



Providing resources and opportunities that
impact individual lives and build community

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
December 8, 2021 5 pm

Penrose Library – Columbine Room

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

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

Meeting ID: 999 9730 6850

Passcode: 399338

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2022 BUDGET

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2022 BUDGET (3 Minute Time Limit per Person)
- III. ADJOURNMENT

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
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 21-12-1: Minutes of the November 17, 2021 Meeting (p. 3)
 - B. Consent Items
Consent items shall be acted upon as a whole unless a specific item is called for discussion.
 - C. *Any item called for discussion shall be acted upon separately as "New Business".*
 - D. Unfinished Business
 - E. New Business
 1. Decision 21-12-2: 2022 Budget for the Pikes Peak Library District (p. 8)
 2. Decision 21-12-3: Board of Trustees Meeting schedule (p. 192)
 3. Decision 21-12-4: 2022 Board officer and Committee Chair appointments
 4. Decision 21-12-5: Floating Holiday policy update (p. 194)
 5. Decision 21-12-6: Resolution to Recognize Trustee Cathy Grossman
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (R. Jordan)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 196)
 - C. Public Services Report (T. Shainidze Krebs) (p. 198)
 - D. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 213)
 - E. Chief Librarian's Report (J. Spears)
 - F. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report

VII. ADJOURNMENT

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



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

Chief Librarian and CEO John Spears, Chief Safety, Social Services and Security Officer Michael Brantner, Librarian Kristin Brown, Monument and Palmer Lake Library Manager Jean Carrier, Culinary Program Supervisor Scott Crum, Creative Services Director Becca Cruz, Individual Giving Coordinator Courtney Deuser, North Region Director Hillary Dodge, Executive Assistant Laura Foster, Controller Randy Green, Chief Development Officer and Foundation Executive Officer Lance James, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter; Thomas Gannett, County Commissioner Carrie Geitner, City Councilmember Randy Helms, David Neville, Aaron Salt, CSURA Executive Director Jariah Walker, County Commissioner Holly Williams

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the November 17, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:02 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

Chief Development Officer and Foundation Executive Officer Lance James introduced Individual Giving Coordinator Courtney Deuser.

North Region Director Hillary Dodge introduced Monument and Palmer Lake Library Manager Jean Carrier.

Food Industry Training Program / Graduation

Director of Adult Services Tammy Sayles and Director of Creative Services Becca Cruz announced that there were 21 applicants who were interviewed for the program. Ten were selected to participate and nine successfully completed the program, earning a food safe handling certificate. This program was made possible by a grant from the Pikes Peak Workforce Center. Two graduates are applying what they have learned in their own businesses, and one graduate is in negotiations for a position in Black Forest. A grant was received from the Colorado Health Fund that will offset some of the equipment costs. The next cycle of the program will begin in the Spring.

Additionally, Culinary Program Supervisor Scott Crum agreed to provide Safe Food Handling training at the request of

a local restaurant. Downtown COS made the Food Training Program the beneficiary of the Culinary Pass proceeds, raising \$1,000.00 in support of this program that can help alleviate staffing shortages. Debbie English commended the program as an excellent example of partnering with and providing service to the community.

President Vanderschuere took a moment to welcome City Councilmember Randy Helms, County Commissioner Carrie Geitner, and County Commissioner Holly Williams to the meeting.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Decision 21-11-1: Minutes of the October 20, 2021 Meeting

The minutes from the October 20, 2021 meeting of the Board of Trustees were included in the Board packet.

Motion: Dr. Stoll made a motion to approve the minutes of the October 20, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

There were no consent items on the agenda.

New Business

Decision 21-11-2: URA Draper/Lowell Commons Project

Executive Director of the Colorado Springs Urban Renewal Authority Jariah Walker thanked the PPLD Board of Trustees for having them on the agenda. Mr. Walker introduced Thomas 'Toby' Gannett, developer of the Draper/Lowell Commons Project, who provided the presentation.

Responses to questions from the Board of Trustees clarified that:

- A formal contract is not yet in place.
- The total TIF from the Pikes Peak Library District would be approximately \$700,000 over 25 years.
- Units are of similar size in both projects.

Trustee Cathy Grossman recused herself from the vote due to a conflict with her consulting business.

Motion: Dr. Stoll made a motion that the Board of Trustees approve the Draper/Lowell Commons Project as presented today.

Second: Mina Liebert seconded the motion.

Vote: President Vanderschuere called for a vote by roll call:

Mina Liebert: Yes

Dr. Stoll: Yes

Debbie English: Yes

Dora Gonzales: abstained from voting

Scott Taylor: abstained from voting

Wayne Vanderschuere: No

With three members voting yes, one voting no, two abstaining, and one recusing, the motion passes 3-1.

URA Executive Director Jariah Walker offered to answer any further questions at the next Internal Affairs meeting as needed.

Decision 21-11-3: Teen Spaces Policy

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs explained that the changes made to the policy provide a more concise and consistent procedure.

Motion: Dr. Stoll made a motion that the Board of Trustees approve the Teen Spaces Policy as presented.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 21-11-4: Revision to Janitorial contract

Chief Facilities Management Officer Gary Syling provided an update to the contract approved at the September 22, 2021 meeting of the Board of Trustees. The revision includes the addition of day porter costs that raise the total of the contract to \$464,751 from \$455,631.

Motion: Dr. Stoll made a motion to approve the revision to the Janitorial contract with Colorado Building Maintenance (CBM) as presented today.

Second: Dora Gonzales seconded the motion.

Vote: The vote was approved unanimously.

Decision 21-11-5: Security cameras

Chief Information Technology Officer Rich Peters provided an update to the Surveillance Camera System Interim Replacement decision that was made by the Board of Trustees in March 2021. New equipment is available that will provide the additional capabilities outlined. This revision includes the cost difference of new equipment and raises the total of the contract to \$301,944.81 from \$289,648.81, with an additional \$3,000.00 to be used at the discretion of the Chief Information Technology Officer as it relates to this project.

Motion: Dr. Stoll made a motion to approve the Increase in cost for the Surveillance Camera System as presented.

Second: Scott Taylor seconded the motion.

Vote: The vote was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Rita Jordan introduced herself to the Board of Trustees as the newly elected President of the Friends of the Pikes Peak Library District Board of Directors.

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 highlighted:

- A \$15,000 gift from the Friends of the Pikes Peak Library District to the area of greatest need, raising their total gift for 2021 to \$30,000.

- In early October, Peggy Shivers received the El Pomar Award for Excellence. Ms. Shivers also received an award from the Bee Vrandenburg Foundation. Mr. James thanked Peggy and Clarence Shivers for all they have done for the Colorado Springs community.

Financial Report

The Financial Report for the period ending October 31, 2021 was included in the Board packet.

Chief Librarian John Spears introduced Randy Green as the Controller of the Pikes Peak Library District Finance Office. While the search for a new Chief Financial Officer (CFO) continues, Mr. Spears will be acting CFO, however Randy Green will be responsible for the daily operations of the Finance Department.

Controller Randy Green shared that expenses for the end of October 2021 are approximately 1.5% higher than October 2020, that revenue is tracking close to 2020 figures, and that PPLD received an additional \$50,000 from the Coronavirus Relief Fund (CVRF).

Scott Taylor inquired about how a delay in delivery of materials impacts the budget, as expenses may carryover into 2022. Mr. Green indicated that funds to pay for orders placed in 2021 that are not received by the end of the year will come from contingency accounts addressed in the mid-year budget resolution.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs shared that All Pikes Peak Makes attracted a larger level of participation than in the past. Ms. Shainidze Krebs thanked Chief Development Officer and Foundation Executive Officer Lance James for working closely with Public Services Directors to find, apply for, and receive grant funding. The Calhan School District PowerPass program will begin on January 11, 2022, with School Districts 49 and 38 next in line for the program.

Several trustees shared their appreciation for the details in the report, including the work being done in partnership with schools across the District.

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

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian John Spears shared that public and school libraries around the country are seeing a huge increase in challenges to materials. The American Library Association (ALA) has said challenges are being made at the highest level they have seen.

Mr. Spears announced that an invitation will be sent to members of the Board of Trustees to attend the State of the Region scheduled for December 9 and sit at the PPLD table.

Chief Librarian Spears indicated that a tour of the Springs Rescue Mission will be arranged for members of the Board of Trustees, that will include highlights of the partnership between PPLD and the Springs Rescue Mission.

The Salary study results that were received were somewhat unexpected, resulting in more time needed to determine the appropriate implementation of the results and any corresponding impact on the budget. The placeholder for new positions and the results of the study will remain in the 2022 budget. Any modifications to the Compensation Policy will be brought to the Board for a vote. Much of the challenge involves aligning the results of the study with the Equal Pay for Equal Work Act. Chief Librarian Spears will provide regular updates on progress to the Board of Trustees.

Development of a Vision and Values statement to accompany the PPLD mission statement is beginning with the PPLD Management Team and will continue into each Library region, led by members of the Management Team. The

goal is to involve staff as much as possible in this project. The Leadership Team and the Board of Trustees will have several meetings in early March 2022 on this topic.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the Committee met on November 2, 2021. Ms. English provided an update on the Board vacancy process. The Selection Committee completed candidate interviews last week and selected two new trustees, to be announced once notifications are made.

A celebration of Cathy Grossman's service on the PPLD Board of Trustees is being planned to follow the December Board meeting. A celebration of Wayne Vanderschuere's service will occur after the January 2022 meeting.

Ms. English asked that Board members contact her about their interest in officer and committee chair appointments for 2022. The 2022 slate of officers will be announced at the December meeting

Additional topics of discussion were the Chief Librarian's performance evaluation that is in progress, and planning for the 2022 Board Orientation, date to be determined.

Internal Affairs Committee Report

Internal Affairs Committee Chair Dr. Stoll reported that the Committee met on November 2, 2021. The decision items on today's agenda were discussed.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert reported that the Public Affairs Committee did not meet in November.

Board President's Report

President Wayne Vanderschuere did not have anything to report.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the November 17, 2021 meeting of the Board of Trustees at 7:13 p.m.

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



PIKES PEAK LIBRARY DISTRICT 2022 BUDGET

Pikes Peak Library District 2022 Budget Proposal

2021 Pikes Peak Library District Board of Trustees

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

Chief Librarian and CEO

John Spears

Prepared by

Michael Varnet, CPA, CPFO
Chief Financial Officer

Tatiana Zonte
Accountant

Administrative Offices

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INTRODUCTION SECTION
Transmittal Letter**December 8, 2021****Citizens of Pikes Peak Library District****GENERAL INFORMATION**

Attached is the Fiscal Year 2022 Budget (2022 Budget), which covers Jan. 1 – Dec. 31, 2022, for Pikes Peak Library District (the District). The 2022 Budget is important for both the budgetary figures as well as its description of the future direction and services of the District for residents within its service area of El Paso County, Colorado, and beyond.

As required by Colorado State law, the 2022 Budget was presented as preliminary to the Board of Trustees by Oct. 15, 2021.

The District's Leadership Team believes that the 2022 Budget incorporates the most significant goals and objectives of the District. The Leadership Team incorporated direction provided by the Board of Trustees throughout the year. Some time frames and goals were modified because of limited resources to meet all current objectives and goals.

Legal Requirements

On Oct. 15, 2021, the Chief Librarian & CEO submitted the 2022 Budget to the Board of Trustees, as required by Colorado Statute 29-1-107 and 108. Subsequently, a "notice of budget" was issued to inform the citizens of the District of the availability of the proposed budget for inspection and comments.

On Dec. 8, 2021, the Board of Trustees conducted a formal public hearing, as required by statute, to give citizens the opportunity to express their comments. This meeting notice was posted following the District's public notification procedures for all Board meetings.

Following the formal public hearing, the Board of Trustees will adopt the 2022 Budget, certify its mill levies, and appropriate monies to all funds and accounts. Each individual fund, as required by state statute, is balanced with new and existing carryover revenues equal to all planned and anticipated expenditures.

Reporting Entity

The District was created through state statute (CRS 24-90-110). The District's Board of Trustees consists of seven members from the community. The citizen volunteers are appointed jointly by the Colorado Springs City Council and El Paso County Board of Commissioners for a maximum of two (2) five-year terms. The Trustees convene at regular meetings, as well as at special meetings, when necessary, to conduct the business of the District. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined in law (C.R.S. 24-90-109). The District's mission is to "providing resources and opportunities that impact individual lives and build community". Its service area covers all El Paso County, excluding Widefield School District #3. Security/Widefield and the town of Manitou Springs did not join the Library District when it was formed in 1963. The town of Manitou Springs subsequently voted to join the District effective January 1, 2013.

The District operates three regional libraries and 12 other libraries across the County, along with one facility specific for community-hosted events, meetings and other activities called Knights of Columbus Hall. It

also offers mobile library services using two units that travel across the city and county as well as one van that specifically serves the senior population.

The 16 library facilities and three mobile libraries covers a service area of approximately 2,070 square miles. The District owns nine facilities: Calhan Library, East Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Complex (including Penrose Library and Knights of Columbus Hall), and Sand Creek Library. The District leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library, Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, the mobile fleet delivers Library services to remote sites and non-mobile populations.

Financial Policies

The 2022 budget has been prepared following the District's Financial Guidelines.

COVID-19 Response

On Jan. 30, 2020, the World Health Organization (WHO) announced a global health emergency due to a new strain of coronavirus (COVID-19) and the risks to the international community as the virus spread globally beyond its points of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. Since then, COVID-19 has adversely affected global, national, and local economic activity as well as contributed to significant deterioration of the various economies and markets. As of today's date, the pandemic is still ongoing.

In the wake of COVID-19, the District pivoted and transformed its service delivery with consideration to the health and safety of patrons, staff, and the greater community. Library leadership also took measures towards allowing staff to work remotely whenever possible, which included virtual meetings and trainings.

During the multi-week closure early in the pandemic, the District quickly expanded and extended access to the large digital collection and hub of online resources. Library staff also created and launched virtual offerings, including programs and ways to connect with a librarian remotely. In mid-May 2020, the District introduced curbside services and then reopened its doors to the public with limited indoor services in early July. The Library restricted indoor access to reservation-only services for computer use, copying, scanning, and faxing due to a recent surge in COVID-19 cases locally. In 2021, the District has continued to open its facilities to its patrons at somewhat reduced hours. The District expects to continue offering curbside services and virtual opportunities, as well as remote work access, into the foreseeable future.

The pandemic's ultimate effects cannot be determined at this time, but the District did adjust the 2020 Budget in attempt to identify and quantify some of the expected impacts on its operations. The 2021 Budget also includes estimates from the effects of this pandemic and incorporates various changes to operations, along with efficiency measures, to help negate some of the consequences. The 2022 Budget includes measures to continue its services as described above with the premise that the pandemic is still on-going.

Qualifications to the Budget Process

The Consumer Price Index (CPI for Denver/Boulder/Lakewood) figure used for the 2022 calculations of the Taxpayer's Bill of Rights (TABOR), part of the limit definitions, is based on the CPI through June 30, 2021. The final 2021 CPI will not be known until February 2022, well after the 2022 Budget is approved. Accordingly, the 2021 CPI used for these limit calculations is an estimate based on currently available information. It is very likely that the final 2021 CPI will vary from the estimate that is used in our 2022 TABOR limit calculations, and the District may need to make appropriate changes to the 2022 Budget, through a Board approved budget amendment (if necessary), once those figures are known.

Usage – Demand for Traditional Library Services

In a typical budget year, it is relatively easy to comment on the demand for use of library services, including how the demand for services compares from year to year by comparing traditional metrics (circulation,

patron visits, programming activities, etc.). As a result of COVID-19, any attempt to compare expected use for 2021 and 2022 to prior years by using these traditional metrics is difficult at best. Services transformed and evolved in 2020, including the launch of curbside services and virtual programs, to safeguard everyone's health. Library facilities closed for several weeks during the stay-at-home orders in Colorado and then reopened to the public with limited indoor services over the summer. Such factors significantly impact the traditional metrics for 2020 and 2021, and it is apparent that 2022 will also be affected by these circumstances.

Reorganization of District Operations

During 2018 and early 2019, the District completed a reorganization of its operations to improve efficiency and effectiveness of service development and delivery to its constituents. The 2022 Budget, along with the 2021 and 2020 Budgets, reflects the changes in departmental staffing and reporting responsibilities. The account structure for 2020, 2021, and 2022 is significantly different in comparison to the structure for 2018 and prior years, and it continues to evolve as circumstances dictate.

Some of the more significant changes include:

- Public Services, which previously was included in one total, is split between Library Services (library service design and program selections) and Library Service Providers (library locations, also known as branches).
- Library Services includes the following departments:
 - Adult Services
 - Family & Children's Services (formerly Children's Services)
 - Regional History & Genealogy (including Special Collections)
 - Creative Services (including Knights of Columbus Hall)
 - Young Adult Services
 - Adult Education
 - Collection Management (including Interlibrary Loan)
 - Equity, Diversity & Inclusion

- Library Service Providers incorporates the operational direct costs of providing library services to its constituents from all physical locations, including mobile library services. For 2019 - 2022, the costs of implementing and providing library services are presented by each library facility. This includes presenting operational costs for the three regional facilities, which are East Library, Library 21c, and Penrose Library). Prior to 2019, their costs were included under the various departments of Library Services (Adult Services, Children's Services, Circulation and Shelving Services, etc.).

Beginning in 2021, the operational costs and financial activities for the District's Circulation and Shelving departments were combined with the operational costs of the District's three regional facilities. Their operational costs— primarily personnel costs – were accumulated in separate cost centers (departments) prior to 2021, and such costs were shown separately within the District's financial records/budgets.

- Support Services covers the following: Communications, Development, Information Technology, Human Resources, Facilities, Finance, and Safety, Security, and Social Services. Their offices continue to be presented separately in the 2022 Budget and are not part of the categories for Public Services.

FUND INFORMATION**GENERAL FUND**

The following items discuss the issues related to the District's mill levy and property tax revenue calculations.

Property Tax Revenue Limitations

In 1986, citizens of the Library Service Area (LSA) authorized the District to set a mill levy for operating purposes up to 4.000 mills.

The District must adhere to the more restrictive of the two legal limitations when calculating its property tax revenue to be received in any given budget year:

- The State's 5.5% property tax revenue limitation
- TABOR, the Taxpayer Bill of Rights Amendment

State's 5.5% Limitation

The District received its preliminary 5.5% limit calculation from the Colorado Department of Local Affairs (Form DLG-53). Under this limit, the District's operating property tax revenue limit is \$34,089,601, which exceeds the District's property tax revenue estimate for 2022 by \$811,060.

Mill Levy – Operating Purposes

This property tax revenue limit is based on two factors – CPI and a growth factor:

The estimate of CPI for the Denver/Boulder/Lakewood area for 2021 is 3.30%. The final CPI will not be known until after the 2022 budget is approved.

Using data provided by El Paso County, the growth factor is 3.2839%.

The 2022 TABOR factor for the property tax revenue limit calculation is 6.5839%. Under this limit, the maximum mill levy allowed for general operating purposes is 3.477 mills.

Mill Levy – Abatements and Credits

The District is authorized to levy a mill rate to cover prior year abatements and credits. This mill levy is not subject to either the State's 5.5% limitation or TABOR's property tax revenue limitation. For 2022, the maximum mill levy allowed for abatements and refunds is 0.017 mills. This mill levy will generate a total of \$162,708 in additional property tax revenue, the amount of which is slightly less than the amount provided by the El Paso County Assessor for this purpose.

Mill Levy – Temporary Tax Credit

The 2022 mill levy includes a temporary tax credit of (0.004) mills, which equates to a total credit of (\$38,285), to refund estimated revenue received of \$29,483 (including interest) above the legal limitation.

Property Tax Revenue Summary**Net Assessed Valuation**

2022	\$9,571,049,930
2021	\$8,121,359,160

Mill Levies

General Operating Purposes

2022	3.477
2021	3.845

Abatements and Refunds

2022	0.017
2021	0.033

Temporary Mill Levy Credit

2022	(0.004)
2021	(0.023)

Total Mill Levy

2022	3.490
2021	3.855

Property Tax Revenue**General Operating Purposes**

2022	\$33,278,541
2021	\$31,226,626

Refunds and Abatements

2022	\$162,708
2021	\$268,005

Temporary Mill Levy Credit

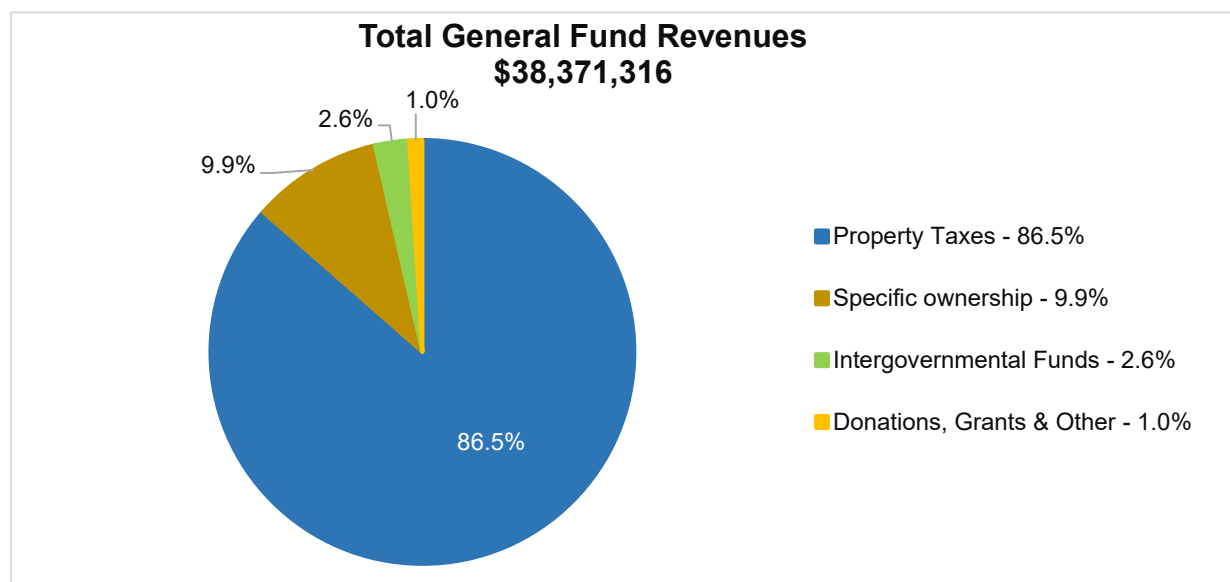
2022	(\$38,285)
2021	(\$186,791)

Total Property Tax Revenue

2022	\$33,402,965
2021	\$31,307,840

Revenues

Total General Fund budgeted revenues for 2022 are \$38,371,316. The 2021 revenue estimate is \$36,561,870. The difference is an increase of \$1,809,446.



The following is a summary of the more significant items included as part of revenue within the 2022 Budget.

Property Taxes: \$33,193,936 or 86.5%

See discussion above. Property tax revenue typically equates to approximately 85 - 86% of the annual revenue budget.

Specific Ownership Taxes: \$3,800,000 or 9.9%

This amount equates to approximately 10% of the total 2022 revenue budget. Collections have improved rather significantly in 2021 versus 2020, and that trend is expected to continue into 2022.

Intergovernmental Funds: \$1,004,630 or 2.6%

E-Rate Refund: \$655,000

This is the amount expected for the 2021 funding year, which is higher than the total to be collected during the 2020 funding year of \$125,102. Library management reviews its eRate funding options, and preliminarily, will seek additional funding of approximately \$576,000 for various network projects.

Adult Education and Family Literacy (AEFLA): \$84,002

AEFLA is the principal source of federal funding for States to apply towards adult education programs. The grant program's purpose is to assist adults in the following: becoming literate; obtaining the knowledge and skills necessary for employment and self-sufficiency; obtaining the necessary education and skills to become full partners in the educational development of their children; and completing secondary education or its equivalent.

PPLD has received this grant every year since 2012.

State Grant for Library Materials: \$170,624

This State grant is provided by the Colorado State Library to enable public libraries, school libraries, and academic libraries to obtain educational resources that they would otherwise be unable to afford, to the end that the State will receive the corresponding benefits of a better educated and informed population

Integrated English Literacy and Civics Education (IECLE)- \$95,005.

IECLE is a Federal Grant and is defined as: “education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries that enable such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers and citizens in the United States.”

Fines and Fees: \$67,500 or <1%

During 2018, the District eliminated fines on most library materials, which has become a statewide and national trend in recent years to reduce access barriers for those in low-income households. The budgeted total represents amounts collected for lost materials.

Interest Income: \$15,750 or <1%

The District invests primarily in a state-wide government investment pool, which consists primarily of US Treasury securities. Primarily because of the pandemic, interest rates have decreased significantly during 2020 and 2021, and this is expected to continue during 2022, at least in part. The original budget for 2020 included \$425,000 for interest income, indicating just how far interest rates have dropped.

Copier/Printing Charges: \$45,000 or <1%

Again, because of the pandemic, patron use inside library facilities has been limited at least compared to how the facilities were being used prior to the pandemic, and this trend is expected to continue into the foreseeable future.

Parking Lot Collections: \$10,000 or <1%

The estimate for 2022 is lower than what it has been in years prior to the pandemic.

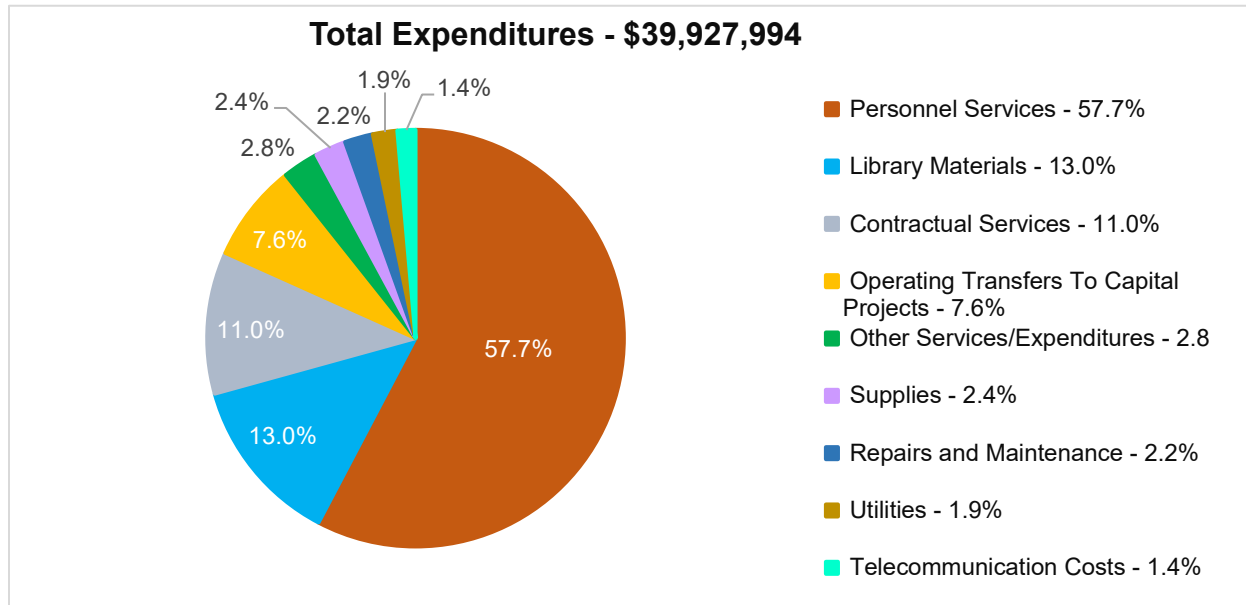
Donations and Other Grants: \$225,000 or <1%

A recent change in accounting literature for government entities strictly defines how designated funds must be accounted for within the entity’s financial records. New activities in designated funds must be accounted for in the General Fund. This figure represents an estimated amount of new financial activity that has typically been accounted for separately as part of the District’s designated funds in the past.

Expenditures

The 2022 Budget for General Fund expenditures is \$39,927,994. The projected total for 2021 is \$36,003,850. The change is \$3,924,144.

Given the uncertainties of COVID-19 among other reasons, the projected total for 2021 is \$36,003,850, which is less than the adjusted budget of \$36,813,517 by \$809,667. The primary reason for this variance is the result of additional savings realized (above the budgeted amount) from vacant positions throughout the year.



The following are the more significant expenditures included in the 2022 Budget:

Personnel Services: \$23,028,665 or 57.7%

The District’s staff is arguably its most valuable resource, providing exemplary service that garners local accolades, along with national and international recognition.

The 2022 Budget includes funding for 440 existing positions or 362.18 full-time equivalents [FTE], plus seven new full-time positions, one part-time position, and an additional 20 hours of work per week to an existing part-time position (8.00 additional FTE), as discussed below.

2022 Pay Structure Adjustments and Issues - \$780,000

The District engaged a consultant to complete a comprehensive compensation, classification, and workforce levels study during 2016 and completed it in 2017. There were many objectives to this study, including the development and implementation of a District-wide workforce plan, the development of a classification system, and the development of a pay scale to help attract top talent for its positions and to be competitive with other employers for retaining talent both at a local and national level.

Included in the 2022 Budget is an amount of \$780,000 for pay adjustments. This amount is equivalent to a 4% pay adjustment to all employees. This percentage is comparable to the preliminary percentages included in other larger Colorado library systems. This percentage is in proximity of expected inflation for 2021.

In addition, several issues related to personnel costs are addressed in the 2022 Budget:

1. In November 2016, the citizens of Colorado voted to add a constitutional amendment to increase the minimum wage for workers in Colorado. The minimum wage for Colorado will change from the 2021 rate of \$12.32 per hour to potentially \$12.56 per hour for 2022, to be adjusted annually thereafter.

2. The District has engaged a consultant to complete a market study of its salary and classification structure. The primary purpose of this study is to monitor and evaluate the current pay structure which was created as part of the 2016-2017 compensation study to keep up with changes to market rates, as financial resources permit. The results of this study, along with an analysis of the results and its impact on current wage levels and current pay structure and staffing classifications is expected to be completed in early 2022. Adjustments, if any, will effectively be “net” of the 4% pay adjustment pool discussed above, meaning for example if the market study dictates a 5% increase for a position, the actual adjustment for the market rate increase would be 1% (5% less 4% pay adjustment).

Refer to the discussion under New Positions below for how the cost of market adjustments, if any, will be addressed within the 2022 Budget.

3. The District has participated in the El Paso County Retirement Plan (the Plan), a defined benefit retirement plan since 1967. In short, all full-time employees of the District are required to participate in this Plan. During 2021, the District and its employees contributed 8.0% of each employee’s covered salary to the Plan. The Plan’s Board of Trustees has considered its options related to addressing the Plan’s unfunded liability of approximately \$600 million. The Plan’s Board approved increasing the employer contribution rate to 10.2% for 2022, 10.8% in 2023, 11.4% in 2024, and 12% in 2025 and thereafter. This change is incorporated in the 2022 Budget. The employee contribution rates will remain at 8% during this period.
4. The 2021 Budget includes an allowance to address the requirements of the Equal Pay for Equal Work Act, a Colorado set of laws that became effective Jan. 1, 2021. A study was completed during 2021, and the results of the study are incorporated in both the 2021 and 2022 personnel costs.

New Positions - \$534,694

The 2022 Budget includes seven new full-time positions, one part-time position, and an additional 20 hours of work per week to an existing part-time position

The following is a summary of the new positions and position adjustments:

- Assistant ILS Administrator
- Security Officer (20 additional hours per week)
- Adult Education Instructor (part time)
- Military Strategic Librarian
- Public Relations Specialist
- Safety Coordinator
- Digital Archivist
- Social Worker
- Senior Library Associate

These positions were selected through an internal ranking process completed by the District’s Leadership Team and Directors. Originally, there were 27 new position/pay adjustment requests at an estimated cost of about \$1.6 million. The total was pared back based on available financial resources.

As stated above, the District is in process of completing a market pay study of its staffing positions. As it currently stands, the costs of all adjustments resulting from this study (and the related analysis) is not known. Any costs resulting from the study will come from this category, meaning the list of new positions will be fewer than the list above. This issue will be addressed in 2022 once the true cost is known.

Savings from Vacant Positions – (\$900,000)

This target is included in the 2022 Budget because of the following:

- The District budgets all positions annually as if they will be filled throughout the year. Realistically, some positions become vacant throughout the year, and it generally takes time to fill vacant positions. This occurs annually, and as a result, savings from vacant positions are added back to fund balance at the end of each year.
- The 2022 Budget includes \$534,694 as discussed above for new positions and position adjustments. Again, the budget is set up as if each position will be filled as of Jan. 1, 2022, but the new positions, if any, will be phased in as appropriate.
- Savings from vacant positions during 2020 and 2021 have far exceeded such savings would be in any given year prior to the pandemic. Nationally and locally, employers have had a difficult time hiring and retaining employees, in part due to the pandemic. There are still significant uncertainties related to economic factors both for 2022 and thereafter given the current pandemic situation. Management will monitor the actual savings realized from vacant positions throughout 2022 and will propose adjustments if necessary.

Payroll Accrual Provision - \$70,000

District employees are paid bi-weekly. Accordingly, there is at least one extra day in each year for which the District must set aside funds to cover the year when there will be 27 pay dates. This will occur again during 2028. The 2022 Budget includes an estimate of \$70,000 to be set aside for this purpose.

Employee Health Insurance Plan - \$2,400,000

In 2004, the District implemented a partially self-insured health plan for its eligible employees, those who were regularly scheduled to work 30-40 hours per week. Almost 90% of eligible employees participate in the plan. This amount is reflective of the 3% increase in the renewal rate for 2022, and it is substantially based on employee enrollment that is in place for 2021.

Previously, the District has been able to provide its participating employees with at least one month without premium collection during the calendar year, given the overall effective use of the plan benefits which resulted in fund balance savings. However, starting in 2020, the Plan's reserves have decreased to the minimum levels that the insurance company recommends due to the overall use of the Plan benefits and other issues, meaning that the District is not in the position to offer a premium-free month during 2022. Management will monitor the reserve balances during 2022, some of which is based on the final audited figures for 2021 (not known until June 2022) and may recommend a month of no premiums during the second half of 2022.

Library Materials - \$5,188,243 or 13%

Part of the District's goals is to meet customer demands and keep the collection up to date for Library patrons. The 2022 Budget includes \$5,188,243 for library materials, which is higher than the 2021 original budget balance of \$4,829,977.

Included in this figure for 2021 and 2020 is a grant from the State of Colorado in the amount of \$170,624 and \$143,445, respectively, for the purchase of library materials.

Training - \$320,244 or 0.8%

The 2022 Budget includes \$318,794 to continue the emphasis of training staff appropriately. The benefits of this initiative include professional and personal development of District staff, which in turn allows for improved customer service and a more professional work environment. The projected amount for 2021 is \$231,602.

Operating Transfers to Capital Projects - \$3,045,095 or 7.6%

The 2022 Budget includes the following transfers:

Capital Reserve Fund	\$1,542,395
Penrose Library Project Fund	1,191,200
Library 21c Project Fund	194,500
East Library Renovation Project Fund	117,000
Total	<u>\$3,045,095</u>

The purpose of these funds, entirely for capital projects, will be discussed in further detail below.

Debt Obligations

The following is a list of other items that are pertinent to the discussion of the 2022 Budget:

1. The District does not have any General Obligation Bonds or any other similar forms of debt financing outstanding as of Dec. 31, 2021, nor is any anticipated as of Dec. 31, 2022.
2. The District has several operating leases in place for the rental of certain library facilities, and other similar operating agreements

Fund Balance

As of December 31, 2022, total fund balance is estimated at \$10,321,431. This total includes an estimate for the operational reserve (unassigned fund balance) of \$8,947,686.

Many financial experts recommend a financially prudent operational reserve of 1-3 months of operating expenditures. For the District, this equates to a range of approximately \$3.33 - \$9.99 million. The estimate of the operational reserve of 2022 is 22.4%, or about 2.7 months of operating expenditures, as of Dec. 31, 2022.

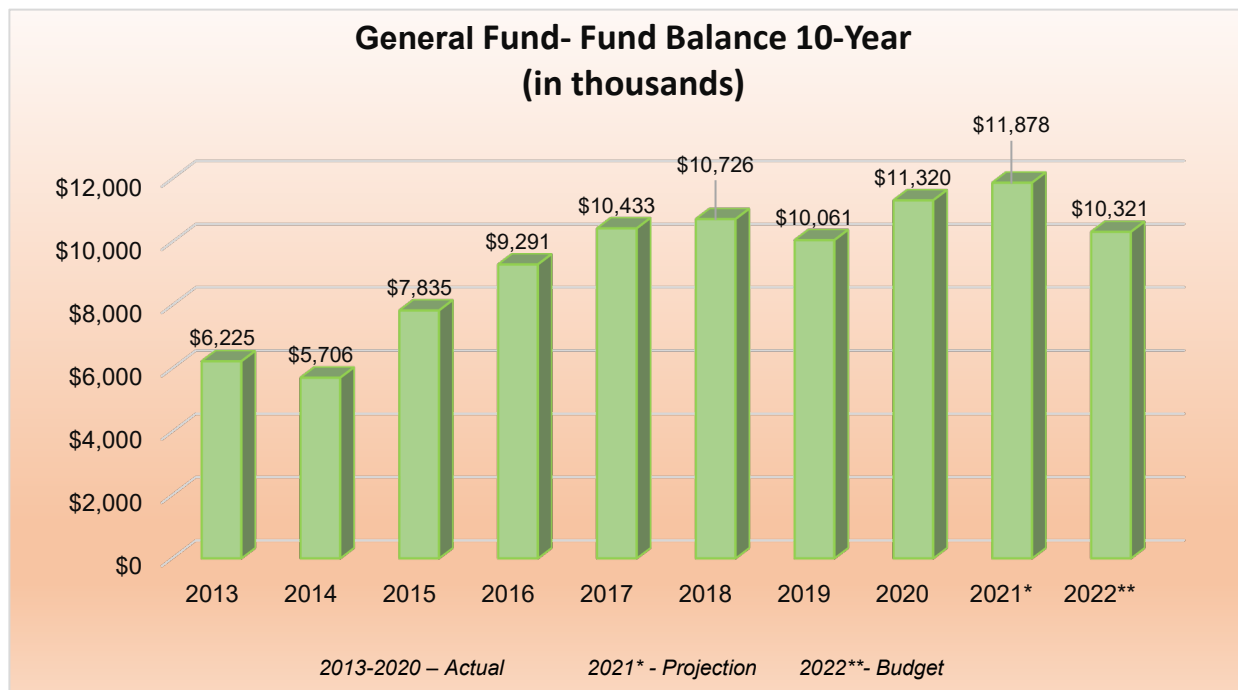
The 2022 Budget calls for a reduction in fund balance of (\$1,556,678). This balance is used to fund one-time capital projects, at least in part, as discussed in further detail below. Please note that the estimated unassigned fund balance as of Dec. 31, 2021, per the original 2021 budget, is \$7,475,521. The revised estimate of the unassigned fund balance as of Dec. 31, 2021 is \$10,527,412, which equates to an increase of \$3,051,891. Most of this amount comes from estimated budget savings realized during 2021 with savings from vacant staff positions being the primary source.

Fund balance as of Dec. 31, 2022 also includes an estimate of \$1,151,139 for the Emergency Reserve as required by TABOR.

The ten-year trend of fund balance is depicted in the following table.

The chart below indicates a trend of utilizing fund balance to help balance the annual operating budgets, primarily in the category of capital projects, a one-time use of financial resources. Over the long term, this is not sustainable. Currently, as mentioned above, the District's operational reserves are within the targets of 1-3 months of operating revenues.

Changes to fund balances vary from year to year generally less than 10%.



CAPITAL PROJECTS FUNDS

The District has four capital projects funds: East Library Project Fund, Penrose Library Project Fund, Library 21c Project Fund, and the Capital Reserve Fund. The 2022 expenditure budget for capital projects will be funded primarily from a transfer from the General Fund, along with fundraising activities.

East Library Project Fund - \$117,000 expenditures

The purpose of this fund is to account for all capital expenditures related to the East Library facility. This fund is ongoing, and it will account for all financial activities related to capital projects for this facility in the future.

Penrose Library Project Fund - \$1,191,200 expenditures

Its purpose is to account for all capital expenditures related to the Penrose Library facility, including the 1905 Carnegie building and the Knights of Columbus building located next to Penrose Library. This fund is ongoing, and it will account for all financial activities related to capital projects for this facility in the future.

The 2022 Budget includes \$950,000 for the replacement of the roof.

Library 21c Fund - \$194,500 expenditures

The purpose of this fund is to account for all capital expenditures related to the Library 21c facility. This fund is ongoing, and it will account for all financial activities related to capital projects for this facility in the future.

Capital Reserve Fund - \$1,837,745 expenditures

Its purpose is to account for the accumulation of funds to be used on projects specifically identified in future years, which are not funded in either the other Capital Projects Funds (described above), a Special Revenue Fund, or any designated fund included within the General Fund.

The 2022 Budget includes \$754,500 for various facility-related projects. Such projects include, but are not limited to, bookmobile replacement (\$324,000), furniture replacement, equipment replacement, vehicle replacement, purchases of land for future expansion, construction of new facilities, and renovation projects related to existing facilities.

The 2022 Budget includes \$1,056,350 for Information Technology-related costs. IT-related projects include telecommunications equipment such as switches and servers (\$270,000), wireless systems replacement (\$200,000), audio/visual equipment standardization (\$100,000), and other items.

Budget Funds Summary

FUND	2020 Actual	2021 Budget	2021 Projection	2022 Budget
General Fund				
Revenues				
Total Taxes	\$ 33,440,107	\$ 34,645,468	\$ 34,907,875	\$ 36,993,936
Intergovernmental	715,285	1,164,360	1,164,360	1,004,630
Fines and fees	63,530	79,200	65,300	67,500
Interest income	116,945	183,750	15,000	15,750
Donations/grants	129,852	346,287	346,287	225,000
Other	65,742	102,008	63,048	64,500
Total Revenues	34,531,461	36,521,073	36,561,870	38,371,316
Expenditures by categories				
Personnel Services	\$ 20,388,499	\$ 20,992,174	\$ 20,585,198	\$ 23,028,665
Supplies	758,207	985,475	900,899	955,664
Library Materials	4,822,357	4,926,480	4,926,480	5,188,243
Utilities	593,828	713,416	704,836	752,567
Telecommunication Costs	579,783	651,177	651,177	554,000
Contractual Services	3,187,665	4,009,739	3,880,537	4,402,323
Repairs and Maintenance	554,234	861,175	799,989	870,050
Other Services/Expenditures	492,193	1,217,662	1,069,042	1,116,387
Capital outlay	167,830	146,182	146,182	15,000
Operating Transfers To Other Funds	1,547,368	2,310,027	2,310,027	3,045,095
Special Item	180,108	-	29,483	-
Total Expenditures	33,272,072	36,813,507	36,003,850	39,927,994
Net Excess Revenues Over Expenditures	1,259,389	(292,434)	558,020	(1,556,678)
Fund Balance - Beginning of Year	10,060,702	11,320,091	11,320,091	11,878,110
Fund Balance - End of Year	\$ 11,320,091	\$ 11,027,657	\$ 11,878,111	\$ 10,321,432
Capital Projects				
East Library				
Sources of Funds				
Operating Transfers from General Fund	\$ 8,545	\$ 84,200	\$ 84,200	\$ 117,000
Uses of Funds				
Building Items	113,612	85,221	85,221	92,000
IT Items	253	1,818	1,818	-
Others	15,640	71,503	71,503	25,000
Total Uses of Funds	129,505	158,542	158,542	117,000
Net Excess Revenues Over Expenditures	(120,960)	(74,342)	(74,342)	-
Fund Balance - Beginning of Year	195,302	74,342	74,342	-
Fund Balance - End of Year	\$ 74,342	\$ -	\$ -	\$ -

FUND	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Capital Projects				
Penrose Library				
Sources of Funds				
Operating Transfers from General Fund	\$ -	\$ 525	\$ 525	\$ 1,191,200
Uses of Funds				
Building Items	63,522	269,422	269,422	1,096,700
Others	10,151	149,048	149,048	94,500
Total Uses of Funds	73,673	418,470	418,470	1,191,200
Net Excess Revenues Over Expenditures	(73,673)	(417,945)	(417,945)	-
Fund Balance - Beginning of Year	491,618	417,945	417,945	-
Fund Balance - End of Year	\$ 417,945	\$ -	\$ -	\$ -
Library 21c				
Sources of Funds				
Operating Transfers from General Fund	\$ 63,367	\$ 165,000	\$ 165,000	\$ 194,500
Uses of Funds				
Facilities	321,836	152,509	152,509	149,500
IT & Other Equipment	825	85,195	85,195	-
Software	-	-	-	-
Others	35,024	117,160	117,160	45,000
Total Uses of Funds	357,685	354,864	354,864	194,500
Net Excess Revenues Over Expenditures	(294,318)	(189,864)	(189,864)	-
Fund Balance - Beginning of Year	484,182	189,864	189,864	-
Fund Balance - End of Year	\$ 189,864	\$ -	\$ -	\$ -
Capital Reserve				
Sources of Funds				
Donations-Pikes Peak Library District Foundation	\$ -	\$ 75,000	\$ 75,000	\$ 100,000
Operating Transfers from General Fund	1,475,456	2,060,302	2,060,302	1,542,395
Other- Landlord reimbursement	61,695	10,202	10,202	-
Sales of Assets	12,500	-	-	-
Total Sources of Funds	1,549,651	2,145,504	2,145,504	1,642,395
Uses of Funds				
Facilities	\$ 259,276	\$ 1,017,734	\$ 1,017,734	\$ 754,500
IT & Other Equipment	720,665	3,300,474	3,105,124	1,056,350
Others	66,165	141,239	141,239	26,895
Total Uses of Funds	1,046,106	4,459,447	4,264,097	1,837,745
Net Excess Revenues Over Expenditures	503,545	(2,313,943)	(2,118,593)	(195,350)
Fund Balance - Beginning of Year	1,810,398	2,313,943	2,313,943	195,350
Fund Balance - End of Year	\$ 2,313,943	\$ -	\$ 195,350	\$ -
Special Revenues Funds				
Expenditures - Capital Outlay	\$ 3,300	\$ 105,721	\$ 105,721	\$ -
Fund Balance - Beginning of Year	109,021	105,721	105,721	-
Fund Balance - End of Year	\$ 105,721	\$ -	\$ -	\$ -
Total Fund Balance-End of Year	\$ 14,421,906	\$ 11,027,657	\$ 12,073,461	\$ 10,321,432

FIVE-YEAR CAPITAL PLAN

Included in the 2022 Budget is a preliminary five-year, long-term capital plan that covers Fiscal Years 2023 – 2027. These schedules are adjusted annually based on available financial resources and on changing priorities/needs. Contents of the plan include identified projects and purchases of capital items, but it does not include the construction of new library facilities. A long-term formal Facilities Plan is forthcoming.

Capital projects and purchases include items with a useful life that exceeds one year and either has an individual cost of \$1,000 per item, or an aggregate purchase cost of \$1,000 or more.

Libraries Statistics for Selected Colorado and National Libraries

Appendix 1 Included in this Budget are charts to show how the District compares to other large public library systems in Colorado, sourced by the Library Research Service. The charts cover the 2019 and 2020 calendar years, and 2015-2019 trend for some areas, which are current available data <https://www.lrs.org>.

For purposes of this analysis, the following libraries have been selected as they represent library systems in Colorado with a Library Service Area (LSA) population of more than 200,000:

Arapahoe Library District	Jefferson County Public Library
Aurora Public Library	Pikes Peak Library District
Denver Public Library	Poudre River Public Library District
Douglas County Libraries	Rangeview Library District (Adams County)
High Plains Library District (Weld County)	

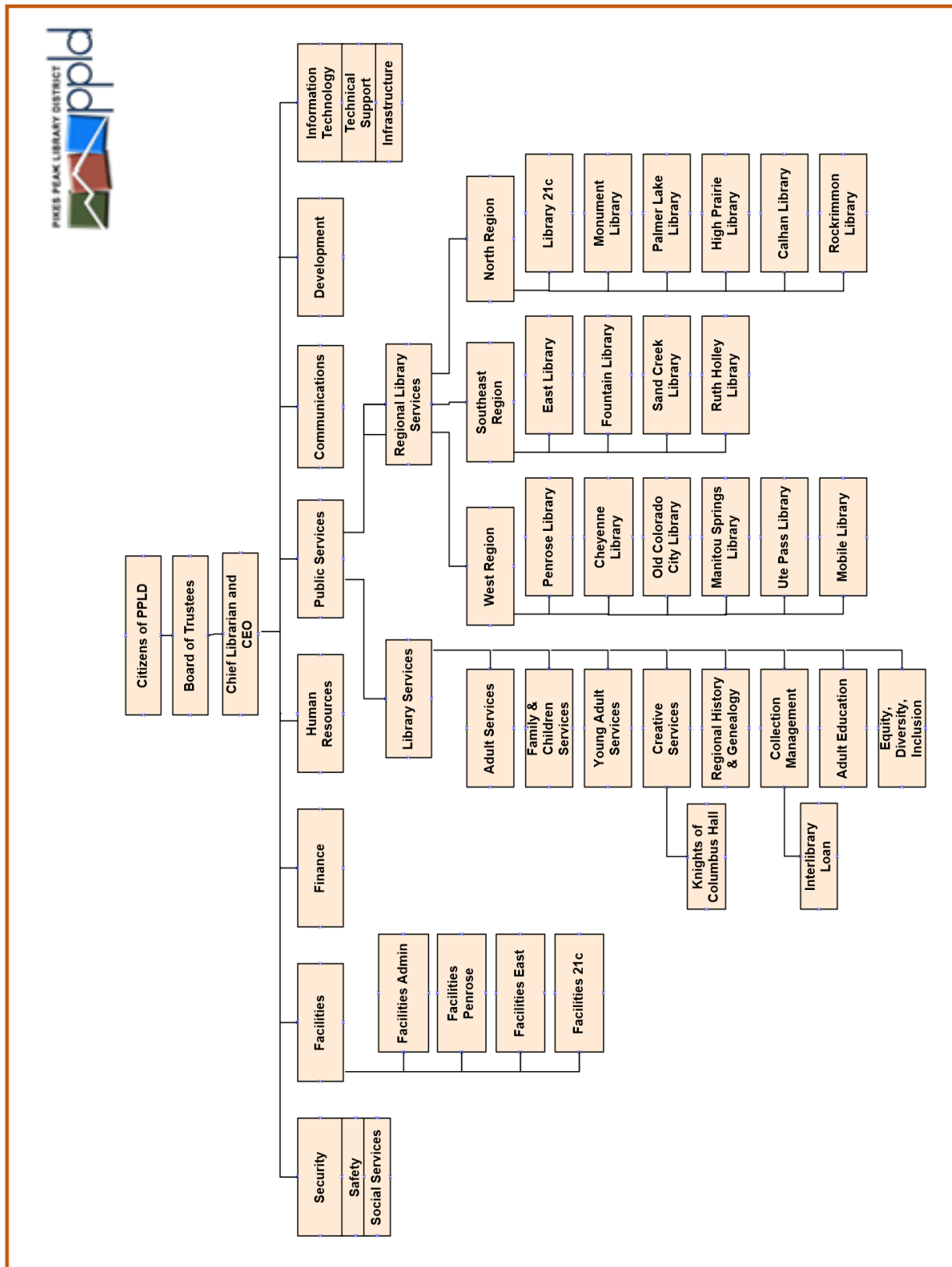
Appendix 2 includes District comparison to 12 selected national libraries with a LSA population between 550,000 and 750,000 and operating revenues between \$25 - \$50 million. The charts cover the 2019 calendar year, which represents the most current available data, and the source of this information is the Institute of Museums and Library Services (IMLS) database:

<https://www.ims.gov/search-compare> .

Here are the selected public library systems of similar size and revenue:

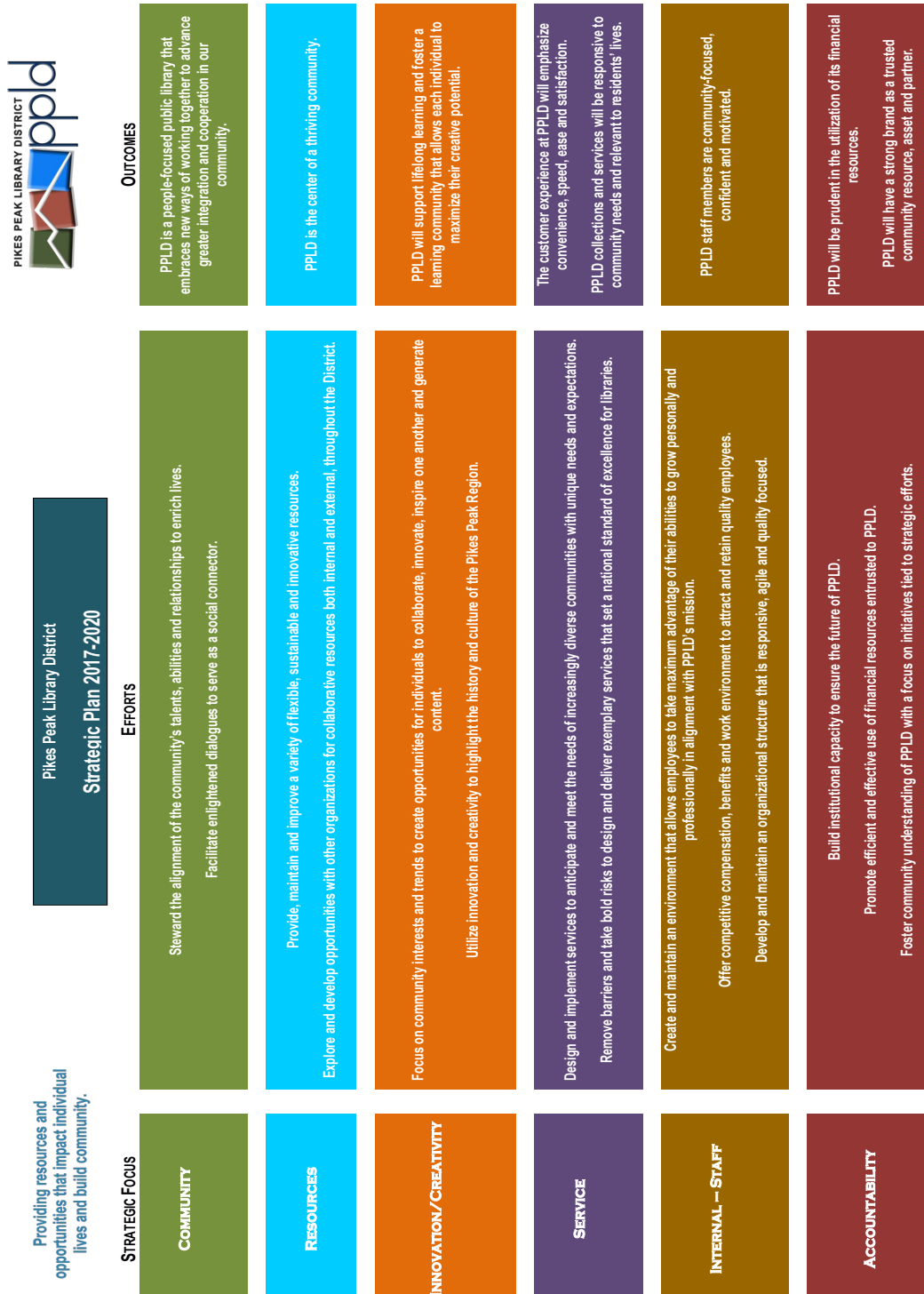
Anne Arundel County Public Library	Nashville Public Library (Nashville, TN)
Alameda County Library	Ocean County Library (Toms River, NJ)
Detroit Public Library (Detroit, MI)	Pierce County Library System (Tacoma, WA)
Lee County Library System (Fort Myers, FL)	Tulsa City-County Library System (Tulsa, OK)
Metropolitan Library System (Oklahoma City, OK)	Milwaukee Public Library (Milwaukee, WI)
Sno-Isle Libraries	Jefferson County Public Library
Pikes Peak Library District	

Organizational Chart



2017-2020 Strategic Plan

Included below is the Strategic Plan for 2017 through 2020, which was carried forward into 2021 due in part to the pandemic. A Strategic Plan for future years is forthcoming, which will include input including District staff and the public. Past performances and current and future needs are also considered. The Board of Trustees ultimately approves such strategic goals, objectives, and plans.



TREND INFORMATION

Included in the 2022 Budget are various charts and graphs that depict financial information in a visual format.

BUDGETARY BASIS OF ACCOUNTING

The 2022 Budget has been prepared using the Modified Accrual Basis of Accounting. Revenues is recognized when available, and expenditures are recognized when the obligation is incurred. Encumbrances are not reported in the 2022 Budget.

ACKNOWLEDGEMENTS

Special thanks and appreciation are expressed to the District's Board of Trustees, Leadership Team, and Management Team for their leadership and direction towards the completion of the 2022 Budget.

Gratitude is also extended to all District managers, supervisors and staff for their efforts toward examining the Budget carefully and planning ahead prudently to complete a balanced 2022 Budget.

Special recognition and appreciation is extended to the Finance Office, particularly Tatiana Zonte, Accountant, who once again played a key role in the preparation of the 2022 Budget document.

Respectfully submitted,

John Spears
Chief Librarian and CEO

Michael Varnet, CPA, CPFO
Chief Financial Officer

Resolution to Set Mill Levies

A resolution levying general property taxes for the fiscal year 2022, to help defray the costs of government for the Pikes Peak Library District, Colorado Springs, Colorado, for the 2022 budget year.

WHEREAS, the Board of Trustees of the Pikes Peak Library District has adopted the annual budget in accordance with Local Government Budget Law, on December 8, 2021, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$38,371,316, and;

WHEREAS, the 2021 net valuation for assessment (payable in 2022) for the Pikes Peak Library District, as certified by the County Assessor, is \$9,571,049,930.

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

Section 1. That for the purpose of meeting all general operating expenses of Pikes Peak Library District during the 2022 budget year, there is hereby levied a tax of 3.490 mills (comprised of a general operating mill levy of 3.477 mills, a mill levy for refunds and abatements of 0.017 mills, and a mill levy for a temporary tax credit of (0.004) mills), upon each dollar of the total valuation for assessment of all taxable property within the District for the 2021 assessment year.

Section 2. That the Chief Financial Officer of Pikes Peak Library District is hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the Pikes Peak Library District as hereinabove determined and set.

ADOPTED, this 8th day of December 2021.

Wayne A. Vanderschuere, President

Resolution to Adopt Budget

A resolution summarizing expenditures and revenues for each fund and adopting a budget for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2022 and ending on the last day of December 2022.

WHEREAS, the Board of Trustees of the Pikes Peak Library District has appointed the Chief Librarian/Chief Executive Officer to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, the Chief Librarian/Chief Executive Officer has submitted a proposed budget to this governing body on October 15, 2021 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 8, 2021, and interested taxpayers were given the opportunity to file or register any objections to the proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Chief Librarian/Chief Executive Officer and made a part of the public records of the Pikes Peak Library District.

ADOPTED, this 8th day of December 2021.

Wayne A. Vanderschuere, President

Resolution to Appropriate Sums of Money

A resolution appropriating sums of money to the various funds, in the amount and for the purposes as set forth below, for the Pikes Peak Library District, Colorado Springs, Colorado, for the 2022 budget year.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 8, 2021, and;

WHEREAS, the Board of Trustees has made provision therein for revenues and fund balances in the amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Pikes Peak Library District.

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

Section 1. That the following sums are hereby appropriated from the revenue and fund balances of each fund to each fund, for the stated purpose:

General Fund	
Current Operating Expenditures	\$36,882,899
Transfers to other funds	<u>3,045,095</u>
Total General Fund	<u>\$39,927,994</u>
East Library Renovation Project Fund	
Capital Outlay	<u>\$117,000</u>
Penrose Library Renovation Project Fund	
Capital Outlay	<u>\$1,191,200</u>
North Facility (Library 21c) Project Fund	
Capital Outlay	<u>\$194,500</u>
Capital Reserve Fund	
Capital Outlay	<u>\$1,837,745</u>
	<u>\$43,268,439</u>

ADOPTED, this 8th day of December 2021.

Wayne A. Vanderschuere, President

Certification of Tax Levies

County Tax Entity Code

DOLA LGID/SID _____ /

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners of El Paso County, Colorado.

On behalf of the Pikes Peak Library District,
(taxing entity)

the Board of Trustees
(governing body)

of the Pikes Peak Library District
(local government)

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 9,692,241,300 assessed valuation of: (GROSS assessed valuation, Line 2 of the Certification of Valuation Form DLG 57)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 9,571,049,930 (NET assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/15/2021 for budget/fiscal year 2022.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY	REVENUE
1. General Operating Expenses	<u>3.477</u> mills	\$ <u>33,278,541</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	<u>(0.004)</u> mills	\$ <u>(38,285)</u>
SUBTOTAL FOR GENERAL OPERATING:	<u>3.473</u> mills	<u>\$ 33,240,256</u>
3. General Obligation Bonds and Interest	<u>-</u> mills	\$ <u>-</u>
4. Contractual Obligations	<u>-</u> mills	\$ <u>-</u>
5. Capital Expenditures	<u>-</u> mills	\$ <u>-</u>
6. Refunds/Abatements	<u>0.017</u> mills	\$ <u>162,708</u>
7. Other (specify): _____	<u>-</u> mills	\$ <u>-</u>
_____	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>3.490</u> mills	<u>\$ 33,402,964</u>

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

Budget Timetable

	<u>Target Date</u>	<u>CRS Reference</u>
Preliminary discussion with Internal Affairs Committee	May 4, 2021	
Preliminary discussion with Leadership Team	May 10, 2021	
Budget forms and guidelines distributed	May 11, 2021	
All staffing, capital projects, and new account request forms due	July 9, 2021	
MUNIS budget input training	July/Aug 2021	
Budget questionnaires due, earlier completion encouraged	Aug 20, 2021	
Preliminary assessed valuation due from County	Aug 25, 2021	CRS 39-5-121
Preliminary CPI – 1 st half 2021	Aug 25, 2021	
Budget meetings with CEO and CFO	Aug 25 – Aug 31, 2021	
MUNIS budgetary data entry due	August 31, 2021	
Budget draft prepared	Sept 25, 2021	
Leadership team to discuss budget draft	Sept/Oct 2021	
Internal budget meetings held to discuss budget issues, as needed	Sept/Oct 2021	
Budget draft presented to Board of Trustees	Oct. 15, 2021	CRS 29-1-105
Notice of Budget and Public Hearing published in The Gazette	Oct 15, 2021	CRS 29-1-106(1)
Public copy available on PPLD website	Oct 15, 2021	
Final Assessed Valuation due from County	Nov 25, 2021	CRS 39-1-111
Public hearing	Dec 8, 2021	
Budget, appropriation, and mill levy approval	Dec 8, 2021	
2022 mill levy submitted to El Paso County	Dec. 15, 2021	CRS 39-5-128(1)
2022 accounting records incorporate the 2022 budget.	Dec. 31, 2021	
2022 Budget due at Division of Local Governments	Jan 31, 2022	CRS 29-1-113(1)

El Paso County Demographics

Unprecedented Regional Growth

El Paso County will see over a quarter of a million new people by 2045, and the population for the City will likely be home to about 2/3rds of these residents. By that time, Colorado Springs will grow to be the size of the current City and County of Denver, but with a significantly different outlook: Colorado Springs will still have room to grow, while Denver is already land locked. A significant amount of growth continues to occur outside of the City. This trend will continue to result in challenges for the fiscal sustainability of the City. Although the City’s share of the County population has declined over most of the last several decades, recent data show that this trend may decline in the future due in part to demographic shifts and more urban housing choices.

	El Paso County	Colorado Springs	Percent of County
2017 Population	701,283	467,108	66.6%
2025 Projected	740,069	498,788	67.4%
2030 Projected	797,126	526,863	66.1%
2035 Projected	853,580	536,885	62.9%
2040 Projected	909,947	549,481	60.4%
2045 Projected	960,800	573,461	59.7%

These projections are derived from the current 2017-18 Pikes Peak Area Council of Governments Small Area Forecasts which allocate population based on an overall El Paso County control total provided by the Colorado State Demographer. These projections assume a high proportion of regional growth will occur in areas outside the city limits of Colorado Springs and therefore they differ with other assumptions in PlanCOS.

Source: <https://coloradosprings.gov/plancos/page/plancos-appendix-state-city-snapshots>

Age

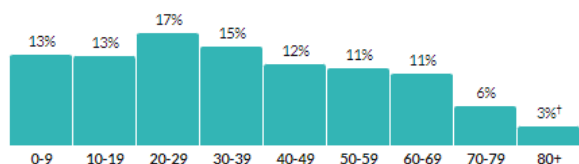
34.5

Median age

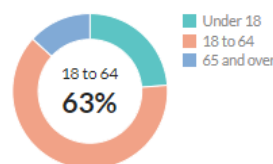
about 90 percent of the figure in Colorado: 37.1

about 90 percent of the figure in United States: 38.5

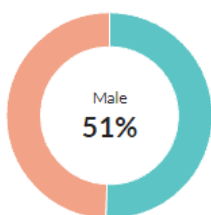
Population by age range



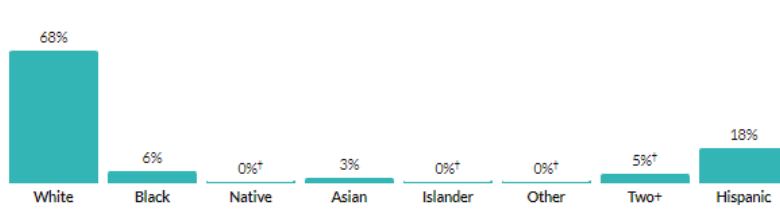
Population by age category



Sex



Race & Ethnicity



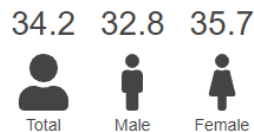
* Hispanic includes respondents of any race. Other categories are non-Hispanic.

Source: <https://censusreporter.org/profiles/05000US08041-el-paso-county-co/>

El Paso County, Colorado Population Pyramid \$2021



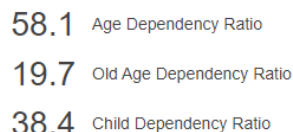
El Paso County, Colorado Median Age



El Paso County, Colorado Adults

There are 529,098 adults, (87,111 of whom are seniors) in El Paso County, Colorado.

El Paso County, Colorado Age Dependency



El Paso County, Colorado Sex Ratio

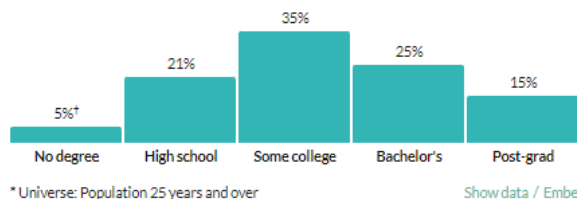
Female	346,071	49.51%
Male	352,903	50.49%

Educational attainment

95% High school grad or higher
 a little higher than the rate in Colorado: 92.4%
 about 10 percent higher than the rate in United States: 88.6%

39.1% Bachelor's degree or higher
 about 90 percent of the rate in Colorado: 42.7%
 about 20 percent higher than the rate in United States: 33.1%

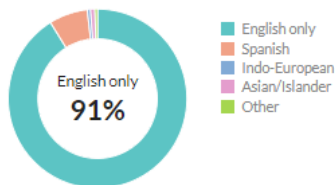
Population by highest level of education



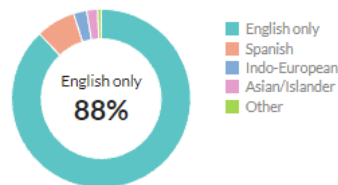
Language

N/A
 Persons with language other than English spoken at home
 *ACS 2019 5-year data

Language at home, children 5-17



Language at home, adults 18+



Source: <https://censusreporter.org/profiles/05000US08041-el-paso-county-co/>

Income

\$35,568

Per capita income

about 90 percent of the amount in Colorado: \$41,053

about the same as the amount in United States: \$35,672

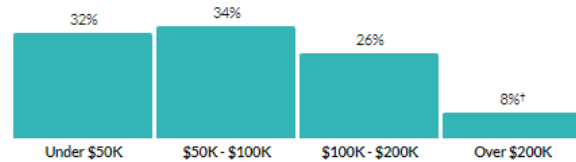
\$72,830

Median household income

a little less than the amount in Colorado: \$77,127

about 10 percent higher than the amount in United States: \$65,712

Household income



Show data / Embed

Poverty

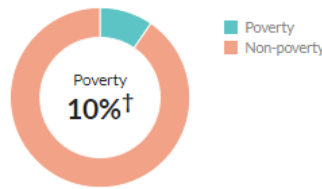
8.5%

Persons below poverty line

about 90 percent of the rate in Colorado: 9.4%

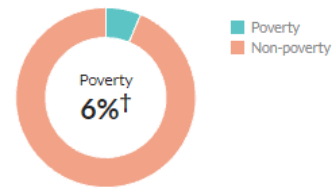
about two-thirds of the rate in United States: 12.3%

Children (Under 18)



Show data / Embed

Seniors (65 and over)



Show data / Embed

Source: <https://censusreporter.org/profiles/05000US08041-el-paso-county-co/>

Place of birth

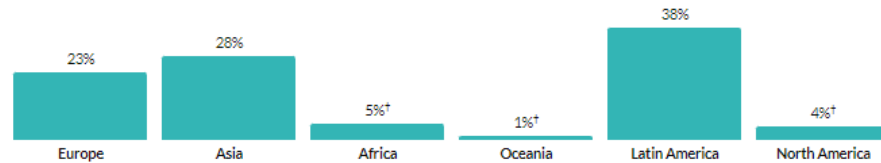
6.6%

Foreign-born population

about two-thirds of the rate in Colorado: 9.5%

about half the rate in United States: 13.7%

Place of birth for foreign-born population



* ACS 2019 5-year data

Show data / Embed

Veteran status

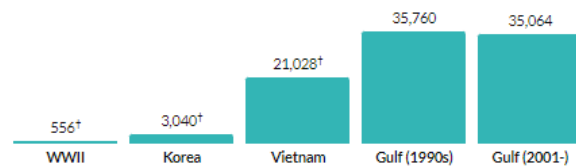
16%

Population with veteran status

about double the rate in Colorado: 8.2%

more than double the rate in United States: 6.9%

Veterans by wartime service



* Civilian veterans who served during wartime only

Show data / Embed

83,564 Total veterans

70,995 Male

12,569 Female

Source: <https://censusreporter.org/profiles/05000US08041-el-paso-county-co/>

Library Overview

ppld.org

Our Mission

Providing resources and opportunities that impact individual lives and build community. Seek. Engage. Transform.

