

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: 837 1958 5376
Passcode: 940463

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. Pikes Peak Library District Foundation Report (Courtney Deuser) *Five minutes* (p. 3)
 - C. Financial Report: (Randy Green) *Five minutes* (p. 4)
 - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 12)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Community Resources & Security Report (p. 19)
 - F. Chief Librarian's Report (Teona Shainidze-Krebs) *Five minutes*
 - G. Board Reports
 1. Governance Committee *Five minutes*
 2. Internal Affairs Committee *Five minutes*
 3. Public Affairs Committee *Five minutes*
 4. Liaison comments
 5. Trustee comments
- V. BUSINESS ITEMS
 - A. 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".
 1. Minutes of the March 20, 2024 Board of Trustees meeting (p. 32)
 - B. New Business
 1. DECISION 24-4-1: East Elevator Modernization (Travis Keeton) (p. 36)
 2. DISCUSSION: Board policies (Aaron Salt) (p. 38)
- VI. EXECUTIVE SESSION
The Board will enter into Executive Session to discuss personnel matters related to the 2023 annual performance evaluation of the Chief Librarian and CEO as authorized by C.R.S. § 24-6-402(4)(f).
- VII. BUSINESS ITEMS (cont.)
 - A. New Business (cont.)
 1. DECISION 24-4-2: 2023 Chief Librarian and CEO Evaluation (Scott Taylor)
 2. DECISION 24-4-3: 2024 Chief Librarian and CEO Goals (Julie Smyth) (p. 39)
- VIII. ADJOURNMENT

Friends of the Pikes Peak Library District APRIL 2024 Report

We are thrilled to have a new director join the BOD. Erin Kurtchi has 9 years of librarian work experience and Friends experience from Elbert county. We are excited as she brings a needed skill set to the Board. We are fully engaged with helping at the various Library Open Houses. Literary Awards Luncheon preparations continue as we seek potential sponsors/donors.

Sales for March	(Gross)	
	Amazon	\$980
	eBay	\$3,766
	Web storefront	\$105
	East Bookstore	\$6,082
	Library 21C	\$2,195
	Penrose*	0
	<i>BIG Book Sale</i>	<i>\$12,907</i>
TOTAL SALES		\$26,035

*Penrose closed for renovations

Three Friends volunteers will be returning to regular status with Penrose's reopening. Four new volunteers are being onboarded for East and Library 21c.

The Friends are overcome with donations at East Library. We have brought in the remaining items from the estate of a USAFA Military History professor and author. Feast or famine! Most of our sorters are taking vacation time in April, so we will be dealing with a backlog in April.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

As of 4/12/2024, received over \$40,000 in donations since mid-March due to the Library Giving Day efforts

The Foundation provided a \$6,000 sponsorship to the PPLD Communications team to provide food and beverages at the district wide open house events held April 8th – 13th

Foundation staff attended all of the open house events

Have had discussions with the contract grant writer about potential grant possibilities specifically for cybersecurity efforts



March 31, 2024
Monthly Financial Report

Board of Trustees Meeting
April 17, 2024



Monthly Financial Report - PPLD (as a whole)
As of March 31, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of March 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes (1)	35,557,471	16,272,316	15,461,962	(810,354)
Specific ownership taxes	3,500,000	875,000	827,498	(47,502)
Total Taxes	39,057,471	17,147,316	16,289,460	(857,856)
Intergovernmental - E-Rate	544,000	0	0	0
Intergovernmental - State Grant	169,766	0	0	0
Intergovernmental - AEFLA	84,002	42,001	0	(42,001)
Intergovernmental - IECLE	95,005	31,668	0	(31,668)
Intergovernmental - Other	0	0	0	0
Fines and fees	90,000	22,500	18,138	(4,362)
Interest income	500,000	125,000	293,871	168,871
Donations/fundraising	479,438	0	55	55
Miscellaneous- Copy sales	25,000	6,250	6,595	345
Miscellaneous- Parking lot collections	11,000	2,750	131	(2,619)
Miscellaneous- Other	32,962	8,241	3,587	(4,654)
Total Operating Revenue	2,031,173	238,410	322,377	83,968
Employee contributions	394,323	98,581	101,651	3,070
Total Other Revenue	394,323	98,581	101,651	3,070
Total Revenue	41,482,967	17,484,307	16,713,489	(770,818)
<u>EXPENDITURES</u>				
Personnel Expense	25,043,797	6,260,949	5,847,579	413,370
Operating Expense	14,514,667	3,628,667	3,352,882	275,785
Capital Outlay	5,569,716	680,833	138,582	542,251
Total Expenditures	45,128,180	10,570,449	9,339,043	1,231,406
Excess (deficiency) of Revenue over Expenditures	(3,645,213)	6,913,858	7,374,446	460,588
<u>OTHER FINANCING SOURCES (uses)</u>				
Insurance Proceeds	0	0	0	0
Transfer In/Out	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(3,645,213)	6,913,858	7,374,446	460,588
Unrestricted Beginning Fund Balance (2)	15,937,098	15,937,098	15,937,098	0
Ending Fund Balance (Projected)	12,291,885	22,850,956	23,311,544	460,588

(1) Includes Interest on Taxes and Payment in Lieu of Taxes

(2) 2023 Projected Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND

As of March 31, 2024

		Year to Date Activity as of March 31, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES					
Property Taxes	30,189,870	13,815,918	13,142,668	(673,251)	
Specific ownership taxes	3,500,000	875,000	827,498	(47,502)	
Total Taxes	33,689,870	14,690,918	13,970,166	(720,752)	
Intergovernmental	892,773	73,669	0	(73,669)	
Donations/fundraising	479,438	0	55	55	
Fines and fees	90,000	22,500	18,138	(4,362)	
Other Operating	568,962	58,907	304,067	245,160	
Total Operating Revenue	2,031,173	155,077	322,261	167,184	
Total Revenue	35,721,043	14,845,995	14,292,427	(553,568)	
EXPENDITURES					
Public Services Administrative	8,952,674	2,238,169	2,094,152	144,016	
Programming Administration	1,781,405	445,351	384,888	60,463	
Branch Administration	10,484,677	2,621,169	2,467,806	153,363	
Total Public Services Expenditures	21,218,755	5,304,689	4,946,846	357,842	
Chief Librarian and CEO Office	385,166	96,292	94,881	1,410	
Support Services	7,987,469	1,996,867	1,756,938	239,930	
Security	1,767,807	441,952	408,682	33,270	
Finance Office	1,499,764	374,941	532,552	(157,611)	
Communications Office	1,449,889	362,472	298,980	63,492	
Development Office	366,193	91,548	29,591	61,957	
Interdepartmental	913,060	228,265	383,894	(155,629)	
Total Administration Expenditures	14,369,347	3,592,337	3,505,518	86,819	
Designated Funds	698,565	174,641	204,447	(29,806)	
Total Expenditures	36,286,668	9,071,667	8,656,812	414,855	
Net Impact to Fund Balance	(565,625)	5,774,328	5,635,615	(138,713)	
Unrestricted Beginning Fund Balance *	15,937,098	15,937,098	15,937,098	0	
Ending Fund Balance (Projected)	15,371,473	21,711,426	21,572,713	(138,713)	



