the early phases of PPLD's reopening.

Christa was (is) heavily involved in the publicity emails and information for Summer Adventure Presented by Children's Hospital Colorado, including the following: working with Communications to create an extensive FAQ sheet; providing information for the Summer Adventure website; collaborating with Britt Bloom to identify programs and resources to highlight in weekly emails; working with Emily to schedule and send both an email announcement to preschools and daycares and the weekly events emails; and working with Communications to finalize Library Market descriptions for programs. Communications has accurate and specific information for promoting both Summer Adventure and our virtual programs and patrons have access to resources and information regarding Summer Adventure.

Betty McDonald posted a new Kids at Home subject guide located on a top tab on PPLDKids (<http://research.ppld.org/kids-at-home>). The goal was to gather PPLD virtual programs for families and kids, plus offer screen-free options for families looking for those ideas.

Carol has matched PPLDKids databases to Common Core standards and Colorado State standards. Teachers are able to see how PPLD databases will enrich their curriculum and meet the needs of their students. In addition, PPLD staff is able to make connections with teachers and help them understand how PPLD is available to help them teach especially when virtual resources are necessary.

Christa attended several online trainings, including Going the Distance: Library Programs for Teens and Tweens, Distance Learning Ideas from the Field: Session 3 (Maximizing Zoom). Barb attended the webinar Creating Accessible Online Library Experiences for All from the State Library, Working on Wellness: Books for Social Emotional Learning from School Library Journal, and Phone-A -Story webinar from Denver Public Library. Carol attended webinars on Picture Books & STEAM, Creating Outstanding Online Storytimes, Distance Learning, Little Hands Signing, and Creating Accessible Online Library Experiences for All. Melody attended a virtual LENA meeting on how to continue LENA Start sessions via Zoom.

Innovation/Creativity –

Christa assisted Carol with brainstorming Take and Makes for ages 5-12 years old for the summer. Carol has begun the process of planning and preparing Take & Makes to hand out at all PPLD locations. These Take & Makes will allow children to participate in STEM & Make type activities that are both fun and educational. FCS will be able to provide Take and Make activities for children ages 5-12 once the library is in Phase 3. FCS is also building a connection to our community during this time of isolation.

A robust and inviting selection of virtual children's programs and services are planned for the summer, and the team is beginning to envision plans for the fall. The team is also working hard to support children's staff across the district by providing virtual programming opportunities, along with technical support. We are offering virtual programs six days a week on our PPLDTV YouTube channel.

We are continuing with the planning stages for Dial-a-Story. Carol has created a schedule with staff throughout the District, and a plan for all eight phone lines. Melody is working on logistics for Story Walks. Our goal is to launch both of these programs in July.

Services -

Christa finalized many details on Beanstack, including the following: recording how-to videos for the training module; updating help guides & cheat sheets; planning and presenting virtual versions of the hands-on training (with help from Britt Bloom, Lauren Fellers, Joy Fleishhacker, and Lacey Miller); finalized the program wording; uploaded events information; activated the community challenge feature to encourage Summer Adventure participants to log 100,000 days of reading this summer; switched information and graphics from Winter Adult Reading Program and Fun at Home to Summer Adventure coming soon and again to Summer Adventure has begun; attended the Beanstack program review, ask us anything session, and town hall to ensure program success; and took over monitoring the beanstackhelp@ppld.org email account. Staff received multiple opportunities for training and assistance

to enable them to provide excellent customer service to patrons & successfully use Beanstack. Seven staff attended the first training and eight staff attended the second training for a total of 15 staff. The training was recorded and posted to the intranet for interested staff who were unable to attend the live trainings. Summer Adventure was completely ready for launch June 1st. Patrons will have more opportunities to discover PPLD's virtual programs for teens and children by seeing recommended programs on their Beanstack account and receiving a program recommendation in their reading recommendation emails. The community challenge offers more opportunities for PPLD to engage with patrons and encourage reading over the summer. Christa Funke was able to share ideas and tips with other Beanstack users and was inspired to try Beanstack features not previously utilized by PPLD. Patrons are able to receive help with Beanstack via email.

Melody would like to offer prenatal resources for the community. Melody and Summer Hielt (from Nurse Family Partnership) developed a Prenatal Series for the fall. We coordinated before COVID and continued meeting this month to finalize the program. We will offer a four week class in September to cover: What is a Birthing Plan? Signs of Postpartum, Breastfeeding, Meditation and Sleep, and Early Literacy.

Internal/Staff –

Barb participated in DIG team meetings. Staff were able to reply to DIG team surveys and management can get a feel for staff satisfaction level and concerns about the phase process.

Carol, Christa, and Joy support the PPLD mask-making efforts both at 21c and at home, creating masks for staff and their families. Masks will be available to many in a variety of sizes.

Family & Children's Services covered health screen shifts at Penrose Library. Arriving staff were able to be screened for entry into Penrose Library, and we feel we are able to contribute to the PE team.

Christa and Carol attended the virtual public services meeting where members from each services department discussed how they were handling summer programming and hopes and plans for the fall. Christa Funke was able to learn more about what other services departments are planning while we are unable to hold in-person programs and participate in idea sharing and brainstorming.

Joy organized and chaired a virtual PPLD Homeschool Committee meeting on 5/28/2020. The committee planned the fall issue of the print newsletter, Homeschool Connections, which will feature PPLD and external online resources that support all parents and students across the PPLD district who are doing online school from home, or looking for more ways to support and enrich their children's education. The committee also began to discuss possibilities for fall homeschool programs, brainstorming how programs might best be implemented and possible formats and topics.

Barb collaborated with Adult Services, Creative Services, Teen Services and Communications to create contracts for videos used on various virtual platforms at PPLD. They also collaborated to create performer and staff guidelines as well. They had a second meeting to create a contract for use of LI21c Studio for filming virtual programming-still in progress. The group was able to create a broad contract to be used with video programs and begin creating other contracts for virtual live programming. Melody worked with Randy Green (FI) to present the first contract to the PPLD lawyer. We made changes based

on the feedback we received and we have been able to start the hiring process for Summer Adventure virtual programming.

All Services staff attended Oral Storytelling Training presented by Alanna Jones, and YouTube Training presented by Laura Broderick. Staff are prepared to perform Oral Storytelling for Dial-a-Story, and learned how to do closed captioning for YouTube videos. Services staff learned everything needed to assist with virtual programs.

Accountability -

YAS & FCS worked together to provide programming for older children/ tweens. Christa and Joy organized a meeting with interested children's staff and a representative from YAS where it was decided to do a series of challenges utilizing social media to engage tweens & teens. Christa and Britt Bloom identified which planned teen programs were also appropriate for tweens. By joining forces, YAS & FCS will be able to reach more patrons without duplicating efforts, saving the district time and money.

Family & Children's Services helped re-evaluate department budget amounts for 2020. Ensuring that PPLD funds are being utilized to the best capacity.

Barb worked with Summer performers to provide videos for summer programming, negotiated fees, created and sent off contracts. We are able to provide excellent programming to our patrons at a reduced cost from our usual live summer programming.

We are working with Communications to promote Summer Adventure. Melody did an interview with KOAA on May 29 to promote the program.

We are very active on our PPLD Kids Facebook page. We have posted all our virtual programs and additional resources for families. We have received an increase in page engagements and likes.

Regional History & Genealogy

Community-

- The team launched a daily Facebook initiative called Staff Picks. This daily effort resulted in many new followers and allowed our staff to experiment with a new engagement tool. This initiative ended mid-month. From the time the library closed due to Covid-19 until the end of the Staff Picks feature, the Special Collections Facebook page gained 62 followers. All exempt staff participated in this initiative but Heather Jordan managed the project.
- With Ancestry Library Edition available from home during the pandemic, Cara Ramsey created several genealogy research guides on various topics to help a beginner get started with genealogy from home. Toolkits include: Genealogy Basics: A Beginner's Guide, AncestryLibrary: A Beginner's Guide, FamilySearch: A Beginner's Guide, The Federal Census: A Beginner's Guide, Vital Records: A Beginner's Guide, Military Records: A Beginner's Guide, Military Records: By Conflict, Female Ancestors: A Beginner's Guide.
- Brett Lobello participated in the Pikes Peak Genealogical Society board meeting and General Membership Meeting. He also meet with members of the Colorado Springs Conservatory to recalibrate a potential partnership.

Resources-

- Despite the ongoing restrictions due to the pandemic, Dave have been able to maintain a strong workflow and keep Pikes Peak NewsFinder current. He eliminated the backlog of Pikes Peak NewsFinder requests from the gap time in March between when we closed and found patrons continuing to request orders. Microfilm article request system was restored to full service in May.
- Takiyah Jemison cataloged and made accessible maps and pamphlets from our backlog of unique material.

Service-

- Working remotely allows staff to devote time to producing the Regional History Series books. Takiyah Jemison continued writing the Holley chapter with consultation with Noel Holly and coordinating proofreading of the staff members working remotely.
- Dave Wendel continued to retrieve local news articles and index them in the Pikes Peak NewsFinder database while uploading articles into the server for public access.
- As staff gained access to our physical collections, team members completed pending reference questions were we needed the physical resources. Patrons were surprised with the level of service they received.

Creativity/ Innovation-

- Regional History and Genealogy staff members Tim Morris and Erinn Barnes used the gamer platform, Twitch, for a virtual program. Twitch allows staff to stream a movie found in the public domain and embed a running commentary for patrons to read while watching the movie. The program on May 7 attracted over 50 attendees.

Internal- Staff-

- Staff members returned to the Carnegie workspace on May 18. Team members need to learn new rhythms and work patterns. Team members continued to work the approximately 75% of the time off site. The team began a series of weekly meetings to provide district and special collections updates as staff members only physically interacted with three of their teammates.
- Staff participated in Continuing Education including many webinars:
 - Legal Issues: Copyright 101 for Archivists and Librarians (Documentary Heritage & Preservation Services)
 - Making the Most of the Storage You Have (Connecting to Collections Care)
 - Policies and Procedures for Deaccessioning (Documentary Heritage & Preservation Services)
 - Pain in the Access: More Web for Your Genealogy (RootsTech conference recording)

Accountability-

- YAS loaned Dave Wendel a PPLD laptop and remote desktop access. This allowed Dave to catch up on the over 12000 Gazette article backlog created while out of the office.
- Tim and Brett coordinated with RH&G full time staff to assess projections for the 2020 budget lines. Based on a realistic evaluation of projects due to the covid closure, adjustments were made in the supplies, programming, symposium, and training budget lines.



Young Adult Services

Community –

To help 2020 graduates celebrate, we put together a congratulations video! Many thanks to Lisa Thomas (Collection Management) for the idea and to Drew Cerino (Communications) for putting together a fun video. Britt Bloom wrangled young adult staff to get videos recorded. We've had over 1,100 views on Facebook! Check it out here: <https://youtu.be/rF96ubMfVX4>.

Cameron Riesenberger attended a meeting of the Census Committee to continue to discuss how to utilize grant funds with our buildings closed. The committee moved forward with promoting wifi in our parking lots and asking that staff mention the census during telephone calls to PPLD.

Cameron Riesenberger scheduled, prepared, and presented two booktalking sessions to students at Lewis Palmer Middle School along with Britt Bloom. Cameron was excited to try out virtual booktalking, and it proved to be a success! The groups were small, but the presentations helped provide a framework for offering virtual booktalking in the 2020-21 school year.

Cameron attended the first virtual meeting of the El Paso County Youth Suicide Prevention working group. They discussed how this group would function during the pandemic and considered adjusting some of their goals.

Summer Adventure planning

Family and Children’s Services, Young Adult Services, and Communications worked together to change Summer Adventure presented by Children’s Hospital. Britt and Christa worked with Brenna Hamphill to formulate a plan for email marketing for the remainder of the summer. They also found a way to engage with the community through creating a “100,000 days of reading” challenge that will run concurrently with Summer Adventure. Britt B. worked with folks on the Tween Twist and the Homeschool Committee to develop additional summer challenges aimed at Tweens. Britt B. sorted all the prize books for Summer Adventure for dissemination to the branches.



Britt Bloom, Christa Funke (FCS), and Lacy Miller (Adult Education) worked together to develop hands-on training for Beanstack (the platform we use to track patron progress over the summer. Lauren Fellers and Joy Fleishacker assisted with the training. Staff from all over the District took and eLearning about Beanstack and the new app that goes along with it. Britt Bloom and Christa Funke completed updates to the Beanstack eLearning, including information about the mobile application.

Belva Yost (EA) hand embroidered this mask to celebrate and promote Summer Adventure! It is inspired by the t-shirt that Nicole Enger (Communications) designed. See picture.

Britt Bloom and Lisa Thomas (Collection Management) to feature the summer reading list on Overdrive.

Lauren Fellers wrangled the rest of Young Adult Services and prize sorting for Summer Adventure presented by Children’s Hospital. As part of that, she inventoried all Summer Adventure shirts to prepare for prize sorting. Made a sign-up sheet to schedule prize sorting so that YAS staff did not overlap

which one another or with the beginning/ending of a node's shift. Sent the relevant information on prize sorting procedures to those who signed up. Met with Carol Scheer from Family and Children's Services to continue discussing how to handle summer prizes. We shared information learned from the holds and circulation work group and the space work group to learn about how PPLD will be handling curbside pickup and quarantined materials in the hopes of adopting that format for prizes. We developed plans to meet with a focus group in early June in order to settle on a distribution method. Sent out order form for staff Summer Adventure t-shirts. Began processing staff orders and sent the first set of payments to Finance.

Cathy Wood (LI) and Laurel Bergsten (CH) contributed song suggestions to Britt Bloom for the Summer Adventure playlists. They will be available on Freegal, with a playlist for each activity: Read, Move, and Imagine.

Mikaela Fournure (PE) is running a virtual book club with Inside Out Youth Services. At the virtual Queer Prom that Inside Out held in May, the book club was featured in the short, repeating video that played before the Queer Prom.



Resources –

Readers' Advisory

The readers' advisory email is being checked by Mikaela Fortune, Lauren Fellers, and Britt Bloom. They are suggesting books for teen patrons. Booklists are also being updated and created.