Overview

Pikes Peak Library District (PPLD) is a nationally recognized system of public libraries, the second largest library system in Colorado, serving a population of 669,874 within El Paso County. With fifteen facilities, online resources, and mobile library service, PPLD responds to the unique needs of individual neighborhoods and the community at large. PPLD has an employee base of around 440 full- and part-time staff, and utilizes roughly 2,000 volunteers. It strives to reach all members of the community, providing free and equitable access to information and an avenue for personal and community enrichment. The history of public libraries in the region began in October 1885 when the Colorado Springs Social Union established a library on the corner of Tejon and Cucharras Streets in downtown Colorado Springs. In 1905, a new library opened at 21 West Kiowa Street with funds donated by Andrew Carnegie and land granted by General William Jackson Palmer. In 1962, many of the citizens of El Paso County voted to establish a special taxing district and PPLD was formed. The District serves all El Paso County except Widefield School District 3. Full History of PPLD Library policy is set by a Board of Trustees: seven citizens appointed jointly by the Colorado Springs City Council and El Paso County Commissioners for a maximum of two five-year terms.

In addition to the large collections of physical and digital materials that are available, a number of sites also feature state-of-the-art services, such as makerspaces and studios. PPLD's makerspaces offer access to tools, materials, and machines to help bring patrons' creative visions to life. Equipment such as 3D printers; laser engraving and cutting machines; and assorted handicraft and art tools are all available for use. In the District's studios, Library cardholders have access to items such as cameras, audio mixers, and even a green screen to produce professional-grade recordings. Moreover, the District operates a three-vehicle mobile fleet that delivers Library services to more rural and remote areas as well as to communities for individuals who have limited mobility.

The District has also established several strategic partnerships to help serve their local community. For example, the new Pikes Peak Culture Pass program allows patrons to explore museums and attractions in the Pikes Peak region at no cost. By collaborating with local organizations, PPLD provides free admission passes for check out, increasing opportunities for education and cultural learning. In addition, the District has expanded its adult learning programs in recent years. Career Online High School is an online high school diploma and career certification program provided by PPLD. Students can choose a major from a list of high-growth, high-demand career fields and complete coursework to develop the skills and knowledge that employers are looking for. The District also offers English as a Second Language classes and food industry training.

During the ongoing COVID-19 pandemic, the District transformed its library services to expand access beyond the traditional use of libraries. PPLD launched several virtual programs and began offering curbside services. When the pandemic first began and there was concern over a shortage of personal protective equipment (PPE), the District became involved with a group called Make4COVID, whose wide network of members worked together to 3D print PPE. As part of the effort, PPLD distributed several of its larger 3D printers to makers in the community who were then able to make face shield parts in the safety of their own homes. The District staff also used sewing machines and smaller 3D printers to assist in this vital work.

For nearly 60 years, Pikes Peak Library District has welcomed all members of their local community to enrich their minds, make connections, and reach their full potential. Through innovative initiatives and programming, resourcefulness, and responsiveness to the needs of their patrons.

GENERAL FUND
General Fund Revenue Summary

Account	2020		2021		2021		2022	
	Actual	%	Budget	%	Projection	%	Budget	
Taxes								
Property	\$ 30,095,830	87.2%	\$ 31,262,968	85.6%	\$ 31,262,875	85.5%	\$ 33,193,936	86.5%
Specific ownership	3,344,277	9.7%	3,382,500	9.3%	3,645,000	10.0%	3,800,000	9.9%
Total Taxes	33,440,107	96.8%	34,645,468	94.9%	34,907,875	95.5%	\$ 36,993,936	96.4%
Intergovernmental	715,285	2.1%	1,164,360	3.2%	1,164,360	3.2%	1,004,630	2.6%
Fines and fees	63,530	0.2%	79,200	0.2%	65,300	0.2%	67,500	0.2%
Interest income	116,945	0.3%	183,750	0.5%	15,000	0.0%	15,750	0.0%
Donations/grants	129,852	0.4%	346,287	0.9%	346,287	0.9%	225,000	0.6%
Other	65,742	0.2%	102,008	0.3%	63,048	0.2%	64,500	0.2%
Total Revenues	\$ 34,531,461	100%	\$ 36,521,073	100%	\$ 36,561,870	100%	\$ 38,371,316	100%

General Fund Revenue Detail

	2020	2021	2021	2022
	Actual	Budget	Projection	Budget
Taxes				
Current property taxes	\$ 30,374,738	\$ 31,307,840	\$ 31,307,840	\$ 33,402,964
Less: uncollectible taxes	(223,707)	(175,000)	(175,000)	(186,711)
Net Current Property Taxes	30,151,031	31,132,840	31,132,840	33,216,253
Abatements and credits	(108,669)	(122,400)	(122,400)	(125,000)
Omitted property tax revenue	7,195	7,140	7,140	7,200
Delinquent taxes	11,964	18,360	18,360	18,500
Interest on delinquent taxes	24,708	36,720	36,720	37,500
Specific ownership taxes	3,344,277	3,382,500	3,645,000	3,800,000
Payment in lieu of taxes	9,601	10,200	10,107	10,000
Property tax revenue offset - temporary credit	-	180,108	180,108	29,483
Total Taxes	33,440,107	34,645,468	34,907,875	36,993,936
Intergovernmental				
Federal funds - E-Rate	170,437	229,800	229,800	655,000
Federal funds - other categories	283,564	791,115	791,115	179,006
State funds - library materials	162,344	143,445	143,445	170,624
State Funds - other	98,940	-	-	-
Total Intergovernmental	715,285	1,164,360	1,164,360	1,004,630
Fines and Fees	63,530	79,200	65,300	67,500
Interest Income	116,945	183,750	15,000	15,750
Other				
Printing charges	48,316	80,400	45,000	45,000
Sale of assets	5,129	5,025	5,025	5,000
Parking lot collections	9,096	12,060	8,500	10,000
Donations/grants	129,852	346,287	346,287	225,000
Other	3,201	4,523	4,523	4,500
Total Other	195,594	448,295	409,335	289,500
Total Revenues	\$ 34,531,461	\$ 36,521,073	\$ 36,561,870	\$ 38,371,316

Mill Levy Calculation

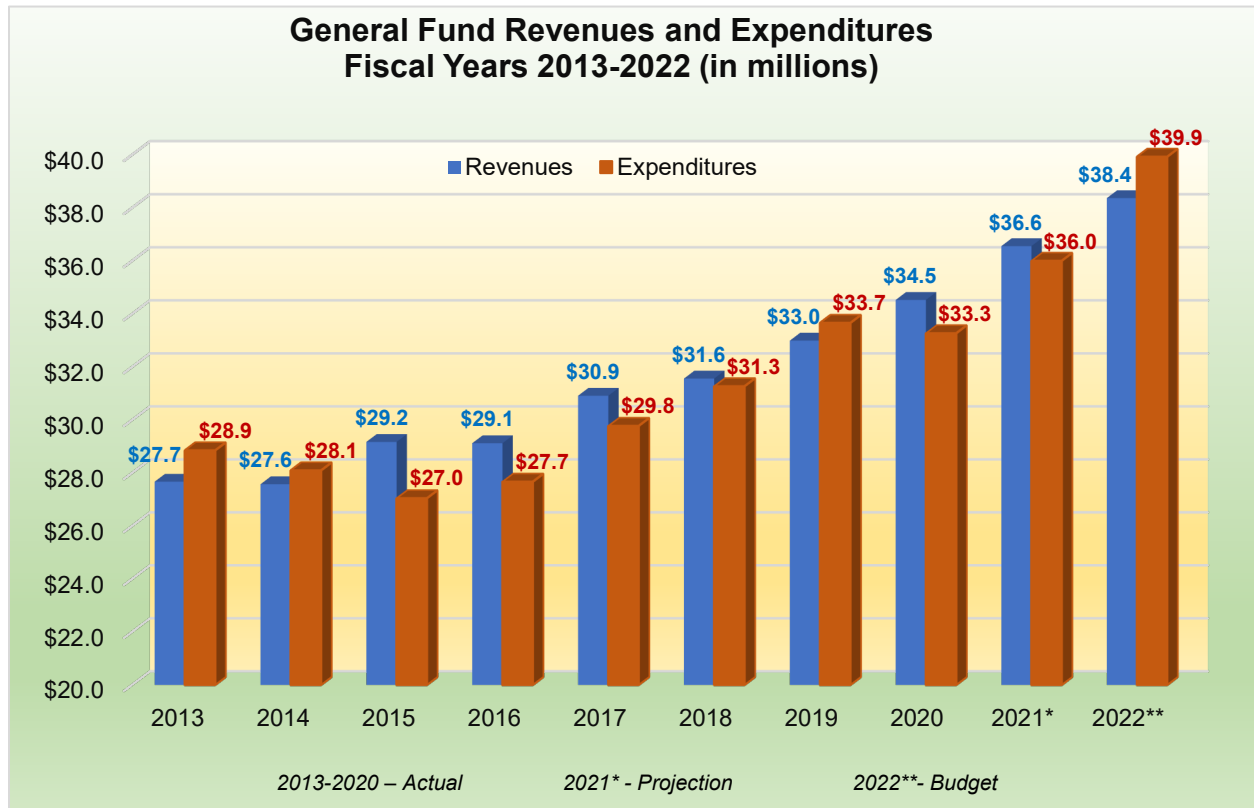
	2020	2021	2022
Assessed Valuation (AV)			
Gross	\$ 8,246,468,310	\$ 8,218,213,120	\$ 9,692,241,300
Net	8,141,178,730	8,121,359,160	9,571,049,930
Difference	\$ 105,289,580	\$ 96,853,960	\$ 121,191,370
Mill Levy - Pikes Peak Library District Budget			
Operating	3.688	3.845	3.477
Property Tax Revenue - Operating	\$ 30,024,667	\$ 31,226,626	\$ 33,278,541
Abatements - Credits	0.043	0.033	0.017
Property Tax Revenue - Abatements and Credits	350,071	268,005	162,708
Temporary Tax Credit	-	(0.023)	(0.004)
Property Tax Revenue	-	(186,791)	(38,284.20)
Total Mill Levy	3.731	3.855	3.490
Total Property Tax Revenue - Net AV	\$ 30,374,738	\$ 31,307,840	\$ 33,402,964
Property Tax Revenue			
Pikes Peak Library District - Net AV	\$ 30,374,738	\$ 31,307,840	\$ 33,402,964
TIF Districts	392,835	375,600	423,443
Total Property Tax Revenue - Gross AV	\$ 30,767,573	\$ 31,683,439	\$ 33,826,407

Expenditures by Major Account Classification and Percentage to Total Budget

Expenditure Account	2020		2021		2021		2022	
	Actual	%	Budget	%	Projection	%	Budget	%
Personnel Services	\$ 20,388,499	61.3%	\$ 20,992,174	57.0%	\$ 20,585,198	57.2%	\$ 23,028,665	57.7%
Supplies	758,207	2.3%	985,475	2.7%	900,899	2.5%	955,664	2.4%
Library Materials	4,822,357	14.5%	4,926,480	13.4%	4,926,480	13.7%	5,188,243	13.0%
Utilities	593,828	1.8%	713,416	1.9%	704,836	2.0%	752,567	1.9%
Telecommunication Costs	579,783	1.7%	651,177	1.8%	651,177	1.8%	554,000	1.4%
Contractual Services	3,187,665	9.6%	4,009,739	10.9%	3,880,537	10.8%	4,402,323	11.0%
Repairs and Maintenance	554,234	1.7%	861,175	2.3%	799,989	2.2%	870,050	2.2%
Other Services/Expenditures	492,193	1.5%	1,217,662	3.3%	1,069,042	3.0%	1,116,387	2.8%
Capital outlay	167,830	0.5%	146,182	0.4%	146,182	0.4%	15,000	0.0%
Operating Transfers To Other Funds	1,547,368	4.7%	2,310,027	6.3%	2,310,027	6.4%	3,045,095	7.6%
Special Item	180,108	0.5%	-	0.0%	29,483	0.1%	-	0.0%
Total Expenditures	\$ 33,272,072	100.0%	\$ 36,813,507	100.0%	\$ 36,003,850	100.0%	\$ 39,927,994	100.0%

Revenue/Expenditure Summary

	2020	2021	2021	2022
	Actual	Budget	Projection	Budget
Revenues				
Revenues	\$ 34,531,461	\$ 36,193,545	\$ 36,561,870	\$ 38,371,316
Budget amendment	-	327,528	-	-
Total Revenues	34,531,461	36,521,073	36,561,870	38,371,316
Expenditures				
Expenditures	33,272,072	36,690,372	36,003,850	39,927,994
Budget amendment	-	123,135	-	-
Total Expenditures	33,272,072	36,813,507	36,003,850	39,927,994
Net Excess Revenues Over Expenditures	1,259,389	(292,434)	558,020	(1,556,678)
Fund Balance - Beginning of Year	10,060,702	11,320,091	11,320,091	11,878,110
Fund Balance - End of Year	\$ 11,320,091	\$ 11,027,656	\$ 11,878,110	\$ 10,321,431

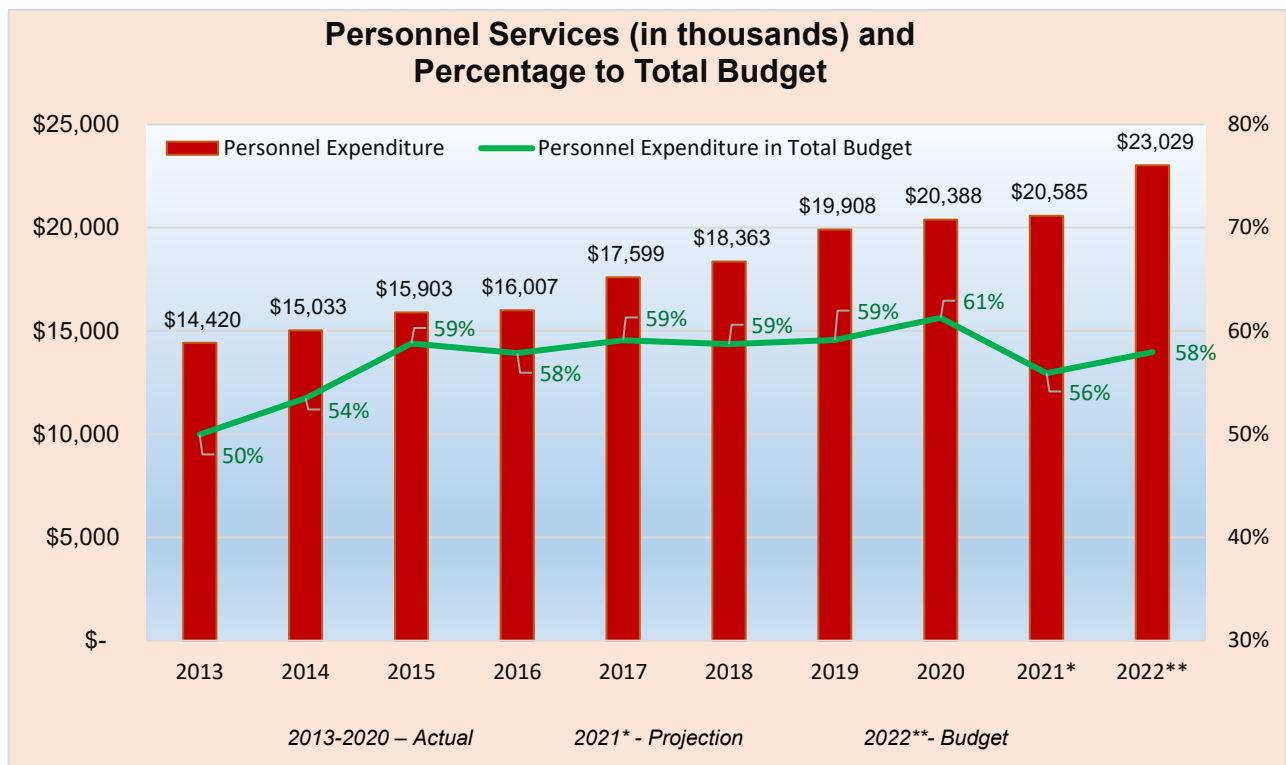


Fund Balance Summary

	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Nonspendable				
Prepaid expenditures	\$ 382,929	\$ -	\$ -	\$ -
Restricted For:				
Emergency (TABOR)	1,014,722	\$ 1,085,806	\$ 1,085,806	\$ 1,151,139
Gifts and grants	283,268	225,617	225,617	183,330
Total Restricted	1,297,990	1,311,423	1,311,423	1,334,469
Assigned To:				
Purchases of books and materials	91,040	-	-	-
McKinley Trust	39,275	39,275	39,275	39,275
Purchased contracts	113,454	-	-	-
Total Assigned	243,769	39,275	39,275	39,275
Unassigned	9,395,403	9,676,957	10,527,412	8,947,686
Total Fund Balance	\$ 11,320,091	\$ 11,027,656	\$ 11,878,110	\$ 10,321,431

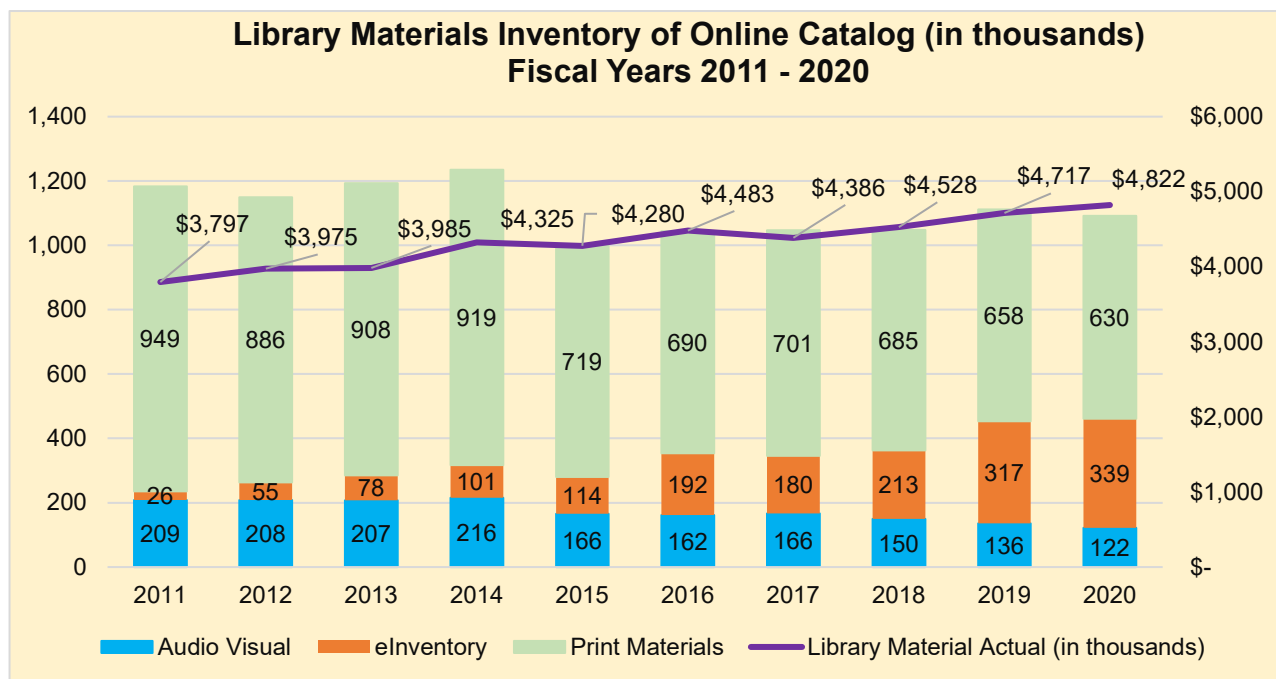
Expenditures by Category

Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Personnel Services				
Salaries and wages	\$ 15,704,629	\$ 16,124,491	\$ 15,786,515	\$ 17,620,397
Substitute pay	81,886	33,500	12,500	21,500
FICA	1,148,424	1,324,946	1,309,946	1,300,972
Retirement contribution	992,308	1,134,237	1,134,237	1,408,296
Health benefits	2,318,091	2,240,000	2,210,000	2,540,000
Unemployment taxes	47,286	40,000	46,000	47,500
Workers compensation	44,101	55,000	46,000	50,000
Tuition reimbursement	51,774	40,000	40,000	40,000
Total Personnel Services	20,388,499	20,992,174	20,585,198	23,028,665



Expenditures by Category (Cont'd)

Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Supplies				
Microform	-	2,450	950	2,450
Software purchases	281,801	297,098	297,098	367,070
Computer supplies	19,758	70,180	59,180	71,120
Processing supplies	61,825	85,000	81,060	85,000
General supplies	394,823	530,747	462,611	430,024
Total Supplies	758,207	985,475	900,899	955,664
Library Materials				
Print/eMaterials/audio visual materials	4,178,119	4,178,921	4,178,921	4,474,091
Microforms	-	5,000	5,000	5,000
Periodicals	108,291	110,250	110,250	110,250
Serials	13,459	25,000	25,000	25,000
Electronic databases/online services	522,488	607,309	607,309	573,902
Total Library Materials	4,822,357	4,926,480	4,926,480	5,188,243



2011 - 2020 Trend

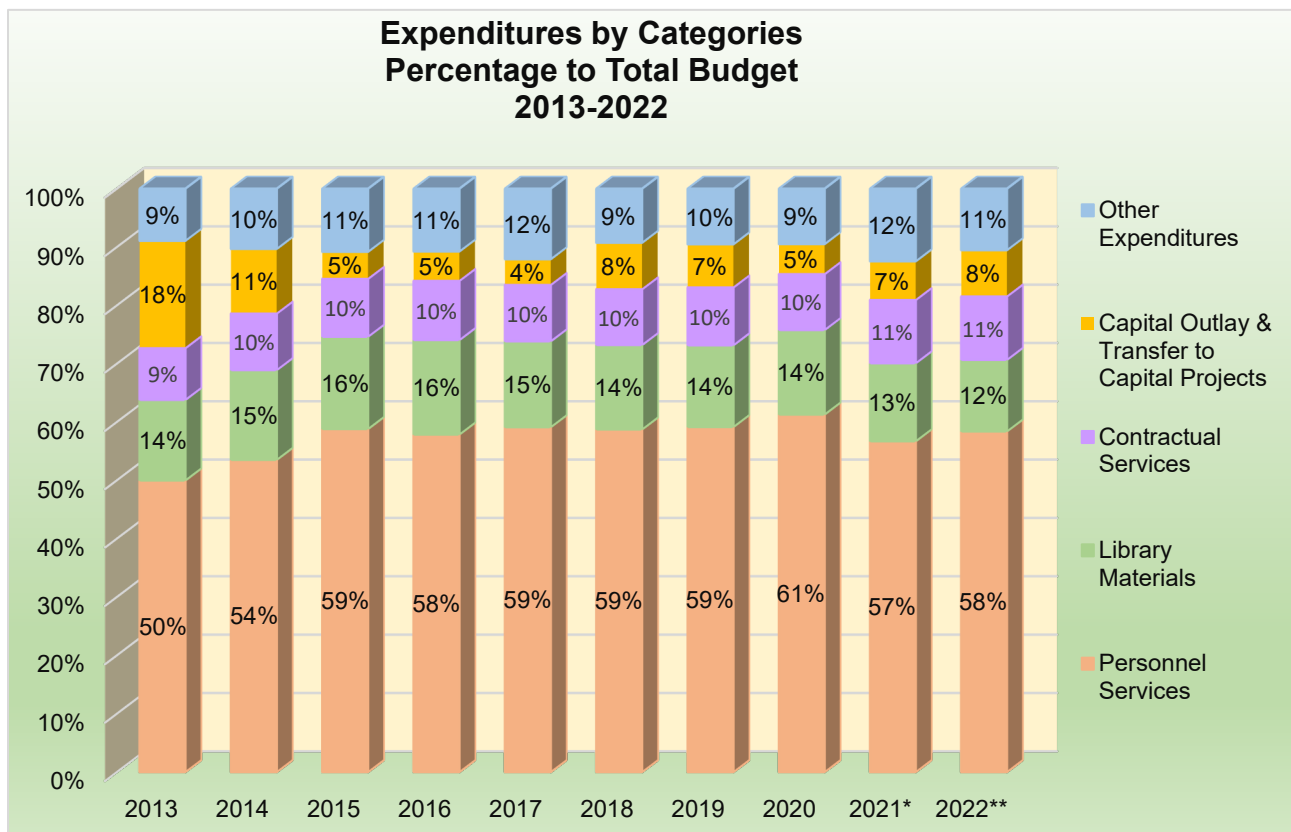
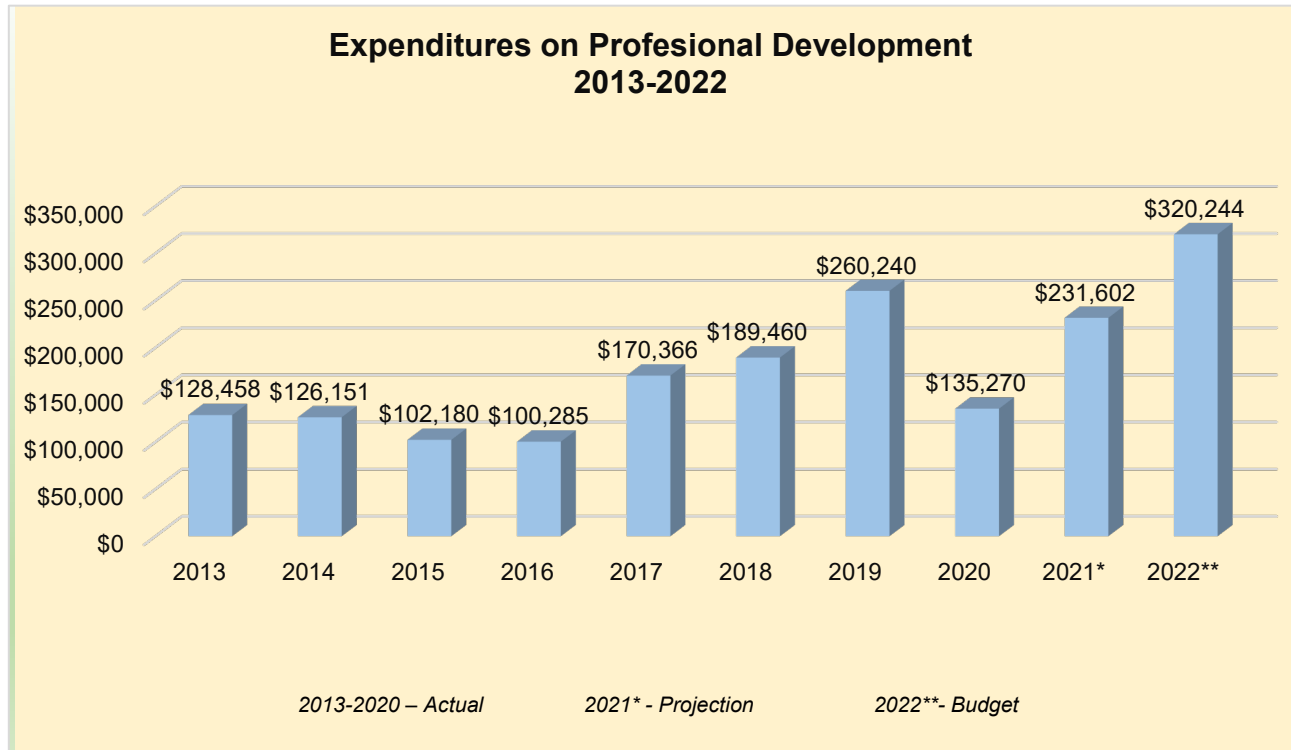
Libraries are facing change due to the impact of information and communication technology and changing patron and community needs. PPLD’s collection follows the trend. In the last 10 years, the library budget has increased by 19.3%. While the total inventory remains around 1,100,000 items, Print Materials and Audio Visual decreased by 27% and 33% respectively, and e-Inventory has increased 16 times and now represents 28.5% of the total.

Expenditures by Category (Cont'd)

Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Utilities				
Gas	55,684	88,643	107,006	108,700
Electric	429,064	490,236	492,741	509,150
Water and sewer	101,322	126,693	96,964	124,277
Storm water fees	7,758	7,844	8,125	10,440
Total Utilities	593,828	713,416	704,836	752,567
Telecommunication Costs				
Telecommunication costs	579,783	651,177	651,177	554,000
Total Telecommunication Costs	579,783	651,177	651,177	554,000
Contractual Services				
Audit fees	41,250	42,500	43,275	43,800
Legal fees	48,136	50,000	45,000	50,000
Microfilming services	2,674	22,600	22,600	22,600
Consultant fees	183,163	315,620	333,620	555,985
Contract cataloging	34,274	40,000	40,000	40,000
Movie/music licenses	23,000	23,958	24,458	24,472
Software licenses/subscriptions	7,440	60,625	60,625	77,113
Trash removal	16,948	24,738	17,767	26,198
Copier charges	62,884	61,000	61,000	62,000
Delivery services	193,576	224,476	223,318	230,000
Illiad	-	-	-	17,000
Janitorial services	457,153	477,000	468,267	475,000
Laundry services	-	5,500	-	-
Computer agreements	495,551	569,534	569,534	620,800
Collection agency charges	5,853	-	-	-
External printing	42,789	80,325	70,325	90,000
Programming costs	169,929	416,632	355,557	453,550
Insurance	139,724	160,693	153,023	170,000
Facilities rental/CAM	725,917	856,320	801,050	869,951
Parking	55,813	58,000	57,900	58,000
Treasurer's fees	452,923	462,000	475,000	494,000
Warranties	-	37,000	37,000	-
Storage space	13,500	-	-	-
Employee Assistance Program	15,168	21,218	21,218	21,854
Total Contractual Services	3,187,665	4,009,739	3,880,537	4,402,323
Repairs and Maintenance				
Building repair	93,194	153,070	120,971	147,250
Furniture repair	14,101	36,955	36,029	33,500
Equipment repair	17,869	63,150	53,037	52,950
Equipment maintenance	70,567	228,500	214,745	228,500
Grounds maintenance	70,254	88,000	90,500	95,600
HVAC maintenance	144,142	144,500	138,381	152,500
Vehicle operating costs	75,275	74,500	73,826	80,000
Burglar and fire alarm system maintenance	68,832	72,500	72,500	79,750
Total Repairs and Maintenance	554,234	861,175	799,989	870,050

Expenditures by Category (Cont'd)

Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Other Services/Expenditures				
Mileage reimbursement expenses	38,903	77,250	54,460	73,850
Advertising	82,008	136,500	136,000	194,360
Employee recruitment	9,323	36,500	23,500	31,500
Testing	-	1,000	1,000	1,000
Dues	36,992	63,352	54,388	71,596
Merchandising/book displays	12,538	8,000	8,000	7,325
Employee recognition	13,872	27,644	27,644	20,525
Board of Trustees	145	7,000	5,000	7,000
Marketing promotions	-	15,500	15,500	2,287
Training	135,270	310,162	231,602	320,244
Signage	28,976	30,239	20,239	30,000
Volunteer & Library card program	3,057	9,500	6,000	5,600
On line high school program	-	38,000	38,000	25,000
Safety	7,868	7,000	5,000	4,000
Summer Adventure prizes	26,556	32,518	32,018	46,850
Summer Adventure party	25	4,500	3,500	6,250
Postage	28,387	61,500	60,500	61,000
Bindery	1,012	10,026	10,026	6,500
Other	67,261	341,471	336,665	201,500
Total Other Services/Expenditures	492,193	1,217,662	1,069,042	1,116,387
Capital Outlay	167,830	146,182	146,182	15,000
Operating Transfers To Other Funds				
East Library Project Fund	8,545	84,200	84,200	117,000
Penrose Library Project Fund	-	525	525	1,191,200
Library 21c Project Fund	63,367	165,000	165,000	194,500
Capital Reserve	1,475,456	2,060,302	2,060,302	1,542,395
Total Operating Transfers To Other Funds	1,547,368	2,310,027	2,310,027	3,045,095
Special Item				
TABOR refund	180,108	-	29,483	-
Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses	\$ 33,272,072	\$ 36,813,507	\$ 36,003,850	\$ 39,927,994



Expenditures by Department

Chief Librarian and CEO Office

Department Overview

The Office of the Chief Librarian and CEO consists of the Chief Librarian and Executive Assistant to the Chief Librarian and Deputy Chief Librarian. Under supervision of the Board of Trustees, the office supports the District's mission by formulating and implementing short and long range goals in alignment with the District's Strategic Plan. The office has responsibility for assuring the integrity and excellence of customer service, community engagement, and the use of District staff, collections, and resources through the direction of all library operations and has responsibility for establishing budgets and ensuring effective and efficient management practices throughout the District.

Goals and Objectives

- 1) Coordinate the District's response to the COVID-19 pandemic, ensuring the safety of staff and the public while providing the highest level of service possible.
- 2) Develop a facilities master plan for Pikes Peak Library District.
- 3) Develop a new strategic plan.
- 4) Develop and implement a government outreach plan to improve communication and awareness of the District with community leaders and municipalities beyond Colorado Springs.
- 5) Explore the feasibility of a mill levy increase to ensure the continued sustainability of library services.

2022 Budget

Chief Librarian and CEO Office Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	2.00	2.00	2.00	2.00
Total Authorized Positions	2	2	2	2
Salaries and wages	\$ 228,026	\$ 224,994	\$ 224,994	\$ 224,994
FICA charges	15,087	17,212	17,212	17,212
Retirement contributions	18,242	17,999	17,999	22,949
Supplies	95	500	500	500
Mileage reimbursement expenses	92	1,500	500	1,500
Dues/membership/business Functions	290	1,000	1,000	1,000
Board of Trustees expenses	145	4,000	2,000	4,000
Board retreat	-	3,000	3,000	3,000
Training/Director's discretion	2,195	20,000	10,000	20,000
Other expenses	144	800	800	800
Total Chief Librarian and CEO Office	\$ 264,316	\$ 291,005	\$ 278,005	\$ 295,955

Public Services

Department Overview

Public Services consists of

1. Library Services: Adult Services, Adult Education, Family and Children's Services, Young Adult Service, Creative Services, Regional History and Genealogy, Collection Management, and Diversity, Equity, and Inclusion.
2. Regional Library Services: West Region, Southeast Region and North Region.

Public Services supports the District's mission through strategic leadership in system-wide public services operations and services; integrates services, collection, and technology to meet the diverse needs of the entire community; ensures that intellectual freedom remains at the forefront of all services and that the District provides the broadest possible access to information and resources.

2022 Goals, Objectives, and Programs

Thematic Goal: Community Engagement

Components: Customer Service and Public Awareness

Community

Identify and build strong relationships with key community groups and organizations to provide opportunities to allow our patrons (and staff) to continue to grow, learn, socialize, express themselves, and collaborate.

Provide great customer service internally and externally.

Resources

Reconnect with the community and explore ways to provide services that are relevant to the community's needs and resources that are accessible to all.

Launch Library system software RFP and migration.

Work to foster current partnerships and develop new ones.

Innovation/Creativity

Explore how library staff and resources can be used to innovate and create IN the community.

Seek and embrace alternative methods of service delivery to challenge the image of "libraries."

Service

Embody PPLD's Guiding Principles and Characteristics of Excellent Service.

Serve our community by being responsive to their diverse needs.

Focus on building information literacy skills to equip individuals to recognize misinformation.

Internal Staff

Develop staff to be well-rounded and highly engaged employees through ongoing holistic learning opportunities.

Maintain a supportive environment and work culture by encouraging healthy work habits, emphasizing self-care, and fostering a growth mind-set.

Build a greater awareness and understanding of strategic services and resources to improve their abilities to assist patrons.

Accountability

Improve Patron and Staff perceptions of the value of our services

Continue to seek out efficient ways to operate buildings and provide service.
Plan for sustainability of resource content and accessibility.

Performance Measures

All Public Services will attempt to collect qualitative and quantitative data. Then, we will analyze the data and determine the impact of our programs/ services on the community.

Annual Data	2019	2019 Average for 13 Selected CO Libraries	2020	2020 Average for 9 Selected CO Libraries
Library Visits per Capita	4.68	5.12	1.51	1.33
Circulation per Capita	12.49	11.79	8.73	12.11
Reference Transactions per Capita	0.55	0.63	0.18	0.26
Programs Attendance per 1,000 served	373	562	49.12	61.77
Number of Curbside Transactions	-	-	144,984	70,304

Public Services Administration

2022 Budget

PUBLIC SERVICES - Administrative Services Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	1.00	1.00	1.00	1.00
Total Authorized Positions	1	1	1	1
Salaries and wages	\$ 98,206	\$ 99,861	\$ 99,861	\$ 99,861
FICA charges	6,961	7,639	7,639	7,639
Retirement contributions	7,833	7,989	7,989	10,186
Supplies	269	1,000	1,000	2,000
Training	36	3,553	3,553	3,500
Dues	-	662	662	700
Mileage reimbursement expenses	2,856	1,000	1,000	1,000
Total Public Services Administration	\$ 116,161	\$ 121,704	\$ 121,704	\$ 124,886



Library Services

Adult Services (AS)

[Library Programs for Adults | Pikes Peak Library District \(ppld.org\)](http://ppld.org)

Department Overview

Adult Services focuses on planning and coordinating services and programs for adults in our community. The department includes Strategic Services Librarians who specialize in the areas of law, business, nonprofit, and disability resources. They are responsible for large programs such as All Pikes Peak Reads, Mountain of Authors, Winter Adult Reading Program, Human Library, and more. The team also coordinates services such as Reference and Reader's Advisory, LibGuides, Book a Librarian, and "Finding Info" staff training.

2022 Goals & Objectives:

Adult Services goals are community centered to improve our engagement with the public and support colleagues in our overall efforts to provide excellent customer service and experiences.

Community

Reconnect with the community to provide services that are relevant to the community's needs. Learn their needs through engagement and outreach – considering and intentionally developing services and programs that connect with targeted populations such as the military community, religious/faith communities, immigrants, and people starting over. Evaluate promoted resources for inclusive representation.

Resources

Develop improved public awareness of strategic services and resources. Find the right channels to build connections with and build advocacy among patrons who use the library both digitally and in person.

Innovation/Creativity

Adult Services seeks to collaborate internally and externally to provide opportunities for the community to understand and advocate for the library, engage on community initiatives, and advise on interests and needs of our community members.

Service

Intentionally incorporate Digital and Media Literacy into programming. Build strong connections with groups that provide services to immigrants to see what services should be offered to that population. Support ongoing mental health needs through informational programming and resources, and supportive activities intentionally developed to promote mental and emotional wellness.

Internal/Staff

Support colleagues on the frontlines to ensure they have a greater awareness and understanding of strategic services and resources to improve their abilities to assist patrons. Our goal would be to find creative ways to engage staff and support their individual and team goals in providing service to the public.

Accountability

Evaluate and balance community needs for in-person, virtual, and hybrid programs, classes, and events with staff and other resource capacity.

Develop internal tools/systems to improve efficient, consistent, and high-quality evaluation and implementation of programs, events, and other resources.

Performance Measures

Annual Data from Facts and Figures	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Adult Reading Programs	3,092	3,016	3,354		
Adult Programs					
In-house*	5,172	4,458	951		
Outside**	864	976	1,010		
Virtual***	-	-	203		
Total Adult Programs	6,036	5,434	2,164	-10.0%	-60.2%
Adult Program Attendance					
In-house*	65,959	57,954	11,000		
Outside**	10,550	13,566	6,628		
Virtual***	-	-	4,998		
Total Adult Programs Attendance	76,509	71,420	22,626	-6.7%	-68.3%

*Adult Programs In-house - This statistic measures the number of programs, and the corresponding attendance, for all programs directed towards adults conducted at a PPLD facility.

**Adult Programs Outside - This statistic measures the number of programs, and the corresponding attendance, for all programs directed towards adults conducted at a non-PPLD facility.

***All programs were virtual between April and December 2020.

2022 Budget

Adult Services Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	10.00	9.00	9.00	9.00
Total Authorized Positions	10	9	9	9
Salaries and wages	\$ 526,237	\$ 515,091	\$ 515,091	\$ 515,091
FICA charges	39,230	39,404	39,404	39,404
Retirement contributions	42,291	41,207	41,207	52,539
Supplies	443	1,500	1,500	1,500
IT supplies	-	1,500	1,500	1,500
Assistive Technology	825	3,000	3,000	-
Databases/online services	514,585	-	-	-
Programming				
Mountain of Authors	1,843	3,500	3,500	6,000
Library Explorers	997	65	65	-
Sign Language	1,638	-	-	-
Equity, Inclusion, Diversity	-	-	-	26,000
Adult Reading	15,682	20,630	20,630	14,000
Senior Services	2,322	-	-	-
All Pikes Peak Reads	-	22,900	22,900	23,500
Other	23,150	35,192	35,192	41,200
Movie licenses	10,469	10,958	11,458	11,472
Dues	1,870	2,846	2,846	2,901
Training	6,046	9,675	6,675	12,500
Mileage reimbursement expenses	473	3,500	1,000	3,500
Total Adult Services	\$ 1,188,101	\$ 710,968	\$ 705,968	\$ 751,107
Customer Service Team				
General supplies	\$ -	\$ 500	\$ 500	\$ 500
Total Adult Services	\$ 1,188,101	\$ 711,468	\$ 706,468	\$ 751,607

Family & Children's Services (FCS)<http://ppld.org/kids/programs>**Department Overview**

Family and Children's Services provides a welcoming environment for all families. Staff coordinate the District children's activity to offer equitable and engaging services, resources, opportunities, and spaces for children and caregivers to explore, learn, create, and build relationships.

**Goals, Objectives, and Programs****2022 District Objectives:**

1. Expand Family Place Libraries throughout the District.
 - a. Add West Region location (Penrose and Cheyenne), and Southeast location (East)
 - b. Provide more Family Place playgroups, programs, and outreach
 - c. Change Grow a Reader Kits to Family Place Toy Circulating kits
 - d. Expand LENA Start to Family Place Libraries
 - i. Train more FCS staff to become LENA Start Coordinators
 - e. Update brochures for Family Place, Ready Set Read, Reach Out and Read, and bookmarks that provide tips for reading to babies, toddlers, and preschoolers
2. Meet the needs of everyone in our community.
 - a. Provide programs and services for our dual language speakers, children with dyslexia, non-traditional caregivers, teen parents, and other community organizations
 - b. Provide at least one Sensory Storytime within each Region
 - c. Work with locations to provide "before" hours for our families with autism and sensory processing disorders
 - d. Work with Communications to become "Sponsors" for family events in the community to promote PPLD Kids
3. Provide great customer service internally and externally.
 - a. Provide training and onboarding for new FCS staff throughout the District
 - b. Strengthen our Mentor program with new FCS staff
 - c. Provide more training on PPLD Kids & databases for teachers, librarians, and staff, particularly our PowerPass partners.

2022 Objectives for FCS Services:

- Create ERC program kits to circulate throughout the District
- Create more Maker programs for families
- Connect Lightning Lessons with Colorado State Standards
- Revamp Traveling STEAM kits to use as "Pop-Up" programs
- Transfer all documents from the Google Drive to SharePoint

2021 Accomplishments - Major Programs and Initiatives

1. Early Literacy: Prenatal Series completed three 6-week sessions, Story@home was created to help reach families unable to attend in-person story times, LENA Start was held virtually, Dial-a-Story recorded four lines weekly for 6 months and a fifth line, other language, every other week., Parenting Little Ones offered five-week sessions through the Family Place Libraries.
2. Schools Engagement: Lightning Lessons that PPLD staff bring into elementary classrooms have been tied to Common Core Curriculum Standards, FCS staff attends schools Board Meetings.

GENERAL FUND

3. Homeschool and Education Research Center (ERC): Homeschools Art Show had 51 submission and was held virtually. ERC that re-opened on a limited basis in April, contributed several ideas to this new service including a Survive the Quake activity, a Code and Go Mouse game.
4. Community Partnerships: Cheyenne Mountain Zoo, Parks and Recreation, Co Springs Utilities, Pioneer History Museum, Mining Museum, Dino Resource Center, Hispanic Business Council.

Overall: Continued to provide more awareness in diversity and inclusivity within programs and resources, select stories that portray diversity and inclusivity in early literacy programs.

Continuation from 2021:

- Continue to work with Collection Management, YAS, and Communications to expand PowerPass partnerships throughout school districts in El Paso. Work on two school districts a year, and revamp D11's partnership
- Develop a specific Tween, and Family Place webpage on our PPLD Kids website.
- Work with Communications to create Sensory Social Story Walk videos and booklets so children with sensory needs can view before visiting library locations and know what to expect at the library.

Performance Measures

FCS team reviews the annual objectives every quarter to ensure meeting the goals and evaluates statistics to determine whether a program/service should continue.

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Children's Programs					
In-house*	5,632	5,196	963		
Outside**	336	294	9		
Virtual***	-	-	477		
Total Children's Programs	5,968	5,490	1,449	-0.8%	-73.6%
Children's Program Attendance					
In-house*	141,047	140,586	20,699		
Outside**	17,048	19,395	701		
Virtual***	-	-	15,072		
Total Children's Programs Attendance	158,095	159,981	36,472	1.2%	-77.2%
Summer Reading Program	12,197	15,120	4,076	24.0%	-73.0%

*Children's Programs In-house - This statistic measures the number of programs, and the corresponding attendance, for all programs directed towards children ages 0 - 12 conducted at a PPLD facility.

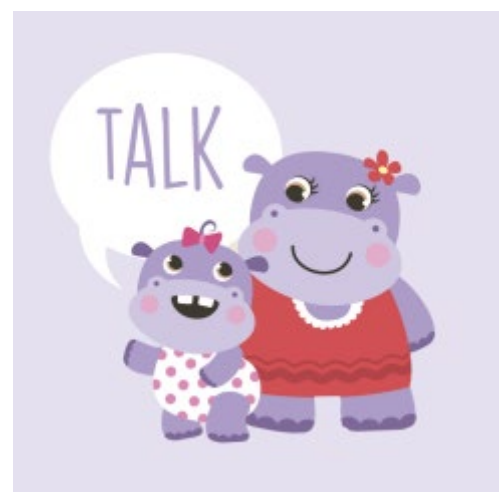
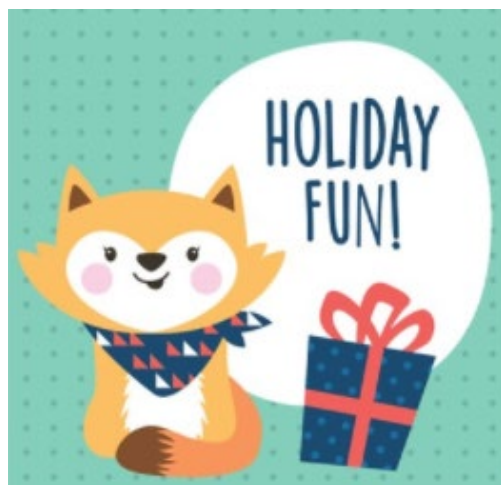
**Children's Programs Outside - This statistic measures the number of programs, and the corresponding attendance, for all programs directed towards children conducted at a non-PPLD facility such as a school.

***All programs were virtual between April and December 2020.



2022 Budget

Family and Children's Services Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	10.00	9.50	9.50	9.50
Total Authorized Positions	10	10	10	10
Salaries and wages	\$ 441,779	\$ 526,521	\$ 526,521	\$ 526,521
Temporary employee	-	-	-	2,500
FICA charges	31,863	40,279	40,279	40,279
Retirement contributions	35,262	40,307	40,307	51,391
Supplies	3,565	4,200	4,200	5,000
IT supplies	-	-	-	1,500
Database - Beanstack	-	6,815	6,815	6,850
Educational Resource Center	4,996	5,000	5,000	5,000
Programming costs	22,938	35,000	31,000	52,000
Spring break programming costs	6,170	4,000	4,000	6,000
Programming-Home School Engagement	2,488	2,500	2,500	2,500
Presenters	6,057	5,304	5,304	5,000
Stem programming	2,326	4,000	3,000	3,000
Make programming	1,901	4,892	3,892	3,000
Tween programming	2,276	4,487	4,487	3,000
LENA Start	-	-	-	20,100
Programming - All Pikes Peak Reads	-	-	-	6,000
Music licensing	12,531	13,000	13,000	13,000
Early literacy programming	2,134	9,400	9,400	3,000
School Engagement	760	3,000	2,400	1,200
Dues	825	2,345	2,345	2,163
Training	3,365	16,955	10,955	12,000
Mileage reimbursement expenses	1,500	2,000	2,000	3,000
Summer Adventure party	25	4,500	3,500	6,250
Summer Adventure programming	23,552	26,232	26,232	30,000
Summer Adventure prizes	-	1,286	1,286	-
Total Children's Services	\$ 606,313	\$ 762,023	\$ 748,423	\$ 810,254



Regional History and Genealogy (RH*G)

Department Overview

The Regional History and Genealogy (RH&G) team provides three main functions for the Pikes Peak Library District.

- 1) Staff members care for and preserve the historic resources reflecting the Pikes Peak Region community.
- 2) Staff members engage the community to connect the history of the region with residents.
- 3) Staff members also operate a service point at Special Collections providing access to unique historic resources and specialized expertise. Special Collections is in the 1905 Carnegie Library adjacent to the Penrose Library. The RH&G team works in this location and collections are in state-of-the-art storage areas in the historic library. The Regional History and Genealogy team consists of 10.5 FTE.

The Regional History and Genealogy mission is Pikes Peak Library District and Special Collections provide our local region with access to a wide range of historic materials that support our community in connecting with their past.

Goals, Objectives, Initiatives, and Programs

1. Develop community engagement: share authority and co-creation with community.
Community engagement is a growth area for the RH*G team. With the 2021 hire of a full-time Sr. Associate, we will be able to develop increased capacity for collaboration and sharing authority with the community.
 - Strategic Focus: Community
2. Market Segmentation Study focusing on History Audiences.
The team need to design programs and services to attract a sustainable audience. This is especially critical after the pandemic has changed and impacted the stereotypical, traditional RH*G audience.
 - Strategic Focus: Community
3. Publish *Military Matters: Defense, Development, and Dissent in the Pikes Peak Region* book based primarily on the 2015 Regional History Symposium with a release event during Spring of 2022.
 - Strategic Focus: Community
4. Prepare *Myths & Mysteries, Remarkable Rascals* combo book for publishing.
Prepare for publishing a combination book of the *Myths & Mysteries, Remarkable Rascals* based primarily on the 2016 Regional History Symposium and the 2016 Regional History Symposium. The content is similar and can seamlessly flow together. We are targeting a spring 2023 release.
 - Strategic Focus: Community
5. Complete Preservation Assessment, Year 2 projects.
The RH*G Team earned a NEH grant for a third party to conduct a Preservation Assessment in 2019. The assessor delivered the final report in July of 2020. This is the second year we are using the document to inform and guide preservation of collections decisions. Our team will evaluate progress on year 1 projects in the fall of 2021 and define and prioritize year 2 projects.
 - Strategic Focus: Community, Resources
6. Fine Art Next Steps: Conservation Survey.
PPLD has an ethical obligation for proper care and conservation of this material donated to the public trust. Based on the excellent care for historic material entrusted to it, Special Collections staff would care for the pieces and the associated donor paperwork. District staff conducted an art inventory in 2021.
 - Strategic Focus: Community, Resources
7. Secure a commitment to Digital Archives.

PPLD's Regional History & Genealogy archives has moved into the digital age and is committed to managing electronic collections for current and future research needs. Special Collections will continue to implement digital preservation techniques and initiatives to fully move our archives into the 21st century digital demands.

- Strategic Focus: Community, Resources

Performance Measures

Annual Data from Facts and Figures	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	29,561	20,399	7,389	-31%	-63.8%
Circulation	18,282	16,001	7,029	-12.5%	-56.1%



2022 Budget

Regional History and Genealogy Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	10.50	10.50	10.50	10.50
Total Authorized Positions	14	13	13	13
Salaries and wages	\$ 517,363	\$ 543,774	\$ 543,774	\$ 543,774
Substitute pay	446	1,000	1,000	1,000
FICA charges	38,257	41,599	41,599	41,599
Retirement contributions	32,097	36,222	36,222	46,183
Supplies	838	3,000	3,000	3,000
Microform supplies	-	950	950	950
Archive supplies	632	4,197	4,197	3,046
Photo archive supplies	2,356	8,837	8,837	6,470
Consultant fees	-	2,000	-	6,000
Microfilming services	2,674	22,600	22,600	22,600
Bindery	10	8,526	8,526	5,000
Book mending	1,002	1,500	1,500	1,500
Dues	817	2,000	1,155	2,000
Training	3,968	17,060	3,500	17,046
Mileage reimbursement expenses	16	750	750	750
Symposium	2,565	5,000	5,000	5,000
Programming costs	1,256	17,675	6,400	14,800
Total Regional History and Genealogy	\$ 604,297	\$ 716,690	\$ 689,010	\$ 720,718

Creative Services (CrS)

[Creative Services - Home](#) | [Pikes Peak Library District \(ppld.org\)](#)

Department Overview

The vision for Creative Services is to empower people to learn new skills, develop community, and share their passions.

To accomplish this vision, focus will be placed on maker-centered learning in programming, which builds the six C's of 21st Century Learning - Creativity, Critical Thinking, Collaboration, Communication, Citizenship, Character - while developing translatable skills and knowledge. Maker-centered learning has a focus on tinkering and experimentation, flexibility, and adaptability. Creative Services will work to provide learning opportunities that promote these skills.

With oversight of the three makerspaces, two studios, and soon to be kitchen in three different libraries, Creative Services strives to ensure a consistent customer service experience as patrons move around the District to utilize these unique pieces of equipment.

Goals, Objectives, and Programs for 2022

- Programming: Creative Services will respond to community needs and work to provide programs with a focus on maker-centered learning and building community.
 - Work with Adult Education to continue providing and developing workforce development programs.
 - Continue the new Artist of the Knight series through the KCH, which has been very well-received. Adjust, change, and evolve as needed.
 - Continue to develop major programs: All Pikes Peak Makes, Repair Café, Maker in Residence, and Pikes Peak Poet Laureate.
 - Develop community builds.
 - Project-based learning opportunities for the creative spaces to encourage competency with the equipment.
 - Design challenges to encourage people to work on a problem, potential partnership opportunities with other makerspaces.
 - Experiment with different program opportunities to figure out what works.
 - Develop and work with other Library Service groups to provide culinary programming to go with the kitchen and the mobile kitchen kit.

- Service: Creative Services will work to provide opportunities for our patrons to grow and learn.
 - Provide a level of free consumables within the makerspaces to remove barriers access.
 - Consider additional ways to remove barriers to access of the creative spaces.
 - Continue building and maintain a robust and active community event schedule in the Knights of Columbus Hall.
 - Work with multiple Library Service departments to evaluate, maintain, and expand Discovery Kits to provide more access to learning opportunities at patrons' own convenience. Learning resources will also be developed to supplement the kits. Consider the possibility of marketing these two groups, and/or creating some kits that would really work well for groups/community building
 - To ensure consistent service across the creative spaces, continue the training initiative. Work with Human Resources to develop trainings that can be included in the learning plans for creative staff.
 - Continue supporting the spaces with staffing, adjusting space set up, accessibility, access (AI, more hours, unstaffed makerspaces)

GENERAL FUND

- Bring back the Local Music Project.
- Work to ensure the new kitchen responds to community needs.
- Partnerships: Creative Services will work to foster current partnerships and develop new ones with appropriate groups.
 - Continue to focus on existing community partnerships as well as develop and foster new partnerships to expand the reach and impact of KCH's role in the community.
 - Work to maximize our partnership with the Manitou Art Center to provide makerspace services in a new area of our community.
 - Pursue partnerships to leverage resources for workforce development.
 - Continue to develop and foster partnerships for large community events, like All Pikes Peak Makes and Repair Café.
 - Pursue partnerships for community builds.
 - Attend outreach events to search for potential partnerships.

Performance Measures

We will be looking at program attendance, but also working to gather qualitative information from patrons using the spaces and attending the programs. We hope to see new people using the makerspaces with the addition of some free consumables, taking away one of the barriers to use.

2022 Budget

Creative Services Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	5.00	7.00	7.00	7.00
Total Authorized Positions	5	7	7	7
Salaries and wages	\$ 255,268	\$ 364,853	\$ 364,853	\$ 364,853
FICA charges	19,170	274,911	274,911	27,911
Retirement contributions	20,419	29,188	29,188	37,215
Supplies	1,130	2,000	2,000	13,500
IT supplies	-	500	-	500
Databases	4,050	4,800	4,800	8,400
Laundry services	-	5,500	-	-
Repairs - Makerspace	749	10,000	5,000	10,000
Repairs - Studio	-	5,000	2,500	5,000
Repairs - Kitchen	156	5,000	5,000	5,000
Software licenses	-	3,800	3,800	3,800
Maker artists	5,672	3,300	-	6,600
Programming	7,812	49,064	34,064	50,900
Dues	724	1,305	1,305	1,305
Training	1,924	7,680	4,680	12,080
Mileage reimbursement expenses	302	5,050	2,050	4,000
Total Creative Services	\$ 317,376	\$ 771,951	\$ 734,151	\$ 551,064

GENERAL FUND

Knights of Columbus Hall (KCH)

Department Overview

The Knights of Columbus Hall is part of Creative Services with a focus on engaging and supporting the business, educational, and creative communities in the Pikes Peak Region. KCH is designed to be adaptable and responsive to community needs.



Goals, Objectives, and Programs for 2022

KCH's primary service objective for 2022 will be to build and expand upon the reopening of the building in Summer of 2021. We anticipate that public gatherings and events will be able to approach their pre-pandemic state in 2022 in the United States and will be similarly reflected in KCH's attendance and usage. Goals and objectives are included in the CrS document uploaded in that folder.

Community

KCH will provide space for meetings, events, and other appropriate use of a large hall for individuals and organizations throughout the Pikes Peak Region.

Resources

The free use of a performance hall for library patrons in a unique and valuable resource that has a wide range of potential applications in our region. We will build upon the groundwork of 2021 to help KCH reach its fullest potential.

Innovation/Creativity

The mission of KCH is to provide support to the creative, business, and educational communities, amongst others. KCH will provide space for art, music, and theater performances, and continue to develop its virtual components to provide another pipeline for innovative service.

Service

KCH will have a wide range of hours that the spaces within are available. As the goal of KCH is to be community driven, service is focused towards making the space easy to use and open to all who would like to use it.

Internal Staff

KCH has brought a Creative Services floater on board in 2021 who will spend a fair portion of their work week working with events in the building. KCH management intends on honing and refining the teamwork and communication necessary to provide professional and excellent service to those who use our space. Staff is also involved in honing their media production skills to provide professional and unique content featuring area creatives.

Accountability

KCH is currently equipped well enough to fulfill its mission once we can host public events. KCH management would like to preserve many of the historical aspects of the building in 2022, both to present a fantastic environment for our patrons, as well as ensure that KCH will contribute to the overall beauty of downtown Colorado Springs.

Performance Measures

The recording and reporting of user statistics will be the primary benchmark needed to determine when these goals will be met. These will give us direct feedback in how steadily and consistent our growth and community engagement will be in 2022.

KCH will also continue to pursue community partnerships with other organizations in the Pikes Peak Region. By expanding our partnerships, we can determine our impact on other community-oriented businesses and non-profits.

We anticipate that the budgeting process will assist us in making measurable improvements to the existing building to help preserve its historical beauty and integrity.

Annual Data from Facts and Figures	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	1,595	1,051	235	-34.1%	-77.6%

2022 Budget

Knights of Columbus Hall Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	1.00	1.00	1.00	1.00
Total Authorized Positions	1	1	1	1
Salaries and wages	\$ 54,452	\$ 56,264	\$ 56,264	\$ 56,264
FICA charges	4,085	4,304	4,304	4,304
Retirement contributions	4,359	4,501	4,501	5,739
Supplies	153	3,000	-	3,000
Maintenance equipment	-	1,000	250	1,000
Programming	240	-	-	-
Total Administration	\$ 63,289	\$ 69,069	\$ 65,319	\$ 70,307

Creative Services Summary**2022 Budget**

Creative Services Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	6.00	8.00	8.00	8.00
Total Authorized Positions	6	8	8	8
Creative Services	\$ 317,376	\$ 771,951	\$ 734,151	\$ 551,064
Knights of Columbus Hall	63,289	69,069	65,319	70,307
Total Creative Services	\$ 380,665	\$ 841,020	\$ 799,470	\$ 621,371

Young Adult Services (YAS)[| Pikes Peak Library District \(ppld.org\)](http://ppld.org)**Department Overview**

The department has developed best practices for centralized programming and are working on expanding into more services. One of the ways we plan to expand is by doing more outreach. We have many requests to collaborate with other Services and support Library Branches.

Goals, Objectives, and Programs

- Outreach to ages 12-24 has a meaningful impact. We are currently at capacity with what we can offer. This Senior Library Associate will have many outreach responsibilities and support our outreach librarian. Specifically, meeting the 19–24-year-old patrons where they are. We will collaborate with Adult Services to reach this age group.
- Work with other services to expand our reach in the community. YAS and Adult Education have a lot of potential to reach the 18–24-year-old age group because we can work together to provide career readiness skills and opportunities. YAS and Regional History and Genealogy have potential to work to connect teen volunteers with seniors and record oral histories.
- Expanding services to ages 18-24. We are currently offering a few targeted programs, but do not have capacity to expand those programs and other services.
- Promote use and understanding of all library resources – especially library databases.
- More flexibility for covering programs when branch staff are not available.
- Collaborating with Human Resources to further develop a robust teen volunteer program.
- Strategic Focus of Community: Develop and deepen relationships with community members ages 18-24 and community organizations that serve that age group.
- Strategic Focus of Innovation/Creativity: Further develop the volunteer program to become a Pikes Peak Workforce approved volunteer site by teaching career skills. Work with RH&G to preserve local history. Collaborate with Creative Services to teach young adults skills that will help them become productive, successful adults.
- Strategic Focus of Service: Develop services that set standards for the library profession concerning evidence-based programming that is for young adults.

More details

- Outreach (expanded and new)
 - Conduct programs off-site at partner locations
 - Expanded outreach for the 19–24-year-old age range
 - Connect with and work with a wider range of community organizations
 - Support for Outreach Librarian (scheduling, leading outreach, training staff)
- Services and Programming (expanded and new)
 - Develop and expand evidence-based services
 - Collaborate with Universities to research, develop, and evaluate programs and services
 - Partner with Library Research Service at the Colorado State Library to develop evaluations that demonstrate the impact our services and programs have on young adults.
 - Focus on learning outcomes
 - Local, state, national initiatives
 - Writing contests
 - Passive programs
- Volunteer Program
 - Streamline volunteer process

- Develop and oversee Teen Advisory Board guidelines
- Develop and oversee District-wide Young Adult Advisory Board
- Work with Human Resources to ensure consistency and adhering to library policy
- Regularly staff a teen service point every week

Performance Measures

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Young Adults Programs					
In-house	1,065	1,121	184		
Outside	271	232	28		
Virtual			84		
Total Programs	1,336	1,353	296	1.3%	-78.1%
Young Adults Program Attendance					
In-house	10,501	9,825	1,202		
Outside	7,186	6,018	538		
Virtual			1,784		
Total Program Attendance	17,687	15,843	3,524	-10.4%	-77.8%
Summer Reading Program	2,058	2,321	719	12.8%	-69.0%

2022 Budget

Young Adult Services Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	6.00	6.00	6.00	6.00
Total Authorized Positions	6	6	6	6
Salaries and wages	\$ 314,964	\$ 326,373	\$ 326,373	\$ 326,373
Work study	2,086	2,644	2,144	3,500
Internship costs	-	2,856	2,856	4,500
FICA charges	23,424	24,968	24,968	24,968
Retirement contributions	25,175	26,110	26,110	33,290
Supplies	1,160	4,960	4,460	10,600
IT supplies	-	1,500	1,500	2,500
Programming	5,744	36,800	31,800	45,750
Presenters	5,395	10,000	5,000	12,000
Programming - Summer	13,270	16,001	10,001	-
Programming - snacks	-	2,000	1,750	6,000
Programming - Yule Ball	-	3,000	-	3,000
Programming - Banned Books Week	-	-	-	1,000
Summer Adventure prizes	-	5,000	4,500	16,850
Dues	1,349	1,970	1,970	1,708
Training	10,665	12,595	8,595	16,000
Mileage reimbursement expenses	494	4,800	3,300	5,400
Total Young Adult Services	\$ 403,726	\$ 481,577	\$ 455,327	\$ 513,439

Adult Education (AE)<https://ppld.org/adult-education>**Department Overview**

Pikes Peak Library District's Adult Education Program provides the following FREE services at various locations in Colorado Springs:

- Career Online High School (COHS) is an online high school diploma program. Scholarships will be awarded to eligible individuals.
- ESL classes to improve English Language proficiency in reading, writing, listening, and speaking.
- ABE and ASE classes to provide basic skills and self-confidence to pass the GED, TASC or HiSET exams, obtain or improve employment, and/or begin college.
- The tutoring program provides a friendly and helpful environment for people who are just learning English, as well as native English speakers who need to improve their reading, writing, and comprehension skills. Sessions are facilitated by trained volunteers.
- Path to Citizenship classes are offered to those individuals who want to study to pass the citizenship test. Classes cover important U.S. history and government topics.

Goals, Objectives, and Programs

- Our objective is to always meet our Measurable Skills Gain which is now at 38%. The Measurable Skill Rate is required by the Colorado Department of Education for all AEFLA funded adult education programs. Our program receives AEFLA funds so we must ensure we meet this skill level. What it really means to us is we assess a student as they enter our program. After 40 hours of instruction, we give the student a post-assessment, and if the student's skills increased to a new level, they have reached the measurable skill gain. It ensures our program is successfully supporting our students.
- Adult Education meets the community need in the strategic plan. We provide a free education and workforce preparation to those who have been left behind. According to the Colorado Department of Education, "adults that did not graduate high school have an unemployment rate of 6.4 percent and \$23,004 in median earnings; adults that graduated high school have an unemployment rate of 4.8 percent and \$30,568 in median earnings: Adult Education Initiatives | CDE (state.co.us).

Performance Measures

Our measurement is done through our pre- and post-assessments of our students. A measurable skill gain means a student increases their skill level in the post-assessment. We have a database provided by the state that tracks these measures. We record student hours, post-test them after 40 hours of work. Even though the Colorado Department of Education requires a Measurable Skill Gain of 38%, our department goal is to surpass our 2020-21 MSG of 43% by reaching MSG 45%.

