PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
May 17, 2023   5 pm
PENROSE – COLUMBINE ROOM

PIKES PEAK LIBRARY DISTRICT
ppld

**Cultivate spaces for belonging,
personal growth, and strong communities**

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: **867 7654 8192**
Passcode: **569086**

REGULAR MEETING OF THE BOARD OF TRUSTEES

I.   CALL TO ORDER

II.   PLEDGE OF ALLEGIANCE

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

IV.   REPORTS

V.   BUSINESS ITEMS
A. Consent Items – DECISION 23-5-1
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".

B. New Business

VI.   ITEMS TOO LATE FOR THE AGENDA

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

Friends of the Pikes Peak Library District MAY 2023 Report

The focus of the Board has been on our upcoming Literary Awards luncheon, Saturday, June 3rd.   We recently participated in the 'Get On Board' event put on by Leadership Pikes Peak. It allows non-profit organizations to present themselves to professionals interested in getting on a board. Fountain Branch Friends and the PPLD Foundation were the recipients of a service project by the Fountain-Fort Carson HS Student Council - 'Bingo for Books.' What a wonderful student initiated project!

The Communications and Programs committees have been very busy getting the word out about Friends and how we help PPPLD.

Sales for April	(Gross)	
	Amazon	$1,111
	eBay	$4,046
	Web storefront	$202
	East Bookstore	$3,689
	Library 21C	$1,831
	Penrose	$300
TOTAL SALES		$11,179
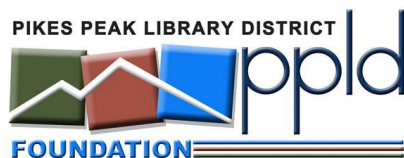
REPORT

Received $199,115 grant award from the City of Colorado Springs' Digital Equity Grant Program to increase access to PPLD's digital resources

Received 735 gifts totaling $57,786 in support of 2023 Library Giving Day direct mail and digital campaigns

Received $30,000 grant award from the El Pomar Foundation in support of Rob Hilbert Nonprofit Resource Center resources (2023-2025)

Received $14,500 corporate sponsorship from Children's Hospital Colorado in support of Library 21c Family Place Library and 2023 Summer Adventure presented by Children's Hospital Colorado

Received Night at the Library fundraiser corporate sponsorships from GE Johnson, Ingram Library Services, and Friends of the Pikes Peak Library District

Received $1,498.95 quarterly distribution from 170 households through King Soopers Community Rewards program

Received $282 from Fountain Fort Carson High School's Student Council's Bingo for Books fundraiser

Submitted Bee Vradenburg grant application in support of cultural and performing arts programs in northern El Paso County

Submitted Firehouse Subs Public Safety Campaign Foundation grant application in support of AED equipment replacement

Submitted Colorado Department of Public Health and Environment grant application in support of PPLD recycling efforts

Interviewed by Dawn Coppin, San Jose Public Library Foundation's CEO, for public library foundation fundraising study

Met with Air Force Academy Business Management major cadets to benchmark the PPLD Foundation against Pikes Peak region charities

Held PPLD Foundation Board of Directors, Executive and Development Committee meetings

Attended Colorado Springs City Council, El Paso County Commissioners, and Monument City Council meetings for National Library Week proclamations

Attended El Pomar CEO Roundtable, grants and board governance trainings

Attended National Library Fundraising Network and Association of Fundraising Professionals meetings

Attended Friends of the Pikes Peak Library District monthly board meeting

April 30, 2023
Monthly Financial Report

Board of Trustees Meeting
May 17, 2023

Monthly Financial Report - PPLD (as a whole)

As of April 30, 2023

	Revised Annual Budget	Year to Date Activity as of April 30, 2023		
		Budget	Actual	Variance
REVENUES				
Property Taxes (1)	33,821,549	21,118,038	20,861,937	(256,101)
Specific ownership taxes	3,500,000	1,166,667	1,128,406	(38,261)
Total Taxes	**37,321,549**	**22,284,705**	**21,990,343**	**(294,362)**
Intergovernmental - E-Rate	503,506	167,835	0	(167,835)
Intergovernmental - AEFLA	84,002	28,001	0	(28,001)
Intergovernmental - State Grant	171,706	57,235	0	(57,235)
Intergovernmental - RHG	57,912	19,304	0	(19,304)
Intergovernmental - IECLE	95,005	31,668	0	(31,668)
Intergovernmental - Capital Restricted	35,798	0	0	0
Fines and fees	67,500	22,500	19,711	(2,789)
Interest income	38,250	12,750	309,890	297,140
Donations/fundraising	230,000	76,667	25,437	(51,229)
Employee contributions	612,143	188,352	160,670	(27,682)
Other Operating- Copy sales	45,225	15,075	10,494	(4,581)
Other Operating - Parking lot collections	10,050	3,350	4,576	1,226
Other Operating- Miscellaneous	4,523	1,508	12,355	10,847
Total Operating Revenue	**1,955,620**	**624,245**	**543,134**	**(81,111)**
Total Revenue	**39,277,169**	**22,908,950**	**22,533,477**	**(375,473)**
EXPENDITURES				
Personnel Expense	24,617,174	8,702,729	7,973,848	728,881
Operating Expense	14,360,312	5,047,759	3,725,605	1,322,154
Capital Outlay	4,656,376	1,278,524	260,264	1,018,260
Total Expenditures	**43,633,862**	**15,029,012**	**11,959,717**	**3,069,294**
Net Impact to Fund Balance	**(4,356,693)**	**7,879,938**	**10,573,759**	**2,693,821**
Beginning Fund Balance (2)	15,355,346	15,355,346	15,355,346	0
Ending Fund Balance (Projected)	**10,998,653**	**23,235,284**	**25,929,105**	**2,693,821**

(1) Includes Interest on Taxes and Payment in Lieu of Taxes

(2) Projected for 2022. After restricted funds are removed, before cashflow reserves are removed

Monthly Financial Report - GENERAL FUND

As of April 30, 2023

	Revised Annual Budget	Year to Date Activity as of April 30, 2023		
		Budget	Actual	Variance
REVENUES				
Property Taxes	30,792,356	19,226,623	18,984,363	(242,260)
Specific ownership taxes	3,500,000	1,166,667	1,128,406	(38,261)
Total Taxes	**34,292,356**	**20,393,289**	**20,112,768**	**(280,521)**
Intergovernmental	912,131	304,044	0	(304,044)
Donations/fundraising	230,000	76,667	25,437	(51,229)
Fines and fees	67,500	22,500	19,711	(2,789)
Other Operating	98,048	32,683	337,108	304,425
Total Operating Revenue	**1,307,679**	**435,893**	**382,257**	**(53,636)**
Total Revenue	**35,600,035**	**20,829,182**	**20,495,025**	**(334,157)**
EXPENDITURES				
Library Services	11,668,929	3,958,691	3,267,158	691,533
West Region	3,494,194	1,208,727	1,125,650	83,076
Southeast Region	3,555,497	1,229,834	1,063,276	166,558
North Region	3,239,909	1,120,719	1,054,843	65,876
Total Public Services Expenditures	**21,958,530**	**7,517,971**	**6,510,928**	**1,007,044**
Support Services	12,890,704	4,519,264	3,678,522	840,742
Intergovernmental	220,777	73,460	143,509	(70,049)
Designated Funds	355,175	118,392	153,528	(35,136)
Total Operating Expenditures	**13,466,656**	**4,711,116**	**3,975,559**	**735,557**
Total Expenditures	**35,425,186**	**12,229,087**	**10,486,486**	**1,742,601**
Net Impact to Fund Balance	**174,849**	**8,600,095**	**10,008,539**	**1,408,444**
Beginning Fund Balance*	10,151,900	10,151,900	10,151,900	**0**
Ending Fund Balance (Projected)	**10,326,749**	**18,751,995**	**20,160,439**	**1,408,444**

	Revised Annual Budget	**Year to Date Activity as of April 30, 2023**		
		Budget	**Actual**	**Variance**
General Fund				
Public Services	136,287	47,085	44,259	2,826
Adult Services	753,964	259,945	245,195	14,750
Family and Children Services	838,183	288,263	289,973	(1,710)
Regional History and Genealogy	718,306	247,903	241,247	6,655
Creative Services	551,372	189,899	159,180	30,719
Knights of Columbus Hall	74,464	25,763	25,240	523
Young Adult Services	491,333	169,241	157,987	11,254
Adult Education	558,369	192,265	127,797	64,468
Collection Management	7,357,789	2,473,216	1,919,546	553,670
Equity, Diversity and Inclusion	188,862	65,112	56,734	8,378
LIBRARY SERVICES SUMMARY	**11,668,929**	**3,958,691**	**3,267,158**	**691,533**
West Region - Administration	273,546	94,486	88,860	5,626
Penrose Library	1,409,045	487,554	476,768	10,786
Cheyenne Mountain Library	513,050	177,506	155,859	21,648
Old Colorado City Library	468,926	162,266	154,206	8,060
Manitou Springs Library	315,784	109,234	107,490	1,745
Ute Pass Library	34,690	11,971	99	11,872
Mobile Library Services	479,154	165,708	142,368	23,340
WEST REGION SUMMARY	**3,494,194**	**1,208,727**	**1,125,650**	**83,076**
Southeast Region - Administration	354,182	122,364	120,391	1,974
East Library	1,718,241	594,440	511,563	82,876
Fountain Library	460,551	159,314	122,506	36,808
Ruth Holley Library	456,329	157,873	138,558	19,316
Sand Creek Library	566,195	195,843	170,258	25,585
SOUTHEAST REGION SUMMARY	**3,555,497**	**1,229,834**	**1,063,276**	**166,558**
North Region Administration	127,326	43,818	34,468	9,350
Library 21c	1,536,653	531,576	482,473	49,103
High Prairie Library	406,491	140,657	138,726	1,932
Calhan Library	74,487	25,767	25,269	498
Monument Library	579,122	200,401	195,965	4,436
Palmer Lake Library	500	167	(71)	237
Rockrimmon Library	515,330	178,333	178,012	320
NORTH REGION SUMMARY	**3,239,909**	**1,120,719**	**1,054,843**	**65,876**
LIBRARY SERVICES SUMMARY	**10,289,601**	**3,559,280**	**3,243,769**	**315,511**
PUBLIC SERVICES SUMMARY	**21,958,530**	**7,517,971**	**6,510,928**	**1,007,044**

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL *(2 of 2)*

As of April 30, 2023

	Revised Annual Budget	Year to Date Activity as of April 30, 2023		
		Budget	Actual	Variance
General Fund				
Administration	321,639	110,533	85,874	24,659
Human Relations Office	829,754	284,408	210,850	73,557
Finance Office	1,403,197	623,920	624,784	(864)
Facilities	4,606,201	1,546,839	1,228,262	318,577
Security	1,299,459	448,898	418,490	30,408
Communications Office	1,335,866	456,477	424,607	31,869
Information Technology Office	2,740,135	927,592	608,861	318,731
Development Office	354,452	120,597	76,793	43,804
Support Services	**12,890,704**	**4,519,264**	**3,678,522**	**840,742**
Interdepartmental	220,777	73,460	143,509	(70,049)
General Fund - Undesignated	**13,111,481**	**4,592,724**	**3,822,031**	**770,693**
Designated Funds	355,175	118,392	153,528	(35,136)
Total Designated	**355,175**	**118,392**	**153,528**	**(35,136)**
TOTAL GENERAL FUND	**35,425,186**	**12,229,087**	**10,486,486**	**1,742,601**

Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of April 30, 2023

	Revised Annual Budget	Year to Date Activity as of April 30, 2023		
		Budget	Actual	Variance
REVENUES				
Designated Funds - Capital	35,798	7,160	0	(7,160)
Total Revenue	**35,798**	**7,160**	**0**	**(7,160)**
EXPENDITURES				
Capital Fund- Facilities	2,104,219	573,878	126,927	446,951
Capital Fund-Communication	71,329	19,453	6,395	13,058
Capital Fund- IT	2,338,880	637,876	126,942	510,934
Capital Fund- Video Studio	50,407	16,802	0	16,802
Capital Fund- Creative Services	55,744	18,581	0	18,581
Total Expenditures	**4,620,578**	**1,266,591**	**260,264**	**1,006,327**
Net Impact to Fund Balance	**(4,584,780)**	**(1,259,431)**	**(260,264)**	**999,167**
Beginning Fund Balance*	5,103,754	5,103,754	5,103,754	**0**
Ending Fund Balance (Projected)	**518,974**	**3,844,323**	**4,843,490**	**999,167**

Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of April 30, 2023

	Revised Annual Budget	Year to Date Activity as of April 30, 2023		
		Budget	Actual	Variance
REVENUES				
Property Taxes	3,029,193	1,891,416	1,877,574	(13,842)
Employee contributions	612,143	188,352	160,670	(27,682)
Other Revenue	0	0	207	207
Total Revenue	**3,641,336**	**2,079,768**	**2,038,452**	**(41,316)**
EXPENDITURES				
Personnel Expense	3,298,098	1,323,049	1,024,089	298,960
Operating Expense	290,000	210,285	188,878	21,407
Total Expenditures	**3,588,098**	**1,533,334**	**1,212,967**	**320,367**
Net Impact to Fund Balance	**53,238**	**546,434**	**825,485**	**279,051**
Beginning Fund Balance*	99,692	99,692	99,692	**0**
Ending Fund Balance (Projected)	**152,930**	**646,126**	**925,177**	**279,051**

