

VIRTUAL MEETING (ZOOM)

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

Meeting ID: 883 8779 8379

Passcode: 730852

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
Old Colorado City Historical Society letter (p. 3)
 - B. Presentations
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 22-1-1: Minutes of the December 8, 2021 Meeting (p. 4)
 - B. Consent Items: Decision 22-1-2: Consent Items as Presented (p. 10)
*Consent items shall be acted upon as a whole unless a specific item is called for discussion.
Any item called for discussion shall be acted upon separately as "New Business".*
 1. Resolution Designating Posting Places for 2022 Board Meetings
 2. Resolution Designating the Official Custodians of Records
 3. Property Disposal Guidelines
 4. 2022 Contract/Vendor Approval
 5. Conflict of Interest Statement
 6. 2022 Insurance Policies
 7. Independent Auditors - 2021 Financial Records
 - C. Unfinished Business
 - D. New Business
 1. Decision 22-1-3: Penrose/1905 Carnegie Roof Replacement (G. Syling) (p. 36)
 2. Decision 22-1-4: Self Check and Security Gate Replacement (R. Peters) (p. 39)
 3. Decision 22-1-5: Access Control Equipment (M. Brantner) (p. 41)
 4. Discussion: December 2021 wind damage (p. 47)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (R. Jordan) (p. 48)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 49)
 - C. Financial Report: November 2021 (R. Green) (p. 50)
 - D. Public Services Report (T. Shainidze Krebs) (p. 67)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 82)
 - 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>



Old Colorado City Historical Society
One South Twenty-Fourth Street
Colorado Springs, CO 80904-331
(719) 636-1225
www.occhs.org

December 1, 2021

John Spears, Chief Librarian and CEO

Pikes Peak Library District

P.O. Box 1579

Colorado Springs, CO 80901

Dear Mr. Spears,

I would like to express my appreciation to Erinn Barnes for inviting our Collections staff to visit the Pikes Peak Library District's Photography Archive.

We are an entirely volunteer organization, and our archivists are in the process of learning how to organize the photographs we have received as donations. When one of our volunteers sent an inquiry to Special Collections, Erinn went beyond simply providing an explanation. Our volunteers found the opportunity to see the archive and ask questions very helpful.

We will be incorporating the information that Erinn provided.

Sincerely,

Barbara T. Sweat

Barbara T. Sweat, President

Old Colorado City Historical Society

1 South 24th Street

Colorado Springs, CO 80904



Providing resources and opportunities that impact individual lives and build community

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
December 8, 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

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, Finance Specialist Dana Austin, Chief Safety, Social Services and Security Officer Michael Brantner, Executive Assistant Laura Foster, Finance Assistant Tisha Gough, Controller Randy Green, Ruth Holley Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Systems Support Specialist Carol Morrow, 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, Southeast Regional Director Abby Simpson, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter; City Councilmember Randy Helms, Aaron Salt, County Commissioner Holly Williams, City Councilmember Wayne Williams, Friends of the Pikes Peak Library District Operations Coordinator Beth Crumrine, John Foley, Summer Hiett, Jason Karoub, Tim (last name not provided), Shawna Kempainen, Ruby Kreutz, Will Snyder, Deb Walker

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2022 BUDGET

CALL TO ORDER

President Vanderschuere called the Public Hearing for the Pikes Peak Library District 2022 Budget to order at 5:00 p.m.

PUBLIC COMMENT REGARDING THE 2022 BUDGET

There was no public comment regarding the 2022 Budget.

ADJOURNMENT

President Vanderschuere adjourned the Public Hearing for the Pikes Peak Library District 2022 Budget at 5:03 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the December 8, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:04 p.m.

ITEMS TOO LATE FOR THE AGENDA

Chief Financial Officer Mike Varnet asked to introduce the Finance Office Staff to the Board of Trustees as this is his last Board meeting. Mike introduced Controller Randy Green, Finance Specialist Dana Austin, Finance Assistant Tisha Gough and Systems Support Specialist Carol Morrow. Payroll Specialist Dawn Ouradnik, and Accountant Tatiana Zonte were unable to attend today's meeting.

PRESENTATIONS

President Vanderschuere announced that the Government Finance Officers Association (GFOA) presented the Distinguished Budget Presentation Award to the Pikes Peak Library District for 2021. This award, established in 1984, is presented to a state or local government entity that prepares budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting. This award recognizes budget documents that excel as a policy document, financial plan, operations guide, and communication tool.

PUBLIC COMMENT

Deb Walker shared her appreciation for the Pikes Peak Library District, as a member of the non-profit community and a 20-year resident of the Colorado Springs area. She commended PPLD for being a great partner and providing spaces within the libraries to hold community events. Ms. Walker also commented that she appreciates the library considering all members of the community when developing programs.

John Foley, a military veteran, has lived in the Colorado Springs area since 2012. He attended today's meeting to thank PPLD for a wonderful library; he has lived in a dozen states and the Pikes Peak Library District is the best of anywhere he has lived.

Shawna Kempainen, Executive Director of The Place, thanked the Pikes Peak Library District for years of partnership, and for creating a Safe Place network within our district locations. The young people she works appreciate that PPLD operates in an egalitarian manner.

BUSINESS ITEMS

Decision 21-12-1: Minutes of the November 17, 2021 Meeting

The minutes from the November 17, 2021 meeting of the Board of Trustees were included in the Board packet. A correction was made to the minutes regarding the launch date of the PowerPass program with the Calhan School District.

Motion: Dr Stoll made a motion to approve the minutes of the November 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as amended.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Decision 21-12-2: 2022 Budget for the Pikes Peak Library District

The 2022 Budget for Pikes Peak Library District was included in the Board packet.

A public hearing for the 2022 Budget for the Pikes Peak Library District was held on December 8, 2021. No public comment was made.

The Board discussed the 2022 Budget at its regular meeting on October 20, 2021. The Board received the draft 2022 Budget on October 15, 2021.

Chief Financial Officer Mike Varnet explained that the largest expenditure planned for 2022 is replacing the roof at the Penrose complex. Other highlights that Mr. Varnet provided are:

- Property tax revenue makes up 85-86% of the budget
- Personnel expenses are 57.7% of the budget, including the 2022 pay adjustment of 4%, and a placeholder for the impact of the Equal Pay for Equal Work Act.
- The application of the Market study results is underway.

Chief Librarian and CEO John Spears thanked Chief Financial Officer Mike Varnet and everyone in the Finance Department for their work on the budget. He also thanked PPLD Management Team and Leadership Team for their input on the budget.

Motion: Dr. Stoll made a motion to approve the 2022 Budget as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-12-3: 2022 Board of Trustees Meeting schedule

The schedule of proposed dates for regular meetings of the Pikes Peak Library District Board of Trustees was included in the board packet. This schedule reflects that the Board meetings will be held on the 3rd Wednesday of each month, with the December 2022 meeting being held on the 1st Wednesday, December 7, due to the budget deadline.

Trustee Mina Liebert indicated potential conflicts with some dates. It was decided to address any necessary changes to the schedule as conflicts arise.

Motion: Dr. Stoll made a motion to approve the 2022 Board of Trustees meeting schedule as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-12-4: 2022 Board officer and Committee Chair appointments

The creation of a slate of officers is a function of the Board Governance Committee. Governance Committee Chair Debbie English consulted with each Board member to create the 2022 slate of officers. It was clarified that the Committee Chair appointments are a Discussion item and not a Decision.

The Slate of Board Officers for 2022 was presented as follows:

President: Dr. Ned Stoll
Vice President: Scott Taylor
Secretary/Treasurer: Dora Gonzales

Motion: Debbie English made a motion to approve the 2022 Board officers as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Committee Chair appointments

Governance Committee Chair Debbie English announced the Committee Chair and Representatives for 2022:

- Governance Committee – Chair Dora Gonzales, Scott Taylor
- Internal Affairs Committee – Chair Debbie English, second will be a newly appointed Trustee
- Public Affairs Committee – Chair Mina Liebert, second will be a newly appointed Trustee

Decision 21-12-5: Floating Holiday policy update

The Board of Trustees approved adding Juneteenth as a recognized federal holiday earlier this year. This update brings the breakout of the holiday hours per employee level to the administrative policy instead of the board policy.

Motion: Scott Taylor made a motion to approve the Floating Holiday Policy update as presented.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

Decision 21-12-6: Resolution to Recognize Trustee Cathy Grossman

Cathy Grossman's second term on the Pikes Peak Library District Board of Trustees will end on December 31, 2021. A resolution recognizing Trustee Grossman was presented.

Resolution in Recognition of Exemplary Service of Cathy Grossman to the Pikes Peak Library District Board of Trustees

Whereas, The Pikes Peak Library District Board of Trustees wishes to commend Cathy Grossman for her exemplary service as a Pikes Peak Library District Board of Trustees Member from January 1, 2012 to December 31, 2021; and

Whereas, Cathy's service on the Board of Trustees has included serving as the President of the Board (2017); serving as the Vice President of the Board (2015, 2016); serving on the Public Affairs Committee (2012, 2013 to 2016 Chair, 2018 Chair, 2019, 2021); serving on the Internal Affairs Committee (2020); serving as the Board Liaison to the Pikes Peak Library District Foundation (2014 to 2017); and serving as the Board Liaison to the Friends of the Pikes Peak Library District (2018); and

Whereas, Cathy's personal ethics, compassion, and leadership have made a significant, positive, and long lasting impact on the libraries, families, and children within this community; and

Whereas, Cathy's knowledge, attention to detail, and insatiable curiosity have contributed to the continued success of the Pikes Peak Library District; and

Whereas, Cathy's thoughtful questions, insights, and involvement have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

Whereas, Cathy Grossman has been an advocate for public libraries, has consistently demonstrated the qualities of an exemplary Board Member, and has been a true friend to and champion of the staff and patrons of the Pikes Peak Library District.

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

Motion: Dr. Stoll made a motion that the Pikes Peak Library District Board of Trustees adopt the *Resolution in Recognition of Exemplary Service* to honor and thank Cathy Grossman for her service to the Pikes Peak Library District Board of Trustees.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report

President Rita Jordan provided a verbal report. President Jordan commended Friends Operations Coordinator Beth Crumrine for her initiative and creativity in adapting to the challenges presented by the pandemic. The first Friend's newsletter has been distributed.

The Friends Board of Directors asked President Jordan to provide the following comments:

- The Friends have long served as advocates for the Pikes Peak Library District and are proud of the many programs that are offered, and the ways the District addresses the diverse needs of the community.
- The Friends just approved their 2022 budget that includes significant continued support of the District's programs.
- The Friends shared their appreciation for the relationship with Wayne Vanderschuere over the years, for his being a liaison to the Friends, and for attending events sponsored by the Friends.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Lance James shared the receipt of an additional award from the Coronavirus Relief Fund (CVRF) of \$20,000, bringing the total amount awarded to PPLD to \$570,000.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs announced that 41 requests from school districts, charter schools and homeschool programs were received in November.

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.

Chief Librarian's Report

Chief Librarian and CEO John Spears provided a presentation on book challenges. Chief Librarian Spears shared that in a monthly meeting of the Colorado Public Library Directors, the large increase of challenges to materials and programs was a primary discussion, with many of the concerns received being about LGBTQ and race issues. Since 1977, Pikes Peak Library District has received 312 challenges to materials, with additional challenges received regarding activities, programs, and the use of meeting rooms. The process begins when a patron presents the challenge, prompting a conversation with library staff to explain the process and confirm the patron's request. If a patron decides to pursue the challenge, several librarians are tasked with evaluating the material without knowing the specific concern raised by the patron, concluding with their recommendation of how to proceed. These evaluations and recommendations are compiled by the Chief Public Services Officer who works with the Chief Librarian to provide a response to the patron. This response does include a summary of the evaluation completed by the librarians. PPLD has a similar process in place for challenges to exhibits within the library, to include public exhibits within any library space.

The American Library Association (ALA) adopted the Library Bill of Rights in June 1939. This statement was created to address the suppression of free speech and censorship, and has evolved over the years to include book banning, race and gender discrimination, and exhibit spaces. This statement recognizes, reflects, and respects all members of the community and is at the core of library values. As an example, Mr. Spears shared that we partner with Focus on the Family to generate reading lists, while also partnering with LGBTQ organizations to meet their needs. A library's role is to ensure that all members of the community have access to materials that are meaningful to them.

Chief Librarian Spears recognized Mike Varnet for receiving the Colorado Government Finance Officers Association (CGFOA) Finance Professional of the Year award from his peers across Colorado. Mike is well known to be a resource for TABOR as well as an excellent resource for Finance questions in general.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English stated the committee met on December 7, 2021. The Chief Librarian and CEO performance evaluation is underway and will be shared with the full board once the committee has had a chance to review.

Ms. English shared that the Board vacancy process is awaiting a decision from the Colorado Springs City Council. The bylaws allow for an existing Board member who has not completed their second term to remain on the board until a replacement is seated. A quorum will still be required on any decision.

Finally, Ms. English indicated that the Adopt a Trustee program will be discussed at the regular Board meeting in January 2022.

Internal Affairs Committee Report

Internal Affairs Committee Chair Scott Taylor stated the committee met on December 7, 2021. Changes to the budget and the floating holiday policy were topics of discussion.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert shared that the committee met on December 7, 2021 to discuss updates.

Board President's Report

President Wayne Vanderschuere shared that he attended the recent military breakfast. Mr. Vanderschuere also thanked the liaisons for their attendance at today's meeting.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the December 8, 2021 meeting of the Board of Trustees at 6:49 p.m.

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

**Pikes Peak Library District
January 19, 2022**

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

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

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

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

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

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2022.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices, agendas and meeting documents are to be posted on the District's web site no later than 24 hours prior to the meeting.

Adopted, this 19th day of January 2022

Dr. Ned Stoll
President
Board of Trustees

Resolution Designating the Official Custodian of Records of the Pikes Peak Library District

WHEREAS, the Board of Trustees of the Pikes Peak Library District (“District”) is responsible for the management, control and supervision of all of the business and affairs of the District; and

WHEREAS, the Board of Trustees of the District has the authority to appoint an agent; and

WHEREAS, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District’s records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2022:

1. Official Custodians.
 - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
 - b. The Executive Assistant to the Chief Librarian and Chief Executive Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special and executive session meetings of the District, and all other legal records of the District. The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
 - c. The Chief Facilities Management Officer for the District’s construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s construction projects, subject to the control, supervision and direction of the Primary Official Custodian.
 - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s finances, subject to the control, supervision and direction of the Primary Official Custodian.
 - e. The Chief Human Resources and Organizational Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s employee personnel records, subject to the control, supervision and direction of the Primary Official Custodian.
 - f. The Chief Public Services Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s patron records, subject to the control, supervision and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 (“Open Records Act”) or policies adopted by the Board of Trustees in conformance with the Open Records Act.

4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made to the office of the appropriate Official Custodian in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified of this fact.
5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
6. Copies, Print-Outs or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 19th day of January 2022.

PIKES PEAK LIBRARY DISTRICT

By _____

Dr. Ned Stoll
President
Board of Trustees

Resolution Approving Property Disposal Guidelines, Pursuant To State Statutes

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

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

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

“The Board of Trustees shall:

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

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

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

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

Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the library staff will use the following guidelines for disposal of Library property during the year 2022:

1. Any disposal of an item/system that has a value \$10,000 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.
2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2022 calendar year which are no longer needed by PPLD) in one of the following methods:
 - a. Donated to the Friends of the Pikes Peak Library District for sale to the public.
 - b. Taken to and sold at an auction house or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.

- c. The Chief Librarian and Chief Executive Officer (CL&CEO) or CL&CEO designated representative may direct donating assets to charities or other non-profit organizations.
 - d. The CL&CEO or CL&CEO designated representative may direct giving assets to other political subdivisions of the State of Colorado.
 - e. Recycled when the PPLD staff has exhausted other methods of disposal. PPLD staff may dispose of items that are broken, destroyed or otherwise have no value in the same manner.
3. PPLD staff may dispose of IT and A/V equipment with a value less than \$10,000 that the Chief Information and Technology Officer (CITO) has certified is no longer needed, obsolete or have no retail value in the following manner:
- a. For IT and AV equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the CITO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than \$1,000.
 - b. IT staff may take the equipment to an auction house or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.
 - c. CITO shall place surplus IT and AV equipment with an estimated value less than \$1,000 (per item) on the Library's Internet web site or other similar on-line options available through the Internet (i.e., E-bay, Craigslist, etc.) for a period not less than 1 week for sale to the public and staff. CITO or IT staff shall establish a sale price based on comparable sales of similar items on internet sale sites. CITO or IT staff may group items together for sale as necessary to ensure quick removal from inventory. The CFO may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
 - d. CITO may return to the supplier for credit any equipment excess to the needs of the district.
 - e. CITO with CL&CEO or CL&CEO designated representative approval may donate IT and A/V equipment to charities or other non-profit organizations.
 - f. CITO with CL&CEO or CL&CEO designated representative approval may transfer IT and A/V equipment to other political subdivisions of the State of Colorado.
 - g. CITO may dispose of IT and A/V equipment through regulated IT and A/V disposal companies after other methods of disposal listed in previous paragraphs are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner. The CITO has the authority to transfer non-functioning IT and AV equipment to the public should the CITO determine it is beneficial to PPLD versus paying the recycling costs.
 - h. The CL&CEO or CL&CEO designated representative may direct the CITO to dispose of IT and A/V assets to other state or local government entities (i.e., public schools, etc.).
 - i. The CITO will determine the cost effectiveness of selling items, recycling items or giving items away against the overall staff resources associated with executing a "retail" sale of IT and A/V equipment. If the CITO determines it is not cost effective to conduct retail sales, then the CITO will request CL&CEO or CL&CEO designated representative approval to bypass retail sales and proceed to equipment disposal.

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

Adopted, this 19th day of January 2022.

Dr. Ned C. Stoll
President
Board of Trustees

**Pikes Peak Library District
January 19, 2022**

**Pikes Peak Library District Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2022 Activity Greater Than
\$100,000**

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

Whereas, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of \$100,000 during 2022; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2022 budget.

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

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2022 for the purposes stated and at the specified amounts.

Adopted, this 19th day of January 2022.

Dr. Ned C. Stoll
President
Board of Trustees

Attachment A

List of Contracts/Vendors with Projected 2022 Activity greater than \$100,000

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

Vendor: Monitor Cheyenne LLC

Status: This amount represents the total rent due for all of 2022 in accordance with the lease agreement.

Amount: \$129,829

2. Contract Purpose: CAM charges – Cheyenne Mountain Library

Vendor: Monitor Cheyenne LLC

Status: This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2022. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$25,500

3. Contract Purpose: Rent charges – Rockrimmon Library

Vendor: Monitor Rockrimmon LLC

Status: This amount represents the total rent due for all of 2022 in accordance with the lease agreement.

Amount: \$187,836

4. Contract Purpose: CAM charges – Rockrimmon Library.

Vendor: Monitor Rockrimmon LLC

Status: This amount represents an estimate of the CAM charges for the Rockrimmon Library for 2022. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$46,116

5. Contract Purpose: Rent charges – Monument Library

Vendor: Woodmoor Village, LLC

Status: This amount represents the total rent due for all of 2022 in accordance with the lease agreement.

Amount: \$137,237

6. Contract Purpose: CAM charges – Monument Library.

Vendor: Woodmoor Village, LLC

Status: This amount represents an estimate of the CAM charges for the Monument Library for 2022. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$28,645

7. Contract Purpose: Rent charges – Ruth Holley Library

Vendor: Murray Square Investments

Status: This amount represents the total rent due for all of 2022 in accordance with the lease agreement.