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Adult Learner Enrollments	1,167	1,269	673	8.7%	-47.0%
Volunteers	80	60	27	-25.0%	-55.0%
Hours given by volunteers	4,479	5,090	496	13.6%	-90.3%
ESL Learner Enrollments	313	244	125	-22.0%	-68.7%
GED Learner Enrollments	211	165	54	-21.8%	-67.3%
Career Online High School	62	29	31	-53.2%	6.9%

2022 Budget

Adult Education Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	7.00	7.00	7.00	7.00
Total Authorized Positions	7	7	7	7
Salaries and wages	\$ 198,971	\$ 346,174	\$ 346,174	\$ 346,174
Salaries and wages paid by grant	-	(75,572)	(75,572)	(75,572)
Substitute pay	387	-	-	1,000
FICA charges	14,240	26,482	26,482	26,816
Retirement contributions	22,395	27,694	27,694	35,309
Supplies	1,127	3,000	3,000	3,000
Databases	17,890	20,000	20,000	20,000
Training	7,419	12,000	12,000	12,000
Mileage reimbursement expenses	761	2,000	2,000	2,000
Software	1,006	5,000	5,000	5,000
Translation	-	300	300	300
Dues	120	-	-	
On line high school program expenditures	-	38,000	38,000	25,000
Volunteer program	488	2,000	2,000	2,000
Total Adult Education	\$ 264,804	\$ 407,078	\$ 407,078	\$ 403,027

Pikes Peak Library District Playlists



Collection Management (CM)**Department Overview**

Collection Management functions include selection, ordering, cataloging, and processing of materials for the PPLD Collection; administration and optimization of the library system software and related services or products; and coordination of District-wide circulation processes and supplies. Interlibrary Loan is also part of Collection Management and has a separate budget. The largest portion of the Collection Management budget is designated for collection materials.

Goals and Objectives

A collection audit is proposed as part of PPLD's goal to "be responsive to community needs and relevant to residents' lives." Related to the collection audit is a project to identify and designate core collection materials.

Library system software and online catalog software will be analyzed to determine whether PPLD should migrate those functions to other products and vendors, supporting the goal of enhancing the patron experience at PPLD.

The expansion of PPLD's PowerPass program to area school districts will provide resources to students and introduce them to the benefits of the Library, while creating connections in the community.

Performance Measures

Put measures in place to maintain diverse collection, such as identifying and designating core collection to prevent routine weeding of diverse titles; selection and implementation of ILS based on ILS RFP decision; focused assessment of research databases and exploration of content options.

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Inventory of Online Catalog					
Audio Visual	149,921	136,350	122,314	-9.1%	-10.3%
e Inventory	212,867	316,965	338,916	48.9%	6.9%
Print Materials	684,908	658,014	630,270	-3.9%	-4.2%
Total	1,047,696	1,111,329	1,091,500	63.1%	-1.8%
Circulation					
Physical Items	5,569,750	6,190,370	3,328,521	11.1%	-46.2%
OverDrive	1,681,835	1,976,428	2,430,575	17.5%	23.0%
Other	78,683	107,875	106,963	37.1%	-0.85%
Total Circulation	7,330,268	8,274,673	5,866,059	12.9%	-29.1%

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Inventory of Online Catalog by Classification					
e Inventory	212,867	316,965	338,916	48.9%	6.9%
Children's Materials	274,363	263,407	256,073	-4.0%	-2.8%
Young Adult Materials	27,047	25,446	22,598	-5.9%	-11.2%
Adult Materials	533,419	505,511	475,436	-5.2%	-5.9%
Total Inventory	1,047,696	1,111,329	1,093,023	6.1%	-1.6%

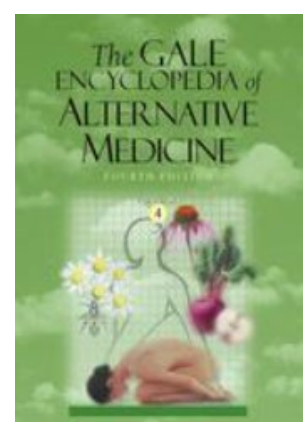
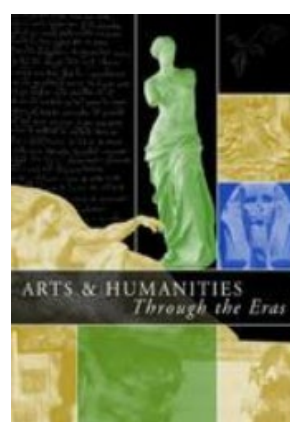
2022 Budget

Collection Management Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	23.52	23.77	23.77	23.77
Total Authorized Positions	25	25	25	25
Salaries and wages	\$ 1,185,635	\$ 1,238,290	\$ 1,238,290	\$ 1,238,290
Substitute pay	441	4,500	2,500	6,500
FICA charges	87,723	94,729	94,729	94,729
Retirement contributions	86,195	93,307	93,307	118,967
Supplies	20,465	86,288	86,288	43,000
Processing supplies	59,106	80,000	80,000	80,000
Cataloging services	34,274	40,000	40,000	40,000
Library material purchases	4,031,641	4,153,996	4,153,996	4,301,067
Microforms	-	5,000	5,000	5,000
Periodicals	108,291	110,000	110,000	110,000
Serials	13,459	25,000	25,000	25,000
Databases/online services	(44,717)	451,849	451,849	538,252
Title Source software/Web Dewey BCR	1,826	2,000	2,000	2,000
ILS maintenance	217,691	232,000	232,000	235,500
ILS other expenditures	8,501	38,000	38,000	38,000
Courier services costs	185,922	216,476	216,476	220,000
Dues	582	1,000	250	1,000
Training	13,341	11,000	11,000	11,000
Collection agency charges	5,853	-	-	-
Mileage reimbursement expenses	658	2,000	2,000	2,000
Total Collection Management	\$ 6,016,887	\$ 6,885,435	\$ 6,882,685	\$ 7,110,305

Database

[Gale Virtual Reference Library](#)

Searches our entire collection of Gale eBooks on a variety of subjects, including history, science, government, and more.



Interlibrary Loan (ILL)**Department Overview**

The Interlibrary Loan service provides a way for El Paso County residents of the Pikes Peak Library District to obtain library resources throughout the state of Colorado, United States and Canada. Because the Library cannot purchase or subscribe to every resource, interlibrary loan is an essential part of the Library's effort to meet the informational needs of the community. PPLD requests materials from, and supplies materials to, other libraries according to principles and procedures established in the Interlibrary Loan Code for the United States.

Goals and Objectives

The Interlibrary Loan department will work on broadening services with the addition of international resource sharing.

Performance Measures

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Items loaned to other libraries	14,677	16,858	8,834	14.9%	-47.6%
Items borrowed from other libraries	39,230	34,808	17,279	-11.3%	-50.4%

2022 Budget

Interlibrary Loan Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Work study costs	\$ 1,903	6,000	607	6,000
Supplies	2,284	5,000	727	5,000
Processing supplies	2,719	5,000	1,060	5,000
Subscription - Illiad	-	-	-	17,000
OCLC online charges	45,014	45,014	45,014	46,000
State-wide courier contract	7,654	8,000	6,842	10,000
ILL borrowing expenses	1,202	6,000	1,794	6,000
Total Interlibrary Loan	\$ 60,776	\$ 75,014	\$ 56,044	\$ 95,000

Collection Management Summary**2022 Budget**

Collection Management Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	23.52	23.77	23.77	23.77
Total Authorized Positions	25	25	25	25
Collection Management	\$ 6,016,887	\$ 6,885,435	\$ 6,882,685	\$ 7,110,305
Interlibrary Loan	60,776	75,014	56,044	95,000
Total Collection Management Summary	\$ 6,077,663	\$ 6,960,449	\$ 6,938,729	\$ 7,205,305

Equity, Diversity, & Inclusion (EDI)

Department Overview

The District added a new library service (EDI) with the intent of improving library services offered to its constituents while taking into consideration the various issues related to diversity, equity, and inclusion. Specific goals and objectives are currently being defined and refined as this service will officially commence in January 2021.

Goals, Objectives, and Programs

Goals #1: Add Sustainable Value for our PPLD Staff

- Improve PPLD Staff perception of the values of the district's stewardship
 - Ensure EDI is an integral part of the PPLD Organizational structure by creating and empowering a Diversity Committee.
 - Write a Semi-annual EDI Review due the second and fourth quarters

Goals #2: ADA Programs

- Improve PPLD Staff and community perception of the technology, equipment, training, and outreach available to the ADA community
- Title II of the ADA covers PPLD in providing equal access to Library assets, programs, services and activities for patrons and staff with disabilities
- Review self-checkout-stations for accessibility (blue light issues, text to speech/speech to text capability, etc.) Review self-self-stations for blue light issues
- Collaborate with HR increase BIPOC representation in specific Equal Employment Opportunity (EEO) Job

Goals #3: Build and strengthen Patron Relationships

- Improve Patron perceptions of the value of our services
 - Diversity keeps us healthy physically, financially, professionally, and emotionally. It leads to innovation and creativity. When we live, work, and play in culturally diverse communities we are healthier, and that is why we need diversity. Ethos encouraging all members to value and respect the experience, knowledge, and skills of the people around them.
 - Publicize EDI activities in PPLD Newsletter, Intranet website, news releases, displays and brochures.

Goal #4: Contribute to Community Engagement (Outreach) Goals

- Identify and build strong relationships with key community groups and organizations.
 - Community outreach is about giving, contributing, and helping those who cannot help themselves. Community outreach also allows us to influence younger generations to give back to the community. It helps the community grow in a substantial way. Not only does it make you feel good, but it brings the community together as a whole.
 - Presentations (education).
 - Partner with Adult Services to share best practices with local groups interested in diversity programs
 - Visibly support established community goals and programs.
 - Attend Seminars/Conferences
- Improve the community perception of PPLD corporate citizenship
 - Build awareness about our corporate citizenship
 - Marketing PPLD EDI efforts.
 - Conduct external presentations using Diversity Ambassadors program.
 - Provide EDI related materials, resources, and support to our community:

Goal #5: Diversity Return on Investment (DROI)

- Return on Diversity Equity and Inclusion Investment

GENERAL FUND

- EDI supports organizational growth and productive organization and is key in making EDI effective. It enriches the workforce and expands the business imperative for an organization’s commitment to its patrons, workforce, community outreach, philanthropy, supplier base and global community. This is also a catalyst for better return on investment in (ROI) human capital.
- Identify measures
 - Define the goal
 - Define resources needed to accomplish the goal
 - Does the goal have leadership approval?
 - Do the goals align with PPLD mission and vision?
 - This goal helps to make the business case for any initiatives an organization may have. That said organizations cannot claim definitively measures of exact DROI and should be approached with caution. Given the rich complexity of the type of DROI, it cannot always be relegated to hard data.
 - Effective DRIO measures and processes can provide invaluable information to support key business imperatives.
 - Being successful with EDI means nurturing a culture in which all people are productive, happy, and successful.

Performance Measures

- Conduct a Collection Audit in conjunction with Collection Management
- Analyze and submit findings of surveys, audits to Sr. Leadership to include how and when feedback is distributed from reviewed data
 - Measure diversity effort’s impact, cost, and change
 - Ensure that the surveys are diverse across the district
- Link EDI efforts to the strategic goals and objectives of the organization
- Develop internal and external diversity reporting systems
- Ensure that staff are included in EDI education and activities (include educational opportunities for hourly staff).

2022 Budget

Equity, Diversity and Inclusion Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	-	3.00	3.00	3.00
Total Authorized Positions	-	3	3	3
Salaries and wages	\$ -	\$ 181,917	\$ 181,917	\$ 181,917
Work study costs	-	5,000	5,000	5,000
FICA charges	-	13,917	13,917	13,917
Retirement contributions	-	14,553	14,553	18,556
Supplies	-	2,000	2,000	2,000
IT supplies	-	1,500	1,500	1,500
Diversity, Equity, Inclusion	-	11,750	11,750	15,000
Programming	-	2,000	2,000	20,000
Library Explorers	-	5,000	5,000	-
Sign language	-	3,000	3,000	-
Senior Services	-	3,000	3,000	-
Dues	-	500	500	2,000
Training	-	3,000	3,000	4,000
Mileage reimbursement expenses	-	1,500	1,500	1,500
Total Equity, Diversity, and Inclusion	\$ -	\$ 248,637	\$ 248,637	\$ 265,390

Library Services Summary

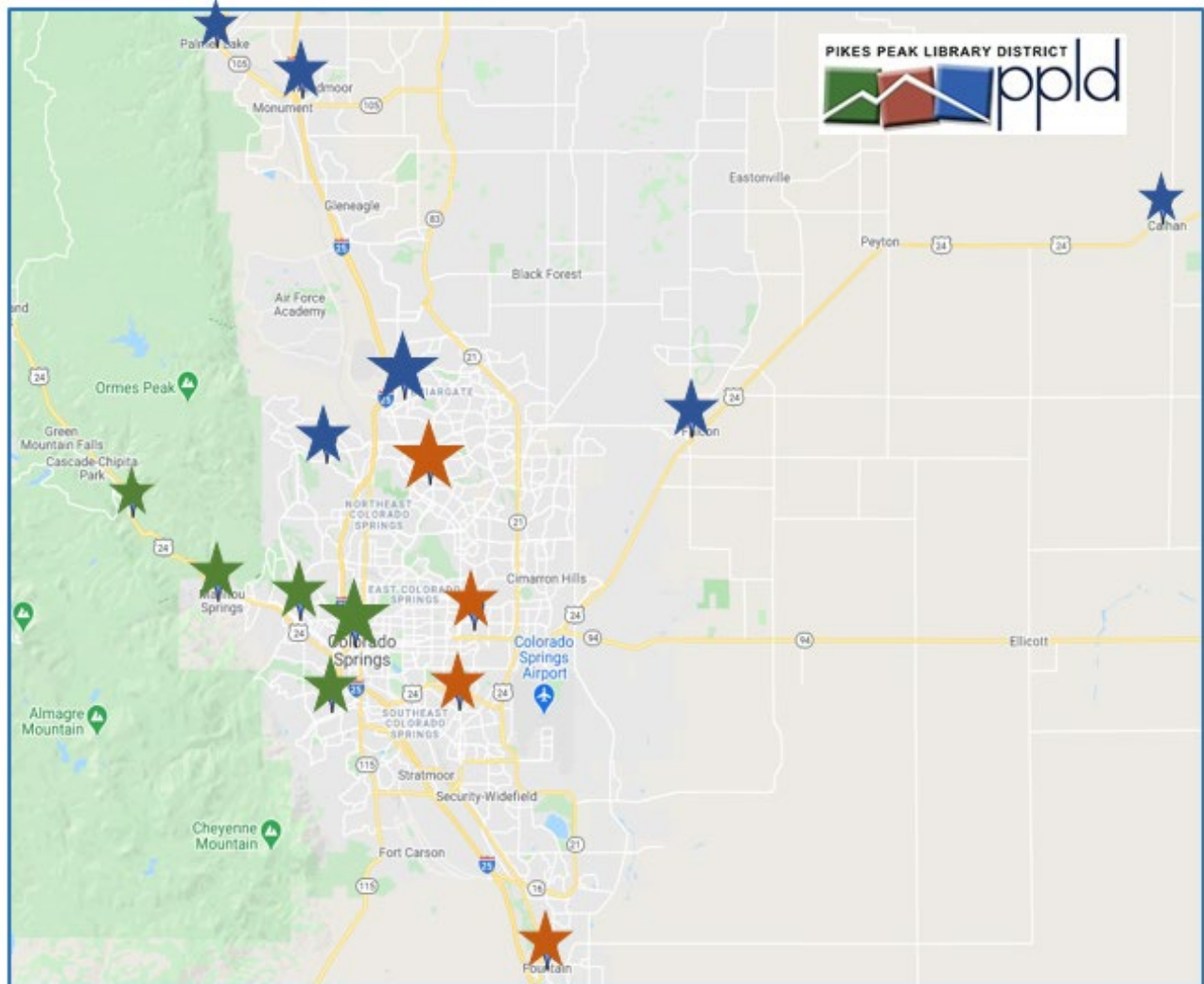
2022 Budget

Library Services Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	73.02	76.77	76.77	76.77
Total Authorized Positions	78	81	81	81
Adult Services	\$ 1,188,101	\$ 711,468	\$ 706,468	\$ 751,607
Children's Services	606,313	762,023	748,423	810,254
Regional History and Genealogy	604,297	716,690	689,010	720,718
Creative Services	380,665	595,388	553,838	621,371
Young Adult Services	403,726	481,577	455,327	513,439
Adult Education	264,804	407,078	407,078	403,027
Collection Management	6,077,663	6,960,449	6,938,729	7,205,305
Equity, Diversity and Inclusion	-	248,637	248,637	265,390
Total Library Services	\$ 9,525,569	\$ 10,883,310	\$ 10,747,510	\$11,291,111

Books from the PPLD EDI Collection



Regional Library Services



West Region

- Penrose Library
- Cheyenne Mountain Library
- Old Colorado City Library
- Manitou Spring Library
- Ute Pass Library

Mobile Library Services

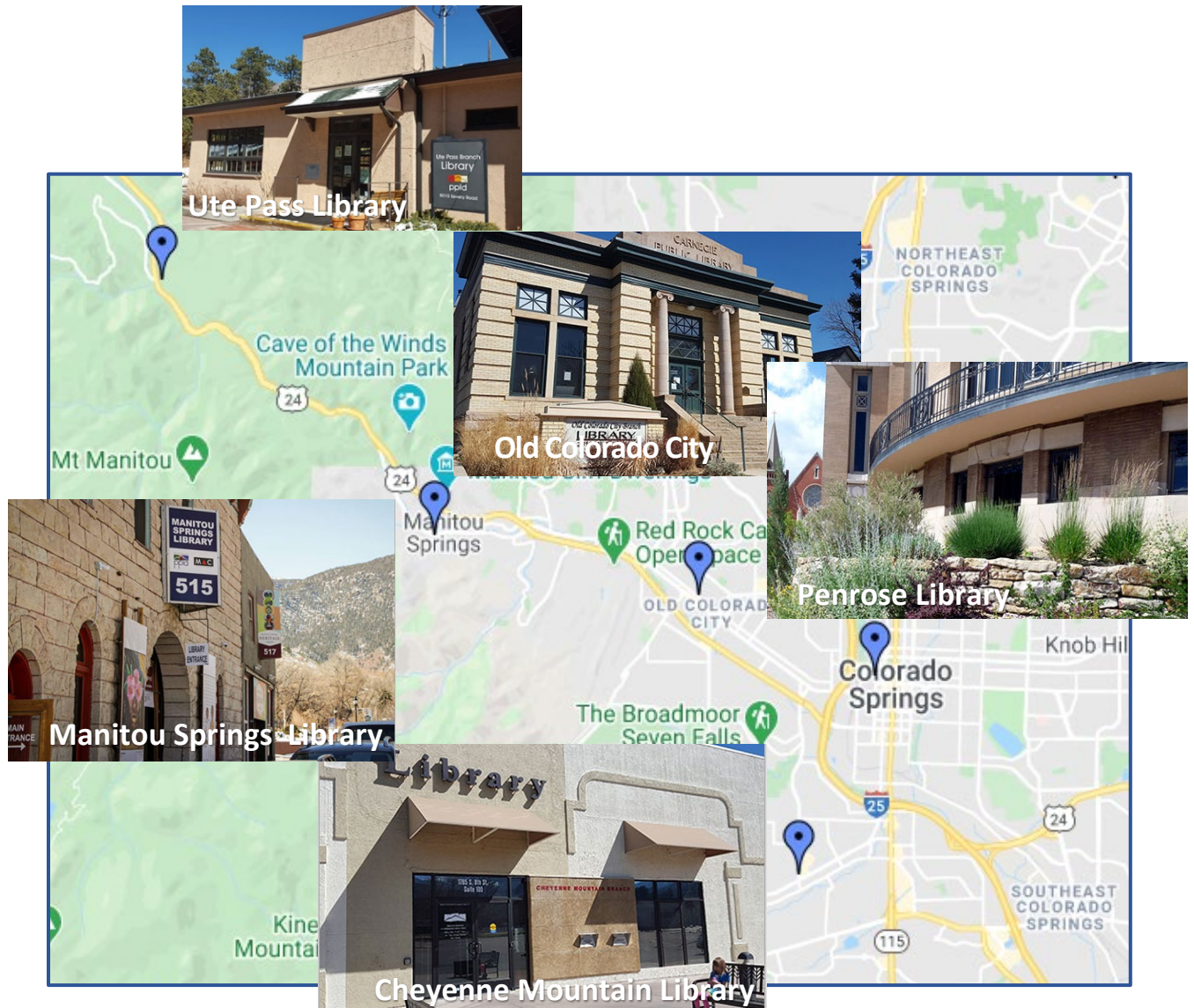
Southeast Region

- East Library
- Fountain Library
- Ruth Holley Library
- Sand Creek Library

North Region

- Library 21c
- High Prairie Library
- Calhan Library1
- Monument Library
- Palmer Lake Library
- Rockrimmon Library

West Region



Overview

The West Region Administration of the Pikes Peak Library District, comprised of the Library locations of Penrose Library, Mobile Library Services, Cheyenne Mountain Library, Old Colorado City Library, Manitou Springs Library and Ute Pass Library, aim to provide patrons with a positive experience that will impact their lives by providing resources that help to engage and transform their experience. The West Region spans three art Districts, around three different, and diverse, communities – each own its own flavor. Penrose is the District’s premiere urban library, Old Colorado City Library’s integrated character within the downtown community of OCC, and Manitou Springs Library, which will be opening in 2021 as an integrated facility within the footprint of the Manitou Art Center, which will provide Maker opportunities to the West Region. Cheyenne Mountain Library service a uniquely diverse population with a multitude of communities converging in its doors. Ute Pass engages its community, and specifically schools, as a crucible of community support, highlighted in 2020 as the first branch to bounce back to its normal, pre-COVID door count, nearly immediately upon opening its doors.

Administration**Goals and Objectives for 2022**

Strengthen relationships with community organizations through development of existing and new partnerships (including Manitou Art Center, Downtown Partnership, DART, shelters, and others).

Develop methods of reaching those communities that we are not currently serving (asset mapping).

Staff and team development – maintaining a supportive environment and work culture (training checklist, PIC training)

Develop new ways of working regionally (programs, scheduling, team management, Penrose Garden).

2022 Budget

West Region - Administration Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	3.50	4.00	4.00	4.00
Total Authorized Positions	4	4	4	4
Salaries and wages	\$ 118,243	\$ 194,147	\$ 194,147	\$ 194,147
Substitute pay	-	4,000	4,000	4,000
FICA charges	8,855	14,852	14,852	14,852
Retirement contributions	9,462	15,532	15,532	19,803
Supplies	-	1,000	1,000	1,000
IT supplies	3,034	8,000	2,000	8,000
Programming	135	-	-	-
Dues	1,249	3,744	3,244	3,744
Training	4,161	11,000	7,000	19,143
Mileage reimbursement expenses	2,139	5,000	3,500	5,000
Total Administration	\$ 147,278	\$ 257,275	\$ 245,275	\$ 269,689

Penrose Library**Overview**

Penrose is part of Downtown Colorado Springs and serves the diverse downtown community. It is the anchor of the West Region and is home to Adult Services, Family and Children's Services, Adult Education, and Regional History and Genealogy as well as the Penrose Complex which includes the Knights of Columbus Hall, Special Collections, and Mobile Library Services. Many of the District's Administration also have offices at Penrose and several unique services are provided out of Penrose including the law collection, the non-profit resource center, and extensive business resources. A primary focus of Penrose is to provide connection and community resources to patrons, as Social Services for the district is based at Penrose.

Goals, Objectives, or Programs for 2022

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

2022 Objectives

- Excellent customer service in all interactions with patrons and staff creating a vibrant patron experience and working environment.
 - Strategic Focus: Community, Resources, Service, Internal Staff
- Consistent engaging resources and community connection opportunities that meet the public's interests and needs.
 - Strategic Focus: Community, Resources, Innovation/Creativity, Service
- Training and resource sharing to support all staff working with patrons and the community.
 - Strategic Focus: Service, Internal Staff, Accountability
- Develop a supportive, safe, and communicative atmosphere through training and dialogue among staff and patrons.
 - Strategic Focus: Community, Resources, Service, Internal- Staff

Timeline & Plan to support Objectives

Consistent engaging resources and community connection opportunities that meet the public's interests and needs.

- Monthly hybrid programming to cross the digital divide and provide resources needed specifically by the patrons who are the Penrose community.
- Connect with community resources and agencies to engage the community where they are most in need.
- Support programming options provided by Service groups to contribute to the offerings to the PPLD community.

Excellent customer service in all interactions with patrons and staff creating a vibrant patron experience and working environment.

- Monthly information sharing to increase communication throughout the building, provide more cross promotion of resources and services, and developing a more consistent patron experience.

Training and resource sharing to support all staff working with patrons and the community.

- Quarterly webinar and/or in-person training on EDI, teamwork, workplace climate, and workplace culture to raise awareness and foster skills to be a leader in the district and community for EDI.

Develop a supportive, safe, and communicative atmosphere through training and dialogue among staff and patrons.

- Regional bookclub/podcast club professional learning groups to cultivate connection across the region and create a community within PPLD.

Performance Measures

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	570,563	605,041	138,971	6.0%	-77.0%
Circulation	626,308	577,467	280,922	-7.8%	-51.4%
Reference Transactions	74,880	69,302	28,886	-7.4%	-77.7%
Room Reservations & Events	4,932	7,922	1,679	60.6%	-78.8%

2022 Budget

Penrose Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	16.64	29.76	29.76	29.76
Total Authorized Positions	21	42	42	42
Salaries and wages	\$ 692,848	\$ 1,122,131	\$ 1,122,131	\$ 1,122,131
Temporary labor	-	-	-	3,800
Substitute pay	6,830	-	-	-
FICA charges	51,975	85,843	85,843	85,843
Retirement contributions	44,407	61,012	61,012	77,791
Supplies	5,012	8,000	6,000	8,000
Family Place supplies	-	-	-	2,000
Programming	351	1,750	1,500	1,750
Total Penrose Library	\$ 801,423	\$ 1,278,736	\$ 1,276,486	\$ 1,301,315

Circulation - Penrose Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	11.07	-	-	-
Total Authorized Positions	17	-	-	-
Salaries and wages	\$ 307,571	\$ -	\$ -	\$ -
Substitute pay	4,021	-	-	-
FICA charges	23,148	-	-	-
Retirement contributions	14,685	-	-	-
Total Circulation - Penrose Library	\$ 349,425	\$ -	\$ -	\$ -

Shelving - Penrose Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	2.33	-	-	-
Total Authorized Positions	5	-	-	-
Salaries and wages	\$ 82,386	\$ -	\$ -	\$ -
Substitute pay	37	-	-	-
FICA charges	6,275	-	-	-
Total Shelving - Penrose Library	\$ 88,698	\$ -	\$ -	\$ -

Cheyenne Mountain Library**Overview**

Starting as a bookmobile, Cheyenne Mountain Library is now in our fourth location in a shopping center at the south end of 8th Street, which houses an eclectic assortment of businesses including an exercise gym, a coffee and ice cream shop, a vegan restaurant, Dollar General, Flip Shack, an art gallery, a wine store, and a pet store.

It also serves the Ivywild Neighborhood, a historical community undergoing significant changes as new apartments, townhomes, condos, and businesses are being developed along the south Nevada corridor as part of the South Nevada Urban Renewal Project.

It partners with nearby businesses and community organizations to host an annual Sidewalk Chalk Festival, Culture Festival, and Food Faire. Cheyenne Mountain Library's patron base serves a varied demographic and socioeconomic mix of young families, senior citizens, military, and immigrants. Part of PPLD's West region.

It also serves many of the same people who utilize Penrose and Old Colorado City Libraries—these patrons are devoted library users, willing to travel beyond their own immediate neighborhoods to use our variety of resources.

Goals, Objectives, and Programs

Turning Outward will be the over-arching theme for us in 2022. We will look out into our community, beyond the walls of the library to reconnect with patrons and non-users by reestablishing and establishing opportunities for partnership and collaboration. "Turning Outward," can also happen inside the walls of the branch as we refocus our attention to PPLD's Guiding Principles and Characteristics of Excellent Service.

Our goals will be Customer Service (in alignment with PPLD over-arching goal), Community Connections, and we will continue to develop and strengthen our focus on Diversity efforts.

Our over-arching goal will also give us room to continue expanding regional relationships and deepening our understanding of district offerings and services. Turning Outward will also mean we may have to get uncomfortable and "unlearn" methods of service we were taught that are no longer sustainable in a 21st century and post-pandemic library. We will be ready to bring back our larger events (or post-pandemic iterations) --Culture Fest, Chalk Festival, and Food Faire.

The fast few years, Cheyenne Mountain Library, has taken steps to pave the way for establishing our location as a Family Place Library by focusing on redeveloping our children's area to have better spaces available for play, implementing this in 2022 will also help further our goals for Turning Outward. While the pandemic seemed to put some lives at a standstill, development of our service area did not stop and is having a profound impact on our residents and business owners. Urban Renewal efforts continue to have an impact on the community we serve.

Performance Measures

Annual Data	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	208,806	187,376	70,776	-10.7%	-62.2%
Circulation	374,674	421,297	234,309	12.4%	-44.4%
Reference Transactions	43,113	25,442	14,558	-41.0%	-42.8%
Room Reservations & Events	1,230	2,181	423	59.5%	-80.6%

2022 Budget

Cheyenne Mountain Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	9.70	9.98	9.98	9.98
Total Authorized Positions	13	13	13	13
Salaries and wages	\$ 371,616	\$ 402,111	\$ 402,111	\$ 402,111
Substitute pay	9,700	-	-	-
FICA charges	28,453	30,761	30,761	30,761
Retirement contributions	17,625	22,744	22,744	28,998
Supplies	3,192	5,000	5,000	5,000
Family Place supplies	-	-	-	12,000
Programming	-	500	500	800
Total Cheyenne Mountain Library	\$ 430,586	\$ 461,116	\$ 461,116	\$ 479,670

Manitou Springs Library**Overview**

The Manitou Springs Library first opened its Andrew Carnegie-designed doors on Feb. 22, 1911. PPLD took over operations of the building in 2013, after a vote by residents to join the Library District. In 2020 the building faced an ADA compliance challenge that initiated a closure and search for a temporary platform for services in the area while the City of Manitou Springs assessed the building and bringing it up to code, which might also require an expansion. The temporary location is the Manitou Art Center, which should see the Manitou Springs Library opening in January of 2020 with expanded resources, and Maker components coming online to PPLD patrons later in 2021, as the partnership with the MAC develops.

Goals, Objectives, or Programs

1. Continue to Build Partnership with the Manitou Art Center

Though the partnership is well-established, every day brings new questions and possibilities that help to shape how we work with the MAC staff, and how our policies and procedures interlace. The ultimate objective with this goal is to bring a seem less experience to patrons of the Library who also use MAC resources through our partnership.

- Strategic Foci: Community, Resources, Service, Internal-Staff, Customer Service, Accountability

2. Team Development

With a largely new team, most having not been employed by the District for more than one year, work on team development and integration into their roles is key to bringing customer service to the foreground.

- Strategic Focus: Community, Resources, Service, Internal-Staff, Customer Service, Accountability

3. Outreach

The Manitou Springs Library is in a pivotal point where outreach to the community is very important. Navigating the prospective new library expansion in the historic Carnegie will necessitate a nuanced community voice.

We wish to be better able to reach and serve our community, who have been without library services much longer than other locations in the district. The move has been controversial, and outreach will help assist us in finding patrons where they are and showcasing the beauty of this new partnership.

- Strategic Focus: Community, Resources, Service, Internal-Staff, Customer Service, Accountability

Performance Measures

Increased door stats; increased MAC membership use; increased positive feedback from the community. Whether we can adequately cover desks while staff are out attending outreach and programs.

Annual Data from Facts and Figures	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	47,982	46,226	6,978	-3.7%	-84.9%
Circulation	40,953	52,330	19,148	27.8%	-63.4%
Reference Transactions	5,703	8,032	1,375	40.8%	-82.9%
Room Reservations & Events	-	167	104		-37.7%

2022 Budget

Manitou Springs Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	4.20	5.20	5.20	5.20
Total Authorized Positions	6	7	7	7
Salaries and wages	\$ 147,125	\$ 218,741	\$ 218,741	\$ 218,741
Substitute pay	4,375	-	-	-
FICA charges	11,456	16,734	16,734	16,734
Retirement contributions	8,284	10,962	10,962	13,977
Supplies	1,754	5,500	5,500	5,500
Makerspace consumables	-	3,500	3,500	3,500
Programming costs	15	700	700	700
Total Manitou Springs Library	\$ 173,009	\$ 256,137	\$ 256,137	\$ 259,152

Old Colorado City Library**Overview**

Old Colorado City Library is a uniquely placed historic Carnegie building, within the footprint of Old Colorado City proper. It has served, continuously, as a library since its inception, and has vital ties to both businesses as well as patrons in the surrounding neighborhoods. With active ties to business entities, cultural events, and a dedicated patronage, it is a bright spot for all who enter its doors. Part of its charm is the cohesive staff, whose team never focus waivers from providing the best patron service possible.

Goals, Objectives, or Programs for 2022

In 2020 and 2021, Old Colorado City Library staff underwent many changes due to the pandemic, a two-month closure for building upgrades, and an almost 50% FTE staff turnover rate. Because of this, 2022 will be a year of staff and team development both locally and regionally, an infrastructure clean-up to remove unused or out-of-date materials, as well as a year of outreach to strengthen new and existing relationships with community partners.

Goal 1: Build a highly proficient and collaborative staff team that embodies PPLD's Guiding Principles and Characteristics of Excellent Service.

We will heavily utilize Bridge to develop learning plans and track learning progress. Staff learning assessments will be developed in collaboration with HR staff and will be administered at the beginning and end of training to assess our starting baseline and progress.

- Strategic Focus: Community, Resources, Service, Internal-Staff, Customer Service, Accountability

Goal 2: Look back, so we can look forward. Deep clean our physical and digital spaces so that we are better stewards of time and resources.

We will outline the core project sections and will develop a project timeline for each task. Success will be based upon completion of the task sections according to the established timeline.

- Strategic Focus: Accountability, Internal-Staff

Goal 3: Renew community relationships and find new opportunities to bring library services to Old Colorado City and the Westside neighborhoods.

we will establish an initial baseline of OL's existing partnerships and community collaborations, and will track how much partnership growth occurs from January to December.

- Strategic Focus: Customer Service, Community, Resources, Service

Performance Measures

Annual Data from Facts and Figures	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	143,888	133,306	42,935	-7.6%	-67.8%
Circulation	193,591	220,319	120,102	13.8%	-45.5%
Reference Transactions	12,372	13,184	4,590	6.6%	-65.2%
Room Reservations & Events	618	985	242	59.4%	-75.4%

2022 Budget

Old Colorado City Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	8.90	8.90	8.90	8.90
Total Authorized Positions	11	11	11	11
Salaries and wages	\$ 347,007	\$ 353,966	\$ 353,966	\$ 353,966
Substitute pay	2,146	-	-	-
FICA charges	26,156	27,078	27,078	27,078
Retirement contributions	21,557	21,885	21,885	27,903
Supplies	3,541	6,000	4,000	4,500
Programming costs	116	500	500	500
Total Old Colorado City Library	\$ 400,523	\$ 409,429	\$ 407,429	\$ 413,947

Ute Pass Library**Overview**

The Ute Pass Library sits in Cascade, Colorado, on donated land and a building rented from the Cascade Fire Department. It is a charming old schoolhouse, which with its fireplace, has one of the best library feels in the Library District. Dedicated to its Ute Pass patrons, many who commute to work in Colorado Springs, or are retired older adults, the patrons are also very dedicated to their library. Ute Pass staff have developed strong ties to schools in the area and have provided a successful buffet of programming for patrons to choose in the past.

Goals, Objectives, and Programs**1: Capitalize on the Ute Pass Connections to Community**

Ute Pass Library has a very strong relationship with the Community in Cascade, and in surrounding areas. We will continue to strengthen this connection through resource offerings and programs. One of our most important connections at Ute Pass is the active, and passionate Friends of the Library group that support the branch.

- Strategic Focus: Community, Resources, Service, Internal-Staff, Customer Service, Accountability

2: Team Development

In sharing staff with the Manitou Springs Library, who is largely new team, most having not been employed by the District for more than one year, work on team development and integration into their roles is key to bringing customer service to the foreground.

- Strategic Focus: Community, Resources, Service, Internal-Staff, Customer Service, Accountability

3: Building Care

In being one of PPLD's smaller branches, additional care will be brought to bear when considering keeping its spaces clean, orderly and in line with our high customer service expectations.

- Strategic Focus: Community, Resources, Service, Internal-Staff, Customer Service, Accountability

Performance Measures

Annual Data from Facts and Figures	2018 Actual	2019 Actual	2020 Actual	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	20,370	17,983	7,341	-11.7%	-59.2%
Circulation	27,973	26,234	18,434	-6.2%	-29.7%
Reference Transactions	4,169	4,986	2,136	19.6%	-57.2%
Room Reservations & Events		114	71		-37.7%

2022 Budget

Ute Pass Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	1.35	1.35	1.35	1.35
Total Authorized Positions	2	2	2	2
Salaries and wages	\$ 33,031	\$ 54,865	\$ 54,865	\$ 54,865
Substitute pay	4,689	-	-	-
FICA charges	2,793	4,197	4,197	4,197
Supplies	-	2,250	2,250	2,250
Programming costs	-	500	500	500
Total Ute Pass Library	\$ 40,513	\$ 61,812	\$ 61,812	\$ 61,812

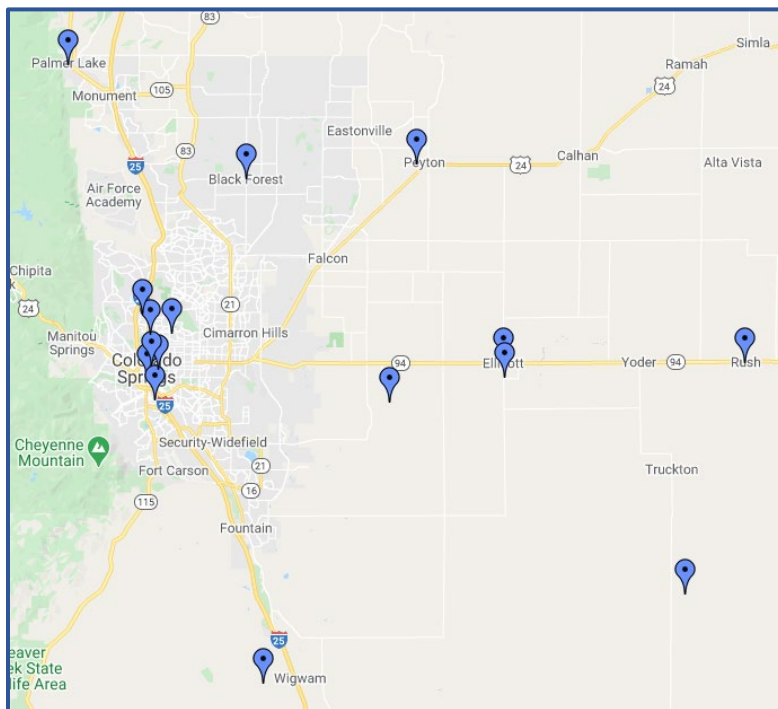
Mobile Library Services

Overview

The West Region Administration of the Pikes Peak Library District, comprised of the Library locations of Penrose Library, Mobile Library Services, Cheyenne Mountain Library, Old Colorado City Library, Manitou Springs Library and Ute Pass Library, aim to provide patrons with a positive experience that will impact their lives by providing resources that help to engage and transform their experience. The West Region spans three art Districts, around three different, and diverse, communities – each own its own flavor. Penrose is the District’s premiere urban library, Old Colorado City Library’s integrated character within the downtown community of OCC, and Manitou Springs Library, which will be opening in 2021 as an integrated facility within the footprint of the Manitou Art Center, which will provide Maker opportunities to the West Region. Cheyenne Mountain Library service a uniquely diverse population with a multitude of communities converging in its doors. Ute Pass engages its community, and specifically schools, as a crucible of community support, highlighted in 2020 as the first branch to bounce back to its normal, pre-COVID door count, nearly immediately upon opening its doors.



County Mobile Library Stops



- 📍 Peyton Elementary School
- 📍 Black Forest Community Center
- 📍 Schriever AFB Community Center
- 📍 Miami - Yoder School
- 📍 Edison School 54JT
- 📍 Ellicott Plaza
- 📍 Pikes Peak Library District - Palmer Lake
- 📍 Wyndam Place Senior Residences
- 📍 Meadows Park Community Center
- 📍 Village At Homewood Point
- 📍 Centennial Plaza Apartments
- 📍 Bon Shopping Center
- 📍 Audubon Shopping Center
- 📍 Shangri-La Mobile Home Park, LLC
- 📍 Prairie Heights Elementary School
- 📍 Ellicott Elementary School

Goals, Objectives, and Programs

Providing resources and opportunities that impact individual lives and build community. Mobile Libraries will continue to seek stops in underserved areas and seek patrons who are not library users through routinely scheduled stops as well as outreach opportunities.

1. Safe driving

Restructuring the department so that Mobile Library Services has a representative for each PPLD Service relevant to branch work- Adult Services, Creative Services, EDI, Family and Children Services, and Young Adult Services.

2. Maintain a route and outreach schedule responsive to the community's growth and needs

Maintain a route schedule responsive to the district's needs

3. Participate in events designed to build community

4. Continued team building

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	40,522	38,721	19,570	-4.4%	-49.7%
Circulation	148,384	148,737	92,155	0.2%	-38.0%
Reference Transactions	1,719	1,424	768	-17.2%	-46.1%

2022 Budget

Mobile Library Services Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	9.15	9.15	9.15	9.15
Total Authorized Positions	13	13	13	13
Salaries and wages	\$ 365,438	\$ 382,148	\$ 382,148	\$ 382,148
Substitute pay	6,125	-	-	-
FICA charges	26,869	29,234	29,234	29,234
Retirement contributions	17,268	18,098	18,098	23,075
Supplies	2,325	1,850	1,850	1,850
Programming costs	1,086	1,100	1,100	1,100
Training	4,622	5,225	5,225	5,000
Other expenditures	730	1,200	1,200	1,200
Total Mobile Library Services	\$ 424,463	\$ 438,855	\$ 438,855	\$ 443,607

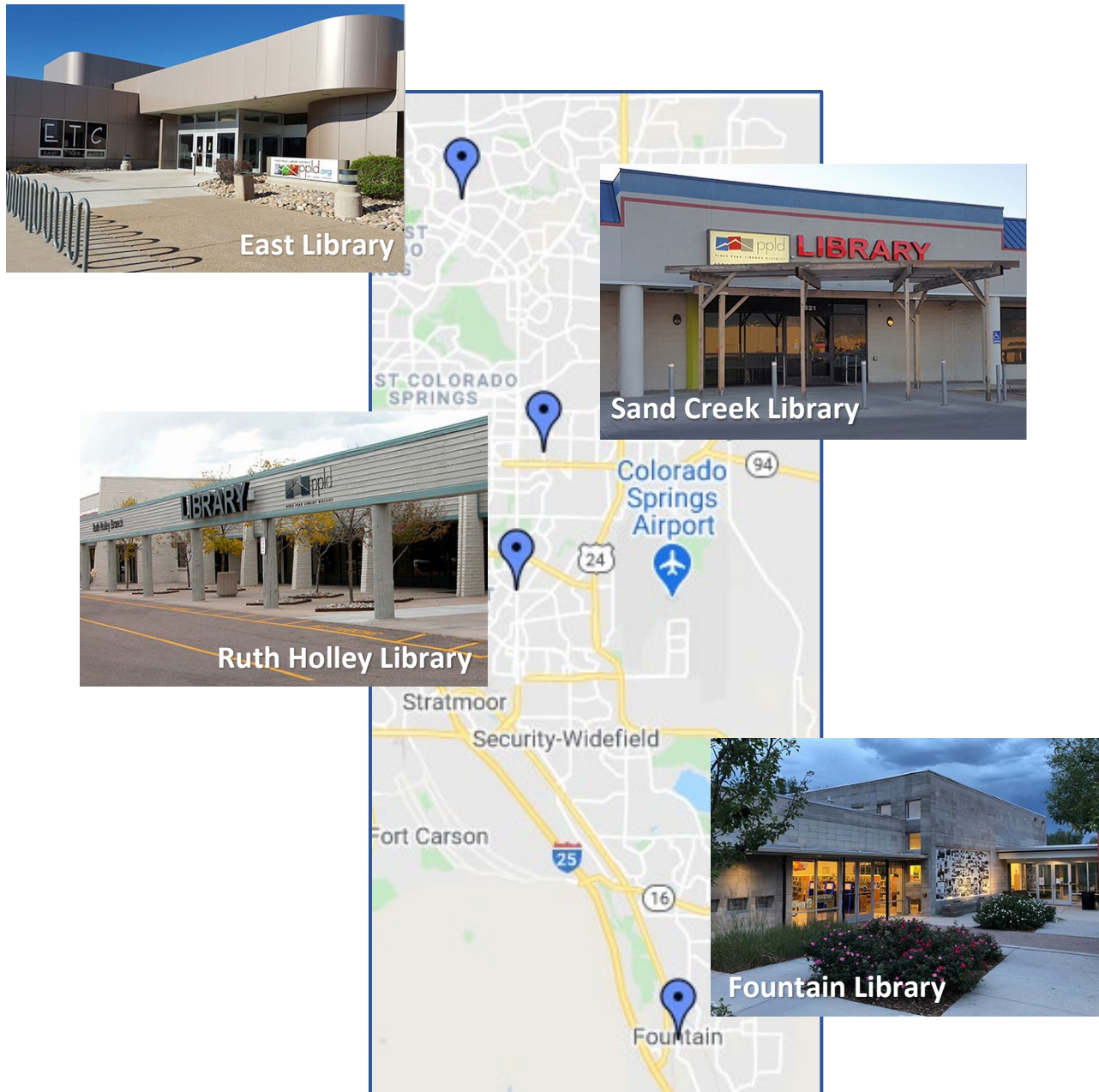
West Region Summary

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	1,032,131	1,028,653	286,806	-0.3%	-72.1%
Circulation	1,411,883	1,446,384	765,070	2.4%	-47.1%
Reference Transactions	141,956	122,370	52,313	-13.8%	-57.3%
Room Reservations & Events	6,780	11,369	2,585	67.7%	-77.3%

2022 Budget

West Region Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	66.84	68.34	68.34	68.34
Total Authorized Positions	92	92	92	92
Administration	\$ 147,278	\$ 257,275	\$ 245,275	\$ 269,689
Penrose Library	801,423	1,278,736	1,276,486	1,301,315
Circulation - Penrose Library	349,425	-	-	-
Shelving - Penrose Library	88,698	-	-	-
Cheyenne Mountain Library	430,586	461,116	461,116	479,670
Old Colorado City Library	400,523	409,429	407,429	413,947
Manitou Springs Library	173,009	256,137	256,137	259,152
Ute Pass Library	40,513	61,812	61,812	61,812
Mobile Library Services	424,463	438,855	438,855	443,607
Total West Region	\$ 2,855,918	\$ 3,163,360	\$ 3,147,110	\$ 3,229,192

Southeast Region



Overview

The Southeast Region serves patrons in Southeast El Paso County. Patrons are served via the physical locations of East, Ruth Holley, Sand Creek, and Fountain Libraries. Southeast opportunities include being near Fort Carson, Shriever, and Peterson military bases. While East Library draws patrons from all over the county - Sand Creek, Ruth Holley, and Fountain are vital resources for Southeast Colorado Springs and the Fountain Valley. The Southeast Region is home to two Family Place Libraries, two Makerspaces, Studio916, the Educational Resource Center, and a newly constructed classroom dedicated to Adult Education classes.

Goals, Objectives, and Programs

Southeast Region's top priority will be to continue to safely provide excellent service to patrons and staff. We also intend to maintain a high level of community engagement including embracing new ways to do outreach and network.

Community

Stay aware of community needs and adjust services as needed. Continue to be a trusted resource in the community and maintain a high level of engagement, including developing an in-depth knowledge of community resources and reflecting our communities in how we serve them.

Resources

Explore ways for our resources to be accessible to all, lean into the newly created EDI Service to evaluate services, spaces, accessibility, resources, and community connections. Continue looking into ways outside spaces can be used at all Southeast locations. Innovation/Creativity - Continue to challenge staff to innovate their processes and find efficiencies. Explore how library staff and resources can be used to innovate and create IN the community. Work with Regional History & Genealogy to build up the Southeast story in our collection and resource.

Service

Work with internal team to develop a system for identifying and using external data that will contribute to programming and service decisions. Determine how we will use and keep this data. Continue to support and collaborate with the Service Teams. Embrace alternative methods of service delivery to challenge the image of "libraries."

Internal-Staff

Provide professional development opportunities to staff to develop well-rounded and highly engaged employees. Create nurturing work environments by encouraging healthy work habits, emphasizing self-care, and fostering a growth mind-set.

Accountability

Develop a culture of solution-oriented internal and external customer service. Continue to seek out efficient ways to operate buildings and provide service. Maintain a staffing model that is flexible and less reliant on overage funding.

South Region Administration**2022 Budget**

Southeast Region - Administration Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	4.00	5.00	5.00	5.00
Total Authorized Positions	4	5	5	5
Salaries and wages	\$ 200,152	\$ 257,213	\$ 257,213	\$ 257,213
Substitute pay	-	2,000	-	2,000
FICA charges	14,638	19,677	19,677	19,677
Retirement contributions	16,054	20,577	20,577	26,236
IT supplies	-	7,300	4,300	7,300
Dues	460	3,950	950	1,800
Training	5,726	12,000	12,000	12,000
Mileage reimbursement expenses	6,416	12,000	6,000	9,000
Total Administration	\$ 243,446	\$ 334,717	\$ 320,717	\$ 335,226

East Library**Overview**

East Library serves patrons from throughout El Paso County, offering the largest physical collection, the Educational Resource Center, a Makerspace, a Computer Lab, the East Teen Center, a vibrant and active Children's Room, Community meeting spaces to accommodate up to 150 people, and a Reading Bay with a stunning view. Approximately 60 employees work at East Library to circulate approximately 25% of the overall circulation.

Goals, Objectives, and Programs

East will be bringing in a new manager 3rd quarter 2021. The new manager will be focusing on learning their new role - including staff, patrons, and the surrounding community.

Community

Develop an in-depth knowledge of the surrounding community. Build a plan for outreach and embedding staff into the neighborhood and community organizations. Modify service hours and what services are available during those hours to match the needs of the community.

Resources

Explore ways for our resources to be accessible to all, lean into the newly created EDI Service to evaluate services, spaces, accessibility, resources, and community connections. Expand on needed resources such as access to computers and resources that encourage learning and creativity. Increase opportunities for patrons to expand their technology skills. Leverage outdoor spaces for program and patron use.

Innovation/Creativity

Continue to challenge staff to innovate their processes and find efficiencies. Explore how library staff and resources can be used to innovate and create IN the community and in our outdoor spaces.

Service

Embrace Family Place ideology. Use knowledge of surrounding community to embrace alternative methods of serving our surrounding community. Support service teams and regional partners. Continue to upgrade furniture at East to best use the space and provide spaces for patrons to be productive and/or enjoy our building. Expand ERC open hours.

Internal-Staff

Continue provide training and experience for staff to work on different tasks and areas in the building. Create nurturing work environments by encouraging healthy work habits, emphasizing self-care, and fostering a growth mind-set.

Accountability

Develop a culture of solution-oriented internal and external customer service. Continue to seek out efficient ways to operate the building and provide service. Maintain a staffing model that is flexible and evaluate future vacancies to maximize efficiency.

Performance Measures

SE region library managers meet weekly to discuss goals set out by the branch and the region. We then work with each other to ensure that those goals are completed, and we evaluate at the end of the fiscal year. Door Counts, program attendance, and studio/make use will also be factors in determining if our goals are being met.

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	583,792	560,496	242,996	-4.0%	-56.7%
Circulation	1,325,067	1,577,714	842,299	19.1%	-46.6%
Reference Transactions	60,117	49,723	11,198	-17.3%	-77.5%
Room Reservations & Events	9,759	15,564	3,367	59.5%	-78.4%

2022 Budget

East Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	17.75	37.27	37.27	37.27
Total Authorized Positions	20	52	52	52
Salaries and wages	\$ 798,832	\$ 1,422,077	\$ 1,422,077	\$ 1,422,077
Temporary labor	-	-	-	3,800
Substitute pay	7,110	-	-	-
FICA charges	60,638	108,789	108,789	108,789
Retirement contributions	54,409	73,179	73,179	93,304
Supplies	18,609	20,000	20,000	20,000
Makerspace consumables	428	6,221	3,221	6,000
Microform supplies	-	1,500	-	1,500
Family Place supplies	-	14,000	14,000	2,000
Programming	290	3,000	500	2,000
Total East Library	\$ 940,316	\$ 1,648,766	\$ 1,641,766	\$ 1,659,470

Circulation - East Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	13.58	-	-	-
Total Authorized Positions	20	-	-	-
Salaries and wages	\$ 409,313	\$ -	\$ -	\$ -
Substitute pay	106	-	-	-
FICA charges	30,229	-	-	-
Retirement contributions	15,594	-	-	-
Supplies	-	-	-	-
Total Circulation - East Library	\$ 455,242	\$ -	\$ -	\$ -

Shelving - East Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	8.42	-	-	-
Total Authorized Positions	17	-	-	-
Salaries and wages	\$ 230,622	\$ -	\$ -	\$ -
Substitute pay	541	-	-	-
FICA charges	17,267	-	-	-
Retirement contributions	148	-	-	-
Total Shelving - East Library	\$ 248,578	\$ -	\$ -	\$ -

Fountain Library**Overview**

Fountain Library is a small library branch, built in partnership with the City of Fountain and Fountain-Fort Carson School District and is in the Fountain Valley. The Fountain Library not only serves the City of Fountain but also a large out of district population in the Security/Widefield area. Fountain library is a Family Place library and has one of the only after-hours meeting rooms in the library district. The library features beautiful gardens on the property and a News Wall mural on showing the history of Fountain, Colorado.

Goals, Objectives, and Programs

Fountain will be bringing in a new manager 3rd quarter 2021. The new manager will be focusing on learning their new role - including staff, patrons, and the surrounding community.

Community

Bringing the community together and serving them in ways that align with our mission, even during difficult times. Community - Fountain will explore opportunities to engage with the Fountain Valley and surrounding military communities. We would like to gain a deeper understanding of the Hanover community and explore ways to better support them.

Resources

In the past year, Fountain has had an increase of people using our public spaces to study and meet with others. It is evident that our Community Room is needed outside of our normal operating hours. Other ways that we can accommodate this need is to explore ways to create collaborative workspaces in the library. Finally, creating a plan for the garden to bring it to the original intent and possible design. With the knowledge we have now about the weather, watering systems, and wildlife, this will help us work with experts to create a plan and this would lead to making the library's garden a destination location for the Fountain Valley Community.

Innovation/Creativity

Continue to challenge staff to innovate their processes and find efficiencies. Explore how we can work with other library staff and resources so we can innovate and create in the community.

Service

Fountain will continue to support and collaborate with the Service Teams. This relationship will be important as we grow and understand our community better. A big focus for 2022 will be to grow and expand our Family Place programs and services to the community.

Internal-Staff

Provide professional development opportunities to staff to develop well-rounded and highly engaged employees. Create nurturing work environments by encouraging healthy work habits, emphasizing self-care, and fostering a growth mind-set. Modify workspaces so they are more ergonomic and safer for all staff to use. This will include public facing service points and existing staff workspaces to create more efficient workflow. This includes shuffling workspaces to make room for new staff members.

Accountability

Develop a culture of solution-oriented internal and external customer service. Continue to seek out efficient ways to operate our building and provide service. This is a daily venture as our community changes, so do our services. Maintain a staffing model that is flexible and less reliant on overage funding.

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	109,092	95,680	37,072	-12.3%	-61.3%
Circulation	187,269	197,568	111,849	5.5%	-43.4%
Reference Transactions	20,095	8,818	2,441	-56.1%	-72.3%
Room Reservations & Events	954	1,649	370	72.9%	-77.6%

2022 Budget

Fountain Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	6.75	7.25	7.25	7.25
Total Authorized Positions	10	11	11	11
Salaries and wages	\$ 272,782	\$ 316,711	\$ 316,711	\$ 316,711
Substitute pay	700	-	-	-
FICA charges	20,140	24,228	24,228	24,228
Retirement contributions	11,041	12,976	12,976	16,544
Supplies	2,871	4,300	4,300	4,300
Supplies - Family Place	1,235	2,000	2,000	2,000
Programming costs	17	400	-	400
Total Fountain Library	\$ 308,786	\$ 360,615	\$ 360,215	\$ 364,183

Ruth Holley Library**Overview**

Ruth Library is a medium sized branch serving patrons throughout the Southeast region of El Paso County, offering services to Knob Hill, Cimarron Hills, and the Peterson Air force Base community. English as a Second Language and Adult Education classes hold a big part in addressing the needs of this geographical and provide essential valuable resources surrounding the Murray Corridor landscape.

Goals, Objectives, and Programs

Ruth Holley will be bringing in a new manager 3rd quarter 2021. The new manager will be focusing on learning their new role - including staff, patrons, and the surrounding community.

Community

Providing the community with continued virtual programming, computer service, park & text, GED & ESL (English as a Second Language) classes, and Internet usage are available. Continually evaluating service hours and patron needs.

Resources

Continuing to provide resources to patrons and their families with homeschooling, school resources, computer usage, GED & ESL (English as a Second Language) classes. Prioritizing safety of the building and creating a more inviting environment. Fine tune Ruth Holley services and providing accessible access for all diverse patrons in our community. Letting the community know that the community room is now available for community use.

Innovation/Creativity

Creatively finding new methods of service and to continually meet the needs of our patrons. Provide innovative programming and alternative methods of services to community. Explore how library staff and resources can be used to innovate and create IN the community.

Service

Embrace alternative methods of service delivery to challenge the image of “libraries.” Serving our diverse populations and especially Ruth Holley’s Spanish speaking patrons.

Internal-Staff

Create nurturing work environments by encouraging healthy work habits, emphasizing self-care, and fostering a growth mind-set. Fostering an environment open to opportunities for professional advancement, and team building.

Accountability

Serving our Spanish speaking patrons and other diverse populations by providing equitable services across the district.

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	199,769	165,901	54,513	-16.9%	-67.1%
Circulation	338,586	355,739	177,597	5.1%	-50.1%
Reference Transactions	39,556	24,558	4,536	-37.9%	-81.5%
Room Reservations & Events	1,221	2,514	464	105.9%	-81.5%

2022 Budget

Ruth Holley Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	10.63	10.23	10.23	10.23
Total Authorized Positions	15	14	14	14
Salaries and wages	\$ 313,035	\$ 386,970	\$ 386,970	\$ 386,970
Substitute pay	1,425	-	-	-
FICA charges	23,534	29,603	29,603	29,603
Retirement contributions	12,183	21,164	21,164	26,985
Supplies	4,334	7,500	7,500	7,500
Programming costs	20	700	200	500
Total Ruth Holley Library	\$ 354,531	\$ 445,937	\$ 445,437	\$ 451,558

Sand Creek Library<https://ppld.org/sand-creek-library>**Overview**

Sand Creek is serving the Southeast region of the Colorado Springs city. The library has 14,060 square foot building available for staff and patrons. We primarily have patrons from the 80910 and 80916 zip codes, with a population of 71,294 (source: elpasocountyhealth.org) ??? library card holders (to be provided). We also have patrons that will travel to us for our programs and services. Sand Creek Library offers Family Place Parent/Child workshops, houses one of the District's Makerspaces, and one of the District's two Studios.

Goals, Objectives, and Programs

Sand Creek will be getting back into the swing following the COVID closure and slowdown. No new services will be added.

Community

Sand Creek will continue to focus on engaging the community. We will look to the expertise of the newly created EDI Service group to focus in on programs, services, and resources that will benefit our diverse community.

Resources

Sand Creek's focus will be to enhance the library experience just outside of our location. Improved signage, a more welcoming 'front porch' and better lighting at the back of the building will be steps to make that happen.

Innovation/Creativity

Sand Creek Library will extend the lessons we have learned from the Panorama Park Mural project to other libraries in the District, other community organizations in El Paso County, and other libraries across Colorado to show how every library in a community can enhance and impact projects happening around them.

Service

Embrace alternative methods of service delivery to challenge the image of "libraries" by bringing greater attention to Sand Creek Make and Studio916.

Internal

Provide professional development opportunities to staff to develop well-rounded and highly engaged employees. Create nurturing work environments by encouraging healthy work habits, emphasizing self-care, and fostering a growth mind-set.

Accountability

Contribute to the region and district with time, talent, and staff support where needed.

Performance Measures

SE region library managers meet weekly to discuss goals set out by the branch and the region. We then work with each other to ensure that those goals are completed, and we evaluate at the end of the fiscal year. Door Counts, program attendance, and studio/make use will also be factors in determining if our goals are being met.

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	268,508	246,819	64,890	-8.1%	-73.7%
Circulation	332,100	361,589	161,651	8.9%	-55.3%
Reference Transactions	34,246	53,020	6,015	54.8%	-88.7%
Room Reservations & Events	2,263	6,377	1,351	181.8%	-78.8%

2022 Budget

Sand Creek Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	11.93	11.53	11.53	11.53
Total Authorized Positions	16	15	15	15
Salaries and wages	\$ 491,683	\$ 499,372	\$ 499,372	\$ 499,372
Substitute pay	3,462	-	-	-
FICA charges	36,968	38,202	38,202	38,202
Retirement contributions	29,513	30,420	30,420	38,785
Makerspace consumables	543	6,489	6,313	6,000
Recording studio consumables	118	700	700	700
Supplies	5,361	12,000	10,000	12,000
Supplies - Family Place	1,134	2,000	2,000	2,000
Programming costs	400	800	400	800
Total Sand Creek Library	\$ 569,182	\$ 589,983	\$ 587,407	\$ 597,859

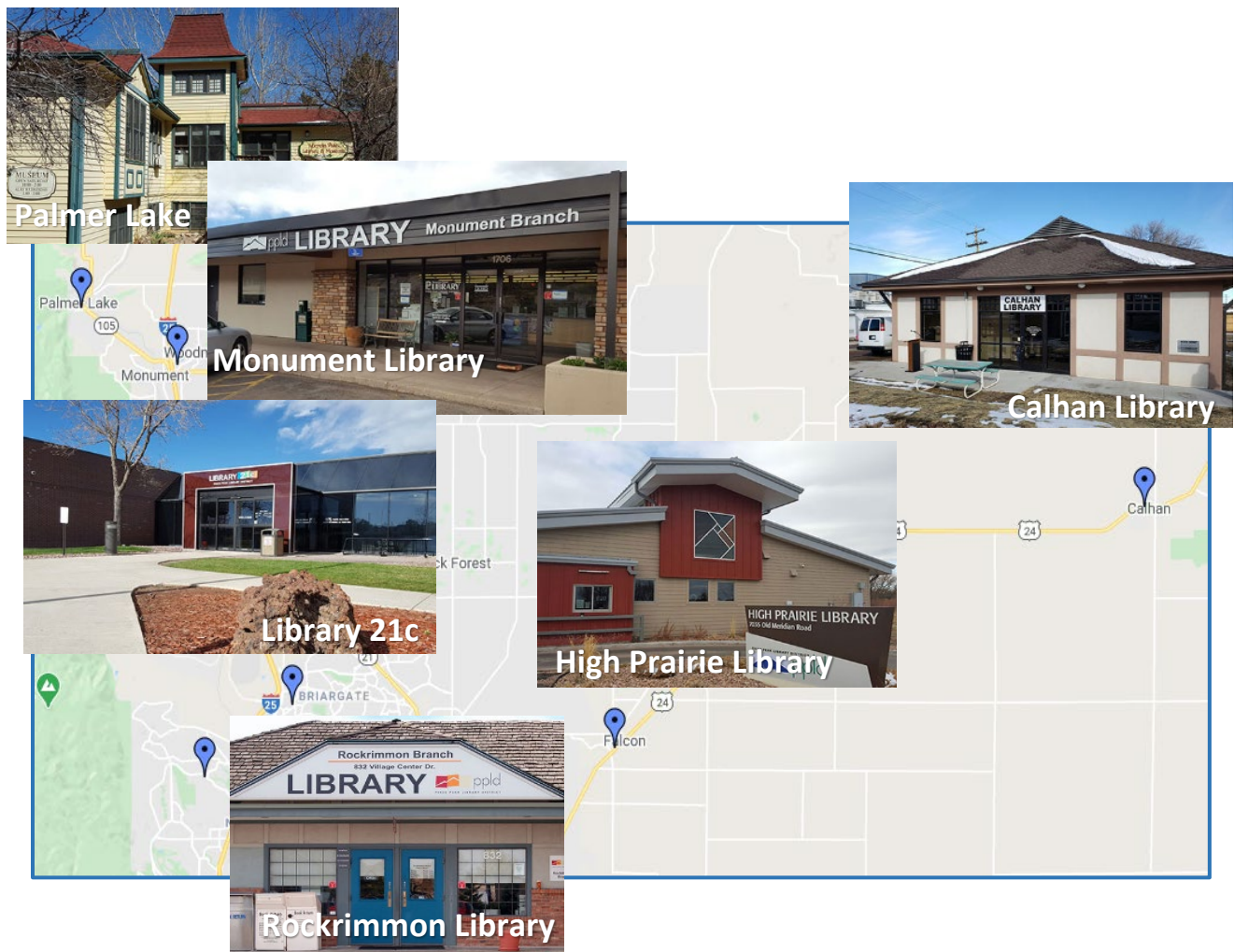
Southeast Region Summary**Performance Measures**

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	1,161,161	1,068,896	399,471	-0.8%	-62.6%
Circulation	2,183,022	2,492,610	1,293,396	14.2%	-48.1%
Reference Transactions	154,014	136,119	24,190	-11.6%	-82.2%
Room Reservations & Events	14,197	26,104	5,552	83.9	-78.7%

2022 Budget

Southeast Region Asummary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	73.06	71.28	71.28	71.28
Total Authorized Positions	102	97	97	97
Administration	\$ 243,446	\$ 334,717	\$ 320,717	\$ 335,226
East Library	940,316	1,648,766	1,641,766	1,659,470
Circulation - East Library	455,242	-	-	-
Shelving - East Library	248,578	-	-	-
Fountain Library	308,786	360,615	360,215	364,183
Ruth Holley Library	354,531	445,937	445,437	451,558
Sand Creek Library	569,182	589,983	587,407	597,859
Total Southeast Region	\$ 3,120,081	\$ 3,380,018	\$ 3,355,542	\$ 3,408,296

North Region



Overview

The North Region includes Library 21c, Rockrimmon Library, Palmer Lake Library, Monument Library, High Prairie Library, and Calhan Library. Library 21c is our regional flagship library, home to state-of-the-art makerspaces, studio, Family Place Library, and teen space. Many district administrative departments call Library 21c home, including Human Resources, Finance, Communications, Facilities, Information Technology, and the Foundation. Two Services groups, Collection Management and Creative Services, are also located at Library 21c.

The smaller libraries of the North Region are each reflective of their unique communities, and are highly committed to serving the individuals, families, and organizations of their community. The Rockrimmon Library is a rented storefront branch located on the west side of I-25 south of the Airforce Academy and north of Garden of the Gods. Rockrimmon is known for its avid readers and community art programs. The Palmer Lake Library occupies the top floor of the Lucretia Vail building, rented from the town, in the heart of the small mountain town of Palmer Lake. It is the Northern-most district library on the west side of I-25.

Monument Library is southeast of Palmer Lake, in a rented storefront branch located in the Lake Woodmoor neighborhood. Both Palmer Lake and Monument Libraries are known for their great success with family and children's programs. High Prairie Library is an owned facility located on a plot of land gifted to the district by Farmers' State Bank in the unincorporated community of Falcon. The Calhan Library is our most eastern branch, most remote, and newest library in the district. Both High Prairie and Calhan Libraries are family branches which serve their tight-knit communities with successful family and children's programs.

Goals, Objectives, and Programs

1. Discover new ways to engage with our communities and patrons.
 - a. With an aim toward increasing awareness and bridging connections, each north library will identify 4 new community events or opportunities for participation and outreach, which will be staffed cooperatively by the region. These are in addition to events and engagements identified by Library Services.
2. Build staff capacity through ongoing development and learning opportunities.
 - a. Support staff in completing their learning plans.
 - b. Participate in staff development days.
 - c. Focus on continual team building and bolster district-wide perspectives in internal customer service and communications.
3. Continue to evaluate and develop programs and services in partnership with Library Services.
 - a. Meet as a team quarterly to determine program offerings as available through the Library Services menus.
 - b. Continue to develop and work with asset maps of our communities.
4. Improve the patron experience through planning and delivery of exceptional customer service.
 - a. High Prairie: Implement new service hours to better reflect community needs. This entails opening our window from 8-9 before opening the building to the public.
 - b. High Prairie & Calhan: Offer after-hours programming once a quarter.
 - c. Calhan: Install afterhours pick-up lockers.
 - d. Palmer Lake: Refresh the interior to create a multi-purpose space for patrons. Includes installing a new service desk, purchasing new furniture, recarpeting, and repainting, and reconfiguring the collection.
 - e. Monument: Investigate the possibility of converting the drive-through book drop into a full-service drive-through window.
 - f. Rockrimmon: Improve access by installing an automatic door opener at the entrance.
 - g. Library 21c: Install a new service point on the first floor.
 - h. Library 21c: Improve access to Creative spaces by installing automatic door openers.
 - i. Library 21c: Provide more outdoor seating options for patrons.

