

Penrose Library – Columbine Room

VIRTUAL MEETING (ZOOM)

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

Meeting ID: 883 8779 8379

Passcode: 730852

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 22-2-1: Minutes of the January 19, 2022 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. Decision 22-2-2: SmartNet Renewal (R. Peters) (p. 8)
 2. Decision 22-2-3: Technology refresh for Patron Computers (R. Peters) (p. 9)
 3. Decision 22-2-4: Switch and Uninterruptable Power Supply (UPS) (R. Peters) (p. 10)
 4. Decision 22-2-5: Palmer Lake Library building lease (G. Syling) (p. 11)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (R. Jordan) (p. 25)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 26)
 - C. Financial Report: December 2021 (R. Green) (*Pending*)
 - D. Public Services Report (T. Shainidze Krebs) (p. 27)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Social Services, and Security Report (46)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 1. Governance Committee Report
 2. Internal Affairs Committee Report
 3. Public Affairs Committee Report
 4. Board President's Report
- VII. 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)
- VIII. BUSINESS ITEMS continued
 - A. New Business Continued
 1. Decision 22-2-6: Action Relevant to the Chief Librarian's Annual Performance Evaluation

IX. ADJOURNMENT

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

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

Chief Librarian and CEO John Spears, Director of Family and Children's Services Melody Alvarez, Senior Librarian Barbara Andros, Chief Safety, Social Services and Security Officer Michael Brantner, Librarian Lauren Chartier, Senior Librarian Evan Childress, Librarian Inti Dewey, West Regional Director Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Controller Randy Green, Ruth Holley Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Archivist Takiyah Jemison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Senior Library Associate June McGinn, Chief Information Technology Officer Rich Peters, Chief Communications Officer Michelle Ray, Fountain Library Manager Jake Rundle, Director of Adult Education Tammy Sayles, Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs, Southeast Regional Director Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter; Ruth Holley Library Supervisor Tessia Warren, Christy S.,

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dr. Ned Stoll called the January 19, 2022 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

DECISION 22-1-A: Ratify decision of Board President and CEO to hold the January 19, 2022 Regular Meeting of the Board of Trustees online.

Motion: Scott Taylor made a motion that the January 19, 2022 Regular Meeting of the Board of Trustees be held online as stated.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

Chief Librarian John Spears received a letter from Barbara Sweat, President of the Old Colorado City Historical Society. The letter was sent in appreciation of Archivist Erin Barnes hosting the Society's Collections staff on a tour of PPLD's Photography Archive and answering questions.

A verbal thank you was also received by John Spears from the United Way for the Regional History and Genealogy Department's assistance in researching the history of Colorado Springs.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS

Decision 22-1-1: Minutes of the December 8, 2021

The minutes from the December 8, 2021 meeting were included in the Board packet. In the Public Hearing for the Pikes Peak Library District 2022 Budget, the year was corrected to 2022.

Motion: Debbie English made a motion to approve the minutes of the December 8, 2021 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 22-1-2: 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 19, 2022 Consent Items:

- Resolution Designating Posting Places for 2022 Board Meetings
- Resolution Designating the Official Custodians of Records
- Property Disposal Guidelines
- 2022 Contract/Vendor Approval
- Conflict of Interest Statement
- 2022 Insurance Policies
- Independent Auditors - 2021 Financial Records

In response to a question from Scott Taylor, it was clarified that the last time the Board authorized disposal of Pikes Peak Library District property was the John Deere Gator XUV 825i in August 2020.

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

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business.

New Business

Decision 22-1-3: Penrose/1905 Carnegie Roof Replacement

The Penrose/1905 Carnegie Roof Replacement documents were included in the Board packet. Chief Facilities Management Officer Gary Syling requested that B&M Roofing be awarded the project, in agreement with Rooftech Consultants Inc. who reviewed submitted bids.

The timeline for this project is not available until a contractor is identified. Supply chain issues are likely to complicate setting a timeline, however any funds budgeted in 2022 for this capital project will roll-over to the 2023 budget if the project is not completed by the end of 2022. Mr. Syling clarified that Knights of Columbus Hall is not included in this project's scope of work.

Motion: Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the Penrose/1905

Carnegie Roof Replacement as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

Decision 22-1-4: Self Check and Security Gate Replacement

The Self Check and Security Gate Replacement was included in the Board packet. Chief Information Technology Officer Rich Peters explained that Self Check and Security Gate Replacement is returning to the Board for approval as the plan to proceed with the Solution as a Service (SaaS) approach approved in July 2021 cannot be implemented. Course of Action 2 (COA2) is the recommended solution of the four provided.

Motion: Debbie English moved that the Pikes Peak Library District Board of Trustees approve the Self Check and Security Gate Replacement COA2 as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 22-1-5: Access Control Equipment

The Access Control Equipment was included in the Board packet. Chief Safety, Social Services and Security Officer Michael Brantner is requesting the approval of Verkada as the licensing and hardware vendor, to utilize cost savings of approximately \$90,000 if purchased through the PEPPM state purchasing agreement contract. The purchase of door handles and installation will use the RFP process.

Motion: Mina Liebert moved that the Pikes Peak Library District Board of Trustees approve Verkada as the licensing and hardware vendor as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Discussion: December 2021 wind damage

Details of the December 2021 wind damage to Library District roofs was included in the Board packet. Chief Facilities Management Officer Gary Syling shared that Weathercraft was onsite at East Library the afternoon that the damage occurred and provided temporary solutions until all repairs or replacements can be completed. Library 21c and Penrose Library also suffered minor damage. Weathercraft, the company who replaced the roof at Library 21c in 2019, is expected to provide a response to the insurance adjuster's repair/replacement estimate in the next few days. This project will be handled as an emergency due to the scope of the damage.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan highlighted that Amazon sales almost doubled in December and that the Spring Book Sale will take place at East Library in early March. The Friends annual meeting will take place virtually this Saturday.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Lance James shared that many first-time donors from the 2021 Library Giving Day have made a second donation at the end of the year. End of the year gifts are still being received, and Mr. James expects to have solid numbers in February.

Financial Report: November 2021

The November 2021 Financial Report was included in the board packet. Controller Randy Green stated that 98.2% of the budget has been spent. The December 2021 Financial Report will be provided at the February 16, 2022 meeting.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs thanked all public services staff for maintaining an excellent level of service despite staffing challenges in hiring and current employees being out sick.

The following report items were highlighted:

- Adult Education is working with the Springs Rescue Mission to provide onsite computer classes. Ms. Shainidze Krebs thanked the West region and Alicia Gomori, Penrose Library Manager, for providing this service.
- A partnership agreement is in place with the Western Museum of Mining and Industry to provide onsite storytimes.
- Pikes Peak Library District hosted Isaac Newton Farris, Jr., from January 11 – 14, 2022. Mr. Farris presented to several school districts and to the community at Library 21c. He also met with staff at several PPLD libraries.

Trustee Dora Gonzales suggested a celebration of Latin American heritage, similar to the December holidays presentation provided by EDI Director Shirley Martinez to the Management Team. Ms. Shainidze Krebs will ask EDI to include this suggestion in their plans for 2022. Dr. Ned Stoll commented that pictures in the Public Services Report greatly emphasize the activities the Library District provide.

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

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian and CEO John Spears announced that the Pikes Peak Library District will participate in the Governor's mask distribution. Delivery of 30,000 KN95 and 15,000 surgical masks is pending, and distribution will take place throughout the District.

The Colorado State Library is reassessing the strategy for hiring a new State Librarian after making an offer to a candidate that was not accepted.

Wearing a mask continues to be required of staff; wearing N95 or KN95s is encouraged. The minimum quarantine/isolation time has been reduced from 10 to 5 days, aligning with recommendations from the CDC. Staff are encouraged to consult with a medical professional about their specific circumstances.

The Colorado Springs City Council has selected Stephanie Fortune to fill the Colorado Springs District 3 vacancy. The City Council vote for new PPLD Trustees is pending.

The Board of Trustees Orientation will take place on February 11, 2022.

Mr. Spears thanked Chief Human Resources and Organizational Development Officer Heather Laslie and former Chief Financial Officer Mike Varnet for their work on the market study and the Leadership Team for their discussion of the results. The presentation will be made to Management Team on February 3 followed by a presentation to all staff on February 4. Mr. Spears thanked the Board of Trustees for approving a 4% pay increase for staff in 2022.

Dr. Ned Stoll thanked Chief Librarian and CEO Spears for his leadership and for attending the Board meeting despite being sick.

Mr. Spears explained that keeping regular hours at libraries across the District has been difficult in the past two weeks. Public Service Directors regularly discuss the best approach to staffing, resulting in all regions adopting a regional approach to staffing to ensure continued service to the community across the District.

Board Reports

Governance Committee Report

Governance Committee Chair Dora Gonzales stated that the committee met on January 4, 2022. Current Board members have signed up for Adopt-a-Trustee assignments. The rest of the locations and services will be assigned to new trustees once appointed, with any further empty slots being filled by whomever is available.

The Board Orientation schedule was reviewed and approved; all Trustees are encouraged to attend if available.

The Committee also discussed holding Board of Trustee meetings at library locations other than Penrose later in the year.

Former Governance Chair Debbie English is compiling the CEO evaluation for the Governance Committee to review at the February meeting. An executive session to discuss the CEO evaluation will take place at the February meeting.

Internal Affairs Committee Report

Internal Affairs Committee Chair Debbie English stated that the committee met on January 4, 2022. Decisions made at today's meeting were discussed.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert stated that the committee met on January 4, 2022. A timeline for the ballot measure and scheduling meetings with elected officials were discussed.

Board President's Report

President Dr. Ned Stoll shared that he attended committee meetings on January 4, 2022. He stated that the decision for the January meeting to be held virtually only was made at the last minute. The Board is happy to be flexible if virtual-only meetings are necessary, but he hopes to return to in-person meetings in February 2022.

ADJOURNMENT

There being no further business to conduct, President Stoll adjourned the January 19, 2022 meeting of the Board of Trustees at 6:13 p.m.

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

**Pikes Peak Library District
February 16, 2022
Board of Trustee Meeting**

SmartNet Renewal

Background

The Information Technology (IT) staff supports over 100 Cisco network devices. This equipment requires annual maintenance support using Cisco SmartNet subscription. The subscription service is eligible for E-Rate program funding with E-Rate paying for 80% of the cost with the District paying the remaining 20%. The period of the subscription is July 1, 2022, to June 30, 2023.

Fiscal Impact

The IT staff estimated renewal cost at \$45,000 and planned to use \$9,000 from the Operations and Maintenance budget for the District's 20% cost share with E-Rate paying the remaining \$40,000.

Acquisition Strategy

Request for Proposal (RFP) released in accordance with District Financial Guidelines and E-Rate program guidelines on November 16, 2021, and closed December 17, 2021.

Four companies submitted proposals. The IT staff in accordance with the District's Financial Guidelines evaluated the proposals and determined that CrossConnect Engineering submitted the lowest bid of \$40,034 which was \$4,966 below the IT staff estimate for this renewal.

	CrossConnect	Vendor A	Vendor B	Vendor C
Total Cost	\$40,034	\$40,884	\$42,730	\$46,491
E-Rate Estimate	\$32,027.20	\$32,707.20	\$34,184	\$37,192.80
Net PPLD Cost	\$8,006.8	\$8,176.80	\$8,546	\$9,298.2

Schedule Smartnet renewal period July 1, 2022, to June 30, 2023.

Recommendation

Board of Trustees approve management recommendation selecting CrossConnect Engineering as the winning vendor for SmartNet Renewal RFP 520-21-08.

TECHNOLOGY REFRESH FOR PATRON COMPUTERS

BACKGROUND: The IT Department is executing a technology refresh plan to replace 140 computers. The computers require replacement and are beyond their service life. These computers have provided service to the District for eight years. In July 2021 the BOT approved computer purchase using Dell quote from a schedule using the National Association of State Procurement Officials (NASPO) contract. When we went forward to purchase the computers there was a schedule change associated with shortages, supply chain issues, and requirements change resulting in a \$19,167 increase (i.e., computers increase \$69.97, monitors \$66.90). The cost increase requires BOT approval to proceed with purchasing the replacement computers at the higher cost.

Organizational Objective

Achieve cost effective solution to replace the All-in-One computers with the standard patron desktop computer for uniformity, common patron experience and reduced maintenance support achieved through standardization of patron computers.

Fiscal Impact

The FY22 Capital Budget Patron Technology Refresh account line has the \$126,259 required to fund this replacement.

Acquisition Strategy

In accordance with provisions in the Financial Guidelines the IT Department staff is using a contract that the State of Colorado has already competed as a member of a national consortium. The price quoted comes from a schedule off the NASPO contract in compliance with the Board of Trustees approved Financial Guidelines.

Life-cycle Sustainment (Four Year Refresh Cycle)

FY22	FY23	FY24	FY25	FY26
\$126,259.00	--	--	--	\$126,259.00

Recommendation:

Management recommends the Board of Trustees approve purchase of the 140 computers at a price of \$126,259.

**Pikes Peak Library District
February 16, 2022
Board of Trustees Meeting**

Switch and Uninterruptable Power Supply (UPS) Purchase

Background

The Information Technology (IT) Department must acquire 22 switches and 10 UPS devices to maintain a 5-year life-cycle sustainment plan for the 104 switches and 50 UPS devices supporting the District. The equipment requiring replacement are end of life. The Federal E-Rate program will pay for 80% of this cost with the District paying 20%.

Fiscal Impact

The IT staff estimated replacement cost at \$300,000 and budgeted \$60,000 in the Capital Budget for the District's 20% cost share with E-Rate paying the remaining \$240,000.

Acquisition Strategy

Request for Proposal (RFP) released in accordance with District Financial Guidelines and E-Rate program guidelines on November 16, 2021, and closed December 17, 2021.

