

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

April 21, 2021 4 pm

[VIRTUAL MEETING \(ZOOM\)](#)

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

Meeting ID: 999 9730 6850

Passcode: 399338

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. DECISION 21-4-1: Ratify decision of Board President and CEO to hold the April 21, 2021 Regular Meeting of the Board of Trustees online.
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. CORRESPONDENCE AND PRESENTATIONS
  - A. Correspondence
  - B. Presentations
    1. Staff Promotions and New Hires
      - a. Christa Funke, Tween Senior Librarian (M. Alvarez)
      - b. Alicia Gomori, Penrose Library Manager (M. Doherty)
      - c. Denise Abbott, Director of Public Relations and Marketing (M. Ray)
    2. Leadership Program (C. Logsdon, S. Marshall)
- V. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- VI. BUSINESS ITEMS
  - A. Decision 21-4-2: Minutes of the March 17, 2021 Meeting (p. 3)
  - B. Consent Items
 

*Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
  - C. Unfinished Business
  - D. New Business
    1. Decision 21-4-3: Manitou Springs lease (p. 10)
    2. Decision 21-4-4: Manitou MOU (p. 38)
    3. Decision 21-4-5: Paid Medical Leave policy (p. 56)
    4. Discussion: ADA accommodations (p. 61)
- VII. REPORTS
  - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 65)
  - B. Pikes Peak Library District Foundation Report (L. James) (p. 67)
  - C. Financial Report (M. Varnet) (p. 68)
  - D. Public Services Report (T. Shainidze Krebs) (p. 91)
  - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 110)
  - 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

VIII. ADJOURNMENT

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

**Providing resources and opportunities that impact individual lives and build community**



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**BOARD MEMBERS, PIKES PEAK LIBRARY STAFF & OTHERS PRESENT**

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

Chief Library and CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services & Security Officer Michael Brantner, Olive & Crane Managing Director Flannery Burdick, Executive Assistant Laura Foster, Graphic Designer Rachel Francis, County Commissioner Carrie Geitner, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Director of Diversity, Equity, and Inclusion Shirley Martinez, Olive & Crane Senior Manager of Culturally Responsive Programs Kevin Mitchell, Cheyenne Mountain Library Manager Tiffany Paisley, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walters, County Commissioner Holly Williams, Beth Fischer, Thea Jackson, Christy Simpson, and an anonymous caller

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Vanderschuere called the March 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

**DECISION 21-3-1:** Ratify decision of Board President and CEO to hold the March 17, 2021 Regular Meeting of the Board of Trustees online.

**Motion:** Debbie English made a motion that the March 17, 2021 Regular Meeting of the Board of Trustees be held online as stated.

**Second:** Dr. Stoll seconded the motion.

**Vote:** The motion was approved unanimously.

**ITEMS TOO LATE FOR THE AGENDA**

President Wayne Vanderschuere thanked Commissioners Holly Williams and Carrie Geitner for attending the meeting.

**CORRESPONDENCE AND PRESENTATIONS**

**Presentations**

**Introduction of New Staff**

Chief Communications Officer Michelle Ray introduced new staff member Rachel Francis, Graphic Designer.

## **Diversity, Equity, and Inclusion (DEI) Audit** (Olive & Crane, Flannery Burdick, and Kevin Mitchell)

The Diversity, Equity, and Inclusion Audit presentation was included in the Board packet.

Mina shared her appreciation of the review of the findings and sees the next steps as being an opportunity for growth.

Commissioner Carrie Geitner appreciates the approach taken and the acknowledgement that the concept of white privilege does not mean that people's lives are easy. She recommends seeing people as individuals and cautioned against categorizing people.

Flannery Burdick shared that the terminology could mean different things to different people and that it is important to keep perspective in mind.

Trustee Dora Gonzales commented that hiring practices should focus on the individual who is most skilled for the position.

Chief Librarian John Spears shared his hope that we can take some of the specific values that we have as a library, such as the importance of intellectual freedom and the importance of respecting the rights of people to have beliefs different from our own and bring that to bear on these discussions. PPLD embraces equity, diversity, and inclusion, and everyone needs to feel that they have representation and a place at the library. That is the core of what we are trying to do.

### **PUBLIC COMMENT**

Christy Simpson shared that her family used the library on a weekly basis before the pandemic and asked when the restrictions on patrons will be lifted? When will we allow children under 10 into the library without masks? How long will there be a security guard monitoring the wearing of masks at entrances? She indicated she was stopped by Security at Library 21c for not wearing a mask when she entered to ask a question. When will all meeting rooms be open to the public? When will chairs and couches, physically distanced, be available for use? Ms. Simpson also inquired about the mask policy that requires staff to conduct an ADA interview if patrons enter a library without a proper mask. President Wayne Vanderschuere stated that the Board is aware of many of those issues and the Board continues to work with Chief Librarian John Spears and staff to review our recommendations as we continue to open the library and work to provide all services. Chief Librarian Spears indicated that some of the concerns will be addressed in his report later in this meeting.

Thea Jackson uses the library and the studios as she homeschools 3 children. Ms. Jackson's concern is being kept out of the library over something she has no control over. PPLD is not serving the community. We need to address our unfair approach. She would like us to have special hours for patrons who cannot wear a mask. President Vanderschuere thanked her for her comments and asked Chief Librarian Spears to work with staff regarding her concerns.

Beth Fisher shared a letter with the Board of Trustees last week. She would like to use the video studio at Library 21c but cannot wear a mask. Neither can her 8-year-old child who, per state orders, should not have to wear a mask. She feels discriminated against because of her medical ineligibility to wear a mask. Wayne thanked her for her comments and stated that we are working on these issues with our priority being the safety of all patrons and staff.

### **BUSINESS ITEMS**

#### **Decision 21-3-2: Minutes of the February 17, 2021 Meeting**

The minutes of the February 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Cathy Grossman made a motion to approve the minutes of the February 17, 2021 regular meeting of the Pikes Peak Library Board of Trustees as presented.

**Second:** Debbie English seconded the motion.

**Vote:** The motion was approved unanimously.

## Consent Items

No consent items were presented.

## Unfinished Business

### Decision 21-3-3: Chief Librarian and CEO Goals

Chief Librarian Spears indicated that the language of the first two goals has been changed to indicate “make substantial progress throughout the year”. Our primary goal continues to be opening the library safely, including modifications to how we operate in response to the changes in how the public uses the library.

With the pandemic now extending into 2021, the most important goal—and the primary focus of staff, management, and administration throughout the District for the foreseeable future—is to continue evaluating how to offer and increase services in the context of the requirements/restrictions brought on by COVID-19. The reopening of the District will potentially move both forward and backward over the course of 2021 as the impacts of vaccination, pandemic fatigue, constantly developing variants, and changes in public expectations and behaviors are realized. That short-term planning will, by necessity, be both proactive and reactive, but long-term planning for what the District and its services will look like “on the other side” will be vital and will occur simultaneously. It is expected that this overarching goal will continue to take precedence over all else and that the additional goals listed below will be completed as resources allow:

1. Make substantial progress on a strategic plan, including reexamination of the PPLD Mission Statement and codification of PPLD values.
2. Make substantial progress on a facilities master plan that will provide options for the District encompassing various financial scenarios.
3. Continue exploration of a tax increase, with key deliverables by the end of the year including a recommendation on whether to proceed and, if we are proceeding, a timeline for education/outreach and appearance on the ballot.
4. Implement identified recommendations from the Diversity Audit (expected to be presented in final form during March 2021).

**Motion:** Cathy Grossman made a motion to approve the Chief Librarian and CEO 2021 goals as presented.

**Second:** Dr. Stoll seconded the motion.

**Vote:** The motion was approved unanimously.

## New Business

### Decision 21-3-4: Cheyenne Mountain Lease renewal

Chief Financial Officer Mike Varnet shared that the current lease expires at the end of August 2021. The lease provided in the Board packet is a result of working with the landlord on the terms enclosed. The monthly increase in rent does not exceed 2% in any year and includes a \$15,000 allowance for improvements. Mr. Varnet recommends renewing the lease for up to 5 years.

**Motion:** Dr. Stoll made a motion to approve the Cheyenne Mountain Library lease renewal for up to five additional years as presented.

**Second:** Mina Liebert seconded the motion.

**Vote:** The motion was approved unanimously.

A break from the meeting was taken at 5:34 p.m. The attendees of the meeting reconvened at 5:40 p.m.

## PUBLIC COMMENT

President Wayne Vanderschuere authorized returning to the Public Comment portion of the meeting due to attendees who were unable to speak earlier.

An anonymous caller shared a concern regarding the PPLD mask policy. The patron shared being accosted by Security due to being unable to wear a mask and believes Security staff are not trained to medically assess medical situations. The library is keeping a patron from being able to use the library. The caller asked that we reconsider our mask policy as accommodations cannot be made in this situation. President Wayne Vanderschuere asked the caller to contact Chief Librarian John Spears and Chief Safety, Social Services, and Security Officer Michael Brantner to address the interaction with Security staff. Anonymity will be maintained.

## BUSINESS ITEMS

### E-rate Decisions

#### Decision 21-3-5: Internet and WAN Services

**Motion:** Dr. Stoll made a motion to approve Allstream as the vendor for the E-Rate Internet and WAN services as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously.

#### Decision 21-3-6: SmartNet Renewal

**Motion:** Dr. Stoll made a motion to approve Flair Data Systems as the vendor for the E-Rate SmartNet Renewal as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously.

#### Decision 21-3-7: Penrose Carnegie cabling

**Motion:** Dr. Stoll made a motion to approve Springs Hosting as the vendor for the Penrose Carnegie cabling project as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously.

#### Discussion: Security/Safety System Overview & Timeline

The Security/Safety System Overview & Timeline was included in the Board packet. Chief Safety, Social Services, and Security Officer Michael Brantner explained how the Intrusion Alarm System, Access Control System, Camera System, and Radio System work together and are being incorporated into a single monitoring unit that will be centralized at the East Library.

Wayne stated that he appreciates the wholistic and strategic approach being taken.

#### Decision 21-3-8: Security Camera Project

**Motion:** Dr. Stoll made a motion to approve Springs Hosting as the vendor for the Surveillance Camera System as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously.

## **Decision 21-3-9: Recommendation for Access Control System**

Chief Librarian John Spears shared the desire of the District to replace the Access Control System within the calendar year. The request is that the Board approve the concept of replacing the entire system simultaneously, eliminating any issues that arise from maintaining multiple systems. In response to a question from Trustee Scott Taylor, Mr. Spears explained that the fiscal impact of approximately \$750,000 to \$800,000 is on the high end and is based on figures provided from the current vendor, not a competitive bid process. It is expected the fiscal impact would be lower than \$750,000.

**Motion:** Dr. Stoll made a motion to approve moving forward with COA2, replacing the entire system simultaneously, in the Recommendation for Access Control System as presented.

**Second:** Scott Taylor seconded the motion.

**Vote:** The motion was approved unanimously.

## **REPORTS**

### **Friends of the Pikes Peak Library District Report**

The Friends of the Pikes Peak Library District Report was included in the Board packet.

### **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 corrected the amount of the gift from the Woodmen Valley Sertoma Club as \$10,000.

### **Financial Report**

The Financial Report for the period ending February 28, 2021 was included in the Board packet. Chief Financial Officer Michael Varnet summarized that the February revenue and interest income are both down compared to last year at this time. The reimbursement received from the Coronavirus Relief Fund (CVRF) so far is \$146,000.00. Additional reimbursement requests have been submitted. Expenditures at the end of February are tracking at the same rate as February 2020. The annual audit will begin in April and run through June. Planning for the 2022 budget will begin soon.

Mr. Varnet shared that he has a budget book for each Board member that will be provided when it is appropriate to do so safely.

Cathy asked about designated funds for libraries in the third relief bill. Mr. Varnet indicated the designated funds for libraries exceeds what was provided by the Cares Act, with the deadline for expenditures being the end of 2024. He assured the Board that PPLD will pursue any funds for which we are eligible. Information is forthcoming on how to apply for and use the funds.

### **Public Services Report**

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs expressed her appreciation to all Directors, Library Managers, and Services staff for the work done since all library facilities were shut down a year ago. Phone services were launched a mere three weeks after the pandemic closure, requiring the creation of LibGuides, training, and distribution of laptops for staff to be able to work from home. Thanks was given to the Board of Trustees for their support in such a challenging time.

Ms. Shainidze Krebs pointed out that circulation is down only 23%, noting that Children's programming has dropped but is likely a result of parents trying to limit screen time. Adult circulation has increased.

Knights of Columbus Hall (KCH) is open for tutoring sessions and is being used by partners once again. Meeting rooms and maker spaces are opening. Kudos were given to Michael Brantner for his diligence in creating a safe environment for staff and patrons, allowing PPLD to expand services. Public Service Directors will be working on a strategic plan for 2022 in April.

## **Library Reports**

The Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report were included in the Board packet.

### **Chief Librarian's Report**

Chief Librarian John Spears announced that staff vaccinations are underway, which will drive making changes to operations throughout the district.

Chief Librarian Spears thanked those who attended this meeting and provided public comment on the PPLD mask policy. Public comments are an indication that the community values the services PPLD provides. Mr. Spears commends Douglas County for what they are able to do. PPLD continues to evaluate operations and indicated our mask policy is aligned with most large Colorado library districts.

The goal of PPLD is to provide equitable service while protecting our community and staff. When encountering a patron's concern regarding ADA accommodations, we welcome and encourage the opportunity to find a way to serve everyone.

Several meeting rooms have been open since early February, and work is being done to open all rooms by the middle of April. We are returning furniture to public areas of the library and eliminating the quarantining of materials. In-person programming is being planned. PPLD continues to work to keep up with the changing guidance from local, state, and national authorities. Chief Librarian Spears thanked the Board for their support, the staff for all that they do and the public for understanding that the decisions made by PPLD are for their safety.

## **Board Reports**

### **Governance Committee Report**

Governance Committee Chair Debbie English reported that the Committee met on March 2, 2021. The Governance Committee discussed the Chief Librarian and CEO 2021 goals and began discussing a Board retreat for 2021.

### **Internal Affairs Committee Report**

Internal Affairs Committee Chair Dr. Ned Stoll reported that the Committee met on March 2, 2021. A review of the Cheyenne Mountain Library lease and the E-rate submittals were the focus of the meeting.

### **Public Affairs Committee Report**

Public Affairs Committee Chair Mina Liebert shared that the Committee did not meet in March 2021.  
Mina Did not meet

### **Board President's Report**

President Wayne Vanderschuere attended the ribbon-cutting event at the MAC and spoke to those attending. President Vanderschuere also attended a CO State Library Board webinar on the essentials of and basic responsibilities of the Board.



## ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the March 17, 2021 meeting of the Pikes Peak Library Board of Trustees at 6:42 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>

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## LEASE AGREEMENT

**THIS LEASE AGREEMENT** (“Lease”) is entered into effective as of the \_\_\_ day of \_\_\_\_\_, 2021, by and between the **BUSINESS OF ART CENTER, COLORADO, DBA the MANITOU ART CENTER**, a 501(c)3 Nonprofit, whose address is 513 Manitou Avenue, Manitou Springs, CO 80829 (herein called “Lessor”) and **PIKES PEAK LIBRARY DISTRICT**, a Colorado statutory library district, whose address is P.O. Box 1579, Colorado Springs, CO 80901 (herein called “Lessee”). Lessee and Lessor are sometimes collectively referred to herein as the “Parties” and each as a “Party.”

Lessor currently owns and maintains those certain buildings known as the Manitou Art Center buildings (the “Buildings”), with a physical address of 513 and 515 Manitou Avenue, Manitou Springs, CO 80829. The Buildings are located in and maintained as a part of the existing Manitou Art Center, which is more specifically described as set forth in **Exhibit A** to this Lease. This Lease grants to Lessee: (i) the right to exclusively use the dedicated spaces outlined in the contract (referred to as “Library Spaces”), (ii) the nonexclusive right to use the meeting rooms, parking lot, community spaces, bathrooms, and other designated areas that are part of the Buildings (referred to as “Community Spaces”), and (iii) the nonexclusive right to use Lessor’s equipment, supplies and materials more specifically described in **Exhibit B** to this Lease. Lessee’s rights to use its Library Spaces and Community Spaces are collectively referred to herein as the “Premises” and more specifically depicted on **Exhibit A**.

Lessee hereby agrees to lease from Lessor and Lessor hereby agrees to lease to Lessee the Library Spaces and those certain portions of the Community Spaces, upon the following TERMS and CONDITIONS.

### 1. Term and Rent

(a) Lessor leases the above depicted Premises to the Lessee for an initial two (2) year “Term”, commencing on the Lease Commencement Date (as defined below). Lessee may elect to extend the Term for up to two additional one-year periods by providing written notice of each such extension to Lessor at least six months prior to the expiration of the previous Term. The Lease shall be at an annual rate of Twenty-Seven Thousand Six Hundred Dollars (\$27,600) due and payable upon the Lease Commencement Date (“Rent”), and on or before each annual anniversary of such date thereafter during the Term, and any applicable extensions, of this Lease. Rent may be adjusted annually by the Lessor as may be reasonably necessary to reflect increased costs of owning the Building, provided that: (i) in no event may such annual increase exceed 10% of the prior year’s annual Rent, and (ii) no such increase shall be effective unless Lessee delivers written notice of such increase to the Lessee at least ninety (90) days prior to the applicable annual anniversary of the Lease Commencement Date. Lessee’s Rent in future fiscal years is subject to annual appropriation as described in Section 5(b) below. All rental payments should be made to the Lessor, at the address specified above.

(b) This Lease shall terminate upon the earlier of the following: (i) at the election of either Party upon the expiration of the initial Term or any future year renewal period, upon at least six months advance written notice to the other Party, (ii) at the election of either Party upon written notice to the other Party, as a result of the other Party’s default of any material obligation under this Lease or the MOU (as defined below), subject to the cure rights described in

paragraph (c) below, (iii) the mutual agreement of the Parties; or (iv) upon the occurrence of such other events (e.g., a Building Condition Event (as defined below), casualty or condemnation) that may trigger a right of termination under the express provisions of this Lease.

(c) As described above, this Lease may be terminated due to failure to observe or perform any covenant agreement, condition, or provision of the Lease or the MOU, if such failure shall continue for more than thirty (30) days after notice of such failure is given to the breaching Party by the non-breaching Party; provided, however, that the breaching Party shall not be in default with respect to matters that are curable but cannot be reasonably cured within thirty (30) days, so long as the breaching Party has promptly commenced such cure, diligently proceeds in a reasonable manner to complete the same thereafter, and effectuates such cure within one (1) year after the notice of such failure.

(d) The “MOU” shall mean that certain Memorandum of Understanding by and between the Parties dated \_\_\_\_\_ and will include all programmatic collaborations and use of the Community Spaces. Except as otherwise provided in the MOU, if any provision contained in this Lease is in conflict with, or inconsistent with, any provision in the MOU, the provision contained in the MOU shall govern and control. The “Lease Commencement Date” shall mean the date upon which Lessee takes possession of all or any portion of the Premises for purposes of operating its business and first commences operation of the library located on the Premises.

## 2. Use

Lessee shall use and occupy the Premises solely for the purpose of operating a public library. Lessor covenants that if, and so long as, the Lessee materially performs each and every covenant, agreement term, provision and condition of this Lease on the part and on behalf of the Lessee to be kept and performed, Lessee shall quietly have, hold and enjoy its rights to the Premises under this Lease without hindrance or interference by Lessor or by any other person lawfully claiming the same by, through, or under Lessor, subject to the covenants, agreements, terms, provisions, and conditions of this Lease. Lessor shall not be responsible for the acts or omissions of any other lessee or third party beyond Lessor’s reasonable control which may interfere with Lessee’s use and enjoyment of the Premises. In addition to the Lessee’s rights to use of the Buildings and Premises, Lessee shall have access to the Buildings and Premises 24 hours per day, seven days per week, 365 days per year which does not unreasonably interfere with the use and access by the Lessor and its employees, patrons, guests, and invitees to the Buildings and Premises, or which is otherwise materially inconsistent with the Lessee’s use of the Buildings and Premises. Unless otherwise expressly provided in the MOU, Lessee and its patrons shall have equal priority with Lessor and its guests in accessing and scheduling use of the Community Spaces.

## 3. Condition, Care and Maintenance of Premises

(a) The purpose of **Exhibit A** is to show the approximate location of the Premises in the Buildings only, and such attachment is not meant to constitute an agreement, representation, or warranty as to the construction of the Premises, the precise area thereof or the specific location of the Library Spaces and Community Spaces, or the elements thereof or of the accessways to the Premises. Except as specifically set forth in this Lease, Lessor shall not be obligated to provide or pay for any improvement work or services related to the improvement of

the Premises, and Lessee shall accept the Premises in its existing, “AS-IS” condition. Lessee also acknowledges that neither Lessor nor any agent of Lessor has made any representation or warranty regarding the condition of the Premises, the Buildings or with respect to the suitability of any of the foregoing for the conduct of Lessee’s business, except as specifically set forth in this Lease. The taking of possession of the Premises by Lessee shall conclusively establish that the Premises and the Buildings were at such time in good and sanitary order, condition, and repair. Lessee shall have the right to undertake, at Lessee’s cost, a full and complete inspection of the Premises, including, without limitation, any environmental testing. If, prior to the Lease Commencement Date, Lessee determines that the Premises are not satisfactory to Lessee, in any material manner as reasonably determined by Lessee, Lessee shall have the right to terminate this Lease upon delivering written notice to Lessor prior to the Lease Commencement Date.

(b) Except as expressly otherwise provided herein, during the term of the Lease and any extensions thereto, Lessor shall be responsible for, and shall pay the cost of: (i) any non-routine replacement or repairs required to maintain the Premises in good working order, including without limitation repair and replacement of the roof, exterior walls, structural elements of the Buildings, plumbing, heating, air conditioning, swamp coolers, or electrical systems, exterior windows of the Buildings, striping, paving, or repairing the parking area, or environmental remediation, (ii) maintenance of the exterior of the Building and the landscaping of the Premises in a manner consistent with industry standards for an art institution for such maintenance, including drainage modifications reasonably necessary to maintain the integrity of the Buildings; and (iii) any and all costs and expenses incurred to comply with applicable laws with respect to the Premises. Lessor shall promptly make repairs for which the Lessor is responsible. In addition, upon reasonable request by the Lessee, Lessor and Lessee shall discuss in good faith potential exterior improvements and modifications to the Community Spaces that the Lessee believes would enhance the use of the Buildings for library and art center services without materially impacting the other uses of the Community Spaces and in compliance with all Laws.

(c) Notwithstanding the foregoing, Lessee shall, at its own expense, be responsible for the ordinary and routine day-to-day maintenance of the interior portion of the Library Spaces during the term of the Lease, including without limitation regular and ordinary janitorial and custodial services (the bathrooms are cleaned twice each week by the MAC), interior painting, floor covering repair and replacement, and similar day-to-day maintenance. However, in no event shall Lessee be obligated to incur any cost or expense for any equipment, building system, or structural repair or replacement, and expense that is not customarily deemed a routine maintenance obligation, and capital expenditure as determined by generally acceptable accounting principles or any repair or replacement set forth in the preceding paragraph. In addition, Lessee shall be responsible for any elective, discretionary, non-structural interior alterations, improvements, and upgrades (e.g., upgrade the electrical system) that Lessee voluntarily elects to make to enhance its programmatic operations.

(d) If at any time during this Lease, Lessee reasonably determines that the Premises are unsuitable for occupancy for any reason (a “Building Condition Event”), whether due to casualty, condemnation, existing conditions or otherwise, Lessee may give Lessor written notice of such determination. Upon receipt of such notice, Lessor shall either: (i) promptly commence and diligently pursue and complete the repair or remediation of any condition that by its nature is capable of repair or remediation, all in accordance with applicable Laws, or (ii) elect by written notice to Lessee to terminate this Lease. If a Building Condition Event is not a curable condition,

or the Lessor fails to cure such Building Condition Event within a reasonable amount of time, taking the prevailing circumstances of such condition into account, Lessee shall have the right to terminate this Lease upon written notice to the Lessor.

(e) The Parties expressly acknowledge that it is their mutual desire to maintain the Premises as an active library and art center site. If the Parties identify additional capital expenditures necessary to maintain the Premises as an active library site, Lessor may elect to initiate specific fundraising efforts (e.g., soliciting contributions from friends of the Lessee, from the general public, from historic preservation or other grant funding, or from other sources) to fund Lessor's obligation to make such capital expenditures. Lessor may request Lessee's input into the timing and manner of such fundraising efforts, and Lessee shall make good faith efforts to provide its input, cooperation, and assistance in connection with such fundraising efforts. In the event Lessee intends to utilize the Community Spaces for purposes of conducting any fundraising events, such use of the Community Spaces for fundraising purposes shall be subject to Lessors prior approval.

#### **4. Alterations; Liens**

(a) Except as expressly otherwise provided herein, neither Party shall, without first obtaining the written consent of the other Party, make any alterations, additions, or improvements, in, to or about the Premises, other than: (i) non-structural alterations to the interior of the Buildings reasonably necessary to Lessee's use of the Premises as identified in Section 2 above, or (ii) structural alterations that are reasonably necessary to maintain the safe use of the Premises in accordance with applicable Laws, provided that notice of such alterations shall be given to the Lessee promptly upon Lessor's decision to proceed with such structural alterations. Unless otherwise agreed, responsibility for the cost and expense of any such alterations shall be borne by the Parties in the manner set forth in Section 3 above. Lessor shall use commercially reasonable efforts to minimize any disruption to Lessee's operations at the Premises in connection with any alterations.

(b) Lessee shall give Lessor at least ten (10) business days' written notice prior to the commencement of any alterations so that Lessor may have an opportunity to post notices of non-responsibility as provided by the laws of the State of Colorado.

(c) All alterations performed by Lessee shall be completed at such time and in such manner as Lessor may from time to time designate, and only by contractors or mechanics approved by Lessor, which approval shall not be unreasonably conditioned, delayed or withheld; provided, however, that Lessor may, in its sole discretion, specify the engineers and contractors to perform all work relating to the Buildings' roof and roof membrane, footings, foundations, structural portions of load-bearing walls, structural floors and subfloors, structural columns and beams, and curtain walls of the Buildings. Lessee agrees to complete all alterations (i) in accordance with all applicable Laws and such other reasonable construction rules and regulations that Lessor may promulgate from time to time, and (ii) in a good and workmanlike manner, free of liens or defects, and with the use of new materials and equipment. Prior to the commencement of any Lessee alterations, Lessee shall, at Lessee's sole cost and expense, (a) furnish Lessor with the names and addresses of all contractors and subcontractors engaged by Lessee to perform any Lessee alterations, (b) deliver to Lessor certificates issued by insurance companies qualified to do business in Colorado, evidencing that workmen's compensation, public liability insurance and property damage

insurance, all in amounts, with companies and on forms reasonably satisfactory to Lessor, are in force and effect and maintained by all contractors and subcontractors engaged by Lessee to perform any Lessee alterations, and (c) deliver to Lessor evidence of compliance with all applicable requirements for permits and codes, ordinances, and approvals, including but not limited to, building permits, zoning and planning requirements, and approvals from various governmental agencies and bodies having jurisdiction over the Premises.

(d) Lessor may, in the exercise of reasonable judgment, request that Lessee provide Lessor with appropriate evidence of Lessee's ability to complete and pay for the completion of any Lessee alterations, such as a performance bond or letter of credit.

(e) Upon completion of all Lessee alterations, Lessee shall furnish Lessor with contractors' affidavits and full and final waivers of lien and receipted bills covering all labor and materials expended and used in connection therewith and such other documentation reasonably requested by Lessor or any superior rights holder.

(f) In no event shall Lessor's supervision of (or right to supervise) any Lessee alterations, nor shall any approvals given by Lessor under this Lease, constitute any warranty by Lessor to Lessee of the adequacy of the design, workmanship or quality of such work or materials for Lessee's intended use, or of compliance with the requirements of this Section 4 or impose any liability upon Lessor in connection with the performance of such work. Lessor's approval is solely given for the benefit of Lessor and neither Lessee nor any third party shall have the right to rely upon Lessor's approval of Lessee's plans for any purpose whatsoever.

(g) All Lessee alterations (whether installed by Lessor or Lessee) shall, without compensation or credit to Lessee, become part of the Buildings and the property of Lessor at the time of their installation and shall remain in the Buildings at the expiration or earlier termination of this Lease, unless, pursuant to a separate written agreement between the Parties.

(h) Lessee shall pay or cause to be paid all costs for work done by Lessee or caused to be done by Lessee of a character which will or may result in liens on all or any portion of the Premises or Lessor's interest therein. Lessee shall keep the Premises free and clear of all liens on account of work done or claimed to have been done for Lessee or persons claiming under Lessee. If a lien or suit to foreclose a lien has been recorded or filed, and Lessee shall not have caused the same to be released of record within thirty (30) days after Lessor's written demand, Lessor may (but without being required to do so) pay such lien and claims, and the amount so paid, together with reasonable attorney's fees incurred in connection therewith, shall be immediately due from Lessee to Lessor.

## **5. Ordinance, Amendments, and Statutes**

(a) Subject to the terms and conditions set forth in this Lease, the Parties shall comply with all (i) "Laws" (including, without limitation, the Americans With Disabilities Act of 1990 (42 U.S.C §12101 et seq.) and the regulations and guidelines promulgated thereunder, as all of the same may be amended and supplemented from time to time and Environmental Laws), ordinances, rules, regulations, other requirements, orders, rulings or decisions adopted or made by any governmental body, agency, department or judicial authority having jurisdiction over the Premises or the Parties' activities at the Premises, and (ii) all recorded easements, covenants,

conditions, and restrictions now or hereafter affecting the Buildings and Premises; provided, however, that any costs expended to comply with any and all such laws, statutes, ordinances, and requirements shall be borne by Lessor; unless such costs are reasonably determined to be an ordinary routine maintenance cost as set forth in paragraph 3(c) above, in which event Lessee shall be responsible for such costs.

(b) Consistent with Article X, § 20 of the Colorado Constitution (“TABOR”), the terms of this Lease are subject to annual appropriation for payment by the Lessee’s governing board, and thus any such obligations hereunder will extend only to monies currently appropriated and will not constitute a mandatory charge, requirement, or liability beyond the current fiscal year. Accordingly, the Lessor and the Lessee acknowledge and agree that this Lease does not constitute a multi-year financial obligation of either the Lessor or the Lessee under TABOR. In the event such appropriation is not made, the Lessee will provide the Lessor with at least ninety (90) days written notice of termination, and this Lease shall terminate at the later of the end of the current fiscal year or ninety (90) days after the Lessor receives written notice of termination from the Lessee.

(c) Lessee shall, at its sole cost and expense, timely comply with all Environmental Laws and prudent industry practice pertaining to Lessee’s use of the Premises relating to the presence, treatment, storage, handling, transportation, disposal, release or management of any Hazardous Materials introduced to the Premises by Lessee. On or before the expiration or earlier termination of this Lease, Lessee, at its sole cost and expense, will completely remove from the Premises (regardless of whether any Environmental Law requires removal), in compliance with all Environmental Laws, all Hazardous Materials that have been brought in, on, under or about the Premises by, through or on behalf of Lessee, excluding Hazardous Materials existing on the Premises as of the Lease Commencement Date. Upon Lessor’s written request, Lessee will promptly deliver to Lessor any documentation required by Environmental Laws reflecting the legal and proper disposal of all Hazardous Materials removed from the Premises. All such documentation will list Lessee or its agent as a responsible party and will not attribute responsibility for any such Hazardous Materials to Lessor. If any Hazardous Material is released, discharged or disposed of on or about the Premises and such release, discharge or disposal is not caused by Lessee, such release, discharge or disposal shall, at Lessor’s option, be deemed a casualty damage under Section 12 below. For purposes of the foregoing, “Environmental Laws” means, collectively, all Laws governing the use, storage, disposal or generation of any Hazardous Material, including the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, and the Resource Conservation and Recovery Act of 1976, as amended and “Hazardous Materials” means, collectively, (i) such substances, materials and wastes which are or become regulated under any Environmental Law (or which are classified as hazardous or toxic under any Environmental Law) and (ii) explosives and firearms, radioactive material, asbestos and polychlorinated biphenyls.