2023 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUE:					
December 7, 2022	2023 OAB Budget Ratification	$35,600,035	$35,798	$3,641,336	**$39,277,169**
	TOTAL REVENUE	**$35,600,035**	**$35,798**	**$3,641,336**	**$39,277,169**
EXPENDITURES:					
December 7, 2022	2023 OAB Budget Ratification	$35,667,371	$1,000,000	$3,588,098	**$40,255,469**
January 18, 2023	2023 OAB Budget Adjustment #1	($242,185.23)			**($242,185)**
February 15, 2023	2023 OAB Budget Adjustment #2		$3,620,578		**$3,620,578**
	TOTAL EXPENDITURES	**$35,425,186**	**$4,620,578**	**$3,588,098**	**$43,633,862**
	Net Change in Fund Balance	$174,849	($4,584,780)	$53,238	**($4,356,693)**
	Projected Beginning Fund Balance	$4,651,900	$5,103,754	$99,692	**$9,855,346**
	Projected Ending Fund Balance	**$4,826,749**	**$518,974**	**$152,930**	**$5,498,653**

Compliments

Betty McDonald, received these Thank You notes from Fremont Elementary after holding robotics sessions with their kindergarten classes:
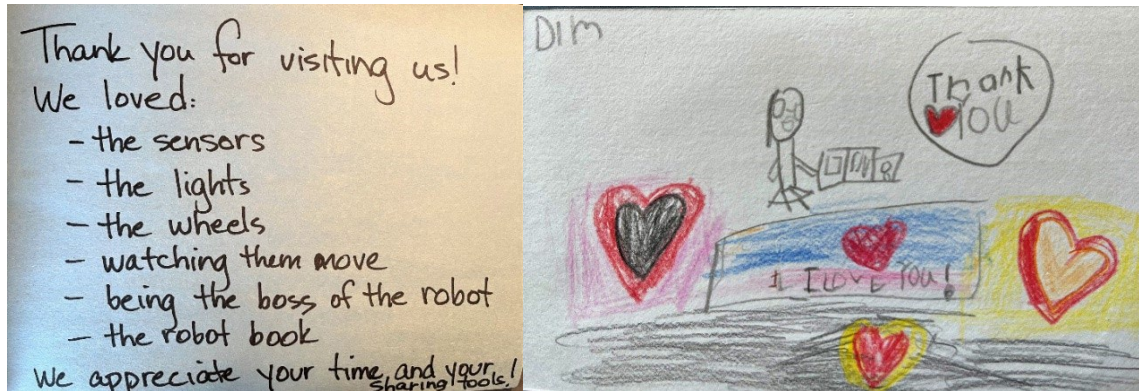
Betty McDonald, received a thank you email from the 2nd grade teachers at Edith Wolford Elementary:

"Thank you so much for coming to Wolford today. The kids (and all of us teachers) loved your presentation! We so appreciate you taking the time to come to our school and do this enrichment for our students. We are currently working on a States of Matter science kit, so the dry ice bubbles fit in perfectly. Thank you so much – we'll be in touch again for next year's students!

Sincerely,
Lisa Keller and Amy Tomkins

I keep telling everyone we live next to the coolest library. (Overheard at All Pikes Peak Makes)

A Bonforte Park Mobile Library Services patron sang this praise: "This bookmobile is a true community! Thank you so much for coming out here."

Southeast Region
Access

Alli Brooks hosted a field trip to Library 21c for an Audubon Elementary preschool class. Alli facilitated Storytime and an art workshop for the students and their caregivers. For most of the students and their families, this was their first time visiting a public library together. The teacher shared with Alli that their annual field trip to the library is "always a highlight of the year."

Accountability

In an effort to utilize existing resources and cut costs, Bradley Harbison designed and 3D printed mounting brackets that attach the camera power supply to camera tripods in the studio at Library 21c. In addition to saving money by printing instead of purchasing the brackets, this helps preserve the lifespan of the cords by reducing the amount of tension on them when they are being used. Likewise, the bracket provides a simple conversation piece that staff can use to promote Makerspace resources to the community.

Communications

To celebrate National Library week, staff from Calhan, Fountain, Monument, and Palmer Lake, as well as members of Leadership Team and the Board of Trustees, visited local City Council meetings for Proclamation readings. In Palmer Lake, the mayor was visiting with the audience prior to the meeting starting and sharing cookies she baked.

Community Connections

During the Month of April, Fountain Library hosted art from selected students from all over Fountain/Fort Carson District 8. All Grades K – 12 had pieces displayed throughout the library and brought in many new patrons looking for their art.

Jean Carrier was interviewed by a middle school student from Lewis Palmer Middles School this month for a class project. The segment may be aired on LPTV which is a district wide TV station for D38. The questions included- what is your favorite book, do you think movies have the same information as books, and why did you want to work at the library.

Physical and Virtual Spaces

The adult and children's sides of the Calhan library were flipped, allowing for the lower shelving units to be more easily accessed by our smallest patrons in the children's area, and reserving the higher bookcases for our older, taller patrons. Doing so has created a larger play and reading area for the children and has also opened up more shelf space for the Children's collection. The adult side has also benefited, becoming a cozier, quieter, and more spacious area.

The unused Children's service desk was removed at the Monument Library. This space will be used for more patron seating in the library.

Staff

Studio916 and Studio21c staff continue to work on the development of the studio training project. They meet monthly and have begun fleshing out lesson plans. This will be used to support other staff working in the studios.

Jean Carrier attended a training hosted by the Colorado State Libraries about Trauma Informed Libraries. There were a series of videos that were watched before a virtual meeting. There were representations from a lot of different library systems across the state. The video modules will soon be available for other staff wishing to learn more about this topic.

West Region

Access

Erica Purgason received a call in the Penrose telephone room from a teacher looking for books for her 7th graders. "She was requesting newer middle grade books that focused on the 1950s era and she wanted to know if PPLD offered a booklist that met those requirements." Erica went on to offer this patron the In-Depth Reference option. The patron had no idea this was a service that PPLD provided and was so excited to know that library professionals would be researching books for her! She also stated how relieved she was that she could entrust this to us and not have to worry about researching it herself."

Celia Egghart helped a patron find information about a figure in Colorado Springs history at the Manitou Springs Library by helping them research using the PPLD Special Collections department. Celia used PPLD's access to Colorado Historic Newspaper Collection, the Colorado Springs City Directories, and the PPLD Digital Collections to find primary sources to address this patron's question about regional history. Celia also showed the patron how to access these resources themselves. The patron was very excited about what they found.

Communications

The Penrose Young Adult team, Lauren Chartier and June McGinn, presented at the Colorado Teen Literature Conference (CTLC). Their presentation, "Beyond Schools: Building New Community Partnerships," highlighted their work with varying youth-centered organizations— church youth groups, detention centers, a family shelter, and Inside Out Youth Services. One attendee wrote, "The presenters were excellent: well prepared and very professional while still being engaging and providing thoughtful responses to audience questions. I appreciate learning from their experiences of outreach with different types of community organizations and I hope that I can incorporate some of the strategies they shared. Thank you for this session!" Chartier

said, "I think in presenting at CTLC, June and I were able to promote PPLD and our unique offerings to the greater Colorado community. At the end of our presentation, one of the attendees approached us and shared some really useful resources for working with juvenile detention centers. This shows how important it is to share your experiences with others, because we librarians all want to help each other to succeed."

David Rasmussen was grateful to Regional History & Genealogy staff for sharing their outstanding Andrew Carnegie display materials to display in Old Colorado City Library's antique cabinet. What better way to celebrate National Library Week than by honoring this generous philanthropist and promoting his commitment to free, public libraries available to everyone!

Community Connections
On Wed., April 26, Sarah Hoelting offered to make copies of the Helping Hands handout for a patron. As she was making the copies, she gently asked the patron whether they had previously asked for copies of the handout. The patron smiled and began to tell Hoelting that she and her girlfriend put together goodie bags for those experiencing homelessness which are filled with resources like hand warmers, shelf stable snacks, water, and the resource sheet. Hoelting thanked the patron for her kindness to the community, to which the patron replied, "that could be me out there on the streets...I'm only looking out for my fellow human."

Community Connections
April was a fun month for Mobile Libraries during which we were able to attend several outreach events and provide patrons with several opportunities to be creative! The Mobile Library staff participated in several events and reached 120 total community members at the Hyundai Chapel Hills Grand Opening, the Community of Excellence event at Stetson Elementary, the El Cinco de Mayo Fiesta and Car Show. Additionally, patrons flexed their creative muscles during the programs we offered including Upcycled Bird Feeders at Village at Bluffs and Retreat at Banning Lewis, Pixel Art at Peyton Elementary. During our Spring program were provided 22 storytimes for 270 students!

Physical and Virtual Spaces
Ruth Holley Library had the privilege to host Who Gives a Scrap program. This was a well-attended and overall fun event! Patrons brought in 740 pounds of their donated gently used crafting materials, and Who Gives a Scrap representatives took with them only 319 pounds of those donated items back to their store. In total, the library saw 101 patrons who participated!

Bradley Butzin completed the reorganization of the teen space at Ruth Holley Library. The changes included closing off the teen space as a thoroughfare of adult patrons going to the restroom.

Staff
This month Annie Spencer presented at the annual Colorado Teen Literature Conference (CTLC). This is Annie's first time presenting at a professional conference and she was delighted to have excellent turnout and the opportunity to expand in her professional development.

Adult Education

Access

Classes for English as a Second Language and High School Equivalency are ongoing. Board members are invited to attend a small Graduation ceremony to celebrate learners who earned a high school diploma, equivalency (GED), or exit-level English language proficiency this year. Graduation will take place June 16 in the Columbine room at Penrose Library from 3:00pm-4:30pm. Guests are welcome.

Accountability

Kim Hoggatt from Finance and Christine Layton continue to collaborate on AEFLA and IELCE grant filing. The Colorado Department of Education approved a revised budget that allows the Adult Education team to maximize reimbursements for program expenditures.

Communications

The Adult Education team continues to communicate with community partners, patrons, and prospective students about services, programs, and classes.

Community Connections

The Adult Education team participated in the first series of meetings for Adult Education programs in Colorado Springs. The meetings included School District 11 Adult Ed and School District 2 Adult Ed. The group has developed a spreadsheet of career development classes in the local area with the goal of maximizing existing programs, avoiding duplicating effort, and identifying areas in need of further development. Local employer, Amazon, presented to the group on career options for job seekers with disabilities, low English language proficiency, and those in need of scholarships to continue school while working.

Physical and Virtual Spaces

In-person and online classes continue to maximize accessibility. The team is considering other locations to host ESL classes in the coming academic year due to ongoing plumbing issues at Sand Creek that have affected attendance in evening classes.

Adult Services

Access

Bryan Matthews, Joe Paisley, Shannon Miller (from Rockrimmon), and Tarah Ruff (from Library 21C) featured two local author speakers. These three programs had a combined attendance of nearly sixty patrons. Both authors spoke about their books and the efforts that went into writing them and were able to sell and sign copies afterwards. Lt. Col. David Humpert (USAF, Ret.) spoke at Rockrimmon and Library 21c about his new (and first) book, based on his own knowledge and experiences from a career in the United States Air Force, *1983 Year of Maximum Danger: A Novel of the Cold War*. Retired El Paso County sheriff and author John Wesley Anderson spoke at East Library about his newest book (based on personal knowledge, research, and experiences), *Lou and Jonbenet: A Legendary Lawman's Quest to Solve a Child Beauty Queen's Murder*. John Anderson was the recipient of the 2022 Golden Quill Award from the Friends of the Pikes Peak Library District. Below are photos from both events.

Accountability

Deb Hamilton identified which books should be weeded from the law collection to make the best use of the amount of shelving available to the collection. She will be working with staff at Penrose Library to shift the law collection in the coming months and has been given an extra range of shelving to help make the collection more accessible and to allow for more growth of serial materials.

Communications

Meagan Huber and Joe Paisley staffed an outreach for El Paso County employee's semi-annual health and wellness week, they talked to 30 or so people about PPLD's programs, including Mountain of Authors, legal clinics, internet safety and managed to get rid of some of our swag.

Community Connections

Katie Edson facilitated two well attended nonprofit education opportunities for our community. On April 14, she hosted an all-day Nonprofit bootcamp with the Colorado Nonprofit Association. There were 37 in attendance (from throughout Southern Colorado – as far as Salida) plus six speakers. On April 15, she hosted a lunch and learn panel discussion on corporate giving. The panelists were from: Northrop Grumman, Stockman Kast Ryan, Black Hills Energy, Care and Share, and The Humane Society. 27 people attended. Katie facilitated a Q&A with prepared and attendee questions. Both events provided the chance to showcase PPLD's Nonprofit resources and make connections. Below are photos from both events.

