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impact individual lives and build community

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

August 18, 2021 5 pm

Penrose Library – Columbine Room

VIRTUAL MEETING (ZOOM)

Call in: 1-253- 215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799

Meeting ID: 999 9730 6850

Passcode: 399338

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 1. Staff Promotions and New Hires
 - a. Andy Biadasz, Network Administrator (R. Peters)
 - b. Rebecca Capistrano, IT Department Administrative Specialist (R. Peters)
 - c. Scott Crum, Culinary Program Supervisor (B. Cruz)
 - d. Nawal Shahril, Creative Services Floating Senior Library Associate (B. Cruz)
 2. Virtual Courtroom (D. Hamilton)
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 21-8-1: Minutes of the July 21, 2021 Meeting (p. 2)
 - 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. Discussion: Mid-year Budget Resolution (M. Varnet, J. Spears) (p. 8)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 35)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 37)
 - C. Financial Report (M. Varnet) (p. 38)
 - D. Public Services Report (T. Shainidze Krebs) (p. 60)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 74)
 - F. Chief Librarian's Report (J. Spears)
 - 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>



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
July 21, 2021 4 pm

Penrose Library – Columbine Room

VIRTUAL MEETING (ZOOM)

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BOARD MEMBERS, PIKES PEAK LIBRARY STAFF & OTHERS PRESENT

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

Chief Librarian and CEO John Spears, Librarian Evan Childress, Director of the West Region Michael Doherty, Audio Visual Analyst Phillip Dumas, Executive Assistant Laura Foster, Penrose Library Manager Alicia Gomori, County Commissioner Randy Helms, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter, Steve Abele, Economic and Planning Systems Vice President Tim Morzel, David Neville, Cohen-Esrey Development Director Lisa Sorenson, Executive Director of the Colorado Springs Urban Renewal Authority Jariah Walker

CALL TO ORDER

President Vanderschuere called the July 21, 2021 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Storytime Outreach to R.J. Montgomery Center

Penrose Library Manager Alicia Gomori and Librarian Evan Childress provided an overview of the Storytime Outreach to the R.J. Montgomery Center that began last week. The Center is operated by the Salvation Army and serves families experiencing homelessness.

The program focuses on early literacy and the critical development of skills young children need to be prepared to learn to read and write when reaching school age. Bringing Storytime to the Center removes the barrier some families have in coming to the library and provides some normalcy for families facing difficult circumstances. Both children and adult books are donated by PPLD in hopes of fully stocking a bookshelf at the Center.

PUBLIC COMMENT

County Commissioner Holly Williams shared her appreciation for the change in meeting time to 5:00 p.m. Commissioner Williams mentioned that she had attended the National Association of Counties Meetings in Washington D.C. and shared that

some larger counties bring representatives from their libraries to the meetings to apply for awards. President Vanderschuere shared that PPLD won the Golding Award from the Special District Association last year, a recognition that is rarely awarded to libraries. Commissioner Williams congratulated PPLD for the recognition as the Special District Association is a large organization that includes a wide breadth of community services in Colorado.

BUSINESS ITEMS

Decision 21-7-1: Minutes of the June 16, 2021 Meeting

The minutes of the June 16, 2021 meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Dr. Stoll made a motion to approve the minutes of the June 16, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Dora Gonzales 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 21-7-2: Almagre Urban Renewal Area

Executive Director of the Colorado Springs Urban Renewal Authority Jariah Walker introduced Lisa Sorensen, Development Director at Cohen-Esrey, who provided a presentation on the Almagre project, also known as Lofts at 1609, the first affordable housing project in Southeast Colorado Springs. Partners of the project include HOMECOS: Housing our Future, the Pikes Peak Workforce Center, The Independence Center, The Colorado Health Foundation, the Colorado Housing and Finance Authority (CHFA) and local organization who provide services to veterans and those experiencing homelessness.

Trustee Mina Liebert suggested partnering with the RISE Coalition (RISE | Southeast). Rise | Southeast is a partnership with the Colorado Springs Black Chamber of Commerce, The Council of Neighbors and Organizations (CONO) and the YMCA of the Pikes Peak Region. This partnership could provide options for informing local residents about the project. Income verification will be required of applicants and rent will be re-evaluated and changed as needed over time.

PPLD's further collaboration with this project could include an onsite computer lab for residents. The financial impact on PPLD's budget is approximately \$5000 per year for the next 25 years. It is the recommendation of PPLD Leadership that the Board approve this project.

Motion: Mina Liebert made a motion to approve the Library District's participation in the Colorado Springs Urban Renewal Authority Almagre project as presented.

Second: Debbie English seconded the motion.

Vote: President Vanderschuere called for a vote by roll call.

Wayne Vanderschuere: Yes

Scott Taylor: Yes

Dora Gonzales: Yes

Debbie English: Yes
Mina Liebert: Yes
Dr. Ned Stoll: Yes
Cathy Grossman abstained from voting

With six members voting yes and one member abstaining, the motion passed 6-0.

Decision 21-7-3: 2020 Fiscal Year Audit

An audit of PPLD's 2020 financial records was conducted in accordance with all applicable State statutes and in accordance with Generally Accepted Auditing Standards.

Representatives from BKD, LLP met with the Internal Affairs Committee virtually on June 28, 2021. BKD, LLP issued an unqualified opinion, which means that PPLD's financial records are materially correct as presented.

Chief Financial Officer Mike Varnet briefly highlighted some details included in the *Comprehensive Annual Financial Report for the Year ending December 31, 2020*, which was included in the Board packet. Mr. Varnet thanked everyone who participated in the audit process, specifically recognizing Accountant Tatiana Zonte and all Finance Department team members.

Motion: Cathy Grossman moved that the Pikes Peak Library District Board of Trustees accept the audit of the District's 2020 financial records as presented by BKD, LLP.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-7-4: Solution as a Service: Self-Check and Security Gate Replacement

Chief Information Technology Officer Rich Peters presented four courses of action (COA) of which the fourth is the recommended solution. Any additional technology expenditures, including additions or deletions to meet emerging requirements, are included in the subscription price.

Motion: Dr. Stoll moved that the Pikes Peak Library District Board of Trustees approve the fourth COA as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

President Vanderschuere took a moment to welcome City Councilman Randy Helms to the meeting. Councilman Helms indicated he came directly from the Utilities Board meeting and will catch up on the earlier portion of the meeting with Commissioner Williams.

Decision 21-7-5: Patron Technology Refresh for Patron Computers

Chief Information Technology Officer Rich Peters explained that this plan will provide a significant cost savings for the District, eliminating the RFP process that requires a lot of time for IT and Finance staff.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Patron Technology Refresh for Patron Computers as presented.

Second: Dr. Stoll seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-7-6: Board meeting time

PPLD Board of Trustee meeting times have been adjusted in the past so that City Council and County Commissioner liaisons are able to attend. The Utilities Board meeting conflicts with our current meeting time and starting the PPLD Board of Trustees meeting at 5:00 pm will make it easier for City Council liaisons to attend. This change would begin in August 2021 and be in effect until another change is necessary.

Motion: Debbie English made a motion that the regular meeting time of the Pikes Peak Library District Board of Trustees be changed to 5:00 p.m. on the existing monthly cycle.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors Stephen Adams was unable to attend today's meeting. President Wayne Vanderschuere mentioned that the Literary Awards Ceremony will be held on August 8 at the Colorado Springs Marriott.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Mina Liebert asked for more details regarding the meeting with the Colorado Springs Health Foundation. Chief Development Officer and Foundation Executive Officer Lance James explained that the conversation centered around social services.

Financial Report

The Financial Report for the period ending June 30, 2021 was included in the Board packet. Chief Financial Officer Mike Varnet shared that PPLD has received the \$350,000 reimbursement from the Coronavirus Relief Fund (CVRF). Revenue is tracking higher than last year, due to tax collection deferrals in 2020, and expenditures are also tracking higher as the transfer from capital funds has already occurred. Overall, the budget is aligned with previous years.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs began by thanking the Facilities staff for supporting recent outreach events with limited notice.

Public Services is focused on providing services that reflect the diverse population of El Paso County. Creative Services is planning an exhibit for November honoring military service of staff and their family members and invited the Board of Trustees to participate. Collection of stories and photos will begin in September and the exhibit will travel around the District. This fall, staff will be reaching out to faith-based organizations in the area to discuss how the Library can be of service.

Ms. Shainidze Krebs thanked all of the Public Services Directors for working diligently on the plan for 2022, specifically Shirley Martinez' efforts to address concerns identified in the DEI audit that was presented earlier this year.

Scott Taylor shared his appreciation for Shakespeare in the Park that is in partnership with Theatreworks. This event was held July 10, 2021 in George Fellows Park at East Library.

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

The Support Services Reports were included in the Board packet. Dora Gonzales commented that partnering with Little Libraries is a great idea. Chief Communications Officer Michelle Ray explained that the partnership began to promote Summer Adventure and expects there will be more opportunities to partner in the future. In response to a question from

Mina Liebert, Chief Human Resources Officer Heather Laslie shared that DEI Director Shirley Martinez's responsibilities are focused on the public and internally the responsibility falls on Cody Logsdon as Organization Development Manager in Human Resources. The relationship is very collaborative to ensure consistency. Cathy Grossman shared how impressed she was with the Safety, Social Services & Security Report's creative and forward-thinking approach.

Chief Librarian John Spears announced that Chief Safety, Social Services, and Security Officer Michael Brantner has received the unsung hero award from the Colorado Association of Libraries (CAL). As safety was of utmost concern during the pandemic, PPLD would not have gotten through all the changes without Mr. Brantner's expertise.

Chief Librarian's Report

Chief Librarian John Spears indicated that the Leadership Team is closely monitoring the rate of Covid infections in El Paso County as the Delta variant becomes more prevalent. No changes are expected at this time.

PPLD is discussing the Manitou Art Center (MAC) MOU because of increased MAC memberships and PPLD library cards provided to the public. The discussions revolve around balancing expenses between the two organizations due to this increased activity.

Chief Librarian Spears thanked Chief Finance Officer and the Finance Department staff for their work on the yearly audit.

Training for PPLD staff is being expanded to include quarterly In-Service Days, beginning in late August. These trainings will be specific to the area in which staff work, with a few sessions available to all.

Like many other organizations, PPLD is beginning to experience difficulties with finding applicants for positions at all levels across the district. The District has over 40 open positions. A salary study is being conducted for the Equal Pay for Equal Work Act in conjunction with the Employers Council and a standard salary survey will occur this fall. PPLD is modifying how open positions are advertised and hiring challenges continue to be discussed with local and state Human Resources groups as all are facing this difficulty. Some library positions no longer have the education requirements used in the past. This can broaden the pool of applicants but also lowers the salary for the position and potentially impacts applicant interest.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the Committee met on July 6, 2021. The committee discussed the upcoming Trustee vacancy and distributed the competencies survey to Board members to determine what skills are needed on the Board. Conversations continue regarding a retreat for the Board this fall with a date yet to be determined. The timeline for the search process, position description and application will be shared with all Trustees to promote within their own networks. Other topics discussed were the on-going outreach to officials to build and maintain relationship and the Adopt-a-Trustee program that has been postponed until 2022. Trustees should contact Chief Librarian Spears or Governance Committee Chair Debbie English if you'd like to arrange a meeting with any specific department or Library.

Internal Affairs Committee Report

Internal Affairs Committee Chair Dr. Ned Stoll reported that the Committee met on July 6, 2021. The meeting included a presentation on the Almagre Urban Renewal Area and a presentation from Chief Information Technology Officer Rich Peters on the Solutions as a Service and Patron Technology refresh decisions discussed earlier in this meeting. Dr. Stoll also confirmed the audit meeting conducted with BKD, LLP in late June.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert reported that the Committee met on July 6, 2021. The committee discussed how outreach to public officials and local community leaders will occur.

Board President's Report

President Wayne Vanderschuere recommends that everyone listen to the Studio809 podcast with Chief Librarian John Spears and host Beth Roalstad on the new form of community library.

ADJOURNMENT

There being no further business to conduct, President Wayne Vanderschuere adjourned the July 21, 2021 meeting of the Pikes Peak Library Board of Trustees at 5:50 p.m.

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

2021 Supplementary Budget Resolution

History

In September 1998, the State of Colorado revised its Financial Management Manual, A Guide for Colorado Governments. Included in this manual is a section pertaining to annual budgets and supplementary budgets.

The manual clearly indicates that when and how a budget can be amended during the year is a subject of continual concern to local governments. However, it does clarify the fact that when supplemental budget resolutions are proposed, a notice to the public must be given in a manner like the annual budget. Accordingly, the proposed resolutions (discussed below) are presented to the Board of Trustees (Board) as an informational item at the August Board meeting. Upon completion of that meeting, a public notice will be prepared stating the resolutions are available for public inspection, and the public notice will be placed in the local newspaper. The resolution will be presented as a decision item at the Wed., Sep. 22 Board meeting.

Attached are copies of the supplementary budget resolutions for the General Fund, the East Library Capital Project Fund, the Penrose Library Capital Project Fund, the Library 21c Capital Project Fund, the Capital Reserve Fund, and the Special Revenue Funds, along with the supporting schedules.

GENERAL FUND

Revenues

In early 2020, the COVID-19 virus, a pandemic that is currently ongoing, began in early 2020 (after the 2020 budget was approved by the Board), and the impact on local, state, national and global economies has been significant in terms of negative consequences. The economies improved tremendously in the latter half of 2020 and into 2021. However, the longer-term financial impact of COVID-19 is still not entirely known at this time. As such, management continues to review and update its estimates for revenue collections for 2021. Management anticipates several revenue account collections will oscillate from the approved 2021 budget, but the estimates will substantially offset each other, and at this time, management is not proposing any adjustments to the revenue accounts as a direct result of COVID-19.

However, there are several adjustments affecting revenues that were not know at the time the 2021 budget was approved:

1. The 2021 approved budget included \$460,800 as anticipated revenue from eRate funding for a Management Broadband Services project. That project was deferred until the 2022 – 2023 funding year for eRate purposes, so the budget (both revenues and expenditures) will be reduced by that amount.
2. PPLD has received notice of several grants/donations that were not know when the 2021 Budget was approved. The total is \$707,600. A brief summary of the larger grants is:

- a. At the end of 2020, PPLD received a \$500,000 federal grant (CARES Act) for 2020 and 2021. A total of \$353,734 of grant revenue will be recognized and recorded as revenue during 2021.
- b. PPLD received notice that it will receive up to \$177,646 as part of the American Recovery Act, through the Colorado State Library.
- c. Several other grants/donations are included on the schedule for the General Fund amendment.

As such, the above adjustments effectively increase the 2021 revenue budget by \$246,800 from \$36,193,544 to \$36,440,344. Management will continue to evaluate and assess the collectivity of the revenue accounts for 2021. At this moment, management is not aware of any further collectability concerns for 2021.

Expenditures

The following section provides the proposed adjustments to be made to PPLD's 2021 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$310,030

The proposed Amendment includes an increase to the expenditure budget for encumbrances outstanding as of Dec. 31, 2020. Encumbrances represent items ordered but not yet received by the District. The expenditure is recorded when the item is received. This is a typical budget practice for government entities, and the balance agrees to the 2020 Annual Comprehensive Financial Report.

2. Operating transfer – Capital Reserve Fund – \$750,000

As part of the 2021 approved budget, the Board of Trustees approved an incremental approach towards funding the complete replacement and upgrades of all PPLD access points/locations. Under this approach, this project would have taken approximately 8 – 10 years to complete, and that would have been problematic because all equipment would be “piecemealed” whereas different versions of the same equipment would have to be maintained. The recommended approach would be to complete this project all at once for various reasons including sustainability. The budget amendment includes a recommendation to transfer \$750,000 to the Capital Reserve fund to cover this project.

3. Operating transfer – Capital Reserve Fund – (\$566,800)

As discussed above, the Managed Broadband Services eRate project has been deferred until next year (\$460,800). In addition, the Information Technology staff has also identified several other projects that were included in the 2021 budget that could be deferred to a subsequent year (\$106,000). Therefore, the 2021 budget amendment includes a reduction of the transfer of funds by (\$566,800).

4. Health Plan – one month of no premium collections from neither PPLD nor its plan participants – (190,000)

Since 2003, as part of its benefit package, PPLD has provided a partially insured health plan to its employees with 30 or more regularly scheduled work hours per week. In prior

years, PPLD has been able to offer a month of no premium collections (a premium holiday so-to-speak) to its participants when plan reserves, resulting from effective use of the plan benefits by plan participants, reached a certain level. During 2021, the reserves are sufficient to offer a month of no premium collections during 2021 to the plan's current participants. The savings to PPLD is estimated at \$190,000 for one month (the numbers vary from month to month depending on enrollment).

5. Lease expense – Palmer Lake Library facility - \$6,000

For many years, PPLD has leased space from the Town of Palmer Lake for its library facility in Palmer Lake at no cost. During late 2020 and into 2021, the Town of Palmer Lake has been renovating the facility, specifically the entrance ramp, to ensure compliance with ADA. The facility has been closed during this period. To help sustain this facility into the future, Management recommends the current facility arrangements be modified so that PPLD is paying \$1,000 per month as rent. The formal lease agreement is forthcoming, and the \$6,000 serves as a placeholder for possible 2021 rent expense.

6. Grants/designated funds - \$503,176

As discussed above, PPLD received notice of several grants/donations and the use of designated funds. The larger amounts include \$177,646 from the American Recovery Act through the Colorado State Library, and \$143,258 for 2021 COVID-19 related expenditures as part of the CARES Act grant. Estimated expenditures for other activity are included in the schedule for the General Fund 2021 amendment.

7. Savings from vacant positions – (\$600,000)

Each year, PPLD includes in its budget a targeted savings amount resulting from vacant positions. For budgetary purposes, PPLD assumes all positions will be filled throughout the year, which of course is never the case. The target included in the 2021 budget was a savings of \$715,000.

As a result of the pandemic, at least in part, PPLD employed a hiring freeze on many vacant positions during 2020. Although the hiring freeze is not in play for 2021, PPLD has experienced a significant amount of turnover, and it has also seen a significant decline in the number of job applicants. Stated differently, PPLD has had a difficult time hiring and retaining employees during 2021, at least relative to prior years. This seems to be the trend nationwide. Management believes it will realize at least an additional \$600,000 in savings from vacant positions during 2021.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2021 General Fund appropriation from \$36,690,372 to \$36,902,778 an increase of \$212,406.