Britt Bloom continued to provide support to the Young Adult Reader's Advisory Workgroup. Kim Cox (HI) began work to create a readers' advisory list for both Christian books and books for fans of Tiger King (this one has been a challenge). Melody Trejo-Lopez (RU) continued work on Reader's Advisory Group Reading Lists. Britt Bloom (committee chair) asked for help developing social media content, which Melody will be aiding in. Moreover, we will be helping with "book sliders" which are what you see when you log into the PPLD catalog and a selection of books scrolls past your screen. Melody successfully practiced her readers' advisory skills on her thirteen-year-old brother who does not enjoy reading! She got him hooked on Neal Shusterman's Arc of the Scythe Series! Britt trained Laurel Bergsten (CH) to begin contributing as well.

Cathy Wood posted the collection of free games and game resources as a blog post on the PPLD Teens section of the website. Cameron Riesenberger added a selection of these to the Free Resources LibGuide.

Cameron Riesenberger began a project to research and prepare a plan to promote PowerPass resources to the community. He has reached out to several libraries (St. Paul, MN, Duluth, MN, Tacoma, WA, and Nashville, TN) to discuss how they promoted their automatic library card programs. He is still working to

schedule meetings with staff from those libraries, but is hopeful that their insight can help PPLD expand the program to other districts and increase usage.

Britt Bloom and Lauren Fellers continued to work to change the Volunteer Training into a Workforce Preparedness Training for everyone, not just PPLD volunteers. Britt and Lauren met with Katie Fox of Library Research Service to develop an assessment for this training, which we are planning on launching on July 1. The group began developing questions for the assessments for this new training.

Innovation/Creativity –

Mikaela Fortune (PE) and Cathy Wood (LI) selected a number of digital escape rooms available through Breakout EDU and created by other librarians using Google Forms. Each week, Cathy ran through the selected escape room to ensure it wasn't too difficult and created a Library Market event to make the room accessible for patrons. April's escape rooms were a Star Wars room from Richmond Hill Public Library, More Food, More People, a Hunger Games room from Round Rock Public Library, and So Many Books, So Little Time! We are now finished with posting new virtual escape rooms until August.

Larissa Powers collaborated with young adult staff and services team to adapt All Pikes Peak Read program to fit the needs of the "new normal", and find new authors to engage our young adult audience virtually.

Services -

Virtual Programming

Young Adult virtual programming has really taken off! We have six committees that worked together so that we could release two pre-recorded programs per week in May. Our six committees are gaming, STEM, crafts, cooking, self-care, and maker. Staff from all over the district participated. Desk yoga (created by Larissa Powers) did the best with 142 views. We offered eight recorded programs in May with 581 views.

Larissa Powers created very basic video editing 101 training for Family and Children's Services and Young Adult Services team members. Britt Bloom, Lauren Fellers, and Larissa Powers began to oversee the editing and posting of the content with help from Drew Cerino and Colleen Lark in Communications.

Lauren Fellers contacted Nancy Perez to see if she would be willing to adapt her Podcasting 101 program to a virtual format this summer. She is open to the idea, and we are working together to hopefully release the program as a 2-part Youtube video.

Lauren filmed a virtual program that premiered on PPLD's Youtube account during the last week of May. The topic was Magic Duct Tape Wallets, which was adapted from a Spring Money Smart Week program that was unable to run.

The Services are working together to streamline virtual programs and services. This includes Take & Make programs. Creative Services is going to test this out with the Maker in Residence program and

Adult Services will be starting to test at the beginning of Phase 3. Young Adult Services will be learning from Creative Services and Adult Services on the best way to provide materials to those who do not have access at home.

Young Adult Services prepared the Fall 2020 program menu for release on June 1, 2020. Creating this menu during a time of uncertainty was a challenge. The menu contains fewer program offerings and many successful programs that we have done in the past. We also are planning to offer these programs both virtually and in-person. This way the work that we do to prepare the program will be used no matter the status of our buildings. To facilitate decision making, we made some assumptions and asked library staff to do the same. The instructions that we gave staff include: "Select from this menu as if in-person programs are happening. We will be prepared to adjust program offerings quickly and as needed. Make your selections while considering that the following measures may still be in place: Social distancing will be enforced. No shared tools will be used in programs. Virtual programming will continue to happen regardless. Consider which room you will need to reserve and what attendance cap you will need to place on your programs for appropriate social distancing." Lauren Fellers took on putting the menu together while Becca Philipsen is out on parental leave.

Internal/Staff –

Joanna Nelson Rendon covered two health questionnaire shifts at Penrose Library. Lauren Fellers will be working two shifts per week at High Prairie Library. Britt Bloom will be working one shift per week at Cheyenne Mountain Library. Larissa Powers and Cameron Riesenberger will be going out on the bookmobile in June and July. The UCCS work study student Kirsten, will be working four hours per week at Monument Library. YAS staff are covering chat reference hours, as well.

Cameron Riesenberger is preparing a Finding Info webinar on young adult resources to present on June 12.

Young Adult Services staff reevaluated our 2020 goals considering pandemic and the closure. This process took place over the course of a few weeks. Most things can still be accomplished or have been accomplished in a way we did not expect. It is exciting to see that our goals to serve the community and develop professional still apply – whether our buildings are open or we are providing virtual services. Larissa Powers is the exception as she is new to YAS, so she developed her goals.

Cameron worked with his fellow Printz committee members and YALSA to produce a virtual awards ceremony for the 2020 Printz Award. They brainstormed ideas, prepared a script, and recorded the presentation. Cameron spoke about Geraldine McCaughren's Printz Honor title *Where the World Ends*. The recording will be released sometime at the end of June. Though he's disappointed he can't celebrate in person with the authors and committee, it was a great honor to be a part of the committee.

Cameron Riesenberger, Lauren Fellers, Joanna Nelson Rendon, Becca Philipsen, and Britt Bloom attended former Sparkle Pony (the nickname for Young Adult Services staff) Whitney Springer's virtual baby shower. Attendees were asked to share the best advice they every got on any topic. Cameron says that he had no helpful advice to offer.

Accountability -

Joanna Nelson Rendon and Young Adult Services staff reviewed the YAS budget and found about \$45,000 in savings for the 2020 budget.

The Young Adult Services training budget covered the cost for Public Services Directors, PE, LI, and EA managers, and others to attend the Crisis Leadership Training – a series of three webinars about how to lead and manage during a crisis. The cost was \$5,160.

IT approved the use of [Remind](#) for connecting with minors and parents via text messaging. We are going to start working with locations to connect staff with the free accounts and start establishing best practices.

Joanna Nelson Rendon worked with Communications and IT on wording for the Website and Social Media Policy. Wording has been added that incorporates how we work with minors online. The policy will be reviewed by the Board of Trustees.

Statistics:

Social Media:

Instagram Stories (since May 18, 2020): 22 stories reached 299 accounts.

Instagram Grid Posts: 24 posts reached 1391 accounts and had 196 engagements.

Facebook: 37 posts reached 14,650 accounts and had 665 engagements.

LibGuides:

YAS is responsible for 8 LibGuides which had 575 views in May. Tough Topics had the most views with 151 views. Educator Resources was next with 97 views.

Outreach:

Virtual Booktalks at Lewis Palmer Middle School. We had two sessions with a total of 30 people.

Virtual Programs:

Recorded programs via YouTube:

Videos: 8

Views: 581

Interactive:

Inside Out Youth Services Book Club: 4 sessions with 6 participating

Scavenger Hunt

Eight entries.

Fun-At-Home

	Enrolled	Completions	Percent Completions	Minutes Read	Badges Earned	Activities Completed
Fun at Home for Children	215	19	9%	19,776	547	533
Fun at Home For Teens	87	9	10%	11,683	235	232
Totals	302	28	9%	31,459	782	765

Public Services Report June 2020

North Region

Community

High Prairie began working with Fresh Start Center in a collaboration to maintain the library's community garden plot. Additionally, with Fresh Start Center's support, we've been able to hand out 264 seek packs to patrons, labeled with encouragement to plant them and grow food to help support the Fresh Start Center.

Planning has started for Harvest Festival, this is also our 10 year anniversary. We will be 100% virtual this year. We are working with Becca Cruz (Creative Services) to get started on biblioboard to have a 10 year anniversary cookbook called "A Harvest of Recipes: Collections from the Falcon Community."

Meredith at Monument created our entry for the Monument Virtual 4th of July Parade. You can view the whole parade [here](#).

Resources

Additional shelving was added to Library 21c's Adult collection in June. A total of ten new sections were added to help support the growing DVD, audiobook, and graphic novel collections. The shelves will reside until Library 21c can once again host large-scale events; when the time comes, these new shelves are on wheels so they can be easily relocated to accommodate space for community programs and events.

Innovation/Creativity

Liz Phillips of the Calhan Library, created an interactive obstacle course using sidewalk chalk on the sidewalks at Calhan. They've had to redraw it a few times due to summer storms, but so far, it has been a hit with patrons who were missing their library during our closure.

Services

After learning of Digital Storytime Kits through a national Family Place Libraries webinar, the idea was proposed by staff at the Family Place Libraries committee meeting. SarahEllen Hickle, Children's Librarian at Library 21c, began working on her first Digital Storytime Kit using Library Aware. She completed her first mock-up of a kit based on her Virtual Story Time "Pizza Party!"

Internal/Staff

Library Supervisor at Library 21c, Melissa Schloesser, created a new staff schedule to meet anticipated library needs during Phase 3. For the first time in months, library staff began working together in expanded groups, and everyone began working more hours in the building. Phase 3 scheduling balances a mix of staff working in-building and from home; once it is safe for staff to all work together at one time again, the schedule will once again be adjusted.

Accountability

At High Prairie, for Phase 3 we are trying some shifted hours to better meet the needs of early morning patrons. For Monday and Tuesday we will be opening at 8am and closing at 7pm. Calhan has also changed hours to better respond to its community's seasonal needs. Beginning with Phase 3, Calhan's new hours will be Monday, Tuesday, Wednesday, and Saturday from 9am to 6pm. Due to concerns about the continual detereorizatton of the ramp at Palmer Lake, we have reverted to curbside services only while in talks with the town of Palmer Lake. Currently Palmer Lake does not have an ADA accessible entrance.

Southeast Region

Community

Sand Creek and Southeast region staff continued to build community in June. Jordan Romero and Jenny Kremyar met with officials from RISE | Southeast, the Trust for Public Land, and other community stakeholders to generate ideas for a public art project that PPLD is leading for the upcoming renovation of Panorama Park.

Jake Rundle and Abby Simpson attended and helped setup a short event hosted by RISE | Southeast at Mission Trace that addressed the current racial tension both locally and nationally. We also provided the sound and podium for the event.

Resources

Staff at Southeast locations found creative ways to get items into patron's hands during curbside services. Staff put together browsing carts so patrons grab an extra item or two while they waited for their curbside holds. Staff also took requests from patrons who were unable to place holds or forgot to place a needed item on hold.

Our best resource, staff, continued to remain active in the community. We were involved in Census planning and outreach targeting Southeast Colorado Springs. A variety of staff continued to prioritize participation on various boards and committees, including RISE | Southeast - Parks, Recreation, and Cultural Services - Fountain Chelton Partnership - Colorado Preschool Program - Fountain Valley Senior Center - Fountain Valley Communities That Care - Educating Children of Color Summit - Colorado Springs Black Chamber of Commerce.

Innovation/Creativity

Sand Creek staff have been flexing their creativity with curated book bundles for patrons. Sara Sharples created a menu that can be seen from our drive up window. There are hundreds of books and DVDs bundled into themes like 'Fairy Tales,' 'Books made into movies,' 'Mystery,' 'Suspense,' and more. Creating book bundles also helped increase Sand Creek's circulation numbers.

Services

Ruth Holley and Sand Creek served as "canvases" for the Southeast Express' first annual Southeast Chalk It Up event - sidewalk art, beginning on June 26, 2020 - July 3, 2020. This was a community wide effort with many of our community partners in the Southeast Region.

Fountain hosted 2020 Primary Elections in their Community Room. Fountain saw 42 primary voters over two days (7 on day one and 35 on day two). With the layout of the Fountain Library, library operations and voting operations were able to remain totally separate. Elections staff also did site visits at Sand Creek, Fountain, and East in preparation for the upcoming General Election.

Internal/Staff

Alicia Gomori-Lusker, Fountain Library Manager, resigned her position in order to take a position as the Director of the Cortez Library in Cortez, CO. Her last day at PPLD was June 15 and she started her new role on June 29. Along with her service at Fountain, Alicia served PPLD as a Programming Librarian for Children's Services.

In June, we focused more on staff engagement. We launched a Southeast Region Bookclub and 36 staff read Evicted by Matthew Desmond. We ended our discussion by hearing from PPLD's Deb Hamilton, Strategic Services Librarian - Legal Resources, and Catherine Duarte, Senior Analyst - Community Development Division with the City of Colorado Springs. Both guests were able to provide the staff with information on evictions in El Paso County and available resources at PPLD and the City of Colorado Springs. Jake Rundle launched a podcast club for staff that convenes weekly to discuss podcasts around library trends and current events/issues. This group also has diverse participation.

Accountability

A 2020 goal in the Southeast was to begin streamlining scheduling by using common language and formatting. We also wanted to find a way to utilize staff time more efficiently. We were able to take advantage of our phased opening strategy to begin this process. For Phase 3, we implemented a team staffing strategy and introduced a universal scheduling template. Staff are placed on teams and they work all their shifts with their team. Several Southeast staff have also been assigned to work on teams at locations that are not their “home” location. The sharing of staff has allowed for each location to maintain the same service levels while we navigated staff shortages.

Fran Toledo was promoted from Ruth Holley Library Supervisor to Ruth Holley Library Manager in April. She quickly recognized the need for staff to feel safe while we prepared to open to the public. She has been learning a new job and rethinking how to serve her community.

West Region

Community

Mobile Library Services

The assisted living facilities we serve were not allowing visitors during June, therefore the Lobby Stop staff are working directly with the activity directors. The activity directors meet the Lobby Stop staff in their facility's parking lot to pick up holds, craft kits and return the patron's materials.

The City and County Mobiles schedules are full. For Phase 2, the patrons were not yet allowed into the mobiles. Instead, staff set up tables outside for returns and for checkouts and provided limited browsing.

Penrose Library

Penrose often receives many letters from inmates. Taryn and other Penrose staff works to answer the requests and mails requests back. This is a unique way of connecting with members of our community that aren't able to come into our branch, but have in the past or will in the future.