Amount: \$141,227

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

Vendor: Murray Square Investments

Status: This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2022. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$42,791

9. Contract Purpose: Estimated utilities costs for 2022 – various District facilities.

Vendor: Colorado Springs Utilities

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

| | | |
|-------------|-------------------------|-----------|
| Penrose | Water and Sewer charges | \$33,280 |
| Penrose | Electricity charges | \$126,500 |
| Penrose | Gas charges | \$25,000 |
| East | Water and Sewer charges | \$33,000 |
| East | Electricity charges | \$141,000 |
| East | Gas charges | \$20,000 |
| Chy. Mtn. | Gas charges | \$4,000 |
| Chy. Mtn. | Electricity charges | \$15,200 |
| Library 21C | Water and Sewer charges | \$35,000 |
| Library 21C | Gas charges | \$38,000 |
| Ruth Holley | Gas charges | \$2,900 |
| Ruth Holley | Electricity charges | \$11,936 |
| OCCB | Water and Sewer charges | \$2,500 |
| OCCB | Electricity charges | \$7,250 |
| OCCB | Gas charges | \$1,900 |
| Rockrimmon | Electricity charges | \$10,000 |
| Rockrimmon | Gas charges | \$3,100 |
| Sand Creek | Water and Sewer charges | \$2,800 |
| Sand Creek | Electricity charges | \$15,000 |
| Sand Creek | Gas charges | \$3,100 |

Amount: The total of all open purchase orders listed above is \$531,466.

10. Contract Purpose: Payment of the El Paso County Treasurer's Office fees during 2022, as mandated by State Statute.

Vendor: El Paso County Treasurer's Office

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

Amount: \$499,000

11. Contract Purpose: Broadband services

Vendor: Allstream

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

Amount: \$300,000

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

Vendor: SIRSIDYNIX

Status: This amount covers the off-site hosting charges for the SIRSI system for 2022, and the support for other related services.

Amount: \$250,000

13. Contract Purpose: The District's share of the estimated 2022 contribution to the El Paso County Retirement Plan.

Vendor: El Paso County Pension Trust

Status: The District offers a retirement plan benefit for all of its full time employees. The District contributes 10.0% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District's cost (only) for 2022.

Amount: \$1,408,000

14. Contract Purpose: Library book purchases - an estimate for 2022.

Vendor: Baker and Taylor

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

Amount: \$120,000

15. Contract Purpose: Purchases of library materials (CD's, DVD's or other items) – 2022 estimate.

Vendor: Midwest Tape

Status: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2022. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

Amount: \$300,000

16. Contract Purpose: Purchase of periodicals and serials for 2022 and certain databases

Vendor: EBSCO

Status: The amount below represents an estimate of what the Library will pay during 2022 for the purchase of periodicals and serials (subscriptions) and databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

Amount: \$150,000

17. Contract Purpose. Maintenance for Computer Reservation and Print Services.

Vendor: Today's Business Solution.

Status: Maintenance of equipment.

Amount: \$100,000

18. Contract Purpose: Purchases of library materials – 2022 “not to exceed” estimate.

Vendor: Overdrive, Inc.

Status: The amount below is simply an estimate of how much the District will spend on electronic library materials with this vendor during 2022. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$3,000,000

19. Contract Purpose: Office supplies - 2022

Vendor: Staples Advantage

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

Amount: \$100,000

20. Contract Purpose: Courier services

Vendor: Stat Courier Services

Status: This amount covers delivery services for all district facilities during 2022.

Amount: \$220,000

21. Contract Purpose: Library book purchases – an estimate for 2022

Vendor: Ingram

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

Amount: \$850,000

22. Contract Purpose: Janitorial and carpet cleaning services

Vendor: Frank Martin

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

Amount: \$470,000

23. Contract Purpose: Purchase of computer equipment

Vendor: Dell Computer Corporation

Status: This vendor is used to purchase certain computer equipment and software such as laptops, PC's, monitors, annual operating system license, etc.

Amount: \$340,000

24. Contract Purpose: Maintenance for self-check equipment

Vendor: Bibliotheca, Inc.

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

Amount: \$125,000



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

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

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

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

Updated May 2007 – Readopted January 19, 2022

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

1. Financial and Business Arrangements

() NONE

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

2. Organizational Loyalties

() NONE

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

3. Investments and Other Obligations

() NONE

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

4. Business Relationships

() NONE

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

5. Fiduciary Relationships

() NONE

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

6. Disciplinary Actions

() NONE

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

7. Acceptance of Gifts

() NONE

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

8. Library Information

() NONE

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

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

SIGNATURE _____

DATE _____

Printed Name: _____







Insurance Policies - 2022

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

Due to the pandemic, management elected to postpone the RFP process for an insurance consultant through 2000 and 2021 until 2022 (for 2023 insurance policies).

HUB obtained renewal quotes for 2022 from our current carriers, with the exception of Cyber Liability from Travelers, which will now be offered by Evolve, as follows (including 2021 insurance policies/premiums for comparative purposes):

Premium Summary

| Coverage | Expiring | | Renewal | |
|---|---|---|--|----------|
| | Carrier | Premium | Carrier | Premium |
| Property including Equipment Breakdown |  | \$75,089 |  | \$79,420 |
| Inland Marine | | Included | | Included |
| General Liability | | \$16,502 | | \$18,919 |
| Business Automobile | | \$4,329 | | \$4,155 |
| Umbrella Liability | | \$8,795 | | \$9,502 |
| Abuse & Molestation | | Included | | Included |
| Workers Compensation & Employers Liability* | | \$40,333 | | \$44,610 |
| Public Officials Liability | | \$17,276 | | \$17,709 |
| Volunteer/Accident | | Included | | \$5 |
| Cyber Liability | |  | | \$7,750 |
| Crime | \$5,550 | |  | \$5,400 |
| Brokerage Consulting Fee |  | \$17,000 |  | \$18,500 |
| | | \$192,624 | \$215,931 | |

The policy coverage is substantially the same between the 2021 (Expiring) and 2022 (Renewal). Overall, the District will experience a 12% cost increase of \$23,307.

Coverage for Cyber Liability increased substantially by \$9,966, or 43% of our overall increase, in response to the market and that attacks are more frequent and more sophisticated. The District did switch our carrier from Travelers to Evolve. Evolve’s coverage was more economical and provided more flexibility for the implementation of Multi Factor Authorization (MFA) controls.

The balance of the coverages that had premium increases are largely attributable to current inflationary pressures.

The District has not had any significant claims for the past several years, and when claims do occur, they have been appropriately managed and resolved by both District and Insurance personnel. This helps keep the premium cost comparable from year-to-year.

HUB's consulting fee for 2022 is \$18,500, which is 9% higher than their 2021 fee. This fee is included in the totals above. Please note the District elected to pay the consultant fee directly to HUB.

Recommendation

Management recommends the Board of Trustees approve the renewal policy premiums listed above for the District's 2022 insurance policies, along with HUB's consulting fee of \$18,500, for a total cost of \$215,931.

Independent Auditors – 2021 Financial Records

The Local Government Audit Law (Section 29-1-601 et seq., C.R.S.) requires Colorado local governments such as the Pikes Peak Library District (the District) to have an annual audit of their financial statements. The law states that the audit must be performed by an independent Certified Public Accountant, and be in accordance with Generally Accepted Accounting Standards.

The District completed a formal Request for Proposal process for auditing services related to the District's financial records in 2019/2020, and BKD, LLP was selected as the District's independent auditors for financial fiscal years 2019 – 2023. The Internal Affairs Committee previously indicated they were pleased with the outcome of the 2020 audit, and that they expressed no concerns related to the work done by BKD, LLP.

Attached is a copy of their Engagement Letter, which complies with the terms of their proposal. The fee for their audit of the 2021 financial records is \$32,775.

Recommendation

Management recommends BKD's Engagement Letter be executed for their audit of PPLD's 2021 financial records at a fee of \$32,775, which represents the third year of the 5-year audit engagement.

December 29, 2021

Internal Affairs Committee and Board of Trustees
Dr. Ned Stoll, Board President
John Spears, Interim Chief Financial Officer
Pikes Peak Library District
Library 21C
1175 Chapel Hills Drive
Colorado Springs, Colorado 80920

We appreciate your selection of **BKD, LLP** as your service provider and are pleased to confirm the arrangements of our engagement in this contract. Within the requirements of our professional standards and any duties owed to the public, regulatory, or other authorities, our goal is to provide you **Unmatched Client Service**[®].

In addition to the terms set forth in this contract, including the detailed **Scope of Services**, our engagement is governed by the following, incorporated fully by this reference:

- Terms and Conditions Addendum

Summary Scope of Services

As described in the attached **Scope of Services**, our services will include the following:

- Pikes Peak Library District
- Audit Services for the year ended December 31, 2021

Engagement Fees

Our fees for our services will be \$32,775. Our estimate of time assumes no substantial problems with obtaining the requested information needed to complete our audit.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. Payment of our invoices is due upon receipt. We will issue progress billings during the course of our engagement. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10%.

Contract Agreement

Please sign and return this contract to indicate your acknowledgment of, and agreement with, the arrangements for our services including our respective responsibilities.

BKD, LLP

Acknowledged and agreed to as it relates to the entire contract, including the **Scope of Services and Terms and Conditions Addendum** on behalf of Pikes Peak Library District.

BY _____
Dr. Ned Stoll, Board President

DATE _____

BY _____
John Spears, Interim Chief Financial Officer

DATE _____

Scope of Services

The following apply for all services:

Assistance Our timely completion of services depends on the assistance you provide us in accumulating information and responding to our inquiries. Inaccuracies or delays in providing this information or the responses may result in untimely filings or inability to meet other deadlines.

Responsibility for Outcomes We may perform additional services for you that are not covered by this contract. You agree to assume full responsibility for the substantive outcomes of the contracted services and for any other services we may provide, including any findings that may result.

You also acknowledge these services are adequate for your purposes, and you will establish and monitor the performance of these services to ensure they meet management's objectives. All decisions involving management responsibilities related to these services will be made by you, and you accept full responsibility for such decisions.

We understand you have designated (or will) a management-level individual to be responsible and accountable for overseeing the performance of these services, and you have determined (or will) this individual is qualified to conduct such oversight.

Additional Costs Related to COVID-19 Our fees do not consider additional efforts driven by the SARS-CoV-2 virus and the related COVID-19 (COVID-19) environment. Complexities and uncertainties related to various provisions of new laws and the continued issuance of interpretative and procedural guidance from federal agencies may affect our services. Fees related to COVID-19 activities will be billed based on time expended. Additional efforts or services may include:

- Single Audits or compliance audits for the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) or other COVID-19-related funding programs. If these funding programs will be subject to Single Audit requirements or other compliance audits, we will issue an addendum for those services.
- Accounting and auditing issues such as collectability of receivables, inventory valuation, modification of lease terms, etc.

Audit Services

We will audit the basic financial statements and related notes to the basic financial statements for the following entity:

Pikes Peak Library District as of and for the year ended December 31, 2021

We will also express an opinion on whether your combining and individual fund statements (“supplementary information”) are fairly stated, in all material respects, in relation to the financial statements as a whole.

Steven W. Sauer, Director, is responsible for supervising the engagement team and authorizing the signing of reports.

We will issue a written report upon completion of our audit, addressed to the following parties:

| | |
|-----------------------------|--------------------|
| Entity Name | Party Name |
| Pikes Peak Library District | Board of Directors |

The following apply for the audit services described above:

Our Responsibilities We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). We will exercise professional judgment and maintain professional skepticism throughout the audit.

We will identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

We will obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will also conclude, based on audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity’s ability to continue as a going concern for a reasonable period of time.

Limitations & Fraud Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Our understanding of internal control is not for the purpose of expressing an opinion on the effectiveness of your internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate contract to be signed by you and **BKD, LLP**.

Opinion

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report, or if necessary, withdraw from the engagement.

If we discover conditions that may prohibit us from issuing a standard report, we will notify you. In such circumstances, further arrangements may be necessary to continue our engagement.

Your Responsibilities

Management and, if applicable, those charged with governance acknowledge and understand their responsibility for the following:

- For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (or other basis if indicated in the contract)
- For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
- To provide us with:
 - Access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including access to information relevant to disclosures
 - Additional information that we may request for the purpose of the audit
 - Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence

**Written
Confirmations
Required**

As part of our audit process, we will request from management and, if applicable, those charged with governance written confirmation acknowledging certain responsibilities outlined in this contract and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

**Supplementary
Information**

With regard to any supplementary information that we are engaged to report on:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

**Implementation of
New Standards**

Unless indicated in our contract, our services and related fees do not include substantive assistance beyond routine advice related to the adoption of new accounting and reporting standards. Should you require assistance, we will bill you at our standard hourly rates.

**Assistance with
Application of
Standards**

Transactions or changes in business may require you to apply existing standards differently each year, such as when business operations create new revenue streams, operations are discontinued, liquidity or operational challenges are encountered, business combinations are executed, etc. We welcome your questions throughout the year and are happy to provide general guidance and routine support; however, our engagement does not include substantive effort to assist you with applying standards to these circumstances, unless otherwise indicated in the contract.

BKD, LLP Terms and Conditions Addendum

GENERAL

1. **Overview.** This addendum describes **BKD, LLP's** standard terms and conditions ("Terms and Conditions") applicable to Our provision of services to the Client ("You"). The Terms and Conditions are a part of the contract between You and **BKD, LLP**. For the purposes of the Terms and Conditions, any reference to "Firm," "We," "Us," or "Our" is a reference to **BKD, LLP** ("BKD"), and any reference to "You" or "Your" is a reference to the party or parties that have engaged Us to provide services.

BILLING, PAYMENT, & TERMINATION

2. **Billing and Payment Terms.** We will bill You for Our professional fees and costs as outlined in Our contract. Interest will be charged on any unpaid balance after 30 days at the rate of 10 percent per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10 percent.

We reserve the right to suspend or terminate Our work for this engagement or any other engagement for nonpayment of fees. If Our work is suspended or terminated, You agree that We will not be responsible for Your failure to meet governmental and other deadlines, for any penalties or interest that may be assessed against You resulting from Your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the suspension or termination of Our services.

Our fees may increase if Our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards. Our engagement fees do not include any time for post-engagement consultation with Your personnel or third parties, consent letters and related procedures for the use of Our reports in offering documents, inquiries from regulators, or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

3. **Billing Records.** If these services are determined to be within the scope and authority of Section 1861(v)(1)(I) of the Social Security Act, We agree to make available to the Secretary of Health and Human Services, or to the U.S. Comptroller General, or any of their duly authorized representatives, such of Our books, documents, and records that are necessary to certify the nature and extent of Our services, until the expiration of four (4) years after the furnishing of these services. This contract allows access to contracts of a similar nature between subcontractors and related organizations of the subcontractor, and to their books, documents, and records.
4. **Termination.** Either party may terminate these services in good faith at any time for any reason, including Your failure to comply with the terms of Our contract or as We determine professional standards require. Both parties must agree, in writing, to any future modifications or extensions. If services are terminated, You agree to pay BKD for time expended to date. In addition, You will be billed costs and fees for services from other professionals, if any, as well as an administrative fee of four (4) percent to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as software licensing, user access, and research tools, and similar expense items.

DISPUTES & DISCLAIMERS

5. **Mediation.** Any dispute arising out of or related to this engagement will, prior to resorting to litigation, be submitted for nonbinding mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. Unless the parties agree otherwise, the American Arbitration Association ("AAA") will administer any such mediation in accordance with its Commercial Mediation Rules. The mediator will be selected by agreement of the parties. If We cannot agree, a mediator shall be designated by the AAA. The mediation proceeding shall be confidential. Each party will bear its own costs in the mediation, but the fees and expenses of the mediator will be shared equally.
6. **Indemnification.** Unless disallowed by law or applicable professional standards, You agree to hold BKD harmless from any and all claims which arise from knowing misrepresentations to BKD, or the intentional withholding or concealment of information from BKD by Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. You also agree to indemnify BKD for any claims made against BKD by third parties, which arise from any wrongful actions of Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. The provisions of this paragraph shall apply regardless of the nature of the claim.
7. **Statute of Limitations.** You agree that any claim or legal action arising out of or related to this contract and the services provided hereunder shall be commenced no more than one (1) year from the date of delivery of the work product to You or the termination of the services described herein (whichever is earlier), regardless of any statute of limitations prescribing a longer period of time for commencing such a claim under law. This time limitation shall apply regardless of whether BKD performs other or subsequent services for You. A claim is understood to be a demand for money or services, demand for mediation, or the service of suit based on a breach of this contract or the acts or omissions of BKD in performing the services provided herein. This provision shall not apply if enforcement is disallowed by applicable law or professional standards.
8. **Limitation of Liability.** You agree that BKD's liability, if any, arising out of or related to this contract and the services provided hereunder, shall be limited to the amount of the fees paid by You for services rendered under this contract. This limitation shall not apply to the extent it is finally, judicially determined that the liability resulted from the intentional or willful misconduct of BKD or if enforcement of this provision is disallowed by applicable law or professional standards.
9. **Waiver of Certain Damages.** In no event shall BKD be liable to You or a third party for any indirect, special, consequential, punitive, or exemplary damages, including but not limited to lost profits, loss of revenue, interruption, loss of use, damage to goodwill or reputation, regardless of whether You were advised of the possibility of such damages, regardless of whether such damages were reasonably foreseeable, and regardless of whether such damages arise under a theory of contract, tort, strict liability, or otherwise.
10. **Severability.** If any portion of this contract is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this contract.

11. **Assignment.** You acknowledge and agree that the terms and conditions of this contract shall be binding upon and inure to the parties' successors and assigns, subject to applicable laws and regulations.
12. **Disclaimer of Legal or Investment Advice.** Our services do not constitute legal or investment advice.

RECORDS, WORKPAPERS, DELIVERABLES, & PROPRIETARY INFORMATION

13. **Maintenance of Records.** You agree to assume full responsibility for maintaining Your original data and records and that BKD has no responsibility to maintain this information. You agree You will not rely on BKD to provide hosting, electronic security, or backup services, *e.g.*, business continuity or disaster recovery services, to You unless separately engaged to do so. You understand that Your access to data, records, and information from BKD's servers, *i.e.*, BKDconnect, can be terminated at any time and You will not rely on using this to host Your data and records.
14. **BKD Workpapers.** Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, We may be requested by regulatory or enforcement bodies (including any State Board) to make certain workpapers available to them pursuant to authority granted by law or regulation. Unless We are prohibited from doing so by law or regulation, BKD will inform You of any such legal process or request. You agree We have no legal responsibility to You in the event We determine We are obligated to provide such documents or information. In addition, You agree to compensate or reimburse BKD for all costs and expenses, including reasonable attorney's fees, associated with BKD's compliance with requests or demands for its workpapers or other information related to this engagement, and for any testimony required by summons or subpoena.
15. **Use of Deliverables and Drafts.** You agree You will not modify any deliverables or drafts prepared by Us for internal use or for distribution to third parties. You also understand that We may on occasion send You documents marked as draft and understand that those are for Your review purpose only, should not be distributed in any way, and should be destroyed as soon as possible.