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of March 31, 2024

		Year to Date Activity as of March 31, 2024			
		<u>Revised</u> <u>Annual</u> <u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>					
Public Services		21,218,755	5,304,689	4,946,846	357,842
Public Services Administrative		8,952,674	2,238,169	2,094,152	144,016
Public Services Administration		206,478	51,620	43,316	8,303
Collection Management		2,555,261	638,815	765,988	(127,173)
Collection Management - Library Materials		4,587,626	1,146,907	936,524	210,383
Regional History and Genealogy		732,530	183,133	179,457	3,676
Adult Education		870,779	217,695	168,868	48,827
Programming Administration		1,781,405	445,351	384,888	60,463
Programming Administration		432,791	108,198	97,000	11,198
Adult Services		368,167	92,042	98,097	(6,055)
Young Adult Services		316,761	79,190	54,961	24,229
Family and Children's Services		663,686	165,921	134,831	31,090
Branch Administration		10,484,677	2,621,169	2,467,806	153,363
Branch Administration		688,101	172,025	135,156	36,869
Penrose Library		1,394,894	348,724	308,432	40,291
East Library		1,759,926	439,981	368,084	71,898
Library 21c		1,567,829	391,957	380,085	11,873
Cheyenne Mountain Library		535,150	133,787	136,416	(2,629)
Fountain Library		414,916	103,729	110,557	(6,828)
High Prairie Library		425,736	106,434	109,174	(2,739)
Manitou Springs Library		376,370	94,092	93,979	113
Monument Library		602,505	150,626	152,728	(2,102)
Old Colorado City Library		453,902	113,475	110,777	2,699
Palmer Lake Library		-	-	-	-
Rockrimmon Library		597,615	149,404	136,406	12,998
Ruth Holley Library		461,131	115,283	119,620	(4,338)
Sand Creek Library		560,866	140,217	148,151	(7,934)
Ute Pass Library		-	-	15	(15)
Calhan Library		74,766	18,692	20,015	(1,323)
Mobile Library Services		492,438	123,109	124,956	(1,846)
The Hall @ PPLD		78,531	19,633	13,256	6,377
Administration		14,369,347	3,592,337	3,505,518	86,819
Chief Librarian and CEO Office		385,166	96,292	94,881	1,410



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of March 31, 2024

		Year to Date Activity as of March 31, 2024			
		<u>Revised</u>			
		<u>Annual</u>			
		<u>Budget</u>	<u>Budget</u>	<u>Actual</u>	
				<u>Variance</u>	
General Fund					
Support Services					
	Support Services Administration	7,987,469	1,996,867	1,756,938	239,930
	Support Services Administration	180,525	45,131	36,176	8,955
	Human Relations Office	782,552	195,638	156,016	39,622
	Facilities	4,144,898	1,036,225	941,050	95,175
	Facilities - District-wide	1,133,100	283,275	266,758	16,517
	Facilities - Penrose Library	392,526	98,132	91,359	6,772
	Facilities - East Library	245,305	61,326	67,233	(5,906)
	Facilities - Library 21c	574,533	143,633	146,438	(2,805)
	Facilities - Utilities / Rents	1,799,434	449,859	369,262	80,596
	Information Technology	2,879,494	719,873	623,695	96,178
	Information Technology	2,439,167	609,792	547,771	62,021
	Creative Services	440,327	110,082	75,925	34,157
	Security	1,767,807	441,952	408,682	33,270
	Finance Office	1,499,764	374,941	532,552	(157,611)
	Communications Office	1,449,889	362,472	298,980	63,492
	Communications	1,032,367	258,092	187,439	70,653
	Patron Experience	311,464	77,866	83,230	(5,364)
	Multi-Cultural	106,057	26,514	28,311	(1,796)
	Development Office	366,193	91,548	29,591	61,957
	Interdepartmental	913,060	228,265	383,894	(155,629)
	Interdepartmental - Other	1,513,060	378,265	251,571	126,694
	ATTRITION SAVINGS	(600,000)	(150,000)	132,323	(282,323)
	UNDESIGNATED	35,588,103	8,897,026	8,452,365	444,661
	Designated Funds	698,565	174,641	204,447	(29,806)
	DESIGNATED	698,565	174,641	204,447	(29,806)
	TOTAL GENERAL FUND	36,286,668	9,071,667	8,656,812	414,855



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of March 31, 2024

		Year to Date Activity as of March 31, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>					
	Property Taxes	2,723,332	1,246,290	1,236,957	(9,333)
	Total Revenue	2,723,332	1,246,290	1,236,957	(9,333)
<u>EXPENDITURES</u>					
	Capital Fund- Facilities	2,120,961	305,750	29,345	276,405
	Capital Fund-Communication	118,429	6,625	0	6,625
	Capital Fund- Security	1,450,083	165,833	13,738	152,095
	Capital Fund- IT	1,773,033	202,625	5,470	197,155
	Capital Fund- Video Studio	5,000	0	0	0
	Capital Fund- Creative Services	38,419	0	10,593	(10,593)
	Capital Fund- Special Revenue Funds	63,791	0	0	0
	Total Expenditures	5,569,716	680,833	59,146	621,686
	Net Impact to Fund Balance	(2,846,384)	565,457	1,177,811	612,353
	Beginning Fund Balance*	2,354,244	2,354,244	2,354,244	0
	Ending Fund Balance (Projected)	(492,140)	2,919,701	3,532,055	612,353



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of March 31, 2024

		Year to Date Activity as of March 31, 2024		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Property Taxes	2,644,269	1,210,108	1,082,337	(127,771)
Employee contributions	394,323	98,581	101,651	3,070
Other Revenue	0	0	117	117
Total Revenue	3,038,592	1,308,689	1,184,105	(124,584)
EXPENDITURES				
Personnel Expense	3,271,797	880,352	577,179	303,173
Operating Expense	-	0	0	0
Total Expenditures	3,271,797	880,352	577,179	303,173
Net Impact to Fund Balance	(233,205)	428,337	606,926	178,590
Beginning Net Assets*	873,733	873,733	873,733	0
Ending Fund Balance (Projected)	640,528	1,302,070	1,480,659	178,590



2024 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUE					
January 9, 2024	2024 OAB Budget Ratification	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
	TOTAL REVENUE	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
EXPENDITURES					
January 9, 2024	2024 OAB Budget Ratification	\$36,286,668	\$2,723,332	\$3,271,797	\$42,281,797
March 20, 2024	2024 OAB Budget Adjustment #1		\$2,782,593		\$2,782,593
March 20, 2024	2024 OAB Budget Adjustment #2-SRF (DPF)		\$63,791		\$63,791
	TOTAL EXPENDITURES	\$36,286,668	\$5,569,716	\$3,271,797	\$45,128,181
OTHER FINANCING SOURCES					
	TOTAL OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0
TRANSFERS IN / OUT					
	TOTAL TRANSFERS IN / OUT	\$0	\$0	\$0	\$0
	Net Change in Fund Balance	(\$565,625)	(\$2,846,384)	(\$233,205)	(\$3,645,214)
	<i>Projected</i> Beginning Fund Balance	\$18,410,854	\$2,354,244	\$873,733	\$21,638,832
	<i>Projected</i> Ending Fund Balance	\$17,845,229	(\$492,140)	\$640,528	\$17,993,618

Public Services Report March 2024

Adult Education

Accountability

Due to lack of participation, the decision was made to cancel this FIT cohort. Because of the growth of other paid apprenticeships in the area, we are reviewing this program and how to rework it to create opportunities that align with the needs of the community.

Community Connections

Adult Education staff members attended a tour of Springs Rescue Mission to learn more about their facility and the services they provide. Ben Kegley, Instructional Designer is working to coordinate Northstar digital Literacy classes on their campus.

Deborah Hamilton, Strategic Services Law Librarian, attended the Court Care Executive Committee meeting where she is a board member. She also attended the statewide call for local Access to Justice Committees and learned of various justice worker programs that are in place around the country.

Physical and Virtual Spaces

The Renter's Rights workshop, organized by Deb Hamilton, met at the Independence Center. There were 27 people in attendance in person and 31 people online.

Staff

Sandy Hancock, Director of Adult Education, and Britt Bloom, Adult Education Manager, attended the Coalition of Adult Basic Educators conference in Nashville, TN to learn about other adult education initiatives and network with others in adult education.

Deya Rohe, Adult Education Career Navigator, is celebrating 10 years with PPLD.

Branches

Access

Cheyenne Mountain, Monument, and Old Colorado City Libraries opened their doors to the public on their previously closed days (Wednesday, Thursday, and Tuesday; respectively) for the first time since Fall 2021. Several locations also expanded hours on Fridays and Saturdays by an additional hour. This increased PPLD's overall hours of public access to the buildings by 39 hours.

Fountain Library has opened its Study Room for Public use. This space has been for library use only since 2020. Due to Fountain's recent remodel of the staff space and some spring cleaning, the room is now open for public reservation.

