

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

February 17, 2021 4 pm

[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

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. DECISION 21-2-1: Ratify decision of Board President and CEO to hold the February 17, 2021 Regular Meeting of the Board of Trustees online.
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 1. Staff Promotions and New Hires
 - a. Virginia 'Gigi' Holman, Fountain Library Manager (A. Simpson)
 - b. Fran Ponce-Toledo, Ruth Holley Library Manager (A. Simpson)
 - c. Lauren Fellers, Creative Services Senior Librarian (B. Cruz)
 - d. Jennifer Eltringham, Creative Services Senior Librarian (B. Cruz)
 - e. Phillip Doumas, Audio Visual Analyst (J. Lanaux)
- V. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- VI. BUSINESS ITEMS
 - A. Decision 21-2-2: Minutes of the January 20, 2021 Meeting (p. 3)
 - B. Consent Items

Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".
 - C. Unfinished Business
 - D. New Business
 1. Public Services Strategic Plan (T. Shainidze Krebs) (p. 7)
- VII. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 11)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 12)
 - C. Financial Report (M. Varnet) (p. 13)
 - D. Public Services Report (T. Shainidze Krebs) (p. 36)
 - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services & Security Report (p. 54)
 - F. Chief Librarian's Report (J. Spears) (p. 68)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report
- VIII. EXECUTIVE SESSION

Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)

IX. BUSINESS ITEMS continued

A. New Business Continued

1. Decision 21-2-3: Action Relevant to the Chief Librarian's Annual Performance Evaluation

X. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

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BOARD MEMBERS, PIKES PEAK LIBRARY STAFF & OTHERS PRESENT

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 & Security Officer Michael Brantner, Audio/Visual Analyst Phillip Dumas, Executive Assistant Laura Foster, County Commissioner Carrie Geitner, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organization Development Officer Heather Laslie, Director of Diversity, Equity, and Inclusion Shirley Martinez, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Social Worker Kayla Rockhold, Chief Facilities Management Officer Gary Syling, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Chief Financial Officer Michael Varnet, Internal Communications Specialist Jeremiah Walter

Trustee Dr. Ned Stoll joined the meeting at 4:05 pm.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Vanderschuere called the January 20, 2021 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

DECISION 21-1-1: Ratify decision of Board President and CEO to hold the January 20, 2021 Regular Meeting of the Board of Trustees online.

Motion: Scott Taylor moved that the January 20, 2021 Regular Meeting of the Board of Trustees be held online as stated.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

ITEMS TOO LATE FOR THE AGENDA

President Vanderschuere expressed thanks to Debbie English for her leadership as President of the Board of Trustees in 2020. President Vanderschuere welcomed Commissioner Geitner as a new County Commissioner liaison to the Pikes Peak Library District Board of Trustees. All trustees were invited to introduce themselves.

CORRESPONDENCE AND PRESENTATIONS

Presentations: Introduction of New Staff

Chief Safety, Social Services and Security Officer Michael Brantner introduced new staff member Kayla Rockhold, Social Worker.

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs introduced new staff member Shirley Martinez, Diversity, Equity, and Inclusion (DEI) Director.

PUBLIC COMMENT

There was no public comment.

BUSINESS ITEMS

Decision 21-1-2: Minutes of the December 9, 2020 Meeting

The minutes of the December 9, 2020 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet. Trustee Mina Liebert requested a correction to her title.

Motion: Mina Liebert moved to approve the minutes of the December 9, 2020 regular meeting of the Pikes Peak Library District Board of Trustees as amended.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

Decision 21-1-3: Consent Items as Presented

Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".

The following items were included in the January 20, 2021 Consent Items:

- Resolution Designating Posting Places for 2021 Board Meetings
- Resolution Designating the Official Custodians of Records
- Property Disposal Guidelines
- 2021 Contract/Vendor Approval
- Conflict of Interest Statement
- 2021 Insurance Policies
- Independent Auditors - 2020 Financial Records

Motion: Dora Gonzales moved that the Pikes Peak Library District Board of Trustees approve the Consent Items as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business.

New Business

Decision 21-1-4: Patron Computer Use Policy

The Patron Computer Use Policy was included in the Board packet. Chief Librarian Spears explained that this policy is a combination of the former Internet Policy and former Wireless Access Policy. The only change to the policy is how we filter our computers and how websites are accessed. This change allows for compliance with the Children's Internet Protections Act which affords PPLD the opportunity to pursue federal funding. Thanks to Rich Peters, Juanita Lanau, Annelise Parker, and the IT team for coming up with a solution that allows for immediate un-blocking of a site upon request.

Motion: Debbie English moved to approve the Patron Computer Use Policy as presented.

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pike Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Stephen Adams was unable to attend the meeting.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Director Lance James shared that there has been an increase in both donor and grant activity. He expressed thanks to Communications and Collection Management for their efforts in spreading the word about Foundation activities.

Financial Report: November and December 2020

The Financial Reports for the period ending November 30, 2020 and December 31, 2020 were included in the Board packet. Chief Financial Officer Mike Varnet explained that the total revenue received for 2020 was roughly \$34.4 million, an increase of approximately \$1.4 million (4.2% increase) from 2019. This is not expected to change. The Temporary Mill Levy credit will be reflected in the final financial statement, reducing the actual increase in revenue to 3.7%.

\$32.4 million in expenses was recorded as of December 31, 2020 compared to \$33.3 million at the same time last year. This difference is primarily attributed to a soft hiring freeze. The 2020 financials will remain open until the end of February, followed by the audit of the 2020 financials. Chief Financial Officer Mike Varnet noted that 2021 began with over \$1 million in encumbrances which is expected to increase to \$1.5 - \$2 million before 2020 is closed. The adjusted budget for 2020 is \$36.4 million of which approximately 89% has already been spent.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Library Teona Shainidze Krebs shared that Park & Text is doing well and that patrons are very grateful for the service. Requests have been received to continue offering Park & Text services indefinitely.

Thank you to IT, Safety, Security, Facilities, and Communications for their ability to support changes that are sometimes made on a daily basis, demonstrating the collaboration of Support and Public Services.

Trustee Cathy Grossman shared her appreciation for the creative efforts to serve and meet the needs of the community. President Wayne Vanderschuere is thankful for the improvements made to acknowledging returns more quickly.

Library Reports

The Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, and Social Services & Security Report were included in the Board packet.

Trustee Cathy Grossman acknowledged the ability of all staff to continually adjust and adapt to the changes being made in the community. The flexibility and quality of work is very much appreciated.

Chief Librarian's Report

Chief Librarian John Spears thanked each Board member for discussing the salary adjustment recommendation. With their agreement, we were able to align with El Paso County in providing a 2% salary increase for 2021.

Chief Librarian Spears noted that despite not being fully operational for much of the year, the circulation statistics reflect a decrease of only 29% for 2020. Physical circulation was down 46% but largely offset by the E-circulation increasing by 22%. An evaluation of the impact on the materials budget will be done as digital material tends to be more expensive than print.

Olive and Crane provided a preliminary report on the diversity audit and has been asked to provide further detail on their findings. Director of Diversity, Equity, and Inclusion Shirley Martinez will take over as the liaison to Olive and Crane.

Several patrons have expressed their gratitude for being able to enter libraries once again. Library staff have noted a broader variety of patrons accessing each location. Creative spaces, studios, maker spaces, meeting rooms, and study rooms remain closed however staff are working to determine when each of these areas may become available to the public. Thanks to the Communications staff for their flexibility in announcing all of the changes in operations throughout the pandemic.

An RFP will soon be released for architectural work at the Manitou Springs Library.

Mr. Spears has been contacted by a few residents of Palmer Lake expressing their concern for the Palmer Lake Library re-opening. A meeting is scheduled with Palmer Lake town officials on January 21.

An extension has been granted for use of CVRF fund expenditures until December 31, 2021.

A request has been filed with the El Paso County Department of Health regarding library staff being prioritized to receive vaccination. No response has been received as of today.

Board Reports

Governance Committee

The Governance Committee did not meet.

Internal Affairs Committee

The Internal Affairs Committee did not meet.

Public Affairs Committee

The Public Affairs Committee did not meet.

Board President's Report

President Vanderschuere had nothing specific to report.

ADJOURNMENT

There being no further business to conduct, President Vanderschuere adjourned the January 20, 2021 meeting of the Pikes Peak Library Board of Trustees at 4:38 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>

Providing resources and opportunities that impact individual lives and build community

2021 Public Services Goals and Objectives
Theme: combatting loneliness and building connections

GOAL #1:
Continue to meet the needs of the community members of El Paso County.

OBJECTIVES & STRATEGIES:

- **Circulating Kits**
 - Library of Things kits will be facilitated by CrS, YAS, and FCS. With this service, patrons will have access to kits to explore and tinker at home.
- **Outreach (virtual and in-person)**
 - Outreach (virtual and in-person) is an important way that we reach children, families, and young adults to connect them to the resources and services they need.
 - Reach and engage our low-tech patrons.
 - Engage the full Southeast service area, including Fort Carson, the Fountain Valley, Hanover, and Knob Hill.
 - Expand Pen Pals program.
 - Maintain our relationship with Fresh Start Center and do some outreach events with them. Look at implementing the same practice at CA and providing food to the local pantry.
- **Partnerships**
 - Continue to develop and foster partnerships for large community events, like All Pikes Peak Makes and Repair Café.
 - 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.
 - Increase the total number of families and partner organizations for LENA Start.
 - Partner with community members and Regional History & Genealogy to produce the audiobook for *The Invisible People of the Pikes Peak Region*.
 - Pursue partnerships to leverage resources for workforce development.
 - Maximize our partnership with the Manitou Art Center to provide makerspace services in a new area of our community.
- **Programming**
 - Family & Children's Services, Young Adult Services, Adult Services, and library staff recognize the opportunity we have to refine the what, where, why, and how we offer programs to our patrons. We will be consulting and researching communities to determine the best use of our time and resources when it comes to in-person programming.
 - Continue to provide quality virtual adult programming. Evaluate programs for impact – discontinue or add as appropriate. Work with local presenters.
 - Database training for the public: provide short videos on our databases in English and Spanish for the elementary level. We will share on our PPLD Kids website and on social media.
 - Design and implement a slate of programming in commemoration of the Colorado Springs Sesquicentennial.
 - Provide high school equivalency, English as a Second Language, or workforce training to any adult seeking to expand their educational capacity, while meeting the federal mandate of 37% measurable skills gain.

- Reopen our citizenship classes and our volunteer programs as pandemic restrictions, department capacity, and space availability dictate.
- Resume building a robust and active community event schedule once it is safe to do so in the Knights of Columbus Hall.
- Modify Winter Adult Reading Program to include virtual activities. Work with Communications to promote and encourage new participation.
- **Publishing**
 - Republish *The Invisible People of the Pikes Peak Region: an Afro-American Chronicle*.
 - Prepare the Regional History Series book, *Military Matters: Defense, Development, and Dissent in the Pikes Peak Region* for publication in 2022.
- **Preservation of community assets**
 - Identify and make operational enhancements based on the Preservation Assessment recommendations.
 - Create a collection policy for Special Collections that will include Pikes Peak Library District's Fine Art Collection.

**GOAL #2:
Develop and implement DEI efforts and initiatives.**

OBJECTIVES & STRATEGIES:

- **Onboard new DEI Director to PPLD.**
 - Review results of DEI audit to present action items and goals to Leadership Team.
 - Develop a communications plan.
 - Collaborate to incorporate DEI into library initiatives (both internal and external).
 - Review access to physical and digital resources through universal design and accessibility compliance ADA.
 - Evaluate current DEI initiatives for internal diversity team and update processes and goals.
- **Collection**
 - Evaluate and expand quantity of inclusive titles in the Collection, with related goal of increasing patron discovery and awareness of those titles.
- **Programs & Resources**
 - Create Social Story videos so children with sensory needs can view before visiting.
 - Schedule “before” hours at some library locations so families can visit when it is not a loud, bright environment.
 - Continue to research and provide accessibility options (for example, clear face masks for staff, closed captioning for recorded videos, etc.).
 - Serve our Spanish speaking patrons and other diverse populations by providing equitable services across the District in collaboration with Communications.

**GOAL #3:
Strengthen the patron experience.**

OBJECTIVES & STRATEGIES:

- **Access to materials and resources**

- Continue to provide access to specialized collections as health guidelines allow – Law, Business, and Nonprofit. Access may be through appointments if needed.
- Expand PowerPass: the goal is to eventually have every El Paso County school district enrolled in this program in collaboration with Communications.
- Ensure databases are accessible. Work with vendors on remote access as appropriate (specifically for those that are normally available in-house only.)
- Modify service hours and what services are available during those hours to match the needs of the community, including virtual and in-person programming and computer access.
- Provide innovative ways for patrons to browse our circulating materials (for example, book bundles).
- Provide business space and resources to entrepreneurs and small business owners in KCH.
- Review law and business reference spaces to better serve patrons using those resources – placement, usability, barriers.
- Transition content found on Rocky Mountain Online Archive to a different database.
- **LibGuides**
 - Continue to update LibGuides and add new topics or resources that may be timely and relevant (for example, money issues, eviction, business, etc.).
- **ILS and Catalog**
 - Begin exploration of ILS and catalog/discovery layer options.
 - RFP.
 - Possible migration of one or both products, which will take place when onsite staff training and extensive participation of numerous departments is possible.
- **Maximizing indoor & outdoor space**
 - Greater use our outdoor spaces to include:
 - East Library gardens and adjacent park, Ruth Holley Library front patio, Sand Creek Library front patio and Murray side, Fountain garden, grounds, and parking lot.
 - Make greater use of Library 21c’s exterior lots by providing outdoor programming (for example, yoga, story times, and drive-in movies).
 - Provide outdoor seating at Library 21c as an alternative meeting place for patrons.
 - Create physical and online spaces for Tweens.
 - Redesign Rockrimmon adult reading and work area.
- **Relocation & Renewal**
 - Complete move from Manitou Springs Carnegie building to the MAC.
 - Negotiate a new lease for Palmer Lake.
- **Staff Scheduling**
 - Regional and location-specific staff scheduling will focus on a solution whose success will be marked by efficiency and staff satisfaction, while keeping focus on patron service.

**GOAL #4:
Ensure staff are equipped with the skills needed to perform their jobs successfully.**

OBJECTIVES & STRATEGIES:

- **Management**
 - Lead managers in discussions about the PPLD mission and values and how this relates to the work done at our libraries.
- **Technology**
 - Continue to engage staff through professional development opportunities with a focus on technology and virtual skills, specifically Office 365.
 - Explore possibility of creating new Finding Info courses.
 - Ensure staff are able to answer questions about databases & online resources.
 - To ensure consistent service across the creative spaces, continue the training initiative, particularly as a long amount of time will have passed since staff were last in the creative spaces. Work with Human Resources to develop trainings that can be included in the learning plans for creative staff.
- **Tweens**
 - Provide staff training on child development and best practices for children 9-12 years old.

Regions = North, Southeast, and West Regions

FCS = Family & Children's Services

YAS = Young Adult Services

AS = Adult Services

AE = Adult Education

RH&G = Regional History & Genealogy

CrS = Creative Services

CM = Collection Management

PS = all eight services and three regions

Friends of the PPLD

February 17, 2021 Report

- **Jan. 27 Annual Meeting:** Officially amended bylaws to increase Friends' meeting frequency from bimonthly to monthly. Virtual/online sales plus the "Read a Book" fund-raiser made up for some of the missed income from 2020 bookstore closures. New board member Wendy Stotts formally elected to two-year term. Re-elected: Linda DuVal, Susan Gilbert, Rita Jordan, Birdie Miller, Aida Richardson, Patricia Webb.

Status of Operations as of January 31st, 2021

Sales for January

Amazon	\$4,299
eBay	1,135
Facebook	1,436
Web store	236
East bookstore	1,512*
21C bookstore	984*
Penrose store	73*
TOTAL SALES	\$9,702

*Stores were closed from 1/1 thru 1/18

- Amazon and eBay had record-breaking one-month sales in January. Facebook Live had a one-night record sales of ~\$900 for the Manga, Graphic Novels and comic book night. (Thank you to Brenna Hemphill and Britt Bloom for cross-promoting on PPLD Teens Facebook page.) Facebook followers now number 1440, up from ~800 four years ago.
- Donations are coming in regularly. We conduct curbside service at East Library three days a week, and once weekly walk-in service at Penrose and Library 21C. Weekly donations average 65-75 boxes.
- Current volunteer count is 19 weekly regulars, 4 monthly regulars (Facebook live team). One of the weekly regulars is new.
- Currently have 300 boxes of books packed and ready for a book sale. Minimum we aim for is around 500. October, maybe?
- Facebook Lives next week, 2/16 is A Night to Remember (History, Memoirs, Classics) and 2/18 is Words & Pictures (Childrens Picture and Chapter Books, Media for all ages)



REPORT – February 2021

Received \$25,000 grant from El Paso County's Community Investment Program

Submitted grant application to KinderMorgan Foundation

Submitted grant application to Moniker Foundation

Submitted recertification application to El Paso County Enterprise Zone

Prepared and worked with Carl Bloom & Associates on Library Giving Day (7 April) campaign. Prepared and developed direct mail and digital campaign distribution lists.