EAST LIBRARY CAPITAL PROJECT FUND

The District's East Library Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of East Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the East Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2021 budget for expenditures from \$84,200 to \$158,542.

PENROSE LIBRARY CAPITAL PROJECT FUND

The District's Penrose Library Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of Penrose Library. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the Penrose Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2021 budget for expenditures from \$162,500 to \$418,470.

LIBRARY 21C CAPITAL PROJECT FUND

The District's Library 21c Capital Project Fund is used to account for all financial activity related to the funding of all capital projects exclusively to the benefit of Library 21c. Funding for this project comes from the General Fund and from fundraising efforts.

The proposed budget Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.

The attached schedule shows how the funds are allocated by project/purchase, and it incorporates the three discussion items listed above. The effect of this Amendment is to increase the 2021 budget for expenditures from \$165,000 to \$354,864.

CAPITAL RESERVE FUND

The District's Capital Reserve Fund is used to account for all financial activity related to the District's capital projects/purchases that are not accounted for in neither the East Library Capital Projects Fund, the Penrose Library Capital Projects Fund, nor the Library 21c Capital Project Fund. Sources of funds come primarily from the General Fund and from fundraising activities.

The proposed Amendment addresses the following items:

1. The Amendment allocates the fund balance as of Dec. 31, 2020 to the 2021 budget for the Capital Reserve Fund projects/purchases, which have been previously identified and approved as part of the previous annual budget process. This practice is consistent with prior years.
2. As discussed above, the proposed budget Amendment includes a transfer of \$750,000 from the General Fund to cover the additional costs of completing the Access Control project all at once versus completing the project on a piecemeal basis over an 8-10 year period.

Also, as discussed above, the 2021 proposed budget Amendment includes a reduction of funds transferred from the General Fund for the deferral of several projects (\$460,800 for the

deferral of the Management Broadband Services project, and \$106,000 for UPS and router equipment replacement projects).

3. As part of the lease extension for the District’s Ruth Holley Library facility, the landlord agreed to reimburse PPLD for certain leasehold improvement costs incurred by PPLD at this facility. Although most of the costs were in fact reimbursed by the Landlord during 2020, an additional \$10,202 has also been identified for reimbursement during 2021.
4. The district’s 2020 Budget included \$75,000 to be received from fundraising endeavors for the replacement of the floor at the Old Colorado City Library facility. These budgets are multi-year budgets meaning the fundraising needs are carried over to the subsequent year – in this case to 2021 as the project was completed during 2021.

As a result of all items discussed above, the Amendment results in an increase of Revenues and Other Financing Sources from \$1,837,102 to \$2,105,504, and an increase in the 2021 appropriation from \$1,837,102 to \$4,419,447.

SPECIAL REVENUE FUNDS

The mid-year budget Amendment also includes a resolution to increase various fund appropriations because of the remaining fund balances as of Dec. 31, 2020.

The recommended Amendments are as follows:

<u>Fund</u>	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Cheyenne Mountain Library Support Fund	\$ -	\$ 812	812
High Prairie Library Support Fund	-	92,626	92,626
Sand Creek Library Support Fund	-	12,283	12,283
Total	\$ -	\$ 105,721	\$ 105,721

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2021. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature, and we are required to account for them as Special Revenue Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were spent during 2020.

BUDGET DISCUSSION – 2020 MIDYEAR AND 2021 FISCAL YEAR

We have begun the budget process for fiscal year 2022. As required by state law, a proposal of the 2022 budget will be delivered to the Board by October 15, 2021. The 2022 budget will be discussed, and action will be taken at the Board’s December 8, 2021 Board meeting, which is the same date as the public hearing as required by state law.

Much of this conversation continues to be based on the implications of the 2020 COVID-19 pandemic that we all are currently facing that has been carried over into 2021 and most likely into future years and suffice it to say much of the information we have can and will change as events occur. Stated differently, the circumstances we deal with because of the pandemic are fluid at best, and many things are constantly changing, and that includes legislation as well as economic factors.

It is too preliminary to discuss budget specifics for 2022 primarily because we should receive the preliminary information for our tax revenue calculations from the County Assessor's Office in late August. We will receive the final information from the County Assessor by Thurs., Nov. 25, 2021, at which time our revenue estimates will be further refined.

A very preliminary estimate of the change in PPLD's assessed valuation total from 2021 to 2022 is an increase of approximately 15 - 18%. This considers the fact that this is a reassessment year, which is done every two years for even year budgets.

Please note that Colorado residents previously passed a ballot issue to repeal the Gallagher Amendment. However, the Colorado Legislature passed SB 21-293, The Property Tax Classification and Assessment Act.

The following is a summary of this Act:

The act repeals a moratorium on changing a ratio for valuation for assessment (assessment rate), which is the percentage applied to a property's actual value to determine the taxable amount upon which a mill levy is imposed and classifies agricultural property, lodging property, and renewable energy production property as new subclasses of nonresidential property for purposes of the valuation for assessment. The assessment rate for agricultural property and renewable energy production property is temporarily reduced from 29% to 26.4% for the next two property tax years. The law is restructured so that, if an initiated measure to reduce the assessment rate for nonresidential property is approved by voters, then it would only apply to lodging property.

Multi-family residential real property is classified as a new subclass of residential real property. The law is restructured so that, if an initiated measure to reduce the residential assessment rate is approved by voters, then it would only apply to multi-family residential real property. If the initiated measure fails or is not on the ballot, then, the assessment rate for multi-family residential real property is temporarily reduced from 7.15% to 6.8% for the next two property tax years. The assessment rate for all residential real property other than multi-family residential real property is temporarily reduced from 7.15% to 6.95% for the next two property tax years.

The property tax deferral program is expanded to allow any person to defer the payment of the portion of real property taxes that exceed the tax-growth cap, which is an amount equal to the average of the person's real property taxes paid for the preceding two property tax years for the same homestead, increased by 4%. The minimum amount a taxpayer may defer at one time under this authorization is \$100, and the total taxes that a taxpayer may defer is \$10,000. The taxpayer is treated like a person called into military service for purposes of surviving-spouse eligibility and the equity the person must have in the homestead to qualify for a deferral.

The governor's office, in consultation with the treasurer, is required to commission a study on the property tax deferral program and make recommendations for possible changes to the general assembly by January 1, 2022.

Assessors are required to include information about the assessment rates that apply to the various classes of property, which is prepared by the property tax administrator, along with the notices of valuation that are sent in 2022 or make this information available on the assessor's website.

Finally, the act makes conforming amendments related to the new classifications or assessment rates.

Management is working on how this Act will affect future budgets. This Act will affect PPLD's 2023 and 2024 budget initially. Please note there are other efforts by citizens to place an issue on the November 2021 ballot that has additional limits/restrictions than SB 21-293.

PPLD's property tax revenue is subject to the more restrictive of the limitations imposed by TABOR and the State's 5.5% limitation. This is noteworthy because property tax revenue accounts for about 85% of our total revenue in any given year. Depending on the actual TABOR factors (inflation and growth) and the change in assessed valuation, we will adjust our mill levy for operating purposes from the current levy of 3.845 mills. Assuming PPLD is entitled to collect this additional revenue legally as per the two limitations referred to above, we anticipate this will generate about \$1.5 – \$1.8 million in additional revenue for 2022. PPLD has flexibility as the current operating mill levy is less than the 4.000 mill levy limit, just as long as the calculated mill levy for 2022 and the property tax revenue total it generates complies with the TABOR limits for property tax revenue and fiscal year spending.

A full discussion of the resource allocation issues affecting PPLD for 2022 are beyond the scope of this memo. Such issues will be identified and discussed as part of the 2022 budget discussions and processes. However, there are several broad issues that will affect this process which are appropriate to discuss here. They are as follows, and by no means are they all-inclusive or in any order of importance.

1. As stated above, the effects of COVID-19 will remain an issue for an extended period. Management is monitoring how these effects will impact our operating and capital budgets. As of the date of this memo, PPLD is still not entirely open to the public and management is not sure when that will occur. Accordingly, staff has adapted as best as possible to the "new normal", which includes offering more services virtually, curbside services, telecommuting for employees, supply shortages/cost impacts, and so forth. State-wide health ordinances also affect PPLD operations, and management is monitoring those closely as well.
2. One significant issue is the funding status of the El Paso County Retirement Plan. Currently, the Retirement Plan is underfunded and the actuarially determined contribution rates exceed the current contribution rates, meaning we can expect a change in the contribution rates at some point in the future. Potentially, the employer contribution rate may increase to 10% (from 8%) starting in 2022, and it may eventually move to 12% by 2025. PPLD's current contribution amount is approximately \$1 million, meaning if the rate does increase to 10% for 2022, PPLD's contribution expenditures will increase by approximately \$250,000.
3. There are several large capital projects affecting PPLD's facilities which need to be completed at some point soon. We have deferred what we can for as long as we can, but we can't defer them forever. They are substantial in terms of cost. Examples include replacing the roofs at both the Penrose and East library facilities. Management is working on its recommendations for the Board as to the timing of such projects, and its recommendations will be presented to the Board at a later date.
4. State law stipulates the minimum wage be adjusted annually. The minimum wage for 2021 is \$12.32 per hour, and for 2022, the rate will be adjusted based on CPI for Denver/Boulder/Lakewood. At a 3% inflation factor, the minimum wage rate would increase to \$12.69. For 2022, this means the pay range for the lowest level will need to be adjusted. Management is currently developing recommendations as to what to do considering this issue will be on-going, and there is a possibility that the Federal minimum wage rate may increase to \$15.00 per hour by 2024. Our pay scale will need to change accordingly.

The minimum wage rate for Denver will be \$15.87 per hour effective Jan. 1, 2022.

5. Management believes the budget for library materials should be reviewed closely and augmented as much as possible for 2022.
6. As part of the 2021 budget process, we will be reviewing all contracts and other services/expenditures.
7. As stipulated by law, Management is currently conducting an Equal Pay for Equal Work study, and as of the date of this memo, the impact from the results of the study is unknown.
8. Management will also be conducting a pay and classification study that will, among other things, review PPLD's position classifications and pay as compared to market rates. The impact from the results of this study will not be known until later this year.
9. It is too early to tell what the health insurance rates will be for 2022, given everything including the impacts of the pandemic. Preliminarily, an estimate would be about a 10% increase in the premium rates, but again, that won't be known for certain until later this year.
10. PPLD's long-term strategic plan and long-term facilities plan are both forthcoming. Once completed, there will be additional discussion about future long-term planning and budgeting issues. This discussion is simply preliminary and serves as a prelude to a much broader and thorough discussion about PPLD's long term financial needs and goals.

Management will discuss the impact of these (and other) issues as we move forward with the budget process. It is possible that we will adjust these Amendments to incorporate some of the issues discussed above. If so, such recommendations will be fully discussed and described by the September 22, 2021 Board meeting.

RECOMMENDATION

The Board of Trustees must defer any action on these resolutions until its Sept. 22, 2021 Board meeting.

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, this resolution is adopted for the following causes:

Revenues and Other Financing Sources

1. To decrease revenues by (\$460,800) for the deferral of a capital project that was to be funded by the Federal eRate program, which was included in the 2021 Budget.
2. To increase the 2021 Budget by \$707,600 for grants/donations, which were not known when the 2021 Budget was approved.

Expenditures and Other Financing Uses

1. To increase the 2021 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

a.	Library materials	\$91,040
b.	Other encumbrances	<u>218,990</u>
	Total encumbrances	<u>\$310,030</u>
2. To increase the 2021 Budget – Operating Fund Transfer to the Capital Reserve Fund by \$750,000 to cover expenditures related to a change in project scope and approach for the security system access control project.
3. To reduce the 2021 Budget – Operating Fund Transfer to the Capital Reserve Fund by (\$566,800) to defer several capital projects to a subsequent year.
4. To decrease the 2021 Budget by (\$190,000) for costs related to the health plan due to providing plan participants with one month of no premium charges.
5. To increase the 2021 Budget by \$6,000 for rental expense related to the Palmer Lake Library facility that were not anticipated when the 2021 Budget was approved.
6. To increase the 2021 Budget by \$503,176 for various grants and usage of designated funds, which were not known when the 2021 Budget was approved.
7. To reduce the 2021 Budget by (\$600,000) for savings from vacant positions not being filled immediately during 2020.

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

1. That the 2021 appropriation of the General Fund is hereby increased from \$36,690,372 to \$36,902,778; and

2. That the 2021 General Fund budget for Revenues and Sources of Funds is hereby increased from \$36,193,544 to \$36,440,344.

ADOPTED, this _____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
General Fund - Supplemental Budget
Fiscal Year 2021**

Category	Amount
Approved 2021 Budget - Revenues	\$ 36,193,544
Adjustments:	
eRate funding (MIBS project)	(460,800)
Grants/Designated Funds	
ARPA grant through Colorado Department of Education	177,646
Buell grant	30,000
Next 50 Grant	16,415
Vaccine clinic grant	34,800
IECLE grant	95,005
CARES Act grant	353,734
Total Grants/Designated Funds	<u>707,600</u>
Total Adjustments	<u>246,800</u>
2021 General Fund Revenue Budget, As Amended	<u>36,440,344</u>
Approved 2021 Budget - Expenditures	<u>36,690,372</u>
Utilization of Prior Year Reserved and Designated Fund Balance	
Encumbrances	
Library materials	91,040
Other encumbrances	<u>218,990</u>
Total Encumbrances	<u>310,030</u>
Other Items	
Operating transfer - Capital Reserve Fund (access control project)	750,000
Operating transfer - Capital Reserve Fund	(566,800)
Health Plan one month no premium collections from PPLD and staff	(190,000)
Lease expense - Palmer Lake facility lease	6,000
Grants/designated funds	
ARPA grant through Colorado Department of Education	177,646

**Pikes Peak Library District
General Fund - Supplemental Budget
Fiscal Year 2021**

Category	Amount
Buell grant	30,000
Next 50 Grant	16,415
Vaccine clinic grant	34,800
IECLE grant	95,005
CARES Act grant	143,258
Designated funds	6,052
Total Grants/Designated Funds	<u>503,176</u>
Vacant position savings	(600,000)
Total Other Items	<u>(97,624)</u>
Total Adjustments	<u>212,406</u>
2021 General Fund Expenditure Budget, As Amended	<u>36,902,778</u>
Excess Revenues Over (Less Than) Expenditures	(462,434)
Fund Balance - Beginning of Year	<u>11,320,091</u>
Fund Balance - End of Year	<u>\$ 10,857,657</u>

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$74,342 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the East Library Renovation Project Fund is hereby increased from \$84,200 to \$158,542, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
 East Library Capital Projects Fund
 Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 84,200	\$ -	\$ 84,200
Uses of Funds			
2021 Projects			
Add a closet with cooling for IT	25,000	-	25,000
Contingency	25,000	-	25,000
Computer lab tables	20,000	-	20,000
COVID upgrades	14,200	-	14,200
Pre-2021 projects			
Roofing evaluation & design	-	11,163	11,163
Replace aging fire panel	-	6,858	6,858
Convert sound booth room to storage	-	3,000	3,000
Furniture	-	30,000	30,000
Reading room furniture	-	4,360	4,360
Contingency	-	17,143	17,143
IT equipment contingency	-	1,818	1,818
Total Uses of Funds	84,200	74,342	158,542
(Excess) Expenditures over Revenues	-	(74,342)	(74,342)
Fund Balance - Beginning of Year	74,342	-	74,342
Fund Balance - End of Year	\$ 74,342	\$ (74,342)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$255,970 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 budget.

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$162,500 to \$418,470, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget

Sources of Funds

Funding - Pikes Peak Library District

Operating transfer - General Fund	\$ 525	\$ -	\$ 525
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2021 Projects

Open chairs for Adult Education Services	2,500	-	2,500
Roofing consultant to evaluate existing roof	35,000	-	35,000
Install glass wall structure - Executive Assistant area	15,000	-	15,000
Building maintenance/minor renovation projects			
Add office for Manager	20,000	-	20,000
Add IT closet	25,000	-	25,000
KCH Add mezzanine door structure	15,000	-	15,000
KCH Painting allowance	25,000	-	25,000
Contingency	25,000	-	25,000

Pre-2021 Projects

Roofing evaluation	-	27,922	27,922
KCH-movable walls/partitions	-	3,000	3,000
KCH-replace awning - front entrance	-	1,500	1,500
Replace existing parking meters	-	50,000	50,000
Chiller replacement	-	55,000	55,000
KCH - chairs For mezzanine	-	2,550	2,550
KCH - work tables (4), mezzanine	-	6,200	6,200
Contingency	-	109,798	109,798

Total Uses of Funds	162,500	255,970	418,470
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(Excess) Expenditures over Revenues	(161,975)	(255,970)	(417,945)
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Fund Balance - Beginning of Year	417,945	-	417,945
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Fund Balance - End of Year	\$ 255,970	\$ (255,970)	\$ -
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RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$189,864 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the Library 21c Capital Project Fund is hereby increased from \$165,000 to \$354,864, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
Library 21c Capital Projects Fund
Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 165,000	\$ -	\$ 165,000
Uses of Funds			
2021 Projects			
Awning for curbside service	25,000	-	25,000
Back up generator	105,000	-	105,000
Contingency	25,000	-	25,000
Closet UPS	10,000	-	10,000
Pre 2021 Projects			
Add gas supply to kitchen	-	2,509	2,509
Install new service point first floor	-	20,000	20,000
Revamp Creative Service area	-	3,000	3,000
Culinary Lab equipment	-	85,195	85,195
Adjustable height tables - Collection Management	-	1,200	1,200
Replace desk-Children's Services	-	6,000	6,000
Replace tables and chairs - training room	-	9,500	9,500
Contingency	-	37,588	37,588
Equipment replacement/contingency	-	24,872	24,872
Total Uses of Funds	165,000	189,864	354,864
(Excess) Expenditures over Revenues	-	(189,864)	(189,864)
Fund Balance - Beginning of Year	189,864	-	189,864
Fund Balance - End of Year	\$ 189,864	\$ (189,864)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, a total of \$2,313,943 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2021 Budget,

AND WHEREAS, a total of \$750,000 of funds are needed to complete the security system access control project; such expenditures were not anticipated upon approval of the 2020 Budget,