Accountability

During the Penrose closure, Penrose staff visited other locations. This provided them an opportunity to learn how things are done at other locations and talk about Penrose experiences with these colleagues. Additionally, their availability supplemented some of the vacancies at other locations so managers and supervisors could easily accomplish hiring.

At Library 21C, Bradley Harbison has been 3D printing drawer organizers for the sewing machine supplies in Make. In addition to being custom made for space and supplies, this has saved substantial money over buying similar organizers.

Communications

Allison Presley presented storytime at Banning Lewis Ranch YMCA/Recreation Center. Storytime was modeled after High Prairie's Thursday morning storytime with the addition of a craft. Sign up for this program is run by the Rec Center and filled with 40 children.

Palmer Divide Quilters have installed their quilts for display during March and April at Monument Library.

Community Connections

From Old Colorado City Tracy Roesset and Vanessa Nash attended an OCCA Business Mixer that was hosted at a newly remodeled Bed & Breakfast hotel Old Town Guesthouse. They received a tour of the hotel, met several members on the OCCA board, and connected with local businesses in the area while also sharing upcoming events happening at the Old Colorado City library while also sharing resources PPLD provides.

Yelena Mitchell, and Jason Kowell at Library 21C, taught D-11's Transition students the basics of 3D printing. The students were badged on the printers, taught how to use Thingiverse, and given an introduction to Tinkercad.

Physical and Virtual Spaces

Penrose Library has continued to navigate changes such as having patron lockers installed at the entrances, new signage installed, the computer lab reconfigured, and the shelving project completed.

Staff

The Children's and Teen Services (CATS) organization of the Colorado Association of Libraries (CAL) held a day-long training day at Library 21C. This training is open to library staff throughout Colorado who work with those ages. PPLD sent 11 staff from branches.

Tracy Roesset began March as the Interim Manager of Old Colorado City and ended March promoting to be the Branch Manager of East Library.

Takiyah Jemison was announced as the official Manager of Penrose Library.

Penrose Library staff all participated in a pilot customer service training called GUEST. This training emphasizes the five identified components of customer service at PPLD: Greet, Understand, Education, Satisfy and Thank.

Collection Management

Access

In March, Collection Management staff received 466 boxes of new items for the collection, processed 6,511 items, selected and ordered 6,567 items, and cataloged 1,100 titles. Interlibrary Loan staff processed 2,685 borrowing and lending requests.

The top circulating eTitles of the first quarter of 2024 were:

- Past Lives (Oscar nominee for Best Picture) on Kanopy (streaming video)
- The Hallmark Movies Binge Pass on Hoopla (streaming video)
- The New Yorker (eMagazine) on OverDrive/Libby
- Fourth Wing by Rebecca Yarros (eAudio) on OverDrive/Libby

Accountability

Spending on library materials is reviewed quarterly to determine how to best meet the community's needs within the limits of the budget. The first review meeting for 2024 took place on March 28.

A portion of the State Grants to Libraries award to PPLD was used to enhance the collection by adding popular homeschool and summer reading books in both print and electronic format, as well as updating medical titles for the circulating and reference collections.

ILS Administrator Colleen Medling worked with staff in Finance to identify options that will streamline the import of materials purchases from the ILS (library system software) to the Finance system.

Communications

A social media post by Communications, focused on Collection Management, garnered 15 likes.



Community Connections

Selection Librarian Lisa Thomas helped judge Pikes Peak Regional History Day projects.

Physical and Virtual Spaces



As work wraps up on the Penrose Library shelving project, the benefits are visible with natural light expanding through the main floor. In March, the Law, Reference, and Nonfiction collections on the lower level were completed and the project advanced to the upstairs Fiction, Periodicals and Media shelving. Staff took advantage of the movement of shelving to clean the carpet, clean the shelves, paint the columns, and inventory items replaced on the shelves.

Staff

March brought numerous kudos for Interlibrary Loan from appreciative patrons:

“You are an example of why our library system is the most valuable thing we have in our society here in the U.S.!”

“I have taken advantage of Interlibrary loans and what a wonderful service it is! Another great resource offered by our stellar PPLD. Thank you!”

Staff attended online training including:

Streamlining access: The merge of information services and interlibrary loan for an almost seamless library experience

Critical Thinking for Better Judgment and Decision Making

Begin with a strong foundation: developing a data plan, from the Research Institute for Public Libraries

And many others

Programming

Access

The Homeschool Committee planned the first indoor Homeschool Game Day on March 8, 2024. The event was attended by 63 adults and children who built with PPLD’s foam blocks and Rigamajig, participated in charades and bingo, played board games and giant size Connect Four, and hopped and skipped through an obstacle course. While getting ready to play with the parachute, one excited mom exclaimed to her daughter, “You always wanted to try this!” The event provided an excellent opportunity for families to connect with each other, build community, and learn about PPLD resources.



Mikaela Fortune hosted the Teen Art Contest Award Ceremony. The theme this year for the Teen Art Contest was “Balance.” We had 93 teens submit entries, and 161 teens, teachers, and caregivers attend the ceremony.

March wraps up WARP (Winter Adult Reading Program). This year we had our highest participation with 5,044 adults registering for the program. This is an increase from last year’s total of 4046. *(This total is as of 3/29/24)*

Community Connections

Family & Children’s Services staff throughout the district received 34 school requests this month. 24 staff visited 18 schools and reached 1361 students and teachers.



Mikaela Fortune attended a Job and Career Faire at Panorama Middle School on Friday, March 1, 2024. Mikaela engaged with 161 middle school students about the schooling necessary to work as a library staff member at all levels and about teen volunteer opportunities.

Bryan Matthews hosted local author Rebecca Boyle at Library 21c for a talk on her newly published and bestselling book, *Our Moon: How Earth’s Celestial Companion Transformed the Planet, Guided Evolution, and Made Us Who We Are*.

Yvette Dow-Rose gave a presentation to the Southern Chapter of CAPA in The Venue at Library 21c detailing the programs, services, and resources available for senior residence and activity directors of local senior living facilities.

On Tuesday, March 5th, Evan Childress celebrated the graduation of 16 families from the LENA Start program. The graduation celebration had about 50 people in attendance.

Staff

Amber Cox and Melody Alvarez presented the Programming Department with the new staffing restructuring. The department will focus on our internal customers (supervised by Amber) and this team will develop Menu programs, coordinate volunteers, staff training, and spaces. The external team will be overseen by Melody, and they will focus on education, District-wide initiatives, presenters, partnerships, virtual presence on the web and LibGuides. The team will collaborate and work together for district reading programs, reading list, outreach, and more!

Regional History & Genealogy

Access

Regional History & Genealogy staff ensured continued accessibility of Regional History & Genealogy's resources during the Penrose closure, which benefited individual researchers, local businesses, families, and educational institutions. Much of this work has been continuing with Pikes Peak NewsFinder requests. We have had a few notable research needs that were met during the closure: John Jarrell facilitated a local agency in confirming that a household acquired recently originally possessed dual addresses as designated in the 1950s, a fact that allowed this unique characteristic to be preserved under grandfathering rights. John's guidance was also instrumental for a representative from Harrison School District 2, who sought to delve into the district's storied past in anticipation of its 150th-anniversary celebrations in August 2024. This collaboration involved an extensive examination of local newspapers and the county superintendent's archives at RH&G. A remarkable find from this research was the discovery that President Benjamin Harrison, after whom HSD2 was named, visited Colorado Springs in 1891. Inspired by this historic visit, the district named its newly constructed school "Harrison," commemorating the event.

During the Penrose library closure, Cara Ramsey continued ArchivEra data cleanup, including additions and updates to existing collection finding aids and entering of undocumented materials, and RH&G staff continue to work to clean up data from the Pikes Peak NewsFinder database before ingestion into the new system, Recollect.

Community Connections

Regional History & Genealogy celebrated Chuck Asay and his work this past month, funded generously by the Jon and Becky Medved Foundation. Exhibits were on display at Library 21C and East Library, with a well-attended reception at The Venue earlier in the month. Mr. Asay gave a workshop before the reception that had a surprisingly large turnout as well. Future exhibits will be at Penrose Library and in the Helen Macaffrey Exhibit Hall of RH&G, in May. Communications support was pivotal for this event.

