

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
June 15, 2022 5 pm

Cultivate spaces for belonging,  
personal growth, and strong communities

PENROSE LIBRARY – COLUMBINE ROOM A

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

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

Meeting ID: 883 8779 8379

Passcode: 730852

REGULAR MEETING OF THE BOARD OF TRUSTEES

I. CALL TO ORDER

II. ITEMS TOO LATE FOR THE AGENDA

III. CORRESPONDENCE AND PRESENTATIONS

A. Correspondence

Letter from School District 11 Interim Superintendent (p. 2)

B. Presentations

Equity, Diversity and Inclusion (EDI) presentation (S. Martinez, H. Laslie)

IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)

**The Board will take a brief break for photos at 5:30 p.m.**

V. BUSINESS ITEMS

A. Decision 22-6-1: Minutes of the May 18, 2022 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 22-6-2: Interim Chief Librarian and CEO Goals (p. 7)

VI. REPORTS

A. Friends of the Pikes Peak Library District Report (R. Jordan) (p. 8)

B. Pikes Peak Library District Foundation Report (L. James) (p. 9)

C. Financial Report: January 2022 (R. Green)

D. Public Services Report (T. Sayles) (p. 10)

E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (p. 30)

F. Interim Chief Librarian's Report (T. Shainidze Krebs)

G. Board Reports

1. Governance Committee Report

2. Internal Affairs Committee Report

3. Public Affairs Committee Report

4. Trustee Update

5. Board President's Report

VII. ADJOURNMENT

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

## Inspire Every Mind.

Spring 2022

(719) 520-2001  
nicholas.gledich@d11.org

Teona Shainidze Krebs  
Pikes Peak Library District  
20 North Cascade Avenue  
Colorado Springs, CO 80903

Dear Ms. Shainidze Krebs:

*"We cannot live for ourselves alone. Our lives are connected by a thousand invisible threads, and along these sympathetic fibers, our actions run as causes and return to us as results."*

**Herman Melville**

Connections create families. Connections unite a school building of strangers into a place with a common purpose. Connections build a community where members engage and invest in one another to create a viable environment for continued growth and quality of life for all.

Your partnership with District 11 serves as a model to others in our community, inspiring them by your participation in the education of students in District 11 schools.

This year Christa Funke, Betty McDonald, Britt Bloom, Barb Huff-Andros, Shannon McDonald, Beca Philipsen, Mikaela Fortune, Danielle Sltenright, Cathy Wood, Kim Cox, Toni Turner, June McGinn, Erica Purgason, Annie Spencer, Jordan Romero, and Inti Dewey gave 83 presentations to 2774 students.

Thank you for your contribution, which sets an exemplary standard for community engagement in our schools. Together with District 11 staff, we will inspire our students to fulfill their dreams and apply their talents and skills to strengthen our community and the nation.

Sincerely,



Nicholas M. Gledich, Ed.D.  
Interim Superintendent of Schools



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PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
May 18, 2022 5 pm

PENROSE LIBRARY – COLUMBINE ROOM A

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President Dr. Ned Stoll, Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Trustee Erin Bents, Trustee Debbie English, Trustee Mina Liebert

Interim Chief Librarian and CEO Teona Shainidze Krebs, Chief Safety, Social Services and Security Officer Michael Brantner, Old Colorado City Library Manager Amber Cox, Executive Assistant Laura Foster, Director of Adult Services Janina Goodwin, Chief Financial Officer Randy Green, East Library Manager Gigi Holman, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Director of Regional History and Genealogy Brett Lobello, Strategic Services Librarian Betty McDonald, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Fountain Library Manager Jake Rundle, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Sand Creek Library Manager Sara Sharples, Director of Southeast Region Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Mobile Library Manager Lisa Ward, Ruth Holley Library Supervisor Tessia Warren, Steve Abele, City Councilmember Randy Helms

Trustee Erin Bents arrived at 5:10 p.m.

Trustee Scott Taylor arrived at 5:16 p.m.

Absent: Trustee Aaron Salt

### REGULAR MEETING OF THE BOARD OF TRUSTEES

#### CALL TO ORDER

President Dr. Ned Stoll called the May 18, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

#### ITEMS TOO LATE FOR THE AGENDA

Chief Safety, Social Services and Security Officer Michael Brantner informed the Board of Trustees about recent visits of First Amendment auditors at some of PPLD's libraries. Information is available for visitors regarding the first amendment, the Code of Conduct, and the Recording, Photography, and Filming Policy. Case law information is also available in a policy for all staff to share with auditors. The interior of the library is considered a limited public forum which protects the right to privacy of a library patron; library property outside of the building is considered a public forum.

#### PRESENTATIONS

Southeast Regional Director Abby Simpson introduced East Library Manager Gigi Holman, who has managed other libraries and began in this position on April 18, 2022.

Southeast Regional Director Abby Simpson introduced Sand Creek Library Manager Sara Sharples, who has worked with Pikes Peak Library District for 15 years and began as Sand Creek Library Manager in February 2022.

Southeast Regional Director Abby Simpson introduced Fountain Library Manager Jake Rundle who managed Sand Creek Library before accepting this position in September 2021.

#### PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

## BUSINESS ITEMS

### **Decision 22-5-1:** Minutes of the April 20, 2022 Meeting

The minutes of the April 20, 2022 Board of Trustees regular meeting were included in the Board packet. The minutes were amended to reflect that Trustee Erin Bents and Trustee Debbie English were present at the meeting.

**Motion** Erin Bents made a motion to approve the minutes of the April 20, 2022 regular meeting as amended,

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

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

### **Consent Items**

No consent items were presented.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

#### **Review:** Child Safety Policy

There was no change to the board policy. Grammatical updates were made within the procedural section of the policy.

#### **Decision 22-5-2:** Regional History and Genealogy Collection Policy

Interim Public Services Officer and Deputy Chief Librarian Tammy Sayles explained that this is a new policy, and that recommended changes from the Internal Affairs Committee are noted in blue.

**Motion:** Dora Gonzales made a motion to approve the Regional History and Genealogy Collection Policy as presented.

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

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

#### **Decision 22-5-3:** Surveillance Camera System Replacement

Mina Liebert asked how the district is managing security until the new surveillance cameras are installed. Chief Safety, Social Services and Security Officer Michael Brantner explained that staff currently physically respond to an alarm by travelling to the library, whereas with the new camera system they will be able to view the recording to determine next steps. In response to a question from Scott Taylor regarding the system design, Chief Information Technology Officer Rich Peters explained that PPLD staff worked with the vendor to expand the design created for the smaller libraries where this system is already in use. Modifications to the design were a result of problems that arose when installation began at larger libraries. The increase in the contracted amount is already included as a contingency line in the Capital reserve.

**Motion:** Debbie English made a motion to approve the Surveillance Camera System Replacement as presented.

**Second:** Erin Bents seconded the motion.

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

## REPORTS

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

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan shared that the Literary Awards luncheon is scheduled for June 18 from 11:30 a.m. – 2:00 p.m. The 2022 Frank Waters Award recipient is Jim Fergus. The 2022 Golden Quill Award recipient is John Andersen. Registration is available through a link on the Friends webpage. Ms. Jordan stated she was at Monument the day the First Amendment Auditors were present and was impressed with how the staff members handled the conversation.

### **Pikes Peak Library District Foundation Report**

The Pikes Peak Library District Foundation Report was included in the Board packet. Mina Liebert congratulated the Foundation for the success of Library Giving Day.

Scott Taylor asked for an explanation of the Lift Zone project. Interim Chief Librarian and CEO Teona Shainidze-Krebs explained that PPLD is one of seven libraries across the country that were approved to participate in this program sponsored by Comcast. Lift Zones will be installed sequentially at Library 21c, East Library, Ruth Holley Library, and Penrose Library. Lift Zones will provide an additional option within these libraries for internet access.

### **Financial Report: April 2022**

The April Financial Report was provided as an addendum to the Board packet. Chief Financial Officer Randy Green shared that revenue is tracking closely with last year. There is an increase in expenditures for 2022 due to the increase in the employer contribution to the retirement fund as part of the fund's five-year plan.

Interim Chief Librarian and CEO Teona Shainidze Krebs announced that interviews for the Controller position were held on May 17, 2022 and the goal is to fill the position very soon. PPLD did not request an extension to the 2021 audit.

### **Public Services Report**

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles announced that Regional Directors Abby Simpson and Michael Doherty have split the responsibility of leading the north region. Other achievements within Public Services include:

- Fountain Library hosting a very successful drug takeback day
- Regional History & Genealogy digitizing the Stewart Brothers photography collection.
- The Food Industry Training (FIT) program Graduation ceremony scheduled for this Friday, May 20 at 11:00 a.m. in the Venue at Library 21c. 5 students will participate in the graduation.

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

The Support Services Reports were included in the Board packet.

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

Interim Chief Librarian and CEO Teona Shainidze Krebs met with County Commissioner Stan Vanderwerf, County Commissioner Carrie Geitner, and City Councilmember Stephannie Fortune.

The Strategic planning process began with all staff participating in the development of the new Mission, Vision, and Values statement. Input sessions with elected officials, community leaders, and interested community members are scheduled for July, with opportunities for patrons to submit their ideas electronically or on forms available at all libraries if they are unable to attend an in-person session. A Strategic Planning Committee consisting of Board members, PPLD staff, and members of the public will collate all the information and produce an internal document to track progress and external document for the public to view on the website.

Ms. Shainidze Krebs attended the Gazette's 150<sup>th</sup> anniversary event at the Broadmoor on May 5, 2022 and had the opportunity to speak with Mayor John Suthers. Special Collections archives were included at the event. Ms. Shainidze

Krebs also attended the opening of Palmer Lake and thanked the Palmer Lake Community and the Friends of the Pikes Peak Library District for their participation.

## **Board Reports**

### **Governance Committee Report**

Governance Committee Chair Dora Gonzales reported that the Committee met on May 3, 2022. The discussion included planning a Fall retreat and a review of the Interim Chief Librarian and CEO goals.

### **Internal Affairs Committee Report**

Internal Affairs Committee Chair Debbie English reported that the Committee met on May 3, 2022. In addition to the decisions and review item today, the committee also discussed the decision to not extend the audit.

### **Public Affairs Committee Report**

Public Affairs Committee Chair Mina Liebert reported that the Committee met on May 3, 2022. Advocacy training for trustees was the focus of the meeting.