Physical and Virtual Spaces
Heidi Buljung completed making arrangements for programming in city parks in anticipation of the upcoming Free-For-All PERICLES performances put on by UCCS Theatreworks throughout the Pikes Peak Region: https://ppld.org/free-all-pericles (May through July).

Staff
Adult Services collaborated with Adult Education to provide Northstar Instructor training for staff. Staff from across the district who are either experienced or new Northstar instructors attended. Ben Kegley led the instruction, and everyone had great conversations. The discussion involved feedback and experiences of current and ongoing digital literacy services PPLD provides to the public, and opportunities for additional help and potential growth of the service.

Collection Management
Access
Collection Management sent out Animal Explorer Packs to Fountain, High Prairie, and Manitou libraries in April. This new format, intended for children and caregivers, includes bird spotting and animal tracks activities. Contents include a *Birds of Colorado* field guide, an animal tracks guide, two pairs of binoculars, animal track rubbing plates, a bird spotting bingo sheet, and more!

Among the 7,782 incoming Collection items the Materials workgroup handled in April were new titles for the circulating book club sets, which will delight the many area book clubs.

Krista Meier ordered the 2023 All Pikes Peak Reads (APPR) title in regular print, large print, audiobook, and digital formats.

Tania Hajjar refreshed the Launchpad collection with new titles. These rugged tablets with educational software for children are very popular with patrons.

Accountability
Acquisitions staff reviewed 477 patron purchase requests in April, ordering 281 of them for a fill rate of 59%.

The Cataloging workgroup cataloged over 1,000 titles in April.

The top-circulating title in Hoopla in April was the Acorn TV series *Recipes for Love and Murder*. The top Kanopy title for PPLD users was the *Father Brown* BBC series.

Titles with the most checkouts and holds in Libby (eBooks and eAudiobooks):
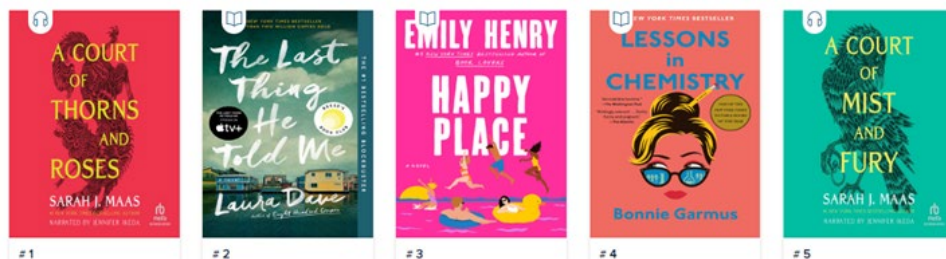
Marissa Jiménez Guiot visited the Ute Pass, Manitou Springs, and High Prairie Libraries, as well as Mobile Library Services, to use an RFID "wand" to scan their shelves. She corrected any items that were in the wrong section or needed to be updated in the library software.

Communications

Overdrive, the vendor for PPLD's heavily used eBook and eAudio collection, discontinued its original Overdrive app in favor of the newer Libby app. Communications helped with a final push of alerts to patrons about the change, including a slide on ppld.org and a page with detailed information.

Community Connections

Amanda Marez-Frutchey helped plan, and attended, the virtual Colorado Resource Sharing Conference, attended by staff from libraries all over the State.

Information sharing with peer libraries is always useful.
- Greg Roes attended a meeting of Front Range libraries' circulation management staff at the Arapahoe Library District (ALD). ALD has software that interacts with their automated materials handling system to determine which branch returned items should go to, based on shelf-space and other factors.
- Lisa Thomas and Krista Meier attended a regional meeting of 25 front-range collection development librarians at the Smoky Hill Library (Arapahoe Library District) on April 24.
- Tania Hajjar and Jenny Pierce attended the quarterly virtual meeting of Colorado public library collection management and acquisitions managers.

Staff

Michelle Pfost attended the webinar "Know & Go: Cataloging the Library of Things," presented by Amigos Library Services. Libraries are providing more non-traditional materials (the Library of Things) which require different cataloging than the print and media formats. The training was very useful and well presented.

Bridget Bruch joined PPLD's benefits committee.

The Integrated Library System (ILS) staff attended a vendor conference to learn about developments with the library system software that PPLD currently uses.

Numerous Collection Management staff helped provide a tour of the department to PPLD volunteers as part of the annual volunteer appreciation events. The volunteers had great questions and were very interested in learning about behind-the-scenes activities to acquire the collection.

Creative Services
Access

To be able to better assist at other locations, Creative Services staff went through a circulation training refresher.

Communications

Becca Cruz appeared on Fox 21's Loving Living Local to promote All Pikes Peak Makes.

Community Connections.

All Pikes Peak Makes came back to Library 21c after a 3.5-year hiatus. This event gathered over 40 exhibitors, featuring robotics, LEGOs, rocketry, coding and tech, crafts, makerspace, and studio projects, and more. Some of the makers even had things that had been made in PPLD's makerspaces, like the model railroad items pictured below. Over 1,300 community members attended this event. Many

people from a variety of departments and locations help to make this event successful. Family & Children's Services hosted an event inside the children's programming room with the Big Blue Blocks and Rigamajig available for children and families to create. Young Adult Services provided origami that patrons were able to make to contribute to a mobile.

The 2nd Annual Pikes Peak Poetry Summit was held at the Hall as a part of the Pikes Peak Poet Laureate program. Despite it being a snowy morning, it was a packed house with great performances by poets from all around Colorado and educational workshops for youth and adults.

Staff

The Kitchen safety training has been created in Bridge and is available to staff who are interested in utilizing the Kitchen for programs.

David Burling (IT) came to the monthly Creative Services professional development meeting to talk with staff about how to use SharePoint to its fullest.

Ben Dahlby submitted a Colorado Association of Libraries Maker Interest Group Workshop proposal, which was accepted. He will present in May when the event is held at Library 21c.

Diversity, Equity, and Inclusion Service
Access

The Pikes Peak Interagency Transition Team (PPITT) Annual Resource Fair for Individuals with Disabilities returned this year to Library 21c. This event is hosted by PPITT and provides an opportunity for people in the disability community to receive specific information from organizations, companies, and resource providers that serve this population all in one location. PPLD had an

outreach table at this event and was able to highlight the Library Explorer kits, Disability Resources, and Makerspaces.

Communications
The 38th Annual Fiesta, Car Show & Scholarship Gala at Memorial Park provides cultural community activities, build cultural awareness, and most importantly to provide scholarships to under-served/under-represented students in our local community. PPLD had an outreach table, and the Bookmobile was present as well. We were able to interact with over 200 contacts and make a dozen library cards. PPLD invests in and elevates community awareness of its resources, services, and spaces.

Community Connections
The 10th Annual Free Literacy Festival sponsored by the Black Educators Network is a book giveaway that was held on April 22, 2023 at UCCS Dwire Hall. This year's theme was The Wonders of Literacy: Past, Present and Future is an interactive event to promote literacy through STEAMMM (science, technology, engineering, art, math, music, and movement) for all ages. PPLD donated 18 boxes of children and teen books for giveaway. PPLD had an outreach table where we highlighted the Discovery Kits and the Educational Resource Center (ERC).

Staff
Shirley Martinez attended the Colorado Springs Leadership Institute (CSLI) training for the week of April 14. The mission of the program is "to enhance local leadership through the development of personal, professional, and civic knowledge. The program provides a platform where established leaders come to network, share ideas, problem solve and form collaborative relationships."

Family & Children's Services
Access
Purchasing gross motor toys for children can be expensive, especially at the rate children grow in the first few years of life. Often, parents wonder what the best toy would be, and will the child enjoy the expensive toy? Evan Childress curated and launched the new Family Place Toy Library collection, which is available at all six Family Place Libraries (Cheyenne, East, Fountain, Library 21c, Penrose, Sand Creek) and offers a variety of 10 different toy items that support gross motor skills development and active play for children ages 0-5. https://ppld.org/Toy-Library-Launch Now, parents can test out a new toy for three weeks, while supporting their child's development.

Community Connections
Joy Fleishhacker, with the help of the PPLD Homeschool Committee and Family & Children's Services staff, hosted the Annual Homeschool Resource Fair on April 14, 2023, at Library 21c. The event was attended by 55 vendors (six more than last year) and 961 visitors (almost double last year's number). Photos could be found here: Homeschool Resource Fair 2023. Vendors and attendees alike were most appreciative of the opportunity to connect and explore a vast array of homeschooling support services and opportunities. Comments included:

"I wanted you to know how very much we appreciated the opportunity to be a part of this amazing event! Loved everything! Location, atmosphere, vendors. Absolutely everything! PPLD staff was fantastic! Very helpful with everything and visible. Answered all questions; communication was excellent. Appreciated being kept informed about last-minute changes about tables and electrical cords. We are looking forward to the next fair! Thank you for everything." Email/comment from Edison Prep staff.

On Saturday, April 29, Christa Funke coordinated PPLD's 25th Jean Ciavonne Poetry Awards Ceremony at The Hall. During the award ceremony, a video of Jean Ciavonne was shared; showing what an inspirational impact she has had on our community. Her love of writing and her appreciation for poetry continues to grow with fourth and fifth graders in Colorado Springs through this amazing program. This award ceremony was different from any other year as we celebrated it on Jean's birthday, and her three children attended (from California and Grand Junction, CO). We had six winners from the contest, and each grew confidence in public speaking as they read their poems to the crowd. Susan M. Peiffer, 5th Pikes Peak Poet Laureate, and Ashley Cornelius, Pikes Peak Region Poet Laureate also shared some of their own poetry. We had 49 people in attendance as families, teachers, and librarians came to support their poet.

The winners   One poet with the Ciavonne family

Physical and Virtual Spaces
Laura Broderick and James Krebs (Communications) worked with staff throughout the District for over a year to create Sensory Tour Videos for all locations. Sensory Tour Videos allow families with sensory processing to preview the library, so they feel comfortable during their library visit. We launched this project during Autism Acceptance Month, and videos are located on our website under each location and on social media.

Regional History & Genealogy
Access
One aspect of the historic resources RH&G preserves is published material. This consists of books, maps, pamphlets, even high school yearbooks. This material can be mass produced or published by a small historical society and much of this material is rare and one-of-a-kind. Takiyah Jemison must create unique catalog records for these items. This is the key for patrons to discover the material they desire. In April, Takiyah processed a collection donated to PPLD by Pikes Peak Genealogical Society of French-Canadian genealogy books written in French. Overall, in April, Takiyah cataloged 68 books and these books are now available in the noncirculating RH&G collection.

The microfilm collection, featuring 89 unique newspaper publications from the Pikes Peak Region, is one of RH&G's most used resources. Digital scanners allow more advanced enhancements to microfilm images and easier access to saving in a digital format. Tim Morris worked with IT to purchase a new ScanPro. The digital scanners have proven popular with patrons, and the new digital microfilm machine doubled the patron capacity.

Accountability

In response to the Club Q shootings, Erinn Barnes applied and was selected for participation in the Internet Archive's Community Webs program. Erinn received training to begin documenting websites using Archive It. This technique allows RH&G to preserve present day websites while capturing the full functionality of the website, not just a static image. Erinn collected and preserved 54.4 GB of archived web material including news reports, YouTube videos, Club Q and other community websites, and limited social media. This is an exciting new tool for documenting our community in a digital age.

While working to organize RH&G oversize archival materials, Cara Ramsey found several unidentified and undocumented, semi-processed boxes of material. In her ongoing effort to increase physical, intellectual, and administrative control of archival collections, Cara worked through each box to identify whether its contents belonged to an existing collection or needed to be assigned a new collection number. All oversize materials are now in correct order, consistently labelled, and properly inventoried and documented in our internal records.

<u>Young Adult Services</u>
Access

Britt Bloom and Mikaela Fortune, with support from Jennifer Eltringham (Creative Services), conceived of and executed the community art piece of All Pikes Peak Makes. With help from Joanna Nelson Rendón on the day, they created an origami mobile with origami created by 132 patrons.

Larissa Powers and Cathy Wood (Library 21c) presented to the students at Pine Creek High School's American Sign Language (ASL) Honor Society about ASL and Deaf Culture resources available at the Library. Mikaela Fortune attended an outreach at Mitchell High School with Bradley Butzin (Ruth Holley Library). They spoke with ESL families about resources the library offers to support families learning English.

Community Connections

Manitou Springs School District 14 and PPLD are continuing their partnership to provide students with physical library cards. This partnership provides more than 1,200 students with access to library resources.

Muse Comics + Games donated 1,000 comics for the Library to give away as part of the Free Comic Book Day celebrations. Larissa Powers planned the first Free Comic Book Day event since 2019, which will take place on Saturday, May 6 at the East Library.

Staff
On Saturday, April 15, Becca Philipsen helped run the Colorado Teen Literature Conference (CTLC) in Littleton, CO. CTLC is a teen literature focused conference for teens, teachers, and librarians. Britt Bloom and Hannah Zwahlen presented on "Machine Learning for Teens." Lauren Chartier and June McGinn presented "Beyond Schools: Building New Community Partnerships." Annie Spencer presented "A Picture's Worth A Thousand Words: The Differences Between Manga, Graphic Novels, and Comic Books." The conference is a great professional development opportunity for staff – both in presenting and attending.

