

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

SEPTEMBER 23, 2020 4 PM

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

Call in: 1-253- 215-8782

Meeting ID: 960 7820 4536

Passcode: 719409

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2020 MID-YEAR BUDGET RESOLUTION

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2020 MID-YEAR BUDGET RESOLUTION
(3 Minute Time Limit per Person)
- III. ADJOURNMENT

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 1. Phased Re-opening Staff Survey Results (J. Walter)
- IV. PUBLIC COMMENT (3 Minute Time Limit per Person)
- V. BUSINESS ITEMS
 - A. Decision 20-9-1: Minutes of the August 26, 2020 Meeting (p. 2)
 - B. Consent Items
Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".
 - C. Unfinished Business
 1. Decision 20-9-2: Mid-year Budget Resolution (M. Varnet, J. Spears) (p. 8)
 - D. New Business
 1. Decision 20-9-3: Copier Project Additional Equipment (R. Peters) (p. 36)
 2. Decision 20-9-4: Board Bylaw Update (J. Spears) (p. 37)
 3. Discussion: Land donation in Monument (J. Spears, L. James, W. Vanderschuere)
 4. Decision 20-9-5: 21c Boiler replacement (G. Syling) (p. 38)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 39)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 40)
 - C. Financial Report (M. Varnet) (p. 41)
 - D. Public Services Report (T. Shainidze Krebs) (p. 58)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 77)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report
- VII. ADJOURNMENT

The full packet of materials for this meeting of the Pikes Peak Library District Board of Trustees is available at

<https://ppld.org/board-trustees>

Providing resources and opportunities that impact individual lives and build community

DECISION 20-9-1

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

AUGUST 26, 2020 4 PM

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

Call in: 1-253- 215-8782

Meeting ID: 960 7820 4536

Passcode: 719409

BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT

President Debbie English, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services, & Security Officer Michael Brantner, El Paso County Commissioner Cami Bremer, Executive Assistant Laura Foster, Chief Development Officer & Foundation Executive Director Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Munis System Support Specialist Carol Morrow, Chief Information Officer Rich Peters, Ruth Holley Branch Manager Fran Ponce-Toledo, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet , El Paso County Commissioner Holly Williams

Trustee Mina Liebert joined the meeting at 5:03 p.m.

BOARD MEMBERS ABSENT

Trustee Wayne Vanderschuere

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President English called the August 26, 2020 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentation: Introduction of New Staff

Chief Financial Officer Mike Varnet introduced new staff member Carol Morrow, Munis Systems Support Specialist.

PUBLIC COMMENT

There was no public comment.

BUSINESS ITEMS

Board Minutes

Decision 20-8-1: Minutes of the July 22, 2020 Meeting

The minutes of the July 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Cathy Grossman moved to approve the minutes of the July 22, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the Minutes of the July 22, 2020 Meeting.

Consent Items

There were no consent items on the agenda.

Unfinished Business

Decision 20-8-2: 2020 Chief Librarian and CEO's Goals

The Board of Trustees reviewed and updated the Chief Librarian and CEO's 2020 Goals and discussed those goals with Chief Librarian Spears. The goals were presented for approval as follows:

1. Develop a facilities master plan for Pikes Peak Library District.
2. Implement marketing plans to increase awareness of Library programs and services.
3. Implement a Government Outreach to improve communication and awareness of the Pikes Peak Library District with various community leaders and outer municipalities.
4. Continue professional development strategy for the Chief Librarian as well as the PPLD staff.
5. Develop a new strategic plan for the Pikes Peak Library District in 2020.
6. Brief the Board periodically throughout the year about the progress of these and strategic plan goals.
7. Develop pandemic plans for the district. The plan should outline how the district would provide services to the community.

Motion: Scott Taylor moved that the Board of Trustees approve the Chief Librarian and CEO's Goals as stated, written, and reviewed.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the 2020 Chief Librarian and CEO's Goals.

New Business

Decision 20-8-3: 2019 Fiscal Year Audit

An audit of PPLD's 2019 financial records was conducted by BKD, LLP. The audit was completed in accordance with all applicable State statutes and in accordance with Generally Accepted Auditing Standards.

President Debbie English reported that representatives from BKD, LLP met with the Internal Affairs Committee on July 27, 2020.

Chief Financial Officer Michael Varnet briefly highlighted portions of the Comprehensive Annual Financial Report

for the year ending December 31, 2019, which was included in the Board packet. Debbie English shared her appreciation of Mr. Varnet and the Finance Office staff for completing the audit process so efficiently during the pandemic.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees accept the audit of the District's 2019 financial records as presented by BKD, LLP.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the 2019 Fiscal Year Audit.

Discussion: Mid-year Budget Resolution

A draft Mid-Year Budget Resolution was included in the Board packet. Chief Financial Officer Mike Varnet explained that a hearing for the budget resolution will take place on September 23, 2020, and that the final Mid-Year Budget Resolution will be presented to the Board for consideration and decision at the September 23, 2020 regular meeting of the Board.

The Mid-Year Budget Resolution will address the following:

- Balances carried over from 2019 capital project funds
- Outstanding encumbrances as of 12/31/19
- Adjustments to the budget, many as a result of the economic impact of COVID-19

Decision 20-8-4: Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws

A revision of the PPLD Foundation's Articles of Incorporation and Bylaws was included in the Board packet. This revision removes the required approval of the PPLD Board of Trustees to amend, alter, change, or repeal Articles of Incorporation and Bylaws.

In response to Trustee Scott Taylor's question regarding the Foundation's accounting practices, Chief Development Officer & Foundation Executive Director Lance James clarified that PPLD provides accounting support but that the Foundation accounts are separate from PPLD accounts.

Motion: Dr. Ned Stoll moved that the Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws be accepted as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws.

At this time, President English thanked Commissioner Williams for attending the meeting and also thanked Commissioner Bremer for attending part of the meeting.

Decision 20-8-5: Authorization to dispose of John Deere Gator XUV 825i w/Power Steering, \$12,000

The John Deere Gator, purchased when Library 21c opened to assist with snow removal, has proven to not be the most efficient equipment for snow removal. Facilities will replace this with equipment used at other library locations. The price is based on market value.

Motion: Cathy Grossman moved to authorize the disposal of John Deere Gator XUV 825i as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously by the members present at the time: President Debbie English, Secretary/Treasurer Wayne Vanderschuere, Trustee Dora Gonzales, Trustee Cathy Grossman, Trustee Dr. Ned Stoll, Trustee Scott Taylor. Trustee Mina Liebert joined the meeting at 5:03 p.m. and was not present to vote on the disposal of John Deere Gator XUV 825i.

Decision 20-8-6: 2021 Employee Health Insurance Programs

Chief Financial Officer Mike Varnet explained the Health Insurance increase for 2021 was presented to PPLD at 5% to which PPLD counter-offered an increase of 3%. The counter-offer was accepted provided Board approval is obtained to accept the 3% increase in August 2020. President English thanked everyone who participated in the negotiation.

Motion: Dora Gonzales moved to approve the 2021 Employee Health Insurance Programs as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Board of Directors President Stephen Adams shared changes that have resulted in Susan Gilbert assuming the role of treasurer, and a new finance coordinator being approved. A high volume of donations have been received, and creative ways to increase book sales under the pandemic limitations are being investigated.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Foundation Executive Director Lance James indicated that the Foundation has received inquiries for the Foundation to be part of two estate plans since the Darlene and Milt Johnson gift was announced. Mr. James shared that two grant applications are being submitted, one to the Sorenson Foundation and the other to El Paso County Regional Business Relief Fund. He thanked the County Commissioners and Commissioner Williams in particular for their support of businesses and organizations like PPLD who have felt the impact of COVID-19.

Financial Report

The Financial Report for the period ending July 31, 2020 was included in the Board packet. Chief Financial Officer Mike Varnet stated that both revenue and expenditures are tracking lower than last year. He indicated that these lower figures are largely due to the pandemic.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs indicated that the report includes details on the effort to support schools that were requested at the July meeting. Program statistics for July 2020 were included in the report, and a comparison of July and August is anticipated for the September Board meeting.

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

Trustee Grossman asked about the volume of incidents regarding the wearing of masks. Chief Safety, Social Services, & Security Officer Michael Brantner shared that approximately 80% of current incidents are mask related, with many being complaints received after a patron visit.

Trustee Mina Liebert inquired about the impact of COVID-19 on employee retention. Chief Human Resources Officer Heather Laslie indicated staff are separating for a variety of reasons, primarily COVID related: uncomfortable with going out in the community in general (not because of PPLD specifically), retirement eligible, high risk or living with someone at high risk, or choosing to retire early.

Chief Librarian's Report

Chief Librarian Spears thanked Mike Varnet for the tremendous amount of work he has done with the 2019 audit, budget adjustments for 2020 and the budget planning for 2021.

Chief Librarian Spears shared that discussions are underway between PPLD and the City of Palmer Lake. PPLD has been under contract with Palmer Lake for use of the current building since 1982. The agreement states no rent for use of the building, payment of half the utilities, and that the town is responsible for exterior work to the property. Palmer Lake is seeking bids on replacing the ramp and hopes to make a decision in September. A more extensive assessment of the building is likely. Palmer Lake is proposing a new agreement that would include paying rent and increasing our portion of utilities to 75%. Discussions are on-going and a new agreement will not be considered before ADA compliance is reached and a building assessment and plan on addressing issues is completed..

Chief Librarian Spears provided a status update of the CEO goals.

Board Reports

Governance Committee Report

Governance Committee Chair Scott Taylor reported that the Committee met on August 11, 2020. The Committee discussed:

- 2020 CEO Goals
- Board Bylaws Updates
- Adopt-a-Trustee
- Volunteer Agreement

Additionally, the reappointment of Debbie English for a second term on the Board was mentioned and will be pursued.

Internal Affairs Committee Report

The Internal Affairs Committee met on August 11, 2020. The Committee discussed:

- Mid-year Budget Resolution
- Scenario planning
- Disposition of the John Deere Gator
- 2019 Fiscal Year Audit will be presented at the August Board meeting by Chief Financial Officer Mike Varnet.

Public Affairs Committee Report

The Public Affairs Committee met on August 11, 2020. The Committee discussed:

- Proposed changes to PPLD Foundation's Articles of Incorporation and Bylaws
- Urban Renewal Authority Update

Board President's Report

President English indicated there is nothing more to report beyond comments already made at this meeting. She thanked everyone for their adaptability and wants everyone to know how much they are appreciated.

I. ADJOURNMENT – AT 6:06 PM.

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

Providing resources and opportunities that impact individual lives and build community

2020 Supplementary Budget Resolution

UPDATED MEMORANDUM – PRESENTED SEPTEMBER 23, 2020

After the 2020 mid-year adjustment was presented to the Board of Trustees at the August 26, 2020 Board meeting, a legal notice was placed in the local newspaper to inform the citizens that a copy of the proposed resolutions was available for inspection and that a public hearing would be held on September 23, 2020. To date, there have been no inquiries from the public.

The final proposed resolutions and supplemental schedules are included with this memorandum. The original memo to the Board of Trustees, which described the proposed adjustments, dated August 26, 2020 is listed below.

The following is a list of adjustments that have been made to the original budget resolutions:

1. **General Fund – revenue adjustment \$5,000.** The final mid-year budget adjustment includes a donation of \$5,000 previously received for the Cheyenne Mountain Library to be used for capital outlay.
2. **General Fund – revenue adjustment \$46,797.** – The final mid-year budget adjustment includes proceeds from a grant received related to the 2020 census project.
3. **General Fund – expenditure adjustment \$63,367.** – The final mid-year budget adjustment includes a transfer to the Library 21c Capital Projects Funds of \$63,367 to cover the costs related to the replacement of a boiler; a project that was not anticipated when the 2020 budget was approved. The total cost of this project is estimated at \$275,000, and the balance from the General Fund covers the portion of the costs that cannot be covered directly by fund balance in the Library 21c Capital projects Fund.
4. **General Fund – expenditure adjustment \$5,000.** – The final mid-year budget adjustment includes an expenditure of \$5,000 related to the expenditure of the donation discussed above for the Cheyenne Mountain Library.
5. **General Fund – expenditure adjustment \$46,797.** – The final mid-year budget adjustment includes an expenditure of \$46,797 for the usage of the 2020 census project grant as discussed above.
6. **General Fund** – As a result of the items discussed above, the 2020 appropriation is reduced from \$36,746,146 to \$36,451,911, and 2020 revenues and sources of funds is reduced from \$35,199,670 to \$34,625,467.
7. **East Library Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.
8. **Penrose Library Capital Projects Fund – adjustment \$0.** – No changes were made to the original resolution schedule.

9. **Library 21c Capital Projects Fund – sources of funds adjustment \$63,367.** – As discussed above, the final mid-year budget adjustment includes a transfer of funds from the General Fund of \$63,367 to cover in part the estimated cost of replacing the boiler at this library facility.
10. **Library 21c Capital Projects Fund – expenditure adjustment \$275,000.** – The final mid-year budget adjustment includes a cost of \$275,000 to replace the boiler which went out of service during August 2020. This project is deemed an emergency as the boiler supplies heat to the L21c facility. All but \$63,367 of the cost can be covered by existing fund balance in this specific fund. The rest of the costs will be funded by the General Fund.
11. **Library 21c Capital Projects Fund – expenditure adjustment \$20,000.** The final mid-year budget adjustment includes an amount of \$20,000 to be placed in a contingency account to address unforeseen maintenance projects that arise during the normal course of business.
12. **Capital Reserve Fund – sources of funds adjustment \$12,500.** The final mid-year budget adjustment includes \$12,500 as proceeds from the sale of a vehicle as previously approved by the Board of Trustees.
13. **Capital Reserve Fund – expenditure adjustment \$10,000.** The final mid-year budget adjustment includes \$10,000 as a cost to replace the vehicle discussed above with a vehicle that meets our needs.
14. **Capital Reserve Fund – expenditure adjustment \$2,500.** The final mid-year budget adjustment includes \$2,500 as an addition to contingency; the amount is the balance between the sales proceeded and the purchase cost of the vehicles discussed above.
15. **Special Revenue Funds – adjustment \$0.** – No changes were made to the original resolution schedule.

Recommendation

Management recommends approval of the proposed mid-year budget resolutions and supplemental schedules as described below and as presented with this memorandum.

ORIGINAL MEMORANDUM – PRESENTED AUGUST 26, 2020

History

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

The manual clearly indicates that when and how a budget can be amended during the year is a subject of continual concern to local governments. However, it does clarify the fact that when supplemental budget resolutions are proposed, a notice to the public must be given in a manner similar to the annual budget. Accordingly, the proposed resolutions (discussed below) are presented to the Board of Trustees (Board) as an informational item at the August Board meeting. Upon completion of that meeting, a public notice will be prepared stating the resolutions are available for public inspection, and the public notice will be placed in the local newspaper. The resolution will be presented as a decision item at the September 23, 2020 Board meeting.

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

GENERAL FUND

Revenues

During 2020, the COVID-19 virus, a pandemic that is currently on-going, began in early 2020 (after the 2020 budget was approved by the Board), and the impact on local, state, national and global economies has been significant in terms of negative consequences. As such, management has reviewed and updated its estimates for revenue collections for 2020, and we are proposing the following reductions to the 2020 revenue budget as collectivity of these balances is clearly impaired:

1. Investment income	(\$250,000)
2. Specific ownership taxes	(\$300,000)
3. Fines and fees	(\$20,000)
4. Parking lot meter collections (Penrose)	(\$10,000)
5. Copier/printer charges	<u>(\$46,000)</u>
Total Reduction	<u>(\$626,000)</u>

As such, the above reductions effectively reduces the 2020 revenue budget from \$35,199,670 to \$34,573,670. Management will continue to evaluate and assess the collectivity of the remaining budget not only for these accounts, but for PPLD's property tax revenue account (which represents 86% of PPLD's total budget). At this moment, management is not aware of any real collectability concerns for 2020 given all of the legal collectability enforcements that exist within current State Statutes.

Expenditures

The following section provides the proposed adjustments to be made to PPLD's 2020 General Fund appropriation. The proposed items are explained in detail below.

1. Encumbrances – \$246,186

The proposed Amendment includes an increase to the expenditure budget for encumbrances outstanding as of December 31, 2019. Encumbrances represent items ordered but not yet received by the District. The expenditure is recorded when the item is received. This is a typical budget practice for government entities.

2. Operating transfer – Capital Reserve Fund – (\$800,000)

As a result of COVID-19 as discussed above, estimated revenue collections for 2020 will be less than what was originally included in the approved 2020 budget, as discussed above. To offset this negative impact on PPLD's budget, management has elected to implement the budgeted security system in phases, and is recommending deferring a total of \$800,000 of costs to a subsequent year.

3. Operating transfer – Capital Reserve Fund - \$493,366

As discussed in detail below under the Capital Reserve Fund section of this memorandum, for various reasons including the issue of alleged ADA non-compliance, PPLD is in process of relocating its library operations in Manitou Springs from a building that is owned by the City of

Manitou Springs (the Carnegie Library) to a facility operated by the Manitou Arts Center (MAC). The estimated cost related to the relocation of services to the new facility, including all renovation and IT related costs, is estimated at \$493,366. This was an unplanned expenditure and was not considered when the 2020 budget was approved. The costs for this project is accounted for under the Capital Reserve Fund, which is funded by the General Fund.

4. Lease expense – Manitou Springs library facility - \$10,100

As discussed above, PPLD will be leasing space from MAC for its library services offered in Manitou Springs. The lease costs for 2020 is \$10,100.

5. COVID-19 expenditures - \$45,000

PPLD is currently tracking unbudgeted expenditures resulting from COVID-19. PPLD is in process of applying for reimbursement from various sources. This is the estimated balance currently, and it may be amended for the final version of this Amendment.

6. Cellular expenditures - \$16,669

PPLD management has identified the need for additional cellular services expenditures resulting from changes in service operations.

7. Collection agency - (\$15,000)

Early 2020, management elected to discontinue its use of an collection agency to collect overdue fines and fees, primarily because PPLD no longer charges fines for overdue items and because laws have changed with prohibits collection agencies to report delinquent accounts to various credit bureaus. The change became effective July 1, 2020.

8. Audit fees – (\$6,000)

PPLD completed an RFP process to select a firm for auditing purposes earlier during 2020, and as a result, actual fees came in less than the budgeted total by \$6,000.

9. Savings from vacant positions – (\$400,000)

Each year, PPLD includes in its budget a targeted savings amount resulting from vacant positions. For budgetary purposes, PPLD assumes all positions will be filled throughout the year, which of course is never the case. The target included in the 2020 budget was a savings of \$700,000.

Primarily as a result of the pandemic, PPLD has employed a hiring freeze on most vacant positions. PPLD has not been open fully to the public since March 2020, and since then, operations have been curtailed primarily in compliance with state-wide health orders. Management believes it will realize an additional \$400,000 in savings from vacant positions during 2020.

10. Line item transfers - \$69,831

During 2020, management has identified certain needs which can be funded from estimated savings from other categories of the 2020 budget.

After taking into consideration all of the items discussed above, the recommendation is to amend the 2020 General Fund appropriation from \$36,746,146 to \$36,336,467.

EAST LIBRARY CAPITAL PROJECT FUND

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

The proposed budget Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the East Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2020 budget for expenditures from \$120,750 to \$203,847.

PENROSE LIBRARY CAPITAL PROJECT FUND

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

The proposed budget Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the Penrose Library capital projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.

The attached schedule shows how the funds are allocated by capital project/purchase. The effect of this Amendment is to increase the 2020 budget for expenditures from \$268,000 to \$329,642.

