

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

PENROSE LIBRARY – COLUMBINE ROOM A

VIRTUAL MEETING (ZOOM)

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

Meeting ID: 883 8779 8379

Passcode: 730852

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 - Gigi Holman, East Library Manager (A. Simpson)
 - Sara, Sharples, Sand Creek Library (A. Simpson)
 - Jake Rundle, Fountain Library (A. Simpson)
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 22-5-1: Minutes of the April 20, 2022 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
 - D. New Business
 1. Review: Child Safety Policy (p. 7)
 2. Decision 22-5-2: Regional History and Genealogy Collection Policy (T. Sayles) (p. 10)
 3. Decision 22-5-3: Surveillance Camera System Replacement (R. Peters) (p. 15)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (R. Jordan) (p. 17)
 - B. Pikes Peak Library District Foundation Report (p. 18)
 - C. Financial Report: April 2022 (R. Green)
 - D. Public Services Report (T. Sayles) (p. 19)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services and Security Report (p. 35)
 - F. Interim Chief Librarian’s Report (T. Shainidze Krebs)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Trustee Update
 5. Board President’s Report
- VII. ADJOURNMENT

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

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
April 20, 2022 5 pm



PENROSE LIBRARY – COLUMBINE ROOM A

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

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

Interim Chief Librarian and CEO Teona Shainidze-Krebs, Director of Family and Children's Services Melody Alvarez, Chief Safety, Social Services and Security Officer Michael Brantner, Senior Library Associate Christian Byrd, Monument/Palmer Lake Library Manager Jean Carrier, West Regional Director Michael Doherty, Audio Visual Analyst Phillip Dumas, Communications Administrative Specialist Jennifer Flatland, East Library Supervisor Terry Ford, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Chief Financial Officer Randy Green, East Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Facilities Project Manager Travis Keeton, Chief Human Resources and Organizational Development Officer Heather Laslie, Director of Adult Education Christine Layton, Director of Regional History and Genealogy Brett Lobello, Monument Library Supervisor Mary Nash, Cheyenne Mountain Library Manager Tiffany Paisley, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, East Library Supervisor Marion Robert, Fountain Library Manager Jake Rundle, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Sand Creek Library Manager Sara Sharples, Southeast Regional Director Abby Simpson, Chief Facilities Management Officer Gary Syling, Mobile Library Services Manager Lisa Ward, Ruth Holley Library Supervisor Tessia Warren, City Councilmember Randy Helms, WPAi Principal Alex Muir, County Commissioner Holly Williams, City Councilmember Wayne Williams, Dawn Bergacker, Pam C., Orrin Jones, Rick Miller, Shannon Plechas, Christy S., William Thomas, Anthony, Dorene

Trustee Mina Liebert arrived at 5:45 p.m.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dr. Ned Stoll called the April 20, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:01 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

CORRESPONDENCE AND PRESENTATIONS

Presentations

Staff Promotions and New Hires

Interim Chief Librarian and CEO Teona Shainidze Krebs introduced Chief Financial Officer Randy Green.

Interim Chief Librarian and CEO Teona Shainidze Krebs introduced Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles.

Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles introduced Interim Director of Adult Education Christine Layton.

Chief Facilities Management Officer Gary Syling introduced Facilities Project Manager Travis Keeton.

Topline Voter Poll results

WPA Intelligence (WPAi) Principal Alex Muir presented results from the Voter Poll conducted in early March 2022. Participants were registered voters in El Paso County. The poll assessed general perception on library metrics and provided strong supportive results. WPAI is one of seven consulting firms located around the DC beltway, and works with clients nationwide.

PUBLIC COMMENT (3 Minute Time Limit per Person)

Shannon Plechas, a local High School English teacher for 15 years, spoke about the importance of the education gained by reading banned books. She teaches banned books so that students can learn about how people lived at that time, and how that applies to society today. Teaching from these texts leads to good questions and conversations and is a critique of what was happening in that time in history. Sheltering our kids from this literature leaves a gap in their education that they can fill elsewhere on their own and she would rather have the discussion in class.

BUSINESS ITEMS

Decision 22-4-1: Minutes of the March 16, 2022 Meeting

The minutes from the March 16, 2022 meeting were included in the Board packet.

Motion: Scott Taylor made a motion to approve the minutes of the March 16, 2022 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Aaron Salt seconded the motion.

Vote: The motion was approved unanimously by Board members present at the time.

Consent Items

No consent items were presented.

Unfinished Business

There was no unfinished business.

New Business

Decision 22-4-2: Solicitation Policy

The Solicitation Policy was included in the Board packet. Updates to the procedures included that voter registration is allowed inside libraries, and that surveying by nonprofit organizations is allowed with prior approval from PPLD. Other updates were grammatical and did not change content.

Motion: Aaron Salt made a motion to approve the Solicitation Policy as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously by Board members present at the time.

Decision 22-4-3: Switch and Uninterruptable Power Supply Purchase Revision

The Switch and Uninterruptable Power Supply Purchase Revision was included in the Board packet. Equipment that was planned to be purchased is no longer available, resulting in an increased cost for a different model. The increase in budget is not reimbursable by the E-rate program.

Motion: Debbie English made a motion to approve the Switch and Uninterruptable Power Supply Purchase Revision as presented.

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously by those present at the time.

Decision 22-4-4: PPLD Vision, Mission, and Values

The PPLD Vision, Mission, and Values statement was included in the Board packet. There were no questions or concerns raised by the Internal Affairs Committee when they reviewed the statement earlier this month.

Motion: Scott Taylor made a motion to approve the PPLD Vision, Mission, and Values statement as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Board of Trustees group photo

The Board of Trustees decided that a group photo of the Board will be taken at the June 15 regular meeting.

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 Rita Jordan highlighted that a donation of original architectural plans for Universal Studios Island of Adventure – Spiderman have been returned to Universal Studios for their archives. A set of passes to Universal Studios Orlando will be donated to the Friends to use in a future fundraiser. The Friends will be hosting their annual Ice cream social the first weekend of August and will celebrate the Palmer Lake Library grand opening on August 13.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Lance James Health discussed the Colorado Springs Health Foundation grant that supports a peer navigator program. An assessment of the impact of this program to the community is part of the grant process.

Financial Report

The January Financial report was provided for today's meeting. Chief Financial Officer Randy Green explained that the February and March Financial reports will be provided soon, and that the April Financial report will be discussed at the May 18, 2022 Board meeting.

Interim Chief Librarian and CEO Teona Shainidze Krebs thanked Randy Green for managing the controller and CFO responsibilities for the past few months. The controller position has been posted and it is hoped that interviews and hiring will happen in May.

Public Services Report

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer and Deputy Chief Library Tammy Sayles shared that PPLD had a record number of participants in the Adult Reading Program and the Spring Break children's program this year. Record attendance is expected for the Summer Reading program.

Aaron Salt mentioned he has had the pleasure of working with the intern in Equity, Diversity, and Inclusion. He appreciates all the photos included in the report.

Scott Taylor asked how many volunteers are needed for Summer Adventure. Tammy explained that four coordinator positions have been posted and she will research the number of volunteers who will participate.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report

The Support Services reports were included in the Board packet.

Interim Chief Librarian's Report

Interim Chief Librarian and CEO Teona Shainidze Krebs stated her first three weeks in the position have been very busy. Commissioner Holly Williams visited with Ms. Shainidze Krebs at Library 21c where they were able to observe patrons using the studio. Ms. Shainidze Krebs has also meet with Commissioners Cami Bremer and Longinos Gonzales, as well as County Administrator Bret Waters and Assistant County Administrator Tim Hodges. When meeting at Penrose Library, a tour of Regional History and Genealogy is typically included in the meeting. Ms. Shainidze Krebs has also interviewed with the Gazette, met with several community members, and is scheduling meetings with City Council members and other elected officials.

Ms. Shainidze Krebs highlighted that PPLD recently arranged a webinar in partnership with the Colorado Library Association and Ukrainian librarians. She stated that it is eye-opening to see what they are going through, what they are still able to do for their community, and how hard they are fighting to preserve their cultural heritage.

Board Reports

Governance Committee Report

Governance Committee Chair Dora Gonzales reported that the Committee met on April 5, 2022. Agenda items discussed at the meeting included an update on Library Week proclamation, that the Board of Trustees Bylaws are currently under review by the Communications Department, a discussion of the process and timeline for a CEO search, and the Interim CEO goals.

Dora Gonzales commended Interim Chief Librarian and CEO Teona Shainidze Krebs for all that she has accomplished in her first few weeks in the position.

Internal Affairs Committee Report

Internal Affairs Committee member Aaron Salt reported that the Committee met on April 5, 2022. The decisions made earlier in today's meeting were discussed. Chief Financial Officer Gary Syling shared that a discussion about the parking meter upgrades at Penrose is underway, and that it will take some more research before being presented to the Board.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert reported that the Committee met on April 5, 2022. Results of the March voter polling were discussed, and a decision made to move forward into exploring a campaign to promote the library. The committee decided not to record Board Committee meetings since they are open to the public to attend.

Board President's Report

President Dr. Ned Stoll indicated that there is a lot happening in the District. Chief Financial Officer Randy Green performing the responsibilities of the Controller and CFO as well as Ms. Shainidze Krebs' accomplishments in her first few weeks as Interim Chief Librarian and CEO are admirable. He shared his appreciation that the transition to interim leadership has not disrupted District activities and commended staff for working so hard every day. He stated that it is the job of the Board of Trustees to continue to provide the best level of service to our community.

ADJOURNMENT

There being no further business to conduct, President Dr. Ned Stoll adjourned the April 20, 2022 meeting of the Pikes Peak Library District Board of Trustees at 6:15 p.m.

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



Child Safety Policy

BOARD POLICY

Pikes Peak Library District (PPLD) strives to provide a safe and welcoming environment for all community members, including the youngest patrons. Areas designed for children and their caregivers help them make effective use of the children's spaces, books, programs, and services to provide an engaging, educational, and meaningful Library experience.

PROCEDURES

I. Access to Children's Areas

The children's areas in PPLD facilities are intended for the use of children and their caregivers. Only parents, guardians, teachers, caregivers, and children's literature researchers can sit in the ~~designed~~ designated areas; other adults in children's areas will be asked to use other parts of the Library. This ensures that children and their families have adequate access to the resources provided specifically for them. Adults with children present are the only adults allowed to use the restrooms in the children's areas.

II. Parental Expectations and Responsibilities

Parents or caregivers are responsible for their children's behavior and safety. Children ages 8 and under must be directly supervised at all times by a parent, guardian, or caregiver (who is at least 12 years old) while inside the Library.

III. Staff Role

PPLD staff and volunteers do not act "in loco parentis." Library staff and volunteers cannot provide childcare or assume responsibility for children's safety. PPLD staff will not, under any circumstances, be responsible for determining whether someone is a legally authorized caregiver, custodian, or custodial parent of the child.

IV. Staff Procedures for Dealing with Child Safety Situations

If Library staff determine that an unattended child is either age 8 or under, or ill, disruptive (as defined in PPLD's Code of Conduct Policy), hungry, or frightened to be left alone, staff will do the following:

- A. Comfort the child and locate the parent or responsible caregiver in the facility. Explain the situation and advise the parent of our concerns, inherent risks, and Library policies and procedures. (See also [Code of Conduct Policy](#).)
- B. Call the child's parent if the responsible person is not found in the facility, if possible. Inform them of Library policy and request that he/she pick up the child immediately. Upon arrival, provide the parent with a copy of the policy statement, as well as the Unattended Child Letter signed by the Chief Librarian and CEO and co-signed by the in-charge staff member.
- C. Call appropriate law enforcement to assume responsibility for the child if PPLD staff is unable to reach the parent within one hour, or the parent does not arrive within the agreed upon time. Each facility should identify the appropriate phone number to call for assistance and train the staff to call the appropriate law enforcement agency.
- D. Keep the child in the children's area or at a safe, staff-designated area. Notify PPLD Security, if applicable.
- E. Library staff will complete an incident report.
- F. Under no circumstances will Library staff remain in the facility alone with an unattended child. They also will not transport or take children away from the Library.

V. Unattended Minors at Closing

~~Security officers at East Library, Library 21c, and Penrose Library, and designated staff at other PPLD libraries, Designated staff at library locations~~ will walk through the library facility 15 minutes prior to closing. If they encounter an unattended minor (anyone under the age of 16), they inquire about transportation and allow them to use the telephone to call a parent or caregiver, if needed.

Staff will follow these procedures in the event a minor is still at the Library at closing:

- A. Ensure that two staff members remain with the minor inside the library.
- B. Obtain the parent's name and telephone number, if possible, and call the parent.
- C. Inform the parent of Library policy and request that he/she pick up the minor immediately.
- D. Require the parent to come inside to pick up the minor. Upon arrival, provide the parent with a copy of the policy statement, as well as the Unattended Child Letter signed by the Chief Librarian and co-signed by the in-charge staff member.
- E. Call appropriate law enforcement, if the parent cannot be reached within 15 minutes after closing. Each Library Manager will identify the appropriate number to call for

assistance and train their library staff to call the appropriate law enforcement agency.

- F. Two PPLD staff members will remain with the minor until authorities arrive. The ~~staff~~ Library ~~staff~~ will place the minor in the care of the law enforcement agency.
- G. Library staff members will post a note for the minor's parent, guardian, or caregiver on the front door of the Library, stating that the child is now in the care of law enforcement, with the appropriate telephone number to call.
- H. Library staff will complete an incident report.
- I. Under no circumstances will Library staff remain in the facility alone with an unattended child. They also will not transport or take children away from the Library.
- J. If an unattended minor decides to wait outside of the library facility after closure, follow the above procedure, waiting 15 minutes before calling law enforcement.
- K. Library staff will not take any action if a child over 8 years old is walking or riding a bike home and is no longer on library grounds.