The We Have A Story project ended its District tour at the Manitou Springs library this month. This will be the last photo-centered series around this theme. Next year the team will focus on gathering oral histories and emphasis on that format has increased.

John Jarrell served as a judge at the 2024 History Day at Colorado College, specifically in the High School Documentary Category. Following the event, he extended an invitation to the category winners to take part in the 2024 Pikes Peak Regional History Symposium's Short Film Festival, as arranged through the school. This move not only added significance to this segment of the annual symposium but also forged new community connections through a well-established PPLD program.

John Jarrell delivered engaging presentations to UCCS students in two sessions of "Research and Rhetoric: Regional History" and one session of "Research and Rhetoric: Veterans," focusing on utilizing newspapers as primary sources. Through documents from the contentious 1923 District 11 school board race, he illustrated a case where the Gazette labeled the populist opposition as "antivaccinationists."

Physical and Virtual Spaces

RH&G has begun to record its genealogy classes with the hopes of making them available to the public on demand.

Staff

Cara Ramsey trained RH&G staff on archival hierarchies and how these structures impact using our new archival portal, ArchivEra. Several staff mentioned the overview was very helpful.

John Jarrell has reached a notable achievement at PPLD, successfully facilitating 500 CPI Nonviolent Crisis Intervention certifications, including both initial certifications and recertifications. With roughly 10% of the district still to go, John is on the verge of realizing a comprehensive goal: ensuring that every member of the district is proficiently trained to manage the full spectrum of behaviors encountered in the library setting. This initiative underscores a commitment to safety and effective communication within the community's library spaces.

Staff are creating job descriptions for potential volunteers for the summer and beyond to help with some of our backlog of oral histories and photographs.

April Communications Board Report March stats

Access

Multicultural Outreach & Accessibility

- Completed accessibility audit with locations to determine usability of PPLD's present inventory of accessible equipment, the District's needs, and how to make this equipment available to patrons. Will be putting together a needs list and discussing upgrades and budgets with IT and Comms.
- Collaborated with graphic team design to create a business card with a QR code that can be distributed at outreaches and like events that provides fast, direct access to PPLD's library card registration form.

Website Statistics for March

- Total pageviews: 348,718
- New Users: 118,783
- Most visited page: ppld.org/kids

Website Redesign

- The new site is currently in the development phase for the website redesign. Fundamental templates, including the header, footer, page templates, and page views, have all been completed. Presently, our focus lies on collaborating with various subgroups within PPLD to overhaul individual pages. Following this phase's completion, user testing will begin, paving the way for a seamless transition into the launch phase.

Website Accessibility

- A multi-department team has been formed to review the current accessibility of our Information and Communication Technology (ICT), prioritize compliance timeline for ICT that is not accessible, and develop a plan to meet and sustain accessibility guidelines set by the state.
- The website team is currently working to make ppld.org compliant with House Bill 21-1110, Colorado Laws for Persons with Disabilities. We are using multiple tools to scan the website, while documenting progress and fixing issues, to become AA level compliant by July 1, 2024.

Communications

Media

- Number of stories – 66
- YTD stories – 258
 - The Chuck Asay exhibit was covered in three news articles ([KOAA](#), [Ground News](#), [Daily Cartoonist](#)), four radio broadcasts ([KCFR](#), [CPR](#), [KCFRM](#)), and three news aggregators.
 - [Loving Living Local](#) invited us to talk about Read Across America Day, where we had an opportunity to promote the Winter Adult Reading Program. This year the program enjoyed 5,068 registrants, the most to date. This is an increase of 25.32% over the 2023 number of registrants which was 4,044. (On that date, that too was a record.)

- The District's hours expansion was covered in one news article ([KRDO](#)), five TV news broadcasts ([KOAA](#), [KRDO](#)), and one news aggregate.
- The Penrose Library opening was covered in one article ([The Gazette](#)) and six [KOAA](#) TV news broadcasts.
- The Open Houses were mentioned in one [Fox21](#) article reposted by two news aggregators.

Social Media

Facebook (Districtwide account):

- Number of posts: 40
- Total page likes: 14,890 (38 new likes)
- Total page followers: 16,481 (99 new followers)
- Engagement: 7,487
- Post reach: 123,300 (Number of times our content was seen) (12% increase from prior month)
- Page reach: 79,538
- Clicks: 1,094
- Video minutes viewed: 883
- Page visits: 5,300

Instagram:

- Content: 35 posts/videos/reels, 73 stories
- Total followers: 4,073 (57 new followers)
- Engagement: 1,086
- Reach: 6,435 (number of times our content was seen)
- Profile visits: 366
- Link clicks: 60

X (formerly Twitter):

- Number of posts: 30
- Total followers: 5,206
- Engagement: 56
- Impressions: 2,800 (number of times our content was seen)
- Clicks: 11

LinkedIn:

- Number of posts: 12
- Total followers: 1,657 (17 new followers)
- Impressions: 7,674 (number of times our content was seen) (148% increase from prior month)
- Engagement: 200
- Page visits: 149

Newsletter:

- Number sent (subscribers): 130,996
- Successful delivery: 123,145 (94% success rate)
- Opened: 59,769 (48% open rate) (This is our average open rate)
- Clicks: 5,693 (4.62% click rate) (This is a lower click rate than usual)

NextDoor:

- Number of posts: 33
- Impressions: 362,065 (number of times our content was seen) (342% increase from prior month)

- Engagement: 530 (158% increase from prior month)

YouTube:

- Total Subscribers: 7,941
- Total Views for February: 38,208
- Total Lifetime Views: 6,161,427

Community Connections

Multicultural Outreach & Accessibility

- Attended meetings with VetNet, NAACP, the Hispanic Chamber, and the Black Chamber of Commerce.
- Interviewed for and was accepted as a member of the Greenberg Center for Tolerance Board.
- PPLD will collaborate with Pathways to Progress: Advancing Equity for Individuals with Disabilities (this event continues to be hosted by multiple state and local ADA organizations), which provides an opportunity for people in the disability community an opportunity to meet business organizations and to receive specific information about careers.
- Attended an outreach with African American Youth Leadership Conference

Outreach

- Number of March outreaches: 13
 - 2 ESL classes at the Family Success Center on March 13 that connected 26 people with a library card!
 - Pikes Peak Women’s Wine, Women, & Chocolate event on March 20 where PPLD Board President Dora Gonzales and Multicultural Outreach Director Shirley Martinez were recognized for their work in the community.
 - African American Leadership Conference on March 9
 - School outreaches ranging from promoting literacy and STEAM, to a middle school job fair
- Total attendance:1,843
- Impressions: 1,015
- Library cards issued: 83

Culture Pass

- 357 Culture Passes were issued to patrons in March (up from 263 passes issued in March 2023). Culture Passes issued YTD is 811.

Partnerships

- **City of Colorado Springs Parks, Recreation and Cultural Services** renewed its partnership with PPLD to continue providing Junior Ranger Packs to our patrons. With the addition of five new packs, PPLD has 15 packs filled with science and nature activities designed to experience with our trails and open spaces are available for checkout.
- **Westside Community Center** renewed its partnership with Old Colorado City Library to provide a larger venue to host Summer Adventure programming to expand its reach to residents. Last year, hundreds of families on Colorado Springs’ westside were able to enjoy PPLD offerings outside of the library thanks to this partnership.
- PPLD partnered with **Trinity Community Park** in Monument to offer new PPLD library cardholders a chance to receive a free tree sapling to plant at Trinity Community Park for Earth Day. The 67 patrons who signed up for a new library card

- by March 15 received a tree sapling to help children learn the benefits trees provide to our earth and provide an opportunity for families to give back to their community.
- The Communications team has been gearing up for the Open Houses during National Library Week. Collaboration from the community organizations and local businesses made the open houses truly a community event. With prize and food donations from local businesses, local performers sharing their time and talents, and PPLD staff at each library location working to create a fun and welcoming environment for all who walk through our doors, the Open Houses will elevate awareness of how PPLD enhances our community.