Four companies submitted proposals with one company proposing three options resulting in the IT staff evaluating six proposals. Only one proposal was compliant with the RFP requirements. Per the Financial Guidelines the IT staff reviewed the reasonableness of the Lewan Technology proposal and determined the proposal was in alignment with expected costs associated with this type of purchase. Their winning bid of \$297,782 was within the \$300,000 estimated cost. The E-Rate program will pay \$238,225.60 and the District's cost share is \$59,556.40.

Schedule: Installation scheduled for July to September 2022.

Recommendation

Board of Trustees approve management recommendation of Lewan Technology as the winning vendor for Switches and UPS RFP 520-21-07.

LEASE AGREEMENT

THIS LEASE AGREEMENT, hereinafter called the "Agreement", is made and entered into as of the _____ day of _____, 2022, by and, between the **TOWN OF PALMER LAKE, COLORADO**, hereinafter "Town," a Colorado statutory municipality and **PIKES PEAK LIBRARY DISTRICT**, a Colorado statutory library district, hereinafter "Tenant."

WITNESSETH:

WHEREAS, the Town is the owner of certain real property and improvement thereon located at 66 Lower Glenway, Palmer Lake, commonly known as Town Municipal Building ("Building"); and

WHEREAS, the Town desires to lease a portion of the building to Tenant to permit Tenant to operate Library services. For this purpose, "library services" shall mean and include all activities conducted by Tenant from time to time at its other library locations and any other activities reasonably determined by Tenant to be consistent with its goals of providing library services at the Building.

NOW THEREFORE, in consideration of the mutual obligations and other consideration set forth herein, the parties agree as follows:

ARTICLE 1 BUSINESS SPACE

- 1.1 **Identification of Business Space.** For the purposes of this Agreement, the term "Business Space" shall mean the area of the upper level of the building and parking incorporated herein by reference.
- 1.2 **Definition of Business.** For the purposes of this Agreement, the term "Library" shall mean the offering of library services and related services primarily to patrons of the building and, incidentally, to the public.

ARTICLE 2 TENANT'S DUTIES WITH RESPECT TO THE BUSINESS SPACE

- 2.1 **In General.** Subject to other limitations expressed in this Agreement, the Town grants to Tenant the right, duty, and obligation to exclusive lease and use of the Business Space in conjunction with library service operations, and for no other purpose in such spaces.
- 2.2 **Designation of Smoking Areas.** The Business Space shall remain a non-smoking area. The Town shall designate employee smoking areas in compliance with applicable Town policies.
- 2.3 **Restriction on Items or Services Offered For Sale.** Tenant may offer such goods, items, or services as it reasonably determines to be consistent with the business of library services,

provided that all such sales shall be in compliance with applicable laws as described in 2.4 below.

- 2.4 Compliance with Applicable Laws and Directives. The Tenant agrees to comply fully with all applicable state and federal laws and regulations, local laws and regulations, and TOWN OF PALMER LAKE municipal ordinances, as well as all reasonable rules and regulations adopted by the Town or any of its Boards, Divisions or Departments having jurisdiction over the BUILDING with at least 90 days advance written notice to Tenant (collectively referred to herein as “Applicable Laws”).

ARTICLE 3 RIGHTS OF INGRESS AND EGRESS

- 3.1 In General. The Tenant shall have the right of ingress and egress to and from the Business Space for Tenant's employees, agents and invitees to the extent reasonably necessary in connection with the conduct of Tenant's business under this Agreement. Areas designated as restricted areas by the Town will be excluded. A key and/or appropriate code to the building will be provided from Tenant to Town for emergency access only. Tenant assumes all responsibility and liability associated with personnel use of keys.
- 3.2 Closures. The Town may, at any time, temporarily or permanently, close or consent to or request the closing of any roadway or any other way at, in, or near the Building, presently or hereafter used as such, so long as reasonable and safe means of ingress and egress remain available to Tenant.

ARTICLE 4 UNDERTAKINGS OF TENANT

- 4.1 Service. Tenant agrees:
- 4.1.1 The Tenant shall furnish and pay for all equipment, except as otherwise provided by the Town pursuant to Article 8, all goods, labor, transportation, supervision, and services necessary to conduct library services in accordance with this Agreement.
- 4.2 Days and Hours of Operation. As posted with the Pikes Peak Library District.
- 4.3 Special Events Option. As approved by the Town of Palmer Lake for outside areas.
- 4.4 Tenant Personnel. Tenant shall control the conduct and demeanor of its agents, independent contractors, and employees. Upon objection from the Town concerning the conduct or demeanor of any such person, the Tenant shall immediately take all lawful steps to remove the cause of the objection.

- 4.5 Physical Interference. Tenant shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of the drainage system, sewage system, fire protection system, sprinkler system, alarm system, and fire hydrants and hoses, if any, installed or located in the Business Space or elsewhere in the Building.
- 4.6 Taxes. Tenant agrees to pay all local, state and federal social security, unemployment insurance, workers' compensation insurance, sales, use, personal property and other taxes, assessments and payments-in-lieu which, during the term of this Agreement or any extension hereof, may become a lien or which may be levied or charged by the federal government, State, County, the Town or other tax-levying body upon or with respect to the Business Space, upon any taxable interest acquired by the Tenant in this Agreement, or any taxable possessory right which Tenant may have in or to the Business Space or facilities or the improvements thereon, by reason of Tenant's occupancy or use thereof, or otherwise, as well as all taxes on taxable property, real or personal, owned by Tenant or taxes on Tenant's operations or activities in or about the Business Space of elsewhere at the Building.
- 4.7 Licenses. Tenant agrees to obtain and pay for all licenses necessary in connection with its operation.
- 4.8 Recordkeeping and Inspection of Books. Tenant shall keep such books and records of the Library, including all revenue and expenses thereof, as it reasonably determines necessary in accordance with good accounting practices.

ARTICLE 5 TERM

- 5.1 Period. The parties agree that the term of this Agreement shall commence on March 1, 2022 and shall renew automatically for nine consecutive one-year renewal terms commencing on the same date in subsequent years, unless earlier terminated as described below.
- 5.2 Termination. This Agreement may be terminated as of the end of any one year initial or renewal term by either party, with or without cause, in the sole discretion of such terminating party by such terminating party serving written notice to the other party of the terminating party's intention to terminate the Agreement. Such written notice shall be provided no less than ninety (90) days prior to the expiration of the then current one-year term. If this Agreement is terminated, each party's accrued liability to the other party arising under this Agreement prior to such termination shall survive the termination, and the Town may re-enter, take possession of the Business Space and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages.
- 5.3 Holding Over. In the event that the Tenant, or its successor in interest, if any, shall remain beyond the term set forth herein, although no right to remain is given by this Article, it is the intention of the parties and it is hereby agreed that a right of use from month-to-month shall then arise subject to all provisions and conditions of this Agreement in connection with such right, except that the Town shall have the sole right to determine reasonable fees for any

holdover period. The lease may be terminated by either party during the hold over period upon 30 days written notice.

ARTICLE 6 RENT

6.1 Business Space Rental Fee. For the privilege of conducting library service operations hereunder, and the exclusive use of the Business Space identified, the Tenant shall pay to the Town a fee in an amount equal to \$1,000 per month. Rent is due on the first day of each month unless otherwise agreed to with Town Administration.

Payments not received by the Town by the 5th day of each month constitute a breach of the Agreement and may, in the discretion of the Town constitute a basis for terminating the Agreement. A late fee of \$25 will be added to each payment on all payments not received by the 5th day of each month.

6.2 Method of Payment. Payment for all fees under Article 6 shall be by check or money order payable to the order of "The TOWN OF PALMER LAKE."

ARTICLE 7 UTILITIES, MAINTENANCE AND JANITORIAL DUTIES

7.1 Utilities. The Town shall pay all charges for water, storm water, sewer, gas, trash collection, telephone, and electric services to the Business Space. The Tenant will then reimburse the Town for the portion of such charges reasonably allocated to the Business Space but not to exceed three-quarters (3/4) of monthly services as invoiced by the Town. Payment for utilities is due on the first day of each month following the month of service or five business days after the invoice is delivered to Tenant, if later. Payments not received by the Town by such due date constitute a breach of the Agreement and may, in the discretion of the Town constitute a basis for terminating the Agreement. A late fee of \$25 will be added to each payment not received by such due date.

7.2 Maintenance and Repair Responsibility. The Tenant shall maintain and repair the Business Space relating to the interior of the leased space, including but not limited to light bulbs, minor plumbing and electrical, door knobs/locks, interior walls, carpet, flooring, telecommunications, all tenant property such as library material, furnishing, computer equipment and shelving. Tenant shall be responsible for maintenance and repair of leased space window cooling units.

7.2.1 The Tenant shall neither hold nor attempt to hold the Town liable for any injury or damage, either approximate or remote, occasioned through or caused by defective electrical wiring or the breaking or stoppage of plumbing or sewage upon the Business Space, whether said breakage or stoppage results from freezing or otherwise, except to the extent such injury or damage is attributable to the negligence or willful misconduct of Town or its agents.

7.3 Cleaning and Janitorial. The Tenant shall keep the Business Space, its fixtures, and all areas used in clean and in good sanitary condition as required by Applicable Laws.

7.3.1. The Tenant is responsible for the ongoing cleanliness of the Business Space to provide a clean and orderly appearance for the public, including but not limited to, cleaning all library space floors, windows, restrooms and removing trash accumulations to designated trash containers.

7.3.2. The Tenant is responsible to provide and pay for all cleaning supplies used in connection with its obligation to maintain the cleanliness of the Business Space.

7.3.3. The Tenant is responsible for the snow removal on the ramp, entrance and walkways.

ARTICLE 8 ACCEPTANCE OF PREMISES AND TRADE FIXTURES

8.1 Business Space, The Town's Equipment and Fixtures. In addition to the Business Space, the Town shall be responsible for all maintenance and repairs related to the structural integrity and exterior of the Building. This includes but is not limited to repair and maintenance of the roof, gutters, sidewalk/ramp, exterior walls and windows. Town is responsible for replacement or repair of any major systems that fail – heating, plumbing, electrical – or are determined non-compliant with applicable building codes. Town is responsible for the heating system. Town is responsible for all repairs – interior and exterior – required in compliance with State and Federal laws.

8.1.1 Town agrees to improve the interior/exterior needs to the Building as funds are assigned by the Town Board for improvement to the structural integrity of the Building.

8.2 Acceptance. On the date of commencement of the Tenant's occupancy of the Business Space, Tenant shall acknowledge that it accepts the Business Space as well as any Town fixtures "AS IS."

8.3 Installation of Equipment and Trade Fixtures. No equipment, trade fixtures, signs or other personal property used by Tenant in its business, whether or not attached to the Building or any improvements thereon, shall be installed without the prior written approval of the Town.

8.4 Removal of Equipment and Trade Fixtures. Tenant shall have the right at any time during the term of this Agreement or upon termination and within thirty (30) days thereafter, to remove all personal property such as trade fixtures, equipment and other personal property, but subject to any valid lien the Town may have thereon for unpaid portions of the Business Space Rental Fee pursuant to Section 6.1 or any other amounts due from Tenant to the Town pursuant to the provisions of this Agreement. No fixtures or other property shall be removed if such removal will result in damage to the property of the Town or the Building. Any property not so

removed by Tenant within 30 days after termination as provided in this Section shall become a part of the realty on which it is located and title thereto shall vest in the Town.

- 8.5 Title to Improvements. No improvements shall be made to the Business Space without the prior written approval of the Town. Upon installation or erection of improvements, such improvements shall become a part of the realty upon which they are erected and title thereto shall vest in the Town, unless the parties agree otherwise in writing. Upon vesting, the improvements become part of the Business Space and are subject to the terms applicable to the Business Space within this Agreement.
- 8.6 Conformance with Applicable Laws. All improvements and all trade fixtures, equipment or other personal property installed by Tenant shall be subject to and conform in all respects to Applicable Laws.

ARTICLE 9 DAMAGE BY TENANT

The Tenant shall be liable for and shall repair, replace or cause to be repaired or replaced within five (5) days after occurrence, any damage to the Building, including the Business Space, or to the Town's property, equipment and fixtures caused by Tenant, Tenant's agents, employees, independent contractors working at Tenant's direction, or anyone else acting under Tenant's direction and control, ordinary wear and tear excepted. All repairs or replacements shall be made promptly and when necessary and shall be in a quality and of a class at least equal to the original. To the extent the damage is damage for which Tenant is liable is to the Business Space, Tenant shall continue to be liable for the Business Space rental fee and all other charges provided for in this Agreement, even if the Business Space has been rendered untenable or unusable by such damage.

Tenant shall not be required to make a security deposit with the Town but may elect in its discretion to do so in an amount not greater than \$1000.00. At the end of the lease, any security deposit will be returned to the Tenant after deductions for unpaid rent, utilities, and damage to the Business Space for which Tenant is responsible, other than ordinary wear and tear. The Tenant shall not use any deposit at any time for payment of rent, but instead, should Tenant fail to pay amounts due upon termination or breach of the Agreement, the Town may at its option use the security deposit to satisfy any portion of the amounts owed. However, the use of the security deposit shall not limit the ability of the Town to recover any damages in excess of the security deposit amount.

ARTICLE 10 TOTAL OR PARTIAL DESTRUCTION

- 10.1 Business Space or Other Major Component Rendered Untenable. In case, during the term of this Agreement, the Business Space, Building, or any principal part of any one of them shall be destroyed or shall be so damaged by fire, flood, or other casualty so as to be rendered untenable or unusable as determined by the Town:
- 10.1.1 Then, in such event, at the option of the Town or the Tenant, the term hereby created shall cease, and this Agreement shall become null and void from the date

of such determination, and Tenant shall immediately surrender the Business Space and interest therein to the Town; provided, however, that the Town or Tenant shall exercise such option to so terminate this Agreement by notice, in writing, delivered to the other party within thirty (30) days after the Town's determination of non-usability.