Pikes Peak Library District
May 3, 2022

Regional History and Genealogy Collection Policy

In 2019, RH&G conducted a Preservation Assessment with a consultant from Northeast Document Conservation Center. One of the recommendations made by the consultant was to adapt a collection policy specific to RH&G. Because of our long-term collection, our consultant thought it necessary for us to create a board approved policy so we can make transparent decisions about the collections we hold for the community.

- This policy defines what we collect and why.
- The procedures define how we make choices about acquisition, retention, and deaccession of materials.
- The policy allows us to remain consistent even through staff transitions.

While we submit this as a new policy for approval, our staff was using much of this information already to guide decisions, so this just formalizes our internal procedures. The team that compiled this was Brett Lobello, Tim Morris, Takiyah Jemison, Erinn Barnes, and Heather Jordan.



Regional History & Genealogy Collection Policy

BOARD POLICY

Regional History & Genealogy staff care for non-circulating historic collections held in the public trust by the Pikes Peak Library District. The team actively collects resources representing the memories, records, and perspectives of our community. Through the preservation of documents, images, and stories, we leave a foundation upon which future community members can build. ~~Collections preserved and accessible to the public are located at Penrose Library and include the regional history collection, genealogy collection, and the PPLD institutional archive. The regional history collection, genealogy collection, and the PPLD institutional archive are preserved and accessible to the public.~~

PROCEDURES

I. Scope

Regional history materials are used by patrons throughout the Pikes Peak region. The regional history scope includes El Paso County (including Colorado Springs, Black Forest, Calhan, Cascade, Falcon, Fort Carson, Fountain, Green Mountain Falls, Manitou Springs, Monument, Palmer Lake, Peyton, and Security) and Teller County (including Cripple Creek, Divide, Florissant, Victor, and Woodland Park).

Genealogy resources are used primarily by local patrons looking for national and international genealogical information. The genealogical scope of the collection encompasses the continental United States and general information on international resources.

A. Formats: The collections include the following formats:

- Primary sources (materials contemporaneous with the activities, people, and events documented):
Blueprints; books; ephemera; government documents; interviews; manuscripts; archives; maps; newspapers; pamphlets; periodicals; photographs; film; videotapes; electronic formats
- Secondary sources (interpretations, compilations created later than the time of the people, actions, events described):
Books; documentary films; videotapes; fictional works; pamphlets; periodicals; electronic formats

B. Subjects: The collections include the following subjects. Please see the document Collection Policy Addendum for examples of subjects:

- Agriculture
- Arts and Architecture

- Business, Industry and Manufacturing
- Education
- Natural Resources and Environmental Issues
- Labor
- Medicine and Health Care
- Military
- Politics, Government, Law
- Communities of People
- Recreation and Leisure
- Religion
- Science and Technology
- Social Organization and Technology
- Transportation and Communication

II. Acquisition of Materials

A. **Selection Criteria:** The following unranked criteria will be used to select material for the collections.

- Comprehensive collecting is defined as acquiring material which completely or broadly documents a time period or subject.
- Representative collecting consists of fewer typical or characteristic items of documentation (a sample) that represent a whole.
- Selective collecting is defined as limiting material to only those items of specific value in documenting a time period or subject.

i. Geographic Scope: Pikes Peak region Comprehensive

ii. Chronological Scope:

Prehistory, 25,000 BC-1775	Selective
Discovery & Exploration, 1776-1859	Representative
Settlement and Early Statehood, 1859-1876	
• <i>Pikes Peak Region</i>	Comprehensive
• <i>Colorado</i>	Comprehensive
• <i>Rocky Mountain West</i>	Selective
Statehood and Development, 1876-1929	
• <i>Pikes Peak Region</i>	Comprehensive
• <i>Colorado</i>	Comprehensive
• <i>Rocky Mountain West</i>	Selective
Depression, World War II, Post-War Boom, 1930-present	
• <i>Pikes Peak Region</i>	Comprehensive
• <i>Colorado</i>	Representative
• <i>Rocky Mountain West</i>	Selective

iii. Historic Value

- Intrinsic (the usefulness or significance of a record derived from its physical or associational qualities, inherent to its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction)
- Informational (the usefulness or significance of materials based on their content, independent of any intrinsic or evidential value)

- Evidential (the usefulness of records that provides information about the origins, functions, and activities of their creators)

B. Sustainable Collecting: Regional History & Genealogy seeks to ensure that collection acquisitions are considered as part of sustainable guidelines. Sustainable collecting and accessibility (easily reached and/or used) are informed by the following goals:

- Material which cannot be adequately preserved or housed in current conditions should not be accepted
- Collection growth rate will not outpace storage capacity
- Current backlog of inaccessible collections will be considered when acquiring new materials
- Concerted effort will be put toward the continued reduction of inaccessible collections and materials.

C. Donations: A central tool for acquiring collections is through donations. Regional History & Genealogy accepts donations of primary and secondary sources. If a person would like to donate material, the following steps will be taken:

- Staff will determine if the material fits within the scope of the Collection Policy based on the above criteria.
- Staff will determine if the material adds value to the Regional History & Genealogy collection [see “Selection Criteria” section II, A]
- Donor will sign a Donor Agreement Form
- Donor will physically transfer the material and ownership of the material to Pikes Peak Library District
- Material will be cataloged or accessioned and added to the collection

D. Addressing Gaps in Collection: Regional History & Genealogy builds and acquires specific collections with the goal of reflecting the community and capturing a comprehensive record of human activities in our region. Current gaps include, but are not limited to, collections illustrating the underrepresented communities in the Pikes Peak region (examples: Hispanics, African Americans, Asians, LGBTQ+, etc.) and underrepresented time periods.

III. Deaccessioning

Donated or purchased material deemed outside the scope of the Regional History & Genealogy Collection Policy, will be considered for deaccessioning. Regional History & Genealogy staff members will assess and conduct weeding every five years.

A. Selection: Material will be considered for deaccessioning which meets one or more of the following criteria

- Does not support Regional History & Genealogy mission
- Are duplicates of material already represented in the collection
- Are widely available elsewhere
- Are better suited for other collecting institutions
- Represent a safety concern to staff or collections
- Regional History & Genealogy is unable to properly preserve the material.

B. Process

- Regional History & Genealogy archivists, librarians, and managers will lead the process of selecting material for deaccessioning in their area of expertise.
- Reasonable effort will be made to determine clear and unrestricted title of ownership and permission to deaccession material under consideration. Documentation will be provided for effort.
- A deaccession form will be completed by an archivist and reviewed by an additional archivist, librarian, or manager. Form and documentation of clear title will be kept on file indefinitely in collection case files.

C. Deaccessioning Options

1. Return the material to the donor,
2. Return the material to the donor's family,
3. Donate the material to a more appropriate institution or organization, or
4. Disposal or destruction of the material.

IV. Loans

A. Incoming

- Regional History & Genealogy does not accept material on loan to place in the collections.
- Loans may be considered for limited exhibit or display and will be documented with a Loan Agreement form approved by the Special Collections Manager.
- Per the PPLD Exhibitor Agreement, PPLD has limited theft and damage insurance for exhibited materials with a \$5,000 deductible. If the value of any individual item exhibited or displayed exceeds \$5,000, the exhibitor should provide a copy of an appraisal report.

B. Outgoing

- On rare occasions Regional History & Genealogy will loan material for limited time exhibit or display to similar institutions. The Special Collections Manager holds responsibility for approval of loans.
- All loans will be documented with a Loan Agreement Form permanently placed in the collection case files.
- If original material is loaned, PPLD requires proof of insurance from the receiving institution.

**Pikes Peak Library District
May 18, 2022
Board of Trustee Meeting**

Surveillance Camera System Replacement

Current Status

Operational systems at all locations except Penrose Library campus.

Background

The Board of Trustee (BOT) approved deployment of Surveillance Camera System and approved winning vendor for Request for Proposal (RFP) #520-20-09 Cameras and Cabling in March 2021 with a \$289,648.81 vendor bid and original budget of \$302,000.

Extensive delays ensued as equipment availability became an issue. This resulted in return to BOT in November 2021 for approval on equipment change plus \$22,347 budget increase enabling reduction of number of end devices and simplifying surveillance camera system management.

Since November the camera previously identified are no longer available requiring substitution with net \$11,169 cost increase. In addition, stability issues encountered at East Library, Library 21c and Sand Creek Library required redesign reducing number of cameras per network video recording device (NVR), increase in switch numbers, and additional hard drives required to install at Penrose Library Campus and retrofit services at East Library and Library 21c with net \$24,941 cost increase.

The cost increase for the technology changes total \$36,110 as depicted in the following table:

Item	Planned	Rev 1	Rev 2	Change 2	
G3 Cameras plus cables	681	6	-175	-175	-\$23,198
G4 Cameras plus cables	0	0	185	+185	\$34,367
Cloud Key Plus	36	-33	1	+4	\$191.98
NVR + 8 TB Hard Drive Qty 4	0	17	-3	-3	-\$3,360
NVR 2 + 8 TB Hard Drive Qty 4	0	0	14	+14	\$15,680
Switches 24 ports	36	38	-10	-10	-\$3,840
Switches 48 ports	0	0	7	+7	\$7,386
Mounting kits	0	18	-18	-18	-\$1,782
Monitors plus misc. items	4	8	8	+8	\$7,431
Hard Drives and fiber	0	4	34	34	\$3,233
	Resulting Cost Increase Associated with Changes				\$36,110

We are committed to this solution and there are no viable alternative courses of action.

Fiscal Impact

The following table reflects changes to increase the project budget identified plus \$5,000 for project management reserve. Funds will come from Capital Reserve Fund contingency budget account. This does not change the Capital Reserve Fund budget in total.

Original Budget	\$302,000
Winning Vendor RFP Bid	\$290,449
Revision 1 for Hardware Change	\$22,347
Revised Budget 1+ Management Reserve	\$312,996
Revision 2 for Hardware Change	\$36,110
Management Reserve Request	\$5,000
Revised Budget + Management Reserve	\$353,906

Recommendation: Management recommends the Board of Trustees approve the increase for this project to allow for equipment replacement and design change that will increase the contract amount from \$312,996 to \$353,906 with a management reserve allowance of \$5,000 for use at the discretion of the Chief Information Technology Officer as it relates to this project.

FRIENDS of the PPLD April 2022 Report

The focus of the BOD for April continued to be membership. Our Communications committee finished the design of a brochure to attract and inform folks about the value of being a Friends member.

Sales for April	(Gross)	
	Amazon	\$1,394
	eBay	\$3,748
	Facebook	0
	Web storefront	\$29
	East Bookstore	\$2,932
	Library 21C	\$1,665
	Penrose	\$442
TOTAL SALES		\$10,210

The Board currently has eleven Directors with the goal of fifteen by the end of 2022. Board members participated in the Leadership Pikes Peak “Get On Board” event on April 26, designed to help recruit board volunteers. This event allowed us not only the opportunity to speak with several individuals looking for such an opportunity, but also to inform folks about who the Friends of the PPLD are and what we do.

April 18th-22nd was National Volunteer Appreciation Week. PPLD invited Friends volunteers to attend their “Behind the Scenes” tours at several locations. About a dozen of our volunteers visited Special Collections, Makerspaces and Circulation tours. PPLD also provided gift bundles of snack bars, bookmarks, and other little goodies to all our volunteers. On April 27th, Friends had our own Volunteer Appreciation event at East library, holding an open house with wine and other beverages, light snacks, and door prizes. It was well attended by approximately 25 volunteers and board members. Feedback was very positive.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received 650+ gifts totaling \$50,000+ during 2022 Library Giving Day campaign

Received \$12,000 corporate partnership for 2022 from Children's Hospital Colorado

Received \$6,619.72 from the WalMart Foundation (pass through from the Workforce Development Center) for the Talent Accelerator workforce development program

Finalized agreement with Comcast to provide LiftZone WIFI service at no cost to four library locations – 21c, East, Penrose, and Ruth Holley, making PPLD one of the first seven library systems in the nation to receive an FCC LiftZone exemption. The other library systems are Aurora Public Library (CO), Calvert Library (MD), select areas of Cook County (IL), Free Library of Philadelphia (PA), Jacksonville Public Library (FL), and Salt Lake County Library (UT)

Submitted Next50 2021 Community Response Fund grant report for Lobby Stop van upgrades and large print materials

Enabled recurring giving option to online giving as well as offering opportunity for people to make gifts online using Venmo and PayPal

Interviewed in studio at Fox21 Living Local to promote Library Giving Day

Presented to 40+ Leadership Pikes Peak Signature Program participants during their Civic Engagement Day

Met with Air Force Academy Business Management major cadets to learn results of PPLD Foundation donor survey

Held PPLD Foundation board and Development Committee meetings

Attended monthly Friends of PPLD board meeting

Public Services Report April 2022

Compliments

"Thank you 21c staff for all of the work put into the homeschool resource fair. We are a new family to Colorado Springs and have loved the homeschool resources the library offers." From a patron talking about the Homeschool Resource Fair on April 8, 2022.

"A parent was very grateful for Sensory Storytime and went on about how it was amazing to have a place to come with no judgement where the kids can just be themselves." East Sensory Storytime, April 9, 2022

Email from a parent of a Jean Ciavonne Poetry Contest winner:

"I just wanted to say thank you for everything you and the PPLD team did this weekend at the poetry ceremony. This has been such an amazing experience for Autumn not only in identifying her ability to write, but in gaining confidence in what she wrote and in her oral presentation of it. She was so very proud of herself for speaking in front of the audience on Saturday (as were Tami and I) and none of that would have happened without the support of you and your wonderful team. This poetry contest is such an amazing opportunity for young writers/aspiring poets to get a chance to challenge themselves and see what they can create, and it was such a joy to watch Autumn write her poem and then receive such positive feedback. We are forever grateful for this opportunity you provided, so thank you again from the bottom of our hearts."