### **Trustee Update**

Debbie English has completed three Adopt-a-Trustee visits:

- Attending an Adult Services staff meeting and toured the department at Penrose Library.
- Visiting Cheyenne Mountain Library. Ms. English commented how integrated Cheyenne Mountain Library is in the community and how excited staff are about what they do.
- Visiting Monument Library and talking with staff about recent First Amendment Auditor visits. Staff indicated they were trained and felt well supported by the District. Ms. English shared her appreciation for everyone's professional handling of the situation.

Dora Gonzales shared her Adopt-a-Trustee visit at Ruth Holley Library, where she learned of their programs and collaborations with community groups, specifically hosting the Care and Share Mobile Market. Ms. Gonzales would like to see more Spanish speaking materials at this location. Ms. Gonzales also visited with Creative Services at Library 21c where she visited the studio, maker space, and the kitchen. Ms. Gonzales will visit with Rockrimmon Library tomorrow.

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

President Dr. Ned Stoll thanked trustees for reporting on their Adopt-a-Trustee visits. President Stoll thanked Randy Green for working countless hours as he manages his position as CEO and as acting controller. President Stoll shared his appreciation for Chief Information Technology Officer Rich Peters navigating supply chain issues and for Chief Safety, Social Services, and Security Officer Michael Brantner's handling of security issues across the district and for presenting how the First Amendment Auditor visits are managed. President Stoll commended Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles for her management of Public Services, and shared his appreciation for Interim Chief Librarian and CEO Teona Shainidze Krebs' leadership. President Stoll wrapped up his comments with thanking the Trustees for their support of and participation in PPLD activities.

## **ADJOURNMENT**

There being no further business to conduct, President Dr. Ned Stoll adjourned the May 18, 2022 meeting of the Board of Trustees at 6:20 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>

## **2022: Interim Chief Librarian and CEO Proposed Goals**

Goal 1: Create a 3 year strategic plan, based on the new Mission, Vision and Values statement.

Goal 2: Complete a facilities master plan that will provide options for the District encompassing various financial scenarios.

Goal 3: Proceed with the execution of a tax increase, including a timeline for education/outreach and appearance on the ballot.

Goal 4: Continue implementing identified recommendations from the Diversity Audit.

Goal 5: Continue to engage with community leaders and elected officials.

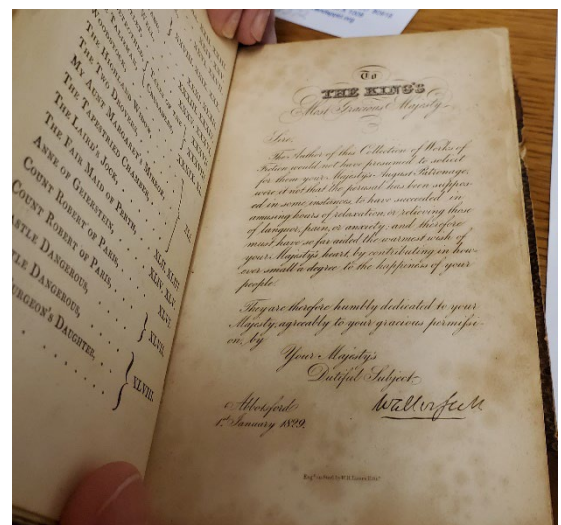
## Friends of the Pikes Peak Library District MAY 2022 Report

The focus of the Board has been on our upcoming Literary Awards luncheon, June 18<sup>th</sup>. Additionally, the various committees are focused on documenting timelines/procedures/processes for their area. We recognize the need for continuity folders to insure smooth workgroup transitions in the future.

Sales for May	(Gross)	
	Amazon	\$2,009
	eBay	\$2,857
	Facebook	\$0
	Web storefront	\$0
	East Bookstore	\$3,198
	Library 21C	\$1,466
	Penrose	\$415
<b>TOTAL SALES</b>		<b>\$9,945</b>

Effective with the Literary Awards luncheon, the Friends membership categories will change. Website edits have been drafted for the upcoming; PayPal payment buttons have been coded with the new levels; and a request has been submitted to PPLD for a graphic design to create a custom “Join / Renew” payment button. Changes have been mapped out for the Square app’s Checkout used at East bookstore and the book sales. Bonus: PayPal has the capability to invoice members automatically at renewal. On schedule for launch of new membership tiers at the Literary Awards.

The eBay team is working hard to clear the backlog of materials to list. They discovered an antique set of 1829-30 *Waverley Novels* ... signed by (Sir) Walter Scott himself! For assistance in evaluation, I’ve emailed Doug Clausen (Friends Lifetime member and member of Rocky Mtn. Antiquarian Booksellers Assn.). He was a great help when we brought him our signed copy of Harper Lee’s *To Kill a Mockingbird*.







## REPORT

Submitted 2021-22 Buell Foundation interim grant report

Submitted Half the Sky Giving Circle grant application for LENA Start

Submitted Colorado Springs Utilities Community Focus Fund grant application for PPLD recycling efforts

Submitted Union Pacific Foundation grant application for fire safety training equipment

Received \$1118.21 from 130 households from 2022 Q1 King Soopers Community Rewards program

Met with Sonja Mientsma from State of Colorado Recharge Colorado program

Met with Alexandra McCreary-Ellis, Pikes Peak Community Foundation, to explore 2022 Gerald Erikson Trust grant application

Met with Grant Dewey, Western Museum of Mining & Industry Executive Director

Met with Jesse Martinez, BKD Advisors, for the PPLD Foundation's Annual Audit Risk Assessment Interview

Working to fill Individual Giving Coordinator job vacancy

Held PPLD Foundation Investment Committee meeting

Attended monthly Friends of PPLD board meeting

## Public Services Report May 2022

### **Community Engagement**

Senior Librarian Mikaela Fortune (Young Adult Services) compiled 100 “goodie bags” that included Summer Adventure marketing materials and small treats for teachers. Young adult staff throughout the District distributed these gifts to their school contacts. The idea is to help foster local connections between young adult branch staff and their school. For some, this was the first reply staff received from their contacts.

### **Compliments**

“We have really enjoyed this program - you have no idea how much it means to me that we could be a part of it. Emma has grown so much in her signing, and you all have played a role in that. While I wish we had been able to join the morning group, I think that Emma's time with you was so valuable that I wouldn't have traded that. Again, thank you so much!” – Parent compliment for Senior Librarian Larissa Powers’ (Young Adult Services) Once Upon a Sign: ASL Storytime

“The Librarian was on her job with no hesitations. We need more Librarians like her.” patron left this comment through chat reference for Senior Librarian Melissa Mitchell (Adult Services)

### **North Region Community**

Rockrimmon Library hosted the Coffee with a Cop program which brings an officer from CSPD in to meet with patrons in a casual atmosphere.



Senior Library Associate Tina Matiatos (Rockrimmon) visited approximately 350 at a Summer Adventure Outreach at a local school and shared PPLD and 150 at a local school Summer Funner event hosted by Woodmen Roberts School.

High Prairie had our first outreach for Fresh Start Center on May 3. Library Supervisor Laura Foye (High Prairie) did the outreach and talked with families about library cards and PPLD resources. We continued our can/baking drive for Fresh Start Center through May and were able to gather many items for the pantry.

On May 7 Palmer Lake celebrated its Grand Reopening with the Town of Palmer Lake and the Palmer Lake Historical Society, Library Manager Jean Carrier (Monument/Palmer Lake) and Interim Chief Librarian Teona Shainidze-Krebs cut the ribbon for the ceremony. Also in attendance were Interim Public Services Officer Tammy Sayles, Southeast Region Director Abby Simpson, Library Manager Catie Tierney (Library 21C), Library Manager Gigi Holman (East), Rita Jordan (Friends President), and Aida Richardson (Friends Vice-President).



### **Resources**

The backspace project at High Prairie kicked off on Monday, May 30 and should be done in a week. There is one piece, climbing logs, which will not arrive until the week of June 15. The back space will include a story walk, stick house, art panel, musical instruments, climbing logs and a sensory path.

### **Innovation/Creativity**

On May 1, Red Leg Brewing Company hosted their May Makers Market, and Library Supervisor Melissa Schloesser (Library 21C) and Senior Library Associate Yelena Mitchell (Library 21C) attended to showcase PPLD's creative spaces. PPLD was the only nonprofit selected to participate out of over 40 applicants. They encouraged 275 event attendees to take advantage of PPLD's expansive, free resources. Melissa even recognized a former frequent Library 21c Make II visitor as one of the Market's featured Makers!



### **Internal/Staff**

Library Associate Mae Lage (Monument) was promoted to a Library Associate with a Family and Children Service focus. She has already been winning over kids and families with her guitar.

### **Accountability**

In preparation for Summer Adventure Library 21C Children's purchased ocean-themed toys and manipulatives for their Family Place play area.

### **Service**

Yoga Flow continues to be a successful adult program at Library 21C. Patrons chat with their friends and yoga neighbors before, during, and after class. One participant drives from Cascade to Library 21C every week to attend this popular event. The class pictured in the photo is from the May 4 session where 31 people attended.



