

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
February 15, 2023 5 pm
PENROSE – 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. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*Three Minute Time Limit per Person*)
- IV. PRESENTATIONS
 - A. Introduction of new staff and staff promotions
 - 1. John Jarrell, Program Coordinator (Brett Lobello) *Five minutes*
 - 2. Shannan Hill, Senior Accountant (Kim Hoggatt) *Five minutes*
 - B. Pikes Peak Poet Laureate (Ashley Cornelius) *Five minutes*
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. Pikes Peak Library District Foundation Report (Lance James) *Five minutes* (p. 3)
 - C. Financial Report: January 2023 (Randy Green) *Ten minutes*
 - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 4)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report (p. 17)
 - F. Interim Chief Librarian and CEO's Report (Teona Shainidze Krebs) *Five minutes* (p. 32)
 - G. Board Reports
 - 1. CEO Search Committee (Debbie English, Dora Gonzales) *Five minutes* (p. 36)
 - 2. Governance Committee Report *Five minutes*
 - 3. Internal Affairs Committee Report *Five minutes*
 - 4. Public Affairs Committee Report *Five minutes*
 - 5. Liaison Comments
 - 6. Trustee Comments
- VI. BUSINESS ITEMS
 - A. Consent Items – Decision 23-2-1
 - 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. Independent Auditors – 2022 Financial Records (p. 41)
 - 2. Minutes of the January 18, 2023 Board of Trustees meeting (p. 55)
 - B. New Business
 - 1. DECISION 23-2-2: Renaming Knights of Columbus Hall (KCH) (p. 60)
 - 2. DECISION 23-2-3: Interlibrary Loan (ILL) policy (p. 61)
 - 3. DECISION 23-2-4: Email Communication policy (p. 68)
 - 4. DISCUSSION: CEO Search timeline and criteria (Debbie English and Dora Gonzales)
- VII. ADJOURNMENT

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

Friends of the Pikes Peak Library District JANUARY 2023 Report

The Annual Membership Meeting of the Friends of the Pikes Peak Library District was conducted on Saturday, January 14, 2023 in the Venue at Library 21c. Three of the Directors met term limits and “retired” from the board. Pat Webb, Aida Richardson and Linda DuVal were recognized and received certificates as “Director Emeritus”.

Sales for January	(Gross)	
	Amazon	\$2,498
	eBay	\$3,579
	Web storefront	\$49
	East Bookstore	\$3,339
	Library 21C	\$2,135
	Penrose	\$535
TOTAL SALES		\$12,135

Bookstore standards are in process and will be presented to bookstore staff in site-specific meetings during the month of February. The goals are to provide, 1) a consistent customer experience regarding prices, layout, and procedures; and 2) an easy transition for volunteers who might want to work (or sub) at more than one location.

Recruiting for book sale volunteers is well underway.

Pre-sale communication efforts targeted to possible resellers notifying them that sales tax will be charged from now on; proof in the form of sales tax-exempt certification needs to be presented to avoid paying sales tax on their purchase.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received \$36,356.80 reimbursement grant from the Institute of Museum and Library Science 50,000 gift from the Friends of the Pikes Peak Library District

Received \$26,799.82 estate gift in support of PPLD's literacy initiatives

Received \$25,000 trustee memorial grant from the El Pomar Foundation in support of Rob Hilbert Nonprofit Resource Center general operations

Received \$10,000 gift from the James and Helen McCaffery Trust

Received quarterly distribution of \$1,404.90 from 168 households (15 household quarterly increase) through King Soopers Community Rewards program

Submitted El Pomar Foundation grant application for Rob Hilbert Nonprofit Resource Center (2023-25)

Submitted Digital Equity grant application to the City of Colorado Springs

Submitted Firehouse Subs grant application in support of AED equipment replacement

Processed more than 170 additional gifts from individuals in support of the year end direct mail campaign

Held PPLD Foundation quarterly board meeting as well as Executive Committee and Development Committee meetings

Attended City of Colorado Springs Innovation Summit

Attended Friends of the Pikes Peak Library District annual membership meeting and monthly board meeting

Public Services Report January 2023

Compliments

The El Paso County Sheriff's Office sent a thank you note for paperback book donations to the Criminal Justice Center.

PPLD Patron: I super appreciate the ILL service--and many other things you guys do so well.

Southeast Region

Access

Johana Pacheco had a Sand Creek patron ask about how they could start the process for homeschooling their child and was able to show them the [Homeschool Subject Guide](#) which provided the patron with information on the different types of homeschooling available in Colorado and how to start the process.

East Library launched Device Help Drop-in. With the help of a volunteer and library staff, patrons can drop in and receive help with any device they are having issues with. Staff will help troubleshoot the issues that patrons are having, including assistance with library services like the Libby App. Four patrons received help over the past month.

Accountability

After experiencing a high rate of no-shows for recording sessions in Studio916 at Sand Creek, small adjustments were made to generate some additional open timeslots. Staff also started contacting and reminding patrons of upcoming sessions. This led to a sharp decrease in wait times, and a great uptick in usage. In January, six sessions were cancelled by patrons and we had just 10 no-shows out of 46, a drastic change from the nearly 50% no-show rate we saw in December.

Communications

Wendy Roberts from High Prairie and Calhan has been in communication with a YMCA-based program and event coordinator, Tammy Parsons, who works at the Banning Lewis Ranch Recreation Center. Over the past month, Wendy has worked with Tammy to arrange a pilot offsite teen program at the BLR Rec Center, the Totally Awesome '80s Murder Mystery program, in the hopes of building a group of local teens who know about and have interest in library programs. The pilot program was very successful; 19 teens registered, out of which 11 attended.

Community Connections

Meredith Moore and Kelsy Moore visited five Little Libraries to put donated books and advertising materials in them to get ready for the Winter Adult Reading Program. They visited three libraries in Palmer Lake and two in Monument.

Physical and Virtual Spaces

When possible, Library 21c staff have provided individual makerspace-related classes for a variety of community groups. These groups have a desire to learn the machinery and software but are unable to take scheduled public classes because of the size of the group and/or timing of the classes. These special sessions use the same curriculum as public sessions but are



scheduled with the needs of the group in mind. In January, staff led a Tinkercad class for a local Girl Scout troop, and in February, they have planned a sewing class for a group of adults with disabilities.

Staff

Jenny Mehta implemented a hands-on refresh training program called Machine of the Month for staff that work in the Southeast Makerspaces. Each month, staff are given an assignment to create. This month, staff have been asked to create something on the laser cutter.