Met with Air Force Academy Business Management major cadets to create a donor survey instrument to better understand why people give to PPLD

Conducted quarterly PPLD Foundation board meeting and Executive and Investment Committee meetings

Reviewed and updated PPLD Foundation 2021 Fundraising Plan

Coordinated with Leadership Team and Directors to finalize 2021 PPLD funding priorities

Met with Woodmen Valley Sertoma Club representatives

Met with Children's Hospital Colorado representatives to begin conversations regarding sponsorship renewal possibilities

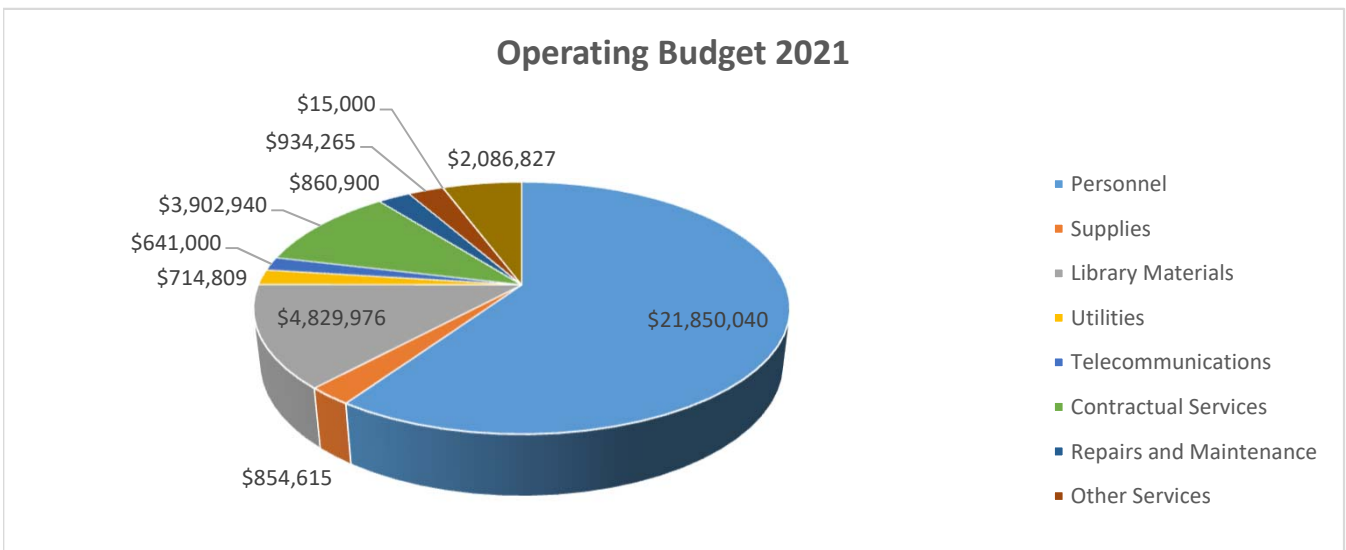
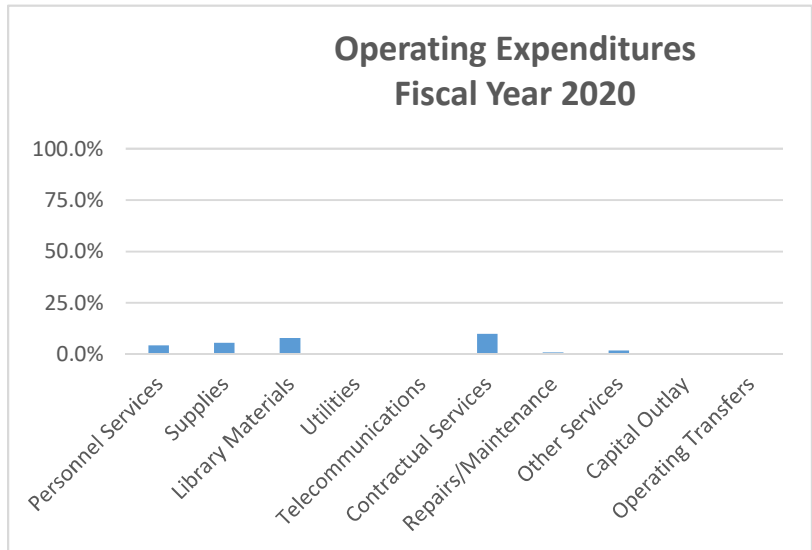
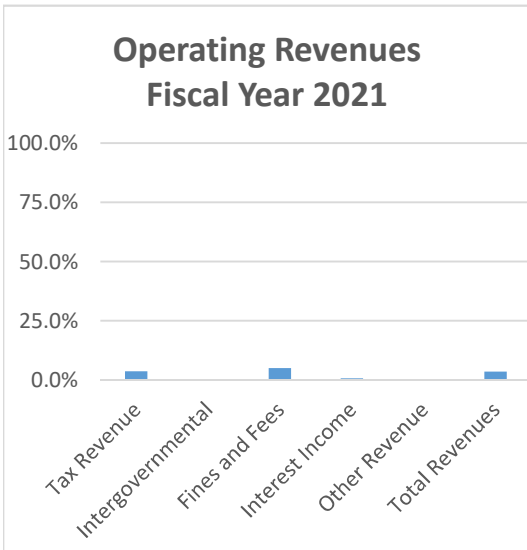
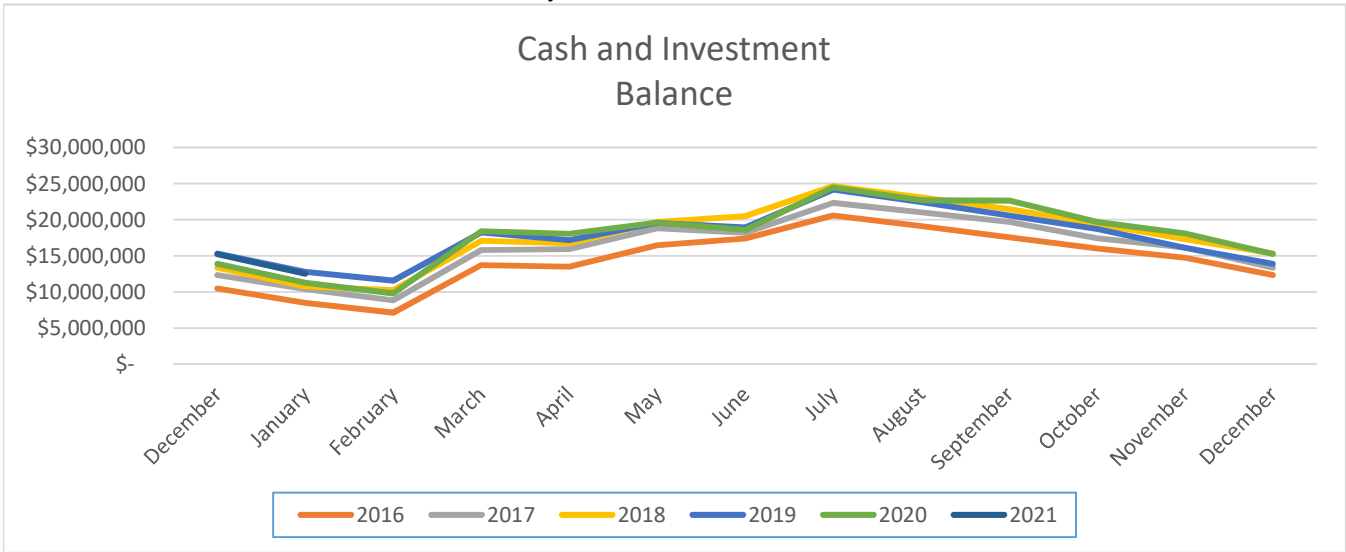
Met with Next50 Foundation Initiative program officer to discuss alignment between Next50's 2021 initiatives and 2021 PPLD's services to the County's aging population

Continue working to submit Corona Virus Relief Fund (CVRF) reimbursement requests to Colorado's Department of Local Affairs

Attended Friends of PPLD monthly board meeting

Pikes Peak Library District Financial Dashboard

January 2021



Pikes Peak Library District

January 2021 Financial Report

Presented to Board of Trustees on February 17, 2021

**Pikes Peak Library District
 General Fund Summary
 For the Month Ended January 31, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Revenues					
Property taxes	\$ 974,052	\$ 1,038,886	\$ (64,834)	-6.2%	
Specific ownership taxes	298,444	310,999	(12,555)	-4.0%	
Fines/fees	4,001	8,408	(4,407)	-52.4%	
Investment earnings	1,269	20,179	(18,910)	-93.7%	
Other	338	4,359	(4,021)	-92.2%	
Total Revenues	\$ 1,278,104	\$ 1,382,832	\$ (104,727)	-7.6%	

Note - Fiscal year 2020 has been dominated in part by the onslaught of Covid-19, a Coronavirus. PPLD's operations have have significantly impacts from the effects of being part of a world-wide pandemic. PPLD's services have been shut down/reduced since March 2020, and that had affected PPLD's revenue collections during 2020 and early 2021, primarily in the areas of specific ownership taxes and invextment earnings.

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Month Ended January 31, 2021**

Percent of Year 8.3%

Account Description	2021 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 31,312,948	\$ 984,665	\$ (30,328,283)	3.1%
Abatements/refunds	(122,400)	(12,077)	110,323	9.9%
Omitted properties	7,140	-	(7,140)	0.0%
Delinquent	18,360	1,405	(16,955)	7.7%
Penalties/interest	36,720	59	(36,661)	0.2%
Specific ownership taxes	3,382,500	298,444	(3,084,056)	8.8%
Local government in lieu of prop. taxes	10,200	-	(10,200)	0.0%
Total Tax Revenue	34,645,468	1,272,496	(33,372,972)	3.7%
Intergovernmental				
Federal funds - other categories	106,974	-	(106,974)	0.0%
Federal - eRate Funding	690,600	-	(690,600)	0.0%
State Grant - library materials	143,445	-	(143,445)	0.0%
Total Intergovernmental	941,019	-	(941,019)	0.0%
Fines and Fees	79,200	4,001	(75,199)	5.1%
Interest Income	183,750	1,269	(182,481)	0.7%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	242,100	-	(242,100)	0.0%
Copier charges/PMS charges	80,400	338	(80,062)	0.4%
Parking lot collections	12,060	-	(12,060)	0.0%
Miscellaneous	4,523	-	(4,523)	0.0%
Asset sales proceeds	5,025	-	(5,025)	0.0%
Total Other Revenue	344,108	338	(343,770)	0.1%
Total General Fund Revenues	\$ 36,193,545	\$ 1,278,104	\$ (34,915,441)	3.5%

**Pikes Peak Library District
 General Fund Summary
 For the Month Ended January 31, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Expenditures					
Personnel	\$ 929,545	\$ 947,100	\$ (17,555)	-1.9%	
Supplies	47,417	40,281	7,136	17.7%	
Library materials	382,310	345,814	36,495	10.6%	
Utilities	43	366	(323)	-88.3%	
Telecommunication costs	3,252	32,884	(29,633)	-90.1%	
Contractual services	387,361	420,215	(32,854)	-7.8%	
Repairs and maintenance	7,840	25,359	(17,519)	-69.1%	
Other services	17,117	23,636	(6,519)	-27.6%	
Capital outlay	-	8,250	(8,250)	-100.0%	
Operating transfers - other funds	-	-	-	0.0%	
Total Expenditures	\$ 1,774,884	\$ 1,843,905	\$ (69,021)	-3.7%	

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Month Ended January 31, 2021**

Percent of Year 8.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,713,182	\$ 588,858	\$ 16,124,324	3.5%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	198,395	-	198,395	0.0%
Work-Study And internship	16,500	-	16,500	0.0%
Social security contributions	1,291,779	43,316	1,248,463	3.4%
Retirement contributions	1,061,384	61,734	999,650	5.8%
Health Plan contributions	2,300,000	185,570	2,114,430	8.1%
Unemployment insurance	40,000	-	40,000	0.0%
Workers compensation	55,000	40,333	14,667	73.3%
Vision Plan insurance	65,000	4,536	60,464	7.0%
Life A&D insurance	65,000	5,197	59,803	8.0%
Tuition assistance	40,000	-	40,000	0.0%
Total Personnel Services	21,850,040	929,545	20,920,495	4.3%
Supplies				
General	285,052	3,089	281,963	1.1%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	296,500	43,538	252,962	14.7%
Computer supplies	44,000	-	44,000	0.0%
Processing	85,000	-	85,000	0.0%
Office	63,750	790	62,960	1.2%
Other	77,863	-	77,863	0.0%
Total Supplies	854,615	47,417	807,198	5.5%
Library Materials				
Audio-visual materials	783,300	16,448	766,852	2.1%
Books	1,446,445	34,623	1,411,822	2.4%
e-materials	1,789,267	156,021	1,633,246	8.7%
Library materials - other	203,000	8,411	194,589	4.1%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,000	83,830	26,170	76.2%
Serials	25,000	4,573	20,427	18.3%
Databases - online services	467,964	78,292	389,673	16.7%
Memorials	-	111	(111)	0.0%
Total Library Materials	4,829,976	382,310	4,447,667	7.9%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Month Ended January 31, 2021**

Percent of Year 8.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	88,643	43	88,600	0.0%
Electric	490,236	-	490,236	0.0%
Water/sewer	128,086	-	128,086	0.0%
Storm water fees	7,844	-	7,844	0.0%
Total Utilities	714,809	43	714,767	0.0%
Telecommunications				
Data	460,000	-	460,000	0.0%
Voice	77,000	3,252	73,748	4.2%
Cellular	104,000	-	104,000	0.0%
Total Telecommunications	641,000	3,252	637,748	0.5%
Contractual Services				
Janitorial services	341,000	27,304	313,696	8.0%
Carpet cleaning services	136,000	11,641	124,359	8.6%
Laundry services	5,500	-	5,500	0.0%
Library facility rental	674,558	49,700	624,859	7.4%
Common area maintenance	175,761	13,336	162,425	7.6%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	-	42,500	0.0%
Legal	50,000	-	50,000	0.0%
Consultant	293,650	-	293,650	0.0%
Cataloging	40,000	-	40,000	0.0%
Trash removal	23,345	-	23,345	0.0%
Copier services	61,000	-	61,000	0.0%
Courier services	224,476	6,842	217,634	3.0%
Liability/property insurance	185,000	124,644	60,356	67.4%
Printing	80,000	114	79,886	0.1%
Programming	376,500	16,120	360,380	4.3%
Treasurer fees	462,000	14,792	447,208	3.2%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	19,600	-	19,600	0.0%
Computer support agreements	111,882	64,868	47,014	58.0%
Computer equipment maintenance	397,000	53,551	343,449	13.5%
Software licenses	78,950	-	78,950	0.0%
Software subscriptions	5,000	-	5,000	0.0%
Employee Assistance Program	21,218	-	21,218	0.0%
Parking	58,000	4,449	53,551	7.7%
Total Contractual Services	3,902,940	387,361	3,515,580	9.9%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Month Ended January 31, 2021**

Percent of Year 8.3%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	88,000	365	87,635	0.4%
Vehicle operating costs	74,500	-	74,500	0.0%
Equipment maintenance	458,300	5,199	453,101	1.1%
Equipment repairs	55,350	-	55,350	0.0%
Furniture repairs	35,000	1,764	33,236	5.0%
Building repairs	149,750	512	149,238	0.3%
Total Repairs and Maintenance	860,900	7,840	853,060	0.9%
Other Services				
Translation services	300	-	300	0.0%
Advertising	1,000	-	1,000	0.0%
Bank And trustee Fees	8,000	509	7,491	6.4%
School engagement	3,000	-	3,000	0.0%
Mileage/Travel reimbursement	77,250	-	77,250	0.0%
Employee recruitment	37,500	249	37,251	0.7%
Dues and memberships	60,352	300	60,052	0.5%
Merchandising	8,000	-	8,000	0.0%
Employee recognition	20,525	1,852	18,673	9.0%
Board of Trustees	7,000	-	7,000	0.0%
Community outreach	135,500	10,143	125,357	7.5%
Training	288,688	-	288,688	0.0%
Signage	30,000	-	30,000	0.0%
Bindery	5,000	-	5,000	0.0%
Book mending	1,500	-	1,500	0.0%
Safety	14,250	-	14,250	0.0%
Summer Adventure Club	35,786	1,444	34,342	4.0%
Patron reimbursement	500	-	500	0.0%
Postage	61,500	2,620	58,880	4.3%
Volunteer program	6,500	-	6,500	0.0%
Safety and wellness	7,000	-	7,000	0.0%
Other grant/donation expenditures	18,714	-	18,714	0.0%
Other	106,400	-	106,400	0.0%
Total Other Services	934,265	17,117	917,148	1.8%
Capital Outlay				
Other	15,000	-	15,000	0.0%
Total Capital Outlay	15,000	-	15,000	0.0%
Operating Transfers to Other Funds				
Fund transfers out	2,086,827	-	2,086,827	0.0%
Total Expenditures	\$ 36,690,373	\$ 1,774,884	\$ 34,915,490	4.8%