## **6. Assignment and Subletting**

Lessee shall not assign this Lease or sublet any portion of the Premises without prior written consent of the Lessor. Any such assignment of subletting without consent shall be void and, at the option of the Lessor, Lessor may terminate this Lease. Lessee shall not have either the right or the power, at any time or from time to time, to sublease all or any portion of the Premises without the prior written consent of the Lessor, which consent shall not be unreasonably withheld.

## 7. Utilities

For the duration of the Term of the Lease and any amendments, extensions, or modifications thereto, all applications and connections for utility services on the Premises, shall be made in the name of Lessor only, and Lessor shall pay all utility expenses directly to the provider thereof, including those for sewer, water, gas, and electricity. Notwithstanding the foregoing, the Lessee shall be responsible for all utility costs associated with such services necessary for telephone, network fees and connection changes.

## 8. Entry and Inspection

Lessee shall permit Lessor or Lessor's agents to enter upon the Buildings at reasonable times and upon reasonable prior notice, for the purposes of inspecting the same, and Lessee will permit Lessor at any time within sixty (60) days prior to the expiration of this Lease, to place upon the Premises any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the same to inspect the Premises thereafter. During any such entry and/or inspection, the Lessor shall use commercially reasonable efforts to minimize any disruption to Lessee's operations at the Premises.

## 9. Insurance

(a) Lessee shall, at Lessee's sole cost and expense, maintain in force during the Lease Term the insurance specified on **Schedule 1** attached hereto. All insurance provided by Lessee hereunder shall be primary to any insurance policies held by Lessor.

(b) Each policy required to be maintained pursuant to Section 9(a) and 9(d) shall (a) name the other Party and each superior rights holder as additional non-contributory insureds or loss payees, as applicable (except Workers' Compensation Insurance), (b) be issued by one or more responsible insurance companies licensed to do business in the State with an A.M. Best rating of not less A-VIII and shall otherwise be reasonably satisfactory to the other Party, (c) provide for deductible amounts that, in no event, shall exceed \$25,000, and (d) shall provide that such insurance may not be canceled or materially amended without thirty (30) days' prior written notice to the other Party. Each policy of "Special Form" property insurance required to be maintained pursuant to Section 9 shall provide that the policy shall not be invalidated should the insured waive in writing prior to a loss, any or all rights of recovery against any other party for losses covered by such policies. The insured Party shall deliver to the other Party certificates of insurance of all policies and renewals thereof to be maintained by the insured Party hereunder (i) on or before the Lease Commencement Date, (ii) not less than ten (10) business days prior to the expiration date of each policy, and (iii) within a reasonable time after the other Party's written request. In addition, upon request by the other Party in connection with the occurrence of an event that may lead to a claim under such policies, the insured Party shall deliver complete copies of the policies for any required insurance hereunder.

(c) In the event that Lessee fails to maintain and pay for any of the insurance required by this Section 9, Lessor may (but without obligation to do so) procure such insurance and pay the premiums therefor, in which event Lessee shall repay Lessor, as additional Rent, all sums so paid by Lessor within thirty (30) days following Lessor's written demand to Lessee for such payment.



(d) Lessor agrees to purchase and keep in full force and effect during the Lease Term, at its sole cost and expense, (a) insurance on the Premises in amounts not less than the full replacement cost (without depreciation) of the Premises (above foundations, but specifically excluding Lessee alterations, Lessee's personal property) against fire and such other risks as may be included in standard forms of Special Form coverage insurance reasonably available from time to time and (b) Commercial General Liability Insurance covering the Premises on an occurrence basis against all claims for personal injury, bodily injury, death and property damage with coverage amounts in a combined single limit of Two Million and No/100 Dollars (\$2,000,000.00) per occurrence and in the aggregate. Neither Lessor's obligation to carry such insurance nor the carrying of such insurance shall be deemed to be an indemnity by Lessor with respect to any claim, liability, loss, cost or expense due, in whole or in part, to Lessee's negligent acts or omissions or willful misconduct.

(e) Notwithstanding anything in this Lease to the contrary, Lessee waives, and shall cause its insurance carrier(s) and any other party claiming through or under such carrier(s), by way of subrogation or otherwise, to waive any and all rights of recovery, claims against Lessor for any loss or damage to Lessee's business, any loss of use of the Premises, and any loss, theft or damage to Lessee alterations and Lessee's personal property (including Lessee's equipment), INCLUDING ALL RIGHTS (BY WAY OF SUBROGATION OR OTHERWISE) OF RECOVERY, CLAIMS, ACTIONS OR CAUSES OF ACTION ARISING OUT OF THE NEGLIGENCE OF ANY LESSOR PARTY, which loss or damage is (or would have been, had the insurance required by this Lease been maintained) covered by insurance. In addition, Lessor shall cause its insurance carrier(s) and any other party claiming through or under such carrier(s), by way of subrogation or otherwise, to waive any and all rights of recovery, claims against Lessee for any loss of or damage to or loss of use of the Buildings, any additions or improvements to the Buildings, or any contents thereof, INCLUDING ALL RIGHTS (BY WAY OF SUBROGATION OR OTHERWISE) OF RECOVERY, CLAIMS, ACTIONS OR CAUSES OF ACTION ARISING OUT OF THE NEGLIGENCE OF ANY LESSEE PARTY, which loss or damage is (or would have been, had the insurance required by this Lease been maintained) covered by insurance. Lessor and Lessee each further agree that their respective casualty insurance policies shall be endorsed or otherwise written to provide that no insurer shall hold any rights of subrogation against such other party.

## **10. Indemnity**

(a) To the extent permitted by applicable law, Lessee agrees to indemnify, protect, defend and hold harmless the Lessor, each superior rights holder and each of their respective directors, members, managers, officers, partners, shareholders, trustees, affiliates, subsidiaries, employees, agents and representatives, and each of their respective successors and assigns (collectively, the "Lessor Parties") from and against any and all claims suffered or claimed by any third-party (other than the Lessor Parties) and arising from (i) the undertaking by Lessee of any Lessee alterations or repairs to the Premises, (ii) the conduct of Lessee's business on or in the Premises or other use of the Premises or Building by Lessee or its agents, contractors, employees, customers and invitees ("Responsible Parties"), (iii) any act or omission of Lessee or its Responsible Parties in or about the Buildings, (iv) any occurrence in, upon or at the Premises (including loss of life, personal injury and/or damage to property) during any period of time such Premises are under the sole control of Lessee, or (v) Lessee's failure to comply with any provision of this Lease. In case of any action or proceeding brought against the Lessor Parties by reason of any such claim, upon notice

from Lessor, Lessee covenants to defend such action or proceeding by counsel chosen by Lessor, and reasonably acceptable to Lessee and Lessee's insurance company.

(b) This Section 10 (i) shall survive the expiration or earlier termination of this Lease, (ii) shall not operate to relieve the indemnified party of liability to the extent such liability is caused by the negligence or willful and wrongful act of the indemnified party or its Responsible Parties and (iii) is subject to and shall not diminish any waivers in effect in accordance with Sections 9(e) and 10(a) above.

#### **11. Intentionally Left Blank**

#### **12. Casualty and Condemnation**

(a) If any material portion of the Premises or the Buildings in which the Premises are located is damaged or destroyed by fire or other casualty to a material extent that will substantially adversely impact Lessee's operations for longer than 60 days, each Party will have the right, in its sole discretion, to terminate the Lease by written notice to the other Party delivered within 30 days after such casualty, and this Lease will terminate effective upon the termination date set forth in such notice.

(b) If the whole or any substantial part of the Premises or the Buildings are taken by any public authority under the power of eminent domain or taken in any manner for any public or quasi-public use, then Lessor will have the right, in its sole discretion, to terminate this Lease by notice to Lessee and this Lease will terminate effective as of the date possession is taken by such public authority. Lessee shall not because of such taking assert any claim against Lessor or the authority for any compensation because of such taking and Lessor shall be entitled to the entire award or payment in connection therewith. All Rent shall be apportioned as of the date of such termination. If any part of the Premises shall be taken, and this Lease shall not be so terminated, the Rent shall be proportionately abated.

#### **13. Taxes**

It is not expected that any real property taxes or general and special assessments will be levied and assessed against the Premises, because the Lessor and the Lessee are tax-exempt entities and the use of the Premises furthers the purposes of both entities. Lessee shall pay, or cause to be paid, before delinquency, any and all taxes levied or assessed and which become payable during the Term of the Lease upon any of Lessee's property or Lessee's income derived from the Premises. In the event that any or all of Lessee's property shall be assessed and taxed with the Premises, Lessee shall pay to Lessor, as additional Rent, Lessee's share of such taxes within thirty (30) days after delivery to Lessee by Lessor of a written statement setting forth the amount of such taxes.

#### **14. Surrender; Holding Over.**

(a) At the expiration of the Term or earlier termination of this Lease, Lessee shall quit and surrender the Premises and the alterations therein (unless Lessor elects to have Lessee remove the same) in good order and condition, wear and tear thereof excepted, and shall remove Lessee's trade fixtures, equipment and other personal property, and repair any and all damages caused by such removal. Any trade fixtures, equipment or other personal property not removed shall be deemed abandoned, but Lessee shall remain liable for the cost of removal and disposal.

(b) If Lessee, or any person claiming through Lessee, shall continue to occupy the Premises after the expiration or earlier termination of the Term, such occupancy shall be deemed to be on a month-to-month basis under the same terms and conditions set forth in this Lease; provided, however, that Rent during such continued occupancy shall be 125% of the amount in effect immediately prior to expiration or earlier termination. In addition, Lessee shall pay any damages and hold Lessor harmless from any liability incurred in connection with any claims made by any succeeding occupant based on delay of possession.

## **15. Signage**

No sign, advertisement or notice shall be inscribed, painted or affixed on any part of the inside or outside of the Buildings unless of such color, size and style and in such place upon or in the Buildings as shall be first designated by Lessor, but there shall be no obligation or duty on Lessor to allow any sign, advertisement or notice to be inscribed, painted or affixed on any part of the inside or outside of the Buildings, except for building standard signs and logos, subject to Lessor's prior written consent and criteria as to size, design, materials and location.

## **16. Parking**

Lessee shall have the right to use the MAC's parking spaces, free of charge, to be used on a first come-first served basis by Lessee and its employees, agents, and guests. Lessee, its employees, agents and guests, agree to obey and abide by all reasonable rules and regulations established, modified and amended from time to time by Lessor with respect to parking. Lessor shall not be responsible to Lessee, its employees, agents, or guests, for the failure by any other lessee, employees, agent, guest or other user of parking areas to observe the rules and regulations with respect to parking. If Lessor elects to reserve specific spaces for exclusive use by Lessor or its employees, agents, and guest, Lessee shall have a proportionate right (based on relative square feet of usage of the Building) to also reserve spaces.

## **17. Miscellaneous**

(a) **Governing Law and Venue.** The Lease shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, Colorado.

(b) **No Waiver.** Delays in enforcement or the waiver of any one or more defaults or breaches of the Lease by either Party shall not constitute a waiver of any of the other terms or obligations of the Lease.

(c) **Integration.** This Lease and any attached exhibits constitute the entire Lease between the parties, superseding all prior oral or written communications.

(d) **Third Parties.** There are no intended third-party beneficiaries to this Lease.

(e) **Notice.** Any notice under this Lease shall be in writing and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the party at the address set forth on the first page of this Lease (or such replacement address as may be provided with notice from time to time).

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

(g) Modification. This Lease may only be modified upon written agreement of the parties, as approved formally by their respective governing bodies.

(h) Lessor and Lessee Consent. Unless expressly otherwise provided herein, any reference herein to Lessor or Lessee consent shall be interpreted as follows: (i) such consent shall not be reasonably withheld or delayed, and (ii) such consent shall be presumed if the consenting Party does not give written notice to the requesting Party withholding such consent within thirty (30) days after receiving written notice requesting such consent.

(i) Rights and Remedies. The rights and remedies of the Lessor under this Lease are in addition to any other rights and remedies provided by law. The expiration of this Lease shall in no way limit Lessor's legal or equitable remedies, or the period in which such remedies may be asserted.

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

(k) Authority.

(i) Lessee, and the individual executing this Lease on behalf of Lessee, represents to Lessor that it has full power and authority to enter into, execute and deliver this Lease.

(ii) Lessor, and the individual executing this Lease on behalf of Lessor, represents to Lessee that it has full power and authority to enter into, execute and deliver this Lease.

(l) Force Majeure. Any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, pestilence, epidemic, pandemic, state of emergency, inability to obtain labor or materials or reasonable substitutes therefor, government orders, government shutdowns, governmental actions, civil commotions, fire or other casualty, and other non-financial causes beyond the reasonable control of the party obligated to perform (collectively, "Force Majeure"), shall excuse the performance of such party for a period equal to any such prevention, delay or stoppage, except the obligations, once accrued, imposed with regard to the payment of Rent and all other charges to be paid by Lessee pursuant to this Lease.

(Signature Page Follows)

LESSOR:

BUSINESS OF ART CENTER, DBA MANITOU ART  
CENTER

By: \_\_\_\_\_  
Annie Schmitt, Co-chair Board of Directors

LESSEE:

PIKES PEAK LIBRARY DISTRICT

By: \_\_\_\_\_  
John Spears, Chief Librarian and CEO

















**Exhibit A**

Depiction of the Buildings








(See Attached)

## 515 First Floor PPLD / MAC Intersections





### Stacks Key

 Board Books	 Adult Hallway Shelving = 3 Sections / 18 Shelves	 DVDs = 2 Sections
 Younger Children's Shelving = 26 Shelves	 New Books 2 Sections / 10 shelves	 Holds = 2 Sections
 Older Children's Shelving = 30 Shelves	 Rapid Reads 2 shelves	 Community Information
 Young Adult Shelving = 6 Shelves	 CDs / Audio Books / Playaways 3 shelves	 Friends Books
	 Adult Cafe Shelving = 7 Sections	 Periodicals
	 Adult Non-Fiction Biography	 Displays

### IT Patron Interaction Key

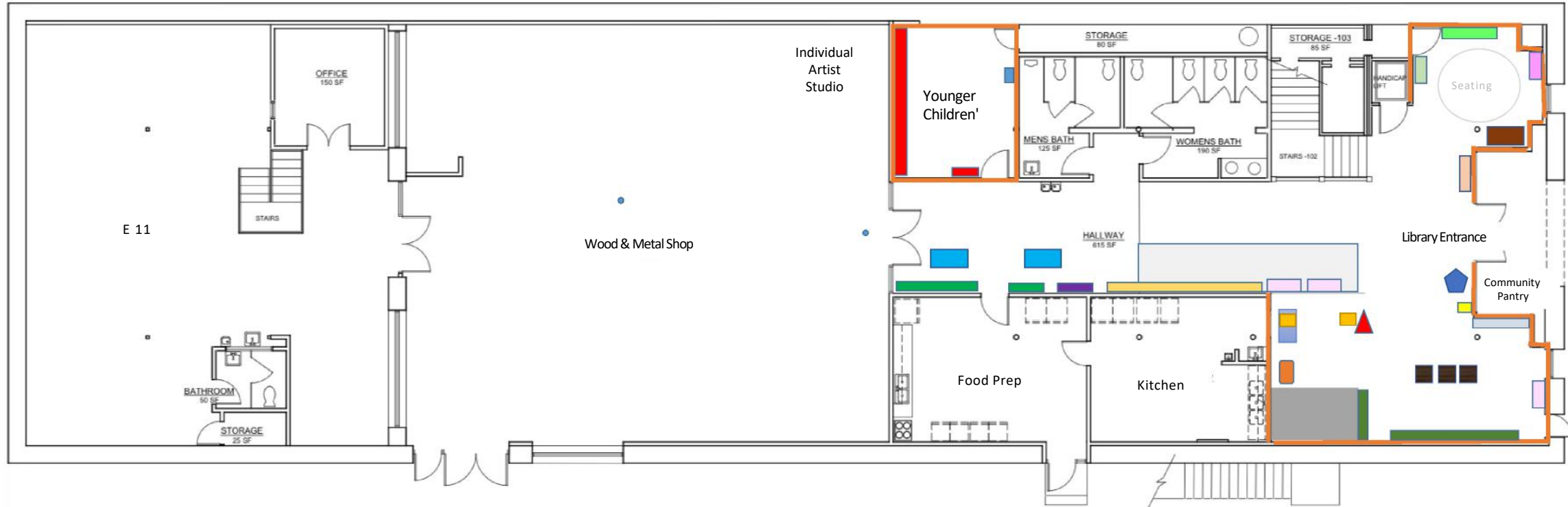
 Patron Service Point	 Staff Processing Station	 Self-Check (wireless?) Approximate Location
 Multi-Function Device	 515 Server Room	 PAC
 Staff Computer		

### Furniture / Structural Key

 Natalie's Boardwalk	 Benches	 Seed Library
 Table(s)		

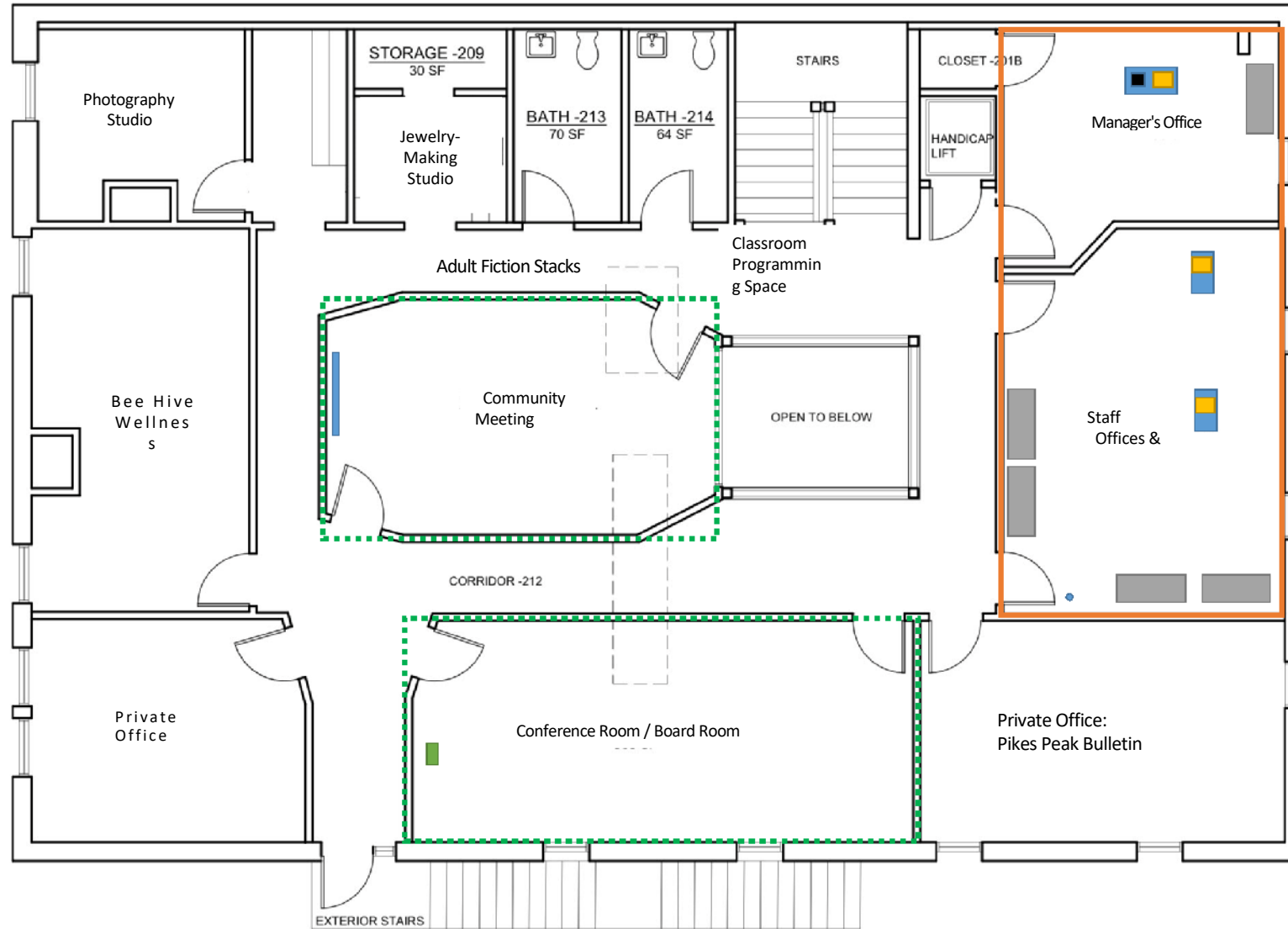
### Administrative

 PPLD Rented Space
 Proposed Leased Space





## 515 Second Floor PPLD / MAC Intersections



### Furniture / Structural Key

- Staff Desks
- Metal Shelving / Cabinet

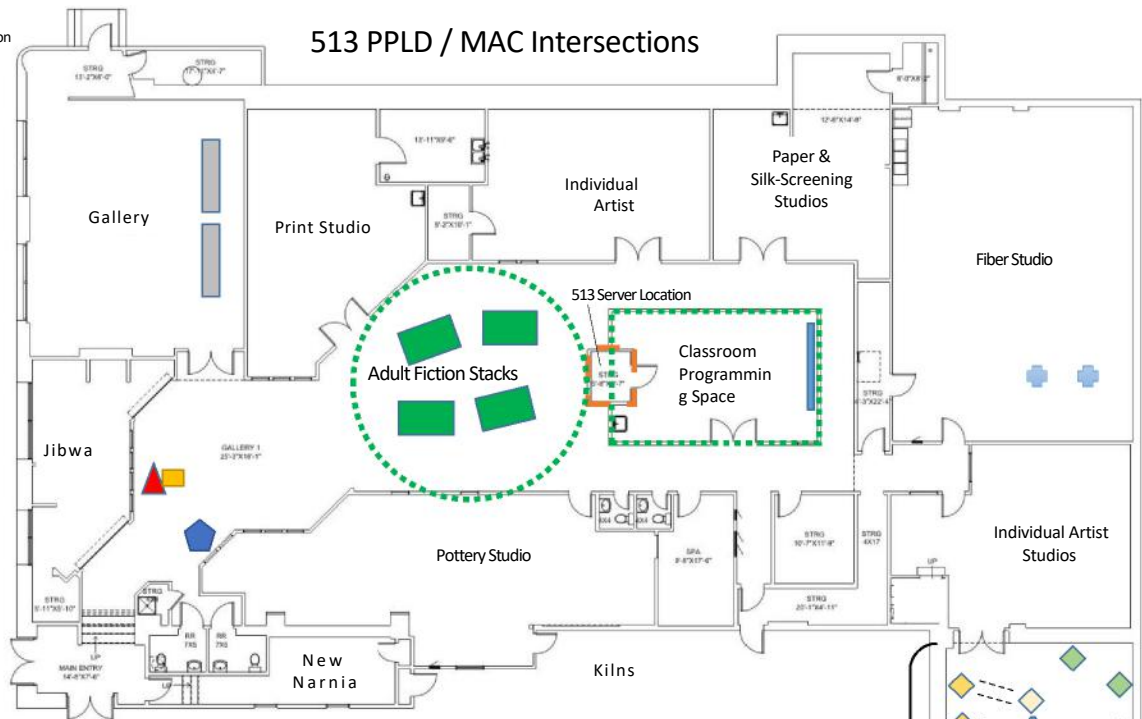
### IT / Patron Interaction Key

- Multi-Functional Device
- Large Screen TV/Monitor
- Throw Projector
- Desktop Printer
- Staff Computer

### Administrative

- PPLD Rented Space
- Community Shared Space

### 513 PPLD / MAC Intersections



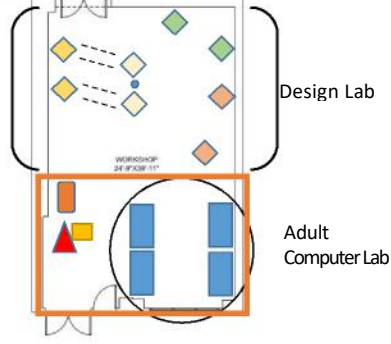
- Furniture / Structural Key**
- Gallery Bench
  - Potential Electric Supply From Ceiling
  - Computer Desk
- Administrative**
- PPLD Rented Space
  - Community Shared Space
- Maker Elements (not included in IT/Patron Key)**
- Potential Future Sewing Machines, theoretical Locations

**Stacks Key**

- Adult Fiction Mobile Shelving
- 48 Total Shelves Available**
- Ad. Fiction 31 shelves
  - Mystery 9 shelves
  - Sci Fi 3 shelves
  - Westerns 1 shelf
  - Large Print 3 shelves

**IT / Patron Interaction Key**

- Patron Service Point
- Self-Check (wireless?) Approximate Location
- Multi-Functional Device
- Large Screen TV/Monitor
- Staff Computer
- Adult Lab Station / PC Includes Computer Desk
- "Normal" PC
- Expanded Resources PC
- CrS 2021 Laptop/3D Prntr
- Alt Location: CrS 2021 Laptop/3D Prntr



**Exhibit B**

**Manitou Arts Center Equipment**

**Studio Equipment**

**Wood/Metal Studio**

Hitachi chop saw	1	
Black & Decker radial arm saw	1	
small belt sander	1	
Dremel 16" 2speed scroll saw	1	
6" Craftsman dual bench grinder	1	
Rockwell table saw	1	
Delta Shopmaster dust collector	1	
Craftsman 18" 4speed band saw	1	
Chicago Power Tools large belt sander	1	
Roybl 14" metal cut-off	1	
1/2 ton arbor press	1	
Thermal Arc Pak 5XR plasma cutter	1	
Miller Dialarc HF mig welder	1	
Miller Millermatic 212 tig welder	1	
Jet drill press	1	
Dewalt cordless drill	1	
Various hand tools		
National Sheet Metal cutter	1	
Campbell Hausfeld cast iron air compressor	1	
Northern Industrial metal cutting band saw	1	
National Sheet Metal break	1	

sheet metal bender	1	
lathe	1	
shop vac	1	
Lincoln Electric arc welder	1	
framing brackets		

**Paper Studio**

large screens	6	
Lee S. McDonald hollander	1	
additional Hollander	1	
Lee S. McDonald press	1	
several small screens		

**Print Studio**

Takach-Garfield press	1	
spider press	1	
large hot plate	1	
drying racks		
paper dispenser		
ventilation fans		
washout sink		
hand sinks	2	
Clay Studio		
Brent slab roller	1	
Baily extruder (needs repairs)	1	
Brent CXC throwing wheels	3	
Olympic oval kiln	1	
Skutt electric kilns	2	
large gas kiln	1	
raku kiln	1	

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Back Door Studio

large air compressor	1	
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**MAC Commercial Kitchen Inventory 2018**

Equipment

Delfield Stainless Steel Dbl Door Freezer	1	
Arctic Air Commercial Refrigerator	1	
True Glass Door Pepsi Refrigerator	1	
Amano Commercial Microwave	2	
Delfield Stainless Steel Warming/Cooling Station	1	
Winston Holding Cabinet	1	
Wyott Warming Serving Unit	1	
Star ProMax Panini Press	1	
Copper Chef Induction Cooktop	1	
Update Intl Induction Cooktop	1	
Sterno Portable Butane Stove	2	
Kenmore Double Electric Burner	1	
Market Forge Electric Convection Oven	1	
Toastmaster 4-slot toaster	1	
GE 3-Crock Slow Cooker Buffet	1	
Ninja Blender	1	
Chef Master Salad Spinner	1	
Fridge thermometers	2	
Stainless steel prep tables	3	
Prep sink	1	
Hand sink	1	
3-compartment commercial sink	1	

Stainless steel cart	1	
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**Pots and Pans**

stainless steel full	9	
stainless steel 1/2	26	
stainless steel 1/3	22	
stainless steel 1/9	3	
stainless steel assorted pan lids	18	
plastic 1/6	32	
plastic 1/3	7	
plastic assorted pan lids	26	
12x16 sheet pans	15	
8.5" sauté	8	
7.5" sauté	7	
stainless steel mixing bowls assorted sizes	9	
2-quart saucepan	3	
18-quart stock pot	3	
20-qt stock pot	1	
12-quart stock pot	2	
40-quart stock pot	1	
4.5-quart saucepan	1	
6-quart saucepan	1	
12.5" frying pan	1	
stainless steel strainers	2	
6-quart pot	1	
stainless steel assorted pot lids	8	

**Miscellaneous Kitchen Supplies**

stainless steel colander assorted sizes	6	
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cutting board	6	
6-quart Rubbermaid containers w/ lids	13	
cheese grater	1	
large stainless-steel pitcher	1	
small stainless-steel pitcher	1	
measuring cup	1	
clipboards	10	
stack guest checks	1	
bussing tubs	4	
tongs	13	
wooden spoons	4	
whisks	2	
1 oz ladle	35	
3 oz ladle	4	
6 oz ladle	1	
assorted spatula	17	
basting brush	3	
potato masher	1	
assorted strainer/sifters	8	
sifting spoons	8	
stainless steel serving spoons	9	
salt and pepper shakers	22	
scale	1	

Cleaning Supplies

Chemical concentrated hand cleaner	1	
Member's Mark degreaser	1	
Pink Suds	1	
Bleach	1	

Dawn Dish Detergent	1	
steel wool	8	
box Brillo pads	1	
box 20pc Scotch Brite scour pads	1	
Scotch Brite sponges	5	
spray bottles	2	
box vinyl gloves	3	
trash cans	2	

Other Wares

1-cup tea pots	9	
assorted coffee mugs	25	
saucers	98	
ceramic ramekin	78	
12" oval plates	26	
8" plates	58	
9.5" plates	33	
soup cups	35	
soup bowls	44	
cereal bowls	8	
shallow soup bowls	23	
steak knife	73	
large spoons	78	
soup spoons	8	
small spoons	94	
forks	88	
butter knife	68	
carafe	3	
assorted glassware	100+	



bar supplies- shakers, shot glasses, pour spouts, jiggers, citrus juicer		
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### Woodshop Inventory as of July 2020

Phillip's Head Screwdrivers	14	
Flathead Screwdrivers	21	
Star Screwdrivers	7	
Socket Drivers	7	
Set Square Rulers	10	
Regular Rulers	1	
Square Rulers	1	
Proportional Rulers	2	
Spirit Levels	3	
Tape Measures	5	
Regular Scissors	5	
"Enhanced" Scissors	2	
1 Wrench (Biggest Handle)	1	
7/8 Wrench	1	
13/16 Wrench	2	
19 Wrench	3	
9/14 Wrench	1	
11/16 Wrench	1	
5/8 Wrench	2	
17 Wrench	1	
9/16 Wrench	2	
13 mm Wrench	2	
12 Wrench	2	
6 Wrench	1	
11 mm Wrench	2	

7/16 Wrench	1	
10 mm Wrench	2	
9 mm Wrench	1	
8 mm Wrench	2	
3/8 Wrench	2	
7 mm Wrench (Smallest Handle)	2	
Flat Wrenches	6	
Belt/Disc Cleaners	1	
Chisels	3	
Weights	1	
Noise-Cancelling Headphones	1	
Paint Brushes (Regular)	3	
Paint Brushes (Sponge)	1	
Protective Gear	4	(Ear Plugs, Masks, Gloves, Wax Paper)
Concrete Flatteners	4	
Electrical Tape	1	
Masking Tape	4	
Regular Tape	4	
Duct Tape	3	
Graph Paper	6	(Notebooks/Pads of Graph Paper)
Drills	7	
Stapler Guns	4	
Nail Guns	2	
Glue Guns	1	
Machine Drill Gear Tighteners	5	
Hammer	1	

Steel Wool	3	
Funnels	2	
Hydraulic Jack Oil	2	
Kneepads, Set	1	
Goof-Off	1	
Marking Chalk	2	
Interior Glue	1	
Wood Glue	1	
Bench Brush	1	
Propane Tanks	2	
Spare Propane Tank Nozzles	1	
Hot Glue Sticks	16	
White Lithium Grease	1	
Cement	1	
Quick Steel	1	
Steel Wool on a Rotating Gear	2	
Electrical Extension Cord	1	
Anti-Freeze	1	
Clamps	14	
Safety Goggles	9	

**SCHEDULE 1**  
**LESSEE'S INSURANCE**

1. **Property Insurance.** Causes of loss – special form (formerly known as “all risks”) commercial property insurance covering all of Lessee’s property, including, without limitation, all Lessee alterations made by or at the request of Lessee, in an amount equal to the full replacement cost thereof. Lessee’s property insurance shall insure against damage caused by fire and all other perils covered by a standard All Risk Insurance Policy.