Mobile Library Services

Our summer schedule allows an opportunity to provide service to additional areas in the community. This June we extended our service to Deerfield Hills Community Center, Antioch Community Church in Yoder, Colorado, Switchback Coffee Roasters Institute, Switchback Coffee Roasters Hillside, Meridian Ranch Recreation Center in Peyton, Venezia Park, Fountain Creek Nature Center, Lizard's Leaping Park in Flying Horse and North Fork at Briargate.

Additionally, we are assisting in census collection by providing free Wi-Fi at Save A Lot, Mission Trace Shopping Center and the Academy Crossing Shopping Center.

Old Colorado City Library

Joe Paisley continues to create community by Zoom meeting with the Carnelian Book Club. It's great to see that this group of people still connect virtually.

Manitou Springs & Ute Pass Libraries

Manitou Springs Library continued to offer curbside pickup for the month of June. MA served on average 30 people a day.

Resources

Penrose Library Taryn Malila and Evan Childress have worked to create Genre Bags for Adults and Children to make browsing easy. These groupings of materials are available at curbside and during Phase 3, they will be provided in the building as well.

Mobile Library Services

From John Wuerth, Administrator at School in the Woods in Black Forest: "Having the book mobile visit our school each week has been wonderful for our students. They are able to discover the joys and benefits of being a part of the Pikes Peak library district."

Knights of Columbus Hall

KCH is now home to the remote computer help lab, which serves as a resource for PPLD to aid patrons who require assistance with computer access in a safe and socially distant manner. During regular library operating hours, patrons from any branch in the region can request and receive help directly from the desktop of the available public computers. The remote computer help lab required district wide coordination to set up scheduling, hardware and training for this resource. There are nearly 70 staff members across every branch and service group that are being trained and scheduled to assist in the lab.

Old Colorado City Library

Old Colorado City now has dedicated teen and tween areas. We used this time to move things around and create some really great spaces for these age groups.

Innovation/Creativity

West Region Administration

Michael has continued to work with Natalie Johnson, Executive Director of the Manitou Art Center, on the MOU regarding our budding partnership with them. This month Crow (Facilities) was named the project manager and Michael the Deputy PM. They both have been working with principal staff from Administration, Communications, Facilities, IT, Finance and the MAC.

Penrose Library

In preparation for Phase 3, Evan Childress created an obstacle course in the children's space to provide movement and literacy tips. Using Velcro tape and simple signage, a magical world was created that ends in a castle!

Knights of Columbus Hall

Dustin continued his work with Adult and Young Adult Services on the development of the "All Pikes Peak" program. This program will expand upon the "All Pikes Peak Writes" contest to include a wider variety of media, including 2D and 3D art, photography, animation, short film, music and creative cuisine. Submissions for this contest will begin in August with the intent of displaying juried winners of the contest for Arts Month in October.

Services

Old Colorado City Library

One of the great aspects of working the door for curbside pickup is the reaction from patrons who expect to pay for printing, and we tell them "no charge." People are incredibly thankful for this free service PPLD is offering during Phase 2 of reopening. One individual who was visiting from out-of-state said she's never been to a library that's offered this free service and left with a huge smile on her face. You know you're part of a great organization when people leave happier when they arrived during a pandemic.

Internal/Staff

West Region Administration

The West Region "leadership", Managers and Supervisors of the West Region, attended an excellent retreat at Glen Eyrie this month. The focus of the retreat was StrengthsFinder, and was facilitated by Cody and Sarah from Human Resources.

It has been determined that Dustin Booth and Knights of Columbus Hall will be moving from the West Region to Creative Services under the guidance of Becca Cruz. Dustin will begin reporting to Becca on July 13, 2020.

Old Colorado City Library

A huge thank you to SE Region for letting us have Alyssa Fisher for the past couple of months. She has been a great addition to our team and helped to make our successes.

Adult Education

Community

Adult Education worked with the Pikes Peak Workforce Center (PPWFC) to host a remote, socially distant, work ready training for young adults ages 18-24 in the Knights of Columbus Hall. This week-long training prepares participants to be successful in a paid internship coordinated by the PPWFC upon completion.

Resources

Enrolled two more students into the Career Online High School.

Innovation/Creativity

Rachel Snellgrove, Drew Goter, and Michael Bittner began developing lesson plans to meet the new curriculum standards for our classes.

Services

Turned over the administration of the staff training side of NorthStar Digital to the Training Coordinator in Human Resources.

Internal/Staff

Drew Goter began June 1 as the new English as a Second Language Instructor.
Deya Rohe completed the PPLD Leadership Cohort.

Accountability

Lacey Miller submitted our final Workforce Diploma Pilot Program reimbursement request for a total of \$54,000, which is \$13,000 over our estimated reimbursement amount.
Rachel Snellgrove, Lacey Miller, and Tammy Sayles completed the AEFLA grant application for the new 2020-2024 grant application cycle. We are one of 15 locations in the State of Colorado invited to apply. Tammy Sayles worked with the Foundation, and other service directors, on the IMLS Cares Act grant application.

Adult Services

Community

Family Law Day happened on June 26th. It was an entirely virtual event put on by the Fourth Judicial District, the 4th J.D. Access to Justice Committee, the Justice Center, and the El Paso County Bar Association's Family Law Section (along with assistance from Deb Hamilton).

Terry Zarsky attended a number of webinars to stay up to date with what is happening in the business community. She also attended 32 outreaches that have gone to virtual meetings. She has continued to hold virtual one-on-ones with patrons (46 people in June).

Heidi Buljung, Melissa Mitchell, and Amy Rodda (along with Cara Ramsey in Regional History and Genealogy) coordinated and facilitated the Community Conversation on June 25 on building community and police relations.

Many of our virtual programs continue to be well received like Yoga, Virtual Meditation, Medicare 101, and offerings by the CSU Extension. We did discontinue a few virtual programs that have run their course. We also launched virtual craft programs in June with program kits that patrons can pick up at their library. We are still deciding whether an interactive or prerecorded option will best serve our patron needs.

Resources

On June 25th, Deb attended the book club for the Southeast Region. They were discussing the book, *Evicted*. She showed staff what resources are available in the areas of evictions and landlord tenant law. Given the impacts of COVID-19, they are forecasting that Colorado will see 300,000 - 400,000 evictions over the next few months. In 2018, there were 7,171 evictions filed in El Paso County Courts. Statewide, there were 39,081 filed in 2018 so this will be a significant increase. We discussed the type of additional resources that library staff would need to help patrons with questions on these topics. Over the next month or two, Deb hopes to put together some online resources and possibly virtual programs to get out more information about the topic.

Delaina Massie worked with the Hearing Loss Association of America to create tips for communicating with patrons who have hearing loss particularly while staff are wearing masks. She also contacted Library Explorers agencies to publicize virtual Book a Librarian.

Bryan Matthews finished updating the structure and added some content to the reconfigured PPLD Voter LibGuide. New page is live and has already had over 200 views.

Innovation/Creativity

Heidi met several times with Dustin and Cameron to get the final plan in motion for the new iteration of the All Pikes Peak Writes contest.

Service

Delaina hosted the first virtual Library Explorers program – a virtual sing-along on June 10. The participants were very enthusiastic and had a great time.

Adult Services continued to staff remote phone and chat hours. Many attended the Dameware training in order to staff the KCH Computer Help Center.

Internal – staff

Finding Info classes also continued in June. On June 8th, we offered a webinar on PPLDKids. On June 11th, Terry taught a webinar on Business Resources, and lastly on June 12th, we offered a class on Young Adult Resources. Deb also added Melissa's Reader's Advisory course that was created with Rise 360. Sarah Marshall from Human Resources is now an editor on the guide and will be working to maintain and update content.

Deb attended the UCCS Kraemer Copyright Conference and completed the PPLD Leadership Program. Meagan Huber, Melissa Mitchell, Deb Hamilton, Bryan Matthews, and Amy Rodda participated in ALA virtual.

Melissa Mitchell moderated a CAL Services and Outreach to Underserved Populations meeting about homebound services. She was surprised and pleased that 19 people attended the meeting.

Heidi worked with Lacey to update the eLibrary libguide with great feedback from Ursula Ciara. Deb, Lacey and Heidi are working on revising the Reference Interview Finding Info class to include the law reference interview and the technology/eLibrary reference interview. We hope to develop a class outline and content by the end of July.

Collection Management

Community

Krista Meier and Heidi Pritchard researched patron demand for books on racism and social justice for a local reporter's story on use of related titles at PPLD. As expected, interest in such titles as *White Fragility* by Robin DiAngelo, and *The New Jim Crow*, by Michelle Alexander, greatly increased in June. The library responded by adding multiple copies in all formats. Numerous eBook and eAudiobook titles were made available through OverDrive in a "Cost per Circ" model which allows immediate access to a title at a per-use charge for the Library. In just 18 days, that enabled over 800 checkouts of *White Fragility* (eBook and eAudiobook combined) and almost 500 checkouts of the eBook/eAudiobook *How to be an antiracist* by Ibram X. Kendi.

Numerous Collection Management staff attended the webinar *Advancing the conversation on systemic racism*, hosted by Cigna.

Cataloger Nick Demetriades concluded his term as Secretary-Historian for the Colorado chapter of Reform in June.

Resources

We added 6,658 items to the Collection in June, up 52% from May. This is down just 9% from the 7,356 items we added this time last year; closer to resuming our normal levels of ordering.

Patrons checked out 104,713 physical items in June, 29% of the amount checked out in June 2019. At the beginning of June, we surpassed 1 million OverDrive checkouts for the year! In 2019 this milestone was reached around July 7, which indicates how heavily our patrons are utilizing our online resources. 218,250 items were checked out through Overdrive in June. Of the 29,900+ OverDrive users in June, 1,366 were new registrations.

Speaking of OverDrive, the company has recently been acquired by the investment firm KKR, which owns RBdigital, another library vendor. In the coming weeks, the content in RBdigital will migrate to OverDrive. We anticipate a good response from patrons who will be able to access the content from the two large eMaterial vendors in one place.

Use of other online resources continued to thrive in June.

- 4,978 videos were played in Kanopy
- Through Freegal, patrons downloaded 6,752 songs and streamed 24,149 songs

Service

Interlibrary Loan (ILL) informed PPLD staff of changes that were occurring within the department in response to PPLD's Phased Reopening Plan, as well as providing talking points and updating web page information. The Colorado State Courier, essential to ILL service in Colorado, resumed services on June 10, 2020. Amanda Marez-Frutchey, Manju Murthy, Jeanette Dechristofano, Karen Sherwood and Angie Apostolas worked to complete patron requests submitted prior to the closing and processed 1,473 total requests in June. Beyond their regular duties, the staff did cleanup of old ILL accounts, and participated in online meetings and training options.

ILS Administrator Colleen Medling extended due dates of materials checked out prior to the PPLD closure to give the libraries time to get used to the quarantine process and providing curbside service, and facilitate the gradual return of materials.

Internal/Staff

Rob Culbert was credited in the professional title *Library Teen Advisory Groups*, for his contribution on Young Adult bookmarks. Rob spent a number of years in the District in Teen Services.

Acquisitions Manager Tania Hajjar participated in the library's Phase 3 instructional video for staff.

Lisa Thomas coordinated revisions, printing, and distribution of new Assistant Collection Evaluator (ACE) forms, which provide guidelines for staff to determine the fate of damaged and worn materials.

Senior Cataloger Michelle Pfof assisted with several needs outside of Library 21c, including chat reference and helping the Circulation staff at the East Library.

Accountability

Collection Management staff members MaryAnn Miller, Josh Spiker, Chris Carlson, Janet Degering, Rob Culbert, Marie Duplantis-Webb, Carl Patrick, Karen Jenista, Heidi Pritchard, Tammy Ross, Tania Hajjar and Michelle Pfof all pitched in to help other branch staff with weeding adult fiction, nonfiction, and DVDs at Library 21c. The weeding project helped clean up the collection by removing items that were outdated or in poor condition. .

Circulation Services Coordinator Greg Roes acquired additional shelving for the adult collection and worked with Library 21c staff to determine advantageous changes to the layout. The collection was then shifted in preparation for the Phase 3 opening. The public returned to a well-organized and inviting collection.

Janet Degering maintains the collection of over 200 book club sets. In June she checked on many of the sets to replace worn copies and bags.

Jenny Pierce, Director of Collection Management, worked with IT staff and Library 21c managers to provide additional on-site work options for Collection Management staff. These optional tasks greatly assisted with the Wellness Screening Desk, processing returns out of quarantine, shelving, and pulling items from the shelves to fill patron holds. Jenny also provided data to Finance for the 2020 audit.

Creative Services

Community

Ben Dahlby worked with Congressman Lamborn's office and Library 21c circulation staff to coordinate curbside pick-up of art from the art show that had been up before closure of the libraries.

Morgan Sawicki and Becca Cruz attended a meeting with Jeremiah Walter (PPLD Communications) and John Poss (Cool Science) to further discuss what the 2020 maker celebration will look like, since an in-person Maker Faire seemed unlikely. They came up with a new name for the program: Celebrate Making in the Pikes Peak Region. They also discussed what the program would involve, including various potential virtual components: maker contests, videos showcasing creative spaces across the region, videos showcasing makers and their crafts, and live virtual meetups and panels.

Becca Cruz and Jeremiah Walter presented in an online panel from Make: Community (publisher of Make Magazine) about re-opening makerspaces in libraries across the country.

Becca Cruz continues to meet with representatives from the Manitou Art Center and Pikes Peak Makerspace to discuss COVID procedures, share ideas, and ask questions. She also continues to attend meetings where community members from local museums and art galleries discuss reopening challenges.

Amber Cox connected Andrea DeVore from DPL with Ben Dahlby who spoke with her about PPLD's 3D printing certification/badging process. DPL is interested in adopting similar procedures as PPLD, so that patrons who frequent both DPL and PPLD spaces have a similar experience at both locations.

Resources

Amber coordinated with six library locations, Communications, and the courier to launch the Maker in Residence Textile Art project and classes, running from June 27 – July 31. After the program ends,

finished collage pieces will be sewn onto textile panels, which will be displayed at participating libraries. A digital collage will also be created and featured on video walls across the library district. .

Amber is working with other library staff and the Repair Café volunteers to find ways to still encourage and support fixing rather than replacing broken and damaged items. New initiatives under this umbrella include LibGuides and potentially videos for common fixes.

Ben Dahlby continued working on the laser badging video along with Sarah Holland. They also continued to work with other creative staff to create makerspace training exercises.