Circulation Report
By Facility
March 2023

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

** Penrose Library closed from February 18, 2023, reopening March 1, 2023

2023 Circulation ITEM Summary	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	250474	229778	270038	0	0	0	0	0	0	0	0	0	750290
DVD	56307	49999	58888	0	0	0	0	0	0	0	0	0	165194
CD Music	6673	6523	6710	0	0	0	0	0	0	0	0	0	19906
CD Book	6958	5891	7349	0	0	0	0	0	0	0	0	0	20198
Playaway	3765	3491	4371	0	0	0	0	0	0	0	0	0	11627
Kit	1473	0	0	0	0	0	0	0	0	0	0	0	1473
Game	2196	1932	2201	0	0	0	0	0	0	0	0	0	6329
Discovery Kits	0	72	99	0	0	0	0	0	0	0	0	0	171
TOTAL Physical Items	327846	297686	349656	0	0	0	0	0	0	0	0	0	975188
													0
ILL	1149	1219	1486	0	0	0	0	0	0	0	0	0	3854
CyberShelf-OverDrive	246312	218039	242975	0	0	0	0	0	0	0	0	0	707326
eReader	2	1	2	0	0	0	0	0	0	0	0	0	5
Hot Spots	68	54	75	0	0	0	0	0	0	0	0	0	197
Cameras & Equipment	57	53	61	0	0	0	0	0	0	0	0	0	171
													0
TOTAL STATE Circ	575434	517052	594255	0	0	0	0	0	0	0	0	0	1686741
Freegal Music	5794	5025	5420	0	0	0	0	0	0	0	0	0	16239
Freading	109	92	124	0	0	0	0	0	0	0	0	0	325
DVD Player	114	63	70	0	0	0	0	0	0	0	0	0	247
Hoopla	3631	3638	3675	0	0	0	0	0	0	0	0	0	10944
Comics	636	647	624	0	0	0	0	0	0	0	0	0	1907
Kanopy	3007	2836	3078	0	0	0	0	0	0	0	0	0	8921
													0
CLC	6985	6527	7367	0	0	0	0	0	0	0	0	0	20879
Laptop Use	377	225	466	0	0	0	0	0	0	0	0	0	1068
Active Users	199682	198125	198166	0	0	0	0	0	0	0	0	0	595973

Monthly Circ by Format	2023	2022	Change
Print	270038	269644	0%
DVD	58888	64119	-8%
CD Music	6710	6906	-3%
CD Book	7349	8466	-13%
Playaway	4371	4768	-8%
Kit	0	1518	-100%
Game	2201	2559	-14%
Discovery Kits	99	41	141%
TOTAL Physical Items	349656	358021	-2.34%
ILL	1486	1388	7%
CyberShelf-OverDrive	242975	219154	11%
eReader	2	1	
Hot Spots	75	68	10%
Cameras & Equipment	61	47	30%
Total e-materials	243052	219223	11%
Freegal Music	5420	5408	0%
Freading	124	131	-5%
DVD Player	70	99	-29%
Hoopla	3675	3066	20%
Comics (included in Hoopla)	624	481	30%
Kanopy	3078	2863	8%
CLC	7367	7354	0%
Laptop Use	466	135	245%
Active Users	198166	207146	-4%

Palmer Lake Library closed in August 2020, reopening March 2, 2022

Penrose Library closed from February 18, 2023, reopening March 1, 2023

MTD Total	2023	2022	Change
January	575434	546420	5%
February	517052	499412	4%
March	594255	578679	3%
April		537810	-100%
May		540277	-100%
June		586297	-100%
July		587929	-100%
August		595485	-100%
September		554320	-100%
October		552444	-100%
November		541154	-100%
December		527011	-100%

YTD Total	2023	2022	Change
January	575434	546420	5%
February	1092486	1045832	4%
March	1686741	1624511	4%
April		2162321	-100%
May		2702598	-100%
June		3288895	-100%
July		3876824	-100%
August		4472309	-100%
September		5026629	-100%
October		5579073	-100%
November		6120227	-100%
December		6647238	-100%

Circulation Report
By Item Type
March 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	13,428	8,229	13,411										35,068
Mobile Libraries	5,368	3,078	6,437										14,883
Calhan	815	890	929										2,634
Cheyenne	13,475	13,051	14,448										40,974
Fountain	7,073	6,496	7,346										20,915
High Prairie	14,712	13,525	15,530										43,767
Ruth Holley	8,114	7,488	8,904										24,506
Manitou Springs	1,596	1,401	1,523										4,520
Monument	14,739	13,494	15,649										43,882
Old Colorado City	5,031	5,043	6,364										16,438
Palmer Lake	577	614	644										1,835
Rockrimmon	14,497	13,061	14,901										42,459
Sand Creek	7,404	6,922	7,795										22,121
Ute Pass	1,001	866	1,054										2,921
Senior Van	1,178	673	965										2,816
East	53,107	48,226	56,180										157,513
Library 21c	37,622	34,232	39,804										111,658
Total	199,737	177,289	211,884	0	0	0	0	0	0	0	0	0	588,910

YTD CIRC Comparison	2023	2022	% Change
Penrose **	35,068	40,426	-13.3%
Mobile Libraries	14,883	17,225	-13.6%
Calhan	2,634	3,639	-27.6%
Cheyenne	40,974	41,208	-0.6%
Fountain	20,915	18,814	11.2%
High Prairie	43,767	39,117	11.9%
Ruth Holley	24,506	26,829	-8.7%
Manitou Springs	4,520	4,030	12.2%
Monument	43,882	45,319	-3.2%
Old Colorado City	16,438	17,681	-7.0%
Palmer Lake *	1,835	867	111.6%
Rockrimmon	42,459	44,723	-5.1%
Sand Creek	22,121	22,318	-0.9%
Ute Pass	2,921	3,603	-18.9%
Senior Van	2,816	3,120	-9.7%
East	157,513	155,016	1.6%
Library 21c	111,658	106,552	4.8%
Total Physical Materials	588,910	590,487	-0.3%

Current Month CIRCULATION Comparison by Facility	2023	2022	% Change
Penrose	13411	14406	-6.9%
Mobile Libraries	6437	5709	12.8%
Calhan	929	1389	-33.1%
Cheyenne	14448	14643	-1.3%
Fountain	7346	6843	7.4%
High Prairie	15530	14797	5.0%
Ruth Holley	8904	10233	-13.0%
Manitou Springs	1523	1578	-3.5%
Monument	15649	16281	-3.9%
Old Colorado City	6364	6334	0.5%
Palmer Lake	644	857	
Rockrimmon	14901	15691	-5.0%
Sand Creek	7795	8126	-4.1%
Ute Pass	1054	1081	-2.5%
Senior Van	965	946	2.0%
East	56180	57379	-2.1%
Library 21c	39804	39409	1.0%
Total Physical Materials	211884	215702	-1.8%

Current Month e-materials & Summary	2023	2022	% Change
Overdrive	242975	219154	10.9%
eReaders	2	1	100.0%
Hot Spots	75	68	10.3%
Total e-materials	243052	219223	10.9%
ILL	1486	1388	7.1%
Cameras/Equip	61	47	29.8%
Physical Materials	211884	215702	-1.8%
Total Monthly Circ	456483	436360	4.6%

Circulation without Renewals

March 2023

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

** Penrose Library closed from February 18, 2023, reopening March 1, 2023

***The gate into Special Collections did not work between 3/17 - 3/21. Total is an average.

Current Month Comparison VISITORS	2023	2022	% Change
Penrose **	23401	19867	17.8%
Mobile Libraries	2671	2587	3.2%
Calhan	603	537	12.3%
Cheyenne	11865	7693	54.2%
Fountain	5641	6112	-7.7%
High Prairie	8750	5880	48.8%
Ruth Holley	9630	7346	31.1%
Manitou	3783	3559	6.3%
Monument	9248	9098	1.6%
Old Colorado City	6908	5341	29.3%
Palmer Lake *	453	626	-27.6%
Rockrimmon	12672	12891	-1.7%
Sand Creek	7569	9456	-20.0%
Ute Pass	945	1075	-12.1%
East	30219	26115	15.7%
21c	32107	28583	12.3%
KCH (The Hall at PPLD)	473	495	-4.4%
TOTAL Visitors	166938	147261	13.4%
Special Collections ***	1070	890	20.2%

2022 Circulation by Facility		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose		23157	14848	20791	17746	0	0	0	0	0	0	0	0	76542
Mobile Libraries Total		8716	4738	9191	8207	0	0	0	0	0	0	0	0	30852
Calhan		1392	1422	1448	1416	0	0	0	0	0	0	0	0	5678
Cheyenne		21449	20727	23431	21228	0	0	0	0	0	0	0	0	86835
Fountain		11317	11477	12160	11183	0	0	0	0	0	0	0	0	46137
High Prairie		23830	22491	25539	22149	0	0	0	0	0	0	0	0	94009
Holley		13603	12827	14999	13327	0	0	0	0	0	0	0	0	54756
Manitou		2635	2188	2463	2135	0	0	0	0	0	0	0	0	9421
Monument		23967	21781	25416	22804	0	0	0	0	0	0	0	0	93968
Old Colorado City		7371	8081	10073	8770	0	0	0	0	0	0	0	0	34295
Palmer Lake		974	933	1090	746	0	0	0	0	0	0	0	0	3743
Rockrimmon		23420	21106	24208	20506	0	0	0	0	0	0	0	0	89240
Sand Creek		12702	11473	13659	10856	0	0	0	0	0	0	0	0	48690
Ute Pass		1516	1469	1681	1569	0	0	0	0	0	0	0	0	6235
Senior Van		1551	749	1198	1115	0	0	0	0	0	0	0	0	4613
Bookmobiles		7165	3989	7993	7092	0	0	0	0	0	0	0	0	26239
East		88958	83392	96230	85106	0	0	0	0	0	0	0	0	353686
Library 21c		62596	58546	67073	59375	0	0	0	0	0	0	0	0	247590
Parenting		243	187	204	180	0	0	0	0	0	0	0	0	814
Total Physical Materials		327846	297686	349656	307303	0	0	0	0	0	0	0	0	1282491

YTD CIRC Comparison	2023	2022	% Change
Penrose **	76542	92856	-17.6%
Mobile Libraries Total	30852	35657	-13.5%
Calhan	5678	7580	-25.1%
Cheyenne	86835	88313	-1.7%
Fountain	46137	41295	11.7%
High Prairie	94009	86811	8.3%
Holley	54756	60125	-8.9%
Manitou	9421	8914	5.7%
Monument	93968	96850	-3.0%
Old Colorado City	34295	38553	-11.0%
Palmer Lake *	3743	2421	54.6%
Rockrimmon	89240	95418	-6.5%
Sand Creek	48690	49986	-2.6%
Ute Pass	6235	8363	-25.4%
Senior Van	4613	5736	-19.6%
Bookmobiles	26239	29921	-12.3%
East	353686	350771	0.8%
Library 21c	247590	239961	3.2%
Parenting	814	558	45.9%
Total Physical Materials	1282491	1304432	-1.68%

Current Month Comparison CIRCULATION	2023	2022	% Change
Penrose	17746	22260	-20.3%
Mobile Libraries Total	8207	8789	-6.6%
Calhan	1416	1694	-16.4%
Cheyenne	21228	22489	-5.6%
Fountain	11183	10462	6.9%
High Prarie	22149	21711	2.0%
Holley	13327	15126	-11.9%
Manitou	2135	2296	-7.0%
Monument	22804	23933	-4.7%
Old Colorado City	8770	9678	-9.4%
Palmer Lake	746	1215	-38.6%
Rockrimmon	20506	22934	-10.6%
Sand Creek	10856	12419	-12.6%
Ute Pass	1569	2009	-21.9%
Senior Van	1115	1381	-19.3%
Bookmobiles	7092	7408	-4.3%
East	85106	88571	-3.9%
Library 21c	59375	60946	-2.6%
Parenting	180	188	-4.3%
Total Physical Materials	307303	326720	-5.94%

Circulation Report
By Facility
April 2023

Current Month Comparison VISITORS	2023	2022	% Change
Penrose **	16918	18418	-8.1%
Mobile Libraries Total	2795	8628	
Calhan	420	429	-2.1%
Cheyenne	10484	7331	43.0%
Fountain	5062	4807	5.3%
High Prairie	7517	5288	42.2%
Ruth Holley	8355	6473	29.1%
Manitou	3153	3816	-17.4%
Monument	8477	8079	4.9%
Old Colorado City	5657	4255	32.9%
Palmer Lake *	329	590	-44.2%
Rockrimmon	11407	11276	1.2%
Sand Creek***	5206	9003	-42.2%
Ute Pass	718	893	-19.6%
Knights of Columbus Hall	633	929	-31.9%
East	23927	23582	1.5%
Library 21c	29399	26560	10.7%
TOTAL	140457	140357	0.1%
Special Collections	792	866	-8.5%