2. **Builders Risk Insurance.** At all times when any Lessee alteration is in progress, for the mutual protection of Lessor, Lessee and any superior rights holder, builder’s risk insurance, completed value form, covering all physical loss, in an amount reasonably satisfactory to Lessor.

3. **Business Interruption Insurance.** Business income and express expense (formerly known as “business interruption”) insurance with sufficient limits to address reasonably anticipated business interruption losses.

4. **Liability Insurance.** Commercial general liability insurance covering bodily injury, including death, personal injury, property damage and contractual liability. The broad form general liability insurance policy shall provide coverage on an occurrence basis and shall include explosion, collapse, underground hazard and products/completed operations coverage. Minimum limits of liability provided by this coverage shall be as follows:

- (a) General aggregate: Two Million Dollars (\$2,000,000.00).
- (b) Products/completed operations aggregate: Two Million Dollars (\$2,000,000.00).
- (c) Personal and advertising injury: One Million Dollars (\$1,000,000.00).
- (d) Each occurrence: One Million Dollars (\$1,000,000.00).
- (e) Umbrella or excess policy limit: Two Million Dollars (\$2,000,000.00).

5. **Workers Compensation Insurance.** Workmen’s compensation insurance for protection of Lessee, its owners, partners, and employees and covering all persons employed in connection with any Lessee alteration as required by applicable law, and employer’s liability insurance with the following limits:

- (a) Each accident: One Million Dollars (\$1,000,000.00).
- (b) Each occupational disease: One Million Dollars (\$1,000,000.00).
- (c) Occupational disease aggregate: Five Hundred Thousand Dollars (\$500,000.00).

The workmen’s compensation and employer’s liability insurance policies of Lessee shall contain a waiver of subrogation as to Lessor. The limits of liability for this coverage shall be as required by applicable statute.

6. **Other Insurance.** Such other insurance and with such limits as Lessor or any superior rights holder shall reasonably require from time to time during the Lease Term; provided, however, Lessor may only require additional insurance one (1) time per year during the Lease Term and only if such additional insurance is **(i)** is readily available at reasonable rates and **(ii)** then being required by Lessors or lenders of comparable Buildings.

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# **Pikes Peak Library District Memorandum of Understanding**

## **Manitou Art Center & Manitou Springs Library Colocation, and Creative Services Partnership**

**April 1, 2021**

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## ORGANIZATIONAL PROFILES

### Partner Organization:

#### Pikes Peak Library District (PPLD)

Pikes Peak Library District (PPLD) seeks to engage and transform people's lives via its 15 library facilities, online resources, and mobile library services. With a mission to provide resources and opportunities that impact individual lives and build community, PPLD welcomes all community members to enrich their minds, make connections, and reach their full potential.

As a national leader and the second largest library system in Colorado, the District serves a population of approximately 670,000 residents across 2,070 square miles of El Paso County. Thanks to an employee base of nearly 450 full- and part-time staff and about 1,700 volunteers, PPLD continues to be recognized for its commitment to diversity and community collaboration, its innovative and community-focused programs, and excellent customer service.

#### Mission

Providing resources and opportunities that impact individual lives and build community.

#### Key Personnel

John Spears  
CEO & Chief Librarian  
(719) 531-6333, x6010  
jspears@ppld.org

Michael Doherty  
Director, West Region  
(719) 531-6333, x6041  
mdoherty@ppld.org

Whitney Springer  
Manager, Manitou Springs &  
Ute Pass Libraries  
(719) 531-6333, x6372  
wspringer@ppld.org

### Host Organization:

**Manitou Art Center (MAC)** MAC is the only arts-focused makerspace in the Pikes Peak region. MAC forms innovative partnerships with organizations that share our mission to provide an environment in which artists, tinkerers, collaborators can flourish in the local community. MAC provides affordable studio space for artists, in addition to a membership-based makerspace.

#### Mission

The Manitou Art Center is dedicated to creating an environment in which artists, tinkerers, collaborators, and you can flourish in our community.

#### Key Personnel

Natalie Johnson  
Executive Director  
(719) 685-1861  
director@manitouartcenter.org

Maria and Alain Navaratne  
General Managers  
(719) 659-5271  
manager@manitouartcenter.org

## STATEMENT OF COLLABORATION

### Understanding

This MOU provides a cooperative framework between **PPLD** and **MAC** in which both parties will combine efforts through co-location to provide shared physical space, and allow for expanded access to resources by increased joint use of equipment that meets the needs of PPLD, MAC, and the public interest of the community. Both parties will work together to ensure partnership's functionality and sustainability for long-term impact and enhancement of services.

### Terms

This partnership understanding will commence on April 1, 2021 and will renew automatically annually, as long as the LEASE AGREEMENT (see separate document and is referred to as Lease Agreement) is current and active, or unless written notice of termination or modification by either party is provided with 90-days' notice to all key personnel. The term for 2021 is April 1, 2021 – December 31, 2021. Subsequent periods start January 1 and end December 31 of each year.

### Funding

Budget and funding will be approved on an annual basis (PPLD fiscal year / calendar year).

Designated PPLD and MAC staff will track numbers/usage and report up to two times annually to the respective MAC Board of Directors and PPLD Board of Trustees.

### Leased Spaces

- 515 Manitou Avenue
  - “Café” and “Slam Gallery” – Front area of the 515 building on the first floor.
  - “Narnia” – Former storage room across the grand hallway from the community kitchen.
  - Rooms 210 and 220 on the second floor.
- 513 Manitou Avenue
  - Design Lab – Space on the west side of the room is leased.
  - Closet in the “classroom” space, for server use.

### Partnership Spaces

- Entryway to the 515 building will include book drop and an installed ADA access button. All other area in the entryway shared.
- The “Grand Hallway” in 515 is included in the Lease Agreement as an area to be utilized by PPLD, though not specifically leased.
- “Boardroom”/“Conference Room”, and “Community Meeting Room” on 2nd floor of 515
- “Classroom” in 513.
- 513 spaces included in the Lease Agreement to allow for the following, that are not specifically leased:
  - Four PPLD desktop computers used with MAC equipment/peripherals in the Design Lab.



- Two PPLD 3D printers and PPLD laptops in the Design Lab.
- PPLD Mobile shelving in the Intemann Gallery.
- PPLD computer and peripherals at the 513 MAC staff desk.
- PPLD Self check kiosk near the 513 entrance.
- Two PPLD benches in the Hagnauer Gallery.

### **Definitions of Staff Resources**

Each organization is responsible for staffing to meet organizational requirements. Each organization will designate a point of contact to the other organization that will serve as the liaison between the two organizations. These individuals will have knowledge of the provisions of the MOU to ensure achievement of objectives for cooperation and collaboration.

MAC Staff: Currently, the MAC operates with a staff of 5 employees. One of these staff members will have a greater understanding of PPLD and be the designated point of contact for PPLD/MAC matters.

PPLD Staff: The Manitou Springs Library operates with a staff of 6 employees. One, or more, of these staff members will have a greater understanding of the MAC and the Makerspace and will be designated point(s) of contact for MAC/PPLD matters. Other District staff may be assigned to the library and be involved in programming and partnership, including, but not limited to, Creative Service and West Region staff.

For common understanding of duties and responsibilities each organization will provide job descriptions for personnel working at the MAC and Manitou Library to their counterpart managers. The Director of the West Region, in coordination with the Manitou Springs Manager, and Executive Director of the MAC will review job descriptions and coordinate with each other any amendments to job descriptions to facilitate shared responsibilities. For example, including in PPLD job description requiring training on MAC makerspace equipment or including in MAC job description Safe Space training.

### **Joint Operational Procedures and Guidelines**

MAC and PPLD Directors/Managers will collaborate in developing operational procedures and guidelines for use during library operating hours and library hosted programs.

### **PPLD Board Policies and MAC Board Policies**

The Manitou Springs Library Manager, Directors of Creative Services and West Region, and MAC Manager(s), and Executive Director will review the PPLD and MAC board policies and ensure adherence to the policies of both boards.

### **Manitou Art Center Maker Equipment and Spaces**

The Manitou Springs Library Manager, Director of Creative Services, MAC Manager(s), and Executive Director will jointly collaborate and document the MAC equipment available for PPLD patron use and make this information available to PPLD patrons.

## Definitions of Patrons, Members & Participants

- MAC Studio Artists: These twenty or so artists/makers have designated studio spaces and 24/7 access.
- MAC Membership: These folks do not have designated spaces, but pay for 24/7 access to the MAC.
- CDBG Participants: This is a special one-year program through El Paso County and a Community Development Block Grant. Participants will qualify for the program and will have specific workforce training goals and additional access to space and programming.
- PPLD Members (Makerspace Users): PPLD members (makerspace users) will have access to the Makerspace during hours of operation with a library card. Management of this program will be handled by the Manitou Art Center.
- PPLD Patrons: Library card holders and library users will have access to the library and MAC during hours of operation. The main entrance for these users will be through the MAC 515 entrance.
- MAC Patrons: Art lovers and supporters visiting the MAC to purchase and view the art and galleries in our buildings will primarily enter through the MAC 513 building.
- Pikes Peak Makerspace (PPM) Joint Membership Program: Partnering with the PPM membership program, paying members will have access to both facilities.

We anticipate and encourage overlap by all these users.

## MAC Maker Services

The MAC will provide access to spaces and equipment as outlined in the List of Spaces and Equipment, offered as Appendix C, MANITOU ART CENTER MAKER EQUIPMENT & SPACES

## PROVISIONS OF UNDERSTANDING

**Pikes Peak Library District** will provide the following as part of this Partnership Understanding.

### Administrative

For the current MOU term (April 1, 2021 – December 31, 2021):

- \$4,000 / month, for providing access to MAC equipment\* for PPLD patrons.
- \$1,000 / month, for equipment repairs and office supplies.

By the end of July 2021, PPLD and MAC agree to review the related operational costs for the services described and to adjust the monthly payment terms as appropriate.

\*For list of equipment and areas of PPLD patron access, see Appendix C, MANITOU ART CENTER MAKER EQUIPMENT & SPACES.

### **Insurance**

PPLD will provide insurance as stipulated in the Lease Agreement.

### **Public Services Division**

## **West Region Administration**

Director will provide partnership assistance for concerns and questions, and will be point person for issues related to this partnership.

## **Creative Services**

Equipment, and support for PPLD equipment (materials, repair, badging/tracking), for use by PPLD patrons. Equipment includes two 3D printers.

## **Young Adult Services**

National Safe Place training to MAC staff: The Manitou Springs Library and the MAC will be considered one site for National Safe Place's Safe Place. Training will be coordinated through Manitou Springs Library.

## **Manitou Springs Library Staff**

- Normal library business hours and library services, inclusive of monthly "First Friday" events. Hours are subject to change based upon community and/or business needs. Notification to the MAC on any changes will be provided, as possible, and with an effort of working collaboratively on any changes.
- Oversight and management of spaces leased, partnership spaces and resources, for the use of PPLD patrons and PPLD Members during normal library hours.
- Assist MAC Patrons, Members, and Staff, with information requests, as much as possible, including referrals to MAC staff and resources.
- Assistance with MAC Membership certification database inquiries.
- Assistance to MAC Members and Patrons with the use of the Library Market scheduling system.
- Assistance to MAC staff in connecting with appropriate PPLD resources, as needed.
- Manitou Springs Library staff will continue to coordinate services and programming with all District Service groups relevant including, but not limited to, Family and Children's Services, Young Adult Services, Adult Services, Creative Services, Regional History and Genealogy and Adult Education.
- At times Library Services staff, not tied to the branch may work at the facility, particularly in the maker spaces at the MAC to provide programming.

## **Support Services Division**

### **Facilities**

- Support for the following:
  - Lighting in leased spaces.
  - Issues with door locks in leased spaces.
  - Electrical issues (tripped breakers) in leased spaces. Problems beyond that will be referred to MAC staff.
  - Clogged toilets. PPLD will plunge, but if more work is needed, we will contact MAC staff.
- HVAC concerns will be forwarded to MAC staff.
- Anything beyond normal maintenance in our space will be referred to MAC staff.

Emergency number for MAC Facilities issues:

Natalie Johnson: 719-200-1272

### **Information Technology (IT)**

PPLD IT Department is responsible for maintaining PPLD installed equipment (hardware and software) and services including the following:

- Four computers, and support, for upgrading MAC resources in the Design Lab.
- Two laptops to be used in conjunction with Creative Services 3D printers, in the Design Lab
  
- Maintain Audio Visual (AV) equipment in the Conference/Board Room, Community Meeting Room, and Classroom.
- Cable Infrastructure.
- Wireless Infrastructure.
- Wide Area Network Broadband services.
- Surveillance system.
  
- Four PPLD desktop computers.
- PPLD computer and peripherals at the building 513 PPLD staff desk.
- Self-check kiosk located at building 513 entrance.

### **Safety, Social Services & Security**

- Support for rated access system / badges, for PPLD staff, MAC staff, MAC members, and PPLD members, as appropriate. Locks will be tied to an alarm system.
- Camera system and camera system monitoring, similar to other PPLD branches, within PPLD defined, and partnership areas.
- Continued review of safety and security policies for compatibility to avoid contradictory policies as questions arise (MAC based on trust system) (i.e. masks during COVID-19 addressing patrons experiencing homeless, etc.).

### **Communications / Marketing**

- Co-creation of messaging in collaboration with MAC around partnership and opening.
- Continued responsibility for promotion of PPLD program and services.
- Continued responsibility for PPLD website and social media.
- Create, purchase, and install relevant interior and external signage.
- Support for joint promotional efforts by PPLD and MAC, such as signage, copywriting, graphic design, and printing.
- Adherence to other entity's brand guidelines, such as use of entity's name and/or logo.
- The library will retain the name "Manitou Springs Library" while in the MAC space.
- Utilize partnership for grant opportunities and fundraising--when appropriate.
- Staff and MAC user access to Library Market for event and meeting room scheduling.

**Manitou Art Center** will provide the following as part of this Partnership Agreement.

### **Insurance**

Insurance for the MAC campus and for the Makerspaces and other spaces with tools and equipment. The MAC will not insure PPLD staff on the premises.

## **Facilities & Spaces**

- Use of buildings at 513 & 515 Manitou Avenue for the purpose of providing library services.
- PPLD dedicated entrance for use in conjunction with services in the MAC.
- Dedicated PPLD specific spaces, including:
  - Library services spaces.
  - Office spaces.
  - Available space for Library-specific equipment.
- Shared use of physical spaces:
  - Computer Lab/Design Lab.
  - Wood Shop/Maker Space.
  - Food prep area and kitchen.
  - Darkroom/photography space.
  - Print studio.
  - Clay studio.
  - Conference room and community meeting room (in upper level of 515 Manitou Ave building).
  - Restrooms.
  - Galleries.
  - Papermaking studio.
  - Classroom in 513.
  - Jewelry studio.
  - Textile studio.

## **MAC Maker Services**

The MAC will provide access to the following spaces and equipment as outlined in the List of Spaces and Equipment, offered as Appendix C, MANITOU ART CENTER MAKER EQUIPMENT & SPACES.

- Computer Lab/Design Lab.
  - Laser cutter.
  - 3D printer.
- Wood Shop/Maker Space.
- Food prep area and kitchen (this is a special area).
- Darkroom/photography space.
- Print studio.
- Papermaking studio.
- Interior spray booth.
- Clay studio and kilns.
- Giclee printer / laser color printer / fax machine.
- Stages / sound equipment / projector/ tables and chairs / tablecloths.

Maintenance of, and PPLD access to, database of training/badging of patrons, for information requests.

## **Safety, Social Services & Security**

Review of safety and security policies for compatibility to avoid contradictory policies (MAC based on trust system) (i.e. masks during COVID-19, addressing patrons experiencing homeless, etc.).

Information Technology  
Provide IT closet spaces.

**Programming and Services**

- Continued planning, implementation, and evaluation of existing member programs.
- Plan and execute makerspace classes including orientations and certifications.
- The Manitou Springs Library at the MAC will participate in National Safe Place, and MAC staff will be trained to assist as needed, or the MAC will sign up to be a Safe Place as well.

**Communications/Marketing**

- Co-creation of messaging in collaboration with PPLD around partnership and opening.
- Continued responsibility for promotion of MAC program and services.
- Continued responsibility of MAC website and social media.
- Creation, purchase, and delivery of MAC-specific interior and external signage.
- Adherence to other entity’s brand guidelines, such as use of entity’s name and/or logo.

**Community Engagement**

- Any concerns over content of art displays in non-leased spaces will be referred to MAC Staff.

**EXECUTION OF AGREEMENT**

\_\_\_\_\_  
**Signature**  
John Spears, Chief Executive Officer and Chief Librarian  
Pikes Peak Library District

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**  
Natalie Johnson, Executive Director  
Manitou Art Center

\_\_\_\_\_  
**Date**

## APPENDIX A: OPERATING PROCEDURES & GUIDELINES

### **Hours of operations** (subject to change)

#### **Manitou Springs Library**

- Library hours: Monday – Thursday, 10-6 & Friday and Saturday, 10-5.
- First Friday hours – The library will be open to support MAC First Friday activities, until 8pm.

#### **Manitou Art Center**

- Art Center hours: Monday – Friday, 10-7, and Saturday, 10-5.
- First Friday hours: 10-8.

### **Building(s) Operations**

#### **Shared Responsibilities**

- Regular communications between organizations regarding operations, information, and changes that may affect the partnership.
- Promote clear understanding of roles and responsibilities.
- Coordinated opening and closing procedures for both buildings between staff of both organizations.
- Staff integration for basic directional questions/inquiries for all types of users, as appropriate, and training allows.
- Maintain emergency exit egress.
- Weather delays and closures will be coordinated but may result in non-synchronous closures.
- Additional closures (pandemic, etc.) will be coordinated, but may result in non-synchronous closures.

#### **PPLD Responsibilities**

- Track inventory of PPLD equipment and either supply or pay for materials for patron use. (CrS)
- Report any operational concerns regarding MAC to appropriate team member.
- Will assist in supervision of shared spaces when library is open:
  - Meeting rooms.
  - Hallways.
  - Design Lab.
  - Classroom.
  - Galleries.

#### **MAC Responsibilities**

- MAC will liaison with co-working community (Pikes Peak Bulletin, Jibwa – separate agreement will be needed with Concrete Couch and the Wellness Center).
- Gallery scheduling and oversee sale of art.
- Manage studio artist program.
- Track inventory and order makerspace supplies.
- Coordinate community meeting bookings for MAC staff, tenants, and additional community partners.

- Report any operational concerns regarding PPLD to appropriate team member.
- Track badging/training for patrons and give database access to PPLD.

### **Spaces and equipment**

- Design Lab.
- Wood & Metal Shop / Maker Space.
- Darkroom / Photography Studio.
- Jewelry-Making Studio.
- Print Studio.
- Screen printing.
- Papermaking.
- Clay Studio.
- Food prep area.

### **Staffing**

- Scheduling of staff will remain at the discretion of PPLD and MAC, respectively.
- Some coordination of staff may occur to maintain a safe environment for staff and patrons.

### **Common Policies**

- Both organizations will work toward common policies when appropriate.
- Management of spaces will remain separate, and each will fall under the heading of the respective organization.
  - PPLD / Manitou Springs Library staff will manage those spaces leased by PPLD.
  - MAC will manage all other spaces.
- Supervision of common areas will be shared when the Library is open.
- Coordination will occur on the Executive Director level (MAC) and Regional Director level (PPLD)

### **Event and Meeting Room Coordination**

- MAC Public Use of Event and Meeting Space policy will be used to supervise the meeting rooms, and not the PPLD Event and Meeting Room policy.
- Meeting room use will be covered by the PPLD Code of Conduct.
- PPLD will manage meeting room requests whose start times lay within normal library hours of operation, excluding galleries, which require MAC approval.
- MAC staff will approve meeting room requests for those whose start times lay outside of normal library hours.
- Provide MAC staff with login credentials to make and approve MAC related reservations, including additional MAC tenants and additional partners – provide a window for reservations prior to public accessibility.
- MAC will approve reservations of gallery spaces.

### **Rooms and Specifications** (Numbers represented are post-pandemic.)

#### **Community Meeting Room**

- Capacity: 15-18
- Set-up options: Café Style (5 small round tables, 15 chairs)
- Equipment: Laptop connection, TV monitor, White board,
- Additional notes: Access requires stairs or elevator.



### **Conference / Board Room**

- Capacity: 12
- Set-up options: Board Room
- Equipment: TV Screen, Throw Projector, Laptop Connection
- Additional notes: Access requires stairs or elevator.

### **Classroom**

- Capacity: 12-20 depending on setup
- Set-up options: Classroom, Board Room, U-shape
- Equipment: Sink, TV monitor, Laptop Connection
- Additional notes: no stairs--easy access

### **Hagnauer Gallery**

- Capacity: 15-48-60 (15 without moving art, 48 with art moved and 8 round tables, 60 or so mingling--no tables/chairs.
- Set-up options: flexible dependent upon art show--tables, chairs, food tables, portable screen, Wi-Fi.
- Equipment: all equipment (aside from Wi-Fi) will need to be setup in space.
- Additional Notes: All gallery spaces are dependent upon the art exhibits on display.

### **Intemann Gallery**

- Capacity: 15-30-50 (15 without moving art, 30 with art moved and 6 round tables, 50 or so mingling--no tables/chairs
- Set-up options: flexible dependent upon art show--tables, chairs, food tables, portable screen, Wi-Fi,
- Equipment: all equipment (aside from Wi-Fi) will need to be setup in space
- Additional Notes: All gallery spaces are dependent upon the art exhibits on display.

### **Public Engagement**

MAC staff and PPLD Communications, Manitou Springs Library staff and Regional Director, will continue to work together on messaging to community members, patrons and MAC members and patrons in coordination, where appropriate (PR, Signage, shared promotions).

## APPENDIX B: MANITOU ART CENTER PUBLIC USE OF EVENT AND MEETING SPACE

### **MAC BOARD POLICY**

The Manitou Art Center (MAC) has gallery/event space and meeting rooms available for public use. The meeting rooms are designed to offer accommodations for educational, informational, cultural, and civic functions of the Manitou Springs, Colorado Springs, and El Paso County community.

Patrons using Library facilities are expected to comply with PPLD's Code of Conduct Policy.

#### **I. PRIORITIES**

A. Library and Art Center programs and Art Center/Library-sponsored events will have priority and may lead to cancellation of patron reservations if necessary.

#### **II. ENDORSEMENT**

A. Use of the meeting rooms by outside agencies does not constitute the Library's or MAC's endorsement of viewpoints expressed by participants in programs.

B. Advertising or announcements that imply Art Center/Library endorsement is not permitted.

#### **III. EQUAL OPPORTUNITY**

A. Activities taking place in the meeting rooms must not be closed to any person due to age, gender identity, race, religion, national origin, disabling condition, or any other legally protected category.

B. The Art Center is a public space. In accordance with our missions, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being "open to the public," groups using the meeting rooms have the right to limit attendance, except for legally protected categories. Art Center/Library staff cannot be expected to enforce or ensure the privacy of any meeting.

#### **IV. LIABILITY**

A. All organizations or groups shall indemnify, defend, and hold harmless MAC and PPLD, its officers, agents, and employees from and against all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from the user's use of a MAC meeting room.

B. The applicant and/or organization will be jointly and separately liable for any breakage, damage, or theft of any MAC/Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.

C. The Art Center and Library, their employees, and Trustees/Board of Directors do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting rooms.

## V. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

A. Requests for the use of publicly reservable rooms can be made:

1. On the Library's website (ppld.org).
2. By contacting the MAC Staff at (719) 685-1861 or [director@manitouartcenter.org](mailto:director@manitouartcenter.org).
3. By directly contacting the MAC/Library location of the desired room.
4. Or in person at the desired Art Center/Library location.

B. Providing inaccurate information can lead to cancellation of reservation.

C. Use of the Art Center rooms is free of charge.

D. Patrons are responsible for cleaning and removing anything brought into the room.

E. Any damage done to room, property, and/or equipment may result in a minimum of \$50 charge.

F. It is preferred that reservations take place during normal Art Center operating hours. However, the MAC will work with you to allow meetings outside of regular art center/library hours.

1. Any necessary setup and takedown must be made within the time reserved. Patrons may indicate setup and takedown time during their reservation request. Reservation time includes setup and takedown time and event time. If the patron did not reserve any setup time or takedown time, the earliest time patrons will be allowed to be inside meeting rooms is at the start time of the reservation.
2. Rooms must be vacated by the end of the reservation time.

G. PPLD/MAC does not provide technical support. Patrons may reserve a room in advance to test available audio/visual equipment.

H. The patron who makes the room reservation shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes and cancellations to reservation.

I. The contact person on the reservation form must be present for the reservation.

J. Patrons or organizations will be held responsible for the actions of the participants and their adherence to all guidelines set forth in this policy and all Art Center/Library policies.

K. No person or group may assign its reservation to another person or group.

## VI. ROOM TYPES

A. EVENT ROOMS: Galleries in the MAC 513 Building

1. Reservations may be made 6 months in advance and must be made at least 3 business days before the reservation date.
2. Event rooms setup must be coordinated in advance with MAC personnel.

B. MEETING ROOMS: Conference Room & Community Room (515), Classroom (513)

1. Meeting rooms are defined as rooms that may have technology, such as computers, projectors, sound systems, etc.
2. Reservations may be made 3 months in advance.
3. Meeting rooms must be in use at least 30 minutes after the reserved meeting start time or the MAC may make the room available to other patrons.
4. Online reservations must be made 3 days in advance. In-person and phone reservations may be made thereafter.

VII. CANCELLATIONS

A. Cancellations will only be accepted from the person who reserved the room.

B. The MAC reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as building or weather-related emergencies.

C. The Library/MAC reserves the right to stop meetings that are disruptive to normal Library/MAC operations or other programming events.

VIII. RESTRICTIONS

A. Meeting rooms may not be reserved for programs or gatherings which present a clear and present danger to the welfare of the participants, Library/Art Center staff, patrons, or the community.

B. Organizations may not use the name, address, or telephone number of the Library/Art Center, except for notifying attendees of the location of the meeting.

C. Meetings or programs from community organizations may only be posted on the Library's and Art Center's bulletin boards with Library/Art Center Manager or Communications Office approval. Please see the PPLD Solicitation Policy for more information about posting in the library.

D. The Art Center does not charge for parking. Parking spaces will not be saved for special events.

1. Additional on street parking is available in front of the 513 & 515 buildings. Free parking is available around Memorial Park and at Hiawatha Gardens. PLEASE DO NOT PARK IN THE LOTS OF ADJACENT BUSINESSES.

E. Tables and chairs may not block room access or emergency exits.

F. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms without permission.

G. Use of any type of flame is prohibited.

H. Smoking and/or vaping is not permitted anywhere in the building or on Art Center property.

I. Use of weapons is not permitted anywhere in the building or on MAC property.

#### IX. USE/CARE OF FACILITIES AND EQUIPMENT

A. The meeting and study rooms should be left as they were found. All groups must provide their own support for preparation and reasonable clean-up.

B. The number of patrons cannot exceed the room capacities listed on the room reservation website.

C. Permission to reserve rooms may be withheld or revoked from patrons or groups that have damaged Library/Art Center property, caused a disturbance, or failed to comply with the Library/Art Center policies.

D. Table coverings are required to be brought by groups that use crayons, glue, markers, or other art supplies in the room. Glitter is prohibited. (Please coordinate classes with MAC staff.)

#### X. REFRESHMENTS

A. Light refreshments (coffee, doughnuts, cookies, fruit, etc.), simple box lunches, prepackaged food, and catered food may be served in the event spaces and meeting rooms.

B. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc.) are not provided by the Library/Art Center.

### APPENDIX C: MANITOU ART CENTER MAKER EQUIPMENT & SPACES

*Note: Until opening phasing (COVID) allows, PPLD patrons will have access to the makerspace for programs when pre-arranged with the MAC, with stipulations as designated in the Operating Procedures and Guidelines in Appendix A.*

PPLD patrons will have access to the following areas & equipment therein, with stipulations as designated in the OPERATING PROCEDURES AND GUIDELINES, Appendix A

- Design Lab
- Wood Shop/Maker Space
- Darkroom/Photography Studio
- Print Studio
- Papermaking

- Screen Printing Studio
- Clay Studio
- Fiber Studio / Textiles Studio and space
- Jewelry-Making Studio
- Food prep area
- Kitchen, with reservation, and part of a PPLD program

## **Equipment**

### **Machinery Available**

- Takach/Garfield Etching Press 72"x40" bed size
- 6 Arm Carousel Screen Printing Press – T-shirts & fabric
- 1 Arm Press & Vacuum Table Screen Printing Press – paper
- 2x Hollander Beaters 48"x24" - Paper making
- 4x Pottery Wheels
- Various Clay equipment; Slab roller, pug mill, extruder, wedging board
- Large Gas Kiln, 3x Electric Kiln, Raku Kiln – clay firing
- Taz Lulzbot 3D printer
- Boss LS1630 100-watt Laser Cutter
- Full Electronics station – components, bread boards, wire, et al
- Epson Stylus Pro 9800 44" Giclee Printer
- 12" x 36" Wood Lathe with breakout
- 12" x 16.5" Midi Wood Lathe
- 14" Wood Bandsaw
- 18" Wood Bandsaw
- 10" Wood Table saw
- 12" Miter Saw
- 2x 12" Wood Planers
- Wood Jointer
- 2x Desktop Wood routers
- Bicut Jointer
- 12" Belt Sander
- Variety of handheld electric saws and sanders
- Full complement of hand tools; sockets, hammers, wrenches, et al
- 2x 12" Drill presses
- Sxcnc Desktop CNC engraver
- 6' x 10' Metal CNC Plasma Cutter
- Snap-on Sandblaster
- 16 speed Metal Drill Press
- Miller 212 MIG Welder
- Lincoln 210 MP MIG Welder
- Miller TIG Welder
- 6' Metal Press Brake
- 6' Metal Shear
- 9 speed Vertical Milling Machine
- Fully stocked B&W darkroom setup w/Besseler and Leica large format enlarger

- 8 Shaft AVL Loom
- 8 Shaft Schacht loom
- 8 Shaft Countermarch loom
- 4 Shaft Harrisville loom
- 4 Shaft LeClerc loom
- 4 Shaft Union counterbalance loom
- 4 Shaft Hammett loom
- 4 Shaft Table looms
- 12 Shaft table looms
- Tapestry loom
- Rigid Heddle loom (x2)
- Spinning Wheels (x3)
- Drum Carders (x3)
- Sewing Machines
- Sergers
- Layout/cutting table

#### **Fully Equipped Dye Lab**

- 4-yard padded print table
- Industrial Sink
- Indigo Vats
- Bullet Steamer
- Heat Press
- Induction Plates
- Pots, Steamers, and Roasters
- Blender
- Dying Racks

#### **Software**

- Adobe Creative Suite
- Fusion 360
- Blender
- Gimp
- Inkscape
- Cura Slicer
- Autodesk 2016

500.11 Paid Medical Leave (Revised 3/25)

**Board Policy**

It is the policy of Pikes Peak Library District to provide short-term income and job protection in the form of individual paid medical leave to all regular benefited employees, according to the schedules set forth in this policy. As of January 1, 2021, paid medical leave is also provided to non-benefited and temporary employees (those who work a regular schedule less than 20 hours per week) in accordance with the Healthy Families and Workplaces Act.