Physical & Virtual Spaces

Multicultural Outreach and Accessibility

- Collaborated with facilities to ensure that accessible issues that were found during ADA audit with entrances and doors were addressed and work orders completed

Facilities Department Report April 17, 2024

Physical and Virtual Spaces

While the Penrose Security Improvement Project has occupied much of the past few months for the Facilities Department, there are several other projects that have also been moving forward.

East Library: The Fire Department Connection relocation has been completed and signed off by Colorado Springs Fire Department.

Elevator Modernization contract has been submitted to the Board of Trustees for approval at the April 2024 meeting. This project is planned for later this year but the lead time for materials required for the modernization is anticipated to be upwards of sixteen weeks.

The East Library Asphalt replacement, Request for Proposal was released on March 11, 2024, with an original deadline for submittal of April 8th. At this time the submittal deadline has been extended to April 12 due to changes in requirements by regional building department. Those changes require providing a detention pond being in place during the project for any land disturbance of over one-acre. Our project overall is approximately 2.75 acres. We are coordinating a meeting with regional department staff to discuss this requirement as there is some uncertainty as our project is phased and does not exceed one-acre of disturbance during each phase. This requirement was not anticipated by the engineer on this project. At this time, it is expected this project will be submitted for approval at the May 2024 board meeting. This project is planned for August/September after the summer adventure is completed.

Facilities Master Plan: Leadership Team participated in a workshop conducted by The HB&A team consulting on the Facilities Master plan. From this workshop, the consultants are working on the rough draft of the plan for our review. This draft will include several prompts asking for our input on specific items. While the workshop provided them with good input on keys aspects of the future plan, they will be seeking further guidance on a few items.

Monthly Facilities Statistics:

Monthly Routine Maintenance Visits	Completed
March	153

Demand Work Orders	Completed	Hours
March	134	149.84
Preventive Maintenance Work Orders		
March	162	179.26
Emergency On-Call		
March	0	0
Total Work Orders	296	329.10

- Monthly routine maintenance visits are completed weekly to all locations and allow Facilities personnel to complete work orders, inspect locations for safety issues, address minor projects, restock building supplies and meet with managers/supervisors regarding any facilities concerns.
Demand work orders are submitted by library staff. Preventive Maintenance work orders are regularly scheduled tasks usually for equipment.
Emergency On-call are after hours emergencies.

Human Resources Report April 2024

Accountability

Cristina Jaramillo completed the nondiscrimination testing required by the IRS for the Flexible Spending Account for 2024 and PPLD passed the testing. The IRS Code's non-discrimination rules are generally designed to prevent plans from discriminating in favor of individuals who are either highly compensated or otherwise key to the business.

Staff

Sarah Marshall and Joanna Nelson Rendon launched the 2024 Learning Plans for employees. To address varying training needs, plans were created for five different staff groups: Leadership Team; Management Team with direct reports; Management Team without direct reports; Adult Education, Branches, Programming, Regional History & Genealogy; and Administration, Collection Management, Communications, Facilities, Finance, Human Resources, Information Technology, Security.

Telecommuting at PPLD is not a given for every position. To reflect changing standards, all positions were reviewed for eligibility for telecommuting. The agreements were updated and re-submitted to ensure that expectations around telecommuting are understood by supervisors and their employees.

Cristina Jaramillo held the first Benefits Team meeting of 2024 that includes participation by the CFO, Sr. Director of HR, Director of Benefits, Compensation, HRIS and Compliance and various PPLD employees around the district to discuss policies and benefits.

Timothy Allen was hired, and began, as the new Senior Director of Human Resources & Organizational Development on the Human Resources team.

Statistics:

Volunteers

March 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	126	965
Teen Volunteers	42	161
Friends of the Library	**	1113

**Data not available

Recruitment

Recruitment / Selection Activity	March 2024
Jobs Posted	16
Newly Hired Employees	8
Promoted Employees	3
Transferred Employees	3
Separated Employees	5

Staffing

Staffing Stats	March 2024
Total Permanent Employees	386
Total Active Positions	433

Information Technology March 2024 Monthly Report

Accountability

The data analysts and director of Creative Services conducted five meetings as part of the district-wide data audit.

Communications

With the launch of the new *District Dispatch* for internal communication, a section called Data Point, was also started. This section will focus on various data topics, including ways the Library uses data to make decisions.

Physical and Virtual Spaces

IT physical inventory will be complete in April.

Meraki Access Points installed on the exterior of PE, RU, CH, and SA, funded by the Digital Equity Grant. This allows for 24/7 public wifi access outside of the buildings in the parking lot areas.

Penrose lab PC's reconfigured and installed for remodel.

Expanded nightly server backups to look for and remove malware as part of a new update from the backup software, Veeam.

Extensive work is being done in networking closets for flood/temperature monitoring as well as power and battery backup monitoring and alerts.

Staff

The last position in Creative Services, the creative technology specialist, was filled as a part of the reorganization.

The data analysts and director of Creative Services attended a free webinar from the Research Institute for Public Libraries, Begin with a Strong Foundation: Developing a Data Plan. This was the first of a yearlong series of webinars that are being offered that this group plans to attend. They are also doing training in LinkedIn Learning on Power BI to be able to do statistical analysis in that software.

Safety/Community Resources/Security Board Report March 2024

SAFETY

Physical and Virtual Spaces

Fire Drills: Throughout March, a total of six fire drills were conducted across various locations within the PPLD. These drills aimed to ensure that staff and patrons are well-prepared to respond effectively in the event of a fire emergency. Feedback from these drills will be used to further improve emergency response protocols.

Bomb Threat Card Audit: A comprehensive audit of bomb threat cards was conducted throughout the entire PPLD. This audit ensured that all necessary procedures and contact information are up to date and readily accessible in the event of a bomb threat. Any discrepancies or outdated information were promptly addressed to enhance the effectiveness of emergency response strategies.

First Aid Kit Audit and Restocking: An audit of first aid kits was carried out to assess their completeness and readiness. Where necessary, first aid kits were restocked to ensure they are equipped to handle various medical emergencies effectively. This proactive approach ensures the safety and well-being of staff and patrons within the PPLD premises.

New AED Deployment: To enhance cardiac emergency response capabilities, a new Automated External Defibrillator (AED) was purchased and strategically deployed within the PPLD. This addition ensures prompt access to life-saving intervention in the event of sudden cardiac arrest, potentially saving lives within the district.

Expansion of Stop the Bleed Initiative: To bolster the Stop the Bleed initiative, an additional 110 tourniquets were introduced district wide. These tourniquets enhance the ability to control severe bleeding and mitigate the risk of life-threatening injuries. This proactive measure underscores the commitment to ensuring a safe and prepared environment for all individuals within the PPLD.

Staff

On March 13th, 2024, A CPR/AED, First Aid, Stop the Bleed and NARCAN class took place at East Library in the Annex. We had 4 people come to the class and demonstrate their learned skills. We teach this class so that staff feel confident to act in an emergency but also can have the knowledge to act in their own day to day lives, under the Good Samaritan Law that protects anyone acting in good faith in an emergency.

Distribution and Restocking of PPE: Personal Protective Equipment (PPE) distribution and restocking were prioritized to maintain adequate supplies across the district. This initiative aimed to safeguard the health and safety of staff and visitors by providing essential protective gear.

The Crisis Prevention Institute (CPI) Non-violent Crisis Intervention Training was conducted twice in March, benefiting a total of 41 staff members. Staff are actively applying their verbal de-escalation techniques when encountering challenging situations with patrons. It's worth noting that nearly all PPLD staff have completed this important training, with fewer than 30 staff members district-wide left to attend.

COMMUNITY RESOURCES

Community Connections

10 community members attend the March Community Exchange at Ruth Holley.

SECURITY

Access

The Penrose branch is still undergoing remodeling, with some patrons unaware of the closure attempting to enter. Officers and staff are diligently informing them of the anticipated reopening date of April 10th, 2024, and redirecting them to nearby library locations.

The money run, including the parking kiosks, was successfully conducted in our region.

As Penrose wraps up its first set of updates planned for 2024, preparations are underway for the reopening and open house, with ongoing remodeling and updates scheduled throughout the year.