**Pikes Peak Library District
Special Revenue Funds
For the Month Ended January 31, 2021**

Fund Balance - January 1, 2021	\$ 105,721
Expenditures	-
Fund Balance - January 31, 2021	<u>\$ 105,721</u>
Fund Balance - By Fund - January 31, 2021	
Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	12,283
	<u>\$ 105,721</u>

**Pikes Peak Library District
East Library Capital Projects Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	139,627	8,545	-	-	(84,200)
Total Revenues and Other Sources of Funds	237,372	139,627	8,545	-	-	(89,200)
Expenditures						
2021 Projects						
Add a closet with cooling for IT	25,000	-	-	-	-	25,000
Contingency	25,000	-	-	-	-	25,000
Computer lab tables	20,000	-	-	-	-	20,000
COVID upgrades	14,200	-	-	-	-	14,200
Pre-2021 projects						
Chiller roof structure over pit	12,380	12,380	-	-	-	-
Roofing evaluation & design	13,241	-	2,078	-	-	11,163
External filtration system	1,907	1,907	-	-	-	-
Renovate security office	5,978	-	5,978	-	-	-
Replace aging fire panel	32,000	-	10,282	-	6,858	14,860
Convert sound booth room to storage	3,000	-	-	-	-	3,000
Replace emergency lighting generator	97,224	1,950	95,274	-	-	-
Furniture	30,000	-	-	-	-	30,000
Reading room furniture	20,000	-	15,640	-	-	4,360
Shared workstation - 4-person	2,765	2,765	-	-	-	-
Additional study room chairs	3,547	3,547	-	-	-	-
Contingency	2,283	-	-	5,780	1,750	(5,247)
IT equipment	2,071	-	253	-	-	1,818
Total Expenditures	\$ 310,596	\$ 22,549	\$ 129,505	5,780	\$ 8,608	\$ 144,154
Excess Revenues over Expenditures				(5,780)		
Fund Balance - January 1, 2021				74,342		
Fund Balance - January 31, 2021				<u>\$ 68,562</u>		

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund transfers in	\$ 97,224	\$ 96,700	\$ -	\$ -	\$ -	\$ (524)
Expenditures						
2021 Projects						
Open chairs for Adult Education Services	2,500	-	-	-	-	2,500
Roofing consultant to evaluate existing roof	35,000	-	-	-	-	35,000
Install glass wall structure - Executive Assistant area	15,000	-	-	-	-	15,000
Building maintenance/minor renovation projects						
Add office for Manager	20,000	-	-	-	-	20,000
Add IT closet	25,000	-	-	-	-	25,000
Add messinine door structure	15,000	-	-	-	-	15,000
Painting allowance	25,000	-	-	-	-	25,000
Contingency	25,000	-	-	-	-	25,000
Pre-2021 Projects						
Asphalt crack fill	15,764	15,764	-	-	-	-
Roofing evaluation	30,000	-	2,078	-	-	27,922
Roof inspection and repair	5,130	-	-	-	-	5,130
Carnegie-add wall to separate public area from staff area	5,000	-	-	-	-	5,000
KCH-movable walls/partitions	3,000	-	-	-	-	3,000
KCH-interior paint	23,500	-	22,390	-	-	1,110
KCH-replace awning - front entrance	1,500	-	-	-	-	1,500
Convert Pine/Aspen Room lighting to dimmable	13,000	-	-	-	-	13,000
Install carpet In vault for meeting room	2,000	-	1,064	-	-	936
Replace catalog comp to pillars	1,500	-	-	-	-	1,500
Purchase mural on garage wall	5,250	-	5,250	-	-	-
Expand lighting controls in lower level	15,000	-	-	-	-	15,000
Add storefront wall to create office for Adult Education	15,000	-	11,757	-	-	3,243
Power For moving catalog computers	1,000	-	-	-	-	1,000
Replace existing parking meters	50,000	-	-	-	-	50,000
Penrose campus renovation project	568,006	551,856	8,525	-	-	7,625

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Replace lobby rooftop unit	20,544	20,544	-	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-	-
Larger trash receptacles	852	-	-	-	-	852
Chiller replacement	55,000	-	-	-	-	55,000
Adjustable height desks	-	852	-	-	-	(852)
KCH - chairs For mezzanine	2,550	-	-	-	-	2,550
KCH - work tables (4), mezzanine	6,200	-	-	-	-	6,200
Additional (9) meeting room tables	3,500	-	-	-	-	3,500
Replace all wooden chairs in public area	13,000	-	12,458	-	-	542
Replace computer lab tables (8)	10,000	-	-	-	-	10,000
Stages for two Columbine rooms	12,000	-	-	-	-	12,000
Contingency	42,875	2,513	10,152	-	9,140	21,070
Total Expenditures	\$ 1,100,592	\$ 608,450	\$ 73,674	-	\$ 9,140	\$ 409,328

Excess Revenues over Expenditures

-

Fund Balance - January 1, 2021

417,945

Fund Balance - January 31, 2021

\$ 417,945

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund Transfers In	\$ 1,384,467	\$ 1,156,100	\$ 63,367	\$ -	\$ -	\$ (165,000)
Expenditures						
2021 Projects						
Awning for curbside service	25,000	-	-	-	-	25,000
Back up generator	105,000	-	-	-	-	105,000
Contingency	25,000	-	-	-	-	25,000
Closet UPS	10,000	-	-	-	-	10,000
Pre 2021 Projects						
Courtyard improvements	19,916	19,916	-	-	-	-
Roof replacement	712,758	712,758	-	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-	-
Children's shelf movers	2,500	-	-	-	-	2,500
Signage	5,000	-	4,850	-	-	150
Add gas supply to kitchen	25,000	-	22,491	-	-	2,509
Install new service point first floor	20,000	-	-	-	-	20,000
Install one way window	6,727	-	6,727	-	-	-
Revamp Creative Service area	3,000	-	-	-	-	3,000
Acoustic improvements to editing office	8,000	-	-	-	-	8,000
Culinary Lab equipment	86,020	-	825	-	33,007	52,188
Office chairs-meeting room	7,200	7,200	-	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	-	1,200
Replace chairs - business center	17,000	-	17,000	-	-	-
Add charging tablets/towers	6,000	-	-	-	-	6,000
Replace desk-Children's Services	6,000	-	-	-	-	6,000
Three sit/stand converters	1,000	-	874	-	-	126
Audio booth	-	-	-	-	-	-
Replace tables and chairs - training room	9,500	-	-	-	-	9,500
Boiler replacement	275,000	-	291,744	-	-	(16,744)
Contingency	84,061	69,474	13,172	-	-	1,415

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Install additional lights	1,200	-	-	-	-	1,200
Audio/visual equipment	4,686	3,974	-	-	-	713
Studio noise mitigation	21,979	1,417	-	-	-	20,562
Increase stage size	4,908	1,788	-	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	-	477
Total Expenditures	\$ 1,601,787	\$ 924,181	\$ 357,683	-	\$ 33,007	\$ 286,916
Excess Revenues over Expenditures				-		
Fund Balance - January 1, 2021				189,865		
Fund Balance - January 31, 2021				\$ 189,865		

**Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund transfers in	\$ 4,363,542	\$ 1,050,984	\$ 1,475,456	\$ -	\$ -	\$ (1,837,102)
Tenant improvement reimbursement	61,874	-	53,001	-	-	(8,873)
Donation - Foundation	123,000	-	-	-	-	(123,000)
Sale of assets	12,500	-	12,500	-	-	-
Total Revenues and Other Sources of Funds	4,560,916	1,050,984	1,540,957	-	-	(1,968,975)

Expenditures

Facilities Capital

2021 Projects

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
Chetenne Mountain - Meeting room tables	5,000	-	-	-	-	5,000
Ruth Holley - Curbside drive-up window	10,000	-	-	-	-	10,000
Ruth Holley - Learning lab - tables	5,000	-	-	-	-	5,000
Monument - Four (4) Rtu's replacement allowance	12,500	-	-	-	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	-	-	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	-	-	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	-	-	-	-	5,568
Sand Creek - Adjustable height tables	2,052	-	-	-	-	2,052
Sand Creek - Locking drive-up book returns	6,000	-	-	-	-	6,000
Concrete replacement - districtwide allowance	10,000	-	-	-	-	10,000
Upgrade fire system dialers to cellular	12,000	-	-	-	-	12,000
Asphalt repairs and maintenance - districtwide allowance	15,000	-	-	-	-	15,000
Capital contingency	50,000	-	-	-	-	50,000
Furniture replacement contingency	25,000	-	-	-	-	25,000
Roof inspections, preventative maintenance repairs	15,000	-	-	-	-	15,000
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	-	-	-	16,000

**Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Elevator electronic access at East and Penrose	3,966	-	-	-	-	3,966
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	-	10,000
Pre-2021 Projects						
District-wide - asphalt maintenance	7,628	7,628	-	-	-	-
Landscape allowance	40,000	-	37,354	-	2,506	140
Ruth Holley - replace meeting room carpet	17,401	13,000	-	-	-	4,401
Ruth Holley - repaint interior	10,000	10,000	-	-	-	-
Update service points	5,000	4,421	-	-	-	579
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-	-
Monument - replace bulbs	1,200	864	-	-	-	336
Old Colorado City - replace floor main level	75,000	-	-	35,000	35,390	4,610
Roof inspection	25,000	-	8,992	-	250	15,758
Cheyenne Mountain - replace entry tile with carpet	5,000	-	1,980	-	-	3,020
Old Colorado City - canopy over book drop	5,000	-	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	6,000	-	5,000	-	-	1,000
Calhan project	284,202	266,865	1,578	-	-	15,759
Ruth Holley leasehold improvements	61,874	-	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	-	21,828	-	169,075	13,068
MAC - intrusion alarms	12,559	-	6,280	-	6,280	(1)
MAC - furniture	33,669	-	18,543	2,126	10,214	2,786
Improvements other than buildings	15,111	-	14,263	-	848	-
District-wide - concrete replacement	23,560	5,630	-	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	-	2,376	23,873
Staff lounge improvements - Penrose	9,972	234	-	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	-	7,777
Water management system	685	685	-	-	-	-
District-wide - tree trimming	15,000	-	6,880	-	-	8,120
Intrusion alarm system	2,850	2,850	-	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	-	2,787	-	-	12,213
Furniture	25,000	-	8,502	-	11,943	4,555
Furniture - prior year	37,389	37,389	-	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	-	2,000

**Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Fountain AV closet meeting room	3,000	-	-	-	-	3,000
Ruth Holley meeting room furniture	15,198	15,198	-	-	-	-
Ruth Holley study room furniture	2,962	2,962	-	-	-	-
Rockrimmon - redesign Children's area	2,500	-	-	-	-	2,500
Cheyenne Mountain circulation desk replacement	15,000	-	-	13,532	1,468	-
Fountain - furniture teen gaming area	5,000	-	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	-	6,500
Ruth Holley - furniture meeting room	10,000	-	7,032	-	-	2,968
Monument - replace chairs adult area	2,400	-	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	-	5,650
Old Colorado City - charging tables and computer tables	12,000	-	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	-	3,000
Shelving	14,428	14,428	-	-	-	-
Replace tractor	10,000	-	9,975	-	-	25
Replace generator bookmobile	12,500	-	-	-	-	12,500
Contingency	341,609	61,055	85,521	-	11,435	183,598
Signage allowance	7,618	7,615	3	-	-	-
Total Facilities Capital	1,500,730	456,831	256,625	50,658	255,785	480,831

Pikes Peak Library District
 Capital Reserve Fund
 For the Month Ended January 31, 2021

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Communications Capital						
2021 Projects						
Signage projects	7,550	-	-	-	-	7,550
Pre 2021 Projects						
MAC projects	25,450	-	168	502	-	24,780
Monument - signage	3,000	-	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	-	2,000
Total Communications Capital	42,500	-	168	502	-	41,830

**Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Information Technology Capital						
2021 Projects						
Telecommunications switches and UPS	576,000	-	-	-	-	576,000
UPS rotation	96,000	-	-	-	-	96,000
Router replacement	10,000	-	-	-	-	10,000
Cabling infrastructure repair	25,000	-	-	-	-	25,000
East Admin and staff cabling	85,000	-	-	-	-	85,000
Penrose Admin and staff cabling	35,000	-	-	-	-	35,000
Contingency cabling (non eRate)	10,000	-	-	-	-	10,000
Technology refresh (staff)	110,000	-	-	-	-	110,000
Technology refresh (patrons)	230,000	-	-	-	-	230,000
AWE literacy stations	55,000	-	-	35,700	-	19,300
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
Staff and public printers	5,000	-	-	-	-	5,000
Contingency	15,000	-	-	-	-	15,000
Access control	60,000	-	-	-	-	60,000
Surveillance cameras	100,000	-	-	-	-	100,000
District-wide audio-visual equipment standardization	56,000	-	-	-	-	56,000
Receipt printers	12,500	-	-	-	-	12,500
Barcode scanners	12,500	-	-	-	97	12,403
Upgrade to Drupal	40,000	-	-	-	-	40,000
Pre 2021 Projects						
Servers-East Library data updates	2,000	-	2,000	-	-	-
Data center redesign	90,000	-	90,000	-	-	-
PC purchases	371,525	-	67,494	-	216,175	87,856
Technology refresh (staff)	44,000	18,221	7,854	1,953	1,400	14,572
Technology refresh (patrons)	131,000	130,845	155	-	-	-

**Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
PCs-video editing	11,114	-	-	-	-	11,114
Replace computers	39,484	28,497	10,618	-	240	129
Technology refresh (patrons)	43,795	3,279	19,153	-	-	21,363
IT Security operations center computers	-	-	-	-	-	-
Laptops- Young Adult Services	6,000	5,897	103	-	-	-
Laptops-Children's iPad	6,000	5,980	20	-	-	-
Self check - Penrose additional data ports	2,500	-	2,500	-	-	-
Scanners-Collect Management	2,080	-	2,080	-	-	-
Barcode scanners	15,102	-	15,102	-	-	-
RFID wands	15,000	-	13,416	-	-	1,584
Copier replacement	301,000	14,464	272,771	-	1,037	12,728
Network switches/UPS	346,000	82,739	2,332	-	11,968	248,961
MAC - networking	75,625	-	80,030	-	-	(4,405)
MAC - phone system	7,672	-	4,498	423	-	2,751
MAC - other	800	-	-	-	-	800
MAC - endpoints	31,944	-	13,106	-	17,477	1,361
MAC - security	101,956	-	35,439	-	52,324	14,193
Surveillance System redesign	18,473	6,922	11,551	-	-	-
Telephone switches	94,834	61,503	-	-	-	33,331
Firewall replacement	60,537	14,455	24,535	-	21,547	-
Switches/UPS replacement	40,000	11,606	11,559	-	16,835	-
ILS peripherals	265,000	-	27,434	-	50,081	187,485
IT equipment	49,145	46,368	2,777	-	-	-
Archival management system	13,400	-	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	-	4,142	9,478
East Library teen computers	4,000	-	4,000	-	-	-
Datacenter project	111,399	-	54,563	-	10,978	45,858
Security system	203,078	-	-	-	-	203,078
AV Equipment - districtwide	126,676	-	1,676	-	-	125,000
IT management reserve	13,492	-	-	-	-	13,492
Contingency	2,320	2,320	-	-	-	-
Total Information Capital	4,246,417	448,476	776,766	38,076	404,301	2,578,797

**Pikes Peak Library District
Capital Reserve Fund
For the Month Ended January 31, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Video Studio Capital						
2021 Projects						
Video projector replacements and additions	5,000	-	-	-	-	5,000
Pre 2021 Projects						
Wireless mic kit	1,300	748	579	-	-	(27)
Audio recorder	300	-	272	-	-	28
Audio recorder kit	1,200	-	1,064	-	-	136
Microphones	9,000	-	-	1,199	6,993	808
Video equipment and accessories	1,620	-	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	-	5,000
Cameras - Studio21c	37,500	-	33,960	-	3,232	308
DSLR cameras - checkout	5,700	-	-	-	-	5,700
Teleprompter	1,550	-	868	-	-	682
Video cam kit - checkout	3,000	2,100	135	-	-	765
GoPro kits	1,500	-	1,540	-	-	(40)
Tripod system	320	-	-	-	-	320
Photo roller system	1,000	-	1,274	-	-	(274)
Checkout equipment - L21c	3,900	2,100	1,142	-	-	658
Chargeable batteries	1,620	-	-	-	-	1,620
Isolation booth 21C studio	20,000	20,000	-	-	-	-
Total Video Studio Capital	99,510	24,948	40,834	1,199	10,225	22,304

Pikes Peak Library District
 Capital Reserve Fund
 For the Month Ended January 31, 2021

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Creative Services Capital						
2021 Projects						
3D scanner	3,000	-	-	-	-	3,000
Pre 2021 Projects						
Equipment initiatives	27,900	-	19,987	-	-	7,913
Cricut machines	1,200	412	-	-	-	788
Sand Creek-larger kiln	3,000	-	-	-	2,979	21
East-larger laser cutter	18,000	17,440	-	-	-	560
New maker kits	1,000	-	-	-	-	1,000
Equipment replacement	3,500	792	-	-	-	2,708
Contingency	51,386	-	5,175	-	157	46,054
Total Creative Services Capital	108,986	18,644	25,162	-	3,136	62,044
Total Expenditures	\$ 5,998,142	\$ 948,899	1,099,555	90,435	\$ 673,447	\$ 3,185,806
Excess Revenues over Expenditures				(90,435)		
Fund Balance - January 1, 2021				2,239,302		
Fund Balance - January 31, 2021				<u>\$ 2,148,867</u>		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month of January 2021**

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance January 1, 2021	\$ 15,087,241	\$ 163,328	\$ 15,250,569
Receipts			
Property Taxes	244,685	-	244,685
Cash Receipts	-	27,647	27,647
Credit card and other activity	-	5,012	5,012
Interest	1,264	-	1,264
Disbursements			
Payment of Bills week of 1/8/2021	-	(229,897)	(229,897)
Payment of Bills week of 1/15/2021	-	(595,256)	(595,256)
Payment of Bills week of 1/22/2021	-	(257,969)	(257,969)
Payment of Bills week of 1/29/2021	-	(355,404)	(355,404)
Payroll 01/08/2021	-	(635,174)	(635,174)
Payroll 01/22/2021 and end of month	-	(896,866)	(896,866)
Transfer between funds	(2,800,000)	2,800,000	-
Cash and Investments January 31, 2021	\$ 12,533,190	\$ 25,421	\$ 12,558,611

Public Services Report January 2021

North Region

Community

It took a little longer than Laura Foye (HI) hoped, but the Fresh Start/High Prairie partnership agreement was signed and sent to Communications. Laura and Fresh Start Center are talking now about the garden and what to plant, as well as restocking seeds in the seed library for the coming year. Currently, the plan is to pick up seeds for High Prairie's seed library soon, and they are looking at a single 'crop' for the garden, of sugar pumpkins. These will serve two purposes – first as a fun item to decorate, and second as a food source, post-Halloween. Laura will be working with Communications to make a flyer with some decorating ideas as well as some recipes. High Prairie will also be working with HR to recruit a volunteer dedicated to the garden.