**Administrative Policy**

**Introduction**

Paid medical leave is provided to employees each year as a means of wage and job protection during times of illness. It is important that employees exercise discretion in the use of this leave.

Unpaid medical leave may be available pursuant to the FMLA policy (see 500.5 FMLA policy) or the Personal Leave policy (see 500.20 Personal Leave policy).

Employees who have exhausted all paid leave benefits and unpaid leave under the FMLA may be dismissed from employment if they continue to be absent from work, unless they apply for and are granted additional leave in accordance with the Personal Leave policy or are otherwise approved for additional leave by the Library.

**Notification Procedures**

To be approved for paid medical leave, employees must report their absence and the reason for the absence as soon as is practicable in accordance with the notification procedures established for their department by their supervisor. Typically, notification should occur before the beginning of each shift that will be affected by the employee's absence. Where advance notice in accordance with department procedures is not provided, paid medical leave will not be approved unless extraordinary circumstances apply.

In the event that an employee has received approval for a pre-established period of medical leave, it may not be necessary for the employee to call in daily; an employee will be informed if daily call-in is not necessary.

**Increments of Use and Time Reporting**

Employees may use paid medical leave only to the extent that it has been accrued. Any exception (i.e., use of paid medical leave prior to accrual) requires prior written approval from the appropriate Leadership Team member and Human Resources.

Accrued paid medical leave may be used for authorized purposes intermittently or on consecutive days as medically necessary.

Use of medical leave shall be recorded by the employee in the timekeeping system in amounts no less than quarter hour increments and no greater than the employee's normal schedule for the day.

**Documentation**



Documentation from a health care provider establishing the employee's inability to work and/or the medical necessity for leave may be required depending on the duration of the requested paid medical leave.

An employee returning to work following a leave of absence for their own medical condition that exceeds five consecutive workdays will be required to provide documentation from a health care provider establishing the employee's fitness to return to work.

### **Authorized Uses of Paid Medical Leave**

Paid medical leave will be authorized under this policy only for certain personal or family illnesses or injuries, including:

For periods of incapacity due to employee illness or injury;

For medical, dental, or optical diagnosis or treatment (e.g., doctor, dentist, and optometrist appointments);

For periods of quarantine by a health care provider for medical observation after exposure to a contagious disease;

For any personal or family medical reasons covered by the FMLA (see 500.5 FMLA policy);

For any family reasons covered by the Colorado Family Care Act (see 500.22 Leaves of Absence under Colorado Statutes)

To cover the three-day elimination period before Workers' Compensation insurance begins paying lost wage benefits (see 500.16 Workers' Compensation Leave policies);

To care for or oversee the treatment of dependent children under age 18 during any illness, including accompanying children to medical, dental, or optical appointments for diagnosis or treatment;

To care for or oversee the treatment of dependent children over age 18 who are incapable of self-care;

To care for other closely-held relationships as approved by the Chief Librarian & CEO;

In rare instances involving an emergency medical situation in which no other primary caregiver is present, to care for a non-dependent, adult child with a serious illness that precludes self-care; or

To accompany an incapacitated spouse, domestic partner, party to a civil union, or parent to medical, dental, or optical appointments for diagnosis or treatment.

### **Unauthorized Uses of Paid Medical Leave**

Because this policy is intended to provide paid leave only for certain personal or family illnesses or injuries as set forth above, paid medical leave will not be permitted under this policy for employee absences from work that are due to other reasons such as bad weather, car trouble, lack of childcare, etc.

Submission of false information in support of a request to use paid medical leave, or use of paid medical leave for a reason not authorized by this policy, is considered abuse of medical leave and the employee may be subject to disciplinary action.

Paid medical leave may not be transferred from one employee to another, except as set forth in the Sick Leave Bank policy with respect to donation.

In addition, paid medical leave may not be used to supplement lost wage payments received by the employee from Workers' Compensation insurance (except for the three-day elimination period referenced above; see 500.16 Workers' Compensation Leave policies).

### **Accruals**

The full first-year accrual of an employee's annual paid medical leave (96 hours for full-time employees, 48 hours for half-time employees, etc.) is accrued by newly-hired, benefited employees on the first day of hire. Employees in the first year of employment will not accrue leave incrementally until the start of their second year in a benefited position.

At the start of an employee's second year of employment, paid medical leave is accrued according to the applicable schedule below, depending on hire date.

Paid medical leave is accrued by benefited employees hired into a benefited position on or after October 1, 2001, at the start of their second year of employment according to the following schedule:

Schedule A:

<b>Scheduled Hours/Week</b>	<b>Leave Accrual/Pay Period</b>
35-40 (Full-time)	3.70 hours per pay period
26-34 (Three-quarter-time)	2.78 hours per pay period
20-25 (Half-time)	1.85 hours per pay period

Employees hired into a benefited position before October 1, 2001, accrue paid medical leave according to the following schedule:

Schedule B:

<b>Scheduled Hours/Week</b>	<b>Leave Accrual/Pay Period</b>
35-40 (Full-time)	4.62 hours per pay period
26-34 (Three-quarter-time)	3.47 hours per pay period
20-25 (Half-time)	2.31 hours per pay period

Should an employee hired into a benefited position before October 1, 2001, lose benefited status through separation, transfer to non-benefited position, etc., the employee will be subject to the accrual rates and accumulation limits of Schedule A if the employee is ever re-hired into a benefited position.

### **Non-benefited Employees**

The [Healthy Families and Workplaces Act](#) took effect January 1, 2021, and requires employers to provide paid sick leave to all employees. The guidance provided indicates that staff must receive one paid sick leave hour for every 30 hours worked; thereafter, non-benefited employees receive all paid sick leave hours based on their calculated FTE hours at the beginning of each calendar year at the same time that

they are granted their unpaid leave accrual. At the end of the year, any unused leave will roll over into future leave accrual balances with a maximum carryover of 480 hours.

### **Accumulations**

The maximum amount of paid medical leave that may be accumulated (or banked) by a full-time employee hired on or after October 1, 2001, is 960 hours. Employees hired before October 1, 2001, can accumulate up to 1,440 hours. These amounts are prorated for part-time employees according to their normal weekly schedule and date of hire. Employees who have accrued the maximum amount of paid medical leave allowed cannot accrue additional paid medical leave unless their accumulation falls below the maximum for their schedule and date of hire.

### **Adjustment of Accruals and Accumulations**

Should the employee's status change during employment, his or her accrual rate and accumulation limit will be adjusted to the appropriate amount as set forth below, based on years of service for the specific status change.

### **Reduction in Hours**

Leave accumulations will not be affected if the employee's reduced schedule is temporary (a defined short-term duration) or due to FMLA leave.

Benefited employees with less than 20 years of consecutive service whose scheduled hours are reduced will have their medical leave accumulation reduced in the following manner:

If the number of hours in a benefited employee's bank of medical leave is above the accumulation maximum for the employee's new position, the employee's bank of hours will be reduced to the maximum for the new position. For example, if a full-time employee hired before October 1, 2001, has 1,200 hours of medical leave and takes a 30-hour position, the employee's medical leave accumulation will be reduced to 1,080 hours, which is the maximum accumulation permitted for a 30-hour-per-week employee hired before October 1, 2001. The employee will not accrue any additional medical leave in this situation until the number of hours in his or her bank of leave falls below the new accumulation limit.

If a benefited employee's bank of medical leave is lower than the maximum accumulation allowed for the employee's new position and date of hire, the employee's accumulation of medical leave will remain the same. For example, if a full-time employee hired after October 1, 2001, has 360 hours of medical leave and takes a 20 hour position, the employee's medical leave accumulation will remain 360 hours because it is less than the maximum accumulation allowed (480 hours) for the position and date of hire. The employee will continue to accrue medical leave at the accrual rate for the new position until limited by the accumulation cap.

Benefited employees with 20 or more years of consecutive service who reduce their scheduled hours will have their medical leave accumulations reduced as described above. However, these employees will be paid for half of the entire accumulation of medical leave being eliminated. For example, if a full-time employee with 800 hours of medical leave takes a non-benefited 16-hour position, the employee's leave accumulation will be reduced and the employee will be paid for 400 of the 800 hours that were eliminated.

### **Increase in Hours**

Benefited employees who increase their scheduled hours during their first year will be awarded a pro-rated increase in their paid medical leave accumulation according to the schedule used to pro-rate floating holidays. Then on their anniversary date, they will begin accruing leave at the higher rate. For example, a 20-hour-per-week employee transferred to a 40-hour position in the fourth quarter of the year will receive one-fourth of the difference between the medical leave awarded to a 40-hour employee (96 hours) and 20-hour employee (60 hours). Since that difference is 36 hours, they would receive 9 additional hours. The employee will begin accruing leave at 3.7 hour per pay period beginning in the pay period that includes their first anniversary.

Benefited employees who increase their scheduled hours (and have been a benefited employee for at least a year) will see no change in their existing medical leave accumulation, but may begin accruing leave at the new, higher rate. For example, if an employee with five years of consecutive service in a benefited position increases their hours from 20 to 40 per week, the employee will keep the same amount of leave already accumulated and will begin accruing new leave at 3.7 hours per pay period instead of the original 1.85 hours. If the same employee only increases their hours from 20 to 25 per week, the employee will maintain the same leave accumulation and the same accrual rate based on the proration schedule published in this policy (see Accruals above).

### **Pay-Out of Accrued, Accumulated Paid Medical Leave**

Unused accrued, accumulated paid medical leave will not be paid out on separation of employment from the Library, except that employees who separate after 20 or more consecutive years of employment in a benefited position will be paid at separation for half of ALL their accumulated paid medical leave at their rate of pay at separation.

Paid medical leave may not be cashed out by employees or converted to vacation leave.

# Pikes Peak Library District and Medical Accommodations for Those Unable to Wear a Face Covering

## **Training to Address Escalation with Patrons and Communication with Patrons**

Our staff go through a 16-hour nonviolent crisis intervention training program. Staff learn decision-making skills to match the level of the response to the risk of the crisis, focusing on the least-restrictive response to ensure the *Care, Welfare, Safety, and Security<sup>SM</sup>* of our patrons. This includes recognizing the stages of an escalating crisis and learning evidence-based techniques to appropriately de-escalate.

This training starts by establishing the learning expectations and guidelines for the training and is focused on relating the impact of crisis behavior to participants' experiences in the workplace. Participants evaluate the impact of fear and anxiety when managing a crisis and making decisions and explore the concept of behavior as communication. The eight modules of this training include:

### **Module 1: CPI Crisis Development Models**

Identify behaviors using the *Crisis Development Model* and apply the most effective staff approaches to each behavior level in order to prevent further escalation.

### **Module 2: Integrated Experience**

Explore underlying causes of behavior, recognize the need to maintain professionalism in a time of crisis, and understand how the behavior of one person impacts the behavior of others.

### **Module 3: Communication Skills**

Practice communication strategies and observe how different approaches positively and/or negatively impact an individual's behavior. Build, strengthen, and maintain rapport with individuals by listening with empathy using nonverbal strategies.

### **Module 4: Responding to Defensive Behaviors**

Identify defensive behaviors in crisis situations using the *Verbal Escalation Continuums*. Explore productive and unproductive responses when intervening. Apply interventions for defensive behaviors, including limit-setting using fail-safe choices.

### **Module 5: Safety Interventions**

Examine environmental factors and approaches used to maintain safety. Determine how strikes can be managed or avoided and learn how to and when to use a coordinated approach. Define non-restrictive intervention strategies.

### **Module 6: Disengagement Skills**

Learn how to respond effectively when an individual is in risk behavior. Build the confidence of staff in their ability to keep themselves and others safe using disengagement skills.

### **Module 7: Decision Making as a Tool for Assessing Risk Behavior**

Explore the *Decision-Making Matrix* as a tool to determine the safety intervention which meets the criteria of reasonable, proportionate to the risk, and least restrictive.

### **Module 8: Post-Crisis**

Explore *Tension Reduction* and how to re-establish the relationship after a crisis event and

identify key aspects of post-crisis management, such as safety and learning. This includes an activity to cement how to use the model and recognize how to take care of oneself, foster resilience, and help others through therapeutic rapport after a crisis for personal and organizational support and learning.

The training concludes with a test, self-reflection on what has been learned, and the creation of an individualized action plan. We have certified 204 employees in CPI and have nine more classes scheduled this year.

Staff are only allowed to make physical contact with a patron in defense of themselves or another or in order to provide medical assistance. Depending on the position held, staff are either required to take or may take CPR, Automated External Defibrillator (AED), NARCAN (opioid overdose reversal), First Aid, Evacuscape (emergency building egress), and/or Stop the Bleed training. These training all discuss the District's policies on physical contact with patrons.

### **Accommodations Currently Offered**

We have established Greeter Desks at all public entrances of our facilities and staff them during all open times. All employees who work at our Greeter Desks are trained in how to interact with patrons in a positive manner to ensure that they are wearing an appropriate mask when they enter.

If a patron refuses to wear a mask or states he/she has a medical exemption, our staffers immediately contact a predesignated Person in Charge (PIC) to have a pre-scripted conversation on how we can work together to find an accommodation for the individual. They begin by asking if the patron can wear something else to cover their mouth and nose, such as a scarf or gaiter, or if the patron can think of anything that they would be able to wear to comply with the mask mandate. They delve into exactly what the patron's needs are and suggest accommodations that have previously been developed. If these steps do not yield a mutually-agreeable resolution, they then ask the patron if they can think of any other accommodation that we could make for them to utilize the library. Finally, they provide the patron the ability to leave their contact information if none of the above solutions have been acceptable, and the information is passed on to the appropriate Regional Director to reach out to the patron and see if any solutions can be reached. If that fails, a member of the Leadership Team will reach out to see if an accommodation can be reached, always with the patron's needs in mind.

We do not have specific numbers on how many of these interactions have occurred. The vast majority of these conversations end in an accommodation being agreed to and provided on the spot. The very small minority that are not resolved usually end with the patron refusing to provide contact information for a follow up, or if they do, refusing to speak to a PPLD representative when they reach out to work on determining an accommodation.

### **The variety of accommodations that we provide to patrons who cannot wear masks are as follow:**

1. Curbside Service: Patrons may drive, bike, or walk up with their library card number and PIN ready. Upon arrival, they will follow the available instructions for park and text, drive-thru, or walk-up table.
2. Laptops can be checked out to patrons to use outside.
3. Patrons can wear a scarf or gaiter over their mouth and nose.

4. Patrons can use a laptop in a study room in several locations without a mask, but they must wear one to walk to and from the room.
5. A curated, individualized collection can be provided for families to browse outside.
6. Librarians regularly offer Zoom and phone meetings; specifically, strategic librarians (business, law, and non-profit) have been utilizing these methods to connect with patrons who cannot wear masks due to various reasons.
7. The PPLD social worker often meets with patrons outside when they disclose that they are not able to wear masks.
8. Family and Children's services have offered outdoor programming, such as *Drive-In Storytime*.
9. Book Bundles: PPLD already has two options to help readers find their next title: *NextReads*, which provides readers' advisory newsletters for patrons, and *What-Should-I-Read-Next*, which provides readers' advisory from staff. These services are different from Book Bundles, though, which utilizes an online form and offers a broader selection of currently available materials based on genre/age/format. This process is currently used by several branches and is expected to be used District-wide shortly:
  - i. Submitted forms will be emailed to the library the patron designates as the desired pickup library.
  - ii. In general, items are pulled from materials currently on the shelves at the designated pickup library.
  - iii. Items will be selected and placed on hold for the patron. The routine hold notice will alert patrons when items are ready for pickup.

The turn-around time is typically one week or less from receiving the form to having the materials ready for patron pickup. Print versions of the form will also be available for patrons to pick up.

10. Patrons (one cohort at a time) can browse the physical collection in a facility by reservation after hours without wearing masks.
11. Discovery Kits, which include Educational Resource Center kits, will be deployed to five libraries starting on the April 19, 2021.
12. A variety of virtual services and programs are offered for people of all ages and interests. Plus, many services can be provided remotely, by phone, live chat, or email.
13. Patrons can meet without masks in a PPLD space, such as a study room, with prior approval when it is for visitation purposes.
14. For information requests, staff will work with patrons to determine exactly what their needs are, and large amounts of resources can be photocopied and provided free of charge.

#### **Complaints Regarding Security Received During Public Comment**

Although patrons are encouraged to reach out so that any complaints can be investigated, no complaints regarding Security were received from patrons or members of the public who raised concerns at the March Board meeting. Any incidents of officers or staff behaving inappropriately or disrespectfully to a member of the public are immediately and vigorously investigated.

Officers are not allowed to make physical contact with members of the public unless they are defending themselves or another from physical assault. No reports of physical contact with patrons have been

reported since the beginning of the pandemic. Officers also wear body cameras to record interactions with escalated patrons. In review of footage, no incidents of disturbance have been identified that are not already related to existing Incident Reports in our searchable database. Currently, we have no other avenue to pursue these complaints without those issuing them coming forward with information or details on their claims.



## Friends of the PPLD March 2021 Report

The Fall Book Sale has been scheduled for Oct. 1-3 at East Library. This may help a bit with a growing problem—plummeting Friends memberships. Some of this is due to curtailed PPLD activities in recent months. But quite a few members are booksellers who only maintain memberships to participate in our book sales. New problem with Frank Waters literary award: Jim Fergus, awardee, cannot be here in late August. He has agreed to postpone for one year. Western slope author Pam Houston has accepted to be the 2021 honoree. Event is scheduled the evening of Aug. 8 in the Marriott's tent facility. The "Read a Book" fundraiser has received more than \$7,500 to date. One board member has been removed for lack of attendance. She will, however, continue to consult with us in regard to Friends communications needs.

### Status of Operations as of March 31, 2021

Sales for March		
	Amazon	\$2,501
	eBay*	\$334
	Facebook	\$1,233
	Web storefront	\$211
	East Bookstore	\$2,489
	Library 21C	\$1,595
	Penrose	\$224
<b>TOTAL SALES</b>		<b>\$8,587</b>

- Carl Roberts, a longtime Friends member at Sand Creek Library, passed away and his family brought over 30 boxes of his book collection into the library. Some were put on the shelves at SC, and the opportunity was given to branch Friends groups to pick up as many boxes as they would like for their stores. Whatever is remaining will be coming to East this week.
- St. Mary's Cathedral in downtown Colorado Springs is closing their library and asked if Friends would like the 1,000+ books. We can't accept that many, but were invited to come take a look next week in case there were some we would like. As they also have some regional history items, someone from Special Collections might like to come along as well.
- Donations are coming in regularly thrice weekly at East, and once per week at Penrose and Library 21C. Callers wanting to donate at Rockrimmon, Cheyenne and Monument are being referred to those locations for instruction.

- Current volunteer count is 24 for District Friends. March hours totaled 339. One more volunteer has returned to East in April after being fully vaccinated.
- Next Facebook Lives are scheduled for April 13 & 15. Themes will be “Manga, Graphic Novels & Superheroes” and “Antique/Vintage Books, DVDs, Odds ‘n’ Ends.”
- We have some high-dollar items posted on eBay this month. A 29-volume set of Music and Musicians with a sales history ranging from \$1000-\$1200; a 22-volume 2018 encyclopedia set that runs \$300; a 1952 54-volume set of Great Books of the Western World with sales history of around \$400. The first two are library discards, the third a donation.
- Beth Crumrine is working on a plan to bring volunteers back into the bookstores at East and Library 21c as “attendants” to start. We would need to do training/retraining on our procedures for handling money, cleaning, etc., so we will start with volunteers providing a friendly face and sharing info of how to pay self-serve, pricing, finding books, taking small donations, promoting memberships, etc.



## REPORT – April 2021

Received a \$10,000 gift from the Woodmen Valley Sertoma Club to underwrite the purchase and installation of a hearing loop system in East Library's Community Room

Received \$143,445 State Grants to Libraries from Colorado Department of Education

Received second annual \$10,000 grant payment (2 of 3) from El Pomar Foundation for Rob Hilbert Nonprofit Resource Center

Sent Library Giving Day appeal letters to encourage support in celebration of National Library Giving Day (7 April)

Submitted funding request to NextFifty Initiative's Community Response Fund

Met with Grants Review Committee of the local Moniker Foundation to present our "Pitch" for requested funding from their competitive grants opportunity

Met with Air Force Academy Business Management major cadets to create a donor survey instrument to better understand why people give to PPLD

Attended Summit for International Grant Professionals Day, hosted by Grant Professionals Association

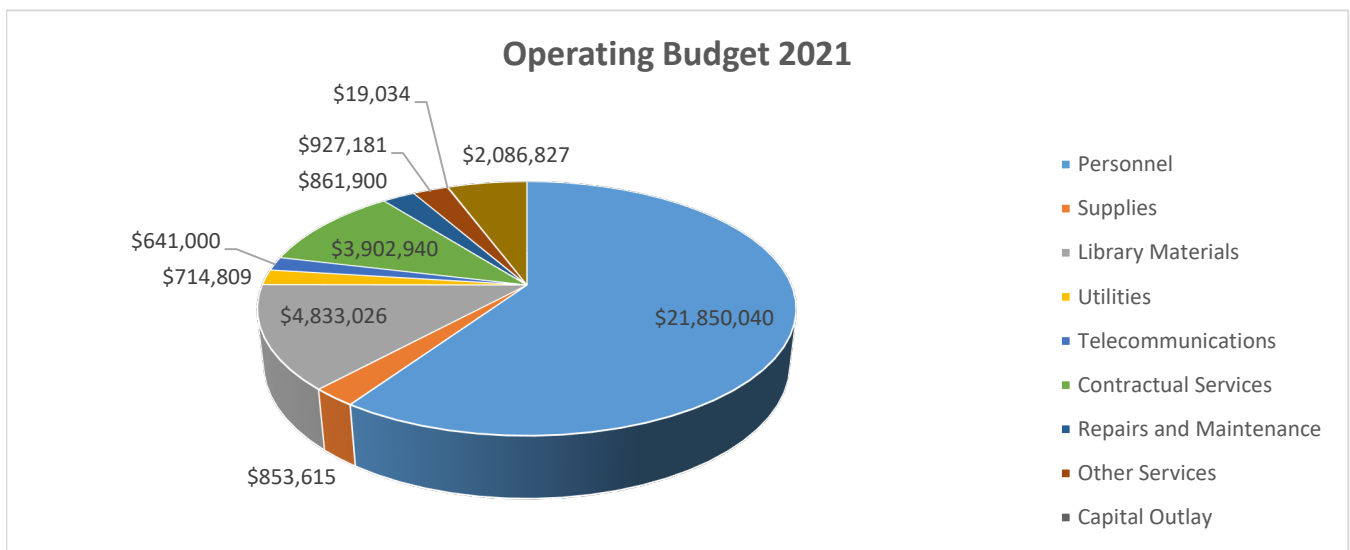
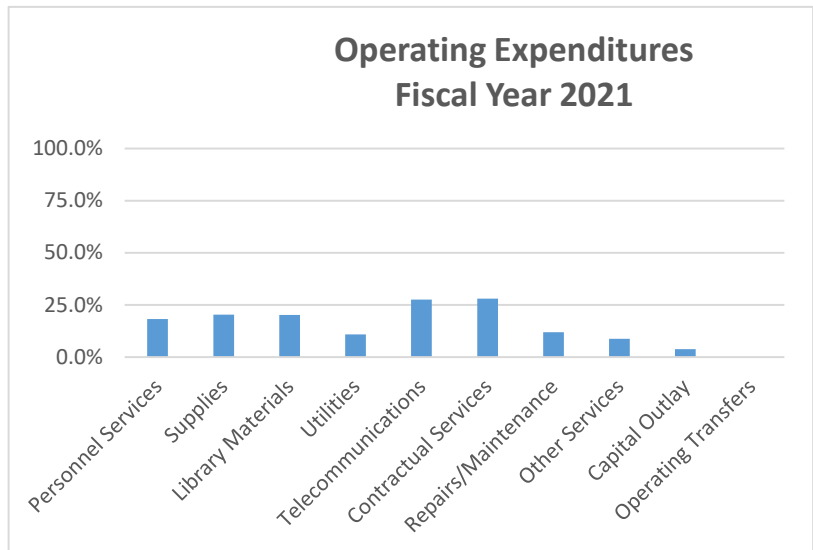
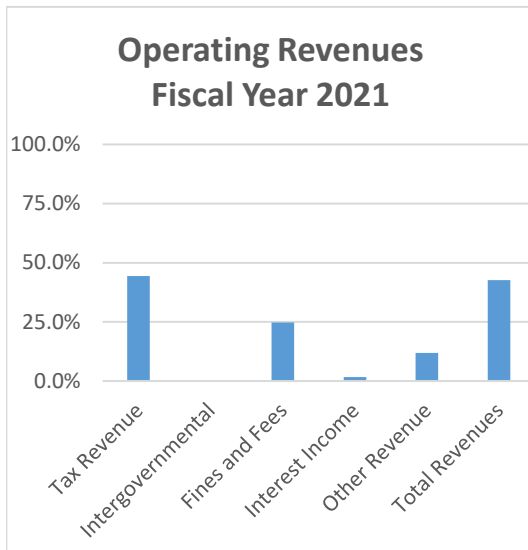
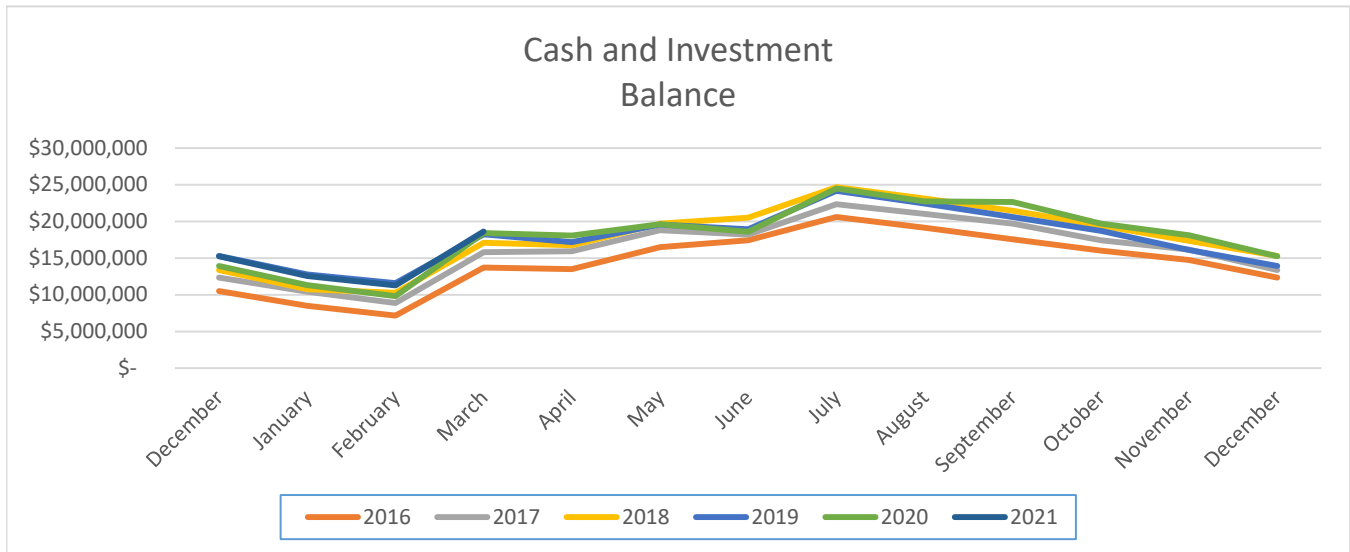
Continue working to submit Corona Virus Relief Fund (CVRF) reimbursement requests to Colorado's Department of Local Affairs

Held PPLD Foundation Executive and Development Committee meetings

Attended Friends of PPLD monthly board meeting

# Pikes Peak Library District Financial Dashboard

March 2021



# **Pikes Peak Library District**

## **March 2021 Financial Report**

Presented to Board of Trustees on April 21, 2021

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

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 14,418,786	\$ 13,630,165	\$ 788,621	5.8%	
Specific ownership taxes	934,111	811,138	122,973	15.2%	
Fines/fees	19,636	27,573	(7,937)	-28.8%	
Investment earnings	2,968	54,741	(51,773)	-94.6%	
Other	40,729	22,492	18,236	81.1%	
<b>Total Revenues</b>	<b>\$ 15,416,230</b>	<b>\$ 14,546,109</b>	<b>\$ 870,120</b>	<b>6.0%</b>	

**Note** - Fiscal year 2020 has been dominated by the onslaught of Covid-19, a Coronavirus. PPLD's operations have been impacted from the effects of being part of a world-wide pandemic. PPLD's services have been shut down/reduced since March 2020, and that had affected PPLD's revenue collections during 2020 and early 2021, primarily in the areas of specific ownership taxes and investment earnings.