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

** Penrose Library closed February 18 - 28; April 10 and 14 - 17, 2023

*** Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023

2023 Circulation ITEM Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	250474	229778	270038	237808	0	0	0	0	0	0	0	0	988098
DVD	56307	49999	58888	50670	0	0	0	0	0	0	0	0	215864
CD Music	6673	6523	6710	6304	0	0	0	0	0	0	0	0	26210
CD Book	6958	5891	7349	6704	0	0	0	0	0	0	0	0	26902
Playaway	3765	3491	4371	3714	0	0	0	0	0	0	0	0	15341
Kit	1473	0	0	0	0	0	0	0	0	0	0	0	1473
Game	2196	1932	2201	2020	0	0	0	0	0	0	0	0	8349
Discovery Kits	0	72	99	83	0	0	0	0	0	0	0	0	254
TOTAL Physical Items	**327846**	**297686**	**349656**	**307303**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1282491**
													0
ILL	1149	1219	1486	1390	0	0	0	0	0	0	0	0	5244
CyberShelf-OverDrive	246312	218039	242975	232484	0	0	0	0	0	0	0	0	939810
eReader	2	1	2	2	0	0	0	0	0	0	0	0	7
Hot Spots	68	54	75	67	0	0	0	0	0	0	0	0	264
Cameras & Equipment	57	53	61	77	0	0	0	0	0	0	0	0	248
													0
TOTAL STATE Circ	**575434**	**517052**	**594255**	**541323**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2228064**
Freegal Music	5794	5025	5420	4579	0	0	0	0	0	0	0	0	20818
Freading	109	92	124	49	0	0	0	0	0	0	0	0	374
DVD Player	114	63	70	25	0	0	0	0	0	0	0	0	272
Hoopla	3631	3638	3675	3359	0	0	0	0	0	0	0	0	14303
Comics	636	647	624	566	0	0	0	0	0	0	0	0	2473
Kanopy	3007	2836	3078	2682	0	0	0	0	0	0	0	0	11603
													0
CLC	6985	6527	7367	6824	0	0	0	0	0	0	0	0	27703
Laptop Use	377	225	466	322	0	0	0	0	0	0	0	0	1390
Active Users	199682	198125	198166	199602	0	0	0	0	0	0	0	0	795575

Monthly Circ by Format

	2023	2022	Change
Print	237808	246949	-4%
DVD	50670	57566	-12%
CD Music	6304	6630	-5%
CD Book	6704	7894	-15%
Playaway	3714	3993	-7%
Kit	0	1482	-100%
Game	2020	2164	-7%
Discovery Kits	83	42	98%
TOTAL Physical Items	**307303**	**326720**	**-5.94%**
ILL	1390	1292	8%
CyberShelf-OverDrive	232484	209662	11%
eReader	2	0	
Hot Spots	67	85	-21%
Cameras & Equipment	77	51	51%
Total e-materials	**232553**	**209747**	**11%**
Freegal Music	4579	4964	-8%
Freading	49	128	-62%
DVD Player	25	97	-74%
Hoopla	3359	2935	14%
Comics (included in Hoopla)	566	411	38%
Kanopy	2682	2833	-5%
CLC	6824	6493	5%
Laptop Use	322	199	62%
Active Users	199602	205841	-3%

Palmer Lake Library closed in August 2020, reopening March 2, 2022

Penrose Library closed February 18 - 28; April 10 and 14 - 17, 2023

Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023.

MTD Total	2023	2022	Change
January	575434	546420	5%
February	517052	499412	4%
March	594255	578679	3%
April	541323	537810	1%
May		540277	-100%
June		586297	-100%
July		587929	-100%
August		595485	-100%
September		554320	-100%
October		552444	-100%
November		541154	-100%
December		527011	-100%

YTD Total	2023	2022	Change
January	575434	546420	5%
February	1092486	1045832	4%
March	1686741	1624511	4%
April	2228064	2162321	3%
May		2702598	-100%
June		3288895	-100%
July		3876824	-100%
August		4472309	-100%
September		5026629	-100%
October		5579073	-100%
November		6120227	-100%
December		6647238	-100%

Circulation Report
By Item Type
April 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	13,428	8,229	13,411	9,453									44,521
Mobile Libraries	5,368	3,078	6,437	5,562									20,445
Calhan	815	890	929	776									3,410
Cheyenne	13,475	13,051	14,448	12,924									53,898
Fountain	7,073	6,496	7,346	6,592									27,507
High Prairie	14,712	13,525	15,530	12,732									56,499
Ruth Holley	8,114	7,488	8,904	7,934									32,440
Manitou Springs	1,596	1,401	1,523	1,284									5,804
Monument	14,739	13,494	15,649	13,617									57,499
Old Colorado City	5,031	5,043	6,364	5,353									21,791
Palmer Lake	577	614	644	457									2,292
Rockrimmon	14,497	13,061	14,901	12,268									54,727
Sand Creek	7,404	6,922	7,795	5,899									28,020
Ute Pass	1,001	866	1,054	1,001									3,922
Senior Van	1,178	673	965	895									3,711
East	53,107	48,226	56,180	47,636									205,149
Library 21c	37,622	34,232	39,804	33,487									145,145
Total	199,737	177,289	211,884	177,870	0	0	0	0	0	0	0	0	766,780

YTD CIRC Comparison	2023	2022	% Change
Penrose **	44,521	53,386	-16.6%
Mobile Libraries	20,445	22,852	-10.5%
Calhan	3,410	4,571	-25.4%
Cheyenne	53,898	55,195	-2.3%
Fountain	27,507	25,146	9.4%
High Prairie	56,499	52,099	8.4%
Ruth Holley	32,440	35,814	-9.4%
Manitou Springs	5,804	5,446	6.6%
Monument	57,499	59,901	-4.0%
Old Colorado City	21,791	23,653	-7.9%
Palmer Lake *	2,292	1,634	40.3%
Rockrimmon	54,727	59,247	-7.6%
Sand Creek***	28,020	29,485	-5.0%
Ute Pass	3,922	4,900	-20.0%
Senior Van	3,711	4,086	-9.2%
East	205,149	206,077	-0.5%
Library 21c	145,145	141,020	2.9%
Total Physical Materials	766,780	784,512	-2.3%

Current Month CIRCULATION Comparison by Facility	2023	2022	% Change
Penrose	9453	12960	-27.1%
Mobile Libraries	5562	5627	-1.2%
Calhan	776	932	-16.7%
Cheyenne	12924	13987	-7.6%
Fountain	6592	6332	4.1%
High Prairie	12732	12982	-1.9%
Ruth Holley	7934	8985	-11.7%
Manitou Springs	1284	1416	-9.3%
Monument	13617	14582	-6.6%
Old Colorado City	5353	5972	-10.4%
Palmer Lake	457	767	-40.4%
Rockrimmon	12268	14524	-15.5%
Sand Creek	5899	7167	-17.7%
Ute Pass	1001	1297	-22.8%
Senior Van	895	966	-7.3%
East	47636	51061	-6.7%
Library 21c	33487	34468	-2.8%
Total Physical Materials	177870	194025	-8.3%

Current Month e-materials & Summary	2023	2022	% Change
Overdrive	232484	209662	10.9%
eReaders	2	0	#DIV/0!
Hot Spots	67	85	-21.2%
Total e-materials	232553	209747	10.9%
ILL	1390	1292	7.6%
Cameras/Equip	77	51	51.0%
Physical Materials	177870	194025	-8.3%
Total Monthly Circ	411890	405115	1.7%

Circulation without Renewals

April 2023

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

** Penrose Library closed from February 18, 2023, reopening March 1, 2023

*** Sand Creek Library closed part or all day for plumbing issues on April 13, 15, 20, 22, 26, 2023

Current Month Comparison VISITORS	2023	2022	% Change
Penrose **	16918	18418	-8.1%
Mobile Libraries	2795	8628	-67.6%
Calhan	420	429	-2.1%
Cheyenne	10484	7331	43.0%
Fountain	5062	4807	5.3%
High Prairie	7517	5288	42.2%
Ruth Holley	8355	6473	29.1%
Manitou	3153	3816	-17.4%
Monument	8477	8079	4.9%
Old Colorado City	5657	4255	32.9%
Palmer Lake *	329	590	-44.2%
Rockrimmon	11407	11276	1.2%
Sand Creek***	5206	9003	-42.2%
Ute Pass	718	893	-19.6%
East	23927	23582	1.5%
21c	29399	26560	10.7%
KCH (The Hall at PPLD)	633	929	-31.9%
TOTAL Visitors	140457	140357	0.1%
Special Collections	792	866	-8.5%

![Pikes Peak Library District ppld logo]

Communications Department: Report for May 2023

<div style="background:blue;color:white">NEWS COVERAGE</div>

- Total features and mentions:
  - **April 2023:** 91 hits
    Year-to-date: 735
  - **Average per month:** 183

- Highlighted coverage (last month):
  - [The Gazette](#) published a story featuring a woman who regularly volunteers as a yoga instructor at Rockrimmon Library.
  - [KRDO NewsRadio 105.5 FM](#) mentioned All Pikes Peak Makes in their morning news segment covering upcoming weekend events.
  - [The Gazette](#) ran a story about the new CEO being announced.
  - KOAA ran [news segments about book banning three times](#) and published [one online article](#) on the subject.
  - Five newspapers or news aggregate sites published a story about funding being approved for the Manitou Carnegie building, including [KOAA](#), [OutThere Colorado](#), and [The Gazette](#).
  - PPLD was mentioned in six TV news broadcasts and two online articles about the Digital Equity Grant, including [KOAA](#), [Fox 21](#), [CS Indy](#), and [KRDO](#).
  - April's Library Limelight published in [The Tribune](#) talked about creativity and innovation at the Library related to All Pikes Peak Makes and the Pikes Peak Poetry Summit.
  - [Loving Living Local](#) featured a segment interviewing Becca Cruz, director of Creative Services, about our makerspaces and All Pikes Peak Makes.
  - A few small but fun mentions include:
    - a [Gazette article](#) about a photographer whose work has been featured at PPLD
    - a shoutout to the Pikes Peak Poetry Summit from a creative writing page at [Pikes Peak State College](#)
    - a shoutout from the same [Pikes Peak State College](#) page for Mountain of Authors
    - the Toy Library was featured in [The Gazette's](#) super short Pikes Pick selection
    - [The Gazette](#) mentioned PPLD in an article about art by local foster kids being on display at the Library
    - a [CS Indy](#) article about treasure hunting through local history mentions PPLD as a research resource
    - East Library was mentioned in two different rental listings advertising being near the library

***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

- Newsletter statistics (last month):
    - **Number of emails addresses targeted:** 128,905
    - **Number of newsletters opened by recipients:** 56,188 (46% of recipients opened the newsletter)
    - **Number of link clicks:** 5,295 (a 9.42% click rate)

- PPLD.org website statistics (last month):
    - **Most popular web pages**, besides the home page: ppld.org/kids
    - **April totals:**
        - 371,221 total pageviews.
        - 212,230 sessions
        - 127,968 total users (new and existing users going to ppld.org).
        - 113,165 New users (users coming to ppld.org for the first time).

- District-wide social media statistics (last month):
    - **Facebook:**
        - **15,561 total followers** (main account – increase of 62 new followers)
        - **32,592 total followers** (For all other accounts combined; increase of 225 new followers)
        - **Main Account**
            - **72,729 post reach –** (the number of times users saw our content)
            - **20,985 post engagement –** (the number of times users interacted with our content through reactions, comments, clicks, reposts, etc.)
        - **All other PPLD accounts combined**
            - **42,336 post reach –** (the number of times users saw our content)
            - **8,293 –** (the number of times users interacted with our content through reactions comments, clicks, reposts, etc.)
    - **Instagram:**
        - **3,547 total followers** (main account – 54 new followers)
        - **593 total followers** (PPLD Teens)
        - **6,199 total reach –** (the number of times our content was shown on Instagram)
        - **2,206 total engagement –** (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.)
    - **Twitter**:
        - **5,268 total followers**
        - **10,883 impressions** – (the number of times our content was shown to people on Twitter)
        - **230 engagements**
        - **411 profile visits/ 33 link clicks**
    - **LinkedIn**:
        - **1,517 total followers** (increase of 20 new followers)
        - **2,103 impressions** - (the number of times our content was shown to people on LinkedIn)
        - **151 engagements** – (the number of times people left a reaction, commented, shared, clicked on or otherwise interacted with posts)
    - **YouTube**:
        - **7,410 subscribers**
        - **51,500 monthly views**
        - **5,799,366 lifetime views**
    - **Online video views:** 2,513 on Vimeo

News & announcements
- [Officially announced Chief Librarian and CEO](#)
- [Knights of Columbus Hall becomes The Hall at PPLD](#)

Promotional campaigns, programs, & other activities

- **Recognitions and celebrations (with Library programs, activities, and resources):**

  o National Poetry Month (April)
    - Throughout history poetry has inspired cultures around the world. April was National Poetry Month, celebrating poetry in all its forms. This diverse art form imaginatively conveys human emotion and experience, captures both epic and quiet moments in concise snapshots, and creates a channel for us to understand the world around us in new and meaningful ways. Songs, poetry epics, haiku, pastoral poems, sonnets, and limericks are just a few poetic forms that you might already be familiar with and enjoy. The National Poetry Month webpage helped patrons discover new poems, poets, and poetic forms while exploring our resources and offering special poetry events in April.