After a rollback of services in mid-November due to rising COVID cases, on January 19, 2021, PPLD expanded patron services once again. Library 21c welcomed 464 patrons that day, many who shared with staff their excitement for being back in the library. Patrons were thrilled to once again be able to browse the collection and borrow materials from the shelves. This "second reopening" (the first of which occurred in July 2020) provided staff the opportunity to evaluate and modify ways Library 21c has offered services and space to the public during the pandemic. With staff-suggested modifications like requiring the "checkout" of cubicle space chairs, staff are better able to manage serving patrons and cleaning spaces.

Resources

Library 21c staff have been working for months to prepare the building's creative spaces for reopening to the public. After much preparation, Studio staff finalized plans to resume studio equipment checkout in early February. At the January 21c Public Services Meeting, Dave Franklyn (Studio 21c Director/Producer) provided an overview of the process, linking parallels between checking out studio equipment and Interlibrary Loan (ILL) items. Studio staff also answered questions on the topic from other 21c staff and started providing one-on-one micro-trainings during downtime at Curbside. These trainings continue throughout February as staff acclimate to the new processes.

The town of Palmer Lake is working on finalizing the design for the new exterior entrance ramp to the Palmer Lake Library. They expect to be able to share plans in mid-February. Once begun, the project is expected to take around six weeks. The district is looking forward to returning to the Library facility before the end of Spring if all goes to plan.

Innovation/Creativity

Allison Presley (HI) hosted Drive-In Storytime with Childrens Services. High Prairie had three cars at the first program and 10 at the second! Allison could see everyone's faces through the windshields and they were all smiling! She received an email from a loyal family hoping they won't miss the next one. Allison spoke to a handful of other attendees and hopeful future attendees about more programs like that.

Liz Willhoff (HI/CA) facilitated the first event of the CAL Sustainability Interest Group. Rebekkah Smith Aldrich, Executive Director of the Mid-Hudson Library System and author of *Sustainable Thinking and Resilience*, was the guest speaker. There were 69 registrants and 52 participants. It turned out to be a great program!

Service

Andrea Keiter (CA) worked with AARP Tax Specialist Tom Crago to develop a plan to make Calhan Library a location to provide the community with tax preparation services this year. Calhan Library will be hosting this service February 17 - April 15. AARP tax specialists and library staff will help community members schedule their appointments. AARP will be utilizing the library's meeting room to help patrons prepare their taxes. This is a great service and opportunity for patrons to know the library is here to help!

Library 21c's Young Adult Librarian Cathy Wood is leading efforts to standardize District gaming offerings and procedures. Cathy has been creating a procedure for locations to add video game consoles to their services. The final procedure will be coordinated with IT and Collection Management as both departments have roles in the process of obtaining video games and managing gaming consoles.

As Rockrimmon's collection on the shelves grows, we are shifting books to the lower shelves and upper countertops. As soon as patrons entered the building again this month, the number of books on display were increased for easy access by patrons. These displays are constantly being refilled as patrons are checking out these items. Already there has been a significant decrease in the "tightness" of the shelving as patrons can now browse.

Internal/Staff

In January, Rockrimmon Library welcomed Kathleen (Kate) Kersey (RO) as a new Assistant. She has significant library experience, volunteered at Rockrimmon for many years, and brings a strong dedication to library services.

Library 21c resumed filling staff vacancies in January, with interviews for a part time Library Assistant role occurring early in the month. The interviews were held jointly with leadership from Monument Library, who were also seeking to fill a part-time Assistant position. After hiring their own part-time Assistant, Rockrimmon leadership passed along premier candidates to LI and MO for consideration. These interested candidates did not have to resubmit their applications for the LI and MO positions; they were offered the chance to interview for the open positions at LI and MO due to their success interviewing at RO. As a result, this shortcut saved management both time and money as the branches were already provided qualified candidates to interview. Both LI and MO filled their vacancies with candidates from the provided pool, and LI welcomes Ivy Bingham to the team starting February 8.

Monument also welcomed Ric Bascober, Security Officer, and Maelin Lage as Library Assistant. Maelin had previously volunteered at the library, and also completed some of her Library Technician degree assignments there as well. Linda Fuqua-Jones, who served as Palmer Lake's supervisor, will join Library 21c as their new Creative Associate.

Accountability

While wrapping up 2020 capital requests, a purchase order was created for a new, large book drop at Library 21c. The bookdrop was installed in late January and has been a great help managing the large number of returned materials received at Library 21c. Previously both bookdrops would quickly become too full for patrons to return additional materials. With the addition of a larger bookdrop, staff can now go longer periods without having to check for returns. The new book drop has an additional inner cart; this allows staff to swap out carts when it is time to check the book drop and eliminates the need for staff to unload



and load items from one cart into another. The bookdrop is also used as a landmark and helps patrons know where to return their items (“Look for the big blue book drop!”).

Southeast Region

Community

Sand Creek was a host site for School District 2 e-learning space in January. The Sand Creek meeting room was available for a block of time in the morning and the afternoon for Harrison School District 2 students to come and do their live remote learning sessions. This also allowed for the Sand Creek meeting room to be set up for future community events as the District begins to make those spaces available for the public.

Brett Lobello (Regional History & Genealogy) and Abby Simpson (Southeast) began working with Rebecca Floyd. Rebecca is an MLIS intern and one of her final projects before graduation is looking at serving communities through a health equity lens. Her project for PPLD will focus on the Knob Hill area of Colorado Springs. Knob Hill not only has a rich history and is an emerging leader in community art but it also has the lowest life expectancy in El Paso County. Rebecca will use PPLD resources to pull together Knob Hill’s back story and current state. Project outcomes include a better understanding of Knob Hill and how PPLD can be a better resource for that community.

Resources

In January, Sand Creek received a shipment of studio equipment that had been ordered by Creative Services. Included in that shipment was new microphones, an electronic drum kit (allowing for drum sessions during all open hours of the studio), and a new desk that allows for one of the studio’s keyboards to be installed underneath it.

Innovation/Creativity

PPLD launched Storytime@Home in January which is an early literacy resource to give parents and caregivers ideas for early literacy activities similar to what we would do in an in-person Storytime. Jordan Romero, Sand Creek Senior Library Associate, serves on the team to help create these story times for families to use at home with their kiddos.

Service

Fountain, Ruth Holley, and East launched Park & Text. Additionally, Ruth Holley and East made the holds items accessible again to patrons. This has taken a huge burden off of staff and patrons are enjoying things being self-service again. Patrons have also enjoyed being able to brows again. On the first day of browsing, East Library had 3,601 items were checked out which is about three times what we would have checked out in the weeks previous. Staff reported people wandering the aisles with wagons and other types of rolling totes to collect as many items as they wanted.

Internal/Staff

Several Southeast staff attended Diversity University, a two-day virtual training to help staff develop an understanding of their own unconscious bias respond to the needs of a culturally diverse population. DU is designed to increase equity and justice by helping individuals address their bias and leverage their power to address problems of disparate treatment of individuals.

East staff was enhanced, this month, by promoting Jenny Gaechter (formerly at Manitou) and Lisa Lowdermilk (from East) into Full Time Children’s Librarian positions. Jenny will be focusing on serving families with children from baby to school age. This includes an emphasis in Early Literacy and eventually Family Place. Lisa will be focusing on School Age children, especially Tweens, Homeschoolers, and Educational Resource Center users.

Accountability

Southeast Library Associates, Senior Library Associates, Librarians, Supervisors, and Managers have begun taking regular shifts on LibChat, the District's online webchat reference tool. Branch staff have begun supporting District wide virtual reference channels. This includes cross training to serve as a backup for the telephone room. East Library and Regional staff also serve the patrons contacting us via our email reference service.

West Region

Opening

In addition to re-opening our libraries for browsing and limited services inside of our buildings, the story of the West Region for January 2021 is a tale of projects coming to a boil as well as staffing changes.

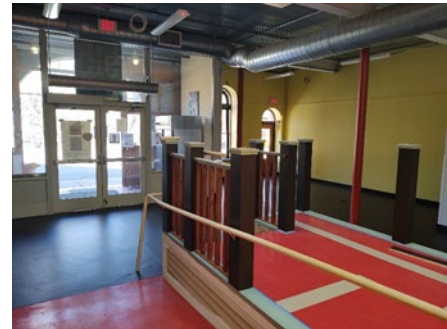
Combating Loneliness

Taryn Malila, Librarian (Adult Services), along with Mikaela Fortune, Librarian (Young Adult Services), both of Penrose Library, are restarting facilitation of their Staff Development Podcast (Media) group. The group will include all West Region locations. They will provide discussion questions and facilitation for the group. Their first offerings include two episodes of Unlocking Us by Brene Brown, one featuring Dolly Parton, and another of each participant's choice, at the February 9 Podcast Club meeting.

Taryn Malila, Librarian (Adult Services) has also started to create an ideas self-care routine publication in the West Region, where all staff have been asked to contribute how they self-care, in an effort to create inertia for all staff toward this goal, and to help facilitate ideas.

Community

Manitou Springs staff continued to prepare for the move from the Carnegie library to the Manitou Arts Center location. Construction has started and is due to finish in early February. The tentative moving dates, February 8 - 9, have helped solidify the transition to the new building. Whitney Springer (Manager) and Michael Doherty (West Region Director) continue to work closely with Collection Development, IT, Facilities, Communications, Leadership Team, as well as Manitou Art Center staff, on the final timeline for potential soft opening, as curbside, and of course the Grand Opening. This project has been intensively collaborative, which speaks to the partnership's end-goal, an interconnected location for library and creative/maker services at the MAC. (Picture depicts the fresh paint and continued construction of a platform and railing at the new Manitou Springs Library location at 515 Manitou Ave.)



Resources

Old Colorado City (OL) patrons and staff appreciate that Mobile Library Services have scheduled regular stops at their library, helping patrons who truly wish to pick up their holds at OL, or individuals who cannot travel to Penrose Library or other branches. MLS and Facilities staff are also maintaining OL's bookdrop, emptying it daily to ensure patrons have the continued convenience of their neighborhood library even while we are temporarily closed. This help is essential, and incredibly appreciated by OL staff and patrons.



Service

Evan Childress, Librarian (Family & Children's Services) at Penrose Library captured the West Region's enthusiasm to welcome patrons back well as she wrote, "With the lessening of COVID restrictions I am looking forward to the provision of expanded resources to our community. Being able to assist with readers' advisory, provide engaging displays, and restart in-person programming signifies a gradual return to the level of service to which patrons are accustomed."

Internal/Staff

Penrose and Cheyenne Mountain Libraries have enjoyed hosting Old Colorado City Library staff while their library has been closed for re-flooring. This created a wonderful cross-training opportunity for all of these libraries.

New staff members who were on-boarded in January:

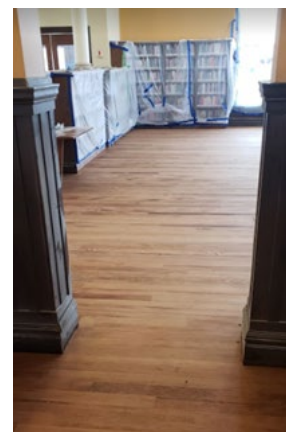
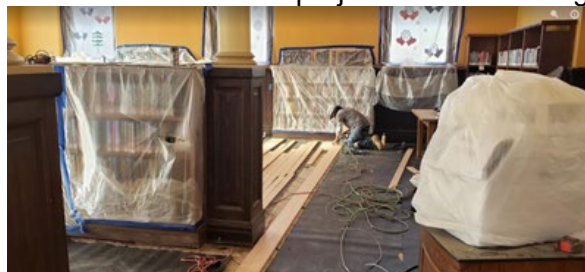
- Katie Lawrie: Sr. Library Associate, West Region – Promoted from Penrose Library
- Annie Spencer: Sr. Library Associate, West Region – Promoted from Penrose Library
- Alexis Nelson: Sr. Library Associate (Creative Services), Manitou Springs & Ute Pass Libraries
- Celia Egghart: Library Associate (Young Adult Services), Manitou Springs & Ute Pass Libraries
- Hannah Zwahlen: Library Assistant, Cheyenne Mountain Library

Accountability

In a joint effort with Facilities and IT, Cheyenne Mountain saw the installation of a new public services desk. The library has received many compliments from patrons for its clean lines and look. It also brightens up the space. The service point facing the door is counter height and helps both patrons and staff with clear lines of visibility. The area closest to the children's section is now lower, which will help serve the library's youngest patrons at their level. Staff played a significant role in its selection and design, helping choose the wood stain and counter color.



Old Colorado City Library closed on January 7 for a full replacement of the original hardwood floors. Several departments and libraries supported efforts to close the building, including Collection Management, Facilities, IT, and Communications, in addition to MLS and PE. Construction progress is currently on schedule, with the first half of the project nearing completion at the end of January. Demo for the second half of the project is slated to begin on February 8.



Adult Education Community

Adult Education and Creative Services met with the Pikes Peak Workforce Center (PPWFC) and a few members from Colorado Advanced Manufacturing Association to review the 180Skills program. We also discussed how we could partner with them to help them with their training needs and they could help us determine the most appropriate manufacturing IET learning path for any Adult Education student to enter the manufacturing workforce. It was well received with a commitment from one to participate. We will continue these discussions to form a plan and procedures on how we can work together.

Resources

Adult Education, Academy School District 11, and the Pikes Peak Workforce Center began working on their partnership, Talent Accelerator Grant implementation. This is a grant opportunity that originated with the Walmart Foundation and passed through the state. We will be using a PPLD resource, Northstar Digital Learning, to develop a digital literacy pathway for our Adult Education Students by developing and implementing training specifically designed for anyone interested in working in the retail and hospitality trades.

Service

Orientation for ABE/HSE and ESL took place Tue., Jan. 5 through Thu., Jan. 7 in person at KCH.

- Jan. 5, we assessed 8 ESL (3 tested out and 1 left) and 3 ABE/HSE students.
- Jan. 6, we assessed 5 ESL and 4 ABE/HSE students.
- Jan. 7, we assessed 3 ESL and 8 ABE/HSE students for a total of 11 ESL students and 15 ABE/HSE students enrolled for the 2021 Spring Distance Education classes.

For our Winter Semester we enrolled 24 ABE students, 1 ASE student, and 36 ESL students.

Internal/Staff

The Adult Education Manager left the employment of PPLD on January 19.

Adult Services

Combating Loneliness

Our virtual Share (baking classes) have been quite popular. Our presenter just finished a five-week series and will start another 5-week series in February. The feedback has been very positive. One patron says the classes have been such a highlight and source of comfort as she and her husband have been self-isolating during the pandemic and these classes have helped her feel more connected to others.

Melissa Mitchell is working with four locations to expand the Pen Pals program that has been so popular at Rockrimmon.

Community

The City of Colorado Springs, Colorado Legal Services, The Justice Center, and PPLD hosted our first Renter's Rights Workshop for 2021. We had 28 attendees for the virtual presentation. The audience was a mix of tenants, landlords, and attorneys who were interested in learning about the new executive orders and directives regarding evictions. We will host four more of these events throughout the year. Deb Hamilton briefly highlighted the law collection, her services, and the Virtual Pro Se Clinic.