Our report on any financial statements must be associated only with the financial statements that were the subject of Our engagement. You may make copies of Our report, but only if the entire financial statements (exactly as attached to Our report, including related footnotes and supplementary information, as appropriate) are reproduced and distributed with Our report. You agree not to reproduce or associate Our report with any other financial statements, or portions thereof, that are not the subject of Our engagement.

16. **Proprietary Information.** You acknowledge that proprietary information, documents, materials, management techniques, and other intellectual property are a material source of the services We perform and were developed prior to Our association with You. Any new forms, software, documents, or intellectual property We develop during this engagement for Your use shall belong to us, and You shall have the limited right to use them solely within Your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements, and other documents which We make available to You are confidential and proprietary to Us. Neither You, nor any of Your

agents, will copy, electronically store, reproduce, or make available to anyone other than Your personnel, any such documents. This provision will apply to all materials whether in digital, "hard copy" format, or other medium.

REGULATORY

17. **U.S. Securities and Exchange Commission ("SEC") and other Regulatory Bodies.** Where We are providing services either for (a) an entity that is registered with the SEC, (b) an affiliate of such registrant, or (c) an entity or affiliate that is subject to rules, regulations, or standards beyond those of the American Institute of Certified Public Accountants ("AICPA"), any term of this contract that would be prohibited by or impair Our independence under applicable law or regulation shall not apply to the extent necessary only to avoid such prohibition or impairment.
18. **Offering Document.** You may wish to include Our report(s) on financial statements in an exempt offering document. You agree that any report, including any auditor's report, or reference to Our firm, will not be included in any such offering document without notifying us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by You with which We are not involved will clearly indicate that We are not involved by including a disclosure such as, "BKD, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. BKD, LLP also has not performed any procedures relating to this offering document."

19. **BKD Not a Municipal Advisor.** BKD is not acting as Your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, BKD is not recommending any action to You and does not owe You a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such matters with internal or external advisors and experts You deem appropriate before acting on any such information or material provided by BKD.

TECHNOLOGY

20. **Electronic Sites.** You agree to notify Us if You desire to place Our report(s), including any reports on Your financial statements, along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that We have no responsibility to review information contained in electronic sites.
21. **Electronic Signatures and Counterparts.** This contract and other documents to be delivered pursuant to this contract may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document, and will be effective when counterparts have been signed by each of the parties and delivered to the other parties. Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this contract are intended to authenticate this writing and to have the same

force and effect as manual signatures. Delivery of a copy of this contract or any other document contemplated hereby, bearing an original manual or electronic signature by facsimile transmission (including a facsimile delivered via the internet), by electronic mail in “portable document format” (“.pdf”) or similar format intended to preserve the original graphic and pictorial appearance of a document, or through the use of electronic signature software, will have the same effect as physical delivery of the paper document bearing an original signature.

22. **Electronic Data Communication and Storage.** In the interest of facilitating Our services to You, We may send data over the internet, temporarily store electronic data via computer software applications hosted remotely on the internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, We employ measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with Our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that We have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to Our use of these electronic devices and applications during this engagement.

OTHER MATTERS

23. **Third-Party Service Providers.** BKD may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about You to third-party service providers in serving Your account. BKD maintains, however, internal policies, procedures, and safeguards to protect the confidentiality and security of Your information. In addition, BKD will secure confidentiality agreements with all service providers to maintain the confidentiality of Your information. If We are unable to secure an appropriate confidentiality agreement, You will be asked to consent prior to BKD sharing Your confidential information with the third-party service provider.
24. **Independent Contractor.** When providing services to You, We will be functioning as an independent contractor; and in no event will We or any of Our employees be an officer of You, nor will Our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to You.
25. **Use of BKD Name.** Any time You intend to reference BKD’s firm name in any manner in any published materials, including on an electronic site, You agree to provide Us with draft materials for review and approval before publishing or posting such information.
26. **Praxity.** BKD is an independent accounting firm allowed to use the name “Praxity” in relation to its practice. BKD is not connected, however, by ownership with any other firm using the name “Praxity.” BKD will be solely responsible for all work carried out on Your behalf. In deciding to engage BKD, You acknowledge that We have not represented to You that any other firm using the name “Praxity” will in any way be responsible for Our work.
27. **BKD Status as LLP.** BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners

of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, for any debts, obligations, or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract, or otherwise.

28. **Entire Agreement.** The contract, including this *Terms and Conditions Addendum* and any other attachments or addenda, encompasses the entire agreement between You and BKD and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this contract must be made in writing and signed by both You and BKD.
29. **Force Majeure.** We shall not be held responsible for any failure to fulfill Our obligations if such failure was caused by circumstances beyond Our control.

Penrose/1905 Carnegie Library – Roof Replacement

The roof systems for the Penrose and Carnegie Libraries are at end of life and in need of replacement. The existing roofs are approximately 23-years old and are beginning to show signs of failure even with annual attention to preventive maintenance measures. Complete replacement is recommended.

Background

According to records, the existing roofs were installed in 1998. The good, long life can be attributed to the annual preventive maintenance (PM) performed that continually addressed issues and extended the serviceable protection of the system. It is assumed the existing system was a 20-year roof. We were able to get that and more through our PM program.

In 2021, PPLD contracted with Roof Tech Consultants, Inc., to provide in-depth and intrusive investigation of the existing system, provide design and specification services for replacement, budgetary estimation for the 2022 budget, and also provide assistance and support throughout the bidding process. Their contract also includes providing expert oversight of the project to ensure replacement is done to specification and to the highest of industry standards.

On October 29, 2021, a Request for Proposal (RFP) was released for the replacement of this roof system. On November 15, 2021, a mandatory pre-bid conference and jobsite walk was conducted at Penrose Library. A total of ten (10) roofing firms were in attendance as was Roof Tech Consultants. This meeting allowed interested, qualified contractors to ask any questions and view the work location.

Analysis

Proposals for this project were due on December 3, 2021. A total of seven (7) proposals were received. All proposals submitted were evaluated for accuracy and completeness. The RFP specification took into consideration possible supply and material chain issues currently facing this industry as it is to many across the country. Two proposals were disqualified for the inclusion of Price Escalation Clauses that did not provide a “not to exceed” amount. In addition, the clause was not requested.

Fiscal Impact

| Company | Base Bid |
|---------------------------------------|-----------------|
| B & M Roofing | \$745,446 |
| Front Range | \$880,282 |
| Colorado Moisture Control | \$930,369 |
| Tectum Roofing | \$957,500 |
| United Materials | \$964,961 |
| JRC Commercial Roofing (Disqualified) | \$442,470 |
| Douglas Colony Group (Disqualified) | \$880,755 |

Summary

In review of the submitted proposals, we found that JRC Commercial Roofing and Douglas Colony, provided a cost escalation clause that was not requested and essentially does not firmly establish a base bid cost. Due to this, both of these proposals were disqualified.

In consideration of the remaining proposals submitted, the selection team found that B&M Roofing, the next lowest bid, provides the best overall proposal, complies with design specifications and the requirements of the RFP. B&M is also the recommended contractor by Roof Tech Consultants.

Recommendation

It is recommended that B&M Roofing be awarded the Penrose/Carnegie roof replacement project.

ROOFTECH CONSULTANTS INC

December 8, 2021

Mr. Loyd Neal
Pike Peak Library District
1175 Chapel Hills Drive
Colorado Springs, CO 80920

re: Project Award Recommendation Letter
Replace Roofing – Penrose-Carnegie Library

Loyd:

We have had a chance to review the bids that were received for the roofing replacement and recover project at the Penrose-Carnegie Library. The bid with the lowest value was from Jewitt Enterprises LLC for a total of \$442,000. This bid and the bid from Douglass Colony Roofing (\$885,755) contained roofing material escalation clauses that were not requested as part of the bidding process. These clauses were not included on the remaining five bids. By using the clauses in their bids, both Contractors set themselves aside in a manner where their bids could not be compared to the others on an equal basis. We believe these bids to be non-responsive because of the material escalation clauses.

The next low bidder after Jewitt Enterprises LLC was from B&M Roofing. Their bid came in at \$745,446. Our estimate totaled, \$759,000. We have worked with B&M Roofing numerous times over the last 38 years and the firm has done a very good job on their projects. We recommend award to B&M Roofing.

If there are any questions or concerns with this report, please feel free to call.

Reported By:



Ronald D. Scott, P.E.

attachments

RDS/☐ \\moe\word\spc\ppld penrose-carnegie\penrose-carnegie roof award recommendation letter.docx

14828 West 6th Avenue ☐ Unit B8 ☐ Golden, CO 80401
Phone: 303/233-1092 ☐ Fax: 303/233-2205

SELF-CHECK AND SECURITY GATE REPLACEMENT

BACKGROUND: The District requires replacing 44 Self-Checks and 15 Security Gates that pose a significant cybersecurity risk. These systems still use Windows 7 and Microsoft no longer supports or provides security updates. The Information Technology (IT) Department has worked to replace both systems since FY19. Pursuing a cost-effective solution using Systems as a Service (SaaS) failed due to Colorado laws precluding such arrangements. Both systems are End of Life (EOL) or beyond EOL.

Organizational Objective

Replace Self-Checks and Security Gates to remove cybersecurity risk in a cost-effective manner.

Courses of Action (COA)

COA 1: Continue using Windows 7 for Self-Checks and Security Gates and accept the risk until replacement through the RFP process which could take 3 to 5 months. Presented as a COA, but not viable due to the cybersecurity risk. Cyber liability insurance may not cover a breach or compromise associated with these systems should a breach occur as we use the RFP process to acquire replacement systems. Continuing to operate older systems increase annual maintenance cost compared to newer systems.

COA 2: Declare the Self-Checks and Security Gates pose a significant cybersecurity risk resulting in an emergency declaration with replacement as soon as possible bypassing RFP process. Replacing Self-Checks and Security Gates will cost \$689,938. Potential funding source include funds in IT budget for Windows upgrade (\$210K), credit from Bibliotheca for funds received for hardware upgrade that was cancelled to pursue SaaS (\$34,900), possible grant funds (\$230K) and fund balance for the remainder. We would continue to source from incumbent vendor Bibliotheca for hardware, software and maintenance extending our 10 plus year relationship with this company until 2029. No impact to patron services.

COA 3: Declare the Self-Checks pose a significant cybersecurity risk resulting in an emergency declaration with replacement as soon as possible bypassing RFP process. This COA will not replace Security Gates and will result in deactivating the gates and pursue replacement using the RFP process. This COA removes Windows 7 vulnerability and pushes replacement of Security Gates to mid-year FY22 or FY23. This COA removes Windows 7 as cybersecurity risk and minimizes impact to patron services but does pose a physical security risk of material leaving the library without the Security Gates to detect and prevent loss. This risk is especially critical for the Special Collection holdings. Replacing Self-Checks will cost \$484,618.80. Potential funding

source include funds in IT budget for Windows upgrade (\$210K), credit from Bibliotheca for funds received for hardware upgrade that was cancelled to pursue SaaS (\$34,900), possible grant funds (\$230K) and fund reserve balance.

COA 4: Declare the Self-Checks pose a significant cybersecurity risk resulting in an emergency declaration with replacement as soon as possible bypassing RFP process. This COA purchases one Security Gate for Special Collections and deactivates the remaining Security Gates. This COA allows for planning Security Gate replacement through the RFP process either mid-year FY22 or FY23. This COA removes Windows 7 as a cybersecurity risk, minimizes risk to Special Collections, and minimal impact to patron services. Replacing Self-Checks and procuring a single gate for Special Collections will cost \$498,481.98. Potential funding source include funds in IT budget for Windows upgrade (\$210K), credit from Bibliotheca for funds received for hardware upgrade that was cancelled to pursue SaaS (\$34,900), possible grant funds (\$230K) and reserve fund balance.

Fiscal Impact

| Fiscal Year | COA 1 Accept Risk | COA 2 Replace Self-Checks and Security Gates | COA 3 Replace Self-Checks and Deactivate Security Gates | COA 4 Replace Self-Checks, Deactivate Security Gates, Purchase Security Gate for Special Collections |
|--------------|---|--|---|---|
| | No upgrades to Self-Checks or Security Gates. Maintenance costs. Security breach cost not calculable. | Replaces Self-Checks (extend service life to FY29). Annual maintenance for Self-Checks and Security Gates. | New Self Checks (deactivate Security Gates) with annual maintenance service plan. | New Self-Checks and 1 Security Gate for Special Collections. |
| 2022 | \$104,202.70 | \$689,938.00 | \$484,618.80 | \$498,481.98 |
| 2023 | \$109,412.84 | \$90,000.00 | \$73,000.00 | \$74,750.00 |
| 2024 | \$114,883.48 | \$94,500.00 | \$76,650.00 | \$78,487.50 |
| 2025 | \$120,627.65 | \$99,225.00 | \$80,482.50 | \$82,411.88 |
| 2026 | \$126,659.03 | \$104,186.25 | \$84,506.63 | \$86,532.47 |
| TOTAL | \$575,785.70 | \$1,077,849.25 | \$799,257.93 | \$820,663.82 |

Table includes five-year life cycle for systems.
 Annual maintenance cost for FY23 – FY26 projected at 5% increase per year.
 Newer systems in COA 2-4 have lower maintenance cost (\$19,410 less compared to COA1).

Recommendation:

Management recommends that the Board of Trustees approve COA 2 replacing Self-Checks and Security Gates.

This information was first presented to the Internal Affairs Committee in December of 2021 and is now being presented to the full Board for consideration. PPLD is asking for approval to select Verkada as the access control system manufacturer of choice for the District. We seek to utilize the existing PEPPM State purchasing agreement contract vehicle to purchase elements of the electronic access upgrades across the entire District. This allows us to utilize this contract purchasing vehicle—one that is approved for use in all 50 states—to leverage the lowest cost for these system components and alleviate the time and cost associated with an internal RFP process.

This vendor provides the only platform (dashboard) and associated hardware that we have been able to locate that meets the District's established desire and intent to consolidate access control, video/camera components, intrusion alarm, visitor registration and tracking, and environmental controls into one vendor and control system. Additionally, the ability to have these systems all linked in control allows them to be linked in function, thereby providing a more intuitive and fully integrated building safety and security systems. Having all components linked to the same manufacturer provides single source maintenance, as well as licensing streamlining and cost savings. Having all components serviced by the same company provides additional service time reductions, streamlining of issue resolution, and replacement support. This vendor also rolls all warranty and service, including software and firmware updates, into the licensing, saving time and money during the system life.

We have not found other vendors that allow a single software/dashboard control of camera, access control, intrusion alarm, and environmental sensors. Additionally, all hardware components are manufactured and supported by the same vendor, consolidating support, warranty, and replacement. All components are intrinsically designed to support each other and enhance each other's use.

We have examined approximately 30 different access vendors and camera system suppliers over the course of 3 ½ years. Many had systems that met or exceeded our needs in one category but were lacking in others. Some met the desired needs in two categories but required installation of multiple systems that worked together. Only Verkada met the requirements for all systems to work together and be supplied controlled and supported by a single vendor/dashboard/portal.

This exploration involved many different avenues, from in-person product demonstrations and trials to conversations at tradeshow. We had product demonstrations in-person and virtually from approximately ten of those vendors. We had an in-house product trial period of ten weeks where two vendors installed their products to test at one of our facilities. Additionally, Michael

Brantner, Chief Safety, Social Services, and Security Officer (CSSSO), attended the 2021 International Security Conference where hundreds of vendors set up product demos and booths. CSSSO visited approximately 20 additional access control and camera vendors and spoke with them specifically about single point control and integration of all systems. While many could combine with other vendors to provide a few components of the required need, no other vendor was located that was able to provide the full service and combined system, as well as support, that PPLD is requiring. Additionally, no vendor spoken with was able to recommend or comment on any other vendor that they knew that existed providing the full complement of services and integration that PPLD was looking for.

Verkada represents what we have determined is the only vendor that meets or exceeds the requirements that we have for our current needs. It is also the only vendor that fits into the future planned Security Operations Center expansion of services without necessitating additional costs in the future. The selected vendor needs to support both surveillance camera operations and access control operations within the same dashboard and allow seamless linking of the two systems to work together in support of each other, and Verkada satisfies this requirement. The expansion of the dashboard to allow intrusion alarm monitoring, panic alarm response, and environmental sensors is a requirement that is filled by Verkada, as well.

Selecting this vendor allows us to seamlessly expand services in a single platform and with a single vendor for future improvements. This also allows us to keep all service and assistance requests for this and future expansions within one contract and one organization.

We are asking the Board for approval to contract with Verkada through the PEPPM contract vehicle, a vehicle that meets the demands within our Financial Guidelines for waiving our competitive bidding process, as it occurred when they were added to PEPPM, for door controllers and the attendant licenses at a total cost of \$311,288.55.



405 E 4th Ave
San Mateo, CA 94401

Bill To Code Red Audits, LLC.
99 Inverness Drive East, Suite 130
Englewood, CO 80112
US

Ship To Pikes Peak Library District
P.O. Box 1579
Colorado Springs, CO 80901
US

Shipping Method No Shipping Required

Verkada AE Michael Robertson
(650) 316-8584
michael.robertson@verkada.com

Quote Number 00132217
Created Date 1/14/2022
Expiration Date 1/27/2022

End Customer Michael Brantner
Pikes Peak Library District
mbrantner@ppld.org

Reseller Code Red Audits, LLC.

| Model | Description | List Price | Discount (%) | Sales Price | Quantity | Total Price |
|-----------|------------------------|------------|--------------|-------------|----------|--------------|
| AC41-HW | AC41 4 Door Controller | \$1,599.00 | 40 | \$959.40 | 138 | \$132,397.20 |
| LIC-AC-3Y | 3-Year Door License | \$599.00 | 45 | \$329.45 | 543 | \$178,891.35 |

| | |
|---------------------|---------------------|
| Total Price | \$311,288.55 |
| Shipping & Handling | \$0.00 |
| Grand Total | \$311,288.55 |

Terms

All Verkada sales must be through an authorized Verkada partner.
Sales tax is not included unless otherwise specified.

Unless otherwise noted:

- all currency values are in USD.
- this quote will expire 30 days after the Created Date.

Shipping and Handling subject to change based on shipping rates at time of order.
For simplicity, the Discount is rounded to the nearest percentage.

SOLE SOURCE APPROVAL REQUEST

Sole source purchases (purchases of goods or services greater than \$10,000 without obtaining competitive bids/quotes/proposals) are those which are limited to a single source of supply and involve special/unique situations, such as special facilities, instruments, services, etc. Sole source purchases are normally not allowed except when based on operational compatibility with existing equipment, reliance on existing stock of parts or service agreements, or reliance upon a unique and cost-effective feature or functionality.

| | |
|---|------------------------------------|
| Name of Requestor: | Michael Brantner |
| Department: | Safety, Social Services & Security |
| Requested Vendor: | Verkada |
| Vendor ID Number & past PO#s, if existing: | |
| Cost Estimate: | 311,288.55 |

| | |
|--|--|
| Please describe the item, its function, and/or scope of work being purchased: | |
|--|--|

This vender provides the only platform (dashboard) and associated hardware that we have been able to locate that meets the districts established desire and intent to consolidate Access control, Video/camera components, intrusion alarm, visitor registration and tracking and environmental controls into one vender and control system. Additionally, the ability to have these systems all linked in control allows them to be linked in function. Providing a more intuitive and fully integrated building safety and security systems. Having all components linked to the same manufacturer provides single source maintenance as well as licensing streamlining and cost savings. Having all components serviced by the same company provided additional service time reductions, streamlining of issue resolution and replacement support. This vender also rolls all warranty and service, including software and firmware updates into the licensing saving, time, and money in the course of the system life.