- **Poetry Summit - April 22**

  April was National Poetry Month, and this summit was the perfect way to celebrate whether you are a seasoned poet, exploring the art form, or just a lover of poetry. Patrons attended to get inspired, improve their craft, share their words, and learn more about poetry locally and across the state. There were poetry workshops, opportunities to share their work on the open mic, and the ability to experience amazing poetry and music performances.

- **All Pikes Peak Makes – April 29**

PPLD brought back their annual maker event this April, featuring more than 30 Colorado makers who displayed their creations and interacted with attendees as we celebrated "making." A maker is someone who creates – to be innovative, to solve problems, to bring something beautiful into the world, or simply to have fun. They have an idea, and they bring it to life. Making can encompass just about anything, from high tech to low tech to no tech, from art to fabrication to artistic fabrication, from needles to table saws to software.

- **Upcoming Promotions**
  - Summer Adventure launches June 1 and runs through July 31
    - [Webpage](#) updated
    - Marketing collateral and advertising agreements secured
    - Advertising starts mid-May – [Here](#) is link to TV spot
    - Summer Adventure themed District Discovery finished and in proofing stages for distribution on May 22

- **Other Library programs and activities** can be found on [PPLD's event calendar](#).

<u>Partnerships & Outreach Update</u>

- **TESSA** - Calhan Library coordinated with TESSA on a potential partnership to use their library as an identifiable location for people who need to contact TESSA for assistance or to meet privately with an advocate. TESSA recently withdrew services from this area but is working to receive a grant to continue to serve the community with the help of PPLD. Notice of grant funding is anticipated for October 2023 and, if approved, the program would start in January 2024.

- **Manitou School District** - Manitou Springs School District 14 and PPLD are continuing their partnership to provide more than 1,200 students with physical library cards to access to Library resources. (Note: this is not an official PowerPass partnership, but they do work with us to provide their students physical library cards.)

- **PowerPass** - PPLD is conducting listening sessions with several of its PowerPass partners to capture feedback to help increase student usage and enhance the PowerPass experience overall.

- **Free Summer Lunches** - School District 11 is partnering with East Library to host free lunches and books again this summer from June 1 – July 28.

- **Westside Community Center** - Family and Children's Services is in partnership negotiations with the Westside Community Center to continue providing Summer Adventure presented by Children's Hospital Colorado programs and other complementary programming at their location through 2024.

- **AARP Tax Service Center** - Provided tax preparation services through tax day at Library 21c preparing taxes for 550 taxpayers, 378 of which are PPLD library patrons.

- **Community outreach activities** (excluding school visits):
    - 16 - total events
    - 6,765 - total attendance
    - 1,775 - total impressions
    - Highlights include:
        - Resource Fair for People with Disabilities - Thu., April 20
        - School resource nights - April 22, 27 and 29
        - The Children's Museum - Sat., April 22
        - El Cinco de Mayo celebration - Sat., April 29

Pikes Peak Culture Pass

- **Partners:** 10 active museums and attractions
- **April total:** 328 passes issued, 826 year-to-date
- Potential partnerships:
    - PPLD is working to add two new attractions to the Culture Pass program this summer: **The Victor Museum** in Victor, Colorado, and **Michael Garman Galleries** in historic Old Colorado City.

Projects

Penrose Parking Meters: We continue to work out the bugs in the parking meter system. We have encountered a conflict between the system software and PPLD's network set up. Information Technology is working with Flowbird to resolve the issue. We hope to have everything accomplished in the next week or two. Once that is completed, we'll schedule signage installation and existing meter removal prior to "Going Live".

Library 21c Turf Conversion: The Turf Conversion Request for Proposal was released on Monday, March 13 deadline for submission of March 31, 2023. This project and our recommendation will be presented to the board in May.

Penrose Chiller Upgrade: The chiller software and controls upgrade has been completed with minimal disruption. We did discover a few items that need attention during the completion of this work and are working with the contractor on a plan to address. This additional work should not impact cooling over the summer months. I've had reports from staff that the upgrade has made the chiller operate better than ever before. They're cold!

Facilities Master Plan: The Facilities Master Plan Request for proposal was released on Friday, May 5. Due date is scheduled for June 9th. The project and recommendation are planned to be presented to the Board of Trustees during the July meeting.

Additional Projects: The Fountain Library staff area reorganization project is scheduled for completion the week of Memorial Day. Furniture is due for delivery that week and Facilities staff are organized to remove the old, refresh painting and install the new cubicles, etc.
Planning for the second-floor staff area reorganization at Penrose will kick-off on May 12. Planning this year will provide a plan for budgeting completion in 2024.
District asphalt maintenance continues and should wrap up in the next few weeks.
Tuck pointing and painting of the Antler's Façade will begin the week of May 8th.
Carpet replacement in the basement meeting room at Old Colorado City is scheduled for May 9th.
Tuck pointing of brick and stone staircase at Old Colorado City is underway and being completed in house. Project is anticipated to take approximately two weeks.
Entry walk-off carpet replacement at both main entrances at 21c is scheduled for May 18th.
ADA stage ramp for 21c is scheduled for delivery the week of May 8th and installation will be coordinated once on site.

Monthly Statistics

In the month of April, 2023, the Facilities department completed a total of (180) 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 April, 2023, Facilities staff completed a total of (121) demand work orders (work orders submitted by PPLD staff) accounting for (226.31 hours) of staff time and (159) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (212.86 hours) of staff time. A total of (281) work orders. Facilities on-call personnel responded to (1) emergency after-hours calls in April, 2023. Emergency calls address issues that cannot wait until the next business day.

<div align="center">
Human Resources Report
May 2023
Heather Laslie, Chief HR & OD Officer
</div>

Statistics:

- Volunteer (Note: These numbers may not accurately reflect total volunteer hours as April was the first month of transition from paper recording to online recording and volunteers and staff are both learning the process.)

April 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	115	820
Teens: Onsite	26	89
Teens: Online	22	10
Friends of the Library	52	596

- Recruitment

Recruitment / Selection Activity	April 2023
Jobs Posted	9 (8 internal only)
Newly Hired Employees	1
Promoted Employees	0
Transferred Employees	3
Separated Employees	2

- Staffing

Staffing Stats	April 2023
Total Permanent Employees	392
Total Active Positions	433

HR Team Major Projects:
- Transition from paper sign-in sheets for volunteers to logging hours through Better Impact, our volunteer management software.
- The 2023 job description review has kicked off. Managers, with assistance from HR, review staff job descriptions and make edits/changes.
- The job postings page has an updated to a more user-friendly version: https://ppld.org/careers

HR Team Announcements:
- National Volunteer Week was April 17-22 and PPLD gifted all our volunteers a jar of honey to remind them how sweet they are, and how much we appreciate them "bee-ing" here. Tours for volunteers were held at The Hall, Special Collections, Collection Management, Friends of the Library and Mobile Library Services. We love showing volunteers what happens behind the scenes and our most attended tours were with Special Collections and Collection Management. Facebook, Twitter, and the ppld.org webpage featured compliments throughout the week from staff around the district.

- Mentor Program orientation was held April 4 with 8 mentors and 5 mentees participating. All mentees were matched with a mentor that they will develop a relationship with over the next 6 months to support their professional development.
- In-Service Day for staff was April 6 and included the State of the Library, sessions from Security and IT, active shooter training, and breakout sessions on a variety of relevant topics.
- Launched a Job Shadow Program for staff interested in exploring a different position or location at PPLD. The program provides an opportunity for eligible staff to shadow a colleague for a total of 8 hours in a calendar year.
- The Talent Management Supervisor trained the Administrative Specialist in all aspects of recruiting procedures to enable coverage of that position during an extended leave.

(Volunteer gifts on display at East Library, one of the volunteer recognition posts on Facebook, and a compliment from staff member)

Information Technology Board of Trustees Report
April 2023

IT Restructure

IT Management started working on a departmental restructure in September of 2022 about a week after Justin Goodwin took the role of CITO. Formerly, IT was broken up into two sections of the department – Infrastructure and EUS (End User Services). Previously, these two sides of the department did not have a strong working relationship and rarely worked together. Everyone was isolated into their specific roles and expertise creating lapses in customer service when one or multiple people were out sick or on vacation.

The philosophy behind this restructure is new roles with expanded knowledge and responsibilities, creating a more diversely trained workforce that can better provide a high level of customer service. We will have less staff but a much more interconnected workforce with each position having a broader range of knowledge and responsibility. We are no longer two halves but one department, sharing knowledge, working on projects and tickets together to better serve our staff and patrons. When someone is away with an illness or personal time, multiple positions can fill in and help share those responsibilities while they are away.

With this restructure, we will be cutting two open positions: a 2nd IT Server and Cloud Administrator and the Endpoint Administrator. With the addition of the Systems Sever Analyst and Systems Administrator positions, we no longer have a need for two IT Server and Cloud Administrator positions to be filled. The Endpoint Administrator responsibilities will also be absorbed by this new restructure.

The new positions are as follows:

Voice and Audio/Visual Systems Analyst (23) – this position will be in charge of all of the district's audio/visual control systems and will also be working with the Systems Administrator to manage the voice and phone infrastructure and systems.

Network Systems Analyst (23) – this position will have Tech Support Analyst duties with an expanded role of supporting the Network Administrator in maintaining the network infrastructure and systems.

Server Systems Analyst (23) – this position will have Tech Support Analyst duties with an expanded role of supporting the IT Server & Cloud Administrator in maintaining the server infrastructure and systems.

IT Systems Project Manager (24)- this position will have Tech Support Analyst duties with an expanded role of taking on project management of all tech support upgrades and rollouts.

Systems Administrator (27) – this position will maintain all voice and phone systems and will also be assisting the Network Administrator and IT Server and Cloud Administrator in monitoring, upgrading, and administering those infrastructure systems.

Reposted positions include the IT Server and Cloud Administrator (27) position (formally held by Dan Stone and Justin Goodwin) and the Network Administrator (27) position at their re-classified pay rates.

There will also still be an open Tech Support Analyst (21) position that is budgeted for and ready to fill if needed. Once the restructure is set and the positions filled, we will re-evaluate our needs and decide if we need to fill this position or possibly have an opportunity to eliminate the position for further savings for the district.

We expect all positions to be filled and announced by May of 2023. We are all very excited and eager to fill these roles and take our customer service to the next level.

Radios for Security

IT has completed their end of work on the radios for security and they are up and operational. Security is now setting up their end of the work and are testing the radios across the district.

For more information on the Hytera radios, please visit their website here: https://www.hytera.com/en/home.html

Parking Kiosks at Penrose

Work on the Parking Kiosks is ongoing as PPLD works with the developer to program them and get them ready for production.

InformaCast

InformaCast is a new mass notification system that will be deployed very soon across PPLD. It has the ability to instantly send a message out to all staff computer screens, desk phones, cell phones via text message, etc. Not only will this be an essential tool for our Security team to get the message out about any security incidents, this can also be utilized by other departments to quickly announce outages, upgrades, system down messages, and weather related incidents and closures.

David Burling is working diligently to get this system up and operational. The backend system is up and ready and he is currently configuring it to the needs of the Security department and will further assist after those needs are met.

For more information on InformaCast, please see their website: https://www.singlewire.com/informacast/

Gaming PCs for Teens

IT has worked with Young Adult Services to gather the hardware requirements for the Teen Centers' gaming computers. The plan is to deploy 2 PCs at each of the big three locations (21c, East, and Penrose) on a trial run and if those PCs indeed fill the needs of the Teen Centers, more will be ordered to replace the rest of the gaming PCs across the district. These trial run PCs will be ordered in May and deployed as soon as they are delivered. IT and Young Adult Services will be relying on feedback from our patrons on the quality and usability of the trial run PCs prior to completing the final order. We look forward to working with our patrons on this project.