Deb signed up to assist with the United Way's Quality of Life Indicators research group on Government. She also signed up to take a course on how to be a facilitator for WebJunction's course on pathways to civil legal justice.

Heidi and Melissa have been working with Pam Contreras with Mobile Library Services to see how we can serve residents of assisted living centers (almost all are still closed to visitors). We are providing a survey to the activity directors to see how we can best serve them during this time.

Katie Edson taught a virtual grant writing class for small businesses sponsored by the SBDC in Pueblo. She conducted additional research to alter her current grant writing class to provide resources for small businesses. The participants seemed engaged and the SBDC has asked that she repeat the class for them in another 3 months.

Resources

Deb Hamilton had a very busy month with legal inquiries from patrons. She fielded 48 reference requests.

Bryan Matthews worked on updating the PPLD Tax LibGuide for 2021 (2020 tax year). He will continue to update as new and updated information becomes available.

Sandy Hancock is continuing to meet with patrons as requests come in and will start holding classes soon. She is also continuing to meet people in the community and other business librarians.

Service

We started planning the 2021 PPLD Mountain of Authors. Heidi Buljung is leading the effort along with Bryan Matthew's assistance. The keynote speaker will be virtual (Joe Kenda). We will possibly have two panels and are discussing live versus virtual possibilities and the author showcase will be recorded Book Buzzes.

Delaina Massie hosted a Virtual Show and Tell for Library Explorers and six enthusiastic attendees. She also attended two Abilities Coalition events. Delaina will be transitioning to the new Diversity, Equity, and Inclusion service. We are excited at the prospects of this new service area, but we will miss having her as part of Adult Services.

Heidi Buljung and Melissa Mitchell hosted the Winter Adult Reading program kick-off party on Facebook Live. We have 74 people attend and register during the kick-off. The program is off to a great start with lots of positive feedback about the new changes (as well as a few suggestions for the future.) Heidi worked hard to get everything set up in Beanstack as well as provide staff training and staff guides.

Heidi Buljung hosted two Marie Kondo Tidying 101 virtual classes with 38 people. Melissa Mitchell hosted Healthy Cooking for Cold Winter Months with Mile High Fitness.

Internal/Staff

Sandy, Katie, and Meagan attended ALA Midwinter (January 22 - 26). Katie enjoyed the speakers, classes, and meetings. Meagan is still going through the webinars available online but has watched several which discuss ideas pertaining to EDI topics. Katie also attended the monthly meetings for CAL-IFC. Sandy enjoyed connecting with several business librarians from across the country.

Delaina, Melissa, and Amy attended the webinar “Lessons in Diversity, Equity, and Inclusion from Public Libraries: Managing Change from Where You Are.”

Amy Rodda, Deb Hamilton, and Melissa Mitchell presented the Services Spotlight for Adult Services. We received great feedback and it was very useful to share our team’s scope and purpose.

Sandy Hancock attended several Data Axle (formerly Reference USA) trainings. She also attended Library Journal’s No MBA required webinar.

Collection Management

Community

Interlibrary Loan Manager Amanda Marez-Frutchey shared her experience and career path during an online forum with incoming MLS students at Emporia State University.

Resources

Greg Roes helped Old Colorado City Library staff prepare for the library closure taking place January through March to replace the floors and change the layout. He also continued to assist with the Manitou Springs Library relocation planning.

A meeting with the representative from PPLD’s primary audio-visual material vendor provided interesting information on the state of DVD manufacture. Only one large DVD manufacturing plant remains in the U.S. now - Technicolor, in Detroit. Their facility had to close three times during the pandemic which resulted in some delays filling orders for libraries. Another factor in the availability of titles on DVD is a decision made by producers to not release complete TV series on DVD, with the hope that viewers will subscribe to streaming services to watch the shows. DVDs/Blu-rays are in big demand from public



library patrons, with 845,000 checked out by PPLD patrons in 2020 and 1,847,000 checked out in 2019.

Innovation/Creativity

Collection Management staff member Karen Jenista dressed up the work area with a new piece of book art in January.

Service

In 2020, there were 4,462 purchase requests for physical materials from patrons. Acquisitions staff ordered 2,331 of them for a fill rate of 52%. Interlibrary Loan staff borrowed 17,279 items from other libraries for PPLD patrons and loaned 8,834 PPLD items to other libraries.

PPLD's Interlibrary Loan staff are very conscientious about the use of library resources and noted another ILL department's use of 68 four-cent and one-cent stamps to mail a borrowed item back to them.

The libraries faced shortages of shelving space for materials due to decreased checkouts during the pandemic when patrons were unable to browse the Collection. Acquisitions staff Tammy Ross, Heidi Pritchard, Janet DeGering, and Tania Hajjar helped with "weeding" efforts in January. Reopening to the public on January 19 has increased checkouts substantially, which also helps open shelf space.

Internal/Staff

Selection Librarian Lisa Thomas concluded her tenure on the 2021 Newbery Medal Selection Committee. The Medal winner and honor titles were announced on January 25. The Newbery Medal was awarded to *When You Trap a Tiger*, written by Tae Keller. Lisa said, "It was a remarkable experience to be on the 2021 Newbery Award Committee!"



Colleen Medling organized the distribution of sweatshirts to 330 staff members. The sweatshirts carry the PPLD logo and were provided to staff from the Staff Organization.

Accountability

The annual random sample inventory was done in January, with very good results. Only 0.4% of items in the inventory had an incorrect status in the catalog.

The Interlibrary Loan staff have begun a process to evaluate their workflow with a consultant from Atlas Systems, the vendor for ILLiad. This will include reviewing and optimizing procedures and the use of the ILLiad software. Acquisitions staff that use ILLiad are involved as well.



Collection Management staff Marie Duplantis-Webb, Heidi Pritchard and Jenny Pierce worked extensively with Adult Services Director Amy Rodda and Finance Accountant Tatiana Zonte to transfer the research databases to the Collection Management budget.

Creative Services **Community**

The Knights of Columbus Hall was able to be used for Adult Education's orientation and testing. Dustin Booth is investigating various options for helping community organizations and utilizing the KCH space.

Resources

The new 3D printers were delivered to all three the makerspace locations. The operating software, Cura, was updated on all the makerspace computers, and the printers have been tested. These updates make the 3D printer drop-off service that will launch at the beginning of February possible. During the pandemic, we will do 3D printing entirely through drop-off to allow for more patron use of other equipment in the spaces.

Sarah Holland and Ben Dahlby created a guide for using the new 3D printers. This guide which covers changing filament, using Cura, and sending files to print can be used for both staff and patron reference.

Sarah Holland helped compile the reopening website updates for Studio21c. She and Becca Cruz went back over everything on the Creative Services pages of the website to ensure that the appropriate updates would be identified for re-opening the creative spaces across the District.

Innovation/Creativity

Becca Cruz had a phone call with a library director in Montana who is looking into starting a makerspace in her library. Becca shared information about makerspaces, staffing, and technology.

Service

Becca Cruz, Lauren Fellers, Tammy Sayles from Adult Education, and Lacey Miller from Adult Education worked with a colleague from Pikes Peak Workforce Center to hold a meeting to meet local manufacturers, tell them about PPLD's plans for a workforce development program in that field, and gather feedback from them on the best courses of action. While there were just a few attendees, they were extremely interested in this program. Lauren Fellers met with Lacey Miller to work on plans for the manufacturing workforce development program, and to start evaluating feedback from local manufacturers.

Internal/Staff

The two new senior librarians started in Creative Services in January! Lauren Fellers and Jennifer Eltringham joined the department and have hit the ground running, working their way through onboarding materials, meeting with the other Creative Services staff and Library Services librarians, and learning about the goals and objectives for the department.

Creative Services staff worked together to develop a variety of micro-training videos and quick reference guides to help other staff with re-opening the spaces and using the new reservation software.

Accountability

In preparation for re-starting checkout of studio equipment, Sarah Holland put together the replacement DSLR camera kits for Sand Creek and Library 21c.

Becca Cruz, Lauren Fellers, and Jennifer Eltringham met to discuss the 2021 Creative Services' budget, and the goals we would like to accomplish with those funds as part of their onboarding.

Family and Children's Services

Community

Barb Huff and Joy Fleishhacker organized a virtual tour of the Money Museum, a local community organization, for homeschool families. During the Zoom program on January 15, museum curator Douglas Mudd introduced money, how it has been used through time, and offered a look at some of the museum's exhibits. The depth and quality of the presentation was perfectly on target for the homeschool audience. The event was attended by 21 families (60 individuals), and the kids asked very good questions about the history of money and the museum, showing that they were fully engaged.

In 2018, USAFA Child Development Center collaborated with PPLD to offer LENA Start to their teachers and parents. After two cohorts, Melody Alvarez approached the CDC team to see if they would like to become LENA Start partners and facilitate sessions. In 2020, Megan Garland (USAFA CDC) completed coordinator training. Melody worked with Elyse Jones (Communications) to create a partner agreement. Milissa Fellers will act as Megan's point of contact and assist Megan to run successful LENA programs. This agreement will help sustain LENA Start, and help PPLD achieve our grant responsibilities.

Resources

Joy Fleishhacker worked with Cara Ramsey and Erinn Barnes of Special Collections to present Into the Vault: Colorado Springs Landmarks, a program for homeschoolers given via Zoom on January 26. Before attending, families watched a short video about how to search the digital photo collection and used this knowledge to complete a scavenger hunt that focused on identifying/finding local buildings. Beginning with a virtual tour of the photograph collection and an introduction to the idea of how images are collected and organized, the program provided much insight into local history and spotlighted PPLD special collections. The event was attended by 12 families (32 people), who were well prepared to share the images they discovered during the scavenger hunt, and ask additional questions. Patron feedback in the chat and by email requested more programs of a similar nature, as well as information about visiting the physical facility. This collaborative program not only helped to educate the attendees about local history, but also provided knowledge about unique PPLD resources to library patrons.

Innovation/Creativity

Melody Alvarez reached out to Beth Crist, from the Colorado State Library, to learn about presenting a webinar on our Prenatal Series, and the Drive-in Storytime programs. Both are non-traditional programs and we would like to help other libraries learn how to offer the programs. Beth scheduled a meeting with Melody and Christine Kreger to schedule a webinar on February 24, and April 28. Melody asked Milissa Fellers to co-present on both webinars.

Service

FCS, YAS, Communications, and Collection Management collaborated to launch the PowerPass with D2 on January 7. Through the help of staff throughout the District, we are providing Take & Makes for students. In addition, Betty McDonald has presented on the PowerPass to all D2 principles at their monthly meeting.

Internal/Staff

Milissa Fellers worked with David Kelly (Communications) and Brenna Hemphill (Communications) throughout the month of January to update the 2020 Kinderspark activity booklet to meet PPLD Communications guidelines and to create a promotional toolkit for families. Nicole Enger (Communications) created a fun, flippable PDF that parents can download for free at ppld.org/kinderspark.

Milissa Fellers and Jordan Romero finalized details for Storytime@Home creation, editing, and publication. Storytime@Home launched on 1/12/21. Brenna Hemphill (Communications) has assisted in this project, creating a webpage (ppld.org/Storytime-at-Home) and a link for parents to sign up to receive new Storytime@Home programs. Storytime@Homes are published biweekly.

Christa Funke finished the presentation for a Serving Tweens training for staff. This training will educate staff on tween development and the importance of service to tweens and will empower them to have positive customer service experiences with tweens.

Accountability

Milissa Fellers used about 1,800 One Book Colorado books from 2020 and 250 board books purchased for previous summer reading programs as the giveaway books for the 2021 Kinderspark program. As a result, only 400 books had to be purchased for the program this year.

Regional History & Genealogy Community

Takiyah Jemison and Heather Jordan continue to review, correct, and enhance the layout of the reprint of *Invisible People of the Pikes Peak Region*. This included reviewing two additional proofs and making formatting corrections. The team finalized speakers for the March 11 virtual book release.

Cara Ramsey facilitated the CoS History Book Club: Visible People focusing on *Newport in the Rockies* on January 21. Brett Lobello and Leah Davis Witherow (Colorado Springs Pioneers Museum, Curator of History) spoke as part of this Sesquicentennial programming.

RH*G Staff members collaborated with Joy Fleishhacker (Homeschool Services Librarian) to develop and deliver Into the Vault: Colorado Springs Landmarks on January 26.

The most popular Facebook post this month was an image of a postcard depicting Tejon Street in 1945. This post reached 1,150 people.



Resources

Regional History and Genealogy Archivist Heather Jordan received three acquisitions:

- Thomas MacLaren blueprints of the Broadmoor's Pauline Chapel
- Additional Sons of American Revolution records
- Correspondence, photographs, genealogy books, and a genealogy periodical regarding Mildred Edith Young Aday's family. This collection consists of 10 cubic feet of material.

All 2020 PPLD Board Reports have been printed and added to the PPLD institutional collection. The Rocky Mountain Online Archive (RMOA) consortium houses the Special Collections archival finding aids. RMOA will be shutting down in November 2021. From this point forward, archival finding aids will be created and made accessible using the content management software, Cuadra Star.

Dave Wendel completed and oversaw 147 Pikes Peak NewsFinder microfilm requests. Dave also digitized 447 Gazette newspaper articles and indexed 649 newspaper articles with metadata. All of these are now accessible via the Pikes Peak NewsFinder database.

Service

Erinn Barnes fulfilled 16 photo requests from external constituents which included exhibits at the new Pikes Peak Summit House. She also provided 30 images to the Gazette for the *Look Back Feature* and 30 front pages to the Denver Gazette for the *100 Years Ago Today* feature.

Cara Ramsey presented a variety of virtual genealogy classes. A new class, FamilySearch Basics, debuted to positive feedback.

- Genealogy Basics (January 4 and 16)
- Coffee Talk (January 6)
- FamilySearch Basics (January 25)

Internal/Staff

Jessica Spiker began her new position as a RH*G Library Associate. Jessica previously worked as a sub at East Library, so she is familiar with many PPLD policies and procedures. A second new associate begins in February.

Young Adult Services

Combating Loneliness

In our January 4 Young Adult Services meeting with the three building librarians, we listened to an interview of Dr. Vivek Murthy on Brene Brown's [podcast *Unlocking Us*](#). Brown and Dr. Murthy discussed his book *Together: The Healing Power of Human Connection in a Sometimes Lonely World*. In our meeting, we discussed personal loneliness and how helpful it is to have terms to define what we are feeling.

Community

The PowerPass officially launched with Harrison School District 2 on January 11. To support the launch, Cameron Riesenberger attended a meeting with the HSD2 school liaisons on January 6 for an initial training with Betty McDonald (Family & Children Services).

Britt Bloom and Lauren Fellers helped coordinate the delivery of materials for the assembly of Take & Makes for all Harrison District 2 middle school students across the District. We are putting together 1,900 Take & Makes. FCS is putting together 4,500 Take & Makes. Tania Hajjar recruited her mother and husband to compile 100 Take & Makes (see photo).



Cameron Riesenberger and Joanna Nelson Rendon attended an introductory meeting with the staff of PPLD and Academy School District 20 for initial conversation on the expanding the PowerPass to D20. Cameron spoke on outreach opportunities and trainings for teachers.

Larissa Powers collaborated with Colorado School for the Deaf and Blind and Family & Children's Services to host two events for families with Deaf children.

Resources

Britt Bloom, Becca Philipsen, Lauren Fellers, Joanna Rendon, and Katie Fox (Colorado State Library's Library Research Service) worked together to schedule a promotion plan for the Workforce Readiness Program. In January, over 450 people visited the page, and we had three people request volunteer hours after completing the program.

Innovation/Creativity

Larissa Powers met with representatives from the Youth Documentary Academy to begin planning for a Teen Community Conversation event in late summer in conjunction with Pikes Peak Justice and Peace Commission's Justice Camp. Event will hopefully be able to take place outside and in-person, and it will feature teen-created documentaries and teen-lead conversations about social justice and community issues that are important to the teen participants.

For one part of our celebration of Black History Month celebration, Britt Bloom created and sent out 350 February Take & Makes, Black Panther Bookmarks, to libraries across the District.

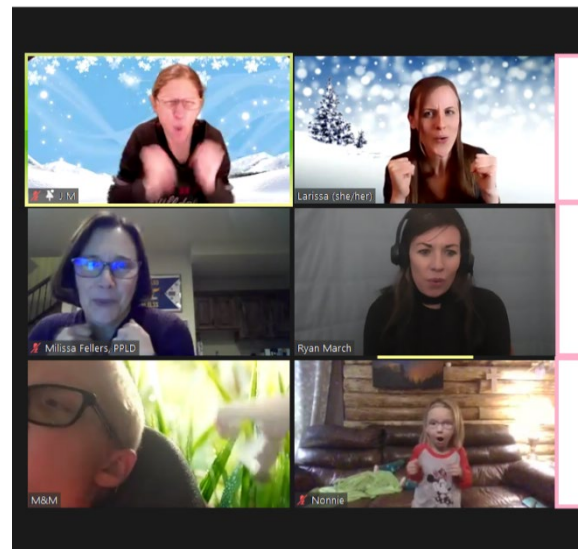
Service

Larissa Powers compiled statistics for the pilot term of the Library's free menstrual supplies program. The first year of the pilot for libraries providing menstrual supplies for their patrons went extremely well, with six pilot locations providing a total of 2,201 menstrual supplies to patrons for free since July (noting that for months of the pilot our libraries were closed or providing limited indoor service, and continued participation will most likely have even further-reaching impact).