Innovation/Creativity

Amber Cox led a creative software curriculum brainstorming meeting, discussing the learning approach and structure, going over scaffold learning, objectives, and the purpose for the project. Amber has worked closely with Lacey Miller from Adult Education to ensure that resulting classes follow adult education philosophy and best practices. Lacey also helped by creating a template for staff to use in building the videos, ensuring that they are all similarly structured.

Morgan Sawicki attended a meeting with representatives from Makers Making Change and Craig Hospital. Makers Making Change is an organization that introduces people with disabilities to makers who can help produce assistive technology at a low cost. Craig Hospital is an Englewood-based hospital that specializes in working with patients who have spinal and brain injuries; they produce a good deal of assistive technology for their patients at cost. Although the Pikes Peak Library District is not involved with this yet, we will consider how we could partner with these organizations in the future.

Services

Becca Cruz and Sarah Holland continued working with other creative staff on reopening procedures for the makerspaces and studios. Sarah contributed to the group through drafting cleaning procedures for the makerspaces' stations. Becca also met with Michael Brantner and staff at each location to ensure appropriate social distancing guidelines would be met with planned stations in the creative spaces.

Internal/Staff

With the sewing assembly teams at Library 21c and Sand Creek Library and the staff sewing at home, over 550 masks of four different sizes have been completed for staff and their families with around 365 having been sent out already. After some initial prep work from Creative Services staff, all of this happened in about 5 weeks with the sewing assembly teams winding down the week of June 15. Creative Services staff will continue to prepare a little more fabric for masks and work with some of the staff sewing at home for completion as need arises. The laser cutter has been huge assistance with this project as most of the patterns were cut by it.

3D printing of ear savers also wound down in June. After the 1,020 for Make4Covid were completed, Creative Services staff with help from Dustin Booth and Mikayla Contreras were able to print another 925 for PPLD staff.

Accountability

With all the 3D printing for the pandemic response, we estimate the 10 printers were run over 1,200 hours, which is much higher than usual use. Sarah Holland has made plans to do some intensive maintenance on them so they can be ready to go if we need to print more or when we're able to re-open the makerspaces with help from Ben Dahlby.

Morgan Sawicki continued to research Microsoft Access to determine the best way forward with the makerspace database, and to think about other possibilities with the platform for future use.

Sarah revised old makerspace maintenance recommendations and came up with weekly estimates for how much staff time should be spent on maintaining the spaces that were then shared with the location managers to help them with scheduling staff. She will be working with studio staff next to develop something similar.

Family and Children's Services

Community

Summer Adventure presented by Children's Hospital Colorado 2020 successfully launched on June 1st. As of June 30, there are 3201 total enrolled in Summer Adventure presented by Children's Hospital Colorado 2020 with 635 completions, or 20% of all enrolled participants have completed the program. Over 10,000 subscribers get a weekly email highlighting Family & Children's Services (FCS) and Young Adult Services (YAS) programs and resources and encouraging participation in the summer reading program. Library Market programs are more attractive with branded performer photos and programs are advertised in multiple ways. Communications has been working hard to help promote Summer Adventure. Melody was asked to do live interviews for KKTV (June 2), iHeart Radio (June 9), and Living Local Fox (June 29).

Betty McDonald attended an outreach at Evans International Elementary in D49. This event was offered to parents of new students who were having trouble registering online. Betty was placed in the gym with four other community member tables and talked to families about Summer Adventure. Betty talked with 74 people and signed about 15 children up for Summer Adventure.

Betty has been meeting with the PowerPass group, preparing proposals for D2 and D20. After meeting with D11, Betty was able to bring valuable information to the Power Pass group as we move forward with two other school districts. The PowerPass group meets with the needed improvements in mind and are committed to making these new partnerships valued by both parties alike.

We decided to cancel the Homeschool Resource Fair in August. Since we are currently unable to have the in-person event, these vendors have been invited to update or add their information to the "Resources" section of the Homeschool Hub, so that PPLD can still help provide information and make connections between homeschool families and the services/support they seek in the community.

Barb Huff, Evan Childress, and Joy contributed to a booklist for TESSA about divorce, single parenting, and child raising available through the library. TESSA has a booklist to give to their clients that can help guide them through their difficult life changes.

Barb prepared and submitted book reviews to Colorado Springs Kids Magazine. Patrons are able to find reviews of books from PPLD in the local children's magazine. PPLD is represented as a community builder and leader in information and materials for children in the region.

Resources

Carol Scheer has worked with Young Adult Services to determine best practices for Summer Adventure 2020 prize distribution. They created a focus group of staff throughout the District to make this process work more smoothly at each location. The prize team has adapted to the vastly different prize distribution for this year's Summer Adventure.

FCS has created and adapted programs to provide a robust selection of menu programs for the fall. Patrons will be able to access quality STEM, Tween, Art, Homeschooling, and Parenting programming that impact lives and build community. Christa coordinated with Britt from YAS to share program ideas appropriate for both tweens & teens.

Joy created a "Celebrating Black Voices: Picture Books" booklist and identified suggested resources for parents. With the support of other Family and Children's Services team members, Joy created this

curated booklist, featuring outstanding titles written and illustrated by black authors, which has been posted on PPLDKids in the Read section, and linked to on the PPLD Statement on Racism and Inequity landing page.

Innovation/Creativity

Betty continues to offer assistance to Family & Children's staff making KidsMake and KidsSTEM videos for YouTube. Barb and Laura Broderick upload the videos to the YouTube PPLDTV channel. In addition, Betty adds the content to the PPLD Kids *Try It* blog, and updates the Kids at Home LibGuide.

Carol has begun the process of planning and preparing Take & Makes for ages 5-12 to hand out at all PPLD locations. These Take & Makes will allow children to participate in STEM & Make type activities that are both fun and educational. Patrons will be inspired to create, and we are building a connection to our community during this time of isolation.

Joy organized and chaired a virtual PPLD Homeschool Committee meeting this month to plan fall programs. The committee delved more deeply into the planning of virtual homeschool programs in the fall, discussing the format/topics that would work best in a virtual setting, how homeschool programs will be differentiated from other children's offerings, and the best practices for presenting these virtual offerings to the community.

Melody organized and chaired a virtual PPLD Early Literacy Committee meeting this month to plan a virtual Bumps, Babies, and Books Resource Fair. We decided to provide month long programming geared to new parents, and parents-to-be in September.

Barb found four unique virtual programs for August–November and created contracts for performers. Our August performer, Peter Davison, will perform Shakespeare's *Tempest* and provide a curriculum for the program. Other programs include a virtual puppet/live actor presentation by the Center for Puppetry Arts in Atlanta. The production is based on *The Green Book*, a children's picture book about African Americans traveling during the Jim Crow era. Cheyenne Mountain Zoo and Jim Jackson will also be presenting.

Melody met with E11 owners at the MAC. Melody learned about E11; their philosophy and teaching style. She had a tour of the MAC and the vision for Manitou Library. Melody proposed to Michael and Whitney that we partner with E11 to use their space to create a kids makerspace.

Services

Carol continues to push toward the roll-out of PPLD's Dial-a-Story with a projected July 8th start date. David Burling, Jeremiah Walter, and Melody have assisted with the planning process. Patrons will be able to call in and hear a recorded story. Most stories will be updated weekly. This program will be available to patrons without internet access.

Melody met with Family Place staff in a virtual meeting to discuss what we can provide for patrons during COVID. SarahEllen Hickle and Jordan Romero have a lot of great ideas! Melody will work with Communications to see how we can move forward with Digital Storytimes. They are created in Library Aware and have titles available through OverDrive and Tumble Books. Songs, crafts, movement, and cooking ideas are also incorporated based on the Digital Storytime theme.

Family & Children's staff throughout the District have offered a variety of six different programs weekly on our PPLDTV YouTube channel. Staff include early literacy tips, ASL, teach simple educational STEM crafts in a creative way, and provide staff summer reads.

Internal/Staff

Betty taught a virtual Finding Info @ Your Library class on June 8 to staff via Zoom, with Deb Hamilton's assistance. Her handout was added to a new Finding Info LibGuide. Betty is planning a database training for teachers this fall.

Betty attended a week long virtual Motherhead Institute training offered by Colorado Humanities, June 15-19. Betty is now a certified facilitator for Motherhead/Fatheread Colorado.

Joy helped select titles to include in banner features on OverDrive. Joy worked closely with Lisa Thomas to choose titles for two featured sections on the PPLD OverDrive site: "Kids—Let's Talk about Race and Racism" and fairy-tale-based titles for Summer Adventure. For both features, titles were selected for their authenticity, high literary quality, reader appeal, and diversity.

Accountability

Christa and Melody completed the Pikes Peak Library District Leadership Program. Christa and Melody gained skills and knowledge to make both of them better leaders and both are excited to start utilizing ideas from the class, including building team trust and making meetings more effective.

Melody worked with Aubrey Fennewald (PPLD Foundation) for a grant proposal to the Buell Foundation to support the LENA Start program. We hope to hear by August if we receive the grant.

Susi Dong Brinn, from LENA, contacted Melody to partner on a CLEL presentation for LENA Start. We will submit a presentation proposal for CLEL to present on how PPLD is promoting early literacy through LENA Start.

Regional History & Genealogy

Community

On Wednesday, June 6, Heather Jordan presented "The Road to Suffrage: Susan B. Anthony & the Colorado Woman's Suffrage Referendum of 1877." Hosted by the Colorado Springs Pioneers Museum and the Historic Preservation Alliance, this presentation had 48 attendees.

Resources

Tim Morris and Brett Lobello received the final Preservation Assessment. A third party consultant from Northeast Document Conservation Center (NEDCC) conducted a site visit in March. Based on the site visit and documentation provided in advance, the consultant made recommendations for short, medium, and long-term priorities. The final report praised the work staff is currently doing, while also identifying challenges. This report will inform short and long-term decision making for our team. The National Endowment for the Humanities funded this Preservation Assessment.

Innovation/Creativity

Our team strongly feels we should teach patrons how to utilize the information and materials our collection contains. However, during this pandemic the team relaxed this goal in an effort to serve our patrons remotely through email and phone reference. This shift represents a prioritization of providing safe service, while also continuing to serve our mission without adding to the Carnegie's limited capacity.

Services

Tim Morris and Brett Lobello prepared Special Collections for reopening to the public. This included developing new operational procedures, changing and communicating new staff roles, coordinating new work schedule and desk schedules, creating new communication channels, and evaluating how we can continue to provide excellent customer service.

Erinn Barnes and Cara Ramsey developed a procedure and an internal communication tool for how the staff schedule and coordinate Special Collections reservations. They also developed a document to email patrons ahead of a visit to set proper expectations for a visit. Communications made it brand compliant. Dave Wendel completed over 115 PikesPeak NewsFinder requests and digitized and indexed over 400 newspaper articles.

Internal/Staff

Cara collaborated with East Library manager, Janina Goodwin, to develop professional development for Southeast Region staff. Sessions will take place every other week and highlight Regional History and Genealogy topics and resources. These sessions can be adapted for all staff across the district.

Accountability

Brett Lobello contributed a Special Collections project to the IMLS CARES Grant. The project included in the grant would allow our team to accelerate our digitization process by hiring two temporary scan techs. Ultimately, these efforts would increase public access and promote exploration and discovery of the rich collections we steward. Brett also assisted in writing a grant for Colorado CARES Humanities Relief Grant. This grant focused on recouping expenses and revenue lost due to the Covid-19 pandemic.

Young Adult Services

Community

Summer Adventure started on June 1. Staff from all over the District worked hard to make Summer Adventure possible this year. Lauren Fellers collected statistics on the Summer Adventure program and monitored changes from 2019 to 2020. Registration is down by about 75% across all ages.

Mikaela Fortune (Penrose Library) pivoted from a book club to a Pop Culture club with Inside Out Youth Services. Since changing the nature of the program and the time the program runs, participants have increased. We are now up to 9-10 participants each session.

Larissa Powers began a programming partnership with Children's Hospital Colorado who will be providing programming for the Young Adult Services department over the summer and fall months. Larissa and Joanna Nelson Rendon also explored partnerships with the Pikes Peak Justice and Peace Commission and Concrete Couch. Cameron Riesenberger met with a GameCon board member to discuss how PPLD and GameCon can collaborate on future events when we are able to hold in-person programs again.

Resources

Young Adult Services determined that we will not be providing in-person programming for young adults through the end of the year. This was a difficult decision and we took many factors into account. We will continue with virtual programs. We took many factors into account including, but not limited to room availability, staff time, and prioritizing virtual/in-person outreach.

Abby Simpson reached out to Harrison School District 2 and Joanna Nelson Rendon reached out to Academy School District 20 to start the process of adding these school districts to the PowerPass service. As part of the PowerPass expansion plan, Cameron Riesenberger met with two other libraries who have automatic school library card programs, Tacoma, WA and Nashville, TN.

Innovation/Creativity

Live, interactive programs for teens are on the horizon. Joanna Nelson Rendon has a draft of internal staff guidelines for interactive virtual programs. Lauren Fellers began researching Zoom and developing a staff guide to using Zoom in interactive virtual programs with minors. Young adults respond well to text messages. We are setting up Remind to text patrons safely. Lauren Fellers and Larissa Powers began developing a staff guide explaining how to use Remind to text program information to patrons who opt in.

Services

Summer Adventure virtual programming started! The most popular video of the month is credited to Kim Cox's "Sourdough Yeast Starter" video for the Teen Tech committee, which capitalized on a pandemic trend and had over 2,000 views!

Melody Trejo-Lopez at Ruth Holley Library started translating virtual program instructions into Spanish for Young Adult Services.

Internal/Staff

Cameron was selected for YALSA's Educational Advisory Committee. This virtual committee has a one year term and will work to provide continuing education priorities and opportunities to YALSA's executive board.

Young Adult Services staff are working throughout the District. Britt Bloom is working at Cheyenne Library once per week. In June, Lauren Fellers continued to work at High Prairie Library two afternoons a week. She is now staffing the KCH remote computer help lab once per week. Cameron Riesenberger and Larissa Powers are working with Mobile Library Services. Britt, Lauren, Cameron, and Larissa are covering chat for about four hours each per week.

Britt Bloom and Larissa Powers attended the ALA Virtual conference.

Larissa Powers collaborated with Colorado Libraries for Early Literacy to help draft the organization's response to the racial injustices in current events and guide the diversity, inclusivity, and equity goals for the organization.