This is a Sole Source because:

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | Sole provider of a licensed or patented good or service |
| <input type="checkbox"/> | Sole provider of items that are compatible with existing equipment, inventory, systems, programs, or services |
| <input type="checkbox"/> | Sole provider of goods and services for which the District has established a standard <i>(Procurement of such items for which the District has established a standard by designating a brand or manufacturer or by pre-approving via testing shall be competitively bid if there is more than one vendor for the item.)</i> |
| <input type="checkbox"/> | Sole provider of factory authorized warranty service |
| <input checked="" type="checkbox"/> | Sole provider of goods or services, including professional services, that will meet the specialized needs of the District or perform the intended function (please detail below or in an attachment) |
| <input type="checkbox"/> | The vendor is a holder of a used item that would represent good value and is advantageous to the District. (Please attach information on cost of new versus used price, appraisal of value, availability, etc.) |

| | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Other – please specify: |
|--------------------------|-------------------------|

| | |
|--|--|
| What necessary features/attributes does this vendor provide which are not available from other vendors? Please be specific. | We have not found other vendors that allow a single software/dashboard control of camera, access control, intrusion alarm and environmental sensors. Additionally, all hardware components are manufactured and supported by the same vendor consolidating support, warranty and replacement. All components are intrinsically designed to work supporting each other and enhancing each other's use. |
| What steps were taken to verify that these features/attributes are not available elsewhere? | We looked at approximately 30 different access vendors and camera system suppliers over the course of 3.5 years. Many had systems that met or exceeded our needs in one category. Some met the desired needs in two categories but required installation of multiple systems that worked together. Only Verkada met the requirements for all systems to work together and be supplied controlled and supported by a single vendor/dashboard/portal. |
| If other vendors were contacted, please list vendor name, email, and person contacted and explain why these were not suitable. | Over the last 3.5 years PPLD had product demonstration in person and virtually from approximately 10 vendors. We had an in-house product trial period of 3 weeks where two vendors installed their products to test at one of our facilities. Additionally, Chief of Safety Social; Services and security attended the 2021 International Security Conference where hundreds of vendors set up product demos and booths. CSSSO visited approximately 20 access control and camera vendors and spoke with them specifically about single point control and integration of all systems. While many could combine with other vendors to provide a few components of the required need. No other vendor was located that was able to provide the full service and combined system as well as support that PPLD is requiring. Additionally, no vendor spoken with was able to recommend or comment on any other vendor that they knew that existed providing the full complement of services and integration that PPLD was looking for. |

| | |
|------------|------------|
| Requestor: | Manager: |
| Signature: | Signature: |
| Date: | Date: |

The following will not validate a Sole Source transaction:

- Any price components, including preferred pricing, claim of best price, and/or budgetary constraints.
- Brand name or departmental preference for a specific supplier, product or service.
- Geographical preferences.
- Department working with a specific supplier to create custom/specialized equipment, thereby bypassing a competitive market or process.
- Historical precedence or a claim of best price. Only current competitive bidding in the open market substantiates best possible pricing.
- Time management purposes, unless for bona fide emergencies.

| | |
|--|---|
| If purchase is between \$10,000 and \$100,000: Chief Financial Officer | If purchase is \$100,000 or more: Chief Librarian & CEO |
| <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Signature: | Signature: |
| Date: | Date: |

If the Sole Source is not approved above, the reasons are as follows (to be populated by the Chief Financial Officer or the Chief Librarian & CEO):

Wind Damage – 21c, East, and Penrose Libraries

Background

On December 15, 2021, the Colorado Springs area was impacted with heavy, sustained winds with reports of gusts exceeding 100 mph. The force of this wind caused damage throughout the region and unfortunately the district's facilities were not spared. Roof damage was sustained at LI 21c, East and Penrose Libraries. The most significant damage occurred with the roof system at East Library.

The East Library roofing damage occurred with wind finding an opening that allowed uplift of the rubber membrane and losing its adherence from the roof decking. Essentially, this caused the entire roof to "Balloon". This uplift caused tears in several locations as well as separation from roof penetrations and drains. Facilities contacted Weathercraft Roofing who has performed roof maintenance and repairs for the district for several year and is also the contractor who completed the 21c roof replacement in 2019. Weathercraft had a crew on site within an hour deploying sandbags in order to keep the membrane from completely detaching. The crew was on site for the next several days performing repairs to keep the building "watertight" until all repairs or replacement is completed. This will be an on-going challenge until that occurs. East Library also had one large pine tree uproot and fall.

Library 21c also sustained some roof damage primarily from mechanical equipment sheet metal that became detached in the wind and tumbled across the roof causing gouges and damaging skylights. The property also sustained a number of pine trees that uprooted and fell.

Penrose Library sustained the least of the damage. Only one small piece of roof flashing detached that facilities staff was able to retrieve and reinstall. The library also lost a large pine tree near the water fountain at the corner of Cascade Ave. and Kiowa St.

Facilities met with the district's insurance adjuster on Monday, December 20, 2021, to tour the damage. The adjuster has incorporated the services of a roofing consultant at this time who is evaluating the repairs and/or replacement of the roof at East Library. Damage estimate from the initial walk-through was estimated at \$800,000 including the districts deductible. We anticipate the adjuster's repair/replacement estimate the week of January 10, 2022.

This project has been determined to be handled as an emergency, due to the scope of the damage and the urgency to restore the buildings to watertight condition. We will be working with the district's insurance carrier as well as Weathercraft Roofing to get this completed

FRIENDS of the PPLD December 2021 Report

The focus of the board for November and December was to work on the action items that came from our retreat in October 2021. We have set 2022 objectives for our various committees and in November, we onboarded a new director, Beverly Diehl.

Status of Operations as of December 31, 2021

| Sales for November | | |
|--------------------|----------------|--------------|
| | Amazon | 1,821 |
| | eBay | 1,477 |
| | Facebook | 0 |
| | Web storefront | 48 |
| | East Bookstore | 3224 |
| | Library 21C | 1,468 |
| | Penrose | 304 |
| | | |
| TOTAL SALES | | 8,342 |

| Sales for December | | |
|--------------------|----------------|---------------|
| | Amazon | 3,521 |
| | eBay | 1,622 |
| | Facebook | 0 |
| | Web storefront | 197 |
| | East Bookstore | 3,403 |
| | Library 21C | 1,370 |
| | Penrose | 363 |
| | | |
| TOTAL SALES | | 10,476 |

- East Library bookstore’s children’s corner has had a face lift and increased shelf space. A hand painted child’s chair, colorful rug, and a “READ” sign made from upcycled books have made the space more like a reading corner. Plans are to add another floating wall shelf made from a thrift store find /upcycled books for children’s DVDs and CDs to complete the look.
- Penrose Library bookstore – transferred an extra fixture from Library 21c location to be used here as a DVD / CD stand. The freed up shelf space will be used to expand children’s book offerings.
- Library 21c is next to undergo some upgrades.
- The Spring Big Book Sale opens in 64 days! March 11, 12, 13th. A marketing request has been submitted to PPLD Communications Dept. for the posters, postcards and bookmarks.



REPORT

Received 744 gifts totaling \$97,076.34 in December as part of the Year End Giving Campaign

Received \$25,990 from The Independence Center's IC Fund to support Equity, Diversity, and Inclusion efforts for equipment and materials to better serve those with physical and mental disabilities and for Library 21c ADA upgrades

Received \$20,000 from Colorado's Department of Local Affairs from the Corona Virus Relief Fund (CVRF)

Received \$16,080 from 136 donors from the 2021 Give! campaign

Received \$1,000 grant from the Bee Vradenburg Foundation for the Shivers Fund at PPLD

Submitted 2021 El Paso County Community Investment grant report and submitted application for 2022

Finalizing details with Carl Bloom and Associates for 2022 Library Giving Day direct mail and electronic campaigns

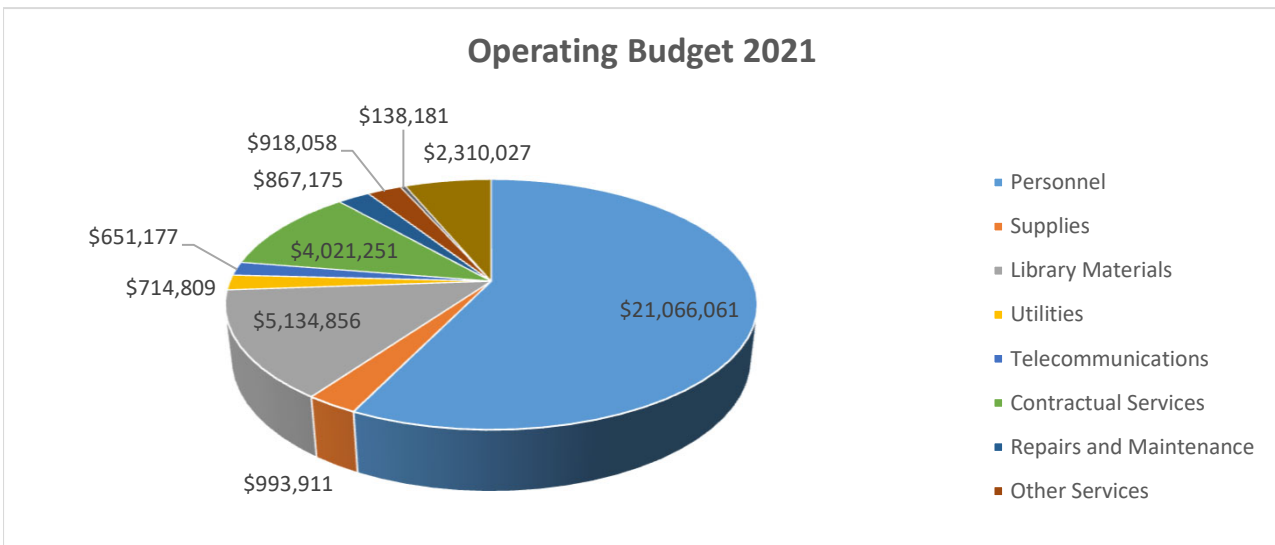
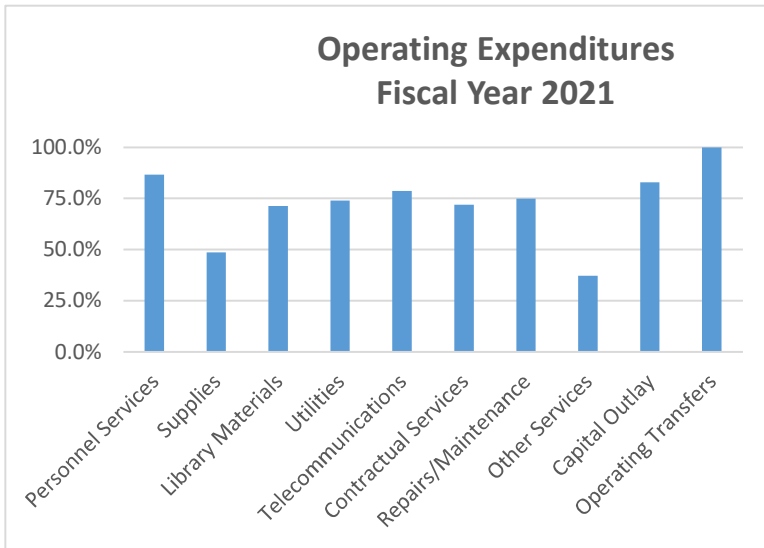
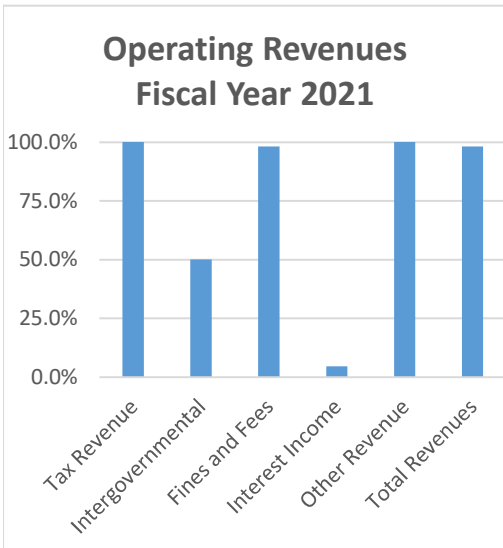
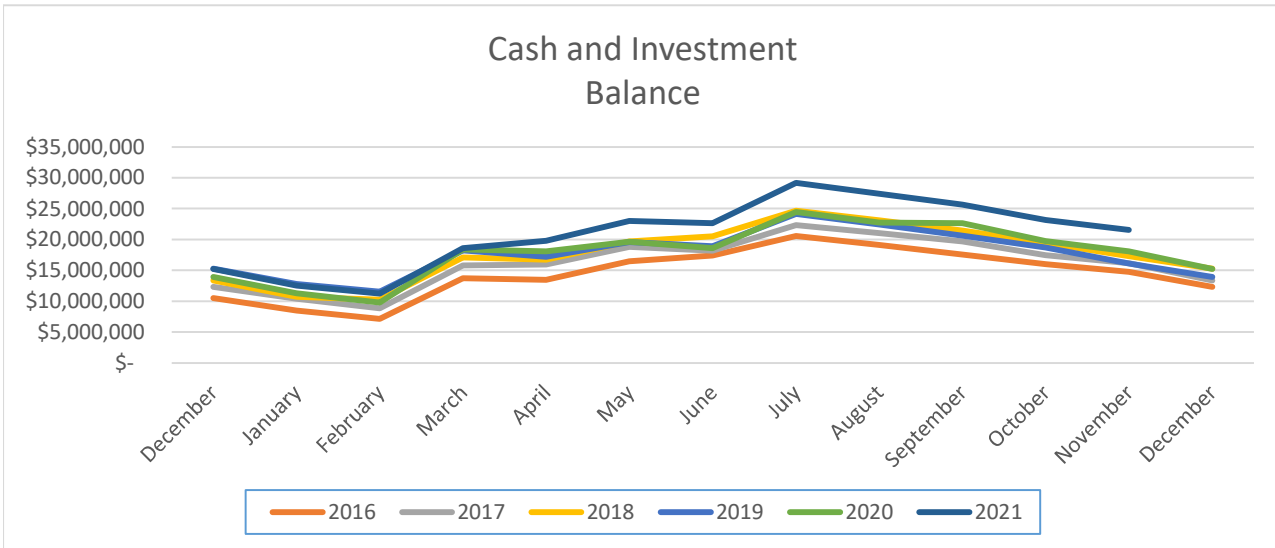
Presented to First Congregational Church Men's Group

Attended Chamber/EDC State Legislators Roundtable

Attended monthly Friends of PPLD board meeting

Pikes Peak Library District Financial Dashboard

November 2021



Pikes Peak Library District

November 2021 Financial Report

Presented to Board of Trustees on January 19, 2022

**Pikes Peak Library District
General Fund Summary
For the Eleven-Month Period Ended November 30, 2021**

| General Fund | Year-To-Date | | | | Notes |
|--------------------------|----------------------|----------------------|---------------------|-------------|-------|
| | 2021 | 2020 | Change | % Chg. | |
| Revenues | | | | | |
| Property taxes | \$ 31,401,649 | \$ 30,120,703 | \$ 1,280,946 | 4.3% | |
| Specific ownership taxes | 3,426,828 | 3,074,632 | 352,196 | 11.5% | 1 |
| Fines/fees | 77,814 | 60,097 | 17,717 | 29.5% | |
| Investment earnings | 8,432 | 115,189 | (106,757) | -92.7% | 2 |
| Other | 966,415 | 622,298 | 344,117 | 55.3% | 3 |
| Total Revenues | \$ 35,881,138 | \$ 33,992,919 | \$ 1,888,219 | 5.6% | |

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 models continue 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. Specific Ownership Tax collections is doing well in 2021 versus 2020 primarily due to the effects of the pandemic which started in March 2020 (at least locally). Activity was lower in 2020 as the economy suffered from the pandemic and all related factors.
2. Treasury interest rates took a large tumble in 2020 (after March); the rates are close to zero. This is a trend that is expected to occur at least through part of 2022.
3. PPLD recognized CVRF revenue of \$403,735 during 2021.

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Eleven-Month Period Ended November 30, 2021**

Percent of Year 91.7%

| Account Description | 2021 Budget | YTD Actual | Variance | % Used |
|---|----------------------|----------------------|---------------------|---------------|
| Tax Revenue | | | | |
| Property taxes | | | | |
| Current | \$ 31,312,948 | \$ 31,423,769 | \$ 110,821 | 100.4% |
| Abatements/refunds | (122,400) | (104,593) | 17,807 | 85.5% |
| Omitted properties | 7,140 | 1,561 | (5,579) | 21.9% |
| Delinquent | 18,360 | 25,290 | 6,930 | 137.7% |
| Penalties/interest | 36,720 | 45,515 | 8,795 | 124.0% |
| Specific ownership taxes | 3,382,500 | 3,426,828 | 44,328 | 101.3% |
| Local government in lieu of prop. taxes | 10,200 | 10,107 | (93) | 99.1% |
| Total Tax Revenue | 34,645,468 | 34,828,477 | 183,009 | 100.5% |
| Intergovernmental | | | | |
| Federal funds - other categories | 970,123 | 403,735 | (566,388) | 41.6% |
| Federal - eRate Funding | 229,800 | 125,102 | (104,698) | 54.4% |
| State Grant - library materials | 143,445 | 143,445 | - | 100.0% |
| Total Intergovernmental | 1,343,368 | 672,282 | (671,086) | 50.0% |
| Fines and Fees | 79,200 | 77,814 | (1,386) | 98.3% |
| Interest Income | 183,750 | 8,432 | (175,318) | 4.6% |
| Other Revenue | | | | |
| Donations/grants/gifts | | | | |
| PPLD Foundation | 167,280 | 204,923 | 37,643 | 122.5% |
| Other | - | 33,972 | 33,972 | 100.0% |
| Copier charges/PMS charges | 80,400 | 37,825 | (42,575) | 47.0% |
| Parking lot collections | 12,060 | 4,943 | (7,117) | 41.0% |
| Merchandise sales | - | 709 | 709 | 100.0% |
| Miscellaneous | 4,523 | 7,736 | 3,213 | 171.0% |
| Asset sales proceeds | 5,025 | 4,025 | (1,000) | 80.1% |
| Total Other Revenue | 269,288 | 294,133 | 24,845 | 109.2% |
| Total General Fund Revenues | \$ 36,521,074 | \$ 35,881,138 | \$ (639,936) | 98.2% |

**Pikes Peak Library District
General Fund Summary
For the Eleven-Month Period Ended November 30, 2021**

| General Fund | Year-To-Date | | | | Notes |
|-----------------------------------|----------------------|----------------------|-------------------|-------------|-------|
| | 2021 | 2020 | Change | % Chg. | |
| Expenditures | | | | | |
| Personnel | \$ 18,143,854 | \$ 18,098,133 | \$ 45,720 | 0.3% | |
| Supplies | 476,977 | 680,602 | (203,625) | -29.9% | 1 |
| Library materials | 3,516,397 | 3,662,099 | (145,702) | -4.0% | |
| Utilities | 528,615 | 494,124 | 34,492 | 7.0% | |
| Telecommunication costs | 512,587 | 520,677 | (8,090) | -1.6% | |
| Contractual services | 2,881,170 | 3,053,233 | (172,063) | -5.6% | |
| Repairs and maintenance | 649,555 | 517,288 | 132,267 | 25.6% | |
| Other services | 471,969 | 402,311 | 69,658 | 17.3% | |
| Capital outlay | 121,193 | 12,347 | 108,846 | 881.5% | 2 |
| Operating transfers - other funds | 2,310,026 | 1,547,368 | 762,658 | 49.3% | 3 |
| Total Expenditures | \$ 29,612,343 | \$ 28,988,183 | \$ 624,160 | 2.2% | |