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

**Percent of Year 25.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	<b>% Used</b>
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 31,312,948	\$ 14,468,083	\$ (16,844,865)	46.2%
Abatements/refunds	(122,400)	(53,752)	68,648	43.9%
Omitted properties	7,140	28	(7,112)	0.4%
Delinquent	18,360	3,844	(14,516)	20.9%
Penalties/interest	36,720	583	(36,137)	1.6%
Specific ownership taxes	3,382,500	934,111	(2,448,389)	27.6%
Local government in lieu of prop. taxes	10,200	-	(10,200)	0.0%
<b>Total Tax Revenue</b>	<b>34,645,468</b>	<b>15,352,897</b>	<b>(19,292,571)</b>	<b>44.3%</b>
<b>Intergovernmental</b>				
Federal funds - other categories	106,974	-	(106,974)	0.0%
Federal - eRate Funding	690,600	-	(690,600)	0.0%
State Grant - library materials	143,445	-	(143,445)	0.0%
<b>Total Intergovernmental</b>	<b>941,019</b>	<b>-</b>	<b>(941,019)</b>	<b>0.0%</b>
<b>Fines and Fees</b>	<b>79,200</b>	<b>19,636</b>	<b>(59,564)</b>	<b>24.8%</b>
<b>Interest Income</b>	<b>183,750</b>	<b>2,968</b>	<b>(180,782)</b>	<b>1.6%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	242,100	31,656	(210,444)	13.1%
Other	-	55	55	100.0%
Copier charges/PMS charges	80,400	5,772	(74,628)	7.2%
Parking lot collections	12,060	1,580	(10,480)	13.1%
Merchandise sales	-	115	115	100.0%
Miscellaneous	4,523	1,006	(3,517)	22.2%
Asset sales proceeds	5,025	545	(4,480)	10.8%
<b>Total Other Revenue</b>	<b>344,108</b>	<b>40,729</b>	<b>(303,379)</b>	<b>11.8%</b>
<b>Total General Fund Revenues</b>	<b>\$ 36,193,545</b>	<b>\$ 15,416,230</b>	<b>\$ (20,777,315)</b>	<b>42.6%</b>

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

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 4,002,894	\$ 4,142,610	\$ (139,716)	-3.4%	
Supplies	174,294	169,876	4,418	2.6%	
Library materials	976,648	955,475	21,173	2.2%	
Utilities	77,367	72,393	4,974	6.9%	
Telecommunication costs	176,400	175,716	684	0.4%	
Contractual services	1,096,313	1,085,915	10,398	1.0%	
Repairs and maintenance	102,662	121,986	(19,324)	-15.8%	
Other services	81,155	113,157	(32,001)	-28.3%	
Capital outlay	737	8,914	(8,177)	-91.7%	
Operating transfers - other funds	-	-	-	0.0%	
<b>Total Expenditures</b>	<b>\$ 6,688,470</b>	<b>\$ 6,846,041</b>	<b>\$ (157,571)</b>	<b>-2.3%</b>	



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

**Percent of Year 25.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Personnel Services</b>				
Regular employees	\$ 16,811,878	\$ 2,947,369	\$ 13,864,510	17.5%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	33,500	-	33,500	0.0%
Work-Study And internship	16,500	-	16,500	0.0%
Social security contributions	1,310,623	215,438	1,095,184	16.4%
Retirement contributions	1,108,739	212,745	895,994	19.2%
Health Plan contributions	2,300,000	557,561	1,742,439	24.2%
Unemployment insurance	40,000	-	40,000	0.0%
Workers compensation	55,000	40,333	14,667	73.3%
Vision Plan insurance	65,000	13,662	51,338	21.0%
Life A&D insurance	65,000	15,785	49,215	24.3%
Tuition assistance	40,000	-	40,000	0.0%
<b>Total Personnel Services</b>	<b>21,850,040</b>	<b>4,002,894</b>	<b>17,847,146</b>	<b>18.3%</b>
<b>Supplies</b>				
General	284,052	30,452	253,600	10.7%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	296,500	91,204	205,296	30.8%
Computer supplies	44,000	5,964	38,036	13.6%
Processing	85,000	219	84,781	0.3%
Office	63,750	2,881	60,869	4.5%
Other	77,863	43,574	-	56.0%
<b>Total Supplies</b>	<b>853,615</b>	<b>174,294</b>	<b>645,032</b>	<b>20.4%</b>
<b>Library Materials</b>				
Audio-visual materials	783,300	57,692	725,608	7.4%
Books	1,325,400	160,860	1,164,540	12.1%
e-materials	1,773,767	421,791	1,351,976	23.8%
Library materials - other	203,000	38,336	164,664	18.9%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	89,027	21,223	80.7%
Serials	25,000	4,573	20,427	18.3%
Databases - online services	607,309	204,041	403,268	33.6%
Memorials	-	328	(328)	0.0%
<b>Total Library Materials</b>	<b>4,833,026</b>	<b>976,648</b>	<b>3,856,378</b>	<b>20.2%</b>

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

**Percent of Year 25.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Utilities</b>				
Gas	88,643	22,245	66,398	25.1%
Electric	490,236	51,143	439,093	10.4%
Water/sewer	128,086	2,701	125,385	2.1%
Storm water fees	7,844	1,279	6,566	16.3%
<b>Total Utilities</b>	<b>714,809</b>	<b>77,367</b>	<b>637,442</b>	<b>10.8%</b>
<b>Telecommunications</b>				
Data	460,000	136,919	323,081	29.8%
Voice	77,000	27,956	49,044	36.3%
Cellular	104,000	11,525	92,475	11.1%
<b>Total Telecommunications</b>	<b>641,000</b>	<b>176,400</b>	<b>464,600</b>	<b>27.5%</b>
<b>Contractual Services</b>				
Janitorial services	341,000	81,827	259,173	24.0%
Carpet cleaning services	136,000	35,903	100,097	26.4%
Laundry services	5,500	-	5,500	0.0%
Library facility rental	674,558	149,099	525,460	22.1%
Common area maintenance	175,761	33,558	142,203	19.1%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	-	42,500	0.0%
Legal	50,000	2,624	47,376	5.2%
Consultant	293,650	6,958	286,692	2.4%
Cataloging	40,000	2,794	37,206	7.0%
Trash removal	23,345	3,962	19,383	17.0%
Copier services	61,000	-	61,000	0.0%
Courier services	224,476	6,842	217,634	3.0%
Liability/property insurance	160,693	125,445	35,248	78.1%
Printing	80,000	10,782	69,218	13.5%
Programming	376,500	33,867	342,633	9.0%
Treasurer fees	462,000	217,088	244,912	47.0%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	19,600	-	19,600	0.0%
Computer support agreements	111,882	69,272	42,611	61.9%
Computer equipment maintenance	397,000	278,735	118,265	70.2%
Software licenses	78,950	-	78,950	0.0%
Software subscriptions	29,307	24,307	5,000	82.9%
Employee Assistance Program	21,218	-	21,218	0.0%
Parking	58,000	13,251	44,749	22.8%
<b>Total Contractual Services</b>	<b>3,902,940</b>	<b>1,096,313</b>	<b>2,806,628</b>	<b>28.1%</b>

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

**Percent of Year 25.0%**

<b>Account Description</b>	<b>2021 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% Used</b>
<b>Repairs and Maintenance</b>				
Grounds maintenance	88,000	6,751	81,249	7.7%
Vehicle operating costs	74,500	13,243	61,257	17.8%
Equipment maintenance	458,300	63,870	394,430	13.9%
Equipment repairs	55,350	385	54,965	0.7%
Furniture repairs	35,000	1,764	33,236	5.0%
Building repairs	150,750	16,649	134,101	11.0%
<b>Total Repairs and Maintenance</b>	<b>861,900</b>	<b>102,662</b>	<b>759,238</b>	<b>11.9%</b>
<b>Other Services</b>				
Translation services	300	-	300	0.0%
Advertising	1,000	-	1,000	0.0%
Bank And trustee Fees	8,000	1,663	6,337	20.8%
School engagement	3,000	42	2,958	1.4%
Mileage/Travel reimbursement	77,250	5,378	71,872	7.0%
Employee recruitment	37,500	1,735	35,765	4.6%
Dues and memberships	63,352	8,937	54,415	14.1%
Merchandising	8,000	-	8,000	0.0%
Employee recognition	20,525	8,733	11,792	42.5%
Board of Trustees	7,000	488	6,512	7.0%
Community outreach	135,500	13,955	121,545	10.3%
Training	290,138	18,140	271,998	6.3%
Signage	30,000	1,024	28,976	3.4%
Bindery	5,000	1,132	3,868	22.6%
Book mending	1,500	-	1,500	0.0%
Safety	14,250	227	14,023	1.6%
Summer Adventure Club	35,786	1,444	34,342	4.0%
Patron reimbursement	500	-	500	0.0%
Postage	61,500	4,279	57,221	7.0%
Volunteer program	6,500	-	6,500	0.0%
Safety and wellness	7,000	1,100	5,900	15.7%
Other grant/donation expenditures	21,214	-	21,214	0.0%
Other	92,366	12,878	79,488	13.9%
<b>Total Other Services</b>	<b>927,181</b>	<b>81,155</b>	<b>846,026</b>	<b>8.8%</b>
<b>Capital Outlay</b>				
Other	19,034	737	18,297	3.9%
<b>Total Capital Outlay</b>	<b>19,034</b>	<b>737</b>	<b>18,297</b>	<b>3.9%</b>
<b>Operating Transfers to Other Funds</b>				
Fund transfers out	2,086,827	-	2,086,827	0.0%
<b>Total Expenditures</b>	<b>\$ 36,690,373</b>	<b>\$ 6,688,470</b>	<b>\$ 29,967,614</b>	<b>18.2%</b>

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

<b>Fund Balance - January 1, 2021</b>	\$ 105,721
<b>Expenditures</b>	-
<b>Fund Balance - March 31, 2021</b>	<u>\$ 105,721</u>

**Fund Balance - By Fund - March 31, 2021**

Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	<u>12,283</u>
	<u>\$ 105,721</u>

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
<b>Revenues and Other Sources of Funds</b>						
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	139,627	8,545	-	-	(84,200)
<b>Total Revenues and Other Sources of Funds</b>	<b>237,372</b>	<b>139,627</b>	<b>8,545</b>	<b>-</b>	<b>-</b>	<b>(89,200)</b>
<b>Expenditures</b>						
<b>2021 Projects</b>						
Add a closet with cooling for IT	25,000	-	-	18,400	1,490	5,110
Contingency	25,000	-	-	-	1,184	23,816
Computer lab tables	20,000	-	-	-	-	20,000
COVID upgrades	14,200	-	-	-	-	14,200
<b>Pre-2021 projects</b>						
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	5,944	914	-
Convert sound booth room to storage	3,000	-	-	-	-	3,000
Replace emergency lighting generator	97,224	1,950	95,274	-	-	-
Furniture	30,000	-	-	-	-	30,000
Reading room furniture	20,000	-	15,640	-	-	4,360
Shared workstation - 4-person	2,765	2,765	-	-	-	-
Additional study room chairs	3,547	3,547	-	-	-	-
Contingency	17,143	-	-	8,045	-	9,098
IT equipment	2,071	-	253	-	-	1,818
<b>Total Expenditures</b>	<b>\$ 310,596</b>	<b>\$ 22,549</b>	<b>\$ 129,505</b>	<b>32,389</b>	<b>\$ 3,588</b>	<b>\$ 122,565</b>
<b>Excess Revenues over Expenditures</b>				(32,389)		
<b>Fund Balance - January 1, 2021</b>				74,342		
<b>Fund Balance - March 31, 2021</b>				<u>\$ 41,953</u>		

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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
<b>Revenues and Other Sources of Funds</b>						
Fund transfers in	\$ 97,224	\$ 96,700	\$ -	\$ -	\$ -	\$ (524)
<b>Expenditures</b>						
<b>2021 Projects</b>						
Open chairs for Adult Education Services	2,500	-	-	-	-	2,500
Roofing consultant to evaluate existing roof	35,000	-	-	-	-	35,000
Install glass wall structure - Executive Assistant area	15,000	-	-	-	-	15,000
Building maintenance/minor renovation projects						
Add office for Manager	20,000	-	-	-	-	20,000
Add IT closet	25,000	-	-	-	-	25,000
Add messinine door structure	15,000	-	-	-	-	15,000
Painting allowance	25,000	-	-	-	-	25,000
Contingency	25,000	-	-	-	-	25,000
<b>Pre-2021 Projects</b>						
Asphalt crack fill	15,764	15,764	-	-	-	-
Roofing evaluation	30,000	-	2,078	-	-	27,922
Roof inspection and repair	5,130	-	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	-	3,000
KCH-interior paint	23,500	-	22,390	-	-	1,110
KCH-replace awning - front entrance	1,500	-	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	-	13,000
Install carpet In vault for meeting room	2,000	-	1,064	-	-	936
Replace catalog comp to pillars	1,500	-	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-	-
Expand lighting controls in lower level	15,000	-	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	11,757	-	-	3,243
Power For moving catalog computers	1,000	-	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	-	50,000

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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Penrose campus renovation project	568,006	551,856	8,525	-	-	7,625
Replace lobby rooftop unit	20,544	20,544	-	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-	-
Larger trash receptacles	852	-	-	-	-	852
Chiller replacement	55,000	-	-	-	-	55,000
Adjustable height desks	-	852	-	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	12,458	-	-	542
Replace computer lab tables (8)	10,000	-	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	-	12,000
Contingency	42,875	2,513	10,152	-	9,140	21,070
<b>Total Expenditures</b>	<b>\$ 1,100,592</b>	<b>\$ 608,450</b>	<b>\$ 73,674</b>	<b>-</b>	<b>\$ 9,140</b>	<b>\$ 409,328</b>
<b>Excess Revenues over Expenditures</b>				-		
<b>Fund Balance - January 1, 2021</b>				417,945		
<b>Fund Balance - March 31, 2021</b>				<u>\$ 417,945</u>		

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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 1,384,467	\$ 1,156,100	\$ 63,367	\$ -	\$ -	\$ (165,000)
<b>Expenditures</b>						
<b>2021 Projects</b>						
Awning for curbside service	25,000	-	-	-	-	25,000
Back up generator	105,000	-	-	-	-	105,000
Contingency	25,000	-	-	-	-	25,000
Closet UPS	10,000	-	-	-	-	10,000
<b>Pre 2021 Projects</b>						
Courtyard improvements	19,916	19,916	-	-	-	-
Roof replacement	712,758	712,758	-	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-	-
Children's shelf movers	2,500	-	-	-	-	2,500
Signage	5,000	-	4,850	-	-	150
Add gas supply to kitchen	25,000	-	22,491	-	-	2,509
Install new service point first floor	20,000	-	-	-	-	20,000
Install one way window	6,727	-	6,727	-	-	-
Revamp Creative Service area	3,000	-	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	-	8,000
Culinary Lab equipment	86,020	-	825	-	33,007	52,188
Office chairs-meeting room	7,200	7,200	-	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	-	1,200
Replace chairs - business center	17,000	-	17,000	-	-	-
Add charging tablets/towers	6,000	-	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	-	6,000
Three sit/stand converters	1,000	-	874	-	-	126
Audio booth	-	-	-	-	-	-
Replace tables and chairs - training room	9,500	-	-	-	-	9,500
Boiler replacement	275,000	-	291,744	-	-	(16,744)



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

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Contingency	84,061	69,474	13,172	-	-	1,415
Install additional lights	1,200	-	-	-	-	1,200
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
<b>Total Expenditures</b>	<b>\$ 1,601,787</b>	<b>\$ 924,181</b>	<b>\$ 357,683</b>	<b>-</b>	<b>\$ 33,007</b>	<b>\$ 286,916</b>
<b>Excess Revenues over Expenditures</b>				<b>-</b>		
<b>Fund Balance - January 1, 2021</b>				<b>189,865</b>		
<b>Fund Balance - March 31, 2021</b>				<b>\$ 189,865</b>		

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
<b>Revenues and Other Sources of Funds</b>						
Fund transfers in	\$ 4,363,542	\$ 1,050,984	\$ 1,475,456	\$ -	\$ -	\$ (1,837,102)
Tenant improvement reimbursement	61,874	-	53,001	-	-	(8,873)
Donation - Foundation	123,000	-	-	-	-	(123,000)
Sale of assets	12,500	-	12,500	-	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>4,560,916</b>	<b>1,050,984</b>	<b>1,540,957</b>	<b>-</b>	<b>-</b>	<b>(1,968,975)</b>

**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	-	-	-	-	4,000
Chetenne Mountain - Meeting room tables	5,000	-	-	-	-	5,000
Ruth Holley - Curbside drive-up window	10,000	-	-	-	-	10,000
Ruth Holley - Learning lab - tables	5,000	-	-	-	-	5,000
Monument - Four (4) Rtu's replacement allowance	12,500	-	-	-	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	-	-	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	-	-	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	-	-	-	5,568	-
Sand Creek - Adjustable height tables	2,052	-	-	-	-	2,052
Sand Creek - Locking drive-up book returns	6,000	-	-	-	-	6,000
Concrete replacement - districtwide allowance	10,000	-	-	-	-	10,000
Upgrade fire system dialers to cellular	12,000	-	-	-	-	12,000
Asphalt repairs and maintenance - districtwide allowance	15,000	-	-	-	-	15,000
Capital contingency	50,000	-	-	-	-	50,000
Furniture replacement contingency	25,000	-	-	-	-	25,000
Roof inspections, preventative maintenance repairs	15,000	-	-	-	-	15,000

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	-	-	-	16,000
Elevator electronic access at East and Penrose	3,966	-	-	-	-	3,966
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	-	10,000
<b>Pre-2021 Projects</b>						
District-wide - asphalt maintenance	7,628	7,628	-	-	-	-
Landscape allowance	40,000	-	37,354	-	2,506	140
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	-	4,401
Ruth Holley - repaint interior	10,000	10,000	-	-	-	-
Update service points	5,000	4,421	-	-	-	579
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-	-
Monument - replace bulbs	1,200	864	-	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	70,390	-	4,610
Roof inspection	25,000	-	8,992	-	-	16,008
Cheyenne Mountain - replace entry tile with carpet	5,000	-	1,980	-	-	3,020
Old Colorado City - canopy over book drop	5,000	-	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	5,000	-	-	1,000
Calhan project	284,202	266,865	1,578	-	-	15,759
Ruth Holley leasehold improvements	61,874	-	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	-	24,480	134,510	34,716	10,265
MAC - intrusion alarms	12,559	-	6,279	-	6,280	-
MAC - furniture	33,669	-	18,543	2,126	10,214	2,786
Improvements other than buildings	15,111	-	14,263	-	848	-
District-wide - concrete replacement	23,560	5,630	-	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	-	-	26,249
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	15,000	-	6,880	-	-	8,120
Intrusion alarm system	2,850	2,850	-	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	-	2,787	-	-	12,213
Furniture	25,000	-	8,502	11,887	1,001	3,610

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Furniture - prior year	37,389	37,389	-	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	-	3,000
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	-	-	-	-	2,500
Cheyenne Mountain circulation desk replacement	15,000	-	-	13,532	1,468	-
Fountain - furniture teen gaming area	5,000	-	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	7,032	-	-	2,968
Monument - replace chairs adult area	2,400	-	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	-	3,000
Shelving	14,428	14,428	-	-	-	-
Replace tractor	10,000	-	9,975	-	-	25
Replace generator bookmobile	12,500	-	-	-	-	12,500
Contingency	341,609	61,055	85,521	25,792	14,306	154,935
Signage allowance	7,618	7,615	3	-	-	-
<b>Total Facilities Capital</b>	<b>1,771,816</b>	<b>456,831</b>	<b>259,276</b>	<b>258,237</b>	<b>80,907</b>	<b>716,565</b>

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
<b>Communications Capital</b>						
<b>2021 Projects</b>						
Signage projects	7,550	-	-	-	-	7,550
<b>Pre 2021 Projects</b>						
MAC projects	25,450	-	168	10,849	600	13,833
Monument - signage	3,000	-	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	-	2,000
<b>Total Communications Capital</b>	<b>42,500</b>	<b>-</b>	<b>168</b>	<b>10,849</b>	<b>600</b>	<b>30,883</b>

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
<b>Information Technology Capital</b>						
<b>2021 Projects</b>						
Telecommunications switches and UPS	576,000	-	-	-	-	576,000
UPS rotation	96,000	-	-	-	-	96,000
Router replacement	10,000	-	-	-	-	10,000
Cabling infrastructure repair	25,000	-	-	-	25,000	-
East Admin and staff cabling	85,000	-	-	-	85,000	-
Penrose Admin and staff cabling	35,000	-	-	-	35,000	-
Contingency cabling (non eRate)	10,000	-	-	-	-	10,000
Technology refresh (staff)	110,000	-	-	-	-	110,000
Technology refresh (patrons)	230,000	-	-	-	-	230,000
AWE literacy stations	55,000	-	-	35,700	-	19,300
Adult Education Chromebook and hotspots	5,000	-	-	-	-	5,000
Creative Service specialized sap top (3D Capable)	3,200	-	-	-	1,414	1,786
Young Adult Services programming Chromebook	5,300	-	-	-	-	5,300
Security system elevator access control	3,966	-	-	-	-	3,966
Staff and public printers	5,000	-	-	-	-	5,000
Contingency	15,000	-	-	-	7,775	7,225
Access control	60,000	-	-	-	-	60,000
Surveillance cameras	100,000	-	-	-	-	100,000
District-wide audio-visual equipment standardization	56,000	-	-	212	-	55,788
Receipt printers	12,500	-	-	-	379	12,121
Barcode scanners	12,500	-	-	97	-	12,403
Upgrade to Drupal	40,000	-	-	-	-	40,000
<b>Pre 2021 Projects</b>						
Servers-East Library data updates	2,000	-	2,000	-	-	-
Data center redesign	90,000	-	90,000	-	-	-
PC purchases	371,525	-	67,494	99,802	-	204,229
Technology refresh (staff)	44,000	18,221	7,854	7,421	6,095	4,409
Technology refresh (patrons)	131,000	130,845	155	-	-	-

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
PCs-video editing	11,114	-	-	-	-	11,114
Replace computers	39,484	28,497	10,618	245	-	124
Technology refresh (patrons)	43,795	3,279	19,153	-	-	21,363
Laptops- Young Adult Services	6,000	5,897	103	-	-	-
Laptops-Children's iPad	6,000	5,980	20	-	-	-
Self check - Penrose additional data ports	2,500	-	2,500	-	-	-
Scanners-Collect Management	2,080	-	2,080	-	-	-
Barcode scanners	15,102	-	15,102	-	-	-
RFID wands	15,000	-	13,416	-	-	1,584
Copier replacement	301,000	14,464	272,771	-	1,255	12,510
Network switches/UPS	346,000	82,739	2,332	-	82,203	178,726
MAC - networking	80,125	-	80,030	-	95	-
MAC - phone system	7,672	-	4,498	423	194	2,557
MAC - other	800	-	-	-	-	800
MAC - endpoints	31,944	-	13,106	13,376	4,126	1,336
MAC - security	97,456	-	35,439	52,670	1,357	7,990
Surveillance System redesign	18,473	6,922	11,551	-	-	-
Telephone switches	94,834	61,503	-	-	-	33,331
Firewall replacement	60,537	14,455	24,535	-	21,547	-
Switches/UPS replacement	40,000	11,606	11,559	-	16,835	-
ILS peripherals	265,000	-	27,434	-	54,770	182,796
IT equipment	49,145	46,368	2,777	-	-	-
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	-	-	-	-	203,077
AV Equipment - districtwide	126,676	-	1,676	-	-	125,000
IT management reserve	13,492	-	-	-	-	13,492
Contingency	2,320	2,320	-	-	-	-
<b>Total Information Technology Capital</b>	<b>4,246,416</b>	<b>448,476</b>	<b>776,766</b>	<b>214,166</b>	<b>352,627</b>	<b>2,454,381</b>

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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
<b>Video Studio Capital</b>						
<b>2021 Projects</b>						
Video projector replacements and additions	5,000	-	-	-	-	5,000
<b>Pre 2021 Projects</b>						
Wireless mic kit	1,300	748	579	-	-	(27)
Audio recorder	300	-	272	-	-	28
Audio recorder kit	1,200	-	1,064	-	-	136
Microphones	9,000	-	-	8,192	-	808
Video equipment and accessories	1,620	-	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	-	-	3,540
DSLR cameras - checkout	5,700	-	-	-	-	5,700
Teleprompter	1,550	-	868	-	-	682
Video cam kit - checkout	3,000	2,100	135	-	-	765
GoPro kits	1,500	-	1,540	-	-	(40)
Tripod system	320	-	-	-	-	320
Photo roller system	1,000	-	1,274	-	-	(274)
Checkout equipment - L21c	3,900	2,100	1,142	-	-	658
Chargeable batteries	1,620	-	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-	-
<b>Total Video Studio Capital</b>	<b>99,510</b>	<b>24,948</b>	<b>40,834</b>	<b>8,192</b>	<b>-</b>	<b>25,536</b>



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

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
<b>Creative Services Capital</b>						
<b>2021 Projects</b>						
3D scanner	3,000	-	-	-	-	3,000
<b>Pre 2021 Projects</b>						
Equipment initiatives	27,900	-	19,987	-	-	7,913
Cricut machines	1,200	412	-	-	-	788
Sand Creek-larger kiln	3,000	-	-	2,994	-	6
East-larger laser cutter	18,000	17,440	-	-	-	560
New maker kits	1,000	-	-	-	-	1,000
Equipment replacement	3,500	792	-	-	-	2,708
Contingency	51,386	-	5,175	158	-	46,053
<b>Total Creative Services Capital</b>	<b>108,986</b>	<b>18,644</b>	<b>25,162</b>	<b>3,152</b>	<b>-</b>	<b>62,028</b>
<b>Total Expenditures</b>	<b>\$ 6,269,227</b>	<b>\$ 948,899</b>	<b>1,102,206</b>	<b>494,596</b>	<b>\$ 434,134</b>	<b>\$ 3,289,392</b>
<b>Excess Revenues over Expenditures</b>				(494,596)		
<b>Fund Balance - January 1, 2021</b>				2,249,150		
<b>Fund Balance - March 31, 2021</b>				<u>\$ 1,754,554</u>		

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

	<b>COLOTRUST Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash and Investments Balance March 1, 2021</b>	\$ 10,841,681	\$ 437,232	\$ 11,278,913
<b>Receipts</b>			
Property Taxes	9,969,592	-	9,969,592
Cash Receipts	-	15,501	15,501
Credit card and other activity	-	5,771	5,771
Distribution - PPLD Foundation	-	31,656	31,656
Interest	907	-	907
<b>Disbursements</b>			
Payment of Bills week of 3/5/2021	-	(337,110)	(337,110)
Payment of Bills week of 3/12/2021	-	(279,650)	(279,650)
Payment of Bills week of 3/19/2021	-	(305,799)	(305,799)
Payment of Bills week of 3/26/2021	-	(169,724)	(169,724)
Payment of Bills week of 3/31/2021	-	(63,526)	(63,526)
Payroll 03/05/2021	-	(654,452)	(654,452)
Payroll 03/19/2021 and end of month	-	(868,855)	(868,855)
<b>Transfer between funds</b>	(2,250,000)	2,250,000	-
<b>Cash and Investments March 31, 2021</b>	<b>\$ 18,562,180</b>	<b>\$ 61,044</b>	<b>\$ 18,623,224</b>

## **Public Services Report March 2021**

### **Combatting Loneliness**

Young Adult Services staff and the young adult librarians discussed what strengths they have work to combat loneliness in themselves and in others. It was an interesting discussion about what we can do for ourselves and how we support others.

Cathy Wood, Mikaela Fortune, and Shannon McDonald are the young adult librarians at Library 21c, Penrose Library, and East Library (respectively). They are coordinating regional StrengthsFinder activities that they will do quarterly. We are working on developing stronger relationships with each other.

Young Adult Services staff meet with each other one-on-one once a month to be connected while we are working remotely. The 30-minute get togethers are helping build and deepen our working relationships.

Creative Services was able to have our monthly professional learning community meeting in person at the Knights of Columbus Hall. We continued discussing how the pandemic is affecting each of us in our professional lives. Being able to meet in person and talk about how we're feeling about the pandemic is helping us to get to know each other better and strengthen our relationships, especially since we have two new staff members.

Christa Funke worked with Carlee Craddock (Children's Hospital Colorado) to provide an information session for parents on Work/Life balance (one of the highest requested topics from a previous Facebook poll). Christa worked with Barb Huff (FCS) to provide a yoga instructor to lead the attendees in stretches and exercises to de-stress at one's desk. It was attended by 23 people (including Christa, the presenter, and Carlee). The attendees were very appreciative of the program. This program helped combat loneliness and isolation by connecting working parents with each other and a community expert to answer questions and make parents not feel so alone.

All directors have been meeting in pairs on a weekly basis this month to check-in with each other and stay connected. This is a new approach to strengthen the working relationships while combatting loneliness and improving connections.

### **North Region Community**

Andrea Keiter, Calhan Supervisor, constructed an email that will be sent out to local businesses seeking possible donations for the garden bed that Calhan Library is hoping to have built. This garden bed will provide the community with fresh vegetables all to be donated to the Eastern Plains Community Pantry. She has already received positive feedback on donations for the garden bed.

Rockrimmon Library has opened up its Meeting Room for patrons to use. Patrons must reserve the room two weeks in advance with enough time for the room to be cleaned between uses. Patrons are using the room on average about one time per day.

Meeting rooms at Library 21c have been used by the community nearly every day since their reopening in late February. In the popularity of this service, Library 21c staff recognize patrons' needs for space to work and meet and are looking into ways to safely expand these resources.

### **Resources**

On March 29, Library 21c and other North libraries moved forward with the districtwide elimination of the need to quarantine library returns. In a tremendous push to process both quarantined and recently returned materials, staff reimagined processes, relearned some old habits, and provided support for one another. Efforts to empty Library 21c's quarantine occurred during the week most staff received their second dose of the COVID-19 vaccine and were subsequently out of the office. By the end of the week, the quarantine was completely empty, and the only returned materials in the building were those brought back within the hour.

Drew Hart, Monument and Palmer Lake Library Manager, met with Greg Roes, Collection Management, at Palmer Lake to plan out rearranging the collection in preparation to reenter the facility once the ADA improvements have been completed by the town of Palmer Lake.

### **Innovation/Creativity**

Joseph Barry, High Prairie Assistant, assisted Family & Children's Services staff with High Prairie's Petting Zoo during Spring Break. There were over 80 patrons that came through the various sessions. It was one of the busiest times the library had been in a while and it was great to be able to offer some in person programming.

Calhan Library now has board games available for checkout! Andrea Keiter (Calhan) collaborated with Cathy Wood (21c) to make this happen. Patrons who want more than just book and DVD items to choose from can now choose to check out board games. This is especially fun for family game nights! Patrons have already begun to check them out!



Connie Davila and Laura Foye of High Prairie put out a modified version of our seed library. Four drawers were put out with vegetables, herbs, fruits and flowers, on a display table with gardening resources.

### **Service**

Rockrimmon is looking forward to next month's Drive-in Storytime. We will be starting in-person Storytimes in April in the parking lot at Christ the King Lutheran Church in Rockrimmon.

The RO Storytime dates are currently: April 16, May 14, and August 20 at 10:30am.

### **Internal/Staff**

Rockrimmon Library has selected a new Young Adult Senior Associate. After interviewing several talented individuals, Amanda Franke who will be coming to us from Jefferson County will be joining our team mid-April. We are very excited to have someone with her energy and talent!

March 16, 2021 marked the one-year anniversary of the Library's closing due to the pandemic. Library 21c's newly created, staff-led Sunshine Committee provided a morale boost for the day, distributing to staff small gift bags containing encouraging notes, cookies, and other items meant to brighten the day. The group created a collage of staff photos collected over the past year and encouraged employees to share written kudos and celebration of their teamwork and camaraderie. In observation of these staff accomplishments, the Sunshine Committee also purchased fresh flowers for the Info Desk that were enjoyed by staff and patrons alike.

Hillary Dodge, North Region Director, began serving on the Social Wellbeing Council as a part of the United Way Quality of Life Indicators project.

### **Accountability**

Since its implementation in mid-March, Library 21c staff have taken advantage of Bridge, PPLD's new learning management system. Many have been active on Bridge, completing courses and keeping up with checkpoints, and Library Manager Catie Tierney and Library Supervisor Melissa Schloesser have been looking into additional training elements in Bridge that can benefit staff. Other north library staff have also reported how much they enjoy using the new learning management system.