North Region Administration**2022 Budget**

North Region Administration Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	3.00	3.00	3.00	3.00
Total Authorized Positions	3	3	3	3
Salaries and wages	\$ 114,310	\$ 155,064	\$ 155,064	\$ 155,064
Substitute pay	-	2,000	-	2,000
FICA charges	8,106	11,862	11,862	11,862
Retirement contributions	9,281	12,405	12,405	15,817
Supplies	687	5,000	5,000	5,000
IT supplies	-	3,000	1,500	3,000
Dues	992	3,000	1,500	3,000
Training	6,540	12,000	3,000	12,000
Mileage reimbursement expenses	4,293	10,000	10,000	10,000
Total Administration	\$ 144,209	\$ 214,331	\$ 200,331	\$ 217,743

Library 21c**Overview**

The anchor library of Pikes Peak Library District's North Region, Library 21c embodies the vision of public libraries as community spaces. The Business & Entrepreneurial Center provides meeting rooms and a computer lab to support working and learning at the library. Library 21c's 400-seater space, The Venue, serves as performance, networking, and training space for the community. Patrons bring their ideas to life using the Library's two Makerspaces, audiovisual Studio, and editing software. In 2020, the library also added a culinary lab as an additional makerspace, which will be utilized for the district's Food Industry Training programs. As a Family Place Library, the large Children's Department encourages early literacy development and provides materials and activities to gauge children's interests. The Teen Area supports teens during study and leisure time, offering two study rooms and a gaming area for pleasure. An adult gaming lab on the 2nd floor allows adults to enjoy similar recreations. Library 21c also boasts large, multipurpose open spaces that serve a variety of functions such as the annual Mini Makerfaire™, Vegan Holiday Market, Business Resource Fair, Homeschool Science Fair, among other large-scale events. On a smaller scale, quiet retreat spaces pepper the building, ensuring Library 21c has something for everyone.

Because the unique space allows everyone to make the library their own, the community utilizes Library 21c in many ways. Due to its proximity to the United States Air Force Academy, Library 21c serves military families, many who have recently made Colorado Springs their new home. Staff are happy to share with patrons the opportunities that await within their library. New parents use Library 21c as a resource for all things early literacy; parents gain resources to support their child's development while their little ones learn through play. Retirees enjoy using Library 21c for book clubs, crafts, informative seminars, and physical activities. Prior to the pandemic, Library 21c served as a morning meeting center for day groups of adults with disabilities. Participants enjoyed Library Explorers activities, light crafts, and making use of the adult gaming lounge.

As a former call center repurposed as a community center, Library 21c provides Colorado Springs residents service, materials, and space to collaborate and create.

Goals, Objectives, and Programs

- Strengthen community engagement, bridging new connections between community groups and library staff at each library in the North Region, including finding ways to support local schools and organizations in their missions. (*Strategic focus: Community*)
 - Work with Mobile Library Services to determine ways to safely serve retirement, nursing, and hospice communities located in the Briargate and Powers Corridor areas.
- Enhance staff knowledge to support the mission of Pikes Peak Library District. (*Strategic foci: Resources, Innovation/Creativity, Internal*)
 - Staff will learn the PPLD mission and guiding principles and will apply these accordingly as they work frontline with patrons.
 - Staff will remain informed of all library happenings by exploring existing communication resources and attending meetings and other informational sessions.
- Focus on continual team building and bolster district-wide perspectives in internal customer service and communications. (*Strategic foci: Internal and Service*)
 - 21c hosts many support departments including Collections Management, Communications, Creative Services, Facilities, Finance, Foundation, Human Resources, and IT. Public Services will invite support departments to physically work within the branch performing patron service tasks. Public Services will also invite support services to attend branch meetings. It is hoped that the invitation will be returned so that this exposure will allow staff from all sides to see what work everyone does to keep the District running smoothly.

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	549,170	520,616	164,463	-5.2%	-68.4%
Circulation	904,180	1,053,083	565,421	16.5%	-46.3%
Reference Transactions	43,152	41,473	9,572	-3.9%	-81.3%
Room Reservations & Events	16,019	17,701	3,657	10.5%	-79.3%

2022 Budget

Library 21c Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	19.69	28.79	28.79	28.79
Total Authorized Positions	24	38	38	38
Salaries and wages	\$ 801,396	\$ 1,211,597	\$ 1,211,597	\$ 1,211,597
Temporary labor	-	3,800	3,800	3,800
Substitute pay	14,391	-	-	-
FICA charges	59,280	92,687	92,687	92,687
Retirement contributions	51,829	67,663	67,663	86,270
Supplies	23,383	33,662	28,662	20,000
Repair equipment	646	-	-	-
Programming	2,749	5,025	3,525	5,000
Merchandising	272	-	-	-
Total Library 21c	\$ 953,946	\$ 1,414,434	\$ 1,407,934	\$ 1,419,354

Circulation - Library 21c Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	6.75	-	-	-
Total Authorized Positions	10	-	-	-
Salaries and wages	\$ 193,803	\$ -	\$ -	\$ -
Substitute pay	5,623	-	-	-
FICA charges	14,004	-	-	-
Retirement contributions	6,382	-	-	-
Total Circulation - Library 21c	\$ 219,812	\$ -	\$ -	\$ -

Shelving - Library 21c Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	5.00	-	-	-
Total Authorized Positions	10	-	-	-
Salaries and wages	\$ 87,319	\$ -	\$ -	\$ -
Substitute pay	2,407	-	-	-
FICA charges	6,845	-	-	-
Total Shelving - Library 21c	\$ 96,571	\$ -	\$ -	\$ -

High Prairie Library**Overview**

High Prairie Library is in a convenient location off Hwy 24 with easy access for commuters. This library serves a wide area of patrons, from Eastern areas of El Paso County such as Peyton and Elbert to the rapidly growing Banning Lewis Ranch and communities down Hwy 24.

High Prairie library attracts many homeschool families and retirees, and children's programs are always very popular. Harvest Festival is the popular annual event held in celebration of fall as well as the library's birthday. This event is paid for by the Friends of High Prairie Library and brings in about 1300 visitors. High Prairie Library has a popular seed library with supporting programs. These programs help novice gardeners learn how to start and grow their own garden. The library has a partnership with Fresh Start Center where they provide volunteers to tend the garden in exchange for the donation of all food produced. Unfortunately, in 2020 the garden did not last through the snow, but the library was able to provide them with patron donations during Harvest Festival. In the future the library has plans to provide outreach at their facility. The Falcon Garden Club also has a flower garden they tend at High Prairie.

Programs and services such as the seed library and community garden, as well as the eco-friendly construction of the library has resulted in High Prairie being awarded a Gold Leader with the Environmental Leadership Program and a Habitat Hero with the Audubon Society. Pre-pandemic High Prairie was active in the Eastern Plains Chamber of Commerce and will continue to attend functions and work with local businesses when restrictions ease.

High Prairies and Calhan Libraries Goals, Objectives, and Programs

Our objectives for 2022 focus on Community Engagement, Green and Sustainable Practices, Team Building, and Improving Patron Access. New services would be expanding on our seed library to make it an Outdoors Enrichment Corner that can be utilized year-round.

Our goals for 2022 tie into building community with our community engagement objective and Team Building for our internal community and providing resources and opportunities with our Green Practices and Improving Patron Access.

We track our goals throughout the year and have checking with staff through 1:1s and staff meetings.

1. Community Engagement– Re-connect and discover new ways we can engage with our community and patrons.
 - a. Attend more community events: including back to school events and local business nights at schools. Below are we have not attended in the past.
 - i. Falcon Craft Fair
 - ii. Peyton Days/Peyton Country Market
 - iii. Calhan Parade
 - iv. Meridian Ranch Tree Festival
 - v. Junkin at the Junction
 - vi. Banning Lewis Farmers Market
 - vii. Falcon Freedom Days
 - viii. Distribution day at Fresh Start Center
 - ix. Concerts in the park (not sure if there are booths yet)

Events we have attended in the past and want to continue:

- El Paso County Fair
- ii. Summer Fest (depending on staffing for the fair)

- iii. Calhan Trick or Treat
- iv. Health Fair (if coming back)
- b. Bring back Harvest Festival and make it special after a two-year modified version.
- c. Host card drives at local businesses.
 - o Strategic Focus: Community
- 2. Implement Green and Sustainable practices – work with staff and community organizations to create a greener environment.
 - a. HI: Re-design our seed library space and make it more of an experience space that can be utilized year-round.
 - b. HI: Work toward becoming a monarch monitoring site.
 - c. CA: Develop CA garden.
 - d. Maintain our relationship with Fresh Start Center and host an outreach event at one of their distribution days.
 - o Strategic Focus: Community, Resources
- 3. Staff Meetings and Team Building
 - a. Have one team building activity per quarter in person.
 - b. Meetings will become one hour instead of 1.5 and will become more focused on training and less on updates. These will go out as a monthly update email.
 - o Strategic Focus: Internal
- 4. Improve Patron Access – focus on increased patron access to the library.
 - a. HI: If approved, advertise our open window hours at 8 am. Patrons will be able to get a full-service experience at the window.
 - b. CA: If approved, add after hours lockers to expand the hours patrons can pick up their holds with the limited hours and staffing we have.
 - c. CA: Host after hour events such as movie nights once a quarter.
 - d. Take programs into the community.
 - o Strategic Focus: Internal

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	111,063	102,385	27,421	-7.8%	-73.2%
Circulation	284,624	326,298	182,899	14.6%	-43.9%
Reference Transactions	13,436	11,655	6,180	-13.3%	-47.0%
Room Reservations & Events	880	1,402	381	59.3%	-72.8%

2022 Budget

High Prairie Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	7.75	7.75	7.75	7.75
Total Authorized Positions	11	11	11	11
Salaries and wages	\$ 295,556	\$ 315,609	\$ 315,609	\$ 315,609
Substitute pay	991	-	-	-
FICA charges	21,078	24,144	24,144	24,144
Retirement contributions	15,425	15,928	15,928	20,308
Supplies	1,855	3,000	2,300	3,000
Programming costs	460	750	450	750
Total High Prairie Library	\$ 335,365	\$ 359,431	\$ 358,431	\$ 363,811

Calhan Library**Overview**

Calhan Library celebrated its one-year anniversary in November. Calhan is the newest library located in the heart of town. They serve the town of Calhan and surrounding areas. They serve many homeschool families, children after school, local workers, and retirees. Calhan Library also has a basketball court that attracts many young adult patrons; they offer basketballs for check out for those that don't have one. Calhan is a small-knit community, and the Calhan team works with many organizations in the area. Calhan Library is active in the Community Outreach Coalition which brings together all organizations that provide resources in the area. They are also members of the Lions Club and have relationships with the Town of Calhan and Calhan Schools.

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits		1,292	3,289		154.6%
Circulation		3,211	13,993		335.8%
Reference Transactions	-	215	721		235.3%
Room Reservations & Events		40	87		117.5%

2022 Budget

Calhan Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	1.70	1.70	1.70	1.70
Total Authorized Positions	3	3	3	3
Salaries and wages	\$ 62,243	\$ 65,067	\$ 65,067	\$ 65,067
Substitute pay	192	-	-	-
FICA charges	4,798	4,978	4,978	4,978
Supplies	1,455	500	250	500
Programming	9	750	450	750
Total Calhan Library	\$ 68,697	\$ 71,295	\$ 70,745	\$ 71,295

Monument Library**Overview**

Monument is southeast of Palmer Lake, in a leased storefront branch located in the Woodmoor community in the far north of El Paso County. It is situated in the D-38 school district and augments many of the school districts goals. The library is one of the top circulating branches within the District and serves a large portion of the southern part of Douglas County. Volunteerism is a large part of the community. The library has 62 adult volunteers. Its piloted Aftermath program has retired teachers, engineers, and professors, among others, volunteer time to tutor students young to old on math. Youth volunteering is a large part of the community and is a school district requirement. The library allots one teen a day to a two-and-a-half-hour shift to assist with tasks such as preparing crafts for programs, cleaning, restocking, etc. The library has many long-standing volunteer run programs, notably Socrates Café, Talk German, Senior Chats, and its book clubs, Monumental Readers and Bookworms. Unfortunately, almost all the volunteer opportunities and programs have paused for the remainder of 2020.

The library often partners with Tri-Lakes Cares in its initiatives to assist those having trouble and was able to redeploy Census hotspots and Chromebooks to Tri-Lakes Cares during the initial Colorado pandemic lockdown for its employees' remote work. Other local organizations for which the library helps extend services are the Senior Center, the Tri-Lakes Chamber, Leo Club, and Kiwanis.

The library's community room is one of the few public spaces where local groups and organizations can meet and its closure due to the pandemic has left many local groups without recourse. The Children's Literacy Center's Peak Reader program was notably affected as the library had been its partnered operating space. The Palmer Divide Quiltmakers annual March display in the library's high rafters, walls, and display areas was unfortunately cut short as the library closed during the onset of the pandemic.

Since all in-person programming has been canceled, the library district's shift to Take & Make kits has been well received by families eager to keep active during the pandemic. Our programming staff were glad to continue program participation virtually by assisting Services groups with their creative virtual programming. During this pandemic closure, the library was able to make good use of its space by rearranging its shelving areas, weed the collection, and deep clean.

Goals, Objectives, and Programs

- Permanent curbside service structure
 - Strategic focus: Services, Innovation /Creativity
- How to work with local community during pandemic times
 - Strategic focus: Community

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	196,554	184,719	51,513	-6.0%	-72.1%
Circulation	383,845	425,456	248,858	10.8%	-41.5%
Reference Transactions	25,910	26,605	16,224	2.7%	-39.0%
Room Reservations & Events	1,267	2,204	411	74.0%	-81.4%

2022 Budget

Monument Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	9.96	11.85	11.85	11.85
Total Authorized Positions	14	16	16	16
Salaries and wages	\$ 381,849	\$ 460,101	\$ 460,101	\$ 460,101
Substitute pay	1,412	-	-	-
FICA charges	28,264	35,198	35,198	35,198
Retirement contributions	15,685	21,607	21,607	27,549
Supplies	4,161	3,000	2,000	3,000
Programming costs	364	1,000	600	1,000
Total Monument Library	\$ 431,735	\$ 520,906	\$ 519,506	\$ 526,848

Palmer Lake Library**Overview**

The Palmer Lake Library occupies the top floor of the Lucretia Vaile building, with the Palmer Lake Historical Society occupying the bottom floor. It is the library district's northern-most branch and skirts borders with Douglas County. The building which the Town of Palmer Lake owns has needed repair and updating to meet current code. In July, as the library was providing curbside service, it was decided for safety reasons to close the library until basic improvements were met. Fortunately, the library district was able to continue service to the community using its mobile fleet until building improvements are made and lease negotiations with the Town of Palmer Lake are finalized. Building improvements include replacing the exterior ramp and ensuring the entrance and bathrooms are ADA accessible.

Before the lockdown in March, the library had started a monthly open-play ukulele program, which was hosted by a Lewis Palmer Middle School music teacher.

The library also helps local students meet their Civics class volunteering requirements, though this is paused due to the pandemic and building improvements. The library's volunteer-led book club, the Palmer Lake Book Group has continued to unofficially meet and adapted to virtual meetings and occasionally hybrid meetings outside on the Village Green right outside the library.

Goals, Objectives, and Programs

With the future of the Palmer Lake library uncertain, and with MLS taking over service to patrons while that is being worked out, any return to on-site service would need to be thoroughly looked at to determine if it would fall into the District's best interests and the Pikes Peak Library District's service area and community needs.

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	20,416	16,574	3,629	-18.8%	-78.1%
Circulation	40,011	47,399	14,068	18.5%	-70.3%
Reference Transactions	3,150	2,269	1,021	-28.0%	-55.0%
Room Reservations & Events		54	35		-35.2%

2022 Budget

Palmer Lake Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	1.53	-	-	-
Total Authorized Positions	2	-	-	-
Palmer Lake Library				
Salaries and wages	\$ 50,346	\$ -	\$ -	\$ -
Substitute pay	140	-	-	-
FICA charges	3,778	-	-	-
Supplies	133	500	500	500
Total Palmer Lake Library	\$ 54,397	\$ 500	\$ 500	\$ 500

Rockrimmon Library**Overview**

The Rockrimmon Community Library was created in 1989 to provide services to the Northwest section of Colorado Springs. It has been expanded twice to accommodate an increasing patronage. It now encompasses roughly 8600 square feet in the Village Center Shopping Center. Rockrimmon is a leased facility located in School District 20 close to the boundary of District 11 and serves a significant population from there. The branch has a dedicated recently remodeled Children's area complete with two beautiful murals by a local artist, Deb Ross, Young Adult area, study room, and a large newly renovated meeting space.

Rockrimmon Library provides services to a population of around 40,000 residents with roughly 16,000 patrons walking through our doors each month (about 60 per open hour) pre-COVID. It serves a diverse population encompassing all levels of income and demographics, but primarily serving a middle to upper-middle class patronage. Many patrons work in technology fields or the military with a growing retiree population. Computers and Internet access are a vital service to the patronage with people often utilizing the facility to study. Patrons commonly use their own devices and PPLD Internet access rather than requiring an actual library computer. There is a small population to whom English is not their primary language with Hispanic and East-Indian being the most common minorities served. Patrons will often use Library 21C in conjunction with Rockrimmon.

Pre- COVID Rockrimmon enjoyed a dedicated Children's following with strong numbers for its programs. Rockrimmon is known for its arts and craft programs with crafting programs including a popular annual Community Art Show each October. We have partnered with ViewPointe Assisted Living Center, Who Gives a Scrap, Storybook Brewing, and other organizations typically for art related programs. We also had robust homeschool and senior chat groups that met at our location monthly. Rockrimmon Library is located very close to Eagleview Middle School and because of this the library has a much higher than average Young Adult patronage. Our Young Adult programs are very popular, and we feel fortunate to have such a solid base on what can be a difficult demographic to reach.

The Rockrimmon Library is in many ways the quintessential small library- with a caring, dedicated staff and a knowledgeable loyal patronage who know how important a library is to a community.

Goals, Objectives, and Programs

Beyond generally recovering and moving forward with the new normal, Rockrimmon will continue to provide services with an emphasis on art and craft-based programming. Any art programs are well received, including the current virtual programming. There will be more virtual programming in future years. We should be able to use Friends funds to pay for any events we hold in 2022.

1. Outreach and Partnerships
 - a. Reestablish partnership with Chick-Fil-a
 - b. Continue partnerships with Josh and John's Ice Cream, ViewPointe Assisted Living Center and Storybook Brewing
 - c. Continue to provide programs to provide patrons with arts and craft related content and training
2. Patron Access
 - a. If approved install automatic door in patron entrance
 - b. If approved replace doors in meeting room to allow after-hours access
 - c. Reestablish "Did You Know?" whiteboard in lobby to highlight PPLD services, databases, and programs that patrons may be unaware of
3. Staff Training

- a. Keep all staff current on required trainings and commit staff to take additional professional development opportunities (at least 2 per year). Continue Staff Meeting trainings
- b. Continue cross-training and job-sharing to enhance deep and redundant skillsets among staff
- c. Begin a quarterly employee team building and bonding event sponsored by our Friends to give staff a chance to meet outside of work and enjoy a fun activity

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	187,432	176,689	73,609	-5.7%	-58.3%
Circulation	360,463	394,445	243,994	9.4%	-38.1%
Reference Transactions	21,886	21,394	10,432	-2.2%	-51.2%
Room Reservations & Events	985	1,730	361	75.6%	-79.1%

2022 Budget

Rockrimmon Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	9.85	9.85	9.85	9.85
Total Authorized Positions	13	13	13	13
Salaries and wages	\$ 353,687	\$ 400,018	\$ 400,018	\$ 400,018
Substitute pay	3,378	-	-	-
FICA charges	26,634	30,601	30,601	30,601
Retirement contributions	19,022	20,384	20,384	25,990
Supplies	1,941	3,000	2,000	3,000
Programming costs	-	750	550	750
Total Rockrimmon Library	\$ 404,662	\$ 454,753	\$ 453,553	\$ 460,359

North Region Summary**Performance Measures**

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Patron Visits	1,064,635	1,002,275	323,924	-5.9%	-67.7%
Circulation	1,973,123	2,249,892	1,269,233	14.0%	-43.6%
Reference Transactions	107,534	103,611	44,150	-3.7%	-57.4%
Room Reservations & Events	19,151	23,112	4,932	20.7%	-78.7%

2022 Budget

North Region Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	65.23	62.94	62.94	62.94
Total Authorized Positions	90	84	84	84
Administration	\$ 144,209	\$ 214,331	\$ 200,331	\$ 217,743
Library 21c	953,946	1,414,434	1,407,934	1,419,354
Circulation - Library 21c	219,812	-	-	-
Shelving - Library 21c	96,571	-	-	-
High Prairie Library	335,365	359,431	358,431	363,811
Calhan Library	68,697	71,295	70,745	71,295
Monument Library	431,735	520,906	519,506	526,848
Palmer Lake Library	54,397	500	500	500
Rockrimmon Library	404,662	454,753	453,553	460,359
Total North Region	\$ 2,709,394	\$ 3,035,650	\$ 3,011,000	\$ 3,059,910

Regional Library Services Summary

Regional Library Services Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	205.13	202.56	202.56	202.56
Total Authorized Positions	284	273	273	273
West Region	2,855,918	3,163,360	3,147,110	3,229,192
Southeast Region	3,120,081	3,380,018	3,355,542	3,408,296
North Region	2,709,394	3,035,650	3,011,000	3,059,910
Total Regional Library Services	\$ 8,685,393	\$ 9,579,028	\$ 9,513,652	\$ 9,697,398

Public Services Summary

Public Services Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	279.15	280.33	280.33	280.33
Total Authorized Positions	363	355	355	355
Administration	\$ 116,161	\$ 121,704	\$ 121,704	\$ 124,886
Library Services	9,525,569	10,883,310	10,747,510	11,291,111
Regional Library Services	8,685,393	9,579,028	9,513,652	9,697,398
Total Public Services	\$ 18,327,123	\$ 20,584,042	\$ 20,382,866	\$ 21,113,395

Security, Safety & Social Services**Department Overview**

The security department budget for fiscal year 2022 continues its focus on ensuring that Officers are supported from uniforms to training. We continue to work closely with the IT department to identify and install upgrades to systems across the district that are outdated and in need of repair. Given the challenges with the significant geographical size of the district and the limitations of Officer staffing to number of facilities, several well-established technological upgrades will significantly increase staff and patron security and Safety.

The security department is committed in continuing the systematic update of the camera system across the district. This will continue to be done in a cost effective and long-range planning manner. The goal of this upgrade is to remove dilapidated systems, and nonfunctional cameras across the district. Additionally, old wiring that will not support the intended result system is being pulled out as well. New CAT 6 cabling is being pulled to locations that have been identified through a yearlong study and collaboration with industry leaders to provide the most flexible and long-term benefit in camera placement and video coverage. Interim low-cost cameras are being installed at these locations to provide a functional update to the system until all facilities are outfitted with new cabling to identified locations. The cheap interim camera provides expanded access through online portals, increased clarity, and audio access. Future budgets will address camera upgrades to final system.

In coordination with staged upgrades to the camera system are planned yearly upgrades and incorporation of the badge access system across the district. Outdated, expensive and difficult to manage key systems still predominate in most facilities. 3-4 facilities have been identified to receive badge access upgrades each calendar year until all facilities are properly outfitted and tied into the electronic access management system.

Security is working to incorporate the camera system changes, badge access system changes, panic alarm system, remote lockdown, overhead paging, burglar alarm system, and on call security officer program into one command center at East library. Once basic systems begin to come online across the district the Security Operations Center SOC, will begin to be built. Tying all these systems into one in house center lowers cost, increase response, provides more reliability and control, and allows increased support of all departments in the district. This center will only be staffed by existing officers as much as possible during open hours. As the center takes on more capabilities in coming years more hours of operation will be added, and staff will need to be provided to take monitoring to 24 hr. status.

Safety:

Safety is focusing on continuing to develop the training and resource programs that have already been established in the previous year. These include the goal of having half of PPLD staff trained and recertified in Non-Violent Crisis Intervention. Additionally, we have recertified CPR/AED Trainers and plan to have 100 staffers certified in fiscal year 2021. Supporting the Blood Borne Pathogen cleanup training through vaccination of identified staffers, training and providing additional Stop the bleed kits, stocking standardized first aid kits across the district and updating the fleet of AEDs across the region as needed. Safety is also working to complete the Emergency Operations Plan revamp for the district and distribute reference materials in staff and public areas. Additional trainings will be planned and coordinated at all 16 facilities in 2021 to increase awareness of the new procedures.

Social Services:

Social Services is concentrating on improving community partnerships, as well as further developing the Intern programs that have been established with both UCCS and CSU. Ensuring that the Interns are properly supported in their educational process by allowing them to assist in expanding the resource

counseling hours available to patrons is a benefit to both organizations. By increasing the number of available hours for patrons to contact and receive outreach assistance, PPLD will be increasing the programs that we offer as well as the ones that we partner with. These include group therapies on several disciplines, art therapy and homeless outreach.

Performance Measures

Annual Data	2018	2019	2020
Incident Reports			
Weapons	8	-	
Vandalism	14	7	7
Accident	6	5	7
Theft – Personal	26	11	5
Theft – PPLD	43	38	6
Computer/Internet violations	14	8	2
Drugs/Alcohol	22	17	14
Loitering	7	-	-
Disruptive Behavior	151	88	53
Suspension Violation	135	88	32
Other	278	160	114
Total	704	422	239

2022 Budget

Security Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	20.52	20.50	20.50	20.50
Total Authorized Positions	23	22	22	22
Salaries and wages	\$ 681,797	\$ 787,914	\$ 787,914	\$ 787,914
FICA charges	49,611	60,275	60,275	60,275
Retirement contributions	44,525	59,019	59,019	75,249
Supplies	26,395	18,963	18,963	17,400
Dues	300	120	120	120
Training	50	3,100	3,100	4,000
Mileage reimbursement expenses	7,178	6,000	6,000	8,000
Total Security	\$ 809,856	\$ 935,391	\$ 935,391	\$ 952,958

Social Work				
Supplies	\$ 115	\$ 4,000	\$ 4,000	\$ 4,300
Mileage	242	1,200	1,200	1,500
Dues	-	1,070	1,070	1,200
Training	236	2,000	2,000	5,000
Total Social Work	\$ 593	\$ 8,270	\$ 8,270	\$ 12,000

Safety				
Supplies	\$ 2,942	\$ 7,500	\$ 7,500	\$ 11,750
First aid kits	10,368	3,700	3,700	5,700
Maintenance - AED equipment	1,041	1,800	1,800	2,300
Dues	-	5,000	5,000	5,000
Training	5,635	4,550	4,550	4,550
Wellness and safety	7,868	7,000	5,000	4,000
Emergency preparedness training	-	14,250	14,250	6,000
Total Safety	\$ 27,854	\$ 43,800	\$ 41,800	\$ 39,300

Security, Safety and Social Services Summary	2020	2021	2021	2022
Expenditure Account	Actual	Budget	Projection	Budget
FTE	20.52	20.50	20.50	20.50
Total Authorized Positions	23	22	22	22
Security	\$ 809,856	\$ 935,391	\$ 935,391	\$ 952,958
Social Work	593	8,270	8,270	12,000
Safety	27,854	43,800	41,800	39,300
Total Security	\$ 838,303	\$ 987,461	\$ 985,461	\$ 1,004,258

Human Resources Office**Department Objectives**

Goal #1: Establish a process to ensure fair pay, compliant with Equal Pay for Equal Work Act

Objective: To increase accountability within the organization, to ensure staff understands the expectations of their job, and to move toward potential pay for performance incentives

Tasks:

- Evaluate current Feedback Sessions process
- Select what performance management tool will be best for the process
- Establish the performance management process
- Train staff on performance management process
- Identify Compensation Calculator Tool for new hires and promoted staff
- Implement Compensation Calculator Tool

Desired Outcomes: Prepare for performance-based pay and ensure defensibility of staff pay rates

Goal #2: Staff Development

Objective: to identify skill deficiencies in our staff and to develop our staff to be top performers

Tasks:

- Develop Managers and Directors to improve skills in
 - Difficult Conversations especially around performance problems
 - Decisiveness
 - How to support and develop their teams
 - Communication
- Move toward development of staff with focus on
 - Customer Service
 - Self-Care
 - Library Ambassadorship
 - Technical Skills

Desired Outcome: After establishing a district-wide training plan focused on organizational goals we can translate these goals to individualized learning plans for skill and career development and meet the many training demands requested from Public Services Staff

Goal #3: Provide high quality Employee Relations Support

Objective: To set the example for the organization and create an intentional culture in the areas of EDI, ADA, and staff accountability

Tasks:

- Ensure there is an accessible HR expert point of contact for EDI concerns
- Conduct ADA Interactive conversations to ensure staff have tools to succeed
- Assists managers with disciplinary actions and coaching conversations to increase accountability

Desired Outcomes: Increase the diversity practices to support staff and volunteers. Improve the inclusivity experience of all current employees. Address disparities between populations in their PPLD experience. Ensure managers can hold their staff members accountable

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Personnel					
Authorized Full-Time Equivalents	363.00	370.22	364.87	2.0%	-1.4%
Authorized Full-Time Positions	255	251	260	-1.6%	3.6%
Authorized Part-Time Positions	215	222	195	3.3%	-12.2%
Total Authorized Positions	470	473	455	0.6%	-3.8%
Employee Turnover					
-Annual turnover rate	16.2%	15.2%	16.0%		
-Number of positions vacated during yr.	76	72	73		
Recruitment/Selection Activities					
-Jobs posted	122	118	87	-3.3%	-26.3%
-Applications received	2,559	2,852	2,394	11.4%	-16.1%
-Newly hired employees	59	59	28	0.0%	-52.5%
-Promoted employees	54	65	35	20.4%	-46.2%
-Transferred employees	57	31	13	-45.6%	-58.1%
-Separated employees	76	72	73	-5.3%	1.4%
-Rehired employees		4	3		-25.0%
Volunteers					
Number of volunteers	1,704	1,489	661	-12.6%	-55.6%
Hours given by volunteers	48,404	41,374	6,688	-14.5%	-83.8%
Value of donated time	\$1,195,094	\$1,052,141	\$181,914	-12.0%	-82.7%

2022 Budget

Human Relations Office Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	6.75	6.75	6.75	6.75
Total Authorized Positions	7	7	7	7
Salaries and wages	\$ 358,703	\$ 410,207	\$ 410,207	\$ 410,207
FICA charges	27,283	31,381	31,381	31,381
Retirement contributions	24,239	29,824	29,824	38,025
Supplies	2,310	4,736	4,736	4,000
Consultant fees	-	10,000	10,000	10,000
Compensation study/equal pay	-	50,000	50,000	-
Outside services - Flexible Spending Program	4,209	9,500	9,500	9,785
Mileage reimbursement expenses	804	1,750	750	1,750
Employee recruitment expenses				
Testing	-	1,000	1,000	1,000
Background checks	4,973	20,000	10,000	15,000
Pre-employment assessment costs	2,030	5,000	5,000	5,000
Advertising costs	798	2,500	2,500	2,500
Recruitment travel costs	984	4,000	4,000	4,000
Relocation expenses	538	4,000	2,000	4,000
Job fairs	-	1,000	-	1,000
District-wide training programs/initiatives				
All Staff Day	2,629	7,725	7,725	7,725
Leadership	3,820	10,000	10,000	10,000
Staff in-service	-	-	-	5,000
Diversity	7,400	7,400	7,400	-
Other programs to be determined	4,811	30,000	30,000	30,000
Dues	-	-	-	2,100
Training	8,322	10,000	10,000	10,000
Software subscription - Bridge	-	24,307	24,307	25,000
Software subscription - HRIS system	-	-	-	35,582
Employee recognition				
District-wide programs	10,991	10,525	10,525	10,525
Tuition reimbursement costs	51,774	40,000	40,000	40,000
Volunteer program	2,569	4,500	1,000	3,600
Employee assistance program	15,168	21,218	21,218	21,854
Total Human Resources Office	\$ 534,355	\$ 750,573	\$ 733,073	\$ 739,034

Facilities Office**Department Overview**

The Facilities department is responsible for operations, maintenance, and repair of buildings, grounds, and utility infrastructure for the district's 15 library locations, ensuring that they meet legal requirements and health and safety standards.

The department's management oversees contracts and providers for services including janitorial, carpet cleaning, HVAC and Elevator maintenance, grounds maintenance, etc. and manages internal courier service, mailing, and the lease agreements for buildings.

The facilities team is responsible for the fleet of fourteen (14) library vehicles, including three (3) mobile library services vehicles. The department also manages the acquisition and maintenance of all furniture and facility-related equipment.

The department plays a major role in planning and management of the district's annual capital projects. In 2020, some of those projects included but are not limited to the tenant improvements and relocation for the Manitou Springs Library, planning and construction of a learning lab at the Ruth Holley Library, landscape improvements at the Calhan Library, the replacement of the building back-up generator at East Library, various flooring replacement projects throughout the district and an emergency boiler replacement at Library 21c.

Providing support to other departments with equipment and furniture removal, minor assembly, and repairs, painting and fixing the interior is part of the daily routine.

Facilities team members are key participants in all unexpected, critical situations such as inclement weather, natural disaster, pandemics.

The Facilities Department was instrumental in the closures and ultimate reopening of library facilities due to the COVID19 pandemic. During the closure, facilities personnel provided ongoing inspections and maintenance of all district facilities. The department was responsible for the procurement of sanitization products, construction of sneeze-guards, assisted in planning of sanitizing operations, and implementing procedures to improve and manage indoor air quality. In addition to the support listed above, the department also provided support with furniture movement and storage and many other tasks.

The department consists of three offices serving the various PPLD regions. The Penrose Facilities oversees the west region, the East Library, the southeast region, and Library 21c, the north region. The Facilities Management office, also housed at Library 21c, oversees all facilities operations district wide.

Department Objectives

1. Ensure proper operation of systems and equipment and a prolonged useful life. Preventative maintenance and equipment replacement will be performed according to schedule.
2. Identify repair, maintenance, and replacement requirements and propose a short- and long-term plan and manage the approved budget.
3. Perform vehicles maintenance to extend their service life and ensures safe operation.
4. Maintain good practice in responding immediately to individual, specific facility-related requests for assistance.
5. Complete request for proposal and participate in selection process for landscape maintenance, janitorial services, and HVAC preventive maintenance services.

6. Successfully manage all capital projects to include but not limited to district preventive maintenance projects such as asphalt, concrete and roofs.

Performance Measures

Annual Data	2018	2019	2020
Number of facilities	14	15	15
Mobile Library Services Vehicles	3	3	3
Total Owned	9	10	10
Total Leased	8	8	8
Total Square Footage	352,705	355,105	355,105
Square Footage Per Capita	0.54	0.54	0.53

2022 Budget**Facilities District-wide**

Facilities - District-wide Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Supplies	\$ 412	\$ 350	\$ 231	\$ 350
Facilities supplies	942	3,200	1,134	3,000
Vehicle operating costs	75,275	74,500	73,826	80,000
Consultant fees	16,168	21,120	21,120	22,000
Janitorial services	328,523	341,000	332,267	339,000
Carpet cleaning	128,630	136,000	136,000	136,000
Equipment maintenance	11,225	18,000	12,543	18,000
Furniture repair	1,989	6,955	6,955	5,000
Building repairs - branches	17,594	36,250	29,495	36,250
Moving and storage costs	13,500	-	-	-
HVAC maintenance	107,467	106,000	106,000	112,000
Elevator maintenance	32,865	44,500	36,952	44,500
Burglar and fire alarm maintenance	68,832	72,500	72,500	79,750
Grounds maintenance	70,254	88,000	90,500	95,600
Mileage reimbursement expenses	2,369	3,500	3,210	3,750
Dues	176	-	-	-
Training	210	3,000	3,000	3,000
Equipment rental	2,627	3,000	3,000	3,000
Total Facilities - District-wide	\$ 879,058	\$ 957,875	\$ 928,733	\$ 981,200

Facilities - Penrose Library

Facilities - Penrose Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	5.00	5.00	5.00	5.00
Total Authorized Positions	5	5	5	5
Salaries and wages	\$ 225,139	\$ 218,670	\$ 218,670	\$ 218,670
FICA charges	16,140	16,728	16,728	16,728
Retirement contributions	17,426	17,494	17,494	22,304
Supplies	4,691	9,500	4,085	9,500
Facilities supplies	11,756	24,000	12,211	25,000
Building repairs	30,828	46,070	37,436	43,250
Furniture repairs	2,555	12,500	12,500	12,500
Equipment repairs	911	1,000	1,000	1,000
Total Facilities - Penrose Library	\$ 309,446	\$ 345,962	\$ 320,124	\$ 348,952

Facilities - East Library

Facilities - East Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	3.00	3.00	3.00	3.00
Total Authorized Positions	3	3	3	3
Salaries and wages	\$ 130,788	\$ 117,437	\$ 117,437	\$ 117,437
FICA charges	9,703	8,984	8,984	8,984
Retirement contributions	10,067	9,395	9,395	11,979
Supplies	3,428	8,500	3,490	7,500
Facilities supplies	10,060	16,500	8,442	16,500
Building repairs	24,793	32,250	29,435	32,750
Furniture repairs	9,557	12,500	11,574	12,500
Equipment repairs	298	1,850	1,950	1,200
Total Facilities - East Library	\$ 198,694	\$ 207,416	\$ 190,707	\$ 208,850

Facilities - Library 21c

Facilities - Library 21c Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	6.00	6.00	6.00	6.00
Total Authorized Positions	6	6	6	6
Salaries and wages	\$ 298,579	\$ 321,360	\$ 321,360	\$ 321,360
FICA charges	22,394	24,584	24,584	24,584
Retirement contributions	23,372	25,709	25,709	32,779
Supplies	3,321	5,500	4,267	5,500
Facilities supplies	5,238	14,000	5,753	14,000
Equipment repairs	3,785	4,500	2,787	4,500
Furniture repair	-	5,000	5,000	3,500
Building repairs	19,979	38,500	24,605	35,000
HVAC maintenance	36,675	38,500	32,381	40,500
Total Facilities - Library 21c	\$ 413,343	\$ 477,653	\$ 446,446	\$ 481,723

Facilities – Utilities and Rent

Facilities - Utilities/Rent - Penrose Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Gas	\$ 14,863	\$ 23,000	\$ 27,741	\$ 25,000
Electric	109,178	125,000	126,092	126,500
Water and sewer	22,976	33,280	22,239	33,280
Trash removal	2,259	5,000	1,923	5,000
Parking	55,813	58,000	57,900	58,000
Storm water fee	965	1,026	904	1,230
Total Facilities - Utilities/Rent - Penrose Library	\$ 206,054	\$ 245,306	\$ 236,799	\$ 249,010
Facilities - Utilities/Rent - East Library				
Gas	\$ 10,366	\$ 14,000	\$ 20,430	\$ 20,000
Electric	127,030	130,000	140,728	141,000
Water and sewer	34,636	32,000	29,028	33,000
Trash removal	2,803	5,000	3,550	5,000
Storm water fee	3,380	3,380	3,380	4,564
Total Facilities - Utilities/Rent - East Library	\$ 178,215	\$ 184,380	\$ 197,116	\$ 203,564
Facilities - Utilities/Rent - Cheyenne Mountain Library				
Gas	\$ 2,035	\$ 3,000	\$ 3,515	\$ 4,000
Electric	11,308	13,300	14,046	15,200
Trash removal	1,200	1,400	1,242	1,540
Facility rental costs	123,696	127,907	126,641	129,829
Common area maintenance costs	28,217	34,118	22,728	25,500
Total Facilities - Utilities/Rent - Cheyenne Mtn. Li	\$ 166,456	\$ 179,725	\$ 168,172	\$ 176,069
Facilities - Utilities/Rent - High Prairie Library				
Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Electric	\$ 9,361	\$ 10,800	\$ 10,569	\$ 11,800
Water and sewer	5,255	14,500	4,947	9,167
Trash removal	1,041	972	1,334	1,070
Total Facilities - Utilities/Rent - High Prairie Libra	\$ 15,657	\$ 26,272	\$ 16,850	\$ 22,037
Facilities - Utilities/Rent - Fountain Library				
Gas	\$ 1,394	\$ 2,100	\$ 2,089	\$ 2,400
Electric	8,529	11,000	10,711	12,000
Water and sewer	2,130	3,000	2,808	3,500
Trash removal	1,320	1,400	1,334	1,540
Total Facilities - Utilities/Rent - Fountain Library	\$ 13,373	\$ 17,500	\$ 16,942	\$ 19,440
Facilities - Utilities/Rent - Library 21c				
Gas	\$ 15,115	\$ 29,493	\$ 37,547	\$ 38,000
Electric	111,612	135,000	128,500	135,000
Water and sewer	28,269	35,000	29,441	35,000
Trash removal	3,430	5,050	3,550	5,500
Storm water fee	3,197	3,197	3,588	4,316
Total Facilities - Utilities/Rent - Library 21c	\$ 161,623	\$ 207,740	\$ 202,626	\$ 217,816

Facilities - Utilities/Rent - Ruth Holley Library				
Gas	\$ 1,428	\$ 2,900	\$ 3,250	\$ 3,300
Electric	8,209	11,936	10,481	11,000
Trash removal	1,496	1,300	1,293	1,430
Rental	117,611	137,118	140,580	141,227
Common area maintenance costs	41,543	42,791	37,983	42,791
Total Facilities - Utilities/Rent - Ruth Holley Libra	\$ 170,287	\$ 196,045	\$ 193,587	\$ 199,748
Facilities - Utilities/Rent - Manitou Springs Library				
Gas	\$ 605	\$ -	\$ -	\$ -
Electric	1,638	-	-	-
Water and Sewer	825	-	-	-
Rent - MakerSpace use	-	60,000	45,000	60,000
Rent	19,364	27,600	27,600	27,600
Total Facilities - Utilities/Rent - Manitou Springs	\$ 22,432	\$ 87,600	\$ 72,600	\$ 87,600
Facilities - Utilities/Rent - Monument Library				
Gas	\$ 1,547	\$ 2,500	\$ 815	\$ 2,500
Electric	12,106	14,500	12,792	15,000
Trash Removal	914	972	909	1,070
Facility rental costs	125,672	131,327	131,323	137,238
Common area maintenance costs	26,996	28,645	26,999	28,645
Total Facilities - Utilities/Rent - Monument Librai	\$ 167,235	\$ 177,944	\$ 172,838	\$ 184,453
Facilities - Utilities/Rent - Old Colorado City Library				
Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Gas	\$ 1,374	\$ 1,700	\$ 1,828	\$ 1,900
Electric	4,937	7,000	6,315	7,250
Trash removal	1,291	2,236	1,449	2,500
Water and sewer	783	843	788	930
Storm water fee	79	104	104	145
Total Facilities - Utilities/Rent - Old Colorado City	\$ 8,464	\$ 11,883	\$ 10,484	\$ 12,725
Facilities - Utilities/Rent - Palmer Lake Library				
Gas	\$ 279	\$ 950	\$ 893	\$ 1,200
Electric	830	1,100	772	1,300
Water and sewer	1,348	900	675	1,100
Rent	-	6,000	3,000	12,000
Total Facilities - Utilities/Rent - Palmer Lake Libr	\$ 2,457	\$ 8,950	\$ 5,340	\$ 15,600
Facilities - Utilities/Rent - Rockrimmon Library				
Gas	\$ 1,953	\$ 2,300	\$ 3,057	\$ 3,100
Electric	7,787	9,500	9,954	10,000
Trash removal	854	908	848	998
Facility rental costs	173,557	183,502	178,330	187,835
Common area maintenance costs	41,600	46,142	43,952	46,116
Total Facilities - Utilities/Rent - Rockrimmon Libr	\$ 225,751	\$ 242,352	\$ 236,141	\$ 248,049

Facilities - Utilities/Rent - Sand Creek Library Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Gas	\$ 2,157	\$ 2,500	\$ 3,071	\$ 3,100
Electric	11,043	15,000	14,172	15,000
Water and sewer	1,696	2,800	2,484	2,800
Trash Removal	340	500	335	550
Common area maintenance costs	20,761	24,065	10,014	24,065
Storm water fee	137	137	149	185
Total Facilities - Utilities/Rent - Sand Creek Library	\$ 36,134	\$ 45,002	\$ 30,225	\$ 45,700
Facilities - Utilities/Rent - Ute Pass Library				
Gas	\$ 782	\$ 1,500	\$ 1,120	\$ 1,500
Electric	1,811	2,600	2,361	2,600
Water and sewer	2,148	1,870	2,859	3,000
Facility rental costs	6,900	7,105	6,900	7,105
Total Facilities - Utilities/Rent - Ute Pass Library	\$ 11,641	\$ 13,075	\$ 13,240	\$ 14,205
Facilities - Utilities/Rent - Calhan Library				
Gas	\$ 1,786	\$ 2,700	\$ 1,650	\$ 2,700
Electric	3,685	3,500	5,248	5,500
Water and sewer	1,256	2,500	1,695	2,500
Total Facilities - Utilities/Rent - Calhan Library	\$ 6,727	\$ 8,700	\$ 8,593	\$ 10,700
Green Team				
General supplies	\$ 217	\$ 750	\$ 750	\$ 750
Programming	-	100	100	100
Training	-	150	150	150
Total Green Team	\$ 217	\$ 1,000	\$ 1,000	\$ 1,000

Facilities Office Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	14.00	14.00	14.00	14.00
Total Authorized Positions	14	14	14	14
Facilities				
Administration	\$ 879,058	\$ 957,875	\$ 928,733	\$ 981,200
Facilities				
Penrose	309,446	345,962	320,124	348,952
East Library	198,694	207,416	190,707	208,850
Library 21c	413,343	477,653	446,446	481,723
Utilities/Rent				
Penrose Library	206,054	245,306	236,799	249,010
East Library	178,215	184,380	197,116	203,564
Cheyenne Mountain Library	166,456	179,725	168,172	176,069
High Prairie Library	15,657	26,272	16,850	22,037
Fountain Library	13,373	17,500	16,942	19,440
Library 21c	161,623	207,740	202,626	217,816
Ruth Holley Library	170,287	196,045	193,587	199,748
Manitou Springs Library	22,432	87,600	72,600	87,600
Monument Library	167,235	177,944	172,838	184,453
Old Colorado City Library	8,464	11,883	10,484	12,725
Palmer Lake Library	2,457	8,950	5,340	15,600
Rockrimmon Library	225,751	242,352	236,141	248,049
Sand Creek Library	36,134	45,002	30,225	45,700
Ute Pass Library	11,641	13,075	13,240	14,205
Calhan Library	6,727	8,700	8,593	10,700
Total Utilities/Rent	1,392,506	1,652,474	1,581,553	1,706,716
Total - Facilities Office	3,193,047	3,641,380	3,467,563	3,727,441
Teams				
Green Team	217	1,000	1,000	1,000
Total Facilities Office	\$ 3,193,264	\$ 3,642,380	\$ 3,468,563	\$ 3,728,441

Communications Office**Objectives through Fiscal Year**

1. Unify and strengthen Pikes Peak Library District's brand to ensure cohesion, consistency, and accountability, so the Library can build public support with a well-known reputation that's trusted and valued in the community.
2. Increased awareness, understanding, and use of Pikes Peak Library District's resources, services, and facilities.
3. Foster strong engagement and input from community members and entities while positioning Pikes Peak Library District as a key asset, partner, and thought leader in the community and of library systems.
4. Streamline and improve internal communications to align teams and individuals, drive engagement and excitement, and reinforce the guiding principles and strategic plan of Pikes Peak Library District.
5. Ensure a centralized Communications department with staff who are equipped to succeed and collaborate with others, use data and insights to inform strategic decisions, and be recognized and relied upon as in-house experts across Pikes Peak Library District.

Performance Measures – Work Output Statistics:

1. Department focus & infrastructure: Maintained focus on four key areas of branding, community engagement, internal communications, and public relations and marketing; strengthened internal relationships and collaboration; completed inventory and schedule for patron touchpoints; and continued use of performance reports and best practices to inform strategic decisions grounded in data and insights.
2. Branding: Improved consistency of brand identity and messaging across District, including, but not limited to signage, publications, and other print collateral; establishment of PPLD photo bank and updated style guide; and increased community recognition and trust via speakers' bureau, awards and public recognition, and other thought leadership opportunities.
3. Community engagement: Expansion of partnerships and use for Pikes Peak Culture Pass, along with more targeted community partnerships and outreach; establishment of database tracking for PPLD relationships and connections; continued monitoring use of all public meeting and study rooms, including number of reservations, public programs hosted by Library staff, and patron inquiries; conducted annual Library experience survey to capture in-the-moment feedback from patrons; and continued use of customer profiles, 2019 community needs assessment, and other community research to inform strategic decision-making across District .
4. Internal communications: Continued opportunities for staff input from pulse and other surveys; tracking of readership and click-through rates for internal newsletter; development of internal communications guidebook and staff brand ambassador program.
5. Public relations & marketing: Execution of brand education and other annual campaigns (like All You Need is Your Library and Summer Adventure); targeted news coverage, along with increased video features, social media engagement; establishment of branded templates and other print collateral changes; and launch of permission-based email marketing.

GENERAL FUND

Expenditures by Department
Communications Office

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Marketing & Promotion					
News Coverage	105	939	617	794.3%	-34.3%
Facebook Engagement	17,482	65,228	11,980	273.1%	56.3%
Facebook Followers	6,040	7,663	280,420	26.9%	329.9%
Twitter Engagement	927	10,497	2,408	1,032.4%	56.4%
Twitter Followers	4,929	5,130	18,997	4.1%	177.5%
Instagram Engagement	314	6,847	5,254	2,080.6%	2.4%
Instagram Followers	993	1,540	8,210	55.1%	-21.8%
LinkedIn Engagement	-	422	1,185	-	24.1%
LinkedIn Followers	-	955	1,589	-	276.5%
YouTube Subscribers	-	3,674	5,173	-	40.8%
YouTube Total Views	-	n/a	814,520	-	-
YouTube Hours Viewed	-	n/a	42,270	-	-
					-
Meeting & Study Room Services					
Number of Library-hosted Public Programs	16,785	15,385	4,089	-8.3%	-73.4%
Number of Library Staff Meetings	1,201	1,383	857	15.2%	-38.0%
Number of Room Use by Public (non-library program) Meeting Room Uses	34,929	43,803	9,156	25.4%	-79.1%
Online Patron Requests	39,756	54,703	16,178	37.6%	-70.4%
Number of Public Inquiries	8,223	5,442	2,112	-33.8%	-61.1%

2022 Budget

Communications Office Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	11.75	11.75	11.75	11.75
Total Authorized Positions	12	12	12	12
Salaries and wages	\$ 579,096	\$ 605,535	\$ 605,535	\$ 605,535
FICA charges	42,139	46,323	46,323	46,323
Retirement contributions	43,007	46,238	46,238	58,953
Substitute pay	597	-	-	-
Meeting room supplies	-	500	200	250
Supplies	1,973	3,100	3,100	3,100
Video production	6,605	5,000	4,000	5,000
Library channel	2,221	500	500	500
Consultant fees	15,885	71,000	91,000	182,750
PMC repair/replacement	6,825	2,000	1,000	2,000
Newsletters - postage and mail preparation costs	-	1,500	500	1,000
Dues	10,970	12,020	12,020	20,255
Mileage reimbursement expenses	891	3,000	1,000	3,000
External printing services	42,194	80,325	70,325	90,000
Merchandising	3,850	4,000	4,000	7,325
Networking costs	332	4,000	2,500	3,000
Marketing promotions/trade exhibits	81,411	135,500	135,500	193,360
Community outreach	2,178	3,500	3,500	-
Training	3,280	9,500	8,500	10,000
Marketing sponsorships	-	-	-	10,500
Signage costs	10,888	30,000	20,000	30,000
Total Communications Office	\$ 854,342	\$ 1,063,541	\$ 1,055,741	\$ 1,272,851

Information Technology Office**Department Objectives**

Objective for FY22 is to maintain services at post pandemic levels. Infrastructure group moving forward towards transitioning the East (EA) Library datacenter to a cloud service that will result in closing the datacenter while simultaneously improving the District's Disaster Recovery posture. The infrastructure group is committed to supporting the Security Department's implementation of the interim surveillance camera system program and access control project. These projects in conjunction with ongoing cable infrastructure projects at various libraries throughout the District, development of IT architecture, and improving cybersecurity posture represents a significant commitment of team resources.

The End User Services (EUS) team proceeding with staff and patron technology refresh projects with the objective to shorten the current refresh cycle from 5-6 years (or greater) to 4-5 years. The EUS team continuing to explore multiple areas for efficiency including standardizing audio/visual system, 100% end-point inventory (objective to reduce total cost of ownership (TCO)), develop policies and procedures for efficient EUS service to staff and patrons, etc.).

FY22 Objectives continues documenting the existing infrastructure, develop the architecture and establish a migration path for transitioning IT services to cloud managed services like Munis (Finance and Human Resources (HR), Pantheon (Web Hosting) and Sirsi/Dynix (Integrated Library System (ILS)). The IT Department will continue this effort through FY22.

IT Department staff strives to provide services in a cost effective and efficient manner while simultaneously working on programs and projects that will establish a solid foundation for future IT operations (i.e., cybersecurity, IT architecture development, etc.) supporting the staff and patrons.

Overcoming the "digital divide" poses a significant challenge to the District and the IT Department. Current effort focuses on expanding library computing services outside the library through acquisition of computing devices for patron checkout to use outside the library for 5-7 days. As the department strives for the "common" patron experience the IT staff recognizes the digital divide is a reality and strives to manage available resources to minimize or mitigate the divide while simultaneously striving to meet the commonality objective. Along these lines the technology refresh cycle for patron equipment will reflect similar equipment vice perception of dissimilar equipment in libraries located in socio-economically disadvantaged areas of the District.

Striving for efficient operations will involve reviewing capital expense items as potential for transition to operational expense effectively moving to an O&M model for previous capital expenditures. This transition is underway with one example of moving to subscription-based model is the transition away from on-site Microsoft exchange server to cloud based Microsoft 365. The IT staff plan to pursue subscription services to the maximum extent possible.

The IT Department staff continues to be a limited resource providing support for the District. As such, scheduling staff time to conduct IT Department projects supporting the District while also supporting staff emerging requirements often requires reprioritizing workloads to meet emerging short notice requirements. Consequently, minimizing short notice requirements and providing sufficient lead time for magnitude of emerging requirements will make the IT staff more efficient in delivering services. One area that will benefit the District is the support the chief of Public Services to limit IT resource movement or projects requiring moving IT resources to two periods of the year. This agreement will allow the IT Department to develop an integrated schedule accomplishing District wide IT projects and projects directly supporting the Public Service staff.

Closer coordination required among the District's support staff's when working on major projects to ensure proper planning, resource allocation, and minimize disruption to ongoing services (i.e., help desk ticket, day-to-day operations, etc.). Development of facility master plan plus initiative to create a facilities advisory team to review facility projects across the district will ensure satisfactory IT service support.

We continue to strive to standardize endpoints across the District. However, responding to Covid requirements demonstrated the need to respond to requirements and adjust accordingly. For example, shortage of laptops nationwide required accessing refurbished computers as an interim measure to provide capability to high priority users working from home. Although this added a few computers to the inventory that were non-standard the requirement necessitated adjusting the acquisition policy to limit the different types of computers in the inventory versus mission requirements.

Performance Measures

Annual Data	2018	2019	2020	Percentage Change 2018-19	Percentage Change 2020-19
Visits to PPLD Homepage					
External visits	2,805,241	2,616,024	2,076,168	-6.7%	-20.6%
Internal Visits	209,779	220,353	214,561	5.0%	-2.6%
Total Visits – PPLD home page	3,015,020	2,836,377	2,290,729	-5.9%	-19.2%
Helpdesk Tickets Opened	5,207	5,010	4,297	-3.8%	-14.2%
Calls to IT Helpdesk	2,336	1,161	1,363	-50.3%	17.4%
Wireless Sessions	655,826	690,584	38,690	5.3%	-94.4%
Laptop Loans	18,495	15,001	2,327	-18.9%	-84.5%
Tablets Loans	-	338	123	-	-
Total PC Signup Sessions	905,179	500,145	159,912	-44.7%	-68.0%

2022 Budget

Information Technology Office Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	16.60	16.60	16.60	16.60
Total Authorized Positions	17	17	17	17
Salaries and wages	\$ 956,682	\$ 1,061,828	\$ 1,061,828	\$ 1,061,828
FICA charges	70,450	81,230	81,230	81,230
Retirement contributions	73,019	81,802	81,802	104,298
Software	280,795	292,098	292,098	362,070
Computer supplies	16,724	46,880	46,880	45,320
Supplies	2,830	4,600	4,600	4,738
Telecommunication Costs				
Data and network charges	339,451	400,000	400,000	300,000
Data hardware and software maintenance costs	56,920	69,964	69,964	67,000
Voice	47,899	49,000	49,000	51,000
Voice hardware and software maintenance costs	37,197	28,000	28,000	32,000
Cellular	88,316	104,213	104,213	104,000
Consultant fees	138,856	112,000	112,000	120,450
Library unique IT systems				
Self-check and automated material handling	144,169	171,000	171,000	216,000
Prospector - software costs	1,745	-	-	-
Server maintenance/offsite storage	26,477	165,000	165,000	165,000
Security system maintenance	4,104	27,000	27,000	16,800
Warranties	-	37,000	37,000	-
AV equipment repairs	-	5,000	5,000	5,150
Training	23,048	31,000	16,000	36,000
Mileage reimbursement expenses	2,400	6,000	4,000	3,000
Total Information Technology Office	\$ 2,311,082	\$ 2,773,615	\$ 2,756,615	\$ 2,775,884

Development Office
<https://ppld.org/foundation>



J. Evan Goulding District of the Year Award





Live Here
GIVE HERE

Give! makes it simple for everyone, young and old,
to make a difference by giving back to your local library!
Proceeds go to support PPLD Adult Education Programs.
Give and earn rewards for your generosity.

PIKES PEAK LIBRARY DISTRICT
ppld.org
FOUNDATION
seek • engage • transform

2022 Budget

Development Office Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	3.00	3.25	3.25	3.25
Total Authorized Positions	3	4	4	4
Salaries and wages	\$ 184,761	\$ 196,186	\$ 196,186	\$ 147,930
FICA charges	13,529	15,008	15,008	11,317
Retirement contributions	15,298	15,695	15,695	14,028
Consultant services	-	-	-	45,000
Development support	10,083	53,000	53,000	65,000
Mileage reimbursement expenses	156	2,200	2,200	2,200
Other expenses	1,166	2,400	2,400	3,000
Computer support agreement	13,626	16,000	16,000	16,500
Dues	-	1,320	1,320	1,100
Bank fees	399	500	500	500
Training	2,384	2,545	2,545	1,600
Supplies	-	500	500	2,000
Total Development Office	\$ 241,402	\$ 305,354	\$ 305,354	\$ 310,175

Finance Office**Department Overview**

The Finance Office is critical to fulfilling the provisions of both the Strategic Plan and the Mission Statement, be it community, resources, innovation/creativity, service, internal staff, accountability or in impacting individuals and building community. In essence, the Finance Office helps to keep the daily operations ongoing distributes the oil that keeps the machinery moving by paying our vendors and employees, ensures our accounting is in order and can standup to the annual scrutiny of an external audit, meeting statutorily enforced reporting deadlines and provides savvy business advice and information to help guide sound decisions by management.

One of the core functions of Finance is operating as a service organization to everyone that falls under the umbrella of Public Services (and all other departments of the library district). The Finance Office support of Public Services helps their role to directly impact individual lives and build community. The Finance Office is intricately involved in ensuring that the District is exercising accountability for the resources that are entrusted to the management of the District.

Department Proposed Objectives

Objectives for the Finance Office will always include the creation and submission of the annual audit, preparation of the Annual Comprehensive Financial Report, the annual Budget, and the administration of financial related processes including, but not limited to, purchasing, accounts payable, payroll, general ledger, cash receipts, investments, risk management, and the financial system (MUNIS) administration. Other objectives include:

- Complete full upgrade to MUNIS system scheduled for mid-2022. Varying levels of implementation will occur based on availability of Finance, HR, and IT resources, criticality of the proposed change, timing, and other factors.
- Redesign the general ledger chart of accounts to reflect the current organizational structure.
- Improve digital/on-line/automation capabilities of accounts payable.
- Consider options for a paperless (or a more paperless) environment and vendor self-service capabilities in the finance system.
- Evaluate and prioritize additional modules in MUNIS to be placed into operations. Priorities include components of the Human Resources modules, employee reimbursement, purchasing cards, and additional components of the fixed asset module.
- Evaluate, develop, and implement MUNIS training plans across all PPLD departments, and within the Finance Office.
- Continue professional development for Finance Office staff in areas other than MUNIS.
- Develop a succession plan for all Finance Office staff positions.
- Develop a cross-training plan for each position in department.
- Hire and fully on-board a new Chief Financial Officer to replace the soon-to-be retired current CFO.

2022 Budget

Finance Office Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	8.00	8.00	8.00	8.00
Total Authorized Positions	8	8	8	8
Salaries and wages	\$ 449,876	\$ 480,605	\$ 480,605	\$ 480,605
FICA charges	32,686	36,766	36,766	36,766
Retirement contributions	32,233	38,448	38,448	49,022
Supplies	6,318	8,910	8,910	8,500
Audit fees	41,250	42,500	43,275	43,800
Software licenses	2,260	5,000	5,000	5,000
Legal notices - advertising	597	1,000	500	1,000
Fiscal System annual maintenance costs	62,979	65,520	65,520	66,800
Dues	1,675	5,500	2,500	5,500
Mileage reimbursement expenses	450	2,500	500	2,000
Shredding/other costs	357	1,500	1,000	1,500
Training	3,437	17,600	7,600	17,500
Total Finance Office	\$ 634,118	\$ 705,849	\$ 690,624	\$ 717,993

Interdepartmental Expenditures

Accounts included under this section generally are such that the balances cover district-wide operations, and therefore are not specifically allocated to individual departments. The main objective for accounts included in this part of the budget is to identify the best source (vendors, services or otherwise) most efficiently and effectively in a cost-beneficial manner.

Interdepartmental Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Vacation/sick leave payout provision	\$ 226,186	\$ 250,000	\$ 290,000	\$ 250,000
Payroll accrual provision	94,665	70,000	70,000	70,000
Contribution - retirement plan	25,000	25,000	25,000	-
Pay adjustments	-	-	-	780,000
Savings from vacant positions	-	(1,177,917)	(1,550,000)	(900,000)
New positions/temporary positions/market adjustments	-	-	-	534,694
Substitute pay reserve	214	20,000	5,000	5,000
Other payroll taxes	15,394	25,000	10,000	5,000
Dues	11,266	7,000	9,131	7,000
Legal fees	48,136	50,000	45,000	50,000
Health insurance	2,198,022	2,110,000	2,080,000	2,400,000
Vision insurance	58,214	65,000	65,000	70,000
Unemployment insurance	47,286	40,000	46,000	47,500
Workers compensation costs	44,101	55,000	46,000	50,000
Life and disability insurance	61,855	65,000	65,000	70,000
Facilities plan	-	-	-	160,000
Strategic plan	-	40,000	40,000	-
Supplies	3,962	11,874	11,874	10,000
Postage	28,387	60,000	60,000	60,000
Copier charges	62,884	61,000	61,000	62,000
Mileage reimbursement expenses	4,413	-	-	-
Patron reimbursement	-	500	500	500
Insurance	139,724	160,693	153,023	170,000
Bank charges	6,666	7,500	8,500	7,500
Treasurer's fees	452,923	462,000	475,000	494,000
Total Interdepartmental	\$ 3,529,298	\$ 2,407,650	\$ 2,016,028	\$ 4,403,194

Operating Transfers to Other Funds

Operating Transfers to Other Funds Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
East Library Project Fund	\$ 8,545	\$ 84,200	\$ 84,200	\$ 117,000
Penrose Library Project Fund	-	525	525	1,191,200
Library 21c Facility Project Fund	63,367	165,000	165,000	194,500
Capital Reserve Fund	1,475,456	2,060,302	2,060,302	1,542,395
Total Operating Transfers To Other Funds	\$ 1,547,368	\$ 2,310,027	\$ 2,310,027	\$ 3,045,095

Designated Funds

Designated funds incorporate all financial activity (sources and uses) of all funds received that were restricted or designated by a source from outside the District. Often, such funds are received for specific purposes or activities, and they generally supplement General Fund expenditures. Sources of these funds include, but are not necessarily limited to, federal, state, and local grants, and donations from individuals, corporations, foundations, and other non-profits.

Previously, all financial activity of such funds were accounted for utilizing Special Revenue Funds (SRFs). The definition of SRFs changed, and none of these funds qualify as an SRF. The financial activity of these funds is now accounted for within the General Fund (or within Capital Project Funds when warranted).