### **Southeast Region Community**

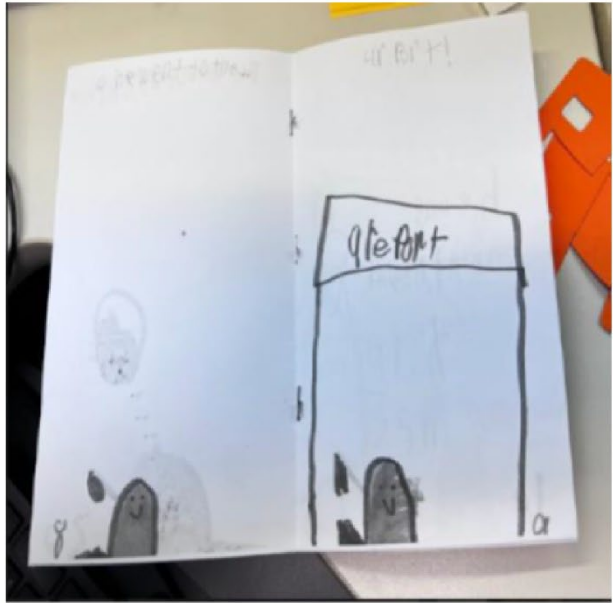
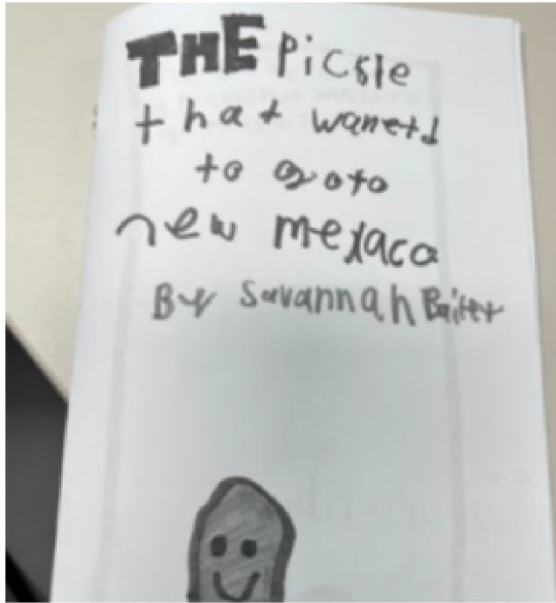
Library Supervisor Tess Warren (Ruth Holley) and Library Supervisor Marion Robert (East) participated in Care and Share's efforts at Ruth Holley to support their core purpose of bridging the gap between hunger and abundance by providing free groceries to the community. This collaboration of resources fostered stronger community connections as it brought more visitors to the library.

### **Resources**

The IT department replaced the computers in the second-floor computer lab at East this month, we went from around ten working computers to 38 working computers. Patrons and staff are both excited and happy for the new, working, and fast equipment.

### **Innovation/Creativity**

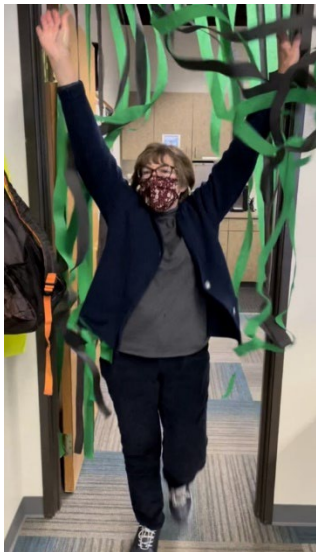
Senior Library Associate Angie Aguilar (East) showed a young patron how to print her book by utilizing our copier. The patron printed a copy of her book for the staff and for each of her family members.



**Service**

East Library Associate Trent Templeton answered 103 Department of Corrections requests and other mail requests this month.

Interim Library Manager Sara Sharples (Sand Creek), along with Southeast Region Director Abby Simpson, attended a Southeast Digital Equity Initiatives Discussion with the City of Colorado Springs Office of Innovation & Sustainability. They are putting together a plan to decrease the digital divide in the city and invited community representatives to collect ideas and comments. Parts of their plan include installing public Wi-Fi at community hubs, providing access to devices, offering digital skills classes, and more.



**Internal/Staff**

Senior Library Associate Cynde Roberts (Ruth Holley) retired after nearly 30 years of service.

**Accountability**

Senior Library Associate Mary Gapko continued her involvement with Fountain Valley Communities That Care. Due to Fountain's steady involvement with Communities That Care, the library is now a distribution point for medication lock boxes purchased by Communities that Care. Of the 30 we received, all but seven were handed out to patrons at the end of the month.

**West Region  
Community**

The Mobile Library staff participated in three outreach events this month including the 38th El Cinco Car Show, Spark Online Academy's Field Day, and McAuliffe Elementary's Family Event. During the El Cinco Car Show, we had a special visit from Miss Teen Colorado! The events were well worth the time, allowing

them to serve 405 community members. The Mobile Library was a big hit at the Sparks Online Academy Field Day. The school's staff, patrons, and students were all appreciative and talked about how much they love the library, in general.

Senior Library Associate Alexis Nelsen (Manitou Springs/Ute Pass Libraries) assisted PPLD's current Maker in Residence, Ela Diel, at a Native American beaded bracelets program at Manitou Springs Library on May 18th, where she helped set up and distribute materials and answered patron questions about upcoming summer programs throughout the district. Multiple attendees expressed their appreciation for PPLD's breadth of program offerings, particularly their inclusiveness to a variety of age ranges and promotion of creativity.

## **Resources**

Adult Education's "Speak English" group is a popular destination on Tuesday afternoons for many patrons at the Cheyenne Mountain Library. Lois and Rhonda, the volunteers who lead this group, are incredible resources and advocates. Library staff get to share by connecting with people from various countries that come in the doors for this program, maintaining an important bridge to the community served and helping facilitate a sense of meaning to the work accomplished for staff.

Senior Library Associate David Rasmussen (Old Colorado City Library) represented PPLD at the annual Senior Health Fair held at the Westside Community Center. This outreach brings together hundreds of seniors, with vendors and committed services from across the region, in that valuable resource and social center. David spoke with several dozen individuals about all the services PPLD provides, as well as numerous vendors whose resources would be well promoted through PPLD's own website and programming services. PPLD Communications and the Diversity Team were of invaluable assistance in making this outreach so successful.

In an excellent example of how PPLD staff connect patrons to resource in an expert manner, Senior Library Associate Celia Egghart (Manitou Springs/Ute Pass Libraries) assisted a parent and new young reader with finding books for their reading level at Ute Pass Library. Celia told the patron about the 5 Finger Rule for Reading, and the patron found this very useful for determining the reading level of their child. The parent and child left with an armful of easy readers at different levels to try it out.

## **Service**

Librarian Erica Purgason (Penrose Library) who recently returned to Penrose Library after receiving her MLIS degree, is the part time Librarian working with Family and Children's Services and has hit the ground running. An example of her work is a family who was new to PPLD came into the children's area to see what resources and programs we had that could help them with homeschooling. Erica showed them all the programs that were going on at Penrose this summer and highlighted Cheyenne Mountain Library's offerings of specific homeschool programs. The family was excited to hear that PPLD had so many locations and offered a wide variety of programs for kids, particularly the Summer Adventure Program.

Senior Library Associate Alison Kelly (Penrose Library) and Senior Library Associate Felisha Port (Penrose Library) have been hard at work prepping for the NorthStar Digital Computer Classes that they will be teaching at Springs Rescue Mission. We are excited for this opportunity and to support the Springs Rescue Mission and their clients.

Paws to Read has returned to Cheyenne Mountain Library! "We went from having three kids read to the dogs [last month] to twelve this month. I believe that it is due to our social media

promotion and the fact that our furry friends (and their handler Deb) are really friendly, calm, and approachable,” shared Senior Library Associate Brittany McNeil (Cheyenne Mountain Library).

## **Adult Education**

### **Community**

The Adult Education team accepted an invitation to collaborate on Culture Fest with Cheyenne Library for All Pikes Peak Reads.

On May 18, Interim Director of Adult Education Christine Layton met with Catholic Charities to exchange program information so we can refer patrons to the best-fit services.

### **Innovation/Creativity**

The Colorado Department of Education officially accepted the Food Industry Training class as an approved IET (integrated education and training program). The class is a workforce collaboration between Creative Services and Adult Education.

### **Resources**

Career Navigator Deya Rohe (Adult Education) expanded office hours to include Cheyenne Mountain branch.

### **Service**

1 student passed a GED or HiSET test.

2 students earned a complete GED degree.

1 student earned a complete COHS degree.

1 student earned exit level scores in reading and listening for ESL class.

59 students attended 10 Northstar Digital Literacy classes and 7 labs.

42 patrons (3 new) attended Speak English/Write English/Citizenship groups.

### **Internal/Staff- Staff members are community-focused, confident, and motivated.**

The entire adult education team participated in Services Summit on May 23.

### **Accountability- We are prudent in the utilization of our financial resources.**

## **Adult Services**

### **Community**

Strategic Services Librarian Sandy Hancock (Adult Services) had an outreach at the Unconditional Conference, which is geared specifically toward entrepreneurs. They had 40 guests in attendance, in person and several online (though that number was not counted). She was able to promote PPLD’s resources that entrepreneurs might find specifically useful.

### **Resources**

Senior Librarians Heidi Buljung and Melissa Mitchell (Adult Services) worked to review and revamp Outdoor Programming Guidelines to share with staff and contracted presenters. This helps to determine if a program should be postponed or cancelled due to weather or other factors (smoke in the air). This was drafted just in time to reschedule an outdoor Shakespeare performance that was scheduled to happen during the major snowstorm at the end of May!

### **Innovation/Creativity**

Senior Librarian Melissa Mitchell (Adult Services) hosted and recorded several virtual programs on a variety of topics: “History to Mystery: Historical Fiction Writing” with Seattle based author Patricia Meredith; Natural Grocers “Surviving Today’s Food Jungle,” “The Primal Smoothie,” and “Every Day Essential Oils;” and “Composting 101” with Joan Nusbaum from the El Paso County CSU Extension Office. All of these have been uploaded to our YouTube Channel: PPLDTV on the [Adult Library Programs playlist](#).

### **Service**

On May 25, Strategic Services Librarian Deb Hamilton (Adult Services) attended the Law Day Awards. The El Paso County Bar Association gave her the Liberty Bell Award. This award is presented to an individual who has promoted an understanding of the law, promoted awareness of the Bill of Rights, encouraged greater respect for the law, stimulated a deeper sense of individual responsibility, contributed to the effectiveness of government institutions, and furthered a better appreciation of the law. Judge Schutz introduced her, and Bar president Mary Linden gave her the plaque. What an honor!



### **Internal/Staff**

Director Janina Goodwin (Adult Services) was the primary planner for In-Service Day that happened on Monday, May 23. The morning session had a hiccup with a virtual presenter that had a family emergency. Adult Services participated in a Services Summit with Creative Services, Regional History & Genealogy, Family and Children’s Services, Young Adult Services and Adult Education where they were led through an exercise to think about how their work fits into the new Mission, Vision, and Values.

### **Accountability**

The Adult Services staff and Librarian Patrick Mundt (Library 21C) combed through the COVID-19 LibGuide to evaluate what information was still accurate and relevant, with the goal of moving relevant information and retiring the LibGuide. Senior Library Associate Bryan Matthews



(Adult Services) changed over 100 links in the LibGuides to align with an EZProxy change. Care and maintenance of LibGuides is tedious work!