West Region

Access

John Grant relayed an appreciative interaction with a patron who checks out library hotspots:

“I could almost see tears welling up in his eyes as he told me he is staying at a shelter and that there is not enough bandwidth for everyone to be on the Wi-Fi. With the hotspot he is able to connect to the internet and do job searches and fill out applications. He just gushed about how grateful he was that we made that possible. It's not about anything I did, but it makes me happy to be part of what made this possible.”

Senior Library Associate Shannon Miller submitted a program proposal for adults with memory loss to Yvette Dow-Rose in EDI. It was approved. Rockrimmon Library will be the pilot location for this programming.

Amy Petersen-Weddle, at the Cheyenne Mountain Library, said that she strives to learn the names of regular patrons so she can address them more personally when they visit Cheyenne. She also introduces herself and learns the names of any staff or contractors who come through Cheyenne, creating a positive, welcoming environment that staff and patrons alike greatly appreciate.

Baby Time programming debuted at the Old Colorado City Library in January with strong attendance numbers and happy participants. Tummy time toys are the most recent resources acquired for Family & Children's Services programming at the Old Colorado City Library, purchased with funds given by the Old Colorado City's Friends of the Library. Sarah Hoelting values the investment in early literacy programming at her location.

At Manitou Springs Library, Karin Swengel was able to get the first Knitting Club together in Manitou since the pandemic. Although it just started, it is already becoming popular. Having a textile group, where like-minded individuals can gather together, and share each other's company has been much needed in the community.

Celia Egghart in partnership with School Librarian Kate Kettler, set up this season's installment of Ute Pass Elementary School art in the Children's Room at Ute Pass Library. This season, 1st and 2nd graders submitted out of this world rocket ships and space scenes. A couple of students from the school have already come by to take a photo with their displayed art.

Community Connections

Lauren Chartier and June McGinn are creating partnerships with local youth church groups. “At the beginning of January, we had our first outreach with the Broadmoor Youth Church Group with Hannah Zwahlen (CH). We presented booktalks and shared our vast online resources with teens and a couple of adults. By offering these kinds of community outreach sessions, we can let our patrons know about all of the different things that we have to offer, that they often don’t know about. This was a partnership recommended to us from our contact at First Congregational United Church of Christ. It feels really good to build our network,” said McGinn.

The Mobile Library Staff teamed up with PPLD’s Communications Department at the Olympic and Paralympic Events. January Fairfield and Rachel Martin (Penrose) provided an hour-long story time and craft inside the museum which was a success serving 90 people! Outside the museum, Mobile Library staff served 46 patrons by creating 18 library cards and checking out 27 items!

Annie Spencer hosted a Mosaic Painting program for ages 16+ at Old Colorado City Library and 10 of the 12 possible registration slots were filled. All the attendees enjoyed working on their paintings and learning about Alma Thomas. Annie received several wonderful compliments from patrons about the event, including “You really made me feel comfortable painting and trying a new art form when I was so worried about whether it was good or not” and “This program is so fun and simple to do! I want to do this at home now.”

Physical and Virtual Spaces

Bradley Butzin at Ruth Holley Library continues to work on redesigning the teen space to allow equitable access to physical and virtual spaces in safe and inclusive environments, which cater to teen sentimentalities.

Staff

Ruth Holley Library was super excited to welcome a new team member, Vanessa Johnson (Library Associate). She expressed that she gets feel-good vibes from the rest of the team and how great it feels to be a part of that.

Adult Education

Access

The Adult Education team held winter orientation for new students enrolling in ESL and GED/HiSET classes. Over 12 sessions, 70 patrons learned about class options and took placement tests, and 63 enrolled in a class (29 ESL, 34 high school equivalency). After two weeks of class, 49 of the winter recruits remain enrolled in class.

Accountability

Kim Hoggatt and Christine Layton collaborated to file for the fiscal year’s first request for reimbursement for the AEFLA/IELCE federal grants which offsets the cost of adult education staff, Food Industry Training supplies, ESL and GED/HiSET curriculum, and other resources.

Communications

Career Navigator Deya Rohe now attends monthly meetings of the hospitality sector partnership at Pikes Peak Workforce Center (PPWFC) to represent the Food Industry Training. Deya is also

meeting with the PPWFC business liaison to share information on adult education programs and arrange a job fair for adult education students.

Community Connections

The Food Industry Training class established a new community partnership with The Radisson. The partnership arose through the PPWFC hospitality sector meetings.

The Adult Education team is collaborating with Denver USCIS to host a Naturalization ceremony on July 28, 11:00am-1:00pm, in the Venue at Library 21c.

Physical and Virtual Spaces

In-person and online classes continue to maximize accessibility.

Staff

Interim director Christine Layton registered for the Spring 2023 Leadership Certificate Program.

Adult Services

Access

Bryan Matthews compiled the 2022 Adult Services Division LibGuide statistics. These resources provide important access to information in many diverse subject areas. Five subject area guides (some composed of several individual LibGuides) account for 61,870 views in 2022, or 22.8% of all PPLD LibGuide views. All of these subjects are maintained by one or more Adult Services staff member. These areas are:

1. Law, Legal, and Government – 19,758 views
2. Magazines & Newspapers – 11,320 views
3. Business and Finance – 11,270 views
4. Countries & Cultures – 8,926 views
5. Authors, Writing/Publishing, and Literature – 8,578 views

Accountability

Heidi Buljung is working with a team of colleagues to develop an evaluation tool to help provide feedback about continuation, changes, or elimination of programs or services.

Communications

Heidi Buljung connected with Colorado College regarding All Pikes Peak Reads and the Americans and the Holocaust exhibit. Plans are in the works to have Colorado College provide at least one program for us in support of the exhibit, and she is still working with them to see if one of their professors can be our APPR author. Colorado College is excited about the opportunity to work with us and be involved with both projects this year.

Community Connections

Katie Edson had a good-size outreach event at the Cheyenne Mountain Newcomer's Club. Approximately 55 members of the Newcomer's Club were in attendance. They were a vibrant and enthusiastic group to speak to, with lots of wonderful questions. They also shared stories of how much they appreciate all of PPLD's resources.

Physical and Virtual Spaces

Deb Hamilton is working on ways that PPLD can support access to important legal services both virtually and in person. On January 2, they held the first Virtual Pro Se Clinic of 2023. They had one person attend in person and helped four over the phone. Deb felt it was a good turnout considering the weather and it was right after the holidays. She also works with the Access to

Justice Committee and they had a meeting for the subcommittee who is working on services for immigrants. They will be working on creating several informational videos in Spanish, expanding the advertising for their current events, and will attend the Fiestas Patrias in September in an effort to create awareness of the range of legal services available.