AND WHEREAS, a total of \$460,800 of funds originally set aside for telecommunication switches project, to be funded through the Federal eRate program and approved in the 2021 Budget, is deferred to a subsequent year,

AND WHEREAS, a total of \$106,000 of funds originally set aside for UPS rotation and router replacement projects approved in the 2021 Budget, is deferred to a subsequent year,

AND WHEREAS, a total of \$75,000 of funds needed from fundraising purposes which were previously included in the 2020 budget, but will not be received until 2021,

AND WHEREAS, a total of \$10,202 of funds were provided for leasehold improvements of the Ruth Holley Library,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2021 appropriation of the Capital Reserve Fund is hereby increased from \$1,837,102 to \$4,419,447, and that the 2021 budget for revenues and other sources of funds is hereby increased from \$1,837,102 to \$2,105,504, as per the attached schedule.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2021

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 1,837,102	\$ 183,200	\$ 2,020,302
Funding - Fundraising			
Donations - Pikes Peak Library District Foundation	-	75,000	75,000
Funding - Other			
Landlord reimbursement	-	10,202	10,202
Total Sources of Funds	1,837,102	268,402	2,105,504

Uses of Funds

2021 Projects

City bookmobile headlight upgrade	2,500	-	2,500
City bookmobile leaf spring upgrade	5,000	-	5,000
County bookmobile - back-up camera upgrade	1,500	-	1,500
Lobby stop van - replace lift gate	4,000	-	4,000
Cheyenne Mountain - Meeting room tables	5,000	-	5,000
Ruth Holley - Curbside drive-up window	10,000	-	10,000
Ruth Holley - Learning lab - tables	5,000	-	5,000
Monument - Four (4) Rtu's replacement allowance	12,500	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	-	5,568
Sand Creek - Adjustable height tables	2,052	-	2,052
Sand Creek - Locking drive-up book returns	6,000	-	6,000
Concrete replacement - districtwide allowance	10,000	-	10,000
Upgrade fire system dialers to cellular	12,000	-	12,000
Asphalt repairs and maintenance - districtwide allowance	15,000	-	15,000
Capital contingency	50,000	-	50,000
Furniture replacement contingency	25,000	-	25,000
Roof inspections, preventative maintenance repairs	15,000	-	15,000
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	16,000
Elevator electronic access at East and Penrose	3,966	-	3,966
Purchase uniform recycling retainers at all facilities	10,000	-	10,000

Pre-2021 Projects

Landscape allowance	-	2,505	2,505
Old Colorado City - replace floor main level	-	75,000	75,000
Roof inspection	-	16,008	16,008
Old Colorado City - canopy over book drop	-	5,000	5,000
Old Colorado City - replace carpet	-	3,500	3,500
Calhan project	-	15,759	15,759
Ruth Holley leasehold improvements	-	61,874	61,874
Manitou Arts Council (MAC) project	-	179,491	179,491
MAC - intrusion alarms	-	6,280	6,280
MAC - furniture	-	15,126	15,126
Improvements other than buildings	-	848	848
District-wide - concrete replacement	-	17,930	17,930
District-wide - asphalt repairs	-	26,249	26,249

**Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Staff lounge improvements - Penrose	-	9,738	9,738
Staff lounge improvements - East Library	-	8,954	8,954
Staff lounge improvements - L21c	-	7,777	7,777
Bookmobile - awning replacement	-	4,000	4,000
Bookmobile - (2) half wraps	-	12,213	12,213
Furniture	-	16,498	16,498
Cheyenne Mountain - workroom cabinets storage	-	2,000	2,000
Rockrimmon - redesign Children's area	-	2,500	2,500
Cheyenne Mountain circulation desk replacement	-	15,035	15,035
Fountain - furniture teen gaming area	-	5,000	5,000
Fountain - chair replacement meeting room	-	6,500	6,500
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
Replace generator bookmobile	-	12,500	12,500
Contingency	-	180,613	180,613
Total Facilities Capital	271,086	746,648	1,017,734
Communications Capital			
2021 Projects			
Signage projects	7,550	-	7,550
Pre 2021 Projects			
MAC projects	-	25,282	25,282
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	7,550	34,782	42,332

**Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2021**

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Information Technology Capital			
2021 Projects			
Telecommunications switches and UPS	576,000	(460,800)	115,200
UPS rotation	96,000	(96,000)	-
Router replacement	10,000	(10,000)	-
Cabling infrastructure repair	25,000	-	25,000
East Admin and staff cabling	85,000	-	85,000
Penrose Admin and staff cabling	35,000	-	35,000
Contingency cabling (non eRate)	10,000	-	10,000
Technology refresh (staff)	110,000	-	110,000
Technology refresh (patrons)	230,000	-	230,000
AWE literacy stations	55,000	-	55,000
Adult Education Chromebook and hotspots	5,000	-	5,000
Creative Service specialized sap top (3D Capable)	3,200	-	3,200
Young Adult Services programming Chromebook	5,300	-	5,300
Security system elevator access control	3,966	-	3,966
Staff and public printers	5,000	-	5,000
Contingency	15,000	-	15,000
Access control	60,000	750,000	810,000
Surveillance cameras	100,000	-	100,000
District-wide audio-visual equipment standardization	56,000	-	56,000
Receipt printers	12,500	-	12,500
Barcode scanners	12,500	-	12,500
Upgrade to Drupal	40,000	-	40,000
Pre 2021 Projects			
PC purchases	-	351,458	351,458
Technology refresh (staff)	-	24,484	24,484
PCs-video editing	-	11,114	11,114
Replace computers	-	1,275	1,275
Technology refresh (patrons)	-	22,571	22,571
RFID wands	-	1,584	1,584
Copier replacement	-	13,765	13,765
Network switches/UPS	-	260,929	260,929
MAC - networking	-	95	95
MAC - phone system	-	3,174	3,174
MAC - other	-	800	800
MAC - endpoints	-	18,838	18,838
MAC - security	-	62,017	62,017

Pikes Peak Library District
 Capital Reserve Fund
 Year Ended December 31, 2021

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Telephone switches	-	33,331	33,331
Firewall replacement	-	21,547	21,547
Switches/UPS replacement	-	16,835	16,835
ILS peripherals	-	237,566	237,566
Archival management system	-	13,400	13,400
AMH bins (2)	-	20,000	20,000
Genealogy equipment	-	13,620	13,620
Datacenter project	-	56,836	56,836
Security system	-	203,077	203,077
AV Equipment - districtwide	-	125,000	125,000
IT management reserve	-	13,492	13,492
Contingency	-	-	-
Total Information Technology Capital	1,550,466	1,710,008	3,260,474
Video Studio Capital			
2021 Projects			
Video projector replacements and additions	5,000	-	5,000
Pre 2021 Projects			
Microphones	-	8,192	8,192
Video equipment and accessories	-	1,620	1,620
Video projectors replacement and additions	-	5,000	5,000
DSLR cameras - checkout	-	5,700	5,700
Contingency	-	8,215	8,215
Total Video Studio Capital	5,000	28,727	33,727
Creative Services Capital			
2021 Projects			
3D scanner	3,000	-	3,000
Pre 2021 Projects			
Equipment initiatives	-	7,913	7,913
Sand Creek-larger kiln	-	2,994	2,994
New maker kits	-	1,000	1,000
Equipment replacement	-	2,708	2,708
Contingency	-	47,565	47,565
Total Creative Services Capital	3,000	62,180	65,180
Total Uses of Funds	1,837,102	2,582,345	4,419,447
(Excess) Expenditures over Revenues	-	(2,313,943)	(2,313,943)
Fund Balance - Beginning of Year	2,313,943	-	2,313,943
Fund Balance - End of Year	\$ 2,313,943	\$ (2,313,943)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, certain designated funds that were budgeted for during 2020 were not spent by the end of 2020, yet the projects are to be carried over into 2021, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2021 by fund as identified on the attached schedules.

ADOPTED, this ____ day of _____, 2021

Attest: _____
Wayne A. Vanderschuere, President

**Pikes Peak Library District
Special Revenue Fund
Cheyenne Mountain Library Support Fund
Year Ended December 31, 2021**

Purpose of Fund	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital Outlay	\$ -	\$ 812	\$ 812
Excess (Deficit) Revenues Over Expenditures	-	(812)	(812)
Fund Balance - Beginning of Year	812	-	812
Fund Balance - End of Year	\$ 812	\$ (812)	\$ -

**Pikes Peak Library District
Special Revenue Fund
High Prairie Library Support Fund
Year Ended December 31, 2021**

Purpose of Fund	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay	\$ -	\$ 92,626	\$ 92,626
Excess (Deficit) Revenues Over Expenditures	-	(92,626)	(92,626)
Fund Balance - Beginning of Year	92,626	-	92,626
Fund Balance - End of Year	\$ 92,626	\$ (92,626)	\$ -

**Pikes Peak Library District
Special Revenue Fund
Sand Creek Library Support Fund
Year Ended December 31, 2021**

Purpose of Fund

To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.

Fiscal Year Expenditures

	2021		
	Original Budget	Mid-Year Amendment	Amended Budget
Capital outlay	\$ -	\$ 12,283	\$ 12,283
Excess (Deficit) Revenues Over Expenditures	-	(12,283)	(12,283)
Fund Balance - Beginning of Year	12,283	-	12,283
Fund Balance - End of Year	<u>\$ 12,283</u>	<u>\$ (12,283)</u>	<u>\$ -</u>

Friends of the PPLD July 2021 Report

Our annual literary awards event (Frank Waters & Golden Quill) on Aug. 8 was enough of a hit to merit consideration of reprising the outdoor format next year. The large pavilion setting contributed to a somewhat more relaxed atmosphere than a hotel ballroom. We were hoping for at least 100 attendees and had about 80. If we didn't break even, we at least managed to put on another quality event and may have acquired a few new members. Meanwhile, we are reviewing proposals from three candidates for facilitating a fall retreat. The purpose is not so much strategic planning (been there, done that) as it is to devise an action plan with success metrics with an emphasis on implementation, especially in the areas of membership, communications and team building.

Status of Operations as of July 30, 2021

Sales for June		
	Amazon	\$2,734
	eBay	\$833
	Facebook	\$0
	Web storefront*	\$243
	East Bookstore	\$2,396
	Library 21C	\$1,518
	Penrose	\$415
TOTAL SALES	*\$108 of this amount to be reimbursed to MOA for their purchase of Joe Kenda books to sell	\$8,139

- Current regular volunteer count is 34 for District Friends; July hours totaled 508 for normal operations. An additional 148 hours were spent at the Summer Reading Book sale, with 6 temporary volunteers helping out. Total 40 volunteers and 656 volunteer hours for the month.
- We temporarily suspended accepting large donations in June at East and Library 21c due to lack of storage space. Although we have not advertised taking large donations once again, we are getting a few calls and making appointments at East Library two mornings a week. Donations of one grocery bag size at a time are being accepted in the bookstores.
- Summer Reading Book Sale was held at Library 21c on July 16th and 17th. We had steady attendance and took in \$2,541.
- All regular volunteers now have individualized access badges. They are very thankful and proud to wear them. 😊

- We purchased new cash drawers for Library 21c and East bookstores. The old cash registers will be retired. Training has begun at the East bookstore. Bookstores will be open and self-serve when an attendant isn't on shift, so honor boxes are still in use.
- Planning is full-steam ahead for the October Big Book Sale for the 1st, 2nd and 3rd. Fingers crossed, we will be able to hold it as scheduled.



REPORT

Received \$12,000 corporate sponsorship from Children's Hospital Colorado supporting various programs and assets

Received \$1147.55 from 117 households from 2021 Q2 King Soopers Community Rewards Program

Submitted FY 2021-2022 LSTA ARPA grant application and eligibility form to Colorado State Library

Submitted National Endowment for the Humanities (NEH) Humanities Collections and Reference Resources grant application requesting funds to digitize map collection

Submitted Next50 Initiative Flexible Support Fund grant application towards purchase of bookmobile

Submitted El Paso County Small Business Relief Fund grant application for unbudgeted COVID related expenses

Submitted Union Pacific Foundation grant application for components of integrated, districtwide radio system

Submitted FY 2021-22 State Grants to Libraries application to the Colorado State Library

Submitted FY 2020-21 State Grants to Libraries report to the Colorado State Library

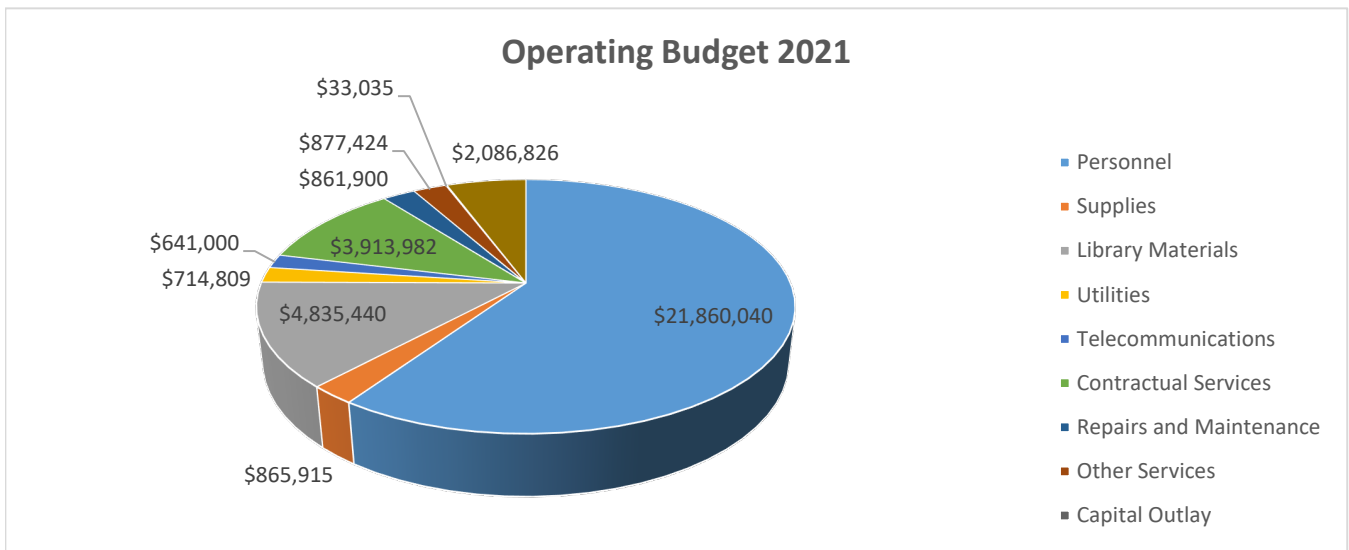
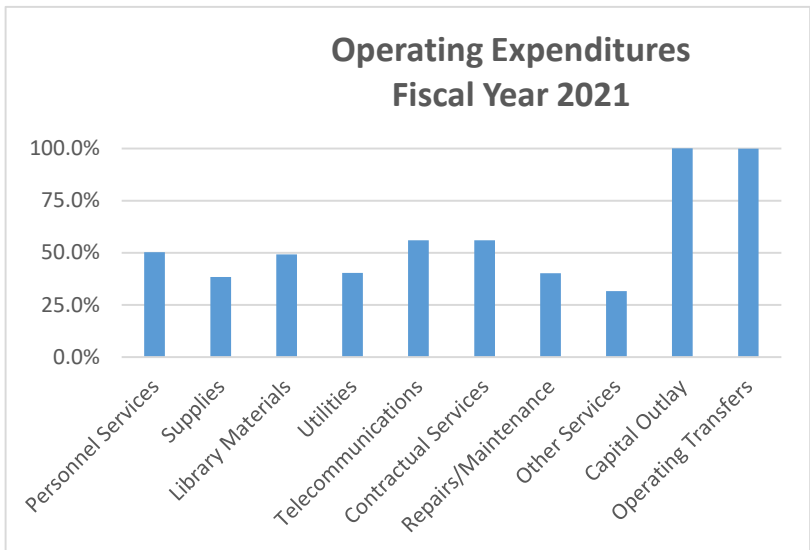
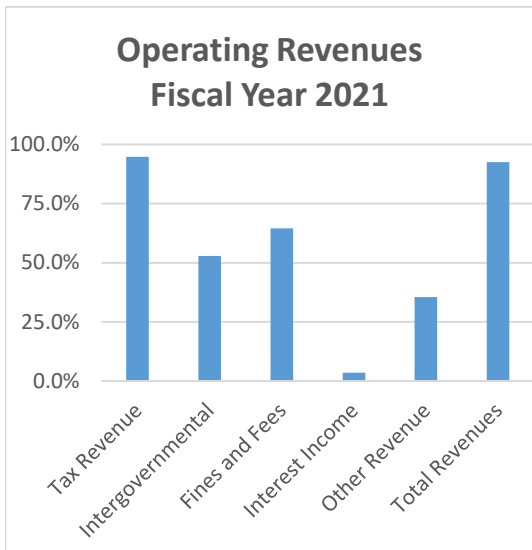
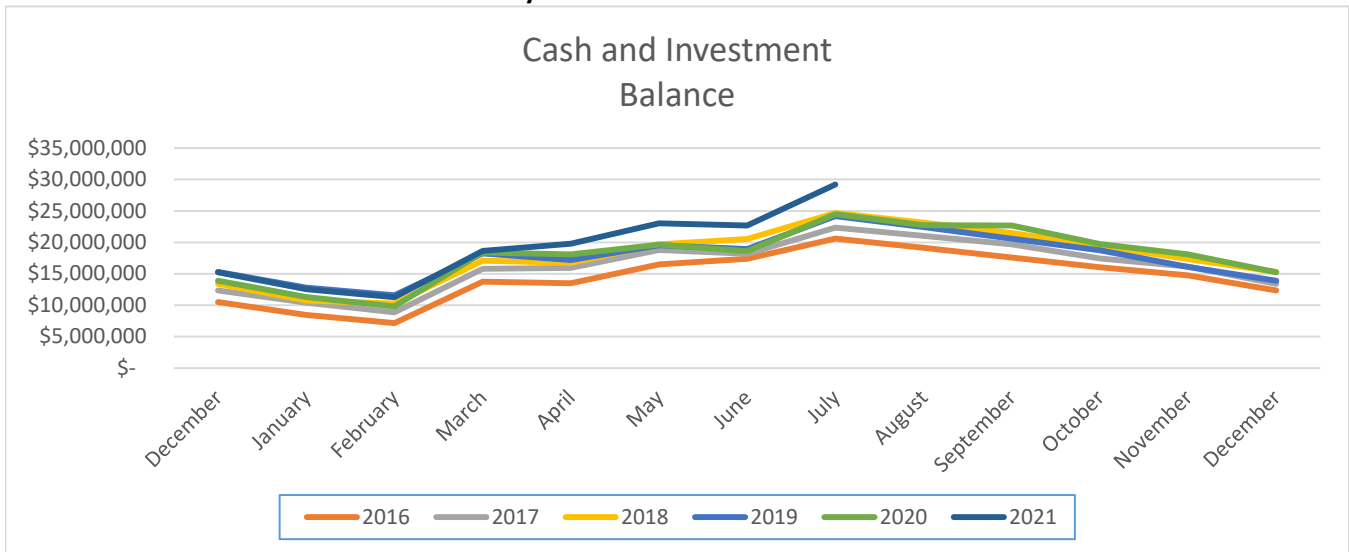
Served on City of Colorado Springs Community Development Block Grant review committee and reviewed 2021 applications

Held PPLD Foundation board meeting, ad hoc Events Committee, and Finance meetings

Attended Friends of PPLD monthly board meeting

Pikes Peak Library District Financial Dashboard

July 2021



Pikes Peak Library District

July 2021 Financial Report

Presented to Board of Trustees on August 18, 2021

**Pikes Peak Library District
General Fund Summary
For the Seven-Month Period Ended July 31, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Revenues					
Property taxes	\$ 30,696,463	\$ 28,126,726	\$ 2,569,737	9.1%	
Specific ownership taxes	2,126,359	1,858,317	268,042	14.4%	
Fines/fees	51,113	39,348	11,765	29.9%	
Investment earnings	6,572	99,370	(92,798)	-93.4%	
Other	619,461	153,566	465,895	303.4%	1
Total Revenues	\$ 33,499,968	\$ 30,277,327	\$ 3,222,641	10.6%	

Note - The Coronavirus pandemic began locally in March 2020. At that time, PPLD operations changed significantly, including periods of operational shutdown and reduced hours open to the public. The limited/different services model continues during 2021.