Strategic Services Librarian Sandy Hancock (Adult Services) found a peer mentor program through “Libraries Build Business” and was connected to a mentor, whose work she has been following already. This program will help her as she continues to serve the business community and develop services and resources that are valuable to them.

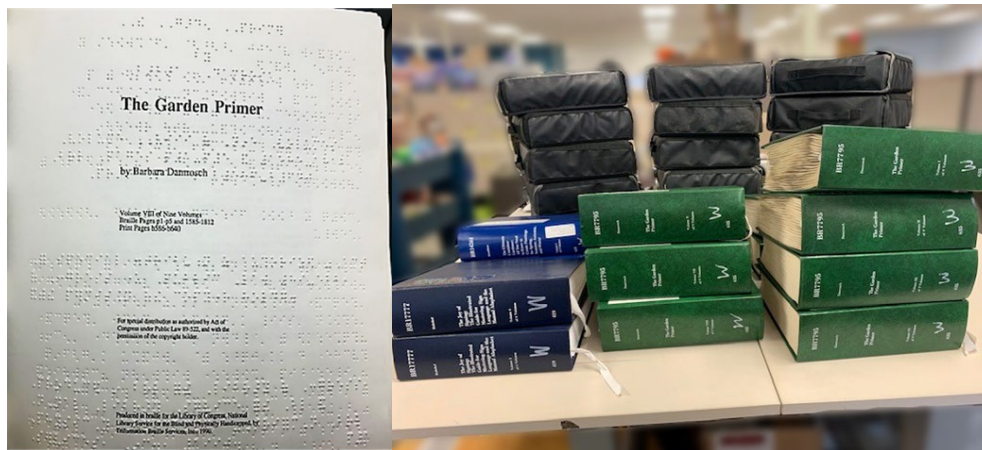
## **Collection Management** **Community**

Senior Library Associate Heidi Pritchard (Collection Management) ordered the Spring 2022 selections from Pikes Peak Genealogy Society and coordinated a donation of children’s books from Nunn Construction.

Senior Library Associate Marie Duplantis-Webb (Collection Management) coordinated the purchase and receipt of yearbooks from local high schools to be added to the local history collection.

## **Resources**

The Interlibrary Loan (ILL) department is working with the Colorado Talking Book Library (CTBL) to borrow materials for patrons who cannot read standard print. CTBL provides audio, Braille, and large print materials to keep patrons connected to reading. Below are Braille books on gardening and sign language that ILL received in May.



ILL staff fielded 2,451 borrowing and lending requests in May.

May checkouts in OverDrive/Libby

- 120,334 eBooks
- 96,651 eAudios
- 5,508 eMagazines

Physical material circulation: 279,278

The top circulating title on Hoopla was the Acorn network crime drama *Shroud for a Nightingale*. The top Kanopy title was the movie, *Mary Shelley*.

Collection Acquisitions Manager Tania Hajjar (Collection Management), audio-visual material selector, completed a refresh of videogames for the Teen and Adult game consoles at the East, 21c, Manitou Springs, Penrose, and Calhan libraries.

Materials Assistants processed just over 8,000 items that were added to the collection in May.

### **Service**

ILS Administrator Colleen Medling (Collection Management) worked with Creative Services (CrS) staff to utilize fields in patron library accounts for information that CrS staff were maintaining in a separate database. This will simplify an existing process and staff will have easier access to information when helping makerspace users.

### **Internal/Staff**

Catalogers Senior Librarian Michelle Pfof (Collection Management), Librarian Nick Demetriades (Collection Management), Senior Library Associates Cindi Salazar and Karen Sherwood (Collection Management) attended a demo of a cataloging utility from Baker & Taylor, one of the large materials vendors. Though this tool did not offer enough to warrant further investigation, such demos keep up knowledge of what is happening in the cataloging arena.

### **Accountability**

Selection Librarians Senior Librarian Krista Meier (Collection Management), Senior Librarian Lisa Thomas (Collection Management) and Senior Librarian Megan Robbins (Collection Management), and Collection Acquisitions manager Tania Hajjar (Collection Management), visited the Rockrimmon and Cheyenne Mountain Libraries to talk with staff and tour the collections.

Collection Management staff attended the Inservice Day sessions on May 23. The afternoon was spent working on disaster planning for the department which focused on two scenarios:  
-A pandemic or other situation that results in the closure of the entire district for some amount of time, what documentation we need to have prepared, and what we would do differently from the 2020 COVID closure.  
-A sudden closure of the Collection Management area with no ability to retrieve anything and the need to set up shop somewhere else.

## **Creative Services**

### **Community**

Graduation was held for five students in Food Industry Training, a combined effort of Adult Education and Creative Services. Culinary Program Supervisor Scott Crum (Creative Services) and Library Instruction Designer Ben Kegley (Adult Education) provided instruction for the class with several other staff members providing support for the program. One student has already reported receiving a job in a kitchen.



## **Resources**

Senior Librarians Jennifer Eltringham and Lauren Fellers (Creative Services) prepared 150 Take and Make Kits, produced an instructional video, and distributed a total of 300 Origami Circuits projects to 14 locations to celebrate the National Week of Making.

## **Innovation/Creativity**

Senior Librarians Jennifer Eltringham, and Lauren Fellers (Creative Services), Senior Associates Ben Dahlby, and Sarah Holland (Creative Services), and Director Becca Cruz (Creative Services) hosted and presented at the Colorado Association of Libraries Maker Workshop held at Library 21c. Over sixty attendees from all over Colorado came to this event after two years of hiatus.

Senior Librarian Lauren Fellers (Creative Services) assisted with an introductory sewing class at Manitou Springs Library. Senior Associate Alexis Nelsen (Manitou Springs) and she worked together to teach patrons how to sew a custom utensil wrap while learning the basics of machine sewing. The project was customizable, and one patron decided to make a wrap for her glasses instead. Empowering patrons with the skills that allow them to create exactly what they want is a part of maker-centered learning, which is a goal of Creative Services programming.

## **Service**

Senior Librarian Lauren Fellers (Creative Services) ran the May Bike Repair Café in the Sand Creek Library parking lot. One attendee rode his bike 22 miles round trip six days a week to work. Two volunteers helped him fix his brakes and looked at the rest of his bike to help offset wear and tear.

Senior Associates Sarah Holland and Ben Dahlby (Creative Services) finished and released the new 3D Printer Badging Video, or training, and quiz. This provides on demand training for patrons to use the 3D printers.

## **Internal/Staff**

Director Becca Cruz (Creative Services) led an activity exploring the new values for PPLD at the staff in-service day for several Library Services departments.

## **Accountability**

Senior Associate Nawal Shahril (Creative Services) and Manager Dustin Booth (Knights of Columbus Hall) carried out a Knights of Columbus Hall audit where they recorded all the items at KCH in a spreadsheet.

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

The Equity Diversity & Inclusion Department completed the following outreaches for PPLD:

- The Greenberg Center for Learning and Tolerance, Becoming Americans – The Real-Life Stories of, Where the Winds Leads and Minari by Dr. Vinh & Leisle Chung. The EDI department staff members, Director Shirley Martinez and Senior Library Associate

Yvette Dow-Rose provided a booth at event with information about Summer Adventure, Women of Influence panel reference Immigrants and general PPLD communication.

- Rocky Mountain PACE, 11<sup>th</sup> Annual Chef Showcase was attended by staff from PPLD: Chief Safety, Social Services & Security Officer Michael Brantner, Library Manager Jake Rundle (Fountain), Library Supervisor Tessia Warren (Ruth Holley Library), Senior Library Associate Yvette Dow-Rose (Equity, Diversity & Inclusion), Archivist Takiyah Jemison (Special Collections) Culinary Program Supervisor Scott Crum (Creative Services), Library Associate Susi Willett (East) and Director Shirley Martinez (Equity, Diversity & Inclusion). PPLD is working on a partnership with the Rocky Mountain PACE program which is a Service provided by Rocky Mountain Health Care Services, wherein they deliver medical and supportive services to Seniors 55+ with chronic care needs living in El Paso County. This program aligns with PPLDs Seniors 55+ program wherein we work with our patrons who maintain their independence in their homes or day centers. We soon will partner with RMHSC day centers with our 55+ programs in the library.

### Resources

EDI Department in collaboration with Communications department and PPLD staff that are veterans met at the Pikes Peak National Cemetery to produce a video for Memorial Day. The following staff members partnered with EDI, Video Producer/Director Drew Cerino (Communications), Photographer/Videographer James Krebs (-Communications), Chief HR and OD Officer Heather Laslie, Librarian Jenny Gaechter (East), Circulation Services Coordinator Greg Roes (Collection Management), Interim Chief Librarian and CEO Teona Shainidze-Krebs, Director Shirley Martinez, (Equity, Diversity & Inclusion). The group met with Skyler Holmes, (Director, Pikes Peak National Cemetery) for a tour and site selection for the Memorial Day message video for our patrons.

YouTube Link: [Memorial Day Message from PPLD](#)



## Innovation/Creativity

Celebrate Asian American and Pacific Islander Heritage month with PPLD. EDI Department joined Katie McConnell in her Lei Making class. The objective was to learn about the traditions of the Lei and patrons were afforded a presentation on how to make Leis for their own special occasion, including holidays, remembrances, and graduations.

Cultural information was provided by Charlene Maneafaiga with the Colorado Springs Polynesian, Micronesian, and Melanesian cultural group Manava O Polynesia. 20 participants attended the event.



PPLD Library Branches also Adopted a country from Asian American & Pacific Islander Heritage Month. The following libraries participated:

- East Library – Japan
- Ruth Holly – Korea
- Sand Creek – Philippines
- EDI – Tonga
- PE – South Korea
- Cheyenne Mountain – Nepal
- Fountain – Hong Kong
- 21C – Taiwan
- EDI - Tonga



### Service -

EDI department, Family and Children’s Services and mobile libraries, collaborated for an ADA request by a parent for a child with disabilities that was unable to enter the library building. On two occasions, staff members Director Shirley Martinez, Librarian Inti Dewey (East), Senior Library Associate Yvette Dow-Rose, Senior Library Associate Pamela Contreras (Mobile Library Services), provided the library experience outside East library in the axillary parking lot giving a patron the opportunity to check out books and complete makers kits. This is the first time the patron was able to have the library experience like other children.