PPLD is my hometown library system and now they are my personal makerspace role models. Thank you for all of your work :) (from a webinar PPLD Creative Services staff participated in)

Email from a patron making a title purchase request for the OverDrive collection:

Thank you so much for going above and beyond. I love my library and the help you provide!

Shout out to Senior Library Associate June McGinn (Penrose Library), Librarian Lauren Chartier, (Penrose Library), and Senior Library Associate Hannah Zwahlen (Cheyenne Mountain Library) for their outreach to the Zeb Pike center this month! Thank you all for coordinating and implementing this amazing partnership!

Library Assistant Cullen Farnsworth (Old Colorado City Library) talked to a patron on the phone who sang PPLD's praises. The patron said, "You guys are awesome, and I could not have homeschooled my children in the middle of the pandemic without you."

North Region Community

High Prairie Library is quite active in Falcon and its surrounding communities. Children's Senior Library Associate Allison Presley and Library Assistant Shayna Milton participated in Great American Cleanup to represent the High Prairie Library in this community-focused event. The Falcon participation in the Great American Cleanup focused on the Rock Ledge Trail which is right next to and behind the Library.

On Thurs., April 14, Library Associate Liz Phillips, and Library Supervisor Andrea Keiter opened Calhan to provide a special Storytime Field Trip for the Miami-Yoder Preschool. On April 19, Calhan Library provided another storytime and craft to the community, serving the St. Paul Preschool. The theme of the Storytime program was monsters and bats, led by Library Associate Liz Phillips.

Resources

Supervisor Mary Nash (Monument and Palmer Lake Libraries) set up a two-week drive to collect donations for Airmen and Guardians serving at Thule Air Force Base in Greenland. Patrons donated hard-to-get everyday comforts like coffee, creamer, laundry detergent, toothpaste, soap, razors, toothbrushes, shampoo, conditioner, and shaving cream. Staff will ship the items, along with a letter of thanks and some PPLD bumper stickers, to Thule Air Force Base.

Innovation/Creativity

Young Adult Library Associate Amanda Franke (Rockrimmon Library) conducted the Found Poetry program to celebrate National Poetry Month. Some teens discovered they genuinely enjoy poetry and asked her for help compiling a list of journals that accept teen poetry submissions. Attendees got a huge kick out of repurposing old book pages and have told her on subsequent visits that they'll never forget the time "the librarian told me to cut up a book."

Service

Adult Librarian Patrick Mundt led a tour group from Peaks Recovery around Library 21c. Attendees were impressed by the facility and its many resources. Video Director/Producer Roland Clements and Senior Associate Bradley Harbison (Creative Services) supported the tour by showcasing Studio 21c and Make II. All attendees were new to the library, so they registered for library cards and received a tutorial of the PPLD website and electronic resources offered there. The group leader has since scheduled additional tours at Library 21c, sharing with Patrick, "We had a great time and one of our clients reserved the Studio for a recording! Everyone was impressed and for some [this was] their first library card."

Internal/Staff

Library 21c hosted North Region and Support Services staff on April 22 for a Meet & Greet with PPLD's Interim Chief Librarian and CEO Teona Shainidze Krebs. Staff enjoyed coffee and breakfast and asked Teona questions about her personal interests and the direction of PPLD.

Accountability

On April 18, Library 21c expanded hours to Mon.-Thurs. 9 a.m. – 8 p.m., one hour later than the previous weekday closure at 7 p.m. This additional hour of service meets public need for a library that is open later. As a result of the additional service hours, Library 21c will also expand the open hours of its creative spaces in early May.

Southeast Region

Community

Care and Share has partnered with PPLD to provide food resources to patrons at Sand Creek and Ruth Holley Libraries via their Mobile Market. During their April visit to Sand Creek Library, Care and Share distributed almost all the food they packed in the truck. Patrons were lined up and waiting and people continued to arrive throughout the whole hour. At Ruth Holley Library, 219 individuals in 58 households participated in the Mobile Market during the hour-long event.



Resources

In April, Fountain Library was the host location for a prescription drug takeback day in the Fountain Valley. The event was hosted by [Fountain Valley Communities That Care](#). According to the Fountain Police officer helping with the event, the amount of drugs brought during the 4 hour event equated to 6 months of drug returns at the Fountain Police Station prescription drug drop box. DEA drug takeback days are hosted twice a year, and Fountain Library is looking forward to helping plan the next successful event.



Innovation/Creativity

East Makerspace regular, Bill, finished his quilt in April.

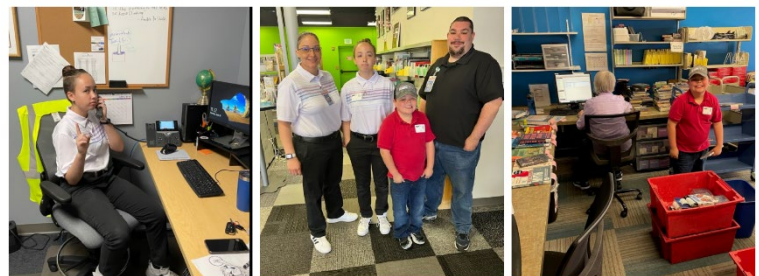


Service

Technology assistance continues to top the list of services that staff provides to patrons. In April Sand Creek had 2,181 computer sessions, helped patrons to print 16,955 pages, and fax 359 pages.

Internal/Staff

Ruth Holley Library staff celebrated Take Your Child to Work Day on April 28. Both Library Supervisor Tess Warren, and Senior Library Assistant Joe Vickous brought in their kids, CiCi and Wyatt, to spend the day with them.



Library Manager, Gigi Holman (Ruth Holley Library), transitioned to the East Library Manager position on April 18. Library Assistant Krystal Arnold (Ruth Holley Library) began a new role as a Library Associate with a Family & Children's Services focus at East Library on April 18. On April 30, Library Associate Stacy Smith (East Library), retired after 40 years with PPLD. Stacy had been in her role at East Library serving our littlest patrons since September 1991.

Accountability

Southeast locations continue to thrive while we struggle with staffing shortages. Throughout the month we were able to support each other with staff sharing, this included last minute shift coverage or planned event coverage. This flexibility among staff and locations has allowed us to maintain our current service level while meet the returning needs of our patrons.

West Region

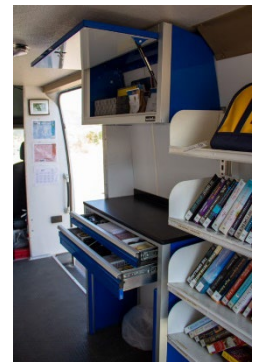
Community Engagement

Cheyenne Mountain Library volunteers are exemplary examples of our community engagement. In 2021, they contributed 689.25 hours of service. For volunteer appreciation month, the library took time to acknowledge their contributions. With the financial support of its Friends group, Cheyenne Mountain Library hosted its first volunteer appreciation breakfast since 2019. Library Supervisor Mariana Morage coordinated much of the special event with help from Senior Library Associate Caitlyn Zimmer and Senior Library Associate Hannah Zwahlen. One of Cheyenne's volunteers, Jan Hanlin has volunteered for 24 years, and another, Lovena Porter, for 22 years. One volunteer wrote, "Thank you so much for the lovely brunch. Great food, fun goodie bags and delightful company. You have faithful volunteers because you make the library such a welcoming place! We in turn, appreciate all you do! CH ROCKS!"



Community

Manager Lisa Ward (Mobile Library Services) submitted the final report for the NextFifty Community Fund Grant. The grant allowed us to address safety, efficiency, and patron accessibility needs. This funding allowed PPLD to purchase a Sound FM ADA Compliance kit for use in meeting rooms, to upgrade the Lobby Stop Sprinter Van with a lighted desk, overhead cupboards, closet, and a new Tommy Gate Lift used to remove filled book carts from the van and to start a large-print book club collection. We purchased twenty-five titles and created book club sets which includes six large print books and a DVD or audiobook when available. The diversified collection includes both fiction and non-fiction materials and has circulated fifty-six times and has had forty-eight hold requests since July 2021.



Additionally, the grant afforded PPLD the opportunity to gain experience about the important work that NextFifty Initiative and Changing the Narrative do for Older Americans. If it was not for the grant and the connections to training, conversations and ideas, PPLD may not have learned about the CAFE program (Certified Age-Friendly Employers) which our human resources team is researching.

Resources

Library Manager Tiffany Paisley (Cheyenne Mountain Library), Senior Library Associate Caitlyn Zimmer (Cheyenne Mountain Library), and Senior Librarian Heidi Buljung (Adult Services) met with City of Colorado Springs and Meadows Park Community Center staff to coordinate plans for a summer outreach at the center. Meadows Park Community Center received ARPA funding

to provide Wi-Fi connection for its neighbors. In anticipation of this, Cheyenne Mountain Library and Adult Services are partnering to host weekly drop-in outreach sessions to assist community members. Two library staff will be on site for an hour during lunches to provide reference, tech assistance, and summer adventure and library card sign-ups for the Meadows Park community.

Service

At Old Colorado City, Senior Library Associate Sarah Hoelting performed a special library-themed storytime for West Elementary preschool AM and PM classes. Library staff created 17 school cards that were distributed following the storytime. Library Manager Amber Cox split the 38 attendees into two groups and gave a tour of the building. After the tour, the preschool group played in the children's area and checked out a variety of books and resources with their new library cards.

Adult Education Community

The Adult Education team toured the Springs Rescue Mission (SRM) with the goal of offering NorthStar Digital Literacy classes on the SRM campus. Interim Director of Adult Education Christine Layton led Lewis Palmer's adult ESL program launch. Their program uses PPLD resources exclusively. Seven families got library cards and began using Mango Languages.

Innovation/Creativity

Adult Education took on two new volunteers to lead two new groups: Path to Citizenship and Write English.

Resources

Six students enrolled in Food Industry Training class, which is a collaboration between Creative Services and Adult Education. Class began April 25, 2022.

Service

1 student passed a GED or HiSET test.
50 students attended 20 Northstar Digital Literacy classes.
35 patrons (7 new) attended Speak English groups.
5 patrons registered for Path to Citizenship study group.



Internal/Staff

The Adult Education team attended the week-long virtual COABE conference on best practices in adult education.

Accountability

Adult Education has a partnership with Harrison School District 2's adult education program. Interim Director of Adult Education Christine Layton observed each instructor and led two professional development sessions for which HSD2 gives PPLD financial compensation. The AEFLA/IELCE continuation application was completed including the budget for the next fiscal year.

Adult Services **Community**

Even though the Winter Adult Reading Program officially ended at the end of March, we always leave the program open for prize pick-up through mid-April and then announce the grand prize winners. We had a total of 3,433 participants, and of those 2,225 completed the entire program. This is record-setting for us! Two of our winners were Francois and Emily.



Senior Library Heidi Buljung, Senior Librarian Melissa Mitchell, Senior Library Associate Bryan Matthews, Senior Library Associate Joe Paisley, Senior Library Associate Meagan Huber, and Director Janina Goodwin reviewed over 70 entries for the local author tables for Mountain of Authors which will be in June. We had to reduce the list to 20-30. This was a massive undertaking and some difficult decisions were made. Mark your calendars, Mountain of Authors is an excellent event and features Craig Johnson, author of the *Longmire Series*, as the keynote speaker. It will be held on June 18 at Library 21c. [16th Annual Mountain of Authors featuring keynote speaker Craig Johnson | Pikes Peak Library District \(librarymarket.com\)](https://www.librarymarket.com/16th-Annual-Mountain-of-Authors-Featuring-Keynote-Speaker-Craig-Johnson-Pikes-Peak-Library-District)

Resources

For the 2022 income tax filing season, the PPLD Tax LibGuide had 2,647 views. This LibGuide not only offered resources, information, and links for tax filers, but also provided information about free and low-cost tax preparation services offered by area and statewide non-profit agencies.

Innovation/Creativity

Strategic Services Librarian Sandy Hancock is preparing to post an opportunity to host an Entrepreneur in Residence. This person will work with us for approximately three months to be a community resource for entrepreneurs. They will spend time in the Business and Entrepreneurial Centers at Library 21c and the center being developed at Knights of Columbus Hall.

Service

On April 8, a group from the Pikes Peak Community College Paralegal Program came to Penrose Library for a class on our legal resources and how to use Westlaw. Strategic Services Librarian Deb Hamilton then attended the PPCC Paralegal Club's Art and Justice event the following week. She got to meet several students in the program or who were considering enrolling.

Internal/Staff

Senior Librarian Melissa Mitchell was invited by UCCS TheatreWorks to participate in the Scholar Chat before a performance of *The Bluest Eye* on April 28. She spoke about challenged and banned books and how they relate to *The Bluest Eye* and Toni Morrison. Melissa has experience working on challenged material committees, is highly knowledgeable about the library policies and position on challenged materials and consulted a Toni Morrison scholar to prepare for this presentation. She said it was a positive experience and the audience was very interested in what she had to say.

Accountability

Strategic Services Librarian Katie Edson presented to the cohort who are currently completing the Pikes Peak United Way LEAD program. Staff were excited to receive information about the resources available through the library. Katie is meeting patrons in-person who previously attended virtual sessions. They are reaching out to express appreciation for the Library's resources and expertise.

Collection Management **Community**

PPLD volunteers enjoyed two tours of Collection Management as part of Volunteer Appreciation Month.