10.1.2 In the event neither party elects not to exercise its option in 10.1.1 and terminate this Agreement, this Agreement shall continue in full force and effect; and the Town shall repair the Business Space, or Building, excluding improvements or equipment, signs, trade fixtures, or other personal property installed by Tenant, with all reasonable speed, placing the same in as good condition as it was at the time of the damage or destruction.

10.2 Business Space Only Untenantable. In the event of destruction rendering only the Business Space untenable or non-usable through no fault of the Town or the Town's agents or employees, the Town shall endeavor, but not be obligated, to make substitute premises available for Tenant's use.

10.3 Components Tenantable. If the Building or Business Space shall be only injured by fire, flood, or the elements to such extent so as not to render the same untenable and unfit for use and occupancy, the Town shall repair the same with all reasonable speed.

10.4 Removal of Rubbish. In any event, upon the occurrence of damage or destruction, Tenant shall remove all rubbish, debris, merchandise, furniture, furnishings, equipment and other items of its personal property within five (5) days after receipt of written request by the Town.

10.5 Exception for Damage Caused by Tenant. In the event of damage caused by Tenant, as more specifically addressed in Article 9 of this Agreement, the provisions of Article 9 shall govern in any conflict between Article 9 and Article 10.

10.6 No Claim by Tenant. No compensation or claim shall be made by or allowed to Tenant by reason of any inconvenience or annoyance arising from the necessity of repairing portion of the Building or other Town property, except to the extent such repair is attributable to the negligence or willful misconduct of Town or its agents.

**ARTICLE 11
INDEMNIFICATION AND INSURANCE**

11.1 The Town's Liability. The Town shall not in any way be liable for any cost, liability, damage or injury, including cost of suit and reasonable expenses of legal services, claimed or recovered by any person whomsoever or whatsoever as a result of any operations, works, acts or omissions performed within the Building and/or Business Space by Tenant, its agents, employees or contractors.

11.2 Indemnification by Tenant. To the extent permitted by applicable law, each party covenants that it will indemnify and hold the other party harmless from all claims, demands, judgments, costs and expenses, including attorneys' fees, claimed or recovered (whether justly, unjustly,

falsely, fraudulently or frivolously) by any person by reason of injury to or death of any individual person or persons, or by reason of damage to, destruction or loss of use of any property, directly or indirectly arising out of, resulting from, or occurring in connection with any operations, works, acts, or omissions or negligence of the indemnifying party or its agents. As used herein, the terms "Tenant" and "the Town" includes the respective directors, officers, agents, employees and contractors of Tenant and the Town.

- 11.3 Insurance. Without limiting any of the Tenant's obligations hereunder, the Tenant shall provide and maintain comprehensive liability insurance coverage naming the Town as an additional insured under this Agreement with a minimum aggregate limit of \$1,000,000.00. Tenant shall supply the Town with a certificate of insurance.

Without limiting any of the Town's obligations hereunder, the Town shall maintain comprehensive liability insurance and provide Tenant a copy of coverage.

- 11.4 Precautions Against Injury. Each party shall take all necessary precautions in performing the operations hereunder to prevent injury to persons and property.
- 11.5 Failure to Insure. Failure of a party to take out and/or maintain, or the taking out and/or maintenance of any required insurance, shall not relieve such party from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations on each party concerning indemnification.
- 11.6 No Waiver of Immunity. Nothing herein shall be construed as a waiver by either party of any of the immunities, privileges and defenses available to it under the Colorado Governmental Immunity Act, as may be amended from time to time, or arising under common law.

**ARTICLE 12
NO INTEREST IN REAL PROPERTY**

Tenant agrees that this Agreement constitutes merely a lease of the Business Space for a limited purpose and does not create or convey to Tenant any other interest in real property.

**ARTICLE 13
NO ASSIGNMENT/SUBLET**

The Tenant shall not assign this Agreement and shall not sublet or otherwise allow any person to take possession of all or any portion of the Business Space. Any transfer by operation of law of Tenant's interest created hereby, other than by merger or consolidation, must be approved in advance, in writing, by the Town.

**ARTICLE 14
RIGHT OF THE TOWN TO ENTER, INSPECT, AND MAKE REPAIRS**

14.1 In General. The Town and its authorized officers, employees, agents, contractors and other representatives shall have the right (at such times as may be reasonable under the circumstances and with as little interruption to Tenant's operation as is reasonably practicable) to enter upon any part of the Business Space for the following purposes:

14.1.1 To inspect such premises at reasonable intervals during regular business hours (or at any time in case of emergency) to determine whether Tenant has complied with and is complying with the terms and conditions of this Agreement with respect to such premises and/or Building;

14.1.2 To perform or cause to be performed maintenance and make repairs and replacements; and

14.1.3 To make structural additions and alterations.

14.2 Obstruction by Tenant. In the event that any personal property of Tenant shall obstruct the access of the Town, its officers, employees, agents or contractors, or a utility company furnishing utility service to any of the existing utility, mechanical, electrical and other systems, and thus shall interfere with the inspection, maintenance or repair of any such system, Tenant shall move such property, as directed by the Town or said utility company, in order that access may be had to the system or part thereof for inspection, maintenance or repair. If Tenant shall fail to so move such property after direction from the Town or said utility company to do so, the Town or the utility company may move it without liability for damage sustained in moving.

14.3 No Eviction or Abatement. Exercise of any or all of the foregoing rights in this Article, by the Town, or others under right of the Town, shall not be, nor be construed to be, an eviction of Tenant, nor be made the grounds for any abatement of the business rent nor any claim or demand for damages against the Town, consequential or otherwise.

ARTICLE 15
DEFAULT, RIGHTS OF TERMINATION

15.1 Default by Tenant. Time of payment and performance is of the essence in this Agreement. Tenant shall be in default under this Agreement upon the occurrence of any one or more of the following non-exclusive list of events:

15.1.1 Tenant's failure to pay any fee or other charge when due to the Town and within five (5) working days after notice from the Town of such non-payment.

15.1.2 Tenant's failure to maintain the insurance required above.

15.1.3 Tenant's assignment of any right hereunder or attempt to sublet the Business Space, or any other part of the Building, in violation of Article 13.

15.1.4 Tenant's failure to perform, keep or observe any of the terms, covenants, or conditions of this Agreement and to cure or remedy such failure within five (5) working days after notice from the Town of such failure, provided that if such cure or remedy is not reasonably capable of completion within such five (5) working days, such cure or remedy must be commenced within such period and diligently pursued to completion thereafter.

15.1.5 The filing by Tenant of a voluntary petition in bankruptcy, the filing of an involuntary petition in bankruptcy against Tenant, which petition is not dismissed within 30 days, the taking of possession of all or substantially all of Tenant's assets pursuant to proceedings brought under the provisions of any federal reorganization act or the appointment of a receiver of all or substantially all of Tenant's assets and the failure of Tenant to secure the return of such assets and/or the dismissal of such proceeding within (90) days after the filing.

15.1.6 The abandonment for a period of fourteen (14) days by Tenant of the conduct of its business operations during the terms of this Agreement.

15.1.7 The assignment by Tenant of its assets for the benefit of creditors.

15.2 Default by Town. Time of payment and performance is of the essence in this Agreement. Town shall be in default under this Agreement upon the occurrence of any one or more of the following non-exclusive list of events:

15.2.1 Town's failure to maintain the insurance required above.

15.2.2 Town's failure to perform, keep or observe any of the terms, covenants, or conditions of this Agreement and to cure or remedy such failure within five (5) working days after notice

from the Tenant of such failure, provided that if such cure or remedy is not reasonably capable of completion within such five (5) working days, such cure or remedy must be commenced within such period and diligently pursued to completion thereafter.

15.3 Remedies on Default.

15.3.1 In the event of a default, the non-defaulting party may terminate this Agreement by notice in writing to the defaulting party. In the alternative, the non-defaulting party may elect to keep the Agreement in force and work with the defaulting party to cure the default. If this Agreement is terminated, each party's liability to the other for damages and fees, including but not limited to the Business rental fee, shall survive the termination, and the Town may re-enter, take possession of the Business Space, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages.

15.3.2 Following re-entry or abandonment, the Town may make arrangements for use of the Business Space by others, and in that connection may make any suitable alterations or refurbish the Business Space, but the Town shall not be required to make such arrangement for any use or purpose.

15.4 Rights and Remedies Reserved.

It is understood and agreed that any rights and remedies reserved pursuant to this Article are in addition to any other rights or remedies the party may have pursuant to this Agreement or to applicable law to seek judicial enforcement, damages or any other lawful remedy.

ARTICLE 16 MISCELLANEOUS PROVISIONS

16.1 Cumulative Rights. All remedies provided in this Agreement shall be deemed cumulative and additional and not in lieu of, or exclusive of, each other or of any other remedy available to the Town, or Tenant, at law or in equity, and the exercise of any remedy, or the existence herein of other remedies or indemnities shall not prevent the exercise of any other remedy.

16.2 Non-Waiver. The failure by either party to exercise any right or rights accruing to it by virtue of the breach of any covenant, condition, or agreement herein by the other party shall not operate as a waiver of the exercise of such right or rights in the event of any subsequent breach by such other party, nor shall such other party be relieved thereby from its obligations under the terms hereof.

16.3 Non-liability of Individuals. No director, officer, agent, or employee of either party hereto shall be charged personally or held contractually liable by or to the other party under any term or provision of this Agreement or of any supplement, modification or amendment to this

Agreement because of any breach thereof, or because of its or their execution or attempted execution of the same.

- 16.4 Limitation on Use. Tenant shall not use, or permit the use of the Business Space, or any part thereof, for any purpose or use other than those authorized by this Agreement. Neither shall Tenant permit nor suffer any disorderly noise or nuisance whatsoever about the Business Space, Building, or other Town property.
- 16.5 Governing Law. This Agreement shall be performable and enforceable in the TOWN OF PALMER LAKE, Colorado, and shall be construed in accordance with the laws of the State of Colorado.
- 16.6 Benefits. This Agreement is made for the sole and exclusive benefit of the Town and the Tenant and is not made for the benefit of any third party.
- 16.7 Construction. In the event of any ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.
- 16.8 Successors and Assigns. All covenants, stipulations and agreements in this Agreement shall extend to and bind each party hereto, its legal representatives, successors, and assigns. This provision does not render the Agreement assignable, as assignment is governed by Article 13.
- 16.9 Headings. The titles of the several articles of this Agreement are inserted herein for convenience only and are not intended and shall not be construed to affect in any manner the terms and provisions hereof, or the interpretation or construction thereof.
- 16.10 Attorney Fees. In the event any legal action or proceeding is brought to collect sums due or to become due hereunder or any portion thereof or to enforce compliance with this Agreement for failure to observe any of the covenants of this Agreement, the losing party agrees to pay to the prevailing party such sums as the Court may judge reasonable attorneys' fees and costs to be allowed in such action or proceeding and in any appeal therefrom.
- 16.11 Entire Agreement. This Agreement, which is the entire agreement between the parties hereto, supersedes all prior agreements, understandings, warranties or promises between the parties hereto, whether written, spoken or implied from the conduct of the parties hereto.
- 16.12 Severability. In the event any covenant, condition or provision of this Agreement is held to be invalid by final judgment of any court of competent jurisdiction, the invalidity of such covenant, condition or provision shall not in any way affect any of the other covenants, conditions or provisions of this Agreement, provided that the invalidity of any such covenant, condition or provision does not materially prejudice either the Town or Tenant in its respective rights and obligations under the valid covenants, conditions or provisions of this Agreement.
- 16.13 Surrender of Possession. Upon the expiration of this Agreement or its earlier termination as herein provided, Tenant shall remove all of its property from the Business Space and the

Building and all other Town property and surrender entire possession of its rights to the Town and its improvements in accordance with Section 9 above, unless this Agreement is renewed or replaced.

16.14 The Town Representative. The Town designates the Town Administrator/Clerk, or designee, as its representative who shall make, within the scope of his authority, all necessary and proper decisions with reference to this Agreement. All requests for contract interpretations, amendments, and other clarifications or instructions shall be directed to the Town. The representative may be changed by written notification to the Tenant.

16.15 Notices. Notices permitted or required to be given under this Agreement shall be in writing and shall be deemed given upon personal delivery or on the third business day after deposit in the United States mail, certified, return receipt requested, postage fully prepaid, addressed as follows or to such other address as the parties may designate from time to time by notice given in accordance with this Section:

To Tenant: **Pikes Peak Library District**
ATTN:
Address
Email

To Town: **TOWN OF PALMER LAKE**
Attention: Dawn A. Collins
PO Box 208, Palmer Lake, CO 80133
E: dawn@palmer-lake.org

Copy To: **Matthew Z. Krob, Town Attorney**
8400 E. Prentice Avenue
Penthouse
Greenwood Village, CO 80111

16.16 Paragraph Headings. Paragraph headings contained herein are for convenience and reference and are not intended to define or limit the scope of any provisions of this Agreement.

16.17 Force Majeure. Neither the Town nor the Tenant shall be deemed in violation of this Agreement if prevented from performing any of its obligations hereunder by reason of strikes, boycotts, labor disputes, embargoes, shortage of energy or materials, acts of God or nature, act of public enemy, acts of superior governmental authority, weather conditions, rights, rebellion, sabotage or any other circumstances that are not within its control.

16.18 No Limitation on General Powers. Nothing in this Agreement shall be construed as in any way limiting the general powers of the Town to fully exercise their governmental functions or their obligations under any bond covenants or Applicable Laws.

- 16.19 No Relationship. Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of employer and employee, principal and agent or a partnership or a joint venture between the parties hereto. The Town shall not be responsible for any debts or obligations whatsoever of Tenant.
- 16.20 Non-appropriation. The parties acknowledge and agree that this lease does not constitute a multi-year financial obligation of either party under the Taxpayers Bill of Rights (TABOR) of the Colorado Constitution. Therefore, the obligations of each party under this lease is subject to annual appropriation for payment by the party's governing board. In the event of a non-appropriation for payment by either party, this lease shall terminate without further obligation (financial or otherwise) of the parties on 30 days written notice to the other party, other than for payments on services previously rendered through the termination of the lease.
- 16.21 Survival. To the extent necessary to carry out all of the terms and provisions hereof, the aid terms, obligations, and rights set forth herein required shall survive and shall not be affected by the expiration or termination of this agreement.