LIBRARY 21C CAPITAL PROJECT FUND

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

The proposed budget Amendment addresses three issues:

1. The Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.
2. It sets aside \$120,000 for the replacement of the facility's boiler. This expenditure was set to incur in a subsequent year, but mechanical issues have arisen during 2020 and it is deemed that the boiler needs to be replaced as soon as possible.
3. The Amendment includes setting aside \$20,176 as a contingency for unexpected/unplanned capital expenditures as the facility is aging.

The attached schedule shows how the funds are allocated by project/purchase, and it incorporates the three discussion items listed above. The effect of this Amendment is to increase the 2020 budget for expenditures from \$217,020 to \$392,549.

CAPITAL RESERVE FUND

The District's Capital Reserve Fund is used to account for all financial activity related to the District's capital projects/purchases that are not accounted for in either the East Library Capital Projects Fund, the Penrose Library Capital Projects Fund or the Library 21c Capital Project Fund. Sources of funds come primarily from the General Fund and from fundraising activities.

The proposed Amendment addresses the following items:

1. The Amendment allocates the fund balance as of December 31, 2019 to the 2020 budget for the Library 21c projects/purchases, which have been previously identified and approved as part of the previous annual budget process. The carryover process is authorized by the Board approved Financial Guidelines.
2. Due to the financial concerns related to COVID-19 as discussed above, the Amendment includes a deferral of a part of the security system project, meaning this project will be completed in phases. As such, the Amendment includes a reduction of this project by \$800,000 as both a reduction in Operating Transfers In from the General Fund and as a reduction to the project budget itself.
3. Unexpectedly, PPLD and the City of Manitou Springs have been dealing with various facility-related issues with the Manitou Springs Library facility. To summarize the current status of this issues, the building is owned by the City of Manitou Springs and PPLD has leased the facility since Manitou Springs joined PPLD in 2013. As part of these issues, PPLD officials and officials from the City of Manitou Springs agreed to release PPLD from its current lease obligations and to allow PPLD to relocate its Manitou Springs operations from this facility to another facility, which is the facility owned by the MAC, while Manitou Springs completes a renovation of its library facility.

PPLD has entered into a lease agreement and a Memorandum of Understanding with MAC officials to allow PPLD to provide library services through the facility owned by MAC. As such, there are certain costs that management has identified as needed to occur as part of the relocation project. These costs are in general terms summarized as follows:

a. Renovation/contingency	\$203,691
b. IT/Security related costs	\$217,997
c. Safety	\$12,559
d. Communications	\$25,450
e. Furniture and other assets	<u>\$33,669</u>
Total Project Costs	<u>\$493,366</u>

Please note that a significant portion of the IT/Security related costs and the furniture and other assets costs are for assets which not only are they needed to provide library services at the MAC location, but may be removed and transferred to any other facility meaning should PPLD ultimately move back to the original facility after Manitou Springs finishes its projects, the assets may be transferrable.

The Amendment includes an increase of the Operating Transfer of funds from the General Fund of \$493,366, and the project costs is included in the Uses of Funds schedule as well.

4. As part of the lease extension for the District’s Ruth Holley Library facility, the landlord agreed to reimburse PPLD for certain leasehold improvement costs incurred by PPLD at this facility. The total cost incurred for such projects at this facility was \$61,874, and this amount has been included under both the Sources of Funds schedule and the Uses of Funds schedule.
5. The district’s 2019 Budget included an amount of \$123,000 to be received from fundraising endeavors; \$75,000 for the replacement of the floor at the Old Colorado City Library facility and \$48,000 for improvements at the Ruth Holley Library facility. These budgets are multi-year budgets meaning the fundraising needs are carried over to the subsequent year – in this case to the year 2020.

As a result of all items discussed above, the Amendment results in a decrease of Revenues and Other Financing Sources from \$1,781,810 to \$1,660,050, and an increase in the 2020 appropriation from \$2,018,795 to \$3,470,448.

SPECIAL REVENUE FUNDS

The mid-year budget Amendment also includes a resolution to increase various fund appropriations as a result of the remaining fund balances as of December 31, 2019.

The recommended Amendments are as follows:

<u>Fund</u>	<u>Original</u>	<u>Adjusted</u>	<u>Change</u>
Cheyenne Mountain Library Support Fund	-	812	812
High Prairie Library Support Fund	-	92,626	92,626
Sand Creek Library Support Fund	-	15,583	15,583
Total	\$ -	\$ 109,021	\$ 109,021

The attached resolutions and supporting schedules list our recommendations as to how to spend such funds during 2020. These funds are to be kept in place until the remaining fund balances are fully utilized. Current accounting literature requires these types of funds to be accounted for in the General Fund. These funds existed prior to the change in literature and we are required to account for them as Special Revenue Funds until the fund balances are reduced to \$0. The changes above result primarily from not fully utilizing the funds that were budgeted for during 2019.

BUDGET DISCUSSION – 2020 MIDYEAR AND 2021 FISCAL YEAR

We have begun the budget process for fiscal year 2021. As required by state law, a proposal of the 2020 budget will be delivered to the Board by October 15, 2020. The 2021 budget will be discussed and action will be taken at the Board’s December 9, 2020 Board meeting, which is the same date as the public hearing as required by state law.

Much of this conversation will be based on the implications of the 2020 COVID-19 pandemic that we all are currently facing, and suffice it to say much of the information we have can and will change as events occur. Stated differently, the circumstances we deal with as a result of the pandemic are fluid at best, and many things are constantly changing, and that includes legislation as well as economic factors.

It is too preliminary to discuss budget specifics for 2021 primarily because we should receive the information for our tax revenue calculations from the County Assessor’s Office in late August. Please note the State previously indicated that County Assessors have until October 13, 2020 to release its

assessed valuation data for 2021, but our County Assessor indicated he intends to send us our data by August 25th. Obviously, if that data is not released until closer to October 13th, it will make presenting an “accurate” 2021 budget proposal to the Board of Trustees by October 15th, as required by law, much more difficult. We will monitor the situation closely. Regardless, we need this data to more accurately estimate our revenue position for 2021.

That being said, a very preliminary estimate of the change in PPLD’s assessed valuation total from 2021 to 2021 is a decrease of less than 0.5%. This takes into account the fact that this is not a reassessment year (that is done every 2 years - currently for even year budgets).

In relation to the reassessment years and given the fact that that part of the effects of COVID-19 were to damage (reduce) the market values of commercial properties, The State has issued a report indicating the residential assessed valuation rate will drop from 7.15% currently to 5.88 % for the 2022 budget year, which equates to an 18% decline. This will impact our revenue collections for 2022, but not as significantly as it will in various counties which rely more on the residential value of its assessed valuation than what we have in El Paso County (in which the composition of residential and commercial values is close to a 50/50 split).

PPLD’s property tax revenue is subject to the more restrictive of the limitations imposed by TABOR and the State’s 5.5% limitation. This is noteworthy because property tax revenue accounts for about 85% of our total revenue in any given year. Depending on the actual TABOR factors and the change in assessed valuation, we will adjust our mill levy for operating purposes from the current levy of 3.688 mills. Assuming PPLD is entitled to collect this additional revenue legally as per the two limitations referred to above, we anticipate this will generate about \$1.2 – \$1.5 million in additional revenue for 2021. Again, emphasis must be placed on the fact that PPLD’s revenue base for 2021 (2020 estimated revenue) will be about \$600,000 less than what was originally budgeted for 2020, as discussed above. However, PPLD has flexibility as the current operating mill levy is less than the 4.000 mill levy limit, just as long as the calculated mill levy for 2021 and the property tax revenue total it generates complies with the TABOR limits for property tax revenue and fiscal year spending.

A full discussion of the resource allocation issues affecting PPLD for 2020 and 2021 are beyond the scope of this memo. Such issues will be identified and discussed as part of the 2021 budget discussions and processes. However, there are several broad issues that will affect this process which are appropriate to discuss here. They are as follows, and by no means are they all-inclusive or in any order of importance.

1. As stated above, the effects of COVID-19 will remain as issues from an extended period of time. Management is monitoring how these effects will impact our operating and capital budgets. As of the date of this memo, PPLD is still not entirely open to the public and management is not sure when that will occur. Accordingly, staff has adapted as best as possible to the “new normal”, which includes offering more services virtually, curbside services, and telecommuting for employees, supply shortages/cost impacts, and so forth. State-wide health ordinances also affect PPLD operations, and management is monitoring those closely as well.
2. One significant issue which may not be imminent currently, but it will be at some point, is the effect of the pandemic on the El Paso County Retirement Plan. Currently, the Retirement Plan is underfunded and the actuarially determined contribution rates exceed the current contribution rates, meaning we can expect a change in the contribution rates at some point in the future, though nothing is planned currently.
3. There are several large capital projects affecting PPLD’s facilities which need to be completed at some point soon. We have deferred what we can for as long as we can, but we can’t defer them forever. They are substantial in terms of cost. Examples include replacing the roofs at both the Penrose and East library facilities. Management is working on its recommendations for the Board

as to the timing of such projects, and its recommendations will be presented to the Board at a later date.

4. State law stipulates the minimum wage be adjusted annually. The minimum wage for 2020 is \$12.00 per hour, and for 2021, the rate will be adjusted based on CPI for Denver/Boulder/Lakewood. For 2021, this means the pay range for the lowest level will need to be adjusted. Management is currently developing recommendations as to what to do considering this issue will be on-going, and there is a possibility that the Federal minimum wage rate may increase to \$15.00 per hour by 2024. Our pay scale will need to change accordingly.

The minimum wage rate for Denver will be \$15 per hour effective July 1, 2021.

5. Management believes the budget for library materials should be reviewed closely and augmented as much as possible for 2021.
6. As part of the 2021 budget process, we will be reviewing all contracts and other services/expenditures.

Management will discuss the impact of these (and other) issues as we move forward with the budget process. It is possible that we will adjust these Amendments to incorporate some of the issues discussed above. If so, such recommendations will be fully discussed and described by the September 23, 2020 Board meeting.

RECOMMENDATION

The Board of Trustees must defer any action on these resolutions until its September 23, 2020 Board meeting.

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, this resolution is adopted for the following causes:

Revenues and Other Financing Sources

1. To reduce certain revenue accounts for anticipated shortfalls of revenue collections during 2020 primarily as a result of the economic effects of COVID-19, and other adjustments, as follows:

a.	Investment income	(\$250,000)
b.	Specific ownership taxes	(\$300,000)
c.	Fines and fees	(\$20,000)
d.	Parking lot collections	(\$10,000)
e.	Donation – Cheyenne Mountain Library	\$5,000
f.	Donation – 2020 Census Grant	\$46,797
g.	Copier/printer charges	<u>(\$46,000)</u>
	Total	<u>(\$574,203)</u>

Expenditures and Other Financing Uses

1. To increase the 2020 General Fund budget for the utilization of Fund Balance - Reserved for Encumbrances, as follows:

a.	Library materials	\$119,351
b.	Other encumbrances	<u>\$126,835</u>
	Total encumbrances	<u>\$246,186</u>
2. To reduce the 2020 budget – Operating Fund Transfer to the Capital Reserve Fund by (\$800,000) to defer the Security System project to a subsequent year.
3. To increase the 2020 budget – Operating Fund Transfer to the Capital Reserve Fund by \$493,646 to cover the unexpected relocation of the Manitou Springs Library from its current facility owned by the Town of Manitou Springs to a facility owned by the Manitou Springs Arts Council.
4. To increase the 2020 budget – Operating Fund Transfer to the Library 21c Capital Facilities Fund by \$63,367 to cover costs related to the replacement of a boiler at the Library 21c facility.
5. To increase the 2020 budget by \$10,100 for rental expense of space from the Manitou Springs Arts Council.
6. To increase the 2020 budget by \$45,000 for unanticipated COVID-19 related expenditures.
7. To increase the 2020 budget by \$16,669 for additional cellular telecommunication expenditures not anticipated when the 2020 budget was approved.
8. To increase the budget by \$5,000 for use of a donation specifically designated for the Cheyenne Mountain Library.

9. To increase the budget by \$46,797 for expenditures related to the 2020 Census Grant.
10. To reduce the 2020 budget by (\$15,000) resulting from ceasing the use of a collection agency for delinquent fines and fees collection processes effective July 1, 2020.
11. To reduce the 2020 budget by (\$6,000) for audit fees resulting from the completion of a RFP process completed earlier during 2020.
12. To reduce the 2020 budget by (\$400,000) for savings from vacant positions not being filled immediately during 2020.
13. To approve line item transfers in the amount of \$69,831, as documented on the attached schedule; such transfers have a net zero effect on the total General Fund budget.

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

1. That the 2020 appropriation of the General Fund is hereby reduced from \$36,746,146 to \$36,451,911; and
2. That the 2020 General Fund budget for Revenues and Sources of Funds is hereby reduced from \$35,199,670 to \$34,625,467; and
3. That the line item transfers of \$69,831 per the attached schedule is approved.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

Pikes Peak Library District
 General Fund - Supplemental Budget
 Fiscal Year 2020

Category	Amount
Approved 2020 Budget - Revenues	\$ 35,199,670
Adjustments:	
Investment income	(250,000)
Specific ownership taxes	(300,000)
Donation - Foundation (Cheyenne Mountain)	5,000
Donation - 2020 Census Grant	46,797
Fines and fees	(20,000)
Parking lot collections	(10,000)
Copier/printer collections	(46,000)
Total Adjustments	<u>(574,203)</u>
2020 General Fund Revenue Budget, As Amended	<u>\$ 34,625,467</u>
Approved 2020 Budget - Expenditures	<u>\$ 36,746,146</u>
Utilization of Prior Year Reserved and Designated Fund Balance	
Encumbrances	
Library materials	119,351
Other encumbrances	<u>126,835</u>
Total Encumbrances	<u>246,186</u>
Other Items	
Operating transfer - Capital Reserve Fund (security system)	(800,000)
Operating transfer - Capital Reserve Fund (Manitou Springs library relocation project)	493,646
Operating transfer - Library 21c Capital Projects Fund (boiler replacement)	63,367
Lease expense - Manitou Springs relocation	10,100
COVID-19 related expenditures	45,000
Additional cellular costs	16,669
Designated fund - Cheyenne Mountain capital outlay	5,000
Designated fund - 2020 Census Grant	46,797
Collection agency charges	(15,000)
Audit fees	(6,000)
Vacant position savings	(400,000)
Total Other Items	<u>(540,421)</u>
Total Adjustments	<u>(294,235)</u>
2020 General Fund Expenditure Budget, As Amended	<u>36,451,911</u>

**Pikes Peak Library District
 Mid-Year Budget Adjustment - Line Item Transfers
 Fiscal Year 2020**

General Fund

<u>From</u>		<u>To</u>		<u>Purpose</u>
Consultant fees	\$ (9,000)	Telecommunications/cellular charges	\$ 9,000	To cover additional cellular costs.
Maintenance	(16,831)	Telecommunications/cellular charges	16,831	
Telecommunications/voice	(22,000)	Maintenance support	22,000	To cover costs for additional licenses.
Software purchases	(22,000)	Maintenance support	22,000	
	<u>\$ (69,831)</u>		<u>\$ 69,831</u>	

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$112,205 as of December 31, 2019 was \$83,097,

AND WHEREAS, a total of \$83,097 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget,

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the East Library Renovation Project Fund is hereby increased from \$120,750 to \$203,847, as per the attached schedule.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
 East Library Capital Projects Fund
 Year Ended December 31, 2020**

	2020		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 8,545	\$ -	\$ 8,545
Total Sources of Funds	8,545	-	8,545
Uses of Funds			
Replace emergency lighting generator	-	95,274	95,274
Roofing consultant to evaluate existing roof	30,000	(16,759)	13,241
Reading Bay area furniture/other furniture	50,000	-	50,000
Renovate Security office	5,750	-	5,750
Replace aging fire panel	32,000	-	32,000
Convert sound booth in community room to storage	3,000	-	3,000
Contingency	-	2,511	2,511
IT equipment	-	2,071	2,071
			-
Total Uses of Funds	120,750	83,097	203,847
(Excess) Expenditures over Revenues	(112,205)	(83,097)	(195,302)
Fund Balance - Beginning of Year	195,302	-	195,302
Fund Balance - End of Year	\$ 83,097	\$ (83,097)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$429,976 as of December 31, 2019 was \$61,642,

AND WHEREAS, a total of \$61,642 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the Penrose Library Renovation Project Fund is hereby increased from \$268,000 to \$329,642, as per the attached schedule.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Year Ended December 31, 2020**

	2020		
	Original Budget	Mid-Year Amendment	Amended Budget
Uses of Funds			
Roof preventative maintenance repairs	\$ -	\$ 5,130	\$ 5,130
Replace existing parking lot meters	50,000	-	50,000
Roofing consultant to evaluate existing roof	30,000	-	30,000
Chiller pumps replacement	55,000	-	55,000
Renovation costs	-	16,151	16,151
Carnegie - Add wall to separate public area from staff area	5,000	-	5,000
KCH - movable walls/partitions for displays	3,000	-	3,000
KCH - chairs for mezzanine	2,550	-	2,550
KCH - work tables (4) for mezzanine	6,200	-	6,200
KCH - interior paint	15,000	-	15,000
KCH - exterior trim paint	8,500	-	8,500
KCH - replace awnings at front entrance	1,500	-	1,500
Add (9) meeting room tables	3,500	-	3,500
Convert Pine/Aspen room lighting to dimmable	13,000	-	13,000
Install carpet in valut for meeting room	2,000	-	2,000
Replace all wooden chairs in public area	13,000	-	13,000
Replace catalog computers to pillars	1,500	-	1,500
Replace current computer tables in lab (8)	10,000	-	10,000
Purchase stages for two Columbine rooms	12,000	-	12,000
Purchase mural on garage wall	5,250	-	5,250
Expand lighting controls in lower level to same as main level	15,000	-	15,000
Add storefront wall to create office in Adult Education	15,000	-	15,000
Power for moving catalog computers	1,000	-	1,000
Contingency	-	40,361	40,361
Total Uses of Funds	268,000	61,642	329,642
(Excess) Expenditures over Revenues	(268,000)	(61,642)	(329,642)
Fund Balance - Beginning of Year	491,618	-	491,618
Fund Balance - End of Year	\$ 223,618	\$ (61,642)	\$ 161,976

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$448,653 as of December 31, 2019 was \$35,529,

AND WHEREAS, a total of \$35,529 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget,

AND WHEREAS, a total of \$275,000 of funds are needed for the replacement of the boiler, which was not anticipated upon approval of the 2020 Budget; funding of which is available through fund balance,

AND WHEREAS, a total of \$63,367 of funds are needed from the General Fund to cover the additional costs for the replacement of the boiler,

AND WHEREAS, a total of \$20,000 of funds are needed for contingency purposes for items not anticipated upon approval of the 2020 Budget; funding of which is available through fund balance.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the Library 21c Capital Project Fund is hereby increased from \$217,020 to \$547,549, and that the 2020 budget for Sources of Funds be increased from \$0 to \$63,367, as per the attached schedule.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
Library 21c Capital Projects Fund
Year Ended December 31, 2020**

	2020		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ -	\$ 63,367	\$ 63,367
Total Sources of Funds	-	63,367	63,367
Uses of Funds			
Install additional can lights	\$ -	\$ 1,200	\$ 1,200
Children's shelf movers	-	2,500	2,500
Collection Management tables, height adjustable	-	1,200	1,200
Increase stage size	-	3,120	3,120
Studio noise mitigation	-	20,562	20,562
Venue LED lighting	-	478	478
AV equipment maintenance	-	713	713
Boiler replacement	-	275,000	275,000
Culinary lab equipment	86,020	-	86,020
Record management system	30,000	-	30,000
Add gas supply to kitchen for culinary lab	25,000	-	25,000
Replace business center/learning lab chairs	17,000	-	17,000
Install new service point on first floor	20,000	-	20,000
Add charging tables/towers	6,000	-	6,000
Install one-way window	5,500	-	5,500
Replace Children's service desk	6,000	-	6,000
Revamp Creative Services area	3,000	-	3,000
Three sit/stand converters	1,000	-	1,000
Replace training room tables and chairs	9,500	-	9,500
Acoustic improvements to editing offices	8,000	-	8,000
Signage	-	5,000	5,000
Contingency	-	20,756	20,756
Total Uses of Funds	217,020	330,529	547,549
(Excess) Expenditures over Revenues	(217,020)	(267,162)	(484,182)
Fund Balance - Beginning of Year	484,182	-	484,182
Fund Balance - End of Year	\$ 267,162	\$ (267,162)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, the total amount of funds available in excess of the budgeted fund balance of \$236,985 as of December 31, 2019 was \$1,573,413,

AND WHEREAS, a total of \$1,573,413 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2020 budget,

AND WHEREAS, a total of \$493,646 of funds are needed for the relocation of the Manitou Springs Library; such expenditures were not anticipated upon approval of the 2020 Budget,

AND WHEREAS, a total of \$800,000 of funds originally set aside for the replacement of the district-wide security system and approved in the 2020 Budget, is deferred to a subsequent year,

AND WHEREAS, a total of \$123,000 of funds needed from fundraising purposes which were previously included in the 2019 budget, but not yet received,

AND WHEREAS, a total of \$61,874 of funds were provided for leasehold improvements of the Ruth Holley Library,

AND WHEREAS, a vehicle was sold for \$12,500, and the replacement vehicle cost \$10,000; the difference of \$2,500 was placed into contingency.