1 PPLD spent \$140,507 on COVID-19 supplies in 2020 that were funded through the CVRF grant.

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

3 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**

Percent of Year 91.7%

For the Eleven-Month Period Ended November 30, 2021

| Account Description | 2021 Budget | YTD Actual | Available Budget | % Used |
|---------------------------------|--------------------|-------------------|-------------------------|---------------|
| Personnel Services | | | | |
| Regular employees | \$ 16,062,206 | \$ 13,922,269 | \$ 2,139,937 | 86.7% |
| Temporary employees | 3,800 | - | 3,800 | 0.0% |
| Substitute employees | 33,500 | 25 | 33,475 | 0.1% |
| Work-Study And internship | 13,644 | 952 | 12,692 | 7.0% |
| Social security contributions | 1,320,640 | 1,011,132 | 309,508 | 76.6% |
| Retirement contributions | 1,129,545 | 923,783 | 205,762 | 81.8% |
| Health Plan contributions | 2,110,000 | 2,070,810 | 39,190 | 98.1% |
| Unemployment insurance | 40,000 | 34,191 | 5,809 | 85.5% |
| Workers compensation | 55,000 | 40,716 | 14,284 | 74.0% |
| Vision Plan insurance | 65,000 | 50,923 | 14,077 | 78.3% |
| Life A&D insurance | 65,000 | 59,036 | 5,964 | 90.8% |
| Tuition assistance | 40,000 | 28,548 | 11,452 | 71.4% |
| Total Personnel Services | 20,941,191 | 18,143,854 | 2,797,337 | 86.6% |
| Supplies | | | | |
| General | 335,681 | 96,029 | 239,652 | 28.6% |
| Microform | 2,450 | 103 | 2,347 | 4.2% |
| Software purchases/licenses | 325,069 | 266,568 | 58,502 | 82.0% |
| Computer supplies | 34,861 | 15,785 | 19,076 | 45.3% |
| Processing | 85,000 | 4,377 | 80,623 | 5.1% |
| Office | 63,750 | 16,984 | 46,766 | 26.6% |
| Food - culinary lab | 4,500 | 1,473 | 3,027 | 32.7% |
| Other | 128,580 | 75,657 | 52,923 | 58.8% |
| Total Supplies | 979,892 | 476,977 | 502,915 | 48.7% |
| Library Materials | | | | |
| Audio-visual materials | 809,544 | 253,279 | 556,265 | 31.3% |
| Books | 1,393,816 | 774,085 | 619,731 | 55.5% |
| e-materials | 1,773,767 | 1,579,125 | 194,642 | 89.0% |
| Library materials - other | 205,428 | 185,355 | 20,073 | 90.2% |
| Microforms | 5,000 | - | 5,000 | 0.0% |
| Periodicals | 110,505 | 101,674 | 8,831 | 92.0% |
| Serials | 25,000 | 9,230 | 15,770 | 36.9% |
| Databases - online services | 607,309 | 611,130 | (3,821) | 100.6% |
| Memorials | 111 | 2,519 | (2,408) | 0.0% |
| Total Library Materials | 4,930,481 | 3,516,397 | 1,414,083 | 71.3% |

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

Percent of Year 91.7%

For the Eleven-Month Period Ended November 30, 2021

| Account Description | 2021 Budget | YTD Actual | Available Budget | % Used |
|-----------------------------------|--------------------|-------------------|-------------------------|---------------|
| Utilities | | | | |
| Gas | 88,643 | 72,324 | 16,319 | 81.6% |
| Electric | 490,236 | 380,850 | 109,386 | 77.7% |
| Water/sewer | 128,086 | 71,451 | 56,635 | 55.8% |
| Storm water fees | 7,844 | 3,991 | 3,853 | 50.9% |
| Total Utilities | 714,809 | 528,615 | 186,194 | 74.0% |
| Telecommunications | | | | |
| Data | 469,964 | 387,430 | 82,534 | 82.4% |
| Voice | 77,000 | 65,633 | 11,367 | 85.2% |
| Cellular | 104,213 | 59,524 | 44,689 | 57.1% |
| Total Telecommunications | 651,177 | 512,587 | 138,590 | 78.7% |
| Contractual Services | | | | |
| Janitorial services | 341,000 | 299,520 | 41,480 | 87.8% |
| Carpet cleaning services | 136,000 | 108,963 | 27,037 | 80.1% |
| Laundry services | 5,500 | - | 5,500 | 0.0% |
| Library facility rental | 680,558 | 578,850 | 101,708 | 85.1% |
| Common area maintenance | 175,761 | 132,968 | 42,793 | 75.7% |
| Storage rental | 3,000 | 720 | 2,280 | 24.0% |
| Audit | 42,500 | 43,275 | (775) | 101.8% |
| Legal | 50,000 | 29,321 | 20,679 | 58.6% |
| Consultant | 303,770 | 153,326 | 150,444 | 50.5% |
| Cataloging | 40,000 | 24,111 | 15,889 | 60.3% |
| Trash removal | 23,345 | 14,912 | 8,433 | 63.9% |
| Copier services | 61,000 | 8,121 | 52,879 | 13.3% |
| Courier services | 224,476 | 153,265 | 71,211 | 68.3% |
| Liability/property insurance | 160,693 | 153,023 | 7,670 | 95.2% |
| Printing | 80,325 | 50,657 | 29,668 | 63.1% |
| Programming | 422,616 | 153,971 | 268,645 | 36.4% |
| Strategic plan | 40,000 | - | 40,000 | 0.0% |
| Treasurer fees | 462,000 | 469,740 | (7,740) | 101.7% |
| Warrantire | 37,000 | - | 37,000 | 0.0% |
| Microfilming services | 22,600 | 7,370 | 15,230 | 32.6% |
| Computer support agreements | 112,534 | 90,097 | 22,437 | 80.1% |
| Computer equipment maintenance | 397,000 | 304,786 | 92,214 | 76.8% |
| Software licenses | 72,885 | 24,477 | 48,408 | 33.6% |
| Software subscriptions | 29,307 | 24,307 | 5,000 | 82.9% |
| Employee Assistance Program | 21,218 | 8,591 | 12,627 | 40.5% |
| Parking | 58,000 | 46,798 | 11,203 | 80.7% |
| Total Contractual Services | 4,003,088 | 2,881,170 | 1,121,918 | 72.0% |

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

Percent of Year 91.7%

For the Eleven-Month Period Ended November 30, 2021

| Account Description | 2021 Budget | YTD Actual | Available Budget | % Used |
|---|----------------------|----------------------|-------------------------|---------------|
| Repairs and Maintenance | | | | |
| Grounds maintenance | 88,000 | 81,021 | 6,979 | 92.1% |
| Vehicle operating costs | 74,500 | 85,473 | (10,973) | 114.7% |
| Equipment maintenance | 453,300 | 390,651 | 62,649 | 86.2% |
| Equipment repairs | 61,350 | 8,874 | 52,476 | 14.5% |
| Furniture repairs | 36,955 | 11,025 | 25,930 | 29.8% |
| Building repairs | 153,070 | 72,511 | 80,558 | 47.4% |
| Total Repairs and Maintenance | 867,175 | 649,555 | 217,620 | 74.9% |
| Other Services | | | | |
| Translation services | 300 | - | 300 | 0.0% |
| Advertising | 1,000 | 275 | 725 | 27.5% |
| Bank And trustee Fees | 8,000 | 8,269 | (269) | 103.4% |
| School engagement | 3,000 | 2,093 | 907 | 69.8% |
| Mileage/Travel reimbursement | 75,750 | 33,308 | 42,442 | 44.0% |
| Employee recruitment | 37,500 | 17,484 | 20,016 | 46.6% |
| Dues and memberships | 61,852 | 36,875 | 24,977 | 59.6% |
| Merchandising | 8,000 | 6,594 | 1,406 | 82.4% |
| Employee recognition | 29,144 | 21,050 | 8,094 | 72.2% |
| Board of Trustees | 7,000 | 2,165 | 4,835 | 30.9% |
| Community outreach | 171,958 | 101,792 | 70,166 | 59.2% |
| Training | 286,512 | 95,554 | 190,958 | 33.4% |
| Signage | 30,239 | 4,298 | 25,941 | 14.2% |
| Bindery | 8,526 | 1,825 | 6,701 | 21.4% |
| Book mending | 1,500 | 114 | 1,386 | 7.6% |
| Safety | 14,250 | 3,743 | 10,507 | 26.3% |
| Summer Adventure Club | 36,935 | 28,841 | 8,094 | 78.1% |
| Patron reimbursement | 500 | - | 500 | 0.0% |
| Postage | 60,500 | 26,853 | 33,647 | 44.4% |
| Volunteer program | 9,500 | 968 | 8,532 | 10.2% |
| Safety and wellness | 7,000 | 5,271 | 1,729 | 75.3% |
| Other | 410,520 | 74,597 | 335,923 | 18.2% |
| Total Other Services | 1,269,486 | 471,969 | 797,517 | 37.2% |
| Capital Outlay | | | | |
| Other | 146,181 | 121,193 | 24,988 | 82.9% |
| Total Capital Outlay | 146,181 | 121,193 | 24,988 | 82.9% |
| Operating Transfers to Other Funds | | | | |
| Fund transfers out | 2,310,026 | 2,310,026 | - | 100.0% |
| Total Expenditures | \$ 36,813,506 | \$ 29,612,343 | \$ 7,201,163 | 80.4% |

**Pikes Peak Library District
Special Revenue Funds
For the Eleven-Month Period Ended November 30, 2021**

| | |
|---|-------------------|
| Fund Balance - January 1, 2021 | \$ 105,721 |
| Expenditures | 2,516 |
| Fund Balance - November 30, 2021 | <u>\$ 103,205</u> |

Fund Balance - By Fund - November 30, 2021

| | |
|--------------------------------|-------------------|
| Cheyenne Mountain Library Fund | \$ 812 |
| High Prairie Library Fund | 90,110 |
| Sand Creek Library Fund | 12,283 |
| | <u>\$ 103,205</u> |

Pikes Peak Library District
 East Library Capital Projects Fund
 For the Eleven-Month Period Ended November 30, 2021

| Account Description | Multi-Year Budget | Activity | | Encumbrances | Available Budget |
|--|----------------------|-------------------|-------------------|---------------|---------------------|
| | | Prior Years | 2021 | | |
| Revenues and Other Sources of Funds | | | | | |
| Fundraising | \$ 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 | - |
| 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 | 20,143 | - | 9,093 | - | 11,050 |
| IT equipment | 2,071 | 253 | - | - | 1,818 |
| Total Expenditures | \$ 310,596 | \$ 152,054 | 41,850 | \$ 708 | \$ 115,984 |
| Excess Revenues over Expenditures | | | 42,350 | | |
| Fund Balance - January 1, 2021 | | | 74,342 | | |
| Fund Balance - November 30, 2021 | | | <u>\$ 116,692</u> | | |

Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Eleven-Month Period Ended November 30, 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 | - | - | 2,400 | 100 |
| Roofing consultant to evaluate existing roof | 35,000 | - | 11,520 | 8,100 | 15,380 |
| Install glass wall structure - Executive Assistant area | 15,000 | - | 10,650 | - | 4,350 |
| Building maintenance/minor renovation projects | | | | | - |
| Add office for Manager | 20,000 | - | 309 | - | 19,691 |
| Add IT closet | 25,000 | - | 24,662 | - | 338 |
| Add messinine door structure | 15,000 | - | 7,842 | - | 7,158 |
| Painting allowance | 25,000 | - | - | - | 25,000 |
| 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 |
| 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 | 20,508 | - | 89,288 |
| Total Expenditures | \$ 1,100,592 | \$ 682,124 | 75,491 | \$ 10,500 | \$ 332,477 |
| Excess Revenues over Expenditures | | | (74,967) | | |
| Fund Balance - January 1, 2021 | | | 417,945 | | |
| Fund Balance - November 30, 2021 | | | <u>\$ 342,978</u> | | |

Pikes Peak Library District
Library 21c Capital Projects Fund
For the Eleven-Month Period Ended November 30, 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 | - | 5,307 | - | 19,693 |
| 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 | 2,259 | 250 | - |
| 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 | 38,117 | 6,252 | 40,826 |
| 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 | - | - | - |
| 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 | 55,568 | \$ 95,073 | \$ 169,282 |
| Excess Revenues over Expenditures | | | 109,432 | | |
| Fund Balance - January 1, 2021 | | | 189,865 | | |
| Fund Balance - November 30, 2021 | | | <u>\$ 299,297</u> | | |

Pikes Peak Library District
Capital Reserve Fund
For the Eleven-Month Period Ended November 30, 2021

| Account Description | Multi-Year Budget | Activity | | Encumbrances | Available Budget |
|--|----------------------|------------------|------------------|--------------|---------------------|
| | | Prior Years | 2021 | | |
| Revenues and Other Sources of Funds | | | | | |
| Fund transfers in | \$ 4,586,742 | \$ 2,526,440 | \$ 2,060,302 | \$ - | \$ - |
| Tenant improvement reimbursement | 72,076 | 61,695 | 10,202.00 | - | (179) |
| Fundraising | 123,000 | - | 75,000.00 | - | (48,000) |
| Sale of assets | 12,500 | 12,500 | - | - | - |
| Total Revenues and Other Sources of Funds | 4,794,318 | 2,600,635 | 2,145,504 | - | (48,179) |
| 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 | - | - | 2,701 | 2,299 |
| 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 | - | 3,743 | 1,557 | 700 |
| Concrete replacement - districtwide allowance | 10,000 | - | - | - | 10,000 |
| Upgrade fire system dialers to cellular | 12,000 | - | 3,570 | 1,885 | 6,545 |
| Asphalt repairs and maintenance - districtwide allowance | 15,000 | - | 14,712 | - | 288 |
| 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 | - | 15,262 | - | 738 |
| 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 | | | | | |
| 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 | 11,900 | 3,600 | 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 | 4,258 | 3,538 | 7,963 |
| Ruth Holley leasehold improvements | - | - | - | - | - |
| Manitou Arts Council (MAC) project | 198,946 | 24,480 | 146,935 | 7,967 | 19,564 |
| MAC - intrusion alarms | 12,559 | 6,279 | 6,280 | - | - |
| MAC - furniture | 38,694 | 18,543 | 14,376 | 4,519 | 1,256 |

Pikes Peak Library District
Capital Reserve Fund
For the Eleven-Month Period Ended November 30, 2021

| Account Description | Multi-Year Budget | Activity | | Encumbrances | Available Budget |
|---|----------------------|----------------|----------------|----------------|---------------------|
| | | Prior Years | 2021 | | |
| 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 | 8,000 | 4,213 | - |
| 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 | - | - | - |
| 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 | - | 2,880 | - | 120 |
| Shelving | 14,428 | 14,428 | - | - | - |
| Replace tractor | 9,975 | 9,975 | - | - | - |
| Replace generator bookmobile | 12,500 | - | - | - | 12,500 |
| Contingency | 389,064 | 146,576 | 64,335 | 144,885 | 33,268 |
| Signage allowance | 7,618 | 7,618 | - | - | - |
| Total Facilities Capital | 1,733,842 | 716,107 | 424,757 | 194,821 | 398,157 |

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 | - | - | 1,968 | 32 |
| Rockrimmon - signage | 2,500 | - | - | - | 2,500 |
| Ute Pass- signage | 2,000 | - | - | - | 2,000 |
| Total Communications Capital | 42,500 | 168 | 11,679 | 2,118 | 28,535 |

Information Technology Capital

2021 Projects

| | | | | | |
|-------------------------------------|---------|---|---|--------|---------|
| Telecommunications switches and UPS | 115,200 | - | - | - | 115,200 |
| Cabling infrastructure repair | 25,000 | - | - | 25,000 | - |

**Pikes Peak Library District
Capital Reserve Fund
For the Eleven-Month Period Ended November 30, 2021**

| Account Description | Multi-Year Budget | Activity | | Encumbrances | Available Budget |
|--|----------------------|-------------|--------|--------------|---------------------|
| | | Prior Years | 2021 | | |
| East Admin and staff cabling | 85,000 | - | 22,134 | 62,866 | - |
| Penrose Admin and staff cabling | 35,000 | - | - | 35,000 | - |
| Contingency cabling (non eRate) | 15,000 | - | - | - | 15,000 |
| Technology refresh (staff) | 110,000 | - | 7,993 | 5,840 | 96,167 |
| 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 | - | - | 1,200 | 3,800 |
| Contingency | 20,000 | - | 7,126 | 3,417 | 9,457 |
| Access control | 850,000 | - | - | - | 850,000 |
| Surveillance cameras | 100,000 | - | - | - | 100,000 |
| District-wide audio-visual equipment standardization | 56,000 | - | 3,512 | 35,628 | 16,860 |
| Receipt printers | 12,500 | - | - | - | 12,500 |
| Barcode scanners | 12,500 | - | 97 | - | 12,403 |
| Upgrade to Drupal | 40,000 | - | 7,500 | - | 32,500 |
| 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 | 40,344 | 107,097 | 215,131 |
| Technology refresh (staff) | 44,000 | 19,516 | 13,284 | 1,578 | 9,622 |
| Technology refresh (patrons) | 131,000 | 131,000 | - | - | - |
| Replace computers | 38,454 | 38,209 | 245 | - | - |
| 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 | 4,010 | - | - |
| Network switches/UPS | 336,000 | 85,071 | 96,690 | 160,496 | (6,257) |
| 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 | 21,547 | - | - |
| Switches/UPS replacement | 40,000 | 23,165 | 16,835 | - | - |
| 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 | 9,582 | - | 47,254 |
| Security system | 203,077 | - | - | 290,449 | (87,372) |
| AV Equipment - districtwide | 126,676 | 1,676 | - | - | 125,000 |
| IT management reserve | 24,277 | - | - | - | 24,277 |

**Pikes Peak Library District
Capital Reserve Fund
For the Eleven-Month Period Ended November 30, 2021**

| Account Description | Multi-Year Budget | Activity | | Encumbrances | Available Budget |
|---|----------------------|------------------|---------------------|-------------------|---------------------|
| | | Prior Years | 2021 | | |
| Contingency | 2,320 | 2,320 | - | - | - |
| Total Information Technology Capital | 4,469,616 | 1,169,142 | 398,032 | 784,291 | 2,118,151 |
| 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 | - | 8,192 | - | - |
| 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 | - | - |
| 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 |
| 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 | 9,357 | - | 55,823 |
| Total Expenditures | \$ 6,454,454 | 1,995,005 | 852,018 | \$ 981,230 | \$ 2,626,201 |
| Excess Revenues over Expenditures | | | 1,293,486 | | |
| Fund Balance - January 1, 2021 | | | 2,313,943 | | |
| Fund Balance - November 30, 2021 | | | <u>\$ 3,607,429</u> | | |

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

| | COLOTRUST Investments | US Bank Checking | Total Cash |
|--|----------------------------------|-----------------------------|----------------------|
| Cash and Investments Balance November 1, 2021 | \$ 23,112,426 | \$ 41,352 | \$ 23,152,945 |
| Receipts | | | |
| Property Taxes | 587,258 | - | 587,258 |
| Cash Receipts | - | 13,774 | 13,774 |
| Credit card and other activity | - | 5,681 | 5,681 |
| eRate funding | | 125,102 | |
| Interest | 490 | - | 490 |
| Disbursements | | | |
| Payment of Bills week of 11/5/2021 | - | (251,444) | (251,444) |
| Payment of Bills week of 11/12/2021 | - | (220,568) | (220,568) |
| Payment of Bills week of 11/19/2020 | - | (210,435) | (210,435) |
| Payment of Bills week of 11/30/2021 | - | (80,196) | (80,196) |
| Payroll 11/12/2021 | - | (701,701) | (701,701) |
| Payroll and end of month 11/26/2021 | - | (890,095) | (890,095) |
| Transfer between funds | (2,200,000) | 2,200,000 | - |
| Cash and Investments November 30, 2021 | <u>\$ 21,500,174</u> | <u>\$ 31,470</u> | <u>\$ 21,531,644</u> |

Public Services Report December 2021

Compliments

We had 214 chats through LibChat, our online chat reference. Of the patrons who chose to rate their chats, 36 were rated *excellent* and 3 were rated *good*. Some patrons left comments about the staff-person who chatted with them:

- “Very patient and worked to be helpful, even if the transactions itself wasn't fruitful” and “Thank you for your response!” Matthew Kaip (Ruth Holley Library)
- “Thanks again!”, “10/10 service,” “As usual, this chat provides helpful information and great service. Well done,” and “Very pleasant and accommodating.” Melissa Schloesser (Library 21c)
- “The librarian chat person was very nice. Thanks!” Joe Paisley (Adult Services)
- “Quick and efficient. Thank you.” John Jarrell (Library 21c)
- “Appreciate the ability to ask a librarian.” Jenny Gaechter (East Library)
- “I love the dedication to provide relevant information so promptly – thank you for all you do!” Melissa Mitchell (Adult Services)
- “As always, the PPLD staff Shine!” Trent Templeton (East Library)
- “Amazing and wonderful.” Robin Misciagna (Library 21c)
- “Thank you for all that you do. I appreciate having libraries, but especially this one. You all make it really special.” (High Prairie)

Compliment from a patron on the phone: I think this system is the best ever from any experience in any of the places I've lived.