100 New Chromebooks

The 100 new Chromebooks with LTE cellular data will be available to the public very soon. They have all been engraved with the PPLD logo by Juanita Lanaux utilizing our makerspace at 21c. These Chromebooks were purchased using funds from the Emergency Connectivity Fund grant which also covers the cost of the LTE service for 1 full year.
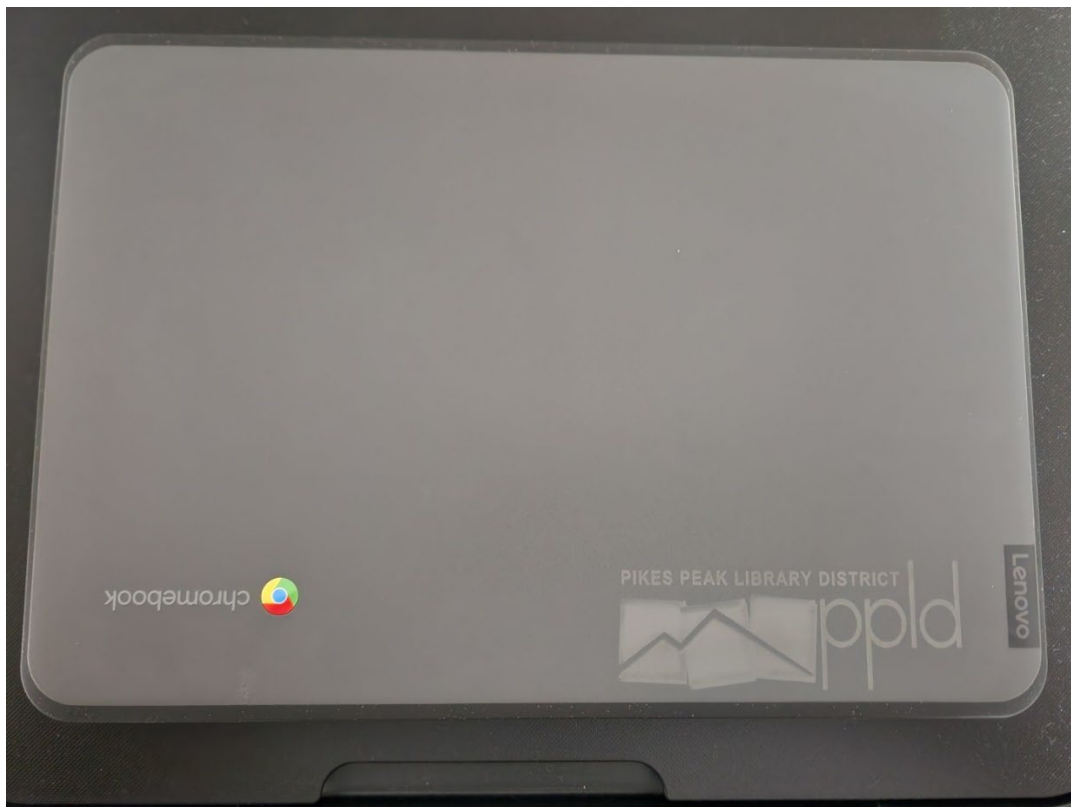
IT Projects for 2023

Multi-factor Authentication for Staff and Board - complete

New TBS Server at Data 102 – complete

InformaCast mass notification system – in progress

Radios for Security - complete

Parking Kiosks at Penrose – in progress

Inventory all IT Capital assets through ERP platform – in progress

Endpoint Manager across all systems (remote computer imaging)

Cord cleanup – cable management at all locations – in progress

SmartSheet Project Management Tool rollout to track all IT Projects – SmartSheet is also being used by Finance, Facilities, Collection Management – in progress

Solarwinds Hybrid Cloud Monitoring – in progress

Security Board Report Contributions

Southeast Region

- Stephen Smith and Kennedy Smith attended the PITs writing class.

- Jennifer Kay taught 2 CPR/ AED, NarCan, Stop the Bleed, and First Aid classes, certifying 12 employees across the district.

- Joey Foster suspended a patron for violating the internet usage policy – viewing inappropriate content.

West Region

- Conducted monthly money run.

- Officers had training on CPR, 1st Aid, AED.

- Locker storage for patrons went live this month. They seem to like it and haven't had any issues.

- Multiple suspensions were issued from disruptive to aggressive patrons.

- Conducted CPI training for staff. Hybrid learning plan is in place for future classes.

- Had all supervisor and above meeting and went over Summer Adventure, Canva Policies, Staff Recognition, Recruitment, Hiring changes, Management Team Expectations and Q and A.

- Assisted CSPD with multiple investigations and camera footage.

- Conducted appeals meeting. Suspensions lifted.

- Initiated another round of hiring for officers at Penrose and East.

- Penrose officers have on call duty.

- Officers found and disposed of drug paraphernalia at Old Colorado City

- o Officers returned abandoned cart to Walgreens and Walmart

- o On Going Projects
  - o Bolo Reports
  - o Safety Training
  - o Security Handbook Update
  - o Appeals and Suspension Meetings

North Region

- o On Friday April 14th, 2023 the North Region Security team assisted with the Homeschool Resource Fair at Library 21c. Officers Arynn Huffman, Christopher Popolano and Brittany Clark, completed patrols, assisted groups, and directed and supported patrons in need during the event. Aside from minor issues the event went well and everyone visiting had a good experience.

- o On Saturday April 29th, 2023 the North Region Security team, and an officer from West region, assisted with the All Pikes Peak Makes event at Library 21c. Officers Christopher Popolano Brittany Clark, and Travis Thiele from the West region, completed patrols, assisted groups, and directed and supported patrons in need during the event. No issues occurred during the event, and everything went smoothly that day thanks to everyone involved.

Community Resources: April 2023

- 172 separate patron interactions, 34 of which were new clients
- Kayla & Nikki: Weekly CE meetings
- Kayla: met with EPCPH and YAS to discuss hygiene program and funding (Apr 3rd)
- Kayla: met with Crystal Karr from the City to discuss opportunities to collaborate (Apr 4th)
- All staff: attended PPLD all-staff in-service day (Apr 6th)
- Nikki: attended Housing First networking event (Apr 6th)
- Kayla: Security appeal meetings (4/12 special appeal: reinstated 1 patron; 4/20: reinstated 3 patrons)
- Joe & Sofie: attended Family Place event at FO (Apr 13th)
- Kayla: NarCan training (EA – Apr 17th)
- Kayla: interviewed UCCS BSW candidate for internship in 23/24 school year (Apr 25th)
- Kayla: completed CPI refresher training (Apr 27th)
- Kayla: Monthly PPCoC Board Meeting (Apr 28th)
- Community Exchange 4/28: 41 patrons (Care & Share, CDPHE Vaccine Bus, Center for Employment Opportunities, DHS, El Paso County Pretrial Services, Hire Heroes USA, Oak Street Health, Poetry Heals, PPLD Adult Services, Springs Rescue Mission; cancelled: DMV2GO, The Independence Center; no show: Medicare Insurance Rep: Yolanda)
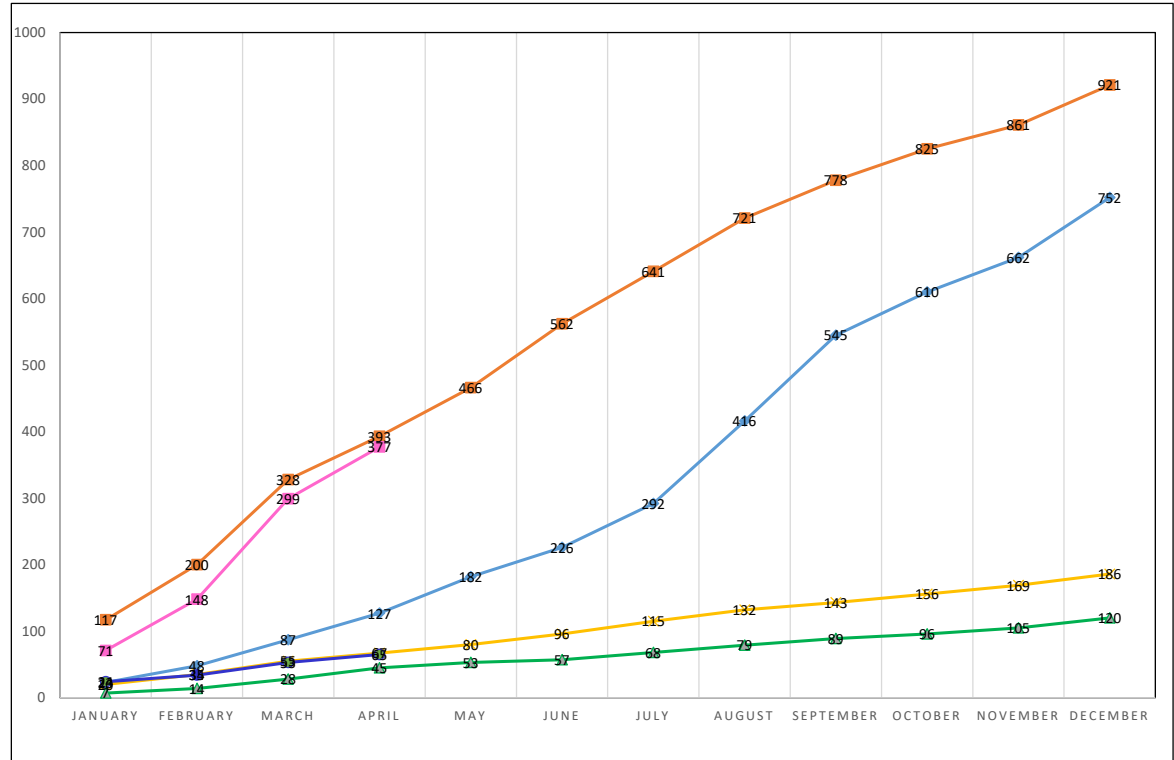
Successes for the Community Resources Team at PPLD

1.) With the help of the Community Resources Team at PPLD and other organizations a family of 5 that have been unhoused were able to find essential resources for daily living, educational resources and apply for a Master's program. With acceptance to the Master's Program they were able to get back on SSDI, and gain enough finances to afford housing.
2.) A patron that the Community Resources Team works with was able to obtain their ID and later apply for and get a job
3.) A patron who is experiencing houselessness was able to get medical support because the Community Resources Team has information about medical resources and phones that patrons can use to schedule appointments. Patron is continuing to come to the library and healthier.

Report & Suspension Increasing Totals

2021 - Reports	
JANUARY	23
FEBRUARY	25
MARCH	39
APRIL	40
MAY	55
JUNE	44
JULY	66
AUGUST	124
SEPTEMBER	129
OCTOBER	65
NOVEMBER	52
DECEMBER	90

2022 - Reports	
JANUARY	117
FEBRUARY	83
MARCH	128
APRIL	65
MAY	73
JUNE	96
JULY	79
AUGUST	80
SEPTEMBER	57
OCTOBER	47
NOVEMBER	36
DECEMBER	60

2023 - Reports	
JANUARY	71
FEBRUARY	77
MARCH	151
APRIL	78
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

2021 - Suspensions	
JANUARY	7
FEBRUARY	7
MARCH	14
APRIL	17
MAY	8
JUNE	4
JULY	11
AUGUST	11
SEPTEMBER	10
OCTOBER	7
NOVEMBER	9
DECEMBER	15

2022 - Suspensions	
JANUARY	20
FEBRUARY	19
MARCH	21
APRIL	13
MAY	15
JUNE	18
JULY	26
AUGUST	18
SEPTEMBER	10
OCTOBER	13
NOVEMBER	16
DECEMBER	17

2023 - Suspensions	
JANUARY	24
FEBRUARY	10
MARCH	19
APRIL	12
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

Reports - Regional Monthly Comparison

North Region	Reports
FEBRUARY	13
MARCH	41
APRIL	22

West Region	Reports
FEBRUARY	35
MARCH	54
APRIL	30

Southeast Region Reports	
FEBRUARY	29
MARCH	56
APRIL	26
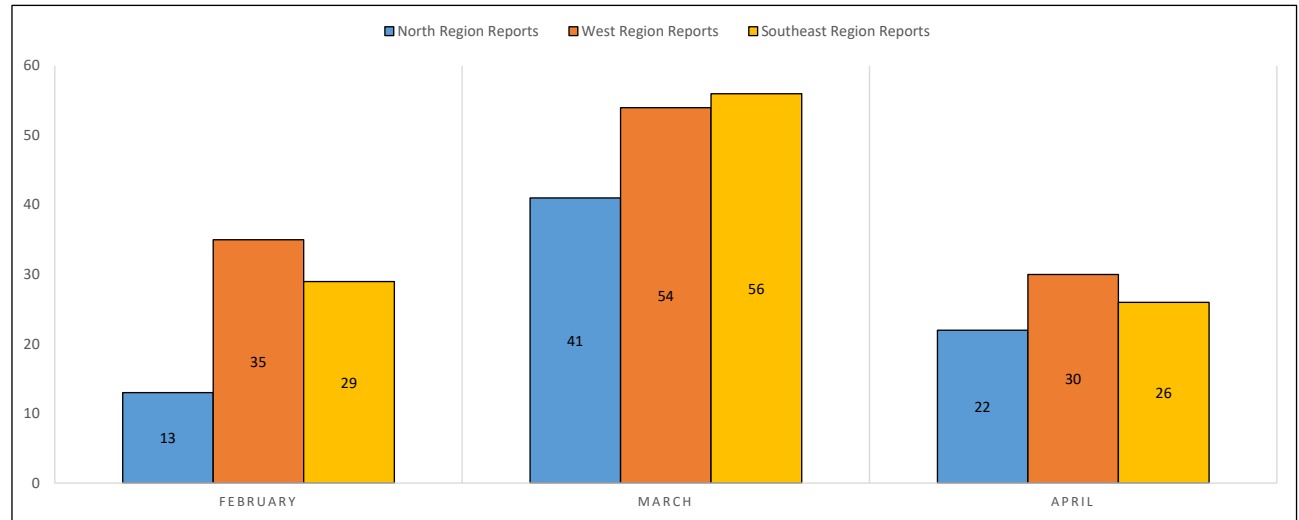
Suspensions - Regional Monthly Comparison