Tax revenue was impacted in 2020 as deadlines to pay property taxes were extended. Interest rates bottomed out after March 2020. The economic recovery has begun during 2021.

1. PPLD recognized CVRF revenue of \$353,735 during 2021.

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Seven-Month Period Ended July 31, 2021**

Percent of Year 58.3%

Account Description	2021 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 31,312,948	\$ 30,722,940	\$ (590,008)	98.1%
Abatements/refunds	(122,400)	(70,789)	51,611	57.8%
Omitted properties	7,140	1,473	(5,667)	20.6%
Delinquent	18,360	14,597	(3,763)	79.5%
Penalties/interest	36,720	18,135	(18,585)	49.4%
Specific ownership taxes	3,382,500	2,126,359	(1,256,141)	62.9%
Local government in lieu of prop. taxes	10,200	10,107	(93)	99.1%
Total Tax Revenue	34,645,468	32,822,822	(1,822,646)	94.7%
Intergovernmental				
Federal funds - other categories	106,974	353,735	246,761	330.7%
Federal - eRate Funding	690,600	-	(690,600)	0.0%
State Grant - library materials	143,445	143,445	-	100.0%
Total Intergovernmental	941,019	497,180	(443,839)	52.8%
Fines and Fees	79,200	51,113	(28,087)	64.5%
Interest Income	183,750	6,572	(177,178)	3.6%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	242,100	66,656	(175,444)	27.5%
Other	-	18,906	18,906	100.0%
Copier charges/PMS charges	80,400	22,106	(58,294)	27.5%
Parking lot collections	12,060	4,144	(7,916)	34.4%
Merchandise sales	-	474	474	100.0%
Miscellaneous	4,523	6,015	1,492	133.0%
Asset sales proceeds	5,025	3,980	(1,045)	79.2%
Total Other Revenue	344,108	122,281	(221,827)	35.5%
Total General Fund Revenues	\$ 36,193,545	\$ 33,499,968	\$ (2,693,577)	92.6%

**Pikes Peak Library District
General Fund Summary
For the Seven-Month Period Ended July 31, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Expenditures					
Personnel	\$ 10,996,296	\$ 11,186,292	\$ (189,996)	-1.7%	
Supplies	332,692	407,806	(75,114)	-18.4%	
Library materials	2,379,592	2,361,165	18,427	0.8%	
Utilities	288,991	286,608	2,383	0.8%	
Telecommunication costs	359,492	360,307	(814)	-0.2%	
Contractual services	2,192,916	2,296,140	(103,224)	-4.5%	
Repairs and maintenance	346,949	335,948	11,002	3.3%	
Other services	277,940	254,700	23,240	9.1%	
Capital outlay	111,420	12,347	99,073	802.4%	1
Operating transfers - other funds	2,086,826	1,790,355	296,471	16.6%	2
Total Expenditures	\$ 19,373,115	\$ 19,291,667	\$ 81,448	0.4%	

1 PPLD spent \$101,025 on laptop purchases during January, the majority of which was funded through the CVRF grant.

2 Fund transfers to the Capital Project Funds were made in accordance with the approved 2021 Budget.

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2021**

Percent of Year 58.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,821,878	\$ 8,356,996	\$ 8,464,882	49.7%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	33,500	25	33,475	0.1%
Work-Study And internship	16,500	607	15,893	3.7%
Social security contributions	1,310,623	613,399	697,224	46.8%
Retirement contributions	1,108,739	559,814	548,925	50.5%
Health Plan contributions	2,300,000	1,312,700	987,300	57.1%
Unemployment insurance	40,000	23,276	16,724	58.2%
Workers compensation	55,000	39,960	15,040	72.7%
Vision Plan insurance	65,000	32,338	32,662	49.8%
Life A&D insurance	65,000	37,362	27,638	57.5%
Tuition assistance	40,000	19,819	20,181	49.5%
Total Personnel Services	21,860,040	10,996,296	10,863,744	50.3%
Supplies				
General	291,552	55,740	235,812	19.1%
Microform	2,450	103	2,347	4.2%
Software purchases/licenses	296,500	198,366	98,134	66.9%
Computer supplies	44,000	11,925	32,075	27.1%
Processing	85,000	1,797	83,203	2.1%
Office	63,750	10,315	53,435	16.2%
Other	82,663	54,445	28,218	65.9%
Total Supplies	865,915	332,692	533,223	38.4%
Library Materials				
Audio-visual materials	783,300	159,010	624,290	20.3%
Books	1,327,814	463,952	863,862	34.9%
e-materials	1,773,767	1,066,519	707,248	60.1%
Library materials - other	203,000	104,822	98,178	51.6%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	95,996	14,254	87.1%
Serials	25,000	8,600	16,400	34.4%
Databases - online services	607,309	479,588	127,721	79.0%
Memorials	-	1,105	(1,105)	0.0%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2021**

Percent of Year 58.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Total Library Materials	4,835,440	2,379,592	2,455,848	49.2%
Utilities				
Gas	88,643	59,783	28,860	67.4%
Electric	490,236	199,913	290,323	40.8%
Water/sewer	128,086	26,098	101,988	20.4%
Storm water fees	7,844	3,197	4,648	40.7%
Total Utilities	714,809	288,991	425,819	40.4%
Telecommunications				
Data	460,000	274,438	185,562	59.7%
Voice	77,000	45,759	31,241	59.4%
Cellular	104,000	39,296	64,704	37.8%
Total Telecommunications	641,000	359,492	281,508	56.1%
Contractual Services				
Janitorial services	341,000	190,674	150,326	55.9%
Carpet cleaning services	136,000	75,368	60,632	55.4%
Laundry services	5,500	-	5,500	0.0%
Library facility rental	674,558	363,717	310,842	53.9%
Common area maintenance	175,761	79,624	96,137	45.3%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	43,275	(775)	101.8%
Legal	50,000	20,011	29,989	40.0%
Consultant	293,650	56,809	236,841	19.3%
Cataloging	40,000	15,673	24,327	39.2%
Trash removal	23,345	9,416	13,929	40.3%
Copier services	61,000	8,121	52,879	13.3%
Courier services	224,476	99,803	124,673	44.5%
Liability/property insurance	160,693	153,092	7,601	95.3%
Printing	80,000	36,213	43,787	45.3%
Programming	387,542	101,314	286,228	26.1%
Treasurer fees	462,000	461,357	643	99.9%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	19,600	7,370	12,230	37.6%
Computer support agreements	111,882	78,769	33,113	70.4%
Computer equipment maintenance	397,000	304,786	92,214	76.8%
Software licenses	78,950	25,549	53,401	32.4%
Software subscriptions	29,307	24,307	5,000	82.9%
Employee Assistance Program	21,218	6,498	14,720	30.6%
Parking	58,000	31,170	26,830	53.7%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Seven-Month Period Ended July 31, 2021**

Percent of Year 58.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Total Contractual Services	3,913,982	2,192,916	1,721,067	56.0%
Repairs and Maintenance				
Grounds maintenance	88,000	49,959	38,041	56.8%
Vehicle operating costs	74,500	38,301	36,199	51.4%
Equipment maintenance	453,300	205,112	248,188	45.2%
Equipment repairs	61,350	6,762	54,588	11.0%
Furniture repairs	35,000	2,380	32,620	6.8%
Building repairs	149,750	44,436	105,314	29.7%
Total Repairs and Maintenance	861,900	346,949	514,951	40.3%
Other Services				
Translation services	300	-	300	0.0%
Advertising	1,000	89	911	8.9%
Bank And trustee Fees	8,000	4,255	3,745	53.2%
School engagement	3,000	52	2,948	1.7%
Mileage/Travel reimbursement	77,250	17,760	59,490	23.0%
Employee recruitment	37,500	6,964	30,536	18.6%
Dues and memberships	63,352	29,022	34,330	45.8%
Merchandising	8,000	4,621	3,379	57.8%
Employee recognition	20,525	12,207	8,318	59.5%
Board of Trustees	7,000	854	6,146	12.2%
Community outreach	161,958	73,231	88,727	45.2%
Training	290,138	51,033	239,105	17.6%
Signage	30,000	1,253	28,747	4.2%
Bindery	5,000	1,825	3,175	36.5%
Book mending	1,500	-	1,500	0.0%
Safety	14,250	2,233	12,017	15.7%
Summer Adventure Club	35,786	16,212	19,574	45.3%
Patron reimbursement	500	-	500	0.0%
Postage	61,500	15,530	45,970	25.3%
Volunteer program	9,500	673	8,827	7.1%
Safety and wellness	7,000	2,726	4,274	38.9%
Other grant/donation expenditures	(58,001)	2,490	(60,491)	-4.3%
Other	92,366	34,911	57,456	37.8%
Total Other Services	877,424	277,940	599,485	31.7%
Capital Outlay				
Other	33,035	111,420	(78,386)	337.3%
Total Capital Outlay	33,035	111,420	(78,386)	337.3%
Operating Transfers to Other Funds				
Fund transfers out	2,086,826	2,086,826	-	100.0%
Total Expenditures	\$ 36,690,372	\$ 19,373,115	\$ 17,317,257	52.8%

**Pikes Peak Library District
Special Revenue Funds
For the Seven-Month Period Ended July 31, 2021**

Fund Balance - January 1, 2021	\$ 105,721
Expenditures	-
Fund Balance - July 31, 2021	<u>\$ 105,721</u>
Fund Balance - By Fund - July 31, 2021	
Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	12,283
	<u>\$ 105,721</u>

**Pikes Peak Library District
East Library Capital Projects Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Revenues and Other Sources of Funds					
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	148,172	84,200	-	-
Total Revenues and Other Sources of Funds	237,372	148,172	84,200	-	(5,000)
Expenditures					
2021 Projects					
Add a closet with cooling for IT	25,000	-	20,344	-	4,656
Contingency	25,000	-	-	-	25,000
Computer lab tables	20,000	-	-	-	20,000
COVID upgrades	14,200	-	-	-	14,200
Pre-2021 projects					
Chiller roof structure over pit	12,380	12,380	-	-	-
Roofing evaluation & design	13,241	2,078	-	-	11,163
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,978	5,978	-	-	-
Replace aging fire panel	17,140	10,282	6,150	708	-
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	97,224	97,224	-	-	-
Furniture	30,000	-	5,038	-	24,962
Reading room furniture	20,000	15,640	-	1,225	3,135
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	3,547	3,547	-	-	-
Contingency	17,143	-	9,093	-	8,050
IT equipment	2,071	253	-	-	1,818
Total Expenditures	\$ 310,596	\$ 152,054	40,625	\$ 1,933	\$ 115,984
Excess Revenues over Expenditures			43,575		
Fund Balance - January 1, 2021			74,342		
Fund Balance - July 31, 2021			<u>\$ 117,917</u>		

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 97,224	\$ 96,700	\$ 524	\$ -	\$ -
Expenditures					
2021 Projects					
Open chairs for Adult Education Services	2,500	-	-	-	2,500
Roofing consultant to evaluate existing roof	35,000	-	4,640	14,980	15,380
Install glass wall structure - Executive Assistant area	15,000	-	3,100	300	11,600
Building maintenance/minor renovation projects					
Add office for Manager	20,000	-	-	-	20,000
Add IT closet	25,000	-	-	-	25,000
Add messinine door structure	15,000	-	-	7,842	7,158
Painting allowance	25,000	-	-	-	25,000
Contingency	25,000	-	-	-	25,000
Pre-2021 Projects					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	2,078	-	-	27,922
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	22,390	22,390	-	-	-
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Install carpet In vault for meeting room	1,064	1,064	-	-	-
Purchase mural on garage wall	5,250	5,250	-	-	-
Add storefront wall to create office for Adult Education	11,757	11,757	-	-	-
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	560,381	560,381	-	-	-
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	852	852	-	-	-
KCH - chairs For mezzanine	2,550	-	-	-	2,550

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Replace all wooden chairs in public area	12,458	12,458	-	-	-
Contingency	122,461	12,665	8,405	735	100,656
Total Expenditures	\$ 1,100,592	\$ 682,124	16,145	\$ 23,857	\$ 378,466
Excess Revenues over Expenditures			(15,621)		
Fund Balance - January 1, 2021			417,945		
Fund Balance - July 31, 2021			<u>\$ 402,324</u>		

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Revenues and Other Sources of Funds					
Fund Transfers In	\$ 1,384,467	\$ 1,219,467	\$ 165,000	\$ -	\$ -
Expenditures					
2021 Projects					
Awning for curbside service	25,000	-	-	-	25,000
Back up generator	105,000	-	-	88,571	16,429
Contingency	25,000	-	-	2,000	23,000
Closet UPS	10,000	-	-	-	10,000
Pre 2021 Projects					
Courtyard improvements	19,916	19,916	-	-	-
Roof replacement	712,758	712,758	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-
Signage	4,850	4,850	-	-	-
Add gas supply to kitchen	25,000	22,491	-	2,509	-
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	6,727	6,727	-	-	-
Revamp Creative Service area	3,000	-	-	-	3,000
Culinary Lab equipment	86,020	825	32,567	4,039	16,022
Office chairs-meeting room	7,200	7,200	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	17,000	-	-	-
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	874	874	-	-	-
Replace tables and chairs - training room	9,500	-	-	9,500	-
Boiler replacement	291,744	291,744	-	-	-

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Contingency	85,293	82,646	-	385	2,262
Audio/visual equipment	4,686	3,974	-	-	713
Studio noise mitigation	21,979	1,417	-	-	20,562
Increase stage size	4,908	1,788	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	477
Total Expenditures	\$ 1,601,787	\$ 1,281,864	32,567	\$ 107,004	\$ 147,785
Excess Revenues over Expenditures		319,923	132,433		
Fund Balance - January 1, 2021			189,865		
Fund Balance - July 31, 2021			<u><u>\$ 322,298</u></u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Revenues and Other Sources of Funds					
Fund transfers in	\$ 4,363,542	\$ 2,526,440	\$ 1,837,102	\$ -	\$ -
Tenant improvement reimbursement	61,874	61,695	10,202.00	-	10,023
Donation - Foundation	123,000	-	75,000.00	-	(48,000)
Sale of assets	12,500	12,500	-	-	-
Total Revenues and Other Sources of Funds	4,560,916	2,600,635	1,922,304	-	(37,977)
Expenditures					
Facilities Capital					
2021 Projects					
City bookmobile headlight upgrade	2,500	-	-	-	2,500
City bookmobile leaf spring upgrade	5,000	-	-	-	5,000
County bookmobile - back-up camera upgrade	1,500	-	-	-	1,500
Lobby stop van - replace lift gate	4,000	-	2,895	-	1,105
Cheyenne Mountain - Meeting room tables	5,000	-	-	-	5,000
Ruth Holley - Curbside drive-up window	10,000	-	-	-	10,000
Ruth Holley - Learning lab - tables	5,000	-	-	5,000	-
Monument - Four (4) Rtu's replacement allowance	12,500	-	-	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	-	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	-	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	-	5,704	-	(136)
Sand Creek - Adjustable height tables	2,052	-	-	1,953	99
Sand Creek - Locking drive-up book returns	6,000	-	-	5,300	700
Concrete replacement - districtwide allowance	10,000	-	-	-	10,000
Upgrade fire system dialers to cellular	12,000	-	1,685	1,885	8,430
Asphalt repairs and maintenance - districtwide allowance	15,000	-	-	14,713	287
Capital contingency	50,000	-	-	-	50,000
Furniture replacement contingency	25,000	-	4,097	403	20,500
Roof inspections, preventative maintenance repairs	15,000	-	4,250	-	10,750
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	-	15,520	480
Elevator electronic access at East and Penrose	3,966	-	-	-	3,966