Combatting Loneliness

The staff at Penrose Library goes above and beyond to help patrons and make them feel welcome and comfortable in our library. For Christmas our Adult Services staff (Felisha Port and Alison Kelly) put together winter readiness gift bags for our patrons. Patrons were very appreciative. PE Staff were equally as pleased to help patrons feel special during the holidays.



North Region Community

On December 15, Calhan Library Supervisor Andrea Keiter and Calhan and High Prairie Library Manager Liz Willhoff attended the monthly Community Outreach Center (COC) meeting, which Andrea facilitated. This meeting provides local organizations the opportunity to learn of any updates of information that can be shared with patrons throughout the community. Sean Dana with Silver Key presented to the group about the expansion of Silver Key to the Eastern Plains. He mentioned they thought it would be a slow start at first, but it has been heavily utilized and between the High Prairie and Calhan libraries, they have over 45 people using the food pickup service.

Every year the volunteers and staff of Monument Library adopt a family to sponsor through Tri-Lakes Care. Senior Library Associate Liz Turner reached out to Tri-Lakes Care to set this up for 2021. Through their combined efforts, Monument Library staff and volunteers donated gifts for eight children. Library Assistant Kym Alwais also put together a food drive for Tri-Lakes Care that lasts from December 27 to January 28.

Resources

Rockrimmon Young Adult Library Associate Amanda Franke worked with Eagleview Middle School teacher Rebecca Eldridge and YAS Senior Associate Danielle Seldenright to brainstorm ideas for Anime Fanfest 2022 and discuss methods for starting and maintaining an anime club. She also spoke with the teens in Rockrimmon's Anime Club about what they would like from Anime Fanfest 2022. The possibility of manga drawing lessons and easy Japanese lessons (either oral or written) garnered the most enthusiasm. Many teens were interested in having a costume contest, but some pointed out they lack the skills and supplies to participate.

Innovation/Creativity

In November, Victoria Lidmark of Victoria's School of Harp reached out to Library 21c staff, interested in arranging within the library some casual harp performances by her students. Four harp students visited Library 21c between Friday, December 17, and Saturday, December 18. They played various music including holiday favorites. Both the library and Victoria's School of Harp benefited from the experience of working together; the students gained experience performing in a public arena and multiple library patrons shared with staff how much they appreciated having access to live harp music.

Service

North Region Security Officer Pagan Phelan encountered the idea to repurpose plastic grocery bags into sleeping mats for the unhoused community. Hoping to bring this project to the Pikes Peak region, Pagan communicated her idea with Security Supervisor David Knowles and Library 21c Manager Catie Tierney. They both encouraged the idea which supported sustainability and community. An email was sent to all PPLD staff asking them to send clean plastic grocery bags to Library 21c. District staff enthusiastically asked how to get involved and submitted generous bag donations that would usually be disposed in the trash. Multiple staff at Library 21c including Library Assistant Ann Alderman, Adult Library Associate Barb Keiser, and Creative Library Associate Linda Fuqua-Jones helped Pagan create plastic yarn ("plarn"), then began crocheting and knitting sleeping mats in their off-time. Library 21c makerspace staff also 3D printed larger crochet hooks to ease creation of the mats using the nontraditional plastic material. Multiple mats have been created, and the project continues with the goal that these items will provide the unhoused community a water-resistant, insulated place on which to sleep while keeping more plastic waste out of landfills.

Internal/Staff

In December at Rockrimmon, Anne Dennis was hired in a Senior Associate role. Rockrimmon's 30-hour Senior Associate Joyce Sims, after 33 years of service, retired at the end of December. She wanted no fanfare or celebration and was happy to have spent so much time at PPLD helping others.

At the Calhan and High Prairie joint December staff meeting, staff reviewed and set goals. High Prairie Supervisor Laura Foye reviewed 2021 goals, Calhan Supervisor Andrea Keiter led a brief discussion on the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, a method to determine 2022-2023 goals for both branches, and Calhan/High Prairie Library Manager Liz Willhoff (HI/CA) reviewed 2022 goals to determine any changes to be made based on the SWOT. The discussion was successful, and a lot of information, ideas, and opinions were shared. Leaders created a shared document and encouraged staff to add ideas to the SWOT until their 2023 goal planning this Spring.

Accountability

Monument Library Manager Jean Carrier, Senior Library Associate Meredith Moore, Senior Library Associate Athena Cazier, and Senior Library Associate Troy Roth (MO) spent an afternoon cleaning up Palmer Lake to get the library back into a working order before it reopens. North Region Director Hillary Dodge, Jean Carrier, and Circulation Services Coordinator Greg Roes (Coll Mgt) also took a hard look at the flow of the collection at Palmer Lake. They determined some places where the collection could be moved around so that it flows better. The Monument team started doing some of the shifting during the cleaning afternoon. Meredith has also been saving some of the Adult Services Take & Makes for when Palmer Lake reopens. This was the first time that Troy had seen the inside of Palmer Lake, so it was a good experience for him.

Southeast Region

Community –

Fountain Library was asked to host an Angel Tree for the Fountain Valley Salvation Army. The tree was decorated with tags listing needs by community members for the holiday season. Fountain Library's tree had to be refilled with tags three times in the three weeks of December the tree was standing in our lobby. The community spirit was wonderful.

Ruth Holley and Sand Creek both hosted the Care and Share Mobile Market. Several staff throughout the region helped staff. The mobile market is like a grocery store on wheels and provides fresh groceries to locations that might not have access to a food pantry. Ruth Holley was able to serve 16 household or 49 individuals and Sand Creek was able to serve 28 households or 98 individuals. We are hoping to host more Mobile Markets in the spring.



Resources –

On December 15, during the high wind event in the area the East roof was damaged. Facilities worked swiftly to secure repairs. However, during the rain showers on Christmas Eve and Christmas Day water was able to make it into the Children's area. Approximately 500 books were damaged. Once again, Facilities worked swiftly to provide additional repairs.

Innovation/Creativity –

East and Sand Creek hosted a Holiday Open House in their Makerspaces. Thirty-eight patrons attended at East and thirteen attended at Sand Creek.



Service –

Several Southeast Staff participated in PPLD’s entry into the Parade of Lights. Inti Dewey, East Librarian, was also able to add his juggling skills to the event. Jake Rundle, Fountain Manager, was a member of the book cart drill team and Cindy Boyd, Ruth Holley Library Assistant, found a good reason to wear her reindeer costume.



Internal/Staff –



Southeast staff worked together to plan 4 holiday celebrations in December. We had movie and festive attire party at East. Sand Creek hosted crafts and carols party. Fountain planned an ugly sweater get together. Our 4th party was a virtual party with pets. The events were a nice way to sign off on a hectic year by sharing laughs and food with fellow staff members.



Accountability –

Seven vaccine clinics were hosted between Fountain, Sand Creek, and East. We were able to provide 1st, 2nd, and booster shots for patrons of all ages. All were very well attended, and we were able to give away children’s books and other PPLD swag thanks to FCS and Communications. We are looking forward to hosting more vaccine clinics in 2022 and helping our communities get back to normal.

West Region
Community

Our entry in this year’s Festival of Lights Parade included the Mobile Library Service’s “702”/City Bookmobile, with its new wrap, the book cart drill team, a juggler, and a robust group of walkers. The participants included staff from throughout the District, Leadership Team members, previous board members as well as friends and family of all the groups! Special thanks to the Security staff who helped decorate the bookmobile. This was truly a District-wide effort.



This month, Old Colorado City Library staff were able to provide Safe Place assistance for a local teen patron. The day after calling for Safe Place, Old Colorado City staff were able to provide additional assistance to the same teen, issuing two of the bus passes provided by PPLD’s Social Worker, Kayla Rockhold, for them to safely travel where they needed to go. PPLD’s community resources are valuable and made a major difference for this teen patron.

Being too cold outside for the City of Manitou Springs’s Santa event in Memorial Park, Santa spent a few hours meeting with children in the Manitou Springs Library children’s room, showcasing the updated space. Many parents said they were excited to come back to the library. Patrons also discovered the makerspaces while bringing in their children and several signed up for Manitou Art Center Memberships.

Resources

Our staff is one of our greatest resources and continually welcome and engage patrons. June McGinn, Penrose Young Adult Senior Library Associate, gave a tour for a D11 Discovery Group on November 29. When they returned in December, June facilitated their access and knowledge

of our resources. June also coordinated a visit, including a tour of our spaces and resources for them.

The windstorm on Wednesday, December 15, that caused power loss, among other damage, impacting an estimated 40,000 in El Paso County, led to a surge of patrons seeking library services at Old Colorado City Library. David Rasmussen, Sr. Library Associate, observed that until early closing, patrons were eagerly taking advantage of Old Colorado City's resources and looking to staff for community support.

Manitou Art Center staff shared that since PPLD and the MAC began their partnership in March 2021, which allows PPLD patrons to sign up to be MAC Members, membership has gone from 67 in March 2021 to 395 in December 2021.

Internal - Staff

When asked what the most important accomplishment of the Mobile Library department was this year, the staff responded, "continuing services, covering all our routes despite being understaffed, returning to stability, bookmobile embodies the words, "teamwork" and "family" in every way, being available to folks who have felt disconnected due to the pandemic and we work hard together without complaining and we continue to bond with each other. Our team has become very strong! I am proud to be part of this group and our department!"

Accountability - Penrose Library staff is always looking for innovative ways to reduce, reuse, and recycle. Chris Fink, Library Associate, who works closely with our periodical and newspaper collections sent this picture to show one way we help the Cheyenne Mountain Zoo and recycle some of our materials. So great that we can help out and keep the animals happy!



Adult Education **Community**

Met with the Springs Rescue Mission to discuss potential partnership to provide digital literacy trainings at the mission.

We met with more local manufacturers and a Pikes Peak Workforce Center representative, along with Lauren Fellers and Becca Cruz from Creative Services, to discuss possibilities for supporting workforce development and upskilling current employees in an attempt to determine a workforce pathway for our English as a Second Language students.

Accountability

We received notification that we received the Institute for Museum and Library Services (IMLS) grant to provide Northstar Digital Literacy trainings across the district. The grant is in the amount of \$44,000 to cover staff hours and 3 laptop labs.

Adult Services **Community**

Deb Hamilton wrote a blog post on "[Eviction Information and Resources](#)" for the state of Colorado. The Legal Information Services to the Public and Social Responsibilities Special Interest Sections of the American Association of Law Libraries has been featuring blog posts this fall on eviction resources for each state.

The Virtual Pro Se Clinic, coordinated by Deb Hamilton, had eight attendees this month. This is an increase from previous months. We will transition to offer the clinic in person at Fountain Library in January.

Resources

On Sat., Dec. 4, Cara Ramsey (Regional History/Genealogy) and Bryan Matthews (Adult Services) hosted a commemoration for the 80th anniversary of the attack on Pearl Harbor. We invited three local speakers to tell the stories of three men who were at Pearl Harbor on that day in 1941, all with connections to the Pikes Peak region: Bill Thomas spoke about Petty Officer Daniel Griffin (perhaps one of the first casualties of the attack), Brett Clark spoke about Lt. James Downing of the USS West Virginia, and Nikki Stratton spoke about her grandfather Gunner's Mate 2nd Class Donald Stratton of the USS Arizona. The 90-minute program featured these three 30-minute vignettes, with questions and answers and several audience members sharing photos, memorabilia, and stories of family who were also at Pearl Harbor in 1941. This in-person program had 32 attendees at the East Library.

Innovation/Creativity

On Wed., Dec. 15, Shannon Miller (Rockrimmon Branch) and Bryan Matthews (Adult Services) hosted John W. Anderson for a Zoom program and the release of his new book, *A to Z Colorado's Nearly Forgotten History, 1776-1876*. John's 60-minute presentation featured the 26 historical stories contained in his book, his research into these topics, and many of the accompanying prints and artwork. At least 48 people attended this remote program. It was also especially challenging on this day as it was when extreme winds were experienced on the front range, and the library closed early. Nonetheless, we were able to adjust and present a successful program.

Service

Deb Hamilton was a panelist for the WebJunction event, "Libraries and Evictions: Continuing the Conversation." The panel consisted of Deb; Kristin Wong, from the Consumer Financial Protection Bureau; two attorneys from Legal Services Corporation, Ranya Ahmed and Madeline Youngren; Catherine Duarte, a Senior Analyst from the City of Colorado Springs; and Beth Hill, a Sr. Community Resource Specialist with the Kansas City Public Library. Catherine and Beth gave short presentations on building community partnerships. The remainder of the time was spent elaborating on questions generated from the initial webinar, which was held in November. There will be a second panel discussion event in early 2022. Short presentations on partnerships will be given by Lee Patterson, the Social Work Director at Richland County Library and Joe Schottenfeld, Assistant Counsel at the NAACP. "Libraries and Evictions: Further Questions and Answers" will happen on January 12, 2022.

Internal/Staff

Melissa Mitchell was a reviewer for the [American Rescue Plan: Humanities Grant for Libraries](#). She reviewed 20 grant applications during the month of December. She found this work to be interesting and rewarding and looks forward to assisting with similar projects in the future.

Sandy Hancock was elected to be the secretary for the [Colorado Association of Libraries Board of Directors](#). She is an excellent choice for this position!

Katie Edson was offered and accepted a position on the Association of Fundraising Professionals SOCO board of directors. She also was asked, interviewed for, and then accepted a position on the Give! Campaign board of directors.

Accountability

Adult Services did some workspace shifting in December. Joe Paisley moved out of his temporary cubicle into a permanent workspace in the Adult Services area – making room for other staff at PE to have the workspace they needed. Janina Goodwin moved her office to be closer to the Adult Services cubicle area – closer to that team. Adult Services and Family and Children’s Services staff worked together to relocate their workroom and develop a collaborative organization of the supplies and furniture to suit both of their needs. These moves were accomplished by Meagan Huber, Joe Paisley, and Bryan Matthews – and the Facilities team did the heavy lifting!

Collection Management **Community**

Jeanette DeChristofano, Library Associate for Interlibrary Loan, and Robin Hammitt, Facilities, helped organize the annual Care and Share Food Drive. The total donations from PPLD staff were 745 pounds of food and \$805 in cash and checks.

Resources

The Materials Processing staff added 7,465 items to the Collection in December, which is the largest number of items added in a month since January 2020.

The Interlibrary Loan team received 2,188 requests to borrow items not owned by PPLD and to loan items to other libraries.

2021 totals

Physical materials:

21,349 titles added

67,426 items added

14,525 magazines added

113,528 items removed

OverDrive eMaterials:

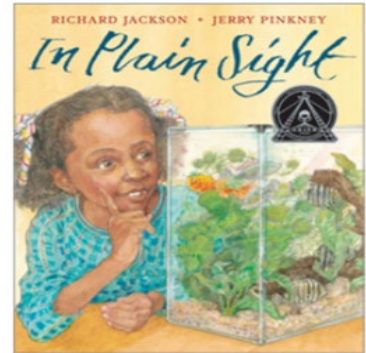
46,286 titles added

94,268 copies added

Holiday movies were popular in December on streaming services Hoopla and Kanopy. The top three titles on Hoopla were the movies *Christmas with the Kranks*, *A Christmas Detour*, and *Inn Love by Christmas*. The top Kanopy movie was *The Man Who Invented Christmas*.

Internal/Staff

Children's and Teen Selection Librarian Lisa Thomas contributed a book review to the Fall 2021 issue of the newsletter *Mirrors and Windows*... This resource for parents, teachers, and librarians showcases high-quality, culturally diverse books for children in kindergarten through fifth grade.



An impressive 92 PPLD staff members responded to a poll of favorite reads of 2021, which can be found on PPLD's OverDrive homepage: <https://ppld.overdrive.com/collection/1288403>.

Circulation Services Coordinator Greg Roes diagnosed and replaced a motor on an automated materials handling unit that was not working properly. Greg also met with staff and a contractor at the Palmer Lake Library to look at shelving relocation plans and floor loads.

Accountability

Always prudent with resources, PPLD uses a vintage industrial cutter (aka The Guillotine) when the need arises. Several Collection Management staff were trained on the cutter in December.



Tania Hajjar, Manager of Collection Acquisition, and Megan Robbins, Selection Librarian, helped East Library staff document and remove 500 water-damaged children's books. The damage was a result of the Dec. 15 windstorm damaging the East Library roof and light snow that fell on Dec. 25.



If you think of catalogers as precise, you'll appreciate this. The three catalogers attending the Library 21c Holiday Lunch were among the best guessers of how many peppermints are in this jar. The winner, a cataloger, revealed her method: I counted the visible candies in the northwest quadrant of the jar, multiplied by the coefficient of the sine of hardened sugar plus the volume of the jar, subtracted π^2 to account for the plastic wrappers and then rounded up.

Creative Services

Community

Tammy Sayles and Christine Layton (Adult Education) and Lauren Fellers and Becca Cruz met with more local manufacturers and a Pikes Peak Workforce Center representative to discuss possibilities for supporting workforce development and upskilling current employees. Attendees expressed interest, and Lauren worked to set up demos for them. We should hear back in January and be able to determine next steps.