NOW THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado, that the 2020 appropriation of the Capital Reserve Fund is hereby increased from \$2,018,795 to \$3,483,228, and that the 2020 budget for revenues and other sources of funds is hereby decreased from \$1,781,810 to \$1,672,830, as per the attached schedule.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
Capital Reserve Fund
Year Ended December 31, 2020**

	2020		
	Original Budget	Mid-Year Amendment	Amended Budget
Sources of Funds			
Funding - Pikes Peak Library District			
Operating transfer - General Fund	\$ 1,781,810	\$ (306,354)	\$ 1,475,456
Funding - Fundraising			
Donations - Pikes Peak Library District Foundation	-	123,000	123,000
Funding - Other			
Landlord reimbursement - Ruth Holley Library Improvements	-	61,874	61,874
Sale of assets	-	12,500	12,500
Total Sources of Funds	1,781,810	(108,980)	1,672,830

Uses of Funds

FACILITIES

Mobile Library Services

Front desk replacement	2,000	-	2,000
Awning ewplacement	4,000	-	4,000
(2) half wraps	13,000	-	13,000
Replace generator for bookmobile 705	-	12,500	12,500

Cheyenne Mountain Library

Workroom cabinets and storage	-	2,000	2,000
Replace existing circulation desk	15,000	-	15,000
Replace entry tile with walk-off carpet tile	5,000	-	5,000

Fountain Library

Teen furniture to support gaming area	5,000	-	5,000
Meeting Room AV Closet	-	3,000	3,000
Chair replacement in meeting room	6,500	-	6,500

Ruth Holley Library

Learning lab furniture	10,000	-	10,000
Replace meeting room carpet and staff area	-	1,409	1,409
Update service points	-	579	579
Leasehold improvements	-	61,874	61,874

Manitou Springs Library

Relocation/leasehold improvements			
Renovation/contingency	-	203,971	203,971
IT/Security	-	217,997	217,997
Safety	-	12,559	12,559
Communicatioons	-	25,450	25,450
Furniture	-	33,669	33,669
Total project costs	-	493,646	493,646

**Pikes Peak Library District
Capital Projects Fund - Capital Reserve Fund
Three-Year Period Ended December 31, 2020**

	2020 Budget	2020 Mid-year	2020 Adj Budget
Monument Library			
Replace (4) adult area chairs	2,400	-	2,400
Community Room back area blind replacement	4,700	-	4,700
Community Room tables and chairs replacement	8,000	-	8,000
Replace teen area PC table and chair	2,000	-	2,000
Replace bulbs	-	336	336
Old Colorado City Library			
Canopy over bookdrop	5,000	-	5,000
Replace carpet to rubber in meeting room	3,500	-	3,500
Replace meeting room chairs and tables	5,650	-	5,650
Charging tables (4) and computer tables (6)	12,000	-	12,000
New wood floor on main level - fundraised	-	75,000	75,000
Rockrimmon Library			
Replace meeting room carpet	6,000	-	6,000
Meeting room tables	3,000	-	3,000
Furniture for Children's redesign	-	2,500	2,500
Calhan Library			
Calhan renovation project	-	57,338	57,338
Other Items			
Concrete replacement - districtwide allowance	-	17,930	17,930
Staff lounges improvements	-	26,469	26,469
Tree trimming - district-wide	15,000	-	15,000
Asphalt repairs and maintenance - districtwide allowance	32,000	14,356	46,356
Capital contingency	-	106,273	106,273
Tractor replacement	-	10,000	10,000
Furniture replacement contingency	25,000	-	25,000
Roof inspections, preventative maintenance repairs	15,000	10,000	25,000
Contingency	50,000	142,384	192,384
Total - Facilities	249,750	1,037,594	1,287,344

**Pikes Peak Library District
Capital Projects Fund - Capital Reserve Fund
Three-Year Period Ended December 31, 2020**

	2020 Budget	2020 Mid-year	2020 Adj Budget
INFORMATION TECHNOLOGY			
Servers			
Replacements	-	2,000	2,000
Computers			
Technology refresh (staff)	371,525	76,502	448,027
PCs - video editing	-	11,114	11,114
Barcode scanners, RFID equipment	-	32,182	32,182
Telecommunications equipment			
Telecommunications switches and UPS	246,000	17,261	263,261
Datacenter redesign	-	201,399	201,399
AMH bins(2)	-	20,000	20,000
Copiers and printers replacement project	-	286,536	286,536
Regional History and Genealogy equipment	-	13,620	13,620
East Library tween computers	-	4,000	4,000
Contingency	-	5,072	5,072
Firewall Replacement	-	46,082	46,082
Switches/UPS rotation	-	61,726	61,726
Equipment			
Contingency	-	25,481	25,481
District-wide audio-visual equipment standardization	-	125,000	125,000
Penrose Library - additional data ports	-	2,500	2,500
Security system equipment	845,000	(641,922)	203,078
Library system peripheral			
Archival management system	265,000	-	265,000
	-	13,400	13,400
Total Information Technology	1,727,525	301,953	2,029,478

**Pikes Peak Library District
Capital Projects Fund - Capital Reserve Fund
Three-Year Period Ended December 31, 2020**

	2020 Budget	2020 Mid-year	2020 Adj Budget
COMMUNICATIONS			
Signage			
Monument Library	3,000	-	3,000
Palmer Lake Library	2,000	-	2,000
Rockrimmon Library	2,500	-	2,500
Ute Pass Library	2,000	-	2,000
Total Communications	9,500	-	9,500
VIDEO STUDIO			
Peripheral equipment			
Video projector replacements and additions	-	5,000	5,000
Equipment Initiatives			
Replacement wireless mic kit	-	552	552
Replacement audio recorder	-	300	300
Photo roller system	-	1,000	1,000
Microphones	-	9,000	9,000
New checkout equipment L21c	-	1,800	1,800
Replacement cameras - Studio 21c (5)	1,620	37,500	39,120
Replacement chargeable batteries	-	1,620	1,620
Replacement DSLR cameras for checkout	-	5,700	5,700
Replace audio recorder kit	-	1,200	1,200
Replacement teleprompter	-	1,550	1,550
Replace video camera kit for checkout	-	900	900
Replace GoPro kits	-	1,500	1,500
Contingency	-	320	320
Total Video Studio	1,620	67,942	69,562
CREATIVE SERVICES			
Equipment			
Replacement Circuit machines	-	788	788
Sand Creek Library - larger kiln	-	3,000	3,000
East Library - Larger laser cutter	-	562	562
New maker kits	2,500	(1,500)	1,000
Replacement Lu;zbot Mini 3D printer	10,200	-	10,200
Replacement TAZ 6 3D printers	17,000	-	17,000
Replacement Silhouettes Sand Creek and L21c libraries	700	-	700
Equipment replacement fund	-	2,708	2,708
Contingency	-	51,386	51,386
Total Creative Services	30,400	56,944	87,344
Total Uses of Funds	2,018,795	1,464,433	3,483,228
(Excess) Expenditures over Revenues	(236,985)	(1,573,413)	(1,810,398)
Fund Balance - Beginning of Year	1,810,398	-	1,810,398
Fund Balance - End of Year	\$ 1,573,413	\$ (1,573,413)	\$ -

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, certain designated funds that were budgeted for during 2019 were not spent by the end of 2019, yet the projects are to be carried over into 2020, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of the Pikes Peak Library District, Colorado Springs, Colorado that District’s Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2020 by fund as identified on the attached schedules.

ADOPTED, this ____ day of _____, 2020

Attest: _____
Debbie English, President

**Pikes Peak Library District
Special Revenue Fund
Cheyenne Mountain Library Support Fund
Year Ended December 31, 2020**

Purpose of Fund	2020		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital Outlay	\$ -	\$ 812	\$ 812
Total Fiscal Year Expenditures	-	812	812
Excess (Deficit) Revenues Over Expenditures	-	(812)	(812)
Fund Balance - Beginning of Year	812	-	812
Fund Balance - End of Year	\$ 812	\$ (812)	\$ -

Pikes Peak Library District
Special Revenue Fund
High Prairie Library Support Fund
Year Ended December 31, 2020

Purpose of Fund	2020		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay	\$ -	\$ 92,626	\$ 92,626
Total Fiscal Year Expenditures	-	92,626	92,626
Excess (Deficit) Revenues Over Expenditures	-	(92,626)	(92,626)
Fund Balance - Beginning of Year	92,626	-	92,626
Fund Balance - End of Year	\$ 92,626	\$ (92,626)	\$ -

**Pikes Peak Library District
Special Revenue Fund
Sand Creek Library Support Fund
Year Ended December 31, 2020**

Purpose of Fund	2020		
	Original Budget	Mid-Year Amendment	Amended Budget
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.			
Fiscal Year Expenditures			
Capital outlay	\$ -	\$ 15,583	\$ 15,583
Total Fiscal Year Expenditures	-	15,583	15,583
Excess (Deficit) Revenues Over Expenditures	-	(15,583)	(15,583)
Fund Balance - Beginning of Year	15,583	-	15,583
Fund Balance - End of Year	\$ 15,583	\$ (15,583)	\$ -

Decision 20-9-3

**Pikes Peak Library District
September 23, 2018
Board of Trustee Meeting**

Multifunctional Devices Project Additional Equipment

Background

Board of Trustees (BOT) approved a vendor to replace copiers with Multi-Function Devices (MFD) in the July board meeting. The District will require additional patron Today's Business Solutions (TBS) kiosks for print management, credit card payment, computer booking and scanning services.

Fiscal Impact

The budget for the MFD project is \$301,000, which includes the cost for the MFDs and the cost for the TBS kiosks. The TBS kiosks will cost \$108,025, which is within the total budget for the MFD project.

Acquisition Strategy

In 2018, the BOT approved the acquisition of the TBS kiosk. The IT staff planned for the TBS kiosks to have a minimum ten-year service cycle. The District is in year two of that cycle. It is not cost effective for the District to transition to another vendor for these services or to proceed with a Request for Proposal (RFP) process that will potentially result in having two suppliers providing these services. Two suppliers will result in increased operations and maintenance costs while also contributing to possibly confusing patrons having to learn how to operate two different systems for print management, credit card payment, computer booking and scanning services and not adhering to principle to achieve "common patron experience" across the District.

Tentative Schedule:

Supplier informed IT staff of a 6-10 week lead-time for the TBS kiosk hardware due to supply chain backlog. Once approved, the IT staff will work with vendor to integrate patron MFD and TBS installation activities during October to November 2020.

Recommendation

Trustees approve acquisition of additional TBS kiosks and sole source acquisition strategy.

Decision 20-9-4

ARTICLE IV: Meetings

10. Meeting attendance in person is preferred. However, at times, in cases of personal illness or other emergencies, participation of a Trustee in a Board meeting remotely by telephone or other remote **voice or video** mechanism is allowed, with these guidelines: a) no more than two (2) Trustees may participate in a Board meeting remotely at any one meeting, and b) each Trustee may only participate in a meeting remotely a maximum of two (2) times in any given calendar year unless a special exception is otherwise approved by the majority vote of the remainder of the Board for a specific calendar year or period. The special exception shall automatically terminate upon the end of the approved period and, if necessary, the same process shall be followed for a new exception to be approved. Trustees are reminded that failure to attend Board Meetings constitutes Good cause for removal as provided in Article 2 Section 8.

11. **There may be times when a natural disaster, health crisis, or other crisis requires Board members to remain at home or some remote site. In such case, the Board President and Chief Librarian may determine that a Board meeting (or one or more committee meetings) may be held online; however, such meetings must remain open to the public. At the online Board meeting following the Board President's/Chief Librarian's decision, a majority of the Board must ratify the Board President's/Chief Librarian's decision that the Board meeting will be held online. Executive sessions may also be held online if there is a means by which only Board members and other select personnel may attend. The Board meeting agenda must be updated stating that the meeting is online as a result of a natural disaster, health crisis, or other crisis and provide information on how a member of the public may participate in that meeting. To the extent it is safe to do so as determined by the Board President and Chief Librarian, a physical location at a PPLD facility where members of the public may participate in online Board meetings (such as viewing them on PPLD-provided monitors) will be identified by the Board President/Chief Librarian and shared with the public prior to each online meeting.**

Decision 20-9-5

**Pikes Peak Library District
September 23, 2020**

Boiler Replacement – Library 21c

Background

In late July, the existing boiler servicing Library 21c developed a leak. At that time we shut the system down and scheduled our current mechanical contractor, American Mechanical Services (AMS) to respond and troubleshoot the system. In early August, AMS opened up the boiler and found that a number of tubes had developed a leak that lead to the unit creating internal steam which in turn caused the refractory cement to swell causing catastrophic failure. We determined that replacement, due to age and this failure, was the best option to pursue.

This project was determined to be handled as an emergency, due to time constraints with winter coming on and the boiler supplying heat to the building. We moved quickly with AMS and a mechanical engineering firm, Farnsworth Group, that was involved with Library 21c’s renovation and subsequent chiller replacement. Their familiarity with the building and its system allowed for faster boiler replacement design. AMS, our current HVAC contractor, was chosen for the replacement and multiple quotes were not obtained.

In addition to design and installation, we will need to incorporate the new boilers into our building controls system. This work will be handled by our current controls contractor, Setpoint Systems.

The design has been submitted to the Pikes Peak Regional Building Department and approved. The boilers have been ordered, and AMS is working to prepare for their arrival, anticipated approximately October 26th. At this time, the tentative schedule targets system startup approximately November 16, 2020.

Anticipated costs:

Mechanical Design (Farnsworth Group)	\$ 14,160.00
Boiler Demo/Installation (AMS)	\$ 260,963.00
System Management Controls (Setpoint)	\$ 4,470.00
Total	\$ 279,593.00

Friends of the PPLD August-September 2020 Report

- Completed the transition to new Treasurer, Susan Gilbert, and new Finance Coordinator, Clare Popejoy.

Operations:

- PPLD gave Friends their excess summer adventure t-shirts and winter adventure mugs to sell in our book stores.
- Friends will begin providing \$10 and \$20 book store gift certificate prizes for some monthly social media contests the library will be running.
- Donations coming in regularly, five to six days/week at the three regional libraries.
- Will have to pause curbside service at East during election period of Oct 14-Nov 9 because of conflict over space needed.
- Grab n' Go bags brought into play at East bookstore, we are selling through quickly.
- Facebook Live sales continue to average \$600 per night, plan two per month.
- Seventeen volunteers have returned to work at the three locations, bringing back two more in the next week for 21C. Two volunteers have increased their hours to twice/week.

New business for 8/19 meeting:

- 2020 Budget review and financial projections.
- Report on 2020 Betty Field Memorial Youth Writing contest—winners announced.
- Review status of book donations at Branch book stores.



REPORT

Received \$150,000 gift from the estate of Darlene and Milt Johnson and attended press conference with leaders from other organizations receiving gifts

Received \$30,000 grant from Buell Foundation in support of Children and Family Services LENA Start program

Received \$1,043 Q2 distribution from 104 families participating in King Soopers Community Rewards program

Submitted Sorenson Foundation grant application in support of PPLD's workforce development initiatives

Attended virtual Pikes Peak Area Complete Count Committee meeting

Connected Adult Education to restaurateurs Luke Travins (Concept Restaurants) and Liz Price (Rocky Mountain Restaurant Group) to discuss Food Industry Training program

Met with multiple PPLD Foundation board prospects to fill the foundation's three board vacancies due to term limits