TOWN OF PALMER LAKE

William Bass, Mayor

Attest:

Dawn A. Collins, Town Clerk

TENANT: Pikes Peak Library District

Owner/Representative

Print: _____

FRIENDS of the PPLD January 2022 Report

The focus of the BOD for January was to identify additional committees and appoint a chair for each one. We continue to refine 2022 objectives for our various committees. We will be scheduling interviews for two applicants for BOD positions. Our by-laws allow up to 15 directors. We hope to reach that number in 2022.

Sales for January		
	Amazon	2,983
	eBay	3,882
	Facebook	0
	Web storefront	179
	East Bookstore	3,428
	Library 21C	1,341
	Penrose	471
TOTAL SALES		\$12,283

- The Spring big book sale opens in 37 days! March 11, 12, 13th. Graphics are completed and posters, postcards and bookmarks will be ordered first week of February. Good response from Volunteer Match and JustServe websites and our email blast requesting volunteers. We have 40 volunteers booked for shifts so far.
- Donations using Curbside Service at East have seen a huge increase in the last few weeks. Last Saturday, in less than two hours we took in 67 boxes of books, DVDs and CDs! We are welcoming as much as we can in order to have a good Spring Sale.
- Penrose Library stockroom was cleared out in preparation for upgrades of ceiling tile installation, additional light fixture, wall repair and honor box wall installation. Donations at PE are on hold until after remodeling is completed. Work began on 1/31.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received 109 gifts totaling \$25,471 in January as part of the Year End Giving Campaign

Submitted 2022 Colorado Springs Health Foundation Main Funding Opportunity grant application

Finalizing details with Carl Bloom and Associates for 2022 Library Giving Day direct mail and electronic campaigns

Completed year end direct mail, Give!, Colorado Gives Day, Giving Tuesday campaigns, including gift processing, thank you/acknowledgement telephone calls/letters/emails, deposits

Held PPLD Foundation quarterly board of directors meeting, Executive, and Fundraising Committee meetings

Met with Children's Hospital Colorado representatives to finalize 2022 sponsorship renewal

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

Attended Friends of PPLD's annual meeting

Attended monthly Friends of PPLD board meeting

Public Services Report January 2022

Community Building

Mikaela Fortune spoke with a representative from Harrison School District 2 about creative ways to support remote learning initiatives. HSD2 identified opportunities to support summer school initiatives, after school clubs and activities, and expressed interest in virtual booktalks and other remote learning opportunities.

As a complement to the 2021 Old Colorado City Staff Picks display/handout and to encourage more conversations between staff and patrons about their personal interests, David Rasmussen, Adult Services Senior Library Associate, created a display highlighting OL staff's individual backgrounds and interests. David developed questions and solicited responses from OL staff, which he then featured in the display case along with staff's photos. The display was a success at opening dialogue between patrons and staff, increasing staff rapport and connections with local community members.

Compliments

We had 266 chats through LibChat, our online chat reference. Of the patrons who chose to rate their chats, 24 were rated *excellent* and one was rated *good*. Some patrons left comments about the staff-person who chatted with them:

Jenny Gaechter – East Library

- “Don’t know why an item ended up on my account, but the Librarian took my word and corrected it.”
- “Love this ability to talk to someone”

Vincent Burke – Fountain Library

- “Such a nice service. Prefer this over a telephone call.”

Melissa Schloesser – Library 21c

- “very helpful.”
- “thank you”

Meagan Huber – Adult Services

- “Meagan was of GREAT help.... made reconnecting to library so easy for this disabled shut-in”

Karen Goates (Human Resources) met with YAS staff to plan for Summer Adventure volunteers and came with a full-on mock-up of what the software could look like without being asked. It clearly took a lot of work and was greatly appreciated!

Larissa Powers got a coffee at Peak Place coffee shop in her PPLD mask and hoodie, and the staff member there had a ton of amazing things to say about PPLD! She was impressed by our fine-free status and loves how auto-renewals work for checkouts.

Inti Dewey (Family and Children Services at East) ran his first coding camp session with Angie Aguilar (Young Adults, East) in January and absolutely rocked it! It was great to see him interact with the youth, and he rolled with every little challenge that came his way.

Mikaela Fortune sends thanks to Britt Bloom, Danielle Seltenright, Becca Philipsen, Cathy Wood (Library 21c), Kim Cox (High Prairie), and Trevor Elmore and Lisa Ward (Mobile Library Services) for always responding to booktalk requests, whether they can make it or not. Even if the response is that they can't make it, it is extremely helpful and encouraging, and she appreciates the responses from you all every time.

Danielle Seltenright is impressed by Hannah Zwahlen's enthusiasm and initiative in her new role! It has been fun working with her both at Cheyenne and virtually.

Danielle Seltenright appreciates Cathy's organization and attention to detail so much. Thank you for making my part so easy when we work together on things! Her cat post-it notes and stickers are also the best.

"We really appreciate the library. You all are amazing." -Cindy Puhok, Head Coach of Homeschool Science Colorado, to Library 21c staff

A gentleman came into Library 21c on Sat., Jan. 29, and glanced around at all that was going on (multiple meetings, mask distribution, people obtaining library cards, browsing the collection, congregating in the space, etc.). "What a wonderful thing to see, this place being used by the community like this," he told staff, gesturing to the open spaces around him. "This is the stuff we should be spending money on, this right here!"

Compliment for Janis Moore, Southeast Senior Library Associate: *Hi Janis, Thank you SO much!!! I truly appreciate you checking for me and assisting. Is there anywhere I can put in a good word or positive review for you? Best, Stephanie*

North Region **Community**

Monument Library began a partnership with the Western Museum of Mining & Industry and held two Storytimes in January at the Museum. While attendance has been sparse as this program gets on its feet, the community has shared interest in seeing this partnership grow. Monument's after-school programs also returned in January; Tween: Bird's Nest Treats was attended by two families who told staff they were thrilled to see school-age programming return to the library.

Amanda Franke at Rockrimmon Library compiled ACT prep resources for Colorado Springs Christian Schools and created a brief overview of the resources for the school librarian, Beth Ponstein, to share with other teachers.

In January, Library 21c Senior Assistant Sherri Hendrich totaled 2021 volunteer statistics. Over the course of 2021, Library 21c had a total of 49 adult volunteers who volunteered a total of 2016.75 hours. As of Dec. 31, 2021, Library 21c has 31 active volunteers. In 2021, 18 volunteers stopped volunteering; reasons included relocation, school, and schedule conflicts, and five volunteers left due to obtaining new jobs— three of those five volunteers gained jobs working for PPLD. The average number of volunteer hours was 26.61, with the median being 14.13 hours. The time dedicated by Library 21c's 31 active volunteers is nearly the same as two 20-hour staff members.

Resources

In January, Silver Key began bringing health care entities and other sponsors to their meal hand out events to High Prairie and Calhan Libraries, making additional resources accessible for patrons. The Silver Key meal handout remains extremely popular in these communities. Staff

observed that people were coming early for their pickup to interact with Silver Key and other patrons, so Calhan staff will start setting out snacks ahead of the pickup time for seniors who are seeking more social interaction. Staff are hoping this will help meet multiple needs of Calhan's senior population.

Innovation/Creativity

In January, staff toured two groups around Library 21c: a group of 1st- 3rd grade American Heritage Girls and students and teachers from Aspen Valley High School. Each group had a special focus for their tour. The American Heritage Girls learned more about the library to earn their library badge. To help the group meet their goal and earn their badge of participating in a library event, Senior Associate Alli Brooks created a small scavenger hunt for the group to complete after their library tour. The scavenger hunt included "bonus" survey questions asking, "What is your favorite thing you saw today?" and "What library service are you most excited to use?" Many of the group members provided responses to these questions including "fish artwork," "Minecraft books," "movie room," "books," "computers," "librarian's help," and "3D printers/wood-engraver."

The group leader sent Alli a follow-up email stating, "*Thank you! We were very happy about the tour and earning our badge!*" The seven students and two teachers from Aspen Valley High enjoyed a tour of Library 21c's facility and services with a special focus on Studio 21c. Video Director/Producer Roland Clements demonstrated the Studio's offerings such as equipment, vocal booth, and filming space. The students were particularly enthralled by the green screen and enjoyed seeing images of themselves in creative locations.

Service

The ramp for Palmer Lake Library is almost complete and the goal is to reopen the library in early March. Jean Carrier, Manager of Monument & Palmer Lake Libraries, attended the Palmer Lake Historical Society (PLHS) Board meeting to introduce herself and share with the organization the library's plans to reopen. PLHS hopes to partner with the library for a grand reopening celebration in March or April. Tri-Lakes Friends have also designated interested in being a part of the celebration. The Palmer Lake community is eager to have its library restored for service.

Internal/Staff

The North Region Leaders Retreat on Jan. 26 brought together all Supervisors and Managers of the North Libraries. Held at the Penrose House, North Leaders met with Training Supervisor Sarah Marshall who led two team-building exercises, "The Marshmallow Challenge" and DiSC Styles personality assessments. The "Marshmallow Challenge" activity consisted of a time-based task with limited resources. Staff broke into small teams and attempted to create the tallest tower of dry spaghetti noodles using tape, string, and a single large marshmallow balanced on top. Through this activity, staff talked about the ways they communicated and engaged each other with the project; they also assessed the ways the group collaborated on ideation and implementation of the project.

Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs participated alongside the group in the DiSC personality assessment, which allowed the Supervisors, Managers, and Teona to learn more about one another's working styles and how collaboration between different styles helps provide team balance. Chief Librarian and CEO John Spears joined the North Leaders for lunch, and afterwards, Library 21c Manager Catie Tierney led an activity using Story Stitch cards. The leaders drew cards with conversation prompts such as

“Share a time when you felt fulfilled,” “Tell of an instance where you experienced culture shock,” or “Share a time you overcame a difficult challenge.”

Staff selected a story prompt card and shared their personal experiences with one another as others related their own stories to the prompts. Staff expressed their gratitude to Teona, John, and Sarah for the fulfilling day and helpful activities.

Accountability

When cleaning out closets during the pandemic, many patrons discovered old 8mm films and have been requesting that Library 21c provide a conversion machine for this type of film. After discussing the possibility with Creative Services, an 8mm conversion machine was ordered to be housed at Library 21c. The new machine has been popular with several patrons coming in to regularly use it and many others inquiring about it. Upon receiving the new converter, Senior Associate John Jarrell met with an interested patron to test out the machine. Staff did not have any 8mm film to try out, and this patron shared that they were happy to join staff in experimenting with the new hardware. This patron has returned to the library multiple times to convert more of their 8mm film collection. After successfully transferring several 8mm reels and learning more about the conversion process, John is preparing to create a how-to guide for staff and patrons.

Southeast Region Community

Fountain Library’s location makes it a perfect library for families to come and enjoy our services while also seeing a little bit of nature. A bobcat now named Pounce has been seen on the Fountain Library cameras after hours.



The Panorama Park Tile Project continued this month with events at Turman Elementary and Silver Key. Each location hosted two sessions. Turman Elementary School students made 150 tiles. Silver Key made 25. Jenny Kremyar, Southeast Creative Librarian, and Jordan Romero, Sand Creek Senior Library Associate, also held workshops with a local Girl Scout troop and Springs Studio.

Resources

Fountain is excited to have the Pro Se Legal clinic back in person at the library. On the first Monday of every month from 3 - 5:30 p.m., patrons can have a virtual consultation with a lawyer

for free. Deb Hamilton, Strategic Services Librarian, coordinates this program and hosts it at Fountain.

One of the East Spanish speaking patrons has become a regular in our Makerspace stopping by at least once a week. Last week, she saw Senior Library Associate Johana Pacheco, also a Spanish speaker, working in the PC lab. The patron asked for information on how to volunteer with the Friends and where to submit her application.

Innovation/Creativity

Janis Moore, Regional Senior Library Associate, helped a patron via email reference who had a temporary card expire. The patron was hoping to get a card but could not be in public areas right now due to COVID. Janis checked with a supervisor about how we could accommodate this request and they came up with a plan to help the patron. This patron was so grateful!

The East Makerspace began offering a quilt block club in January. Each month, patrons create a new quilt block, drawing from classic American quilt designs. At the end of the year, they will be able to join their blocks together to create a sampler quilt.



Eight patrons attended the visible mending class hosted by Sand Creek Library Associate, Cameryn Broin. Cameryn was able to help the attendees troubleshoot their various projects with only two sewing machines and two irons. One patron who had never used a sewing machine hemmed a pair of jeans that she thrifted for \$3, and another patron installed a pouch on a purse she had made at a different library program.

Jordan Romero, Sand Creek Senior Library Associate, has been working to make Storytime and learning to read more than just sharing books (though that's a huge and important part). It is about building a bond, a love of learning, and building social emotional skills like empathy, kindness, and self-regulation. Jordan has focused on modeling skills for parents and engaging with the whole family. She has tried to be very thoughtful about the content and activities. Her Storytimes this month included a construction STEM theme where the kids got hands-on experience building ramps and using new toys that encourage open ended play. There was a peace theme where they talked about emotions and how to calm ourselves. The children made mini-Zen gardens to take home so they can practice mindfulness and have a new sensory experience. Then, there was a body positivity Storytime where we celebrated all bodies and spent some time looking in the mirror and painting self-portraits. These kinds of topics really

model for parents the impact great stories, songs, and affirmations can have. It has been wonderful to see the kids engaged and self-aware.



Service

The Down the Rabbit Hole program hosted at Ruth Holley had 41 patrons attend.