Collection Management was approached by the Black Educators' Network requesting book donations to support the 9th STEAMMM Literacy Festival held at UCCS on April 23. Senior Librarian Megan Robbins, Materials Technician Janet Degering, Senior Librarian Lisa Thomas, Senior Library Associate Marie Duplantis-Webb, and Collection Acquisition Manager Tania Hajjar assisted with this project by combing through donated and deaccessioned books for gently used titles, affixing PPLD stickers, and boxing hundreds of books. The materials assistants boxed books. Circulation Services Coordinator Greg Roes facilitated the transportation of about 750 children's, teen, and adult books for giveaways at this event.

Resources

In April, 7,946 items and 1,195 magazines were added to the collection.

Senior Library Associate Cindi Salazar cataloged scripts that were donated by UCCS TheatreWorks to provide access to them for auditioning students.

Innovation/Creativity

ILS Administrator Colleen Medling is coordinating the creation of a custom report in the Integrated Library System (ILS) that will provide data needed by Finance in a streamlined way, saving time for the Finance staff.

Service

Interlibrary Loan boasted a turnaround time for articles of two days and 14 days for physical materials. Turnaround time is measured from the time a patron submits an ILL request to the time they are notified that the item is available for pickup.

Colleen Medling began working with Fountain-Fort Carson School District 8 to load student data for PPLD PowerPass accounts. Testing will follow.

Internal/Staff

PPLD Interlibrary Loan Manager, Amanda Marez-Frutchey, was co-chair of the Colorado Resource Sharing Conference which took place in April. The conference brought in 230 attendees from Colorado and throughout the United States to discuss resource sharing.

Collection Management staff attended the webinar “How to Give and Receive Feedback (Constructive Criticism) so Everyone is Still Speaking to Each Other Afterwards” and followed it up with a discussion.

PPLD staff member Janis Moore transferred to Collection Management and is contributing her talents to the materials workgroup.

Accountability

The materials workgroup worked with the Finance staff to send most invoices for physical materials electronically instead of on paper. This cuts down on paper waste and time for both groups.

Heidi Pritchard and Marie Duplantis-Webb compiled the results of the in-house use study for books and periodicals.

Selection librarians Krista Meier, Lisa Thomas, Megan Robbins, and Tania Hajjar visited the High Prairie Library where Library Supervisor Laura Foye gave a great tour of the building and collections.



Creative Services Community

April was National Poetry Month, and the Knights of Columbus Hall hosted the first annual Pikes Peak Poetry Summit, led by Pikes Peak Poet Laureate, Ashley Cornelius. This event featured speakers, workshops, and activities, including a performance by the Colorado State Poet Laureate, Bobby LeFebre.



Creative Services staff offered tours of the creative spaces in Library 21c to volunteers, Leadership Pikes Peak participants, and Woodland Park teachers working on creating their own makerspace.

Resources

The Maker in Residence, Cherokee bead worker, Ela Diel, delivered four classes and four community project work sessions throughout the District.

Innovation/Creativity

Director Becca Cruz and Senior Librarian Lauren Fellers presented to over 100 attendees from around the U.S. in a webinar on evaluating maker programming and services with InfoPeople and Makers in the Library.

Senior Librarians Jennifer Eltringham and Lauren Fellers coordinated upcycling challenges for Earth Month and open houses focused on making gifts for Mother’s Day for the makerspaces across the District.

Service

Senior Librarian Lauren Fellers ran the April Repair Café at the Manitou Art Center. Six patrons attended the event with volunteers able to repair ten items on the spot. These repairs included a can opener/knife sharpener that a patron had been given as a wedding gift by her father in the 1960s. She was overjoyed to see it working again.

Internal/Staff

Senior Librarians Jennifer Eltringham, Lauren Fellers, and Director Becca Cruz continue with their work for the New Face of Library Makerspaces National Collective.

Accountability

Senior Associate Sarah Holland finished reassembling a donated Prusa 3D printer and began testing it as a possible change from the current 3D printers when they are up for replacement. She also continued to do regular troubleshooting for issues that arose with the current printers.

Diversity, Equity, and Inclusion Service

Community

EDI department in partnership with Colorado Springs Business Journal's Women of Influence program presented a panel of women to youth from School District 11 and School District 8.



Resources

Staff met with Amanda Champagne, Employment Coordinator/Office of Inclusive Services, UCCS, to discuss a collaboration with OIS department for a student to volunteer at the library for the summer. The student is graduating with a certificate in library studies.

Innovation/Creativity

Lunch and a Movie started at East Library on April 25, Senior Library Associate Yvette Dow-Rose and Library Associate Susi Willett (East Library) provided refreshments and the movie was *A League of Their Own*.

Service

Community Partnership Coordinator Elyse Jones (Communications) provided the updated MOU to Paulette Greenberg for the Greenberg center. A meeting will be set up with Paulette to review and sign.

Special Olympics gallery showing will start in June 2022 and run through January 2023. The agreement has been presented to Special Olympics Director of Marketing Ben Theune to review and sign.

Internal/Staff

We held a vaccine clinic for booster shots on April 22. At the event we received 22 patrons that completed boosters at Fountain Library.

Accountability

Staff met with Andrea Mercier to complete ADA accommodation for a patron who is unable to enter the library. The patron will have access on May 3 and May 17. This is a collaboration between Mobile Library Services, Equity, Diversity, and Inclusion, and Family & Children's Services.

Family and Children's Services

Community

FCS hosts an annual Jean Ciavonne Poetry contest for fourth & fifth graders every April. Teachers encourage students to submit a poem based on the annual theme. This year, we tried something new and collaborated with *Hear Here*, to provide poetry workshops at local schools prior to the contest. Six lucky winners were honored at the awards ceremony at the KCH, where they receive a prize and read their poetry to attendees. The event ended with a poetry reading from the Pikes Peak Poet Laureate, Ashley Cornelius. Photos can be found at [Jean Ciavonne Poetry Contest April 2022](#). The winning poems can be found at ppld.org/poetrycontest

Resources

Family & Children's Services (FCS) and the Homeschool Committee planned and implemented the annual Homeschool Resource Fair, which took place at Library 21c on April 8, 2022. After a two-year pandemic hiatus, we moved this annual event from August to April, to provide families more time for planning for their fall schooling and opened more space to vendors beyond the Venue. The first-floor atrium featured hands-on fun for families, with a portable planetarium provided by Thrive Home School Academy and an exhibit from Pikes Peak Children's Museum. Forty-nine vendors including representatives from local enrichment programs, support groups, extracurricular groups, and more chatted with families; the event was attended by 551 people. Photos are available at: [best of Homeschool Resource Fair April 2022](#). Senior Librarian Joy Fleishhacker gave several media interviews to publicize the Homeschool Resource Fair with KKTV for 11 Connects, KOAA News5 Morning News (with Caroline Peters), and KOAA News5 Evening News (with Brie Groves).

Innovation/Creativity

Senior Librarian Joy Fleishhacker organized the annual Homeschool Art Show at East Library. Artwork created by homeschool students across the district was collected from March 21-29. Patrons can view the artwork in the Children's Department throughout the month of April. Included are more than 85 paintings, drawings, sculptures, and more. An art reception will be held in May.



Service

Senior Librarian Evan Childress and Director Melody Alvarez hosted two in-person LENA Start orientations for over 20 families who have registered for the program. This orientation allowed time for families to fill out required paperwork, receive their materials, and get a brief overview of the program. The virtual cohorts run every Tuesday afternoon and Thursday evening.



Internal/Staff

This month FCS continues to work with Photographer/Videographer James Krebs (Communications) to film Sensory Story Walks at Manitou and Library 21c. The Sensory Story Walk helps families with children with autism and sensory processing needs to prepare them for their visit. For the big three library locations, we are including Young Adult Services and Adult Services.

Regional History & Genealogy Community

On April 1, 2022, the 1950 Census was released. Enumerators walked door to door to gather information about the population of the United States on April 1, 1950. The individual sheets are released 72 years after the census was conducted. Program Coordinator Cara Ramsey developed 30-minute info sessions for Library Associates Jessica Spiker and Benjamin Harrison to deliver throughout the month.

1950 in 2022 – Why?



- The “72-Year-Rule”
- Restricts access to personally identifiable information
- Began in 1952
- Became law in 1978



A homeowner takes a break from cutting the grass to be interviewed for the 1950 census (census.gov)

Resources

The Stewart Brothers Photograph Collection is completely processed with updated finding aid available. For the first time since the final acquisition of this collection in 1999, a comprehensive finding aid is available allowing community members and researchers organized access to prints and negatives documenting many aspects of the growth of Colorado Springs throughout the 20th century, including the construction of the Air Force Academy, Pikes Peak Hill Climb, The Pikes Peak or Bust Rodeo, and the Pikes Peak Range Riders. Photo Archivist Erinn Barnes began this project in July of 2021 and volunteer Jasel Cantu helped accelerate the efforts.



Program Coordinator Cara digitized 10-year-old DVDs containing oral histories of residents and officials impacted in the Waldo Canyon Fire. Digitization not only protects the oral histories, by removing dependencies on a fragile and outdated format (DVD), but also increases access through the creation of a more usable and stable format (MP4) that can be discovered and viewed on the library website. As a result, these community memories are now available in time for the 10-year anniversary of the Waldo Canyon Fire this summer. Special Collections Assistant Nina Kuberski assisted in uploading to the [digital collections](#). While Cara reprioritized

her typical work, this project demonstrates the importance of a deliberate and dedicated digital archivist.

Special Collections Assistant Nina Kuberski, with guidance from Special Collections Manager Tim Morris and Cataloger Takiyah Jemison, cleaned and organized the Archives Room. Disaster supplies have been moved out of the Archive Room and into a more accessible area.

Young Adult Services

Community

On Monday, April 25, PowerPass was launched for D49 schools. We now have over 77,000 students who have PowerPass accounts! That is about 10% of our area population. Director Joanna Nelson Rendon was interviewed by KKTU and KOAA. Here is an [article about it from KKTU](#). The Gazette also covered it [here](#).

Resources

Senior Librarian Mikaela Fortune continued work on the current partnership to write resource guides with Harrison School District 2. Young Adult staff throughout the District are creating the guides. We look forward to using these as a model for expanding to all school districts.

Innovation/Creativity

Anime Fan Fest was a lot of fun over the course of two weeks with eleven locations participating. Senior Library Associate Danielle Seltentright and Librarian Cathy Wood (Library 21c) hosted Mioko Webster, professor of Japanese at UCCS, for a program about the Japanese language. Mioko and some of her students taught participants how to write Japanese characters and create Origami. At High Prairie Library, Anime Fan Fest brought in eight teens, which marks the first time we had teens in the Library for a program since before COVID. They all seemed nervous at first and nobody wanted to even share their name, but by the end they were helping each other with the button maker and folding origami. Several teens were very excited to learn that we had a Manga section and went home with several books.

Service

Teen volunteers are returning to the Library. In collaboration with Human Resources, we are developing trainings and opportunities for staff to learn more about working with teen volunteers. We are implementing the new software, Volunteer Impact for about 100 teen volunteers that we expect throughout this summer. Teen Advisory Boards are slowly coming back. The teens are doing work around the libraries and sharing thoughts on how to make teen spaces more inviting for teens.

Internal/Staff

Many young adult staff from throughout the District attended the Colorado Teen Literature Conference. Colorado Teen Literature Conference happened in person for the first time since 2019. It was a great day with around 100 attendees coming to learn and talk about teen literature. Senior Librarian Becca Philipsen attended and was on the planning committee. She worked on moving the print informational program to the digital Sched (which is sponsored by Pikes Peak Library District), which was very successful and worked well. This conference was a great opportunity to hear about new and trending teen and young adult books and learn about some of the services other library districts offer.

Accountability

The most popular meme on Facebook was not an original meme, but a screenshot of a real incident that happened on Facebook. We decided to use it as a teachable moment for digital literacy around social media scams.