The Knights of Columbus Hall provided concert space for several events during December with recitals and shows. Music made by people of all ages filled the hall. Other events included literature and poetry readings, dance practice, and art therapy.

Applications to exhibit in the Library art galleries has risen over the last two months. Ben Dahlby is working with location liaisons to facilitate shows.

Resources

In looking at year end statistics, Creative Services LibGuides, or online resource guides, performed well. In particular, the guide about using the laser cutters is the most popular every month. It had over 30,000 views in 2021 for an average of over 2,600 views each month. This accounted for half of the total Creative Services LibGuide views for the year. Knowing that the information is valuable and sought after is wonderful.

Magnetic flexible beds were installed on all the 3D printers after testing one at Library 21c. These new beds are making it easier for successful 3D printing and receiving positive feedback.

Innovation/Creativity

Pikes Peak Library District was selected as a charter member of the New Face of Library Makerspaces project, “which aims to build a diverse national collective of library makerspace professionals.” As a part of this group, PPLD will work with six other libraries across the country “to define the vision and values of this new organization, and design the first platforms for interaction, resources sharing, collaboration, and networking.”

Creative Services staff offered and assisted with several programs throughout the District that brought patrons in to learn more about the equipment and to express their creativity. We had great turnout for things like our holiday makerspace open houses, as well as die-cutter and sewing machine training.

Service

Dustin Booth, Jennifer Eltringham, Ben Dahlby, and Sarah Holland assisted with covering Studio916 recording sessions while Sand Creek was experiencing a temporary staffing shortage.

Bookbinding Take and Makes went out to 11 locations for patrons to create.

Internal/Staff

Creative Services staff all completed their 2021 Learning Plans and feedback sessions.

Accountability

Lauren Fellers went through the 2021 statistics and pulled some interesting numbers for the rest of the team to be able to reference and use for evaluation.

Equity, Diversity, and Inclusion Services

Community

Shirley Martinez attended the Home Front Military Network’s 5th Annual Honoring the Brave Breakfast, as well as the Stroud family dedication event at Hobson Hall Colorado College.





Resources

Delaina Massie set up meetings for multiple departments to discuss working with patrons on ADA issues for children and adults to access the library.

Innovation/Creativity

The EDI team completed a PowerPoint presentation on Cultural and Religious Holidays. Shirley Martinez presented it to the leadership and management teams. It was recorded on Zoom and submitted to the training department for all staff. The cultural or religious holidays presented were Hannukah, Diwali, Bodhi, Kwanzaa, and Christmas. Kits were sent to all library locations for staff to review and understand each holiday's significance to its culture.

Cheyenne Mountain Library set up a cultural and religious area in the library for patrons, as well as a gingerbread contest for children.



Service

EDI staff worked on the LibGuide site to update for coming year 2022 and received Canva templates to review for communication in 2022.

The EDI team worked on the programs and menu items for 2022 year.

Shirley Martinez worked the Vaccine Clinic on December 10 at Fountain Library.



Internal/Staff

The Equity, Diversity, Inclusion, and Belonging (EDI&B) leadership team reviewed applications for staff members, welcomed staff to the team, and completed two meet and greets. They are setting up their next meeting to review strategic objectives and goals.

EDI and Communications staff worked with Young Adult Services and Family and Children’s Services to set up schedules for Isaac Newton Farris Jr.’s visit for Martin Luther King Jr. Day in local schools and Library 21c for a presentation on January 13, 2022



Accountability

The EDI is working with Facilities to find resources within the library to use in office space for EDI team. They are also reviewing internal cultural resources prior to purchasing additional items.

Family and Children’s Services

Community

Evan Childress and Barb (Huff) Andros represented PPLD at the Noon Year’s Eve community event for families hosted by the Pikes Peak Children’s Museum. We also represented PPLD at the Dinosaur Resource Center Kid’s Free Day. Activities were provided at both events for children.

Resources

FCS responded to 26 school visits this month with 784 students and teachers participating. Visits included lessons using the Colorado History Kit, Tech Night, Lightning Lessons, and PowerPass presentations.

Innovation/Creativity

Melody Alvarez worked with Brenna Hemphill (Communications) to organize two Stroll-a-Stories for Manitou Springs storefronts. FCS worked on two stories and information can be found [here](#).

Service

Carol Scheer and Melody Alvarez completed two LENA Start cohorts. The sessions were virtual, but we held two in-person graduations. To date, we have had 120 parents participate in LENA Start. We have more cohorts scheduled in January. We receive a lot of referrals from The Resource Exchange (TRE).

Internal/Staff

All FCS staff attended training to receive certification in Youth Mental Health First Aid. This included online prework, an all-day virtual training, and post training quizzes. We now have a better understanding of some of the factors that impact youth mental health and signs to look for that a youth might be struggling.

We have two new Family Place sites, Penrose and East Libraries. Melody Alvarez coordinated Family Place site visits to the other three FP libraries (Sand Creek, Fountain, and Library 21c). This allowed newly trained staff to ask questions, visualize how their new play areas will look, learn how to organize the closets with toys for playgroups, and start thinking where the parenting collection will be at their library. It was helpful to see which toys East and Penrose should consider having at their locations.

Accountability

FCS provided an in-person staff retreat. The retreat consisted of staff sharing innovative programs, such as Create & Play, and creative use of space, such as Penrose turning their space into a State Park. The goal was to spark creativity with staff. Betty McDonald shared a hands-on lesson on using Ozobots, which we take into the schools and use with students. Staff were amazed and could have spent hours playing with them. We had Children's Hospital Colorado present on serving families with dyslexia. Overall, the response from staff was that this was the best retreat they attended.

Regional History & Genealogy

Resources

Pikes Peak Library District collects, preserves, and makes accessible collections documenting the history of the Pikes Peak Region. A key function is preserving the archival records of our community - diaries, business records, correspondences, scrapbooks, personal papers, and manuscripts. In 2021, archivist Heather Jordan received 23 collections from community members or organizations to add to the collection. Some highlights include:

- Material added to the League of Women Voters records
- Material added to the Mohl Family Papers
- A Notary Book belonging to Roland Giggey, former personal secretary to Spencer Penrose, Julie Penrose, and the Broadmoor Hotel
- Rahm/Swem Family Collection: Including four Out West Printing books from 1903-1907
- Thomas MacLaren blueprints of the Broadmoor's Pauline Chapel.

Regional History and Genealogy used Rocky Mountain Online Archive (RMOA) as a clearing house to our finding aids. In November 2021, RMOA ceased operations. This resulted in staff needing to find a new virtual location for links to our archival finding aids. Takiyah Jemison

trained Heather Jordan and Erinn Barnes on using WorkFlows to change and update links for archival material. As a solution, Heather removed all RMOA links from the PPLD catalog and added new working links from Cuadra Star (our current Content Management System) into the PPLD catalog using WorkFlows.

Service

As part of end of year reports, Heather Jordan tallied the number of researchers, boxes, and collections used. Special Collections served 80 unique archival visitors this year who used 298 boxes. For comparison in 2019, Special Collections served 81 researchers who used 249 boxes. The five most used collections in 2021 were:

1. MSS 0301: First National Bank of Cripple Creek
2. MSS 0299: Building Permits
3. MSS 0098: Banning Lewis Ranch
4. MSS 0256: NAACP, Colorado Springs Branch
5. MSS 0387: Black History Scrapbooks

Benjamin Harrison, Toni Miller, and Jessica Spiker worked on a virtual reference for a patron writing a book about the Saint Mary's basketball team from 1921-2021. He requested news coverage and scores for seasons between 1940-1947 and 1991-2001. This project required a commitment to detail as our dedicated staff looked up scores in the Gazette on microfilm.

Cara Ramsey developed a new genealogy class, Researching Female Ancestors, that was debuted on December 27, 2021. Researching female ancestors is particularly tricky research topic due to women's limited records. Even during the gap between Christmas and the New Years, the class had a record turnout of **92** participants from across the U.S.

Internal- Staff

Cara Ramsey completed the PPLD Leadership Certificate program with a presentation on the book, *The 7 Habits of Highly Effective People*.

Accountability

Building organizational capacity and providing the service our community expects from PPLD is essential to achieving our mission. As related components of improving our service, Brett Lobello and Tim Morris completed 2021 annual feedbacks session and all RH&G staff finished their leaning plans.

Young Adult Services

Community

Mikaela Fortune and Betty McDonald (Family and Children's Services) presented information on the PowerPass to educators in the Calhan School District. Mikaela and Betty walked through what the PowerPass is and how it works with all educators. Mikaela also presented a variety of databases, including Opposing Viewpoints in Context, the eLibrary, the Tough Topics guide, and other resources to 28 secondary educators, while Betty presented to elementary educators.

Cathy Wood (Library 21c) and Britt Bloom led a virtual holiday themed escape room for families with 69 attendees.

Mikaela Fortune worked with Shirley Martinez (Equity, Diversity, and Inclusion) and Yvette Dow-Rose (Equity, Diversity, and Inclusion) to coordinate and schedule school visits for Isaac Newton Farris Jr. and his visit to Colorado Springs in January 2022.

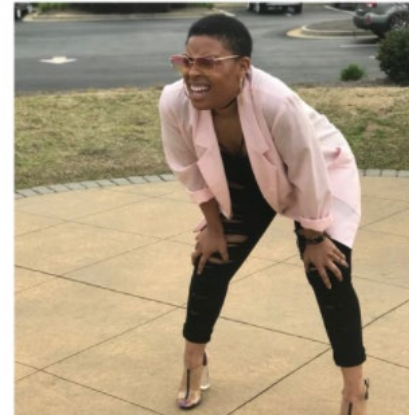
Resources

Because of winter break, we saw many teen patrons at the Penrose Library. The Penrose Library teen space is an open space and noise carries throughout the reference and computer lab area. To help with volume control and to offer activities to teens, Lauren Chartier put together pop-up programming. She gathered the teens (and their families) for a viewing of *Space Jam* with popcorn. Lauren also set-up the Xbox in the Columbine Room so that the teens could play games on an extra-large screen. Lauren brought the teens coloring sheets, puzzles, and games to help keep them busy.

Trying to shelve children's books like

Innovation/Creativity

Danielle Seltenright and Kayla Rockhold (Social Worker) continue to make progress on the free hygiene supplies pilot program set to launch in February 2022. Danielle has assembled over 100 bags and met with Kayla to write an announcement for staff in *The Bookmark*.



Service

A group of foster youth visited Penrose Library in December. June McGinn provided a tour of the teen space, the children's space, the graphic novel section, and taught them how to use the catalog.

Internal/Staff

Becca Philipsen and Joanna Nelson Rendon continued to work on the statistic project re-design. She met with Laura Foster to discuss how the board stats and yearend report could work with the new method. The new statistic spreadsheet was presented to the library managers and public services directors. Becca created a training for staff and built all the stats sheets. Staff who enter statistics have access to the new SharePoint and training to start using it in January 2022.

Accountability

Britt Bloom and Becca Philipsen oversee the PPLD Teens Instagram. The most popular meme on Instagram was used to promote the teen volunteer program.

In 2021, 152 teen volunteers wrote 374 book reviews that are posted on the Pikes Peak Library District website [here](#).

The teen focused resource pages, LibGuides, got quite a bit of use in 2021. We offer nine different types (topics range from homework help to educator resources to workforce readiness). These LibGuides were visited 28,736 times.

Communications Department: Report for January 2022

NEWS COVERAGE

- Total features and mentions:
 - **December:** 67
 - **2021 total:** 957
 - **Average per month (2021):** 79.75
- Highlighted coverage:
 - **PPLD's Lobby Stop**, a mobile service that delivers Library resources to local residents in assisted and independent living homes, was spotlighted on [FOX21](#) multiple times. This story was part of the Indy Give! campaign feature for the PPLD Foundation.
 - [KRDO](#) highlighted Ashley Cornelius as she officially began her two-year term as our **new Pikes Peak Poet Laureate**.
 - An Army veteran and former PPLD employee's **research on Pearl Harbor and its local connections, including use of PPLD's Special Collections**, was featured on [KRDO](#).
 - [The Tribune](#) and other weekly editions of *The Gazette* ran a story about the Library's success with their fine-free model that was previously covered by the daily newspaper.
 - Last month's [Library Limelight column](#) featured **the season of giving and the PPLD Foundation**, which was penned by Foundation Executive Director, Lance James. It was featured online and in print for *The Cheyenne Edition*, *The North Springs Edition*, and *The Tribune*. (Sadly, the former two publications were retired in late December 2021.)
- Anticipated in Winter 2022
 - Isaac Newton Farris' visits ahead of Martin Luther King, Jr. Day (Jan. 11-14)
 - PowerPass partnership launch with Calhan School District (Jan. 12)
 - *Colorado Springs Magazine* feature on PPLD services



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

DIGITAL MARKETING

- PPLD.org website statistics:
 - **Most popular web page**, besides the home page: ppld.org/kids
 - **Monthly totals (December):** 362,833 pageviews; 117,367 visitors, with 104,836 being new; and 200,602 sessions
 - **End-of-year totals (2021):** 4,142,733 pageviews; 1,245,389 visitors, with 1,079,803 being new; and 2,312,324 sessions
 - **Average per month (2021):** 345,228 pageviews; 103,783 visitors, with 89,984 being new; and 192,694 sessions

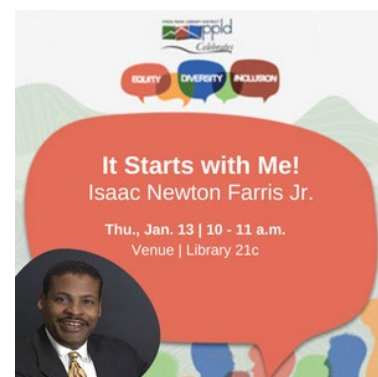
- District-wide social media statistics:
 - **Facebook:** 13,763 total followers; 17,372 daily engagement last month
 - Follower increase of 13.2% since January 2021
 - **Instagram:** 2,802 total followers; 930 daily engagement last month
 - Follower increase of 12.7% since January 2021
 - **Twitter:** 5,211 total followers; 302 daily engagement last month
 - **LinkedIn:** 1,289 total followers; 189 daily engagement last month
- Highlights (from last month):
 - **PPLD's monthly email newsletter** received over 13,000 link clicks *in only one week* after distribution of the first edition in November 2021. Check your inbox each month for relevant Library news, resources, and opportunities (and sign up if you're not already)!
 - [All You Need is Your Library for the Holidays!](#) The holiday marketing campaign's video was viewed more than 1,200 times on Facebook.
 - [People of the Pikes Peak Region](#), which officially launched in November 2021, continues to highlight more stories about the Library's impact on their lives.
 - Check out PPLD's [Winter Games Reading List](#) ahead of the 2022 Winter Olympics. It includes books penned by Olympians and Paralympians, along with other related selections, for children, young adults, and adults.
 - **Notable landing pages (not highlighted previously or elsewhere in this report):** [Announcement of All Pikes Peak Writes winners](#), [Jean Ciavonne Poetry Contest](#), [Winter Stroll-a-Story](#), and [Share Classes](#)
 - **Other high-performing posts on social media:** Mobile Market with Care & Share, call for art exhibition, Dolly Parton's Imagination Library, upcoming programs like gingerbread house decorating, testimonials, quotes, memes, and more



OTHER UPDATES & HAPPENINGS

Special visit:

- PPLD welcomed **Mr. Isaac Newton Farris Jr. for a multi-day visit to the Pikes Peak region** as he commemorated Martin Luther King Jr. Day with the topic *It Starts with Me!* Library 21c [hosted a special event](#) on Jan. 13, and Mr. Farris visited other libraries and schools around the region from Jan. 11-14.



Partnerships:

- **PowerPass expansion:** Calhan School District launched PPLD's PowerPass to their K-12 students on Jan. 12. This is the fourth school district partnership, and the first rural school district outside of the City of Colorado Springs to launch the program, which supports students' success in and out of the classroom.
- **Expansion of Pikes Peak Culture Pass:** Glen Eyrie Castle recently joined PPLD's Culture Pass program. Library cardholders can reserve a free castle tour (up to four people) at 2 p.m. Monday through Thursday. This opportunity is available through at least the end of May. Glen Eyrie joins existing Culture Pass partners the Fine Arts Center, the Money Museum, ProRodeo Hall of Fame, Rock Ledge Ranch, Space Foundation Discovery Center, and the Western Museum of Mining and Industry. The Culture Pass saw a total of 351 reservations in 2021.

- **Upcoming opportunities:**
 - **AARP Tax-Aide program**: Volunteers will once again provide free tax support at Library 21c on Tuesdays and Thursdays starting Feb. 1 through April 14. In 2021, 283 used the service at Library 21c, plus an additional 77 at Calhan Library. Appointments will be available by reservation.
 - **CONO's Neighborhood-U program**: A formal agreement has been signed to support the new program to educate and equip people with the tools, facts, and information needed to sustain powerful neighborhoods. PPLD will provide studio training, Library informational handouts, and space for in-person classes. The first program session will be held virtually from March 12 – May 17, with an in-person session anticipated to take place in Fall 2022.
- **Recent partnership successes:**
 - **Colorado Ballet Society**: Performances of the Petite Nutcracker were hosted at Library 21c in late November. More than 1,000 tickets were sold (\$5 per person), and through our partnership and proceed raised, we were able to help provide 18,600 meals via Care & Share Food Bank.
 - **Care & Share Food Bank**: Ruth Holley and Sand Creek libraries hosted their Mobile Market twice in December, helping serve a total of 44 households or 142 individuals. PPLD will host the Mobile Market again in March.
 - **Vitalant**: Monument Library hosted a blood drive in December. The 19 donation registrations resulted in 17 units of lifesaving blood for our community. The next blood drive is schedule for Sat., Jan. 22 from 11 a.m. – 3 p.m.

Meeting & study rooms:

- **Library-hosted programs & room use (including Virtual Library)**: 317 for last month, bringing last year's total to 3,072
- **Patron reservations**: 1,338 for last month, bringing last year's total to 8,095
- **Online patron requests**: 1,116 during last month, bringing last year's total to 8,504
- **Phone & email inquiries**: 43 for last month, bringing last year's total to 1,018



**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 reopened for public use as of late May.*

Internal communications:

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



Facilities Department Report January 19, 2022

Projects

The Penrose/Carnegie roof replacement contractor award recommendation will be presented at the January 2022 Board of Trustees meeting.

The Facilities Department is working with HUB International, the District's insurance carrier, concerning the wind damage that occurred on December 15, 2021. The damage affected all three regional libraries with substantial damage impacting the East Library. Currently, complete roof replacement is presumed, and final costs are anticipated the week of January 10, 2022. Facilities has also been working with Weathercraft Company of Colorado Springs on temporary repairs to keep the building watertight. An informational memo has been submitted for inclusion in the January 2022 board packet.

Construction for the new DEI Director's office began on Monday, January 2, 2022. Demolition is in process. Project is anticipated to last approximately 4-weeks. FF&E for this space has been ordered and planned for delivery shortly after completion of construction.

The High Prairie sensory path proposals have been received and are currently under review by the landscape architect of the project. It is anticipated that award of this project will occur in the new two weeks. Once the contractor is on board, schedules will be determined

The Palmer Lake library's ramp installation is close to completion. We are awaiting an updated schedule from the Town Clerk. The new lease has been submitted to the District's legal counsel for review.

Staffing

The Facilities office is currently short staffed. The retirement of the Special Project Technician has yet to be filled and the resignation of the Facilities Project Manager the first week of January has not been posted at this time. Facilities will work with Human Resources in hopes of filling these two important positions soon.