Accountability

On March 26th, 2024, Sam Howard assisted Finance in a couple change orders within the district. We had three locations that needed change orders including Rockrimmon, Ruth Holley and East Libraries.

Community Connections

There were 5 appeals scheduled during the month, although two of the appeals were cancelled due Pikes Peak Library District's snow day closure. Despite no walk-ins and no reinstatements, efforts to address appeals continue.

Physical and Virtual Spaces

On March 15th, 2024, Aryn Huffman was on call for that week. The district had closed due to the inclement weather. She received a call that a door had opened at the Chyenne Mountain Library. She went down to ensure that the building was secure.

In March, the West Region, encompassing the Penrose branch, Carnegie, The Hall, Sand Creek, Old Colorado City, Cheyenne, Ute, Manitou, and Fountain locations, saw significant activity with over 25 Patron Incident Tracking System (PITS) reports completed. These reports documented various incidents including public intoxication, threats towards staff, an assault, theft, internet use violations, vandalism, and suspension violations. Unfortunately, there have been ongoing instances of patrons trespassing, urinating, and defecating on the property at Penrose. Additionally, there were a few calls for police assistance at the Penrose and Old Colorado City branches.

Staff

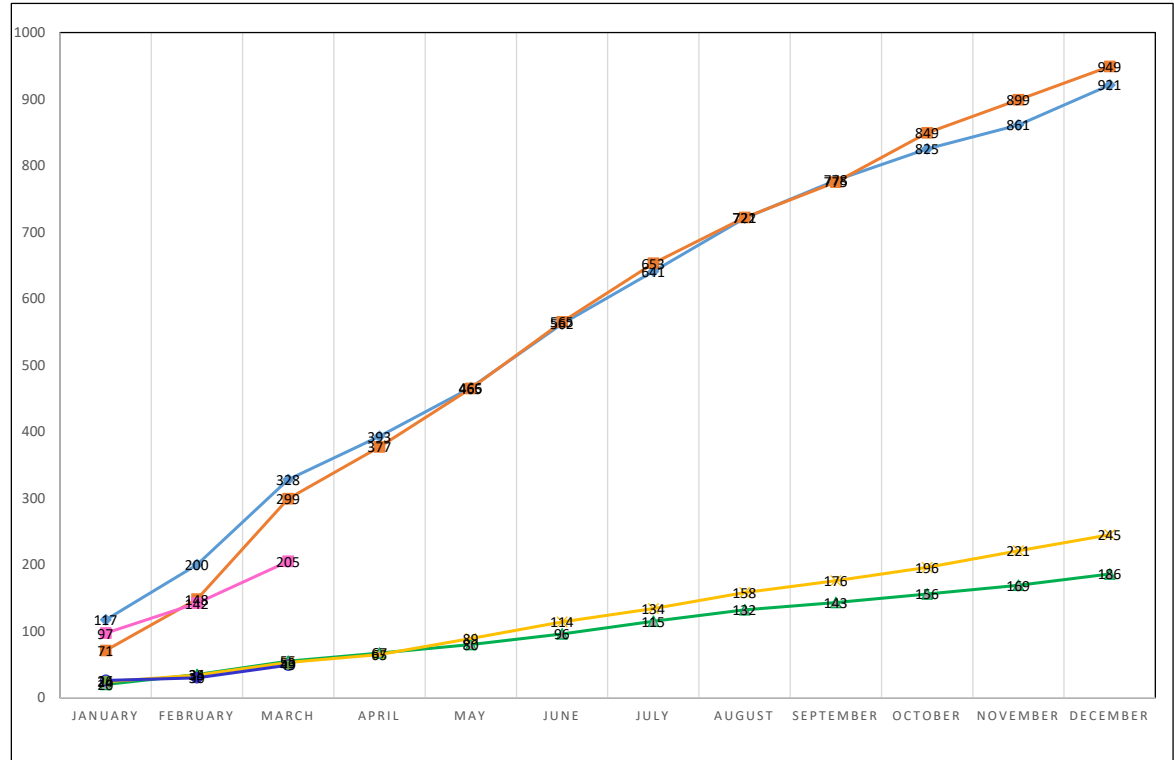
Patrols have been increased in Old Colorado City, Manitou, Cheyenne, and Fountain due to an uptick in suspension violations, including an incident of vandalism at the Fountain library's charging station, which was reported to the Fountain Police Department.

Penrose has filled its last officer position, and Sofia Soriano from community resources has accepted the conditional offer, set to begin shortly after completing current projects.

Report & Suspension Increasing Totals

2022 - Reports		2023 - Reports		2024 - Reports	
JANUARY	117	JANUARY	71	JANUARY	97
FEBRUARY	83	FEBRUARY	77	FEBRUARY	45
MARCH	128	MARCH	151	MARCH	63
APRIL	65	APRIL	78	APRIL	
MAY	73	MAY	88	MAY	
JUNE	96	JUNE	100	JUNE	
JULY	79	JULY	88	JULY	
AUGUST	80	AUGUST	69	AUGUST	
SEPTEMBER	57	SEPTEMBER	53	SEPTEMBER	
OCTOBER	47	OCTOBER	74	OCTOBER	
NOVEMBER	36	NOVEMBER	50	NOVEMBER	
DECEMBER	60	DECEMBER	50	DECEMBER	

2022 - Suspensions		2023 - Suspensions		2024 - Suspensions	
JANUARY	20	JANUARY	24	JANUARY	26
FEBRUARY	19	FEBRUARY	10	FEBRUARY	4
MARCH	21	MARCH	19	MARCH	19
APRIL	13	APRIL	12	APRIL	
MAY	15	MAY	24	MAY	
JUNE	18	JUNE	25	JUNE	
JULY	26	JULY	20	JULY	
AUGUST	18	AUGUST	24	AUGUST	
SEPTEMBER	10	SEPTEMBER	18	SEPTEMBER	
OCTOBER	13	OCTOBER	20	OCTOBER	
NOVEMBER	16	NOVEMBER	25	NOVEMBER	
DECEMBER	17	DECEMBER	24	DECEMBER	