When "people" are tryin' to sell tickets to your free event



2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	24199	21367	25030	22260	0	0	0	0	0	0	0	0	92856
Mobile Libraries Total	9359	8110	9399	8789	0	0	0	0	0	0	0	0	35657
Calhan	2065	1580	2241	1694	0	0	0	0	0	0	0	0	7580
Cheyenne	22044	20291	23489	22489	0	0	0	0	0	0	0	0	88313
Fountain	9674	9598	11561	10462	0	0	0	0	0	0	0	0	41295
High Prairie	20106	20670	24324	21711	0	0	0	0	0	0	0	0	86811
Holley	14320	13608	17071	15126	0	0	0	0	0	0	0	0	60125
Manitou	1987	2050	2581	2296	0	0	0	0	0	0	0	0	8914
Monument	23535	22738	26644	23933	0	0	0	0	0	0	0	0	96850
Old Colorado City	9480	8882	10513	9678	0	0	0	0	0	0	0	0	38553
Palmer Lake	0	10	1196	1215	0	0	0	0	0	0	0	0	2421
Rockrimmon	24678	22344	25462	22934	0	0	0	0	0	0	0	0	95418
Sand Creek	12529	11638	13400	12419	0	0	0	0	0	0	0	0	49986
Ute Pass	2065	1795	2494	2009	0	0	0	0	0	0	0	0	8363
Senior Van	1359	1398	1598	1381	0	0	0	0	0	0	0	0	5736
Bookmobiles	8000	6712	7801	7408	0	0	0	0	0	0	0	0	29921
East	85502	80095	96603	88571	0	0	0	0	0	0	0	0	350771
Library 21c	58684	54450	65881	60946	0	0	0	0	0	0	0	0	239961
Parenting	132	106	132	188	0	0	0	0	0	0	0	0	558
Total Physical Materials	320359	299332	358021	326720	0	0	0	0	0	0	0	0	1304432

YTD CIRC Comparison	2022	2021	% Change
Penrose	92856	103986	-10.7%
Mobile Libraries Total	35657	32533	9.8%
Calhan	7580	6190	22.5%
Cheyenne	88313	96206	-8.2%
Fountain	41295	41539	-0.6%
High Prairie	86811	71034	22.2%
Holley	60125	55503	8.3%
Manitou ***	8914	6927	28.7%
Monument	96850	95494	1.4%
Old Colorado City *	38553	13150	193.2%
Palmer Lake (bookmobile only) **	2421	0	
Rockrimmon	95418	91929	3.8%
Sand Creek	49986	48826	2.4%
Ute Pass	8363	7548	10.8%
Senior Van	5736	3909	46.7%
Bookmobiles	29921	28624	4.5%
East	350771	291280	20.4%
Library 21c	239961	194647	23.3%
Parenting	558	396	40.9%
Total Physical Materials	1304432	1157188	12.72%

Current Month Comparison CIRCULATION	2022	2021	% Change
Penrose	22260	25275	-11.9%
Mobile Libraries Total	8789	8284	6.1%
Calhan	1694	1444	17.3%
Cheyenne	22489	23684	-5.0%
Fountain	10462	10485	-0.2%
High Prairie	21711	19216	13.0%
Holley	15126	14351	5.4%
Manitou	2296	1726	33.0%
Monument	23933	25282	-5.3%
Old Colorado City	9678	7670	26.2%
Palmer Lake	1215	0	
Rockrimmon	22934	23908	-4.1%
Sand Creek	12419	12131	2.4%
Ute Pass	2009	2187	-8.1%
Senior Van	1381	939	47.1%
Bookmobiles	7408	7345	0.9%
East	88571	81407	8.8%
Library 21c	60946	50667	20.3%
Parenting	188	96	95.8%
Total Physical Materials	326720	307813	6.14%

Circulation Report By Facility April 2022

Current Month Comparison VISITORS	2022	2021	% Change
Penrose	18418	12069	52.6%
Mobile Libraries Total	8628	1925	348.2%
Calhan	429	316	35.8%
Cheyenne	7331	8340	-12.1%
Fountain	4807	3375	42.4%
High Prairie	5288	2467	114.3%
Holley	6473	4678	38.4%
Manitou ***	3816	1024	272.7%
Monument	8079	7211	12.0%
Old Colorado City *	4255	3974	7.1%
Palmer Lake **	590		
Rockrimmon	11276	8596	31.2%
Sand Creek	9003	5256	71.3%
Ute Pass	893	437	104.3%
Knights of Columbus Hall	929	0	
East	23582	20700	13.9%
Library 21c	26560	9400	182.6%
TOTAL	140357	89768	56.4%
Special Collections	866	525	65.0%

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

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

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

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

2022 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	237439	222889	269644	246949	0	0	0	0	0	0	0	0	976921
DVD	62079	57211	64119	57566	0	0	0	0	0	0	0	0	240975
CD Music	6472	5961	6906	6630	0	0	0	0	0	0	0	0	25969
CD Book	7620	6722	8466	7894	0	0	0	0	0	0	0	0	30702
Playaway	3444	3460	4768	3993	0	0	0	0	0	0	0	0	15665
Kit	1220	1127	1518	1482	0	0	0	0	0	0	0	0	5347
Game	2048	1938	2559	2164	0	0	0	0	0	0	0	0	8709
Discovery Kits	37	24	41	42	0	0	0	0	0	0	0	0	144
TOTAL Physical Items	320359	299332	358021	326720	0	0	0	0	0	0	0	0	1304432
													0
ILL	1038	1060	1388	1292	0	0	0	0	0	0	0	0	4778
CyberShelf-OverDrive	224880	198859	219154	209662	0	0	0	0	0	0	0	0	852555
OverDrive eMags	0	0	0	0	0	0	0	0	0	0	0	0	0
eReader	0	1	1	0	0	0	0	0	0	0	0	0	2
Hot Spots	102	85	68	85	0	0	0	0	0	0	0	0	340
Cameras & Equipment	41	75	47	51	0	0	0	0	0	0	0	0	214
													0
TOTAL STATE Circ	546420	499412	578679	537810	0	0	0	0	0	0	0	0	2162321
Freegal Music	5729	4742	5408	4964	0	0	0	0	0	0	0	0	20843
Freeding	106	110	131	128	0	0	0	0	0	0	0	0	475
DVD Player	94	91	99	97	0	0	0	0	0	0	0	0	381
Hoopla	3112	3248	3066	2935	0	0	0	0	0	0	0	0	12361
Comics	479	555	481	411	0	0	0	0	0	0	0	0	1926
Kanopy	3197	2838	2863	2833	0	0	0	0	0	0	0	0	11731
													0
CLC	6406	5960	7354	6493	0	0	0	0	0	0	0	0	26213
Laptop Use	180	88	135	199	0	0	0	0	0	0	0	0	602
Active Users	210566	208186	207146	205841	0	0	0	0	0	0	0	0	831739

Monthly Circ by Format			
	2022	2021	Change
Print	246949	223285	11%
DVD	57566	62754	-8%
CD Music	6630	6724	-1%
CD Book	7894	8114	-3%
Playaway	3993	3886	3%
Kit	1482	1274	16%
Game	2164	1738	25%
Discovery Kits	42	38	11%
TOTAL Physical Items	326720	307813	6.14%
ILL	1292	1084	19%
CyberShelf-OverDrive	209662	201889	4%
OverDrive eMags 2021*		4633	
eReader	0	1	-100%
Hot Spots	85	19	347%
Cameras & Equipment	51	38	34%
Total e-materials	209747	206542	2%
Freegal Music	4964	5646	-12%
Freeding	128	110	16%
DVD Player	97	1	9600%
Hoopla	2935	3205	-8%
Comics (included in Hoopla)	411	524	-22%
Kanopy	2833	2535	12%
CLC	6493	5977	9%
Laptop Use	199	7	2743%
Active Users	205841	258658	-20%

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

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

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.
 Old Colorado City Library closed for maintenance January 7 - March 15, 2021
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Circulation Report By Item Type April 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	14,167	11,853	14,406	12,960									53,386
Mobile Libraries	6,212	5,304	5,709	5,627									22,852
Calhan	1,294	956	1,389	932									4,571
Cheyenne	14,024	12,541	14,643	13,987									55,195
Fountain	6,057	5,914	6,843	6,332									25,146
High Prairie	12,010	12,310	14,797	12,982									52,099
Ruth Holley	8,509	8,087	10,233	8,985									35,814
Manitou Springs	1,186	1,266	1,578	1,416									5,446
Monument	15,011	14,027	16,281	14,582									59,901
Old Colorado City	6,025	5,322	6,334	5,972									23,653
Palmer Lake		10	857	767									1,634
Rockrimmon	15,529	13,503	15,691	14,524									59,247
Sand Creek	7,289	6,903	8,126	7,167									29,485
Ute Pass	1,439	1,083	1,081	1,297									4,900
Senior Van	975	1,199	946	966									4,086
East	51,190	46,447	57,379	51,061									206,077
Library 21c	34,870	32,273	39,409	34,468									141,020
Total	195,787	178,998	215,702	194,025	0	0	0	0	0	0	0	0	784,512

YTD CIRC Comparison	2022	2021	% Change
Penrose	53,386	56,504	-5.5%
Mobile Libraries	22,852	21,007	8.8%
Calhan	4,571	3,671	24.5%
Cheyenne	55,195	58,379	-5.5%
Fountain	25,146	25,008	0.6%
High Prairie	52,099	43,298	20.3%
Ruth Holley	35,814	32,182	11.3%
Manitou Springs	5,446	4,188	30.0%
Monument	59,901	58,386	2.6%
Old Colorado City	23,653	7,706	206.9%
Palmer Lake	1,634	0	
Rockrimmon	59,247	56,108	5.6%
Sand Creek	29,485	28,642	2.9%
Ute Pass	4,900	4,756	3.0%
Senior Van	4,086	2,991	36.6%
East	206,077	169,750	21.4%
Library 21c	141,020	115,996	21.6%
Total Physical Materials	784,512	688,572	13.9%

Current Month CIRCULATION Comparison by Facility	2022	2021	% Change
Penrose	12960	13973	-7.2%
Mobile Libraries	5627	5396	4.3%
Calhan	932	816	14.2%
Cheyenne	13987	14459	-3.3%
Fountain	6332	6070	4.3%
High Prairie	12982	11332	14.6%
Ruth Holley	8985	8587	4.6%
Manitou Springs	1416	857	65.2%
Monument	14582	15316	-4.8%
Old Colorado City	5972	5041	18.5%
Palmer Lake	767		
Rockrimmon	14524	14447	0.5%
Sand Creek	7167	7081	1.2%
Ute Pass	1297	1402	-7.5%
Senior Van	966	770	25.5%
East	51061	46567	9.7%
Library 21c	34468	28902	19.3%
Total Physical Materials	194025	181016	7.2%

Current Month e-materials & Summary	2022	2021	% Change
Overdrive	209662	201889	3.9%
Overdrive Emags*		4633	-100.0%
eReaders	0	1	-100.0%
Hot Spots	85	19	347.4%
Total e-materials	209747	206542	1.6%
ILL	1292	1084	19.2%
Cameras/Equip	51	38	34.2%
Physical Materials	194025	181016	7.2%
Total Monthly Circ	405115	388680	4.2%

Circulation without Renewals

April 2022

*OverDrive Emags included in CyberShelf-OverDrive total as of October 2021.
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Monument	8079	7211	12.0%
Old Colorado City	4255	3974	7.1%
Palmer Lake	590		
Rockrimmon	11276	8596	31.2%
Sand Creek	9003	5256	71.3%
Ute Pass	893	437	104.3%
East	23582	20700	13.9%
21c	26560	9400	182.6%
KCH	929	0	
TOTAL Visitors	140357	89768	56.4%
Special Collections	866	525	65.0%

Communications Department: Report for May 2022

NEWS COVERAGE

- Total features and mentions:
 - **April:** 108
 - **Year-to-date:** 565
 - **Average per month:** 141.25
- Highlighted coverage (April):
 - PPLD's **PowerPass launch with D49** was covered by [The Gazette](#), KOAA, and [KKTV](#). With the fifth school district joining the partnership program, more than 77,000 total students now have easy, digital access to the Library.
 - [The Gazette](#) recently featured PPLD's **broad equity, diversity, and inclusivity efforts to welcome everyone**, including older adults, people of all abilities, and those in the military and faith-based communities.
 - Several current and former members of PPLD's Board of Trustees **responded to The Gazette editorial board's recent criticism** with a [letter to the editor](#).
 - Both editorial boards for the [Colorado Springs Business Journal](#) and [Colorado Springs Independent](#) mentioned PPLD in their opinion pieces about **diversity, equity, and inclusion making businesses and communities stronger**.
 - FOX21 interviewed Interim CEO Teona Shainidze-Krebs as part of a feature about PPLD and CAL **hosting Ukrainian librarians virtually**.
 - Taryn Malila, Manager for **Manitou Springs and Ute Pass libraries**, was spotlighted in the [Pikes Peak Bulletin](#).
 - PPLD's **Homeschool Resource Fair** was covered by [KOAA](#).
 - Last month's [Library Limelight column in The Tribune](#), penned by Traci Marques, Pikes Peak Workforce Center's CEO, highlighted their collaborative efforts with PPLD to **connect work-ready job seekers with local businesses**.



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

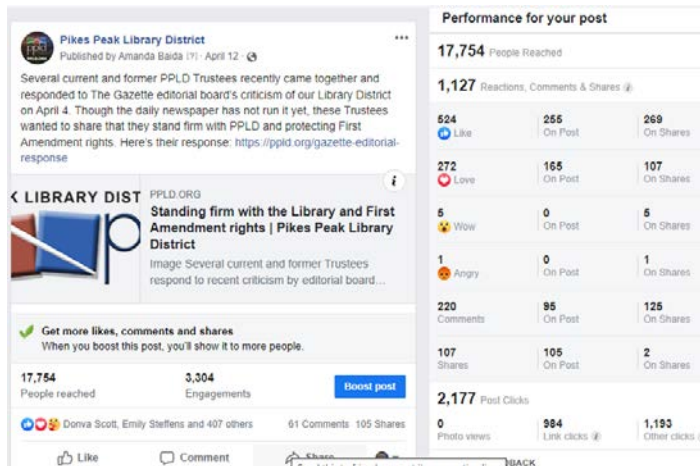
DIGITAL MARKETING & MORE

- PPLD.org website statistics:
 - **Most popular web page**, besides the home page: ppld.org/kids
 - **Monthly totals:** 402,430 pageviews; 137,329 visitors, with 123,688 being new; and 232,875 sessions
 - **Year-to-date totals:** 1,674,321 pageviews; 553,710 visitors; and 953,474 sessions

- District-wide social media statistics:
 - **Facebook (main account):** 14,350 total followers; 8,500 daily engagement
 - **Facebook (all location/service accounts):** 29,949 total followers
 - **Facebook (all accounts):** 44,299 total followers
 - **YouTube:** Approx. 6,320 subscribers; 5,166,241 lifetime views
 - **Instagram:** 2,990 total followers; 1,700 engagement
 - **Twitter:** 5,271 total followers
 - **LinkedIn:** 1,336 total followers

- **Highlights:**

- The **Board response of “Standing firm with the Library and First Amendment Rights”** reached nearly 17,800 people and garnered almost 1,130 reactions via our main account on Facebook, becoming one of our highest performing posts ever.
- PPLD’s **monthly email newsletter continues** to have high readership and engagement! The April issue delivered to nearly 105,000 Library cardholders, with an almost 48.7% open rate (which is significantly higher than industry standard!).
- **PPLD video included in national show:** “Secrets of Sacred Architecture,” a PBS special running on stations across the U.S., includes footage from PPLD’s [USAF Chapel video feature](#), which was produced in-house.
- **Other top-performing social media posts** included Library cardholder “how many years” question (4.4k organic reach), announcing new interim CEO and her story (4.1k), Winter Adult Reading Program’s grand prize winners (3.6k), Tails & Tales program for kids (3.6k) learn to sew (3.3k), creating opportunities (2.8k), Summer Adventure teaser (2.3k), and Shirley’s story below (1.9K).
- [People of the Pikes Peak Region](#), PPLD’s storytelling initiative, continues to solicit and spotlight stories about the Library’s impact on people’s lives in the area. Our most recent stories shared via PPLD’s email newsletter, social media, website have been our new Interim CEO [Teona Shainidze-Krebs](#) and Director of Equity, Diversity, and Inclusion [Shirley Martinez](#).