### Internal/Staff

Director Shirley Martinez worked with Senior Librarian Larissa Powers (Young Adult Services) to update Library Explorers programs. These are the areas that will be updated, and training requested.

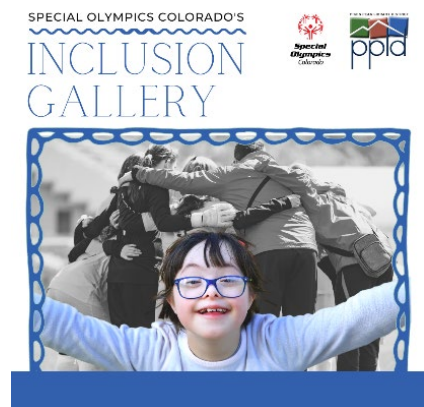
- Connecting with representatives of the Independence Center and Rocky Mountain ADA for guidance on appropriate training for staff and day center representatives for educational opportunities.
- Updating the Explorers handout information and expectations for day groups who visit the libraries.
- Rebooting the Disability Resources Workgroup with the focus of refreshing the offerings and programs for Explorers.



### Accountability

Director Shirley Martinez worked with Paulette Greenberg (Greenberg Center for Learning and Tolerance) to sign an updated Community Partnership Agreement.

Director Shirley Martinez worked with Tali Thomason, Vice President of Marketing at (Special Olympics Colorado) to sign a Community Partnership Agreement for the Special Olympics Gallery showing from June 1 to December 31 for PPLD.



## **Family and Children's Services**

### **Community**

May is a very busy time for Family and Children's Services (FCS) because it is our last opportunity to promote Summer Adventure to schools. For the month of May, FCS visited 42 schools, translating to 124 sessions, and over 5,600 students. Visits include Lightning Lessons, outreaches for literacy nights, and promoting Summer Adventure to assemblies or individual classes.

### **Resources**

Senior Librarian Evan Childress and Director Melody Alvarez attended a meeting about LENA Start with staff from Rice University and Harris County Public Library. Harris County is struggling with recruitment and was interested in PPLD's approach and an opportunity to share best practices and ask questions. A future meeting has already been arranged to discuss marketing strategies with Director of marketing Denise Abbott.

### **Innovation/Creativity**

Senior Library Associate Gayle Meredith welcomed Sarah Knox, Director, and educator from Starbase Peterson, at the May Homeschool Science program, *Straw Balloon Rocket Racers*. Gayle and Senior Library Associate Jami Dykema (East) assisted Sarah in this hands-on STEM based program serving 37 very enthusiastic patrons!



### **Service**

Family and Children's Services recognizes the need for Spanish Storytime. Heidy Ortiz, a volunteer, will provide a program once a month at Sand Creek Library. Senior Librarian Evan Childress has worked with Heidy to train her on how to select materials for the storytime, and ways to enhance the experience with songs and rhymes. The first Spanish Storytime is scheduled for Monday, June 13.

### **Internal/Staff**

Family and Children's Services will be giving a free book to each child (ages 0-12) who registers for Summer Adventure. This is the first time we are giving a free book at registration. It is so important for children to have books in their home, and

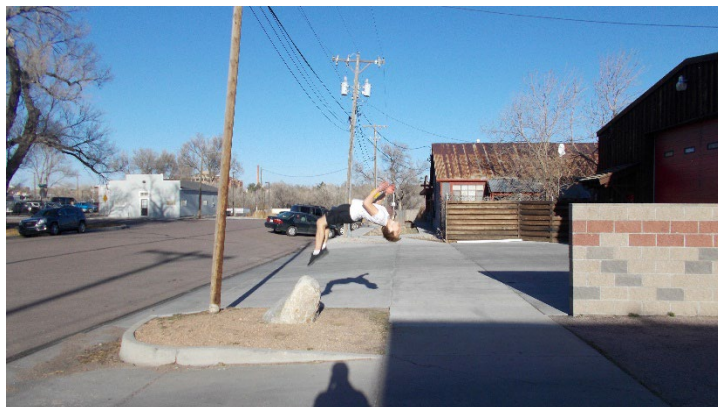


our goal is to help each child create their own home library. Services staff in FCS sorted, counted, and packed over 16,000 books to send to all library locations.



### **Regional History & Genealogy Community**

Senior Library Associate Jamie Wagner completed the first phase of the *We Have a Story* program. This included providing digital cameras to select unhoused people and recording oral histories. Participants also workshopped and improved their photography skills. Their images and stories will be added to the RH&G Collection to provide a more complete historical record for future community members and historians. The second phase of this project is displaying the photography in November. This project is in collaboration with Creative Services and Security and Safety. The image below was submitted by one of the participants.



Supporting the Gazette exhibit, Regional History Coordinator Cara Ramsey hosted a roundtable at East Library with the three Gazette journalists who earned a 2014 Pulitzer Prize in National Reporting for Dave Phillips' article, "Other than Honorable." A highlight for attendees was interacting with the journalists in an intimate setting. Director Brett Lobello and Interim Chief Librarian and CEO Teona Shainidze Krebs attended the Gazette celebration at the Broadmoor. The exhibit heavily featured both PPLD photographs and copies of the Gazette frontpages.



## Resources

Special Collections Assistant Nina Kuberski completed a map inventory of uncatalogued maps. While the maps are not yet accessible to the community, this is key step to reducing the backlog of unprocessed materials. As a result of this inventory, we discovered many of our maps were duplicates.

## Service

PPLD provides nine unique genealogy databases to the community. These databases offer a wide range of genealogical records and newspapers covering multiple geographic and historic periods. A patron from Arlington, Texas visited and expressed his surprise with the quantity and quality of the genealogy databases we provide our community. He conveyed we have more databases than they have at Dallas area libraries.

## Accountability

The Pikes Peak Library District Trustee's approved the Regional History and Genealogy Collection Policy. This is a key accomplishment for our team as we completed one of the recommendations from the 2020 Preservation Assessment conducted by an independent third-party reviewer. An approved board policy shows transparency in our policy, procedures, and process for community members. While a team effort, Photo Archivist Erinn Barnes and former Archivist Heather Jordan deserve a call out for completing the initial foundational work.

## Young Adult Services

### Community

To expand our workforce readiness services, Senior Library Associate Danielle Seldenright (Young Adult Services) met with Theresa Klinitski and Bob Gemignani from Pikes Peak Business and Education Alliance to share information about services, resources, and the Marketplace where they promote many educational and career readiness opportunities for youth. Danielle also met with Cathy Cimino at the Pikes Peak Workforce Center for a tour and overview of their services.

## Resources

Senior Librarian Mikaela Fortune and Strategic Services Librarian Betty McDonald (Family and Children's Services) completed the first phase for the curriculum guides partnership with Harrison School District 2. We are working on two types of guides. Curriculum guides connect Library resources with school topics. Family literacy guides are targeted towards parents and provide resources for parents to support their child's reading literacy. Mikaela received topic guides from staff assisting this project: Senior Library Associate Danielle Seldenright, Senior Librarian Larissa Powers, Librarian Cathy Wood (Library 21c), Librarian Shannon McDonald (East), and Librarian Lauren Chartier (Penrose). Betty created and received topic guides from FCS staff assisting with the elementary guides: Senior Librarian Barb Andros (Family and Children's Services), Senior Librarian Laura Broderick (Family and Children's Services), Senior Early Literacy Librarian Evan Childress (Family and Children's Services), Librarian Jenny Gaechter (East), Senior Library Associate Carol Scheer (Family



and Children's Services) Floater Chris Sonnenberg (Southeast Region), and Director Melody Alvarez (Family and Children's Services). Each of these staff members completed drafts for two curriculum guides.

### **Innovation/Creativity**

Senior Librarian Larissa Powers met with a representative of the Department of Human Services Foster Program to provide all remaining copies of the 2020 All Pikes Peak Reads book, *All the Impossible Things*, to teens in the foster care system. We are discussing how to serve youth when they exit the foster care system.

### **Service**

YAS expanded the free menstrual supplies service to include all locations. Senior Librarian Larissa Powers provided supplies and containers to all new locations. We are excited to offer this service at all our locations.

### **Internal/Staff**

This year is the first year that Young Adult Services is offering two paid teen internship positions. We received 24 applications from teens all over our community. The interview panel included Senior Librarian Becca Philipsen, Organization Development Manager Cody Logsdon (Human Resources), and Library Manager Gigi Holman (East). Every teen did such a great job – It was difficult to pick just two.

### **Accountability**

Senior Library Associate Britt Bloom (Young Adult Services) and Senior Librarian Becca Philipsen continue to monitor the teen Facebook and Instagram accounts with help and contributions from Graphic Designer Rachel Quinn (Communications) and Senior Librarian Mikaela Fortune, Senior Librarian Larissa Powers, and Senior Library Associate Danielle Seltneright. On Facebook, we reached 695 people and had nine new people like our page. On Instagram, we reached 10,768 people and gained 17 new followers. Most of our new followers seem to be local to the area. The top four cities our Instagram followers come from are Colorado Springs (42.3%), Denver (1.1%), Fort Carson (0.9%), and Monument (0.9%).

The most popular meme on Facebook promoted Free Comic Book Day, which was on Saturday, May 7.