Stacey Marin, Ruth Holley Senior Library Associate, helped a patron who was caring for someone with COVID in their household. She renewed all their items and assured her that she could return those items when they are able. Stacey also reminded the patron of our curbside service and suggested that she could leave the items in the trunk for a contactless transaction. Stacey said she enjoys doing this kind of service because it makes patron's lives easier when they are going through a tough time.

Internal/Staff

The Sand Creek Library Manager position. This position recently closed and upon further reflection it was decided to repost the position. However, we will wait six months before reposting. During this interim time, we have decided to place Sara Sharples in the Manager 1 role at Sand Creek. Sara is currently the Young Adult Senior Library Associate at Sand Creek. She has been a part of the Sand Creek team for nearly 15 years, has earned her MLIS, and is ready to grow. While this is temporary, and Sara will need to apply for the permanent position in six months, it does afford her the opportunity to gain some valuable experience. It is exciting to use the Manager 1 position to grow one of our own!

Accountability

Fountain Library Supervisor Mark Fletcher worked with Fountain Fort Carson School District 8 and Karen Goates from PPLD to confirm some regular volunteers from the school district. The students coming are part of a program that gets work experience for students with special needs. East added another volunteer to the team. East now has 10 volunteers who help us manage our heavy circulation volume.

On Fri., Jan., Southeast Region locations participated in the statewide mask distribution. Since Sand Creek is normally closed on Fridays and staff are deployed to support other locations, volunteers from [RISE | Southeast](#) stepped up to allow us to open our drive-thru for the mask distribution. Cars began lining up by 9am that morning and were lined up on Chelton Road.



The East Library had a line forming well before 9am (we open at 10am on Fridays). Once the doors were open it took us about 45 minutes to move the line inside.



West Region

Community - Celia Egghart, Manitou Springs and Ute Pass Libraries' Senior Family and Children's Services Associate, worked with Kate Kettler (Librarian & Art Teacher) from Ute Pass Elementary School to display art from 6th graders in the Children's Room at Ute Pass Library.

Resources - The Lobby Stop patrons are enjoying the large print book club sets that the NextFifty Initiative's Community Fund grant allowed us to purchase. "I am so glad we are able to have our book club and you have enough large print books for those of us who need them. Thank you so much!!"

Now that Cheyenne Mountain Library has a fulltime YAS Senior Associate, Hannah Zwahlen, the teen area is becoming a destination. Library Assistant Brenda Svatos was instrumental in supporting Cheyenne's flourishing teen space by helping Zwahlen come up with a method for tracking statistics.

Cheyenne Mountain Library is on fire with children's programming, facilitated by Senior Associate, Brittany McNeil. January was the first month hosting weekly toddler time and music and movement, bi-monthly Storytimes, and tween programs. The library hosted its largest on-site event since the pandemic, with 48 people attending Denise Gard's Dog Tales, featured in the Sunday Gazette.

Sarah Hoelting, Sr. Associate-FCS, supported a partnership between Family and Children's Services/PPLD and the Space Foundation in Colorado Springs, CO called "Small Steps, Giant Leaps." She co-hosted a space-themed Storytime on Tuesday, January 4th, at the Space Foundation. There were 20 active and fun participants, ages 0-9, who participated in the in-person event. A Space Foundation employee coordinated the STEM (science, technology, engineering, mathematics) crafts following Hoelting reading the book "On the Launch Pad: A Counting Book About Rockets" by Michael Dahl and leading outer space songs. On Tuesday, January 18th, Space Foundation employees broadcast the space-themed Storytime virtually at OL with 20 households signed in for the 30-minute program. The total attendance for the partnership was estimated to be 40 patrons.

Innovation/Creativity

In conjunction with PPLD's EDI department, Mr. Isaac Newton Farris Jr. (Dr. MLK Jr.'s nephew) provided five presentations to the students that provided opportunities to learn from Dr. King's family and will discuss the choices, decisions and experiences that shape the development of young people into global leaders. Mr. Farris visit inspired the students and teachers!

Internal / Staff

Penrose is working hard to manage the training component for staff considering our schedule is based around open building hours. Penrose has scheduled 4 staff training meetings in 2022 and the first one in January got positive feedback. On January 21st all of Penrose Public Service and many other departments housed in the Penrose Complex came together to train, learn, and discuss everything from policies to In-Depth reference requests, and Book a Librarian. Penrose staff stay curious, focused, and committed to our patrons and each other.

Cheyenne Mountain staff were thrilled with the opportunity to have a conversation with Issac Newton Farris Jr, the nephew of Martin Luther King Jr., coordinated by Equity, Diversity, and Inclusion Director, Shirley Martinez. Senior associate Hannah Zwahlen said, "Listening to Isaac Farris Jr. was informative and kept fresh the fight of equality we are facing today. It inspired me to remember to promote those authors who are not represented and give my teen audience a variety of materials featuring all walks of life. Diversity, equity, and inclusion are very important to me personally as a mixed-race person, and it further solidified my resolve to promote books that can be relatable to every kind of teenager.

Accountability

Penrose Library Adult staff has been working hard prepping for WARP 2022 (Winter Adult Reading Program). Felisha Port (PE Adult Senior Library Associate) and Alison Kelly (PE Adult Senior Library Associate) have done an incredible job prepping not only marketing materials, displays, and all thing behind the scenes, but their attention to detail and staff engagement has

been impressive. They have offered Beanstack training help, sent out many emails explaining everything to staff, and are always available for questions. Penrose feels very fortunate to have staff that always goes the extra mile for other staff.

Alexis Nelsen and Sara Gallagher attended a Disability Etiquette and Awareness training hosted by Emily Shuman of the Rocky Mountain ADA Center, to stay updated on disability issues and terms, and to improve her ability to assist disabled patrons whenever possible and make their visit to Pikes Peak Library District a positive one.

Adult Education **Community**

On 1/20/22 Tammy Sayles and Christine Layton met with Tiffany Brown from Lewis Palmer school district to discuss possible collaboration for adult ESL classes.

Resources

Ben Kegley, Library Instructional Designer, provided the Northstar Digital Literacy training for PPLD instructors and lab facilitators on January 7th with an expected kick-off date of January 24, 2022. This digital literacy project is provided thanks in part to a grant from the Institute of Museum and Library Services.

Deya Rohe, Career Navigator, has started to fulfill requests to meet with patrons to help with their resumes and job applications.

Innovation/Creativity

Tammy Sayles presented to a group of English Language Learner students from the D-11 Adult and Family Literacy program on January 27. Library programs, catalog and Libby were the topic of discussion.

Service

High School Equivalency (HSE) orientations took place January 5, 6, 10, and 11, 2022. 23 students attended and 21 were placed into ABE/HSE classes.

ESL orientations took place January 5, 6, 10, and 11, 2022. 35 students attended and 23 new students were placed into ESL classes.

Accountability

We submitted our mid-year financial report to the Colorado Department of Education as required by our Adult Education and Family Literacy Act (AEFLA) grant.

Tammy Sayles had a Zoom meeting with the Spring Institute to discuss the Workforce Diploma Pilot program and the legislation, HB 22-1009, that would make the funding a permanent program.

Adult Services **Community**

Melissa Mitchell hosted the program "A Northern Winter Journey" on Thursday evening. It was a wonderful author talk. The presenter Anders Morley did the program from Italy! This is one of the benefits of virtual programs!

Deb Hamilton updated the [COVID LibGuide](#) to include information about testing. This libguide has been a central location for verified and helpful information for the community about COVID-

19, since 2020. Information provided includes Emergency Aid and Resources, vaccine information, and even information about potential scams to avoid. For the month of January, this page received 683 views.

Bryan Matthews updated the [Tax LibGuide](#), and it is ready for the 2021 tax filing season. Resources include links to tax news, resources, and forms provided by the IRS and links to tax preparation programs for low-income, senior, and other special circumstances filers for both federal and state taxes. AARP Tax-Aide hosted at Library 21c information is prominently included. Through tax season, this page is continually updated with new information and links. It is promoted as a resource for both patrons and staff. For the month of January, this page received 435 views.

Resources

Katie Edson offered three nonprofit workshops: Grant Search Orientation, Grant Writing Basics, and Introduction to Project Budgets (25 attendees for all three classes combined) and conducted several one-on-ones with patrons – both in person and via Zoom.

Meagan Huber helped EDI&B on Thursday, January 13th to help with the presentation from Isaac Newton Farris Jr.

We returned the Virtual Pro Se Clinic to FO. We had three people show up in person and we helped two people over the phone. The Basic Estate Planning and Probate class was offered in hybrid format on Jan. 11. Seven people attended. These were organized by Deb Hamilton.

Innovation/Creativity

The Adult Services team and staff throughout PPLD distributed books and copies of District Discovery to 114 Little Free Libraries throughout the community. They did this in their neighborhoods, the neighborhoods of various libraries, and basically all over. This effort was organized by Joe Paisley. This is a great way to promote the Winter Adult Reading Program that happens Feb. 1 through March 31.

Service

Katie Edson attended board meetings for Association of Fundraising Professionals Southern Colorado Chapter (AFP SOCO) and the Give! Campaign. She also attended committee meetings associated with both boards (AFP IDEA committee, AFP Education committee, and Give! Celebration committee). She also presented at both the virtual and in-person El Pomar Emerging Leaders Development meetings.

Melissa Mitchell attended the executive council for the Colorado Black Library Association on January 10. I also worked with my co-chair for Services and Outreach to Underserved Populations. I also did virtual training for CAL Interest Group Chairs.

Sandy Hancock worked with the Kraemer Copyright Conference committee to plan the conference.

Deb Hamilton attended the Colorado Justice Partners Conference on Jan. 13th and 20th. This was an opportunity for librarians to meet with court employees and other legal service providers to learn about legal services in the state and to discuss ways that we can work together.

Internal/Staff

Melissa Mitchell helped host the state-wide Virtual Adult Programming Summit on January 20. There were 50 attendees throughout the day. This was a collaboration between the CAL Public

Libraries Interest Group and the CAL Adult Services Interest Group. She also edited the recording of the day and posted it online.

Meagan Huber organized training on the Check Out Colorado backpacks as the program transitions from Adult Services to Collection Management. New passes will be arriving in February at some point, just in time for the yearly switch for the passes.

Accountability

This has been a month of prepping for some exciting upcoming activities in our Business and Entrepreneurial services. Sandy Hancock met with an Entrepreneur in Residence (EIR) from Exponential Impact to discuss her plan for an EIR at PPLD and continue to develop her plan for the direction these services are going. She met with Dustin at KCH to plan for furnishings of the Business and Entrepreneurial Center at KCH and met with Catie at LI to relaunch that Business and Entrepreneurial Center space as well.

Deb Hamilton cleaned up the Code of Federal Regulations record in the catalog so it would match the shelf holdings. This involved identifying and removing about 450 old records.

Collection Management **Community**

In 2021, PPLD donated over 4,100 items to 20 organizations, including several schools, nine assisted living facilities, the Salvation Army shelter, Girl Scouts, Greccio Housing, and the Community Justice Center.

Resources

- In January, 6,007 items were added to the Collection. This was 48% more items than were added in January 2021. Areas of focus included the Shivers African-American Historical and Cultural Collection and the German language collection.
- The list of PPLD Staff Picks posted on OverDrive received over 3,372 page views in January.
- Materials Assistants unpacked 384 boxes of new library materials.
- Interlibrary Loan staff handled 2,712 borrowing and lending requests.
- [VetNow](#), an online resource for veterans and their families, is now available for PPLD patrons.

January circulation data

- Physical collection checkouts: 322,543
- OverDrive checkouts (eBooks, eAudios, eMagazines): 231,034

Service

Acquisitions staff met with representatives from library vendors Ingram, Midwest Tape, and Library Ideas to review accounts and learn about new products.

Staff responsible for developing expertise in particular databases will now meet quarterly as a group (Database Liaisons) to review usage data, arrange demos of new products, and recommend products to add or discontinue.

Internal/Staff

PPLD employee Josh Spiker said goodbye after 10 years with the district.

Staff met several times in January to compile criteria for an ILS RFP. The ILS (Integrated Library System) or LMS (Library Management System) is the software that manages all the circulation functions of the library, including the materials, patron accounts, holds, and more. The meetings will continue in February and a steering committee will review the RFP before it is handed off to Finance.

Accountability

January brings the annual random sample inventory of the Collection. The Collection Management staff visited most libraries and received help from Calhan, MLS, and Special Collections staff to search for a random selection of items at each library. Out of 1,160 items, seven were not found in the designated location.

Acquisitions staff met with library materials vendor Ingram to review shipping charges. PPLD will have lower shipping charges as a result.

Creative Services Community

The Knights of Columbus Hall continues to host many community-led and designed events.

Becca Cruz attended the first meeting of the outreach committee for CRANE, the Creative Alliance Manitou Springs.

Resources

Scott Crum ordered a commercial slicer for the Kitchen. This will be a beneficial addition to the Food Industry Training course as it is a commonly used piece of equipment in the culinary industry and will help prepare students even more for the workforce.

After receiving several patron requests, an 8 mm film converter has been added to Library 21c's conversion equipment. Patrons have already started making use of it to convert and preserve family memories.

Innovation/Creativity

Dustin Booth and Nawal Shahril began work on producing the third season of Artist of the Knight. This season will feature musicians, visual artists, and poets from the Colorado Springs area, and will premiere to the public in March 2022.

Interviews were held for the 2022 Makers in Residence. Two spots are available for this year, and excitement for bringing back this program back after a year of hiatus is high.

Patrons continue to create interesting and innovative things in the creative spaces. The laser engraving on the right was made using a photocopy filter in Adobe Illustrator to convert and simplify the photograph they wanted to engrave.



Jennifer Eltringham, Lauren Fellers, and Becca Cruz attended the first meeting for the New Face of Library Makerspaces and started getting to know the other libraries that were selected.

Service

Sarah Holland continued to perform maintenance and repairs on makerspace equipment, ensuring the machines were in working order with as little downtime as possible. The 3D printers kept her very busy.

Sarah Holland and Ben Dahlby reviewed feedback for the new 3D printer badging video first draft and began revisions.