Internal/Staff

Lauren Fellers' last day with Young Adult Services was January 22. She is now in Creative Services as a Senior Librarian. We will miss her!

To continue fighting racism, Young Adult Services staff and the young adult building librarians took implicit bias tests from [Project Implicit](#) from Harvard University. We all took different tests and discussed how our biases impact our life. We especially dug into how our families influenced our biases.



Cameron Riesenberger and Joanna Nelson Rendon attended a Social Emotional Learning training on Social Awareness presented by Britt Bloom and Becca Philipsen.

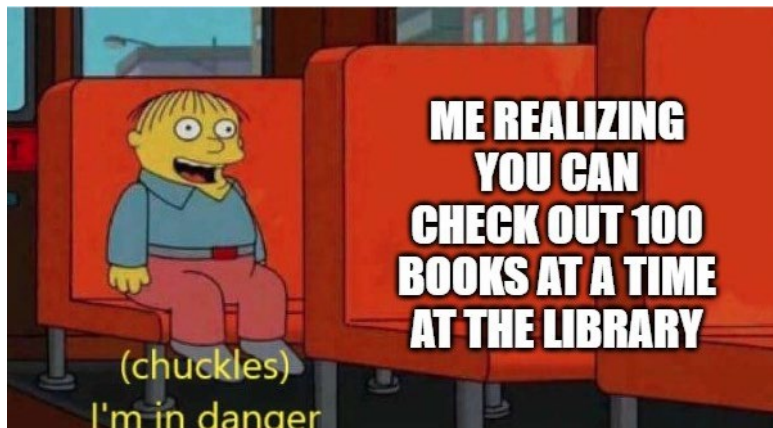
Joanna Nelson Rendon is attending the [RIPL Data Boot Camp](#) webinar series. There are six webinars as part of this series. The first was Observations: Data Hiding in Plain Sight. These

series will support and expand Joanna’s knowledge about data and how to use it to tell the Library’s story.

Accountability

Britt Bloom and Becca Philipsen run the PPLD Teens Instagram and Facebook accounts with help and guidance from Brenna Hemphill in Communications. Starting in the new year, we changed strategies to focus less on program information and more on library resources and booklists. This strategy has thus proven far successful as it is one of, if not the most, successful month in terms of reach and engagement on both platforms!

This Ralph Wiggum meme reached 3,350 with 381 engagements, and 15 shares.



2021 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	19930	0	0	0	0	0	0	0	0	0	0	0	19930
Mobile Libraries Total	7799	0	0	0	0	0	0	0	0	0	0	0	7799
Calhan	1366	0	0	0	0	0	0	0	0	0	0	0	1366
Cheyenne	18418	0	0	0	0	0	0	0	0	0	0	0	18418
Fountain	8096	0	0	0	0	0	0	0	0	0	0	0	8096
High Prairie	13552	0	0	0	0	0	0	0	0	0	0	0	13552
Holley	11490	0	0	0	0	0	0	0	0	0	0	0	11490
Manitou	1540	0	0	0	0	0	0	0	0	0	0	0	1540
Monument	18631	0	0	0	0	0	0	0	0	0	0	0	18631
Old Colorado City	1736	0	0	0	0	0	0	0	0	0	0	0	1736
Palmer Lake	0	0	0	0	0	0	0	0	0	0	0	0	0
Rockrimmon	18811	0	0	0	0	0	0	0	0	0	0	0	18811
Sand Creek	9445	0	0	0	0	0	0	0	0	0	0	0	9445
Ute Pass	1646	0	0	0	0	0	0	0	0	0	0	0	1646
Senior Van	991	0	0	0	0	0	0	0	0	0	0	0	991
Bookmobiles	6808	0	0	0	0	0	0	0	0	0	0	0	6808
East	50944	0	0	0	0	0	0	0	0	0	0	0	50944
Library 21c	36833	0	0	0	0	0	0	0	0	0	0	0	36833
Parenting	105	0	0	0	0	0	0	0	0	0	0	0	105
Total Physical Materials	220342	0	0	0	0	0	0	0	0	0	0	0	220342

YTD CIRC Comparison	2021	2020	% Change
Penrose	19930	46017	-56.7%
Mobile Libraries Total	7799	12345	-36.8%
Calhan	1366	1968	-30.6%
Cheyenne	18418	34646	-46.8%
Fountain	8096	16500	-50.9%
High Prairie	13552	26621	-49.1%
Holley	11490	27844	-58.7%
Manitou	1540	3821	-59.7%
Monument	18631	33995	-45.2%
Old Colorado City	1736	18133	-90.4%
Palmer Lake	0	4035	-100.0%
Rockrimmon	18811	33473	-43.8%
Sand Creek	9445	28479	-66.8%
Ute Pass	1646	2331	-29.4%
Senior Van	991	1638	-39.5%
Bookmobiles	6808	10707	-36.4%
East	50944	130730	-61.0%
Library 21c	36833	85159	-56.7%
Parenting	105	101	4.0%
Total Physical Materials	220342	506198	-56.47%

Current Month Comparison CIRCULATION	2021	2020	% Change
Penrose	19930	46017	-56.7%
Mobile Libraries Total	7799	12345	-36.8%
Calhan	1366	1968	-30.6%
Cheyenne	18418	34646	-46.8%
Fountain	8096	16500	-50.9%
High Prairie	13552	26621	-49.1%
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East	50944	130730	-61.0%
Library 21c	36833	85159	-56.7%
Parenting	105	101	4.0%
Total Physical Materials	220342	506198	-56.47%

Circulation Report By Facility January 2021

Visitors were able to enter libraries for computer use, scanning, faxing, and copying by reservation only through January 17, 2021.

Current Month Comparison VISITORS	2021	2020	% Change
Penrose	6652	46440	-85.7%
Mobile Libraries Total	1856	3260	-43.1%
Calhan	194	579	-66.3%
Cheyenne	3341	15404	-78.3%
Fountain	1351	8526	-84.2%
High Prairie	864	7496	-88.5%
Holley	1240	12990	-90.5%
Manitou (curbside only)		3924	-100.0%
Monument	130	13953	-99.1%
Old Colorado City	88	10567	-99.2%
Palmer Lake (book mobile only)		1626	-100.0%
Rockrimmon	3657	14081	-74.0%
Sand Creek	1786	18723	-90.5%
Ute Pass		1248	-100.0%
Knights of Columbus Hall	0	25	-100.0%
East	9907	41856	-76.3%
Library 21c	3539	43854	-91.9%
TOTAL	34605	244552	-85.8%
Special Collections	585	1820	-67.9%

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	0	0	0	0	0	0	0	0	0	0	0	158899
DVD	45907	0	0	0	0	0	0	0	0	0	0	0	45907
CD Music	5364	0	0	0	0	0	0	0	0	0	0	0	5364
CD Book	5979	0	0	0	0	0	0	0	0	0	0	0	5979
Playaway	2359	0	0	0	0	0	0	0	0	0	0	0	2359
Kit	584	0	0	0	0	0	0	0	0	0	0	0	584
Game	1250	0	0	0	0	0	0	0	0	0	0	0	1250
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	220342	0	0	0	0	0	0	0	0	0	0	0	220342
													0
ILL	793	0	0	0	0	0	0	0	0	0	0	0	793
CyberShelf-OverDrive	224978	0	0	0	0	0	0	0	0	0	0	0	224978
RB Digital Magazines	8495	0	0	0	0	0	0	0	0	0	0	0	8495
eReader	1	0	0	0	0	0	0	0	0	0	0	0	1
OneClick Audio	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Spots	21	0	0	0	0	0	0	0	0	0	0	0	21
Cameras & Equipment	1	0	0	0	0	0	0	0	0	0	0	0	1
													0
TOTAL STATE Circ	454631	0	0	0	0	0	0	0	0	0	0	0	454631
													0
Freegal Music	6125	0	0	0	0	0	0	0	0	0	0	0	6125
Freeding	175	0	0	0	0	0	0	0	0	0	0	0	175
DVD Player	0	0	0	0	0	0	0	0	0	0	0	0	0
Hoopla	2802	0	0	0	0	0	0	0	0	0	0	0	2802
Comics	506	0	0	0	0	0	0	0	0	0	0	0	506
Kanopy	2977	0	0	0	0	0	0	0	0	0	0	0	2977
													0
CLC	5306	0	0	0	0	0	0	0	0	0	0	0	5306
Laptop Use	2	0	0	0	0	0	0	0	0	0	0	0	2
													0
Active Users	262787	0	0	0	0	0	0	0	0	0	0	0	262787

YTD Circ by Format			
	2021	2020	Change
Print	158899	315363	-50%
DVD	45907	149235	-69%
CD Music	5364	14132	-62%
CD Book	5979	14743	-59%
Playaway	2359	6793	-65%
Kit	584	1667	-65%
Game	1250	4265	-71%
TOTAL Physical Items	220342	506198	-56.47%
ILL	793	1960	-60%
CyberShelf-OverDrive	224978	189700	19%
RB Digital Magazines	8495	4862	75%
eReader	1	3	-67%
OneClick Audio	0	427	-100%
Hot Spots	21	40	-48%
Cameras & Equipment	1	98	-99%
Total e-materials	233495	195032	20%
Freegal Music	6125	6130	0%
Freeding	175	109	61%
DVD Player	0	124	-100%
Hoopla	2802	1959	43%
Comics	506	384	32%
Kanopy	2977	1664	79%
CLC	5306	11453	-54%
Laptop Use	2	1024	-100%
Active Users	262787	278568	-6%

MTD Total	2021	2020	Change
January	454631	703288	-35%
February		653851	-100%
March		440931	-100%
April		229841	-100%
May		301866	-100%
June		334184	-100%
July		554885	-100%
August		564757	-100%
September		556643	-100%
October		570447	-100%
November		521888	-100%
December		428559	-100%

YTD Total	2021	2020	Change
January	454631	703288	-35%
February		1357139	-100%
March		1798070	-100%
April		2027911	-100%
May		2329777	-100%
June		2663961	-100%
July		3218846	-100%
August		3783603	-100%
September		4340246	-100%
October		4910693	-100%
November		5432581	-100%
December		5861140	-100%

**Circulation Report
By Item Type
January 2021**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	12,534												12,534
Mobile Libraries	4,943												4,943
Calhan	940												940
Cheyenne	12,129												12,129
Fountain	5,319												5,319
High Prairie	8,836												8,836
Ruth Holley	7,169												7,169
Manitou Springs	948												948
Monument	11,860												11,860
Old Colorado City	136												136
Palmer Lake													0
Rockrimmon	12,150												12,150
Sand Creek	5,926												5,926
Ute Pass	1,063												1,063
Senior Van	733												733
East	34,248												34,248
Library 21c	24,676												24,676
Total	143,610	0	0	0	0	0	0	0	0	0	0	0	143,610

YTD CIRC Comparison	2021	2020	% Change
Penrose	12,534	27,043	-53.7%
Mobile Libraries	4,943	7,962	-37.9%
Calhan	940	1,282	-26.7%
Cheyenne	12,129	22,045	-45.0%
Fountain	5,319	10,276	-48.2%
High Prairie	8,836	16,419	-46.2%
Ruth Holley	7,169	17,255	-58.5%
Manitou Springs	948	2,403	-60.5%
Monument	11,860	21,604	-45.1%
Old Colorado City	136	11,218	-98.8%
Palmer Lake	0	2,357	-100.0%
Rockrimmon	12,150	21,133	-42.5%
Sand Creek	5,926	16,345	-63.7%
Ute Pass	1,063	1,575	-32.5%
Senior Van	733	1,259	-41.8%
East	34,248	78,498	-56.4%
Library 21c	24,676	51,876	-52.4%
Total Physical Materials	143,610	310,550	-53.8%

Current Month CIRCULATION Comparison by Facility	2021	2020	% Change
Penrose	12534	27043	-53.7%
Mobile Libraries	4943	7962	-37.9%
Calhan	940	1282	-26.7%
Cheyenne	12129	22045	-45.0%
Fountain	5319	10276	-48.2%
High Prairie	8836	16419	-46.2%
Ruth Holley	7169	17255	-58.5%
Manitou Springs	948	2403	-60.5%
Monument	11860	21604	-45.1%
Old Colorado City	136	11218	-98.8%
Palmer Lake		2357	-100.0%
Rockrimmon	12150	21133	-42.5%
Sand Creek	5926	16345	-63.7%
Ute Pass	1063	1575	-32.5%
Senior Van	733	1259	-41.8%
East	34248	78498	-56.4%
Library 21c	24676	51876	-52.4%
Total Physical Materials	143610	310550	-53.8%

Current Month e-materials & Summary	2021	2020	% Change
Overdrive	224978	189700	18.6%
RB Digital Mags	8495	4862	74.7%
eReaders	1	3	-66.7%
1-Click Audio	0	427	-100.0%
Hot Spots	21	40	-47.5%
Total e-materials	233495	195032	19.7%
ILL	793	1960	-59.5%
Cameras/Equip	1	98	-99.0%
Physical Materials	143610	310550	-53.8%
Total Monthly Circ	377899	507640	-25.6%

Circulation without Renewals January 2021

Current Month Comparison VISITORS	2021	2020	% Change
Penrose	6652	46440	-85.7%
Mobile Libraries	1856	3260	-43.1%
Calhan	194	579	
Cheyenne	3341	15404	-78.3%
Fountain	1351	8526	-84.2%
High Prairie	864	7496	-88.5%
Ruth Holley	1240	12990	-90.5%
Manitou		3924	-100.0%
Monument	130	13953	-99.1%
Old Colorado City	88	10567	-99.2%
Palmer Lake		1626	-100.0%
Rockrimmon	3657	14081	-74.0%
Sand Creek	1786	18723	-90.5%
Ute Pass		1248	-100.0%
East	9907	41856	-76.3%
21c	3539	43854	-91.9%
KCH	0	25	-100.0%
TOTAL Visitors	34605	244552	-85.8%
Special Collections	585	1820	-67.9%

Communications Department: Report for February 2021

NEWS COVERAGE

- Total features and mentions:
 - **January / year-to-date:** 101
- Highlighted coverage from last month:
 - There were dozens of news stories, newscast mentions, and live anchor spotlights focused on **PPLD welcoming patrons back inside** without a reservation. It was covered by KKTV, [KRDO](#), and [FOX21](#), along with [The Gazette](#) and other outlets.
 - [Southeast Express](#), [Colorado Springs Independent](#), KOAA, and KRDO featured the **launch of PPLD's PowerPass for HSD2 students**.
 - Our monthly Library Limelight column focused on **servicing the community in the era of COVID-19**. It was featured online and in print for [three local editions of The Gazette](#).
 - Our partnership with the **U.S. Olympic & Paralympic Museum offering limited-time discount tickets to PPLD cardholders** was picked up by [FOX21](#), [KKTV](#), and [KOAA](#).
 - [KKTV](#) highlighted **PPLD's increase in digital checkouts** with a story that aired during multiple newscasts.
 - The **Winter Adult Reading Program** was picked up by [KRDO](#) and the *Colorado Springs Independent*.
- Confirmed or anticipated coverage this month:
 - **COVID-related service changes:** The Library reopens more spaces and services to the public effective Feb. 9.
 - **Library relocation:** The Manitou Springs Library will soon open inside of the Manitou Art Center while the City and local task force seek to renovate the Carnegie building.
 - **Programs:** Drive-in Storytime at Library 21c gets a nice photo spread in *The Gazette*! The Winter Adult Reading Program will be featured in our next Library Limelight column.



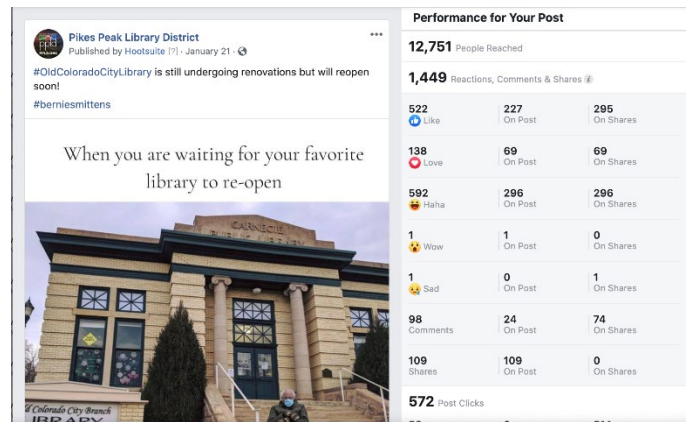
**NOTE: The total figure above includes all tracked and/or known TV, print, online, and/or radio coverage by news outlet, including on-air mentions and stories that ran on multiple newscasts. It excludes online or print event listings, in addition to unknown radio features due to tracking limitations.*

DIGITAL MARKETING

- PPLD.org website statistics (as of last month):
 - **Most popular web page**, besides the home page: ppld.org/library-locations
 - **Monthly totals:** 195,097 sessions; 95,473 visitors, with 79,838 being new; and 350,843 pageviews
- Video highlights:
 - Rocky Mountain PBS recently aired "**Lost and Preserved in Colorado Springs**," featuring some of PPLD's footage from the USAF Cadet Chapel. [Watch it online here.](#)

- **Social media highlights:**

- **Milestones:** Our main District-wide Facebook account surpassed 12,000 followers!
- **High-performing posts:** Our “Bernie Mittens” meme for Old Colorado City’s temporary closure for renovations performed really well across channels. (See the screen capture to the right.)
- **Kudos:** The Young Adult Services team, following Communications’ recommendations, changed their Instagram strategy to be more meme- and resource-focused. Their recent posts are performing quite well!