Monthly Statistics

In the month of December, 2021, the Facilities department completed a total of (156) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of December, 2021, Facilities staff completed a total of (141) demand work orders (work orders submitted by PPLD staff) accounting for (152.75 hours) of staff time and (200) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (268.19 hours) of staff time. A total of (341) work orders. Along with work orders, Facilities on-call personnel responded to (1) after-hours calls in December, 2021. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
January 2022
Heather Laslie, Chief HR & OD Officer**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Sent out announcement for Leadership Program Community which is the continuation of the Leadership Program. Instead of a structured program format, the LP Community will be more like an alumni network where those who completed the program can participate in monthly leadership trainings, access leadership materials only available to them in Bridge, and network virtually and in-person with other program “graduates”.
 - Scheduled change management training with Catherine Schoener (University of Utah) for managers and supervisors.
 - Assisted Heather Laslie with working with consultant for market study.
 - Attended the first meeting for the Equity, Diversity, Inclusion and Belonging committee.
 - Recorded and uploaded Shirley Martinez’s presentation on holidays – includes Hanukkah, Diwali and Kwanzaa.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - December is typically the time for reconciling any and all issues related to open enrollment:
 - Proactively tried to catch any possible errors and anomalies made by employees for ALL deductions and confirm them as such; Fix on the backend after deductions post in MUNIS if needed.
 - Input any employee changes, new enrollments or cancellations in Cigna website for dental, vision and medical during allowed timeframe.
 - Post deductions from open enrollment into MUNIS database for January 7 payroll; reviewed 5 page error report generated from posting and make corrections as needed.
 - Generate Flexible Spending Account (FSA) file with 2022 enrollees that includes demographic data and elections to be sent to third party provider, Rocky Mountain Reserve.
 - Assist with any voluntary life applications and submit to Cigna for medical underwriting.
 - Worked with Finance on setting up Family Medical Leave Act (FMLA) in MUNIS as a visual way of employees and supervisors tracking FMLA usage accurately; developing process around this and continuing to add this option for current FMLA participants.
 - Did two Quickstart presentations for new hires/promotions/transfers and handled benefits paperwork.
- Administrative Support Specialist (Laurie Jackson)
 - 68 employees completed the Wellness challenge Routine Revolution and will be awarded \$10 Amazon gift cards. Ten employees returned affidavits of Preventative Wellness exams and will receive \$25 Amazon gift cards. All gift cards will be awarded during the second pay period of January.
 - Planned and staffed the retirement celebration for Mike Varnet.
 - Tracked the submission of employee feedback sessions.
- Volunteer program (Karen Goates)

| December 2021 | Total # of Volunteers | Total # of Hours |
|--|------------------------------|-------------------------|
| Adult Volunteers | 145 | 780 |
| Teens: Review Crew and Workforce Readiness | 16 | 64 |
| Friends of the Library | 50 | 510 |
| December 2021 TOTAL | 211 | 1354 |

| TOTAL 2021 | Total # of Volunteers | Total # of Hours |
|--|------------------------------|-------------------------|
| Adult Volunteers | 386 | 9752 |
| Teens: Review Crew and Workforce Readiness | 112 | 733 |
| Friends of the Library | 63 | 2392 |
| DISTRICT TOTAL 2021 | 561 | 12,877 |

Despite Covid challenges, 2021 provided opportunity and growth for Pikes Peak Library District Volunteer Program. Volunteers slowly returned to library facilities and at present 13/16 locations are utilizing volunteers. Emphasis has changed from the number of volunteers, to meeting the specific volunteer needs of staff and services. A Volunteer Advisory Committee consisting of the Volunteer Program Supervisor (Karen Goates) and multiple staff members across the district, were able to accomplish the following objectives.

- Created PPLD Volunteer Philosophy: *“The Pikes Peak Library District respects volunteers as integral partners and valuable contributors to library services. Volunteers promote the PPLD mission as they share their unique talents, backgrounds, and knowledge to support and complement PPLD staff.”*
- Reviewed and updated the Volunteer Handbook.
- Reviewed and updated the application for moving to an online form.
- Purchased Volunteer Management Software and implemented online applications with a central database.
- Reviewed efficiency of onboarding and training and recommended changes.

In 2022 we will continue to improve our volunteer program as we implement more advanced features of the Volunteer Management Software (Volunteer Impact), create training for staff on using the software, update training for staff working with volunteers, and work to retain current and recruit new, volunteers.

- Recruitment (Soumya Gollapalli)

| Recruitment / Selection Activity | December 2021 |
|---|----------------------|
| Jobs Posted | 6 |
| Newly Hired Employees | 2 |
| Promoted Employees | 2 |
| Transferred Employees | 0 |
| Separated Employees | 9 |

- Successfully completed the Leadership Program
- Worked with Concentra and now have new Pre-employment Post offer tests

- Training (Sarah Marshall)

- Attended virtual 2021 Employee Learning & Development Summit.
- Held final Leadership Program session for 2021 – 10 staff members completed the program.
- 364 staff members completed their 2021 Learning Plan objectives – Learning Plan included completing 2 Equity, Diversity, and Inclusion learning opportunities and viewing 19 Service Spotlight sessions (informational sessions on PPLD services and departments for staff).

- Other Projects (Heather Laslie)

- Continued working through implementation plans for the results of the market study provided by Employers Council.
- Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues.
- Continued supporting the amazing team that I’m honored to guide!

| HR Stats | December 2021 |
|---------------------------|----------------------|
| Total Permanent Employees | 406 |
| Total Active Positions | 441 |

Information Technology (IT) Department Report

January 2022

Web Team

Worked with Integrated Library System (ILS) Administrator to enhance patron experience by making Author Alerts viewable on PPLD Web Site and collaborated with administrator for web requirements for future replacement system.

Updated PPLD Web Site Genealogy to use secure Uniform Resource Locator (URLs) for increased patron protection.

Created an age group specific Children's program page for ages 0 to 5 years that allows parents to go to one location where all programs for this age group are consolidated.

Infrastructure Team

Surveillance System Replacement Project. Library 21c surveillance camera work continues, but supply chain challenges will cause schedule delay. Penrose campus scheduled to start in February.

Cybersecurity. Additional changes were made to the infrastructure to improve upon the District's security posture.

End Point Administration. Planning continues to implement Microsoft Configuration Manager to allow for more efficient management of the 1500 computers patrons and staff use.

End User Services (EUS) Team

Windows 10 Upgrade. Work continues to replace Window 7 at service point computers.

Staff Transition to Mobile Workforce Project. EUS continues laptop deployment to meet staff mobility requirements for office and work from home on as-needed basis.

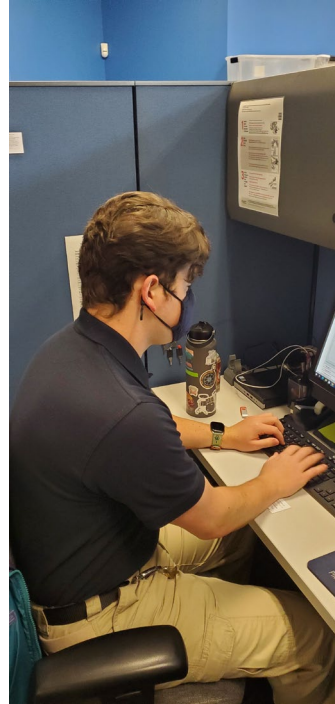
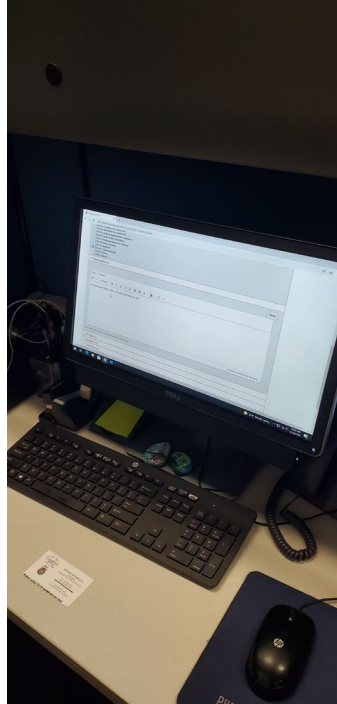
Statistics.

- *Worked on 345 tickets and closed 265.*
- *Computer Usage was 16,504 sessions.*
- *Hotspot Circulation to Library Patrons was 105.*
- *Printed Pages 69,755.*
- *Fax Pages 2,518.*
- *Laptop circulation was 100.*
- *AWE Early Literacy Station usage was 1010.*

Security Board Report Contributions

Southeast Region

- As a security officer in the district, it is my responsibility to write reports about incidents in the library (as seen in these photos).



- On Friday December 10th Stephen Smith along with multiple Ruth Holley employees volunteered to help with the Care & Share Mobile Market at Ruth Holley. Multiple families in need were provided with essentials groceries



- Monitoring patron behaviors and coordinating with law enforcement for the removal of Individuals who are found trespassing on PPLD Property.



North Region

- Library 21c has been going through the camera upgrade project and over the past several weeks, this location has had over 100 new cameras installed both inside and outside in order to better provide security services for PPLD. It should be noted, the Security Supervisor David Knowles was at Library 21c on opening day and at that point only 56 cameras were installed inside and outside. As you can see from the increase in cameras, better coverage and ease of operation, Library 21c is committed to ensuring a safe place for the community to gather. Thanks to the Board of Trustees in their support for the PPLD district wide camera upgrade!!



- Since November, North Region Security has, in addition to normal duties, worked on a grocery bag conversion to sleeping mats project. During this project Security Officer Pagan Phelan managed the project and was able to crochet 10 sleeping mats to be given to patrons in crisis. It should be noted, each mat is 6 feet X 3 wide and represents 700 plastic grocery bags. This

project not only represents the strong efforts of the North Region Security team but also Security Officer Pagan Phelan membership on the PPLD Green team. This project would not have been successful without the leadership of Security Officer Pagan Phelan!!

In case you were curious, North Region Security started with 7,000 plastic grocery bags prior to conversion into a malleable material.



- North Region Security has received new furniture and will be getting more in the next few weeks. The new furniture creates a more professional work environment and assists with the comfort of Security Officers as they go about their daily tasks and assigned duties.



West Region

- West Region Security and Safety updated the Johnson control system In Mid-December at KCH and Penrose from phone line to wireless connection.

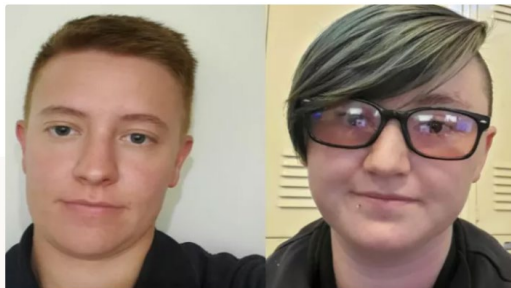


- West region security helped decorate the mobile vehicle after hours for the parade of lights.



- West region developed a go fund me page for two of our officers that lost their apartment and personal items in the windstorm. The whole staff of PPLD came together to exceed our goal of \$2500 and raised over \$3500 for them to get back on their feet.

Helping Kurt and Rachel



\$3,525 raised of \$2,500 goal

57 donations

Share

Donate now

Social Work

Activities for December 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- 158 separate patron meetings, serving 106 individuals; 55 of which were new clients
- Weekly CE meetings
- Networking/collaboration meetings with: Springs Rescue Mission (along with John Spears, Tammy Sayles, and Teona Shainidze-Krebs), Jeff Mowery (Hope Mountain Behavioral Health), Tammy & Arianna (Voces Unidas for Justice)
- Open hours: 8 hrs/month at PE, 2 hrs/month at RU, 4 hrs/month at MO
- Connect group:
 - 11/30: 3
 - 12/7: 0 (on hold until 2022 due to lack of participation)

Accomplishments

- Provided 79 bus passes for patrons to access medical/dental appointments, community agencies, job opportunities, shelter, SSA, and DHS
- BSW and MSW interns completed their first semester successfully, both will be back Jan 19, 2022, for spring semester
- Confirmed open hours for 2022:
 - Every Monday 9a-11a at PE
 - 1st/3rd Monday 2p-4p at SA (intern Macie will be at SA every Monday starting 1/24 through early May, then these hours will take effect)
 - 1st/3rd Tuesday 2p-4p at MO
 - 2nd/4th Tuesday 2p-4p at CH
 - 1st Wednesday 10a-1p at CA
 - 2nd/4th Thursday 2p-4p at FO (intern Bridget will be at FO every Thursday starting 1/20 through early May, then these hours will take effect)

1st/3rd Friday 10a-noon at RU

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

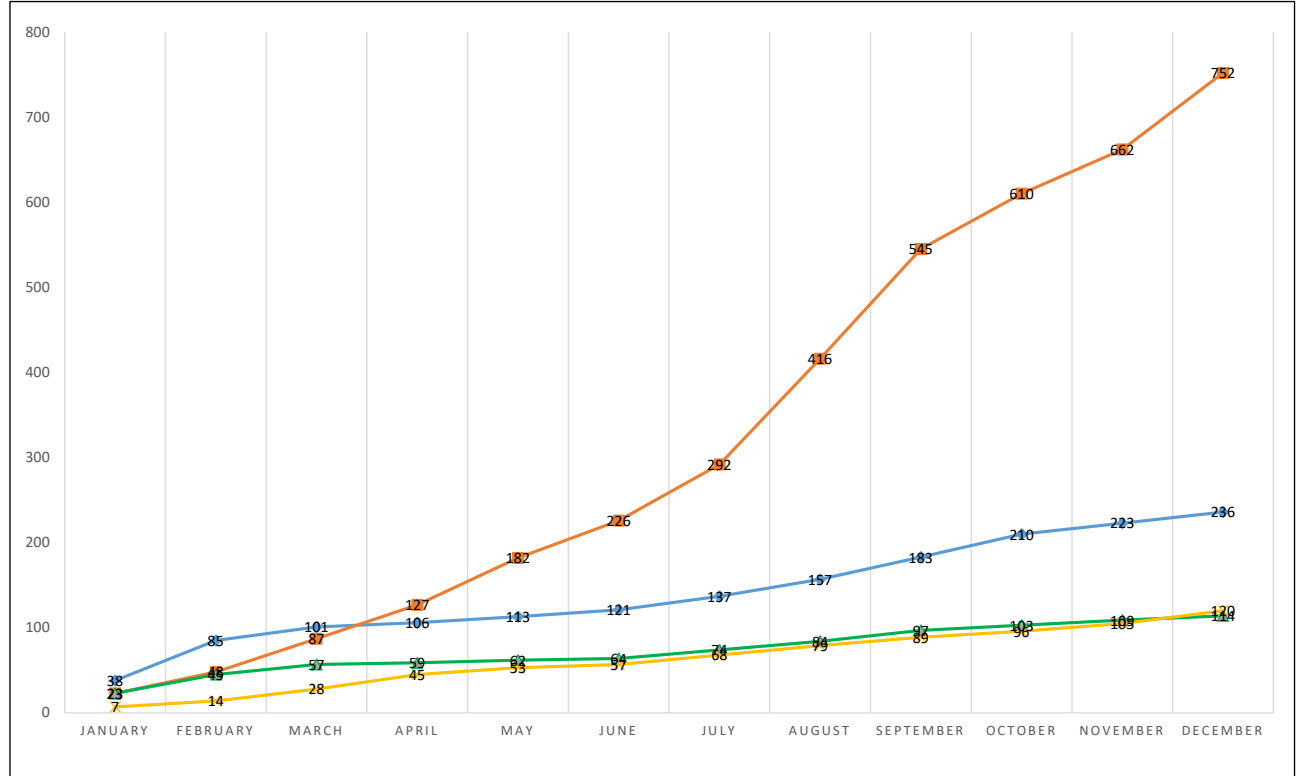
| | |
|-----------|-----|
| JANUARY | 23 |
| FEBRUARY | 25 |
| MARCH | 39 |
| APRIL | 40 |
| MAY | 55 |
| JUNE | 44 |
| JULY | 66 |
| AUGUST | 124 |
| SEPTEMBER | 129 |
| OCTOBER | 65 |
| NOVEMBER | 52 |
| DECEMBER | 90 |

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 | 11 |
| SEPTEMBER | 10 |
| OCTOBER | 7 |
| NOVEMBER | 9 |
| DECEMBER | 15 |

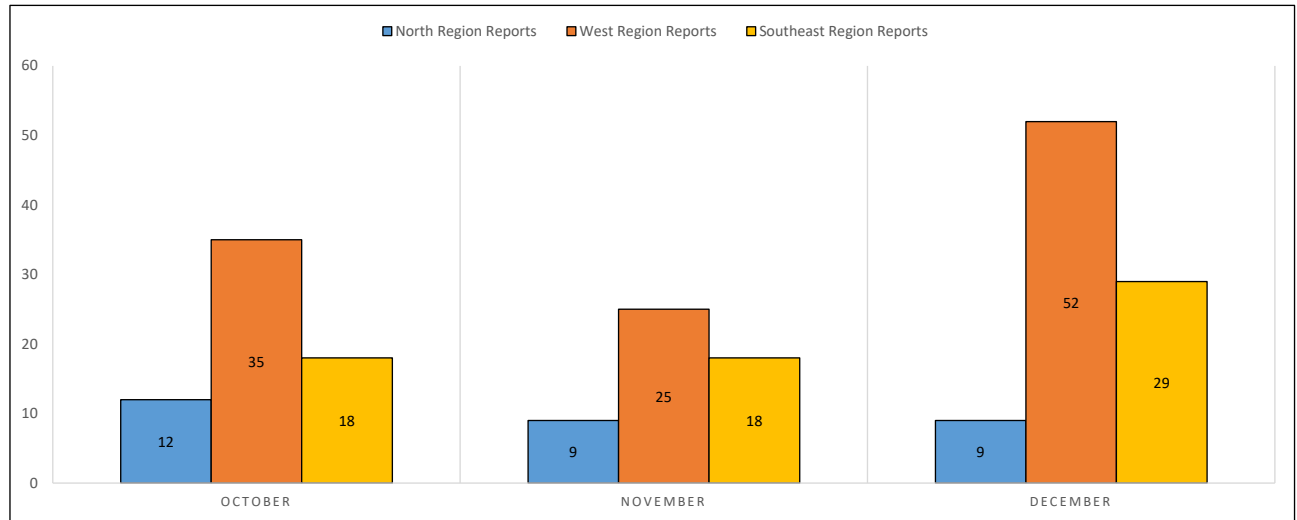


Reports - Regional Monthly Comparison

| North Region Reports | |
|----------------------|----|
| OCTOBER | 12 |
| NOVEMBER | 9 |
| DECEMBER | 9 |

| West Region Reports | |
|---------------------|----|
| OCTOBER | 35 |
| NOVEMBER | 25 |
| DECEMBER | 52 |

| Southeast Region Reports | |
|--------------------------|----|
| OCTOBER | 18 |
| NOVEMBER | 18 |
| DECEMBER | 29 |



Suspensions - Regional Monthly Comparison

| North Region | |
|--------------|---|
| OCTOBER | 0 |
| NOVEMBER | 0 |
| DECEMBER | 2 |

| West Region | |
|-------------|----|
| OCTOBER | 7 |
| NOVEMBER | 9 |
| DECEMBER | 12 |

| Southeast Region | |
|------------------|---|
| OCTOBER | 0 |
| NOVEMBER | 0 |
| DECEMBER | 1 |