Internal/Staff

Creative Services staff have been offering makerspace training classes to new creative staff in the district. These classes are an integral part of onboarding new staff who will work in the makerspaces and assist patrons with creating their visions.

Accountability

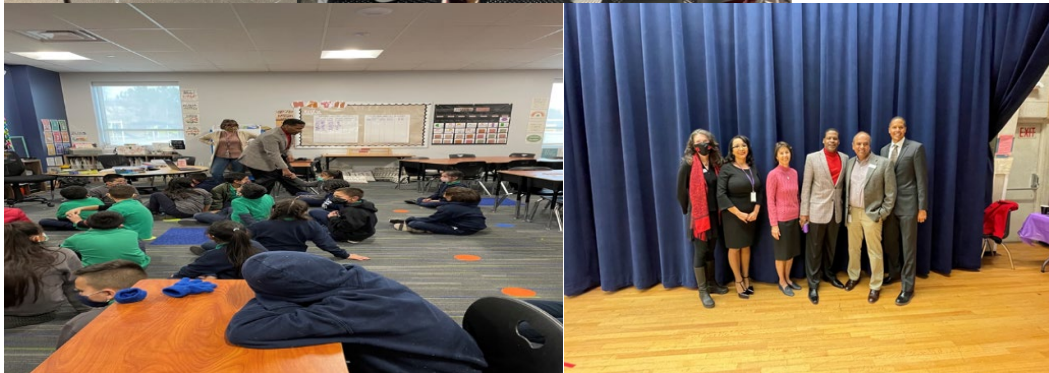
Lauren Fellers shared updates with staff and collected feedback on the new stats process to help ensure that we accurately collect the necessary information.

Equity, Diversity, and Inclusion Service Community

EDI sponsored movie with Colorado Springs Chinese Cultural Institute CSCCI and Rocky Mountain Woman’s film festival for the 2022 Chinese New Year (Year of the Tiger). The film Festival highlighting Chinese and Chinese American history and culture, features five films available to view online from January 28-30 and a sixth film will culminate with an in-person screening of “Beethoven in Beijing, on Mon., Jan. 31 at 7:30 pm at Kimball’s Theater, 115 E. Pikes Peak in Downtown Colorado Springs



- Isaac presented at multiple school districts and presented to the public at Library 21c on Jan. 13 visited different library sites to speak to staff. Multiple news sources were available and [Rocky Mountain PBS completed a segment on the MLK Jr. Family](#). There also an interview conducted by KOAA.





Resources

EDI & B team have provided feedback for mission statement for EDI department and reviewed Roles and Responsibilities and first training opportunity with Air Force Academy, National Character Leadership Conference for February 2022.

Innovation/Creativity

EDI staff will partner with the Japan American Society for month of February for Geo Space presentation at Rockrimmon Library. This is an opportunity to speak with Professors from Japan and Washington DC reference GEO Space. Will be reaching out to STEM programs at the local school districts. The event will be presented virtually and 20 in person seats.

Service

EDI staff are working with Facilities and IT to complete construction of the EDI office space. Framing is complete now working on identifying furniture and cultural materials

Internal/Staff

Internal staff had a chance to meet with guest speaker Isaac Newton Farris Jr. in the libraries to ask questions.





Accountability

Dalania Massie and Yvette Dow-Jones have provided menu programs for EDI department for year 2022. This will ensure that EDI will have opportunities for the community to partner and participate in EDI programs.

Family and Children's Services

Community

Barb Huff and Betty McDonald represented PPLD at the National School Choice Fair held on January 22, at the Colorado Springs Event Center. They spoke to 175 people and helped children explore electricity with Squishy Circuits.

Evan Childress and Melody Alvarez meet with Pikes Peak Children's Museum Director Nohea March. They took a tour of the museum and discussed the LENA Start program. PPCM has offered an incentive for all families who graduate from the LENA Start program for a one-time family admission to the museum. They also discussed the possibility of offering Sensory Storytime when the Museum begins "before hours" for children with autism.

Resources

Gayle Meredith created and led the Educational Resource Center (ERC) Make-a-Masterpiece program, *Ted Harrison: Northern Lights Landscape*, held in person at East Library. Homeschooled students designed unique abstract far north landscapes and added colorful patterns reflecting the Northern Lights. They applied chalk pastel techniques, learned to use paint pens as a highlight, and were introduced to the life and art of contemporary artist Ted Harrison. Both sessions were full of a total of 48 attending, and lots of positive feedback. We plan to increase ERC programming throughout the district in 2022.

Joy Fleishhacker hosted the monthly Homeschool Science at East Library on Jan. 21. Educators from Colorado Spring Utilities presented a program entitled, *Water Wonders: Fire & Flooding* to a group of 47 kids and adults. Participants learned a lot of information and participated in an activity that illustrates how water is moved from mountain to reservoir. They also tested the absorbency and pH of soil taken from the Waldo Canyon burn scar, as compared to other soil.



Innovation/Creativity



In partnership with the Pikes Peak Children's Museum, Evan Childress scheduled a mobile museum to visit High Prairie Library. 79 people attended during the 2-hour program, and there was even a photo in the local paper!

Christa Funke worked with Evan Childress and Hear Here Poetry to offer poetry workshops to 4th and 5th graders as part of the Jean Ciavonne Poetry Contest. The first workshop was held at Twain Elementary, and 20 students (and their three teachers) enjoyed learning about the building blocks of poetry. Half of the class was excited to share their first poems during the class and Christa sent the teacher follow-up information for entering the contest. More poetry workshops are scheduled in February.

Internal/Staff

Jordan Romero from Sand Creek Library presented the FCS Services team with a diversity audit of the traveling storytime kits. Her findings reflected the widely shared sentiment that the PPLD storytime kits should include more diverse topics and representations.

Christa Funke assisted Joe Paisley (AS) with some Beanstack set-up questions, checking in to make certain Adult Services was ready for the launch of their Winter Adult Reading Program.

Accountability

Evan Childress attended an emergency advocacy meeting with Colorado Libraries for Early Literacy (CLEL) related to the proposed READ Act legislation that would require all librarians to be trained in the science of reading principles and for each library board to adopt a policy for implementing the science of reading principles

Regional History & Genealogy **Community**

Jamie Wagner began preparation for the 2022 Photovoice Project. The project's goal is to provide community members experiencing homelessness the tools to share their own story. Participants will take pictures of their daily life and record oral histories. Photographs will be exhibited across the Library District. Ultimately all the photographs and the oral histories will be accessioned into the PPLD collection so future community members can understand the daily lives of the people experiencing homelessness in Colorado Springs. As part of the research needed to lead this project, Jamie joined the Homeless Services Committee.

Resources

Pikes Peak Library District officially accessioned the Brian W. Tryon Collection. Photographer Brian Tryon documented the community experience during the COVID-19 pandemic, the Black Lives Matter protests of 2020, and the political protests surrounding the 2020 election. The collection is comprised of 963 digital photographs, and approximately 20 physical prints. The photographer will now begin the lengthy process of assisting with the creation of metadata to fully capture the artistic process and key details for each photograph. Descriptive and technical metadata will likely be ready at the close of 2022. The collection represents an important resource for future community members to understand Colorado Springs. As an actively collecting institution, our team collects the stories of today, the futures history.

Service

Heather Jordan added 175 archival collections to the PPLD Catalog. Adding these collections to the catalog, where library patrons search for material, will increase the visibility and usage of this community material. This will help streamline access to these records as these collections were previously only searchable on the PPLD Archives & Manuscripts page. As Heather added the archival collections to the catalog, she created barcodes and placed them on the corresponding archival boxes. Each individual box received a unique barcode number for a total of 356 boxes. Barcodes allow staff to easily track usage and location of archival collections.

Young Adult Services **Community**

We are so excited to have launched PowerPass at Calhan School District! Check out [this blog post](#) and this [Gazette](#) article.

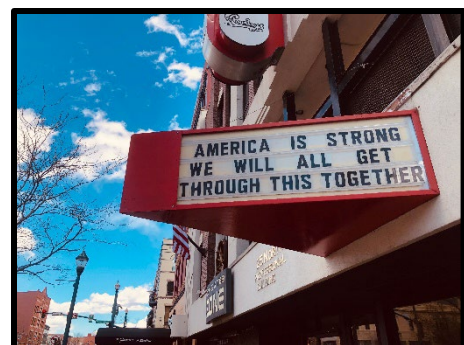
Mikaela Fortune, Becca Philipsen, and Amanda Franke (Rockrimmon) presented booktalks to 331 seventh grade students at Lewis-Palmer Middle School on January 27.

Resources

Amanda Franke at Rockrimmon Library compiled ACT prep resources for Colorado Springs Christian Schools and created a brief overview of the resources for the school librarian to share with other teachers.

Innovation/Creativity

Mikaela Fortune worked with Shirley Martinez and Yvette Dow-Rose (both from Equity, Diversity, and Inclusion) to coordinate and schedule school visits for Isaac Newton Farris Jr. and his visit to Colorado Springs. Mikaela worked with contacts in Districts 11, 20, and 2 and the EDI department to communicate important details pertaining to these visits.



Service

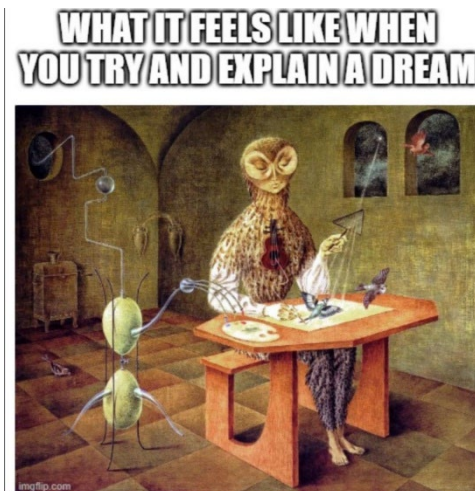
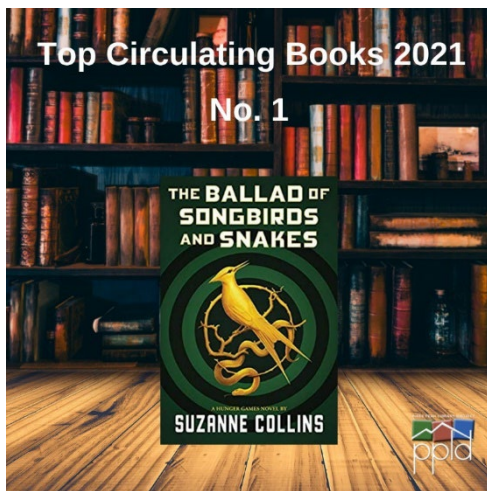
Mikaela Fortune worked with Denise Abbott (Communications) to discuss updates to student library card applications. New translations of this application have been requested in Korean, Mandarin, and Vietnamese.

Internal/Staff

Young Adult Services staff and Elyse Jones (Communications) met to discuss strategies for researching the 18-24-year-old population in El Paso County. This research will be vital in identifying opportunities to better serve this age group moving forward.

Accountability

The highest performing post on Facebook was a booklist of our top 10 circulating titles from 2021. One of the popular memes on Instagram was advertising the Teen Art Contest.



Communications Department: Report for February 2022

NEWS COVERAGE

- Total features and mentions:
 - **January (and 2022 total thus far):**
149
- Highlighted coverage:
 - PPLD locations are **participating in the State of Colorado's free mask distribution program**, with large orders received in late January and early February. These public announcements were picked up by most local news outlets, with many running multiple stories. This included all TV stations, [740 KVOR AM](#), [The Gazette](#), and community-specific newspapers like [Fountain Valley News](#).
 - PPLD launched **PowerPass with Calhan School District**, the first rural partner to join the program for area school districts, on Jan. 12. It was picked up by [The Gazette](#), [Colorado Springs Business Journal](#), and [Ranchland News](#).
 - **Isaac Newton Farris Jr., nephew of Martin Luther King Jr., commemorates his legacy with a special visit** to PPLD locations and local schools in mid-January. His visit was covered by several news outlets, including [KOAA](#), [FOX21](#), [RMPBS](#), [Colorado Springs Independent](#), and [Eminetra](#).
 - [The Gazette](#) highlighted the **inaugural Pikes Peak Youth Poet Laureate program** that's seeking applicants, led by Hear Here Poetry with support from PPLD, in addition to PPLD's **Jean Ciavonne Poetry Contest** for elementary-age students.
 - Last month's [Library Limelight column in The Tribune](#) focused on **how the Library connects people with what they need**, looking back at 2021 and ahead to 2022.
- Anticipated in Winter 2022:
 - **More free masks** available at libraries beginning Mon., Feb. 7 (multiple news outlets)
 - Feature on PPLD's **Food Industry Training program** ([Colorado Springs Magazine's](#) February issue)

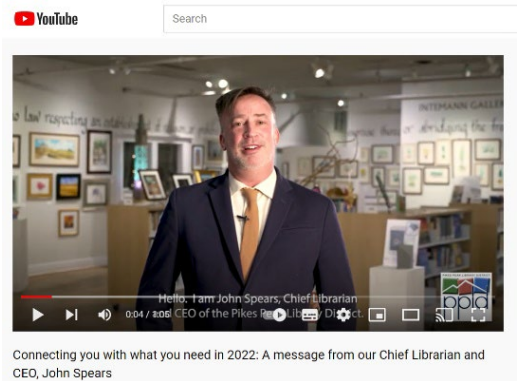


**NOTE: The total figure above includes all tracked and/or known TV, print, online, and/or radio coverage by news outlet, including on-air mentions, print event listings, and stories that ran on multiple newscasts. It excludes online event listings not tracked by our monitoring service, in addition to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

DIGITAL MARKETING

- PPLD.org website statistics:
 - **Most popular web page**, besides the home page: ppld.org/kids
 - **Monthly totals (January):** 438,864 pageviews; 140,737 visitors, with 126,785 being new; and 244,624 sessions