Staff

Melissa Mitchell completed a four-week course called Excel for Librarians offered by Library Juice Academy. This course required that she dedicate time each week to learning pieces of Excel that will support her working with spreadsheets, formulas, data, and several functions that are useful for librarians. She was immediately able to apply some of what she learned and hopes to continue to learn more and enjoy working with this helpful tool.

Collection Management

Access

In January, Collection Management staff added 7,352 items and 1,149 magazines to the physical materials collection. Acquisitions staff reviewed 342 patron purchase requests in December and ordered 60% of them.

The Interlibrary Loan team fulfilled a patron request by reaching out to the Royal Academy of Music, located in London, England, to have material digitized. The material was added to the Internet Archive and is now accessible to the public.

PPLD utilizes a courier to move thousands of items around the District each day, filling patron holds and offloading excess materials from small and medium sized libraries to larger libraries. A recent effort to decrease material sorting done by the drivers uses cloth bags for staff to sort items by destination. The bags allow the libraries to maintain a small footprint for the task. Initial reports from the courier are that this increased the efficiency of the route.

Accountability

A meeting with PPLD's OverDrive rep provided interesting data.

- There has been a 6% year-over-year growth in checkouts.
- The Libby app accounts for 72% of checkouts and 13% are from the OverDrive app.
- The number of holds on OverDrive titles has increased from 43,900 in Jan 2021 to 82,700 in December 2022.
- PPLD patrons wait an average of 30 days to receive a hold on an eBook or eAudio, which is within the average of 25-35 days among peer libraries (Denver Public Library, Boston Public Library, Nashville Public Library).

Interlibrary Loan had a turnaround time (time from receiving the request to making the item available to the patron) of five days for articles and 16.5 days for physical materials.

Collection Management staff visited the libraries to do the annual random sample inventory. The purpose of the inventory is to measure the accuracy of catalog information for items on where they are supposed to be with the actual item location. The accuracy rate was 98.5%.

Communications

Patrons were alerted that *The Economist* magazine is no longer available through the Libby app due to publisher changes for its use. It was one of the most used eMagazines by PPLD patrons.

Community Connections

Colleen Medling assisted Communications staff with an outreach for the Library Cardholder Discount Weekend at the U.S. Olympic & Paralympic Museum.

Physical and Virtual Spaces

The Integrated Library System (ILS) team is working on data cleanup in the ILS. They are also working on refreshing the PPLD Mobile app.

Greg Roes met with staff at two libraries to discuss and review requested changes to their shelving layouts.

Staff

Cataloger Nick Demetriades attended a new, smaller conference called LibLearnX, presented by the American Library Association. He thought the conference sessions were informative and the overall experience was productive.

Creative Services

Access

Lauren Fellers ran the first Repair Café of 2023 at Library 21c. Eleven patrons attended the event, learning how to repair lamps, bracelets, CD players, children's toys, pants, and much more. During the event, Lauren Fellers trained the newest member of the committee, Cameryn Broin from East Library, in how to facilitate Repair Cafés. The event received glowing reviews from patrons, including a promise to bake cookies for all the volunteers, and one attendee inspired to apply to volunteer herself. It was a positive start to the year and a great sign that Repair Café is maintaining the momentum it started to build up in 2022.

Jennifer Eltringham and Lauren Fellers attended the How to Really Reach the Latino Community webinar through the Colorado State Library.

Accountability

Lauren Fellers interviewed some of the applicants for the upcoming Food Industry Training to determine suitability for admission and helped run four Informational Sessions & Pre-Tests with Scott Crum and staff from Adult Education. Thirty-six people applied to the program, which was a record high. This cohort had a strong group of candidates, and the selected students will be notified in February. News about the program has been spreading. Several of the applicants noted that they were told about FIT by their employers.

Communications

Jennifer Eltringham spoke with librarians from the Piscataway Public Library in New Jersey about the Maker in Residence program to help them start their own.

Community Connections

Jennifer Eltringham and the All Pikes Peak Makes planning committee launched the application for participation in the event in April.

Lauren Fellers drafted and signed a partnership agreement with Pikes Peak Makerspace (PPM) in support of PPLD's long-running Repair Café program. As a result of the agreement, PPM will be hosting three Repair Cafés at their location. They will provide space, tools, and additional

volunteer-run repair stations, expanding the Repair Café's reach and making this resource available to more people in the community.

Staff

Ben Dahlby applied to and was accepted for the Spring PPLD Leadership Program cohort.

Sarah Holland presented an overview of using Microsoft Planner and Lists at a Public Services Directors meeting. This software has proven to be helpful for better organizing some of Creative Services' work, and she was able to show some basics of this lesser-known software in the hopes that it might also be beneficial for others in the District.

Becca Cruz helped plan a retreat for Library Makers, the new organization for library maker professionals that PPLD is a charter member of. She also wrote a [blog post](#) for the organization on the value of maker services. Jennifer Eltringham runs and edits the blog, and also contributed a [post](#) at the end of 2022.

Equity, Diversity, and Inclusion Services

Accountability

Equity, Diversity, and Inclusion Services is working with Facilities and management at Library 21c to review and provide an accessibility ramp for the studio area within the library.

Communications

Shirley Martinez attends the community meetings for the communications group sixty-35. This allows PPLD to understand the new organization and to find out how to provide information for the program we share Patrons of Influence. These panels are conducted every quarter.

Community Connections

Equity, Diversity, and Inclusion partnered with Random House Children's Books to bring in Carlotta Walls LaNier to speak at Library 21c about the relaunch of her book, *A Mighty Long Way: My Journey to Justice at Little Rock Central High School*. The book was adapted for young readers. Poor Richard's Bookstore was on hand providing books for purchase.

Physical and Virtual Spaces

Equity, Diversity, and Inclusion restarted the Library Explorers program. The program was newly reimagined with some old favorites like the iPad and presenters, as well as new educational books, crafting kits, sensory activities, and adaptive game controllers. This program provides a profound and engaging environment for our adult patrons with developmental and physical disabilities.

Family & Children's Services

Access

Christa Funke worked with Danielle Seltenright (Young Adult Services) and Scott Crum (Creative Services) to provide Kitchen Knife Safety for Middle Schoolers. Middle schoolers learned how to handle knives safely and how to do different types of cuts on different vegetables and fruit. The middle



schoolers enjoyed the program, especially eating the cut-up fruit and veggies, and the program has garnered interest for additional sessions.

Accountability

Christa Funke calculated needed prize numbers for Summer Adventure 2023 based on enrollment and completion numbers from 2022, compared the needed total to leftover prizes from previous years, and started looking for inexpensive prizes to use for the completion prizes.

Communications

Family & Children's Services received 25 school requests in January and three classroom set requests. FCS had nine school visits this month and we worked with 822 students.