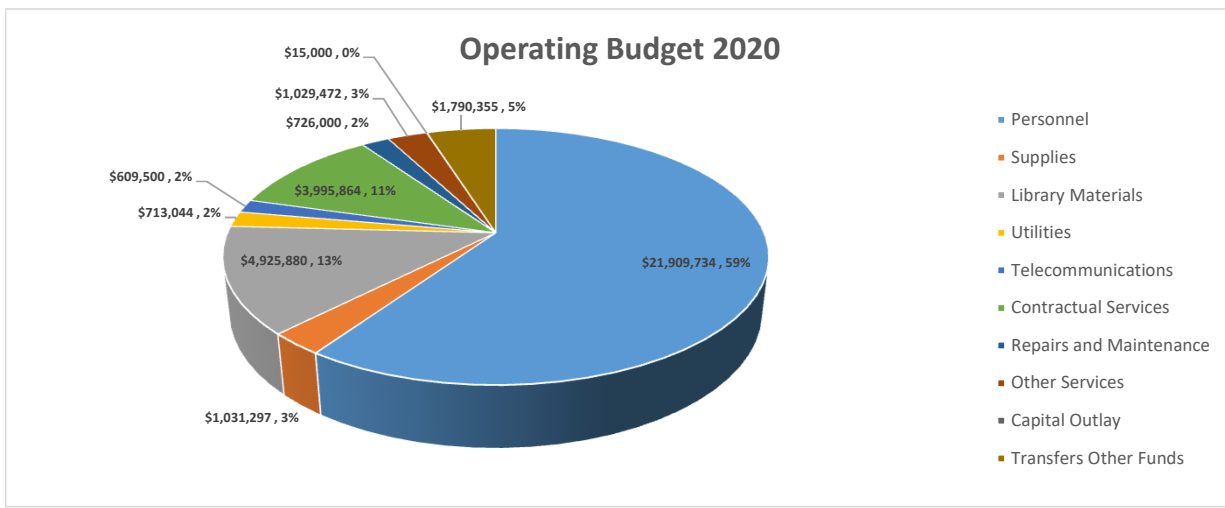
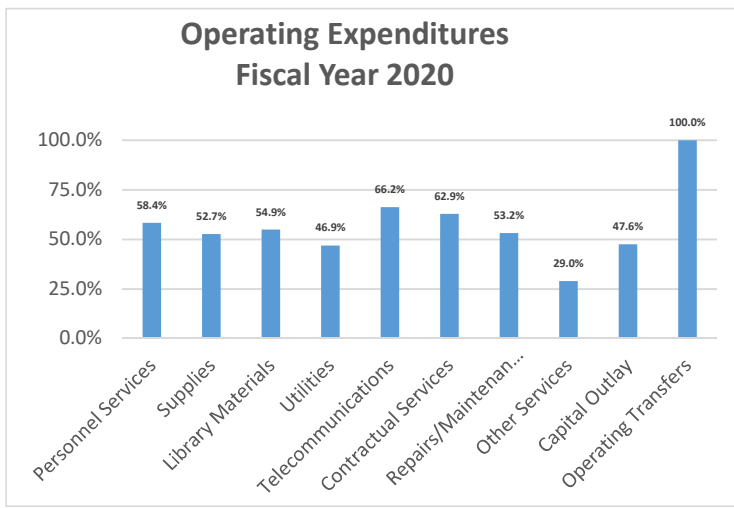
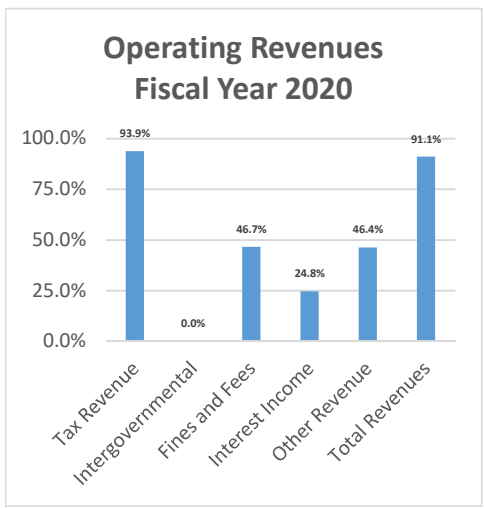
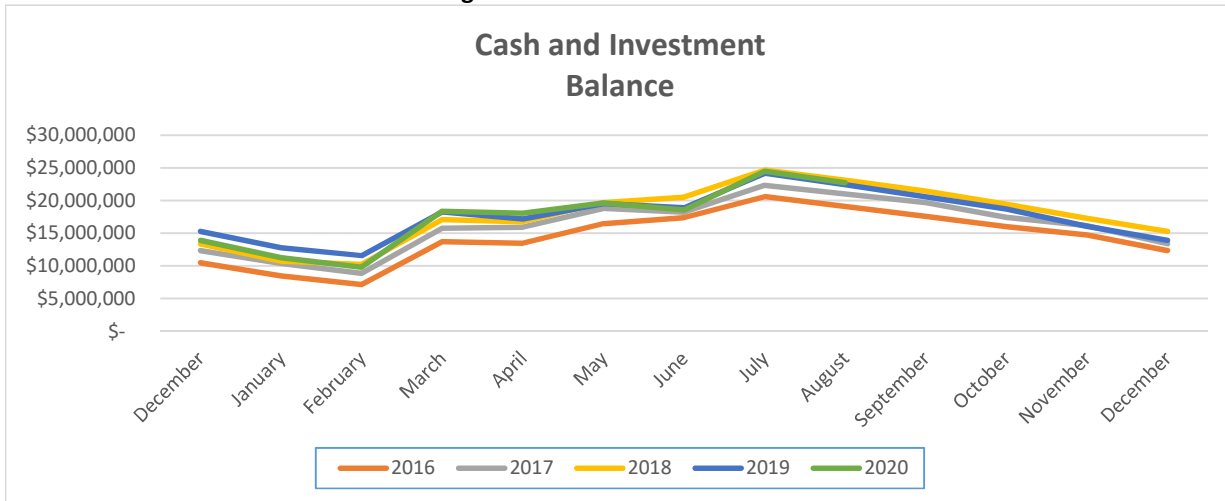
Met virtually with group of community leaders leading the Manitou Springs Carnegie Library's fundraising efforts for building expansion

Held virtual PPLD Foundation Leadership Committee meeting

Attended Friends of PPLD Board of Directors meeting

Pikes Peak Library District Financial Dashboard

August 2020



Pikes Peak Library District

August 2020 Financial Report

Presented to Board of Trustees on September 23, 2020

**Pikes Peak Library District
General Fund Summary
For the Eight-Month Period Ended August 31, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Revenues					
Property taxes	\$ 29,558,799	\$ 27,949,326	\$ 1,609,473	5.8%	
Specific ownership taxes	2,185,112	2,248,834	(63,722)	-2.8%	
Fines/fees	46,651	78,464	(31,813)	-40.5%	
Investment earnings	105,325	302,612	(197,287)	-65.2%	
Other	160,663	385,219	(224,555)	-58.3%	
Total Revenues	\$ 32,056,550	\$ 30,964,455	\$ 1,092,096	3.5%	

Note Due to the Coronavirus situation, the District has been closed to the Public, at least in part, since March 16, 2020. The virus has affected the local, national and world economies negatively, and the decreases in the balances from 2019 to 2020 are generally a result of the virus impact.

At its July 2020 Board meeting, The Foundation approved a distribution of \$263,470 to PPLD. This amount will be included in PPLD's September financial statements. Foundation distributions, along with intergovernmental grants, are shown under the "Other" category.

Interest rates in 2020 are significantly lower than what they were in 2019.

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Eight-Month Period Ended August 31, 2020**

Percent of Year 66.7%

Account Description	2020 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 30,262,651	\$ 29,582,100	\$ 680,551	97.8%
Abatements/refunds	(120,000)	(44,843)	(75,157)	37.4%
Omitted properties	7,000	231	6,769	3.3%
Delinquent	18,000	7,194	10,806	40.0%
Penalties/interest	36,000	4,516	31,484	12.5%
Specific ownership taxes	3,600,000	2,185,112	1,414,888	60.7%
Local government in lieu of prop. taxes	10,000	9,601	399	96.0%
Total Tax Revenue	33,813,651	31,743,911	2,069,740	93.9%
Intergovernmental				
Federal funds - other categories	106,974	-	106,974	0.0%
Federal - eRate Funding	250,000	-	250,000	0.0%
State Grant - library materials	157,445	-	157,445	0.0%
Total Intergovernmental	514,419	-	356,974	0.0%
Fines and Fees	100,000	46,651	53,349	46.7%
Interest Income	425,000	105,325	319,675	24.8%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	201,100	101,528	99,572	50.5%
Other	18,000	18,096	(96)	100.5%
Copier charges/PMS charges	96,000	29,573	66,427	30.8%
Parking lot collections	22,000	2,282	19,718	10.4%
Merchandise sales	-	1,407	(1,407)	100.0%
Miscellaneous	4,500	3,074	1,426	68.3%
Asset sales proceeds	5,000	4,704	296	94.1%
Total Other Revenue	346,600	160,663	185,937	46.4%
Total General Fund Revenues	\$ 35,199,670	\$ 32,056,550	\$ 2,985,675	91.1%

**Pikes Peak Library District
 General Fund Summary
 For the Eight-Month Period Ended August 31, 2020**

General Fund	Year-To-Date				Notes
	2020	2019	Change	% Chg.	
Expenditures					
Personnel	\$ 12,806,671	\$ 12,363,123	\$ 443,549	3.6%	
Supplies	550,772	523,632	27,140	5.2%	
Library materials	2,703,645	2,797,893	(94,248)	-3.4%	
Utilities	334,941	373,001	(38,060)	-10.2%	
Telecommunication costs	403,525	301,462	102,063	33.9%	
Contractual services	2,496,528	2,513,345	(16,817)	-0.7%	
Repairs and maintenance	386,048	365,483	20,565	5.6%	
Other services	293,995	472,240	(178,245)	-37.7%	
Capital outlay	12,347	48,105	(35,757)	-74.3%	
Operating transfers - other funds	1,790,355	2,428,411	(638,056)	-26.3%	
Total Expenditures	\$ 21,778,827	\$ 22,186,694	\$ (407,866)	-1.8%	

Note: Due to health related issues (COVID-19 pandemic), PPLD temporarily closed its operations effective March 16, 2020, and it remained closed through mid-May 2020. This will have an impact on comparative balances from year to year.

Operating transfers from the General Fund to the Capital Project Funds are made in accordance with the approved budgets for both 2020 and 2019.

As a direct result of the virus, there has been a relatively significant decrease in various operating accounts including training, mileage reimbursements, community outreach, programming, and so forth.

Pikes Peak Library District
Statement of Expenditures
General Fund
For the Eight-Month Period Ended August 31, 2020

Percent of Year 66.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,736,495	\$ 9,751,634	\$ 6,984,862	58.3%
Temporary employees	6,375	-	6,375	0.0%
Substitute employees	360,500	80,014	280,486	22.2%
Work-Study And internship	35,000	2,254	32,747	6.4%
Social security contributions	1,270,590	722,160	548,430	56.8%
Retirement contributions	1,025,635	618,873	406,762	60.3%
Health Plan contributions	2,200,000	1,464,234	735,766	66.6%
Unemployment insurance	50,000	23,996	26,004	48.0%
Workers compensation	73,500	35,722	37,778	48.6%
Vision Plan insurance	65,000	39,562	25,438	60.9%
Life A&D insurance	65,000	41,036	23,964	63.1%
Tuition assistance	40,000	27,188	12,812	68.0%
Total Personnel Services	21,928,095	12,806,671	9,121,424	58.4%
Supplies				
General	367,158	144,375	222,783	39.3%
Microform	950	-	950	0.0%
Software purchases/licenses	377,800	290,050	87,750	76.8%
Computer supplies	44,000	28,004	15,996	63.6%
Processing	100,000	54,122	45,878	54.1%
Office	72,700	20,443	52,257	28.1%
Other	82,690	13,778	68,912	16.7%
Total Supplies	1,045,298	550,772	494,527	52.7%
Library Materials				
Audio-visual materials	783,300	223,900	559,400	28.6%
Books	1,463,600	501,045	962,555	34.2%
e-materials	1,741,450	1,342,080	399,370	77.1%
Library materials - other	254,000	88,369	165,631	34.8%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	103,189	7,061	93.6%
Serials	25,000	12,646	12,354	50.6%
Databases - online services	543,280	429,015	114,265	79.0%
Memorials	-	3,400	(3,400)	0.0%
Total Library Materials	4,925,880	2,703,645	2,222,235	54.9%

Pikes Peak Library District
Statement of Expenditures
General Fund

Percent of Year **66.7%**

For the Eight-Month Period Ended August 31, 2020

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	91,288	32,627	58,661	35.7%
Electric	493,855	238,919	254,936	48.4%
Water/sewer	121,450	58,834	62,616	48.4%
Storm water fees	7,844	4,562	3,283	58.1%
Total Utilities	714,438	334,941	379,496	46.9%
Telecommunications				
Data	420,000	282,734	137,266	67.3%
Voice	110,000	64,378	45,622	58.5%
Cellular	79,500	56,413	23,087	71.0%
Total Telecommunications	609,500	403,525	205,975	66.2%
Contractual Services				
Janitorial services	335,500	218,804	116,696	65.2%
Carpet cleaning services	136,000	87,902	48,098	64.6%
Library facility rental	582,033	422,066	159,967	72.5%
Common area maintenance	160,194	124,367	35,827	77.6%
Storage rental	8,400	12,150	(3,750)	144.6%
Audit	46,000	41,250	4,750	89.7%
Legal	75,000	25,998	49,002	34.7%
Consultant	488,720	84,594	404,126	17.3%
Cataloging	45,000	20,304	24,696	45.1%
Trash removal	23,488	11,293	12,195	48.1%
Copier services	61,000	32,696	28,304	53.6%
Courier services	226,231	116,109	110,123	51.3%
Liability/property insurance	175,000	167,371	7,629	95.6%
Collection agency fees	30,000	5,853	24,147	19.5%
Printing	105,000	36,476	68,524	34.7%
Programming	423,025	131,622	291,404	31.1%
Treasurer fees	445,000	443,911	1,089	99.8%
Microfilming services	19,600	2,439	17,161	12.4%
Computer support agreements	110,504	91,232	19,272	82.6%
Computer equipment maintenance	383,014	359,610	23,404	93.9%
Software licenses	13,000	14,066	(1,066)	108.2%
Employee Assistance Program	20,600	8,848	11,752	43.0%
Parking	54,000	37,568	16,432	69.6%
Total Contractual Services	3,966,310	2,496,528	1,469,782	62.9%

Pikes Peak Library District
Statement of Expenditures
General Fund

Percent of Year 66.7%

For the Eight-Month Period Ended August 31, 2020

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	84,000	42,875	41,125	51.0%
Vehicle operating costs	70,000	36,607	33,393	52.3%
Equipment maintenance	336,150	236,552	99,598	70.4%
Equipment repairs	55,850	15,182	40,668	27.2%
Furniture repairs	32,000	2,741	29,259	8.6%
Building repairs	148,000	52,090	95,910	35.2%
Total Repairs and Maintenance	726,000	386,048	339,952	53.2%
Other Services				
Translation services	500	-	500	0.0%
Advertising	1,750	301	1,449	17.2%
Bank And trustee Fees	11,600	4,577	7,023	39.5%
School engagement	1,000	299	701	29.9%
Mileage/Travel reimbursement	83,700	24,189	59,511	28.9%
Employee recruitment	57,000	4,966	52,034	8.7%
Dues and memberships	63,339	22,260	41,079	35.1%
Merchandising	14,500	12,539	1,961	86.5%
Employee recognition	20,525	3,683	16,842	17.9%
Board of Trustees	7,000	145	6,855	2.1%
Community outreach	135,210	37,485	97,725	27.7%
Training	316,183	74,159	242,024	23.5%
Signage	27,000	8,964	18,036	33.2%
Bindery	5,000	1,892	3,108	37.8%
Book mending	1,500	-	1,500	0.0%
Safety	9,000	-	9,000	0.0%
Summer Adventure Club	34,500	25,598	8,902	74.2%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	15,362	47,138	24.6%
Volunteer program	5,800	1,847	3,953	31.8%
Safety and wellness	11,000	2,156	8,844	19.6%
Other grant/donation expenditures	109,875	37,794	72,081	34.4%
Equipment rental	1,000	-	1,000	0.0%
Other	34,354	15,782	18,572	45.9%
Total Other Services	1,014,336	293,995	720,341	29.0%

Pikes Peak Library District
 Statement of Expenditures
 General Fund
 For the Eight-Month Period Ended August 31, 2020

Percent of Year 66.7%

Account Description	2020 Budget	YTD Actual	Available Budget	% Used
Capital Outlay				
Other	25,932	12,347	13,585	47.6%
Total Capital Outlay	25,932	12,347	13,585	47.6%
Operating Transfers to Other Funds				
Fund transfers out	1,790,355	1,790,355	2,428,411	100.0%
Total Expenditures	\$ 36,746,144	\$ 21,778,827	\$ 17,395,728	59.3%

**Pikes Peak Library District
Special Revenue Funds
For the Eight-Month Period Ended August 31, 2020**

Fund Balance - January 1, 2020	\$ 109,021
Expenditures	3,300
Fund Balance - August 31, 2020	<u>\$ 105,721</u>
Fund Balance - By Fund - August 31, 2020	
Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	12,283
	<u>\$ 105,721</u>

**Pikes Peak Library District
 East Library Capital Projects Fund
 For the Eight-Month Period Ended August 31, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	\$ 148,172	\$ 139,627	\$ 8,545	\$ -	\$ -
Total Revenues and Other Sources of Funds	148,172	139,627	8,545	-	-
Expenditures					
Chiller roof structure over pit	23,438	12,380	-	-	11,058
Roofing evaluation & design	30,000	-	2,078	-	27,922
External filtration system	1,907	1,907	-	-	-
Renovate security office	5,750	-	5,978	-	(228)
Replace aging fire panel	32,000	-	-	-	32,000
Convert sound booth room to storage	3,000	-	-	-	3,000
Replace emergency lighting generator	80,465	1,950	95,274	-	(16,759)
Furniture	50,000	-	15,640	-	34,360
Shared workstation - 4-person	2,765	2,765	-	-	-
Additional study room chairs	-	3,547	-	-	(3,547)
IT equipment	2,071	-	253	-	1,818
Total Expenditures	\$ 231,396	\$ 22,549	119,223	\$ -	\$ 89,624
Excess Revenues over Expenditures			(110,678)		
Fund Balance - January 1, 2020			195,302		
Fund Balance - August 31, 2020			<u>\$ 84,624</u>		

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Eight-Month Period Ended August 31, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund transfers in	96,700	96,700	-	-	-
Expenditures					
Asphalt crack fill	15,764	15,764	-	-	-
Roofing evaluation	30,000	-	2,078	-	27,922
Roof inspection and repair	5,130	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	3,000
KCH-interior paint	15,000	-	-	-	15,000
KCH-exterior trim paint	8,500	-	-	-	8,500
KCH-replace awning - front entrance	1,500	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	13,000
Install carpet In vault for meeting room	2,000	-	1,064	-	936
Replace catalog comp to pillars	1,500	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-
Expand lighting controls in lower level	15,000	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	1,900	-	13,100
Power For moving catalog computers	1,000	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	50,000
Penrose campus renovation project	568,006	551,856	8,525	-	7,625
Replace lobby rooftop unit	20,544	20,544	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-
Larger trash receptacles	852	-	-	-	852
Chiller replacement	55,000	-	-	-	55,000
Adjustable height desks	-	852	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	12,458	-	542
Replace computer lab tables (8)	10,000	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	12,000
Contingency	42,875	2,513	10,152	-	30,210
Total Expenditures	\$ 938,092	\$ 608,450	41,427	\$ -	\$ 288,215
Excess Revenues over Expenditures			(41,427)		
Fund Balance - January 1, 2020			491,618		
Fund Balance - August 31, 2020			<u>\$ 450,191</u>		

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Eight-Month Period Ended August 31, 2020**

Account Description	Multi-Year Budget	Expenditures		Encumbrances	Available Budget
		2019	2020		
Revenues and Other Sources of Funds					
Fund Transfers In	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -	\$ -
Expenditures					
Courtyard improvements	19,916	19,916	-	19,916	-
Roof replacement	732,558	712,758	-	712,758	19,800
Replace skylight/repairs	104,560	104,560	-	104,560	-
Children's shelf movers	2,500	-	-	-	2,500
Signage	5,000	-	4,850	4,850	150
Add gas supply to kitchen	25,000	-	460	460	19,780
Install new service point first floor	20,000	-	-	-	20,000
Install one way window	5,500	-	6,727	6,727	(1,227)
Revamp Creative Service area	3,000	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	8,000
Culinary Lab equipment	86,020	-	-	-	2,000
Office chairs-meeting room	7,200	7,200	-	7,200	-
Adjustable height tables - Collection Management	1,200	-	-	-	1,200
Replace chairs - business center	17,000	-	-	-	17,000
Add charging tablets/towers	6,000	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	6,000
Three sit/stand converters	1,000	-	874	874	126
Audio booth	2,000	-	-	-	2,000
Replace tables and chairs - training room	9,500	-	-	-	9,500
Contingency	48,431	69,474	11,468	80,942	1,601
Install additional lights	1,200	-	-	-	1,200
Munis record management system	30,000	-	-	-	30,000
Audio/visual equipment	4,686	3,974	-	3,974	713
Studio noise mitigation	21,979	1,417	-	1,417	20,562
Increase stage size	4,908	1,788	-	1,788	3,120
Venue LED lighting	3,572	3,095	-	3,095	477
Total Expenditures	\$ 1,176,730	\$ 924,181	24,379	948,560	\$ 40,381
Excess Revenues over Expenditures			(24,379)		
Fund Balance - January 1, 2020			484,182		
Fund Balance - August 31, 2020			<u>\$ 459,803</u>		