OTHER UPDATES & HAPPENINGS

Major announcements:

- [Announcing our new vision, mission, and values](#)

In January 2022, Library leadership initiated a process to revisit PPLD’s mission statement and develop a vision statement and organizational values that reflect our public library system and growing community. It involved staff at all levels and Library locations, along with the PPLD’s Board of Trustees, and resulted in new statements and values that clearly demonstrate our core purpose and aspirations for a public institution that’s here for everyone.



- **Introducing our new Interim Chief Librarian & CEO**
On April 1 we bid farewell to John Spears, PPLD's Chief Librarian and CEO since 2016. He contributed so much to the Pikes Peak region and will be greatly missed. We now welcome our interim Chief Librarian and CEO, Teona Shainidze Krebs, who took the helm April 2.



Teona started her journey with PPLD in 2007 as a part-time instructor for English as a Second Language and then progressed to leading and expanding Adult Education services across El Paso County. She most recently served as Chief Public Services Officer and Deputy Chief Librarian for PPLD. [Read Teona's story](#) – from Eastern Europe to PPLD – as featured for People of the Pikes Peak Region, our new storytelling initiative.

- **[Standing firm with the Library and First Amendment Rights](#)**
Several current and former members of PPLD's Board of Trustees came together to collectively respond to *The Gazette* editorial board's recent criticism of the Library. While the daily newspaper did publish an abridged version of their response, these Trustees wanted to share their full response with Library cardholders and patrons, which was done via email, social media, and ppld.org. Hundreds of people reached out to PPLD following the shared response, and a large majority was overwhelmingly positive.

Current & upcoming promotions:

- **[Share your Library love with our new stickers!](#)**
PPLD recently launched a "Show Your Library Love" bumper sticker campaign and contest – and we want all library lovers to participate! Visit one of our Library locations or mobile services to select one of three stickers, then post it where everyone can see it. Take a photo and share it with us by email or social media with #ILOVEPPLD to be entered to win one of our 10 engraved water bottles (completed in one of our makerspaces).



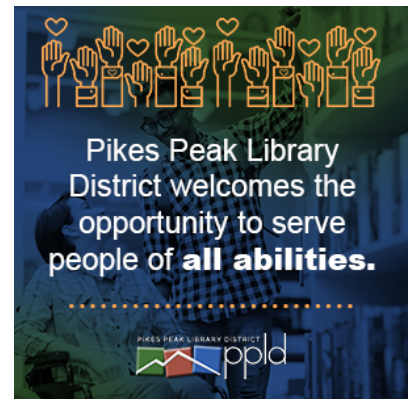
- **[All You Need is Your Library](#)**
The advertising campaign continues through May. [Watch the 30-second TV commercial](#), which was produced in-house.

- **[All Pikes Peak Writes: Call for Submissions](#)**
PPLD is accepting submissions for All Pikes Peak Writes! The annual fiction writing contest for ages 12+ seeks to highlight writers in our community through one contest with three age categories. Submissions will be accepted May 15 - July 15.

- **Save the date!**
 - [Summer Adventure](#) (kicks off Wed., June 1)
 - [Regional History Symposium](#) (part one on Sat., June 11)
 - [Celebration of Western Literature](#): Both PPLD's Mountain of Authors and Friends of PPLD's Literary Awards will feature best-selling and award-winning authors as keynote speakers (Sat., June 18)

Partnerships:

- **Improving accessibility at Library locations:**
With Global Accessibility Awareness Day coming up on May 19, we want to recognize one of our community partners and funders, [The Independence Center](#)! Their recent financial support is helping the Library improve accessibility via our spaces, resources, and services. This includes providing accessible game controllers and adaptive games kits, along with software updates to assistive technology computers, at select locations. ([Learn more](#) about PPLD's accessibility services and resources available to all patrons.)
- **Supporting voter registration and education in the community:**
PPLD and the [League of Women Voters of the Pikes Peak Region](#) (LWVPPR) recently entered into a partnership agreement to host nonpartisan voter registration drives and get-out-the-vote efforts at various Library locations for the remainder of 2022 and into 2023, along with reviews and updates to the Library's online resource guide for voters.
- **Accessing tax assistance:**
PPLD's partnership with [AARP's Tax-Aid](#) service resulted in 357 taxpayers receiving assistance from one of their trained volunteers at Library 21c this year.
- **Community outreach:**
 - PPLD staff participated in a total of 11 community events in April. They'll engage with community members at least 10 community events during the month of May. These outreach opportunities include a senior health and wellness fair, job fair, small business event, school-related activities, and more. (Totals exclude school/classroom outreach.)



Internal communications:

- **The Bookmark**, PPLD's weekly email newsletter for all staff
- **Talking points** for staff
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys (with the most recent one happening April 11 – May 2 and resulting in 223 total responses)
- **Supporting staff trainings and in-service days**, such as media training sessions for staff and the next all-staff in-service day on Mon., May 23



Staffing news:

- **Parental leave:** Community Partnership Coordinator Elyse Jones continues to be out on leave with her newest family member. We look forward to welcoming her back in mid-June!
- **Hiring:** We're excited to welcome our new Marketing Project Coordinator to the team beginning Tue., May 31! Director of PR & Marketing Denise Abbott is in the process of filling two other full-time positions – one of two graphic designer roles and a new PR & Marketing Manager position.

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

Facilities Department Report May 18, 2022

Projects

Penrose/Carnegie Roof: The Penrose/Carnegie Library roof replacement is progressing. The Carnegie and upper level of the Penrose facility are complete, and the contractor is beginning the final level this week. Winds have been a challenge and has delayed work on a number of days. We've also had a few days that required the library to close due to adhesive fumes entering the building. We've put procedures in place to try and eliminate the mechanical system from drawing those fumes into the building but with the winds we've been encountering, this has been unsuccessful at times.

East Roof: The East Library roof replacement is progressing when able due to the wind conditions as well. The contractor has completed the larger sections of the roofing system with the multiple, smaller areas next. At this time, it is estimated the roof is about 2/3 complete.

Penrose Parking Meters: District Facilities, Security and IT met with the representative of FlowBird, the manufacturer of the parking system, Cale S5, that will be replacing the existing, antiquated parking meters at Penrose Library. The meeting provided the opportunity for the stakeholders to dial down the specifics of the system as well as answer any outstanding questions we may have had. We are currently scheduling with FlowBird for an onsite signal evaluation to determine best locations for the kiosks. The FlowBird representative is working on the cost estimate for the system based on the outcome of our meeting. We hope to finalize the order and move forward with procurement in the near future.

Regarding the Memorandum of Understanding, the Parking Enterprise has yet to find a solution of identifying employee vehicles to prevent ticketing. Our meeting with FlowBird did include a discussion regarding employee vehicles. The system will allow for E-Permitting which would exempt employee vehicles in the system. Pending the permit cost consideration, this is the preferred direction. If costs are exorbitant, we will also look into an RFID reader being added to the system that would allow staff to scan their staff ID/access cards. Once the solution to this issue is resolved, we will present the MOU again at the Board of Trustees meeting for approval.

High Prairie Outdoor Space: The High Prairie Outdoor Play and Learning space status has not changed and the target date for kick off is still May 23rd. A pre-construction meeting with the architect, contractor and PPLD staff was conducted on May 2nd to answer any questions. At this point, the project is a go!

Additional Projects: Facilities continues to work on other projects throughout the district to include; District asphalt maintenance/repairs, East dock concrete replacement, East asphalt replacement engineering, Knights of Columbus exterior paint, Cheyenne Mountain and Old Colorado City Library interior paint, sound attenuation in the Knights of Columbus Hall, and the Penrose Teen Center to name a few.

Staffing

The Facilities department is almost fully staffed. We currently have one vacant position, Facilities Specialist – Special Projects. We are actively working with Human Resources in recruiting. East Facilities has one applicant who has accepted an offer and is currently going through background checks, etc. It is our hope that he will be cleared to begin on Monday, May 16.

Monthly Statistics

In the month of April, 2022, the Facilities department completed a total of (114) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of April, 2022, Facilities staff completed a total of (116) demand work orders (work orders submitted by PPLD staff) accounting for (157.45 hours) of staff time and (165) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (224.76 hours) of staff time. A total of (281) work orders. Along with work orders, Facilities on-call personnel responded to (3) emergency after-hours calls in April, 2022.

Emergency calls address issues that cannot wait until the next business day.

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

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Analyzed feedback from Stay Interviews and made recommendations to Leadership. Hoping to share results with staff members soon.
 - Reviewed job descriptions for Communications, Social Services, Security, Facilities, IT & Branches. Also reviewed Young Adult Services teen intern positions.
 - Developed confidentiality training for the EDI&B group.
 - EDI&B team members were assigned hiring bias and interview panel trainings. Hiring managers are now encouraged to utilize EDI&B members for their upcoming panels.
 - Updated the Feedback Session forms and submission folders.
 - Completed remaining objectives from the EDI Audit.
 - Met with the Organizational Excellence Team to discuss the 5 Languages of Appreciation and potential changes to staff awards.
 - Worked the booth at the Young Adult job fair.
 - Tested the compensation tool created by IDEA analytics.
 - Had April's training for the leadership program community. Training was on Social Styles and facilitated by Colorado State Library staff.
 - Handled employee relations cases.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Completed salary changes and notifications for shelving position compression adjustments.
 - Recorded Benefits presentation as back up for Quickstart (orientation for new hires/promos) in case both Heather and I are not available.
 - Presented at two Quickstart presentations.
 - Handled employee relations issues.
 - Created new additional process step for ADA (Americans with Disabilities Act) that utilizes new form.
 - Handled several FMLA situations and also continued to work on setting up accrual tables with Finance that allows managers to track FMLA usage.
 - Created Worker's Compensation Frequently Asked Questions documents for manager/supervisors.
 - Cleaned up security permissions on Personnel Actions folders for all who need access.
 - Created benefits team agenda and led discussion and review of policies and benefits topics.
 - Working on possible upcoming Long Term Disability Claim with staff member.
 - Finished salary and position changes for 16 security and facilities employees with grade/pay changes.
- Administrative Support Specialist (Laurie Jackson)
 - Presented Wellness Program awards to 92 completers for the Routine Revolution Challenge, Turn It Off (\$10 Amazon gift cards) and 6 completers for the Preventive Exam Challenge (\$25 Amazon gift cards); these awards are funded by the Cigna Health Incentive Fund.
 - Organized "Take Our Children to Work Day", attended by 11 children of PPLD staff at various locations on April 28.
- Volunteer program (Karen Goates)
 - April 17-23 was National Volunteer Week, and April 20 National Volunteer Appreciation Day. PPLD celebrated our volunteers and expressed appreciation for our fantastic volunteers in many ways.
 - Daily thanks on the ppld.org main page banner.

- Behind the scenes tours at collection management, Manitou Library/MAC, Library 21c Make spaces, studio and kitchen, special collections, and sustainability at the High Prairie Library. About 30 volunteers participated in the tours and were excited to learn more about PPLD resources.
- Volunteer gifts were sent out for all volunteers in the district (including Friend's volunteers), and locations augmented the district gift with cards, treats, brunches, etc.



- About 70 applications for teen Summer Adventure volunteers were submitted during the month of April.

April 2022	Total # of Volunteers	Total # of Hours
Adult Volunteers	171	1291
Teens: Review Crew and Workforce Readiness	18	39
Friends of the Library	42	580

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	April 2022
Jobs Posted	8
Newly Hired Employees	6
Promoted Employees	8
Transferred Employees	4
Separated Employees	6

- Exploring new ways of utilizing Enterprise ERP for Applicant tracking and job postings.
- Worked on new hire Paperwork and new hire background verifications.

- Participated in Young Adult job fair.
- Coordinated Job postings and sent closing documents for candidate evaluation to the hiring managers.
- Training (Sarah Marshall)
 - Facilitated PPLD Mentor Program Orientation and matched participants (7 mentors & 7 mentees).
 - Analyzed feedback from 26 Stay Interviews and drafted flyer to share results with staff.
 - Coordinated Community Resources 101 staff session with Kayla Rockhold (Community Resources Supervisor).
 - Facilitated Leadership Certificate Program session #3.
 - Met with Dawn Ouradnik from Finance to discuss time entry training possibilities.
- Other Projects (Heather Laslie)
 - We have reconvened working with IDEA analytics to continue beta testing a potential tool the help us calculate staff pay for new hires and promoted staff.
 - Continued with ongoing employee relations and disciplinary issues.
 - Continued supporting the amazing team that I'm honored to guide!

HR Stats	April 2022
Total Permanent Employees	399
Total Active Positions	450

Information Technology (IT) Department Report

May 2022

Infrastructure Team

Surveillance System Replacement Project. The Infrastructure Team completed cabling the Penrose Campus Carnegie Library. The team are waiting for equipment delivery before proceeding with other hardware (i.e., cameras, servers, etc.). Supply chain challenges may affect delivery of the cameras ordered. The Infrastructure Team continues planning for the remainder of the Penrose Campus cabling and camera installation.