Community Connections

Family & Children's Services, Young Adult Services, and Collection Management launched the Educator's Card. Teachers and educators (Pre-K-12th grade) including homeschooling and post-secondary educators who teach in El Paso County may qualify for an Educator's Card. This card allows educators to have an extended checkout. Kasey Andrade Smith (Curriculum, Instruction, & Assessment Coordinator, HSD2) commented to Betty McDonald, "we told you what we needed, and you responded with classroom sets and the Educator Card. Thank you!"

Physical and Virtual Spaces

Laura Broderick completed a Community Partnership Agreement with Peak Autism Services to attend our Sensory Storytimes and provide requested resources to caregivers. Sensory resource fliers were created for locations to inform patrons of PPLD resources. In addition, Communications approved a survey, provided by the State Library, for locations to offer to caregivers with children with autism. This will help PPLD learn what we can do to better support our families.

Staff

Evan Childress presented at the LibLearnX conference in New Orleans, Louisiana. Her presentation, Beyond ECRR: Helping Families Boost Interactive Talk with COVID-Era Babies, discusses PPLD's experience facilitating the LENA Start program and its positive impact in the community.

Regional History & Genealogy

Access

RH&G provides access to unique and irreplaceable historic records to community members, researchers, and patrons. In 2022, staff members served 10,000 patrons with finding information about the Pikes Peak Region and Colorado, answering reference questions, or using our non-circulating collection. Staff indexed 5,350 Gazette articles for inclusion in Pikes Peak Newsfinder and scanned an additional 1,400 patron requests for newspaper articles. Benjamin Harrison, Toni Miller, Jessica Spiker, Dave Wendel and Jamie Wagner performed the bulk of this valuable work.



In August 2022, RH&G earned an IMLS Museums for America grant to provide funds for digitization of 7,000 aerial images of the Pikes Peak region. In January, Jessica Spiker began as the grant-funded Digital Archives Specialist. The project team set up the grant-funded equipment and began experimental scanning. Initial efforts focused on bringing scanning quality up to Federal Agencies Digital Guidelines Initiative standards, the industry benchmark for cultural and heritage institutions digitization.

Nina Kuberski and Erinn Barnes updated and standardized metadata in digital collections to conform to Dublin Core, the industry best practice. They also chose appropriate controlled vocabularies for each field. This will aid in the sharing of collections with the Digital Public Library of America and improve patron search capabilities.

Dave Wendel completed digital conversion of 130 VHS tapes stored in the vault. The VHS tapes include interviews, local meetings, documentaries, regional history series pieces, and films the PPLD video department produced. This digitalization project accomplished two goals: 1) Digital material allows for greater access not dependent on a physically visiting Special Collections, 2) the VHS tapes were at the end of their lifetime. VHS tape lasts between 10 and 25 years before the material deteriorates. Most of the irreplaceable VHS were 25 years old or older. Dave began this project in October.

Accountability

The Regional History & Genealogy team strives to collect and document the history of the community. As a part of this commitment, staff members are coordinating efforts with the Colorado Springs Pioneers Museum to comprehensively document the Club Q shooting and the community response to it. One aspect is documenting the news on the internet and social media. Erinn Barnes applied and was selected into Internet Archive's Community Webs program. Participants receive a multi-year subscription to the Archive-It web archiving service, training, technical support, and perpetual storage on Archive-It.org. This builds capacity for incorporating web archiving into the collecting and preservation work of the District.

Young Adult Services

Access

Mikaela Fortune, Lauren Chartier (Penrose Library), and Britt Bloom developed a media literacy course for outreach. This short class is intended for middle and high school students. Mikaela began marketing this course to educators through the January and February school newsletters.

Accountability

In 2022, Young Adult Services and Safety, Security, and Social Services conducted a pilot service of providing free hygiene supplies at five libraries. This service proved popular, but funding limitations had us looking elsewhere for support. Danielle Seltenright worked with El Paso County Public Health to find funding to offer this service at East and Penrose Libraries for most of 2023.

Communications

Britt Bloom and Becca Philipsen continue to monitor the teen Instagram account with help and contributions from others across the District. In January, it gained 19 followers and 6,832 people were reached. This post on Instagram talked about using NoveList Plus to find more books to read after finishing a great series. It had 797 views, 33 likes, and 6 people visiting the Instagram profile to use the link to NoveList Plus in the bio.

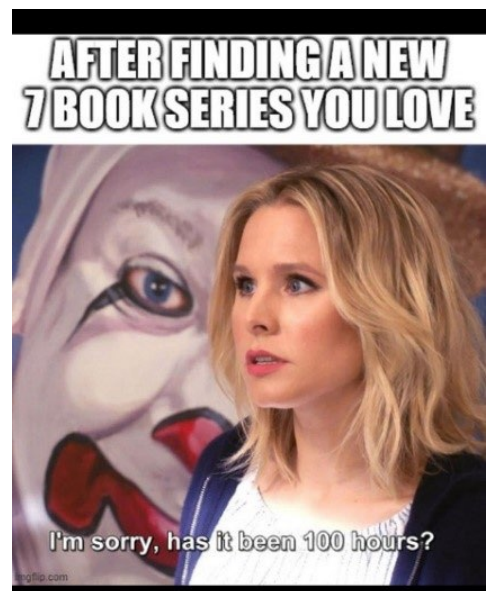
Community Connections

Mikaela Fortune and Amanda Franke (Rockrimmon Library) presented about PowerPass and databases to a group of English teachers at Eagle View Middle School. They demonstrated variety of features in Gale databases that eighth grade students will use for a research project on Western Expansion.

Mikaela Fortune and Yvette Dow-Rose (Equity, Diversity, and Inclusion) provided outreach to the Educating Children of Color Summit. Mikaela and Yvette provided information to about 150 attendees and distributed nine library cards.

Staff

Danielle Seltenright is part of the Organizational Excellence Team which is responsible for organizing and executing organization-wide staff appreciation initiatives. The group determined the need for a secretary role, which Danielle will be for one year.