Summary

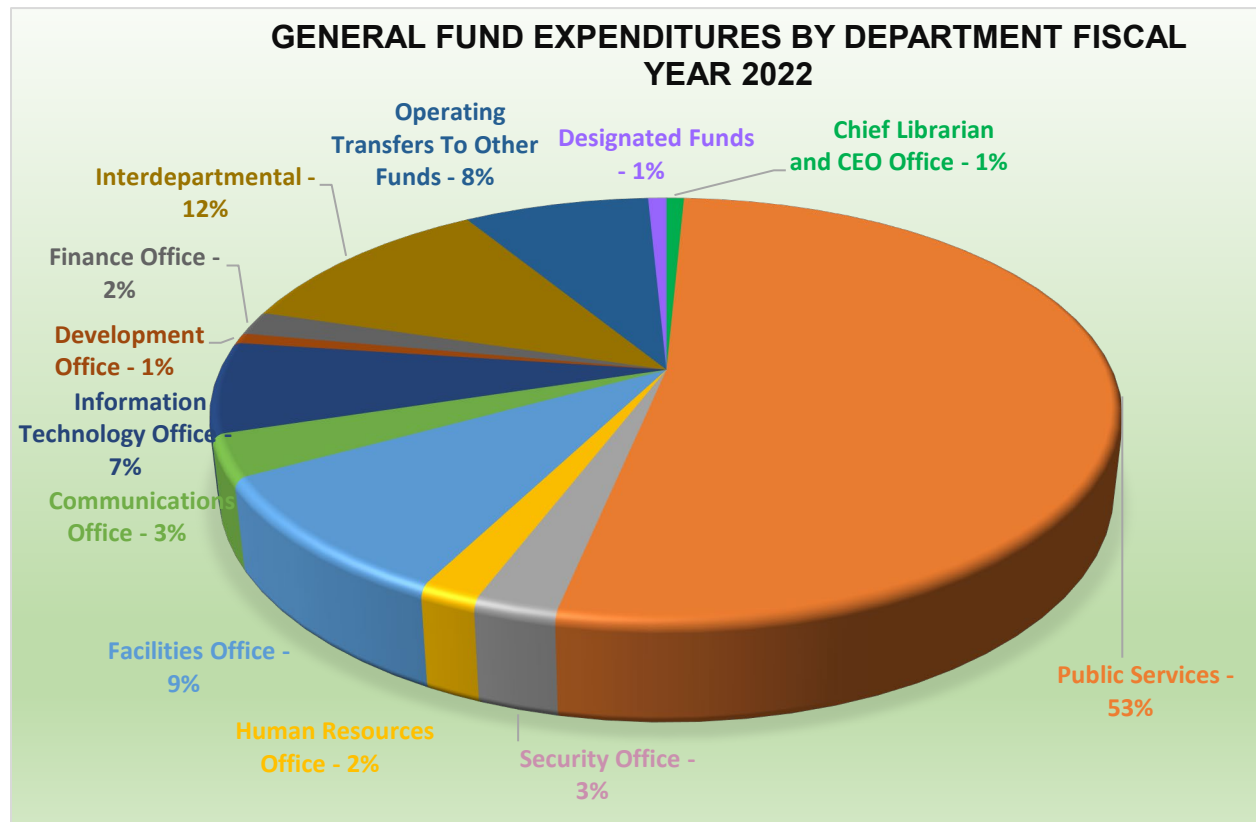
Designated Funds Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Wages/temporary labor	\$ 171,274	\$ 195,918	\$ 195,918	\$ 134,869
FICA charges	6,874	11,555	11,555	10,938
Supplies	164,488	82,242	82,242	20,470
Library materials	146,478	24,925	24,925	173,024
Periodicals	-	250	250	250
Library materials - electronic databases/online services	30,680	123,845	123,845	400
Telecommunications - cellular	10,000	-	-	-
Consultant fees	8,045	-	-	-
Printing	595	-	-	-
Programming	29,236	76,547	76,547	42,300
Dues	2,995	3,000	3,000	3,000
Merchandising	8,416	4,000	4,000	-
Employee recognition	2,881	17,119	17,119	10,000
Software licenses	5,180	27,518	27,518	7,731
Signage	18,088	239	239	-
Training	-	3,599	3,599	1,450
Volunteer program	-	3,000	3,000	-
Summer Adventure Prizes	3,004	-	-	30,000
Community outreach	-	15,500	15,500	2,287
Other designated fund expenses	40,929	257,571	257,571	70,000
Capital outlay	167,830	146,182	146,182	15,000
Total Designated Funds	\$ 816,993	\$ 993,010	\$ 993,010	\$ 521,719

Special Item

Special Item				
TABOR refund	\$ 180,108	\$ -	\$ 29,483	\$ -

General Fund Expenditures Summary

General Fund Summary Expenditure Account	2020 Actual	2021 Budget	2021 Projection	2022 Budget
FTE	361.77	363.18	363.18	362.18
Total Authorized Positions	449	441	441	440
Chief Librarian and CEO Office	\$ 264,316	\$ 291,005	\$ 278,005	\$ 295,955
Public Services	18,327,123	20,584,042	20,382,866	21,113,395
Security Office	838,303	987,461	985,461	1,004,258
Human Resources Office	534,355	750,573	733,073	739,034
Facilities Office	3,193,264	3,642,380	3,468,563	3,728,441
Communications Office	854,342	1,063,541	1,055,741	1,272,851
Information Technology Office	2,311,082	2,773,615	2,756,615	2,775,884
Development Office	241,402	305,354	305,354	310,175
Finance Office	634,118	704,849	689,624	717,993
Interdepartmental	3,529,298	2,407,650	2,016,028	4,403,194
Capital Outlay	167,830	146,182	146,182	15,000
Operating Transfers To Other Funds	1,547,368	2,310,027	2,310,027	3,045,095
Designated Funds	649,163	846,828	846,828	506,719
Special Item	180,108	-	29,483	-
Total General Fund Expenditures	\$ 33,272,072	\$ 36,813,507	\$ 36,003,850	\$ 39,927,994



Positions Summary

Department	FTE			Total Authorized Positions		
	2020 Actual	2021 Budget	2022 Budget	2020 Actual	2021 Budget	2022 Budget
Chief Librarian and CEO Office	2.00	2.00	2.00	2	2	2
PUBLIC SERVICES - Administration	1.00	1.00	1.00	1	1	1
LIBRARY SERVICES						
Adult Services	10.00	9.00	9.00	10	9	9
Family & Children's Services	10.00	9.50	9.50	10	10	10
Regional History and Genealogy	10.50	10.50	10.50	14	13	13
Creative Services	5.00	7.00	7.00	5	7	7
Knights of Columbus Hall	1.00	1.00	1.00	1	1	1
Young Adult Services	6.00	6.00	6.00	6	6	6
Adult Education	7.00	7.00	7.00	7	7	7
Collection Management	23.52	23.77	23.77	25	25	25
Equity, Diversity, and Inclusion	-	3.00	3.00	-	3	3
Total LIBRARY SERVICES	76.02	79.77	79.77	81	84	84
Regional Library Services						
West Region - Administration	3.50	4.00	4.00	4	4	4
Penrose Library	16.64	29.76	29.76	21	42	42
Circulation - Penrose Library	11.07	-	-	17	-	-
Shelving - Penrose Library	2.33	-	-	5	-	-
Cheyenne Mountain Library	9.70	9.98	9.98	13	13	13
Old Colorado City Library	8.90	8.90	8.90	11	11	11
Manitou Springs Library	4.20	5.20	5.20	6	7	7
Ute Pass Library	1.35	1.35	1.35	2	2	2
Mobile Library Services	9.15	9.15	9.15	13	13	13
Total West Region	66.84	68.34	68.34	92	92	92
Southeast Region - Administration	4.00	5.00	5.00	4	5	5
East Library	17.75	37.27	37.27	20	52	52
Circulation - East Library	13.58	-	-	20	-	-
Shelving - East Library	8.42	-	-	17	-	-
Fountain Library	6.75	7.25	7.25	10	11	11
Ruth Holley Library	10.63	10.23	10.23	15	14	14
Sand Creek Library	11.93	11.53	11.53	16	15	15
Total Southeast Region	73.06	71.28	71.28	102	97	97
North Region - Administration	3.00	3.00	3.00	3	3	3
Library 21c	19.69	28.79	28.79	24	38	38
Circulation - Library 21c	6.75	-	-	10	-	-
Shelving - Library 21c	5.00	-	-	10	-	-
High Prairie Library	7.75	7.75	7.75	11	11	11
Calhan Library	1.70	1.70	1.70	3	3	3
Monument Library	9.96	11.85	11.85	14	16	16
Palmer Lake Library	1.53	-	-	2	-	-
Rockrimmon Library	9.85	9.85	9.85	13	13	13
Total North Region	65.23	62.94	62.94	90	84	84
Total Regional Library Services	205.13	202.56	202.56	284	273	273
SECURITY	20.52	20.50	20.50	23	22	22
HUMAN RESOURCES OFFICE	6.75	6.75	6.75	7	7	7
FACILITIES						
Facilities - Penrose Library	5.00	5.00	5.00	5	5	5
Facilities - East Library	3.00	3.00	3.00	3	3	3
Facilities - Library 21c	6.00	6.00	6.00	6	6	6
Total Facilities	14.00	14.00	14.00	14	14	14
COMMUNICATIONS OFFICE	11.75	11.75	11.75	12	12	12
INFORMATION TECHNOLOGY OFFICE	16.60	16.60	16.60	17	17	17
DEVELOPMENT OFFICE	3.00	3.25	2.25	3	4	3
FINANCE OFFICE	8.00	8.00	8.00	8	8	8
Grand Total	361.77	363.18	362.18	449	441	440

New Position

Pikes Peak Library District		2022				
New Positions						
Chief Librarian and CEO Office						
Position Name	Department	Proposed Grade	Hours Week	Previous Hours Week	Proposed Hourly Rate	Total Cost
Security Officer	Security Office	15	20	40	15.30	33,783
Adult Education Instructor	Adult Education	18	-	20	19.57	21,910
Military Strategic Librarian	Adult Services	23	-	40	25.75	76,528
Public Relations Specialist	Communications Office	20	-	40	21.30	65,620
Safety Coordinator	Security Office	18	-	40	19.57	61,380
Digital Archivist	Genealogy	22	-	40	24.05	72,361
Social Worker	Security Office	22	-	40	24.05	72,361
Senior Library Associate	Young Adult Services	18	-	40	19.57	61,380
Total New Positions						\$534,694

CAPITAL PROJECT FUNDS

East Library Project Fund

The 2022 Budget includes \$117,000 for capital expenditures. These expenditures will be funded through a transfer of \$117,000 from the General Fund.

The largest projects include the following:

- \$22,000 – Dock concrete repairs/replacement
- \$30,000 – Engineering Consultants for parking lot
- \$35,000 – Security Operations center construction

2022 Budget

	2020	2021	2021	2022
Capital Projects Fund - East Library Project Fund	Actual	Budget	Projection	Budget
Sources of Funds				
Funding - Pikes Peak Library District				
Operating transfer - General Fund	\$ 8,545	\$ 84,200	\$ 84,200	\$ 117,000
Uses of Funds				
Building Items				
Building maintenance/minor renovation projects				
Dock concrete repairs/replacement	-	-	-	22,000
Add a closet with cooling for IT	-	25,000	25,000	-
Contingency	-	25,000	25,000	-
Replace emergency lighting generator	95,274	-	-	-
Engineering Consultant for parking lot	-	-	-	30,000
Roofing consultant to evaluate existing roof	2,078	11,163	11,163	-
Reading Bay area furniture	15,640	24,360	24,360	-
COVID upgrades	-	14,200	14,200	-
Landscaping allowance	-	-	-	5,000
Facilities Department				
Security Operations center construction	-	-	-	35,000
Renovate Security office	5,978	-	-	-
Furniture	-	30,000	30,000	-
Replace aging fire panel	10,282	6,858	6,858	-
Convert sound booth in community room to storage	-	3,000	3,000	-
Contingency	-	-	-	25,000
Contingency - to be allocated	-	17,143	17,143	-
IT equipment	253	1,818	1,818	-
Total Uses of Funds	129,505	158,542	158,542	117,000
Excess Revenues Over Expenditures	(120,960)	(74,342)	(74,342)	-
Fund Balance - Beginning of Year	195,302	74,342	74,342	-
Fund Balance - End of Year	\$ 74,342	\$ -	\$ -	\$ -

Penrose Library Project Fund

The 2022 Budget includes \$1,191,200 for capital expenditures. These expenditures will be funded through a transfer of \$1,191,200 from the General Fund.

The largest projects include the following:

- \$950,000 – Roof replacement
- \$23,500 – Replace rooftop unit
- \$75,000 – Painting allowance

2022 Budget

Capital Projects Fund - Penrose Library Project Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Sources of Funds				
Funding - Pikes Peak Library District				
Operating transfer - General Fund	-	\$ 525	\$ 525	\$ 1,191,200
Uses of Funds				
PENROSE PUBLIC LIBRARY				
Building Items				
Open chairs for Adult Education Services	-	2,500	2,500	-
Adult area tables	-	-	-	5,000
Replace existing entry automated door openers	-	-	-	10,000
Roof replacement	-	-	-	950,000
Replace existing parking lot meters	-	50,000	50,000	-
Roofing consultant to evaluate existing roof	2,078	62,922	62,922	-
Replace rooftop unit	-	-	-	23,500
Install glass wall structure - Executive Assistant area	-	15,000	15,000	-
Personal Belongs lockers	-	-	-	18,000
Chiller replacement	-	55,000	55,000	-
Add A/C to network closet	-	-	-	15,000
Furniture replacement for Children's area	-	-	-	7,800
tables and chairs for adults	-	-	-	15,000
Circulation Department				
Service Point chairs	-	-	-	3,200
Teen Services				
Consultant services to add a Teen Center	-	-	-	10,000
1905 CARNEGIE BUILDING				
Add office for Manager	-	20,000	20,000	-
Add IT closet	-	25,000	25,000	-

Capital Projects Fund - Penrose Library Project Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Uses of Funds				
KCH OFFICE BUILDING/PENROSE LIBRARY				
Renovation costs	8,525	-	-	-
Add mezzanine door structure	-	15,000	15,000	-
Mezzanine Redesign	-	-	-	10,000
Enclose lower classroom	-	-	-	15,000
Painting allowance	-	25,000	25,000	75,000
Adjustable height tables	-	-	-	8,700
KCH - movable walls/partitions for displays	-	3,000	3,000	-
KCH - chairs for mezzanine	-	2,550	2,550	-
KCH - work tables (4) for mezzanine	-	6,200	6,200	-
KCH - interior paint	22,390	-	-	-
KCH - replace awnings at front entrance	-	1,500	1,500	-
Convert Pine/Aspen room lighting to dimmable	12,458	-	-	-
Install carpet in vault for meeting room	1,064	-	-	-
Purchase mural on garage wall	5,250	-	-	-
Add storefront wall to create office in Adult Education	11,757	-	-	-
Contingency	10,151	134,798	134,798	25,000
Total Uses of Funds	73,673	418,470	418,470	1,191,200
Excess Revenues Over Expenditures	(73,673)	(417,945)	(417,945)	-
Fund Balance - Beginning of Year	491,618	417,945	417,945	-
Fund Balance - End of Year	\$ 417,945	\$ -	\$ -	\$ -



Library 21c Project Fund

The 2022 Budget includes \$194,500 for capital expenditures. The entire balance of projected expenditures for 2022 Budget will be funded through a transfer from the General Fund.

The largest projects include the following:

- \$25,000 – Initial irrigation repairs/upgrade
- \$75,000 – Convert tuff to native grass
- \$20,000 – Seal coat and restripe

2022 Budget

Capital Projects Fund - Library 21c Project Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Sources of Funds				
Funding - Pikes Peak Library District				
Operating transfer - General Fund	\$ 63,367	\$ 165,000	\$ 165,000	\$ 194,500
Uses of Funds				
Building Items				
Seal coat and restripe	-	-	-	20,000
Awning for curbside service	-	25,000	25,000	-
Initial irrigation repairs/upgrade	-	-	-	25,000
Convert tuff to native grass	-	-	-	75,000
Elevator starter	-	-	-	5,000
Elevator lighting	-	-	-	12,000
Boiler replacement	291,744	-	-	-
Back up generator	-	105,000	105,000	-
Collection Management meeting room	-	-	-	12,500
Contingency	13,173	62,588	62,588	25,000
Furniture and equipment	-	24,872	24,872	-
Fire Mag-lock ADA studio doors	-	-	-	6,000
Auto openers ADA for Maker Spaces	-	-	-	14,000
Collection Management tables, height adjustable	-	1,200	1,200	-
Closet UPS	-	10,000	10,000	-
Culinary lab equipment	825	85,195	85,195	-
Add gas supply to kitchen for culinary lab	22,491	2,509	2,509	-
Replace business center/learning lab chairs	17,000	-	-	-
Install new service point on first floor	-	20,000	20,000	-
Install one-way window	6,727	-	-	-
Replace Children's Service desk	-	6,000	6,000	-
Revamp Creative Services area	-	3,000	3,000	-
Three sit/stand converters	874	-	-	-
Replace training room tables and chairs	-	9,500	9,500	-
Signage	4,851	-	-	-
Total Uses of Funds	357,685	354,864	354,864	194,500
Excess Revenues Over Expenditures	(294,318)	(189,864)	(189,864)	-
Fund Balance - Beginning of Year	484,182	189,864	189,864	-
Fund Balance - End of Year	\$ 189,864	\$ -	\$ -	\$ -

Capital Reserve Fund

The 2022 Budget includes \$1,837,745 for capital expenditures. These expenditures will be funded through a transfer of \$1,642,395 from the General Fund and \$195,350 fund balance at the end of 2021.

The largest projects include the following:

- \$324,000 – County bookmobile
- \$270,000 – Telecommunications switches
- \$200,000 – Wireless system – upgrade and replacement
- \$100,000 – District-wide audio-visual equipment standardization
- \$60,000 – Network Infrastructure – Remote access terminals
- \$55,000 - AWE literacy stations
- \$50,000 – Penrose Admin and staff cabling

2022 Budget

Capital Projects Fund - Capital Reserve Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Sources of Funds				
Funding - Pikes Peak Library District				
Operating transfer - General Fund	\$ 1,475,456	\$ 2,060,302	\$ 2,060,302	\$ 1,542,395
Funding - Fundraising				
Donations - Pikes Peak Library District Foundation	-	75,000	75,000	100,000
Funding - Other				
Landlord reimbursement - Ruth Holley Library improvements	61,695	10,202	10,202	-
Sales of assets	12,500	-	-	-
Total Sources of Funds	1,549,651	2,145,504	2,145,504	1,642,395
Uses of Funds				
FACILITIES				
MOBILE LIBRARY SERVICES				
Bookmobile replacement	-	-	-	324,000
Awning replacement	-	4,000	4,000	-
Two (2) half wraps	2,787	12,213	12,213	-
Replace generator for bookmobile 705	-	12,500	12,500	-
City bookmobile headlight upgrade	-	2,500	2,500	-
City bookmobile leaf spring upgrade	-	5,000	5,000	-
County bookmobile - back-up camera upgrade	-	1,500	1,500	-
Lobby stop van - replace lift gate	-	4,000	4,000	-
CHEYENNE MOUNTAIN LIBRARY				
Painting allowance	-	-	-	18,000
Workroom cabinets and storage	-	2,000	2,000	-
Replace existing circulation desk	-	15,035	15,035	-
Replace entry tile with walk-off carpet tile	1,980	-	-	-
Meeting room tables	-	5,000	5,000	-
Reading and Study room chair replacement	-	-	-	7,500

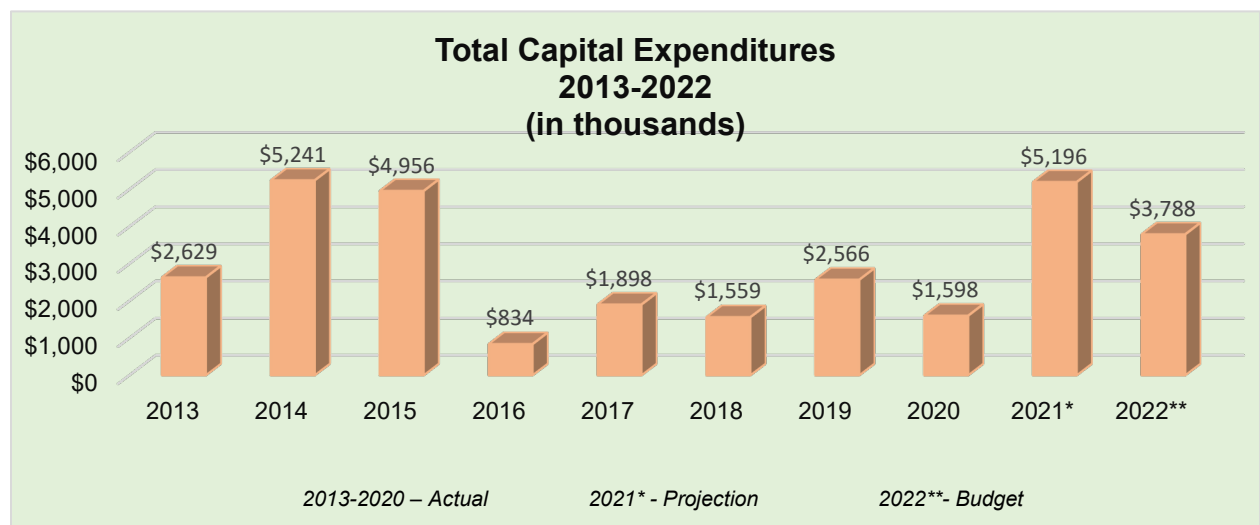
Capital Projects Fund - Capital Reserve Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Uses of Funds				
FOUNTAIN LIBRARY				
5 Rtu's replacement allowance	-	-	-	35,000
Demo service desk/replace with adjustable height	-	-	-	7,500
Collaborative Work Space	-	-	-	11,000
Remodel staff workroom	-	-	-	15,000
Furniture - teen gaming area	-	5,000	5,000	-
Water Fountain replacement to bottle filler	-	-	-	5,000
Chair replacement in meeting room	-	6,500	6,500	-
RUTH HOLLEY LIBRARY				
Curbside drive-up window	-	10,000	10,000	-
Learning lab furniture	7,032	-	-	-
Learning lab - tables	-	5,000	5,000	-
Memorial for Ruth Holley	-	-	-	5,000
Childrens and Teens Furniture replacement	-	-	-	2,000
MANITOU SPRINGS BRANCH				
Relocation project	24,480	179,491	179,491	-
Furniture	18,543	15,126	15,126	-
Intrusion system	6,279	6,280	6,280	-
MONUMENT LIBRARY				
Restroom improvements	-	8,000	8,000	-
Replace (4) adult area chairs	-	2,400	2,400	-
Community Room back area blind replacement	-	4,700	4,700	-
Replace teen area PC table and chair	-	2,000	2,000	-
Four (4) Rtu's replacement allowance	-	12,500	12,500	-
Network closet rework	-	-	-	20,000
OLD COLORADO CITY LIBRARY				
Painting allowance	-	-	-	10,000
HVAC replacement/upgrades	-	5,000	5,000	-
Remodeling	-	-	-	-
Minor Lighting upgrade	-	-	-	1,500
Window cornices	-	-	-	3,000
Custom table top screen	-	-	-	6,000
Canopy over book drop	-	5,000	5,000	-
Replace carpet to rubber in meeting room	-	3,500	3,500	-
Replace meeting room chairs and tables	-	5,650	5,650	-
Charging tables (4) and computer tables (6)	-	12,000	12,000	-
New wood floor on main level	-	75,000	75,000	-

Capital Projects Fund - Capital Reserve Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Uses of Funds				
PALMER LAKE LIBRARY				
Carpet replacement	-	-	-	8,500
Painting allowance	-	-	-	3,000
Install central air conditioning	-	-	-	15,000
Replace service desk	-	-	-	10,000
Engineering (elect/structural) for a/c and reno	-	-	-	10,000
Minor lighting upgrade	-	-	-	1,000
ROCKRIMMON LIBRARY				
Building maintenance/minor renovation projects				
Public restroom improvements	-	-	-	1,500
Replace meeting room carpet	5,000	-	-	-
Meeting room tables	-	3,000	3,000	-
Furniture for Children's redesign	-	2,500	2,500	-
SAND CREEK LIBRARY				
Replace rooftop unit	-	50,000	50,000	-
Restroom refresh	-	-	-	1,500
Replace staff chairs	-	-	-	7,500
Replace crash bar and lock on front door	-	5,568	5,568	-
Adjustable height tables	-	2,052	2,052	-
Locking drive-up book returns	-	6,000	6,000	-
CALHAN BRANCH				
Calhan renovation project	-	15,759	15,759	-
After hours lockers	-	-	-	11,000
OTHER ITEMS				
Concrete replacement - districtwide allowance	-	27,930	27,930	15,000
Tree-trimming allowance	6,880	-	-	-
Landscaping allowance	37,354	2,505	2,505	-
Staff lounges improvements	-	26,469	26,469	-
Other improvements	15,841	848	848	-
Upgrade fire system dialers to cellular	-	12,000	12,000	-
Asphalt repairs and maintenance - districtwide allowance	20,107	41,249	41,249	20,000
Capital contingency	-	50,000	50,000	50,000
Other vehicle replacement	-	-	-	45,000
Tractor replacement	9,975	-	-	-
Furniture replacement contingency	8,502	41,498	41,498	25,000
Ellicott facility allowance	-	-	-	-
Roof inspections, preventative maintenance repairs	8,992	31,008	31,008	20,000
Story walks at East, Penrose 21c and Fountain Libraries	-	16,000	16,000	-

Capital Projects Fund - Capital Reserve Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Uses of Funds				
OTHER ITEMS				
Elevator electronic access at East and Penrose	-	3,966	3,966	-
Purchase uniform recycling retainers at all facilities	-	10,000	10,000	10,000
HVAC Controller replacement	-	-	-	30,000
Contingency	85,524	242,487	242,487	-
Total - Facilities	259,276	1,017,734	1,017,734	754,500
INFORMATION TECHNOLOGY				
Technology refresh (staff)	-	24,484	24,484	-
PCs - video editing	-	11,114	11,114	-
Technology refresh (patrons)	-	22,571	22,571	-
Telecommunications switches and UPS	-	33,331	33,331	-
Young Adult Services	103	-	-	-
Children's Services iPads	20	-	-	-
Datacenter redesign	144,564	56,836	56,836	-
East Library tween computers	4,000	-	-	-
Contingency	-	-	-	-
Replacements	-	1,275	1,275	-
Server Replacement	2,000	-	-	-
Firewall Replacement	-	21,547	21,547	-
Switches/UPS rotation	2,332	-	-	-
Replace data domain	-	16,835	16,835	-
Network Infrastructure				
Telecommunications switches	11,559	376,129	376,129	270,000
Remote access terminals	-	-	-	60,000
Tipping point replacements (Bandwidth Shapper)	-	-	-	-
UPS rotation	-	-	-	14,000
Firewall replacement	24,535	-	-	-
Wireless system (upgrade or replacement system)	-	-	-	200,000
Internet protocol address management boxes	-	-	-	-
Cabling infrastructure repair	-	25,000	25,000	25,000
East Admin and staff cabling	-	85,000	85,000	-
Penrose Admin and staff cabling	-	35,000	35,000	50,000
Additional drops	-	-	-	7,000
Contingency cabling (non eRate)	-	10,000	10,000	-
MAC endpoints	13,106	18,838	18,838	-
MAC network	80,030	95	95	-
Voice Infrastructure				
Report server	-	-	-	10,000
MAC phone system	4,498	3,174	3,174	-
MAC other	-	800	800	-

Capital Projects Fund - Capital Reserve Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Uses of Funds				
INFORMATION TECHNOLOGY				
Computers				
Technology refresh (staff)	39,462	461,458	266,108	-
Technology refresh (patrons)	-	230,000	230,000	-
Laptops replacements and tablets, loans and netbooks	9,712	-	-	-
AWE literacy stations	-	55,000	55,000	55,000
iPads	-	-	-	-
Adult Education Chromebook and hotspots	-	5,000	5,000	-
Creative Service specialized sap top (3D Capable)	-	3,200	3,200	-
Young Adult Services programming Chromebook	-	5,300	5,300	-
Security system elevator access control	-	3,966	3,966	-
Printers and copiers				
Staff and public	-	5,000	5,000	5,000
Copiers	272,770	13,765	13,765	-
Collection Management replace Zebra printers	-	-	-	9,000
CIO Contingency, Management Reserve and IT Dept. Misc. Requirements				
Contingency	2,776	28,492	28,492	25,000
Surveillance and Security Infrastructure				
Access control	-	850,000	850,000	-
Surveillance cameras	11,551	303,077	303,077	-
Body cameras	-	-	-	6,000
Audio and Visual Services				
District-wide audio-visual equipment standardization	1,676	181,000	181,000	100,000
IT Support Services for Library Staff				
District wide/AMH bin project	-	20,000	20,000	-
Self check equipment	2,500	-	-	-
Genealogy equipment	-	13,620	13,620	-
Collection Management IT ScanPro	-	-	-	11,000
HI Library: Multi-Function Device	-	-	-	1,500
HR Dept: Digital signage in library staff meeting rooms.	-	-	-	5,000
SA Library: Separate AV in divided meeting room.	-	-	-	12,000
F&CS: Lena Childhood Early Education (Replace every 5 years)	-	-	-	17,800
MLS: Ruggedized Laptop for Astrován	-	-	-	1,400
SE Region: Regional Library Associates Laptops (x3)	-	-	-	3,600
CrS: Laptop with Creative Cloud	-	-	-	2,500
CrS PE KCH: Laptop (w/workflow)+barcode reader	-	-	-	2,500
PE KCH: Business resource center and co-work space.	-	-	-	6,000
PE KCH: Business resource center and co-work space AV capability.	-	-	-	6,000

Capital Projects Fund - Capital Reserve Fund	2020 Actual	2021 Budget	2021 Projection	2022 Budget
Uses of Funds				
VIDEO STUDIO				
Peripheral equipment				
Video projector replacements and additions	-	10,000	10,000	-
Microphones	-	8,192	8,192	-
Video equipment and accessories	-	1,620	1,620	-
Replacement wireless mic kit	579	-	-	-
Replacement audio recorder	272	-	-	-
Photo roller system	1,274	-	-	-
New checkout equipment L21c	1,142	-	-	-
Replacement cameras - Studio 21c (5)	33,960	-	-	-
Replacement DSLR cameras for checkout	-	5,700	5,700	-
Replace audio recorder kit	1,064	-	-	-
Replacement teleprompter	868	-	-	-
Replace video camera kit for checkout	135	-	-	-
Replace GoPro kits	1,541	-	-	-
Contingency	-	8,215	8,215	-
Total Video Studio	40,835	33,727	33,727	-
CREATIVE SERVICES				
Sand Creek Library - larger kiln	-	2,994	2,994	-
New maker kits	-	1,000	1,000	-
Equipment initiatives	-	7,913	7,913	-
Equipment replacement fund	19,987	2,708	2,708	1,500
3D scanner	-	3,000	3,000	-
Contingency	5,175	47,565	47,565	-
Total Creative Services	25,162	65,180	65,180	1,500
Total Uses of Funds	1,046,106	4,459,447	4,264,097	1,837,745
Excess Revenues Over Expenditures	503,545	(2,313,943)	(2,118,593)	(195,350)
Fund Balance - Beginning of Year	1,810,398	2,313,943	2,313,943	195,350
Fund Balance - End of Year	\$ 2,313,943	\$ -	\$ 195,350	\$ -



SPECIAL REVENUE FUND

Designated Funds

The 2022 Budget includes its remaining Special Revenue Funds (SRFs). SRFs are funds established to account for monies previously received by the District that are either restricted or designated (by the donor when applicable) for specific purposes. Given the change in accounting literature, the District's designated funds are no longer accounted for under SRFs and are now required to be accounted for under the General Fund. The remaining funds included under SRFs are to be fully depleted in time.

For purposes of this document, all SRF's are presented here. All funds should be fully depleted by the end of 2021. There are no Budgets for use of these funds in 2022.

For financial reporting purposes, all SRFs have been combined into one fund.

2022 Budget

Cheyenne Mountain Library Support Fund		2020	2021	2021	2022
Three-Year Period Ended December 31, 2022		Actual	Budget	Projection	Budget
Purpose of Fund					
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.					
Fiscal Year Expenditures					
Capital Outlay		\$ -	\$ 812	\$ 812	\$ -
Excess (Deficit) Revenues Over Expenditures		-	(812)	(812)	-
Fund Balance - Beginning of Year		812	812	812	-
Fund Balance - End of Year		\$ 812	\$ -	\$ -	\$ -

High Prairie Library Support Fund		2020	2021	2021	2022
Three-Year Period Ended December 31, 2022		Actual	Budget	Projection	Budget
Purpose of Fund					
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.					
Fiscal Year Expenditures					
Capital outlay		\$ -	\$ 92,626	\$ 92,626	\$ -
Excess (Deficit) Revenues Over Expenditures		-	(92,626)	(92,626)	-
Fund Balance - Beginning of Year		92,626	92,626	92,626	-
Fund Balance - End of Year		\$ 92,626	\$ -	\$ -	\$ -

Sand Creek Library Support Fund		2020	2021	2021	2022
Three-Year Period Ended December 31, 2022		Actual	Budget	Projection	Budget
Purpose of Fund					
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.					
Fiscal Year Expenditures					
Capital outlay		\$ 3,300	\$ 12,283	\$ 12,283	\$ -
Excess (Deficit) Revenues Over Expenditures		(3,300)	(12,283)	(12,283)	-
Fund Balance - Beginning of Year		15,583	12,283	12,283	-
Fund Balance - End of Year		\$ 12,283	\$ -	\$ -	\$ -

FIVE YEAR CAPITAL PLAN 2023 - 2027

Included in the 2021 Budget is a preliminary five-year long-term capital plan (covers fiscal years 2023 – 2027). It includes financial activity for its East Library Project Fund, Penrose Library Project Fund, Library 21c Fund and the Capital Reserve Fund.

Preliminary means the plan is adjusted annually based on available financial resources. Contents of the plan include identified projects and purchases of capital items, but it does not include the construction of new library facilities. A current long-term formal Facilities Plan is necessary, and the plan should be completed within a year.

Capital projects/purchases include items that have a useful life of greater than one year and either an individual cost of \$1,000 per item, or an aggregate purchase cost of \$1,000 or more.

East Library Project Fund

Five Year Capital Plan - East Library Project Fund		2023	2024	2025	2026	2027
Fiscal Years 2023 - 2027		Budget	Budget	Budget	Budget	Budget
Sources of Funds						
Funding - Pikes Peak Library District						
	Operating transfer - General Fund	\$ 915,000	\$ 306,500	\$ 1,437,500	\$ 458,000	\$ 200,500
Uses of Funds						
Building Items						
	Building maintenance/minor renovation projects					
	HVAC controls replacement	-	-	450,000	-	-
	Replace canvas roll-up awning materials	-	6,500	-	-	-
	bottle fill types	-	20,000	-	-	-
	Additional studyroom chairs	5,000	-	-	-	-
	Asphalt 2" overlay	350,000	-	-	-	-
	Overflow lot improvements (2" overlay)	65,000	-	-	-	-
	HVAC replacement/upgrades					
	Chiller compressor replacement	55,000	-	-	-	-
	Elevators					
	Cab upgrade	-	-	55,000	-	-
	Mechanical upgrade	115,000	-	-	-	-
	Landscaping allowance					
	Conversion to Xeriscape type of landscaping	150,000	-	-	-	-
	Tree trimming	-	-	-	8,000	-
	Carpet replacement					
	Public areas	-	-	-	200,000	-
	Staff areas	-	-	-	75,000	-
	Painting allowance	-	30,000	-	-	-
	Roof					
	Replacement	-	-	750,000	-	-
	Roof inspection and repairs	-	-	-	-	5,500
	Roof consulting services for replacement	-	35,000	-	-	-

Five Year Capital Plan - East Library Project Fund Fiscal Years 2023 - 2027		2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Uses of Funds						
Departments/Offices						
Children's Department						
Other furniture or equipment replacement	-	25,000	-	-	-	-
Teen Services						
Interior paint	-	-	7,500	-	-	-
Other furniture or equipment replacement	-	5,000	-	-	-	-
Facilities Department						
Other furniture or equipment replacement	-	10,000	-	-	-	-
Public space furniture refresh	-	-	-	-	-	20,000
Contingency	25,000	25,000	25,000	25,000	25,000	25,000
Contingency - to be allocated	150,000	150,000	150,000	150,000	150,000	150,000
Total Uses of Funds	915,000	306,500	1,437,500	458,000	200,500	
Excess Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Penrose Library Project Fund

Five Year Capital Plan - Penrose Library Project Fund Fiscal Years 2023 - 2027	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Sources of Funds					
Funding - Pikes Peak Library District					
Operating transfer - General Fund	\$ 831,000	\$ 573,000	\$ 541,000	\$ 1,216,500	\$ 328,000
Uses of Funds					
PENROSE PUBLIC LIBRARY					
Building Items					
Carpet replacement					
Public	-	-	-	180,000	-
Staff	-	-	-	100,000	-
General furniture replacement	-	25,000	-	15,000	-
Meeting room furniture	-	25,000	-	-	15,000
Adult area tables	-	-	-	-	10,000
Seal joints plaza concrete	-	-	6,000	-	-
Exterior pre-cast building panel caulking allowance	25,000	-	-	-	-
Penrose entry way	30,000	-	-	-	-
Redress mulch in landscaped areas in front of building	-	3,000	-	-	-
Roof inspection and repairs	-	-	-	3,500	-
West entry lobby tile wall	15,000	-	-	-	-
Replace plaza concrete	45,000	-	-	-	-
New service desk on main level	-	-	10,000	-	-
Asphalt crack fill	-	-	7,500	7,500	8,000
Replace rooftop unit	-	-	25,000	-	-
Façade repair (tuck and pointing)	18,000	-	-	18,500	-
Elevator modernization - mechanical	150,000	-	-	-	-
Replace floors in elevators	-	-	7,500	-	-
2" overlay on upper lot	75,000	-	-	-	-
2" overlay on lower lot	100,000	-	-	-	-
Painting allowance public area	-	-	-	32,000	-
Chiller replacement	-	-	300,000	-	-
Chiller pumps replacement	58,000	-	-	-	-
Controls system replacement	-	-	-	550,000	-
Boiler replacement	-	300,000	-	-	-
Cooling tower replacement	-	-	-	-	75,000
Landscaping allowance	-	-	5,000	-	-
Furniture replacement for Children's area	-	-	-	-	15,000
Other furniture or equipment replacement	20,000	-	-	-	25,000
Teen Services					
Teen Center					
Allowance for teen center construction	50,000	-	-	-	-
Thin out material - Security	10,000	-	-	-	-
Contingency - to be allocated	150,000	150,000	150,000	150,000	150,000

Five Year Capital Plan - Penrose Library Project Fund Fiscal Years 2023 - 2027	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Uses of Funds					
1905 CARNEGIE BUILDING					
Carpet replacement	-	25,000	-	-	-
Balcony waterproofing	-	10,000	-	-	-
Painting allowance	30,000	-	-	-	-
Other furniture or equipment replacement	-	5,000	-	-	-
KCH OFFICE BUILDING/PENROSE LIBRARY					
Carpet replacement/flooring	15,000	-	-	-	-
Wood floor refinish	15,000	-	-	-	-
Roof replacement	-	-	-	130,000	-
Contingency	25,000	30,000	30,000	30,000	30,000
Total Uses of Funds	831,000	573,000	541,000	1,216,500	328,000
Excess Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



Library 21c Project Fund

Five Year Capital Plan - Library 21c Project Fund		2023	2024	2025	2026	2027
Fiscal Years 2023 - 2027		Budget	Budget	Budget	Budget	Budget
Sources of Funds						
Funding - Pikes Peak Library District						
	Operating transfer - General Fund	\$ 237,000	\$ 333,000	\$ 633,000	\$ 553,000	\$ 291,000
Uses of Funds						
Building Items						
	Annual repair of parking lot	2,000	3,000	3,000	3,000	3,000
	Roof replacement (fully adhered, unballasted roofing system)	2,500	-	2,500	-	2,500
	Shrubbery/general improvement/tree trimming	-	10,000	-	-	-
	Caulk entire bldg.	-	-	-	15,000	-
	Conference room window treatments	-	25,000	-	-	-
	Carpet replacement	-	-	-	-	88,000
	Lift replacement	-	-	45,000	-	-
	Elevator modernization - cab	-	35,000	-	-	-
	Elevator modernization - mechanical	-	75,000	-	-	-
	Interior paint allowance	25,000	-	25,000	-	-
	Chiller replacement	-	-	350,000	-	-
	Control upgrade	-	-	-	350,000	-
	Public area café table replacement	-	-	-	-	25,000
	Building Locks	-	-	-	35,000	-
	Contingency	25,000	25,000	25,000	-	-
	Furniture and equipment	10,000	-	10,000	-	10,000
	Meeting room table replacement	20,000	-	-	-	-
	Collection Management tables, height adjustable	2,500	-	2,500	-	2,500
	Tractor replacement	-	-	20,000	-	-
	Venue chair and table replacement	-	10,000	-	-	10,000
	Contingency - to be allocated	150,000	150,000	150,000	150,000	150,000
	Total Uses of Funds	237,000	333,000	633,000	553,000	291,000
	Excess Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Reserve Fund

Capital Projects Fund - Capital Reserve Fund Three Year Period Ended December 31, 2022	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Sources of Funds					
Funding - Pikes Peak Library District					
Operating transfer - General Fund	\$ 1,558,800	\$ 1,988,950	\$ 2,766,800	\$ 2,756,700	\$ 2,097,000
Uses of Funds					
FACILITIES					
MOBILE LIBRARY SERVICES					
East county library services	-	-	-	85,000	225,000
Replace generator for bookmobile 705	-	-	16,000	-	-
CHEYENNE MOUNTAIN LIBRARY					
Carpet replacement	-	-	-	40,000	-
Reading and Study room chair replacement	-	-	-	-	7,500
FOUNTAIN LIBRARY					
Painting allowance	-	15,000	-	-	-
Roof maintenance/replacement	-	-	100,000	-	-
Parking lot replacement/maintenance					
Overlay and restriping	10,000	-	-	-	-
5 Rtu's replacement allowance	-	-	-	40,000	-
Landscaping allowance	-	-	-	-	5,000
Garden Restoration	15,000	-	-	-	-
Other furniture/equipment replacement	-	-	7,500	-	-
Upgrade access control	12,000	-	-	-	-
HIGH PRAIRIE LIBRARY					
Carpet replacement	-	25,000	-	-	-
Painting allowance	-	-	12,000	-	-
Parking lot replacement/maintenance					
Sealcoat and restriping	7,500	-	-	-	-
2" asphalt overlay	-	-	25,000	-	-
5 Rtu's replacement allowance	-	-	25,000	-	-
Landscaping allowance	-	5,000	-	-	-
Detention pond maintenance	-	-	27,500	-	-
General furniture replacement	-	-	-	-	7,500
RUTH HOLLEY LIBRARY					
Painting allowance	-	-	15,000	-	-
General furniture replacement	-	-	-	10,000	-
Restroom refresh	-	20,000	-	-	-
MANITOU SPRINGS BRANCH					
Painting allowance	-	-	-	10,000	-
Other furniture or equipment replacement	-	-	5,000	-	-
MONUMENT LIBRARY					
Carpet replacement	-	-	-	-	42,000
Drive up book drop improvements	-	-	-	12,000	-
Restroom improvements	-	15,000	-	-	-
Painting allowance	-	-	10,000	-	-
Four (4) Rtu's replacement allowance	-	-	25,000	-	-
General furniture replacement	10,000	-	-	-	-

Capital Projects Fund - Capital Reserve Fund Three Year Period Ended December 31, 2022	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Uses of Funds					
OLD COLORADO CITY LIBRARY					
Carpet replacement	7,500	-	-	-	-
Restroom improvements	-	25,000	-	-	-
Exterior trim paint	13,000	-	-	-	-
Parking lot replacement	-	-	-	-	-
Sealcoat and restriping	-	-	5,000	-	-
HVAC replacement/upgrades	7,000	-	-	-	10,000
General furniture replacement	-	-	-	10,000	-
PALMER LAKE LIBRARY					
General furniture replacement	-	-	-	-	2,500
ROCKRIMMON LIBRARY					
Carpet replacement	-	-	40,000	-	-
Painting allowance	-	-	-	12,000	-
Repaint staff area	2,500	-	-	-	-
Recarpet staff area	7,500	-	-	-	-
General furniture replacement	5,000	-	-	-	-
SAND CREEK LIBRARY					
Carpet replacement	-	55,000	-	-	-
Access control upgrades	12,000	-	-	-	-
Painting allowance	15,000	-	-	-	-
Roof replacement	-	-	-	250,000	-
Replace rooftop unit	-	50,000	-	-	-
Remodeling					
Restroom refresh	-	-	-	-	15,000
Other furniture or equipment replacement	-	-	-	-	10,000
UTE PASS BRANCH					
Carpet replacement	-	4,500	-	-	-
Painting allowance	-	5,000	-	-	-
General furniture replacement	3,500	-	-	-	-
CALHAN BRANCH					
Carpet replacement	-	-	-	10,000	-
Painting allowance	-	-	5,000	-	-
General furniture replacement	-	-	-	-	3,000
Roof replacement	-	15,000	-	-	-
HVAC upgrades	-	-	-	30,000	-
Parking lot	35,000	-	-	-	-
OTHER ITEMS					
allowance	15,000	15,000	15,000	12,000	-
Tree-trimming allowance	10,000	-	-	-	-
districtwide allowance	20,000	20,000	22,000	46,000	18,000
Capital contingency	200,000	200,000	200,000	200,000	200,000
Other vehicle replacement	-	-	-	45,000	-
Mobile Library vehicle replacement	-	350,000	-	10,000	-
Furniture replacement contingency	25,000	25,000	25,000	25,000	25,000
Roof inspections, preventative maintenance re	25,000	25,000	25,000	25,000	25,000
Purchase uniform recycling retainers at all faci	10,000	10,000	-	-	-
HVAC Controller replacement	30,000	30,000	30,000	-	-
Total - Facilities	497,500	909,500	635,000	872,000	595,500

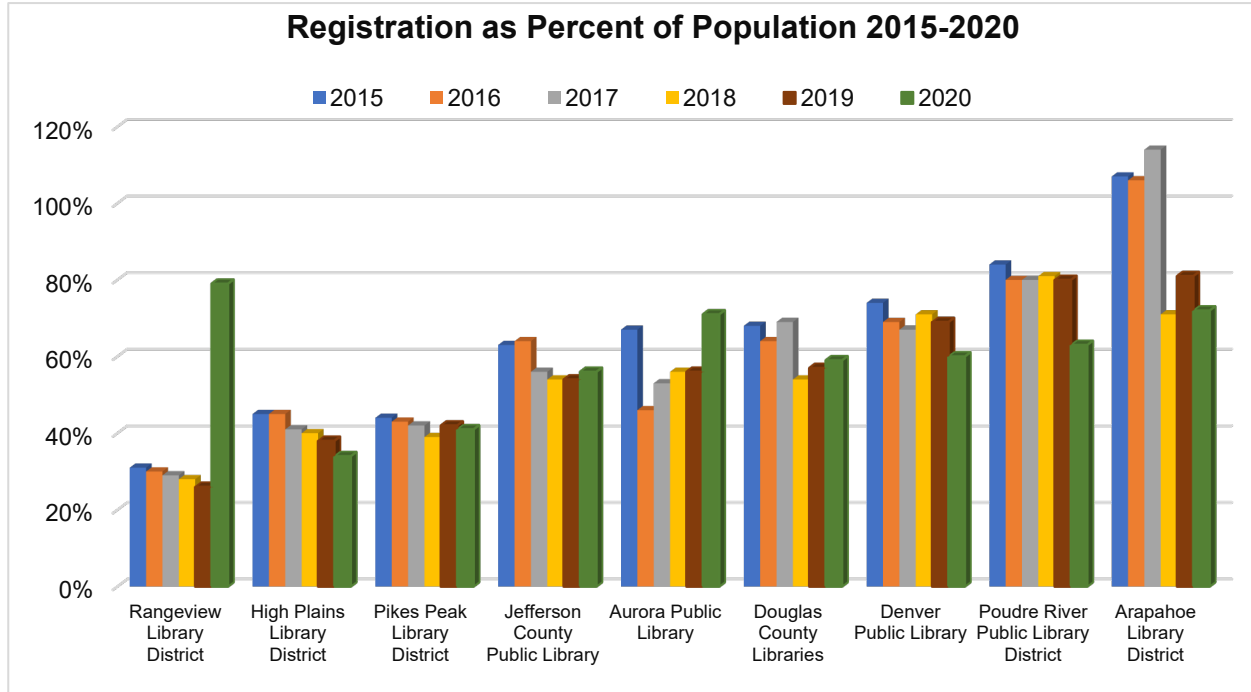
Capital Projects Fund - Capital Reserve Fund Three Year Period Ended December 31, 2022	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Uses of Funds					
INFORMATION TECHNOLOGY					
Replacements	-	-	-	-	-
Server Replacement	-	-	-	50,000	50,000
Offsite backup system	-	-	-	50,000	50,000
Network Infrastructure					
Telecommunications switches	294,000	235,000	225,000	345,000	200,000
UPS rotation	16,800	14,000	14,000	24,000	20,000
Firewall replacement	-	-	60,000	12,000	12,000
system)	-	-	-	200,000	200,000
Non eRate cabling	25,000	25,000	25,000	25,000	25,000
Voice Infrastructure					
Reporting server	-	-	-	-	10,000
Phone system	-	-	75,000	75,000	80,000
Computers					
Technology refresh (staff)	110,000	110,000	110,000	110,000	110,000
Technology refresh (patrons)	230,000	230,000	230,000	230,000	230,000
AWE literacy stations	-	-	37,000	37,000	37,000
AWE warranties	-	40,250	-	-	-
iPads	-	7,000	-	-	-
Printers and copiers					
Staff and public	5,000	5,000	5,000	5,000	5,000
Copiers	-	-	325,000	-	-
Collection Management - Zebra printers	-	-	-	-	9,000
IT Dept. Misc. Requirements					
Contingency	25,000	25,000	25,000	30,000	30,000
Surveillance and Security Infrastructure					
Surveillance cameras	-	300,000	300,000	300,000	-
Body cameras	-	-	20,000	-	6,000
Audio and Visual Services					
standardization	100,000	-	-	172,000	100,000
Automated Material Handling					
District wide/AMH bin project	-	-	350,000	-	-
IT Support Services for Library Staff					
Genealogy equipment	15,000	-	-	-	-
ILS/Rfid System					
Receipt printers	12,500	12,500	12,500	12,500	12,500
Barcode scanners	12,500	12,500	12,500	12,500	12,500
Self check stations	-	-	-	150,000	150,000
Security gates	100,000	-	-	-	-
WEB					
Upgrade to Drupal	-	40,000	-	-	40,000
Community Library)					
Community Library	-	-	250,000	-	-
Total Information Technology	945,800	1,056,250	2,076,000	1,840,000	1,389,000

Capital Projects Fund - Capital Reserve Fund Three Year Period Ended December 31, 2022	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Uses of Funds					
COMMUNICATIONS					
Signage projects	7,500	7,500	7,500	7,500	7,500
Total Communications	7,500	7,500	7,500	7,500	7,500
VIDEO STUDIO					
Peripheral equipment					
Video projector replacements and additions	-	-	-	-	5,000
Replace video camera kit for checkout	12,000	-	-	-	-
Contingency	6,000	10,300	10,000	12,000	50,000
Total Video Studio	18,000	10,300	10,000	12,000	55,000
CREATIVE SERVICES					
Replacement TAZ 6 3D printers	6,000	-	-	-	-
Replacement silhouettes Sand Creek and L21	6,000	-	-	-	-
Laser cutter	50,000	-	-	-	-
Equipment replacement fund	15,000	5,400	38,300	25,200	50,000
Kitchen equipment	13,000	-	-	-	-
Total Creative Services	90,000	5,400	38,300	25,200	50,000
Total Uses of Funds	1,558,800	1,988,950	2,766,800	2,756,700	2,097,000
Excess Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

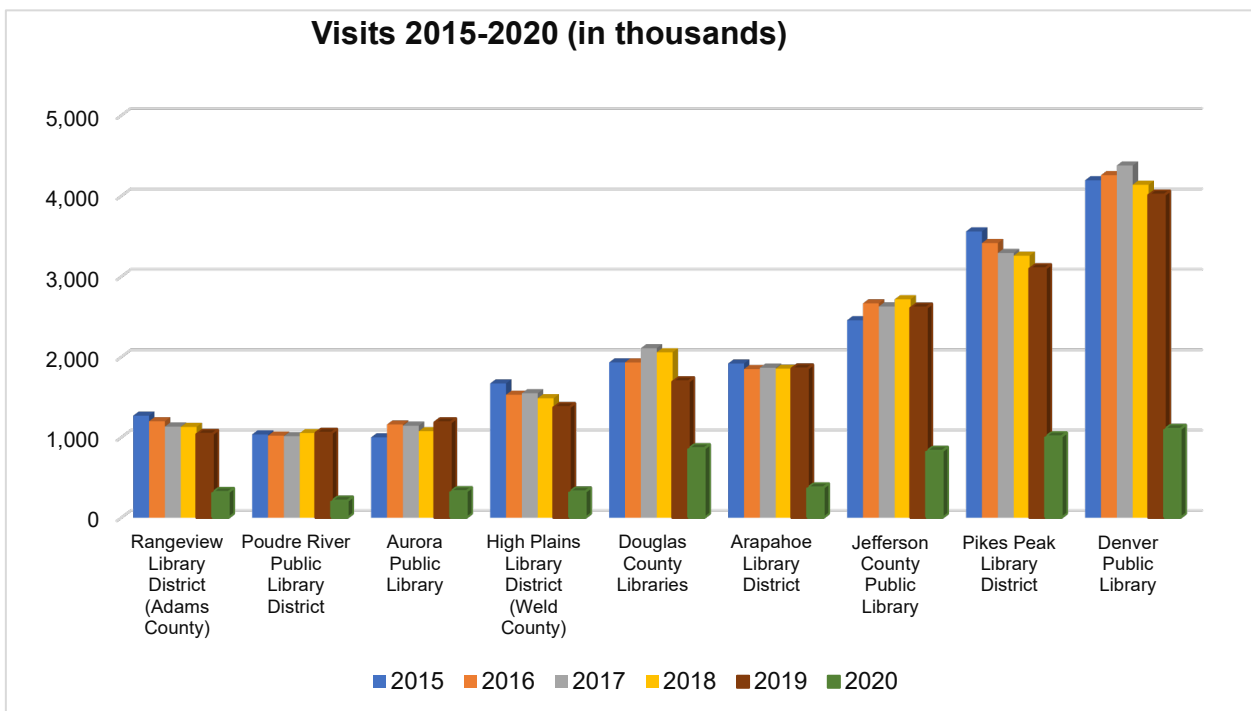
Appendix 1 - PPLD Comparison to Colorado Libraries

A. 2020 Data and/or 6-Year Trend, 2015-2020

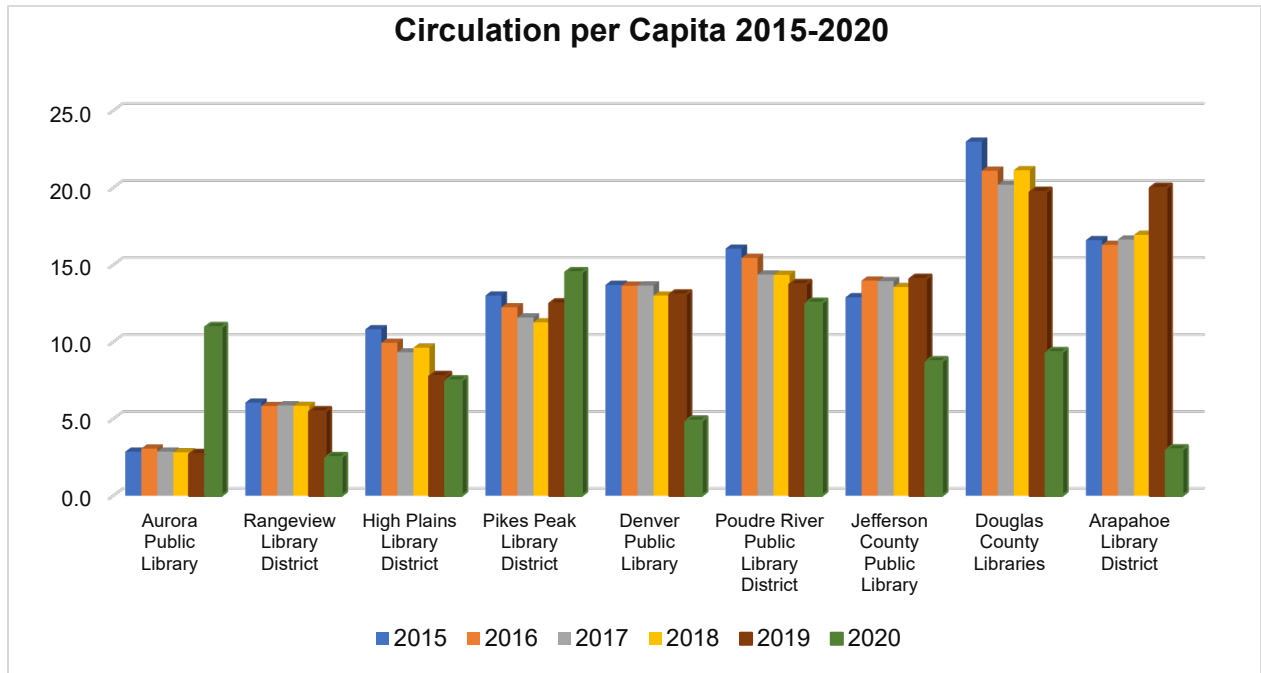
1. Registration as Percent of Population



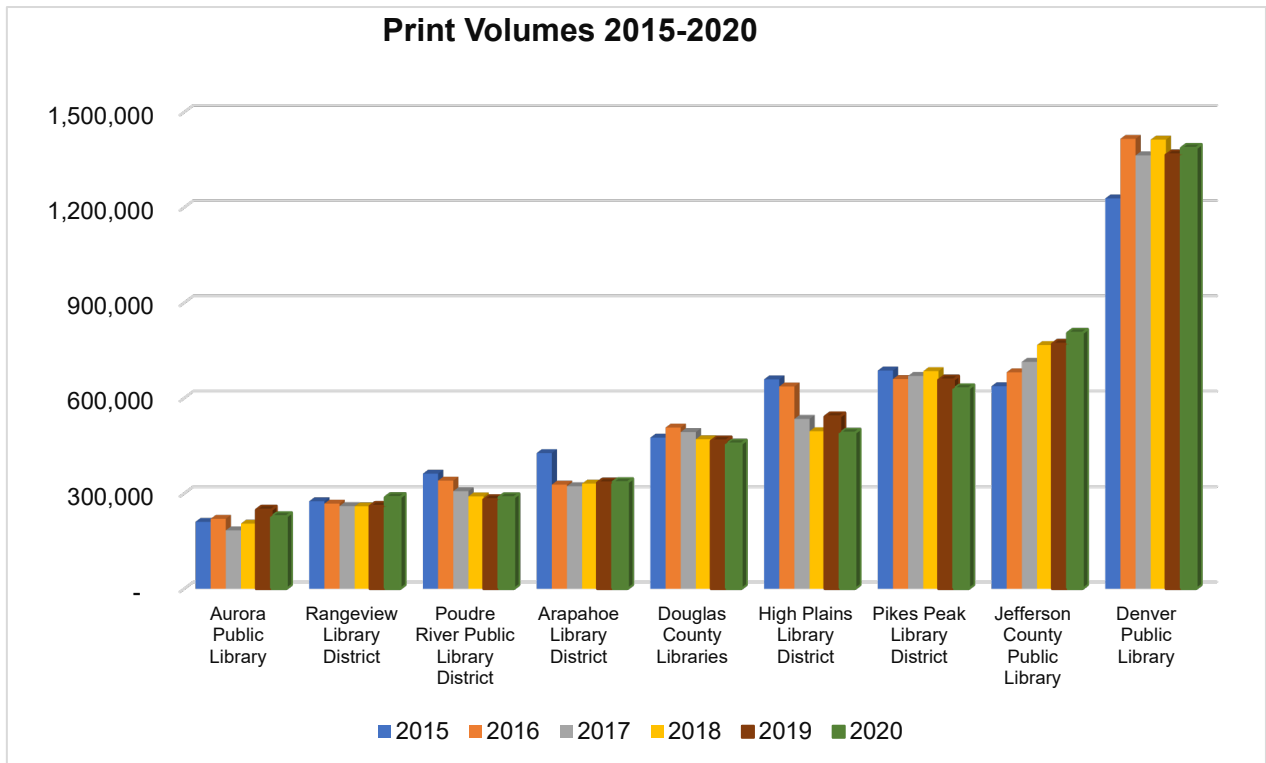
2. Number of Patron Visits



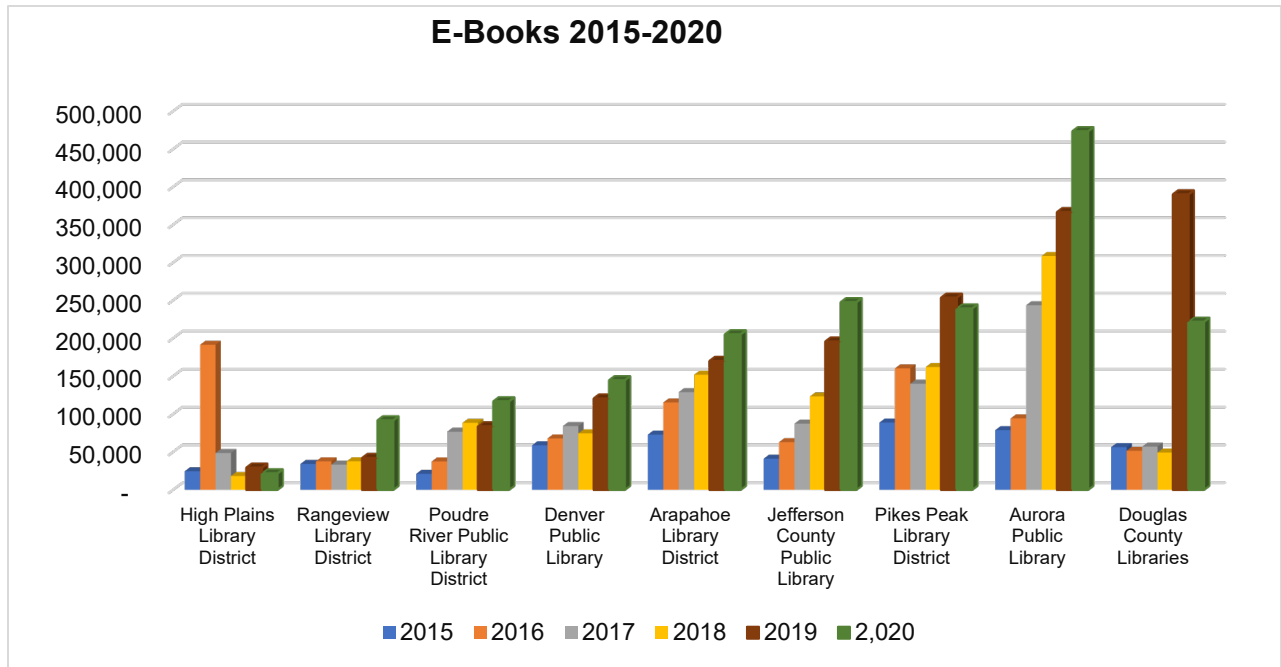
3. Circulation of Electronic Materials and Circulation per Capita



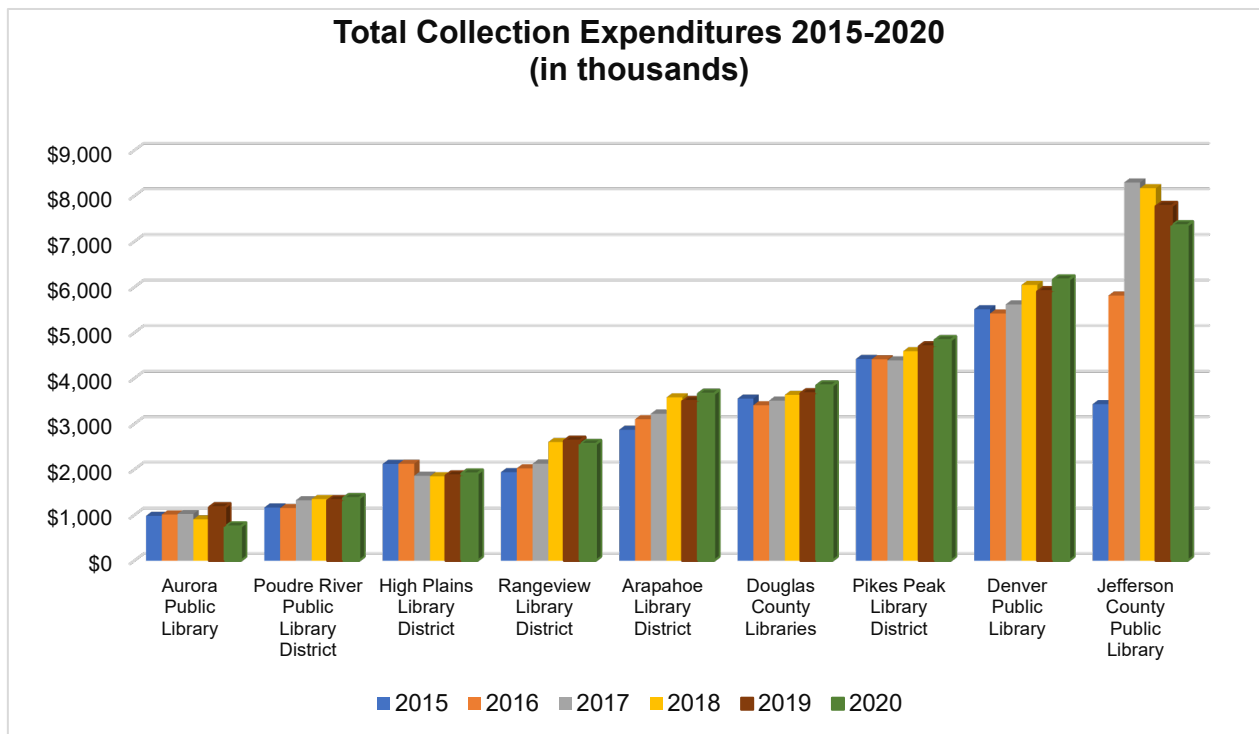
4. Print Volumes



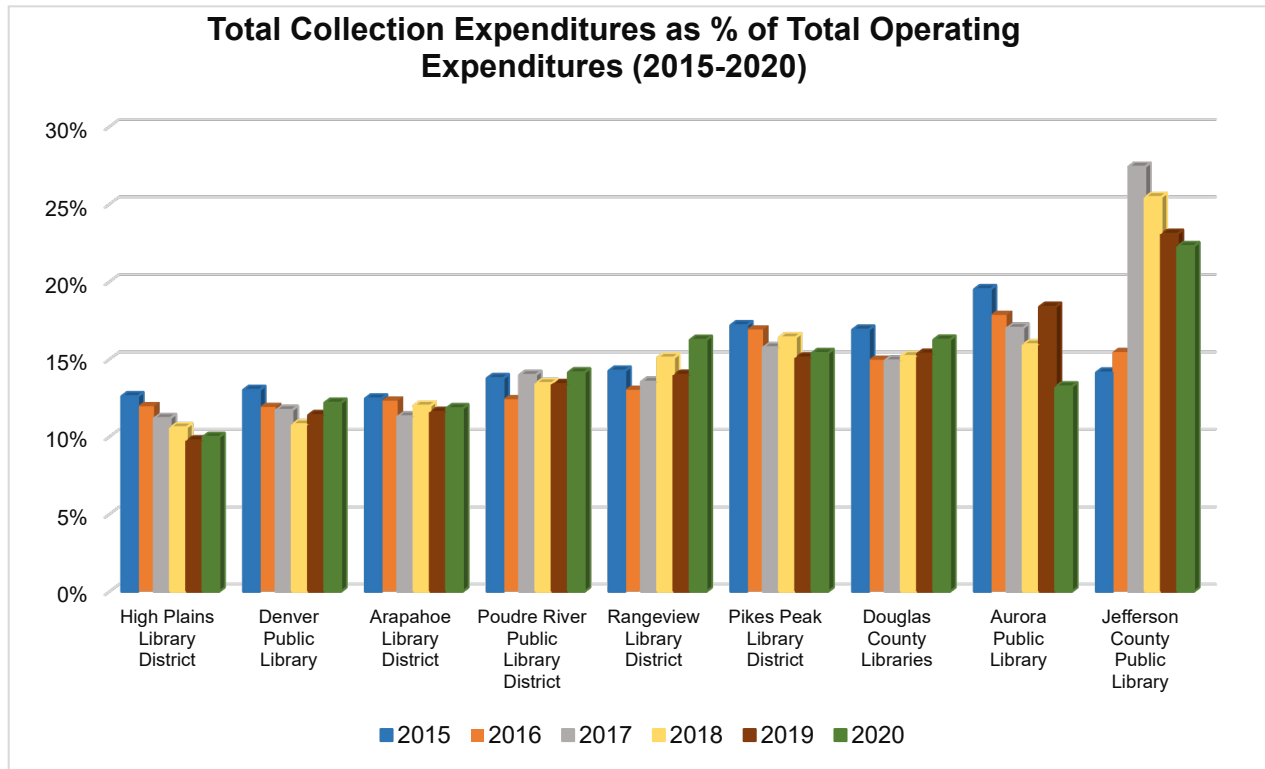
5. E-Books



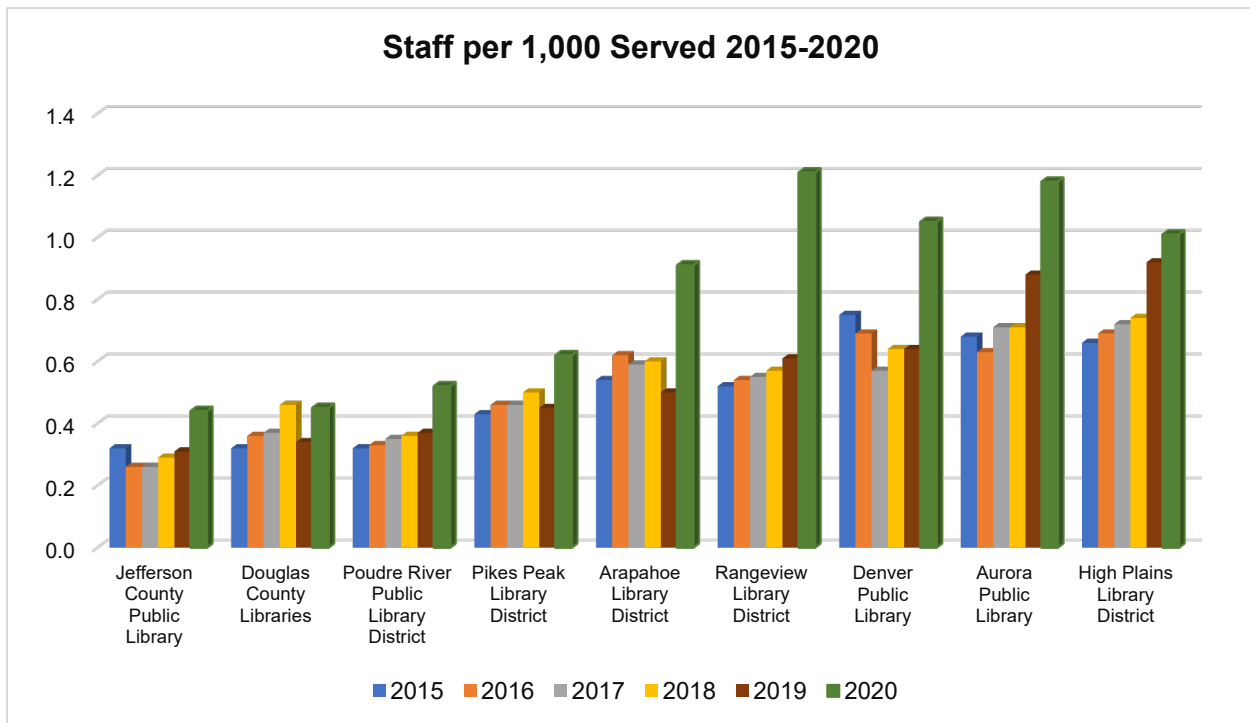
6. Total Collection Expenditures 2015-2020



7. Total Collection Expenditures as percent of total operating Expenditures



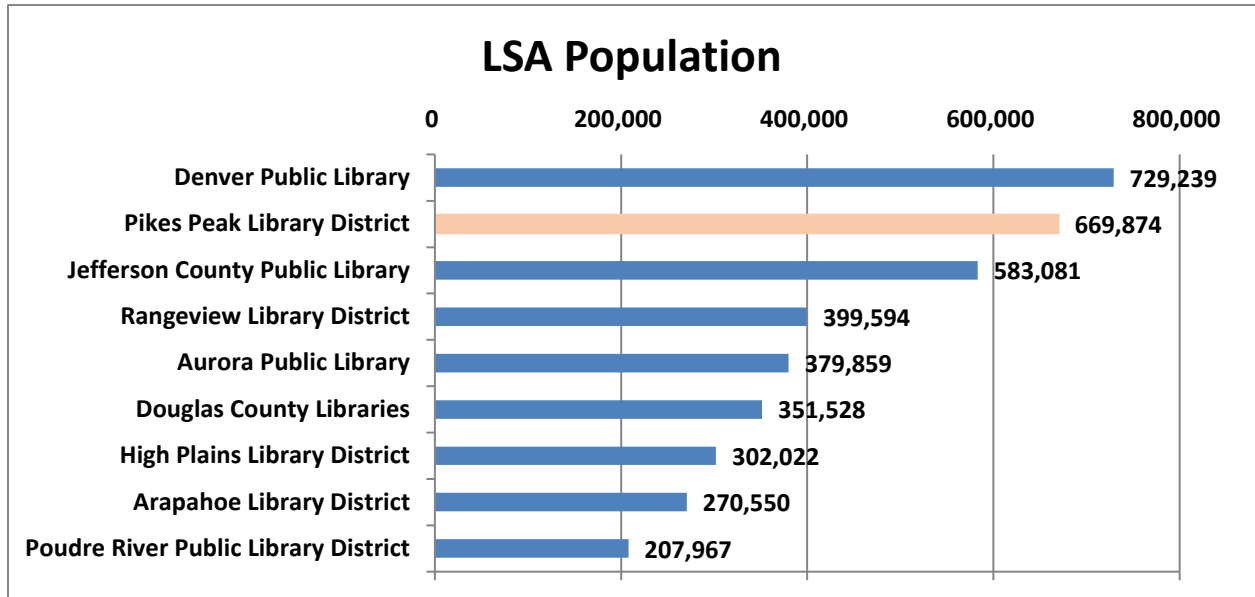
8. Staff per 1,000 Served 2015-2020.