North Region	
FEBRUARY	0
MARCH	1
APRIL	0

West Region	
FEBRUARY	9
MARCH	15
APRIL	8

Southeast Region	
FEBRUARY	1
MARCH	3
APRIL	4
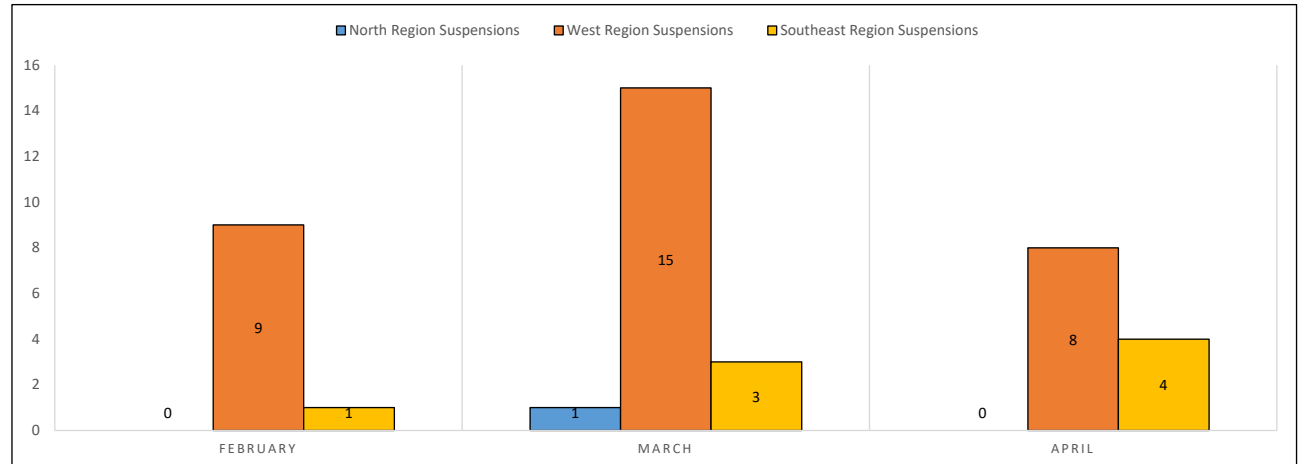
PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
April 19, 2023   5 pm
PENROSE – COLUMBINE ROOM

**Cultivate spaces for belonging,
personal growth, and strong communities**

President Aaron Salt, Vice President Dora Gonzales, Secretary/Treasurer Erin Bents, Trustee Debbie English, Trustee Julie Smyth, and Trustee Scott Taylor

Interim Chief Librarian and CEO Teona Shainidze Krebs, Chief Communications Officer Denise Abbott, Rockrimmon Library Manager Steve Abbott, Chief Safety, Security, and Community Resources Officer Michael Brantner, West Region Director Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Controller Kim Hoggatt, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Interim Public Services Director and Deputy Chief Librarian Tammy Sayles, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, County Commissioner Longinos Gonzalez Jr.

Virtual meeting access was not available due to technical difficulties. Steve Abbott, Christa Funke, and Kim Hoggatt left the meeting as a result.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER
President Aaron Salt Called the April 19, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT
There was no public comment.

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 Director Lance James mentioned the following grants and gifts received by the Foundation:

- Digital equity grant - $199,115
- 2023 Library Giving Day - 762 gifts totaling $53,830 (2022 Library Giving Day – 677 gifts, totaling $42,851)
- GE Johnson - $10,000
- Ingram - $2,500
- Friends of PPLD - $2,500

Financial Report: March 2023
The March 2023 Financial Report was included in the Board packet.

Public Services Report
The Public Services Report was included in the Board packet.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report
The Support Services Reports were included in the Board packet.

Interim Chief Librarian's Report
Interim Chief Librarian and CEO Teona Shainidze Krebs commended Gary Syling, Tiffany Paisley, and Michael Brantner for their leadership during the closure due to methamphetamine contamination and remediation. Kudos to Denise Abbott for managing all of the media coverage and providing excellent accurate information to the public.
In response to staff requests for safety training, Michael Brantner provided an excellent presentation on the State of Security, followed by Active Shooter training.
Ms. Shainidze Krebs attended the National Library Week Proclamation reading by El Paso County Commissioners and Calhan officials. Ms. Shainidze Krebs shared that she attended the Swearing-In Ceremony for the new City Councilmembers and announced that 2 new liaisons to the Board of Trustees will be appointed from the City Council for 2023.

Board Reports
Governance Committee Report
Governance Committee Chair Scott Taylor stated that the Governance Committee did not meet in April 2023.

Internal Affairs Committee Report
Internal Affairs Committee Chair Erin Bents shared that the committee met on Tuesday, April 4, 2023. The Committee reviewed the Resolution Designating the Official Custodian of Records document and approved the resolution as a decision item at the April 19, 2023 Board meeting. The committee also discussed the ILS proposal from Jenny Pierce, Collection Management Director.

Public Affairs Committee Report
Public Affairs Chair Debbie English stated that the Public Affairs Committee did not meet in April 2023.

Liaison comments
President Aaron Salt welcomed County Commissioner Longinos Gonzalez as an El Paso County liaison to the Board for 2023. Commissioner Gonzales thanked President Salt and said he is glad to return as a liaison to the Board, having served for two years previously.

Trustee comments
Debbie English shared that she attended the Palmer Lake, Monument, and El Paso County Commissioner meetings at which the National Library week Proclamation was read. Every community expressed their appreciation for the library district. She will attend the Colorado Springs City Council reading next week.
Dora Gonzales attended the El Paso County Commissioner Proclamation and will attend the Manitou Springs and Green Mountain Falls Proclamations in the next few weeks.
Erin Bents attended the reading of the National Library Week Proclamation in Calhan and will attend Green Mountain Falls also.
Dr. Stoll visited the Old Colorado City Library.
Julie Smyth attended the Manitou Springs Proclamation, and also visited the Manitou Springs Library for a tour with Manitou Springs Library Manager Taryn Malila.
Aaron Salt toured the Manitou Springs Carnegie Library building with Manitou Springs leadership, and also visited the Manitou Springs Library at the MAC. Mr. Salt attended the El Paso County Commissioner reading of the Proclamation. Congratulations were also given to new Chief Communications Officer Denise Abbott.

BUSINESS ITEMS
Consent Items

<mark>DECISION 23-4-2</mark> **Minutes of the March 15, 2023 Board of Trustees meeting and Minutes of the April 4, 2023 Board of Trustees special meeting**

Motion: Scott Taylor made a motion that thew Board of Trustees approve the March 15, 2023 Board of Trustees meeting and Minutes of the April 4, 2023 Board of Trustees special meeting as presented.

Second Erin Bents seconded the motion.
Vote: The motion was approved unanimously.

New Business

<mark>**DECISION 23-4-3**</mark>:   **Resolution Designating the Official Custodian of Record**

Motion: Debbie English made a motion that the Resolution Designating the Official Custodian or Record be approved as presented.

Second: Dora Gonzales seconded the motion.

Discussion: Clarification that the redline copy received by the Board of Trustees is the same as the clean copy provided in the packet.

Vote: The motion was approved unanimously.

EXECUTIVE SESSION

Board President Aaron Salt called for a motion from the Board to move into Executive Session to discuss personnel matters related to the Chief Librarian and CEO Appointment as authorized by C.R.S. § 24-6-402(4)(f).

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees enter into Executive Session to discuss personnel matters related to the Chief Librarian and CEO Appointment as authorized by C.R.S. § 24-6-402(4)(f).

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Business Items (cont.)

<mark>**DECISION 23-4-4:**</mark> Approval of the Chief Librarian and CEO's contract

Motion: Dr. Ned Stoll made a motion to approve the Chief Librarian and CEO's contract as amended.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt adjourned the April 19, 2023 meeting of the Pikes Peak Library District Board of Trustees at 6:05 p.m.

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

Pikes Peak Library District
May 17, 2023

Mobile Library Services Vehicle, L-702, Replacement

The existing Mobile Library Services Vehicle, L-702, is fifteen years old with 175,000 miles. Due to the replacement schedule, increasing age and ongoing mechanical issues it is recommended that the vehicle be replaced.

Background

The Mobile Library Services Vehicle, L-702 Thomas Bus was constructed in 2008. A bus chassis has a service life of 15-20 years. The maintenance costs have increased annually as its components age and are becoming excessive for annual repair and maintenance.

At the end of October 2021, NextFifty Initiative awarded the PPLD Foundation a $100,000 grant for the replacement of our existing Mobile Library. The 2023 approved budget includes a capital request of $324,000 for the vehicle's replacement bringing the total project amount available to $424,000.

In July 2022, Michael Swendrowski, President of Specialty Vehicle Services, was hired as our consultant to assist in the design, management, and inspection phases of the vehicle construction. We surveyed patrons and key PPLD stakeholders to determine the type of vehicle and layout that would best serve our patrons.

An RFP was released on March 15, 2023 with proposals due on April 17, 2023. Upon initial review, all proposals significantly exceeded budgeted amounts. The review committee reconvened and determined reductions in specifications and issued an addendum outlining the revised scope. Revised proposals were due April 27, 2023.

Analysis

A total of two (2) specialty vehicle contractors submitted proposals for consideration, Farber Specialty Vehicles and TechOps Specialty Vehicles, LLC. One vendor provided a "No Bid" notification. The selection team that included members of the Facilities Department, Mobile Library Service and Michael Swendrowski reviewed both proposals.

Fiscal Impact

Company	Proposal	Warranty
Farber Specialty Vehicles	$448,120	One (1) year labor and material
TechOps Specialty Vehicles, LLC.	$402,584.71	One (1) year labor and material

Summary

Based on the review of all submitted proposals, TechOps Specialty Vehicles, LLC. provided the best overall complete quote in cost and warranty for this project. References were called and were favorable.

Recommendation

It is recommended that TechOps Specialty Vehicles, LLC. be awarded the Mobile Library Services Vehicle, L-702, replacement based on their overall submitted proposal and reference checks.

Pikes Peak Library District
May 17, 2023

Native Turf Conversion and Irrigation Alterations – LI 21c

The landscaped areas of Library 21c consist of over 1.5 acres of Kentucky Bluegrass turf. The cost to irrigate and provide routine maintenance continues to increase each year. Over the past few years, we have been discussing the possibility of transitioning the existing landscape to low-water use, native plant choices to combat these challenges.

Background

According to our water use monitoring, costs to irrigate the existing lawn areas at 21c exceed twenty thousand dollars ($20,000) annually. It is estimated that we could save as much as 60-70% of this cost by converting to native landscaping. The budget for 2022 approved this project for a combined amount of ($123,000) and we have been working with Carla Anderson, landscape architect as well as water conservationists with the Colorado Springs Utilities and landscape maintenance personnel with the City of Colorado Springs to come up with a plan. The development of this plan has been very involved as such landscape projects are relatively new but will become increasingly normalized as water resources continue to be taxed.

On March 15, 2023, an RFP was released for the turf conversion and irrigation alteration project. Contractor qualifications included a minimum of two (2) prior projects of similar scope as well as being eligible to perform within the Business Irrigation Efficiency program managed by the Colorado Springs Utilities. A mandatory pre-bid conference was conducted on March 21. 2023. This pre-bid conference was an opportunity for bidders to meet with the landscape architect and Facilities staff, ask questions, and walk the entire project site. A total of only three eligible landscape firms attended this meeting. Fisk Lawnscapes, Timberline Landscape, and Weisberg Landscape Maintenance.

Analysis

Proposals for this project were due on March 31, 2023. As of the due date, only one contractor submitted a proposal, Fisk Lawnscapes. Due to this and taking into consideration the time of year when landscape vendors are gearing up for the season, it was decided that we would extend the deadline until April 14, 2023. This extension produced an additional proposal from Timberline Landscape. Weisburg Landscape Maintenance declined to bid.

All proposals submitted were evaluated for accuracy and completeness. The RFP specifications took into consideration possible budgetary limitations and requested a wide range of add-alternatives.

Fiscal Impact

Company	Base Bid
Fisk Lawnscapes	$72,609.31
Timberline Landscape	$100.744.00
Weisburg Landscape Maintenance	Declined to Submit

Summary

In review of the submitted proposals, it was determined that Fisk Lawnscapes provided the best overall base bid package. The base bid specifications address the main goal of converting the existing turf to native grasses. In addition, proposals included add-alternative items that would enhance the overall project as budgeted amount would allow. These items included but are not limited to: the addition of a story walk pathway, ornamental boulders, removal of existing juniper bushes, stone retaining at various berms and planting of colorful shrubbery. Upon award, staff will work with the contractor to add some of these items to the base bid package to increase the overall aesthetics of the project. Deferred items could be considered for completion in subsequent years.

Recommendation

It is our recommendation that Fisk Lawnscapes be awarded the 21c Native Turf Conversion and Irrigation Alteration Project.