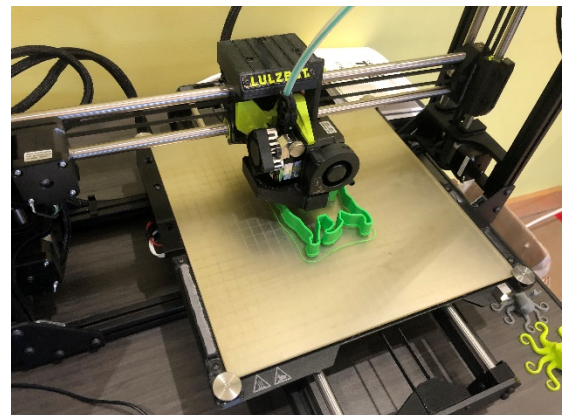


HAPPENINGS

Key updates & partnerships:

- **COVID-related service changes:** With El Paso County’s status change on the COVID-19 dial, PPLD began [welcoming patrons back inside](#) to browse the collection and use services (without a reservation) effective Tue., Jan. 19. Then, on Feb. 2, the Library resumed Studio equipment checkouts and began offering 3D print drop-off services.

Beginning Feb. 9, the Library will reopen more spaces to the public, including makerspaces and studios, along with a limited number of meeting rooms across the District; reservations required. Patrons can continue to take advantage of [curbside services](#), as well as [connect with a librarian](#), and [use the Library remotely](#), including its large digital collection, extensive hub of online resources, and many virtual programs for people of all ages and interests.



- **PowerPass launch:** PPLD and Harrison School District 2 (HSD2) publicly announced their partnership, with students gaining access to PPLD’s [PowerPass](#) as of Mon., Jan. 11.
- **Partnership with the U.S. Olympic and Paralympic Museum:** The new museum offered discounted tickets to PPLD cardholders from Jan. 23-24. A total of 91 adults and 15 children took advantage of the promotion. Plus, Mobile Library Services was on-site both days, interacting with a total of 83 people that also resulted in issuing four new cards, checking out 12 items, and handing out four kid-friendly take and make kits from PPLD.
- **AARP Tax-Aide:** Free tax support is available through April 13! Interested community members can call (719) 235-6757 to schedule an appointment and find out how to complete intake forms in advance. Their volunteer team is available at Library 21c and Calhan Library; services hours and times vary by location. Due to COVID-19, patrons drop off their documents to be scanned by AARP volunteers, who will then submit the returns virtually. As a reminder, the program is not just for AARP members.

Current & upcoming programs:

- [Winter Adult Reading Program: Tales & Tails](#)
Continues through March 31
The annual program is open to anyone 18 years and older from Feb. 1 – March 31. Simply register online or in-person at any library location, and then log your reading and/or activities. Collect prizes at various milestones and be entered to win the grand prize.
- [Library Lover's Month](#)
February 2021
The entire month is dedicated to the people who love whole buildings devoted to the reading, housing, organizing, categorizing, finding, studying, and otherwise loving books. Share your love by sending a note, poem, or testimonial to PPLD or your favorite library!
- [Black History Month](#)
February 2021
Celebrate Black History Month with PPLD! Participate in programs (live and video), pick up a take and make kit, and check out our reading lists and other educational resources for people of all ages.
- [\(Virtual\) Community Conversation: COVID-19 Vaccine](#)
Feb. 25, 7-8:30 p.m.
Join us for a panel discussion all about the COVID-19 vaccine during the Library's next Community Conversation! Our monthly series invites the public to discuss current events and issues impacting the Pikes Peak region. We want to promote civil dialogue and greater understanding of different perspectives. Registration is required; participants will receive a Zoom link in advance.
- [Jean Ciavonne Poetry Award for Children](#)
Deadline of March 2
Then annual contest is open to all fourth and fifth graders in the Pikes Peak Region. This year's theme is "Hope is Where the Heart Is: Poems of Inspiration for the Future." Submissions are accepted online, by email, or by mail through the postmarked deadline above. Six winners will be selected and receive \$50 each, in addition to a book of poetry.
- [Robert Hilbert Resource Center's Nonprofit Workshops](#)
Spring 2021
Register for classes using the workshops tab. All classes will be held virtually via Zoom.
- [Birding 101](#)
Birding is a great way to engage with nature safely, relieve anxiety, and otherwise slow down. Download a guide and check out other resources from your Library!



Meeting & study rooms:*

- **Online patron requests & reservations:** 4 during last month
- **Phone & email inquiries:** 9 for last month
- **Cancellations:** 281 for last month
- **Community-hosted events & room use:** 0 for last month
- **Library-hosted programs & room use (including Virtual Library):** 127 for last month

**In-person use of rooms remain closed to the public as of Jan. 31, 2021, due to the ongoing pandemic*

Internal communications:

- **The Bookmark**, PPLD's weekly email newsletter for all staff
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys

COVID-19 PANDEMIC

The Communications team continues to support of key District-wide efforts, as it relates to the ongoing pandemic and service-related changes, in the following ways:

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



Facilities Department Report February 17, 2021

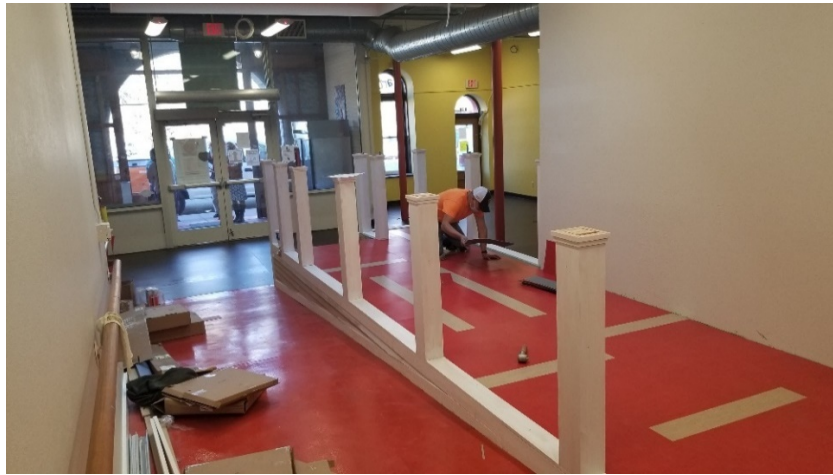
Projects

The Manitou Springs/MAC project is in the final stages. Monday, February 8th should see substantial completion.

Minor trim and paint touch up is needed. Final punch walk is scheduled for February 10.

Owner move-in begins on the 8th. Movers will be relocating the collection, targeted furnishings, etc., from the current Carnegie library building over the course of two days, the 8th and 9th.

Facilities will be completing the installation of shelving the week of February 8, as well as delivery of new furnishings purchased for this project that are currently being stored at the Penrose Library campus.



The new Cheyenne Mountain Library service desk was installed on Tuesday, January 5th. The manager has requested an additional section that is currently on order. We expect the new section as well as the replacement of the damaged section be delivered mid-February.

The Old Colorado City wood floor replacement is in phase II with the demolition of the buildings northern space. Contractor will work on this section through the week of February 8 with an anticipated completion the week of February 15. Once complete, minor millwork alterations will occur to improve access as well as create a more efficient workspace for staff. At this time, reopening is targeted for early March.



Old Colorado City Flooring - North demolition



Old Colorado City Flooring - South Completed

The new network closet for the East Library has cleared Pikes Peak Regional Building Department review. A project kickoff meeting was held with all stakeholders on February 3. Construction is anticipated to begin the week of February 15. Contractor is currently mobilizing subcontractors. Duration of closet construction is anticipated to be two weeks.

Facilities is also working with Design Edge on design of a new network closet that will serve the Penrose/Carnegie buildings. Also, in association with this project will be the addition of a new office located in the lower level of the 1905 Carnegie. This project is anticipated to begin in April or May of this year.

Facilities and the PPLD CFO is currently working with the Colorado Springs Parking Enterprise on an intergovernmental agreement for the replacement of the Penrose Library parking meters. Previous agreement was dated 1997. This partnership will continue to give authority to the Parking Enterprise for enforcement of parking violations at the Penrose Library. PPLD will retain all funds collected from the use of the Penrose parking and the Parking Enterprise will retain any and all funds with regards to enforcement.

Monthly Statistics

In the month of January, 2021, the Facilities department completed a total of (145) 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 January, 2021, Facilities staff completed a total of (79) demand work orders (work orders submitted by PPLD staff) accounting for (170.41 hours) of staff time and (169) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (215.93 hours) of staff time. A total of (248) work orders. Along with work orders, Facilities on-call personnel did not respond to any after-hours calls in January, 2021. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
February 2021
Heather Laslie, Chief HR & OD Officer**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - In compliance with the Equal Pay for Equal Work Act, all job descriptions now include pay ranges.
 - New job description for Regional Senior Library Associate was created.
 - Led Goals and Strategic Plan session for PS directors.
 - Submitted requisition for Bridge, PPLD's new Learning Management System. Have set up initial call with Bridge Success team to develop launch and roll out plan.
 - Met with YAS team to discuss potential mentoring program.
 - Met with staff at Seattle Public Library to share information about PPLD's last staff day.
 - Met with OET and John Spears; changes will be made to Chief Librarian awards for 2021.
 - Researching benchmarks for replacing work experience for education requirements in job descriptions.
 - Worked on several Employee Relations cases.
 - Completed training for Facilitation Skills certificate from ATD.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Ran several Quickstart Presentations for large number of hires and promotions.
 - Processed large amount of new hire/promotion benefits paperwork.
 - Managed large numbers of position changes and restructuring.
 - Finished Merit Increase email notifications.
 - Completed and passed El Paso Country Retirement Plan audit.
 - Training Laurie on taking over some of the administrative tasks of Benefits role.
 - Assisted Finance in W2 and FFCRA tracking consolidation.
 - Started Public Employers Survey.
- Wellness program and Records Retention (Laurie Jackson)
 - The Wellness Team recruited new members for the revamped Wellness and Safety Team.
 - There is a Routine Revolution challenge in progress with ~100 participants.
 - Job descriptions are being added to all personnel files to comply with new requirements for Equal Pay for Equal work Act.
- Volunteer program (Karen Goates)
 - The number of volunteer *hours* in 2020 is 6688.
 - The number of *volunteers* in 2020 is 661.
 - The standard hourly *value* of volunteer time in 2020 is \$27.20 .
 - The *value* of all volunteer time in 2020 is \$181,913.6.
 - With the expansion of services, volunteers are once again returning in limited numbers to library facilities.
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	Jan 2021
Jobs Posted	12
Newly Hired Employees	12
Promoted Employees	6
Transferred Employees	0
Separated Employees	7

- Working on the Equal Pay for Equal Work Act audit information.

- Worked on the Facts & Figures 2020 for Talent Management.
- Training (Sarah Marshall)
 - Launched Service Spotlights (in collaboration with Communications) – 30-minute overviews of PPLD services/departments designed to increase staff understanding and awareness.
 - Entered attendance data in Munis to maintain accurate staff training records.
 - Drafted learning plans for Public Service areas based on training needs identified by Directors.
 - Working with CM/Circulation staff to review circulation training practices and survey Library Supervisors.
 - Met with YAS team to discuss potential mentoring program.
 - Reviewed 38 staff applications for Leadership Program Spring 2021 cohort.
 - Completed Consulting Skills Certificate course from ATD.
 - Attended first day of Diversity University training.
- Other Projects (Heather Laslie)
 - Attended Diversity University Training.
 - Began working on 1095-C documents.
 - Compiled Facts & Figures Data for Finance.
 - Processed 2% annual pay increases for staff.
 - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues
 - Continued supporting the amazing team that I'm honored to guide!

Information Technology (IT) Department Report

February 2021

Infrastructure Team

E-Rate. Three vendors have responded to the Category 1 broadband services Request for Proposal (RFP) for services starting July 1, 2021. The selected vendor will be brought to the March Board of Trustees meeting. Category 2 internal connection services (i.e., cabling, managed services, etc.) continue and will also be brought to the March Board of Trustees meeting.

Surveillance System Replacement Project. Received five proposals for RFP for this project. IT and Security continue to evaluate proposals to present at the March Board of Trustees meeting for vendor selection.

Manitou Relocation. IT Department continues to support Manitou Springs Library transition to the Manitou Arts Center (MAC). Majority of work is scheduled for completion prior to February 17 Board meeting.

End User Services (EUS) Team

Help Desk Software Project. Working with vendor to resolve issues resulting in training and implementation delays.

Staff Transition to Mobile Workforce Project. Transition delayed due to issues requiring resolution with vendor before proceeding.

Self-Check Upgrade. Delayed until equipment delivery currently scheduled for end of February.

January Statistics.

- Worked on 322 tickets and closed 278 tickets.
- Computer Usage was 8,537 sessions.
- Hotspot Circulation to Library Patrons was 21.
- Printed Pages 59,923.
- Laptop Circulation was 2.
- AWE Early Literacy Station use was 0.

February 2021

Security/Safety/Social Services Overall Update:

-Social Work continues to network within the District as well as with community resources to build resources to assist patrons. Patron contacts continue and have begun picking up again as the district has allowed patrons back to the facilities. Our Intern continues to work with the Social Worker to assist patrons and complete educational requirements.

-Safety continue to advise managers across the entire district on opening protocols and procedures. Safety continues to work district wide to ensure we are compliant with state and federal guidelines and CDC recommendations. CPR/AED as well as annual Narcan and CPI training have begun. Installation of Safety materials at MAC has begun to be ready for opening.

-Security continues to work with all branches to assist in staffing shortages by working desks, curbside and even shelving. Security continues to hire and train officers to fill staffing holes and meet district needs. Security continues to work with IT and Finance to award the camera bridge project as well as set guidelines for the Badge access installation project. Security has completed the district wide badge access project and are transferring the process going forth to the east Security Operations Center.

Security Board Report Regional Contributions

Southeast Region

- Employee badge system has been moved set up in the future home of the Security Operations Center at the East Library.
- A dedicated telephone extension for the Ruth Holley Security Officer is pending installation.
- One Nonviolent Crisis Intervention Instructor has recertified. The second is scheduled to recertify later this month.

North Region

- We are continuing to provide support to all locations within the North Region by Officer presence, camera surveillance and any other avenues we can address.
- We are preparing for the end of year 2020 evaluation documents for the entire team. We have 2 new members of the team since the last evaluation at mid year 2020
- Bradley Harbison has become a great team member by completing his Security and Circulation training allowing him to be able to function at a high level at any location in the North Region
- I have continued to provide communication and support for Security Officer position recruiting and outreach for those patrons interested in becoming a member of PPLD.
- Officers assigned to Monument and High Prairie (Bascobert and Hemphill) have completed training to be able to function either at their location or at the region location of 21c

West Region

- Bryan Cornell is our most recent addition to the PPLD Security team. Bryan started with us in early January and has been quickly absorbing all he can while in training. Bryan has a vast history of Law enforcement and security experience. He and his wife recently moved Colorado Springs from Las Vegas Nevada in November 2020. We are excited to welcome him to the PPLD Security team and believe he will be a great addition to the west region!
- David Ladner is our most recent addition to the PPLD Security team. David started with us February 1st. David has a vast history of 24 years of military service in the ARMY and security experience. We are excited to welcome him to the PPLD Security team and believe he will be a great addition to the west region!
- CPR/AED instructor has conducted three CPR / AED classes in the month of January qualifying 24 PPLD employees.
- All team members in the west region are current with spotlight training videos.