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	10,000
Pre-2021 Projects					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	39,859	37,354	-	2,505	-
Ruth Holley - replace meeting room carpet	13,000	13,000	-	-	-
Ruth Holley - repaint interior	10,000	10,000	-	-	-
Update service points	4,421	4,421	-	-	-
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-
Monument - replace bulbs	864	864	-	-	-
Old Colorado City - replace floor main level	75,000	-	70,390	-	4,610
Roof inspection	25,000	8,992	-	15,500	508
Cheyenne Mountain - replace entry tile with carpet	1,980	1,980	-	-	-
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	5,000	5,000	-	-	-
Calhan project	284,202	268,443	1,813	3,683	10,263
Ruth Holley leasehold improvements	61,874	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	24,480	145,553	3,834	30,104
MAC - intrusion alarms	12,559	6,279	6,280	-	-
MAC - furniture	33,669	18,543	14,376	-	750
Improvements other than buildings	15,111	14,263	-	848	-
District-wide - concrete replacement	23,560	5,630	-	12,200	5,730
District-wide - asphalt repairs	47,072	20,823	-	331	25,918
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	685	685	-	-	-
District-wide - tree trimming	6,880	6,880	-	-	-
Intrusion alarm system	2,850	2,850	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	2,787	-	-	12,213
Furniture	25,000	8,502	12,888	-	3,610
Furniture - prior year	37,389	37,389	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Ruth Holley meeting room furniture	15,198	15,198	-	-	-

Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2021

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Ruth Holley study room furniture	2,962	2,962	-	-	-
Rockrimmon - redesign Children's area	2,500	-	-	1,883	617
Cheyenne Mountain circulation desk replacement	15,035	-	15,035	-	-
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	7,032	7,032	-	-	-
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	4,080	1,570
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	2,881	119
Shelving	14,428	14,428	-	-	-
Replace tractor	9,975	9,975	-	-	-
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	365,163	146,576	38,136	8,596	171,855
Signage allowance	7,618	7,618	-	-	-
Total Facilities Capital	1,771,815	716,107	323,102	105,115	627,491
Communications Capital					
2021 Projects					
Signage projects	7,550	-	-	-	7,550
Pre 2021 Projects					
MAC projects	25,450	168	11,679	150	13,453
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	42,500	168	11,679	150	30,503

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Information Technology Capital					
2021 Projects					
Telecommunications switches and UPS	576,000	-	-	-	576,000
UPS rotation	96,000	-	-	-	96,000
Router replacement	10,000	-	-	-	10,000
Cabling infrastructure repair	25,000	-	-	25,000	-
East Admin and staff cabling	85,000	-	19,919	65,081	-
Penrose Admin and staff cabling	35,000	-	-	35,000	-
Contingency cabling (non eRate)	10,000	-	-	-	10,000
Technology refresh (staff)	110,000	-	630	7,363	102,007
Technology refresh (patrons)	230,000	-	745	-	229,255
AWE literacy stations	55,000	-	35,700	-	19,300
Adult Education Chromebook and hotspots	5,000	-	-	-	5,000
Creative Service specialized sap top (3D Capable)	3,200	-	1,414	-	1,786
Young Adult Services programming Chromebook	5,300	-	-	-	5,300
Security system elevator access control	3,966	-	-	-	3,966
Staff and public printers	5,000	-	-	-	5,000
Contingency	15,000	-	6,639	3,324	5,037
Access control	60,000	-	-	-	60,000
Surveillance cameras	100,000	-	-	100,000	-
District-wide audio-visual equipment standardization	56,000	-	3,512	-	52,488
Receipt printers	12,500	-	-	-	12,500
Barcode scanners	12,500	-	97	-	12,403
Upgrade to Drupal	40,000	-	-	-	40,000
Pre 2021 Projects					
Servers-East Library data updates	2,000	2,000	-	-	-
Data center redesign	90,000	90,000	-	-	-
PC purchases	382,639	20,067	-	147,442	215,130
Technology refresh (staff)	44,000	19,516	13,284	-	11,200
Technology refresh (patrons)	131,000	131,000	-	-	-
Replace computers	38,454	38,209	245	-	-

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity			Available Budget
		Prior Years	2021	Encumbrances	
Technology refresh (patrons)	43,795	21,224	-	22,571	-
Laptops- Young Adult Services	6,000	6,000	-	-	-
Laptops-Children's iPad	6,000	6,000	-	-	-
Self check - Penrose additional data ports	2,500	2,500	-	-	-
Scanners-Collect Management	2,080	2,080	-	-	-
Barcode scanners	15,102	15,102	-	-	-
RFID wands	15,000	13,416	-	1,584	-
Copier replacement	291,245	287,235	1,255	2,755	-
Network switches/UPS	346,000	85,071	82,727	63,726	114,476
MAC - networking	80,125	80,030	222	-	(127)
MAC - phone system	7,672	4,498	617	-	2,557
MAC - other	800	-	-	-	800
MAC - endpoints	31,944	13,106	17,502	-	1,336
MAC - security	97,456	35,439	59,454	-	2,563
Surveillance System redesign	18,473	18,473	-	-	-
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	60,537	38,990	19,392	2,155	-
Switches/UPS replacement	40,000	23,165	15,151	1,684	-
ILS peripherals	265,000	27,434	4,688	54,136	178,742
IT equipment	49,145	49,145	-	-	-
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	4,220	-	9,400
East Library teen computers	4,000	4,000	-	-	-
Datacenter project	111,399	54,563	1,530	8,052	47,254
Security system	203,077	-	-	190,449	12,628
AV Equipment - districtwide	126,676	1,676	-	-	125,000
IT management reserve	24,277	-	-	-	24,277
Contingency	2,320	2,320	-	-	-
Total Information Technology Capital	4,246,416	1,169,142	288,943	730,322	2,058,009

**Pikes Peak Library District
Capital Reserve Fund
For the Seven-Month Period Ended July 31, 2021**

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Video Studio Capital					
2021 Projects					
Video projector replacements and additions	5,000	-	-	-	5,000
Pre 2021 Projects					
Wireless mic kit	1,327	1,327	-	-	-
Audio recorder	272	272	-	-	-
Audio recorder kit	1,064	1,064	-	-	-
Microphones	8,192	-	8,193	-	(1)
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	33,960	33,960	-	-	-
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	868	868	-	-	-
Video cam kit - checkout	2,235	2,235	-	-	-
GoPro kits	1,541	1,540	-	-	1
Tripod system	-	-	-	-	-
Photo roller system	1,274	1,274	-	-	-
Checkout equipment - L21c	3,242	3,242	-	-	-
Contingency	8,215	-	-	-	8,215
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	99,510	65,782	8,193	-	25,535

Pikes Peak Library District
 Capital Reserve Fund
 For the Seven-Month Period Ended July 31, 2021

Account Description	Multi-Year Budget	Activity		Encumbrances	Available Budget
		Prior Years	2021		
Creative Services Capital					
2021 Projects					
3D scanner	3,000	-	-	2,920	80
Pre 2021 Projects					
Equipment initiatives	27,900	19,987	3,285	-	4,628
Cricut machines	412	412	-	-	-
Sand Creek-larger kiln	2,994	-	2,994	-	-
East-larger laser cutter	17,440	17,440	-	-	-
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	52,740	5,175	158	-	47,407
Total Creative Services Capital	108,986	43,806	6,437	2,920	55,823
Total Expenditures	\$ 6,269,227	1,995,005	638,354	\$ 838,507	\$ 2,797,361
Excess Revenues over Expenditures			1,283,950		
Fund Balance - January 1, 2021			2,313,943		
Fund Balance - July 31, 2021			<u><u>\$ 3,597,893</u></u>		

**Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the Month of July 2021**

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance July 1, 2021	\$ 22,608,611	\$ 58,648	\$ 22,667,259
Receipts			
Property Taxes	8,819,427	-	8,819,427
Cash Receipts	-	10,223	10,223
Credit card and other activity	-	6,279	6,279
Interest	779	-	779
Disbursements			
Payment of Bills week of 7/9/2021	-	(8,538)	(8,538)
Payment of Bills week of 7/16/2021	-	(403,077)	(403,077)
Payment of Bills week of 7/23/2021	-	(212,567)	(212,567)
Payment of Bills week of 7/30/2021	-	(88,274)	(88,274)
Payroll 7/9/2021	-	(671,719)	(671,719)
Payroll and end of month 7/23/2021	-	(917,740)	(917,740)
Transfer between funds	(2,500,000)	2,500,000	-
Cash and Investments July 31, 2021	<u>\$ 28,928,817</u>	<u>\$ 273,235</u>	<u>\$ 29,202,052</u>

Public Services Report July 2021

Combatting Loneliness

This month, North libraries held joint staff meetings: Library 21c met with Calhan and High Prairie, and Monument met with Rockrimmon. Joint staff meetings have been planned a few times through the year to help staff connect with one another and share resources and experiences.

Young Adult Services staff and the young adult librarians are participating in a book club with other members of the Young Adult Services team and led by Joanna Nelson Rendon by reading and discussing *Together* by Vivek H. Murthy.

While working on the Mobile Libraries the last couple of weeks, Lisa Ward, Manager of Mobile Library Services, noticed that community members are craving someone to talk to. Setting up a table outside the vehicle allowed for several spontaneous conversations and opportunities to contribute support. Patrons expressed how healing it was to be able to share.

North Region Community

Throughout the week of July 10 - 17, Andrea Keiter, Liz Phillips, and Tasha Ryan from Calhan Library and 14 other staff members throughout the District assisted hosting the PPLD table at the El Paso County Fair in Calhan. PPLD staff reached out to over 3,500 patrons, opened 35 new library cards, registered 21 patrons for Summer Adventure, and handed out over 150 Take & Makes and countless PPLD swag.

Kim Cox (High Prairie) along with Ally Brooks (Library 21c) attended the Backpack Bash at Mountain Springs Church. About 26 people got new cards and three replaced lost cards. Kim and Ally had around 200 people come to our table and had fun chatting with members of our community and making buttons for the kids.



Meredith Moore, Liz Turner, and Megan Dooley from Monument Library set up a booth for the Town of Monument's Annual Street Festival on July 3. They signed up people for library cards, lots of kiddos for the Summer Adventure program, and talked to over 300 people.

Tina Matiatos (RO) drew over 100 attendees for a series of Storytimes at Hope Montessori Preschool.

Resources

Throughout the first half of July, Liz Phillips (Calhan) recorded the KidsMAKE: 3D Jellyfish Take & Make video and

collaborated with Calhan staff (Andrea Keiter, Tasha Ryan, and Liz Willhoff) as well as many others (Christian Byrd, Library 21c; Shayna Milton, Calhan/High Prairie; and Mary Nash, Library 21c) to assemble 475 Take & Make kits. The 3-D Jellyfish video went live on YouTube and Facebook on Tuesday, July 20.

The building permits for Palmer Lake Library have been approved! Construction is expected to begin in early August.

Teen Associate Amanda Franke (Rockrimmon) and Collection Management have setup boardgames for patrons to checkout and take home. Several have already gone out and come back without any issues.

Innovation/Creativity

Teen Associate Amanda Franke (Rockrimmon) has started providing One-on-One tech training to patrons, bolstering the amount of assistance Rockrimmon Library can provide.

Children's and Teen Associates Tina Matiatos and Amanda Franke (Rockrimmon) advertised for Summer Adventure by visiting Little Free Libraries and leaving books and *District Discovery* Magazines.

Rockrimmon Library was able to partner with and use the parking lot of Christ the King Lutheran Church across the street to host Outdoor Summer Adventure with Denis Gard and her amazing dogs as well as Summer Adventure Labyrinth. Nearly 100 patrons showed up for the fun between the two programs.

Service

A patron came into High Prairie on July 6 wanting help with his devices and connecting them to our Wi-Fi so that he would be able to chat with CenturyLink. However, he was unable to log on to CenturyLink website and chat with a customer representative because he could not remember his password to access his account, which were all on his computer that he was locked out of. The patron is deaf and was communicating with Connie Davila (High Prairie) through pencil and paper. Connie offered to call CenturyLink's customer service line for him and speak to a representative on his behalf. After extensive problem-solving, Connie got CenturyLink to send someone out the next day as she had learned he had been dealing with this problem for several months. This patron was unable to use translation services because all his passwords for everything were locked in his computer which he could not access. Connie really advocated for this patron and showed outstanding customer service skills.

Internal/Staff

Liz Willhoff (Calhan/High Prairie) attended the Eastern Plains Chamber of Commerce meeting. The guest speaker was Tim Geitner, so it was a packed house. Liz also attended the Community Outreach Coalition meeting.

Accountability

Monument needed another desk setup for the new Sr. Library Associate (YAS). Jean Carrier, Monument and Palmer Lake Supervisor, had a hard time finding a desk that looked similar to the other desks that are in the workroom. She decided to move the manager's desk (which was the exact same style) to serve as the associate desk. Catie Tierney (Library 21c) offered to fund purchasing a new desk and other furniture for the manager's office.

Southeast Region **Community**

Several Southeast Region staff provided outreach support at the Colorado Springs Sesquicentennial Celebration. Activities included marching in the parade, helping make tiles for the Panorama Park Tile project, promoting parenting and early literacy resources, and supporting the Regional History and Genealogy booth.

Cynde Roberts, Ruth Holley Senior Library Associate, coordinated with Family & Children's Services to host the Labyrinth Summer Adventure program at Henry Park. Thirty-eight attended, including families who had registered and families just visiting the park. It was a great opportunity to tell caregivers about our Summer Adventure program. There were families in attendance who had no idea there was a library next to Walmart.



Resources

East's Family and Children's Services team reintroduced our Sensory Accommodations Kit to our service desk. During the height of the pandemic the kit was removed for fear of potential contamination. With the emergence and confirmation of research suggesting that COVID-19 is spread through respiration, not surface contact, our team made the decision to bring the Sensory Accommodation kit. The kits are designed for patrons with Autism Spectrum Disorder (ASD) and other sensory processing differences. They contain several items such as a weighted blanket, fidget toys, and noise canceling headphones, and are intended to create an accessible and inclusive atmosphere in our library for our neurodivergent guests.

Innovation/Creativity

Jenny Kremyar, Southeast Creative Librarian, and Jordan Romero, Senior Library Associate, took Panorama Park Tile making to three outreaches in July. Tiles were made at El Cinco De Mayo's Car show at Sierra High school, at the Southeast Olympic day at Deerfield Hills community center, and at the Colorado Springs Sesquicentennial at the Pioneer Museum. **The current completed tile count is approximately 3,000 completed tiles out of 7,500.** Sand Creek also benefited from assistance from Family & Children's Services, Creative Services, East Library, and Mobile Library Services at these outreaches. We appreciate the support from other PPLD teams as we work to complete this project.



Mary Gapko, Fountain Senior Library Associate, hosted the Young Adult Services sidewalk

chalk passive activity. The chalk has been kept at the desk for patrons to use. Several staff have created their own artistic pieces to encourage patrons to also create. The drawings have been whimsical and a fun thing to see each week. The sidewalk chalk was also useful on our Frozen Treat Day when the generator on the Shave Ice Truck broke down and we had to delay the program a half hour. Patrons were encouraged to draw while waiting.

Service

East Senior Library Associate, Thea Martinez, has been focusing on removing the barriers that themed Storytimes cause so that she can provide higher quality stories and multicultural experiences to children through Storytime. They recently focused on mindfulness in Storytime and it was well received by the adults. A parent told Thea a week later that they have been using the breathing techniques they learned in Storytime to help during their son's tantrums.

East Library Associate, Joshua Higgins assisted a local dentist with accessing medical journals via databases linked through PPLD.org and via Interlibrary Loan for the purposes of writing a research paper.

Internal/Staff

Ruth Holley Manager, Fran Ponce-Toledo resigned this month. Fountain Manager, Gigi Holman is the current interim manager. We are still recruiting for a new East Manager.

Accountability

Trent Templeton, East Library Associate, received and answered 77 snail mail research requests from patrons at the Department of Corrections.

West Region **Community**



Mobile Library Services staff was a force in the community this month attending two Banning Lewis concerts, two First and Main concerts, the El Cinco de Mayo car show, the Cheyenne Mountain State Park's Kids in the Parks event and Colorado's 150th parade (shown in picture with other PPLD staff). During these events we served 265 patrons, circulated 113 items, and created 11 new library accounts! In addition, we teamed up with the Sand Creek staff to provide the Panorama Park tile painting activity at our Deerfield Community Center stop. Over forty Deerfield campers painted tiles. The Lobby Stop Van's Ice Cream social program offered at fourteen stops served 139 patrons!

Seventy-five people attended an ice cream social held outside Cheyenne Mountain Library in July. Neighboring business and longtime partner, the Caffeinated Cow supplied homemade ice

cream. Senior Associate Library Associate, Caitlyn Zimmer, coordinated this fabulous community event.

In Manitou Springs, the Summer Lawn concerts were able to resume during July. It was an incredible opportunity for community members to come together and enjoy a slice of normality. There was a total of 445 attendees just for July alone!



Resources

Sara Gallagher, Supervisor at the Manitou Springs Library, served the first patron there to use a PPLD 3D printer! Making a cover for a water flow gauge that he uses on his RV, he refined his design and came back to print a “new and improved” piece the next day.

Alexis Nelsen, Sr. Library Associate, engaged with a variety of patrons, particularly families, at First Friday at Manitou Springs Library – a monthly collaboration with the Manitou Art Center.

Cheyenne Mountain Library Senior Associate, Caitlyn Zimmer conducted nine in-person and one virtual Book a Librarian sessions this month, assisting patrons with basic computer skills. “I think that my one on ones are a great way to promote equitability because I can offer free tech assistance to people who do not have much access to technology due to their social class or age,” she shared.

Service

Old Colorado City Staff rearranged the seating areas to accommodate more laptop users and improve accessibility of the magazines and newspapers with comfortable seating nearby. Response from patrons has been very positive so far. A first-time patron was rather impressed with OL, saying “It’s quiet, it’s clean, it’s open [spacious]”

A regular patron who frequently uses the OL computers to hunt for jobs recently told Sarah Davis that it helped him to get two job offers!



Internal/Staff

Cheyenne Mountain Library Assistant, Dustin Myers was presented with this quarter’s WIZ award, nominated by colleagues and supervisors. One nominee shared, “Dustin is one of the best kept secrets at PPLD. Every library location would be fighting to hire him at their location if they knew about him.”

Adult Education

Community

ABE/ASE/ESL instructors communicated with interested students to arrange summer class sessions that will keep our services continuous and limit learning loss over the summer. The summer bridge class was virtual and met the requirement of no more than four weeks in between semesters.

[Food Industry Training](#) planning for the August 31 start date took place, with registration opening at the end of July. Lacey Miller, Scott Crum (Creative Services), and Lauren Fellers

(Creative Services) have worked together to update FIT website content, set up program application and informational meetings, collaborated with Communications to obtain marketing collateral, and met weekly to ensure all aspects of the program are in place for its start. This cohort is funded by the Pikes Peak Workforce Center's Talent Accelerator Grant through the Walmart Foundation.