- District-wide social media statistics (as of Feb. 6):
 - **Facebook:** 13,927 total followers; 16,278 daily engagement last month
 - **YouTube:** 6,150 subscribers; 5,073,362 lifetime views
 - **Twitter:** 5,239 total followers
 - **Instagram:** 2,854 total followers
 - **LinkedIn:** 1,289 total followers
- Highlights (from last month):
 - Enjoy the [New Year's message](#) (video and written piece) from PPLD's Chief Librarian and CEO, John Spears. The video has been watched more than 1,000 times on Facebook and YouTube combined.
 - **PPLD's monthly email newsletter** received almost 10,000 clicks! It continues to deliver to subscribed cardholders' inboxes each month featuring Library news, resources, and opportunities.
 - **It Starts with Me!** View a [photo album](#) of Isaac Newton Farris Jr.'s special visit to PPLD and local schools in honor of MLK Day. Also, [watch his presentation](#) at Library 21c.
 - [People of the Pikes Peak Region](#) continues to highlight more stories about the Library's impact on their lives.
 - **Notable landing pages** (not highlighted elsewhere in this report): [Top Titles of 2021](#), [Homeschool Science Fair](#), and [Teen Art Contest](#)



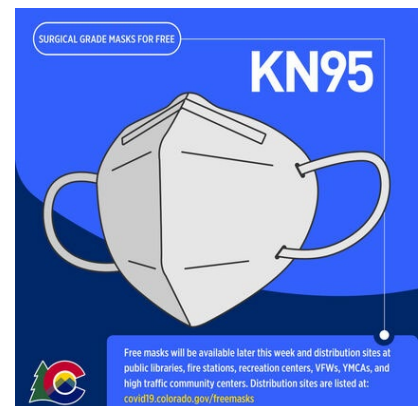
OTHER UPDATES & HAPPENINGS

Staffing news:

- Community Partnership Coordinator Elyse Jones **presented on PPLD's partnerships at the Statewide Adult Programming Summit**, which was held virtually in January 2022.
- Our department has **two full-time vacancies right now** – Marketing Project Coordinator and one graphic designer role. (Senior Graphic Designer Nicole Enger opted not to return after her parental leave. We wish her family all the best!)

Current & upcoming promotions:

- [Free mask distribution](#): PPLD has participated in the State of Colorado's program in mid-January and again in early February, providing community members access to free-of-charge KN95, N95, and surgical-grade masks at all open Library locations across El Paso County.
- [District Discovery](#): The Winter issue of PPLD's quarterly magazine, is out! It can be picked up at any Library location or read online via the link above.



- [Winter Adult Reading Program](#): The annual program takes place from Feb. 1 to March 31, and this year's theme is "Ocean of Possibilities." Click the link above to learn more about the program, along with planned programs, prizes, and more.
- [PPLD Celebrates Black History Month!](#) Check out the programs planned for February, along with curated book lists, regional history resources, and the Shivers African American Historical Cultural Collection.



Partnerships:

- **Manitou Springs School District 14:** Effective Jan. 24, PPLD began providing full library cards to students as part of their school enrollment paperwork.
- **Vitalant:** Their blood drive on Jan. 22 at Monument Library resulted in 32 registrations and 30 units of lifesaving blood for our community.
- **AARP Tax-Aide program:** Volunteers will once again provide free tax support at Library 21c on Tuesdays and Thursdays starting Feb. 1 through April 14. Appointments will be available by reservation.

Meeting & study rooms:

- **Patron reservations (including community-hosted events, meetings, and other room use):** 1,515 for last month
- **Library-hosted programs & room use (including Virtual Library):** 412 for last month
- **Online patron requests:** 1,114 during last month
- **Phone & email inquiries:** 136 for last month

Internal communications:

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



Facilities Department Report February 16, 2022

Projects

The Penrose/Carnegie roof replacement pre-construction meeting was held on Friday, January 28 and included the roofing consultant to answer any questions pertaining to design or existing conditions. Staging for materials, cranes, restroom facilities as well as parking for contractor employees was determined.

Currently, material acquisition is anticipated to be in April of 2022. Contractor, based on current information, will develop a schedule for the project and submit it to PPLD.

The Facilities Department continues to work with HUB International, the District's insurance carrier, concerning the wind damage that occurred on December 15, 2021. We are close to finalizing the scope of work and the claim settlement. Weathercraft has secured permitting for this replacement project from the Regional Building Department and is currently staging materials and supplies. Weathercraft has submitted their site plan which will include two staging areas for materials, restroom facilities, etc. Currently, it is planned for two crews to be on site mid-February to begin replacement, weather permitting. Weathercraft is developing a schedule at this time.

Construction for the new DEI Director's office at East Library has been completed. A Final "punchwalk" was scheduled for Wednesday, February 2nd but was subsequently rescheduled for Wednesday, February 9th due to inclement weather on the 2nd and closure of PPLD facilities. Furnishings for this new office were anticipated to be installed the week of February 7 but according to the manufacturer, shipping delays have postponed this installation. Currently, items are anticipated to ship on February 18th with delivery and installation undetermined at this time.



Palmer Lake Library ramp construction is near completion and staff are anticipating re-opening to occur on or around March 2nd. Facilities has been working with the Palmer Lake Town Clerk in revising the existing lease. PPLD has reviewed the initial draft and provided comments which are currently under review by Palmer Lake. It is anticipated it will be presented to the town council on February 10, pending any last minute changes.



The High Prairie sensory path proposals are still being reviewed. It was discovered by the landscape architect, some unclear information included in the bid documents that required proposers to resubmit their proposal. The submissions have been received and are currently being reviewed by the architect. Once the contractor is on board, schedules will be determined

Staffing

The Facilities office is still short staffed. The retirement of the Special Project Technician has yet to be filled and the resignation of the Facilities Project Manager the first week of January has not been posted at this time. Facilities will work with Human Resources in hopes of filling these two important positions by mid-February.

Monthly Statistics

In the month of January, 2021, the Facilities department completed a total of (116) 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 (112) demand work orders (work orders submitted by PPLD staff) accounting for (144.63 hours) of staff time and (172) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (161.96 hours) of staff time. A total of (285) work orders. Along with work orders, Facilities on-call personnel responded to (1) after-hours calls in January, 2021. Emergency calls address issues that cannot wait until the next business day.

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

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Worked with Heather Laslie and Joe Puchilene, the consultant we hired through Employers Council, on the market study. Updated all PPLD job descriptions to reflect grade changes.
 - Participated in In-service Day planning.
 - Finalized wellness trainings and piloted with the Wellness Team.
 - Worked on renewing Bridge (our Learning Management System) contract for another year.
 - Worked on collecting Feedback Session forms that had not been submitted yet. Every supervisor was required to complete a feedback session with each of their staff members and submit a form that summarized what was discussed during their session. Forms were due on December 31, 2021 unless an extension was requested.
 - Participated in first Equity, Diversity, Inclusion and Belonging group meeting.
 - Handled Employee Relations cases.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Completed CMS Report (Centers for Medicare and Medicaid) for compliance; Report shares all employees and dependents age 65 and older who are eligible to be on Medicare but participating in our health plan as of Plan Year Start Date.
 - Assisted in database import for 4% annual pay adjustment and addressed and fixed any issues that arose after changes.
 - Assisted in Snack Plan logistics for employees for In Service Day on Feb. 21.
 - Training on and working on completing 1095Cs (legally required annual statement sent to all employees eligible for medical insurance).
 - Wrapping up any open enrollment issues/problems and reconciling any issues with billing.
 - Presented at two Quickstarts for new employees/transfers/promotions.
 - Began the process of getting prepared for El Paso County Retirement Plan Audit.
 - Prepared, estimated, and submitted Allegiance (our COBRA administrator) billing forecast for next 6 months.
 - Handled several FMLA requests and questions throughout the month.
 - Handled sensitive ADA/FMLA situations.
- Administrative Support Specialist (Laurie Jackson)
 - Made preparations for employee provisions for February in-service day.
 - Reconciled the submitted budget and actual budget for 2022.
- Volunteer program (Karen Goates)
 - These are not all-inclusive numbers; several libraries have not submitted January figures yet.
 - We put a temporary hold on adult volunteer applications the last part of December 2021, and all of January. This allowed me to evaluate current volunteer needs and have a better idea of where we needed to increase or decrease the number of volunteers. Applications opened back up on 2/4/22.

January 2022	Total # of Volunteers	Total # of Hours
Adult & Teen Volunteers	134	539
Friends of the Library	54	455

- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	January 2022
Jobs Posted	5

Newly Hired Employees	8
Promoted Employees	2
Transferred Employees	2
Separated Employees	4

- Conducted new hire paperwork and background verifications.
- Participated in book club between Human Resources and Young Adult Services.
- Conducted two Quickstarts (new hire orientations).
- Working with Communications team to improve the ppld.org/jobs page.
- Training (Sarah Marshall)
 - Participated in In-Service Day planning; created team-building activities menu for the day.
 - Completed application process for Spring 2022 staff Leadership Certificate Program (opened application, reviewed submissions, and invited 10 staff members to participate this cohort).
 - Coordinated and attended Disability Etiquette and Awareness training through Rocky Mountain ADA Center.
 - Facilitated retreat for North Region Leaders.
 - Participated in book club between Human Resources and Young Adult Services.
- Other Projects (Heather Laslie)
 - Trained Cristina on how to import the annual pay adjustment into our system.
 - Finalized the market study results and prepared an implementation plan for February.
 - Fun Fact: Current average age of PPLD staff is 45.6 years old.
 - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues.
 - Continued supporting the amazing team that I'm honored to guide!

HR Stats	January 2022
Total Permanent Employees	405
Total Active Positions	441

Information Technology (IT) Department Report

February 2022

Infrastructure Team

Surveillance System Replacement Project. Network Administrator, Andy Biadasz, continues to work with vendors to complete the surveillance camera project. The Penrose campus is scheduled to start in February.

E-Rate. Requesting approval for awarding two request for proposals (RFPs) for subscription services and hardware (switches and uninterruptable power supply) that will result in a \$270,252.80 savings to the District.

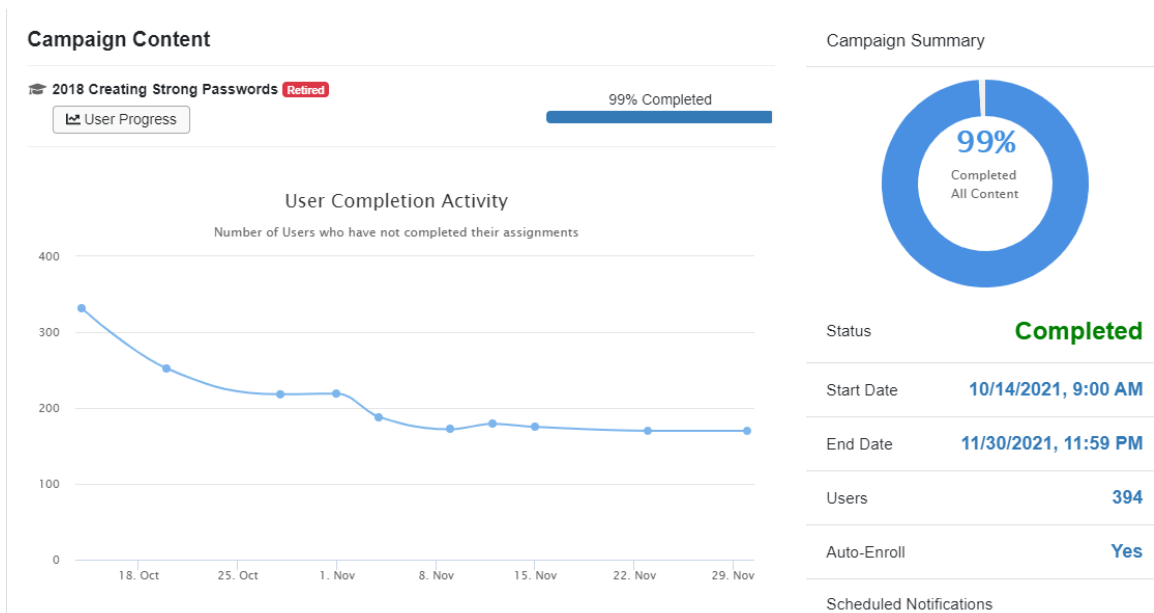
Off-Site Data Center. Server Administrator, Dan Stone, leading a team to move servers to an off-site data center.

End Point Management. Cameron Landreth and Justin Goodwin attended Microsoft Configuration Manager training and are implementing processes and procedures learned for more efficient management of the 1500 patron and staff computers.

IT Advisory Team. Met for the first time in 2022 and welcomed Abby Simpson as new co-chair. The team reviewed the IT projects scheduled for first quarter FY22.

PPLD Cybersecurity Team. Met for the first time in 2022. The team reviewed the cyber related FY22 IT projects and completed the District's cybersecurity risk assessment.

Cybersecurity. 99% of PPLD Staff completed FY21 cybersecurity training (Creating Strong Passwords) improving the District's overall cybersecurity posture. FY22 biannual training will start in April.



End User Services (EUS) Team

Windows 10 Upgrade. Work continues to replace Window 7 at service point computers.

Staff Transition to Mobile Workforce Project. EUS continues laptop deployment to meet staff mobility requirements for office and work from home on as-needed basis.

Self-Check and Security Gate Replacement Project. Planning underway with equipment delivery and installation scheduled for April.

- Statistics.
- Worked on 373 tickets and closed 293.
 - Computer Usage was 16,236 sessions.
 - Hotspot Circulation to Library Patrons was 111.
 - Printed Pages 85,214.
 - Fax Pages 2,841.
 - Laptop circulation was 180.
 - AWE Early Literacy Station usage was 920.

Web Team

Worked with Regional History and Genealogy to create a web page to highlight exhibits created by Regional History and Genealogy staff.

Attended Accessibility webinars to prepare ppld.org for the enforcement of Colorado House Bill (HB) 21-1110 requiring compliance that goes into effect July 1, 2024.