Data Center Relocation Project. The Infrastructure Team relocated equipment from East Datacenter to offsite datacenter. The team will start deactivating the East datacenter after completing offsite activities (i.e., installation, configuration, testing, etc.).

End User Services (EUS) Team

Self-Check and Security Gate Replacement Project. Project underway for replacing self-checks and security gates. Security gates scheduled for May and Self-Checks in August after Summer Reading Program.

Statistics.

- Worked on 374 tickets and closed 282.
- Computer Usage was 18,089 sessions.
- Hotspot Circulation to Library Patrons was 85.
- Printed Pages 115,237.
- Fax Pages 2,360.
- Laptop circulation was 199.
- AWE Early Literacy Station usage was 1,390.

Web Team

Online Computer Library Center (OCLC) Transition. Transition testing ongoing for library web proxy server (EZproxy) to OCLC cloud host to improve patron database access. 85% of project complete. Last phase involves updating Library Guides (LibGuides) and all Uniform Resource Locators (URLs) on the PPLD.org domain except one has transitioned to PPLD.org. Currently still on target for May 17 project completion.

Summer Reading Support. Working on on-line presence to support summer reading program. Completed phase one to notify patrons about the program. Phase two will include web site changes to support program launch.

PPLD Teens Page. Updated page to incorporate links similar to PPLD home page for ease of patron use (i.e., larger buttons for high traffic pages, changed page structure to allow efficient maintenance, etc.).

Security Board Report Contributions- February/March/April

- PPLD Safety/ Security continue to struggle with critically low staffing levels across the district. Security and HR continue to work hand in hand to find qualified candidates to bring onto the PPLD team.
- Social Services is working with outside consultants to create a viable evaluation tool for measuring success of the program as well as accurately count the individuals assisted and contacts created through the recently awarded grant to support the program.
- Our North Region Security Supervisor has retired and left an open supervisor position. We have shifted the regional supervisors and the CSO and coordinator are currently running the western region as we post the position.
- For the 2022 calendar year, Safety Security has received/ cataloged and processed over 8,000 lost and found items to this point.
- PPLD has an Officer working on certifying in Sign language so that they can be a resource for communicating with patrons who may need this service. We are excited about supporting this training.
- Camera installation continues and should be started in Penrose soon. 5 remaining branches have installation issues to fix as well.
- Kayla, our Community Resources Supervisor was invited to present on PPLD's Assistance and resources program to several school groups. She was excited to share how PPLD promotes the resources of the city and the county to families that need the assistance.
- Safety has now added a first aid class to our current CPR classes that we certify our employees in. Now we will certify our staff in basic first aid as well as CPR/AED across the entire county.
- PPLD's new body camera system is fully installed, and the previous system has been deactivated and footage archived. Some small bugs are being worked out with the vendors.
- A mobile work tablet was added to the On call security officer gear. This allows the officers to log into the remote camera and intrusion systems now and immediately see wand work with what is going on at the branches after hours.

Southeast Region

- Every day, Security Officers raise and lower the flag at sunrise and sunset. We ensure the flag is flown at half-staff on days specified by the Governor or the President of the United States. We also show proper respect in how we handle and fold the flag.



- On Saturday February 26th, Stephen Smith helped a short, staffed circulation dept at Ruth Holley by processing the holds for the day. He also placed all the holds on the hold shelf while maintaining his normal duties.
- An announced fire drill was conducted at the Ruth Holley Library. Staff was notified in advance that a fire drill was planned for March 1, 2022. At 11:30 am, two members of the security staff arrived at the Ruth Holley Library. One of the security officers activated a fire pull-station to initiate the drill. Within two minutes, all staff and patrons had evacuated the library to the rally point. When the Person-in-charge reported that all staff and patrons were accounted for, all personnel were permitted to return to the library. This drill was conducted IAW the PPLD policies

North Region

- PPLD Security Officer uniform cache was reorganized and updated to be cleaner and better maintained. We purchased closet organization furniture and can more professionally display, and issue PPLD security uniforms. The new closet system also assists with closet inventory and accountability.



- We have an open position in security here at 21c. With the team we have, we have made some schedule adjustments to help ensure we can help north region as well as our fellow regions. We look forward to meeting our new team member and learning how we can make this team even better



- In the north region we know that team work makes everything move much better. With communication and leaning on one another for help. We received our bathroom stickers to put in patron bathrooms that state our policy. In two days we had them up in all of our locations. Teamwork is how we all make everyday a better day



West Region

- West region security was recognized in an article in the Springs Echo paper



When one of my best street friends had died she inspired people to always do the right thing love and trust I miss her and many friends because of catholic charities The Marion house is part of this they are where I believe God lives and is always watching over us The Security is one of the best in the city and most likely state

The Penrose public library I suspect is also watched over, because and I was wrong before, Penrose security both number one with people from all lifestyles in our city and we all know every life style is not to be judged or condemned by us only by our lord and savior These places these people are what I define the Good, these are the citizens that always no matter what gender race they treat as God would do.

Community Resources

Activities for February 2022 – Kayla Rockhold

- Biweekly Security appeal meetings
- Presentation to UCCS Beth-El nursing students about Community Resource Services at PPLD
- Internal meetings with: Brett, Jamie, Dustin, and Brian re: “We Have a Story” project
- 160 separate patron meetings, serving 95 individuals; 61 of which were new clients
- Weekly CE meetings
- Monthly PPCoC Board meeting
- Open hours: 8 hrs/month at PE, 4 hrs/month at RU, 4 hrs/month at MO, 3 hrs/month at CA, 4 hrs/month at CH
- Bimonthly Security department meeting
- Received 15 One Ride bus passes and \$20 cash (for purchase of bus passes) from an anonymous donor

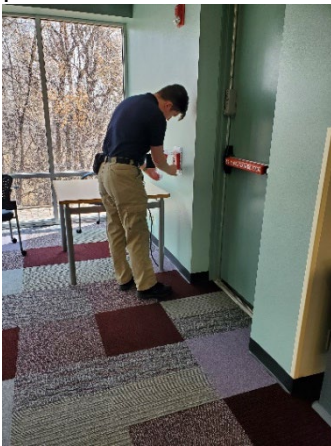
Accomplishments

- Provided 100 bus passes for patrons to access community organizations, medical appointments, job opportunities, shelter, court, and DHS
- Gave out 3 of the 5 mats made by Pagan Phelan and North Security Team

Security Board Report Contributions-February

Southeast Region

- Security Officer Joseph Foster coordinated and executed a fire drill for staff and patrons at each library in the SE region. Joseph is resetting the fire alarm pull station in this photo.



- Security Officer Stephen Smith donated several items for the Animal Hospital Play Area at the Ruth Holley's Children area
- The Department of Safety, Security and Social Services began the 2022 sessions of Nonviolent Crisis Intervention. Since PPLD adopted this training, 237 staff members have been trained.
In addition to the Nonviolent Crisis Intervention – Initial Training, we have begun Refresher Training for those staff members who have reached the expiration of their 2-year Initial Certification. This renews their certification for an additional 2-years as well as providing updated training.



North Region

- In the North Region we have completed our required Fire Drills for the first quarter. Practicing these scenarios makes sure that if it ever happens, we will know exactly what to do. Making sure that everyone knows what to do will make sure that everything goes as well as possible



- We have a new officer beginning at 21c. Aryn Huffman who has been a Penrose officer is moving to North Region. We look forward having her in the region. Having a full Security Staff in north region will allow us to help our fellow regions



- With all the new changes that have begun across the district. Here at 21c we have rearranged our office and are getting cubicles to make sure we stay organized. This

allows us to speak with one another in a more open setting and makes sure that we can work on things at the same time



West Region

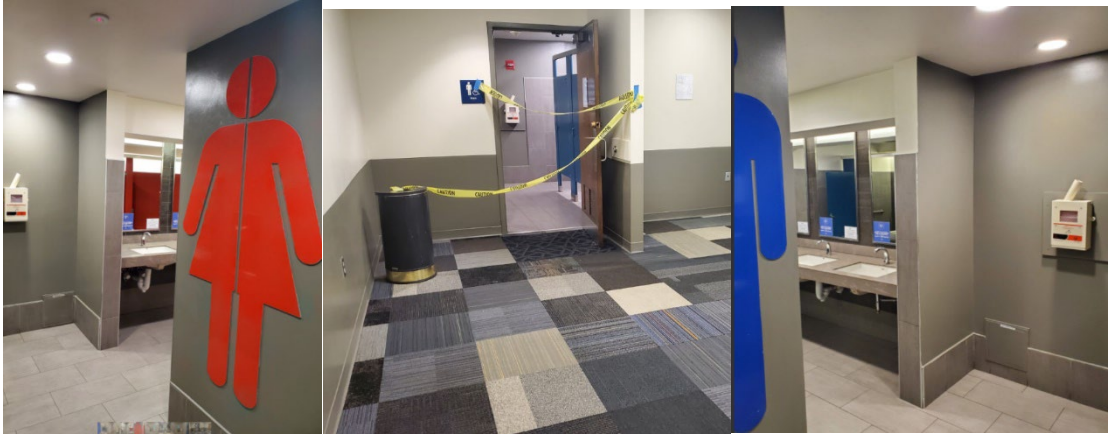
- West region new hire as of March 21, 2022. Jennifer Kay, graduated from Mitchell HS in 2002. Went to International Beauty Academy graduating in 2003. Joined the Air Force in 2005, served for 9 years with 3 deployments and 2 duty stations. Moved here from Arizona where she was doing security for a mining company. Jennifer is stationed out of Penrose Library.



- West region implemented the new Visiologix body cameras in early March. The camera system has been great help due to the playback mode and being able to attach videos to IRs. These cameras help the security officers as part of their de-escalation procedures



- Due to staffing shortages in Facilities, Penrose security staff stepped up to assist and spent two Fridays repainting and securely mounting Sharps containers in Penrose restrooms



Community Resources

Activities for March 2022 – Kayla Rockhold

- Biweekly Security appeal meetings
- Presentation to The Colorado Springs School students about Community Resource Services at PPLD
- Networking/collaboration meeting with: Voces Unidas for Justice, Peer Connect
- Internal meetings with: Dustin (new program targeting unhoused patrons); Jamie, Dustin, Brett, Brian (We Have a Story planning)
- 167 separate patron meetings, serving 128 individuals; 75 of which were new clients
- Weekly CE meetings
- Monthly PPCoC Board meeting
- Open hours: 8 hrs/month at PE, 4 hrs/month at RU, 4 hrs/month at MO, 3 hrs/month at CA, 4 hrs/month at CH

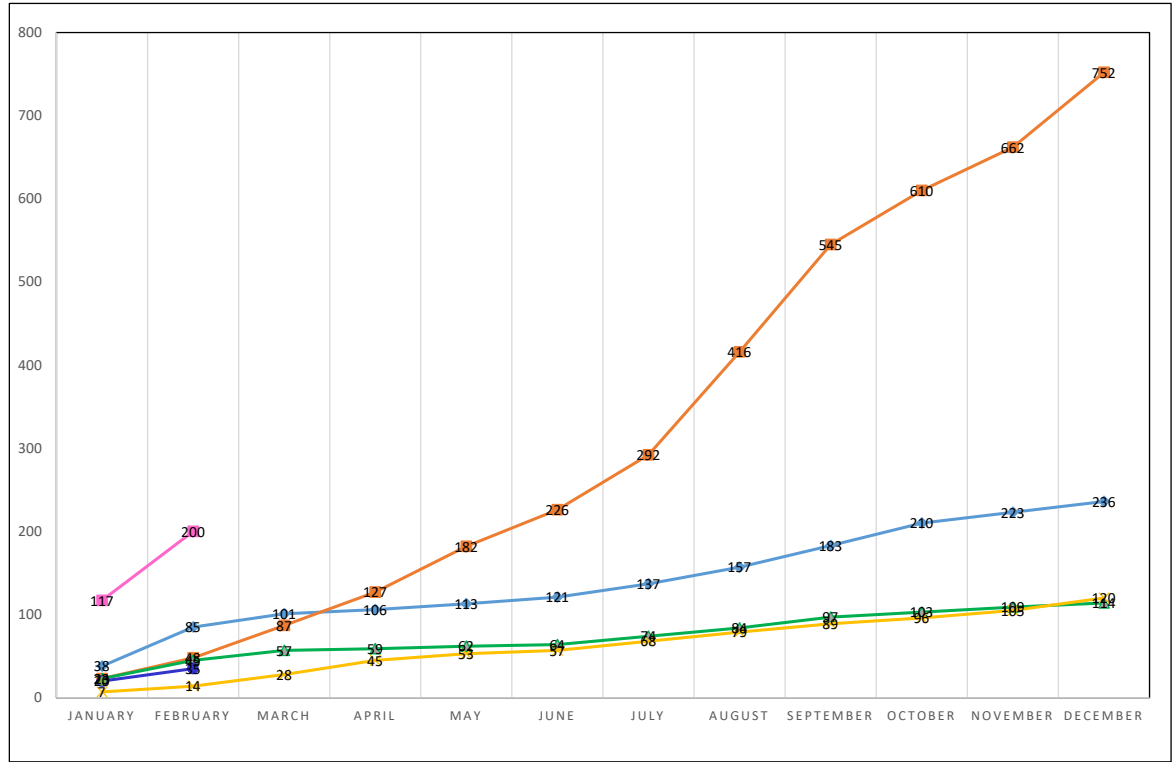
Accomplishments

- Provided 80 bus passes for patrons to access community organizations, medical appointments, DHS, shelter, parole appointments, and employment opportunities
- Patron stopped in to share he is working on getting into a barber college program and feels MSW's help last year was a contributing factor to him making positive changes in his life