Reports - Location Monthly Comparison

Penrose	
JANUARY	35
FEBRUARY	6
MARCH	6

Library 21c	
JANUARY	11
FEBRUARY	2
MARCH	15

East	
JANUARY	15
FEBRUARY	6
MARCH	10

Rockrimmon	
JANUARY	0
FEBRUARY	3
MARCH	1

High Prairie	
JANUARY	0
FEBRUARY	1
MARCH	0

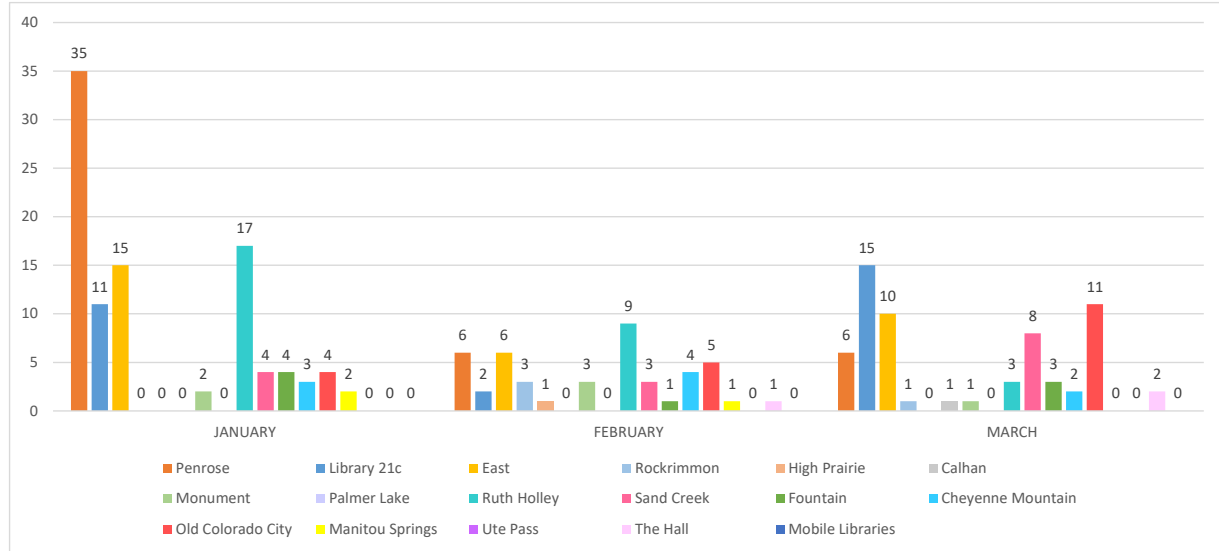
Calhan	
JANUARY	0
FEBRUARY	0
MARCH	1

Monument	
JANUARY	2
FEBRUARY	3
MARCH	1

Palmer Lake	
JANUARY	0
FEBRUARY	0
MARCH	0

Ruth Holley	
JANUARY	17
FEBRUARY	9
MARCH	3

Sand Creek	
JANUARY	4
FEBRUARY	3
MARCH	8



Fountain	
JANUARY	4
FEBRUARY	1
MARCH	3

Cheyenne Mountain	
JANUARY	3
FEBRUARY	4
MARCH	2

Old Colorado City	
JANUARY	4
FEBRUARY	5
MARCH	11

Manitou Springs	
JANUARY	2
FEBRUARY	1
MARCH	0

Ute Pass	
JANUARY	0
FEBRUARY	0
MARCH	0

The Hall	
JANUARY	0
FEBRUARY	1
MARCH	2

Mobile Libraries	
JANUARY	0
FEBRUARY	0
MARCH	0

Suspensions - Location Monthly Comparison

Penrose	
JANUARY	20
FEBRUARY	0
MARCH	2

Library 21c	
JANUARY	0
FEBRUARY	0
MARCH	3

East	
JANUARY	1
FEBRUARY	0
MARCH	1

Rockrimmon	
JANUARY	0
FEBRUARY	0
MARCH	0

High Prairie	
JANUARY	0
FEBRUARY	0
MARCH	0

Calhan	
JANUARY	0
FEBRUARY	0
MARCH	0

Monument	
JANUARY	0
FEBRUARY	0
MARCH	0

Palmer Lake	
JANUARY	0
FEBRUARY	0
MARCH	0

Ruth Holley	
JANUARY	1
FEBRUARY	1
MARCH	1

Sand Creek	
JANUARY	2
FEBRUARY	2
MARCH	6

Fountain	
JANUARY	0
FEBRUARY	0
MARCH	0

Cheyenne Mountain	
JANUARY	0
FEBRUARY	0
MARCH	1

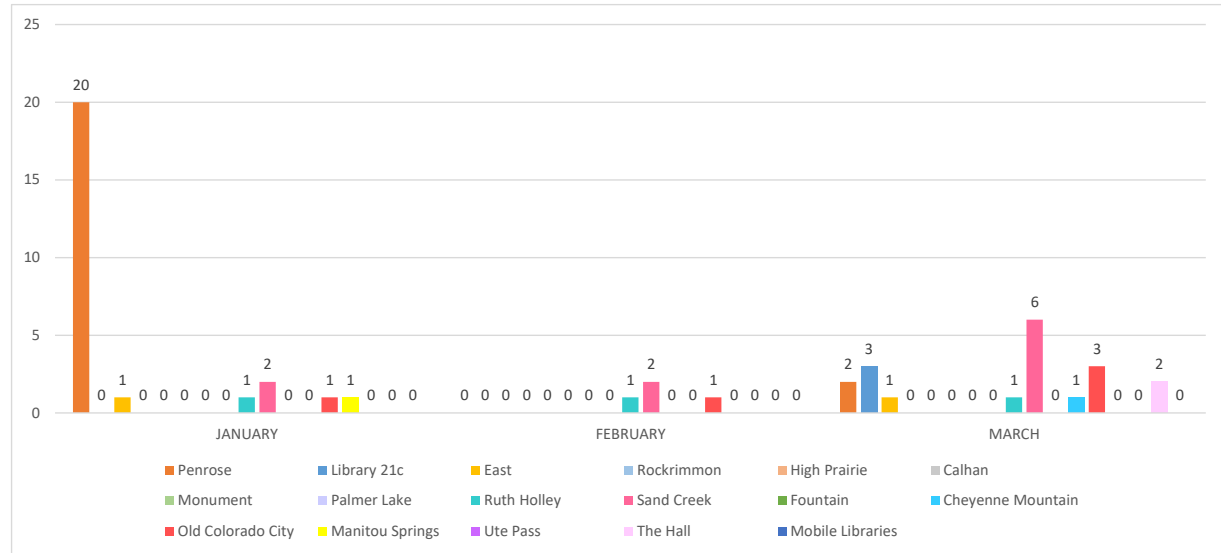
Old Colorado City	
JANUARY	1
FEBRUARY	1
MARCH	3

Manitou Springs	
JANUARY	1
FEBRUARY	0
MARCH	0

Ute Pass	
JANUARY	0
FEBRUARY	0
MARCH	0

The Hall	
JANUARY	0
FEBRUARY	0
MARCH	2

Mobile Libraries	
JANUARY	0
FEBRUARY	0
MARCH	0



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
MARCH 20, 2023 5 pm
RUTH HOLLEY LIBRARY



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: 837 1958 5376
Passcode: 940463

Vice President Scott Taylor, Secretary/Treasurer Erin Bents, Angela Dougan, Debbie English, Julie Smyth

Chief Librarian and CEO Teona Shainidze-Krebs, Senior Director of Human Resources Timothy Allen, Chief Safety, Community Resources & Security Officer Michael Brantner, Interim Senior Director of Development and Interim Foundation Executive Director Courtney Deuser, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Director of Branches Janina Goodwin, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Facilities Project Manager Travis Keeton, Director of IT Systems & Technical Support Juanita Lanoux, Chief Operating Officer Heather Laslie, Director of Organizational Development Joanna Rendon, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Director of Patron Experience Abby Simpson, Internal Communications and Special Projects Manager Jeremiah Walter, Ruth Holley Library Manager Tessia Warren, Kolran Bell, Desra Conrad, Brett Dayberry, Jeany Rush, Liz Turner, Addy

Absent: President Dora Gonzales, Trustee Aaron Salt

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

Vice President Scott Taylor called the March 20, 2024 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Brett Dayberry asked for individual PPLD emails of the Board of Trustees and asked the Board to contact him through his personal email or Shield our Kids.

Jeany Rush spoke of kids having access to inappropriate materials at PPLD, requesting that PPLD remove access to these materials for children.

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 the Friends Spring Big Book Sale resulted in over 7000 items sold.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Interim Senior Director of Development and Interim Foundation Executive Director Courtney Deuser announced the kick-off to Library Giving day on April 3, 2024.

Financial Report:

The February 2024 Financial Report was included in the Board packet. Chief Financial Officer Randy Green shared that approximately 85% of property tax revenue for 2024 has been received.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles shared that fewer applications for the Food Industry Training (FIT) program were received than usual, resulting in the cancellation of the spring 2024 program.

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

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Chief Librarian and CEO Teona Shainidze-Krebs thanked those who planned and attended the Chuck Asay Exhibit at Library 21c. The Grand Re-opening and Open House of Penrose Library is scheduled for April 10, 2024. There are 8 Open House events scheduled around the district for National Library Week, April 7-13, 2024.

Board Reports

Governance Committee

Governance Committee Chair Julie Smyth shared that the committee met on March 5, 2024. Discussion included on-boarding of new trustees, creating informal trustee goals, evaluation of the CEO goals for 2023, and the CEO goals for 2024.

Internal Affairs Committee

In the absence of the Internal Affairs Chair Aaron Salt, committee member Angela Dougan shared that the committee discussed policies and moving forward with updating Board policies.

Public Affairs Committee

Public Affairs Committee Chair Debbie English shared that the Board of Trustees used the Public Affairs meeting time to hold an Executive Session to conference with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b).

Trustee comments

Debbie English attended the Chuck Asay reception, and the reading of the National Library Week Proclamation at the Green Mountain Falls Board of Trustees meeting in recognition of the Ute Pass Library.