We have partnered with D-2 to provide instructor training, and recommendations for their new AELA funded adult education program.

Innovation/Creativity

Adult Education is participating in a yearlong digital literacy pilot using [Voxy EnGen](#), an online and mobile language learning platform. The pilot is sponsored by the Colorado Workforce Development Council's Office of the Future of Work and Colorado Department of Education's Adult Education Initiatives office. Four organizations across the state were selected to participate. The pilot includes 25 reusable licenses for English language learners to use the Voxy platform to increase their digital skills and English language skills. Adult Education will reach out to local school districts and other organizations serving adult English language learners to participate.

Resources

Lacey Miller met with Sand Creek and Old Colorado City staff to discuss future digital literacy programming and computer classes.

Northstar Digital Literacy recently underwent updates that will allow learners to create their own accounts. Lacey Miller updated the PPLD Northstar site settings to allow patrons the ability to create a user account, much like CustomGuide. The Northstar LibGuide has been updated and Adult Education is collaborating with the necessary staff to add Northstar to the list of databases.

Service.

Our new 2021-22 AEFLA/IELCE grant cycle began July 1. Our plan for the 2021-22 grant cycle is to hold three semesters with both in-person and virtual classes and two bridge class semesters that will be virtual for the currently enrolled students.

Accountability

We received grant funds from the Pikes Peak Workforce Center and the Lives Empowered Grant, also funded by Walmart Foundation to off-set the cost of a combi oven and a range for the kitchen at 21C and the Food Industry Training program.

Adult Services

Community

[All Pikes Peak Reads](#) (APPR) titles were announced on July 19, including the two adult titles: *Finna* by Nate Marshall, and *Hidden Valley Road* by Robert Kolker. Titles can be checked out now! Heidi Buljung was interviewed by *The Gazette* and an article was [printed](#) that week.

Resources

Sandy Hancock is working with ELL students in a weekly class called Business Basics. She is providing assistance and resources to help them utilize Small Business Builder and Data Axle databases. They are highly motivated, and one already has a business. The business vocabulary portion will be very useful for them. None of them knew the word "entrepreneur" so it was exciting for them to learn that is what they are! Through preparing for this class, she found

some courses in Spanish from LinkedIn Learning which have been helpful for teaching the concepts.

Innovation/Creativity

Meagan Huber coordinated with FCS (Carol Scheer), YAS (Danielle Seltenright), and CrS to make friendship bracelet instructions for the Day of Friendship in Manitou, July 30. Danielle created a QR code for the instructions to link to the makerspace, because CrS made 3D-printed buttons. Meagan and Carol wrote instructions for the appropriate audiences. The 180 kits were sent to the Manitou Springs Library where they were distributed to patrons.

Service

Joe Paisley collaborated with Kayla Rockhold to develop a new service of providing small and easily portable “First Aid” kits for patrons. Inside of a paper bag, Joe is including a 15’ roll of medical tape, tweezers, two alcohol prep pads, two sterile pads, a small packet of antibiotic ointment, and five band aids. He has worked with each location to determine if they would like any kits to distribute to patrons as needed and is distributing 183.

Katie Edson had several great one-on-ones with patrons virtually and in the Robert Hilbert Nonprofit Resource Center. One was with a new USAFA professor who needed to get connected with nonprofits that her cadets could work with over the next couple of semesters. She was new to the area and didn’t know how to find the connections that she needed, and Katie was able to provide that assistance.

Internal/Staff

Deb Hamilton’s book was published on July 7. It is entitled: *Helping Library Users with Legal Questions: Practical Advice for Research, Programming, and Outreach*. It was published by Libraries Unlimited, which is an imprint of ABC-CLIO. She was approached by her editor Jessica Gribble at the 2018 CALCON and asked to submit a proposal based off her “Legal Reference for Beginners” session. In conjunction with the publication, she was able to connect with Niche Academy and presented a free webinar with them on July 14th. The webinar covered how to do a legal reference interview, where to look for partner organizations in the legal field, and ideas for legal programming. Over 1,400 registered for the webinar, and 604 people attended the live presentation. Congratulations to Deb!

Accountability

On July 23 we received the following feedback from a patron:

I am writing to let you know that I will be unable to attend the jam-making class scheduled for this upcoming Monday, July 27, 2021 at the Ute Pass branch. The person I planned to attend with is out-of-town unexpectedly and had to cancel as a result.

Additionally, I have reconsidered attending myself due to the high percentage of people no longer wearing masks in El Paso/Teller Counties (despite only 42% or less of people in these counties being vaccinated, and despite the Delta variant currently causing 75% or more of the new Covid cases in Colorado). Although I am fully vaccinated, I do not feel safe attending a class—especially one where food is being prepared!—with others who may not be vaccinated and also may be choosing not to wear a mask. Beyond the possible health risks to myself, I have vulnerable family members at home for whom Covid could prove fatal.

As someone who regularly attended library programs in the past, I thought it would be important for me to let you know WHY I have reconsidered participation in this class. My hope is that the library might take such concerns into account and perhaps offer occasional programs where attendees are required to wear masks, or even consider live-streaming classes in order to allow patrons to attend from the safety of their own homes.

I appreciate you listening to my concerns.

Thank you for canceling my registration so that another patron might be able to attend in my place.

Adult Services has continued to provide virtual opportunities while reintroducing in person opportunities for patrons, but we are taking this feedback into consideration with programming for the foreseeable future. We want to ensure that our programs serve a wide range of needs and this email reminded us that some patrons continue to need virtual options. We appreciate this patron's input as it provides insight into the concerns our patrons may be experiencing.

Collection Management

Community

Collection Management coordinated a couple of large book donations to area organizations in July.

- Discarded children's books in good condition were given to a local Girl Scout troop that provided them to several area elementary schools in need of additional materials for their libraries.
- Greccio Housing is using a donation of children's and teen books to supply lending libraries in their affordable housing properties.
- Penrose Library children's librarians sorted through and gathered discarded books for the RJ Montgomery Homeless Shelter.

Resources

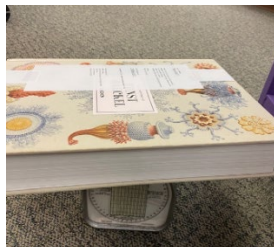
OverDrive confirmed that PPLD consistently has the highest number of eBook checkouts in Colorado. The Library has recently received several compliments from out-of-district card holders including, "I have 3 library cards in the Denver Metro area but consider your eBook selections superior to any in this area."

July saw the replenishing of the juvenile fiction Battle of the Books collection.

(<https://ppld.org/sites/default/files/kids/readinglists/battleofthebooks.pdf>) There are two new titles this year: *The War That Saved My Life* by Kimberly Brubaker Bradley and *The Wild Robot* by Peter Brown.

1,384 items were added to the NEW collection. The NEW category covers both adult fiction and nonfiction titles that have been recently published. Rounding out 2nd and 3rd most plentiful categories in July were the juvenile fiction with 722 copies, thanks to the Battle Books, and juvenile picture books (JEASY) with 526 copies.

Staff created a new book club set using Special Collection's latest title, *Invisible People of the Pikes Peak Region*. The set is already in transit to a patron for their book club.



Coming in at 703 pages and weighing 15.1 pounds, the current heavy weight champion for ILL borrowed materials is *The art and science of Ernst Haeckel*.

Several shelving projects are in progress at Library 21C, including additional shelving for book club sets, top and end panels for the adult

audiovisual collection, RapidRead shelving, and shelving to facilitate PPLD's book donations to local organizations.

Innovation/Creativity

PPLD email notices to patrons all now include book jacket images for titles listed in the notices, which help patrons identify their available holds or overdue materials.

Internal/Staff

The 2021 Summer Collection Summit took place on July 23, 2021. Over 70 staff attended the virtual event. In addition to answering staff questions, there were three presentations:

- Diversity Audit of the Collection
- New Circulating Materials
- Circulation and the Pandemic

The recording is available for staff on Bridge, PPLD's learning management software.

Service

The Selection Librarians visited the Palmer Lake Library to assess collection needs ahead of its expected re-opening later this year.

134 PPLD patrons registered for Request It/ILL accounts in July, joining the ranks of many patrons who utilize Interlibrary Loan services.

Accountability

Staff at the libraries are being trained on the use of an RFID "inventory wand" that is used to scan the shelves for items that are missing, lost, or not in the correct shelving area. Rockrimmon Library staff were trained in July.

Creative Services

Community

Jennifer Eltringham made 3D printed buttons for friendship bracelet Take and Makes for the Manitou Springs Day of Friendship, in conjunction with Adult Services, Young Adult Services, and Family and Children's Services.

The first Repair Café since the pandemic happened at East Library and focused on bike repair. Three Repair Café volunteers came to help, along with three people from Front Rangers Junior Cycling, a local youth bike organization. Sixteen people stopped by, bringing eight bikes between them for repair. Many parents came with children, who were able to learn about maintenance and help with repairs.



Resources

July marked the return of patrons using the 3D printers on their own instead of through drop-off printing. This change has brought many people back into the makerspaces.

The Knights of Columbus Hall began filling its schedule with community events in July. Staff are pleased that the soft reopening is beginning to gain traction and that the building is meeting its

purpose of serving the community. They anticipate this ramping up as more people become aware of KCH's availability and look forward to hosting a wide variety of interesting events.

Innovation/Creativity

Dustin Booth and Jennifer Eltringham opened applications for and began publicizing the Pikes Peak Poet Laureate Program with help from Communications. Poetry 719, a local poetry collective, held an event at KCH in July to help promote the event, which was very well attended.

Service

Renovations for the kitchen at Library 21c are starting to wind down. The goal is to have everything ready to go for the Food Industry Training (FIT) that will start at the end of August. Lauren Fellers and Lacey Milled (Adult Education) have been conducting interviews for interested applicants. They and Scott Crum held one informational session for FIT with more coming in August.

Internal/Staff

Nawal Shahril started as the new floating senior library associate for Creative Services. She has been trained on many of the basics of the makerspaces so that she can start helping with covering shifts as quickly as possible.

Accountability

Sarah Holland and Lauren Fellers collaborated on a draft of an Access replacement and maintenance database for all the equipment within Creative Services. Afterwards, Sarah began learning more in-depth information on Access queries and SQL coding to aid this effort. This database would help to track important information for ensuring preventative maintenance is happening and replacing the equipment.

Sarah Holland also connected with Matterhackers, a 3D printing supply company, staff to learn about their educational discounts on bulk filament purchasing.

Diversity, Equity, and Inclusion Service

Community

Yvette Dow Rose developed PPLD Commemorative 150th Postcard's event for City of Colorado Springs. She included the catalog identifiers for each photo. Included for each of the post cards is a link to the digital catalog. Met with 1000 contacts and completed over 750 Panorama Park tiles.



Delaina Massie attended the Hispanic Festival in July, to provide information about our libraries in the Southeast side of the community, met with 105 contacts and 250 Panorama Park tiles were completed.

Resources

Yvette Dow Rose has started developing the SharePoint site and LibGuides for DEI Department. Delania Massie has started developing the communications brochure for the DEI Department.

Innovation/Creativity

DEI staff developed draft for the Equity Diversity, Inclusion and Belonging group for staff at PPLD. DEI team is completing changes to document to send for review to leadership.

Service

DEI Staff continue to help at other libraries as needed when they are short of staff. Delaina Massie researched accessibility/possible LE virtual programming.

Internal/Staff

Staff discussed hiring an intern for the fall semester. Yvette Dow Rose working on team for the Customer service In Service Session. Delaina Massie prepped for presenting A-Z class – Inservice day in August.

Accountability

Yvette Dow Rose completed sessions with CAL EDI in Social Justice, Karen/Kevin to the Woke Librarian: Fact or Fiction? The Power of seeing Yourself Reflected in a Book, Assessing Collections with Diversity Audits, and Connections Matter! This is continuing education for DEI staff.

Family and Children's Services

Community

Summer Adventure enrollment continues to be over double of registration from 2020. 8311 children ages 0-12 have registered as of July 31st. including the teen participants, there are 9566 total registrants for ages 0-18.

Date	Ages 0-12 2019	Ages 0-12 2020	Ages 0-12 2021	Percent of 2019	Percent of 2020
July 31st	12750	3810	8311	65%	218%

Date	Ages 0-18 2019	Ages 0-18 2020	Ages 0-18 2021	Percent of 2019	Percent of 2020
July 31st	15052	4499	9566	64%	213%

We crushed our community goal for all participants to read 100,000 days over the summer!

Congratulations! You did it!

El Paso County kids and teens read a combined total of 100,000 days this summer!

[Register an individual or family](#) or [sign in](#) to participate!



Resources

Barb Huff prepared 2 Stroll a Stories for Greccio Housing, coordinating through Lisa Ward (MLS).

Innovation/Creativity

Barb Huff and many staff from the branches and FCS presented 14 Summer Adventure *Walk the Labyrinth* programs. We had a labyrinth and many other gross motor skills activities for kids ages 2 –9. It was wonderful to mingle with patrons again and talk about library programming and materials with them. We saw 926 children and adults, and they were very appreciative of the activities we provided. We collaborated with many parks, community centers, and a local church, to provide space for the programs. Patrons discovered new parks in and around Colorado Springs and all branches were able to do outdoor programming.

Service

Barb Huff, Laura Broderick, and Betty McDonald completed Module 1 for the HSD2 Curriculum for Grades 3-5. They will now begin Module 2.

<https://research.ppld.org/HSD2ElementaryCurriculumGuide>

Internal/Staff

Christa Funke finalized the menu template and trained the Family & Children Services team on how to fill out the template to prepare it for distribution to staff. She also met with Laura Broderick to plan training and documentation support for staff and met with Shelby Bozlee to train her on the mechanics of the menu. The menu is what we use to send out programs to the district, in which staff select what they want to offer at their location. We are currently planning January-April 2022.

Accountability

Christa Funke attended the Statistics standardization meeting with representatives from the different public services departments. This group is working to determine what statistics need to be gathered and to create a standardized format for gathering the information and disseminating it as needed. Christa also met with Shelby Bozlee to discuss specific statistics needs for Family & Children's Services.

Regional History & Genealogy

Community

On July 8, the artist Mike Pach installed the *Then and Now* exhibit as part of the Colorado Springs Sesquicentennial at Library 21c. The artist selected historic images from the collections of PPLD and the Pioneers Museum. He creatively used these historic collections as inspiration for his contemporary interpretations. Mike began work on this project in 2018 and Erinn Barnes guided him through the process of using the PPLD photo archives. The exhibit opening attracted over 200 people to Library 21c.

Resources

As part of a comprehensive effort to gain intellectual control of all photo archives collections, team members are completing processing and inventorying of the Stewarts Commercial Photographers Collection. The development of a comprehensive finding aid will allow researchers organized access to prints and negatives in this unique and substantial collection. The Stewarts Commercial Photographers Collection documents over eight decades of community history including the construction of the Air Force Academy, The Pikes Peak Hill Climb, The Pikes Peak or Bust Rodeo, and the Pikes Peak Range Riders. PPLD acquired this collection in 1999.

Service

A key component of the RH*G service function is connecting people to relevant historic resources and collections. One metric used to assess our success is tracking how many researchers used the archival collections. In July, the RH*G team saw 17 archival researchers, the most in a month since 2018. Those 17 researchers utilized a total of 81 boxes of records.

Accountability

The RH*G team enjoys a long history of using evaluations to assess the symposium. However, during the past year the team committed to evaluating every virtual program. Following every program, a survey is sent to registrants to assess several factors including the virtual format, scheduling, topics of interest, community connectedness, and the success of the program in sharing PPLD regional history and genealogy resources. The RH*G team reviews this feedback and associated data points to help make programmatic decisions. An example of this process in action is the in-person “Symposium Social” event in September. While Symposium participants appreciated various aspects of the 2021 virtual Symposium programs, many stated they missed the time to chat and see old history-loving friends. Many were excited to know we heard their feedback and responded.

Young Adult Services **Community**

Summer Adventure continued see an increase in registrations. For all ages, we were at 9,563 total registrations by the end of July, with 1,400 total new registrations just in July. The Summer Adventure Ambassador program continued with a meeting to share how the program was going.

Kim Cox (High Prairie) attended United Way’s Backpack Bash. About 26 people got new cards and three patrons replaced lost cards. We had around 200 people come to our table and had fun chatting with members of our community and making buttons for the kids.

June McGinn at Penrose Library reached out to the All Souls youth group and is working on getting a booktalk set up this fall. June also called First Congregational UCC and got in touch with the Director of Youth Ministry.

Danielle Seltenright worked with Trevor Elmore (Mobile Library Services) on the Bookmobile for an event at Banning Lewis Ranch. This event was a part of the “Banning Lewis Ranch Summer Concert Series” and is free and open to the public.

Resources

Cameron Riesenberger organized the young adult portion of the All Pikes Peak Writes contest.

Amanda Franke reports that board games are circulating at Rockrimmon Library. We have 10 games available for patrons to check out and play at home, with more to come.

Innovation/Creativity

Cameron Riesenberger worked with HSD2 and PPLD staff on a Colorado Comprehensive Literacy Grant that HSD2 is applying for. PPLD signed a letter of support that outlines how we will support the grant, including: PPLD staff participating on HSD2’s District Literacy Team, supporting a needs analysis, and starting the LENA start program with HSD2 families.

Service

Larissa Powers and Danielle Seltenright hosted the first district-wide, virtual Teen Advisory Board (TAB) with six teens in attendance and several other active members excited to join but unavailable to attend.

Larissa Powers coordinated four sessions of the Tuesday campaign of virtual Dungeons & Dragons, and kicked off two sessions of the new Friday campaign. Several new Dungeon Master volunteers are now going through the process to become in-person Dungeon Masters for sessions in the branches beginning in the fall.

This month East Library welcomed teen volunteers back into the building. Shannon McDonald has worked with Marion Robert in circulation to come up with a plan for training volunteers in backroom tasks.

Internal/Staff

Young Adult staff met to examine our teen spaces policy for possible revisions and updates.

Accountability

Britt Bloom and Becca Philipsen continued to oversee the PPLD Teens Instagram and Facebook accounts with help and guidance from Brenna Hemphill in Communications. Instagram continues to tweak the algorithm which affects how much our content is seen. On Instagram (IG), we posted 130 stories with a reach of 2601. The mean average of viewers per story continues to rise slightly month over month. We posted 22 grid posts that reached 8355 people and had 780 post interactions.