2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	24199	21367	25030	22260	22270	0	0	0	0	0	0	0	115126
Mobile Libraries Total	9359	8110	9399	8789	7821	0	0	0	0	0	0	0	43478
Calhan	2065	1580	2241	1694	1781	0	0	0	0	0	0	0	9361
Cheyenne	22044	20291	23489	22489	21779	0	0	0	0	0	0	0	110092
Fountain	9674	9598	11561	10462	10080	0	0	0	0	0	0	0	51375
High Prairie	20106	20670	24324	21711	21482	0	0	0	0	0	0	0	108293
Holley	14320	13608	17071	15126	15294	0	0	0	0	0	0	0	75419
Manitou	1987	2050	2581	2296	1845	0	0	0	0	0	0	0	10759
Monument	23535	22738	26644	23933	24046	0	0	0	0	0	0	0	120896
Old Colorado City	9480	8882	10513	9678	9166	0	0	0	0	0	0	0	47719
Palmer Lake	0	10	1196	1215	1255	0	0	0	0	0	0	0	3676
Rockrimmon	24678	22344	25462	22934	23306	0	0	0	0	0	0	0	118724
Sand Creek	12529	11638	13400	12419	12351	0	0	0	0	0	0	0	62337
Ute Pass	2065	1795	2494	2009	1762	0	0	0	0	0	0	0	10125
Senior Van	1359	1398	1598	1381	1185	0	0	0	0	0	0	0	6921
Bookmobiles	8000	6712	7801	7408	6636	0	0	0	0	0	0	0	36557
East	85502	80095	96603	88571	87210	0	0	0	0	0	0	0	437981
Library 21c	58684	54450	65881	60946	60225	0	0	0	0	0	0	0	300186
Parenting	132	106	132	188	181	0	0	0	0	0	0	0	739
<b>Total Physical Materials</b>	<b>320359</b>	<b>299332</b>	<b>358021</b>	<b>326720</b>	<b>321854</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1626286</b>

YTD CIRC Comparison	2022	2021	% Change
Penrose	115126	128457	-10.4%
Mobile Libraries Total	43478	40911	6.3%
Calhan	9361	7420	26.2%
Cheyenne	110092	118554	-7.1%
Fountain	51375	51927	-1.1%
High Prairie	108293	88457	22.4%
Holley	75419	69807	8.0%
Manitou ***	10759	8405	28.0%
Monument	120896	120213	0.6%
Old Colorado City *	47719	22103	115.9%
Palmer Lake (bookmobile only) **	3676	7	
Rockrimmon	118724	115332	2.9%
Sand Creek	62337	60809	2.5%
Ute Pass	10125	9335	8.5%
Senior Van	6921	5038	37.4%
Bookmobiles	36557	35873	1.9%
East	437981	370746	18.1%
Library 21c	300186	246652	21.7%
Parenting	739	491	50.5%
<b>Total Physical Materials</b>	<b>1626286</b>	<b>1459626</b>	<b>11.42%</b>

Current Month Comparison CIRCULATION	2022	2021	% Change
Penrose	22270	24471	-9.0%
Mobile Libraries Total	7821	8378	-6.6%
Calhan	1781	1230	44.8%
Cheyenne	21779	22348	-2.5%
Fountain	10080	10388	-3.0%
High Prairie	21482	17423	23.3%
Holley	15294	14304	6.9%
Manitou	1845	1478	24.8%
Monument	24046	24719	-2.7%
Old Colorado City	9166	8953	2.4%
Palmer Lake	1255	7	
Rockrimmon	23306	23403	-0.4%
Sand Creek	12351	11983	3.1%
Ute Pass	1762	1787	-1.4%
Senior Van	1185	1129	5.0%
Bookmobiles	6636	7249	-8.5%
East	87210	79466	9.7%
Library 21c	60225	52005	15.8%
Parenting	181	95	90.5%
<b>Total Physical Materials</b>	<b>321854</b>	<b>302438</b>	<b>6.42%</b>

## Circulation Report By Facility May 2022

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	17319	11997	44.4%
Mobile Libraries Total	2579	1948	32.4%
Calhan	427	313	36.4%
Cheyenne	6619	7887	-16.1%
Fountain	4364	4103	6.4%
High Prairie	4881	2784	75.3%
Holley	5826	4919	18.4%
Manitou ***	3427	1284	166.9%
Monument	6666	6992	-4.7%
Old Colorado City *	3682	4288	-14.1%
Palmer Lake **	561		
Rockrimmon	10579	8080	30.9%
Sand Creek	7927	5991	32.3%
Ute Pass	790	535	47.7%
Knights of Columbus Hall	348	44	
East	22341	19219	16.2%
Library 21c	25549	11017	131.9%
<b>TOTAL</b>	<b>123885</b>	<b>91401</b>	<b>35.5%</b>
Special Collections	866	580	49.3%

\*Old Colorado City Library closed for maintenance January 7 - March 15, 2021

\*\* Palmer Lake Library closed in August 2020; reopening March 2, 2022.

\*\*\* Manitou Springs Library opened to the public at the MAC on March 1, 2021.

Visitors could enter libraries for computer use, scanning, faxing, and copying by reservation only from November 18, 2020 - January 17, 2021 due to the pandemic.

2022 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	237439	222889	269644	246949	242247	0	0	0	0	0	0	0	1219168
DVD	62079	57211	64119	57566	58056	0	0	0	0	0	0	0	299031
CD Music	6472	5961	6906	6630	6395	0	0	0	0	0	0	0	32364
CD Book	7620	6722	8466	7894	7663	0	0	0	0	0	0	0	38365
Playaway	3444	3460	4768	3993	3889	0	0	0	0	0	0	0	19554
Kit	1220	1127	1518	1482	1542	0	0	0	0	0	0	0	6889
Game	2048	1938	2559	2164	2025	0	0	0	0	0	0	0	10734
Discovery Kits	37	24	41	42	37	0	0	0	0	0	0	0	181
<b>TOTAL Physical Items</b>	<b>320359</b>	<b>299332</b>	<b>358021</b>	<b>326720</b>	<b>321854</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1626286</b>
													0
ILL	1038	1060	1388	1292	1298	0	0	0	0	0	0	0	6076
CyberShelf-OverDrive	224880	198859	219154	209662	216985	0	0	0	0	0	0	0	1069540
OverDrive eMags	0	0	0	0	0	0	0	0	0	0	0	0	0
eReader	0	1	1	0	3	0	0	0	0	0	0	0	5
Hot Spots	102	85	68	85	79	0	0	0	0	0	0	0	419
Cameras & Equipment	41	75	47	51	58	0	0	0	0	0	0	0	272
													0
<b>TOTAL STATE Circ</b>	<b>546420</b>	<b>499412</b>	<b>578679</b>	<b>537810</b>	<b>540277</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2702598</b>
Freegal Music	5729	4742	5408	4964	0	0	0	0	0	0	0	0	20843
Freeding	106	110	131	128	0	0	0	0	0	0	0	0	475
DVD Player	94	91	99	97	42	0	0	0	0	0	0	0	423
Hoopla	3112	3248	3066	2935	3684	0	0	0	0	0	0	0	16045
Comics	479	555	481	411	579	0	0	0	0	0	0	0	2505
Kanopy	3197	2838	2863	2833	2840	0	0	0	0	0	0	0	14571
													0
CLC	6406	5960	7354	6493	6228	0	0	0	0	0	0	0	32441
Laptop Use	180	88	135	199	206	0	0	0	0	0	0	0	808
Active Users	210566	208186	207146	205841	204382	0	0	0	0	0	0	0	1036121

Monthly Circ by Format			
	2022	2021	Change
Print	242247	219854	10%
DVD	58056	61068	-5%
CD Music	6395	6456	-1%
CD Book	7663	8252	-7%
Playaway	3889	3846	1%
Kit	1542	1105	40%
Game	2025	1778	14%
Discovery Kits	37	79	-53%
<b>TOTAL Physical Items</b>	<b>321854</b>	<b>302438</b>	<b>6.42%</b>
ILL	1298	1025	27%
CyberShelf-OverDrive	216985	210906	3%
OverDrive eMags 2021*		4434	
eReader	3	3	0%
Hot Spots	79	27	193%
Cameras & Equipment	58	45	29%
Total e-materials	217067	215370	1%
Freegal Music	5368	5744	-7%
Freeding	87	117	-26%
DVD Player	42	3	1300%
Hoopla	3684	3263	13%
Comics (included in Hoopla)	579	618	-6%
Kanopy	2840	2485	14%
CLC	6228	5572	12%
Laptop Use	206	25	724%
Active Users	204382	257267	-21%

MTD Total	2022	2021	Change
January	546420	454631	20%
February	499412	501861	0%
March	578679	569326	2%
April	537810	515477	4%
May	540277	518878	4%
June		564954	-100%
July		576666	-100%
August		562400	-100%
September		536166	-100%
October		537288	-100%
November		533363	-100%
December		517178	-100%

YTD Total	2022	2021	Change
January	546420	454631	20%
February	1045832	956492	9%
March	1624511	1525818	6%
April	2162321	2041295	6%
May	2702598	2560173	6%
June		3125127	-100%
July		3701793	-100%
August		4264193	-100%
September		4800359	-100%
October		5337647	-100%
November		5871010	-100%
December		6388188	-100%

\*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.  
 Old Colorado City Library closed for maintenance January 7 - March 15, 2021  
 Palmer Lake Library closed in August 2020; reopening March 2, 2022  
 Manitou Springs Library opened to the public at the MAC on March 1, 2021.  
 Visitors could enter libraries for computer use, scanning, faxing, and copying by reservation only from November 18, 2020 - January 17, 2021 due to the pandemic.

## Circulation Report By Item Type May 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	14,167	11,853	14,406	12,960	12,204								65,590
Mobile Libraries	6,212	5,304	5,709	5,627	4,733								27,585
Calhan	1,294	956	1,389	932	974								5,545
Cheyenne	14,024	12,541	14,643	13,987	13,179								68,374
Fountain	6,057	5,914	6,843	6,332	5,865								31,011
High Prairie	12,010	12,310	14,797	12,982	11,920								64,019
Ruth Holley	8,509	8,087	10,233	8,985	8,880								44,694
Manitou Springs	1,186	1,266	1,578	1,416	1,094								6,540
Monument	15,011	14,027	16,281	14,582	14,467								74,368
Old Colorado City	6,025	5,322	6,334	5,972	5,412								29,065
Palmer Lake		10	857	767	700								2,334
Rockrimmon	15,529	13,503	15,691	14,524	13,986								73,233
Sand Creek	7,289	6,903	8,126	7,167	7,035								36,520
Ute Pass	1,439	1,083	1,081	1,297	1,021								5,921
Senior Van	975	1,199	946	966	892								4,978
East	51,190	46,447	57,379	51,061	49,647								255,724
Library 21c	34,870	32,273	39,409	34,468	34,371								175,391
<b>Total</b>	<b>195,787</b>	<b>178,998</b>	<b>215,702</b>	<b>194,025</b>	<b>186,380</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>970,892</b>