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Revenues and Other Sources of Funds					
Fund transfers in	\$ 2,832,794	\$ 1,050,984	\$ 1,781,810	\$ -	\$ -
Tenant improvement reimbursement	53,001	-	53,001	-	-
Donation - Foundation	123,000	-	-	-	(123,000)
Total Revenues and Other Sources of Funds	3,008,795	1,050,984	1,834,811	-	(123,000)
Expenditures					
Facilities Capital					
District-wide - asphalt maintenance	7,628	7,628	-	-	-
Landscape allowance	40,000	-	2,526	333	37,141
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	4,401
Ruth Holley - repaint interior	7,008	10,000	-	-	(2,992)
Update service points	5,000	4,421	-	-	579
Ruth Holley - add electricity In storage	2,000	2,078	-	-	(78)
Monument - replace bulbs	1,200	864	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	-	75,000
Roof inspection	25,000	-	1,782	4,210	19,008
Cheyenne Mountain - replace entry tile with carpet	5,000	-	1,980	-	3,020
Old Colorado City - canopy over book drop	5,000	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	5,000	-	1,000
Calhan project	341,134	266,865	-	-	74,269
Improvements other than buildings	50,000	-	-	2,585	47,415
District-wide - concrete replacement	23,560	5,630	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	2,376	23,873
Staff lounge improvements - Penrose	9,972	234	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	7,777
Water management system	5,000	685	-	-	4,315
District-wide - tree trimming	15,000	-	3,640	3,240	8,120
Intrusion alarm system	3,500	2,850	-	-	650
Bookmobile - awning replacement	4,000	-	-	-	4,000
Bookmobile - (2) half wraps	13,000	-	-	-	13,000
Furniture	25,000	-	2,538	-	22,462
Furniture - prior year	39,357	37,389	-	-	1,968
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	2,000
Fountain AV closet meeting room	3,000	-	-	-	3,000
Ruth Holley meeting room furniture	15,176	15,198	-	-	(22)
Ruth Holley study room furniture	2,927	2,962	-	-	(35)
Rockrimmon - redesign Children's area	2,500	-	-	-	2,500
Bookmobile - front desk replacement	2,000	-	-	-	2,000
Cheyenne Mountain circulation desk replacement	15,000	-	-	-	15,000
Fountain - furniture teen gaming area	5,000	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	7,032	-	2,968
Monument - replace chairs adult area	2,400	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	3,000
Shelving	15,187	14,428	-	-	759
Replace generator bookmobile	12,500	-	-	-	12,500
Contingency	240,341	61,055	64,439	6,789	108,058
Signage allowance	10,000	7,615	2	-	2,383
Total Facilities Capital	1,176,157	456,831	109,046	19,533	590,746

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Communications Capital					
Monument - signage	3,000	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	2,000
Total Communications Capital	9,500	-	-	-	9,500
Information Technology Capital					
Servers-East Library data updates	2,000	-	2,000	-	-
Data center redesign	75,000	-	60,108	9,976	4,916
PC purchases	371,525	-	67,494	116,373	187,658
Technology refresh (staff)	19,000	18,221	779	-	-
Technology refresh (patrons)	131,000	130,845	155	-	-
PCs-video editing	11,114	-	-	-	11,114
Replace computers	39,484	28,497	9,712	240	1,035
Technology refresh (patrons)	68,795	3,279	19,153	-	46,363
IT Security operations center computers	10,000	-	-	-	10,000
Laptops- Young Adult Services	6,000	5,897	103	-	-
Laptops-Children's iPad	6,000	5,980	20	-	-
Self check - Penrose additional data ports	2,500	-	2,500	-	-
Scanners-Collect Management	2,080	-	-	-	2,080
Barcode scanners	15,102	-	3,421	-	11,681
RFID wands	15,000	-	13,416	-	1,584
Copier replacement	301,000	14,464	5,000	-	281,536
Network switches/UPS	346,000	82,739	2,332	-	260,929
Surveillance System redesign	30,000	6,922	11,140	-	11,938
Telephone switches	94,834	61,503	-	-	33,331
Firewall replacement	45,000	14,455	24,535	-	6,010
Switches/UPS replacement	40,000	11,606	6,884	-	21,510
ILS peripherals	265,000	-	-	-	265,000
IT equipment	54,886	46,368	2,777	-	5,741
Archival management system	13,400	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	13,620
East Library teen computers	4,000	-	4,000	-	-
Datacenter project	111,399	-	52,294	6,500	52,605
Security system	845,000	-	-	-	845,000
Surveillance system	125,000	-	-	-	125,000
AV Equipment - districtwide	50,000	-	1,407	269	48,324
District wide audio Visual equipment standardization	75,000	-	-	-	75,000
IT management reserve	47,500	-	-	-	47,500
Contingency	6,335	2,320	-	-	4,015
Total Information Capital	3,277,954	448,476	289,230	133,358	2,406,890

**Pikes Peak Library District
Capital Reserve Fund
For the Eight-Month Period Ended August 31, 2020**

Account Description	Multi-Year Budget	Expenditures			Available Budget
		2019	2020	Encumbrances	
Video Studio Capital					
Wireless mic kit	1,300	748	579	-	(27)
Audio recorder	300	-	272	-	28
Audio recorder kit	1,200	-	1,064	-	136
Video equipment and accessories	1,620	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	3,232	308
DSLR cameras - checkout	5,700	-	-	-	5,700
Teleprompter	1,550	-	868	-	682
Video cam kit - checkout	3,000	2,100	135	-	765
GoPro kits	1,500	-	1,540	-	(40)
Tripod system	320	-	-	-	320
Photo roller system	1,000	-	1,274	-	(274)
Checkout equipment - L21c	3,900	2,100	1,142	-	658
Chargeable batteries	1,620	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-
Total Video Studio Capital	85,510	24,948	40,834	3,232	16,496
Creative Services Capital					
Equipment initiatives	27,900	-	-	-	27,900
Cricut machines	1,200	412	-	-	788
Sand Creek-vinyl record cutter	9,000	-	-	-	9,000
Sand Creek-larger kiln	3,000	-	-	-	3,000
East-larger laser cutter	18,000	17,440	-	-	560
New maker kits	1,000	-	-	-	1,000
Equipment replacement	3,500	792	-	-	2,708
Contingency	51,386	-	-	-	51,386
Total Creative Services Capital	114,986	18,644	-	-	96,342
Total Expenditures	\$ 4,664,107	\$ 948,899	439,110	\$ 156,123	\$ 3,119,974
Excess Revenues over Expenditures			1,395,701		
Fund Balance - January 1, 2020			1,810,398		
Fund Balance - August 31, 2020			<u>\$ 3,206,099</u>		

**Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the Month of August 2020**

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance August 1, 2020	\$ 23,879,261	\$ 609,640	\$ 19,630,846
Receipts			
Property Taxes	860,607	-	860,607
Cash Receipts	-	12,363	12,363
Credit card receipts	-	3,320	3,320
Interest	5,951	-	5,951
Disbursements			
Payment of Bills week of 08/07/2020	-	(244,119)	(244,119)
Payment of Bills week of 08/14/2020	-	(178,374)	(178,374)
Payment of Bills week of 08/21/2020	-	(331,249)	(331,249)
Payment of Bills week of 08/28/2020	-	(281,740)	(281,740)
Payroll 08/07/2020	-	(690,275)	(690,275)
Payroll 08/21/2020 end of month	-	(919,006)	(919,006)
Transfer between funds	(1,750,000)	1,750,000	-
Cash and Investments Balance August 31, 2020	<u>\$ 22,995,819</u>	<u>\$ (269,440)</u>	<u>\$ 22,726,379</u>

Public Services Report August 2020

North Region Community

On Sat., Aug. 15, the socially-distant Ice Cream Social was a success at Monument! We had 68 patrons and three puppy dogs over the course of about two hours. We also experienced blazing heat, wind, and eventually hail!

At High Prairie, the volunteer from Fresh Start has started tending our garden, and we are very excited to have her! She will take care of the garden and harvest the veggies for Fresh Start Center.

Friends came back this month to many northern libraries and our book sales are flourishing once more.

Resources

Palmer Lake closed its doors to curbside service after August 1st, and PPLD's mobile fleet started serving the community on the following Wednesday, August 5th. The Town and District are currently in talks regarding the future of the library in the Lucretia Vaile Center.

Work on the Calhan landscaping began! What we are most excited about is space outside for our patrons to gather, community garden beds, and an overall welcoming atmosphere. The basketball court and picnic table still get heavy use (thanks to John Rubolino for finishing the table for us!) so we are excited to see the expanded use of our grounds.



Innovation/Creativity

To Monument patrons' delight we reintroduced duck feed once we found suitable compostable containers that would not be shared among patrons.

Take and Make kits that allow our young patrons an opportunity to take a pre-bagged craft or science project home to complete continue to be a very popular program throughout the north libraries. This month, we are happy to start take and makes with teens! Patrons at the northern libraries really enjoy all programs related to Art, Crafts, and Make! Rockrimmon and High Prairie give out these kits every Friday morning. We usually run out of Take and Make kits by afternoon, and parents make a point to swing by on Fridays to pick these up. Rockrimmon is working with Family and Children's Services to possibly have extra sets of directions, so we can hand those out when the kits are all gone.



Kids are enjoying our Stroll-A-Story at Rockrimmon Library and Library 21c! Often, while parents are busy at curbside, kids are keeping busy by reading our outside story. In the photo at Rockrimmon: August's Stroll-A-Story is *How do Dinosaurs say Goodnight* by Jane Yolan.

Rockrimmon was able to give out a majority of the teen prizes for Summer Adventure and didn't have much to send back to Young Adult Services. The winners were selected for the grand prize as well. Our winner was Genevieve Newton, a teen patron that Teen Specialist

Amanda Eddleman says she sees in the library all the time. She was so excited and surprised that she came in right away after Amanda called her with the good news. She said she never expected to win, but has been playing Summer Adventure every year and will definitely be playing again next year!

Service

August 15 concluded the 2020 Summer Adventure program around the District. Thanks to our staff and dedicated parents for their work to keep kids reading over the summer and throughout this crisis. Families and kids were often pleasantly surprised that we offered the program this summer.

School outreach has already begun in the northern libraries. Library staff are connecting with schools and families about educational plans and the ways our libraries can help.

Next month Rockrimmon will be starting a Pen Pal program which will connect patrons with others in the area. We have already received a lot of positive feedback and even had a mention in the *Gazette Telegraph*. Our neighbor, Viewpoint Assisted Living Center is ecstatic about the program and has already arranged with Adult Programming specialist Shannon Miller to allow their residents to participate!

SarahEllen Hickle, Children's Librarian at Library 21c, volunteered to do a Women's Suffrage Storytime for the Colorado Springs Pioneer Museum's "Colorado Grown: Celebrating Women's Suffrage" digital event. SarahEllen vetted a variety of representational books and contacted publishers for permission to read them during the virtual storytime on Facebook Live and Zoom. She also adapted and wrote affirmations and a song to use during the program. To finalize this project, SarahEllen compiled a recommended reading list to "Celebrate the Vote!" after finishing her Women's Suffrage Virtual Storytime project with the CS Pioneer Museum. This reading list is also available on the PPLD Kids website.

Cathy Wood, Young Adult Librarian at Library 21c and District Gaming Specialist, worked with Young Adult Services to plan an escape room. These virtual games, implemented by PPLD staff during the pandemic shutdown, have been popular among patrons, and Library Manager Catie Tierney has shared PPLD's escape rooms with library staff across the country. The game requires extensive planning with creators talking through and testing logistics. A test run of this new escape room is anticipated in September.

Internal/Staff

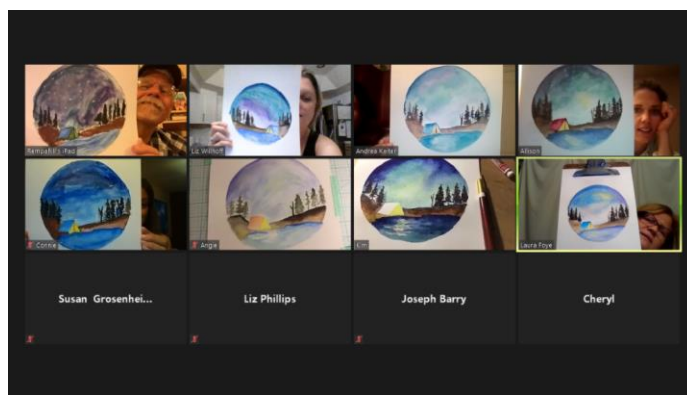
For our High Prairie August staff meeting we did a "painting with a twist" type activity. It was a great way to connect with staff without talking work. We plan to do quarterly meetings like this to focus on team building.

Accountability

High Prairie received Gold status for the Environmental Leadership Program. Last year was our first year in the program and we were awarded Silver Status. To be considered for Gold status, we needed to design and implement an environmental management system, which was finalized and submitted earlier this year.

Susan Grosenheider from High Prairie began an inventory and cleanup of the branch supply closet in July to ensure we have an appropriate amount of necessary supplies on hand, to recycle outdated flyers to make room for current paperwork, and to provide easier access to all supplies. This project was completed in August.

All feedback sessions were completed with north staff. All budget questionnaires were completed by north library managers.



and phased opening, Gigi jumped into leadership roles throughout the region. We are looking forward to Gigi jumping into this role in September.

As a region, we continued to view our staffing as one unit rather than 4 units. Currently, East has one full time library associate, one full time librarian, and one part time library assistant working at other locations within the Southeast. Sand Creek has two full time assistants working at other locations and Ruth Holley has one part time assistant working at another location. Our use of the team model for shift coverage has allowed us to staff our buildings adequately while we are open, while allowing staff to have the needed time for other projects, including supporting Library Services teams or picking up shifts at other libraries.

Southeast staff continued to stay engaged with each other by participating in several meetings and Office Hours. We tackled such topics as controversial and more efficient ways to return materials and how to accurately recognize a reference question. We also continued to have great participation and conversation in our Podcast, Bookclub and Digging Deep Discussion groups. Our hope is to continue these conversations throughout and after the pandemic.

Accountability

As a region, we worked to create a more effective way to collect the new statistics required by the state - in addition to our other required statistics. We provided training opportunities both live and recorded on how statistics are kept and used as a district and each staff member's role in collecting statistics. Staff have adjusted well to the DART changes. [DART](#) is our mechanism for tracking patron interactions. New DART forms go live (for all SE locations) on September 1.

The Fountain team paid special attention to our grounds and made sure the roses were watered since we had not had much rain. The roses are also being pruned again so they have bloomed all summer. The roses have continued to look great and patrons have been commenting on them. Patrons have thanked staff for making their library look so nice.

West Region

Community

The partnership between PPLD and the MAC continues to gather steam. The partnership exemplifies what it means to engage our community, and promises to be a substantial win for the residents of Manitou Springs Library and the West Region of PPLD.

Further demonstration of our ties to the Community of Manitou Springs, Sara Gallagher (MA/UT) met as a member of the MACH board twice. She was appointed to the task force that is designing the eligibility criteria and grant application for the competitive process for allocation of the funds that could help fund the Carnegie building in Manitou Springs.

Penrose Library held an Ice Cream Social (Distance) at the end of August, which has become a tradition. It looked very different from previous years with gallons upon gallons of ice cream not being scooped, but rather pre-packaged ice cream treats handed out as patrons left the facility. This non-program, program was just what our community needed and staff needed to feel connected again. Patrons grinned from their socially distanced spots outside in front of the library as they enjoyed a cool treat together. Staff began to brainstorm other ways to create community and connectedness in a safe way for everyone. Currently, a small group of staff, including Taryn Malila, Felisha Port, Alison Kelly, and the social work interns, is brainstorming ways to create community at Penrose while still maintaining a safe environment.

Serving our Cheyenne community continues to be at the heart of what we do. Senior associate Caitlyn Zimmer has been able to bridge connections, encouraging patrons to not only attend virtual programs, but to also cross over into other programs they do not usually join.

During the Mobile Library Services' Greenway Flats Apartment Complex stop, which is part of the Spring Rescue Mission, a man browsed the DVD shelf carefully and methodically. He browsed the materials on the mobile with such care and focus. After 20 minutes, he asked how much longer he had and, when he was told that there were 45 more minutes, he smiled and said that the Mobile was the most peaceful spot he'd been - quiet, calm, and cool.

Resources

At Penrose Library, Chris Fink and Chris McKenzie proposed the addition of two more charging stations as this resource is very popular and often at full capacity. Working with Dan Collins in Facilities, two more stations were added making our total 12 stations which patrons use for much more than charging.

Innovation/Creativity

At Old Colorado City, Riho Sakai noted that "change often creates challenges," but everyone is embracing the challenges and looking for creative and innovative ways to help patrons.

Service

Staff is continuing the legacy of customer service that PPLD is known for during the pandemic. They continue to look for ways to be as helpful as possible while maintaining proper social distancing. They are still smiling behind their masks and they are working hard to keep everything clean and safe for patrons and fellow employees.

In Manitou, Sara Gallagher has been working with Collections Management and Taryn Malila (PE) to curate the collection prior to re-opening at the MAC. She has been analyzing circ data in order to make selections that are responsive to patrons' interests.

Internal/Staff

In August, we experienced the loss of a dear member of the PPLD family. Connie Black passed away on August 21st and has been a hard loss for the District, but especially the staff of Penrose. Together we are finding ways to cope with and honor this loss.

At Penrose Library, Evan Childress, Taryn Malila, and Mikaela Fortune have taken on developing professional learning opportunities for the West Region in the formats of reading and listening to support connections among staff, as well as develop communication and social justice awareness skills.

Feedback sessions were completed for all staff and goals identified for the following year.

Michael Doherty has been working with a host of PPLD staff, including PS Directors, Facilities, IT as well as MA/UT staff Sara Gallagher and Jenny Gaechter to analyze furniture and shelving needs, as well as the layout of the library at the MAC.

Cheyenne Mountain Library staff continue to grow in their knowledge and understanding of the vast array of resources we offer our community. Thanks to the recorded Finding Info sessions offered by PPLD librarians, staff completed 30 sessions - discovering and rediscovering new connections that support our community.

Accountability

West Region budgets were completed. We have been able to save significantly this year in staffing, substitutes, supplies, and programming.

Adult Education

Community

Adult Education met with the Pikes Peak Workforce Center (PPWFC) and D-11 to determine how to partner on the collaborative Colorado Workforce Development Council Talent Accelerator Upskilling Colorado's Frontline Retail Workforce grant. It was decided PPLD Adult Ed will offer three additional FIT training programs the first part of the year. Adult Ed is also looking into developing a new front of the house training for restaurants.

Resources

No students are currently enrolled in Career Online High School. Twenty-six students are enrolled in the fall High School Equivalency program. Twenty-nine students are enrolled in the fall English as a Second Language (ESL) program.

Innovation/Creativity

Adult Ed began fall orientation and assessment. This orientation shifted gears multiple times. We started with a plan to host four in person ESL classes and three ABE classes, and ended with two ESL classes and one ABE class with the rest of the students preferring distance ed options. At one point class plans changed everyday for a week, and Adult Ed staff thoroughly showed their resiliency and flexibility. Rachel Snellgrove, Drew Goter, and Deya Rohe, all worked together to communicate their needs and the needs of the students without stopping the momentum of moving forward.

Service

Staff began developing a plan to introduce NorthStar Digital to the public in September.

Internal/Staff

The interview process for the new full-time ABE Instructor position began..

We have been working closely with Creative Services to finalize a plan for the Food Industry Training program and the 180Skills CNC Machining program.

Accountability

Tammy Sayles, Lacey Miller, and Becca Cruz worked with Aubrey Fennwald to submit a grant application for the Sorenson Foundation to cover additional Food Industry Training, 180Skills CNC Machining, NorthStar Digital trainings, and a portion of the Career Navigator services in the amount of \$92K. A determination will be sent in October.

Adult Services

Community

Amy Rodda, Heidi Buljung, and Melissa Mitchell coordinated and facilitated the second Community Conversation on Building Police and Community Relations. We had an excellent panel discussion including Chief of Police Niski, Stephany Rose Spaulding, Councilmember Yolanda Avila, and Rep. Leslie Herod. Twenty-three people attended.