Implemented the VetNow database on ppld.org providing veterans with resources they can access and as a source for obtaining assistance.

Board Report Overview-Safety, Social Services, Security

- PPLD participated in the Governors PPE distribution program across the entire District. Safety coordinated ordering, organizing, and distributing 97,000 N95, KN95 and surgical masks with the assistance of our Facilities fleet. Each location also distributed PPLD's remaining face shields from previous PPLD organized distributions of PPE. 10,000 face shields were distributed from our stock.
- Security has been working on creating a standing cache of equipment to outfit new security staff when they are hired and has recently completed the creation of an inventoried and organized location for all this equipment. Before our current process, when security staff left the organization, they left with their uniforms. Security implemented a return and reuse process for all assigned equipment as well as uniforms. This has saved a significant amount of money over the last 3 years. (Estimates of \$13,000). With this savings we have been able to cache some uniform parts of varying sizes so that when new officers are hired, uniforms and equipment are immediately available to them instead of waiting 4-6 weeks for them to arrive. Additionally, we have been able to expand what we provide our staff so they can do their jobs in a safer manner and not have to purchase items themselves for work. This includes reflective safety vests, winter exterior shells, rechargeable flashlights, rain ponchos, and many others.
- Security has been working with IT to replace our failing body camera system across the district. When the system reached end of life and began failing, we started the search process for a replacement system that would provide the ability for the cameras to be repaired as well as provide ease of use of the camera as well as the storage and searching of footage. We found a great combination that meets all the needs of the district and allows IT to place footage storage in a virtual server and continue working towards reducing the number of PPLD maintained servers. Saving time and money in the long run. We are waiting for that system to arrive and look forward to installing it.
- Social Services has been working with our Foundation in developing and applying for a grant from the Health Foundation to bring Peer navigators and an additional Social Worker on board. This grant was completed and submitted. PPLD has been working on bringing Peer navigators on board for 3 years and this is an excellent opportunity to partner with an amazing organization to develop the pilot of this program and expand the ability to funnel those in the community with needs to the county, city and private organization that can meet those needs and improve the lives of our patrons and the citizens of El Paso County. We look forward to hearing the results of the grant award.
- 3 additional Evacuscape chairs were ordered off this year's budget. They have arrived and have been installed. At this point we have completed the evacuation chair project and all PPLD facilities that have a 2nd floor without an exterior ground floor exit have chairs installed and ready in case of emergency evacuation need. Staff at these locations are trained in their use and we are happy that we are prepared to ensure the safety of all patrons in our facilities.
- Security has completed a yearlong project with Facilities and our contract provider for our Intrusion alarm systems. These systems were in dire need of repair, update, and cataloging. Security Team members met the need with an in-depth survey of every device in the district. These were cross referenced against what was operational and then what was needed. All existing devices are now operational, repaired and all

severed devices have been removed from the systems. Additionally, we have updated the panels at all facilities to allow us to remotely program, test, arm and disarm the systems. This will save money from responses, provide additional safety checks when responding to break-ins and will eventually allow us to provide after-hours access to almost all branches in the district to patrons for scheduled events. This is very exciting, and we appreciate all the assistance that Facilities provided in this intensive project.

Region Contributions

Southeast Region

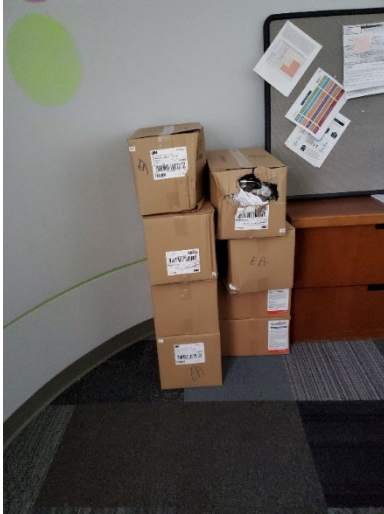
- On January 4th, Stephen Smith took the initiative and assembled the Pretend and Play Market for the Children's area at Ruth Holly



- During the day, the use of our CCTV cameras allows us to survey areas of interest including traffic in our parking lot areas. In the event there is an incident that needs review, the camera system is another tool at our disposal



- Security staff were responsible for the receipt and distribution of N95 masks in preparation for delivery to the public. This photo depicts the supply received at the East Library



- Kennedy Smith (PPLD Security Officer) helped elderly patron with finding a public phone for him to access in Colorado Springs



- Part of my job as a security officer at the Sand Creek Library includes supporting the mission of the library by assisting staff. This includes instances pictured above, where I assist staff in setting up rooms to host programs for the community

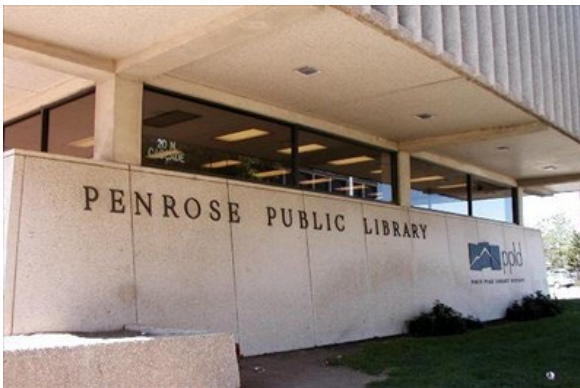


North Region

- On January 6, 2022, Library 21c faced six call outs. As North region security we take pride that we are trained to work a desk when needed. We get fully trained to be able to be left at a desk alone and know what to do for any given situation the community needs. Security routinely steps in and assists Public Services when the need arises.



- On January 13th and 14th of 2022, North Region Security officers TJ Stankey and Kurt Thompson accepted the opportunity to work at the West Region's Penrose Branch for a shift. In north region we believe in pushing ourselves and working together as a team.



- Security Officer TJ Stankey has been accepted into the Colorado Springs Fire Department. He has shown great care and loyalty to PPLD for the last 4 years. We will surely miss him in north region but wish him the best. In north region we believe that we should go for our dreams and that we can help one another achieve our dreams



West Region

- Security started a project of cleaning up all the district sensors panels and converting them from being a standalone system to a remote system. Now all panels throughout the district can be accessed remotely. We started this project in Sept of 2021 and working with facilities we have converted our last nine sites to remote access on Jan 26th, 2022. By being able to remote in to panels we can reset alarms or turn off alarms after an event. This tremendously reduces our officers having to respond to reset alarms or turn alarms off.



- West region security helped separate and distribute over 28k K95 mask throughout the district. We unloaded over 39k mask from the semi-truck and separated each box by site and labeled them from proper distribution to each Library. Then on January 28, 2022, we helped PE bag and separate 5 mask per bag. The distribution of the mask went as smooth as it could with the pre planning of allowing 5 people in at a time and prestaging all the masks.



Social Services

Activities for January 2022 – Kayla Rockhold

- Biweekly Security appeal meetings
- Networking/collaboration meetings with: Second Wind Fund (Bill Heaston), Hope Mountain Behavioral Health (Jeff Mowery), SRM software contractor (Leif)
- 157 separate patron meetings, serving 119 individuals; 65 of which were new clients
- Weekly CE meetings
- Monthly PPCoC Board meeting
- Open hours: 10 hrs/month at PE, 4 hrs/month at RU, 4 hrs/month at MO, 3 hrs/month at CA, 4 hrs/month at CH
- Quarterly HMIS site review with PPCHP (Jan 18th)
- BSW intern Bridget began 9a-4p open hours at FO on Thursdays
- MSW intern Macie began 9a-4p open hours at SA on Mondays
- Interns began training for HMIS to be able to conduct VI-SPDAT assessments

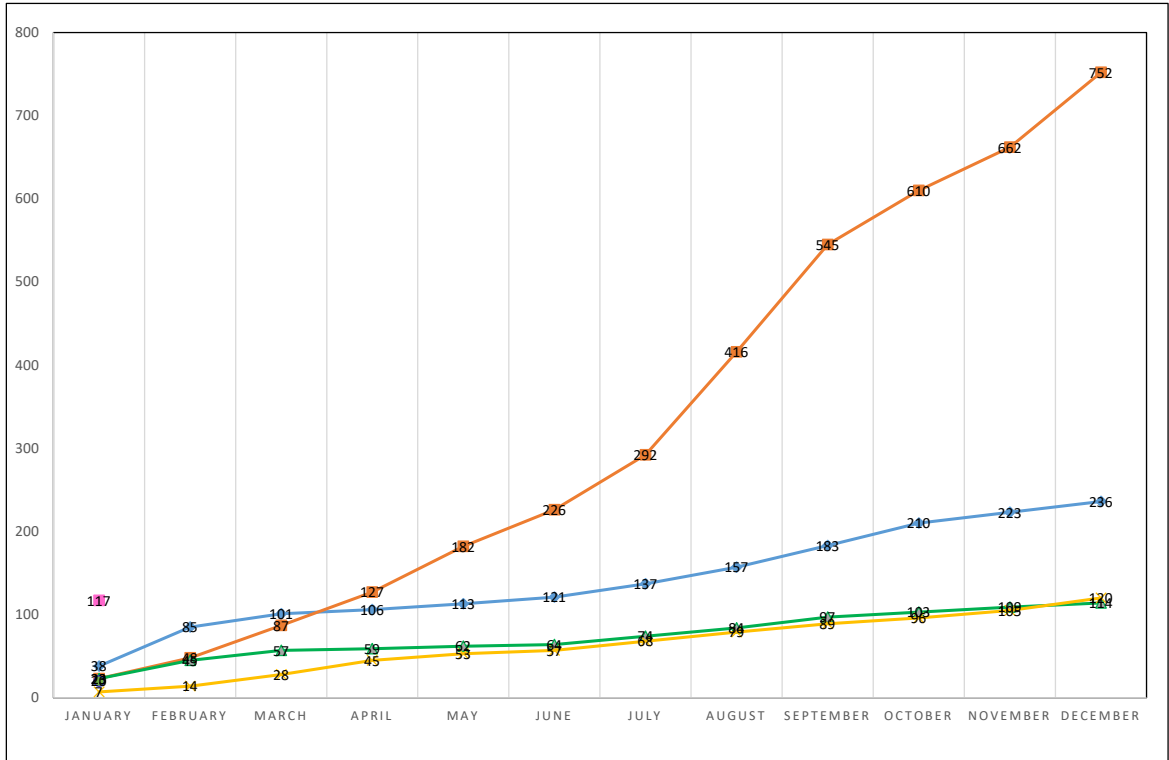
Accomplishments

- Provided 75 bus passes for patrons to access community organizations, job opportunities, medical appointments, prescription pick-up, SSA office, shelter, and DHS

Report & Suspension Increasing Totals

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

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

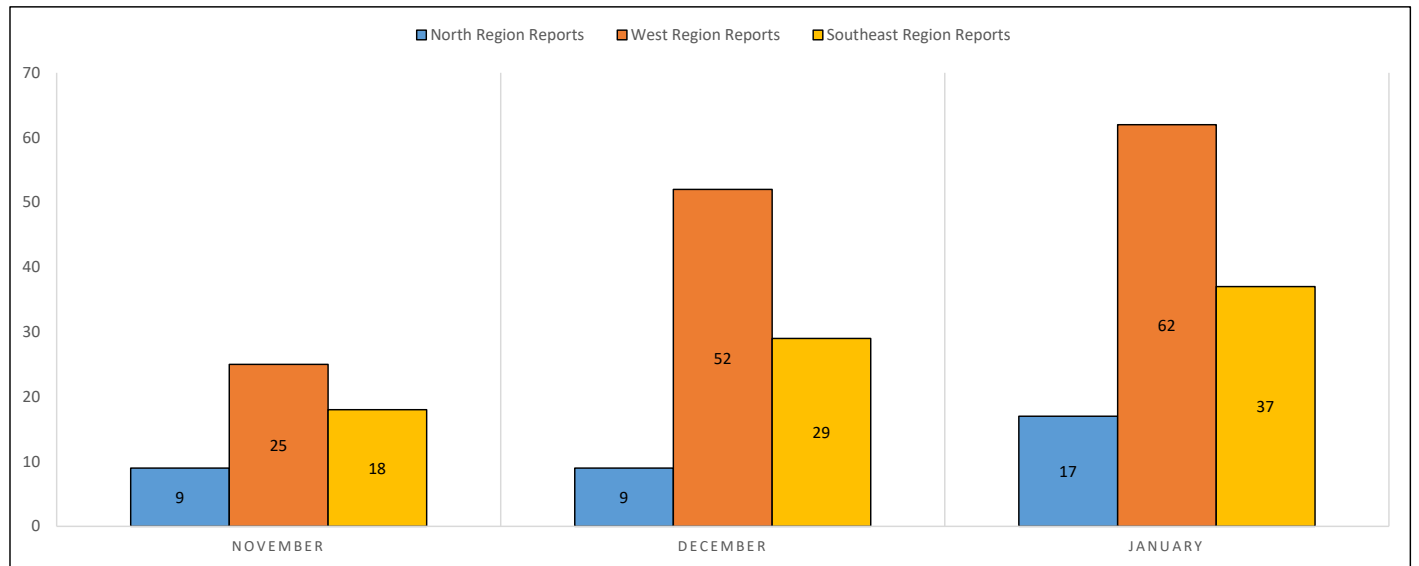


Reports - Regional Monthly Comparison

North Region Reports	
NOVEMBER	9
DECEMBER	9
JANUARY	17

West Region Reports	
NOVEMBER	25
DECEMBER	52
JANUARY	62

Southeast Region Reports	
NOVEMBER	18
DECEMBER	29
JANUARY	37



Suspensions - Regional Monthly Comparison

North Region	
NOVEMBER	0
DECEMBER	2
JANUARY	0

West Region	
NOVEMBER	9
DECEMBER	12
JANUARY	18

Southeast Region	
NOVEMBER	0
DECEMBER	1
JANUARY	2