Cameron Riesenberger's appointment to the 2020 Michael L. Printz award committee officially came to end in June with the release of the virtual awards ceremony. A recording of the event is available on YouTube: <https://www.youtube.com/watch?v=IXuC7oHmD8E&t=1857s>. In the history of the Printz award, no women authors had received both a winner and honor selection, while several men share that distinction. That changed this year when A.S King and Geraldine McCaughren were selected by the committee.

Accountability

Britt Bloom and Lauren Fellers devised a plan to reuse materials from spring programming that did not occur in potential Take & Makes for the fall quarter.

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	21547	69	4811	0	0	0	0	0	0	0	114372
Mobile Libraries Total	12345	11546	7907	3	3710	0	0	0	0	0	0	0	35511
Calhan	1968	2134	1102	0	182	0	0	0	0	0	0	0	5386
Cheyenne	34646	31373	16483	50	4634	0	0	0	0	0	0	0	87186
Fountain	16500	15334	7414	22	2627	0	0	0	0	0	0	0	41897
High Prairie	26621	24552	13851	35	4188	0	0	0	0	0	0	0	69247
Holley	27844	26229	13812	21	3419	0	0	0	0	0	0	0	71325
Manitou	3821	3615	1979	0	443	0	0	0	0	0	0	0	9858
Monument	33995	32315	17901	34	6282	0	0	0	0	0	0	0	90527
Old Colorado City	18133	16710	8368	22	2689	0	0	0	0	0	0	0	45922
Palmer Lake	4035	3858	2215	8	675	0	0	0	0	0	0	0	10791
Rockrimmon	33473	30728	15936	39	6123	0	0	0	0	0	0	0	86299
Sand Creek	28479	25538	13121	47	3076	0	0	0	0	0	0	0	70261
Ute Pass	2331	1978	1084	1	547	0	0	0	0	0	0	0	5941
Senior Van	1638	1525	730	0	616	0	0	0	0	0	0	0	4509
Bookmobiles	10707	10021	7177	3	3094	0	0	0	0	0	0	0	31002
East	130730	120808	63343	259	12422	0	0	0	0	0	0	0	327562
Library 21c	85159	80437	43074	125	11357	0	0	0	0	0	0	0	220152
Parenting	101	150	54	0	27	0	0	0	0	0	0	0	332
Total Physical Materials	506198	469233	249191	735	67212	0	0	0	0	0	0	0	1292569

YTD CIRC Comparison	2020	2019	% Change
Penrose	114372	248838	-54.0%
Mobile Libraries Total	35511	63920	-44.4%
Calhan	5386		
Cheyenne	87186	175891	-50.4%
Fountain	41897	77225	-45.7%
High Prairie	69247	135621	-48.9%
Holley	71325	150688	-52.7%
Manitou	9858	22307	-55.8%
Monument	90527	173191	-47.7%
Old Colorado City	45922	94030	-51.2%
Palmer Lake	10791	18001	-40.1%
Rockrimmon	86299	164301	-47.5%
Sand Creek	70261	152568	-53.9%
Ute Pass	5941	12027	-50.6%
Senior Van	4509	9504	-52.6%
Bookmobiles	31002	54416	-43.0%
East	327562	636018	-48.5%
Library 21c	220152	419407	-47.5%
Parenting	332	679	-51.1%
Total Physical Materials	1292569	2544712	-49.21%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	4811	51985	-90.7%
Mobile Libraries Total	3710	12066	-69.3%
Calhan	182		
Cheyenne	4634	38250	-87.9%
Fountain	2627	16930	-84.5%
High Prairie	4188	27831	-85.0%
Holley	3419	30667	-88.9%
Manitou	443	4638	-90.4%
Monument	6282	36376	-82.7%
Old Colorado City	2689	20299	-86.8%
Palmer Lake	675	4076	-83.4%
Rockrimmon	6123	34203	-82.1%
Sand Creek	3076	31664	-90.3%
Ute Pass	547	2265	-75.8%
Senior Van	616	1930	-68.1%
Bookmobiles	3094	10136	-69.5%
East	12422	133296	-90.7%
Library 21c	11357	87996	-87.1%
Parenting	27	145	-81.4%
Total Physical Materials	67212	532687	-87.38%

**Circulation Report
By Facility
May 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	0	61416	-100.0%
Mobile Libraries Total	0	3486	-100.0%
Calhan	0		#DIV/0!
Cheyenne	0	16779	-100.0%
Fountain	0	7618	-100.0%
High Prairie	0	8158	-100.0%
Holley	0	14624	-100.0%
Manitou	0	3839	-100.0%
Monument	0	15137	-100.0%
Old Colorado City	0	11494	-100.0%
Palmer Lake	0	1368	-100.0%
Rockrimmon	0	15076	-100.0%
Sand Creek	0	20583	-100.0%
Ute Pass	0	1251	-100.0%
Knights of Columbus Hall	0	0	#DIV/0!
East	0	46034	-100.0%
Library 21c	0	43072	-100.0%
TOTAL	0	269935	-100.0%
Special Collections	0	1606	-100.0%

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	21547	69	4811	7347	0	0	0	0	0	0	121719
Mobile Libraries Total	12345	11546	7907	3	3710	5588	0	0	0	0	0	0	41099
Calhan	1968	2134	1102	0	182	316	0	0	0	0	0	0	5702
Cheyenne	34646	31373	16483	50	4634	7335	0	0	0	0	0	0	94521
Fountain	16500	15334	7414	22	2627	3968	0	0	0	0	0	0	45865
High Prairie	26621	24552	13851	35	4188	6078	0	0	0	0	0	0	75325
Holley	27844	26229	13812	21	3419	5787	0	0	0	0	0	0	77112
Manitou	3821	3615	1979	0	443	728	0	0	0	0	0	0	10586
Monument	33995	32315	17901	34	6282	9493	0	0	0	0	0	0	100020
Old Colorado City	18133	16710	8368	22	2689	4198	0	0	0	0	0	0	50120
Palmer Lake	4035	3858	2215	8	675	895	0	0	0	0	0	0	11686
Rockrimmon	33473	30728	15936	39	6123	9668	0	0	0	0	0	0	95967
Sand Creek	28479	25538	13121	47	3076	5352	0	0	0	0	0	0	75613
Ute Pass	2331	1978	1084	1	547	923	0	0	0	0	0	0	6864
Senior Van	1638	1525	730	0	616	1042	0	0	0	0	0	0	5551
Bookmobiles	10707	10021	7177	3	3094	4546	0	0	0	0	0	0	35548
East	130730	120808	63343	259	12422	25504	0	0	0	0	0	0	353066
Library 21c	85159	80437	43074	125	11357	18191	0	0	0	0	0	0	238343
Parenting	101	150	54	0	27	52	0	0	0	0	0	0	384
Total Physical Materials	506198	469233	249191	735	67212	111423	0	0	0	0	0	0	1403992

YTD CIRC Comparison	2020	2019	% Change
Penrose	121719	298334	-59.2%
Mobile Libraries Total	41099	77215	-46.8%
Calhan	5702		
Cheyenne	94521	213188	-55.7%
Fountain	45865	96606	-52.5%
High Prairie	75325	164575	-54.2%
Holley	77112	181430	-57.5%
Manitou	10586	26757	-60.4%
Monument	100020	212667	-53.0%
Old Colorado City	50120	112936	-55.6%
Palmer Lake	11686	22373	-47.8%
Rockrimmon	95967	200509	-52.1%
Sand Creek	75613	186552	-59.5%
Ute Pass	6864	14131	-51.4%
Senior Van	5551	11584	-52.1%
Bookmobiles	35548	65631	-45.8%
East	353066	785399	-55.0%
Library 21c	238343	519365	-54.1%
Parenting	384	807	-52.4%
Total Physical Materials	1403992	3112844	-54.90%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	7347	49496	-85.2%
Mobile Libraries Total	5588	13295	-58.0%
Calhan	316		
Cheyenne	7335	37297	-80.3%
Fountain	3968	19381	-79.5%
High Prairie	6078	28954	-79.0%
Holley	5787	30742	-81.2%
Manitou	728	4450	-83.6%
Monument	9493	39476	-76.0%
Old Colorado City	4198	18906	-77.8%
Palmer Lake	895	4372	-79.5%
Rockrimmon	9668	36208	-73.3%
Sand Creek	5352	33984	-84.3%
Ute Pass	923	2104	-56.1%
Senior Van	1042	2080	-49.9%
Bookmobiles	4546	11215	-59.5%
East	25504	149381	-82.9%
Library 21c	18191	99958	-81.8%
Parenting	52	128	-59.4%
Total Physical Materials	111423	568132	-80.39%

**Circulation Report
By Facility
June 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	0	45574	-100.0%
Mobile Libraries Total	0	3523	-100.0%
Calhan	0		#DIV/0!
Cheyenne	0	16854	-100.0%
Fountain	0	9933	-100.0%
High Prairie	0	10063	-100.0%
Holley	0	15476	-100.0%
Manitou	0	4175	-100.0%
Monument	0	18409	-100.0%
Old Colorado City	0	12036	-100.0%
Palmer Lake	0	1712	-100.0%
Rockrimmon	0	16797	-100.0%
Sand Creek	0	23006	-100.0%
Ute Pass	0	1573	-100.0%
Knights of Columbus Hall	0	0	#DIV/0!
East	0	56525	-100.0%
Library 21c	0	48123	-100.0%
TOTAL	0	283779	-100.0%
Special Collections	0	1886	-100.0%

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	158889	572	46272	0	0	0	0	0	0	0	814615
DVD	149235	137622	70305	79	15200	0	0	0	0	0	0	0	372441
CD Music	14132	13230	6690	25	2373	0	0	0	0	0	0	0	36450
CD Book	14743	13148	7128	48	2135	0	0	0	0	0	0	0	37202
Playaway	6793	6081	3272	8	778	0	0	0	0	0	0	0	16932
Kit	1667	1577	824	0	121	0	0	0	0	0	0	0	4189
Game	4265	4056	2083	3	333	0	0	0	0	0	0	0	10740
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	249191	735	67212	0	0	0	0	0	0	0	1292569
ILL	1960	2090	1067	273	1242	0	0	0	0	0	0	0	6632
CyberShelf-OverDrive	189700	175925	183649	221349	225644	0	0	0	0	0	0	0	996267
RB Digital Magazines	4862	6095	6579	7048	7273	0	0	0	0	0	0	0	31857
eReader	3	2	2	0	4	0	0	0	0	0	0	0	11
OneClick Audio	427	406	388	436	483	0	0	0	0	0	0	0	2140
Hot Spots	40	31	15	0	8	0	0	0	0	0	0	0	94
Cameras & Equipment	98	69	40	0	0	0	0	0	0	0	0	0	207
													0
TOTAL STATE Circ	703288	653851	440931	229841	301866	0	0	0	0	0	0	0	2329777
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	5868	6492	6574	6735	0	0	0	0	0	0	0	31799
Freeding	109	83	285	418	202	0	0	0	0	0	0	0	1097
DVD Player	124	105	42	0	0	0	0	0	0	0	0	0	271
Hoopla	1959	1949	3401	4721	4116	0	0	0	0	0	0	0	16146
Comics	384	442	648	679	640	0	0	0	0	0	0	0	2793
Kanopy	1664	1549	2048	3244	2836	0	0	0	0	0	0	0	11341
													0
CLC	11453	10747	5503	12	1454	0	0	0	0	0	0	0	29169
Laptop Use	1024	892	492	0	5	0	0	0	0	0	0	0	2413
Active Users	278568	278423	279677	275496	272664	0	0	0	0	0	0	0	

Monthly Circ by Format			
	2020	2019	Change
Print	46272	321416	-86%
DVD	15200	164741	-91%
CD Music	2373	148710	-98%
CD Book	2135	17362	-88%
Playaway	778	7887	-90%
Kit	121	1993	-94%
Game	333	4478	-93%
	0		
TOTAL Physical Items	67212	532687	-87.38%
ILL	1242	2201	-44%
CyberShelf-OverDrive	225644	164499	37%
RB Digital Magazines	7273	6949	5%
eReader	4	3	33%
OneClick Audio	483	458	5%
Hot Spots	8	54	-85%
Cameras & Equipment	0	66	-100%
Total e-materials	233412	171963	36%
Freegal Music	6735	6744	0%
Freeding	202	117	73%
DVD Player	0	151	-100%
Hoopla	4116	1922	114%
Comics	640	308	108%
Kanopy	2836	1449	96%
CLC	1454	11442	-87%
Laptop Use	5	1635	-100%
Active Users	272664	256986	6%

MTD Total	2020	2019	Change
January	703288	627141	12%
February	653851	631741	3%
March	440931	734892	-40%
April	229841	691244	-67%
May	301866	706917	-57%
June		741336	-100%
July		766544	-100%
August		712757	-100%
September		676367	-100%
October		687147	-100%
November		655982	-100%
December		642605	-100%

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March	1798070	1993774	-10%
April	2027911	2685018	-24%
May	2329777	3391935	-31%
June		4133271	-100%
July		4899815	-100%
August		5612572	-100%
September		6288939	-100%
October		6976086	-100%
November		7632088	-100%
December		8274673	-100%

Circulation Report
By Item Type
May 2020

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	158889	572	46272	79148	0	0	0	0	0	0	893763
DVD	149235	137622	70305	79	15200	23691	0	0	0	0	0	0	396132
CD Music	14132	13230	6690	25	2373	2763	0	0	0	0	0	0	39213
CD Book	14743	13148	7128	48	2135	3764	0	0	0	0	0	0	40966
Playaway	6793	6081	3272	8	778	1344	0	0	0	0	0	0	18276
Kit	1667	1577	824	0	121	225	0	0	0	0	0	0	4414
Game	4265	4056	2083	3	333	488	0	0	0	0	0	0	11228
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	249191	735	67212	111423	0	0	0	0	0	0	1403992
													0
ILL	1960	2090	1067	273	1242	329	0	0	0	0	0	0	6961
CyberShelf-OverDrive	189700	175925	183649	221349	225644	215975	0	0	0	0	0	0	1212242
RB Digital Magazines	4862	6095	6579	7048	7273	5999	0	0	0	0	0	0	37856
eReader	3	2	2	0	4	6	0	0	0	0	0	0	17
OneClick Audio	427	406	388	436	483	442	0	0	0	0	0	0	2582
Hot Spots	40	31	15	0	8	10	0	0	0	0	0	0	104
Cameras & Equipment	98	69	40	0	0	0	0	0	0	0	0	0	207
													0
TOTAL STATE Circ	703288	653851	440931	229841	301866	334184	0	0	0	0	0	0	2663961
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	5868	6492	6574	6735	6752	0	0	0	0	0	0	38551
Freeding	109	83	285	418	202	144	0	0	0	0	0	0	1241
DVD Player	124	105	42	0	0	0	0	0	0	0	0	0	271
Hoopla	1959	1949	3401	4721	4116	3405	0	0	0	0	0	0	19551
Comics	384	442	648	679	640	552	0	0	0	0	0	0	3345
Kanopy	1664	1549	2048	3244	2836	2388	0	0	0	0	0	0	13729
													0
CLC	11453	10747	5503	12	1454	2378	0	0	0	0	0	0	31547
Laptop Use	1024	892	492	0	5	0	0	0	0	0	0	0	2413
Active Users	278568	278423	279677	275496	272664	270060	0	0	0	0	0	0	