Social Work Update:

Activities for January 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- HMIS meeting: signed up for training to be able to conduct VI-SPDAT assessments at PPLD
- Networking/collaboration meetings with: Toria Maitlen (HeARTfulness), Kat & Crystal (New Promise Family Shelter), Andrew (Homelessness Prevention – City of COS)
- Internal meetings/introductions: Security Leadership, Management Team, Amy Rodda (Adult Services), Elyse Jones (Community Partnership Coordinator), North Managers, Joanna Rendon (YAS), YAS Team, Brett (RH*G)
- 24 separate patron meetings, serving 17 individuals; 13 of which were new clients
- Security Staff Meeting
- Collaborated with Pikes Peak Suicide Prevention Partnership to establish 6 sessions of QPR: Question, Persuade, Refer Suicide Prevention training; sent out to staff, mandatory for PIC and security staff, optional for any other employees who are interested

“Accomplishments”

- Submitted housing applications with single mother of two children
- Provided 12 bus passes for people to access medical, shelter, and employment opportunities
- Two individuals successfully registered for WorkForce
- One individual successfully applied for unemployment
- Submitted CSHA application for open public housing units on behalf of elderly client
- Two individuals successfully applied for LEAP

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

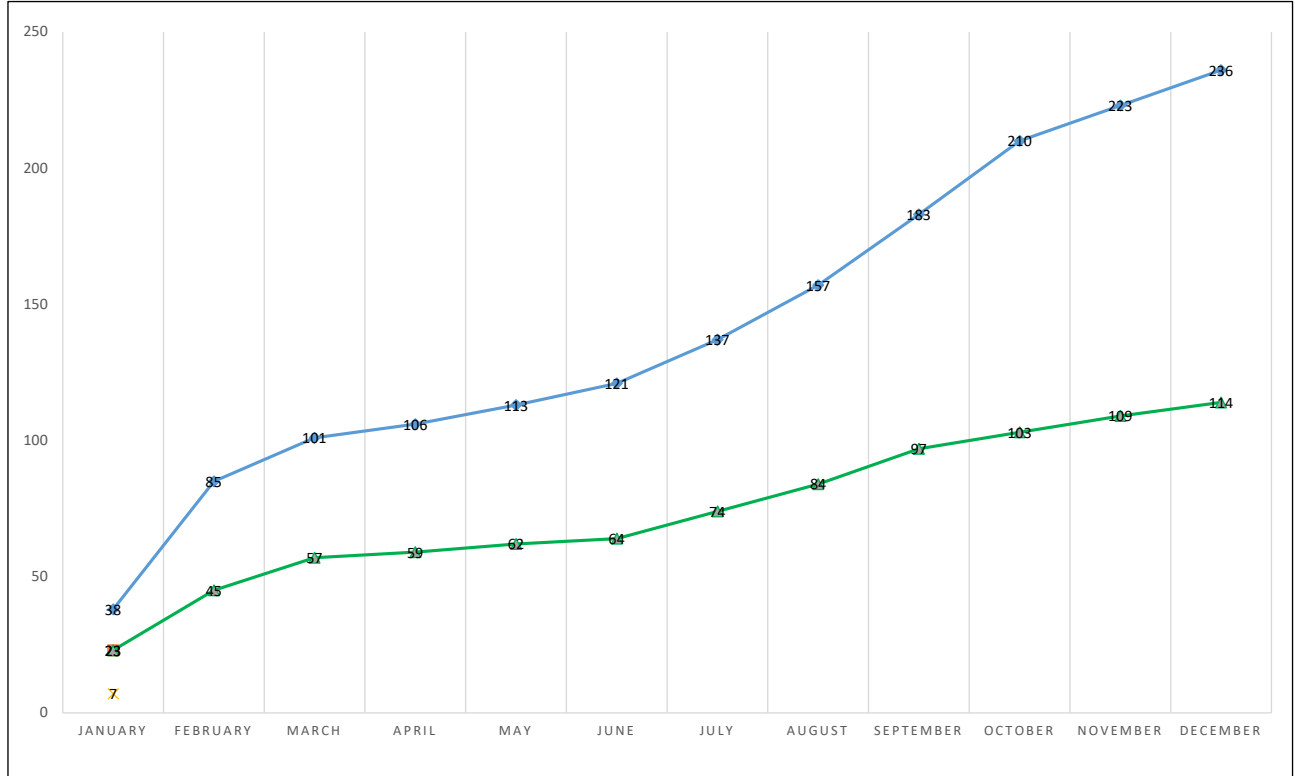
JANUARY	23
FEBRUARY	-
MARCH	-
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

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	-
MARCH	-
APRIL	-
MAY	-
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

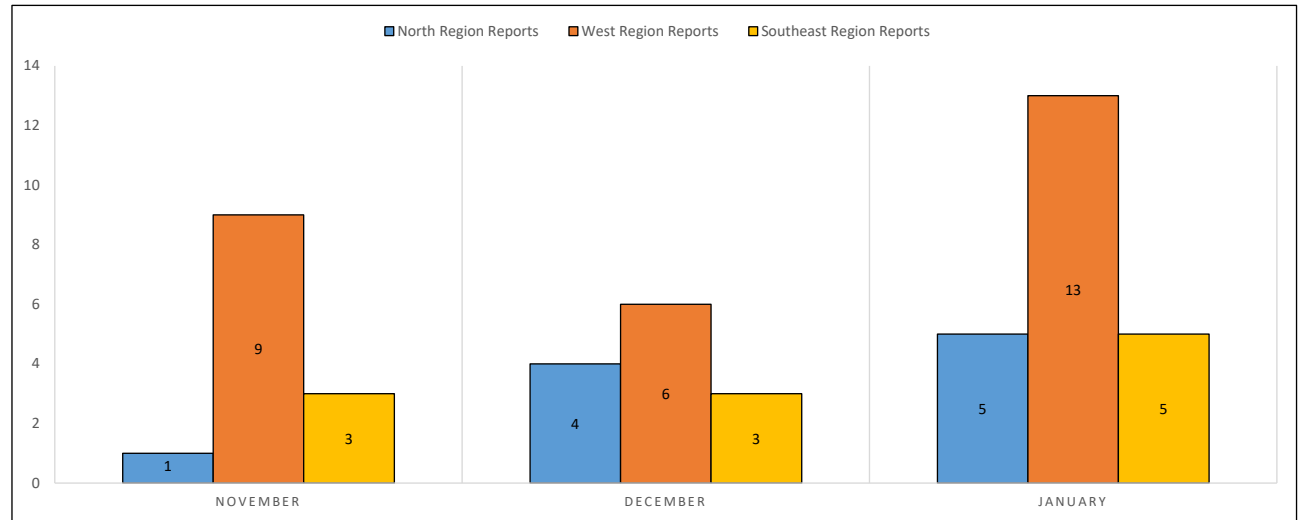


Reports - Regional Monthly Comparison

North Region Reports	
NOVEMBER	1
DECEMBER	4
JANUARY	5

West Region Reports	
NOVEMBER	9
DECEMBER	6
JANUARY	13

Southeast Region Reports	
NOVEMBER	3
DECEMBER	3
JANUARY	5

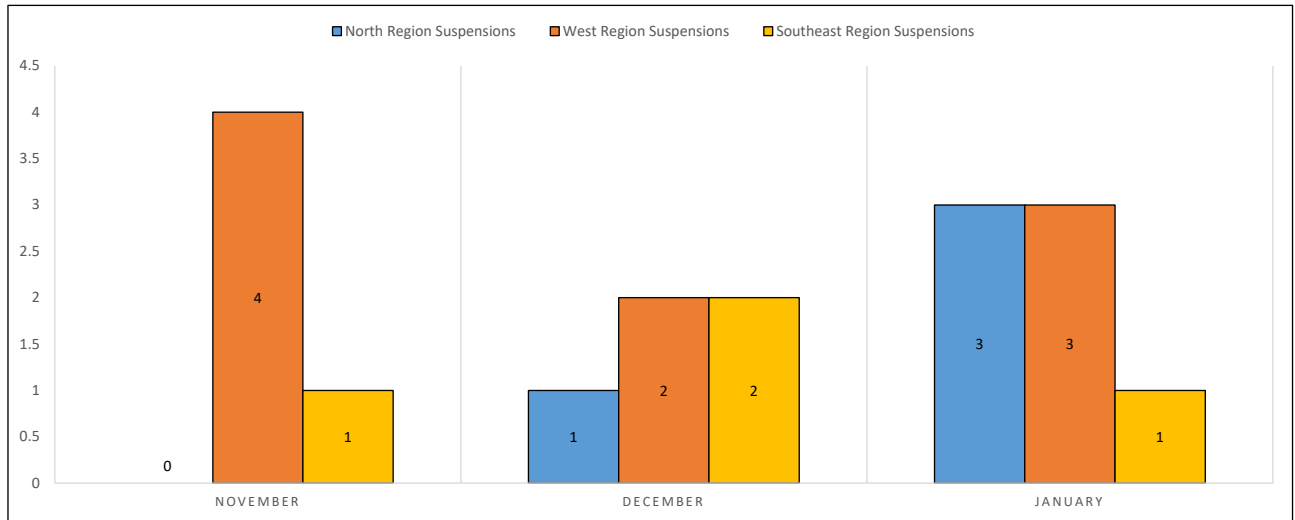


Suspensions - Regional Monthly Comparison

North Region Suspensions	
NOVEMBER	0
DECEMBER	1
JANUARY	3

West Region Suspensions	
NOVEMBER	4
DECEMBER	2
JANUARY	3

Southeast Region Suspensions	
NOVEMBER	1
DECEMBER	2
JANUARY	1



Chief Librarian Report February 2021

This month, there are three things that I would like to provide documentation on for discussion in the Chief Librarian's Report: our current practices regarding face coverings, the American Library Association's (ALA) *Resolution to Prioritize Library Workers to Receive the COVID-19 Vaccine*, and ALA's *Resolution to Condemn White Supremacy and Fascism as Antithetical to Library Work*.

Our policy on face coverings was unanimously approved by the Pikes Peak Library District Board of Trustees at their meeting on May 27 and largely follows the guidelines established by the Centers for Disease Control and Prevention (CDC). Guidance from CDC on face coverings can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>. At the time we passed our policy, there were no policies in place at either the local or state levels, and this was not a decision that the Board made lightly. This was also not a decision that we made alone, as District administration consulted with officials at the El Paso County Public Health Department for guidance, our attorney to ensure the legality of our policy and practices regarding face coverings, and other libraries in Colorado to ensure that we were enacting similar requirements. As a library district in the state of Colorado, Board approved policies such as this are binding as long as they are not more lenient than those established by other units of government in which we are located. The powers and duties of our Board are specifically spelled out in the laws of Colorado, and our Board, as was the case with libraries throughout the state that have passed similar policies, relied on C.R.S. 24-90-109(1)(C)(iii) that lists a duty to "perform all other acts necessary for the orderly and efficient management and control of the library." Additionally, the multiple orders issued by the State of Colorado have included specific language authorizing local governments (as a special district, we are one) to enact more restrictive requirements around face coverings that what is established at the state level.

Since last May, we have adapted our practices based on the sentiment expressed by the Board that we should follow the science and always ensure the safety and health of the public and staff. Navigating service and safety has been tricky in all of safety protocols, but it should be stressed that our requirements, while often among the strictest in El Paso County, have worked. We have not had an outbreak at any of our locations, and we are not aware of any transmission that can be traced back to PPLD. Understanding of how the virus can be transmitted has changed over the past year, and we have continuously examined our procedures and practices, from quarantining materials to the requirements around face coverings, to reflect that understanding. Adjustments have been made regarding the types of face coverings that are allowed, the age at which face coverings are required, and how medical exemptions are handled in accordance with the Americans with Disabilities Act. As with all that we do, we have continued to work with our local health officials, our attorney, and our peer libraries to ensure that our practices are scientifically sound, legal, and in accordance with other libraries in Colorado. Currently, our requirements are:

- Masks are required for anyone age three and above entering our facilities.
- Masks must be constructed in a way to significantly reduce the potential for exposure (no mesh masks, masks with holes, etc.).
- Masks must be worn tightly to the face and completely cover the nose and mouth.
- Face shields alone are not allowed, as the CDC does not consider them to be adequate protection given the free airflow from the sides and bottom.

- In accordance with the ADA, we will offer accommodations to those who claim a medical exemption. The ADA does not require entry into the building, though. Those who are unable to wear a mask will be offered alternative services but will not be allowed inside. [Staff have been instructed on how to conduct an “ADA interview” for anyone requesting an accommodation.]

While there have been peaks and valleys of complaints regarding our requirement for face coverings, we have also received many comments from the public thanking us for our strict requirements, as well. We all long to return to the way things were before the pandemic, but it is our foremost duty to protect the health of those that enter our buildings—both public and staff, and on behalf of the entire PPLD team, I want to thank the Board for their support in those efforts.



Resolution to Prioritize Library Workers to Receive the COVID-19 Vaccine

Whereas COVID-19 is a deadly pandemic, and for safety reasons most library services and buildings have offered limited access to services or are outright closed;

Whereas American Library Association (ALA) Policy Manual A.1.1 (Mission, Priority Areas, Goals) states: "...ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all";

Whereas ALA Policy Manual B.8.11 (The Role of Libraries in Providing E-Government and Emergency Services) states: "The American Library Association urges governments at all levels to acknowledge and support the essential role local libraries play in providing e-government and emergency response/recovery services, and to include libraries in relevant legislative or other policy actions";

Whereas ALA Public Policy & Advocacy Office states: "Libraries are integral to community healing—even more so when it becomes safe to reopen their facilities," and points to the commitment of libraries nationwide to pandemic response and recovery;

Whereas many library workers have been providing in-person library services to their users throughout the pandemic, and may have been supporting critical front-line services that can help the whole community slow the spread of the virus, such as operating as vaccine sites, offering vaccine appointment registration, and finding accurate vaccine information;

Whereas physical libraries provide additional crucial services to populations which are underserved by broadband and other digital services;

Whereas libraries of all kinds serve essential roles in their communities as sources of trustworthy information;

Whereas a crucial step in the abatement of COVID-19 in communities is to inform and educate the population about the safety and efficacy of the various vaccines; and

Whereas all types of library workers (NAICS 51912x) are currently classified as 1c according to the Centers for Disease Control and Prevention (CDC)³, and the Department of Homeland Security's Advisory Memorandum on Ensuring Essential Critical Infrastructure Workers' Ability to Work During the COVID-19 Response 4 (Version 4, December 2020, page 11) list media specialists and librarians, and "support prioritization decisions related to COVID-19 vaccines, especially in the early stages when the vaccines are in short supply."; now, therefore, be it



Resolved, that the American Library Association (ALA), on behalf of its members:

- 1) encourages libraries to continue to share resources, strategies, and success stories in locally reclassifying library workers' priority level;
- 2) supports the right of library workers to receive vaccination treatment as soon as possible in order to provide safer services for the public and for library workers; and
- 3) direct this resolution jointly to the Committee on Legislation, Committee on Library Advocacy, and Chapter Relations Office for analysis of impact on state and local contexts and provide a report to Council no later than March 31, 2021; and
- 4) affirms that Library Workers have a fundamental right to a safe work environment. This includes, but is not limited to, a library or other work setting that minimizes an employee's environmental risk of exposure to Covid-19.

Adopted by the Council of the American Library Association
Tuesday, January 26, 2021, ALA Virtual Midwinter Council Meeting

A handwritten signature in black ink, appearing to read "Tracie Hall", written in a cursive style.

Tracie D. Hall, Executive Director and
Secretary of the ALA Council



Resolution to Condemn White Supremacy and Fascism as Antithetical to Library Work

Whereas libraries have upheld and encouraged white supremacy both actively through discriminatory practices and passively through a misplaced emphasis on neutrality¹²³⁴⁵;

Whereas these practices and arising environments have prevented equity, diversity, and inclusion in libraries as workplaces⁶⁷⁸⁹¹⁰;

Whereas ALA's Code of Ethics asserts that libraries will safeguard the welfare of all employees and coworkers, "We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions"¹¹;

Whereas Interpretations of ALA's Library Bill of Rights notes that "libraries should embrace equity, diversity, and inclusion in everything that they do," and to do so we must reject practices, movements, and groups that oppose equity, diversity and inclusion¹²;

Whereas ALA has committed to acknowledging the past harms of racism¹³¹⁴ and to work to encourage diversity through activities including ALA's Spectrum Program;

Whereas the realization of specific ALA Core Values of Librarianship (such as democracy, diversity, and social responsibility) is contingent on putting those values in practice and accountability to integrating those values;

Whereas libraries have a crucial obligation to provide access to accurate information which refutes white supremacist rhetoric¹⁵;

Whereas moving forward with the trust of our communities requires address of past harms along with decisive action and restorative practices¹⁶; and

Whereas it is vital for ALA to manifest the courage and candor required by libraries and library workers around the world to reject and denounce white supremacy and fascism¹⁷¹⁸; now, therefore, be it

Resolved, that the American Library Association (ALA), on behalf of its members:

1. acknowledges the role of neutrality rhetoric in emboldening and encouraging white supremacy and fascism;
2. apologizes for past and current harm caused by the profession and within the Association, and the Association's repeated failures to address white supremacy and fascism;
3. charges the Working Group on Intellectual Freedom and Social Justice, with a representative from the Committee on Diversity, to review neutrality rhetoric and identify alternatives, sharing findings by July 1, 2021;
4. will provide confidential communication channels for past and current BIPOC (Black, Indigenous, and People of Color) members, staff members, community members, and others to provide direct feedback;
5. informed by that direct feedback and previous ALA Task Force on Equity, Diversity, and Inclusion work¹⁹, commits to explicitly incorporating existing and developing antiracist and antifascist frameworks, in internal and external communications, advocacy, events, and organizational design efforts moving forward;
6. will establish a working group to review these areas with ODLOS to provide a list of recommendations for implementation that will explore opportunities for restorative and reparative measures;
7. will provide a preliminary plan by January 1, 2022 to implement the resulting recommendations; and
8. will provide regular implementation updates at intervals no longer than 6 months to the full ALA membership for the duration of the project and beyond.

*Adopted by the Council of the American Library Association
Monday, January 25, 2021, ALA Virtual Midwinter Council Meeting*



Tracie D. Hall, Executive Director and
Secretary of the ALA Council

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