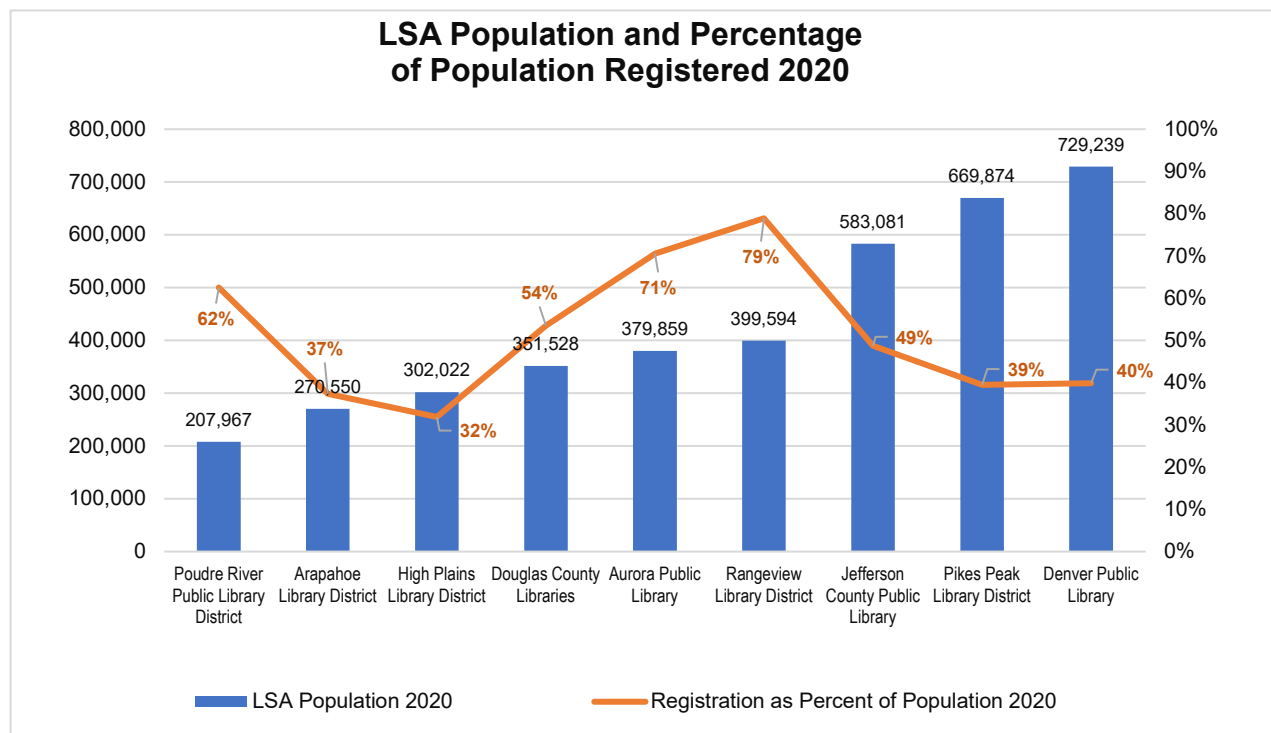
B. PPLD Comparison to Colorado Libraries 2020

Source: Library Research Services Database <https://www.lrs.org>.

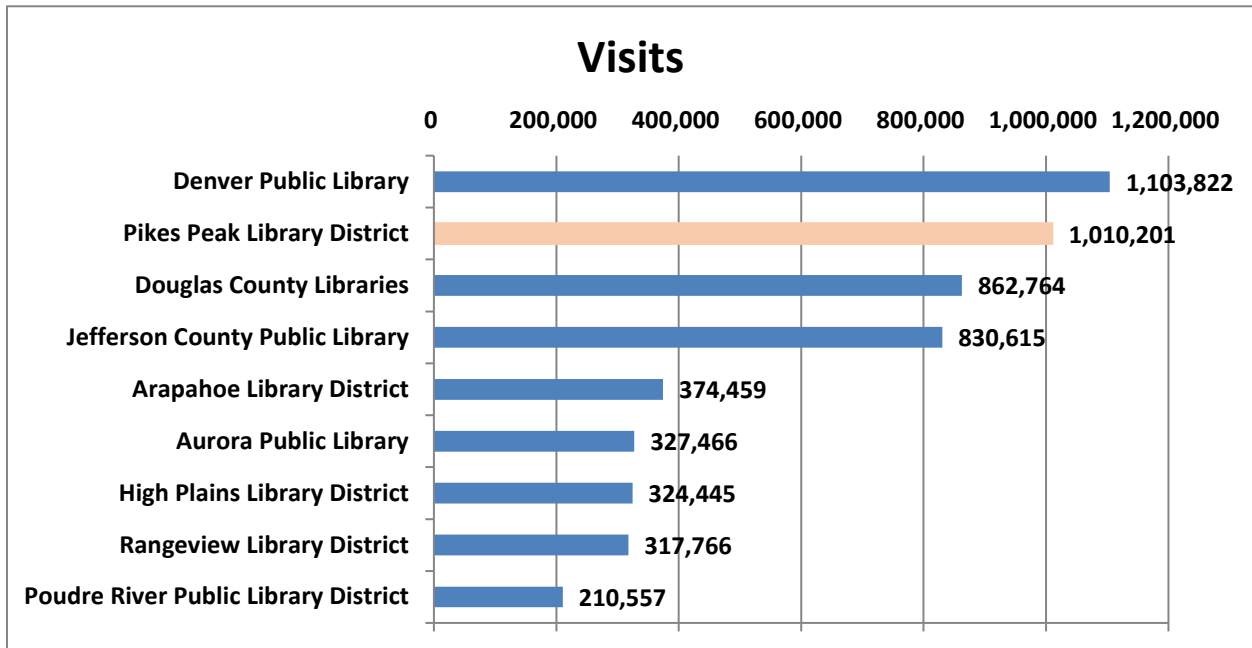
- 1. Library Service Area (“LSA”) Population** – This chart shows the total number of citizens that reside within the boundaries of each library service area. For 2020, the District has the second highest LSA population.



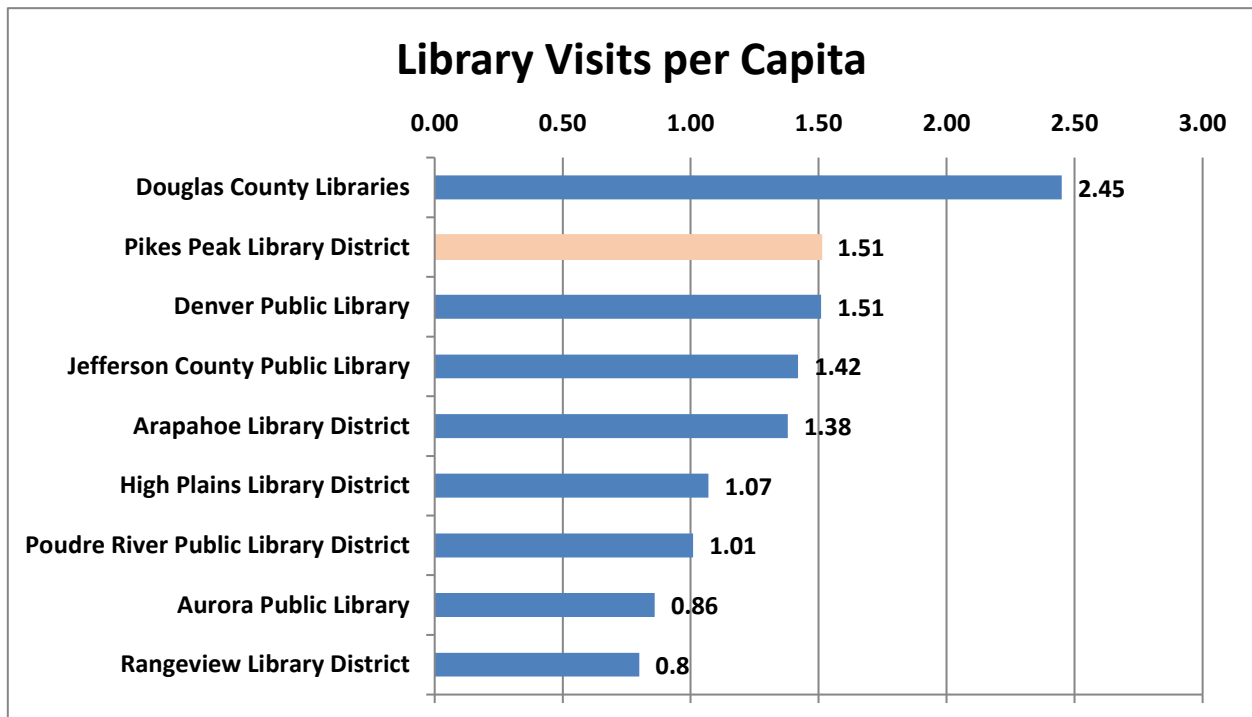
- 2. Library Service Population (LSA) and Registration as Percentage of Population**



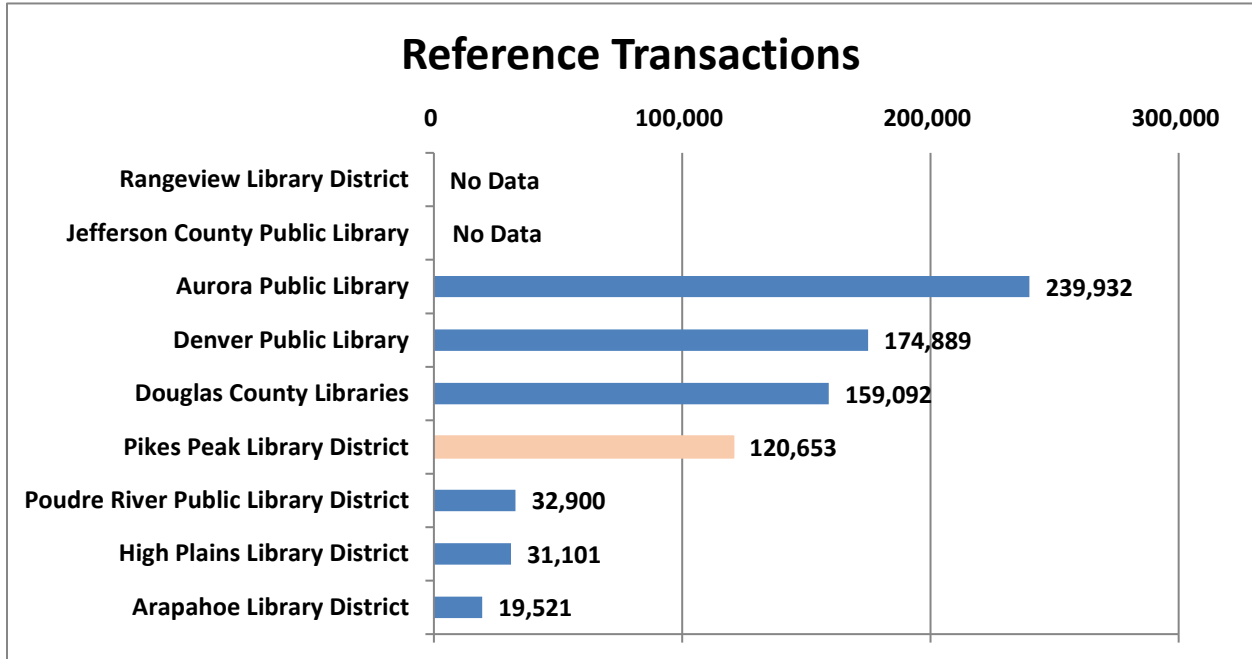
3. Number of Patron Visits – This chart shows total library patron visits during 2020. For 2020, the District ranked second in this category, which was the same as for 2019.



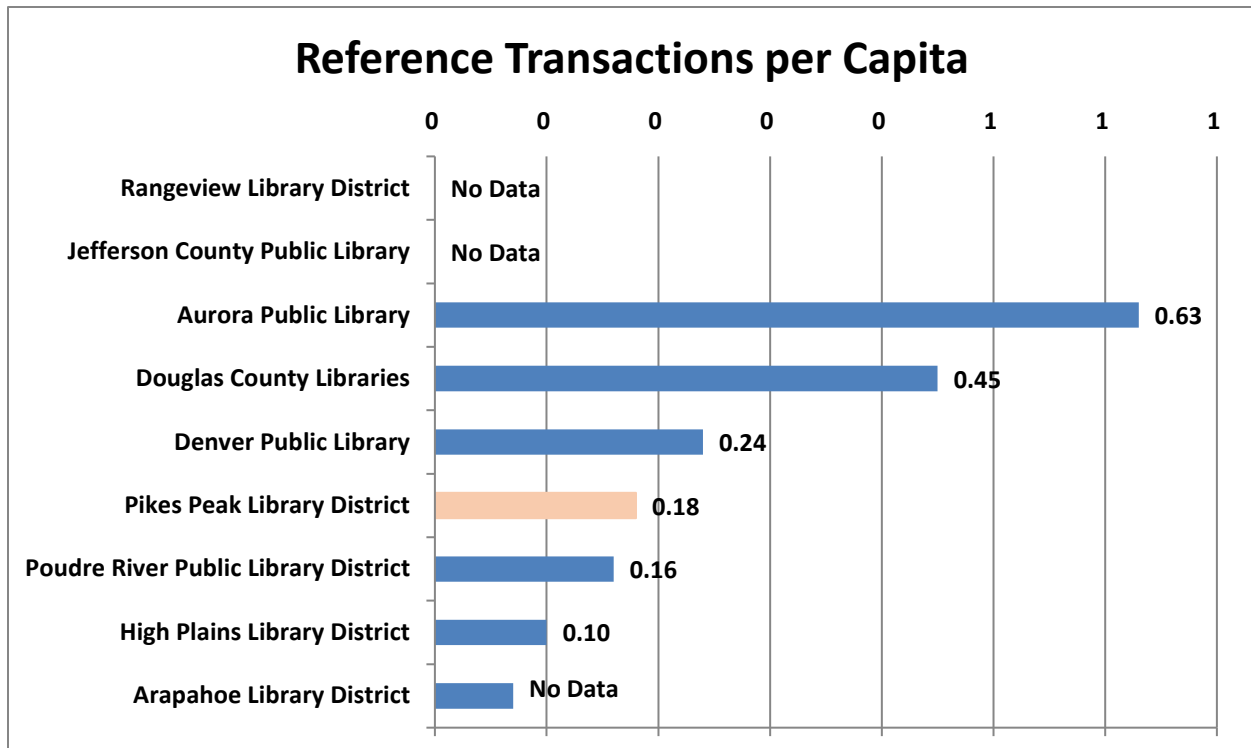
4. Library Visits Per Capita – This chart shows total library patron visits divided by the total LSA population. For 2020, the District ranked 2nd in this category. For 2019, the District ranked 9th.



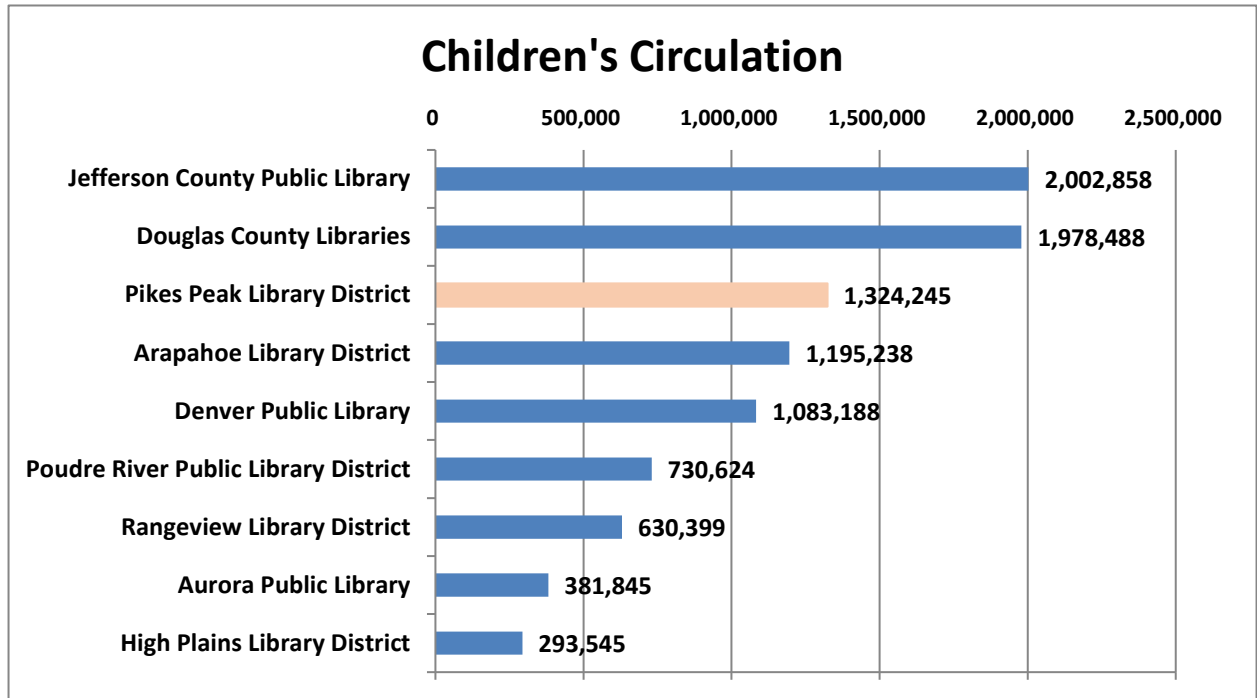
5. Reference Transactions – Defined as “An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. This includes in-person, phone, fax, mail, email, live or electronic reference service, and it does not include directional transactions or questions of rules or policies.” For 2020, the District ranked 4th out of the 7 libraries.



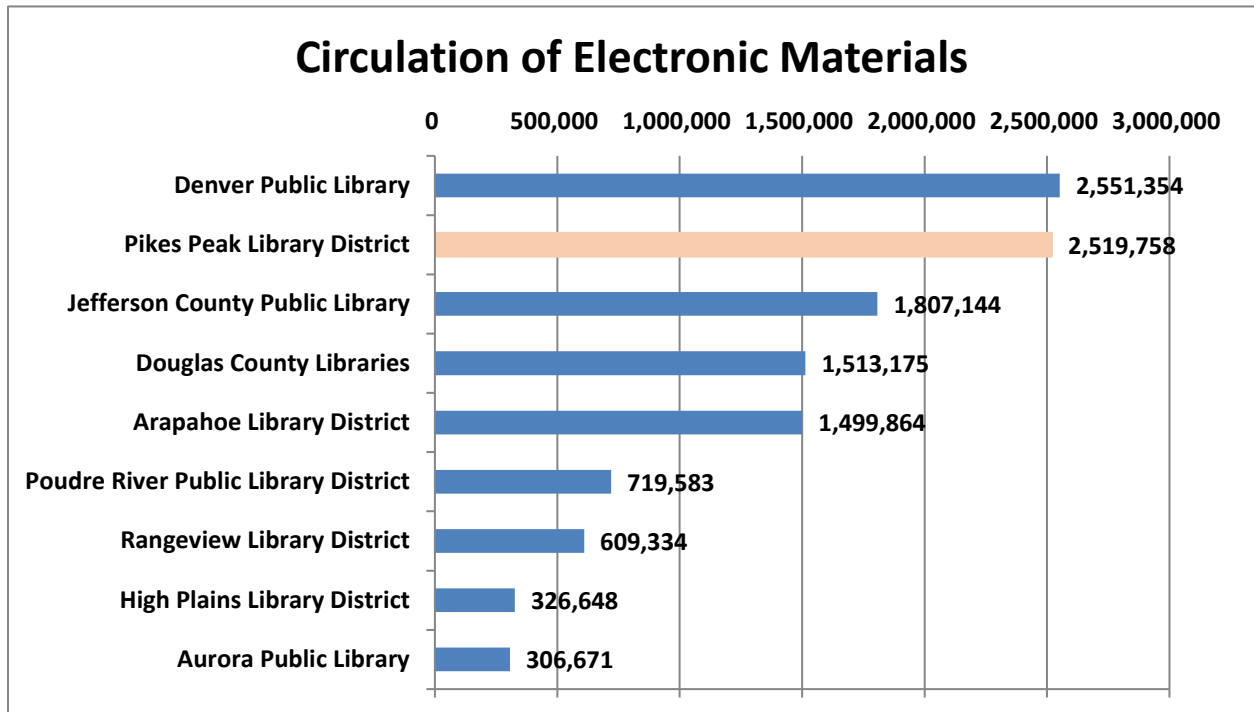
6. Reference Transactions Per Capita – This chart shows total reference questions divided by total 4th.



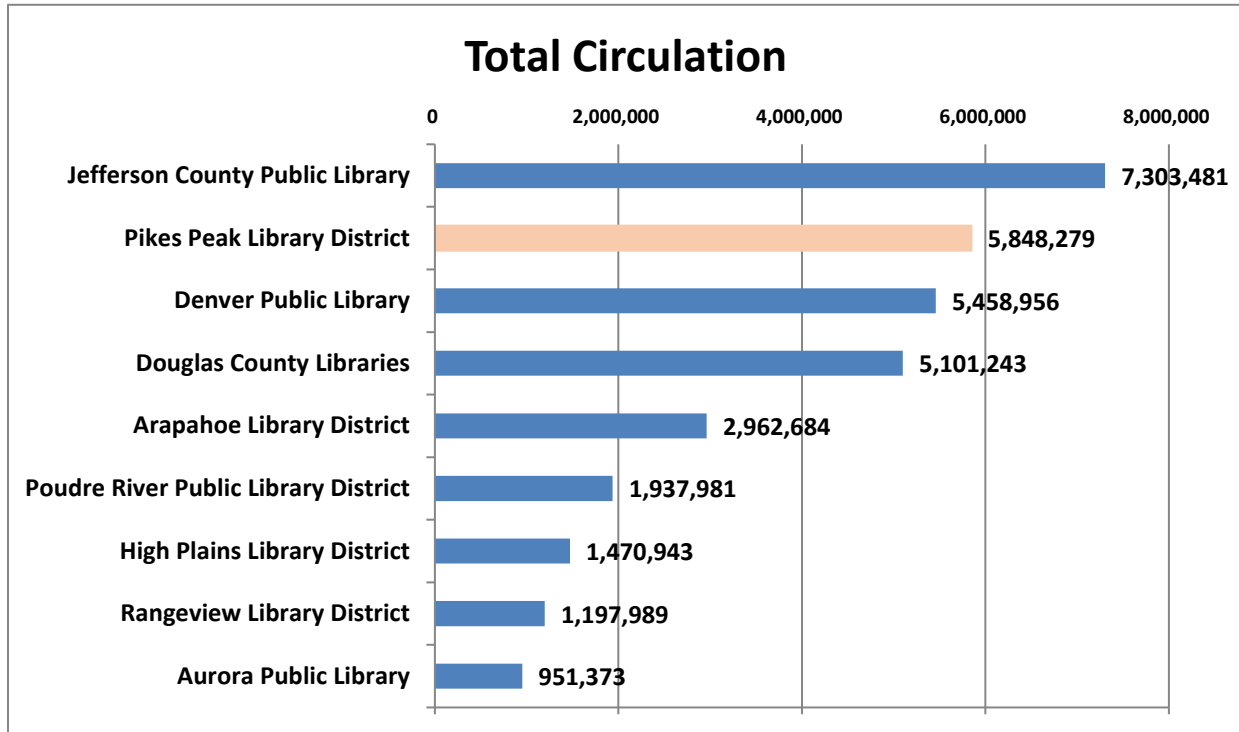
7. **Children's Circulation** – The number of items the library loaned in 2020 to children, including renewals. “Children” are defined as individuals 11 years of age and under. The District ranked third out of 9 libraries.



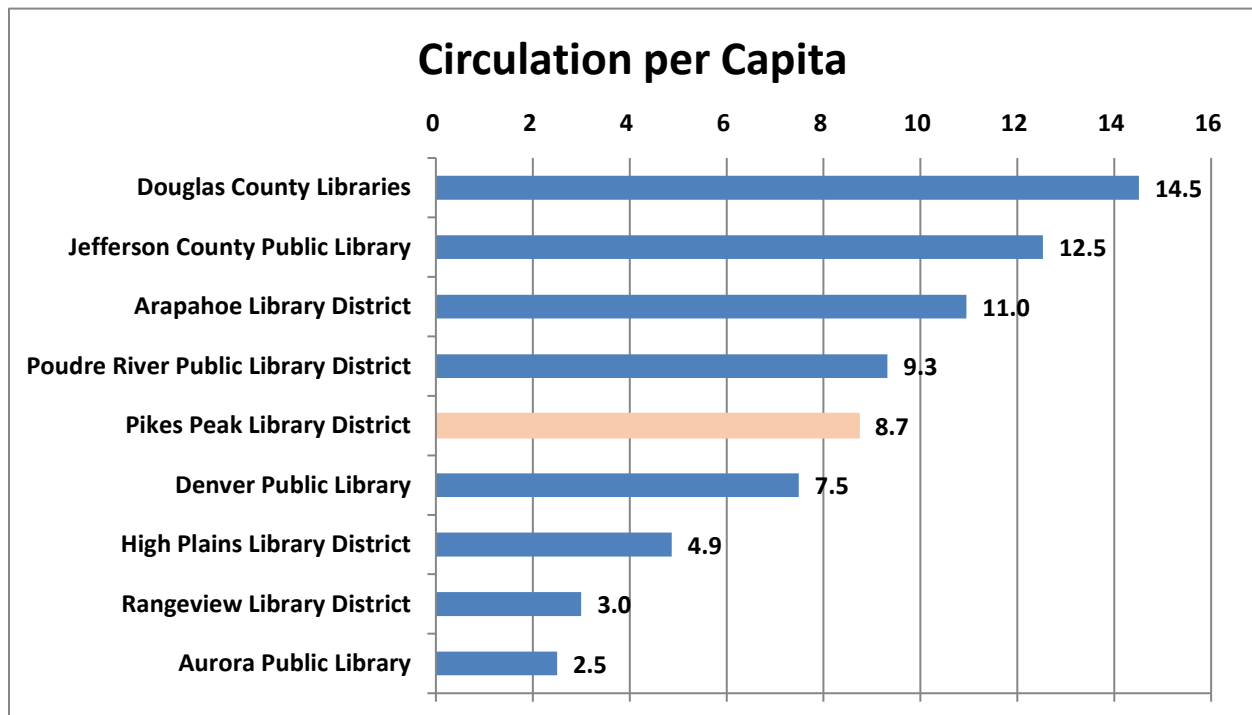
8. **Circulation of Electronic Materials** – This chart shows the total circulation of electronic materials. In 2020, the district ranked second in this category, which was the same as for 2019.



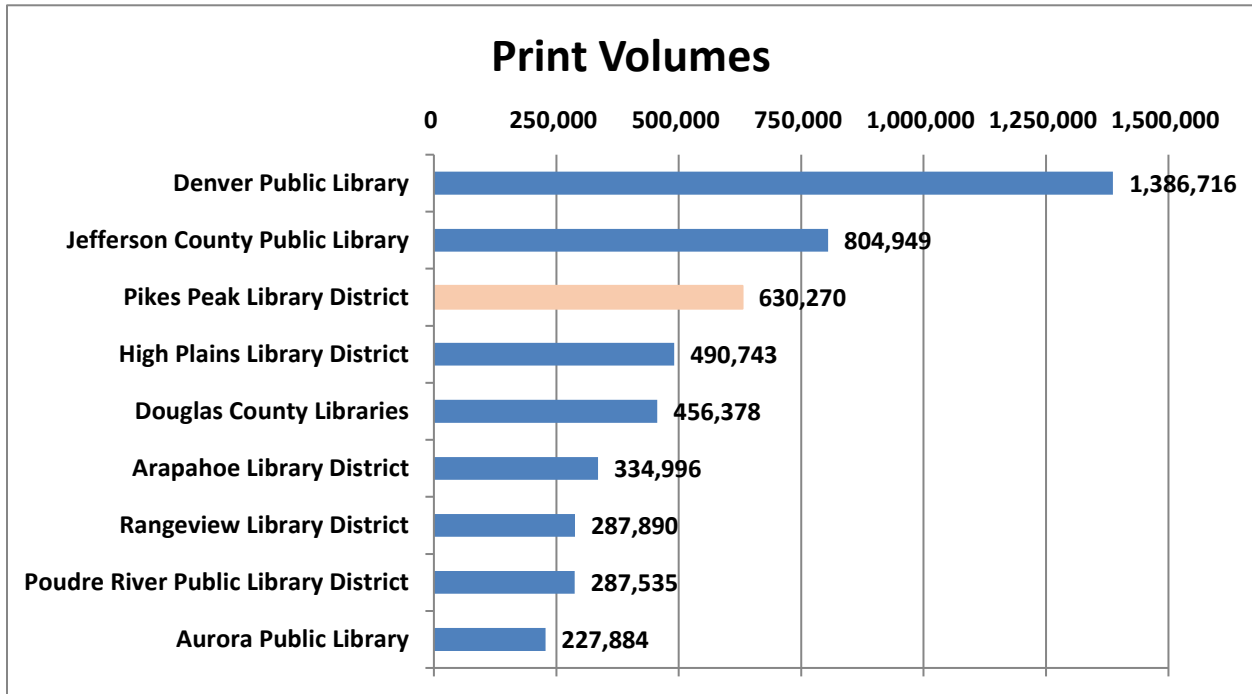
9. **Total Circulation** – This chart shows total circulation during 2019. The District ranked second, primarily due to the size of its LSA population, which was the same as for 2019.



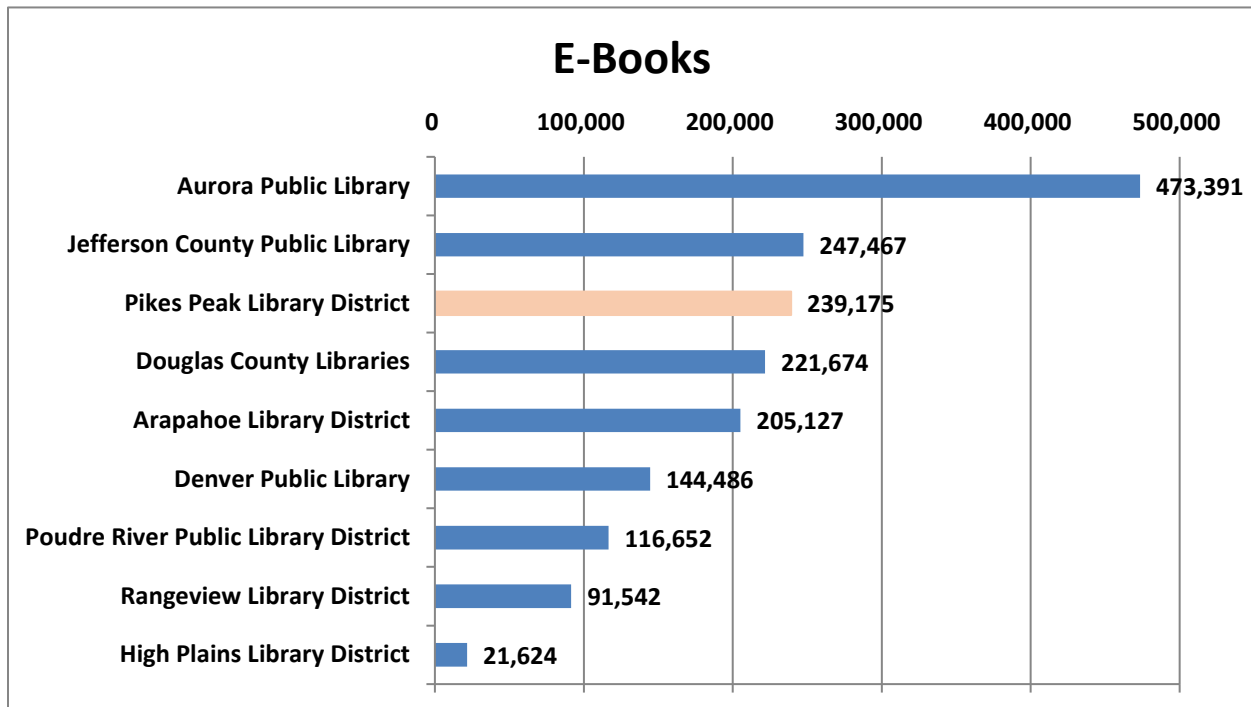
10. **Circulation Per Capita** – This chart shows total circulation divided by LSA population. In 2020, the District ranked fifth out of 9 libraries.



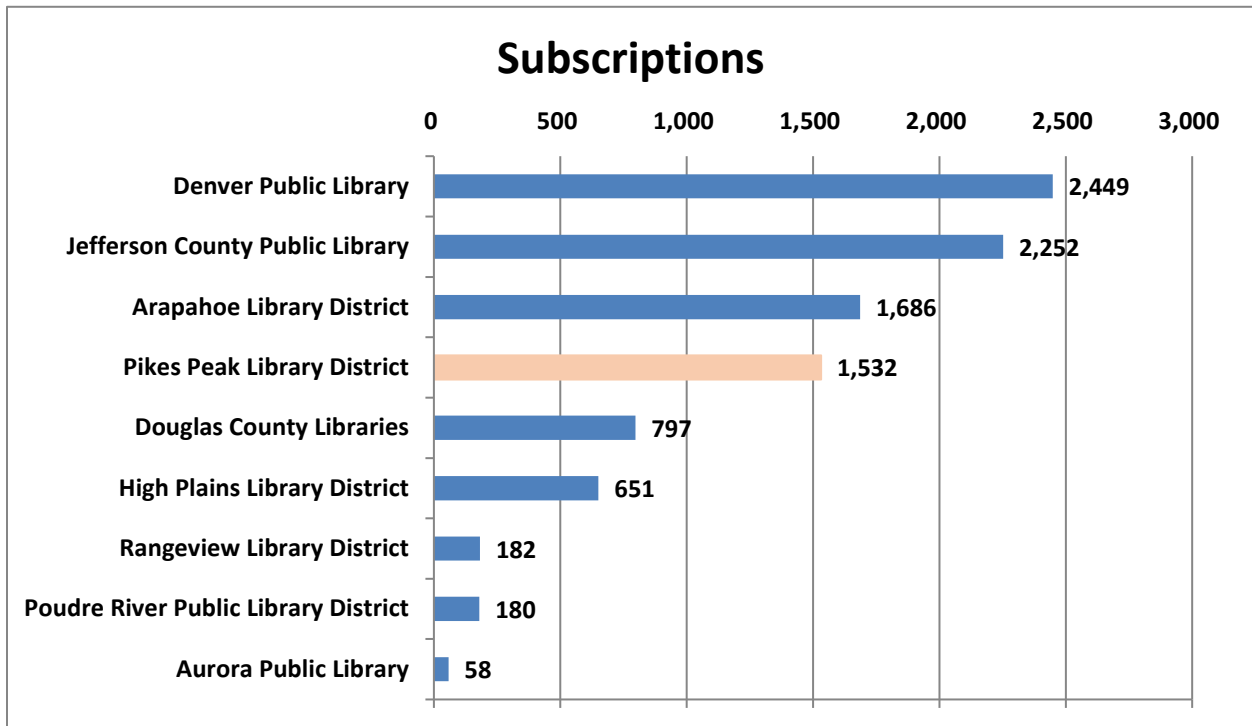
11. Total Print Volumes – The number of printed books and serial publications owned by the library. The District ranked third out of the 9 libraries, unchanged from 2019.



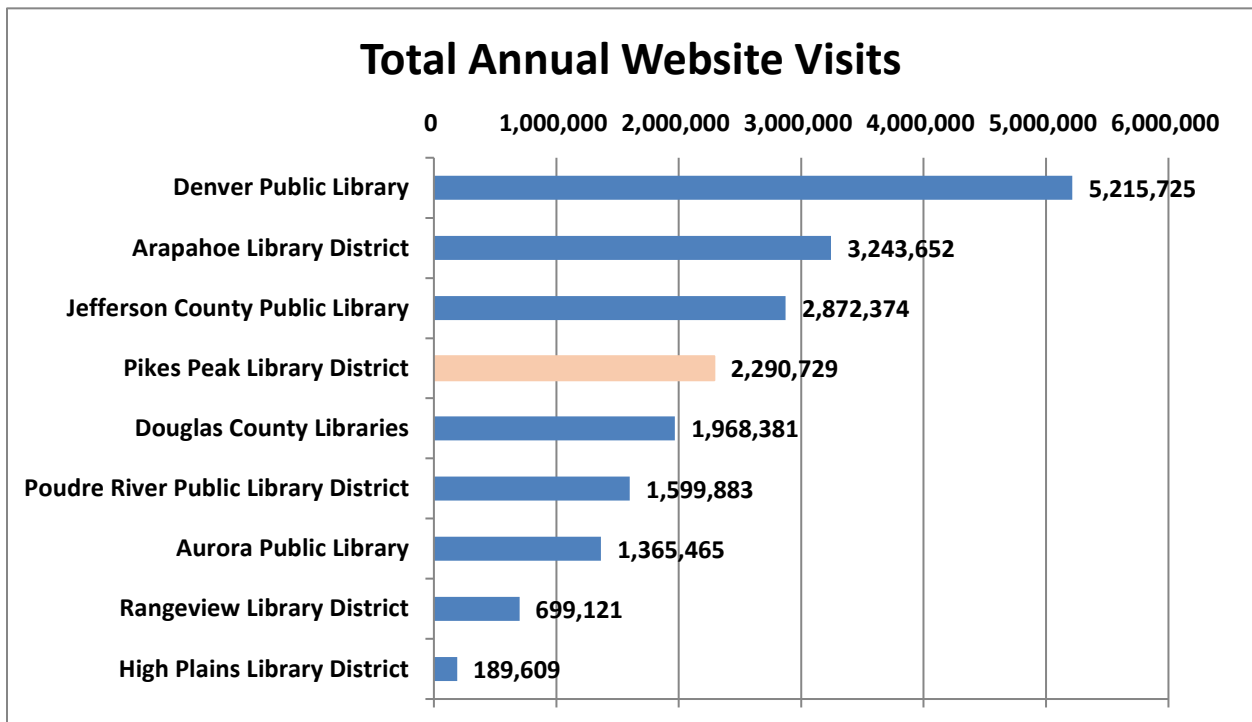
12. Total E-Books – The number of e-books and serial publications owned by the library. The District ranked third out of the 9 libraries, unchanged from 2019.



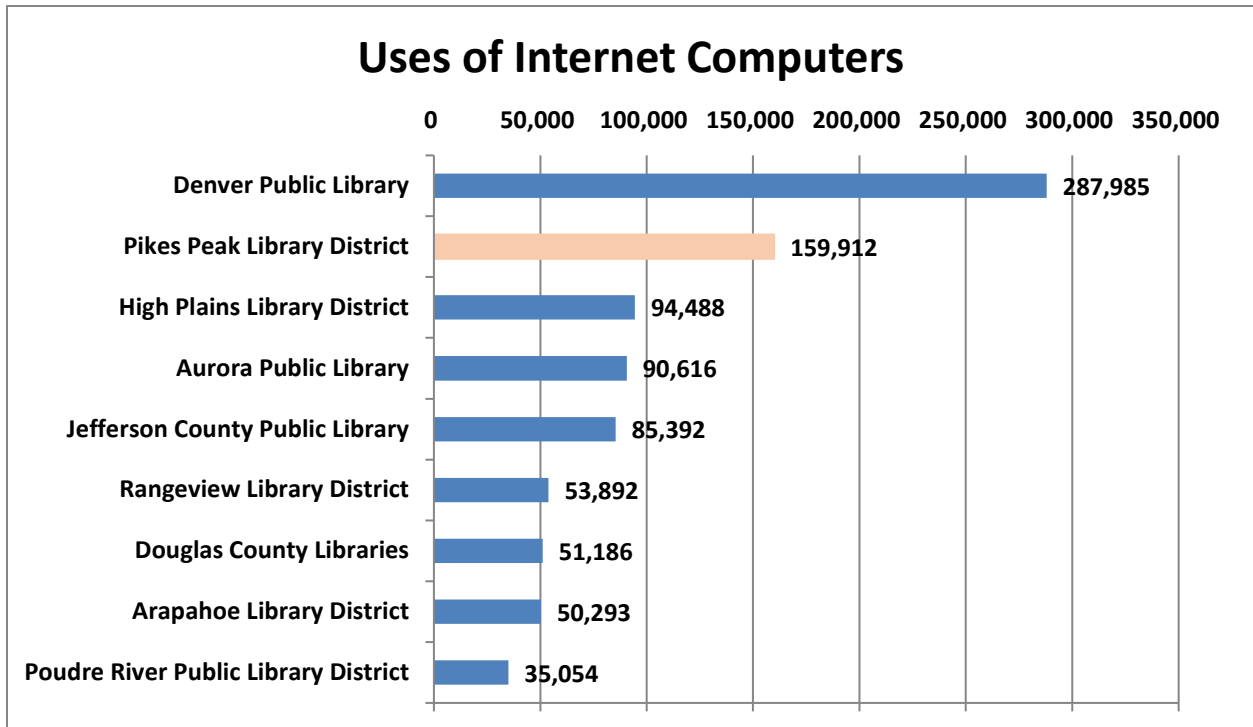
13. Number of Subscriptions – The number of print serial subscriptions, including duplicates, for all outlets. Includes magazines, newspapers, annuals, some government documents, some reference tools, and numbered monograph series. The District ranked fourth out of the 9 libraries.



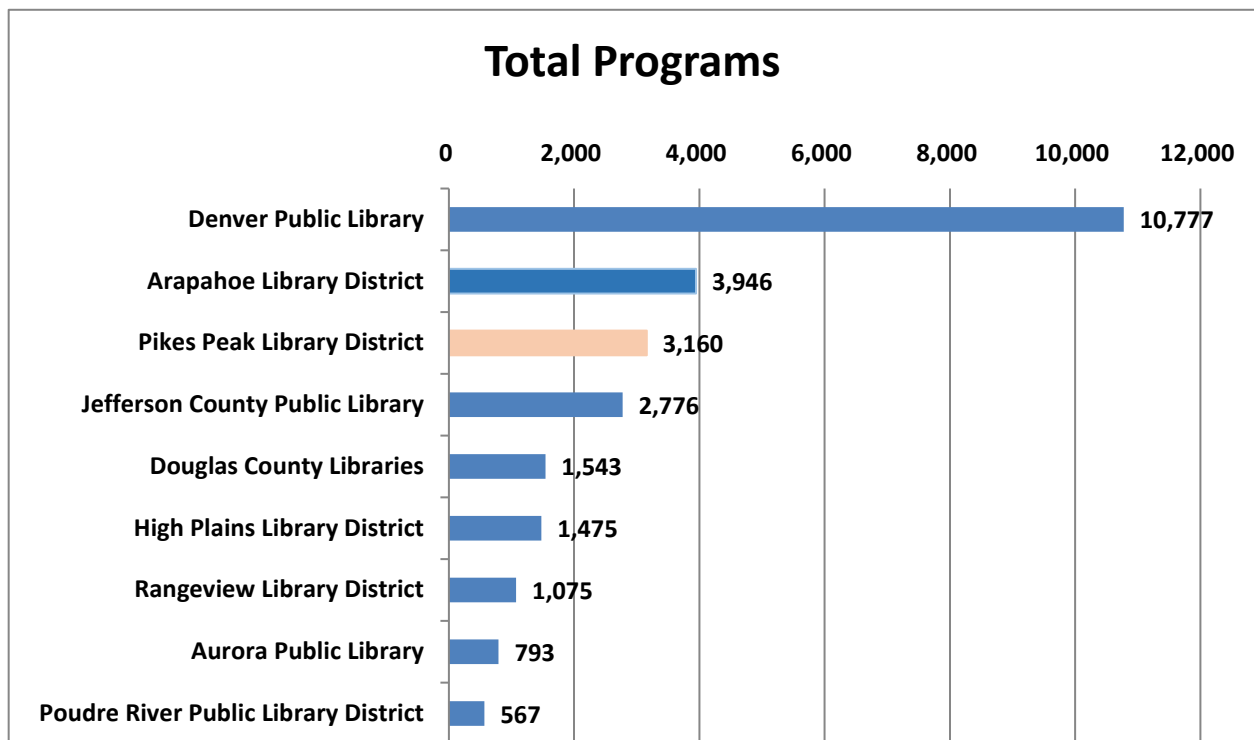
14. Total Annual Website Visits – This chart shows the total number of visits to the library’s main web page. In 2020, the District ranked fourth out of the 9 libraries.



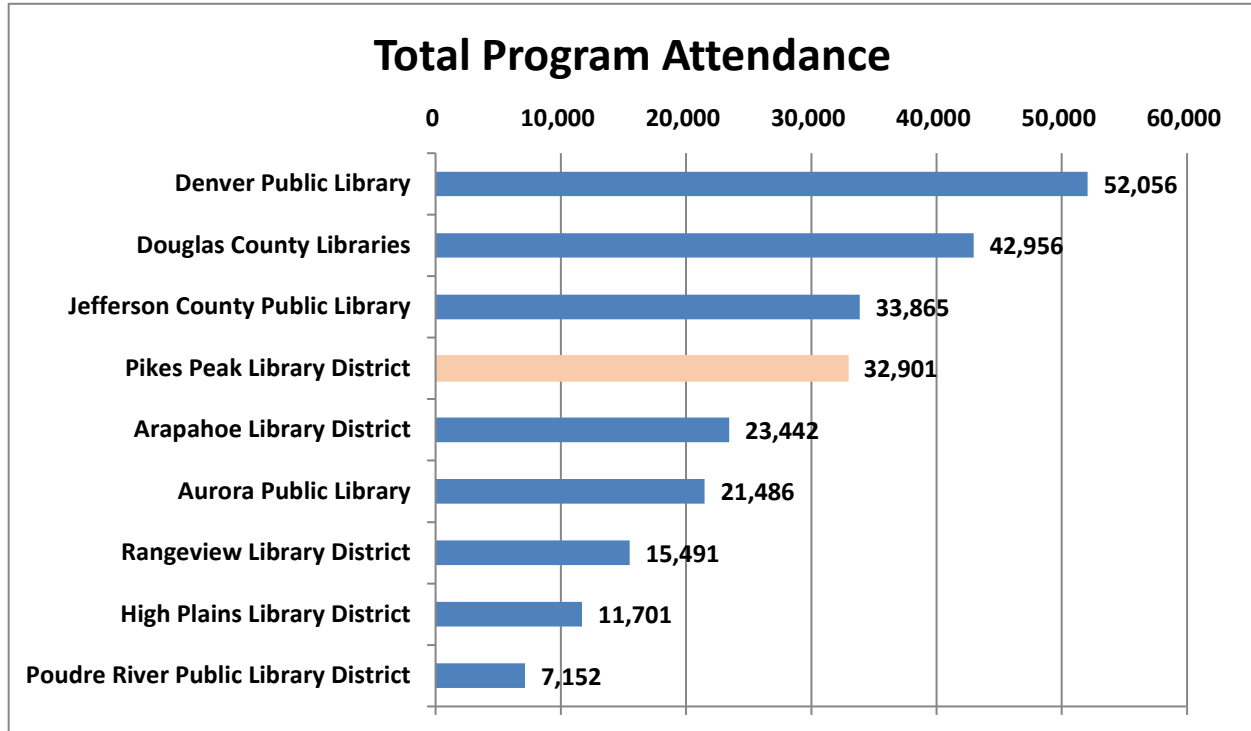
15. Uses of Internet Computers – This chart shows the total number of uses of internet computers. The District ranked second out of these 9 libraries, unchanged from 2019.



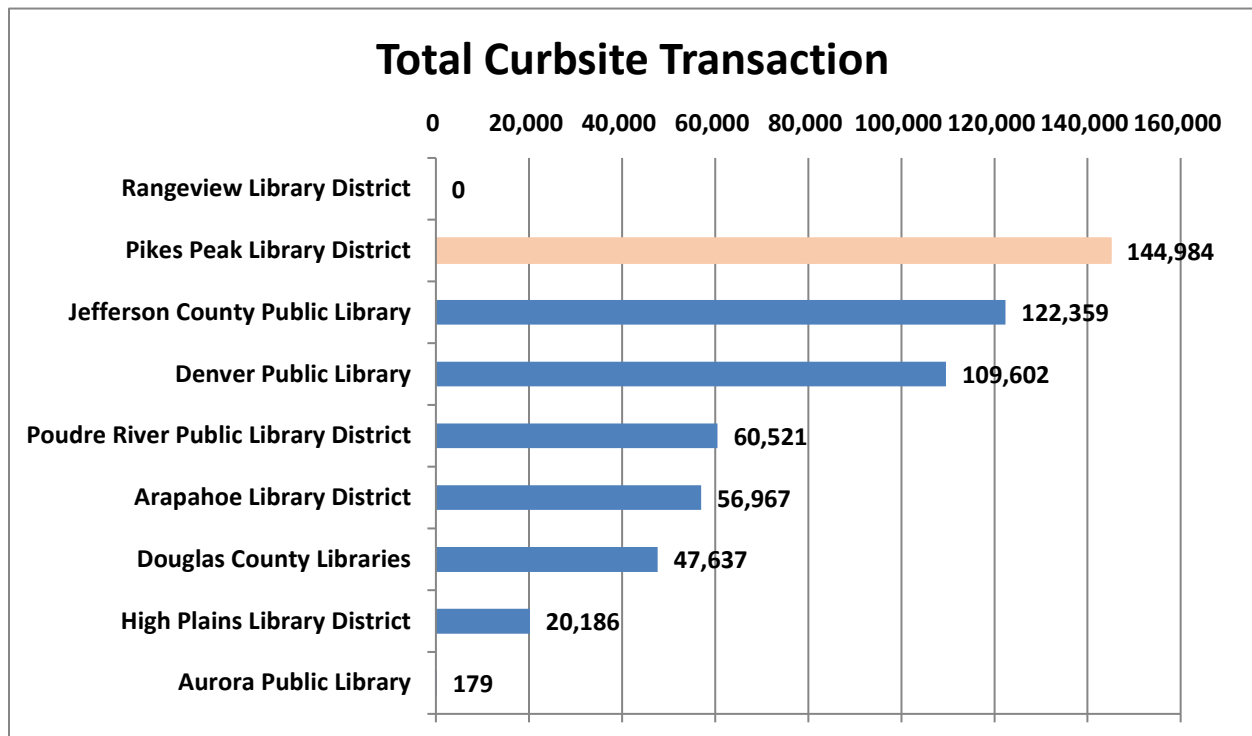
16. Total Programs – This chart shows total number of programs. The District ranks third out of 9 libraries in 2020.



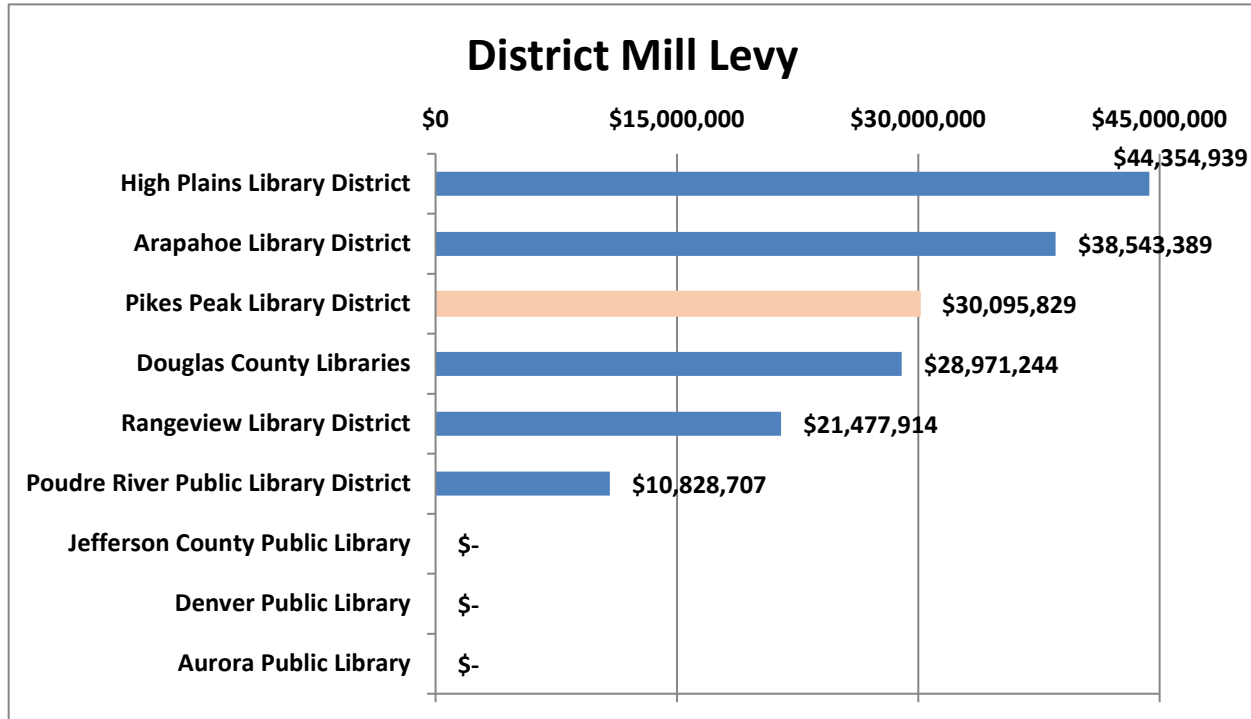
17. Total Program Attendance – This chart shows total count of the audience at all library programs. The District ranked fourth in 2020, unchanged from 2019.



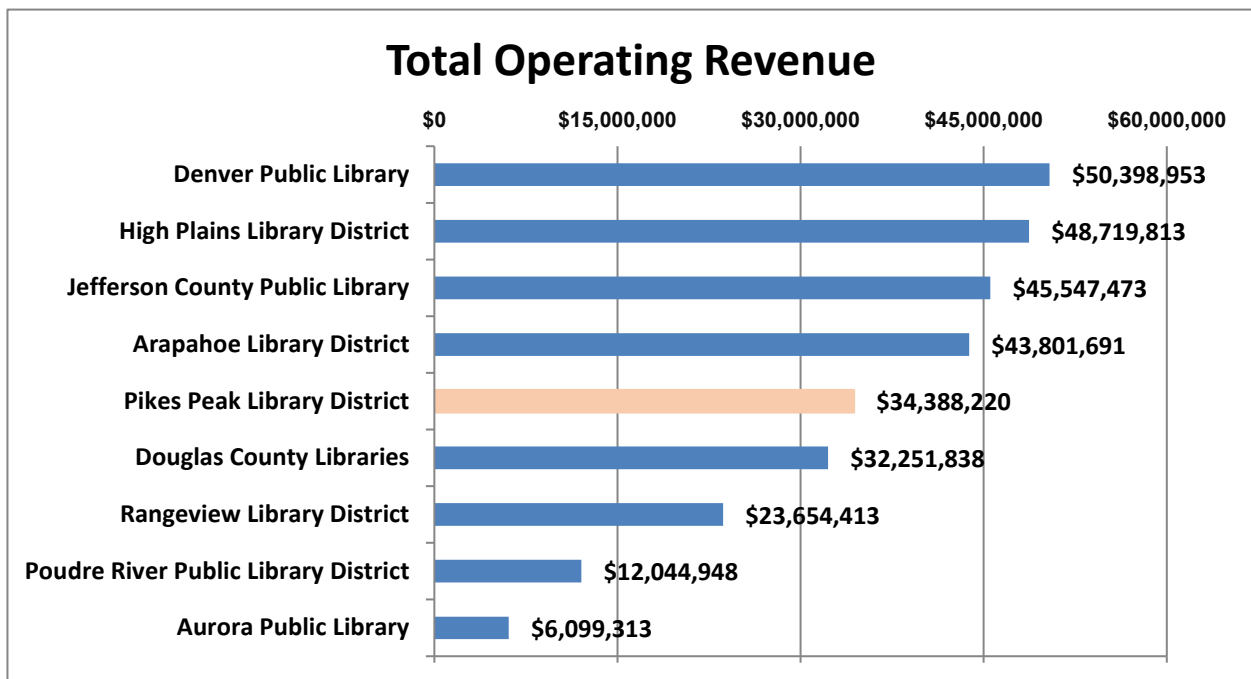
18. Curbsite Transactions



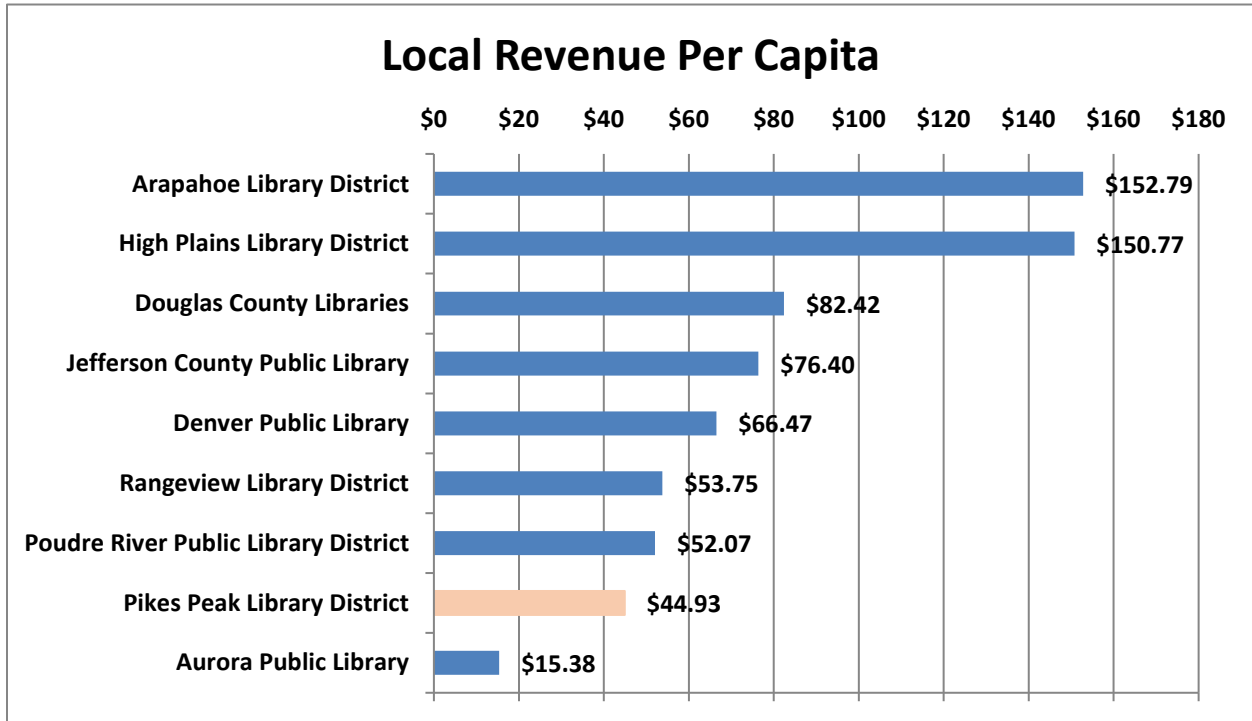
19. District Mill Levy – This chart shows the total amount of property tax revenue received by the District from its mill levy.



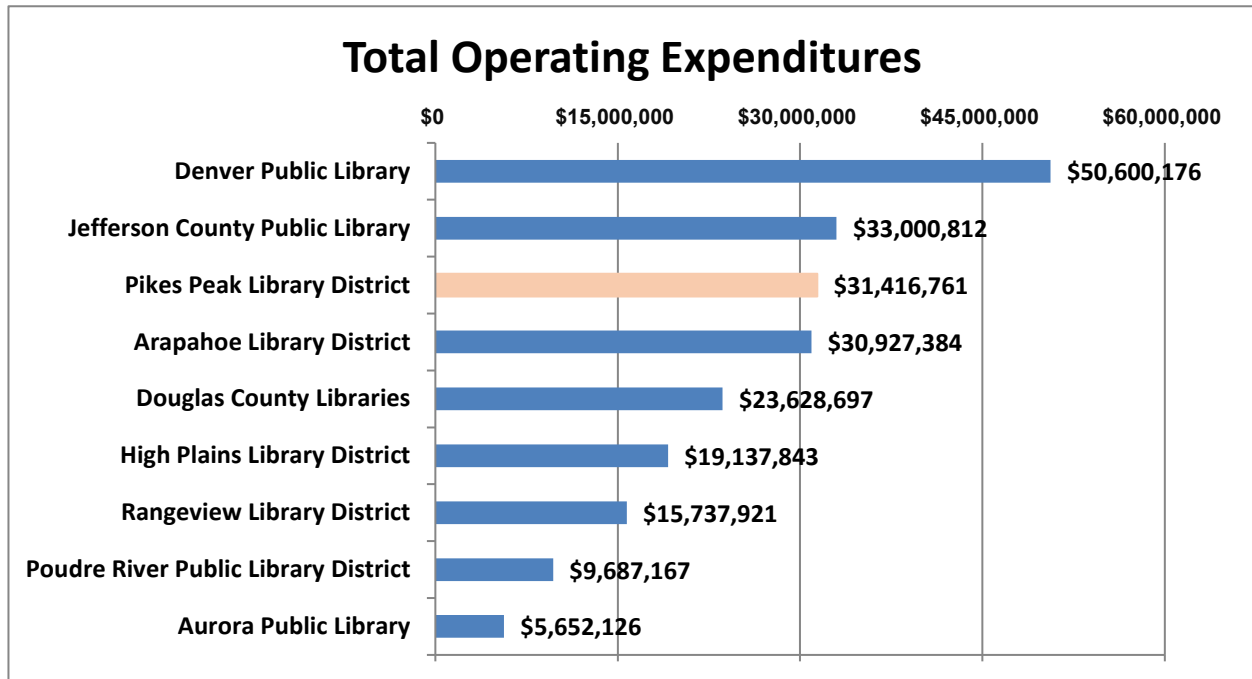
20. Total Operating Revenue – This chart shows total operating revenue for each library. In 2020, the District ranked fifth. In 2019, the District also ranked fourth.



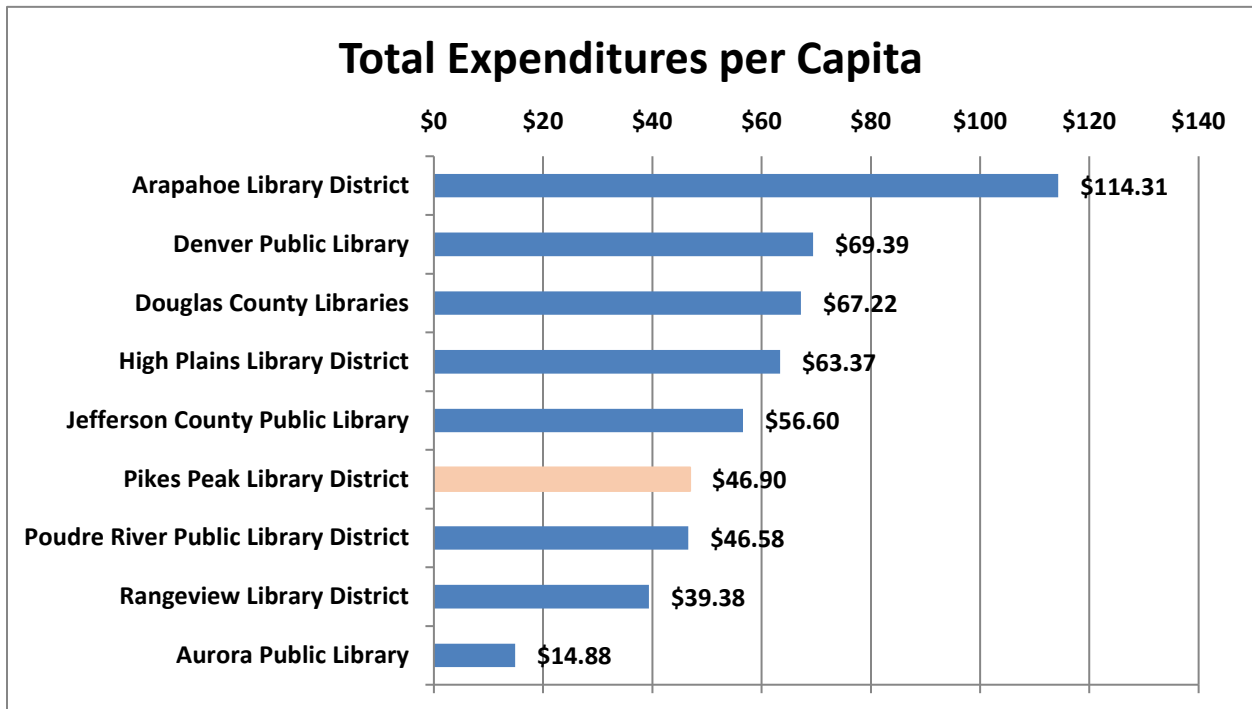
21. Local Revenue per Capita



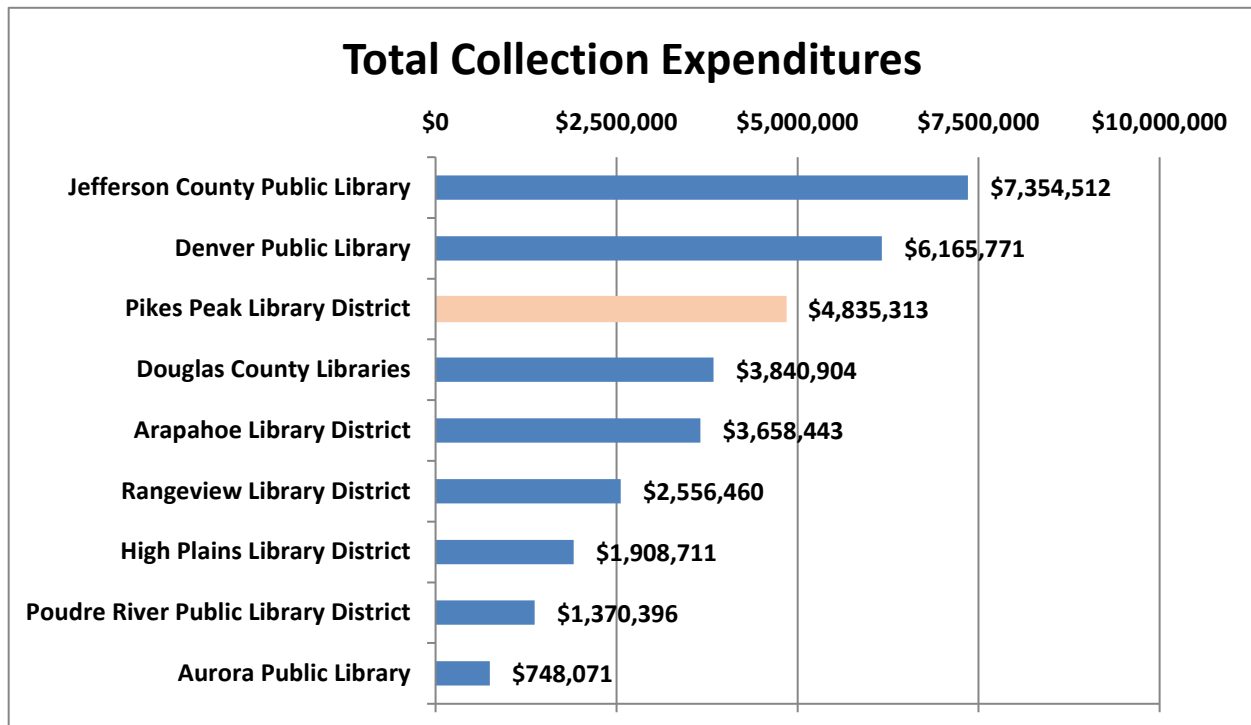
22. Total Operating Expenditures – This chart shows the total amount spent on operations. In 2020 and 2019, the District ranked third, primarily due to the size of its LSA population.