2022 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	23157	0	0	0	0	0	0	0	0	0	0	0	23157
Mobile Libraries Total	8716	0	0	0	0	0	0	0	0	0	0	0	8716
Calhan	1392	0	0	0	0	0	0	0	0	0	0	0	1392
Cheyenne	21449	0	0	0	0	0	0	0	0	0	0	0	21449
Fountain	11317	0	0	0	0	0	0	0	0	0	0	0	11317
High Prairie	23830	0	0	0	0	0	0	0	0	0	0	0	23830
Holley	13603	0	0	0	0	0	0	0	0	0	0	0	13603
Manitou	2635	0	0	0	0	0	0	0	0	0	0	0	2635
Monument	23967	0	0	0	0	0	0	0	0	0	0	0	23967
Old Colorado City	7371	0	0	0	0	0	0	0	0	0	0	0	7371
Palmer Lake	974	0	0	0	0	0	0	0	0	0	0	0	974
Rockrimmon	23420	0	0	0	0	0	0	0	0	0	0	0	23420
Sand Creek	12702	0	0	0	0	0	0	0	0	0	0	0	12702
Ute Pass	1516	0	0	0	0	0	0	0	0	0	0	0	1516
Senior Van	1551	0	0	0	0	0	0	0	0	0	0	0	1551
Bookmobiles	7165	0	0	0	0	0	0	0	0	0	0	0	7165
East	88958	0	0	0	0	0	0	0	0	0	0	0	88958
Library 21c	62596	0	0	0	0	0	0	0	0	0	0	0	62596
Parenting	243	0	0	0	0	0	0	0	0	0	0	0	243
Total Physical Materials	327846	0	0	0	0	0	0	0	0	0	0	0	327846

YTD CIRC Comparison	2023	2022	% Change
Penrose	23157	24199	-4.3%
Mobile Libraries Total	8716	9359	-6.9%
Calhan	1392	2065	-32.6%
Cheyenne	21449	22044	-2.7%
Fountain	11317	9674	17.0%
High Prairie	23830	20106	18.5%
Holley	13603	14320	-5.0%
Manitou	2635	1987	32.6%
Monument	23967	23535	1.8%
Old Colorado City	7371	9480	-22.2%
Palmer Lake **	974		
Rockrimmon	23420	24678	-5.1%
Sand Creek	12702	12529	1.4%
Ute Pass	1516	2065	-26.6%
Senior Van	1551	1359	14.1%
Bookmobiles	7165	8000	-10.4%
East	88958	85502	4.0%
Library 21c	62596	58684	6.7%
Parenting	243	132	84.1%
Total Physical Materials	327846	320359	2.34%

Current Month Comparison CIRCULATION	2023	2022	% Change
Penrose	23157	24199	-4.3%
Mobile Libraries Total	8716	9359	-6.9%
Calhan	1392	2065	-32.6%
Cheyenne	21449	22044	-2.7%
Fountain	11317	9674	17.0%
High Prarie	23830	20106	18.5%
Holley	13603	14320	-5.0%
Manitou	2635	1987	32.6%
Monument	23967	23535	1.8%
Old Colorado City	7371	9480	-22.2%
Palmer Lake	974		
Rockrimmon	23420	24678	-5.1%
Sand Creek	12702	12529	1.4%
Ute Pass	1516	2065	-26.6%
Senior Van	1551	1359	14.1%
Bookmobiles	7165	8000	-10.4%
East	88958	85502	4.0%
Library 21c	62596	58684	6.7%
Parenting	243	132	84.1%
Total Physical Materials	327846	320359	2.34%

Circulation Report By Facility January 2023

Current Month Comparison VISITORS	2023	2022	% Change
Penrose	25182	18543	35.8%
Mobile Libraries Total	2537	2599	-2.4%
Calhan	515	430	19.8%
Cheyenne	10723	6985	53.5%
Fountain	4883	4440	10.0%
High Prairie	8452	4694	80.1%
Ruth Holley	8694	6029	44.2%
Manitou	3031	3078	-1.5%
Monument	6974	6684	4.3%
Old Colorado City	4804	5156	-6.8%
Palmer Lake **	259		
Rockrimmon	11358	10515	8.0%
Sand Creek	5395	7193	-25.0%
Ute Pass	746	938	-20.5%
Knights of Columbus Hall	611	280	118.2%
East	24373	22210	9.7%
Library 21c	28611	24184	18.3%
TOTAL	147148	123958	18.7%
Special Collections	905	738	22.6%

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

2023 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	250474	0	0	0	0	0	0	0	0	0	0	0	250474
DVD	56307	0	0	0	0	0	0	0	0	0	0	0	56307
CD Music	6673	0	0	0	0	0	0	0	0	0	0	0	6673
CD Book	6958	0	0	0	0	0	0	0	0	0	0	0	6958
Playaway	3765	0	0	0	0	0	0	0	0	0	0	0	3765
Kit	1473	0	0	0	0	0	0	0	0	0	0	0	1473
Game	2196	0	0	0	0	0	0	0	0	0	0	0	2196
Discovery Kits	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	327846	0	0	0	0	0	0	0	0	0	0	0	327846
													0
ILL	1149	0	0	0	0	0	0	0	0	0	0	0	1149
CyberShelf-OverDrive	246312	0	0	0	0	0	0	0	0	0	0	0	246312
eReader	2	0	0	0	0	0	0	0	0	0	0	0	2
Hot Spots	68	0	0	0	0	0	0	0	0	0	0	0	68
Cameras & Equipment	57	0	0	0	0	0	0	0	0	0	0	0	57
													0
TOTAL STATE Circ	575434	0	0	0	0	0	0	0	0	0	0	0	575434
Freegal Music	5794	0	0	0	0	0	0	0	0	0	0	0	5794
Freading	109	0	0	0	0	0	0	0	0	0	0	0	109
DVD Player	114	0	0	0	0	0	0	0	0	0	0	0	114
Hoopla	3631	0	0	0	0	0	0	0	0	0	0	0	3631
Comics	636	0	0	0	0	0	0	0	0	0	0	0	636
Kanopy	3007	0	0	0	0	0	0	0	0	0	0	0	3007
													0
CLC	6985	0	0	0	0	0	0	0	0	0	0	0	6985
Laptop Use	377	0	0	0	0	0	0	0	0	0	0	0	377
Active Users	199682	0	0	0	0	0	0	0	0	0	0	0	199682

Monthly Circ by Format			
	2023	2022	Change
Print	250474	237439	5%
DVD	56307	62079	-9%
CD Music	6673	6472	3%
CD Book	6958	7620	-9%
Playaway	3765	3444	9%
Kit	1473	1220	21%
Game	2196	2048	7%
Discovery Kits	0	37	-100%
TOTAL Physical Items	327846	320359	2.34%
ILL	1149	1038	11%
CyberShelf-OverDrive	246312	224880	10%
eReader	2	0	
Hot Spots	68	102	-33%
Cameras & Equipment	57	41	39%
Total e-materials	246382	224982	10%
Freegal Music	5794	5729	1%
Freading	109	106	3%
DVD Player	114	94	21%
Hoopla	3631	3112	-100%
Comics (included in Hoopla)	636	479	33%
Kanopy	3007	3197	-6%
CLC	6985	6406	9%
Laptop Use	377	180	109%
Active Users	199682	210566	-5%