Heidi Buljung hosted a virtual program with the Colorado Springs Parks and Rec Department with 14 people in attendance. We are looking forward to their Leave No Trace program in September. Deb Hamilton worked with the Access to Justice Committee as a part of the planning committee for Legal Resource Day. She recorded and edited Judge Brady's presentation on representing yourself in court.

Adult Services was excited to announce the 2020 All Pikes Peak Reads titles. A big thank you to Collection Management for prepping the books in time. We worked closely with Young Adult Services and Family and Children's Services to arrange the author and title selections.

Resources

This month's Virtual Pro Se Clinic had six attendees. Deb Hamilton also completed 23 one on ones or in depth legal reference questions. This is the second month in a row with volumes pretty similar to what we had before the pandemic began. She also trained Amanda Norris, one of the newer associates at Penrose Library, on PPLD Legal Resources.

Deb joined three other librarians from the Southwest Association of Law Libraries to give a webinar to the Houston Association of Law Libraries called, "Creating Technology Programs for Attorneys." Twenty-three people attended.

Delaina researched clear masks that could be used to communicate with patrons who are hard of hearing. She ordered several clear masks to be distributed to branches and will evaluate if more will be needed.

Katie Edson taught a small group class on Prospect Research. She also conducted a few one on one sessions.

Innovation/Creativity

Adult Services staff transitioned the staff-led craft programs from Zoom to recorded videos. Melissa Mitchell and Meagan Huber worked to produce the videos and Melissa taught herself how to edit the videos and post them to YouTube. We hope to recruit library staff to help with the recorded programs starting in October.

Service

Heidi Buljung and Melissa Mitchell continued to work on content for our new telephone service. We hope to launch in mid-September.

Delaina Massie worked on a virtual Library Explorers program with Helen Trencher, the Percussion Lady. We had 10 attendees and 2 agencies represented.

Internal/Staff

Melissa Mitchell worked with her co-chair to prepare a virtual booth for the Services and Outreach to Underserved Populations Interest Group for the annual Colorado Association of Libraries Conference in September.

We offered another round of Finding Info classes this month. Heidi Buljung, Lacey Miller, and Deb Hamilton taught a class on the Reference Interview: General, Tech, and Legal. Katie Edson taught a Finding Info class on Nonprofit Resource with Deb moderating. Deb also moderated the Advance Searching Roundtable #1 and then moderated and presented in the Advance Searching Roundtable #2 (Katie also presented).

Amy Rodda conducted interviews for the Strategic Services Business librarian position. Sandy Hancock (current Old Colorado City Library manager) has been selected and will start on Oct. 5.

Collection Management **Community**

Copies of the [All Pikes Peak Reads 2020 titles](#) are ready for patrons! Currently there are 600 copies of the combined titles. The Materials Assistants prepared the copies for the August 24 title announcement.

Use of the PPLD Donation Form is helping document the materials removed from the Collection that are given to organizations in the region. Gently used large print books were taken to numerous assisted living facilities by the Mobile Library Services staff in August. An elementary school was the recipient of a 2018 encyclopedia set that was removed from the Collection.

Resources

A small [children's Braille collection](#) has been created and sent to the Penrose and East libraries. Additional titles will be added. Many of the titles are checked out.

5,774 items and 1,201 magazines were added to the collection in August.

The Book Club Set collection has been updated and 25 new titles are being added.

Overdrive promoted the Big Library Read in August, featuring *The Darwin Affair* by Tim Mason. Readers had unlimited access to the ebook and eaudiobook formats from August 3-17. PPLD's Overdrive circulation for August was 204,971 checkouts of 82,230 titles. The top three circulating titles were *The Darwin Affair* (830 circs), *Where the Crawdads Sing*, by Delia Owens (593), and *White Fragility*, by Robin DiAngelo (424). The district registered 1,594 new Overdrive users in August.

Innovation/Creativity

Interlibrary Loan (ILL) continues to explore and define when to purchase materials to fill ILL requests. The low cost for used copies of some requested items can cut the whole ILL transaction cost by 2/3 or more. Additionally, the purchases from library book resellers, such as ThriftBooks and Better World Books, help vendors that provide vital services to libraries. In August, ILL staff organized purchases and purchase invoices.

Checkout receipts now have a "You saved" feature that includes the total amount patrons saved on materials by using the library instead of purchasing the items.

Service

A new feature was implemented in the public online catalog that allows patrons to renew their PPLD accounts.

ILL staff handled 2,292 requests (lending and borrowing) in August and 93 patrons created new ILL accounts.

Internal/Staff

Collection Management staff continued to assist processing returned items out of quarantine at Library 21c. Staff also reviewed Book Club Sets for damage, and weeded books and DVDs at East Library.

Conferences and training attended in August included:

- School Library Journal's TeenLive! virtual conference on August 5. This year's theme was "Our Voice, Our Time."
- Business Meeting and SirsiDynix Q&A (COSUGI is the users group for PPLD's Integrated Library System.)
- CSL in session: 'Sorry, you just don't fit into our culture: unconscious bias in hiring decisions'
- InfoPeople Infographics class provided great resources, mostly free, to assist in making interesting and useful infographics.
- Wellness Tuesday training "Cultivating Hope"
- Difficult Conversations

Accountability

Materials Assistants and Acquisitions staff worked on the process to change from paper to electronic invoices. This will decrease printing costs and the steps that Finance staff have to take to process the invoices.

ILL staff reviewed the ILL Phased Reopening Plan and the to-do list associated with each phase.

Creative Services Community

Amber Cox met with a librarian from Chicago Public Library to talk about the ever-evolving Maker in Residence program, sharing insights into the program's history and discussing the trial-and-error approach to the program's latest iterations.

Becca Cruz met with a librarian from Los Angeles Public Library, whom she had met briefly at the Public Library Association Conference in February, to further discuss the development of the kitchen in Library 21c and the Food Industry Training program.

Amber Cox provided tech support for the IFLA NPSIG (New Professionals Special Interest Group) English language Business Meeting.

Morgan Sawicki attended a virtual meeting for the Nation of Makers Libraries Working Group, where library staff from around the country discussed how they are approaching makerspace programming and offering services during the "new normal" of COVID-19.

Becca Cruz met with other library makerspace leaders in the state to discuss how operations are working. She also met with local membership makerspace leaders for similar discussion, as well as furthering ideas of how we can all work together.

Resources

Morgan Sawicki developed a handout for and started putting together no-sew take & make mask kits to send to Alicia Kwande, who is distributing them to organizations that help underserved community members. Creative Services will send 600 mask kits to the community in this way, approximately 100 per month or as needed.

Sarah Holland finished ordering supplies for Repair Kits this month. The kits are now sorted and ready to be sent out soon. They will be available at several libraries to help patrons with some minor repairs to various items, like glasses and electronics. Penrose Library will have a bike repair kit, as well.

Innovation/Creativity

The [Spring/Summer 2020 Maker in Residence with Textiles West](#) has now come to an end. Amber Cox worked with Liz Kettle to collect all textile collages which were submitted to PPLD for inclusion in the Textile Art installations. Then, Liz and other staff at Textiles West arranged the pieces into two fabric panels, which will be on display at participating libraries in a rotating monthly gallery from September 2020 – February 2021. Individual collage submissions can be viewed by exploring this [Flickr album](#).

Service

Dustin Booth continues to schedule and manage the Dameware remote help shifts, which provides socially distanced computer help for patrons using PPLD computers. The decision was made in August to merge remote computer help with IM reference chat, and schedule telephone reference help separately. The computers with the specialty software are also being relocated from the Knights of Columbus Hall for ease of staffing throughout the District.

Internal/Staff

As part of their professional development meeting, Creative Services shared and discussed stories of companies and organizations that were able to overcome external obstacles and adversity, and grow through those experiences.

Sarah Holland, Morgan Sawicki, Amber Cox, and Ben Dahlby put together a proposal for a PPLDCon Breakout Session. It will be an interactive maker challenge for staff that will introduce them to the concepts Creative Services is planning to implement in 2021 programming.

Accountability

Creative Services staff worked together to determine 2021 budget request amounts for both the Creative Services and Knights of Columbus Hall budgets.

Family and Children's Services

Community

Summer Adventure ended August 15. This year there was one game for ages 0-18 year olds. Patrons were able to pick up prizes starting July 1. We made the game as simple as possible for patrons and staff. We had a great response from patrons regarding the program.

Family and Children's Services expanded our partnership with Children's Hospital Colorado. The South and Briargate locations will post a PPLD flyer in each room and waiting room which promotes Dial-a-Story, Tumble Books, and other resources. In addition, we created 125 Take and Makes for children staying at the hospital.

Resources

In response to the increased interest in homeschooling and at-home education, Family and Children's Services updated the resources in the Homeschool Hub on the PPLD Kids landing page. Melody Alvarez was interviewed by KOAA on August 17 to discuss what PPLD is doing for at-home education. Joy Fleishhacker coordinated a live Zoom program on August 20, [Homeschooling: Where to Begin](#). We had 19 patrons attend to learn how to begin homeschooling and the resources PPLD offers. In addition, Joy Fleishhacker led the



Homeschool Committee on a redesign of Homeschool Connections, a quarterly newsletter. The newsletter will be available in September for all patrons.

Innovation/Creativity

To promote literacy and healthy living, all PPLD locations offered Stroll-a-Story. These story walks were also available at Concrete Couch, Meadows Park Community Center, and a local farmers market. Story locations varied with some outside and others displayed on library windows.



Service

Betty McDonald gathered 30 books about the democratic process for 4th graders and arranged with the teacher to pick up at SA. In addition, Betty worked with Communications for a Back to School flyer. The flyer promotes how to get a library card, as well as elementary-level databases. Betty worked with all Family and Children’s Services staff to email their school liaisons.

Family and Children’s Services provided 2,400 Take & Makes throughout the District in August.

Internal/Staff

Christa Funke and Melody Alvarez trained Family and Children’s Services staff on using Zoom in programs. Christa adapted the Young Adult Services’ Zoom guide, and she and Melody provided a training and an opportunity for staff to practice using Zoom in an open lab.

Accountability

Christa Funke joined a program evaluation team to standardize and work on evaluating both virtual programs and in-person programs.

Regional History & Genealogy Community

The Regional History and Genealogy team ramped up virtual classes and programs in August for Colorado History Month. Program Coordinator Cara Ramsey worked with Brett Lobello and other RH&G staff to offer several virtual streams of Rocky Mountain PBS documentaries, followed by discussions. We succeeded in meeting our original 2020 goal of introducing genealogy classes in August, albeit in a new online format, including information sessions and Genealogy Basics. Throughout August, RH&G staff produced nine unique programs.

Takiyah Jemison and Heather Jordan attended a one on one board meeting for African- American Historical and Genealogical Society of Colorado Springs. Brett attended the Pikes Peak Genealogical Society (PPGS) Board Meeting and participated in the PPGS general meeting.

Resources

Special Collections’ Archivist Heather received three archival acquisitions in August:

- League of Women Voters donated ephemera and newsletters for January-July 2020, to be added to their existing collection.
- Dr. Frank Wilson donated a small photo book of the 50th Anniversary of the Penrose Cancer Hospital celebration, to be added to the Penrose Cancer Hospital, Juan A. del Regato Records.

- Former Special Collections employee Marta Norton donated the Colorado Springs Chapter of Hadassah collection. This Women's Zionist organization focuses on supporting the Hadassah Medical Organization in Jerusalem. The Colorado Springs chapter was founded in 2011. The material includes newsletters, correspondence, meeting minutes, and clippings.

Photo Archivist Erinn Barnes received a donation of an exceptional collection of over 5,000 postcards from a collector. The majority of the collection offer unique photos and documentation of the Pikes Peak region unmatched in the larger PPLD photo collection.

Special Collections Rare Book Cataloger Takiyah Jemison provided access to the public for 81 new items, most of which were Genealogy books. She also made corrections to 42 individual catalog records.

Digital Archives Specialist Dave Wendel completed and oversaw over 120 Pikes Peak NewsFinder requests. Dave digitized over 430 Gazette newspaper articles and indexed over 520 newspaper articles. All of these are now accessible via the Pikes Peak NewsFinder database.

Service

Due to loss of multiple frontline employees and an increased volume of virtual reference questions, the Regional History and Genealogy team made the difficult decision to temporarily reduce the number of walk-in accessible hours. As of August 17, patrons can utilize our collections between 10 a.m. and 2 p.m. on a walk-in basis, but between 2 p.m. and 5 p.m. an appointment is required.

In addition to providing the *Gazette* with 30 images for the daily *Look Back* feature, Erinn fulfilled 16 patron photo requests from both internal and external constituents.

Special Collections Manager Tim Morris assisted with numerous unique reference questions. In August, a patron called to inquire about how to begin researching the history of their home. The person was unable to visit the library, so Tim assisted by virtually providing copies of the address from a variety of years from the City Directories. The following week, the patron contacted Tim to thank him, but also determine what other resources would be helpful, particularly if they were experiencing strange behavior or occurrences in their home. In the conversation, Tim offered a couple of other options to consider, such as searching the Newsfinder Index, the Homicide Index, and land and property records. One resource, in particular, struck the patron as something of high interest, The Homicide Index. While searching for the address in the Homicide Index, Tim was able to determine that a homicide did occur at the address and provided copies of the published information related to the incident to the patron. The patron offered Tim their gratitude and they are happy that they now know the name of the ghost haunting their home.

Internal- Staff

The team lost another long-time employee, Marta Norton, who worked in Special Collections for 15 years. Tim and Brett implemented a temporary solution for fulfilling the daily tasks and responsibilities as they continue to develop a creative long-term strategy.

Cara continues working with East Library manager, Janina Goodwin, to offer "Digging Deep" training sessions for Southeast Region staff. The two sessions highlighted various Regional History and Genealogy topics, building PPLD staff awareness of and proficiency with our resources. Photo Archivist Erinn Barnes assisted in the two August sessions.

Erinn and Heather participated in the virtual annual meeting of the Society of American Archivists. Originally planned to take place in Chicago, the meeting moved to a virtual format due to the pandemic. This conference counts toward Heather's recertification with the Academy of Certified Archivists.

Brett and Tim participated in the Continued Equity Training.

Accountability

Takiyah Jemison began the initial steps for transitioning data collected by Special Collections into the online DART platform. This will help staff track and analyze statistics. The goal is to develop, train, and pilot this online tool during the pandemic so staff can comfortably utilize it after the pandemic.

Brett and Tim worked on the budget process, which included developing team goals for 2021 and the corresponding Action Plans that will inform the budget.

Young Adult Services

Community

Cameron Riesenberger coordinated the 2020 Betty Field Youth Memorial Writing contest. In August, he organized the volunteer judges to score the stories by preparing a rubric, instruction sheet, and a Google drive folder for the entries. The judges submitted over 400 hundred scores for the 90 submissions. The winners were announced here: <https://ppld.org/whats-new/2020-betty-field-memorial-youth-writing-contest-winners>.

Resources

Maria Cordova (Penrose Library) created a Colorado history book display for all ages to celebrate Colorado History month in collaboration with Regional History and Genealogy. Maria is communicating with Cara Ramsey to co-host a regional history streaming virtual program. Maria will be monitoring the chat during the program.

Innovation/Creativity

Virtual programming continued with some adjustments in August. We are now releasing about two videos per week. We are also connecting our videos to Take & Makes. Lauren Fellers tested a new music library on a mid-September video to gauge how early videos would need to be uploaded to dispute copyright claims on music in them before they aired.

Larissa Powers is now maintaining the pilot initiative providing free menstrual supplies for patrons at six library branches. Melody Trejo-Lopez (Ruth Holley) received a compliment from a patron because of the menstrual supplies while she was stationed at the greeter station with both a "Thank you," and an "It's great!" Melody also found a thank you note in the bathroom.

Service

Larissa Powers attended the first implementation training session for our new volunteer management system, Volunteer Hub. Larissa also supervised a former teen volunteer on a research project for Young Adult Services. The volunteer researched virtual teen advisory boards and found informative and useful information from libraries around the country. Larissa used this information to help create a framework for running a district-wide Teen Advisory Board in a virtual capacity while COVID restrictions apply, to encourage teens to seek leadership roles and enlist teen voices in library programming and services.

Internal/Staff

Young Adult Services said goodbye to Kirsten Reichardt in August. Kirsten was our work study student from University of Colorado Colorado Springs. She supported Young Adult Services with a lot of behind the scenes work. When we closed for the pandemic, Kirsten created videos for us and started covering shifts at Monument Library on Saturdays. We are going to miss her.

Cameron Riesenberger is in the early stages of a program that sets up study buddies to work through the Project Ready curriculum. This is a partnership between Colorado Libraries for Early Literacy and the Colorado Association of Libraries Children and Teen Services group.

Accountability

Becca Philipsen is leading a sub-committee to develop a tool for locations to evaluate in-person programming needs for phase six. The tool will help managers and programming staff evaluate what has worked in the past, timing of when programs will work best, and exploration of what organizations are in their area they could try to partner with to help libraries come up with a plan for a re-launch of in-person programs that is grounded in data.