Monthly Circ by Format			
	2020	2019	Change
Print	79148	357225	-78%
DVD	23691	162650	-85%
CD Music	2763	13949	-80%
CD Book	3764	18036	-79%
Playaway	1344	9129	-85%
Kit	225	2252	-90%
Game	488	4891	-90%
	0		
TOTAL Physical Items	11423	568132	-97.99%
ILL	329	2007	-84%
CyberShelf-OverDrive	215975	164282	31%
RB Digital Magazines	5999	6276	-4%
eReader	6	10	-40%
OneClick Audio	442	492	-10%
Hot Spots	10	53	-81%
Cameras & Equipment	0	84	-100%
Total e-materials	222432	171113	30%
Freegal Music	6752	6804	-1%
Freeding	144	89	62%
DVD Player	0	155	-100%
Hoopla	3405	1896	80%
Comics	552	309	79%
Kanopy	2388	1677	42%
CLC	2378	11830	-80%
Laptop Use	0	1153	-100%
Active Users	270060	254251	6%

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

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March	1798070	1993774	-10%
April	2027911	2685018	-24%
May	2329777	3391935	-31%
June	2663961	4133271	-36%
July		4899815	-100%
August		5612572	-100%
September		6288939	-100%
October		6976086	-100%
November		7632068	-100%
December		8274673	-100%

Circulation Report
By Item Type
June 2020

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	27,043	23,908	11,830	5	4,085								66,871
Mobile Libraries	7,962	7,523	3,963		2,894								22,342
Calhan	1,282	1,374	656		174								3,486
Cheyenne	22,045	20,136	9,923		4,204								56,308
Fountain	10,276	9,032	4,219		2,359								25,886
High Prairie	16,419	14,944	7,943		3,789								43,095
Ruth Holley	17,255	15,761	7,814	6	2,988								43,824
Manitou Springs	2,403	2,147	1,130		392								6,072
Monument	21,604	19,810	11,144		5,676								58,234
Old Colorado City	11,218	10,480	4,876		2,419								28,993
Palmer Lake	2,357	2,437	1,239		621								6,654
Rockrimmon	21,133	18,997	9,832		5,446								55,408
Sand Creek	16,345	14,732	7,142		2,686								40,905
Ute Pass	1,575	1,294	645		475								3,989
Senior Van	1,259	1,253	556		570								3,638
East	78,498	69,508	35,962	1	11,132								195,101
Library 21c	51,876	47,318	25,020	1	10,189								134,404
Total	310,550	280,654	143,894	13	60,099	0	0	0	0	0	0	0	795,210

YTD CIRC Comparison	2020	2019	% Change
Penrose	66,871	148139	-54.9%
Mobile Libraries	22,342	39981	-44.1%
Calhan	3,486		#DIV/0!
Cheyenne	56,308	118136	-52.3%
Fountain	25,886	48627	-46.8%
High Prairie	43,095	85253	-49.5%
Ruth Holley	43,824	95150	-53.9%
Manitou Springs	6,072	14978	-59.5%
Monument	58,234	111407	-47.7%
Old Colorado City	28,993	62635	-53.7%
Palmer Lake	6,654	11671	-43.0%
Rockrimmon	55,408	106488	-48.0%
Sand Creek	40,905	97140	-57.9%
Ute Pass	3,989	8285	-51.9%
Senior Van	3,638	7636	-52.4%
East	195,101	394367	-50.5%
Library 21c	134,404	265054	-49.3%
Total Physical Materials	795,210	1614947	-50.8%

Current Month CIRCULATION Comparison by Facility	2020	2019	% Change
Penrose	4085	29647	-86.2%
Mobile Libraries	2894	7099	-59.2%
Calhan	174		#DIV/0!
Cheyenne	4204	24524	-82.9%
Fountain	2359	10246	-77.0%
High Prairie	3789	16363	-76.8%
Ruth Holley	2988	18253	-83.6%
Manitou Springs	392	2924	-86.6%
Monument	5676	22642	-74.9%
Old Colorado City	2419	12740	-81.0%
Palmer Lake	621	2578	-75.9%
Rockrimmon	5446	21545	-74.7%
Sand Creek	2686	19054	-85.9%
Ute Pass	475	1383	-65.7%
Senior Van	570	1525	-62.6%
East	11132	79030	-85.9%
Library 21c	10189	52530	-80.6%
Total Physical Materials	60099	322083	-81.3%

Current Month e-materials & Summary	2020	2019	% Change
Overdrive	225644	164499	37.2%
RB Digital Mags	7273	6949	4.7%
eReaders	4	3	33.3%
1-Click Audio	483	458	5.5%
Hot Spots	8	54	-85.2%
Total e-materials	233412	171963	35.7%
ILL	1242	2201	-43.6%
Cameras/Equip	0	66	-100.0%
Physical Materials	60099	322083	-81.3%
Total Monthly Circ	294753	496313	-40.6%

Circulation without Renewals May 2020

Current Month Comparison VISITORS	2020	2019	% Change
Penrose		61416	-100.0%
Mobile Libraries		3486	-100.0%
Calhan			#DIV/0!
Cheyenne		16779	-100.0%
Fountain		7618	-100.0%
High Prairie		8158	-100.0%
Ruth Holley		14624	-100.0%
Manitou		3839	-100.0%
Monument		15137	-100.0%
Old Colorado City		11494	-100.0%
Palmer Lake		1368	-100.0%
Rockrimmon		15076	-100.0%
Sand Creek		20583	-100.0%
Ute Pass		1251	-100.0%
East		46034	-100.0%
21c		43072	-100.0%
KCH		0	#DIV/0!
TOTAL Visitors	0	269935	-100.0%
Special Collections		1606	-100.0%

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	27,043	23,908	11,830	5	4,085	6,441							73,312
Mobile Libraries	7,962	7,523	3,963		2,894	4,413							26,755
Calhan	1,282	1,374	656		174	288							3,774
Cheyenne	22,045	20,136	9,923		4,204	6,865							63,173
Fountain	10,276	9,032	4,219		2,359	3,738							29,624
High Prairie	16,419	14,944	7,943		3,789	5,800							48,895
Ruth Holley	17,255	15,761	7,814	6	2,988	5,447							49,271
Manitou Springs	2,403	2,147	1,130		392	636							6,708
Monument	21,604	19,810	11,144		5,676	9,078							67,312
Old Colorado City	11,218	10,480	4,876		2,419	4,016							33,009
Palmer Lake	2,357	2,437	1,239		621	866							7,520
Rockrimmon	21,133	18,997	9,832		5,446	8,796							64,204
Sand Creek	16,345	14,732	7,142		2,686	4,952							45,857
Ute Pass	1,575	1,294	645		475	861							4,850
Senior Van	1,259	1,253	556		570	937							4,575
East	78,498	69,508	35,962	1	11,132	24,309							219,410
Library 21c	51,876	47,318	25,020	1	10,189	17,270							151,674
Total	310,550	280,654	143,894	13	60,099	104,713	0	0	0	0	0	0	899,923

YTD CIRC Comparison	2020	2019	% Change
Penrose	73,312	177741	-58.8%
Mobile Libraries	26,755	48399	-44.7%
Calhan	3,774		#DIV/0!
Cheyenne	63,173	141716	-55.4%
Fountain	29,624	60925	-51.4%
High Prairie	48,895	103354	-52.7%
Ruth Holley	49,271	113959	-56.8%
Manitou Springs	6,708	17821	-62.4%
Monument	67,312	136567	-50.7%
Old Colorado City	33,009	74658	-55.8%
Palmer Lake	7,520	14557	-48.3%
Rockrimmon	64,204	129736	-50.5%
Sand Creek	45,857	117646	-61.0%
Ute Pass	4,850	9682	-49.9%
Senior Van	4,575	9234	-50.5%
East	219,410	486590	-54.9%
Library 21c	151,674	327490	-53.7%
Total Physical Materials	899,923	1970075	-54.3%

Current Month CIRCULATION Comparison by Facility	2020	2019	% Change
Penrose	6,441	29602	-78.2%
Mobile Libraries	4,413	8418	-47.6%
Calhan	288		#DIV/0!
Cheyenne	6,865	23580	-70.9%
Fountain	3,738	12298	-69.6%
High Prairie	5,800	18101	-68.0%
Ruth Holley	5,447	18809	-71.0%
Manitou Springs	636	2843	-77.6%
Monument	9,078	25160	-63.9%
Old Colorado City	4,016	12023	-66.6%
Palmer Lake	866	2886	-70.0%
Rockrimmon	8,796	23248	-62.2%
Sand Creek	4,952	20506	-75.9%
Ute Pass	861	1397	-38.4%
Senior Van	937	1598	-41.4%
East	24,309	92223	-73.6%
Library 21c	17,270	62436	-72.3%
Total Physical Materials	104713	355128	-70.5%

Current Month e-materials & Summary	2020	2019	% Change
Overdrive	215975	164282	31.5%
RB Digital Mags	5999	6276	-4.4%
eReaders	6	10	-40.0%
1-Click Audio	442	492	-10.2%
Hot Spots	10	53	-81.1%
Total e-materials	222432	171113	30.0%
ILL	329	2007	-83.6%
Cameras/Equip	0	84	-100.0%
Physical Materials	104713	355128	-70.5%
Total Monthly Circ	327474	528332	-38.0%

**Circulation without Renewals
June 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose		45574	-100.0%
Mobile Libraries		3523	-100.0%
Calhan			#DIV/0!
Cheyenne		16854	-100.0%
Fountain		9933	-100.0%
High Prairie		10063	-100.0%
Ruth Holley		15476	-100.0%
Manitou		4175	-100.0%
Monument		18409	-100.0%
Old Colorado City		12036	-100.0%
Palmer Lake		1712	-100.0%
Rockrimmon		16797	-100.0%
Sand Creek		23006	-100.0%
Ute Pass		1573	-100.0%
East		56525	-100.0%
21c		48123	-100.0%
KCH			#DIV/0!
TOTAL Visitors	0	283779	-100.0%
Special Collections		1886	-100.0%

Communications Department: Report for July 2020

NEWS COVERAGE

- Total features:
 - **45** in May and **56** in June, bringing the **year-to-date total to 421**
- Highlighted coverage from past two months: (Access to full interactive reports: [May](#) and [June](#).)
 - The **launch of curbside service** was covered by the [Colorado Springs Gazette](#), [KKTV](#), [KOAA](#), [FOX21](#), and the [Colorado Springs Independent](#).
 - **Modification to Library services and our reopening plan** were covered by the [Colorado Springs Business Journal](#), the [Colorado Springs Independent](#), and in May's Library Limelight column in the [Woodmen Edition](#), [Cheyenne Edition](#), and the [Tri-Lakes Tribune](#).
 - PPLD's **participation in the Make4Covid initiative** was covered by [KKTV](#).
 - [Colorado Springs Gazette](#) reporter Jen Mulson wrote about how much she **missed the Library** in her [Live Well column](#).
 - The **COVID-19 story-gathering efforts** of PPLD's Regional History and Genealogy department was covered by the [Southeast Express](#).
 - The **launch of an all-virtual Summer Adventure**, presented by Children's Hospital Colorado program was covered by [KOAA](#) (additional coverage occurred in the month of June).
 - Pikes Peak Library District's **reopening for limited indoor library services** was covered by [KKTV](#), [KOAA](#), [FOX21 News](#), the [Colorado Springs Gazette](#), and the [Colorado Springs Independent](#).
 - **Summer Adventure**, presented by Children's Hospital Colorado, was covered by the [Colorado Springs Gazette](#), [KKTV](#), [FOX21 News](#), and [My 99.9](#).
 - The **Summer Challenges taking place as part of Summer Adventure**, presented by Children's Hospital Colorado, were covered by the [Colorado Springs Gazette](#) and [KKTV](#).
 - This month's **Library Limelight column** focused on resources compiled by PPLD staff to help our community navigate the COVID-19 pandemic, as well as the nationwide protests with reference to PPLD's statement on racism and inequity. It ran in the [Woodmen Edition](#), [Cheyenne Edition](#), and the [Tri-Lakes Tribune](#).



DIGITAL MARKETING

- PPLD.org website statistics:
 - **Most popular web pages**, besides the home page: ppld.org/curbside (May) and ppld.org/summeradventure (June)
 - **May totals:** 188,817 sessions; 84,336 users, with 67,004 being new; and 343,523 pageviews
 - **June total:** 180,793 sessions; 76,465 users, with 58,601 being new; and 323,470 pageviews

- **Year-to-date totals:** 1,176,304 sessions; 591,619 users, with 481,529 being new; and 2,136,073 pageviews
- District-wide social media statistics (for May):
 - **Facebook:** 9,989 total likes, plus 25,636 engagement
 - **Twitter:** 5,207 total followers, plus 831 engagement
 - **Instagram:** 2,013 total followers, plus 1,400 engagement
 - **LinkedIn:** 1,100 total followers, plus 72 impressions
- Social media highlights:
 - **From May:** Our [curbside service announcement](#) reached nearly 27,000 people on Facebook, with 3,589 engagements (521 reactions, 60 comments, and 261 shares.)
 - **From June:** Our [announcement about resuming limited indoor Library services](#) reached nearly 17,600 people, with 2,764 engagements (500 reactions, 58 comments, and 146 shares.)
- New videos produced by PPLD:
 - **Documentary:** [Comic Con \(Colorado Springs\)](#)
 - **Feature:** [Winners of the Jean Ciavonne Poetry Contest](#)



HAPPENINGS & OTHER UPDATES:

Key updates:

- **PPLD leadership shared their [statement on racism and inequity](#)** in light of recent national events and conversation related to racial injustice. As part of this, PPLD provided reading lists, movies, and other resources highlighting how Black stories matter.
- **PPLD and the Manitou Art Center (MAC) announced that they are officially exploring a [potential co-location partnership for Manitou Springs Library](#).** (Since this happened on July 8, all news coverage will be included in the next report.)