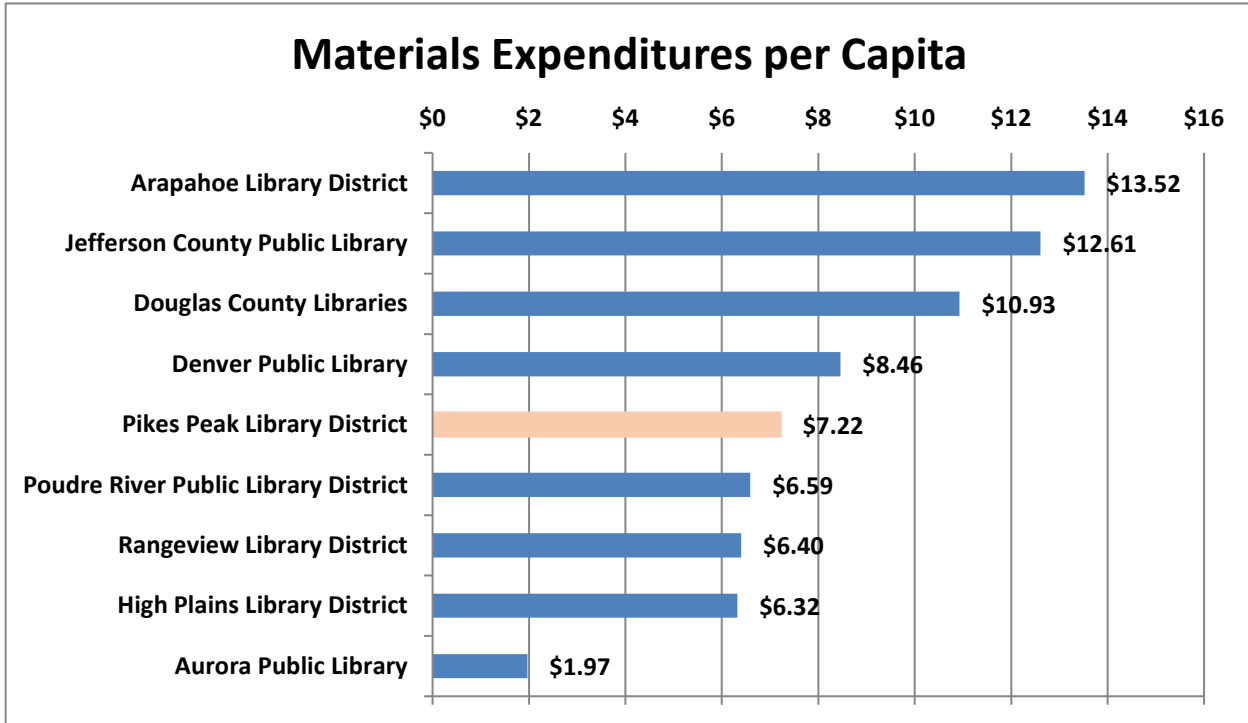
23. Total Expenditures Per Capita – This chart shows the total operating expenditures divided by LSA population. The District ranked seventh out of the 9 libraries for 2020.



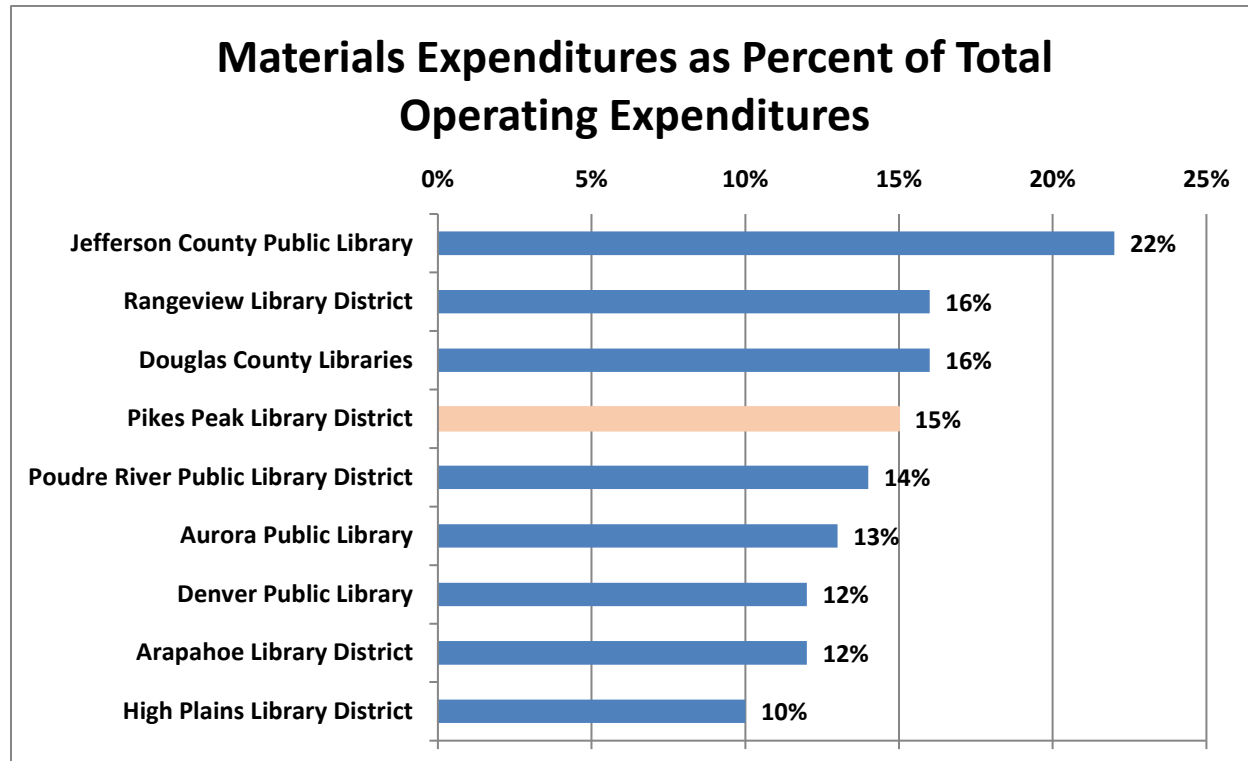
24. Total Collections Expenditures



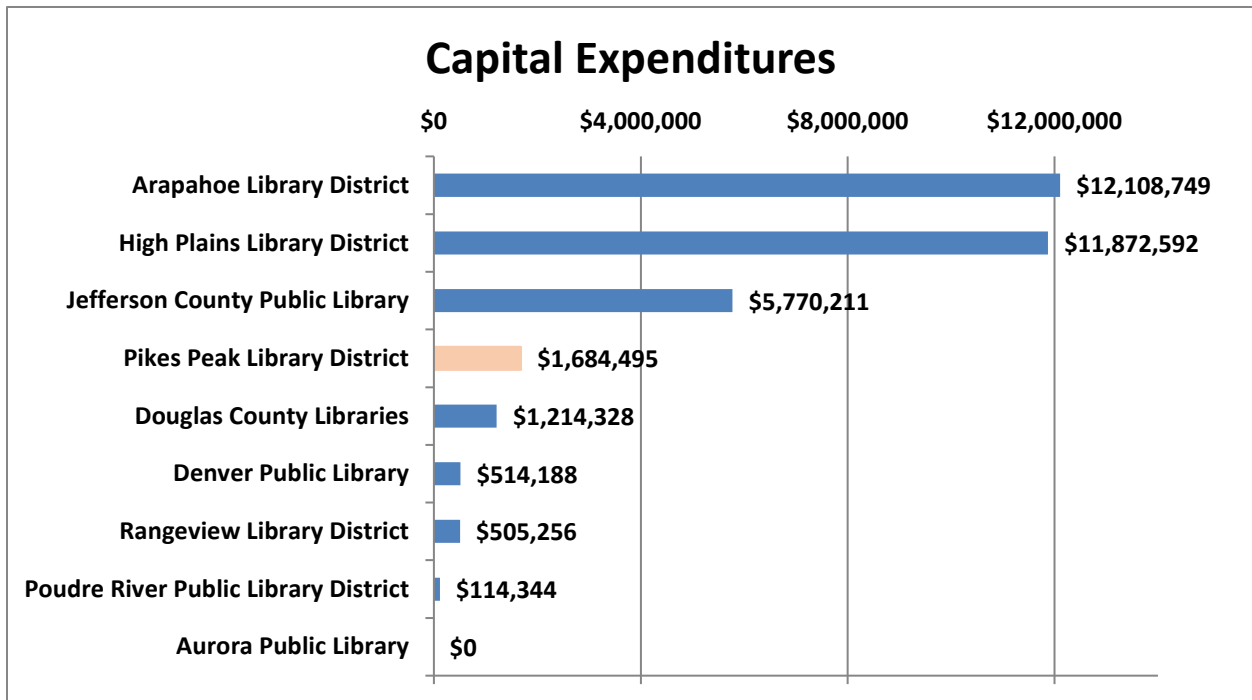
25. Materials Expenditures Per Capita – This chart shows the total materials expenditures divided by total LSA population. In 2020, the District ranked fifth.



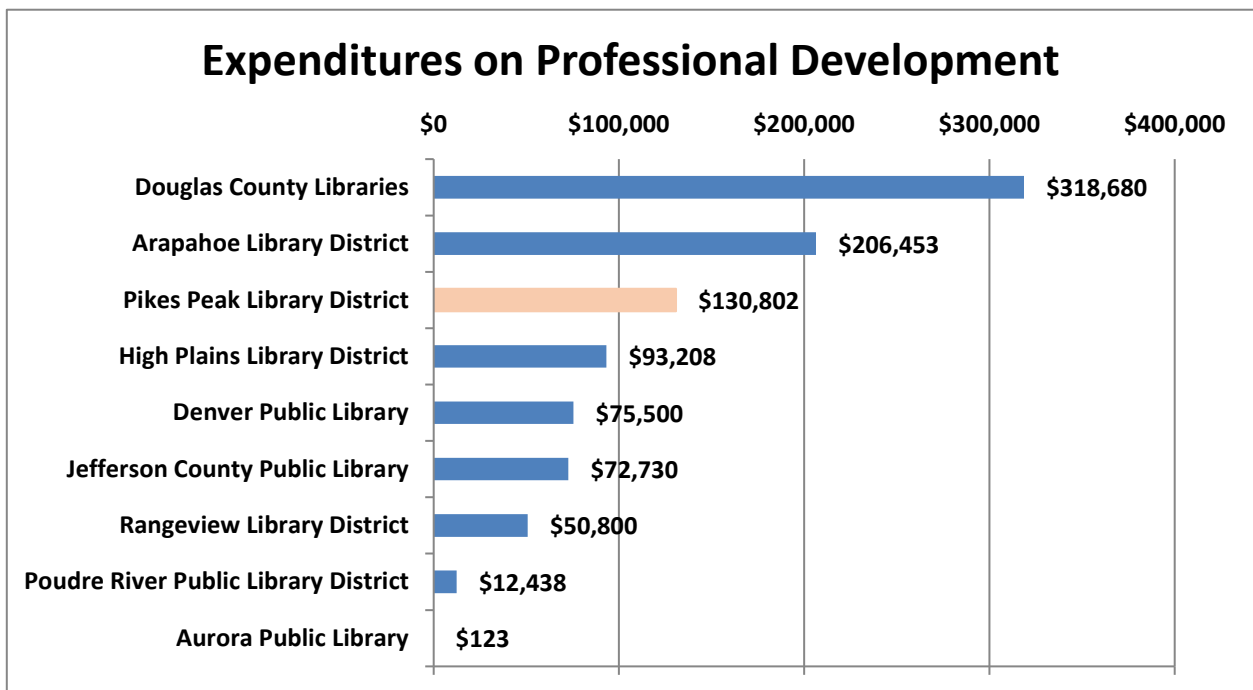
26. Materials Expenditures as Percent of Total Operating Expenditures – This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. In 2020, the District ranked fourth out of the 9 libraries.



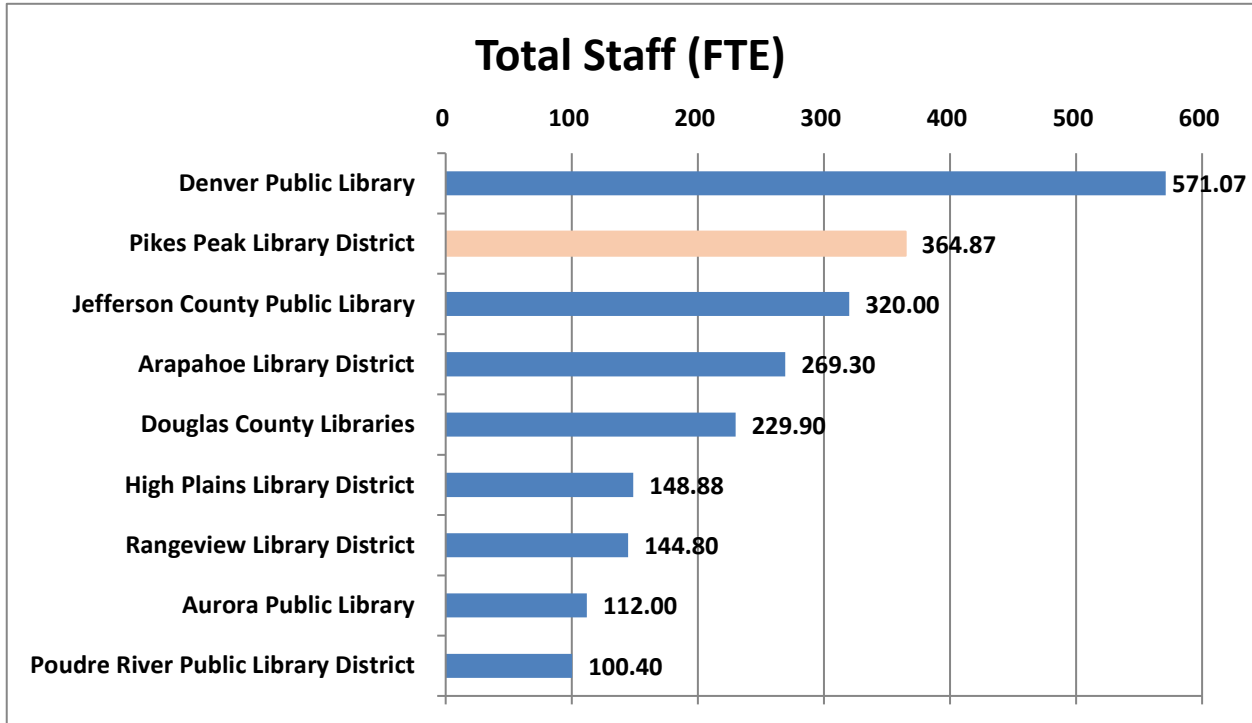
27. Capital Expenditures – This chart shows total expenses paid for new buildings or furnishings, renovations, automation systems, vehicles, and other major one-time projects. Includes all federal, state, local and other revenue used for major capital expenditures. In 2020, the District ranked fourth.



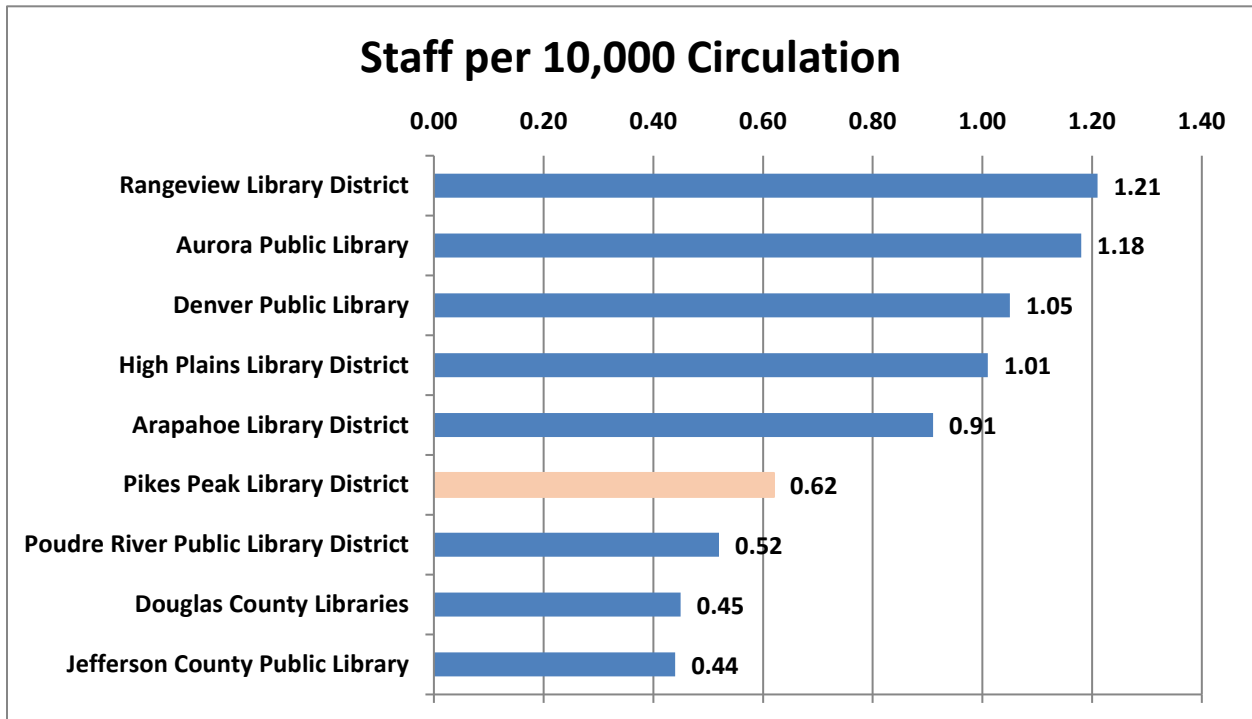
28. Expenditures on Professional Development – This chart shows total expenditures for development and education of staff. The total includes fees, materials, travel costs, conference registrations, workshops, reimbursements, software, videos, and cost of in-house development office. This does not include costs associated with regular staff or human resources meetings. For 2020, the District ranked third out of 9 libraries in this category.



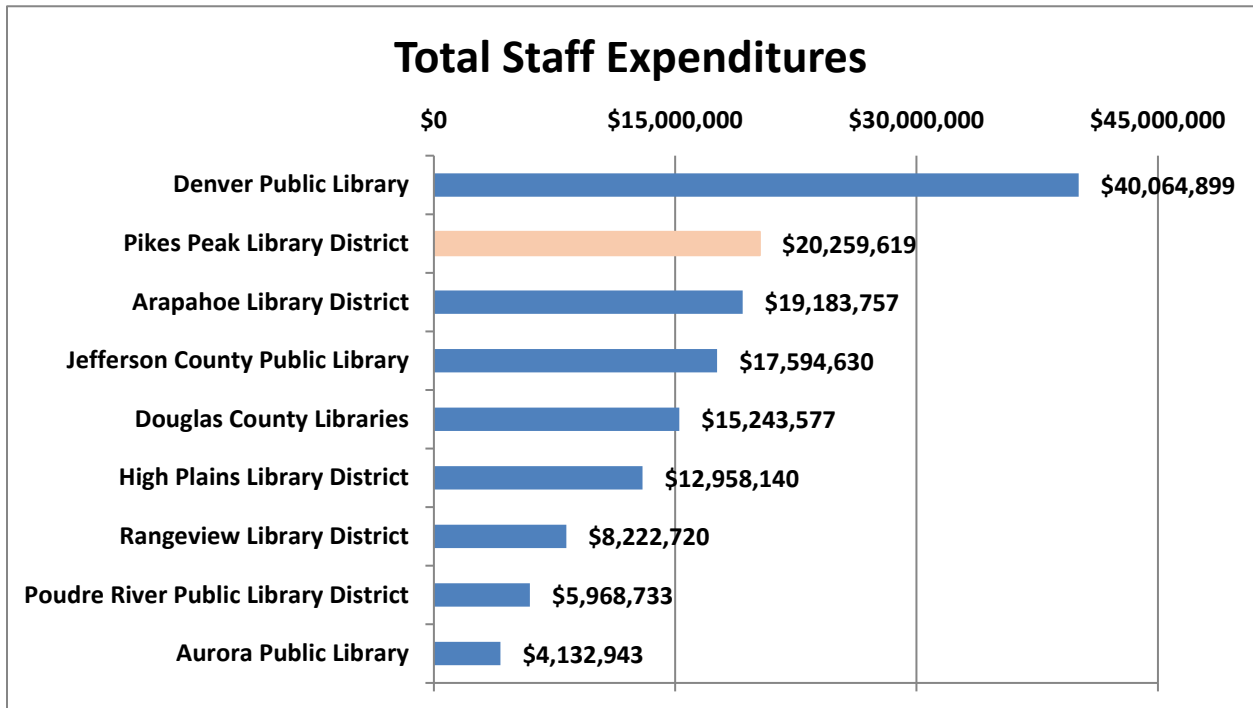
29. Total Staff (FTE) - This chart shows the total number of full-time equivalents of staff. The District ranked second; this rank is unchanged from 2019.



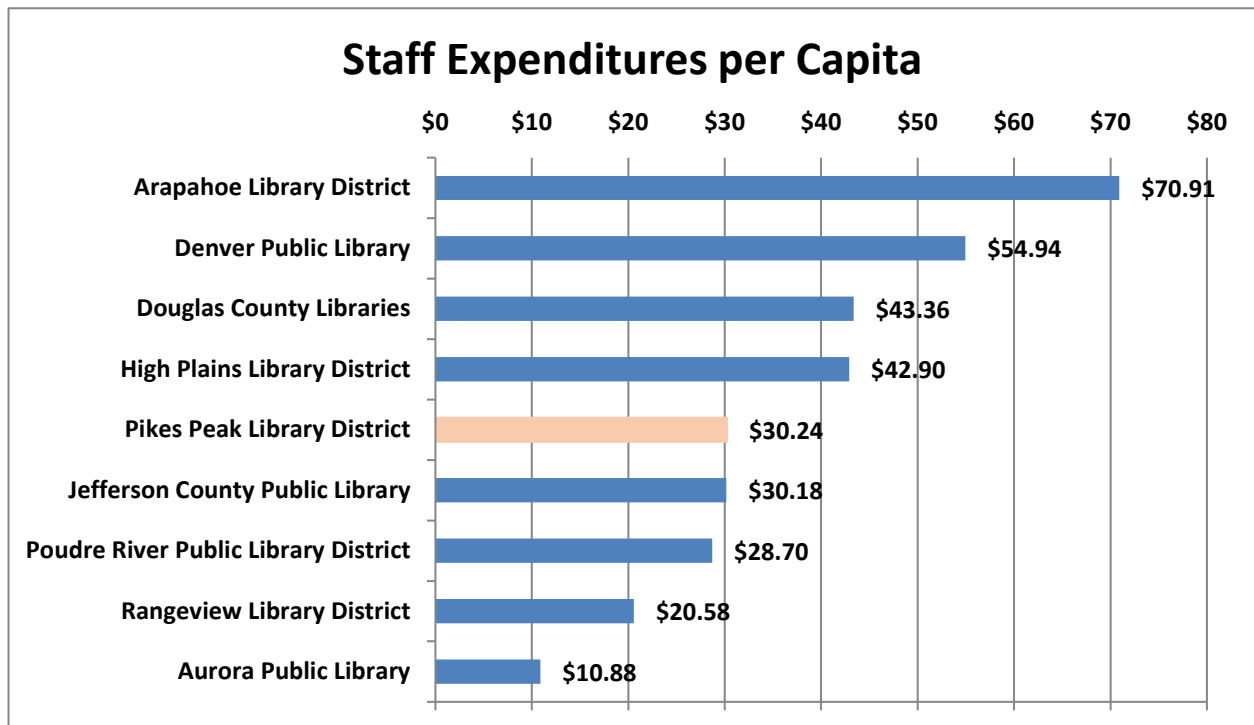
30. Staff per 10,000 Circulation



31. Total Staff Expenditures – This chart shows total wages and benefits paid to library staff. In 2020, the District ranked second. For 2019, the District also ranked second.



32. Staff Expenditures Per Capita – This chart shows the total staff dollars spent on staff wages and benefits divided by total LSA population. The District ranked fifth out of the 9 libraries.

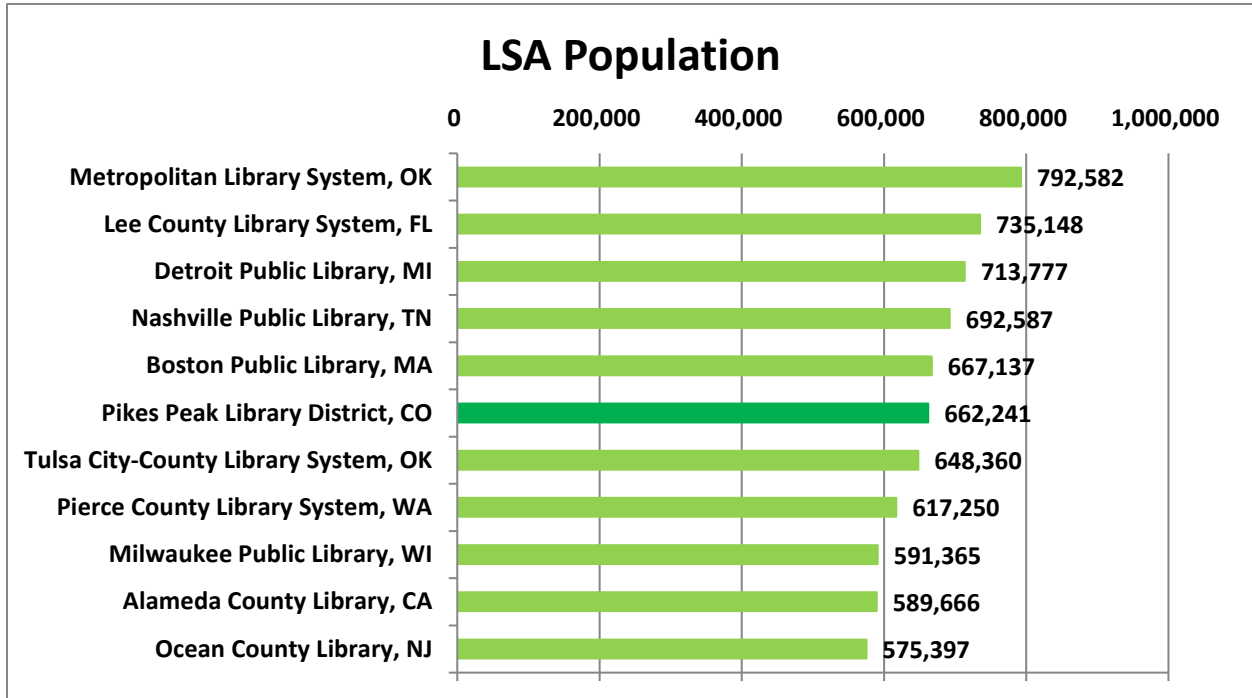


Appendix 2 - PPLD Comparison to National Libraries

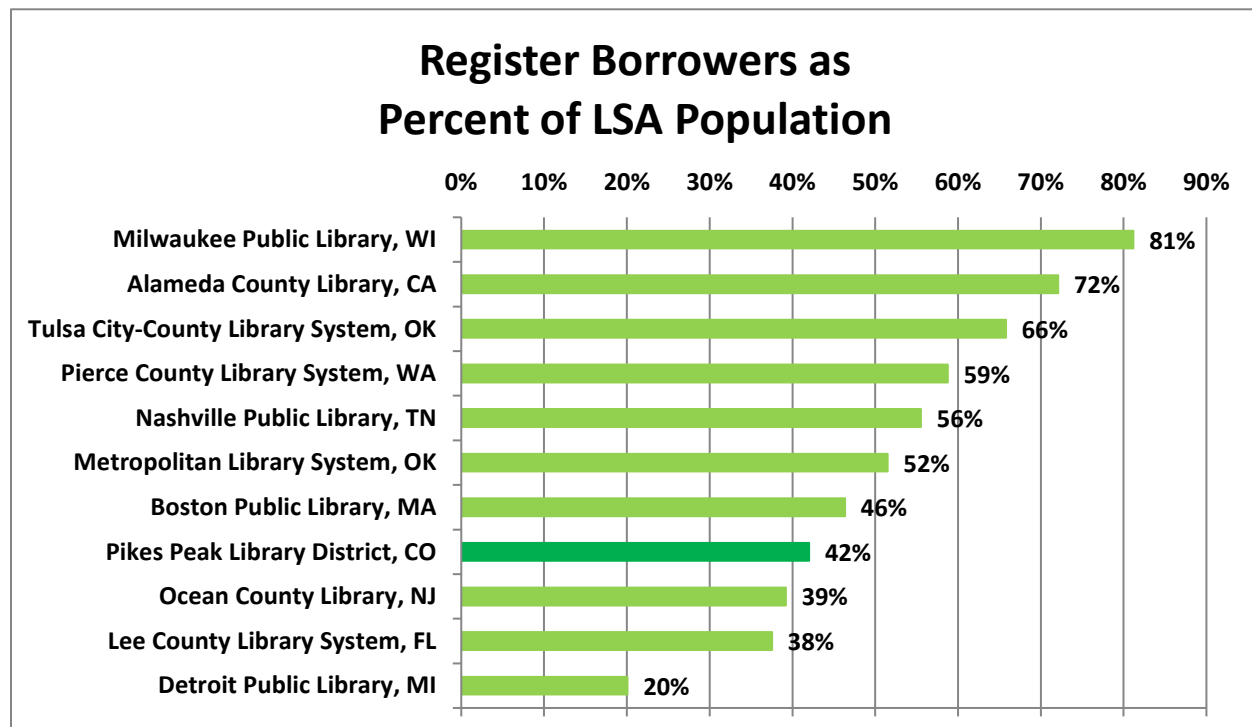
Source: Institute of Museum and Library Services (2018 data)

<https://www.ims.gov/search-compare/>

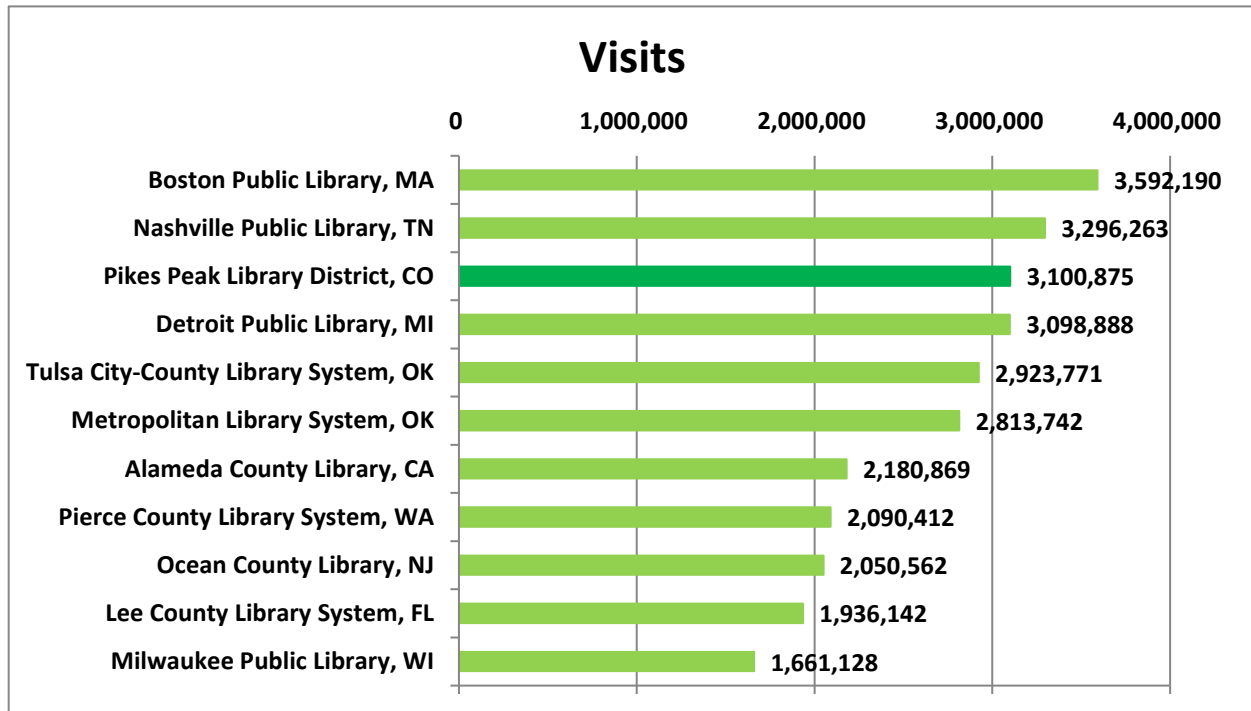
- 1. Library Service Area (“LSA”) Population** – This chart shows the total number of citizens that reside within the boundaries of the library system.



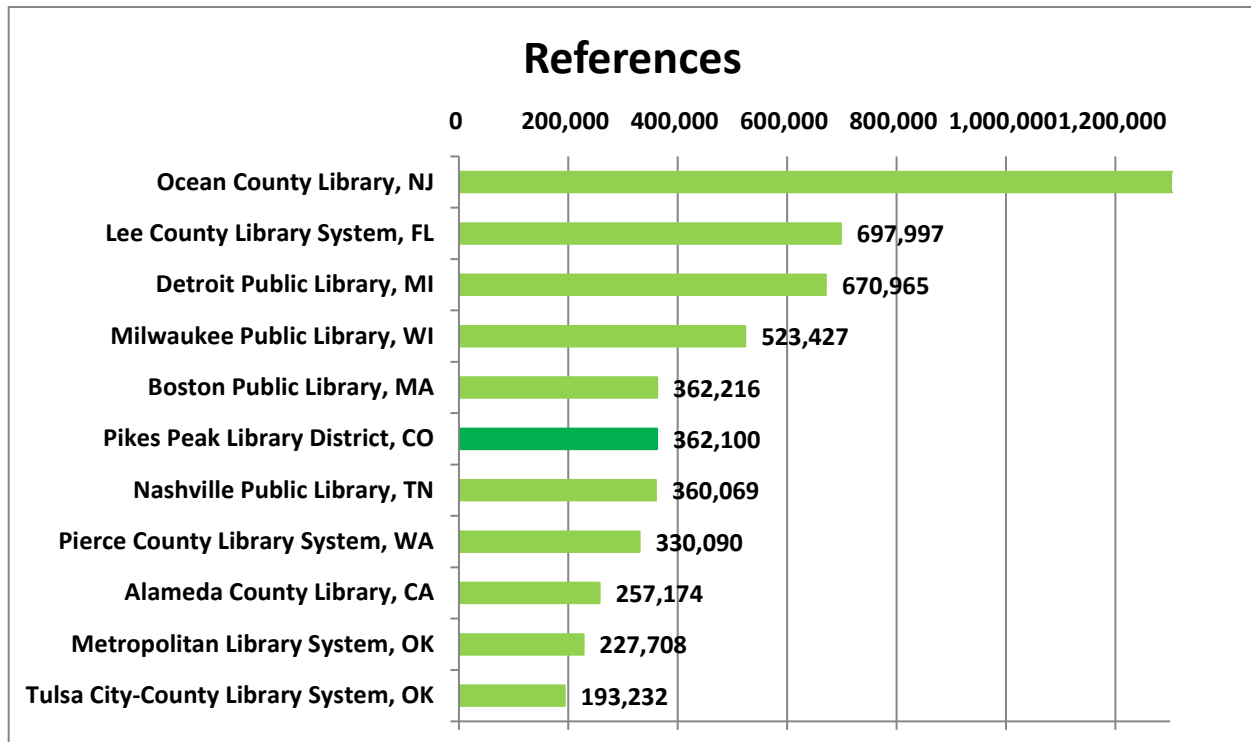
- 2.**



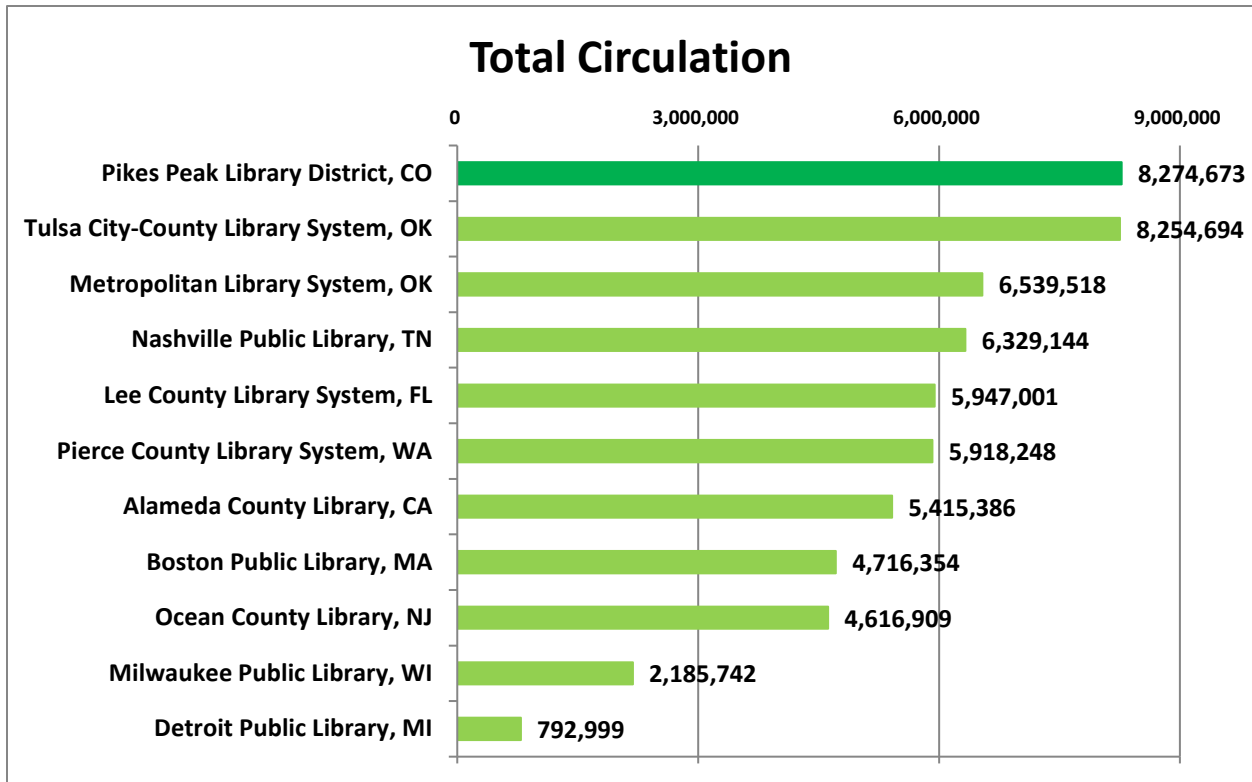
3. Number of Patron Visits – This chart shows total library patron visits during 2019.



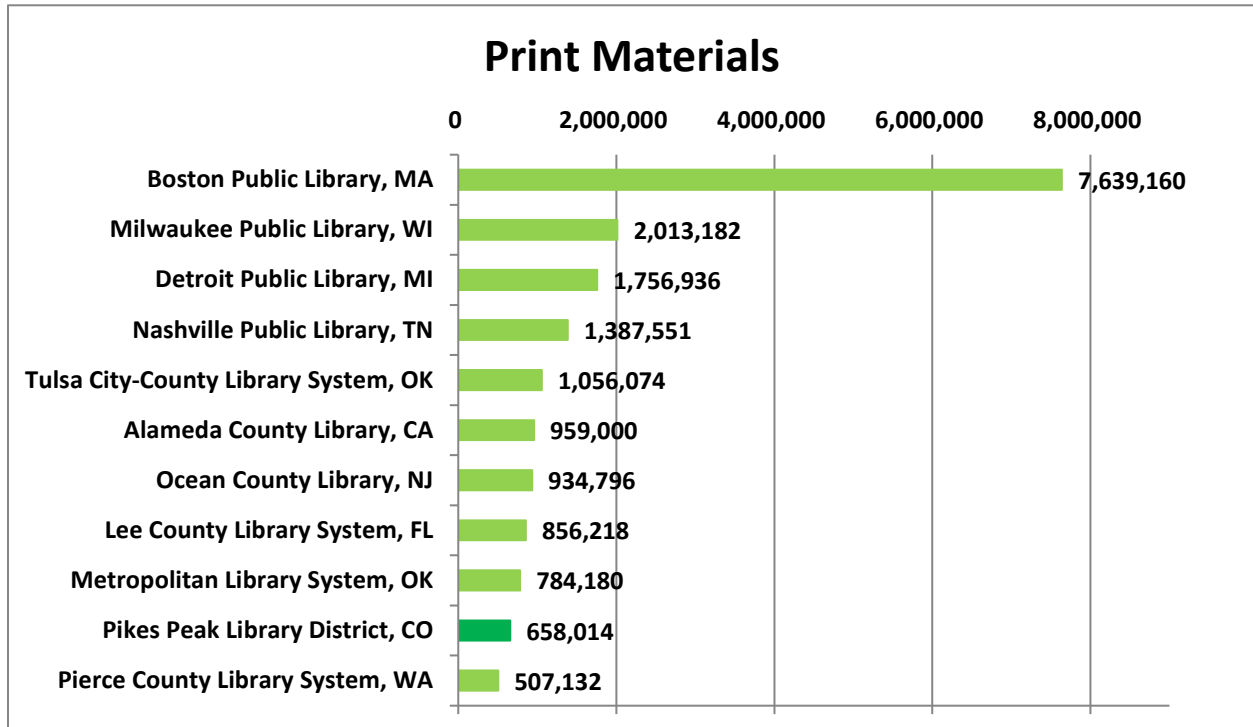
4. Reference Transactions – This term is defined as “An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff”.



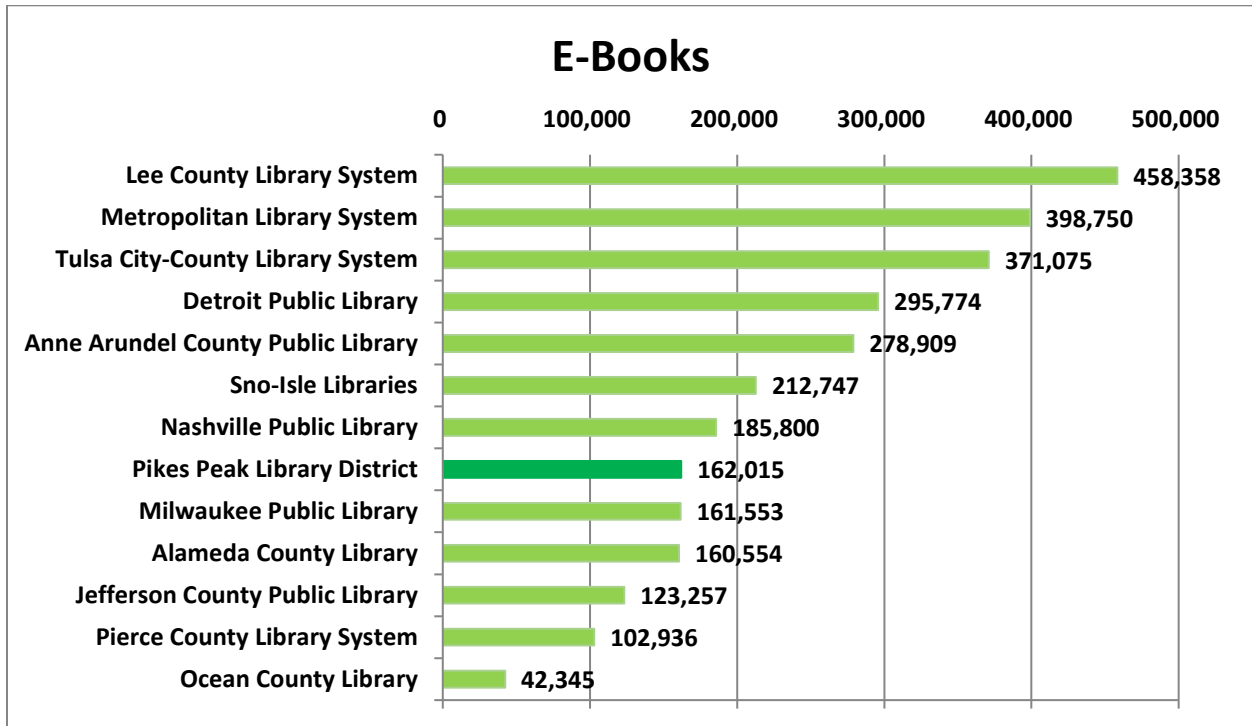
5. Total Circulation – This chart shows total circulation during 2019.



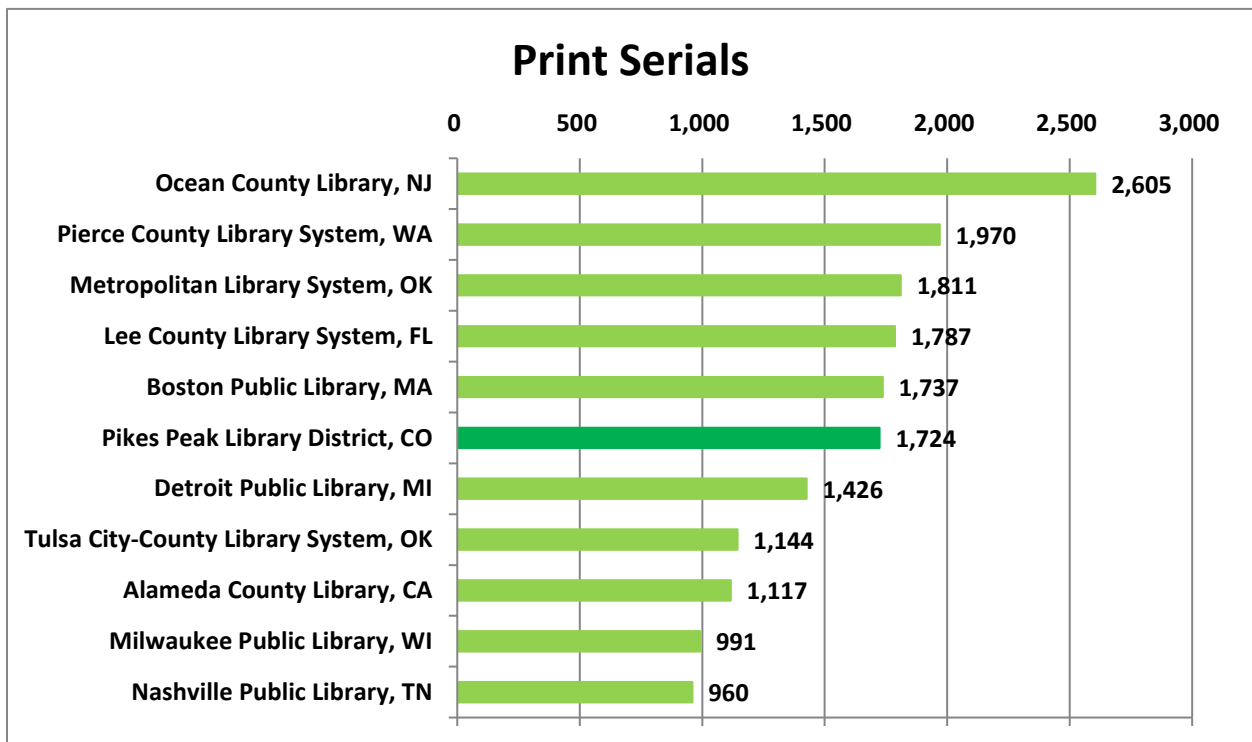
6. Total Print Materials – This chart shows total printed books and serial publications owned by the library.



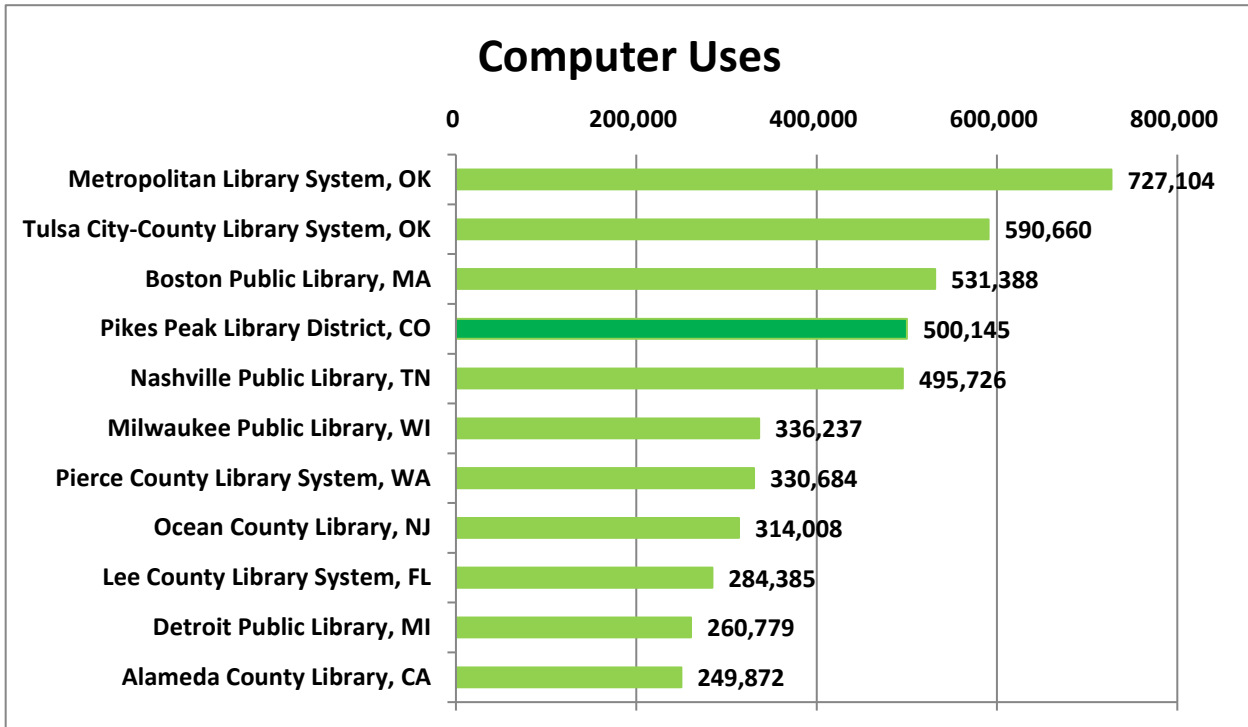
7. **Total E-Books** – This chart shows total e-books and serial publications owned by the library.



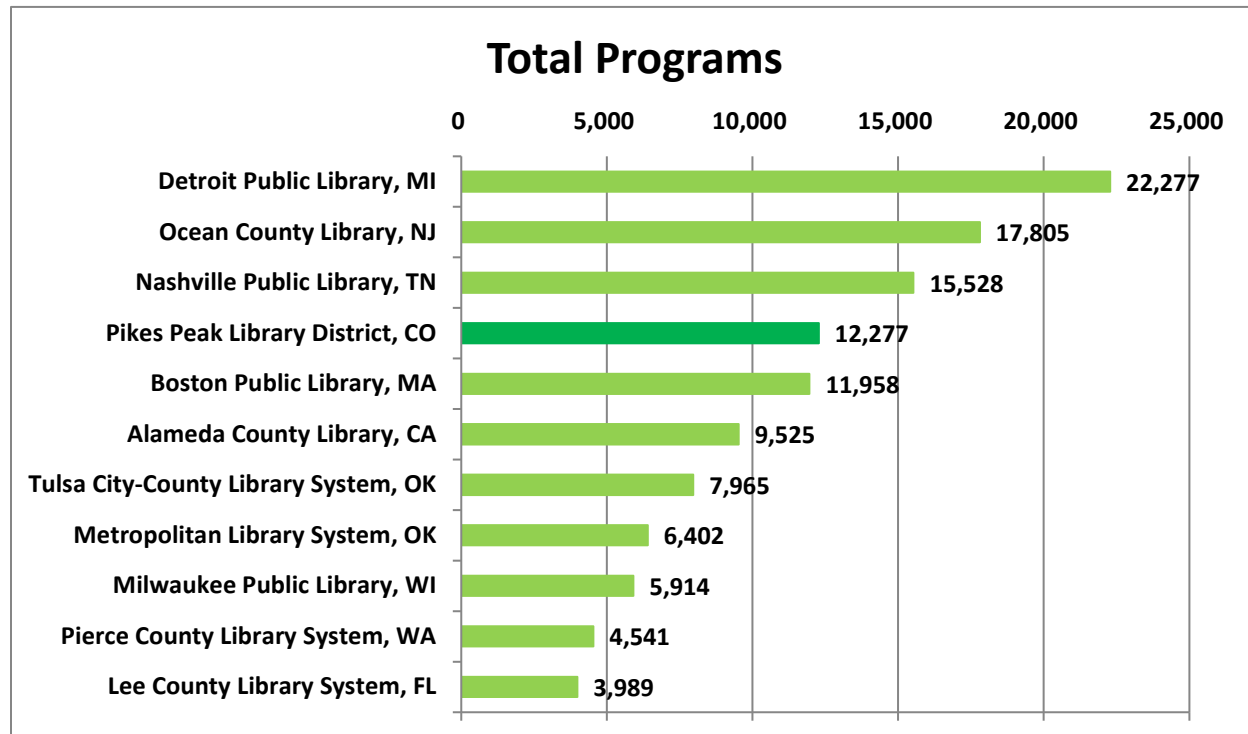
8. **Total Print Serials** -



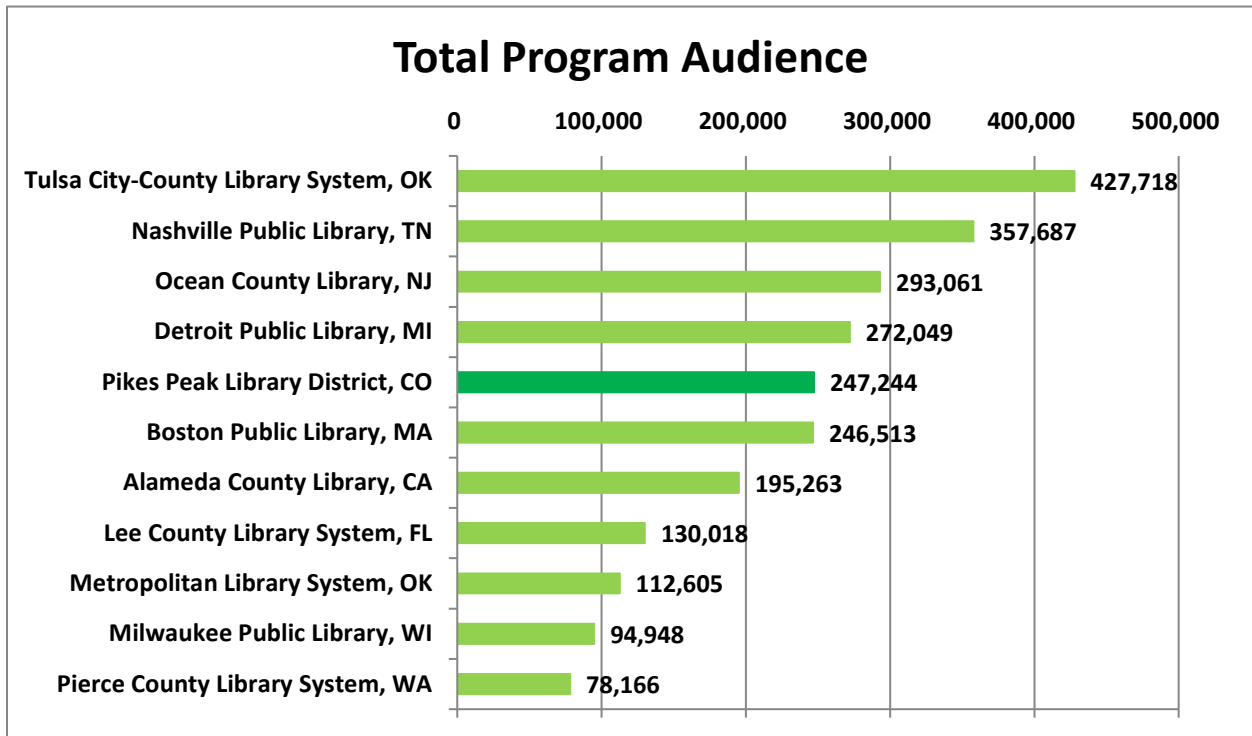
9. Total Computer Uses



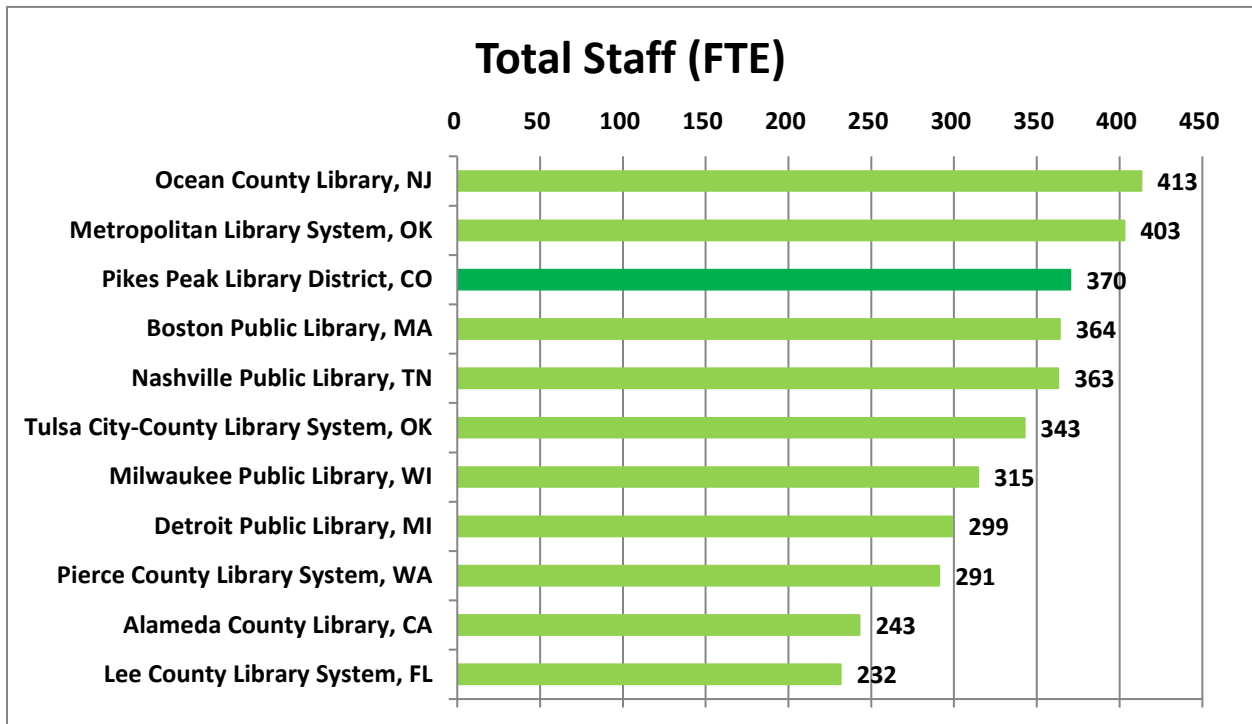
10. Total Programs



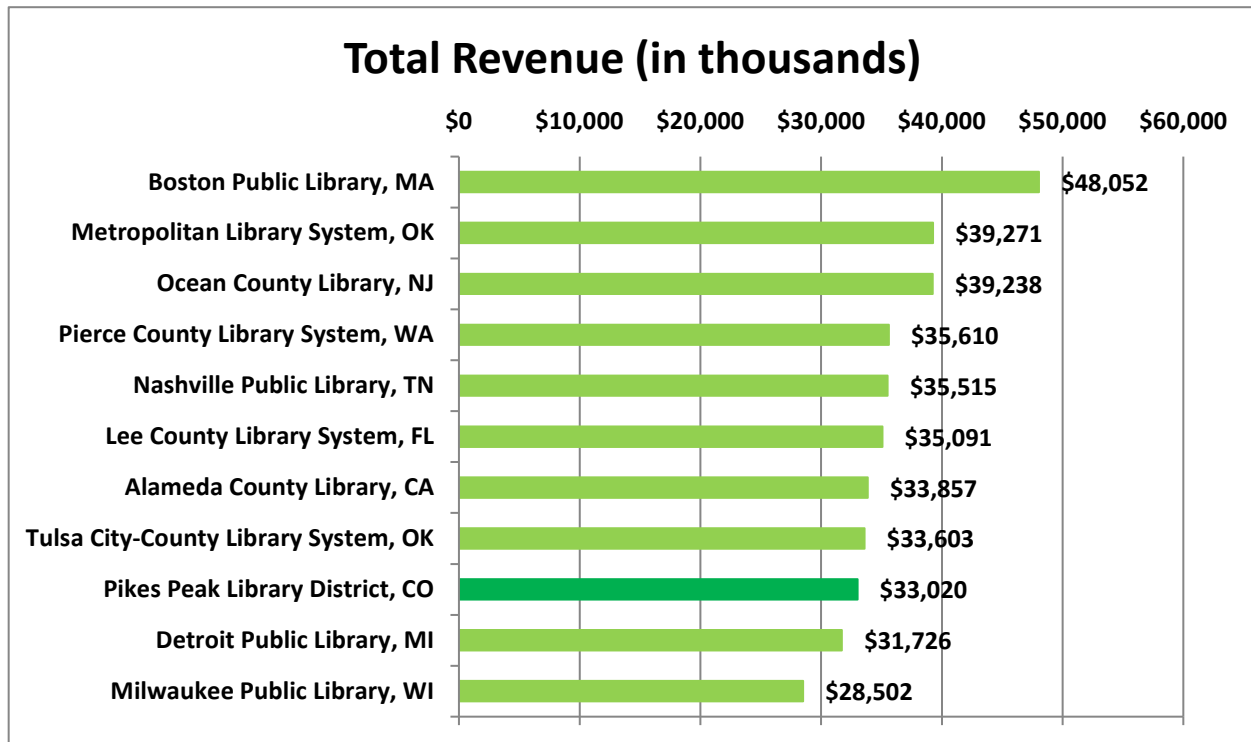
11. Total Program Audience – This chart shows total attendance at all library programs.



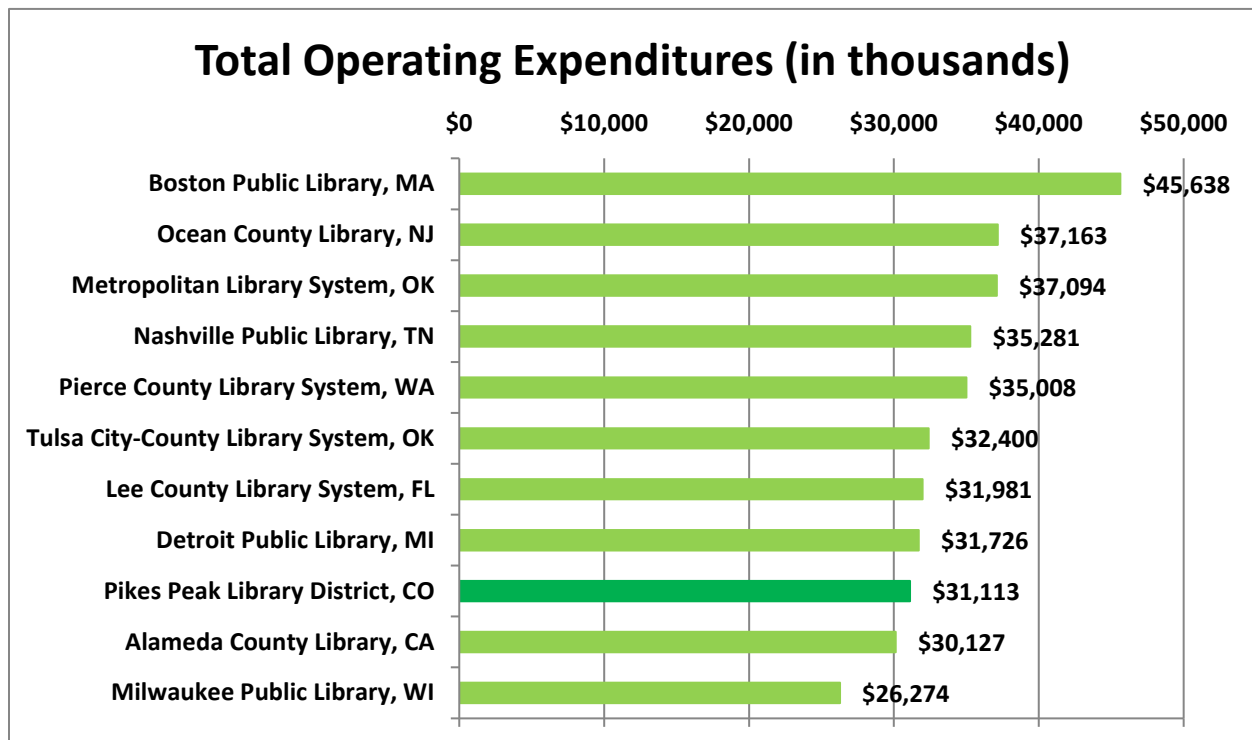
12. Total Staff (FTE) - This chart shows the total number of staff full-time equivalents.



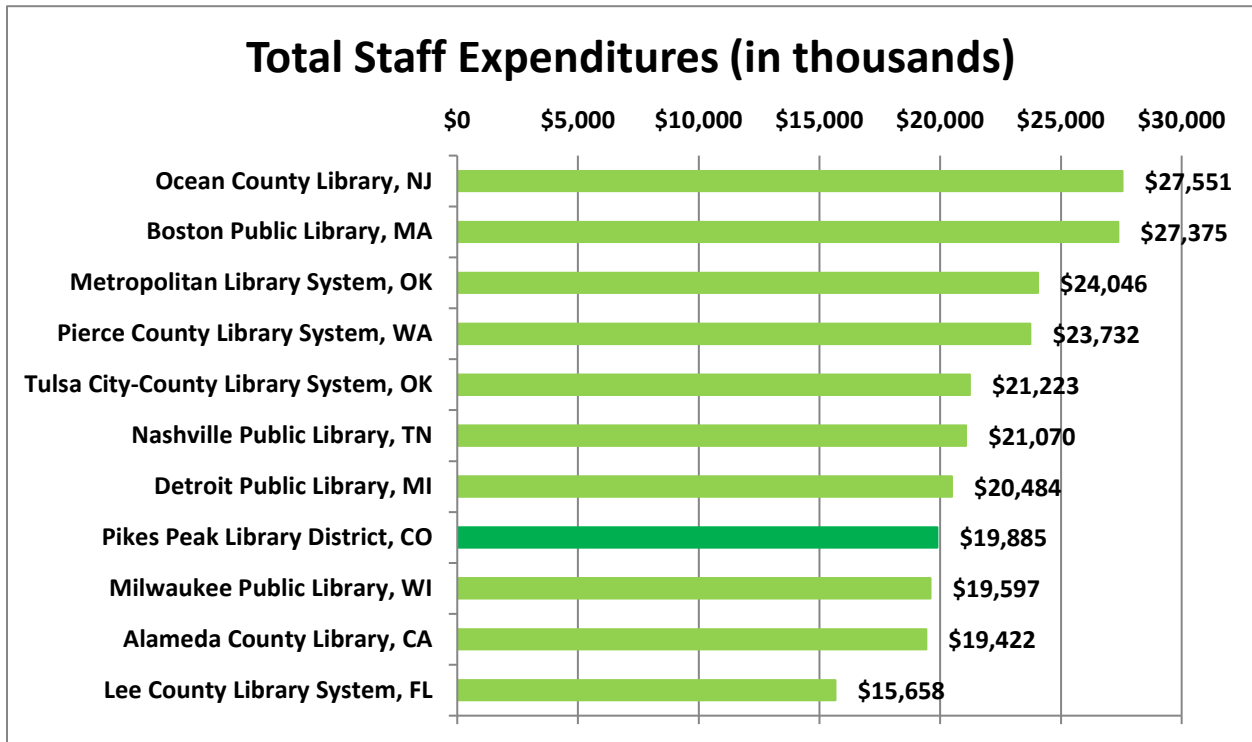
13. Total Operating Revenue – This chart shows total operating revenue for each library.