2020 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	46017	41928	21547	69	4811	7347	26607	27904	0	0	0	0	176230
Mobile Libraries Total	12345	11546	7907	3	3710	5588	8420	9206	0	0	0	0	58725
Calhan	1968	2134	1102	0	182	316	1276	1311	0	0	0	0	8289
Cheyenne	34646	31373	16483	50	4634	7335	22879	25608	0	0	0	0	143008
Fountain	16500	15334	7414	22	2627	3968	10686	11593	0	0	0	0	68144
High Prairie	26621	24552	13851	35	4188	6078	17309	19827	0	0	0	0	112461
Holley	27844	26229	13812	21	3419	5787	18008	18578	0	0	0	0	113698
Manitou	3821	3615	1979	0	443	728	1570	1209	0	0	0	0	13365
Monument	33995	32315	17901	34	6282	9493	24871	27444	0	0	0	0	152335
Old Colorado City	18133	16710	8368	22	2689	4198	11861	12390	0	0	0	0	74371
Palmer Lake	4035	3858	2215	8	675	895	1967	380	0	0	0	0	14033
Rockrimmon	33473	30728	15936	39	6123	9668	25294	26825	0	0	0	0	148086
Sand Creek	28479	25538	13121	47	3076	5352	15436	16914	0	0	0	0	107963
Ute Pass	2331	1978	1084	1	547	923	2015	2062	0	0	0	0	10941
Senior Van	1638	1525	730	0	616	1042	1080	1255	0	0	0	0	7886
Bookmobiles	10707	10021	7177	3	3094	4546	7340	7951	0	0	0	0	50839
East	130730	120808	63343	259	12422	25504	84699	90430	0	0	0	0	528195
Library 21c	85159	80437	43074	125	11357	18191	56191	60232	0	0	0	0	354766
Parenting	101	150	54	0	27	52	65	81	0	0	0	0	530
Total Physical Materials	506198	469233	249191	735	67212	111423	329154	351994	0	0	0	0	2085140

YTD CIRC Comparison	2020	2019	% Change
Penrose	176230	396053	-55.5%
Mobile Libraries Total	58725	101464	-42.1%
Calhan	8289		
Cheyenne	143008	287403	-50.2%
Fountain	68144	135445	-49.7%
High Prairie	112461	222870	-49.5%
Holley	113698	245827	-53.7%
Manitou	13365	35905	-62.8%
Monument	152335	291361	-47.7%
Old Colorado City	74371	150473	-50.6%
Palmer Lake	14033	31650	-55.7%
Rockrimmon	148086	270866	-45.3%
Sand Creek	107963	248420	-56.5%
Ute Pass	10941	18645	-41.3%
Senior Van	7886	15429	-48.9%
Bookmobiles	50839	86035	-40.9%
East	528195	1074663	-50.9%
Library 21c	354766	718640	-50.6%
Parenting	530	1057	-49.9%
Total Physical Materials	2085140	4230742	-50.71%

Current Month Comparison CIRCULATION	2020	2019	% Change
Penrose	27904	46837	-40.4%
Mobile Libraries Total	9206	12189	-24.5%
Calhan	1311		
Cheyenne	25608	35662	-28.2%
Fountain	11593	17838	-35.0%
High Prairie	19827	28070	-29.4%
Holley	18578	30728	-39.5%
Manitou	1209	4121	-70.7%
Monument	27444	37105	-26.0%
Old Colorado City	12390	18253	-32.1%
Palmer Lake	380	4237	-91.0%
Rockrimmon	26825	33460	-19.8%
Sand Creek	16914	29466	-42.6%
Ute Pass	2062	2219	-7.1%
Senior Van	1255	1963	-36.1%
Bookmobiles	7951	10226	-22.2%
East	90430	137820	-34.4%
Library 21c	60232	94927	-36.5%
Parenting	81	128	-36.7%
Total Physical Materials	351994	533060	-33.97%

**Circulation Report
By Facility
August 2020**

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	9233	45078	-79.5%
Mobile Libraries Total	1917	3130	-38.8%
Calhan	301		
Cheyenne	7408	17088	-56.6%
Fountain	3652	9327	-60.8%
High Prairie	1757	9057	-80.6%
Holley	5437	14860	-63.4%
Manitou (curbside only)	314	4281	-92.7%
Monument	4763	16408	-71.0%
Old Colorado City	2362	11566	-79.6%
Palmer Lake (book mobile only)	0	1607	-100.0%
Rockrimmon	9238	15489	-40.4%
Sand Creek	5846	21351	-72.6%
Ute Pass	973	1573	-38.1%
Knights of Columbus Hall	0	100	-100.0%
			#DIV/0!
East	33023	50223	-34.2%
Library 21c	14687	46499	-68.4%
TOTAL	100911	267637	-62.3%
Special Collections	0	1718	-100.0%

2020 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	315363	293519	158889	572	46272	79148	228686	238785	0	0	0	0	1361234
DVD	149235	137622	70305	79	15200	23691	75214	86044	0	0	0	0	557390
CD Music	14132	13230	6690	25	2373	2763	7528	8875	0	0	0	0	55616
CD Book	14743	13148	7128	48	2135	3764	10030	10221	0	0	0	0	61217
Playaway	6793	6081	3272	8	778	1344	4436	4509	0	0	0	0	27221
Kit	1667	1577	824	0	121	225	1111	1283	0	0	0	0	6808
Game	4265	4056	2083	3	333	488	2149	2277	0	0	0	0	15654
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	506198	469233	249191	735	67212	111423	329154	351994	0	0	0	0	2085140
ILL	1960	2090	1067	273	1242	329	914	1065	0	0	0	0	8940
CyberShelf-OverDrive	189700	175925	183649	221349	225644	215975	217983	204116	0	0	0	0	1634341
RB Digital Magazines	4862	6095	6579	7048	7273	5999	6395	7140	0	0	0	0	51391
eReader	3	2	2	0	4	6	6	11	0	0	0	0	34
OneClick Audio	427	406	388	436	483	442	414	414	0	0	0	0	3410
Hot Spots	40	31	15	0	8	10	19	17	0	0	0	0	140
Cameras & Equipment	98	69	40	0	0	0	0	0	0	0	0	0	207
													0
TOTAL STATE Circ	703288	653851	440931	229841	301866	334184	554885	564757	0	0	0	0	3783603
One Play				0	0	0	0	0	0	0	0	0	0
Freegal Music	6130	5868	6492	6574	6735	6752	6243	6715	0	0	0	0	51509
Freeding	109	83	285	418	202	144	125	84	0	0	0	0	1450
DVD Player	124	105	42	0	0	0	1	0	0	0	0	0	272
Hoopla	1959	1949	3401	4721	4116	3405	3396	3661	0	0	0	0	26608
Comics	384	442	648	679	640	552	529	581	0	0	0	0	4455
Kanopy	1664	1549	2048	3244	2836	2388	2323	2310	0	0	0	0	18362
													0
CLC	11453	10747	5503	12	1454	2378	6874	7463	0	0	0	0	45884
Laptop Use	1024	892	492	0	5	0	1	1	0	0	0	0	2415
Active Users	278568	278423	279677	275496	272664	270060	268202	269889	0	0	0	0	

Monthly Circ by Format			
	2020	2019	Change
Print	238785	333759	-28%
DVD	86044	154746	-44%
CD Music	8875	13962	-36%
CD Book	10221	17031	-40%
Playaway	4509	7507	-40%
Kit	1283	1976	-35%
Game	2277	4079	-44%
TOTAL Physical Items	351994	533060	-33.97%
ILL	1065	2081	-49%
CyberShelf-OverDrive	204116	169934	20%
RB Digital Magazines	7140	7083	1%
eReader	11	11	0%
OneClick Audio	414	442	-6%
Hot Spots	17	46	-63%
Cameras & Equipment	0	100	-100%
Total e-materials	211698	177516	19%
Freegal Music	6715	6345	6%
Freeding	84	117	-28%
DVD Player	0	109	-100%
Hoopla	3661	1948	88%
Comics	581	376	55%
Kanopy	2310	1838	26%
CLC	7463	11432	-35%
Laptop Use	1	1237	-100%
Active Users	269889	279930	-4%

MTD Total	2020	2019	Change
January	703288	627141	12%
February	653851	631741	3%
March	440931	734892	-40%
April	229841	691244	-67%
May	301866	706917	-57%
June	334184	741336	-55%
July	554885	766544	-28%
August	564757	712757	-21%
September		676367	-100%
October		687147	-100%
November		655982	-100%
December		642605	-100%

YTD Total	2020	2019	Change
January	703288	627141	12%
February	1357139	1258882	8%
March	1798070	1993774	-10%
April	2027911	2685018	-24%
May	2329777	3391935	-31%
June	2663961	4133271	-36%
July	3218846	4899815	-34%
August	3783603	5612572	-33%
September		6288939	-100%
October		6976086	-100%
November		7632068	-100%
December		8274673	-100%

Circulation Report
By Item Type
August 2020

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	27,043	23,908	11,830	5	4,085	6,441	12,913	13,254					99,479
Mobile Libraries	7,962	7,523	3,963		2,894	4,413	4,964	5,469					37,188
Calhan	1,282	1,374	656		174	288	808	788					5,370
Cheyenne	22,045	20,136	9,923		4,204	6,865	13,040	13,912					90,125
Fountain	10,276	9,032	4,219		2,359	3,738	5,921	6,538					42,083
High Prairie	16,419	14,944	7,943		3,789	5,800	9,992	10,454					69,341
Ruth Holley	17,255	15,761	7,814	6	2,988	5,447	9,108	9,261					67,640
Manitou Springs	2,403	2,147	1,130		392	636	668	628					8,004
Monument	21,604	19,810	11,144		5,676	9,078	14,410	15,253					96,975
Old Colorado City	11,218	10,480	4,876		2,419	4,016	6,652	6,793					46,454
Palmer Lake	2,357	2,437	1,239		621	866	756						8,276
Rockrimmon	21,133	18,997	9,832		5,446	8,796	14,122	14,901					93,227
Sand Creek	16,345	14,732	7,142		2,686	4,952	7,243	8,606					61,706
Ute Pass	1,575	1,294	645		475	861	1,161	1,133					7,144
Senior Van	1,259	1,253	556		570	937	688	940					6,203
East	78,498	69,508	35,962	1	11,132	24,309	45,157	44,743					309,310
Library 21c	51,876	47,318	25,020	1	10,189	17,270	29,521	30,518					211,713
Total	310,550	280,654	143,894	13	60,099	104,713	177,124	183,191	0	0	0	0	1,260,238

YTD CIRC Comparison	2020	2019	% Change
Penrose	99,479	233,366	-57.4%
Mobile Libraries	37,188	63,330	-41.3%
Calhan	5,370	0	#DIV/0!
Cheyenne	90,125	188,056	-52.1%
Fountain	42,083	83,774	-49.8%
High Prairie	69,341	137,886	-49.7%
Ruth Holley	67,640	152,450	-55.6%
Manitou Springs	8,004	23,593	-66.1%
Monument	96,975	184,147	-47.3%
Old Colorado City	46,454	98,391	-52.8%
Palmer Lake	8,276	20,199	-59.0%
Rockrimmon	93,227	173,033	-46.1%
Sand Creek	61,706	154,276	-60.0%
Ute Pass	7,144	12,559	-43.1%
Senior Van	6,203	12,210	-49.2%
East	309,310	654,697	-52.8%
Library 21c	211,713	444,569	-52.4%
Total Physical Materials	1,260,238	2,636,536	-52.2%

Current Month CIRCULATION Comparison by Facility	2020	2019	% Change
Penrose	13254	26292	-49.6%
Mobile Libraries	5469	7620	-28.2%
Calhan	788		#DIV/0!
Cheyenne	13912	22628	-38.5%
Fountain	6538	10393	-37.1%
High Prairie	10454	16855	-38.0%
Ruth Holley	9261	18467	-49.9%
Manitou Springs	628	2520	-75.1%
Monument	15253	22521	-32.3%
Old Colorado City	6793	11747	-42.2%
Palmer Lake	0	2485	-100.0%
Rockrimmon	14901	20397	-26.9%
Sand Creek	8606	17511	-50.9%
Ute Pass	1133	1405	-19.4%
Senior Van	940	1561	-39.8%
East	44743	79755	-43.9%
Library 21c	30518	55048	-44.6%
Total Physical Materials	183191	317205	-42.2%

Current Month e-materials & Summary	2020	2019	% Change
Overdrive	204116	169934	20.1%
RB Digital Mags	7140	7083	0.8%
eReaders	11	11	0.0%
1-Click Audio	414	442	-6.3%
Hot Spots	17	46	-63.0%
Total e-materials	211698	177516	19.3%
ILL	1065	2081	-48.8%
Cameras/Equip	0	100	-100.0%
Physical Materials	183191	317205	-42.2%
Total Monthly Circ	395954	496902	-20.3%

Circulation without Renewals August 2020

Current Month Comparison VISITORS	2020	2019	% Change
Penrose	9233	45078	-79.5%
Mobile Libraries	1917	3130	-38.8%
Calhan	301		
Cheyenne	7408	17088	-56.6%
Fountain	3652	9327	-60.8%
High Prairie	1757	9057	-80.6%
Ruth Holley	5437	14860	-63.4%
Manitou	314	4281	-92.7%
Monument	4763	16408	-71.0%
Old Colorado City	2362	11566	-79.6%
Palmer Lake	0	1607	-100.0%
Rockrimmon	9238	15489	-40.4%
Sand Creek	5846	21351	-72.6%
Ute Pass	973	1573	-38.1%
East	33023	50223	-34.2%
21c	14687	46499	-68.4%
KCH	0	100	-100.0%
TOTAL Visitors	100911	267637	-62.3%
Special Collections	0	1718	-100.0%

JULY 2020						
	SERVICES		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
Virtual - attended	0	0	0	0	0	0
Virtual - recorded	5	16	0	0	5	16
LibGuides	3	912	0	0	3	912
Facebook Engagement		275	0	0		275
Facebook Reach		1284	0	0		1284
PROGRAM TOTAL	5	16	0	0	5	16
ENGAGEMENT TOTAL	3	1187	0	0	3	1187
REACH TOTAL		1284		0		1284
ADULT SERVICES						
Virtual - attended	28	431	8	47	36	478
Virtual - recorded			0	0	0	0
LibGuides	62	9125	0	0	62	9125
Take and Make	3	18	12	96	15	114
Facebook Engagement		268		0		268
Facebook Reach		572		0		572
PROGRAM TOTAL	31	449	20	143	51	592
ENGAGEMENT TOTAL	62	9393	0	0	62	9393
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended	1	7	0	0	1	7
Virtual - recorded	37	1400	0	0	37	1400
LibGuides	2	2362	0	0	2	2362
Virtual booklist			0	0	0	0
Tween Challenge	2	29	0	0	2	29
Story Walk			1	30	1	30
Summer Adventure Enrolled		1299	0	0	0	1299
Summer Adventure Completed		1739	0	0	0	1739
Take and Make			66	2490	66	2490
Facebook Engagement		2711		0		2711
Facebook Reach		8828		0		8828
PROGRAM TOTAL	40	4474	67	2520	107	6994
ENGAGEMENT TOTAL	2	5073	0	0	2	5073
REACH TOTAL		8828		300		9128
YOUNG ADULT SERVICES						
Virtual - attended	0	0	0	0	0	0
Virtual Outreach	0	0	0	0	0	0
Virtual - recorded	25	1496	1	65	26	1561
Individual/Passive program (e.g. fun at home/scavenger hunt)			1	15	1	15
LibGuides	8	840	0	0	8	840
Instagram Engagement	68	278	0	0	68	278
Instagram Reach		2955		0		2955
Facebook Engagement	58	700	0	0	58	700
Facebook Reach		13497		0		13497
PROGRAM TOTAL	25	1496	13	673	38	2169
INDIVIDUAL/PASSIVE PROGRAM	0	0	1	15	1	15
ENGAGEMENT TOTAL	134	1818	0	0	134	1818
REACH TOTAL		16452		623		17075

AUGUST 2020						
	SERVICES		LIBRARIES		TOTAL	
	Programs	People	Programs	People	PROGRAMS	PEOPLE
ADULT EDUCATION						
In person - attended	3	20	0	0	3	20
Virtual - recorded	4	58	0	0	4	58
LibGuides	4	512	0	0	4	512
Facebook Engagement		153	0	0		153
Facebook Reach		1196	0	0		1196
PROGRAM TOTAL	7	78	0	0	7	78
ENGAGEMENT TOTAL	4	665	0	0	4	665
REACH TOTAL		1196		0		1196
ADULT SERVICES						
Virtual - attended	26	417	8	133	34	550
Virtual - recorded	3	104	2	15	5	119
LibGuides		9351	0	0	0	9351
Take and Make	11	245	1	36	12	281
Facebook Engagement		391		0		391
Facebook Reach		16292		0		16292
PROGRAM TOTAL	40	766	11	184	51	950
ENGAGEMENT TOTAL	0	9742	0	0	0	9742
FAMILY AND CHILDREN'S SERVICES						
Virtual - attended	2	27	0	0	2	27
Virtual - recorded	24	934	0	0	24	934
LibGuides			0	0	0	0
Virtual booklist			0	0	0	0
Tween Challenge			0	0	0	0
Story Walk			1	43	1	43
Summer Adventure Enrolled		4500	0	0	0	4500
Summer Adventure Completed		2374	0	0	0	2374
Take and Make			64	2383	64	2383
Facebook Engagement		2603		0		2603
Facebook Reach		10761		0		10761
PROGRAM TOTAL	26	7835	65	2426	91	10261
ENGAGEMENT TOTAL	0	2603	0	0	0	2603
REACH TOTAL		10761		0		10761
YOUNG ADULT SERVICES						
Virtual - attended	0	0	3	24	3	24
Virtual Outreach	0	0	0	0	0	0
Virtual - recorded	8	1011	0	0	8	1011
Individual/Passive program (e.g. fun at home/scavenger hunt)			0	0	0	0
LibGuides	8	867	0	0	8	867
Instagram Engagement	133	309	0	0	133	309
Instagram Reach		4646		0		4646
Facebook Engagement	36	222	0	0	36	222
Facebook Reach		3712		0		3712
PROGRAM TOTAL	8	1011	3	24	11	1035
INDIVIDUAL/PASSIVE PROGRAM	0	0	0	0	0	0
ENGAGEMENT TOTAL	177	1398	0	0	177	1398
REACH TOTAL		8358		0		8358

Communications Department: Report for September 2020

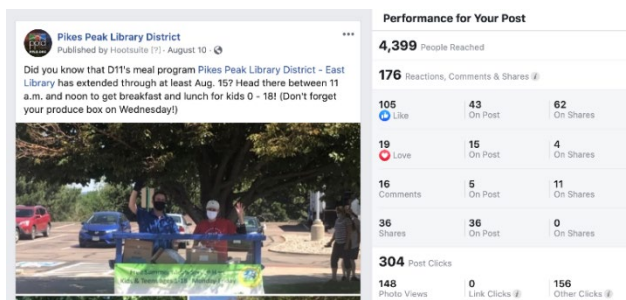
NEWS COVERAGE

- Total features:
 - **August:** 28
 - **Year-to-date:** 485
- Highlighted coverage from past two months: (*Access to the [monthly interactive report.](#)*)
 - A **major gift to PPLD** and several other Colorado Springs organizations from library super-user Milt Johnson and his wife Darlene was covered by [KOAA](#), the [Colorado Springs Gazette](#), and KRDO (on-air only).
 - PPLD's **culinary lab renovations and culinary training program** were covered in the [Colorado Springs Gazette](#).
 - The role of library resources in providing successful **at-home, hybrid, or homeschool education** was covered by [KOAA](#). It was also the subject of this month's Library Limelight column, which ran in the [Cheyenne Edition](#), [Woodmen Edition](#), and [Tri-Lakes Tribune](#).
 - Sand Creek Library and PPLD's roles in a **thermometer distribution program** on the city's southeast side were shared in a [Southeast Express](#) article.



DIGITAL MARKETING

- PPLD.org website statistics (for August):
 - **Most popular web pages**, besides the home page: [ppld.org/eLibrary](#)
 - **Last month's total:** 180,703 sessions; 84,553 users, with 67,801 being new; and 303,552 pageviews
 - **Year-to-date totals:** 1,545,362 sessions; 760,994 users, with 617,166 being new; and 2,763,733 pageviews
- District-wide social media statistics (for August):
 - **Facebook:** 10,561 total likes, plus 20,790 daily engagement
 - **Twitter:** 5,216 total followers, plus 628 engagement
 - **Instagram:** 2,235 total followers, plus 2,100 engagement
 - **LinkedIn:** 1,149 total followers, plus 168 impressions
- Digital marketing highlights:
 - We had several **high-performing posts on Facebook and Twitter** last month, including: All Pikes Peak Reads announcement, homeschooling resources, extension of summer meals at East Library, Library patron testimonials, Bumps 'n Babies Resource Fair and other virtual programs, and celebrations like International Cat Day.



- Facebook fans love our **meme posts**, so much that people have started sending us unsolicited considerations!
- Our **photos of staff and patrons** continue to outperform other posts on Instagram.
- We **continue to host #PPLDChallenges**, where the Library requests art from community members and share submissions via social media and our website. The most recent challenges centered around Harry Potter and sidewalk chalk, with the current challenge focused on banned books.
- The **Homeschool email newsletter** was the first to feature our **new branded template** for email marketing to subscribers.

HAPPENINGS:

Key updates:

- On Sept. 8, PPLD and the Manitou Art Center officially announced that the **Manitou Springs Library will relocate to MAC by this December**. As part of the announcement, the co-location partners are hosting a library card design contest, which runs through Sept. 26. *(Local news coverage will be included in next month's report.)*
- Of nearly 3,000 special districts across the state, PPLD was **selected by the Special District Association of Colorado for their highest honor, the J. Evan Goulding District of the Year Award**. The Library will be recognized as the recipient during their annual conference, which will be held virtually in late September.
- PPLD is **conducting a Library experience survey** from Sept. 8-30 to better understand the patron experience and use of our resources, services, and facilities in the era of COVID-19. The short, in-the-moment survey is available online and via paper, in English and Spanish, for those visiting a library facility and using our website, mobile app, or virtual library, all while following safety protocols during the pandemic. It is optional, and all responses will be anonymous and confidential. Patrons can also opt-in to receive email news and updates from PPLD.