### **Southeast Region**

#### **Community**

Sand Creek Library Manager, Jake Rundle, met with a group of students involved in a service project with PEAK Education and the Fountain Chelton Partnership (FCP). FCP is a neighborhood community group that met at the Sand Creek library before the pandemic and Jake and SE Director Abby Simpson are members of the executive board. PEAK Education wrote a grant for an Impact Service project, pairing students in the Pikes Peak region with local non-profits to solve pandemic related problems. For FCP, the problem was community awareness. Students met with Jake in March to give updates on the progress they had made and future plans. Students had put together a survey to ask the community what a neighborhood community group could do for them and if they had heard of the FCP. After only a week of the survey being 'live' the students had received over 300 submissions. That data alone will make great impacts on the direction of the FCP in 2021 and into the future.

#### **Resources**

Adult Education is back at Ruth Holley! 28 patrons are projected to attend classes for the month of April. 14 patrons were scheduled for March 29 orientation.

Thanks so much to the IT Department, East has five additional computers for patrons to use. These computers were added to the five 2<sup>nd</sup> floor study rooms that have data ports. IT moved these PCs to the spaces mid-March and the PC lab continues to fill up! We are so glad we can offer these stations to our users.

In the hopes of increasing socially distant but collaborative space, that is inviting, East has removed all of the cubicles that ran along the end of the 1<sup>st</sup> floor stacks. This has opened up some incredible site lines and provides a grand view of the Reading Bay as you walk along that



end of the shelves. We will be replacing these cubicles with tables and chairs to give the area a more modern, and easy to clean space.

### **Innovation/Creativity**

Jenny Kremyar, Southeast Creative Services Librarian, and Jordan Romero, Sand Creek Senior Library Associate, presented their Panorama Park tile art project to the Colorado Springs Public Art Commission, and they are considering it for inclusion in the city's public art collection. They also did a lot of planning work for the YAC at the MAC event on April 3.

Sand Creek's maker space and studio were open for their first full month in March. While the makerspace has had a slower start in terms of usage in the community, we have reached capacity in the studio. As we reached the end of March, we were already full for all of April. Currently the space only accommodates one session a day, but as we get closer to the end of the pandemic, the ability to add hours to the studio and relax restrictions in the makerspace will make it easier for patrons to come in and use the equipment and the expertise of staff. East Make completed 33 drop-off 3D print jobs, and we began planning for a "maker wall" to display our community's creativity.

### **Service**

All Southeast libraries finished processing quarantined items and completely eliminated quarantine by the end of the month. Indoor bookdrops were opened at East, Sand Creek, and Fountain. Patrons and staff are delighted to have this task back to "normal". This also will eliminate many of the account problems for patrons' experience with their account and will provide a much better user experience too!

### **Internal/Staff**

Ruth Holley hired Cameryn Brion as their new full time Senior Library Assistant. Cameryn came to Ruth Holley as a transfer from Penrose. The hiring process was completed for a new full time Senior Library Associate that will focus on Adult and DEI services. They start in April in hiring our four new Library Assistants last week (more information to come next month).

Ruth Holley, Sand Creek, and East worked together to interview, check references, and make final selections for seven 20 hour Library Assistant positions.

### **Accountability**

Sand Creek is a vital resource for the community. Our staff are our greatest asset. Near the end of the month, the Colorado State ID.me security platform went live for patrons using the unemployment website. This is an additional security step that can be quite complicated if the user isn't tech savvy. Sara Sharples and Keagan Kellogg worked for more than an hour helping a patron complete the security steps that were needed for this new process.

Quarantine has also caused us to re-examine our workflow at East. Pre-COVID the AMH only discharged items that patrons brought into East to return – all other items were discharged by hand via a staff station by the external book drop. Items that were transferred to East were discharged by hand too. Both were missed opportunities for the AMH to work efficiently and truly be the investment that the library district and taxpayers hoped it would be. These changes have eliminated the need to schedule staff to check in book drop items (the staff members scheduled for the AMH will retrieve those items), and to schedule staff to discharge transfers (those are completed by the AMH staff as well). The AMH will be able to expand to its full potential of efficiency when it has a sorter on it.

## **West Region** **Community**

During March, Mobile Library Services received seven requests for summer service. The requests came from preschools, state parks, school districts and senior living facilities. The Manitou Springs Library had its Grand Opening on March 5th, 2021. Approximately 120 people attended the ceremony and ribbon cutting. Staff registered 14 new cards, 141 patrons checked out 164 items, and staff answered in excess of 164 reference questions. Opening day staff – Whitney Springer, Sara Gallagher, Alexis Nelsen, Amber Cox (OL Branch Manager), Michael Doherty (West Regional Director), and Tiffany Paisley (CH Branch Manager) did a phenomenal job directing patron inquiries, checking out material, doing tours, and otherwise helping achieve a very successful Grand Opening. In the first week after opening at the MAC, Manitou Springs Library saw an 174% increase in the number of items checked out. There was a 78% increase in the number of holds. Manitou Springs Library served 684 patrons (inside the library and via curbside), compared to 251 in February.

## **Resources**

Aubrey Fennewald, Lisa Ward, Jenny Pierce, Heidi Pritchard, Delana Massie and Robin Hammitt worked together on a proposal for NextFifty's Community Response Fund for Mobile Library Services. The \$400,000 fund is open from January to April. Maximum awards are \$25,000/organization per year.

Old Colorado City reopened on Tuesday, March 16. OL staff have received many compliments about the new floors and the spaciousness of the library! Patrons seem overwhelmingly happy with the renovations and updates. So many patrons – nearly everyone who visits OL – express how glad they are that OL is open again, and how attached they are to their local library. Some even expressed that they feel like they are a part of this particular PPLD branch. One patron said she has to walk to the library, so she mostly did without books and resources throughout our closure. Staff are so happy to be able to support the OCC community once again and are thrilled that we truly are the center of a collaborative and thriving community! The children's area has had several positive and loving remarks from patrons upon reopening. One consistent talking point from patrons has been that they love how spacious the library, including the children's area, now feels.

## **Service**

To provide the best service, and accommodation, for a specific patron who is unable to wear a mask and come on board the bookmobile to browse, Mobile Library Services' staff have been placing holds for the patron. The staff took the time to listen to the family's preferences and brought a large amount of holds for the patron to browse. The selections have been so agreeable to the patron that she usually takes the whole batch home!

## **Internal/Staff**

When the network was down several days this month, the Mobile Library staff was quick to find and share a workaround. The staff used the MiFi devices from the mobiles in the office thus

having full access to Workflows. Rhonda Newsom helped get Penrose up and working again by sharing a MiFi and showing them how to connect to it.

### **Accountability**

Cheyenne Mountain Library was featured on the front page a second time this year in the *Gazette's Cheyenne Edition* with an article about library manager Tiffany Paisley helping continue to build PPLD's brand as community resource, asset, and partner.

[https://gazette.com/cheyenneedition/cheyenne-mountain-library-branch-manager-focuses-on-connection-lifelong-learning-and-kindness/article\\_50e320a2-7d0d-11eb-b5ea-7b425f01cc97.html](https://gazette.com/cheyenneedition/cheyenne-mountain-library-branch-manager-focuses-on-connection-lifelong-learning-and-kindness/article_50e320a2-7d0d-11eb-b5ea-7b425f01cc97.html)

### **Adult Education**

#### **Community**

Lacey Miller and Tammy Sayles participated in the Colorado Workforce Development Council's Technical Assistance Module focused on Strategy Design for Digital Skill Attainment. We are participating as part of a four-person design team with School District 11's Adult & Family Education to build awareness of digital inequity, inclusion, and resiliency. This project has helped further the Digital Skill Training classes described below.

#### **Innovation/Creativity**

Lacey Miller worked with School District 11 Adult & Family Education's Career Navigators to design and plan for the Digital Skills Training in-person and online classes. Registration events at Roy J Wasson Campus on March 16, 30, and 31 saw 27 individuals referred by three organizations and 24 enroll for the classes.

#### **Service**

Orientation for ABE/HSE and ESL took place Monday, March 29 through Thursday, April 1. We assessed 22 ABE students and 13 ESL students. Orientation took place at both Sand Creek and Ruth Holley.

Digital Skill Training registration took place on March 16, 30, and 31 at Roy J Wasson Campus. 27 individuals signed up to attend registration and 24 enrolled in the program.

Four total Virtual Computer Skill Refresh programs provided to patrons this month.

#### **Internal/Staff**

A majority of the department participated in COABE, a national adult education conference. With attendance we are able to share access to the content to those who were unable to participate.

We interviewed and selected a new Adult Education Manager, who will start April 19<sup>th</sup>.

Deya Rohe has been offered and accepted the position of Career Navigator.

### **Adult Services**

#### **Community**

Katie Edson attended a few outreaches which allowed her to promote PPLD nonprofit resources and gave her the opportunity to network with those in the Colorado Springs NP community. She



attended a monthly Association of Fundraising Professionals meeting and the first Get On Board Meeting (many to follow).

Sandy Hancock continued to develop her relationship with the SBDC. She taught the Marketing segment for their business series.

We held the second of five Renter's Rights Workshops at the end of the month. We partner with the City of Colorado Springs, Colorado Legal Services, and The Justice Center on these events. We had 22 attendees.

Melissa Mitchell was honored to be asked to present at the Invisible People Book Release. She shared some wonderful stories about growing up with greatness in Colorado Springs.

### **Resources**

For the Winter Adult Reading Program, Heidi Buljung held another ZOOMobile program with the Cheyenne Mountain Zoo with 11 people in attendance. She also hosted an author presentation about F. Scott Fitzgerald. We have a total of 2969 people registered is about level with our 2019 numbers. However, it looks like our completion rates are much higher than in previous year based on prize distribution.

Heidi Buljung and Bryan Matthews worked on our Call for Authors for Book Buzz Submissions for Mountain of Authors and received over 40 applications. We have our live panel confirmed for 4/29.

Katie Edson (virtually) taught Grantseeking and Foundation Directory Online Advanced. The participants seemed to be engaged. Unfortunately, she only had one participant for the FDO Advanced class (6 registered). The one participant was very grateful for the one-on-one class and felt he got a lot out of the class.

The Virtual Pro Se Clinic was quite busy this month with twelve attendees. Deb Hamilton completed 39 one on one or in-depth reference requests. She also worked to update the Law and COVID LibGuides to reflect the extension of the CDC Eviction Moratorium, the dispersal of the City's rental assistance funds, and the full release of the Justice Center's Tenant Toolkit. We held the second of five Renter's Rights Workshops at the end of the month. We partner with the City of Colorado Springs, Colorado Legal Services, and The Justice Center on these events. We had 22 attendees.

### **Service**

We sent out the Summer Menu to the locations on March 1. We met on March 23 to go over the menu selections and start making confirmations.

Melissa Mitchell hosted a few virtual programs including Vegetable Gardening presented by CSU Extension Office with 44 in attendance. She also hosted the Share Classes on March 22 and March 29.

Bryan Matthews hosted author and historian Gail Beaton for a presentation of *Colorado Women in World War II* in conjunction with Women's History Month. 21 attendees, virtual.

We made good progress on the collaboration between PPLD and the A2J committee to create court WebEx stations at three library locations (now possibly 5). We have identified at least

three rooms to use. We still need to work out some logistical matters. Work still to be done includes reaching out to the various stakeholder groups in the courts, creating some handouts, and working out the referral process.

### **Internal – Staff**

Melissa Mitchell facilitated the CAL Services to Underserved Populations Interest Group on March 18. We had a discussion on serving homeless patrons.

Deb Hamilton completed UC Boulder's Mini Law School and Webjunction's Civil Legal Pathways Facilitator course. She also attended a webinar put on by Rethinking Homelessness that discussed using the historic stimulus funds for creating programs to combat evictions and homelessness.

We were very excited to have Joe Paisley join us on March 22 (transferring from OL). He has hit the ground running. He has already worked to activate our AS Facebook page and work to share our program listings with Peak Radar. He assisted with the monthly take and make assembly and has some great program ideas. He will bring a great perspective and energy to our team.

Meagan attended SXSW (March 16 - 20) and is going through the available webinars still. She attended a few about the rise of extremism, censorship, and topics pertaining to EDI. She is excited to look into a few organizations that stem from these presentations.

### **Collection Management** **Community**

Some local authors are receiving royalty payments from the Indie Author Project program in Biblioboard. Biblioboard is an e-book vendor that specializes in independent, self-published, and local works. Regional authors can be found here:

<https://library.biblioboard.com/curation/ba7a6f7c-8f96-439b-a171-985e6af171b3>.

Collection Management staff prepared and added to the Collection copies of the newly reprinted and expanded *Invisible People of the Pikes Peak Region: an African-American Chronicle* by John Stokes Holley.

Technical aspects of the process to create PowerPass accounts for Academy School District 20 students continue to be addressed in preparation for the initiation of D20 on PowerPass.

### **Resources**

On March 2, Dr. Seuss Enterprises announced that it would cease publication of six Dr. Seuss titles due to racist and insensitive imagery. PPLD owns multiple copies of five of the books: *And to Think That I Saw It on Mulberry Street*, *If I Ran the Zoo*, *McElligot's Pool*, *On Beyond Zebra!*, and *Scrambled Eggs Super!*. Libraries have taken different paths in their response to this decision, which has also dramatically increased the prices of the titles and their theft from libraries. PPLD issued a statement (<https://ppld.org/whats-new/dr-seuss-news>) and "does not plan to withdraw copies of these titles from our physical and digital collections."

Periodicals subscription data for 2021 was compiled in March. PPLD provides:

- 417 physical magazine titles (circulating)
- 82 physical magazine and newspaper titles in Special Collections
- 1,753 eMagazine titles

## **Internal/Staff**

The Selection Librarians transitioned their ACE (assistant collection evaluators) training to an online format and provided the training to 22 staff on March 30. Collection Management has provided other training virtually over the past year and will continue to include this option as it often allows staff to attend who would not be able to attend in person.

Staff from different Collection Management workgroups acquired information to be used for a grant application to Next50, which will help start a collection of large print book club sets.

Staff that attended “Cultural Excellence; Ideas and Discussions” with Dr. Regina Lewis found it to be thought-provoking and packed with an incredible amount of information.

Other staff training included:

- Beyond the welcome sign: tailoring immigrant services for success
- Emergency and disaster response planning
- Excel
- Safe Place
- Bridge (learning management system)
- Critical thinking and goal setting

## **Accountability**

Staff compiled contracts from the materials vendors, as well as other vendors, for Finance. We have a lot of vendors!

Vendor meetings included Blackstone Audio, SirsiDynix, and OCLC.

## **Creative Services**

### **Community**

The Knights of Columbus Hall continued to host The Place for GED tutoring on Saturdays, and InRich for art therapy sessions on Fridays.

Several Creative Services staff attended the quarterly Colorado Association of Library Maker Interest Group meeting. This group offers a great opportunity to learn more about what is happening at other Colorado library makerspaces, share information and resources, and get to know other library maker staff.

Becca Cruz met with other local makerspace leaders from Pikes Peak Makerspace, the Manitou Art Center, and Monumental Impact. These monthly meetings allow for information sharing and collaboration discussions.

### **Resources**

The first Creative Services Take and Makes of the year went out in March and covered stop motion animation. These kits were available at our locations with creative spaces. Almost 150 were created and given out to patrons.

Sarah Holland and Ben Dahlby finished revisions on the Laser Badging Video, which will provide a new way for patrons to be trained on the laser cutters in the District without having to attend a class. This video will go live for patrons and staff in April.

### **Innovation/Creativity**

The second season of the Artist of the Knight went into full production in March. Dustin Booth has been conducting interviews, getting footage of artwork, editing footage, and working closely with Communications to establish the release timeline and promotional materials.

Jennifer Eltringham and Becca Cruz facilitated an All Pikes Peak Makes (formerly the Mini Maker Faire) meeting with other library staff and a representative from Cool Science. Plans are in process for smaller events celebrating making throughout the month of October.

### **Service**

Lauren Fellers attended training with a 180 Skills representative to learn how to use their learning management system, and then experimented with creating learning plans. She and Lacey Miller from Adult Education will be meeting the first week of April to make a plan for reaching out to employers for our next steps in developing a manufacturing workforce development program.

Lauren also entered information into the new reservation system, Assabet Interactive, for the Educational Resource Center at East Library to be available for patrons to reserve in April.

### **Internal/Staff**

Jennifer Eltringham attended virtual sessions for The Library Collective's Connection conference and Building Life-Long Opportunities for Strength, Self-Care, Outlook, Morale and Mindfulness, including presentations on virtual meetings, makerspace accessibility, advocating for library staff wellness and care, and innovative ways to utilize free tools.

Sarah Holland met with a library science student for an interview about working in PPLD's creative spaces.

### **Accountability**

Sarah Holland worked to ensure that excellent service was available at the makerspaces in the District by working on a software problem and fixing a 3D printer.

### **Diversity, Equity, and Inclusion Service**

#### **Attended**

Health dept Meeting ref: Vaccine Rollout Microsoft teams - conversation with minority leaders – Communications received flyers and information for the libraries to pass out about vaccines from El Paso County Public Health.

Partnering with Colorado Springs Human Relations Commission (ongoing).

Collaborating with COS150 Festival Planning Committee meeting for event on July 31.

### **Resources**

Provided opportunity for community to view Invisible People of the Pikes Peak Region from Gold Room, 23 books were sold that evening.

### **Innovation/Creativity**

PPLD attended Black History month with community at Stargazers theater, provided videography services.

## **Service**

Delania Massie attended Transition Age Youth: High Expectations for Employment.

Delania Massie attended training for Unconscious Bias.

Delania Massie attended IFLA meeting, will partner with Eastern Europe to help rewrite services for the hearing impaired.

## **Internal/Staff**

Presented PPLD Diversity Equity and Inclusion Audit results to Leadership, PPLD Board and staff.

DEI and Communications provided recording of DEI Audit presentation as a link for employees that were unable to attend presentations.

Continued research on accessibility/possible LE virtual programming.

## **Accountability**

Delaina Massie continued research on accessibility/possible LE virtual programming.

Delaina Massie completed audit report information gathering for Finance.

## **Family & Children's Services**

### **Community**

FCS offered in-person Spring Break programs at five library locations. Wishing Star Farm brought animals for a petting zoo. A total of 496 patrons attended and were incredibly grateful for the programs. We also prepared a Silly Stroll (Stroll-a-Story) for library locations and Colorado Springs Farmers Market. Silly Strolls are available in English and Spanish. Barb Huff assembled 500 Spring Break Take and Makes to ship out to the branches. They contained a yo-yo, which was collateral material for our video provided by Yo-Yo Master, Luke Renner. It has had 70 views in 3 weeks. Many patrons are watching multiple times so they can practice yo-yo tricks. Other items in the Take and Makes were a ball, piece of chalk, bubbles, and a sheet of ideas for children to use the items to practice their gross motor skills at home.

### **Resources**

Betty McDonald, Barb Huff, and Laura Broderick completed the Module 4 Language Arts curriculum for D2. This project involved many hours of research, one specific focus being how to address the curriculum's "Native American mythology" aspect respectfully and accurately, which is a term no longer accepted in the library world. Laura Broderick sought insight from Dr. Debbie Reese, a known expert on Native American Children's Literature, as well as numerous coworkers and other sources. The curriculum guide provided by Laura Broderick included J-Fiction, J-Nonfiction, J-Easy, J-Reference, Adult Fiction and Nonfiction, eBooks, databases, websites, videos, and talking points. The team is now working on Module 1, grade 4, which will be due this summer.

Christa Funke researched and found resources aimed at families and educators to add to the Stand Against page in support of Asian Americans and Pacific Islanders. She also started working on a booklist celebrating AAPI characters and voices.

### **Innovation/Creativity**

Carol Scheer and Evan Childress (PE) received 69 poems for the Jean Ciavonne Poetry Contest. They have narrowed it down to six winners and plan to have an outdoor ceremony in May to honor the winners.

In conjunction with the HSD2 PowerPass, 4500 Take & Makes were completed for elementary students. The Take & Makes were delivered to HSD2 on March 2.



### **Service**

Joy Fleishhacker, Lisa Lowdermilk, Melody Alvarez, Janina Goodwin, and ERC staff at East, worked to plan and accomplish strategies for re-opening the Educational Resource Center at East Library in a limited capacity. Together, the group established new guidelines (including setting up a reservation system and placing limits on the number of patrons in the ERC), keeping in mind current PPLD procedures for the safety of patrons and staff. All ERC items were carefully evaluated, and

items were chosen for their educational and entertainment value in this new scenario. Items that will be offered were moved to a study room, other materials were packed away for storage, and the ERC space was cleaned and organized. Melody, Joy, and Virginia Franklin updated the ERC website. We are looking forward to welcoming patrons back to the ERC in April!

### **Internal/Staff**

Christa Funke started in the newly formed role of Senior Librarian, Tweens, part of Family & Children's Services (a reclassification of a previous position on FCS). She is looking forward to increasing services from the ages 9-12.

## **Regional History & Genealogy**

### **Community**

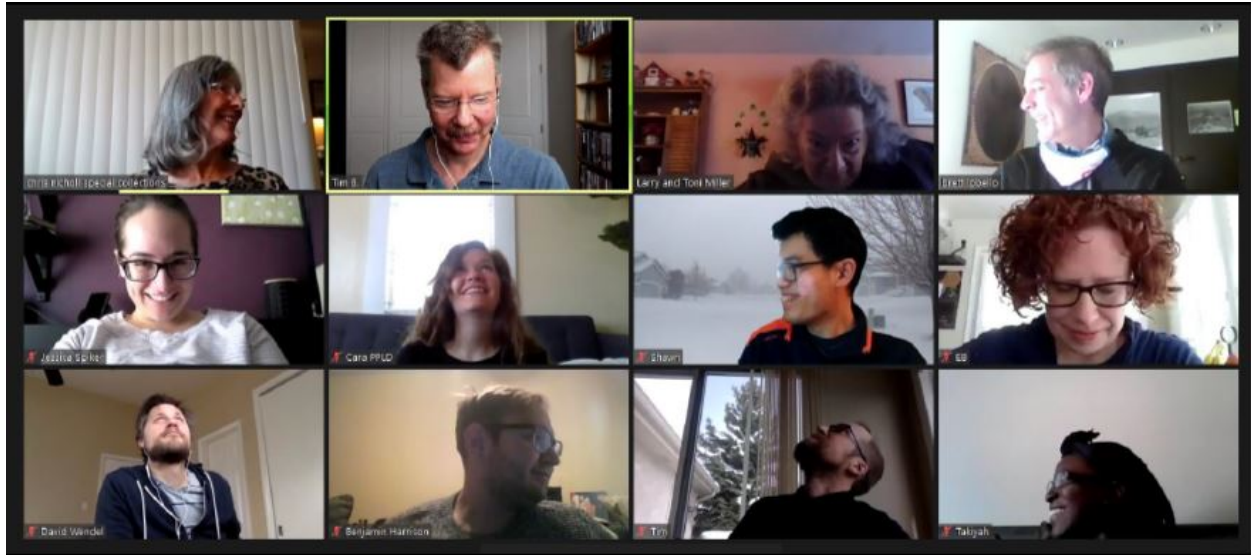
On March 11, the Regional History and Genealogy team hosted a book release program of the *Invisible People of the Pikes Peak Region: an African American Chronicle*. The book editors, Takiyah Jemison and Heather Jordan, spoke about the original book published in 1990 and highlighted updated content. Community members Melissa Mitchell and Sharon Tunson spoke powerfully about their experiences living in Colorado Springs. This program illustrated co-creation and presentation of knowledge, the library produced a heavily research book and the presenters shared personal stories about living and growing up within the community.

### **Resources**

Since 2005, the Regional History and Genealogy team has produced seventeen books in the Regional History Book Series. Staff members edit, design, illustrate, and index the books. The latest in this list is the updated edition of the *Invisible People of the Pikes Peak Region: an African American Chronicle*. Takiyah Jemison and Heather Jordan served as editors of the book. They added photos, an index, and updated content. To add a level of difficulty, Takiyah and Heather finished this project during the pandemic where they did not meet in person. Through the production of the book series, PPLD both preserves and adds content to the history of our community.

### **Internal - Staff**

Chris Nicholl announced her retirement on March 6, 2021. Chris began her career at PPLD in 1996 as a sub. In 1999, she found a permanent position in Special Collections, where she worked as a Sr. Associate. Along with Tim Blevins, Chris helped spearhead the creation of the Pikes Peak Regional History Symposium and the production of the Regional History Book Series. The Regional History and Genealogy team held a virtual celebration for Chris's retirement and the release of *Invisible People*. Former colleague, Tim Blevins, also joined the celebration.



### **Young Adult Services** **Community**

As PPLD re-opens more services to the public, Young Adult Services will begin offering in-person outreach starting in mid-April, and Cameron has already received requests from teachers.

Cameron Riesenberger and Joanna Nelson Rendon participated in a tour of the co-located Manitou Springs Library and Manitou Arts Center building with leadership from the Manitou Springs School District. Joanna Nelson Rendon, Melody Alvarez (Family & Children's Services), and Teona Shainidze Krebs will be meeting with superintendent Elizabeth Domangue of Manitou Springs School District 14, to discuss ways that we can further work together.

Larissa Powers began work with United Way's Quality of Life study as a member of the Education Committee.

Becca Philipsen attended the Community Board Meeting for Communities that Care.

Larissa Powers collaborated with community partners Hear Here Poetry and Pikes Peak Justice and Peace Commission to create a two-part poetry series called *Word Warriors*.

### **Resources**

Cameron Riesenberger presented a training for Colorado Springs School District 11 to refresh teachers on the resources available to their students through the PowerPass program.

Britt Bloom and the Young Adult Reader's Advisory Workgroup created an Asian American & Pacific Islander [booklist](#) on OverDrive that will be included on Pikes Peak Library's District stand against racism webpage.

### **Innovation/Creativity**

Cathy Wood (Library 21c) and Britt Bloom ran a virtual escape room for families as part of Spring Break with 20 participants.

### **Service**

Larissa Powers and Becca Philipsen arranged for three of the department's virtual teen volunteers to attend this year's Colorado Teen Literature Conference through the Library as a reward for stellar performance.

### **Internal/Staff**

Cameron Riesenberger met with Christine Kreger and Beth Crist of the Colorado State Library to discuss their upcoming presentations on teen mental health in April. They will be presenting webinars for the Young Adult Library Services Association (YALSA) and the Colorado Library Consortium (CLiC).

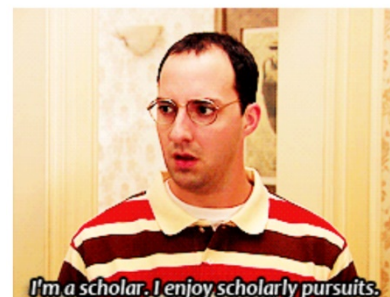
### **Accountability**

Becca Philipsen and Joanna Nelson Rendon worked to create resources for the branch consulting project. Joanna incorporated feedback from Gigi Holman (Fountain Library Manager), Abby Simpson (Southeast Region Director), and Hillary Dodge (North Region Director). Elyse Jones (Communications) created a guide for us to do asset mapping. This long-term project has the potential to do great things for our programs and services.

Menstrual supplies are provided at six pilot locations (Cheyenne Mountain Library, East Library, High Prairie Library, Monument Library, Penrose Library, and Ruth Holley Library). In January through March of 2021, patrons have utilized 790 menstrual supplies.

Most popular meme on Instagram: This post promoted an overdrive list of "must listen" nonfiction audiobooks. It had a reach of 2641 and was liked by 203 people, shared by 61 and saved by 21.