Partnerships:

- **Colorado Springs School District 11 launched their [free summer lunch program at East Library](#) on July 7.** The “grab and go” curbside service is available for all kids and teens from 11 a.m. – 12 p.m. This year, children do not have to be present for an adult to pick up the meals. Breakfast and lunch meals will be provided at the time of the meal service. On Fridays, D11 will provide meals for Friday, Saturday, and Sunday. In addition, every Wednesday families can pick up a box of fresh produce from USDA.
- **An update regarding the [Pikes Peak Culture Pass](#):** Beginning July 7, some of our museum partners have reopened their doors and are admitting patrons with a Culture Pass reservation. These institutions include the Pro-Rodeo Hall of Fame, Space Foundation Discovery Center, Rock Ledge Ranch Historical Site, and the Western Museum of Mining and Industry. (The Colorado Springs Fine Arts Center, Money Museum, and Olympic Training Center remain closed as of July 7).



- **Fountain Library served as a [Voting Service & Polling Center](#) for the state primary elections** on June 29 and June 30, in partnership with the El Paso County Clerk and Recorder's Office. A total of 42 people came to vote in person. Library 21c and East Library provided ballot drop-off boxes for voters as well.

Programs:

- **[Summer Adventure, presented by Children's Hospital Colorado](#), runs through July 31!** The annual program helps kids and teens stay engaged and active over the summer months, despite the COVID-19 pandemic. Anyone ages 0 - 18 can participate and win prizes through reading, moving, and imagining.



- **PPLD is [collecting stories about the COVID-19 pandemic](#).** Residents of the Pikes Peak Region are invited to share their stories and experiences. People can submit written stories, photographs, or videos depicting their response to the pandemic and its impact on their lives.
- **[Dial-a-Story](#) is now being offered by PPLD's Family & Children's Services!** Call (719) 531-6333, x7150, to hear stories in English or Spanish anytime. There are stories available for different age groups (pre-K, kindergarten through second grade, and grades three through six). In addition to stories categorized by age, you'll be able to hear stories about being your best self, traditional stories and fairy tales, and short songs, poems, and jokes.
- **Check out these new opportunities for Library patrons that recently launched, including:**
 - [Book a librarian](#) for a virtual session, where you can meet one-on-one via Zoom to get assistance with research questions.
 - Take and Make kits for adults, kids, and teens, which are available for curbside or indoor pickup (Here's an example of an [upcoming adult program](#) in early August!)
- PPLD is hosting a **[Community Conversation: Building Police & Community Relations](#)** that will take place on July 30 from 7-8:30 p.m.
- **Winners announced!** Six children were recognized for the [2020 Jean Ciavonne Poetry Contest](#), with their poetry featured online. The middle and high school winners of the 13th [Teen Art Contest](#) have been announced, with their artwork displayed online and via social media.

Meeting & Study Rooms:

- Online patron requests: 140 in May and 226 in June, bringing the YTD total to 15,742
- Phone & email inquiries: 86 in May and 250 in June, bringing the YTD total to 1,865

Patron Policies:

- **Notice: The procedural sections of PPLD's [Websites and Social Media Policy](#) have been updated.** Communications worked in collaboration with Public Services and IT to make these needed changes to address concerns regarding privacy (particularly minors and online interactions), cookies, and third-party services. PPLD utilized ALA's social media policy, as well as referenced other similar policies of well-respected library systems, when considering such changes. As a next step, Communications will work with IT to compile an updated list of PPLD's third-party services that gather patron information.

COVID-19 PANDEMIC UPDATES

The Communications team supported key District-wide efforts like the **launch of curbside service and resuming limited indoor Library services** during the months of May and June in the following ways:

- **Internal communications:**
 - Email communication: Weekly email updates via “The Bookmark,” our internal newsletter, plus a new “Virtual Services Weekly” email updates to all staff
 - Intranet: Dedicated web page and home page spotlight
 - Phone system: Staff phone line updates
 - Handling inquiries: Talking points and FAQs so staff can address common asked questions by patrons

- **Website features and home page sliders (ppld.org):**
 - COVID-19 response, including:
 - Resuming limited indoor services at most facilities and mobile libraries
 - What you can expect and why cloth face coverings are required for entry
 - PPLD’s phased reopening approach that prioritizes the health and safety of patrons and staff
 - Public health resources and tips for the public
 - How to use the Library remotely, such as digital resources available 24/7 (Spanish version included)
 - New virtual programs and services for adults, children, families, and young adults
 - How to connect with our librarians by phone, live chat, and email
 - Curbside services, including holds pickup, wireless printing, Summer Adventure game cards and prizes, and 24/7 returns

- **Notifications to Library cardholder subscribers with timely and relevant updates via:**
 - Weekly or bi-weekly email blasts (approximately 200,000 subscribers)
 - SMS/text messages (approximately 67,000 subscribers)
 - Holds and due date reminders via emails and text messages

- **Social media (Facebook, Twitter, Instagram, LinkedIn, and YouTube):**
 - Announcements of Library news and updates
 - Promotion of virtual resources, services, and programs, in addition to curbside service
 - Engagement of followers with questions, memes, and photos
 - Boosted Facebook events to promote new virtual programs offered by PPLD
 - Use of YouTube channel and playlists to host videos of virtual services/programs
 - Sharing of community resources like public health resources and meal sites for kids

- **Media relations:**
 - Pitching story ideas to local news outlets
 - Sharing content like photos, videos, and stats
 - Responding to requests and scheduling interviews

- **Other action by Communications and Public Services:**
 - Signage: Library facilities (exterior and interior), book drops, and curbside services
 - Phone system: Main message, special COVID-19 extension, and recorded greetings by library location
 - Public inquiries: Responding via phone, live chat, email, and social media
 - Online calendar listings: Virtual event listings on Library Market, Peak Radar, Colorado Springs Independent, and Macaroni Kids
 - Email newsletters: NextReads (opt-in book recommendations to subscribed patrons)

Facilities Department Report July 22, 2020

COVID-19 Response

The facilities department has been busy working with all locations in preparation of the phase III opening. The team has assisted in moving furnishings out of the public spaces and into meeting rooms to support social distancing. Additionally, we provided the installation of plexi-glass protective shields at all service points, continue to provide supplies for sanitizing high touch surfaces and also placing floor markings to help in directing patrons throughout our facilities

Projects

The department has continued to work on capital projects throughout the district. Loyd "Crow" Neal, the new Facilities Project Manager is currently working with myself and others on a number of projects with the largest at this time being the relocation of the Manitou Springs Library into space at the Manitou Art Center. Currently we are working with Design Edge Architects on the creation of accurate as-built drawings that will assist us in any space planning, tenant improvements and technology projects for this location.

In addition, we will be working with GE Johnson to conduct a site condition assessment to help identify any building concerns, electrical limitations, HVAC capacity as well as any existing safety or codes issues that will need to be resolved prior to our move. Planning for space improvements is set to occur the week of July 13. Once these tasks are complete, a timeline for this project can be determined.

Among other projects the facilities department is currently working on but not limited to include:

Calhan Landscape Improvement - This project is currently out to bid with proposals due July 22, 2020. The improvements include additional site lighting, activity spaces, a raised community garden among other improvements.

Cheyenne Mountain Library service desk replacement - Currently in planning stages and being coordinated with the IT department to coincide with the re-cabling of the library this fall.

21c Culinary lab – The gas line installation is currently being scheduled. The space has been cleared and painted and facilities staff is working with Creative Services and Adult Education on coordinating equipment purchasing and delivery.

Penrose Adult Education office addition – The addition of an office for the adult education is being scheduled at this time. Material delivery is expected by the end of July.

Old Colorado City wood floor replacement – This project is currently in planning and being coordinated to occur December 2020 or early 2021. Replacement will also include revisions to select built-in millwork and the shifting of teen and children's locations. This project will require the library to be closed for a period of time to be determined.

Facilities Staff

Although I recognized the staff of the facilities department in my May report, I want to again express my appreciation for all they have done and the commitment they have all exhibited throughout these unprecedented times. Their attitude and willingness to help speaks highly of each and every one of them.

Monthly Statistics

Statistics will return for the August 2020 Board meeting.

**Human Resources Report
July 2020
Heather Laslie, Chief of HR**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - 6 PPLD staff members successfully completed the Leadership Program on June 17th.
 - Job description reviews continue.
 - New Feedback Session forms have been created and shared with managers and supervisors. First session needs to be completed by August 31st.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Working on transitioning all COBRA eligible benefits administration to Allegiance with no additional cost.
 - Continuing to Manage and Track all FFCRA requests.
 - Onboarding and assisting new hires with benefits.
 - Continuing to train on remaining benefits position duties.
- Wellness program and Records Retention (Laurie Jackson)
 - 80 Routine Revolution gift cards were sent to employees who completed the spring challenge; this week, 12 gifts cards will go out this week to employees who returned affidavits for having their Preventative Care Exams in the first two quarters of 2020.
 - The I-9 forms audit was completed with 100% accuracy; implementation of Employee file audits began in June and is ongoing.
- Volunteer program (Karen Goates)
 - At present, no volunteers have returned, but most have been contacted by individual libraries or departments.
 - Working with Phased Opening Team to prepare for return of volunteers to facilities.
 - Recommended purchase of VolunteerHub as a Volunteer Management Software for PPLD.
 - Completed Ergonomic Certification course.
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	June 2020
Jobs Posted	3
Newly Hired Employees	1
Promoted Employees	0
Transferred Employees	0
Separated Employees	6

 - The Month of May had two new hires, interviewed and hired before the recruitment freeze was in place.
 - Developed a New-hire recruitment satisfaction survey to analyze the satisfaction level of new hires during the entire recruitment process (Job posting, applying on MUNIS, interview process, post selection process, etc.)
 - Working on Recruitment Metrics to highlight and improve processes in recruitment.
 - Working on DMAIC, one of the core tool used in Six Sigma projects to continuously Define, Measure, Analyze, Improve and Control the recruitment process.
- Training (Sarah Marshall)
 - Annual staff development day, PPLDCon, will occur virtually on October 12, 2020.

- Keynote speaker: Dr. Nita Mosby Tyler from The Equity Project
 - Worked on IMLS CARES Act Grant proposal in collaboration with Adult Education & Adult Services for opportunity to fund learning management system to support staff development and training for patrons.
 - Staff engaging in virtual training and development:
 - Northstar Digital Literacy – modules to build digital literacy skills
 - 31 active staff members
 - Top passed assessments: Email, Internet, MS Word, Basic Computer Skills
 - Zywave Learning – courses pertaining to HR-related topics (transitioned from ThinkHR)
 - 118 active staff members
 - Top courses completed: Bloodborne Pathogen Awareness, Back Injury Prevention Tips, Anti-Bullying Training, Diversity & Inclusion Training
 - Staff Development LibGuides – collection of resources for staff training and development
 - Link: <https://research.ppld.org/ppldprofessionaldevelopment>
 - 342 views on home page, which includes list of upcoming external opportunities for learning
 - Finishing discussions with Leadership Team and Directors regarding staff training needs.
 - Working with IT to develop staff trainings and provide resources on utilizing new software.
- Chief HR & OD Officer Projects (Heather Laslie)
 - Continued with ongoing Employee Relations and Disciplinary Issues.
 - Continued ADA Accommodation discussions with staff who are seeking special provisions under COVID-19 guidance.
 - Working within PPLD departments to finalize department structure and revised positions.
 - Continued supporting the amazing team that I'm honored to guide!

Information Technology (IT) Department Report

July 22, 2020

Transition to hybrid services (virtual and on-site support)

Continuing to operate and maintain all virtual services established during “stay at home” and “safer at home” while also supporting staff returning to library.

IT Service Priorities

- Priority 1 – maintain existing pre-pandemic IT infrastructure
- Priority 2 – operate and maintain Public Service staff virtual services
- Priority 3 – pre-pandemic projects previously approved for execution

IT Department staff transitioning to work on Priority 3 service, while still maintaining Priority 1 and 2.

Priority 3 Projects

Multifunction Device (MFD) Request for Proposal (RFP) completed (see separate document for recommendation)

E-Rate RFPs. Seeking consultant for 2020-2021 application cycle. Candidate projects for e-rate include network switches, cabling, network transport, and managed network services.

IT Advisory Team (ITAT) Co-chaired by Annelise Parker (IT) and Hillary Dodge (Public Services) focused on synchronizing with Public Services to ensure IT infrastructure will meet future patron requirements. The team is meeting on a regular basis and is developing IT strategic technology plan along with other IT policies (i.e., Patron Usage Policy, such as the Patron Usage Policy.

PPLD Cybersecurity Team. Launched annual training and testing for PPLD staff. PPLD Cybersecurity Team is now meeting on a regular basis and has been reviewing the current setup.

Security Working with Security Department in design phase for interim surveillance camera system. Working on updating the software for access readers along with developing a plan to update the access control readers districtwide.

Networking.

- Working to increase Wi-Fi service at libraries throughout District.
- Re-architecting network to simplify infrastructure for efficiency.
- Planning initiated for secondary broadband connection to critical nodes at East Library, Penrose Library and Library 21c to provide redundancy to mitigate against service disruptions resulting from recent fiber cuts that severely degraded library operations throughout the District.

- Planning to re-cable Ruth Holley and install interim surveillance camera system with work starting in August.
- 21c Data Center switch update and cabling work completed.

Server Team. Starting to migrate staff to Office 365 for file sharing. Removing single points of failure for Heating, Ventilation and Air Conditioning Control (HVAC) control system and email filtering security system. Transitioned East Data Center Uninterruptable Power Supply (UPS) from failing 30-year old mainframe UPS to individual equipment rack UPS. The server team is also evaluating server storage hardware for replacement.

Telephone System. Worked with Public Services to launch new program to “Dial a Story”. Also working on update call routing for the mobile library service to provide easier access to patrons.

Manitou relocation. The IT staff participating in Manitou Springs Library relocation.

End User Services Team.