Our Instagram reels paid off, as we reached an additional 3366 accounts with reels. Our best performing reel was https://www.instagram.com/p/CR7IjI_ID8I/ with 2757 views.

On Facebook, the most popular post was the album of Teen Art Contest winners, which reached over 500 people.



"Bridged" by Ashlin L. - Best in Show



Communications Department: Report for August 2021

NEWS COVERAGE

- Total features and mentions:*
 - **July:** 89
 - **Year-to-date:** 558
 - **Average per month:** 79.7
- Highlighted coverage from last month:
 - Colorado Springs's **sesquicentennial** has garnered a lot of news coverage, including the **"Then & Now" photography exhibit opening** at Library 21c and **PPLD's participation in the downtown festival** on its 150th birthday. Coverage included [KRDO](#), [KOA](#), [The Gazette](#), [Colorado Springs Magazine](#), [KRCC](#), and the [Colorado Springs Independent](#), along with FOX21, KKTU, and the *Colorado Springs Business Journal*.
 - PPLD's **Summer Adventure** was featured in [The Gazette](#) and *Fountain Valley News*.
 - The announcement for PPLD's **All Pikes Peak Reads book tiles** was covered by [The Gazette](#).
 - The **Friends of PPLD's Literary Awards** winner and reception was featured by [The Gazette](#) and ColoradoSprings.com.
 - The renewed **Pikes Peak Poet Laureate** project by PPLD and its call for applications was covered by Colorado Public Radio and the *Pikes Peak Bulletin*.
 - This month's [Library Limelight column](#) focused on **summer adventure opportunities for everyone**. It was featured online and in print for three weekly editions of Pikes Peak Newspapers (with *The Gazette*).

**NOTE: The total figure above includes all tracked and/or known TV, print, online, and/or radio coverage by news outlet, including on-air mentions and stories that ran on multiple newscasts. It excludes online or print event/calendar listings, in addition to unknown radio features due to tracking limitations.*

DIGITAL MARKETING

- PPLD.org website statistics (as of last month):
 - **Most popular web page**, besides the home page: ppld.org/jobs
 - **Monthly totals:** 178,308 sessions; 95,834 visitors, with 83,213 being new users; and 309,143 pageviews
 - **Year-to-date totals:** 1,316,200 sessions; 674,451 visitors, with 574,874 being new users; and 2,334,149 pageviews
- District-wide social media statistics (as of June 30):
 - **Facebook:** 13,030 total followers, plus 20,344 daily engagement
 - **Twitter:** 5,190 total followers, plus 599 engagement
 - **Instagram:** 2,662 total followers, plus 1,630 engagement
 - **LinkedIn:** 1,242 total followers, plus 232 engagement

HAPPENINGS

Key updates & other news:

- **Library experience survey in September:**
PPLD is conducting their annual survey from Sept. 6-30 to better understand the patron experience, use of our resources, services, and facilities, and what people would like to see the Library offer in the future. The short, in-the-moment survey is available online and via paper, in English and Spanish, for those visiting a library facility and using our website, mobile app, or virtual library. It is optional, and all responses will be anonymous and confidential. Patrons can also opt-in to receive email news and updates from PPLD.
- **IFLA PressReader International Marketing Award:**
PPLD finished in the top 10 of the 2021 IFLA PressReader International Marketing Award for our [“All You Need Is Your Library” campaign](#). The award received 90 submissions from 22 countries around the world. The campaign was conceived and executed by Digital Marketing Specialist Brenna Hemphill, Senior Graphic Designer Nicole Enger, Video Producer Drew Cerino, Chief Communications Officer Michelle Ray, and former Director of Public Relations & Marketing Kayah Swanson. It utilized data from PPLD’s 2019 community needs assessment, and featured ads on radio, social media, YouTube, local television stations, and more.



The award is put on by the Management & Marketing Standing Committee of the International Federation of Library Associations and Institutions (IFLA). Internal Communications Specialist Jeremiah Walter is Information Coordinator for that committee and oversaw the collection of submissions, marketing of the award, and planning a session at this year’s World Library and Information Congress featuring the award. He is also a past jurist for the award, but recused himself from deliberations because of PPLD’s submission.

Community partnerships & outreach:

- **PowerPass launch:**
PPLD and Academy School District 20 (ASD20) will publicly announce their partnership on Aug. 30, with students gaining access to PPLD’s PowerPass starting this school year. This is the third school district in El Paso County partnering with PPLD for the just-for-students digital library card. It grants access to the Library’s digital collection and resources, in addition to five physical checkouts at a time.
- **Library of Things expansion:**
PPLD will soon launch new items for checkout from our collection, including garden tools donated by RAWTools and Junior Ranger Nature Packs through the City of Colorado Springs, Parks, Recreation, and Cultural Services.
- **Happy Cats Haven partnership:**
Working in partnership with the Library, the cat rescue is hosting [Purr Me a Story](#), where children ages 7-12 read books to adoptable cats. In addition to a program on Aug. 15, there’s one scheduled on Sept. 12.



- **Upcoming outreach events:**
 - Comic Con at the Broadmoor World Arena (Aug. 27-29)
 - Stratton Open Space Bioblitz (Aug. 28-29)
 - Music on the Mesa at Gold Hills Mesa (Sept. 4)
 - Get Out, Get Healthy presented by Children's Hospital Colorado at John Venezia Community Park (Sept. 11)

Current & upcoming programs:

- **All Pikes Peak Reads**
Pikes Peak Library District's annual program geared towards celebrating literature, improving community connection, and fostering dialogue across social, cultural, and generational lines. This fall we invite you to read one of the selected titles below, and join us for programs including author visits, book discussion groups, and more.



2021 Selected Titles

- **Adults:** *Hidden Valley Road* by Robert Kolker and *Finna* by Nate Marshall
- **Young Adults:** *Nimona* by Noelle Stevenson
- **Children:** *Indian No More* by Charlene Willing McManis with Traci Sorell

Programs

- **Poetry Reading:**
Hear short readings from all of our 2021 All Pikes Peak Reads titles and poetry readings by local poets. The evening will conclude with a reading and meet and greet with *Finna* author Nate Marshall. The event takes place at the Fine Arts Center on Fri., Sept. 24 from 5 to 7 p.m.
- **Virtual Author Visits:**
Join *Hidden Valley Road* author on Thu., Oct. 21 at 7:30 p.m. Families and children are invited to join PPLD and the authors of *Indian No More* on Tues., Nov. 2 at 10-11 a.m. or 1-2 p.m.

Meeting & study rooms:*

- **Library-hosted programs & room use (including Virtual Library):** 255 for last month, bringing the year-to-date total to 1,170
- **Patron reservations:** 869 for last month, bringing the year-to-date total to 1,982
- **Online patron requests:** 1,193 during last month, bringing the year-to-date total to 2,364
- **Phone & email inquiries:** 135 for last month, bringing the year-to-date total to 537

*NOTE: During the ongoing pandemic, a [limited number of rooms reopened](#) to the public on Feb. 9 for reservations. A majority of meeting and study rooms have reopened across the District as of late May.

Internal communications:

- **The Bookmark**, PPLD's weekly email newsletter for all staff
- **Staff talking points**
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys, including a current all-staff survey

Facilities Department Report August 18, 2021

Projects

Facilities continues to work on a large number of projects throughout the district. The projects listed here are only a representative list of those projects and not all inclusive.

The new network closet, office for the Director of Regional History and Genealogy and the enclosure of the Executive Assistant's lobby area is progressing and is anticipated to be complete by August 16, 2021. All storefront framing and glazing are complete as well as network closet HVAC and electrical. An additional air supply to the office for the Director of Regional History was required after initial mechanical inspection. This may slow completion a bit but at this time we're still targeting August 16th.

We are in a holding pattern with Colorado Springs Utilities regarding a partnership that would bring electric vehicle charging stations to our East, 21c and Rockrimmon libraries. CSU's leadership team is still reviewing the EV plans internally and is expected to continue for another two or three weeks. Once that is completed, they will be able to finish reviews of potential sites for installation and begin working on easements and land agreements.

Facilities continues to work with Family and Children's Services in the development of Story Walks at Penrose, East, and Library 21c. Another walkthrough at East is being scheduled with the parks and recreation staff to determine location for installation in George Fellows Park. After further review, it was determined that a story walk at Penrose will not be feasible due to available space. Family and Children's Services are looking into other possibilities that will promote this program. No Story Walk installation is currently planned at Library 21c. It is hoped that this could be integrated into a future landscape design that would convert the property's existing turf to native grasses.

Along the same line as the Story walk project, Facilities is working with staff and landscape architect in developing a plan at High Prairie for a sensory path that will include small climbing areas, a covered pavilion, a native American teepee structure, musical instruments as well as exterior log seating for outdoor events. This sensory path is planned to have a Story Walk included as well. We anticipate initial plans to be presented in the next couple of weeks to review and make needed changes.

The architectural designs for the new DEI Director's office at East are due this week. Once received, Facilities will meet with the Director of DEI to review and discuss any changes.

Final drawings, specifications, and cost estimates for the replacement of the Penrose/ Carnegie roofing systems are due this week. This package will be in preparation for the replacement project targeted for spring of 2022. The cost estimate will provide budget figures for the 2022 budget. Project bidding is planned for October 2021.

Operations

The RFP for janitorial and carpet cleaning services has closed and proposals are currently being reviewed. The results and recommendations will be presented to the Board of Trustees at the September 2021 meeting. This contract is planned to begin January 1, 2022

Staffing

Facilities staff is working with Human Resources in filling two vacancies. One, to fill the position vacated by Dan Collins upon his promotion to Facilities Supervisor at the East Facilities office and one position vacated at that same office earlier this month. Interviews have been completed and offers extended to two applicant who have agreed to join the Facilities team. Currently background checks, etc. are being conducted and it is hoped that starting dates will occur by the end of August.

Monthly Statistics

In the month of July 2021, the Facilities department completed a total of (148) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of July 2021, Facilities staff completed a total of (158) demand work orders (work orders submitted by PPLD staff) accounting for (209.44 hours) of staff time and (168) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (240.54 hours) of staff time. A total of (326) work orders. Along with work orders, Facilities on-call personnel responded to (2) after-hours calls in July 2021. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
August 2021
Heather Laslie, Chief HR & OD Officer**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Worked on In-Service day logistics, specifically Support Service plans.
 - Securing speakers for PPLDCon.
 - Met with some of the Public Service directors to work on the Tech Skills Matrix. Have identified 24 categories of technology that PS staff need to have some level of competency in. Currently working on defining the levels of Basic, Intermediate and Advanced knowledge needed for each category.
 - Met with members of circulation, Collection Management, and ILL to build out tech competency levels for Request It, World Cat and ILS (general and not specific to Sirsi).
 - Met with some of the PS directors to review new mentoring program process, timeline, and mentor & mentee applications. Program should launch in January.
 - Met with YAS and FCS to discuss training for staff on how to work with minors.
 - Reviewed and confirmed updates to CFO position – job posted on August 3rd.
 - Scheduled hiring bias training for managers and supervisors that will take place in September.
 - Met with OET members – have updated Chief Librarian awards and will no longer have categories but staff will be able to nominate anyone for anything they feel is above and beyond. John and LT will decide on winners. Moving forward with purchasing same pins, chocolates and wooden flowers for this year's service award winners. Also looked into giving out more candy bars to branches to give to their staff when they are appreciated – this has been put on hold until 2022.
 - Employee relations – consulted with a couple of managers that were preparing to have coaching conversations with their staff.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Continuing training and documenting ADA Processes (ongoing employee issues) particularly with Interactive Process (discussion with employee and supervisor)
 - Researched and tested possibility of PA process in MUNIS; discovered we will need to do sharepoint folders due to lack of MUNIS capabilities to improve on process as envisioned; working on the rollout of that with IT
 - Due to large numbers of FMLA inquiries and submissions, now working with Finance to set up an accrual tracking system in MUNIS to help better track 12 weeks of FMLA for employees
 - Presented at two Quickstarts and processed benefits paperwork and PAs
 - Led Benefits Team Meeting and review of two policies
 - Updated Bereavement Leave Policy and tracking bereavement leave documentation more closely
 - Began preparation for EE0-4 reporting and scrubbing database to make sure all employees have EEO data populated and correctly populated
- Administrative Support Specialist (Laurie Jackson)
 - Attended CAL Equity, Social Justice, Diversity and Inclusion Conference
 - Ordered service award pins and sourced service award gifts
- Volunteer program (Karen Goates)

August 2021	Total # of Volunteers	Total # of Hours
Adult Volunteers	139	951
Teens: Review Crew and Workforce Readiness	19	40
Friends of the Library	62	754

- Increasingly implementing the volunteer management software, most new applications coming in are electronic.
- Promoting and recruiting various volunteer positions across the district as volunteer numbers continue to rise.

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	July 2021
Jobs Posted	8
Newly Hired Employees	3
Promoted Employees	6
Transferred Employees	6
Separated Employees	7

- Coaching session with employees
- New Hire paperwork – I9, W4, background verifications, POPP tests
- Job postings and sending closing documents to recruiting managers
- Attended “Coaching to build skills, Improve Performance and Develop others” by Employer’s Council.
- Training (Sarah Marshall)
 - Completed Employers Council training: Coaching to Build Skills, Improve Performance and Develop Others
 - Attended CAL Equity, Diversity, Social Justice, and Inclusion conference
 - Confirmed PPLDCon Keynote: Matthew Bollerman, CEO of Hauppauge Public Library (NY)
 - Received 8 staff presentation proposal applications for PPLDCon sessions
 - Met with YAS and FCS to discuss training for staff/volunteers regarding working with minors
- Other Projects (Heather Laslie)
 - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues
 - Continued to engage with Employers Council regarding the Equal Pay for Equal Work Act audit
 - Continued supporting the amazing team that I’m honored to guide!

HR Stats	July 2021
Total Permanent Employees	406
Total Active Positions	448

Information Technology (IT) Department Report

August 2021

End User Services (EUS) Team

Chromebook Deployment. EUS is deploying Chromebooks for public circulation to replace aged laptops. The laptops are not compatible with Windows 10 and pose a cybersecurity risk.

Staff Transition to Mobile Workforce Project. EUS continues laptop deployment to meet staff mobility requirements for office and home.

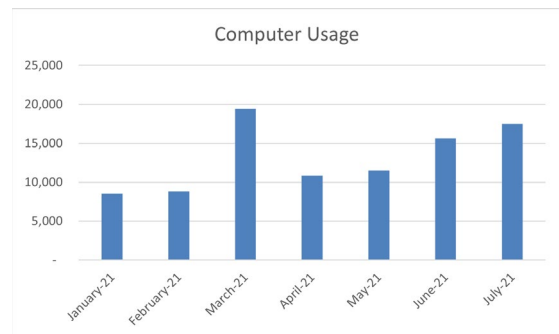
Windows 10 Project. The Windows 10 project has resumed and is on schedule to finish this summer.

Self-Check Upgrade. Board of Trustees approved Solutions as a Service (SaaS). EUS validated requirements, are contracting for service, and are arranging for installation schedule projected for October.



Statistics.

- *Worked on 256 tickets and closed 354*
- *Computer Usage was 17,483 sessions.*
- *Hotspot Circulation to Library Patrons was 28.*
- *Printed Pages 92,989.*
- *Laptop circulation was 114.*
- *AWE Early Literacy Station circulation 1014.*



Infrastructure Team

Penrose Library Cabling Project. The Facility Team work on a new IT closet; almost completed. IT staff proceeding to plan for using the closet as part of the Penrose cabling project.



Transition from “closet” to intermediate distribution frame room to accommodate PE cabling project.

Network Transport Transition (E-Rate Funded). Allstream provisioning challenges will delay transition from July 1 to October 1.

Surveillance System Replacement Project. Project planning continues with Security staff. Library 21c camera cabling is in progress. Old Colorado City and Fountain are scheduled for September.

Network Restructure. Phase I transition at Penrose Library, Library 21c and East Library successfully completed August 1. Phase II affecting other libraries scheduled for late August. Dan Stone and Andy Biadasz with assistance from David Burling and Cameron Landreth were responsible for the successful Phase I transition.

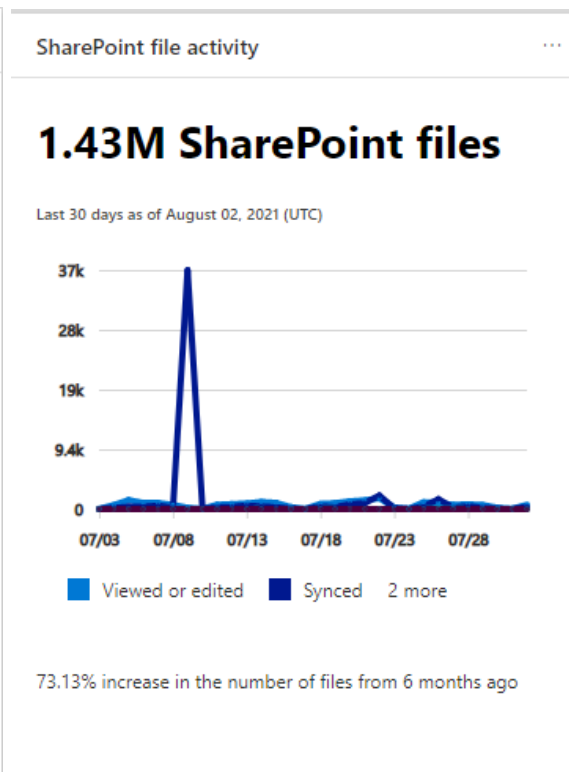
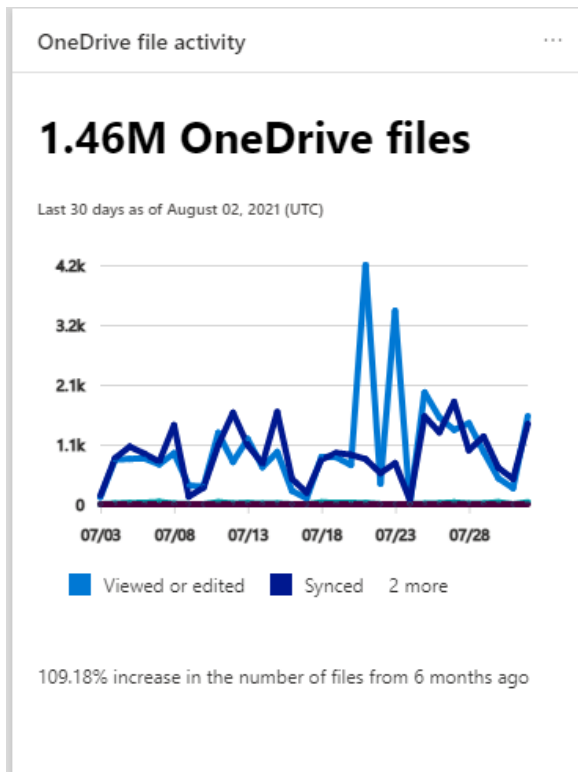
Special Collections Data Management. Justin Goodwin and Dan Stone working with the Special Collections staff planning for transitioning the collection to digital storage in line with industry best practice for storage, archiving and retrieval.