When you finally finish that  
non-fiction book





2021 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	19930	27967	30814	0	0	0	0	0	0	0	0	0	78711
Mobile Libraries Total	7799	7874	8576	0	0	0	0	0	0	0	0	0	24249
Calhan	1366	1597	1783	0	0	0	0	0	0	0	0	0	4746
Cheyenne	18418	24980	29124	0	0	0	0	0	0	0	0	0	72522
Fountain	8096	10698	12260	0	0	0	0	0	0	0	0	0	31054
High Prairie	13552	17345	20921	0	0	0	0	0	0	0	0	0	51818
Holley	11490	13994	15668	0	0	0	0	0	0	0	0	0	41152
Manitou	1540	1516	2145	0	0	0	0	0	0	0	0	0	5201
Monument	18631	23180	28401	0	0	0	0	0	0	0	0	0	70212
Old Colorado City	1736	532	3212	0	0	0	0	0	0	0	0	0	5480
Palmer Lake	0	0	0	0	0	0	0	0	0	0	0	0	0
Rockrimmon	18811	22947	26263	0	0	0	0	0	0	0	0	0	68021
Sand Creek	9445	12878	14372	0	0	0	0	0	0	0	0	0	36695
Ute Pass	1646	1842	1873	0	0	0	0	0	0	0	0	0	5361
Senior Van	991	928	1051	0	0	0	0	0	0	0	0	0	2970
Bookmobiles	6808	6946	7525	0	0	0	0	0	0	0	0	0	21279
East	50944	72000	86929	0	0	0	0	0	0	0	0	0	209873
Library 21c	36833	49441	57706	0	0	0	0	0	0	0	0	0	143980
Parenting	105	90	105	0	0	0	0	0	0	0	0	0	300
<b>Total Physical Materials</b>	<b>220342</b>	<b>288881</b>	<b>340152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>849375</b>

YTD CIRC Comparison	2021	2020	% Change
Penrose	78711	109492	-28.1%
Mobile Libraries Total	24249	31798	-23.7%
Calhan	4746	5204	-8.8%
Cheyenne	72522	82502	-12.1%
Fountain	31054	39248	-20.9%
High Prairie	51818	65024	-20.3%
Holley	41152	67885	-39.4%
Manitou	5201	9415	-44.8%
Monument	70212	84211	-16.6%
Old Colorado City	5480	43211	-87.3%
Palmer Lake	0	10108	-100.0%
Rockrimmon	68021	80137	-15.1%
Sand Creek	36695	67138	-45.3%
Ute Pass	5361	5393	-0.6%
Senior Van	2970	3893	-23.7%
Bookmobiles	21279	27905	-23.7%
East	209873	314881	-33.3%
Library 21c	143980	208670	-31.0%
Parenting	300	305	-1.6%
<b>Total Physical Materials</b>	<b>849375</b>	<b>1224622</b>	<b>-30.64%</b>

Current Month Comparison CIRCULATION	2021	2020	% Change
Penrose	30814	21547	43.0%
Mobile Libraries Total	8576	7907	8.5%
Calhan	1783	1102	61.8%
Cheyenne	29124	16483	76.7%
Fountain	12260	7414	65.4%
High Prairie	20921	13851	51.0%
Holley	15668	13812	13.4%
Manitou	2145	1979	8.4%
Monument	28401	17901	58.7%
Old Colorado City	3212	8368	-61.6%
Palmer Lake	0	2215	-100.0%
Rockrimmon	26263	15936	64.8%
Sand Creek	14372	13121	9.5%
Ute Pass	1873	1084	72.8%
Senior Van	1051	730	44.0%
Bookmobiles	7525	7177	4.8%
East	86929	63343	37.2%
Library 21c	57706	43074	34.0%
Parenting	105	54	94.4%
<b>Total Physical Materials</b>	<b>340152</b>	<b>249191</b>	<b>36.50%</b>

**Circulation Report  
By Facility  
March 2021**

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	13417		
Mobile Libraries Total	1808	1552	16.5%
Calhan	505	331	52.6%
Cheyenne	9057	6344	42.8%
Fountain	3623	3560	1.8%
High Prairie	2338	3443	-32.1%
Holley	4847	6227	-22.2%
Manitou (curbside only)	617		
Monument	7478		
Old Colorado City (re-opened 3/16/21)	1902	4520	-57.9%
Palmer Lake (book mobile only)		588	-100.0%
Rockrimmon	8731		
Sand Creek	4224	8719	-51.6%
Ute Pass	373		
Knights of Columbus Hall	0		
East	20953	19922	5.2%
Library 21c	9913	21181	-53.2%
<b>TOTAL</b>	<b>89786</b>	<b>76387</b>	<b>17.5%</b>
Special Collections	548		

\*March 2020: Libraries closed on March 16; some visitor data is unavailable

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	203580	241895	0	0	0	0	0	0	0	0	0	604374
DVD	45907	65152	74691	0	0	0	0	0	0	0	0	0	185750
CD Music	5364	7041	7584	0	0	0	0	0	0	0	0	0	19989
CD Book	5979	7191	8540	0	0	0	0	0	0	0	0	0	21710
Playaway	2359	3293	4165	0	0	0	0	0	0	0	0	0	9817
Kit	584	823	1234	0	0	0	0	0	0	0	0	0	2641
Game	1250	1801	2043	0	0	0	0	0	0	0	0	0	5094
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>220342</b>	<b>288881</b>	<b>340152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>849375</b>
													0
ILL	793	1036	1191	0	0	0	0	0	0	0	0	0	3020
CyberShelf-OverDrive	224978	200339	215715	0	0	0	0	0	0	0	0	0	641032
RB Digital Magazines	8495	7996	8343	0	0	0	0	0	0	0	0	0	24834
eReader	1	1	3	0	0	0	0	0	0	0	0	0	5
OneClick Audio	0	3575	3878	0	0	0	0	0	0	0	0	0	7453
Hot Spots	21	13	28	0	0	0	0	0	0	0	0	0	62
Cameras & Equipment	1	20	16	0	0	0	0	0	0	0	0	0	37
													0
<b>TOTAL STATE Circ</b>	<b>454631</b>	<b>501861</b>	<b>569326</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1525818</b>
Freegal Music	6125	5716	6015	0	0	0	0	0	0	0	0	0	17856
Freeding	175	148	110	0	0	0	0	0	0	0	0	0	433
DVD Player	0	0	0	0	0	0	0	0	0	0	0	0	0
Hoopla	2802	3519	3345	0	0	0	0	0	0	0	0	0	9666
Comics	506	721	532	0	0	0	0	0	0	0	0	0	1759
Kanopy	2977	2822	3639	0	0	0	0	0	0	0	0	0	9438
													0
CLC	5306	6531	6365	0	0	0	0	0	0	0	0	0	18202
Laptop Use	2	0	6	0	0	0	0	0	0	0	0	0	8
Active Users	262787	261515	260265	0	0	0	0	0	0	0	0	0	784567

Monthly Circ by Format			
	2021	2020	Change
Print	241895	158889	52%
DVD	74691	70305	6%
CD Music	7584	6690	13%
CD Book	8540	7128	20%
Playaway	4165	3272	27%
Kit	1234	824	50%
Game	2043	2083	-2%
<b>TOTAL Physical Items</b>	<b>340152</b>	<b>249191</b>	<b>36.50%</b>
ILL	1191	1067	12%
CyberShelf-OverDrive	215715	183649	17%
RB Digital Magazines	8343	6579	27%
eReader	3	2	50%
OneClick Audio (part of OverDrive beginning 10/20)	3878	388	899%
Hot Spots	28	15	87%
Cameras & Equipment	16	40	-60%
<b>Total e-materials</b>	<b>227967</b>	<b>190633</b>	<b>20%</b>
Freegal Music	6015	6492	-7%
Freeding	110	285	-61%
DVD Player	0	42	-100%
Hoopla	3345	3401	-2%
Comics (included in Hoopla)	532	648	-18%
Kanopy	3639	2048	78%
CLC	6365	12635	-50%
Laptop Use	6	1519	-100%
Active Users	260265	254774	2%

\*March 2020: Libraries closed on March 16

MTD Total	2021	2020	Change
January	454631	703288	-35%
February	501861	653851	-23%
March	569326	440931	29%
April		229841	-100%
May		301866	-100%
June		334184	-100%
July		554885	-100%
August		564757	-100%
September		556643	-100%
October		570447	-100%
November		521888	-100%
December		428559	-100%

YTD Total	2021	2020	Change
January	454631	703288	-35%
February	956492	1357139	-30%
March	1296691	1798070	-28%
April		2027911	-100%
May		2329777	-100%
June		2663961	-100%
July		3218846	-100%
August		3783603	-100%
September		4340246	-100%
October		4910693	-100%
November		5432581	-100%
December		5861140	-100%

**Circulation Report  
By Item Type  
March 2021**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	12,534	14,592	15,405										42,531
Mobile Libraries	4,943	5,289	5,379										15,611
Calhan	940	819	1,096										2,855
Cheyenne	12,129	14,974	16,817										43,920
Fountain	5,319	6,297	7,322										18,938
High Prairie	8,836	10,638	12,492										31,966
Ruth Holley	7,169	7,870	8,556										23,595
Manitou Springs	948	983	1,400										3,331
Monument	11,860	14,473	16,737										43,070
Old Colorado City	136	4	2,525										2,665
Palmer Lake													0
Rockrimmon	12,150	14,143	15,368										41,661
Sand Creek	5,926	7,732	7,903										21,561
Ute Pass	1,063	1,077	1,214										3,354
Senior Van	733	745	743										2,221
East	34,248	41,240	47,695										123,183
Library 21c	24,676	29,363	33,055										87,094
<b>Total</b>	<b>143,610</b>	<b>170,239</b>	<b>193,707</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>507,556</b>

YTD CIRC Comparison	2021	2020	% Change
Penrose	42,531	62,781	-32.3%
Mobile Libraries	15,611	19,448	-19.7%
Calhan	2,855	3,312	-13.8%
Cheyenne	43,920	52,104	-15.7%
Fountain	18,938	23,527	-19.5%
High Prairie	31,966	39,306	-18.7%
Ruth Holley	23,595	40,830	-42.2%
Manitou Springs	3,331	5,680	-41.4%
Monument	43,070	52,558	-18.1%
Old Colorado City	2,665	26,574	-90.0%
Palmer Lake	0	6,033	-100.0%
Rockrimmon	41,661	49,962	-16.6%
Sand Creek	21,561	38,219	-43.6%
Ute Pass	3,354	3,514	-4.6%
Senior Van	2,221	3,068	-27.6%
East	123,183	183,968	-33.0%
Library 21c	87,094	124,214	-29.9%
<b>Total Physical Materials</b>	<b>507,556</b>	<b>735,098</b>	<b>-31.0%</b>

Current Month CIRCULATION Comparison by Facility	2021	2020	% Change
Penrose	15405	11830	30.2%
Mobile Libraries	5379	3963	35.7%
Calhan	1096	656	67.1%
Cheyenne	16817	9923	69.5%
Fountain	7322	4219	73.5%
High Prairie	12492	7943	57.3%
Ruth Holley	8556	7814	9.5%
Manitou Springs	1400	1130	23.9%
Monument	16737	11144	50.2%
Old Colorado City	2525	4876	-48.2%
Palmer Lake		1239	-100.0%
Rockrimmon	15368	9832	56.3%
Sand Creek	7903	7142	10.7%
Ute Pass	1214	645	88.2%
Senior Van	743	556	33.6%
East	47695	35962	32.6%
Library 21c	33055	25020	32.1%
<b>Total Physical Materials</b>	<b>193707</b>	<b>143894</b>	<b>34.6%</b>

Current Month e-materials & Summary	2021	2020	% Change
Overdrive	215715	183649	17.5%
RB Digital Mags	8343	6579	26.8%
eReaders	3	2	50.0%
1-Click Audio*	3878	388	899.5%
Hot Spots	28	15	86.7%
<b>Total e-materials</b>	<b>227967</b>	<b>190633</b>	<b>19.6%</b>
ILL	1191	1067	11.6%
Cameras/Equip	16	40	-60.0%
<b>Physical Materials</b>	<b>193707</b>	<b>143894</b>	<b>34.6%</b>
<b>Total Monthly Circ</b>	<b>422881</b>	<b>335634</b>	<b>26.0%</b>

## Circulation without Renewals March 2021

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	13417		
Mobile Libraries	1808	1552	16.5%
Calhan	505	331	52.6%
Cheyenne	9057	6344	42.8%
Fountain	3623	3560	1.8%
High Prairie	2338	3443	-32.1%
Ruth Holley	4847	6227	-22.2%
Manitou (curbside only)	617		
Monument	7478		
Old Colorado City (maintena	1902	4520	-57.9%
Palmer Lake		588	-100.0%
Rockrimmon	8731		
Sand Creek	4224	8719	-51.6%
Ute Pass	373		
East	20953	19922	5.2%
21c	9913	21181	-53.2%
KCH			
<b>TOTAL Visitors</b>	<b>89786</b>	<b>76387</b>	<b>17.5%</b>
Special Collections	548		

\*March 2020: Libraries closed on March 16; some visitor data is unavailable

FEBRUARY 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>ADULT EDUCATION</b>						
Virtual - attended live	7	46	0	0	7	46
Virtual - recorded	5	53	0	0	5	53
LibGuides	4	883	0	0	4	883
Facebook Engagement		262		0		262
Facebook Reach		414		0		414
<b>PROGRAM TOTAL</b>	<b>12</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>99</b>
<b>ENGAGEMENT TOTAL</b>	<b>4</b>	<b>1145</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1145</b>
<b>REACH TOTAL</b>		<b>414</b>		<b>0</b>		<b>414</b>
<b>ADULT SERVICES</b>						
Virtual - attended live	29	750	5	45	34	795
Virtual - recorded	14	676	0	0	14	676
Virtual Outreach (outside program)			1	5	1	5
LibGuides	68	12067	0	0	68	12067
Take and Make			17	300	17	300
Telegram (same as Dial-a-Story)		6	0	0	0	6
Facebook Engagement		372		0		372
Facebook Reach		5347		0		5347
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
<b>PROGRAM TOTAL</b>	<b>43</b>	<b>1432</b>	<b>23</b>	<b>350</b>	<b>66</b>	<b>1782</b>
<b>ENGAGEMENT TOTAL</b>	<b>68</b>	<b>12439</b>	<b>0</b>	<b>0</b>	<b>68</b>	<b>12439</b>
<b>REACH TOTAL</b>		<b>5347</b>		<b>0</b>		<b>5347</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FAMILY AND CHILDREN'S SERVICES</b>						
Virtual - attended	21	213	0	0	21	213
Virtual - recorded	22	711	0	0	22	711
Outreach (In-person)			0	0	0	0
LibGuides	5	677	0	0	5	677
Virtual booklist			0	0	0	0
Tween Challenge	1	1	0	0	1	1
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make	9	3998	8	493	17	4491
Dial-A-Story	1	41	0	0	1	41
Drive-in Storytime			3	27	3	27
In-person program						
Facebook Engagement		1968		0		1968
Facebook Reach		15954		0		15954
<b>PROGRAM TOTAL</b>	<b>54</b>	<b>4964</b>	<b>11</b>	<b>520</b>	<b>65</b>	<b>5484</b>
<b>IN-PERSON PROGRAM TOTAL</b>						
<b>ENGAGEMENT TOTAL</b>	<b>5</b>	<b>2645</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2645</b>
<b>REACH TOTAL</b>		<b>15954</b>		<b>0</b>		<b>15954</b>
<b>OUTREACH TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>YOUNG ADULT SERVICES</b>						
Virtual - attended	1	16	3	12	4	28
Virtual Outreach	1	10	0	0	1	10
Virtual - recorded	19	2389	0	0	19	2389
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	9	2335	0	0	9	2335
Summer Adventure Registered			0	0	0	0
Take and Make			17	328	17	328

MARCH 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
<b>ADULT EDUCATION</b>						
Virtual - attended live	5	45	0	0	5	45
Virtual - recorded	5	46	0	0	5	46
LibGuides	5	806	0	0	5	806
Facebook Engagement		193		0		193
Facebook Reach		429		0		429
<b>PROGRAM TOTAL</b>	<b>10</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>91</b>
<b>ENGAGEMENT TOTAL</b>	<b>5</b>	<b>999</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>999</b>
<b>REACH TOTAL</b>		<b>429</b>		<b>0</b>		<b>429</b>
<b>ADULT SERVICES</b>						
Virtual - attended live	25	561	6	64	31	625
Virtual - recorded	13	534	0	0	13	534
Virtual Outreach (outside program)	3	50	1	5	4	55
LibGuides	67	13058	0	0	67	13058
Take and Make			18	235	18	235
Telegram (same as Dial-a-Story)		26	0	0	0	26
Facebook Engagement		149		0		149
Facebook Reach		336		0		336
Individual/Passive program (e.g. fun at home/scavenger hunt)			2	140	2	140
<b>PROGRAM TOTAL</b>	<b>41</b>	<b>1171</b>	<b>25</b>	<b>304</b>	<b>66</b>	<b>1475</b>
<b>ENGAGEMENT TOTAL</b>	<b>67</b>	<b>13207</b>	<b>0</b>	<b>0</b>	<b>67</b>	<b>13207</b>
<b>REACH TOTAL</b>		<b>336</b>		<b>0</b>		<b>336</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>140</b>	<b>2</b>	<b>140</b>
<b>FAMILY AND CHILDREN'S SERVICES</b>						
Virtual - attended	13	145	0	0	13	145
Virtual - recorded	7	219	0	0	7	219
Outreach (In-person)	6	311	0	0	6	311
LibGuides	6	910	0	0	6	910
Virtual booklist			0	0	0	0
Tween Challenge			0	0	0	0
Story Walk			0	0	0	0
Summer Adventure Registered			0	0	0	0
Take and Make	6	1987	106	531	112	2518
Dial-A-Story	1	12	0	0	1	12
Drive-in Storytime	2	35	2	35	4	70
In-person program	1	500	2	160	3	660
Facebook Engagement		2552		0		2552
Facebook Reach		16165		0		16165
<b>PROGRAM TOTAL</b>	<b>36</b>	<b>3209</b>	<b>108</b>	<b>566</b>	<b>144</b>	<b>3775</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>1</b>	<b>500</b>	<b>2</b>	<b>160</b>	<b>3</b>	<b>660</b>
<b>ENGAGEMENT TOTAL</b>	<b>6</b>	<b>3462</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>3462</b>
<b>REACH TOTAL</b>		<b>16165</b>		<b>0</b>		<b>16165</b>
<b>OUTREACH TOTAL</b>	<b>6</b>	<b>311</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>311</b>
<b>YOUNG ADULT SERVICES</b>						
Virtual - attended	8	63	0	0	8	63
Virtual Outreach	0	0	1	10	1	10
Virtual - recorded	26	2501	0	0	26	2501
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	9	2379	0	0	9	2379
Summer Adventure Registered			0	0	0	0
Take and Make			9	252	9	252

FEBRUARY 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	Programs	People
<b>YOUNG ADULT SERVICES</b>						
Dial-A-Story			0	0		0
Instagram Engagement	75	1523	0	0	75	1523
Instagram Reach		20967		0		20967
Facebook Engagement	40	730	0	0	40	730
Facebook Reach		11105		0		11105
<b>PROGRAM TOTAL</b>	<b>21</b>	<b>2415</b>	<b>20</b>	<b>340</b>	<b>41</b>	<b>2755</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENGAGEMENT TOTAL</b>	<b>124</b>	<b>4588</b>	<b>0</b>	<b>0</b>	<b>124</b>	<b>4588</b>
<b>REACH TOTAL</b>		<b>32072</b>		<b>0</b>		<b>32072</b>
<b>CREATIVE SERVICES</b>						
Virtual - attended			0	0	0	0
Virtual - recorded	3	4	0	0	3	4
LibGuides	17	5737	0	0	17	5737
Email - Contact Us		4		0		4
Take and Make	0	0	0	0	0	0
<b>PROGRAM TOTAL</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>
<b>ENGAGEMENT TOTAL</b>	<b>17</b>	<b>5737</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>5737</b>
<b>REQUESTS/REFERENCE TOTAL</b>		<b>4</b>		<b>0</b>		<b>4</b>
<b>REGIONAL HISTORY AND GENEALOGY</b>						
Virtual - attended	6	153	0	0	6	153
Virtual - recorded			0	0	0	0
PPNF requests fulfilled		159	0	0	0	159
Ref. Questions		231	0	0	0	231
Facebook Engagement		38	0	0	0	38
Facebook Reach	10	513	0	0	10	513
<b>PROGRAM TOTAL</b>	<b>6</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>153</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>
<b>REACH TOTAL</b>		<b>513</b>		<b>0</b>		<b>513</b>
<b>REQUESTS/REFERENCE TOTAL</b>		<b>390</b>		<b>0</b>		<b>390</b>
<b>KNIGHTS OF COLUMBUS HALL</b>						
Virtual - attended			0	0	0	0
Virtual - recorded			6	861	6	861
LibGuides			0	0	0	0
Take and Make			0	0	0	0
<b>PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>861</b>	<b>6</b>	<b>861</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Curbside Patrons - Holds			11924		11924	
Curbside Patrons - Printing			156		156	
Curbside Patrons - Kits			1005		1005	
Hours Open			2648		2648	
Door Count			69752		69752	
Ref. Questions	61		7043		7104	
					<b>PROGRAMS</b>	<b>PEOPLE</b>
					<b>GRAND TOTAL</b>	
<b>SERVICES PROGRAM TOTAL</b>	<b>139</b>	<b>9067</b>	<b>60</b>	<b>2071</b>	<b>199</b>	<b>11138</b>
<b>IN-PERSON PROGRAM TOTAL</b>						
<b>SERVICES INDIVIDUAL PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SERVICES ENGAGEMENT TOTAL</b>	<b>218</b>	<b>26592</b>	<b>0</b>	<b>0</b>	<b>218</b>	<b>26592</b>
<b>SERVICES REACH TOTAL</b>		<b>54300</b>		<b>0</b>		<b>54300</b>
<b>OUTREACH (In-person) TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REQUESTS/REFERENCE TOTAL</b>				<b>7104</b>		<b>7559</b>

MARCH 2021						
	DISTRICT		LIBRARIES		TOTAL	
	Programs	People	Programs	People	Programs	People
<b>YOUNG ADULT SERVICES</b>						
Dial-A-Story			0	0		0
Instagram Engagement	188	1056	0	0	188	1056
Instagram Reach		15303		0		15303
Facebook Engagement	41	445	0	0	41	445
Facebook Reach		11956		0		11956
<b>PROGRAM TOTAL</b>	<b>34</b>	<b>2564</b>	<b>10</b>	<b>262</b>	<b>44</b>	<b>2826</b>
<b>INDIVIDUAL/PASSIVE PROGRAM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENGAGEMENT TOTAL</b>	<b>238</b>	<b>3880</b>	<b>0</b>	<b>0</b>	<b>238</b>	<b>3880</b>
<b>REACH TOTAL</b>		<b>27259</b>		<b>0</b>		<b>27259</b>
<b>CREATIVE SERVICES</b>						
Virtual - attended			0	0	0	0
Virtual - recorded	6	52	0	0	6	52
LibGuides	19	4864	0	0	19	4864
Email - Contact Us		7		0		7
Take and Make	0	0	4	134	4	134
<b>PROGRAM TOTAL</b>	<b>6</b>	<b>52</b>	<b>4</b>	<b>134</b>	<b>10</b>	<b>186</b>
<b>ENGAGEMENT TOTAL</b>	<b>19</b>	<b>4864</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>4864</b>
<b>REQUESTS/REFERENCE TOTAL</b>		<b>7</b>		<b>0</b>		<b>7</b>
<b>REGIONAL HISTORY &amp; GENEALOGY</b>						
Virtual - attended	9	253	0	0	9	253
Virtual - recorded			0	0	0	0
PPNF requests fulfilled		122	0	0	0	122
Ref. Questions		256	0	0	0	256
Facebook Engagement	6	125	0	0	6	125
Facebook Reach		1014	0	0	0	1014
<b>PROGRAM TOTAL</b>	<b>9</b>	<b>253</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>253</b>
<b>ENGAGEMENT TOTAL</b>	<b>6</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>125</b>
<b>REACH TOTAL</b>		<b>1014</b>		<b>0</b>		<b>1014</b>
<b>REQUESTS/REFERENCE TOTAL</b>		<b>378</b>		<b>0</b>		<b>378</b>
<b>KNIGHTS OF COLUMBUS HALL</b>						
Virtual - attended			13	327	13	327
Virtual - recorded			0	0	0	0
LibGuides			0	0	0	0
Take and Make			0	0	0	0
<b>PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>327</b>	<b>13</b>	<b>327</b>
<b>ENGAGEMENT TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Curbside Patrons - Holds			12706		12706	
Curbside Patrons - Printing			127		127	
Curbside Patrons - Kits			600		600	
Hours Open			3318		3318	
Door Count			90334		90334	
Ref. Questions	65		9574		9639	
					<b>PROGRAMS</b>	<b>PEOPLE</b>
					<b>GRAND TOTAL</b>	
<b>SERVICES PROGRAM TOTAL</b>	<b>136</b>	<b>7340</b>	<b>160</b>	<b>1593</b>	<b>296</b>	<b>8933</b>
<b>IN-PERSON PROGRAM TOTAL</b>	<b>1</b>	<b>500</b>	<b>2</b>	<b>160</b>	<b>3</b>	<b>660</b>
<b>SERVICES INDIVIDUAL PROGRAM TOTAL</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>140</b>	<b>2</b>	<b>140</b>
<b>SERVICES ENGAGEMENT TOTAL</b>	<b>341</b>	<b>26537</b>	<b>0</b>	<b>0</b>	<b>341</b>	<b>26537</b>
<b>SERVICES REACH TOTAL</b>		<b>45203</b>		<b>0</b>		<b>45203</b>
<b>OUTREACH (In-person) TOTAL</b>	<b>6</b>	<b>311</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>311</b>
<b>REQUESTS/REFERENCE TOTAL</b>		<b>450</b>		<b>9639</b>		<b>10089</b>

## Communications Department: Report for April 2021

### NEWS COVERAGE

- Total features and mentions:\*
  - **March:** 62
  - **Year-to-date:** 216
  - **Average per month:** 72
- Highlighted coverage from last month:
  - The **grand opening of Manitou Springs Library inside the Manitou Art Center** was covered by many local news outlets, including [KKTU](#), [KOAA](#), KRDO, [Colorado Springs Business Journal](#), [Colorado Springs Independent](#), [Pikes Peak Bulletin](#), and [The Mountain Jackpot News](#).
  - **PPLD's downtown Stroll-a-Story, in collaboration with local businesses**, was featured by KOAA and [The Gazette](#).
  - [The Gazette](#) highlighted PPLD's updated book **release of *Invisible People of the Pikes Peak Region*** by John Stokes Holley, as part of its Regional History series.
  - **Cheyenne Mountain Library's manager**, Tiffany Paisley, was profiled in [The Cheyenne Edition](#).
  - A **COVID-19 then-and-now** segment for [KRCC](#) caught up with Director of Family & Children's Services, Melody Alvarez.
  - The Library Limelight column focused on the **reopening of more Library spaces and services**. It was featured online and in print for [three local editions of The Gazette](#).



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

### DIGITAL MARKETING

- PPLD.org website statistics (as of last month):
  - **Most popular web page**, besides the home page: [ppld.org/kids](http://ppld.org/kids)
  - **Monthly totals:** 198,030 sessions; 100,517 visitors, with 84,090 being new users; and 352,486 pageviews
  - **Year-to-date totals:** 581,175 sessions; 287,015 visitors, with 240,254 being new users; and 1,052,564 pageviews
- District-wide social media statistics (as of last month):
  - **Facebook:** 12,642 total followers, plus 28,748 daily engagement
  - **Twitter:** 5,219 total followers, plus 777 engagement
  - **Instagram:** 2,599 total followers, plus 1,159 engagement
  - **LinkedIn:** 1,227 total followers, plus 190 engagement

- **Video & social media highlights:**

- **New video:** [“The Last Book,”](#) a fun and humorous video introducing the new co-location partnership between Manitou Springs Library and the Manitou Art Center, has been viewed nearly 9,000 times with a total viewing time of over 80 hours. More than 500 people have engaged with the video through shares, likes, and comments.
- **Facebook Live:** PPLD hosted three live events during the month of March, including:
  - [Sneak Peak of MA at the MAC](#): Due to livestreaming technical difficulties, there were only 146 unique viewers; however, the video reached 13k people, with 8.3k views and 520 engagements.
  - [Grand Opening of MA at the MAC](#): 1.5k reach, 815 views, 76 engagements
  - [Sneak Peak of OL Renovations](#): 1.3k reach, 758 views, 65 engagements
- **Other high-performers on Facebook:** The book release for *Invisible People of the Pikes Peak Region* reached 6,666 people, with 128 reactions, and 460 link clicks.
- **New and notable web pages:**
  - PPLD’s statement on [Dr. Seuss in the news](#)
  - Celebrate [Women’s History Month](#) and [Deaf History Month](#) with PPLD
  - [Grow with the Library](#)’s gardens and seed libraries

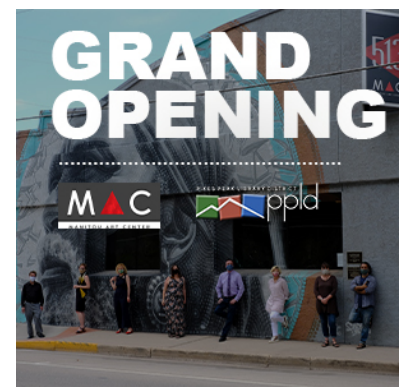


Total Video Performance		Showing All
Peak Live Viewers	16	
Minutes Viewed	4,385	
1-Minute Video Views	867	
10-Second Video Views	2,638	
3-Second Video Views	8,665	
Average Video Watch Time	0:12	
Audience Retention		
Audience and Engagement		

## HAPPENINGS

### Key updates & other news:

- **News from the Communications department:** We have selected PPLD’s new Director of Public Relations & Marketing! Denise Abbott starts in this role on Mon., April 19.
- **Kudos to the team:** Thank you to the Communications team for their help in a successful [grand opening of Manitou Springs Library at the Manitou Art Center!](#) Support covered many months and included the library card design contest, graphic design projects, signage planning and installation, staff talking points, videography, photography, social media, website updates, media relations, and advertising, along with event planning and execution for the sneak peeks and official grand opening day.
- **Public statements:** We shared that the Library continues to [stand against racism](#) and supports the Asian American and Pacific Islanders community; resources included on the web page. PPLD also responded to [Dr. Seuss in the news](#).
- **Publications:** In place of *District Discovery* (our quarterly magazine) this Spring, PPLD released a three-month [“back in action” calendar](#) highlighting some programs and resources available across the District from March – May. You can view it online, or pick up a copy from one of our library locations.



- **Library use survey:** PPLD is [conducting a short survey](#) from April 5-30 to find out when and how community members would use their preferred library location. It's available online and by paper, in both English and Spanish.
- **Celebrating National Library Week:** The El Paso County Board of County Commissioners, the Colorado Springs City Council, and the Town of Calhan passed proclamations for National Library Week (April 4-10, 2021). PPLD also recognized this special week, along with Library Giving Day (April 7), via our website, social media, and emails.
- **Girl Scout Troop's Hometown Heroes:** Girl Scout Troop 45171 selected PPLD as their "Hometown Heroes" this year. They deliver 221 boxes of cookie donations, provided by the community, on April 17, which will be distributed across the District for staff.



### Current & upcoming partnerships:

- **Active community partnerships** (as of last month): 21
- **El Paso County Public Health:** Supporting the department by [providing information about the COVID-19 vaccine](#) to Library patrons via our website, social media, and mass email, as well as via poster displays and flier distribution with curbside services, beginning the week of March 29.
- **Citizens Project, in collaboration League of Women Voters, Colorado Springs Independent, and FOX21 News:** PPLD helped [promote and encourage civic engagement](#) for the recent general municipal election ballot and City Council candidate forums.
- **AARP Tax-Aide:** The [free tax assistance program](#) has been extended at Library 21c and Calhan Library, with the extension of the IRS tax filing deadline to May 17. Interested community members can call (719) 235-6757 to schedule an appointment and find out how to complete intake forms in advance; it's open to everyone, not just AARP members.
- **Vitalant:** Blood drives will resume on Sat., May 22 from 11 a.m. – 3 p.m. at Monument Library.
- **The Trust for Public Land:** Official partnership underway to create and install two tile murals in Panorama Park as part of the City of Colorado Springs' renovation project.
- **City of Colorado Springs' Human Relations Commission:** Formalizing a partnership to support the production for a series of community roundtable dialogue and forums addressing relevant topics of diversity, equal rights, and equal opportunity priorities that affect underserved communities and populations; first event is slated to take place in late June.





## Current & upcoming programs:

- [Artists of the Knight](#)  
**Starting April 21**

Check out the virtual program from Knight of Columbus Hall featuring artists from the Pikes Peak region. **Episodes premiere every Wednesday at 7 p.m.** on PPLD's YouTube and Facebook.

- **April 21** - Ramon Aguirre
- **April 28** - Conor Bourgal
- **May 5** - Ollie Gielas
- **May 12** - Brian Elyo
- **May 19** - Sharon Carvelle



- [Community Conversation: Evictions](#)

**Thu., April 22 at 7 p.m.** (virtual)

Join us for a panel discussion on evictions and the effect of COVID-19. The monthly series invites the public to discuss current events and issues impacting the Pikes Peak region, with a goal to promote civil dialogue and greater understanding of different perspectives.

- [Mountain of Authors](#)

**Panel Discussion: True Crime & Crime Writing**

**Thu., April 29 at 6 p.m.** (Library 21c's venue & virtual)

The live panel will include an author, journalist, and historian/archivist, along with the program's keynote speaker Joe Kenda. Panelists will discuss true crime/crime writing, sharing their personal knowledge and experiences that provides valuable insight into this world of writing.



**Keynote Address: Lt. Joe Kenda (ret.)**

**Sat., May 1 at 2 p.m.** (virtual)

Join us for the 2021 keynote address by author and retired homicide detective Lt. Joe Kenda, which will include a Q&A session at the end. Register to attend, along with a chance to win an autographed copy of his new book, *Killer Triggers*.

- [National Week of Making](#)

**May 17-23**

Here's an opportunity for individuals in communities throughout the U.S. to participate in Making activities locally, celebrating the innovation, ingenuity, and creativity of Makers! Makers are developing new solutions and products for pressing challenges, engaging students in hands-on, interactive learning of STEM, arts, and design, and enabling individuals to learn new skills in fabrication and manufacturing.

- **Pikes Peak Regional History Symposium**

***Nice, Naughty, & Notable: Colorado Springs at 150***

In a year marking the 150-year anniversary of the founding of Colorado Springs by William Jackson Palmer, PPLD is pleased to offer our 2021 Pikes Peak Regional History Symposium virtually! This year's program has been divided into four separate virtual events, taking place once a month from May through August. Click the links to learn more and get registered:

- [May 22 at 10 a.m. \(virtual\)](#)
- [June 26 at 10 a.m. \(virtual\)](#)
- [July 24 at 10 a.m. \(virtual\)](#)
- [August 28, 10 a.m. \(virtual\)](#)

- [Colorado Author Project - 2021 Indie Author Project](#)

**Submissions accepted through May 31**

The Indie Author Project (IAP) is a publishing community that includes public libraries, authors, curators, and readers working together to connect Library patrons with great indie-published books. In addition to its ongoing curated indie collections, IAP hosts a local contest each spring to find the best indie titles in each participating region. Their contest will accept submissions of adult and young adult fiction, to be recognized as the top indie-published eBooks in the Colorado region. Winners receive prizes, plus career-elevating recognition.