YTD CIRC Comparison	2022	2021	% Change
Penrose	65,590	69,684	-5.9%
Mobile Libraries	27,585	26,372	4.6%
Calhan	5,545	4,360	27.2%
Cheyenne	68,374	71,812	-4.8%
Fountain	31,011	31,266	-0.8%
High Prairie	64,019	53,194	20.4%
Ruth Holley	44,694	40,453	10.5%
Manitou Springs	6,540	5,022	30.2%
Monument	74,368	73,148	1.7%
Old Colorado City	29,065	13,178	120.6%
Palmer Lake	2,334	5	46580.0%
Rockrimmon	73,233	70,206	4.3%
Sand Creek	36,520	35,337	3.3%
Ute Pass	5,921	5,971	-0.8%
Senior Van	4,978	3,900	27.6%
East	255,724	215,064	18.9%
Library 21c	175,391	146,429	19.8%
<b>Total Physical Materials</b>	<b>970,892</b>	<b>865,401</b>	<b>12.2%</b>

Current Month CIRCULATION Comparison by Facility	2022	2021	% Change
Penrose	12204	13180	-7.4%
Mobile Libraries	4733	5365	-11.8%
Calhan	974	689	41.4%
Cheyenne	13179	13433	-1.9%
Fountain	5865	6258	-6.3%
High Prairie	11920	9896	20.5%
Ruth Holley	8880	8271	7.4%
Manitou Springs	1094	834	31.2%
Monument	14467	14762	-2.0%
Old Colorado City	5412	5472	-1.1%
Palmer Lake	700	5	13900.0%
Rockrimmon	13986	14098	-0.8%
Sand Creek	7035	6695	5.1%
Ute Pass	1021	1215	-16.0%
Senior Van	892	909	-1.9%
East	49647	45314	9.6%
Library 21c	34371	30433	12.9%
<b>Total Physical Materials</b>	<b>186380</b>	<b>176829</b>	<b>5.4%</b>

Current Month e-materials & Summary	2022	2021	% Change
Overdrive	216985	210906	2.9%
Overdrive Emags*		4434	-100.0%
eReaders	3	3	0.0%
Hot Spots	79	27	192.6%
<b>Total e-materials</b>	<b>217067</b>	<b>215370</b>	<b>0.8%</b>
ILL	1298	1025	26.6%
Cameras/Equip	58	45	28.9%
<b>Physical Materials</b>	<b>186380</b>	<b>176829</b>	<b>5.4%</b>
<b>Total Monthly Circ</b>	<b>404803</b>	<b>393269</b>	<b>2.9%</b>

## Circulation without Renewals

### May 2022

\*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.  
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Current Month Comparison VISITORS	2022	2021	% Change
Penrose	17319	11997	44.4%
Mobile Libraries	2579	1948	32.4%
Calhan	427	313	36.4%
Cheyenne	6619	7887	-16.1%
Fountain	4364	4103	6.4%
High Prairie	4881	2784	75.3%
Ruth Holley	5826	4919	18.4%
Manitou	3427	1284	166.9%
Monument	6666	6992	-4.7%
Old Colorado City	3682	4288	-14.1%
Palmer Lake	561		
Rockrimmon	10579	8080	30.9%
Sand Creek	7927	5991	32.3%
Ute Pass	790	535	47.7%
East	22341	19219	16.2%
21c	25549	11017	131.9%
KCH	348	44	690.9%
<b>TOTAL Visitors</b>	<b>123885</b>	<b>91401</b>	<b>35.5%</b>
Special Collections	866	580	49.3%

## Communications Department: Report for June 2022

### NEWS COVERAGE

- Total features and mentions:
  - **May:** 62
  - **Year-to-date:** 627
  - **Average per month:** 125.4
- Highlighted coverage (from May):
  - PPLD's **Regional History and Genealogy resources**, including Special Collections, were spotlight on [FOX21's Living Local](#).
  - KRDO covered the impact of **staffing shortages** across PPLD.
  - The **Summer Adventure** program was mentioned on several KOAA news casts before the official kickoff on June 1.
  - D11's partnership with PPLD to provide **summer lunches outside of East Library** was picked up by [FOX21](#) before the start date of June 1.
  - Both the [Manitou Springs Library's lawn concert series](#) and [Regional History book series](#) were selected as recent "Pikes Picks" by *The Gazette*.
  - Various PPLD locations host **Theatreworks' accessible Shakespearean performances** this June and July. It's already been covered by KRDO and the [UCCS Communique](#).



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

### DIGITAL MARKETING & MORE

- PPLD.org website statistics:
  - **Most popular web page**, besides the home page: [ppld.org/kids](http://ppld.org/kids)
  - **Monthly totals:** 383,802 pageviews; 133,990 visitors, with 120,816 being new; and 226,519 sessions
  - **Year-to-date totals:** 2,058,123 pageviews; 687,700 visitors; and 1,179,993 sessions
- District-wide social media statistics:
  - **Facebook:**
    - **Main account:** 14,468 total followers; 6,947 engagement; 184,173 reach
    - **All location/service accounts:** 30,239 total followers
    - **All accounts combined:** 44,707 total followers
  - **YouTube:** 6,450 subscribers; 5,215,365 lifetime views
  - **Instagram:** 3,464 total followers; 1,589 engagement
  - **Twitter:** 5,310 total followers
  - **LinkedIn:** 1,347 total followers

- Highlights:
  - [Memorial Day video message](#): PPLD honored those who served and lost their lives on Memorial Day (May 31) with a special video message featuring Library staff who served in the military themselves as well as Interim Chief Librarian & CEO Teona Shainidze-Krebs. In addition to those featured, thanks to Video Producer & Director Drew Cerino for his work on this video project.
  - [PPLD's monthly email newsletter](#): Click the link to view the June issue. It continues to have high readership and engagement each month! We're averaging an almost 49% open rate (which is significantly higher than industry standard!) with more than 106,000 Library cardholder subscribers.

## OTHER UPDATES & HAPPENINGS

### Major initiatives:

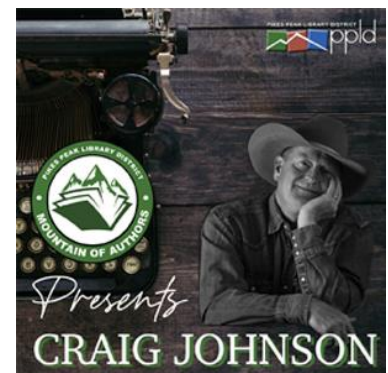
- [Summer Adventure \(through Mon., Aug. 15\)](#)  
The annual Summer Adventure program, presented by Children's Hospital Colorado, helps kids and teens stay engaged and active over the summer months. Those ages 0 - 18 can participate and win prizes through reading, moving, and imagining through Mon., Aug. 15. Use the link above to find opportunities available for young children to young adults.



### Current & upcoming promotions:

- [Celebration of Western Literature \(Sat., June 18\)](#)  
Both PPLD's Mountain of Authors and Friends of PPLD's Literary Awards will feature best-selling and award-winning authors as keynote speakers.

PPLD hosts its 16<sup>th</sup> annual Mountain of Authors program on Sat., June 18 in the venue at Library 21c, featuring keynote speaker Craig Johnson, author of the *Longmire* book series. Doors open at 3 p.m. for attendees to visit Showcase Author tables, featuring local authors from the Pikes Peak region who will have their books available for purchase. Johnson will discuss his new book, *Daughter of the Morning Star*, starting at 4 p.m., followed by a Q&A session and book signing. Registration suggested since space is limited for this event.



- [Regional History Symposium: Part 2 \(Sat., July 9\)](#)  
The Library's 19<sup>th</sup> annual Regional History Symposium, sponsored by the Friends of PPLD, kicked off with Part 1 on Sat., June 11. This year's theme is *Resilience, Resistance, & Restoration*, and speakers will explore the challenges and triumphs of the people and communities of the Pikes Peak region over the course of two program sessions. Join us Sat., July 9 from 10 a.m. - noon virtually for the second and final session.



- **Other notable happenings:**
  - [Lawn concert series](#), presented by Manitou Springs Library, every Wednesday in June and July from 6 - 7:30 p.m.
  - [All Pikes Peak Writes](#) submissions accepted through July 15
  - [“Show Your Library Love” sticker campaign](#) continues, with three options available for display and support of #ILOVEPPLD

Partnerships:

- [No-cost lunch, books for kids & teens this summer!](#)  
(June 1 - July 29)

School District 11 will bring their mobile service to East Library every weekday from June – July (except for July 4), and **anyone up to 18 years old can eat a free lunch**. In addition to meal service, they also will have a basket of age-appropriate books that kids and teens can take with them. There are no income or registration requirements for participation in the USDA-funded summer meals program.



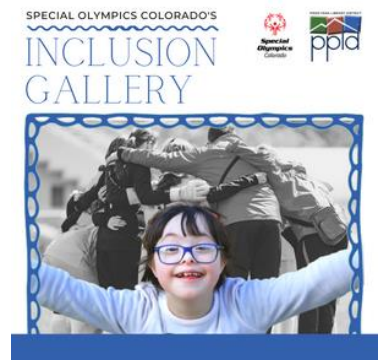
- [Master Classes by Ballet Hispánico](#), presented by Green Box Arts & PPLD (Wed. June 22)  
Green Box Arts, in partnership with the Library District, will present six master classes by Ballet Hispánico at three different PPLD locations on Wed., June 22. These classes are offered as part of Ballet Hispánico’s residency at Green Box Arts. They’re open to all ages, and there is no cost to participate. The master classes will take place at 11 a.m. and 3 p.m. at the following PPLD locations: Cheyenne Mountain Library, East Library, and Ruth Holley Library

- [June primaries: Voting and ballot boxes Library locations](#) (Tue., June 28)

Fountain Library will serve as one of the county’s Voter Services & Polling Center on June 28, as part of a partnership with the El Paso County Clerk & Recorder’s Office. Once ballots are delivered, voters also can use the secure ballot boxes located outside of East Library, Library 21c, and Sand Creek Library through the voting deadline on Tue., June 28.

- [Special Olympics traveling inclusion gallery exhibit](#)  
(June - December)

As part of PPLD’s dedication to equity, inclusion, and diversity, we will host Special Olympics Colorado’s Inclusion Gallery exhibit at several locations through the end of 2022. The Inclusion Gallery showcases acts of inclusion demonstrated through Special Olympics Colorado programs, sports, and more. From taking time with a classmate to showcasing tremendous abilities at the X-Games, these photos inspire. Through Fri., July 1, the exhibit will be on display at East Library and then move to Sand Creek Library for public viewing beginning Tue., July 5.