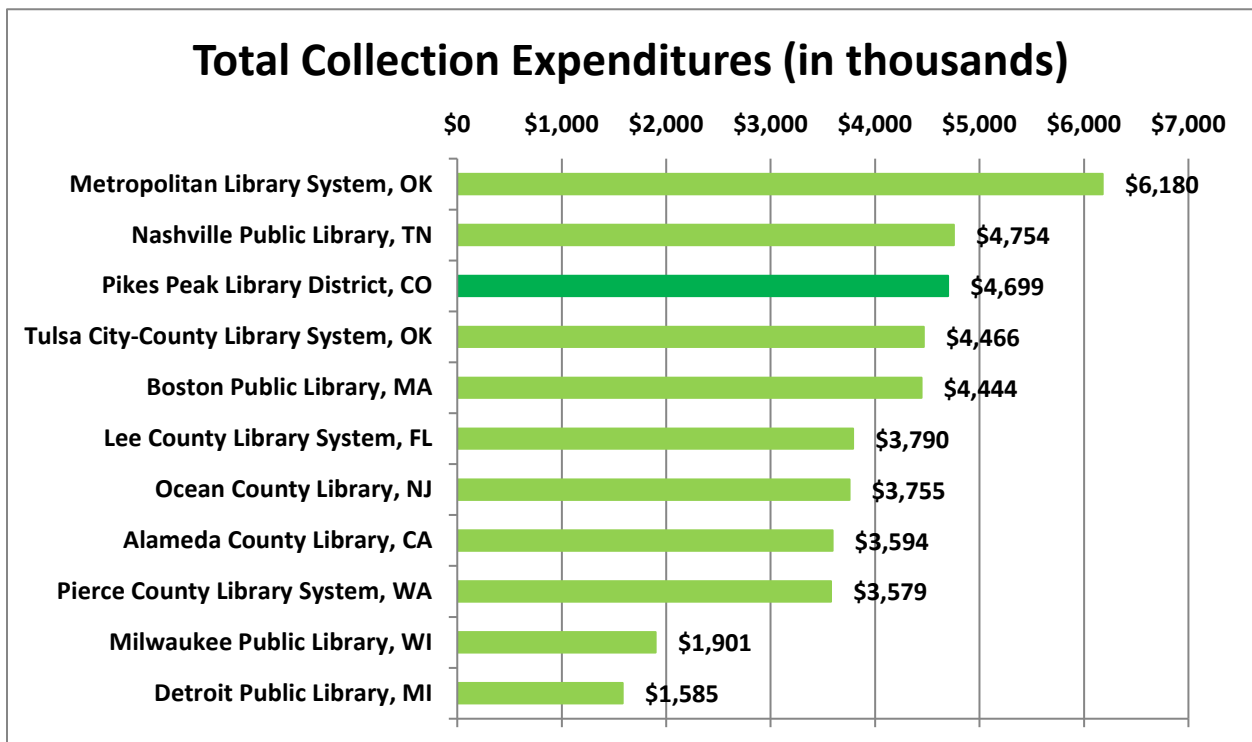
14. Total Operating Expenditures - This chart shows the total operational expenditures.



15. Total Staff Expenditures



16. Total Collection Expenditures - This chart shows the total library material expenditures.



Appendix 3 - Glossary of Terms

Account: A code for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department.

Accrual Basis of Accounting: The method of accounting under which debits and credits are recorded at the time when they are incurred as opposed to when cash is received or spent.

Adjusted Budget: Adjustments to the Original budget made through requests to reflect the operating needs of the departments.

Ad Valorem Taxes: Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

Asset: Any owned physical object (tangible) or right (intangible) having a monetary value or an item or source of wealth expressed in terms of any cost benefiting a future period.

Audit: A view of the District's accounts by an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

Balanced Budget: A budget for which revenues and expenditures are equal.

Budget: A financial plan of estimated expenditures and the means of financing them for a stated period (fiscal year).

Budget Calendar: The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budget Transfer: A means of amending the budget during the fiscal year.

Capital Assets: Assets of significant value and having a minimum useful life of five years. Capital assets are also called fixed assets.

Capital Outlay: An item that costs \$5,000 or more and is expected to last one year or longer.

Capital Project: The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of infrastructures (roads, bridges, etc.). Capital projects often extend beyond the fiscal year in which the project is first approved.

CIP - Capital Improvements Plan: The plan adopted by the Commission pursuant to the Impact Fee Ordinance that identifies capital improvements (infrastructures) for which impact fees may be used as a funding source.

Contingency: A budgetary reserve set aside for emergencies, specific or unforeseen expenditures not otherwise budgeted.

Contractual Services: Expenses that are usually incurred by entering into a formal agreement or contract with another party.

Debt Service: The annual payment of principal and interest on the District's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as bridges, roads, and storm sewers.

Department: A sub-unit of a Division which furthers the objectives of the Division.

Depreciation: Expiration in the service life of capital assets, attributed to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

Encumbrances: Unperformed obligations on goods or services in the form of purchase orders or contracts which are reserved. Obligations cease to be encumbrances when paid.

Expenditures: Payments for goods or services that require the current or future use of net current assets, debt, and capital outlays.

Fees: A general term used for any charge of services.

FICA - Federal Insurance Contributions Act: A compulsory payroll tax which funds Social Security.

Fixed Assets: Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, and other equipment.

Fringe Benefits: Contributions made by a government to meet commitments or obligations for employee benefits. This includes health / dental insurance, pension plan, workman, compensation, and any other plan paid by the employer.

FTE - Full Time Equivalents: The hourly equivalent of a full-time employee. An FTE can be made up of either one full-time or two or more part-time employees. One (1.0) FTE equals 2,080 hours per year.

Fund Balance: Excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditure and other financing uses.

FY - Fiscal Year: A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The District's is from October 1 to September 30.

GAAP - Generally Accepted Accounting Principles: Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

GASB: Governmental Accounting Standards Board

General Fund: The fund that accounts for all revenues and expenditures, which are not accounted for in a specific purpose funds. It finances the ordinary operations of the District.

GFOA: Government Finance Officers Association

GL - General Ledger: Official record of ACHD's budget and financial transactions. The GL includes budget transactions, revenue & expense transactions, encumbrances, assets, liabilities, and fund balances.

IT: Information Technology

Levy Rate: The amount of tax levied for each \$1,000 of assessed valuation.

Liability: Indebtedness of a government entity.

Line-Item Budget: Anticipated operational expenditures budgeted by cost categories.

Miscellaneous Revenue: Revenue category comprising non-categorized revenue sources.

Operating Budget: The budget portion that provides basic governmental services that pertains to daily operations.

Original Budget: The Commission approved budget for the ensuing fiscal year.

Performance Measure: A public oriented measure which, whether stated in terms of effectiveness or efficiency, quantitatively describes how well a service is being performed.

Professional Services: Support Services provided through an agreement or contract.

Projection: Estimation of revenues and expenditures based upon past trends, current economic conditions, and future financial forecasts.

Property Tax: Annual charge to owners of real property based on assessed valuation and the mill levy rate.

Reimbursement: Payment of amount remitted on behalf of another party, department, or fund.

Reserve: Funds set aside in the current and past years for the purpose of paying for capital needs, providing for obligations and liabilities, and meeting emergency needs.

Resolution: A special order of the Commission which has a lower legal standing than an ordinance.

Revenues: Funds that the government receives as income such as tax payments, user fees, grants, or interest income to support the services provided.

Service Area: A defined geographic area identified in which the System provides service to Development with the area defined.

Transfers: Amounts distributed from one fund/account to another fund/account.

Unreserved Fund Balance: The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.



**Regular Meeting of the Board of Trustees
PROPOSED 2022 SCHEDULE**

All meetings begin at 5:00 p.m.

3rd Wednesday
January 19
February 16
March 16
April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 7 (1 st Wednesday due to Budget deadline of December 15)



**Board of Trustees Committee meetings
2022 SCHEDULE**

Internal Affairs Committee – 2:00 pm

Public Affairs Committee – 3:00 pm

Governance Committee – 4:00 pm

1 st Tuesday
January 4
February 1
March 1
April 5
May 3
June 7
July 5
August 2
September 6
October 4
November 1
December 6

500.6 Floating Holidays (Revised 5/21)

Board Policy

It is the policy of Pikes Peak Library District to grant employees up to four floating holidays with pay.

Administrative Policy

PPLD recognizes that some employees may wish to observe certain days that are not included in the Library's regular holiday schedule; for example, Veteran's Day or Hanukkah. Floating holidays are made available to the employee at the beginning of each calendar year, to be used for these occasions or for other personal reasons. The floating holidays may be taken on a day of the employee's choosing with approval from their supervisor. During an employee's first calendar year of employment, the employee may be granted only a portion of the year's floating holiday hours, depending upon which quarter of the year the employee is hired:

An employee starting in the first quarter of the calendar year will be granted a full year's allocation of floating holiday hours effective on the date of hire;

An employee starting in the second quarter of the calendar year will be granted three-quarters of the allocated floating holiday hours effective on the date of hire;

An employee starting in the third quarter of the calendar year will be granted one-half of the allocated floating hours effective on the date of hire; and

An employee starting in the fourth quarter of the calendar year will be granted one-fourth of the allocated floating hours effective on the date of hire.

Requests for floating holiday leave must be submitted to and approved by the employee's supervisor before taking the time off.

Floating holiday leave is deducted from the employee's accrual according to the exact number of hours taken and may not be taken in less than quarter-hour increments.

Floating holiday hours cannot be carried over into the next calendar year. The employee forfeits any unused floating holiday time not used within the current calendar year.

An employee will not be paid for unused floating holiday time when leaving the employment of the Library.

Floating holidays may not be transferred from one employee to another.

Floating holiday time is granted according to the following schedule:

Weekly Hours Scheduled Floating Holiday Hours Granted

35-40	32
26-34	29
20-25	21

Procedures

An employee should request use of floating holiday time in Munis ESS.



REPORT

Received \$100,000 from Next50 Initiative's Flexible Support Fund grant to partially underwrite purchase of replacement bookmobile

Received \$53,148 grant from the Colorado Department of Education for AEFLA program (2020-21)

Received \$44,888 from Institute of Museum and Library Services (IMLS) application requesting funds for digital literacy programs

Received \$37,514 grant from the Colorado Department of Education for Integrated English Language and Civics Engagement (IELCE) English as a Second Language program support (2020-21)

Received \$10,622 grant from the Colorado Department of Education for Integrated English Language and Civics Engagement (IELCE) English as a Second Language program support (2021-22)

Received \$10,000 from Colorado Springs Health Foundation's Social Determinants of Health grant to support Food Industry Training Workforce Development program for capital needs in Library 21c kitchen

Received \$8,267 grant from the Colorado Department of Education for AEFLA program (2021-22)

Received \$2,600 from Colorado Humanities ARPA grant to support Regional History & Genealogy programs and services

Received \$1,076.40 from 117 households from 2021 Q3 King Soopers Community Rewards Program

Submitted Institute of Museum and Library Services (IMLS) Museums for America grant application

Submitted El Paso County Community Impact Fund grant application

Met with Children's Hospital Colorado representatives to recap 2021 sponsorship and discuss potential 2022 sponsorship renewal

Coordinating details with Carl Bloom and Associates for year-end direct mail and electronic campaigns

Held donor appreciation event at Manitou Springs Library

Attended monthly Friends of PPLD board meeting

Public Services Report November 2021

Compliments

We had 211 chats through LibChat, our online chat reference. Of those 211, 34 patrons chose to rate them. 31 were rated *excellent* and 3 were rated *good*. Some patrons left comments about the person who chatted with them:

- “very patient and accommodating” Lacey Palmrose (Penrose Library)
- “Good librarian” Melissa Schloesser (Library 21C)
- “very helpful” Jenny Gaechter (East Library)
- “.”” Joe Paisley (Adult Services)
- “Quick and excellent customer service!” Jenny Kremyar (East Library)
- “Very prompt assistance” Melissa Mitchell (Adult Services)
- “PPLD is fantastic” Alyssa Fisher (Southeast Region)
- “Great resource” Joe Paisley (Adult Services)

Becca Cruz, Jennifer Eltringham, and Lauren Fellers (Creative Services) received a message from an Arapahoe Library District staff member who came for a tour of the makerspaces: Just wanted to say thank you so much again for letting us come down and visit y'all yesterday. The team and I had a blast and now our Makerspace crew has some ideas for possibilities for the future.

An Interlibrary Loan patron reported that “PPLD is the best in the nation,” and she is grateful for our service.

From Athena at Monument: “As for patron stories -- we recently had a family that enjoyed the 9am Storytime at Rockrimmon so much that they immediately drove to Monument to attend our 10:30am Storytime the same morning. 😊 You can never get enough Storytime!”

North Region Community

Liz Willhoff, High Prairie and Calhan Library Manager, facilitated the Calhan Outreach Coalition (COC) meeting. Andrea Keiter, Calhan Library Supervisor, shared a PowerPoint presentation at the COC meeting. This presentation provided information to the COC members of all Calhan Library's services offered to patrons throughout the community.

Jean Carrier, Monument and Palmer Lake Library Manager, participated in a focus group asking for feedback for a local food bank, Tri-Lakes Care. The meeting went very well; Jean was able to share about library resources as well as learn about community needs – specifically the need for services related to helping teens with mental health issues.

Resources

Young Adult Librarian, Cathy Wood of Library 21c, coordinated two days of booktalks at Mountain Ridge Middle School where she spoke to approximately 175 students. Cathy was joined by Young Adult Services' Senior Associate Danielle Seltenright. The following week, Cathy, along with Young Adult Services' Senior Associate Britt Bloom and Ruth Holley Young Adult Senior Associate Matt Kaip, shared library resources and services with four classes of sixth graders, 95 students total. The school librarian was interested in helping her students understand the value of PowerPass and how it works since 2021 is the first year PowerPass is available for District 20 students. The students all brought their personal devices and Cathy,

Britt, and Matt ensured that all students could successfully log in to their accounts to access PPLD digital resources. The school visits were successful, Cathy received a thank-you note from the teachers sharing their excitement of educating their students on the PowerPass' offerings.

Innovation/Creativity

Lark Haines, Monument Library, created a beautiful display for National Veterans Month. She decorated the staff door and the display case. Before creating it, she asked the community for items that they would be willing to share for the month. Many patrons have been reading the door and commenting on the display case. It has gone over very well with the community.



3D-printed bookmarks

Library 21c's Makerspace staff designed and provided patrons with free 3D-printed bookmarks featuring seasonal themes like pumpkins and maple leaves. They even made dinosaur-shaped bookmarks to tie in with Family and Children's Services DINOvember initiative. The bookmarks served as a conversation piece for staff to share information with patrons about PPLD's creative spaces. These small, inexpensive tokens have been popular with patrons who enjoy the novelty of owning a 3D-printed item. Studio and Makerspace staff also produced promotional videos for Library 21c's Makerspaces. The videos included the promotion of free consumables in PPLD creative spaces, an interview with a user of Library 21c's laser engraver, and a time lapse of a 3D print in progress. These videos were shared across PPLD's multiple social media platforms.

Service

Allison Presley of High Prairie filmed a Sensory Storytime video as a pilot for the Family and Children's Service tour program. The video will be on the PPLD website and was geared towards families with sensory challenges who want to be able to get to know the space before coming in. Allison mentioned things in the video like the sensory accommodations kit, that if you don't feel up to coming inside you can use the window service point, and options for quiet spaces. Allison wrote the script that was adapted on the fly with FCS.

Rockrimmon Library hosted its first Anime Club in partnership with Eagleview Middle School. There were 12 participants, and they all loved watching anime "on the big screen" with the aid of a wall projector. The Library District's Crunchyroll anime streaming subscription is great because it lets the students watch shows that they don't have access to through their school. Amanda Franke, Rockrimmon Library, is working with the club sponsor to create a History of Manga and Anime presentation that can be used at a later meeting, and we're brainstorming other activities.



Patrons attend Yoga Flow led by volunteer Lynn Shepherd.

Prior to the pandemic, Yoga Flow at Library 21c was such a popular weekly class, it regularly attracted over 50 participants. For months, patrons have asked staff when in-person movement programs will return to the library. Patrons have specifically asked about two volunteer-led programs, Yoga and Tai Chi. On November 10, Yoga Flow, led by volunteer Lynn Shepherd, returned to Library 21c. The class attracted over 30 participants for its first in-person session since March 2020.

Attendance of in-person early literacy programs at Library 21c has slowly increased this fall. Due to overwhelming patron response to Toddler Time, Children's staff met to re-evaluate the program's capacity. They discussed many factors including the spaces available to host the program, the logistics behind reserving, setting up, and breaking down the rooms, and the number of children and caregivers able to safely move around the space. Toddler Time is a very active program, so the group also considered the amount of staff labor involved in each option. The team talked through many possible alternatives to accommodate patrons as they problem-solved the situation. Ultimately children's staff agreed to host an additional session of Toddler Time; the program is held weekly and now provides three sessions of this popular program. Patrons have expressed their gratitude of staff quickly determining a way to accommodate the popularity of the program.

Internal/Staff

The High Prairie and Calhan staff meeting was a baby shower for Allison Presley! We were able to enjoy some good food, color a ABCs book for the new baby and just celebrate together. Afterwards, our visiting speaker, Ms. Mitchelene BigMan, stopped by to meet and chat with staff.

Allison Presley of High Prairie held her last regular CLEL (Colorado Libraries for Early Literacy) steering committee meeting and issued CLEL Ballot for Bylaws revision and steering election vote. As one of the co-chairs, CLEL has been a time commitment, but it has taught Allison many new leadership skills.

Library 21c welcomed four new staff members. Longtime Library 21c employee Hyun Sook Oh was promoted from Library Assistant to Adult Library Associate. Kendralyn Burr and Jazmyn Williams joined the team as Library Assistants, and Patrick Mundt began working as Library 21c's new Adult Librarian.

Accountability

The bi-annual staff Feedback Sessions are underway, and nearly complete in the north. In November, a small team of Library 21c staff members met to discuss and plan to refresh the lower-level staff break room. All PPLD staff working within Library 21c were surveyed and the team is working together to examine options.

Southeast Region Community –

East Librarian Shannon McDonald, Sand Creek Senior Library Associate Jordan Newby, and Southeast Librarian, Jenny Kremyar, attended the Solid Rock Community Development Corporation's Free Farmer's Market with a tile making booth. Approximately 140 tiles were decorated for the Panorama Park Tile Mural Project.



Southeast locations hosted 4 vaccine clinics in November. Three clinics were held on November 30 and were our first to vaccinate ages 5 to 11. We had wonderful support from Family & Children's Service, Communications, and Adult Services. We are looking forward to 4 more clinics in December.

Resources –

Ruth Holley Senior Library Associate Cynde Roberts worked with a local partner school, Thomas McLaren, to complete 148 library card applications. Ruth Holley Staff, Betty McDonald from Family and Children's Services, Fountain Library Staff, and East Library staff all worked together to complete the applications in less than a week and get cards in the hands of the 148 students.

Sara Sharples, Sand Creek Senior Library Associate, was able to establish new connections at Carmel Middle School and the new Aspire Online Academy to promote PPLD resources for teachers and students.

Innovation/Creativity –

Ruth Holley Senior Library Associate Cynde Roberts and Sand Creek Senior Library Associate Jordan Romero have used our temporary rolling closures to work together on a process art program called Create and Play for 1- to 5-year-old patrons that they host at Ruth Holley on Fridays. Three toddlers were very engaged in the yarn wrapping.



Service –

Sara Sharples, Sand Creek Senior Library Associate, helped a patron in the makerspace use the laser to cut paper silhouettes of a winter village. She is creating centerpieces for a large holiday party and using the cityscapes inside large glass votive holders with battery-powered candles. She was extremely grateful for the help in troubleshooting and getting the cut-outs done in a timely manner.

On November 3, Alyssa Fisher, Regional Senior Library Associate, assisted with her first chair yoga program at East. The instructor, Pat, was kind and quite knowledgeable. The class size was only 3, much lower than the 20+ class sizes we

regularly had for yoga pre-pandemic, but there is no doubt the numbers will continue to rise as more patrons hear about the program. The participants were very grateful to Pat for the class!

Internal/Staff –

Fountain Senior Library Associate Melody Philbrick completed virtual Family Place training in November. Fountain is one of the locations for Family Place Playgroups and now Melody joins the growing number of PPLD staff who are Family Place trained.

All Southeast Libraries celebrated Dinovember this month. Staff at Sand Creek were extra creative in how they shared their dinosaurs with our patrons.

Accountability –

Library Associate, Cameryn Broin, has been with studio patrons, Sand Creek staff, and Creative Services staff to develop a method of scheduling studio sessions. This will not only get us through an extended leave of one of our regular studio staff but allow for increased sessions in the future.



Marion Robert, East Supervisor, has been splitting her time between East and Sand Creek. This has allowed her to not only learn how a smaller library operates but it is also a big support to the Sand Creek Supervisor during this interim time without a manager

Our Regional Senior Library Associates (or Floaters) do more than just cover for vacations and vacancies. Janis Moore, Southeast Floater, has been able to cover Toddler Times and Storytimes in Fountain for approximately 6 weeks while Melody Philbrick, Fountain Senior Library Associate, took training vital to her role in a Family Place Library. This not only helped Fountain be in compliance with Family Place, but it also ensured that our patrons would not see a disruption in service.

Johana Pacheco, East Senior Library Associate, interacted with a patron who came to the Computer Lab to reserve the Educational Resource Center. They had been introduced to the space previously by their mentor/teacher and wanted to reserve the room again. Since they came alone and she was not comfortable speaking English, she asked to reserve the room using Google Translate on her phone. Johana was able to help her by speaking Spanish and the patron was excited to not have to wade through translations to get assistance. Since

this interaction, they have returned to use the Educational Resource Center. Johana was then able to give them a tour of the Makerspace and information about our Discovery Kits.

West Region

Community

Penrose Library has begun to partner with Pikes Peak Workforce Center to place interns. Alicia Gomori, Library Manager, interviewed and extended an offer to our first intern, who had worked a couple of weeks before admitting that transportation was too much of a struggle to continue.

Old Colorado City's Sarah Hoelting, Sr. Library Associate, and Amber Cox, Library Manager, met with a representative of the Old Colorado City Historical Society to discuss a formal partnership for the summer, offering 4 co-hosted programs for 4–8-year-old patrons about frontier life. The programs will each feature a children's book reading, a historic artifact show-and-tell, and a craft activity.

Resources

Alexis Nelsen, MA/UT Sr Library Associate, held her first 3D printer badging class for 3 patrons.

Innovation/Creativity

The Cheyenne Mountain Library's Octopus Dance Party was the "branch event of the year"!! All staff participated and had a great time with 19 attendees.

Service

A new wrap was installed in November to the Mobile Library Services box truck (705), that compliments the new wrap that the bus (702) received earlier this year. They both look fantastic!



Internal/Staff

Lisa Ward, Manager of Mobile Library Services, met with Gary Syling and Heather Laslie to discuss the requirements for the facilities staff to drive the mobiles or to pick the mobiles up from a repair shop. This will help with staffing in Mobile Library Services on those days.

One of OL's newest hires, Library Assistant Cullen Farnsworth, has been working at LI on Tuesdays during OL's temporary closure. After her first shift at LI she received great feedback from Melissa Schloesser: "She was WONDERFUL! Very sweet and kind, helping out wherever

she could. Doing so well for being a new PPLD staff member. At the end of her shift, she expressed how thankful she was for the opportunity to work at LI for a bit. Glad to have Cullen's continued help. You... have a great staff member!"

Many additional furniture selections have been made for the Manitou Springs Library at the MAC. These are items that are needed for the new library but had not been addressed yet: staff chairs, computer lab chairs, magazine holder, patron seating in adult non-fiction, Storytime rug for the Classroom, and a board book shelving unit. In addition, the couch at UT was re-upholstered and re-installed.

Accountability

New Manager of Manitou and Ute Pass, Taryn Malila, has hit the ground running in many different avenues, including taking the pole position in the PPLD/MAC partnership's daily operations and information point, the Preserve Our Carnegie Taskforce meetings with the City of Manitou Springs. Her training is being given a boost by meeting with other West Region Managers to compare notes and Jean Carrier (MO) as her Manager "buddy". Staff has recently exclaimed to Regional Director, Michael Doherty, simply, "Thank you for Taryn!"

Adult Education Community

Harrison School District 2's Adult Education instructors visited Drew Goter's ESL classes on 11/2/2021 and 11/4/2021 to observe quality instruction in action. We partnered with them to provide oversight for them to receive the state adult education funding called AELA so they could offer ESL classes for their school families. Part of the AELA funding requirement eligibility is the participant needed to have a full-service AEFLA funded partner for oversight and training, which we have an MOU to provide.

Resources

Deya Rohe, Career Navigator registered as an online proctor for exams offered by McKissock Education and has proctored a patron for two Real Estate Appraisal License Appraiser's tests (two more planned before the end of 2021).

Deya Rohe also did some job shadowing of PE staff at the various service point desks, including reference, telephone room, the social worker, and book a librarian. She is beginning to take appointments to meet with patrons requesting resume writing and job searching assistance.

Service

We ended the fall semester on Thursday, November 11, 2021. Our fall bridge classes (strictly online for current students to continue enrollment) began on Monday, November 15, 2021. We had 33 ABE/ASE students continue and 29 ESL students continue. The bridge class will run through Thursday, December 16, 2021.

At the close of the fall semester, 55% of learners have taken a post-test (42 learners). 26% made a level gain (20 learners).

A specially scheduled High School Equivalency (HSE) orientation took place. 1 student attended and 1 was placed into ABE/HSE classes.

2 students passed an individual GED test.

Internal/Staff

Ben Kegley joined the department on November 15, 2021, as the Library Instructional Designer.

Christine Layton, Deya Rohe, and Tammy Sales attended COABE - Intersect 2021, a virtual symposium.

Accountability

Christine Layton placed an order for materials to spend the remaining adult education materials budget.

Adult Services

Community

Building upon the relationship that was established during APPR relating to Mental Health resources for our patrons, Heidi Buljung hosted a series on mental health and the pandemic with Diversus Health – *Gratitude for Veterans, Stress and Anxiety Management During the Pandemic, and Healthy Boundaries*. The videos are available on PPLD's YouTube.

Resources

Deb Hamilton presented as part of WebJunction's "Understanding Eviction and How Libraries Can Help" webinar. Her section focused on the phases of evictions and how libraries can help to prevent evictions. We had 789 registrants and 238 people attended the live presentation. The recording and a lot of other great resources related to evictions can be accessed here: <https://www.webjunction.org/events/webjunction/understanding-eviction.html>. We will have a follow up Q and A session on December 8th to delve into how to form community partnerships.

Innovation/Creativity

The program No-Sew Infinity Scarves has received lots of happy feedback. Meagan Huber is excited to see repeated positive reviews and is grateful that Melissa Mitchell wrote such great instructions to help with this program creation. Allison Kelly from Penrose sent along the picture below, and Meredith Moore from Monument had the attached compliment to add:

From Meredith, *"While I only had two participants, they loved it! This is easy enough to be peaceful and zen, but the end product turned out so great and they were both very happy! So, two thumbs up on this program for sure."*



Service

Adult Services completed at least 70 reference consultations either via email, phone, or in-person. These could have been one-on-one meetings, email correspondence with people who are justice involved, helping students tackle assignments, helping people start a business or non-profit, etc. One question a member of our team answered was, "Can I shoot a raccoon with a pellet gun in my yard, within the city limits?" The answer was, "No."

Melissa Mitchell applied and was accepted to be a Peer Reviewer for *ALA's American Rescue Plan: Humanities Grants for Libraries*. This is an excellent opportunity for her to make a broader impact while utilizing and expanding her skills and experience in the profession.

Internal/Staff

Adult Services recently enlisted the help of branch staff in maintaining certain LibGuides that have not been updated recently. Staff contributions will include updating web resources, removing outdated sources, and helping build a resource guide that will be useful to users. We met with the staff to provide guidance about evaluating the content, Bryan Matthews provided training on how to use our Springshare tool, and ultimately offer support if they encounter questions or problems. At the August Virtual In-Service, we saw a lot of feedback during the LibGuide training that staff were curious about how these resources were maintained and expressed a desire to contribute to the process. Launching this group of LibGuide editors hopefully meets that need.

Accountability

PPLD received a letter from Natural Grocers that the title we were using for our Natural Grocers virtual events was trademarked and we should stop using it immediately. We were not aware of this, and neither were the representatives from Natural Grocers. Melissa Mitchell worked immediately to change and remove any of the trademarked title from our videos and calendar and has established a new, approved title for these programs.

Collection Management **Community**

ILS Administrator Colleen Medling worked with Calhan School District on the data upload to create PowerPass accounts for Calhan students. Senior Library Associate Karen Sherwood tested student accounts to ensure compatibility with PPLD's online resources. These are important steps toward the launch of PowerPass with the school district.

Circulation Services Coordinator Greg Roes took part in a meeting to review the status of the Palmer Lake reopening. Greg also met with library and facilities staff at the Palmer Lake Library to review floor loading with a structural engineer.

Resources

The Selection Librarians reviewed recent award winners of the National Book Awards, Goldsmiths Prize, The National Outdoor Book Award, The Christy Award, The Booker Prize, and the Arab American Book Award. Titles were evaluated according to PPLD's Collection Development Policy, and then added in print and/or eBook format where available and appropriate for the collection.

Acquisitions staff Janet Degering, Krista Meier, Lisa Thomas, and Tania Hajjar pulled 1,300 items from Library 21c to transfer to Palmer Lake. This material will refresh the Palmer Lake collection for their reopening.

Physical material shipments increased in size during November, culminating with a delivery of 85 boxes on Nov. 29. The Thanksgiving holiday closure did play into that as well.

Service

Beginning November 1, the number of Interlibrary Loan requests was increased from three to four active requests. Additionally, ILL had impressive turnaround times (time from patron request to providing the item to the patron) of 13 days for physical materials and 2 days for articles.

Greg Roes worked with the materials courier on schedule adjustments to accommodate library needs.

Internal/Staff

Tammy Ross, Media Selection Librarian, retired on November 19 after 31 years with PPLD. Senior Cataloger Michelle Pfof attended numerous virtual sessions of the annual conference presented by PPLD's current library system software vendor. The sessions focus on development plans for the software, novel ways libraries use different features, and general trends and concerns in the library world.

Accountability

Marie Duplantis-Webb, Senior Library Associate in Acquisitions, reviewed the annual Ebsco renewal invoice for accuracy. Ebsco is the library's primary supplier of magazines and newspapers. The full invoice is 249 pages. Marie double-checked each of the 576 titles to make sure that the quantity, price, and expiration date were correct.

Creative Services

Community

With consistent bookings, Knights of Columbus Hall continued to hold many community-led and designed events. KCH held the first Experimental Music Summit. This evening brought a variety of musicians together to perform and experience each other's work. Local jazz musicians, Ricky Sweum and Sean Hennessey, composed and performed a piece about the KCH building, using historic photos from the Regional History and Genealogy collection to accompany the music.

Lauren Fellers attended an outreach at the MITEE Exhibition in Monument, an event run by the local makerspace Monumental Impact. She brought some of the monthly Take and Makes kits, tools to make gloves touchscreen compatible.

Resources

Lauren Fellers held a Repair Café at the Manitou Art Center. While only a few patrons came, one of them went back to her house and kept all our volunteers busy for the full event with items she had been holding onto in the hopes of having them repaired. Lauren was also able to meet a prospective volunteer who has since applied to help with Repair Café. Knowledgeable volunteers are necessary to offer this service that helps people learn how to fix their items rather than buy new.

Innovation/Creativity

Ben Dahlby and Becca Cruz installed the Military Appreciation Exhibit at Library 21c. This month-long exhibit celebrated the military service of PPLD staff and family members and contained wonderful stories of service.



Creative Services opened the call for applications for the Maker in Residence program. Creative Services is excited to bring this popular program back in 2022.

Service

Since the conclusion of our first hosted Food Industry Training Program, Scott Crum has been in contact with half of the graduates to assist or support their continued development in the food

Service industry. Scott also completed the curriculum regarding the use of a slicer in the Food Industry Training program. This expansion allows for greater preparation for students depending on the area of the culinary industry they enter.

Several Creative Services staff trained and are assisting with staffing Studio916 during a temporary staffing shortage.

Internal/Staff

Jennifer Eltringham prepared and distributed the final Colorado Association of Libraries Newsletter for the year, connecting librarians throughout the state to resources, upcoming events, and information sharing for the state association.

Becca Cruz, Jennifer Eltringham, and Lauren Fellers hosted seven staff from Arapahoe Library District who were interested in seeing the makerspaces and hearing more about programming.

Accountability

Sarah Holland continues to keep the makerspace equipment running smoothly while performing maintenance and troubleshooting on 3D printers and a laser cutter. She installed new magnetic flexible beds for the 3D printers at Library 21c and East. The new beds allow for safer print removal and will be more efficient to replace.

Diversity, Equity, and Inclusion Service

Community

Shirley Martinez attended the Salvation Army Bell Ringing Luncheon, to kick off the Bell ringing season. Shirley was also invited to sit on a panel for the Boys and Girls Club to talk about relationships with EDI for youth.

Resources

The EDI team will review roles for an intern to join the team. The intern will provide research and administrative support for EDI&B team.

Innovation/Creativity

The EDI team welcomed Mitcheline BigMan to present to library staff and members of the public in commemoration of Veteran's month and Native American Heritage month. Ms. BigMan also visited High Prairie Library, 21C, and East Library. Ms. BigMan (RET SFC) is President of the Native American Women Veterans non-profit. Ms. BigMan is an enrolled member of the Appalooke Nation also known as the Crow Tribe of Montana. Her clan is Biglodge, child of Pretty Eagle family and a member of the Nighthawk Warrior Society. She was adopted by Henry and Percy Piestewa, family of the first fallen Native American woman warrior of Iraqi Freedom, Lori Piestewa, which is her Hopi clan the Bear Clan. The recording of the presentation by Ms. BigMan will be uploaded to PPLD.tv YouTube page upon completion of editing.



Yvette Dow-Jones completed maker kits about Native American Heritage and the history of Dream Catchers. The art project was a starting point for staff and patrons to learn about one or more of the 574 federally recognized Native American Tribes and even more that have been lost. Patrons and staff were encouraged to view information on the EDI Libguide, which had videos, books, and current news about Native American Heritage.

Internal/Staff

The EDI&B team application closed on November 17. Next steps will be to review applications with application team and provide list of members by December 3 to leadership and staff. Staff continue to review Libguide updates for the EDI department and have a draft of the Sharepoint site for EDI ready for review.

Accountability

EDI team continues to move the strategic objectives toward achieving the departments goals. The team is reviewing tools and tasks for EDI for 2022.

Family and Children's Services

Community

FCS held a six-week Prenatal Series. PPLD collaborates with Nurse Family Partnership, WIC, Peak Vista, Pikes Peak Lactation, Mother's Milk Bank, Prenatal Yoga, Children's Hospital Colorado, and most importantly our Early Literacy librarians to help prepare new parents on their birth journey. In addition, our Family Place Libraries hosted a five-week Parenting Little Ones series. This parenting program collaborates with community organizations to answer questions parents may have on child development, nutrition, speech/bilingualism, behaviors & emotions, and playful learning. We also graduated 20 families from LENA Start. This ten-week program increases language and brain development by tracking conversational turns through a talk pedometer.

Resources

Joy Fleishhacker organized and presented a webinar geared toward Homeschool parents. Offered live via Zoom, [Homeschool: PPLD Resources](#), introduced parents to the abundance of PPLD online resources of particular interest to homeschool families. Joy Fleishhacker covered the [Homeschool Hub](#), Betty McDonald (FCS) discussed HelpNow, TumbleBooks, and Culture

Grams; and Mikaela Fortune (YAS) highlighted In Context, Novelist, test prep resources, and the eLibrary. Staff posted the [video](#) on the PPLD YouTube channel.

Innovation/Creativity

Throughout PPLD, we celebrated DiNovember with special dinosaur storytimes, a Dinorama Take & Make, a special dinosaur puppet show presented by the Center for Puppetry Arts, programs presented by the Dinosaur Resource Center, and special passive programs throughout the district. ROAR!

Service

Laura Broderick and Christa Funke are working with FCS staff to make their Children's spaces more accessible to families of children with autism and sensory processing needs. This involves working with participating libraries to purchase appropriate materials that will work best for their spaces.

Internal/Staff

Evan Childress (PE) joined Family & Children's Services as the Senior Early Literacy Librarian. Evan worked as a Children's Librarian for eleven years at Penrose. She demonstrated great leadership skills as the FCS West Region Librarian and brought to life the Children's area at PE through more experiential and interactive play spaces. FCS is excited to bring Evan on board where we can utilize her Spanish speaking skills and reach a new demographic for early literacy.

Accountability

Christa Funke completed the ALSC training *The Library in the Middle: Serving Tweens Through Change and Self-Discovery*. Christa gained resources and ideas for best serving tweens and learned different ways to evaluate the impact of programs besides using attendance. Learning more about brain development also enhances the PPLD staff Tween training Christa conducts.

Regional History & Genealogy **Community**

Members of the public regularly invite RH&G staff members, as respected experts, to talk about the unique historic resources held in Special Collections and the history of the community. In November, Erinn Barnes presented at Challenger Middle School to 8th grade students, Heather Jordan and Takiyah Jemison presented at the Old Colorado City Historical Society, and Cara Ramsey offered a guided resource tour to a Denver-based group of Daughter of the American Revolution genealogy researchers. Heather and Takiyah often receive requests to speak about the recently released book, *Invisible People of the Pikes Peak Region*.

Resources

The Fountain Fire Department donated document stands for use in Special Collections. The portable document stands are designed for rolled maps like the maps currently held in boxes in the archival storage area. With document stands, the staff will properly care for and increase access to these maps. Tim Morris coordinated the donation with Adult Services staff.

Innovation/ Creativity

To increase awareness of PPLD Regional History resources, Cara Ramsey led a partnership with Goat Patch Brewing to offer a night of Old School fun. The event included historical trivia, a green screen photo booth, costumes, and prizes. Staff received positive feedback from participants. RH&G staff will continue to explore additional partnerships to increase awareness and evaluate sustainability of this programming model.

Internal- Staff

RH&G staff members continue onboarding Jamie Wagner. He received a comprehensive overview of resources including material location and met with staff members to go over team structure and responsibilities. Jamie is on pace to work the desk beginning in January 2022. The Community Engagement function will take longer to develop and learn.

Accountability

Throughout 2021, RH&G staff members applied for multiple grants. The desired result is the RH&G team would digitize and provide access to portions of our collection that, with our current staffing level, would take years to address. Ambitiously we applied for multiyear grants to secure funding for collection digitization. These grants are highly competitive, and we anticipate receiving notification in April 2022. However, in 2021, our team secured two Colorado Humanities CARES Act grants to offset operational costs incurred during the pandemic. Lance James provided guidance and support throughout the application process for these grants.

Young Adult Services

Community

Mikaela Fortune taught resource classes at Doherty High School to 48 students. Doherty has been consistently excited about bringing young adult staff into classrooms for booktalks and resource classes, and we've been able to reach so many students due to this partnership.

Resources

Mikaela Fortune attended the El Paso County Youth Suicide Prevention Workgroup (YSP) meeting. Mikaela is a part of the youth/education subgroup and is currently working with this group to make resources created by YSP and Diversus Health more accessible to the public through PPLD's Tough Topics LibGuide.

Becca Philipson, Joanna Rendon, and Britt Bloom continued to work on the sharing of the workforce Readiness training with the Arapahoe Library District through Colorado State Library's Library Research Service. The last couple of meetings were very productive and it seems like ALD will be able to go live with the program soon.

Innovation/Creativity

Cathy Wood (Library 21c), Laura Broderick (Family & Children's Services), and Becca Philipson coordinated a celebration of International Games Week. There were several social media pushes, print and play games for all ages, and a game giveaway for patrons to enter.

Britt Bloom and Christa Funke (Family & Children's Services) planned their last collaborative Take & Make together, which is a celebration of Hour of Code through the creation of binary beaded bracelets or keychains with an accompanying binary challenge. This Take & Make is aimed at youth 9-14 but anyone who wants to complete it is welcome.

Service

Danielle Seltneright and Kayla Rockhold (Security/ Safety) continue to make progress on the free hygiene supplies pilot program set to launch in February of 2022. All the hygiene supplies, storage bags, and organizational containers have been purchased and are being collected at East Library. Danielle and Kayla have been communicating with managers and a designated point-person for the four participating branches (Penrose Library, Cheyenne Mountain Library, High Prairie Library, and Sand Creek Library).

Internal/Staff

Danielle Seltenright attended the YALSA Symposium in Reno, NV. A major theme was creating safe spaces for teens and treating teens with the respect, dignity, care, and attention we would any other patron, and how to encourage all staff, programs, and outreach to do that as well. Danielle valued the opportunity for some training sessions focused more on qualitative relationship building and better understanding teens from an emotional and human perspective.

Becca Philipsen is participating in patron engagement demos for the ILS RFP process. Becca also assisted with Cheyenne Mountain Library interviews for the Young Adult Services Associate position.

Accountability

Becca Philipsen continued to work on the statistic project re-design. After showing a preview to the public service directors, Becca re-designed the process to utilize Excel in a different way, which will allow us to use the full power of Excel and make entry simpler for staff, while allowing managers, services, and administration to access the information quickly and easily.

Communications Department: Report for December 2021

NEWS COVERAGE

- Total features and mentions (through Nov. 28):

- **November:** 48
- **Year-to-date:** 890
- **Average per month:** 80.91

- Highlighted coverage (from Nov. 1-28):

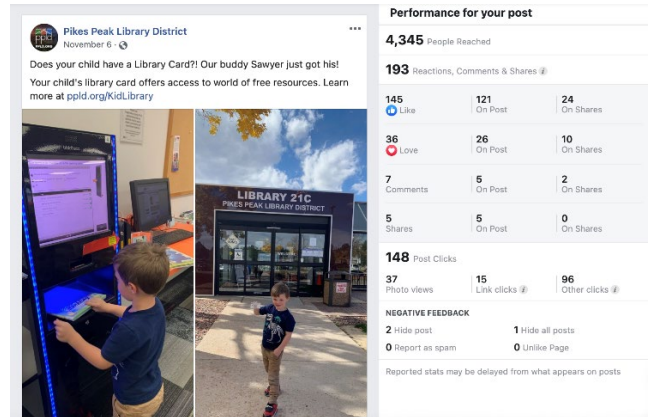
- [KOAA](#) featured PPLD and its various **literacy programs for children and adults** as part of National Family Literacy Day. This story was also picked up by [Yahoo! News](#).
- The **PPLD Foundation and how it helps fund the Library's business services** was featured in the [Colorado Springs Business Journal](#) as part of the Indy Give! campaign.
- [BookRiot](#) included PPLD and its social work services in an article about how public libraries across the nation play a vital role in helping those who are homeless.
- In honor of Veterans' Day, [RMPBS](#) did a feature about **Black veterans reflecting on the joys and struggles of their military service**. It included Shirley Martinez, PPLD's Director of Equity, Diversity, and Inclusion, who served in the Army.
- An **update on the Library's fine-free model** and its success in removing barriers for patrons was covered by [The Gazette](#).
- Last month's [Library Limelight column](#) **introduced the Library's new initiative called People of the Pikes Peak Region**, along with our first story from one of our very own – Teona Shainidze Krebs, Chief Public Services Officer and Deputy Chief Librarian for PPLD. It was featured online and in print for *The Cheyenne Edition*, *The North Springs Edition*, and *The Tribune*.
- **Community partnerships with PPLD** that received recent news coverage include the Manitou Springs Library's co-location partnership with the Manitou Art Center in the [Colorado Springs Independent](#) and Homeward Pikes Peak's In Plain Sight Art Show hosted at Knights of Columbus Hall in early November.



***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 unknown radio features due to tracking limitations.

DIGITAL MARKETING

- PPLD.org website statistics (as of last month through Nov. 28):
 - **Most popular web page**, besides the home page: ppld.org/kids
 - **Monthly totals:** 343,246; 112,585 visitors, with 98,956 being new users; and 193,267 sessions
 - **Year-to-date totals:** 3,779,900 pageviews; 1,128,022 visitors, with 974,967 being new users; and 2,111,7222 sessions
- District-wide social media statistics (as of last month through Nov. 28):
 - **Facebook:** 13,656 total followers
 - **Twitter:** 5,197 total followers
 - **Instagram:** 2,768 total followers
 - **LinkedIn:** 1,278 total followers
- Highlights:
 - **DINovember video:** Reached 8,700 people and received almost 2,000 engagement on Facebook alone
 - **Notable landing pages (not highlighted elsewhere in this report):** [Indy Give!](#), [Support the Library](#), [Make with Us](#), [Share Classes](#), [Maker in Residence: Call for Makers](#), [DINovember](#), and [Native American Heritage Month](#)
 - **Other high-performing posts on social media:** First library card (pictured above), Military Appreciation Exhibit, Repair Café, Petite Nutcracker, call for art exhibition, upcoming programs, testimonials, quotes, memes, and more



OTHER UPDATES & HAPPENINGS

Staff news:

- **Conference presentation:** Digital Marketing Specialist Brenna Hemphill participated on a panel about social media during this year's Library Marketing and Communication Conference.

Launches

- **People of the Pikes Peak Region:** PPLD recently launched this new initiative to gather and share stories from patrons, staff, and volunteers about the Library's impact on their lives and others. The first story is from one of our very own – Teona Shainidze Krebs, Chief Public Services Officer and Deputy Chief Librarian. Submit your story at ppld.org/people. We'll be collecting and adding more stories in the coming weeks and months.
- **All You Need is Your Library:** PPLD will run a holiday-themed marketing campaign from late November through December via TV, radio, print, and digital channels.



Improved customer service for Library patrons:

- **Library experience survey:** PPLD conducted its third annual in-the-moment feedback survey in September 2021. We received and analyzed 1,044 responses, and District-wide key findings have been shared with all staff. PPLD's leadership and management teams also have access to data breakdowns for locations and age ranges for further insights and use with future decision-making.

Some of the key takeaways include:

- **High likelihood of recommendation** with an average rating of 9.24 (increase from 2020 and 2019)
- **High Net Promoter Score** at 75.82 (increases every year from 2020 and 2019); anything 70 or higher considered to be an "excellent" score across industries
- **Convenience** remains to be a large factor in visiting one of our Library locations (physically or digitally).
- **Areas of excellence** continue to highlight customer service provided by Library staff.
- **"What else would you like to see offered by this specific Library location?"** We received a variety but useful feedback to this new question, ranging from resources and programming to Library facilities and expanded hours.

Some comments from survey respondents:

- "This is a **great library**. One of the few **government expenditures I completely support**."
 - "**Staff are the very best** that you can ask for. Always nice and they seem to know what you need help with before I even ask."
- Our team continues to work with Library staff and vendors to **update exterior and interior signage at various Library locations and services**, all to improve the patron experience and strengthen our brand across El Paso County. The main goals are to ensure key informational and directional signage are on brand, easy to follow, and standardized across the District.

Here's an overview of what has been recently completed:

- Interior and exterior signage at **Ruth Holley Library**
- Door and wall vinyl installations for **Regional History & Genealogy at Penrose Library**



Current & upcoming opportunities:

- **New Partnership with Care & Share Food Bank:**
PPLD will host their Mobile Market at Ruth Holley Library on Fri., Dec. 10 and Sand Creek Library on Mon, Dec. 13, both from 10-11 a.m.
- **[Celebrate the Holidays with PPLD!](#)**
From cookbooks and classes, DIY gifts, holiday playlists, and winter strolls and more! PPLD has all the programs, tools, and resources to help you make the best of the holiday season!



Meeting & study rooms (through Nov. 28):*

- **Library-hosted programs & room use (including Virtual Library):** 403 for last month, bringing the year-to-date total to 2,762
- **Patron reservations:** 1,146 for last month, bringing the year-to-date total to 6,421
- **Online patron requests:** 1,162 during last month, bringing the year-to-date total to 7,182
- **Phone & email inquiries:** 73 for last month, bringing the year-to-date total to 969



**NOTE: During the ongoing pandemic, a [limited number of rooms reopened](#) to the public on Feb. 9 for reservations. A majority of meeting and study rooms reopened for public use as of late May.*

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, including a Summer 2021 all-staff survey with results already presented to PPLD leadership and management teams this fall and key findings soon to be shared with all staff



Facilities Department Report December 8, 2021

Projects

The RFP for the Penrose/Carnegie roof replacement is due December 3, 2021. A mandatory pre-bid conference occurred on November 15th with a total of ten (10) roofing firms present as well as our roofing consultant Roof Tech Consultants.

Once bids are received, the evaluation team will review and present our recommendation to the board at the January 2022 meeting.

The evaluation team includes Lindsay Sosa, Tatiana Zonte, Loyd Neal, and Gary Syling.

Project is targeted to begin in spring or early summer 2022 but final scheduling will be determined once the project contract is awarded and material lead times are received.

The project for the creation of the new DEI Director's office is still scheduled to begin on January 3, 2022 with GE Johnson as the general contractor. Project duration is anticipated to be four (4) weeks. FF&E for this space has been ordered and planned for delivery shortly after completion of construction.

The High Prairie sensory path RFQ was released on September 23, 2021. We faced a challenge in obtaining proposals for this project but Loyd Neal, Facilities Project Manager, was able to walk the project with three landscape contractors, individually and bids are anticipated by December 3, 2021. Once quotes are received, the Facilities office will review and determine the best vendor for this project and also evaluate if this project is able to proceed as a winter project or if it will be best deferred until spring of 2022.

At East Library, the exposed aggregate concrete in the entry plaza was replaced as were two (2) ADA accessible ramps.

The new garage door for the Calhan library installation is scheduled for Friday, December 3, 2021.

According to the Palmer Lake Town Administrator/Clerk, the library's ramp installation has again been delayed by delivery of materials. Now rough estimation for completion is around Christmas. We will continue to check in with the Town Clerk as that date draws near.

We have received the initial draft of the proposed lease from the town of Palmer Lake. It has been provided to Mike Varnet for review. We plan to meet to discuss the document once PPLD has had the opportunity to consider what the town has submitted.

Staffing

Facilities is still struggling with filling the Special Projects position but are working with human resources in our outreach. We have had a number of applicants qualified as a Facilities Specialist but the Special Projects position requires more experience and knowledge in construction as this position will work closely with the Facilities Project Manager and Chief Facilities Management Officer on library projects and provide significant field observation and coordination.

Monthly Statistics

In the month of November, 2021, the Facilities department completed a total of (143) 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 November, 2021, Facilities staff completed a total of (109) demand work orders (work orders submitted by PPLD staff) accounting for (175.04 hours) of staff time and (163) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (195.53 hours) of staff time. A total of (272) work orders. Along with work orders, Facilities on-call personnel responded to (1) after-hours calls in November, 2021.

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

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

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Working on rollout for Leadership Program Community - this is the next step for those that have completed Leadership Program. Will launch in January with John leading a new training on an advanced leadership topic. Am also working with Yammer (kind of like Facebook, but for professional settings) and will use this to keep participants networking and sharing resources with each other.
 - As part of the Integrated Library System Steering Committee, I have been participating in meetings where we talk with other libraries that have recently migrated to new systems like Wise, or Polaris and ask them for their lessons learned. This month we met with Allen County public library and San Diego.
 - Met with Michelle Ray, members of the Web Team and Soumya to discuss changes to the Jobs page on ppld.org. Trying to make the page more engaging and easier to navigate.
 - Reviewed Market Study validations for all PPLD positions. This is where we review PPLD positions against positions at other organizations of similar size and similar geographic areas to see if our grade levels/salaries match or need to be adjusted.
 - Met with representatives from CAFÉ (Certified Age Friendly Employer) program - exploring whether PPLD wants to become certified.
 - Converted Michael Brantner's training that he gives to Security staff on Transgender People and Bathroom Access to a training that is now available on Bridge to all staff members.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Primarily focused on conducting open enrollment that ran from November 1-12. Did open enrollment presentation for all employees which I posted on Bridge later for those who could not attend my presentations. Did a road show and drove to the majority of the branches to help address open enrollment questions in person. Answered emails and questions about open enrollment throughout the two weeks. Now starting the process of reconciling all employee choices and making sure deductions are reflected correctly for 2022 benefits year.
 - Presented at two Quickstarts for new hires/promotions/transfers and handled subsequent benefits paperwork.
 - Managed two ADA accommodations meetings and handled one sensitive employee relations issue centered around ADA.
 - Completed and submitted required EEO-4 report data to federal government; EEO-4 report collects demographic workforce data including race/ethnicity, sex, job category and salary band.
- Administrative Support Specialist (Laurie Jackson)
 - Conducted a prize drawing for some great wellness-focused prizes; every benefitted employee who completed their benefits open enrollment earlier than the due date was eligible to win (except for HR and Wellness & Safety Team members.) We gave away a two-person inflatable kayak, annual passes for both the National Parks and Colorado State Parks with accessories, and a gift card to FastFitFoods, a local healthy prepared meals provider. All the prizes were enthusiastically received. This was funded by Cigna's Health Initiative Fund.
- Volunteer program (Karen Goates)
 - November volunteer numbers are still being submitted from the library locations but look to be consistent with October reports.
 - Volunteers are now working with Adult Services to create the adult Take and Make kits.

- PPLD continues to accept applications for open volunteer opportunities and only three libraries currently have no volunteers.
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	November 2021
Jobs Posted	6
Newly Hired Employees	9
Promoted Employees	4
Transferred Employees	1
Separated Employees	5

- Working with communications team on improving ppld.org/jobs webpage to increase our quality and quantity of applicants.
- Was a part of the Leadership program where I got an opportunity to interview a leader and learn about different leadership and motivational skills.
- Final stages of discussion with Concentra about Pre-Offer Post Employment test – POPP test reevaluation and have updated tests in accordance with the Job Descriptions.
- Training (Sarah Marshall)
 - Facilitated third Leadership Program session with 10 staff participants.
 - Worked with Young Adult Services to offer and track completion of required Safe Place training for all staff in Bridge, our learning management system.
 - Reviewed 2021 Learning Plan staff completion, including sending out communications regarding deadlines and how to complete objectives for the plan.
- Other Projects (Heather Laslie)
 - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues.
 - We are now fine-tuning the results from Employers Council on our Market Study, and we will be having to define some of our philosophical values as we determine what we can afford to implement. It is our hope to implement these changes for the second payroll in January.
 - Continued supporting the amazing team that I'm honored to guide!

HR Stats	November 2021
Total Permanent Employees	408
Total Active Positions	444

Information Technology (IT) Department Report

December 2021

End User Services (EUS) Team

Windows 10 Upgrade. Team continues working to upgrading service point computers.

Staff Transition to Mobile Workforce Project. EUS continues laptop deployment to meet staff mobility requirements for office and work from home on an as-needed basis.

Statistics.

- *Worked on 383 tickets and closed 283.*
- *Computer Usage was 16,266 sessions.*
- *Hotspot Circulation to Library Patrons was 82.*
- *Printed Pages 80,703.*
- *Fax Pages 1,754.*
- *Laptop circulation was 142.*
- *AWE Early Literacy Station usage was 1053.*

Web Team

Created a “People of the Pikes Peak Region” web presence for Communications department.

Worked with Human Resources and Communications Departments to update PPLD “Jobs Page” for simplicity and ease of use to attract future applicants.

Working with Integrated Library System (ILS) Administrator on web requirements for future replacement system.

Removing outdated materials from PPLD website to improve patron experience.

Maintaining security releases to prevent cyber security breaches through the web site.

Infrastructure Team

Network Transport Transition (E-Rate Funded). Allstream change over for internet service and connectivity between libraries completed December 1.

Surveillance System Replacement Project. Monument Library surveillance camera cable installation scheduled for December. Penrose campus scheduled to start in 2022.

Safety/Security Board Report

-Safety and Security continue to work with IT and Facilities on the Camera Bridge Installation project. All branches except Penrose Complex, Monument and 21c have had over 90% of installation completed. We hope to have all branches fully installed and punch lists completed except the Penrose complex by the 2nd week of January.

-Security continues to work with IT to replace the Body camera system across the district. The current system is end of life and we are working to install a system with more user-friendly data base storage and longer camera life. The intent is to have the new system installed by mid-January.

-Security is working to complete the training schedule for patrons and staff for 2022. This year Safety and Security officers completed over 122 classes, teaching over 2,000 individuals in the community as well as staff on topics ranging from stop the bleed training, report writing, nonviolent de-escalation, fire extinguisher use, Blood Borne Pathogen safety, CPR, First Aid, Narcan use, AED Use, and personal boundary training.

-Security is working with IT and Public Services to complete chrome book check out procedures. This eliminates the need for staff to take state issued ID information from patrons when checking out resource. This reduces the districts liability of safekeeping PII as well as removes a barrier for patrons without an ID. Goal is to complete labeling and send out staff info by mid Jan.

-Emergency Books are off to the printers! We look forward to the editing process with Communications and our vender =in the months ahead. The hope is to have this resource returned and available for staff and patron use by March.

Regional Contributions

Southeast Region

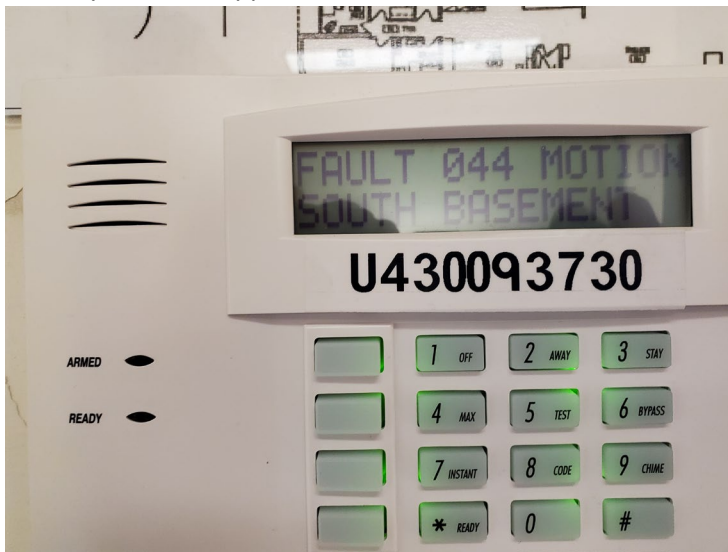
- Security Officers pick up and secure deposits between libraries and the finance office.



- Security Officers certified 18 new staff members in Crisis De-escalation during the month of November



- Security Officers supported the 17 facilities in the district with alarm notification and response



North Region

- North Region Security has been collecting plastic grocery bags throughout this month in order to create mats for people in crisis to use for laying down or for a pillow. This project has been managed by Security Officer Phelan who has done a great job of making the mats usable. Security Officer Phelan is also a member of the PPLD Green Team and this project fits neatly into the parameters of the Green Team. The mats will be given to Social Worker Kayla for assignment to patrons in crisis.



- North Region Security is preparing for the camera installation and upgrade from 50 cameras to 140 cameras. This room is inside the Security Office but will be used for storage and equipment for the entire Security Team. We are excited about the new cameras and look forward to how it enhances our ability to maintain a safe environment for the staff and more importantly the patrons!!



- North Region Security assists staff from all departments across PPLD. For 1 week, 21c Kitchen staff was on vacation and had refrigerated items that needed supervision. We were able to provide the assistance they needed and the kitchen was able to maintain the food items for use at a later date.

Along with the day to day tasks of North Region Security, we are always ready to help other staff and patrons with their projects.



West Region

- Security and Safety worked with Facilities and Deb's Gardening to clean up the shrubs in front of the garden and Carnegie Hall to prevent trespassers from hiding and sleeping on property



- Replaced four sharp containers in the main restrooms at PE for security and safety reasons. We have had people break into them and rip them off the wall. The ones we put up are prison rated and can't be ripped off the wall or broken into.



- West region conducted a Fire drill at Penrose with patrons inside. The drill was very successful impart to all the staffs help. All patrons left the building and had 100 percent accountability of staff. From start to finish the drill only took 24 min



- Steve Myers is a new hire for the East region. He is currently training in west region and is on track to report to his region Monday 6th



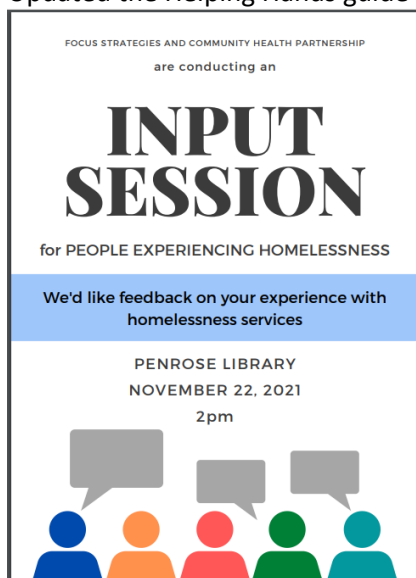
Social Work

Activities for November 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- 126 separate patron meetings, serving 65 individuals; 38 of which were new clients
- Weekly CE meetings
- Open hours: 8 hrs/month at PE, 2 hrs/month at RU, 4 hrs/month at MO, 3 hrs/month at CA, 3 hrs/month at HI
- Hosted a small focus group/input session for Community Health Partnership to gather feedback from patrons experiencing homelessness
- Connect group:
 - 11/23: 0

Accomplishments

- Provided 88 bus passes for patrons to access employment, job searches/interviews, DMV, DHS, and medical/VA appointments
- Updated the Helping Hands guide



Report & Suspension Increasing Totals

2020 - Reports

JANUARY	38
FEBRUARY	47
MARCH	16
APRIL	5
MAY	7
JUNE	8
JULY	16
AUGUST	20
SEPTEMBER	26
OCTOBER	27
NOVEMBER	13
DECEMBER	13

2021 - Reports

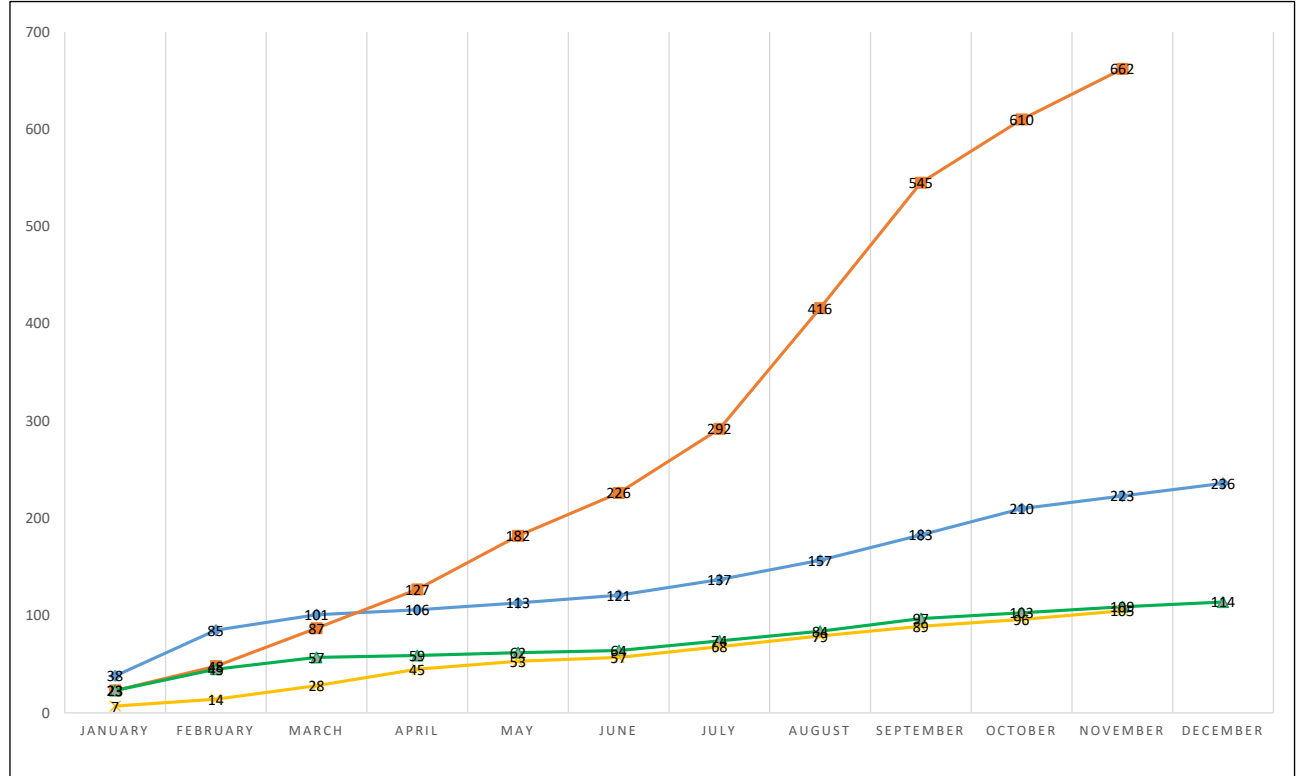
JANUARY	23
FEBRUARY	25
MARCH	39
APRIL	40
MAY	55
JUNE	44
JULY	66
AUGUST	124
SEPTEMBER	129
OCTOBER	65
NOVEMBER	52
DECEMBER	-

2020 - Suspensions

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

2021 - Suspensions

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

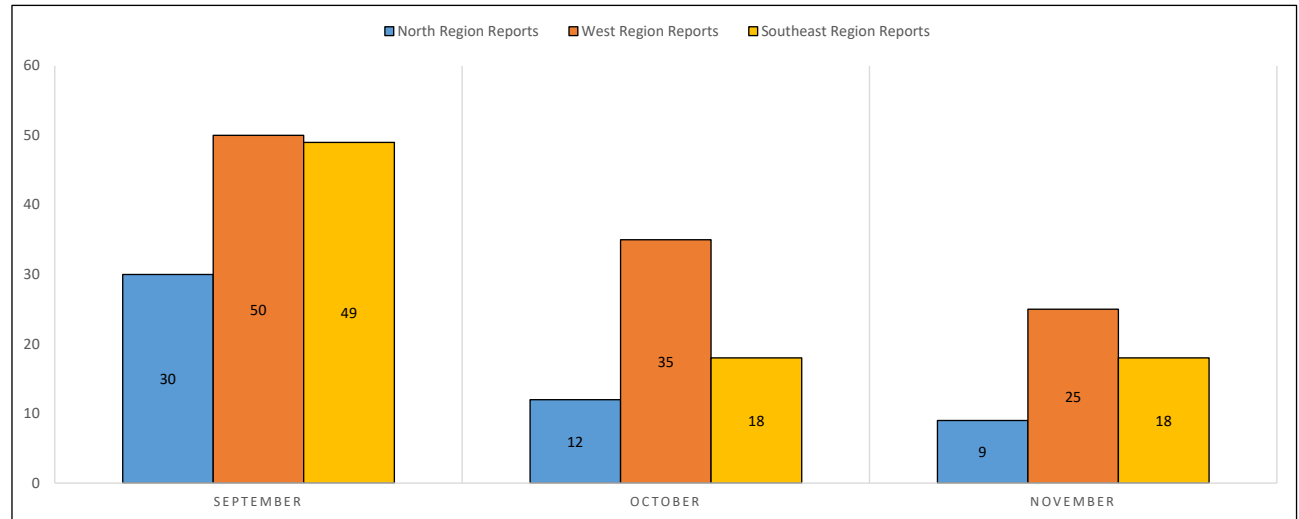


Reports - Regional Monthly Comparison

North Region Reports	
SEPTEMBER	30
OCTOBER	12
NOVEMBER	9

West Region Reports	
SEPTEMBER	50
OCTOBER	35
NOVEMBER	25

Southeast Region Reports	
SEPTEMBER	49
OCTOBER	18
NOVEMBER	18



Suspensions - Regional Monthly Comparison

North Region	
SEPTEMBER	1
OCTOBER	0
NOVEMBER	0

West Region	
SEPTEMBER	6
OCTOBER	7
NOVEMBER	9

Southeast Region	
SEPTEMBER	3
OCTOBER	0
NOVEMBER	0