**Meeting & study rooms:\***

- **Library-hosted programs & room use (including Virtual Library):** 161 for last month, bringing the year-to-date total to 416
- **Patron reservations:** 72 for last month, bringing the year-to-date total to 88
- **Online patron requests:** 167 during last month, bringing the year-to-date total to 221
- **Phone & email inquiries:** 77 for last month, bringing the year-to-date total to 129
- **Cancellations (by PPLD):** 379 for last month, bringing the year-to-date total to 936

*\*During the ongoing pandemic, a [limited number of rooms reopened](#) to the public on Feb. 9, but with the scheduling requirements (two weeks in advance), actual reservations didn't resume until Feb. 23.*

**Internal communications:**

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

**COVID-19 PANDEMIC**

The Communications team continues to support key District-wide efforts, as it relates to the ongoing pandemic and service-related changes, in the following ways:

- **Internal communications:**
  - Email communication: The Bookmark, our weekly newsletter
  - Intranet: Dedicated web page and home page spotlight
  - Phone system: Staff phone line updates
  - Handling patron inquiries: FAQs and talking points
- **External communications:**
  - Website: Home page sliders, web pages, and Library Market
  - Email and text notifications: Holds ready for pick up, due date reminders, etc. (for subscribed Library cardholders)
  - Social media: Facebook, Twitter, Instagram, LinkedIn, and YouTube
  - Local media: Pitching story ideas, responding requests, scheduling interviews, etc.
  - Signage: Library facilities (exterior and interior), book drops, and curbside services
  - Phone system: Main message, special extension, and recorded greetings by locations
  - Online calendar listings: [Virtual Library event listings](#) on Library Market, Peak Radar, Colorado Springs Independent, Macaroni Kids, and the State Library's virtual calendar
  - Email newsletters: NextReads (opt-in book recommendations to subscribed patrons)



## **Facilities Department Report April 21, 2021**

### **Projects**

Facilities has been working with Design Edge on the design of a new network closet that will serve the Penrose/Carnegie buildings. Also, in association with this project will be the addition of a new office located in the lower level of the 1905 Carnegie that will serve the Director of Regional History and Genealogy. Final drawings are being reviewed at this time. It is anticipated that we will release this project for bidding by April 16.

Facilities is also working on completing the project to enclose the open space of the Executive Assistant's lobby. This design is also under review and we anticipate bidding will occur by April 16 as well.

An RFQ for consultant services for planning the roof replacement for the Penrose and 1905 Carnegie was released on March 12, 2021 with a due date of April 6, 2021. A mandatory pre-bid conference was conducted on March 24, 2021. Only two potential bidders were present. No bids were received by the designated due date. We have reissued the RFQ with a list of additional potential bidders with a due date now of April 29, 2021.

We are still awaiting word back from the Colorado Springs Parking Enterprise regarding the intergovernmental agreement between the city and PPLD for enforcement and funds from the parking lot of the Penrose Library. Once the agreement is finalized, the Facilities department will proceed with replacement of the parking meters. The delay may be due to the fact the agreement will require approval from city council.

We have completed the installation of a hearing loop system in the community meeting room at East Library. This project was in coordination with the Foundation Office and funding by private donation.

Additionally, we are currently out to bid on several of other projects throughout the district that include but are not limited to:

- District-wide asphalt maintenance and repairs
- Through-wall book drops at Sand Creek Library
- Mezzanine doorway for securing area in the Knights of Columbus Hall
- Miscellaneous electrical projects at a number of locations.

### **Operations**

Facilities released an RFQ for Landscape Maintenance services for the district earlier this year and have awarded this year's contract to Fisk Lawnsapes. We're excited to begin this relationship with Fisk and have high expectations going forward.

Facilities continues to work on the RFP for janitorial services to be implemented January 1, 2022. We anticipate completion by the end of April. This will be a decision item that will be presented to the board later this summer.

### **Monthly Statistics**

In the month of March 2021, the Facilities department completed a total of (150) 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 March, 2021, Facilities staff completed a total of (124) demand work orders (work orders submitted by PPLD staff) accounting for (225.09 hours) of staff time and (185) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (230.8 hours) of staff time. A total of (309) work orders. Along with work orders, Facilities on-call personnel responded to (2) after-hours calls in March 2021. Emergency calls address issues that cannot wait until the next business day.

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

**Human Resources:**

Major projects included the following:

- Organizational Development (Cody Logsdon)
  - Rolled out the Learning Management System, Bridge
  - Rolled out PPLD's 2021 Learning Plan
  - Worked on four employee relations cases
  - Led two podcast discussions for management team and supervisors
  - Created QuickStart and DEI courses in Bridge
  - Facilitated second session of Leadership Program
  - Worked on curriculum for technology training basics
  - Presented Best Workplaces survey results to Leadership Team
  - Worked on and updated Culinary Program Supervisor position, and Senior Library Associate position
  - Met with Finance about uploading Munis trainings into Bridge
  - Attended meeting with Employers Council to discuss the kickoff of Equal Pay for Equal Work Act audit
  - Updated onboarding guide with security's badge information
  - Troubleshooting Bridge challenges
  - Attended Cultural Excellence: Ideas and Discussions training
- HRIS/Benefits/Compliance (Cristina Jaramillo)
  - Finished improving and finalizing the IT help desk ticket process for promotions, transfers, new hires and terminations
  - Completed Circulation/Shelving position changes for MUNIS database
  - Visited Vault with Laurie and Heather at East Library to devise plan for purging and records retention of old files
  - Studying for SHRM-CP certification test
  - Dealt with employee relations cases
  - Presented benefits at Quickstarts for New Hires/Current Employees
  - Prepared for and attended Leadership Program training
  - Podcast preparations and review discussions for Management Team
  - Worked on resolving difficult Worker's Comp issue with Sedgwick, our provider, to improve customer service experience for employees
  - Completed handy Employee Benefits Enrollment Guide with Moody Insurance (our brokers) and Heather
- Wellness program and Records Retention (Laurie Jackson)
  - Continued to work on records retention requirements for HR filing system
- Volunteer program (Karen Goates)
  - Created Volunteer Advisory Committee to review current documents and procedures of the PPLD Volunteer Program. Our first task is revising the adult volunteer application and moving it online.
  - Continued return of volunteers across the district.
    - 65 volunteers gave 556 hours of on-location service in March, spanning seven PPLD libraries. Volunteers participated in circulation tasks, genealogy/history, virtual YOGA and branch Friends doing book donation sorting/selling.
    - 20 Teen volunteers logged 56 hours of service. All of these volunteers were virtual and participated in either the Workforce Readiness Training,

<https://research.ppld.org/workforce-readiness-training>, or did book reviews for the Review Crew. <https://ppld.org/teens/review-crew-reviews>

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	March 2021
Jobs Posted	6
Newly Hired Employees	2
Promoted Employees	3
Transferred Employees	1
Separated Employees	5

- Conducted interview coaching to interested internal employees
- Worked on options for recruiting Library Assistant for all three regions
- New Hire Orientation and pre-hire paperwork
- Background verification follow-ups

- Training (Sarah Marshall)

- Launched new learning management system, Bridge
  - Current content: 63 courses, 38 live trainings, 67 programs
  - Facilitated 2 in-person trainings on basic features
  - Troubleshooting account issues and questions
- Supported launch of staff learning plan to be tracked in Bridge
- Analyzed results from Library Supervisor Circulation Training survey
- Facilitated second session of Leadership Program
- Attended Cultural Excellence: Ideas and Discussion (CEID) level 1 training
- Continued updating and promoting learning opportunities for staff: <https://research.ppld.org/ppldprofessionaldevelopment>

- Other Projects (Heather Laslie)

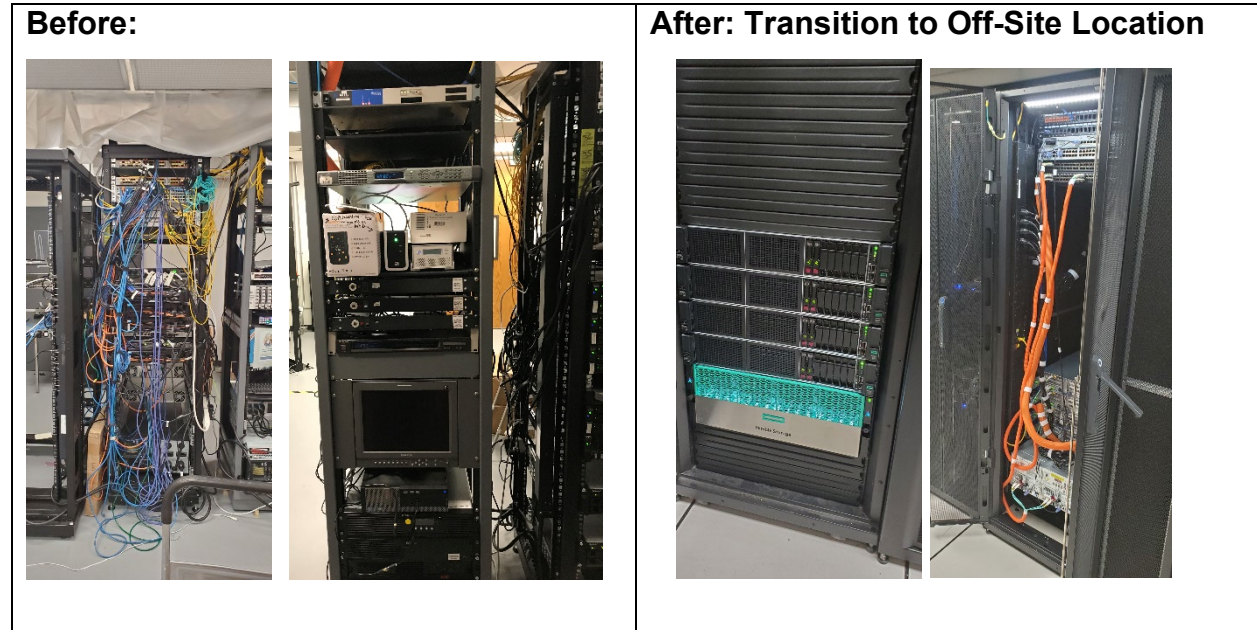
- Attended Cultural Excellence: Ideas and Discussion (CEID) level 1 training
- Coordinated staff vaccinations with the county and responded to relevant questions
- Collaborated to update the Paid Sick Leave policy
- Conducted Compensation presentation for staff
- Was a guest speaker for Leadership Program training on Difficult Conversations
- Worked to initiate the Equal Pay for Equal Work Act audit with 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!

# Information Technology (IT) Department Report

April 2021

## Infrastructure Team

Data Center Transition. IT Department is working with vendors to complete installation of equipment and begin process of closing East Library Data Center and transition services off-site for continuity and disaster recovery.



Network Transport Transition (E-Rate Funded). Planning underway with Allstream (winning vendor for broadband services) with project kickoff meeting on April 12.

East Library Cabling Project. Basement completed with work starting on second floor.

Surveillance System Replacement Project. Project planning continues. Cabling to support this project underway in conjunction with previously approved E-Rate related cabling projects (Penrose Library cabling and East Library cabling) plus previously planned cabling project at Cheyenne Library.

Manitou Relocation. IT Department completing residual activities and will close project involvement in April.

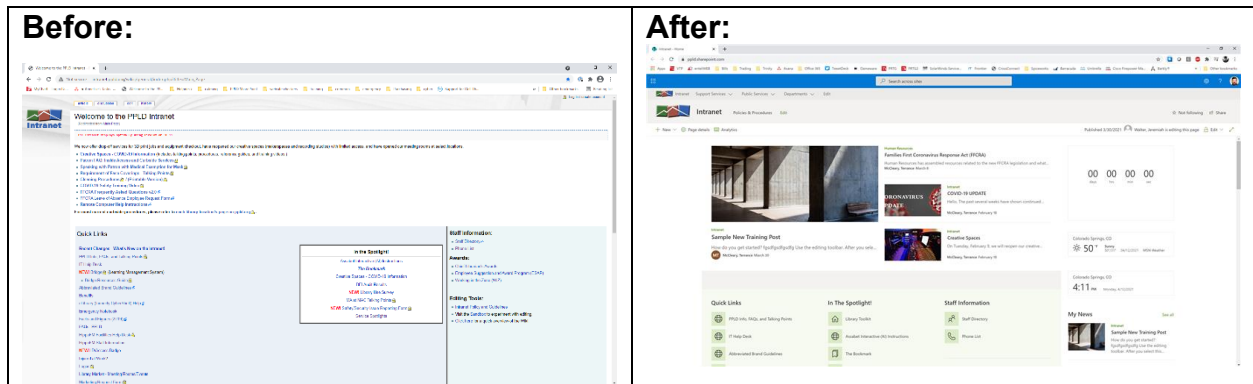
Access Control. IT Department working with Security staff to scope this project pending Board approval to proceed with mid-year budget resolution in August.

Phone System. Upgrading system to provide desk phone features to mobile staff using their laptops.

Network Restructure. Required to mitigate cybersecurity risk associated with network architecture.

## Web Team

Intranet Transition. IT Department transitioning staff intranet and file shares to use some SharePoint capabilities (PPLD Sharepoint “Lite”) to reduce staff resources associated with maintaining previous intranet.



## End User Services (EUS) Team

Staff Transition to Mobile Workforce Project. EUS has deployed 80 laptops to date to provide staff mobility to operate in a pandemic and post-pandemic environment.

Self-Check Upgrade. On-hold pending IT Department staff review of vendor proposal to provide PPLD with cost saving upgrade solution for self-checks and material security gates.

## March Statistics.

- Worked on 552 tickets and closed 464 tickets.
- Computer Usage was 19,422 sessions.
- Hotspot Circulation to Library Patrons was 28.
- Printed Pages 81,210.
- Laptop circulation was 6.
- AWE Early Literacy Station circulation was 0.

## **Security Board Report Contributions**

A new month upon us and Security/Safety and Social Work continue to strive to contribute in every way possible across the District. The camera bridge system is beginning installation and we are working with IT at both Cheyenne mountain as well as East removing old components and running new CAT 6 wiring.

Work on the MAC security systems continue, and we have completed installation of the first badge intrusion alarm system hybrid in the district.

Trainings from the department to district staff continues. This month we passed 200 staffers trained in house on CPI. Saving the district, a total of 306,000 in training dollars. CPR /AED is nearing completion of its mandatory trained numbers for the first time in 7 years.

Gloves and mask orders have arrived using funding from the received grant and we have enough supplies to continue to supply the district for the rest of the year. Accommodation work continues across the district on a case-by-case basis.

Work to develop the RFI for Badge access work continues with IT. District Safety maps continue to be updated and the new district Fire plan that was begun before COVID-19 and shelved is nearing completion and will be distributed district wide soon. Work with designated representatives across the district to begin planning fire drills is underway.

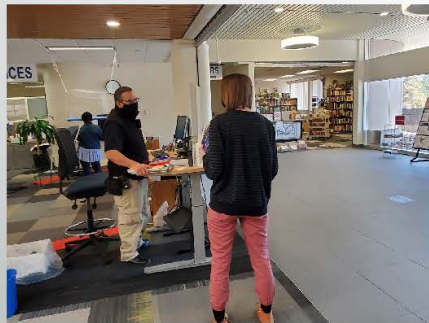
We continue to attempt to fill vacant positions and Officers continue to work across several branch assignments to fill needs.



# Pikes Peak Library District Board of Directors

Southeast Region Security Team

## Customer Service: East Library.



Security Officer, J. Rafael Melendez is responding to a guest's questions. Providing information to connect a patron with the services of the East Library. He also maintaining a count of the number of occupants in the library, as well as enforcing compliance with the mask mandate. The present occupancy limit is 90.



## Customer Service: Ruth Holley Library

Security Officer, Derrick Murphy is responding to a guest's security questions. Providing information to connect a patron with the services of the Ruth Holley Library. He is also maintaining a count of the number of occupants in the library, as well as enforcing compliance with the mask mandate. The present occupancy limit is 20.

## Sand Creek Library



Respond to incidents in order to document and preserve evidence, such as when a library employee's vehicle was damaged by a round from a weapon, as it was parked adjacent to the Sand Creek Library.

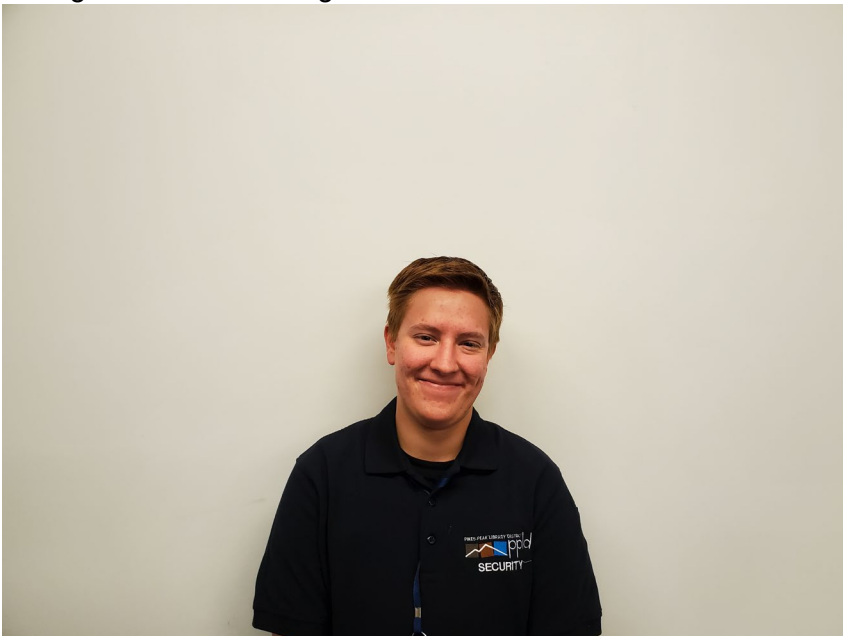
Joseph Hurst, Security Officer, photographed the scene, contacted police and assisted them in their investigation. Hurst then documented the incident in a written report.

## North Region

- North Region is continuing the practice of random presence at each location in order to provide support for the staff for patrons who are anti-mask and / or mask protesters. We have been able to decrease the rate of Incidents by using a random presence schedule.



- North Region has hired a new Security staff member who has experience from 2 local and high profile hotels Broadmoor and Great Wolf Lodge. Kurt started with PPLD on April 5 and has been doing a great job and the team will be able to continue our work throughout the North Region with Kurt.



- North Region is the smallest team with the largest geographic area to cover. Due to all of the changes, updates and new training for staff, we are doing the best we can to provide support for staff members and provide high quality security services for the patrons. We always strive to be the best team in the District!!!



## West Region

- In the west region we are fixing safety issues. This safety issue was raised cement where it could become a trip hazard. We put a work order in and facilities did a great job smoothing the cement out and putting rubber sealant in the crack. All around good job.

Before picture:



After Picture:



- Completed collection and redistribution of additional radio modifications.



- West region is proud to announce that one of their officers Eric Scott was awarded the Officer of the month.



## Social Work

### Activities for March 2021 – Kayla Rockhold

- Bimonthly Security appeal meetings
- Networking/collaboration meetings with: Allison (The Place); John, Bob, & Judy (CONNECT); USC MLIS student; Kyle, Emily, and Jamie (ECPH); Alison, Victoria, and Shawna (The Place) - discussed with Dustin use of KCH for teen drop in area
- Internal meeting/collaboration with: Michael D (West Region Director); Abby Simpson (collaborate on ECPH partnership)
- 50 separate patron meetings serving 36 individuals; 29 of which were new clients
- Weekly CE meetings
- Security Staff meeting
- Attended Unite Colorado training to learn new referral platform
- Began sitting at front entrance of PE when available to be more visible to patrons
- Began open hours - 10 hrs/month at PE, 4 hrs/month at SA, 4 hrs/month at RU, and 3 hrs/month at CA

### “Accomplishments”

- Provided 15 bus passes for people to access medical appointments, job searching, and DHS appointments
- Assisted patron in ordering replacement SSA card and submitting application to become his own SSI payee
- Patron successfully obtained cell phone to be able to communicate with her care providers
- Assisted patron with completing Section 8 form to keep housing
- Assisted patron with filling out Change of Address form to obtain stimulus check
- Assisted 2 patrons with getting documents uploaded to Id.me for identity verification needed for unemployment
- Successfully unlocked patron’s Reliacard account so he could access funds to pay rent

## Mask Mandate at PPLD

**As we begin the process of emerging from the pandemic, there are few issues as polarizing in our community as mask mandates. PPLD's primary focus remains the health and safety of our users and staff, and we believe strongly that any decision of when that mandate should be removed should be based on a defensible evaluation of the risk associated with removing it. Current trends and statistics are the best way to measure that risk. These are the datapoints that are utilized, current as of writing:**

- Since the beginning of the pandemic, El Paso County has documented 59,991 cases of COVID-19. Assumptions vary, but several studies conclude that less than 10% of those infected seek testing. During that time, El Paso County has experienced 771 deaths related to COVID-19, with the 3 deaths recorded on April 13.
- In mid-July, El Paso County was averaging 1,000 new COVID-19 cases each day. On April 14, we were adding 198 cases a day. In the last 14 days we have seen 2,999 new cases of COVID-19 in El Paso County. We are now at the highest numbers we have been at since January 16.
- Percentage of Positivity: This is the number of PCR tests that return a positive COVID-19 result. Currently our 7-day average is 7.10%, which translates to 1 in every 14 tests processed being positive for COVID-19. 5% is the point at which CDC and State guidelines will lower the risk category. These numbers reflect only the individuals presenting symptoms and deciding to get tested.
- Incidence: The number of cases that have occurred in the last 7 days per 100,000 population. In the last 7 days we have had 1,479 positive cases in El Paso County. This tallies to an incidence of 204.7.
- Hospitalizations are currently volatile, with a 7-day average of 5.71, meaning an average of nearly 6 people have been hospitalized with COVID-19 each day in the county over the last week. This follows a significant spike in this average on April 9 of 8.71. In the last week, though, we have spiked from 44 hospitalized cases to 67. This is currently staying between 60-70.
- Schools are the largest outbreak centers currently in our county, followed by retailer establishments and indoor/office workspaces.
- 333,522 vaccines have been administered in El Paso County. 210,134 individuals (29.1%) have received at least one dose, with 132,357 (18.3%) of those fully vaccinated.
- Of all members in the county who are eligible to be vaccinated, (those 16 and older) 36.9% have received it. The largest category by far is those most at risk over 65. Of those residents, 73% have been vaccinated.
- After a large initial push, the available doses to distribute have leveled off and lessened.
- Emergent variants continue to be the cause of increase and sustainment. Currently, almost half of all cases in Colorado are the UK variant, which has been shown to be more easily transmitted.
- The World Health Organization, Centers for Disease Control and Prevention (CDC), CDPHE, and El Paso County Public Health Department all recommend wearing masks to prevent the uncontrolled spread of COVID-19. Additionally, they all recommend continuing the use of masks until percentage of positivity is below 5% in any given area.
- PPLD is almost alone in El Paso County as a large public entity and gathering point in not having had a single outbreak of COVID-19 or any cases traced back to any of our campuses.
- A majority of PPLD employees have completed or are nearing full vaccination. Full vaccination occurs 2 weeks after your "last" vaccination dose.



It is our recommendation that vaccinations ne considered as a potential trigger point for reconsideration of our mask mandate to. PPLD should continue to closely work with and watch the vaccination demand within El Paso County. When the demand for vaccinations by the public within the county begins to wane, it is a good indication that all of those who are seeking to receive the vaccination have initiated the process. When this trend has been established, a two-week communication and announcement period should commence, allowing the “full” vaccination status to be reached by a majority of those seeking it. At this point, PPLD can transfer from mandating masks within our facilities by the public to recommending them. All patrons will continue to be welcome to wear masks if they so choose after that time.

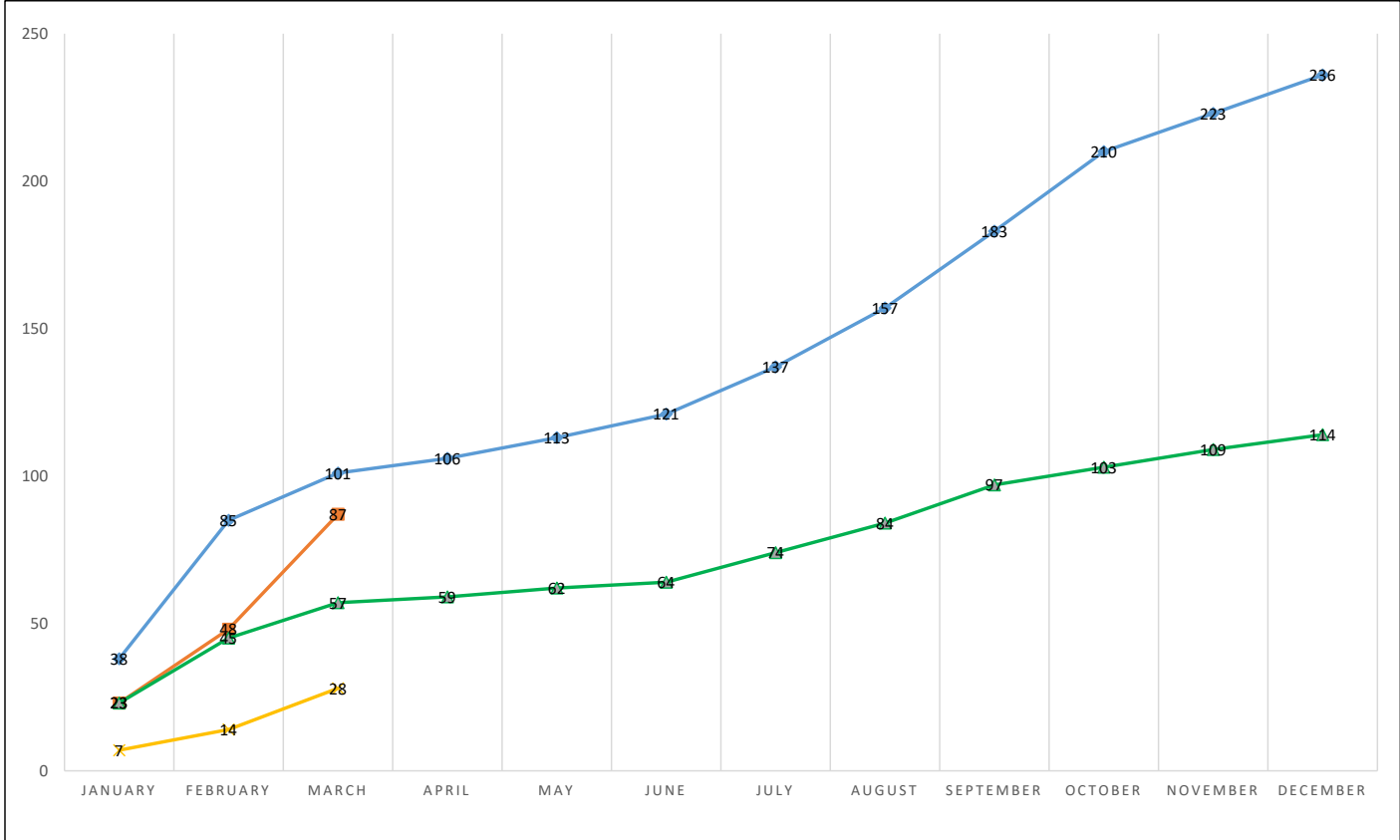
**Report & Suspension Increasing Totals**

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	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

2020 - Suspensions	
JANUARY	23
FEBRUARY	22
MARCH	12
APRIL	2
MAY	3
JUNE	2
JULY	10
AUGUST	10
SEPTEMBER	13
OCTOBER	6
NOVEMBER	6
DECEMBER	5

2021 - Suspensions	
JANUARY	7
FEBRUARY	7
MARCH	14
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

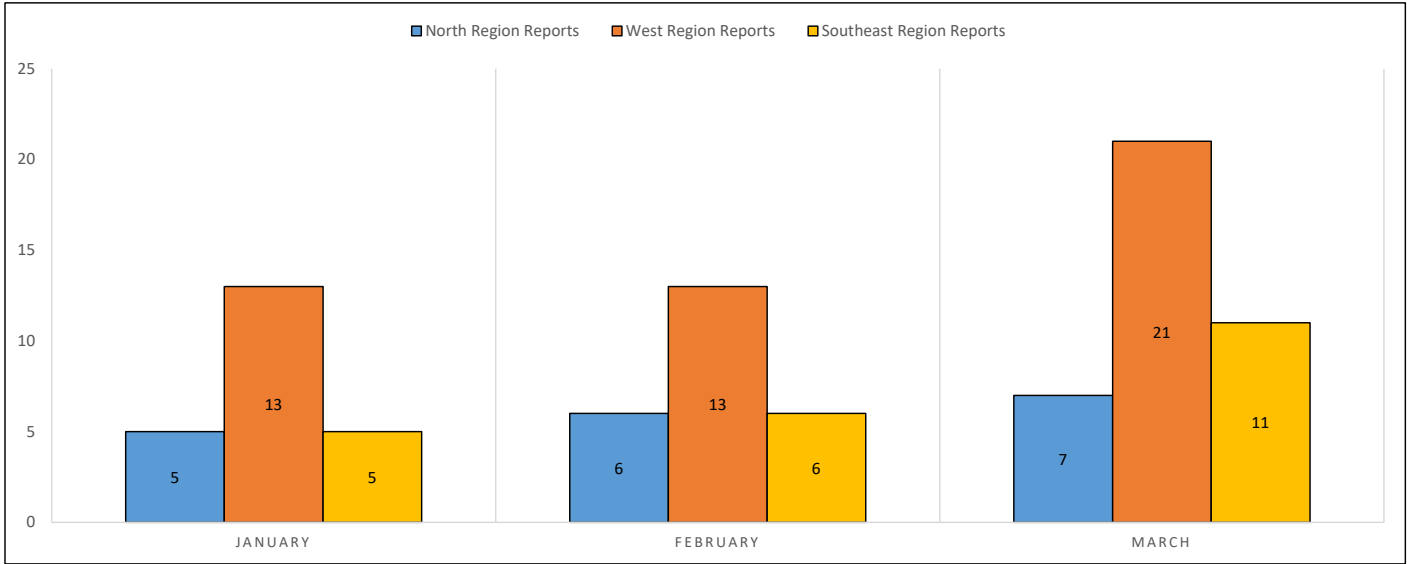


**Reports - Regional Monthly Comparison**

North Region Reports	
JANUARY	5
FEBRUARY	6
MARCH	7

West Region Reports	
JANUARY	13
FEBRUARY	13
MARCH	21

Southeast Region Reports	
JANUARY	5
FEBRUARY	6
MARCH	11



**Suspensions - Regional Monthly Comparison**

North Region Suspensions	
JANUARY	3
FEBRUARY	1
MARCH	2

West Region Suspensions	
JANUARY	3
FEBRUARY	5
MARCH	10

Southeast Region Suspensions	
JANUARY	1
FEBRUARY	1
MARCH	2