- **Community outreach: Meeting community members where they’re at (excluding in-school/classroom outreach)**

- May: Participated in a total of 15 community events
- June: Signed up for at least 12 community events thus far



Internal communications:

- **The Bookmark**, PPLD's weekly email newsletter for all staff
- **Talking points** for staff
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys (with leadership and management team presentations scheduled June 20 and July 7 respectively)
- **Supporting staff trainings and in-service days**, such as media training sessions for staff and the next all-staff in-service day in August



Staffing news:

- **New hires:** We recently welcomed our new Marketing Project Coordinator, Mariana Morge, to the team. She officially started Tue., May 31, and prior to that, joined us for a team-building afternoon a few weeks ago (pictured to the right). We'll also have a new Graphic Designer joining us on Mon., June 20. Director of PR & Marketing Denise Abbott is in the process of filling a new PR & Marketing Manager position. We hope to have a new hire on board by late July. We're excited to introduce our newest team members at a future Board meeting!



- **Parental leave:** Community Partnership Coordinator Elyse Jones returns from parental leave on Mon., June 20. We look forward to having her back!
- **Interim support:** Kudos to several team members for taking on extra duties, along with a former employee for coming back temporarily to help us out! We have experienced staffing shortages since December 2021 due to retirements, parental leaves, and other departures. Chief Communications Officer Michelle Ray wants to recognize the following staff for going above and beyond during this time:
  - Rachel Quinn, Graphic Designer
  - Jennifer Flatland, Communications Administrative Specialist
  - Jeremiah Walter, Internal Communications Specialist
  - Denise Abbott, Director of PR & Marketing
  - Colleen Lark, temporary (and former) Administrative Specialist

NOTE: Meeting and study room statistics are now reported by Public Services.

**Facilities Department Report  
June 15, 2022**

**Projects**

**Penrose/Carnegie Roof:** The Penrose/Carnegie Library roof replacement is nearing completion. Pending any weather-related stoppages, the contractor anticipates wrapping of the project within in two weeks.

**East Roof:** The East Library roof replacement is nearing completion as well. At this time, it is anticipated to be complete within the next two weeks, again, pending any further work delays. Once completed, we'll be working with the insurance adjuster in closing out the claim.

**Penrose Parking Meters:** During the process of replacing the existing parking meter system, we have looked at several options to accommodate staff parking provision. At this time, we are focused on the RFID solution. Technical details are being ironed out with the system that will allow our access card readers to interface with the Flowbird system. This will allow staff identification cards to be utilized allowing parking at no cost. There is still the need for a site survey before finalizing. Flowbird is working to coordinate this survey.

**High Prairie Outdoor Space:** The High Prairie Outdoor Play and Learning space is underway and nearing completion. There is some equipment that has been delayed but the contractor has assured us that these items will arrive and be installed by the end of June. The space includes a pathway that will be lined by Story Walk displays, outdoor musical instruments, a sensory pathway, and a teepee structure.



**Additional Projects:** Facilities continues to work on other projects throughout the district including: District asphalt maintenance/repairs, East Library dock concrete replacement and walkway addition is currently being scheduled, East asphalt replacement engineering and bid specifications are being developed for budgeting in 2023. The project will be bid out in late 2022 for early scheduling in 2023. We are also in the process of replacing the existing wood fencing at the Calhan Library with a split rail fence. Since original construction, the existing fence has repeatedly been damage by winds. To eliminate ongoing costly repairs, the decision was made to make this change. The Knights of Columbus exterior paint, Cheyenne Mountain Library and Old Colorado City interior paint projects have been awarded and facilities will be working with managers at these locations for scheduling purposes. Facilities is also working with stakeholders in the planning of the Penrose Teen Center, bookmobile replacement and aesthetic upgrades to Palmer Lake Library.

## **Staffing**

The Facilities department is almost fully staffed. The Facilities Specialist – Special Projects position is currently in the process of background checks. This will leave one Facilities Specialist position left to be filled at the East Library.

## **Monthly Statistics**

In the month of May, 2022, the Facilities department completed a total of (127) 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 May, 2022, Facilities staff completed a total of (134) demand work orders (work orders submitted by PPLD staff) accounting for (177.74 hours) of staff time and (175) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (189.42 hours) of staff time. A total of (309) work orders. Facilities on-call personnel did not respond to any emergency after-hours calls in May, 2022. Emergency calls address issues that cannot wait until the next business day.

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

**Human Resources:**

Major projects included the following:

- Organizational Development (Cody Logsdon)
  - Updated all of the job descriptions with PPLD's new vision, mission and values.
  - Created a Bridge course on John Maxwell's 5 Levels of Leadership for the Leadership Program Community's May training.
  - Helped code the feedback for the training questions that were in the staff survey. Sent coding results and recommendations to Jeremiah Walter.
  - Assisted with working the PPLD booth at recent Pikes Peak Workforce Center job fairs.
  - Met with Carol Morrow and Sarah Marshall to discuss training on new version of Enterprise ERP (formerly known as Munis).
  - Reviewed and updated job descriptions for Facilities and Communications.
  - Released results from Stay Interviews and developed plan for moving forward on recommendations.
  - Created draft of FAQs on reclassifying jobs.
  - Facilitated Organizational Excellence Team's May meeting.
  - Worked on several employee relations cases.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
  - Presented at two Quickstart presentations (orientation for new hires/transfers/promotions)
  - Changed pay grades for all facilities and security staff in ERP database
  - Finalizing Long Term Disability Claim
  - Working extensively on setup and automation of 1095Cs in ERP (required yearly documentation to be sent to medical eligible employees under Affordable Care Act)
  - Continuing to finalize setting up accrual tables with Finance that allows managers to track FMLA usage and finalizing process
  - Preparing for SHRM Conference in New Orleans
  - In Service Day training
  - Processed Mobile Library Services employee reclassifications
- Administrative Support Specialist (Laurie Jackson)
  - Conducted annual review of files for employees that are subject to Department of Transportation recordkeeping guidelines
  - Distributed snacks in support of all employees for the Inservice Day
  - Processed tuition reimbursement applications and requests for participating employees
  - Joined the Munis Upgrade Project Team
- Volunteer program (Karen Goates)

<b>May 2022</b>	<b>Total # of Volunteers</b>	<b>Total # of Hours</b>
Adult Volunteers	126	838
Teens: Review Crew and Workforce Readiness	9	26
Friends of the Library	48	575

- Attended In-Service Day training.
- Created draft of unpaid intern onboarding process for staff.
- Attended virtual Volunteer Management conference.
- Processed volunteer applications and background checks.

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	May 2022
Jobs Posted	15
Newly Hired Employees	10
Promoted Employees	12
Transferred Employees	0
Separated Employees	9

- Participated in job fairs by Pikes Peak Workforce Center. Got chance to advertise our current positions.
- Got the opportunity to represent PPLD and talk about our staffing challenges and our exciting new program offerings to patrons to KRDO news.
- Got the opportunity to learn more about the topics of benefits, and total rewards on In-service day.
- Quickstart – New hire orientation for new hires.

- Training (Sarah Marshall)

- Profile EAP session “Coping with Change & Loss for Managers” – 17 PPLD managers/supervisors attended.
- Worked with Joanna Rendon (Director of Young Adult Services) to create a group in Bridge (learning management system) for all staff who needed to complete Summer Adventure/ Beanstack trainings.
- Facilitated final Leadership Certificate Program session for Spring 2022 – 9 staff members presented their final book summary assignment.
- Attended In-Service Day training.
- Uploaded In-Service Day session recordings and created Bridge courses for staff unable to attend.

- Other Projects (Heather Laslie)

- Continued with ongoing employee relations and disciplinary issues.
- Conducted year-end claims analysis with Insurance Brokers.
- Met with action group to discuss plan for website accessibility.
- Met with team to record PPLD Memorial Day video message.
- Participated on Controller interview panel.
- Participated on the ERP upgrade project steering committee.
- Continued supporting the amazing team that I’m honored to guide!

HR Stats	May 2022
Total Permanent Employees	398
Total Active Positions	450

## Information Technology (IT) Department Report

June 2022

Penrose Campus cabling and camera installation Project. The Infrastructure Team did a walkthrough of the Penrose campus for the new cabling installation with all stakeholders. Modifications were made to the plans. The plans will be updated and reviewed again with the stakeholders. Most of the changes were to locations and some network ports were removed from the project. The work should begin soon with cabling and then the installation of the camera hardware. This project is complex due to the age of the building and structure along with future planning.

Data Center Relocation Project. The Infrastructure Team is eagerly awaiting a new network connection to be installed by the vendor. Once the connection is installed, the team will be moving all systems over to the new hardware. An additional direct connection to Microsoft cloud servers is also being installed. These new connections and hardware will increase the reliability of the server setup along with reducing the cost of maintaining internal data centers. Cloud servers will allow PPLD to quickly respond to requirements for additional servers without purchasing more equipment.

Self-Check and Security Gate Replacement Project. Security gates and Self-Checks project is delayed for administrative reasons. We hope to get the installation under way by September.

All-in-one Computer Replacement. The All-in-One computers we have around the district are being replaced with new mini computers. The all-in-one computers were deployed in 2013 and are now 9 years old and the warranty has been expired for 6 years. The new computers will last for our three to five year replacement cycle and provide a better experience for our patrons.

### Statistics.

- Worked on 396 tickets and closed 331.
- Computer Usage was 15,050 sessions.
- Hotspot Circulation to Library Patrons was 79.
- Printed Pages 100,956.
- Fax Pages 2,405.
- Laptop circulation was 206.
- AWE Early Literacy Station usage was 1,521.

Online Computer Library Center (OCLC) Transition. Transition successfully finished for library web proxy server (EZproxy) to OCLC cloud host to improve patron database access.

Summer Reading Support. Working on online presence to support summer reading program. Reconfigured PPLD Kids home page to better house the summer reading button. Maintaining and updating web page as needed.

Regional History and Genealogy Symposium. Created web presence for the 2022 symposium on ppld.org.

Adult Education Overhaul. Updated content on Adult Education web pages to better reflect their offerings.

Website Housekeeping. PPLD.org and related stylesheets are being cleaned up, including discarding old/deprecated code and removing orphaned content.

Solar Winds tickets. Web Team closed 87 tickets in the month of May.