East Library Cabling Project. Cabling completed awaiting procurement of switches needed to complete project.

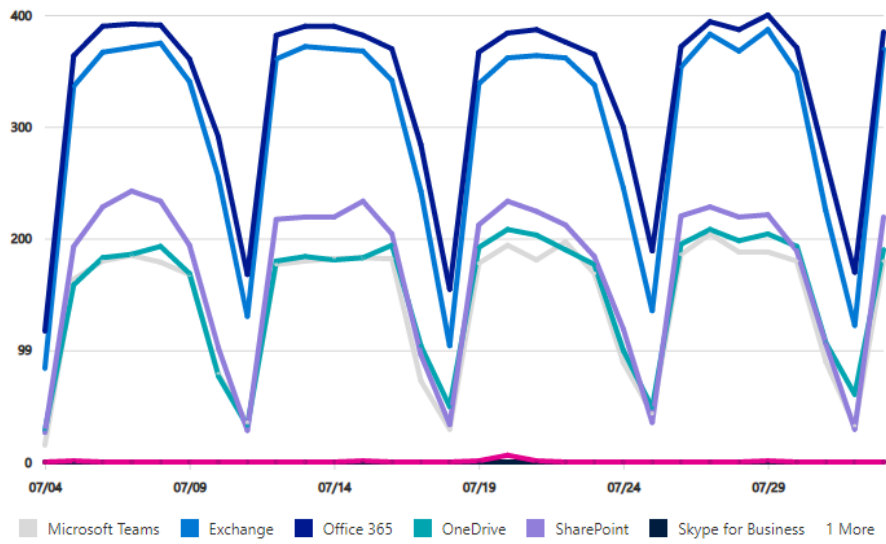
Web Team

Drupal 8 upgrade. The web team, Virginia Franklyn and Cheryl Howard, are working with the vendor on the last few weeks of the Drupal 8 upgrade.

Intranet Transition. The Intranet is up and functioning with previous issue with staff directory resolved. The following graphics provide metrics that are now available, via the intranet, to the staff to assist in planning for infrastructure services (i.e., collaboration, storage requirements, etc.).



Active users



Security/Safety Social Services Board Report

All three departments continue to be very busy as the summer rolls on.

-Fire drills have been conducted at every facility in the district and a new round for the next quarter have been scheduled already.

-District Bomb Policy was published and distributed and PPLD specific bomb threat quick response cards were created, printed, and distributed to every single phone in the district.

-Michael Brantner attended the International Security Conference West in Las Vegas. He met with over 40 vendors investigating technologies to improve the safety and security of the district and utilizing technology to reduce overall costs at the same time. He met with 20 vendors individually and worked hands on with software solutions to assist in determining best vendor for the upcoming midyear electronic access control upgrade project.

-Working with facilities we have begun a district wide survey of every single door in the district to determine what safety upgrades as well as hardware upgrades need to be identified to incorporate into the access project to make them function.

-We continue to be challenged with staffing Officers as almost every other organization struggles to hire staffers. We are currently hiring a full-time position for Penrose, A full time position for Sand Creek, A full time position for East and a 20 hr position for Penrose.

-We have completed a district wide survey of all intrusion alarms and sensors that are accumulated from multiple alarm contracts with multiple companies over the years. This has created a master list of sensors in the facility, what is being contracted to be monitored, and what is turned on and live in the system. We are working with our contractor to finally get these all updated, and the entire system corrected once and for all to alleviate confusion with the alarm responding system for officers in the closed hours.

-We have recently updated the officer on call bag with new maps and binders and updated the on-call cell phone to tap into the bridge camera system being installed. This allows officers who receive alarms during closed hours to utilize the system we are building to reference the location of the alarm and pull that up on the camera system and not drive to each facility for all alarms. This will save significant funds and time as the program continues to roll out.

-We continue to work with Communications to complete the new public entrance signs for security. Short staffing has prolonged this project past the expected completion date.

-Installation of camera CAT ^ line for the camera bridge system has begun at 21C. We have completed installation and have brought Ute Pass online. Fountain is in the final planning stages for conduit, and we hope to bring the cameras there online the beginning of September. Old Colorado City has had installation approved by historical society and we hope to get an electrician in the next few weeks to begin conduit runs there. Half of the Palmer Lake exterior cameras will be installed in the next 10 days.

-Officers continue to assist filling public service roles and jumping in to fill vacancies across the entire district. Flexibility and teamwork are key to daily success.

Security Regional Contributions

Southeast Region

- Security staff from Ruth Holley assisted with the Summer Adventure Program. Staff assisted in the Meet the Goats program by helping with setting up and breaking down the equipment needed for the program. Security was also responsible for counting the number of participants who attended the program.



- Fire Drills were held across the region

East Library: 2

Fountain: 1

Ruth Holley: 1

Sand Creek: 1

These were conducted for the purpose of training staff on the proper reaction in the event of a fire. Future drills may be announced or unannounced. Some may incorporate training with the fire department personnel.



- On July 21, 2021, Security Officer Stephen Smith is notifying a patron he is not allowed to sit in the teen zone. Patron was asked to move to another area of the library. The patron refused to comply with the request from staff, became disruptive and damaged PPLD property. Patron was suspended from PPLD.



North Region

- Rich Hemphill is a 20 hour Security Officer assigned to High Prairie Library. In order to enhance the operational proficiency of the North Region Security Team, Rich has completed orientation for 21c duties and tasks. Over the past several months going back to the start of the pandemic, Rich has worked both at High Prairie and 21c conducting safety tours during the closure and working with patrons at Library 21c. Rich is a great representative of PPLD and maintains a high level of professional performance each day wherever he is assigned.

Board Members should say hello to Rich as he has a wealth of knowledge and is an asset to the North Region Security Team.



- North Region Security Team continues to enhance our abilities to assist the Circulation staff during times of sick call off, vacation, staff shortages or any other reason. During and since the pandemic closure, we have been assigned to work the Curbside desk and Upper I Desk. Further, we are able to assist with the Holds area, Pull list and Returns. These are just a few examples of North Region Security providing a value added service to the Pikes Peak Library District. The overriding expectation for North Region Security is patron experience and great customer service while always being alert to the safety and wellness of staff and patrons!!



- As part of North Region Security everyday duties, we are responsible for the Lost / Found items storage and return. Over the past few days, the property was bagged and sent to Goodwill as per PPLD policy. Together as a team, we inspect the property for high value items and appropriately destroy high tech (phones, flash drives or any electronic items) equipment. Every once and awhile, we receive an interesting item that needs more attention than the others. We found a Victoria's Secret makeup bag with approximately \$200 worth of makeup inside. This bag did not have any ownership markings or any identifying names on it. It placed into the Lost / Found locker and have a few days, I received a phone call from a patron regarding the makeup bag. The patron was thrilled we had it but needed special assistance due to she lives to Olathe, Kansas. The patron provided me the shipping address and I received approval to ship the item to her. Needless to say, the patron was very happy and had assumed she would not get

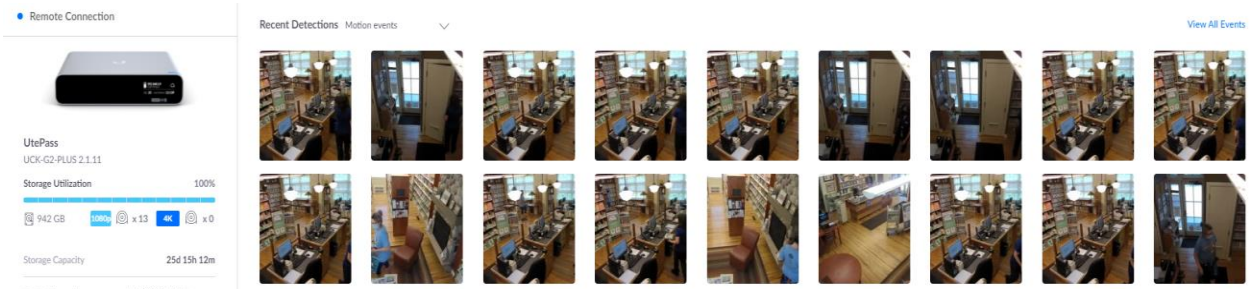
the bag back. The patron said she was extremely happy to get the makeup bag back as it saved her from having to buy another one to replace it.

North Region Security strives to go over and beyond PPLD expectations to provide a wonderful patron experience no matter where they live.

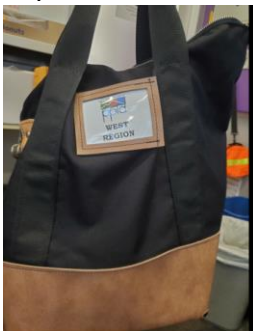


West Region

- Completed installation of cameras at Ute Pass. Now officers and staff can remotely see via cameras If alarms are actual or false alarms.



- West Region took the lead on writing and developing a new process for Money bag deposit's

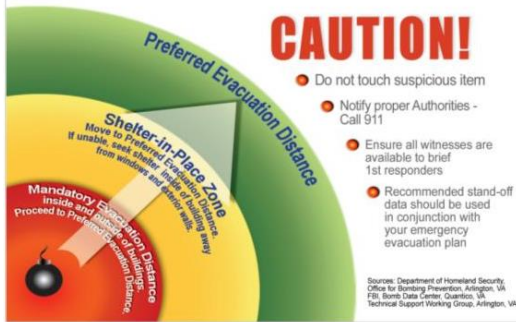


- West Region contributed valuable time and effort to the development of EOP-6

EOP-6

Emergency Operations Procedure 6

Bomb Threat and/or Suspicious Package



Social Work

Activities for July 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- Networking/collaboration meetings with: Elevating Pikes Peak Women podcast interview
- Internal meeting/collaboration with: MO/RO staff training
- 180 separate patron meetings, serving 107 individuals; 78 of which were new clients
- Weekly CE meetings
- Security Staff meeting
- COVID-19 Vaccine Equity Clinics: FO (July 10th - 2nd dose, second clinic), SA (July 14th - 2nd dose, second clinic)
- Open hours – 8 hrs/month at PE, 4 hrs/month at RU, 4 hrs/month at SA, 3 hrs/month at CA, 3 hrs/month at HI
- Homeless Services Committee quarterly meeting
- Weekly Connect Group:
 - 7/6: 4
 - 7/13: 0
 - 7/20: 3
 - 7/27: 6

Accomplishments:

- Provided 44 bus passes for patrons to access shelter, DHS, job interviews, DMV to obtain ID, and medical appointments
- Assisted 3 patrons in applying for state benefits (SNAP, WIC, TANF, OAP)
- Assisted patron in applying for rent assistance
- Assisted patron in completing application for replacement birth certificate
- Assisted 4 patrons in completing Section 8 waitlist application
- Assisted patron in applying for Assurance Wireless phone

Report & Suspension Increasing Totals

2020 - Reports

JANUARY	38
FEBRUARY	47
MARCH	16
APRIL	5
MAY	7
JUNE	8
JULY	16
AUGUST	20
SEPTEMBER	26
OCTOBER	27
NOVEMBER	13
DECEMBER	13

2021 - Reports

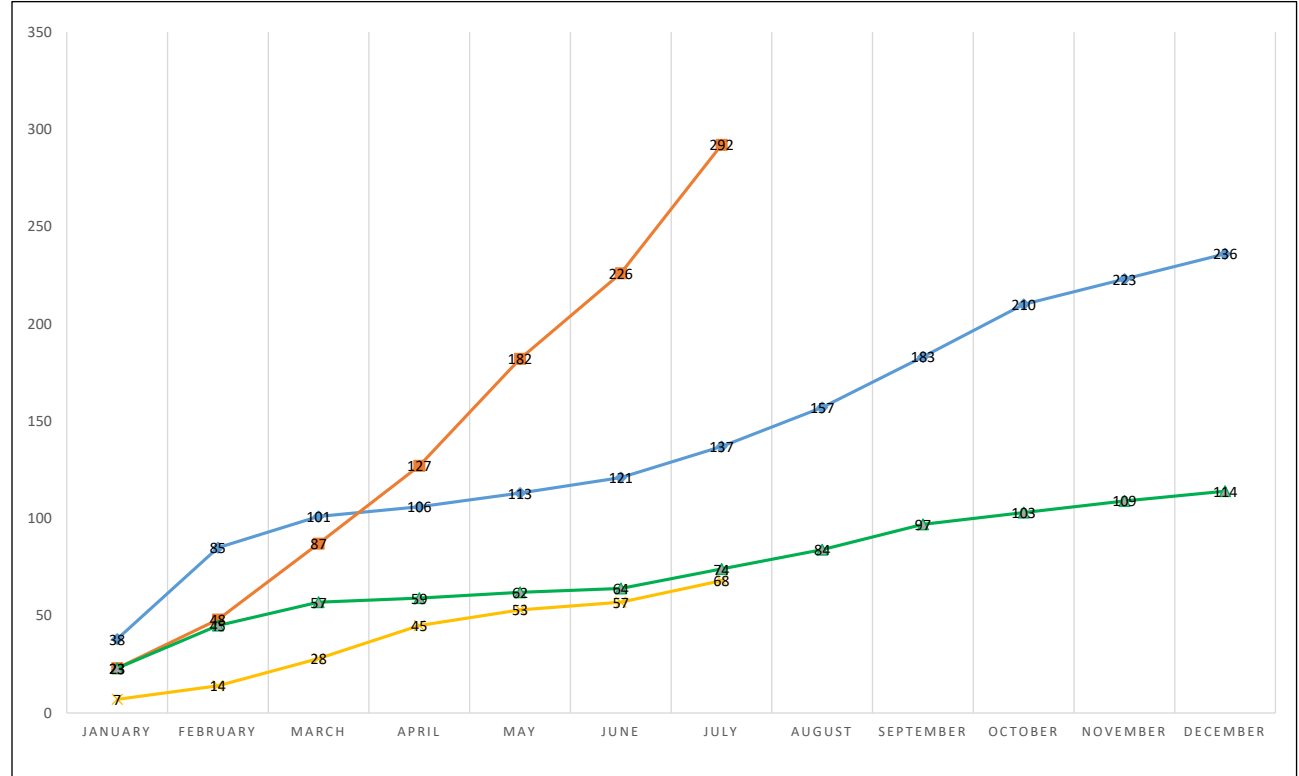
JANUARY	23
FEBRUARY	25
MARCH	39
APRIL	40
MAY	55
JUNE	44
JULY	66
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

2020 - Suspensions

JANUARY	23
FEBRUARY	22
MARCH	12
APRIL	2
MAY	3
JUNE	2
JULY	10
AUGUST	10
SEPTEMBER	13
OCTOBER	6
NOVEMBER	6
DECEMBER	5

2021 - Suspensions

JANUARY	7
FEBRUARY	7
MARCH	14
APRIL	17
MAY	8
JUNE	4
JULY	11
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

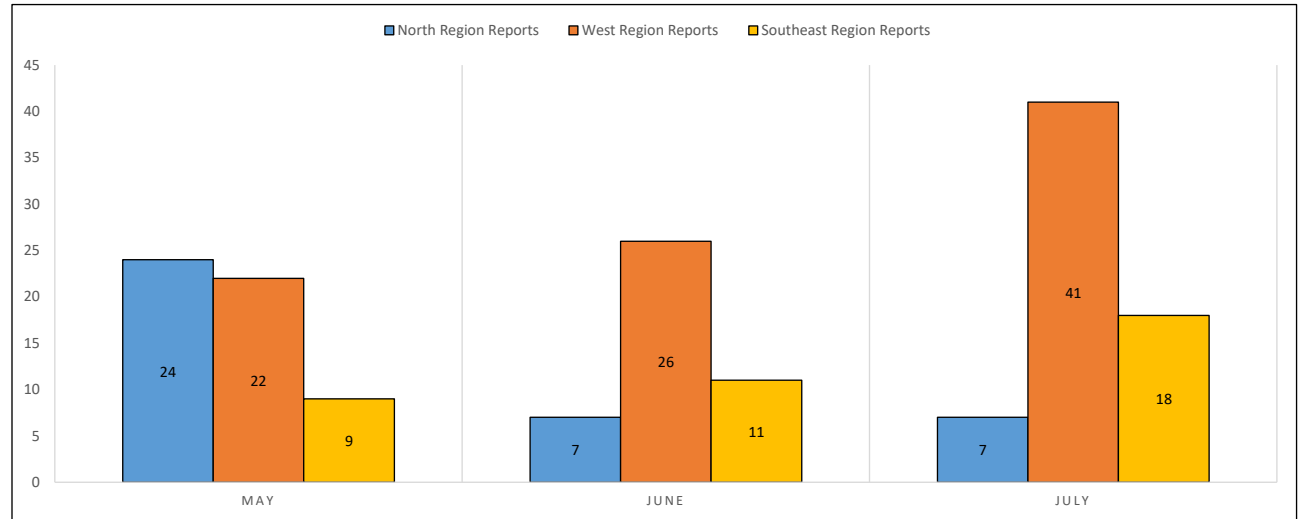


Reports - Regional Monthly Comparison

North Region Reports	
MAY	24
JUNE	7
JULY	7

West Region Reports	
MAY	22
JUNE	26
JULY	41

Southeast Region Reports	
MAY	9
JUNE	11
JULY	18



Suspensions - Regional Monthly Comparison

North Region	
MAY	3
JUNE	1
JULY	0

West Region	
MAY	4
JUNE	3
JULY	7

Southeast Region	
MAY	1
JUNE	0
JULY	4