Campaigns, partnerships & more:

- **All you need is your library!** PPLD's marketing team developed and recently launched an **evergreen marketing campaign** that promotes all the Library offers, with a focus on digital resources and virtual opportunities that appeal to PPLD's top potential customers across the county. It will run through Fall 2020, with advertising via KRCC, KKTU, Univision, Spotify, and social media. Promotional toolkits will be available for staff and community partners soon.
- **We're expanding PowerPass!** PPLD recently entered a **partnership contract with Harrison School District 2**, so their K-12 students can easily access Library resources in the near future. Launch plans are still in the works, with no official date yet.
- Another **national television show has requested to feature PPLD's footage of the U.S. Air Force Academy Chapel**. The show, "Heaven on Earth: Secrets of Sacred Architecture," is in production for PBS.



Programs:

- **All Pikes Peak Reads is happening now!** PPLD's annual reading program is geared towards celebrating literature, improving community connection, and fostering dialogue across social, cultural, and generational lines. Fall programs will include virtual author visits, book discussion groups, take-and-make kits, and more.



Here are the **three selected titles**, each of which explores themes of hope and resiliency, along with their **scheduled author visits**:

- Adult selection: *The Pull of the Stars* by Emma Donoghue, with a virtual author visit on Thu., Oct. 22.
 - Young adult selection: *All the Impossible Things* by Lindsay Lackey, with a virtual author visit on Tues., Nov. 10.
 - Children selection: *The Unsung Hero of Birdsong, USA* by Brenda Woods, with a virtual author visit on Thu., Nov. 12.
- **Explore the world of making this October with All Pikes Peak Makes** (formerly Colorado Springs Mini Maker Faire). There's a call for makers to submit projects, which will be featured as part of an online gallery this year due to COVID-19. The submission deadline is Fri., Oct. 9.
 - Meet our new **Maker in Residence: Sustainable Art with Cara McKinley**, who's with us through Nov. 15. Due to COVID-19, local artist Cara McKinley has worked with PPLD's Creative Services staff to completely reinvent and rebuild the annual Maker in Residence Program (MIR), adapting it to meet current social-distancing needs.

Meeting & Study Rooms:

- Online patron requests: 263 for last month, bringing the YTD total to 15,722
- Phone & email inquiries: 28 for last month, bringing the YTD total to 2,074

COVID-19 PANDEMIC

The Communications team continues to support of key District-wide efforts in the following ways:

- **Internal communications:**
 - Email communication: The Bookmark, our weekly newsletter
 - Intranet: Dedicated web page and home page spotlight
 - Phone system: Staff phone line updates
 - Handling patron inquiries: Talking points and FAQs
- **External communications:**
 - Website: Home page sliders, web pages, and Library Market
 - Email and text notifications: Holds ready for pick up, due date reminders, etc. (for subscribed Library cardholders)
 - Social media: Facebook, Twitter, Instagram, LinkedIn, and YouTube
 - Signage: Library facilities (exterior and interior), book drops, and curbside services
 - Phone system: Main message, special COVID-19 extension, and recorded greetings by library locations
 - Online calendar listings: [Virtual event listings](#) on Library Market, Peak Radar, Colorado Springs Independent, Macaroni Kids, and the State Library's virtual calendar
 - Email newsletters: NextReads (opt-in book recommendations to subscribed patrons)
 - Local media: Pitching story ideas, responding requests, scheduling interviews, etc.



Facilities Department Report September 23, 2020

COVID-19 Response

The facilities department has now resumed normal operations. The department has absorbed the tasks implemented in the district's response to the COVID19 pandemic and are now routine. The department continues to research new and better ways to ensure the safety and health of our patrons, coworkers and the public in general.

Projects

The Manitou Springs Library relocation planning is ongoing. Stakeholders have met with the architect for the 50% construction document review. It is expected the 90% review will be forthcoming shortly. Only minor changes were addressed in the first review. Electrical and mechanical engineering is still in the process.

An RFP for Construction Manager/General Contractor services has been released with a due date of October 2, 2020. This request is not based on existing architectural designs but pre-qualifies general contracting firms and also sets forth their fee structure for CM/GC services. It is the intention that a formal GMP will be presented for approval at the October 28, 2020 board meeting.

Additionally, the department is coordinating the procurement of furniture and shelving for the new location at this time.

The Calhan Landscape Improvement project is almost complete and making a big difference in the curb appeal of the library.

Cheyenne Mountain Library service desk replacement – Currently, still in planning stages and being coordinated with the IT department to coincide with the re-cabling of the library this fall.

Old Colorado City wood floor replacement – This project is still in planning and being coordinated to occur December 2020 or early 2021. We have obtained the proposal for the millwork revisions and are currently working with the State Historical Fund in the development of bid documents for the floor replacement. We anticipate release of this project for proposals by the end of September.

The Facilities department is wrapping up the vacation of the district's storage warehouse with a deadline of September 30. Initially planned to be vacated in June, we determined to hold on to the storage facility until the impact of the COVID19 closure was determined.

Interior and exterior painting project for the Knights of Columbus is currently out to bid with a due date of September 17.

The replacement of the boiler at Library 21c is still in process. Engineering plans have been submitted to Pikes Peak Regional Department for review and approval. American Mechanical Services, our current mechanical contractor will provide the replacement of the unit. Currently, the tentative schedule calls for start up with the new boilers in place on November 16, 2020. All attempts will be made to expedite this installation. Temporary heat options are also being evaluated should the need arise.

Monthly Statistics

In the month of August, the Facilities department completed a total of (118) 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 August, Facilities staff completed a total of (96) demand work orders (work orders submitted by PPLD staff) accounting for (145.04 hrs.) of staff time and (167) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (272.16 hrs.) of staff time. A total of (263) work orders. Along with work orders, Facilities on-call personnel responded to (2) after hours calls in November. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
Sep 2020
Heather Laslie, Chief of HR**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Management team received continued DEI training.
 - Compiled HR data for DEI audit with Olive and Crane
 - Confirmed next Leadership Program cohort that will start September 15
 - Setup Radical Candor discussions for management team (starting Sept.-Nov.)
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Worker’s Compensation portal and process training with Sedgewick
 - Continued management of FFCRA and FMLA
 - Documenting and Improving Benefits Manager processes
 - Continuing to process terminating employees
 - Benefits renewal negotiation and resolution; beginning to prepare for open enrollment
- Wellness program and Records Retention (Laurie Jackson)
 - Very good progress is being made on records retention project goals
 - Although the Wellness Committee has not yet returned to meeting, the members are publishing links to wellness seminars, trainings and articles on the Intranet
- Volunteer program (Karen Goates)
 - Limited volunteers are returning to facilities.
 - In April – August 2020, 34 teen volunteers logged 177 hours virtually with the Review Crew. These volunteers read books, then write a review that is available for other teens to read, on the PPLD website. One review = one hour.
 - Beginning implementation of VolunteerHub, new software management system for the volunteer program.

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	Aug 2020
Jobs Posted	4
Newly Hired Employees	2
Promoted Employees	0
Transferred Employees	0
Separated Employees	5

- As a part of the DEI initiative, we have approached and are successfully posting our current job openings on various websites like the NAACP, BCALA, Denver Indian Center, etc.
- Training (Sarah Marshall)
 - Launched process and form for staff training development requests.
 - Conducted staff training needs assessment with 235 completed staff surveys.
 - Finalized breakout sessions for PPLDCon.
 - Staff engaging in virtual training and development:
 - Northstar Digital Literacy – modules to build digital literacy skills
 - 65 active staff members
 - Top passed assessments: Email, Internet, MS Word, Basic Computer Skills
 - Zywave Learning – courses pertaining to HR-related topics
 - 203 active staff members

- Top courses completed: Communication Skills, Anti-Bullying, Back Injury Prevention, and Diversity & Inclusion Training
- Other Projects (Heather Laslie)
 - Continued with ongoing Employee Relations and Disciplinary Issues.
 - Completed proposed HR budget for 2021 and 2022.
 - Continued supporting the amazing team that I'm honored to guide!

Information Technology (IT) Department Report

September 23, 2020

Multifunction Device (MFD). Contracted with vendor for implementation (i.e., contract execution, installation schedule, etc.). Requesting Board of Trustee approval for acquiring “Copier Project Additional Equipment” for print management, credit card payment, computer booking and scanning services.

Telephones.

- Updated call routing for the mobile library service for easier patron access.
- Routed Palmer Lake phone calls to allow Monument Library staff to answer.
- Planning for further roll out of remote desktop phone options to staff.

Manitou Relocation. The IT staff is taking part in Manitou Springs Library relocation.

End User Services Team (August Statistics).

- Worked on 254 tickets and closed 326 tickets.
- AWE Early Literacy Station use was 0.
- Computer Usage was 11,563 sessions.
- Hotspot Circulation to Library Patrons was 17.
- Laptop Circulation was 1.
- Printed Pages 74,496.

Activities for August 2020:

Social Services Update:

- Weekly Coordinated Entry Meetings
- Monthly CHAP meeting
- Biweekly Security appeal meetings
- Monthly Community CARE plan meeting
- Networking/collaboration meetings with: New HOP team members (homeless outreach with fire department); Colorado Social Workers meeting; Direct Service call with nationwide library social workers; call with LA Public Library re: social work services and restorative justice; UCCS and CSU field instructor orientations; onboarded two interns and began supervision;
- 33 separate patron meetings, serving 35 individuals; 16 of which were new clients
- North managers meeting to discuss new training opportunities for north region staff regarding challenges specific to COVID-19
- Working with IT, Communication, adult services to create an expanded online gateway into identified PPLD resources. A prominent button on Webpage home screen will take you to an area that compiles all PPLD resources for emergencies and services in the community that are currently spread in many different areas. Additionally, this will take you to the contact our social worker page to reach out for aid.
- 2 Social Worker program interns have arrived and begun orientation at the district. A third is scheduled to arrive in Jan. We have established training agreements with CSU and UCCS and hope that these will continue long into the future. These allow PPLD to not only participate in the creating of new social workers for the future, who are aware of all the resources a library has to offer, but to utilize the talent of these students to supplement our Social Workers efforts at little cost.
- Social Work is putting on a twice monthly 1-hour online self-care seminar for staff. Topics range from dealing with stress or fear to finding ways to organize at work or step away from work and take care of yourself. These are widely attended from across the district.

“Accomplishments”

- Obtained clothing for an individual sleeping outside without blankets or extra clothing
- Successful completion of Colorado Peak application for food assistance
- Established client with Medicaid in the proper catchment area to increase access to local services
- Provided 8 bus passes for people to access medical and housing opportunities
- One client reported having found employment

Security Updates:

- The Month of August had an estimated 2,000 patron contacts from Security officers ranging from response to emergency calls, to Assistance with directions.
- Security Held 2 scheduled appeal days and saw 8 suspended patrons for restorative justice/appeal considerations.
- Security participated in massive cross training across the entire district with Public services staff to give more confidence in working the greeter tables as well as dealing with non-compliant patrons.
- Security has begun design and designation of space in conjunction with Facilities, IT and Public services staff for the placement and creation of the Security Operations Center S.O.C at the east Branch.
- IT and Security have worked closely together to regroup after the postponement of the camera refurbishment project. Careful identification of use for remaining available funds to apply “band aids” to existing systems that will not conflict with future installations are in consideration.
- Wiring that follows new system design at all identified camera locations has been installed at Calhan and Ruth Holley Libraries. Lower grade cameras have been installed on this new wiring and tied into web monitoring systems. This allows staff to monitor the system from anywhere with approved access rights. Additionally, this allows us to utilize the money spent in support of the future system. The new cameras will only need to be plugged into the new wiring on the public side to be operational there. Additional locations are in design or bid now.
- Security has continued with turnover in these difficult times. We continue to seek to fill vacant positions with qualified quality candidates to support the district operations as much as possible.
- The 3 departments completed all 25 mid-year feedback session conversations with staff. Great development and communication plans were crafted from these interactions.
- Security Continued to work with IT, Facilities and M.A.C. representatives to develop and design alarm, badge access, camera and safety plans for the Manitou library move to the M.A.C. building. This has been a team project that has engaged cooperation and understanding on both sides of the needs their organizations have.
- Security had one deployment and utilization of the A.E.D. at Penrose.
- In continuing to bring Calhan and Ruth Holley up to minimum security specs. And in conjunction with camera and other computer wiring that was contracted, lines were installed for enhanced badge access panels at both facilities at reduced cost by incorporating them into the other projects. Vendors were contacted to bid on these projects and are scheduled for September.

Safety Updates:

- Safety continues to inspect and provide first aid supplies at all new kits across district.
- Safety continues to provide adult masks to branches until our supply runs out.
- Safety continues to supply gloves to all branches for staff use.
- Safety is working with Communications in developing a staff “going home checklist” which will hopefully be utilized by staff to identify the need to unplug from the library and work and focus on mental health and personal care. Including family time.
- Safety is working to replace expiring AED and Narcan supplies through donations to save PPLD budgetary funds.
- Safety is working with every branch to enhance current Computer lab and seating to ensure we can expand while staying within established safety guidelines.
- Safety is working with each branch to establish increases in max patron counts in a safe manner at the facilities.
- The budget process is underway for all three departments.

Report & Suspension Increasing Totals

2019 - Reports

JANUARY	44
FEBRUARY	36
MARCH	40
APRIL	30
MAY	37
JUNE	33
JULY	33
AUGUST	45
SEPTEMBER	34
OCTOBER	34
NOVEMBER	25
DECEMBER	31

2020 - Reports

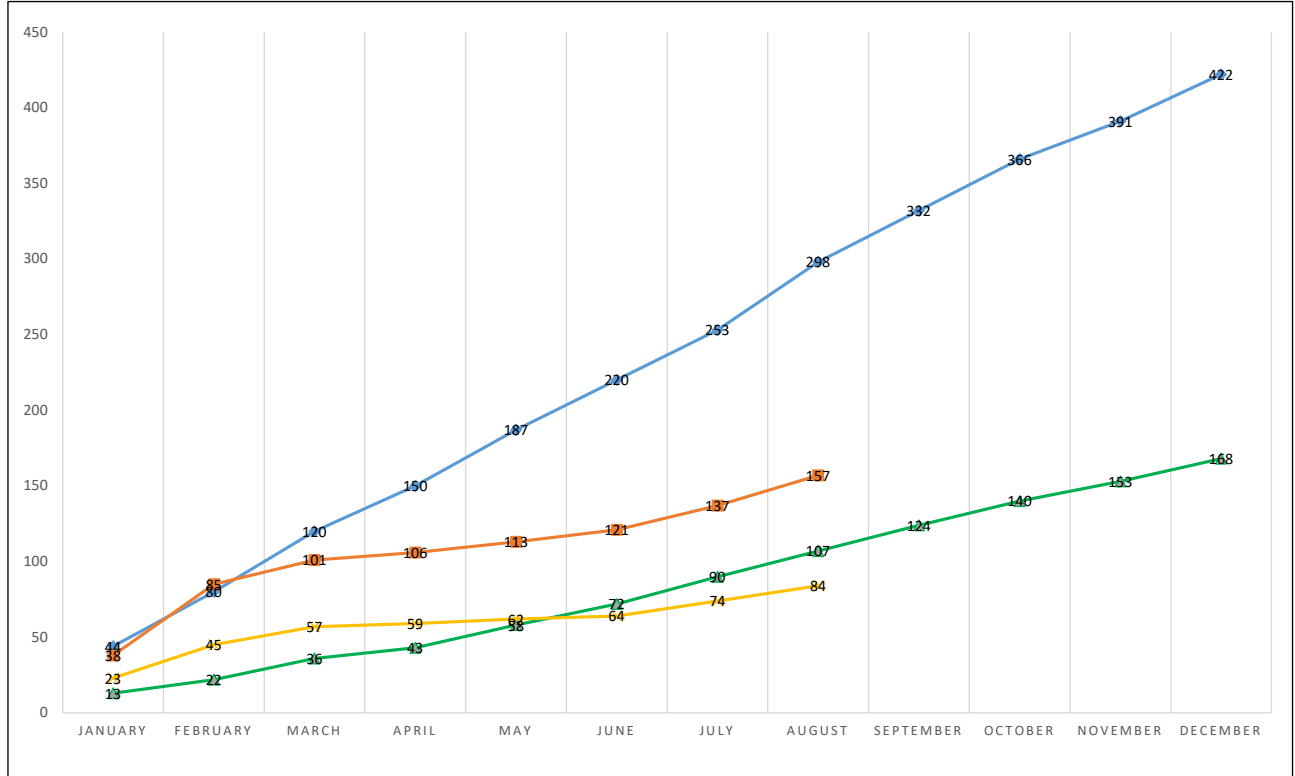
JANUARY	38
FEBRUARY	47
MARCH	16
APRIL	5
MAY	7
JUNE	8
JULY	16
AUGUST	20
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

2019 - Suspensions

JANUARY	13
FEBRUARY	9
MARCH	14
APRIL	7
MAY	15
JUNE	14
JULY	18
AUGUST	17
SEPTEMBER	17
OCTOBER	16
NOVEMBER	13
DECEMBER	15

2020 - Suspensions

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

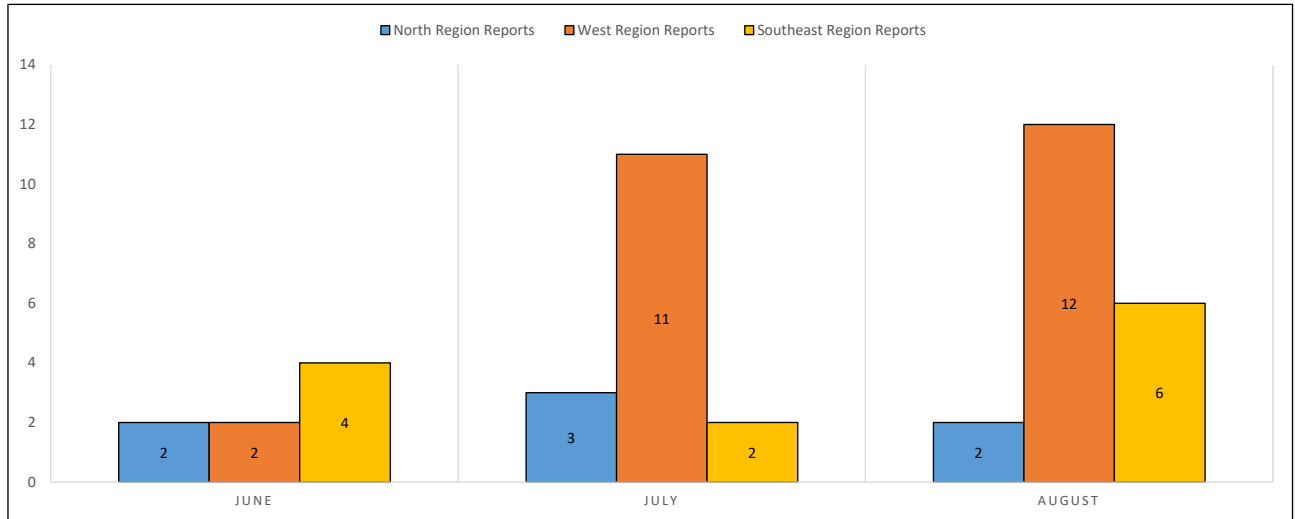


Reports - Regional Monthly Comparison

North Region Reports	
JUNE	2
JULY	3
AUGUST	2

West Region Reports	
JUNE	2
JULY	11
AUGUST	12

Southeast Region Reports	
JUNE	4
JULY	2
AUGUST	6



Reports - Regional Monthly Comparison

North Region Reports	
JUNE	2
JULY	3
AUGUST	2

West Region Reports	
JUNE	2
JULY	11
AUGUST	12

Southeast Region Reports	
JUNE	4
JULY	2
AUGUST	6