Report & Suspension Increasing Totals

2020 - Reports		2021 - Reports		2022 - Reports	
JANUARY	38	JANUARY	23	JANUARY	117
FEBRUARY	47	FEBRUARY	25	FEBRUARY	83
MARCH	16	MARCH	39	MARCH	-
APRIL	5	APRIL	40	APRIL	-
MAY	7	MAY	55	MAY	-
JUNE	8	JUNE	44	JUNE	-
JULY	16	JULY	66	JULY	-
AUGUST	20	AUGUST	124	AUGUST	-
SEPTEMBER	26	SEPTEMBER	129	SEPTEMBER	-
OCTOBER	27	OCTOBER	65	OCTOBER	-
NOVEMBER	13	NOVEMBER	52	NOVEMBER	-
DECEMBER	13	DECEMBER	90	DECEMBER	-

2020 - Suspensions		2021 - Suspensions		2022 - Reports	
JANUARY	23	JANUARY	7	JANUARY	20
FEBRUARY	22	FEBRUARY	7	FEBRUARY	15
MARCH	12	MARCH	14	MARCH	-
APRIL	2	APRIL	17	APRIL	-
MAY	3	MAY	8	MAY	-
JUNE	2	JUNE	4	JUNE	-
JULY	10	JULY	11	JULY	-
AUGUST	10	AUGUST	11	AUGUST	-
SEPTEMBER	13	SEPTEMBER	10	SEPTEMBER	-
OCTOBER	6	OCTOBER	7	OCTOBER	-
NOVEMBER	6	NOVEMBER	9	NOVEMBER	-
DECEMBER	5	DECEMBER	15	DECEMBER	-

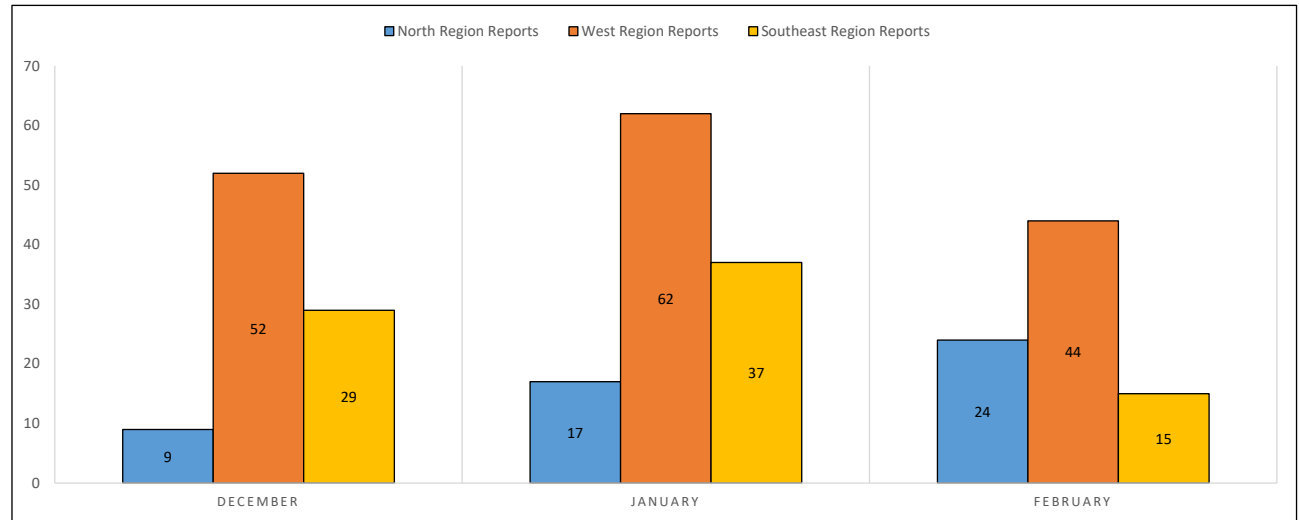


Reports - Regional Monthly Comparison

North Region Reports	
DECEMBER	9
JANUARY	17
FEBRUARY	24

West Region Reports	
DECEMBER	52
JANUARY	62
FEBRUARY	44

Southeast Region Reports	
DECEMBER	29
JANUARY	37
FEBRUARY	15

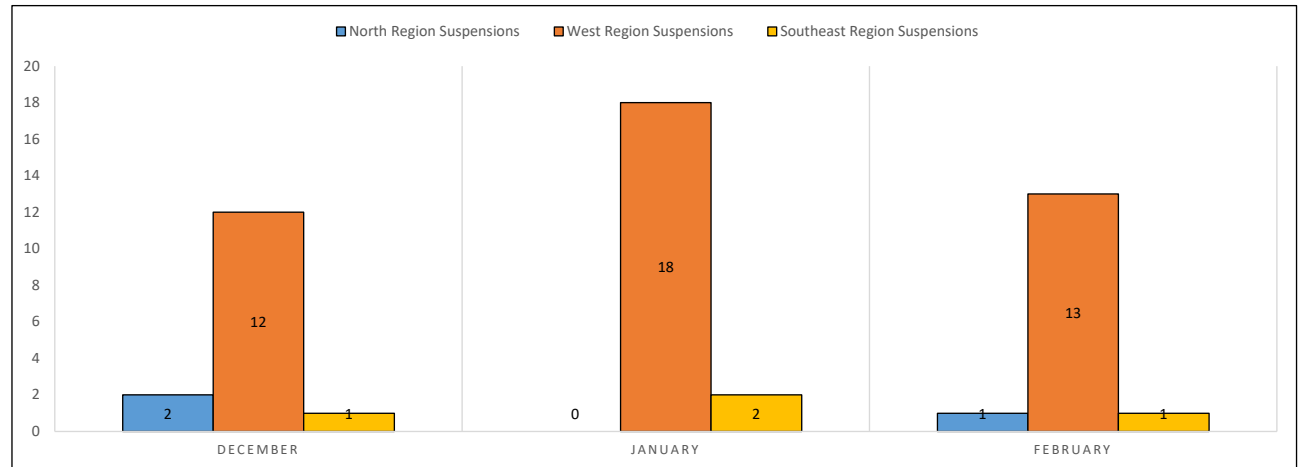


Suspensions - Regional Monthly Comparison

North Region	
DECEMBER	2
JANUARY	0
FEBRUARY	1

West Region	
DECEMBER	12
JANUARY	18
FEBRUARY	13

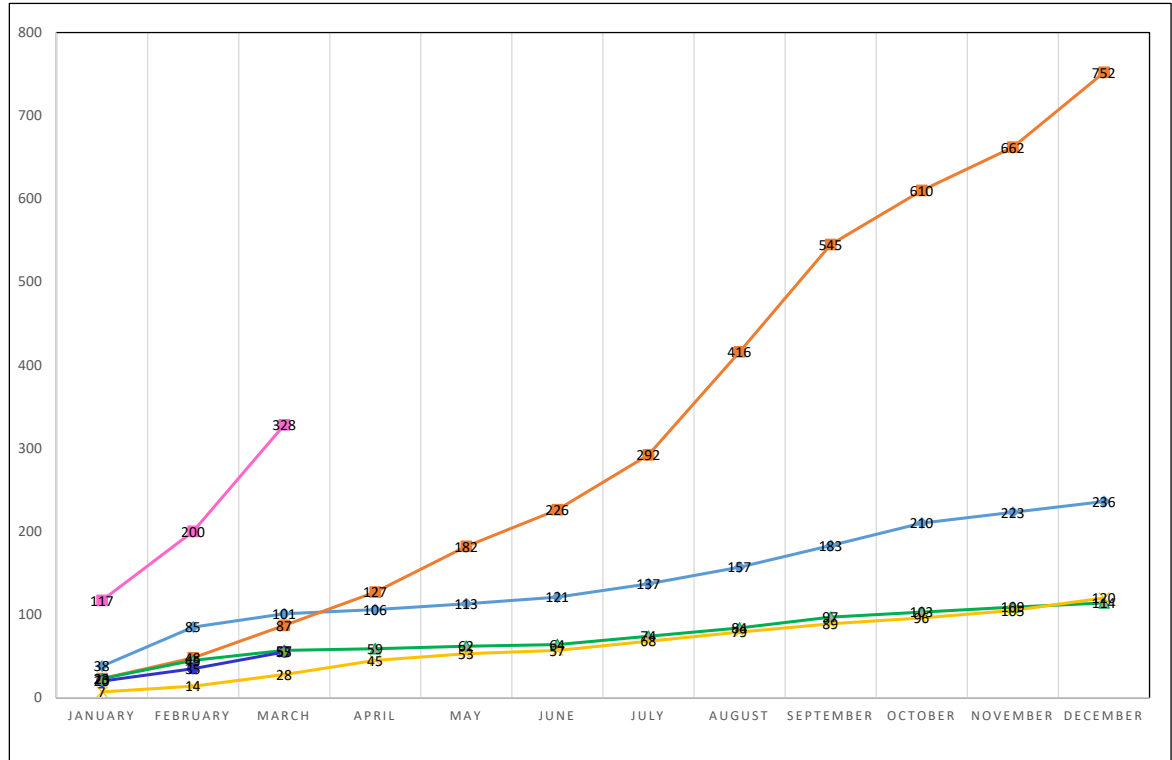
Southeast Region	
DECEMBER	1
JANUARY	2
FEBRUARY	1



Report & Suspension Increasing Totals

2020 - Reports		2021 - Reports		2022 - Reports	
JANUARY	38	JANUARY	23	JANUARY	117
FEBRUARY	47	FEBRUARY	25	FEBRUARY	83
MARCH	16	MARCH	39	MARCH	128
APRIL	5	APRIL	40	APRIL	-
MAY	7	MAY	55	MAY	-
JUNE	8	JUNE	44	JUNE	-
JULY	16	JULY	66	JULY	-
AUGUST	20	AUGUST	124	AUGUST	-
SEPTEMBER	26	SEPTEMBER	129	SEPTEMBER	-
OCTOBER	27	OCTOBER	65	OCTOBER	-
NOVEMBER	13	NOVEMBER	52	NOVEMBER	-
DECEMBER	13	DECEMBER	90	DECEMBER	-

2020 - Suspensions		2021 - Suspensions		2022 - Reports	
JANUARY	23	JANUARY	7	JANUARY	20
FEBRUARY	22	FEBRUARY	7	FEBRUARY	15
MARCH	12	MARCH	14	MARCH	20
APRIL	2	APRIL	17	APRIL	-
MAY	3	MAY	8	MAY	-
JUNE	2	JUNE	4	JUNE	-
JULY	10	JULY	11	JULY	-
AUGUST	10	AUGUST	11	AUGUST	-
SEPTEMBER	13	SEPTEMBER	10	SEPTEMBER	-
OCTOBER	6	OCTOBER	7	OCTOBER	-
NOVEMBER	6	NOVEMBER	9	NOVEMBER	-
DECEMBER	5	DECEMBER	15	DECEMBER	-

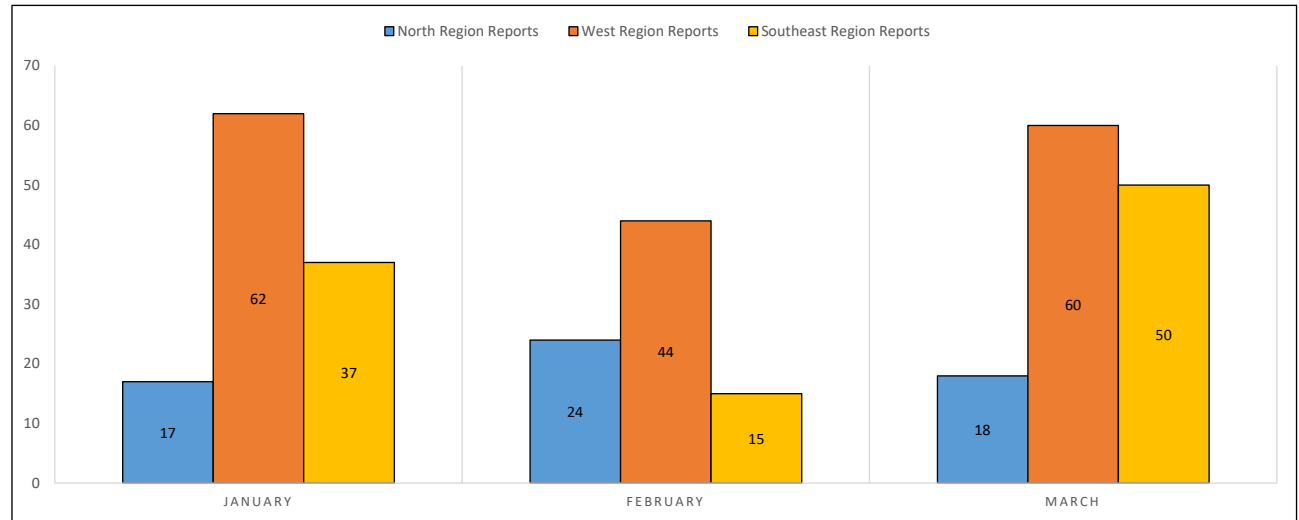


Reports - Regional Monthly Comparison

North Region Reports	
JANUARY	17
FEBRUARY	24
MARCH	18

West Region Reports	
JANUARY	62
FEBRUARY	44
MARCH	60

Southeast Region Reports	
JANUARY	37
FEBRUARY	15
MARCH	50



Suspensions - Regional Monthly Comparison

North Region	
JANUARY	0
FEBRUARY	1
MARCH	1

West Region	
JANUARY	18
FEBRUARY	13
MARCH	18

Southeast Region	
JANUARY	2
FEBRUARY	1
MARCH	1