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

MTD Total	2023	2022	Change
January	575434	546420	5%
February		499412	-100%
March		578679	-100%
April		537810	-100%
May		540277	-100%
June		586297	-100%
July		587929	-100%
August		595485	-100%
September		554320	-100%
October		552444	-100%
November		541154	-100%
December		527011	-100%

YTD Total	2023	2022	Change
January	575434	546420	5%
February		1045832	-100%
March		1624511	-100%
April		2162321	-100%
May		2702598	-100%
June		3288895	-100%
July		3876824	-100%
August		4472309	-100%
September		5026629	-100%
October		5579073	-100%
November		6120227	-100%
December		6647238	-100%

**Circulation Report
By Item Type**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	13,428												13,428
Mobile Libraries	5,368												5,368
Calhan	815												815
Cheyenne	13,475												13,475
Fountain	7,073												7,073
High Prairie	14,712												14,712
Ruth Holley	8,114												8,114
Manitou Springs	1,596												1,596
Monument	14,739												14,739
Old Colorado City	5,031												5,031
Palmer Lake	577												577
Rockrimmon	14,497												14,497
Sand Creek	7,404												7,404
Ute Pass	1,001												1,001
Senior Van	1,178												1,178
East	53,107												53,107
Library 21c	37,622												37,622
Total	199,737	0	0	0	0	0	0	0	0	0	0	0	199,737

YTD CIRC Comparison	2023	2022	% Change
Penrose	13,428	14,167	-5.2%
Mobile Libraries	5,368	6,212	-13.6%
Calhan	815	1,294	-37.0%
Cheyenne	13,475	14,024	-3.9%
Fountain	7,073	6,057	16.8%
High Prairie	14,712	12,010	22.5%
Ruth Holley	8,114	8,509	-4.6%
Manitou Springs	1,596	1,186	34.6%
Monument	14,739	15,011	-1.8%
Old Colorado City	5,031	6,025	-16.5%
Palmer Lake	577	0	
Rockrimmon	14,497	15,529	-6.6%
Sand Creek	7,404	7,289	1.6%
Ute Pass	1,001	1,439	-30.4%
Senior Van	1,178	975	20.8%
East	53,107	51,190	3.7%
Library 21c	37,622	34,870	7.9%
Total Physical Materials	199,737	195,787	2.0%

Current Month CIRCULATION Comparison by Facility	2023	2022	% Change
Penrose	13428	14167	-5.2%
Mobile Libraries	5368	6212	-13.6%
Calhan	815	1294	-37.0%
Cheyenne	13475	14024	-3.9%
Fountain	7073	6057	16.8%
High Prairie	14712	12010	22.5%
Ruth Holley	8114	8509	-4.6%
Manitou Springs	1596	1186	34.6%
Monument	14739	15011	-1.8%
Old Colorado City	5031	6025	-16.5%
Palmer Lake	577	0	
Rockrimmon	14497	15529	-6.6%
Sand Creek	7404	7289	1.6%
Ute Pass	1001	1439	-30.4%
Senior Van	1178	975	20.8%
East	53107	51190	3.7%
Library 21c	37622	34870	7.9%
Total Physical Materials	199737	195787	2.0%

Current Month e-materials & Summary	2023	2022	% Change
Overdrive	246312	224880	9.5%
eReaders	2	0	#DIV/0!
Hot Spots	68	102	-33.3%
Total e-materials	246382	224982	9.5%
ILL	1149	1038	10.7%
Cameras/Equip	57	41	39.0%
Physical Materials	199737	195787	2.0%
Total Monthly Circ	447325	421848	6.0%

Circulation without Renewals

January 2023

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

Current Month Comparison VISITORS	2023	2022	% Change
Penrose	25182	18543	35.8%
Mobile Libraries	2537	2599	-2.4%
Calhan	515	430	
Cheyenne	10723	6985	53.5%
Fountain	4883	4440	10.0%
High Prairie	8452	4694	80.1%
Ruth Holley	8694	6029	44.2%
Manitou	3031	3078	-1.5%
Monument	6974	6684	4.3%
Old Colorado City	4804	5156	-6.8%
Palmer Lake	259		
Rockrimmon	11358	10515	8.0%
Sand Creek	5395	7193	-25.0%
Ute Pass	746	938	-20.5%
East	24373	22210	9.7%
21c	28611	24184	18.3%
KCH	611	280	118.2%
TOTAL Visitors	147148	123958	18.7%
Special Collections	905	738	22.6%

Communications Department: Report for February 2023

NEWS COVERAGE

- Total features and mentions:
 - **January 2023 (and year-to-date):** 228
 - **Average per month:** N/A yet
- Highlighted coverage (last month):
 - Multiple outlets ran stories about PPLD’s announcement about **taking precautionary measures involving contamination screening for meth residue**, with a total of 87 reports and mention via print, radio, and TV. Some of the coverage included [KCFR](#), [FOX21 News](#), [Denver7 News](#), [KKTU](#), and others.
 - The **library cardholder discount weekend at the U.S. Olympic & Paralympic Museum** was spotlighted by local media, including [FOX21](#) and [The Gazette](#).
 - The Gazette covered PPLD’s **security protocols, including suspensions**.
 - The **visit from Carlotta Walls Lanier of the Little Rock Nine** was covered by local news outlets like [The Gazette](#), [KOAA](#), [Publishers Weekly](#), [FOX21](#), and [KRDO](#).
 - The **“We Have a Story” photovoice project and exhibit** was highlighted by [99.9 The Point](#) and [KOAA \(NBC\)](#).
 - Last month’s Library Limelight column, featured online and in the print edition of [The Tribune](#), is a letter from PPLD’s Interim Chief Librarian & CEO to the Tri-Lakes community that **reflects on 2022 and looks ahead**.



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

DIGITAL MARKETING

- PPLD.org website statistics (last month):
 - **Most popular web pages**, besides the home page: ppld.org/kids
 - **January totals:** 153,058 visitors, with 138,355 being new; 451,545 pageviews; and 257,458 sessions
- District-wide social media statistics (last month):
 - **Facebook:** 15,356 total followers (main account); 31,933 total followers (all other accounts combined)
 - **Instagram:** 3,366 total followers (main account); 571 total followers (PPLD Teens)
 - **Twitter:** 5,246 total followers with 13,000 impressions/reach
 - **LinkedIn:** 1,427 total followers
 - **YouTube:** 7,215 subscribers; 34,070 monthly views; 5,681,506 lifetime views
 - **Online video views:** 2,000 on Vimeo; 2,089 on Facebook

OTHER MARKETING & PROMOTION

News & announcements

- [Taking precautionary measures following recent meth contamination at other libraries](#)
Announcement excerpt from January 19: PPLD is aware of the recent incidents at other public libraries in Colorado involving methamphetamine contamination inside one of their public restrooms. Though there is no known exposure at any PPLD facility, Library leadership is taking proactive action to ensure the safety and well-being of patrons and staff. All Library locations remain open to the public and are safe to visit.
- **Library collection use in 2022**
 - [PPLD made the two-million checkout list for OverDrive!](#) Digital checkouts of eBooks, eAudiobooks, eVideos, and eMagazines via PPLD totaled nearly 2.7 million for last year.
 - See the [top book checkouts](#) from last year.