- Purchased and deployed 47 laptop computers
- Acquired additional subscription service to support virtual environment programs and internal staff collaboration (i.e., Zoom and GoToMeeting)
- Acquired and deployed 80 hotspots to community partners supporting the public (i.e., The Place, Homeward Pikes Peak, Community Partnership for Child Development, Isolation Shelter, etc.).
- Month of June worked on 390 tickets and closed 304 tickets.
- Month of May worked on 397 tickets and closed 493 tickets.

Monthly Statistics.

Will provide July statistics on computer usage, early literacy computer usage and hotspot circulation for next meeting.



PPLD Phased Opening Plan

Over the past several months, we have seen our country, our community, and our library affected by COVID-19 in countless ways. Our friends and family have seen their jobs eliminated, their wages reduced, and their positions furloughed. Some of us have seen those we care about become ill with the coronavirus, and some of us have lost those we love to this disease. For many, it may be difficult to think about reopening the Library, but the services we provide to our community are vital, and we must continue planning for the future.

Our accomplishments over the past several months have demonstrated a level of resiliency, creativity, and service that we can all be proud of. We pivoted to a virtual environment in a remarkably short period of time and have continued to provide a vast array of programs, services, and materials to many members of our community. There are many, though, that cannot access those services, and as the restrictions on our daily lives are lifted, we must serve them, as well.

The most important thing has been and will remain the safety of our staff and our users, and we recognize that there are individual circumstances that may limit participation in this plan. Please be honest with us as we move forward as to your situation and trust that we will be willing to work with you as much as we are able. The phases outlined below are meant to describe how we can gradually reopen, and they will change as our situation changes. As this pandemic progresses, it is also possible that we may move backwards, as well, in order to ensure your safety and the safety of our community. We have accomplished a tremendous amount, and while we will be a different library than we once were, we will emerge from this a stronger library.

Phase 1: Limited Staff in Facilities, Fully Virtual Services, No Public Access to Facilities, “Safer at Home” Order in Place (Strategic Focus: Internal - Staff)

Phase 2: Limited Staff in Facilities, Limited Physical Services, No Public Access to Facilities, “Safer at Home” Order in Place (Strategic Focus: Service)

Phase 3: Limited Staff in Facilities, Expanding Physical Services, Limited Public Access to Facilities, No Public Use of Meeting/Study Rooms, No Public Programs, Friends Return to Facilities, Approval from Public Health Departments (Strategic Focus: Resources)

Phase 4: Transition to Full Staff in Facilities, Expanding Public Access to Facilities, No Public Use of Meeting/Study Rooms, Small Public Programs or Classes May Resume, Makerspace/Studios Open for Public Use, Volunteers Return to Facilities as Needed, Approval from Public Health Departments (Strategic Focus: Innovation - Creativity)

Phase 5: Full Staff in Facilities, Large Public Programs May Resume, Public Use of Meeting/Study Rooms, Approval from Public Health Departments (Strategic Focus: Community)

Phase 6: Fully Open, All Services Available, All Restrictions Lifted, Development of Closing Plan, Evaluation of Opening Plan (Strategic Focus: Accountability)

Phase 1 - Limited Staff in Facilities, Fully Virtual Services, No Public Access to Facilities, "Safer at Home" Order in Place

Overview

Staff will be allowed back into our facilities on a limited basis to complete specific tasks/goals and become familiar with required safety measures and procedures, but libraries will remain closed to the public. Services, programs, the telephone system, and chat/email reference will continue to be provided virtually from home by designated staff.

Strategic Focus: Internal - Staff

As our most important asset, staff will be the centerpiece of our efforts in Phase 1: ensuring that we have the necessary measures, equipment, and precautions in place to maintain a safe working environment; preparing our facilities and workspaces to accommodate proper social distancing; and working with our collections to prepare for circulation activities to resume in a controlled and sustainable manner.

Contingencies

Contingency	Owner
Personal Protective Equipment (PPE): Masks (2 per Staff or Staff-Supplied)	Security
Adequate EPA Approved Disinfectants	Facilities
Authorization from El Paso County Public Health	Leadership Team
Social Distancing Guidelines	Physical Spaces Team
Cleaning Procedures	Facilities, Cleaning Team

Tasks

- Discharge and shelve library materials that were returned prior to closing
- Pull and process holds
- Process billing items
- Complete weeding lists
- Begin preparing physical spaces for Phases 2 and 3
 - Installation of plexiglass shields at service points
 - Reconfigure public areas for social distancing
 - Reconfigure, as necessary, staff areas for social distancing
 - Reconfigure computer labs for social distancing
 - Develop and install appropriate signage and collateral
- Prepare for direct public services that will be implemented in Phase 2
 - Returns and quarantine (72 hours)
 - Curbside holds

- Printing, as available
- Possible distribution of program supplies
- Continue supporting remote working and professional development
- Continue providing and supporting virtual services
- Create "Guidelines and Implementation Plan" for Phase 2 for all locations
- Management Team: Understand FFCRA legislation, determine staffing levels for future phases, and identify vacant positions for potential hiring freeze
- *Select bookdrops **may** be opened towards the end of Phase 1 if individual facilities are adequately prepared*

Success

- PPE was used appropriately
- Social Distancing Guidelines were followed
- Physical spaces are adequately prepared
- Guidelines and Implementation Plans created for Phase 2

Phase 2 - Limited Staff in Facilities, Limited Physical Services, No Public Access to Facilities, "Safer at Home" Order in Place

Overview

Staff will be allowed back into our facilities on a limited basis to provide a small array of direct public services, such as curbside services, returns, and printing services. Patrons will not be allowed access to buildings. Services, programs, the telephone system, and chat/email reference will continue to be provided virtually from home by designated staff.

Strategic Focus: Service

Up until this point, the pandemic has forced the Library to provide services in a completely virtual environment. While those services allowed for many residents to access materials and programs, a substantial portion of our users--those without internet access or the necessary technology--were essentially disenfranchised from Library services. With this phase, we will begin addressing those issues of equity by providing limited access to our collections through curbside services and fulfillment of holds. We will also begin the process of accepting returns of the items that were in the community at the time of closure and finish preparing our facilities and collections for public use.

Contingencies

Contingency	Owner
Personal Protective Equipment (PPE): Masks (2 per Staff or Staff-Supplied), Gloves, and Face Shields	Security
Safety Equipment and Signage for Curbside Services	Facilities and Communications
Adequate EPA Approved Disinfectants	Facilities
Authorization from El Paso County Public Health	Leadership Team
Adequate Staffing at the Facility Level	Public Services
Social Distancing Guidelines	Physical Spaces Team
Cleaning Procedures	Facilities, Cleaning Team
Guidelines and Implementation Plans for Direct Public Services	Public Services

Tasks

- Continuation of Phase 1 tasks
- Curbside Services
 - Holds and checkouts

- Possible distribution of program supplies
- Printing, where available
- Returns
 - All locations accepting returned items
 - Quarantine procedures
- Complete preparation of physical spaces for future phases
 - Installation of plexiglass shields at service points
 - Reconfigure public areas for social distancing
 - Reconfigure computer labs for social distancing
 - Develop and implement appropriate signage
- Develop and implement appropriate messaging
- Activate switchboard
- Create "Guidelines and Implementation Plan" for Phase 3 for all locations
 - Metered patron access to buildings
 - Patron guidelines for library use

Success

- PPE was used appropriately
- Social Distancing Guidelines were followed
- Physical spaces are adequately prepared
- Public and staff notified of Phase 3
- Guidelines and Implementation Plans created for Phase 3
- Circulation processes are manageable on a daily basis
- Safety procedures are manageable on a daily basis

**Phase 3 - Limited Staff in Facilities, Expanding Physical Services,
Limited Public Access to Facilities, No Public Use of Meeting/Study Rooms,
No Public Programs, Friends Return to Facilities,
Approval from Public Health Departments**

Overview

A limited number of staff will be allowed back into our facilities to provide a larger array of direct public services. While curbside services will continue, a limited and controlled number of patrons will be allowed in to browse the collection, obtain assistance from staff, and use designated computers by appointment. The Friends of the Pikes Peak Library District will begin returning to the facilities to provide services, as they are able, in accordance with established PPLD health and safety guidelines. The first hour of every day will be reserved for vulnerable populations. Services and programs will continue to be provided virtually from home by designated staff, and the telephone system and chat/email reference will begin transitioning back into facilities.

Strategic Focus: Resources

The work of the previous two phases has prepared our facilities and collections to be directly accessed by the public, and they will now have access to nearly all of our resources. Signage, supplies and equipment, and clear markings to enforce social distancing and a safe environment will be prominently displayed to ensure the safety and health of both staff and the public. While access will be limited to control occupancy, our resources will once again be directly available to the public.

Contingencies

Contingency	Owner
Personal Protective Equipment (PPE): Masks for Public and Staff (2 per Staff or Staff-Supplied), Gloves, and Face Shields	Security
Building Capacity, Traffic Guidance, and Social Distancing and Patron Conduct Signage	Facilities and Communications
Adequate EPA Approved Disinfectants	Facilities
Authorization from El Paso County Public Health and Variance from Public Health Order from Governor’s Office, if Necessary	Leadership Team
Adequate Staffing at the Facility Level	Public Services
Social Distancing Guidelines	Physical Spaces Team

<p>Cleaning Procedures</p> <ul style="list-style-type: none"> ● Computers and Self-Checks ● Other Identified Equipment and High-Touch Surfaces 	<p>Facilities, Cleaning Team</p>
<p>Guidelines and Implementation Plans for Direct Public Services</p> <ul style="list-style-type: none"> ● Computer Appointments ● Special Collections: Open Stacks (Upstairs) and by Appointment (Archives) 	<p>Public Services, Internet/Printing Team</p>

Tasks

- Continuation of Phase 2 tasks
- Curbside Services
 - Holds and checkouts
 - Possible distribution of program kits
 - Library cards
 - Printing, where available
- Returns
 - All locations accepting returned items
 - Quarantine procedures
- Complete preparation of physical spaces for expanded public access in later phases
 - Installation of additional plexiglass shields at service points, if possible
 - Reconfigure meeting rooms for social distancing
 - Maintain social distancing in computer labs
 - Develop and implement appropriate signage
- PPLD Friends begin to phase in operations
 - Donations are accepted and quarantined
 - Book stores resume operation
- Develop and implement appropriate messaging
- Create "Guidelines and Implementation Plan" for Phase 4 for all locations
 - Makerspaces and studios
 - Public programming

Success

- PPE was used appropriately
- Social Distancing Guidelines were followed
- Physical spaces are adequately prepared
- Public and staff notified of Phase 4
- Guidelines and Implementation Plans created for Phase 4
- Building capacities are manageable on a daily basis
- Safety procedures are manageable on a daily basis

Phase 4 - Transition to Full Staff in Facilities, Expanding Public Access to Facilities, No Public Use of Meeting/Study Rooms, Small Public Programs or Classes May Resume, Makerspace/Studios Open for Public Use, Volunteers Return to Facilities as Needed, Approval from Public Health Departments

Overview

Staffing levels will return to pre-pandemic levels throughout this phase. While curbside services will continue, a limited and controlled number of patrons will be allowed in to browse the collection, obtain assistance from staff, and utilize makerspaces, studios, and designated computers by appointment. The first hour of every day will be reserved for vulnerable populations. The Friends of the Pikes Peak Library District will be active in all locations, as they are able, in accordance with established PPLD health and safety guidelines. Volunteers will be brought back into facilities, as needed, to assist with library operations. The telephone system and chat/email reference will be primarily based in facilities, with some virtual, as necessary. Many services and programs will continue to be provided virtually from home by designated staff, but smaller public programs and classes will resume, subject to guidance provided by El Paso County Public Health.

Strategic Focus: Innovation - Creativity

The first three phases gradually moved us to a place where patrons could safely visit our facilities to use computers or checkout library materials, and the emphasis was on keeping their visits brief. With staffing levels returning to a previous levels, additional services and resources can now be offered to the public, and we will now offer our users the ability to spend more time in our buildings, attend programming, and explore their creativity through the use of our studios. Social distancing, signage, and masks will continue to ensure a safe environment for staff and the public.

Contingencies

Contingency	Owner
Personal Protective Equipment (PPE): Masks for Public and Staff (2 per Staff), Gloves, and Face Shields	Security
Safety Equipment and Signage for Expanded Services	Facilities and Communications
Makerspace and Studio Procedures in Place	Creative Services
In-Person Programming Procedures in Place	Public Services
Adequate EPA Approved Disinfectants	Facilities
Authorization from El Paso County Public Health and Variance from Public Health Order from Governor’s Office, if Necessary	Leadership Team

Adequate Staffing at the Facility Level	Public Services
Social Distancing Guidelines, Established Meeting Room Capacities, and Guidelines for Limited Public Programming	Physical Spaces Team
Cleaning Procedures	Facilities, Cleaning Team
Guidelines and Implementation Plans for Direct Public Services	Public Services

Tasks

- Continuation of Phase 3 tasks
- Curbside Services
 - Holds and checkouts
 - Possible distribution of program kits
 - Library cards
 - Printing, where available
- Returns
 - All locations accepting returned items.
 - Quarantine procedures
- Complete preparations of physical spaces for future phases
 - Meeting Room/Study Room spaces and quarantine
 - Reconfigure public areas for social distancing
 - Reconfigure computer labs for social distancing
 - Develop and install appropriate signage and collateral
- Begin phasing PPLD volunteers back as needed
 - PPE for volunteers
 - Tasks based on identified needs
 - Adequate workspace with social distancing
 - Based on manager approval
- Creative Services
 - Makerspaces and Studios by reservation only
- Programming
 - Based on meeting room availability
 - Adult Services - recurring programs resume (bookclubs, crochet groups, etc.)
 - Family and Children’s Services - maintain virtual programming
 - Adult Education - resume in person classes
 - Small programs
 - Continue virtual programs, more interactive
 - Take and Makes
- Patron building usage
 - Increased availability of furniture (subject to social distancing requirements and adequate staffing levels for proper cleaning)
- Assess where we are based on local, regional, and national conditions
- Create “Guidelines and Implementation Plan” for Phase 5 for all locations

Success

- Able to quarantine materials with minimal use of meeting or study rooms
- PPE was continued to be used appropriately
- Social Distancing Guidelines were followed with increasing services
- Physical spaces are adequately prepared
- Guidelines and Implementation Plans created for Phase 5
- Patrons and staff notified of service and procedure changes
- Signage developed and installed at all locations
- Building capacities are manageable on a daily basis
- Safety procedures are manageable on a daily basis