Julie Smyth attended the Chuck Asay reception and visited the Old Colorado City Library.

Scott Taylor attended the reading the National Library Week Proclamation in Calhan, – attended Calhan Proclamation, and attended the Vitalant Blood Drive held at the Monument Library.

PRESENTATION

Staff Promotions and New Hires

Chief Operating Officer Heather Laslie introduced Director of Organizational Development Joanna Rendon.

Chief Operating Officer Heather Laslie introduced Senior Director of Human Resources Timothy Allen.

BUSINESS ITEMS

Consent Items

Minutes of the February 21, 2024 Board of Trustees meeting

The consent items were accepted as presented.

New Business

DECISION 24-3-1: 2024 Contract and Vendor Resolution, Attachment B

The Contract and Vendor Resolution, Attachment B was included in the Board packet.

Julie Smyth read the resolution:

**Pikes Peak Library District Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2024 Activity Greater Than
\$100,000
Attachment B**

Whereas, the Financial Guidelines, dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of \$100,000 annually; and

Whereas, Attachment B to this resolution includes the estimated purchases with a single vendor that is in excess of \$100,000 during 2024; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2024 budget.

Now, therefore, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

The obligation included under Attachment B to this resolution is approved for 2024 for the purposes stated and at the specified amounts.

Adopted, this 20th day of March 2024.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the 2024 Contract and Vendor Resolution, Attachment B as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously by the trustees present.

DECISION 24-3-2: 2024 Insurance Policies Resolution update

The 2024 Insurance Policies Resolution update was included in the Board packet. Chief Financial Officer Randy Green stated that this years rates are based on an aggressive market that allowed for the rates provided. There is no way to know how the market may affect rates for 2025.

Scott Taylor read the recommendation section of the Resolution update:

Recommendation

Management recommends the Board of Trustees approve the additional renewal policy premium for Cyber Insurance listed above in Table II for a cost of \$8,382, increasing our total costs for all of our 2024 insurance policies to \$282,245 from \$273,863.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the renewal of Cyber Insurance as presented.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously by the trustees present.

DECISION 24-3-3: 2024 Capital Fund prior year roll forward Budget Adjustment Resolution

Erin Bents read the Resolution:

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

WHEREAS, the Board of Trustees previously established a Capital Fund - the purpose of which is to account for all financial activity related to various capital projects; the funding of which comes primarily from the distribution of property tax revenue, as an allocated portion of the district's annual mill levy specifically ear-marked for the Capital Fund, as approved by the Board of Trustees,

AND WHEREAS, a total of \$2,782,593 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2024 Budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2024 appropriation of the Capital Fund is hereby increased from \$2,723,332 to \$5,505,925, as per the attached schedule.

ADOPTED, this 20th day of March 2024.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado as presented.

Second: Erin Bents seconded the motion.

Discussion: Chief Financial Officer Randy Green confirmed that these are funds rolled over from the 2023 budget.

Vote: The motion was approved unanimously by the trustees present.

DECISION 24-3-4: 2024 Special Revenue Fund prior year roll forward Budget Adjustment Resolution

Scott Taylor read the Resolution:

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, certain designated funds that were budgeted for during 2023 were not spent by the end of 2023, yet the projects are to be carried over into 2024, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2024 by fund as identified on the attached schedules.

ADOPTED, this 20th day of March, 2024.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the 2024 Special Revenue Fund prior year roll forward Budget Adjustment Resolution as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously by the trustees present.

ADJOURNMENT

There being no other business to conduct, Vice President Scott Taylor adjourned the March 20, 2024 meeting of the Pikes Peak Library District Board of Trustees at 5:42 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
April 17, 2024**

Elevator Modernization – East Library

The elevator at East Library serves three floors and provides needed ADA access for patrons throughout the building. In 2018 it was determined that the components of the hydraulic elevator system would cease to be produced and readily available for repair and maintenance.

Background

According to a study done in 2018 by Lerch Bates Consultant’s the East elevator components that could be affected by obsolescence include door opening and closing time, stopping zones, speed, ride quality and noise quality and up to total failure. The elevator sees frequent use for patrons that visit the computer lab and study rooms on the 2nd floor as well as staff that utilize the basement level. In 2024, Facilities budgeted \$220,000.00 for modernization based on recommendations from our contracted service provider TK Elevator (TKE). TKE provides regular maintenance and repair of all district elevators. The modernization of the East elevator will require a sixteen-week lead time for materials due to industry delays. Additionally, the total on-site work time can total up to eight weeks. Without modernization and the risk of total failure East Library could be without an elevator for an even longer period of time.

Analysis

Due to the complexities of modernizing such equipment that is currently under contract for repair and maintenance, we have elected to utilize a cooperative purchasing option available to PPLD. Sourcewell is a cooperative purchasing program that offers state, local governments and higher education organizations access to national buying power. We have, in the past, utilized Sourcewell on other projects at PPLD of lower cost and meets with PPLD’s Financial Guidelines.

Fiscal Impact

Company	Base Bid
TK Elevator	\$209,476.72

Summary

In review of the submitted work package from TK Elevator, it is determined that Scope of Work fits the needs of the elevator modernization. The expected deliverables can be seen as increased durability and reliability, improved fire, and life safety features, decreased waiting times, reduced energy consumption, reduced operational cost and reduced troubleshooting time. Upon award, the Facilities department will work with East staff, Director of Multicultural Outreach & Accessibility and others to ensure services are provided to patrons with little disruption.

Recommendation

It is our recommendation that TK Elevator be awarded the EA Elevator Modernization Project at the budget approved \$220,000.00 to cover any contingencies that may arise.

Access
<ul style="list-style-type: none"> Access to Materials Policy Library Card Policy Regional History and Genealogy Policy

Open Displays
<ul style="list-style-type: none"> Bulletin Board Policy Exhibit Policy <ul style="list-style-type: none"> Request for Reconsideration of an Exhibit Solicitation Policy

Collection Management
<ul style="list-style-type: none"> Circulation Policy Collection Development Policy Interlibrary Loan Policy Legal Reference Service Policy Materials Reconsideration Policy

Privacy and Interaction with Others
<ul style="list-style-type: none"> Child Safety Policy Code of Conduct Policy Confidentiality Policy Filming, Photography, and Recording Websites, Social Media, and Privacy Policy

Donations/Gifting
<ul style="list-style-type: none"> Gift Acceptance Policy Gifts and Donations Policy

Distinct Policy
<ul style="list-style-type: none"> Facilities Naming Policy Library Bill of Rights Policy Guidelines Policy Requests for Records Policy and Procedures Use of Force Policy

Programming
<ul style="list-style-type: none"> Creative Space Use Policy <ul style="list-style-type: none"> Studio Equipment Loan Agreement Event, Meeting, and Study Room Policy Kitchen Policy Patron Computer Use Policy Programming Policy Teen Spaces Policy

Eliminate
<ul style="list-style-type: none"> Bed Bug FAQ and Guidelines Closures and Delays Policy Email Policy Food and Drink Policy Memorials Policy Personal Belongings Policy Pet/Service Animal Procedures Repair Café Guidelines

Proposed CEO Goals for 2024

1. Deliver the completed facilities master plan to the PPLD Board of Trustees by the end of 2024.
2. Support PPLD Foundation's fundraising efforts by:
 - a. Hiring a Senior Director of Development for PPLD Foundation by the end of 2024.
 - b. Cultivating positive relationships with PPLD Foundation board members, including meeting with them quarterly.
3. Cultivate positive relationships with public officials, including city and county leaders, through quarterly meetings with members of local governing bodies.
4. Support the finance department's efficiency updates, which include:
 - a. Finishing upgrades to the financial reporting system (adding the module to the ERP system, submitting detailed instructions to build out PPLD's monthly financial statements, and assisting the programmers in subsequently building budget reports for 2025) by the end of November 2024.
 - b. Streamlining department processes to improve efficiency, such as accounts payable (updating vendor records) by the end of October 2024.
 - c. Completing the buildout of the Annual Comprehensive Financial Report (ACFR) by June 30, 2024.