Promotional campaigns, programs, & other activities

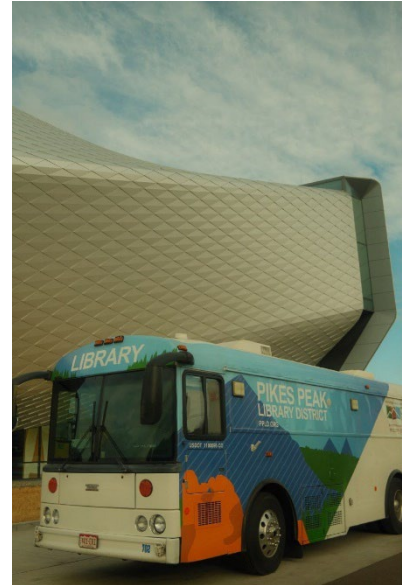
- [Love Letters to the Library](#) (through February 28)
Celebrate Library Lovers' Month and send PPLD a valentine! Tell us what you love about your Library and be entered to win prizes.
- [Winter Adult Reading program](#) (through March 30)
The annual reading program kicks off soon! Log 30 days of activities to earn prizes. Activities include attending one of the planned PPLD activities and/or reading for 30 minutes or more per day.
- [Relaunch of Discovery Kits](#)
Discover something new! These interactive kits from PPLD allow you to explore new hobbies and interests from home. We have kits for all ages. Explore robotics and wiring, weaving on a loom, Lego Mindstorm builds, blanket forts, and more.
- [Homeschool Science Fair](#) (Feb. 17)
Interested in seeing some amazing experiments from up-and-coming scientists? Visit our annual Homeschool Science Fair to browse and chat with project creators. It will take place on Fri., Feb. 17 starting at 10 a.m. in the Venue at Library 21c.
- **Recognitions and celebrations (with Library programs, activities, and resources):**
 - [Black History Month](#) (February)
- **Other Library programs and activities** can be found on [PPLD's event calendar](#).



COMMUNITY ENGAGEMENT

Partnerships & outreach

- **Successful [discount weekend at the U.S. Olympic & Paralympic Museum](#)**
PPLD and U.S. Olympic & Paralympic Museum have teamed up to offer a discount weekend at the museum for library cardholders from January 28-29.
 - **450** library cardholder visitors
 - **31** new library cardholders
 - **90** crafts done, including Storytime participants
- **[Tax season resources and partnerships](#)**
PPLD offers an **online resource guide** as well as partners with local agencies to help residents get help in preparing and filing their tax returns. This year PPLD is partnering with **AARP Foundation Tax-Aide** and **VITA (Volunteer Income Tax Assistance Program)** to offer free tax preparation services on-site at Library locations, thanks to a team of IRS-certified volunteers through mid-April.
- **New official community partnership agreements signed and/or underway:**
 - [CONO](#) for helping host and provide recording equipment for their Neighborhood University sessions held at Library locations in 2023
 - [El Paso County Public Health](#) for a hygiene product giveaway
 - [Pikes Peak Workforce Center](#) for their satellite location hosted at High Prairie Library
 - [Repair Café](#) programs hosted in partnership with Creative Services
 - [Sixty35 Media](#) for “Patrons of Influence” in-person and livestreamed events in 2023
- **Community outreach activities** (excluding school visits):
 - 10 total events



Pikes Peak Culture Pass

- **Partners:** 7 active museums and attractions
- **January total:** 98 digital pass checkouts

TEAM NEWS

- **Bidding farewell and thanking the following staff members for their service to PPLD:**
 - Mariana Morage, Marketing Project Coordinator
 - Michelle Ray, Chief Communications Officer
- **Given these departures, the following interim coverage will happen:**
 - Denise Abbott, who has served as PPLD’s Director of PR & Marketing since April 2021, will become Interim Chief Communications Officer after February 17.
 - Graphic Designers Rachel Quinn and Alyssa Scaduto will ensure marketing project coordination continues in the interim, with support from Denise Abbott and other Communications team members.

Facilities Department Report February 15, 2023

Projects

Penrose Parking Meters: The parking system replacement project at Penrose Library is still pending. We are working to confirm shipping date with the supplier of the kiosks. Shipment is targeted for early February. Once shipment is confirmed, we will work with our Flowbird representative and installer for scheduling completion.

Library 21c Turf Conversion: The planning for converting the existing turf at Library 21c is close to completion. We are finalizing the last of the specifications with the landscape architect. It is our hope to have bidding documents completed and released within the next few weeks.

High Prairie Pavilion: Facilities and High Prairie staff are working with TK Architecture in the design of a pavilion to be incorporated into the open space behind the library. Due to budgeting constraints we are currently working with TK and High Prairie staff to determine a design that is less costly than originally estimated but would still provide for its intended use.

Additional Projects: The construction of a meeting room for the district's collection management department at 21c is in process and completion is estimated by mid-February. The classroom for the Knights of Columbus Hall is awaiting materials for the project and anticipate work beginning the end of February. Facilities staff completed renovation of the staff restroom at Rockrimmon Library. This work was done in-house. We are also planning some renovations to the teen area at Ruth Holley. Some of this work is planned to coincide with the April In-Service Day as a training opportunity for utilizing the district's stack lifters. Planning is beginning for the East Library asphalt replacement in 2024, as well as elevator modernization and other projects that are anticipated to have significant impacts on library operations.

Facilities Master Plan: The Facilities District office has been researching Facilities Master Plans from other library districts and reviewing previous feasibility studies completed by PPLD. We are in the process of developing the scope of work for the Request for Proposal and updating pertinent data need in order to complete this process.

Operations

The Facilities department completed training of new staff on the Legionella Water Management Program and also completed the required program annual audit and annual meeting.

Monthly Statistics

In the month of January, 2023, the Facilities department completed a total of (153) 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, 2023, Facilities staff completed a total of (155) demand work orders (work orders submitted by PPLD staff) accounting for (221.1 hours) of staff time and (174) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (231.09 hours) of staff time. A total of (329) work orders. Facilities on-call personnel responded to (0) emergency after-hours calls in January, 2023. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
February 2023
Heather Laslie, Chief HR & OD Officer**

January Statistics:

- Volunteer

January 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	167	1067
Teens: Virtual	5	12
Teens: Onsite	27	130
Friends of the Library	71	638

- Recruitment

Recruitment / Selection Activity	January 2023
Jobs Posted	1
Newly Hired Employees	9
Promoted Employees	2
Transferred Employees	0
Separated Employees	5

- Staffing

Staffing Stats	January 2023
Total Permanent Employees	406
Total Active Positions	450

HR Team Major Projects:

- Worked out ERP database kinks for finalizing 2022 1095-Cs (statements that show medical insurance eligibility for past year) in order to meet IRS compliance deadline for mailing out 1095cs to all eligible employees; First time utilizing database to handle 1095-Cs!
- Implemented 6% salary increase for employees (except Chief Librarian & CEO) and sent all employees notifications about their pay status.
- Completed Bridge learning management system annual content review to ensure staff members are accessing relevant content for development. Archived 28 courses due to low enrollment or outdated content.
- Launched 2023 Staff Learning Plans – one plan for all staff members and one additional plan for Management Team and supervisors.
- Accepted 13 staff members into the Leadership Certificate Program for spring.

HR Team Announcements:



PPLD VOLUNTEER TEACHES
YOGA FLOW EVERY WEDNESDAY
AT LIBRARY 21C



Information Technology Board of Trustees Report January 2023

Director of IT Infrastructure Job Posting

The Director of IT Infrastructure position has been posted on Indeed.com and on PPLD's website

MFA (Multi-factor Authentication) Testing and Documentation

We were notified in December that MFA is a requirement by our Cybersecurity Insurance. IT had already begun testing MFA in November and December and so we were ready to roll out on short notice. We initially set it up within our team internally to work out the bugs. The process has now been started on creating documentation for training and we have been rolling out to our kind test users at PPLD. In February, the IT Team will be going branch to branch to help get MFA setup for all PPLD employees. MFA should be fully rolled out to PPLD by February 28.

TBS Upgrade

TBS is the software that logs and tracks patron time on PPLD's public computer labs. Once the MFA project is complete, IT will be working with the Today's Business Solution (TBS) technical team to upgrade to the last version of the TBS software. The upgrade will also include a brand new virtual server hosted at Data 102, our data center downtown. The full upgrade will be done on a Sunday evening to eliminate any downtime for patrons or staff.

100 New Chromebooks

There will be 100 new Chromebooks with LTE cellular data capabilities built in coming soon to be available to the public. These Chromebooks were purchased using funds from the Emergency Connectivity Fund grant which also covers the cost of the LTE service for 1 full year.

IT Projects for 2023

Multi-factor Authentication for Staff and Board

New TBS Server at Data 102

Inventory all IT Capital assets through ERP platform

Endpoint Manager across all systems (remote computer imaging)

Cord cleanup – cable management at all locations

SmartSheet Project Management Tool rollout to track all IT Projects – SmartSheet is also being used by Finance, Facilities, Collection Management.

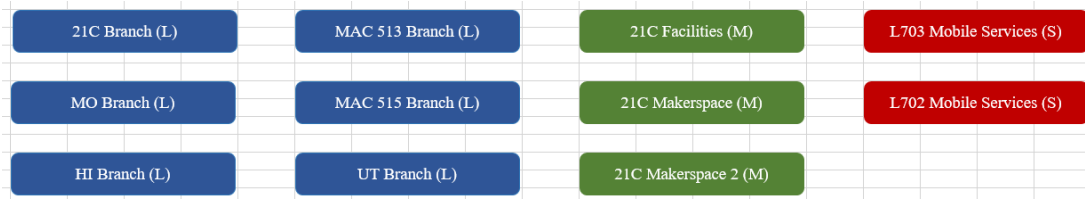
Security Board Report Contributions

Department wide update:

- Department is currently down two Officers.
- Environmental sensors have been received for installation in each of the 51 Public restrooms, will be working with Vender to receive quotes.
- Working on yearly review and refresh of all security policies.
- Security/Safety/Community resources leadership team working on final outline of Security Officer reference guide.
- Assisted Pueblo County library is writing a few security policies as well as recommendations on access control.
- Final installation of Cameras under way at Penrose complex. Hope to have all interior cameras installed by the end of this week. This leaves KCH and Carnegie to complete along with Penrose exterior locations.
- Work on new radio system continues with IT and vender to get them signed into our system. Will begin field testing hopefully this month.
- Working with Facilities to gain temporary occupancy of SOC at East. All equipment has arrived and we are looking forward to standing station up.
- Trainings for the year have started in Security as well as Community resources. We are working on transferring all training tracking to HR's bridge system this year to consolidate and streamline tracking district wide.

Southeast Region

- Updated First Aid Kit Inventory Log. It is now a functioning workbook, if you click on a place, it will take you to the inventory sheet for that location



- Updated CPR/AED Monthly check log. This is one workbook for all libraries and months

LOCATIONS	DATE INSPECTED & INITIALS	INSPECTION PASSED? (Y/N)	PAD EXPIRATION DATES
NORTH REGION			
Library 21c - 1	1/21/2023	Yes	12/28/2024
Library 21c - 2	1/21/2023	Yes	12/28/2024
Calhan	1/26/2023	Yes	12/28/2024
High Prairie	1/26/2023	Yes	12/28/2024
Monument	1/27/2023	Yes	12/28/2023
Palmer Lake	1/27/2023	Yes	Jul-23

> ☰ JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC +

- Updated Stop the Bleed Inventory log. Click on the location and it will come up with an inventory sheet for that location.

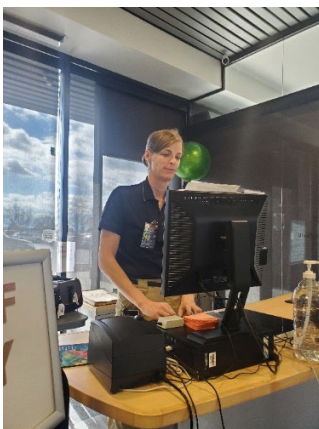
21C	EA	PE	VEHICLES
MO	RO	OL	
PA	RU	UT	
HI	SA	MAC	
CA		FO	
		CH	
		KCH	

North Region

- Richard Hemphill has left PPLD to be able to be with family and to travel. He had been working with the district for 11 years and has loved working with the staff at High Prairie and being part of the North Region security team. We all wish him health and safety in his new adventures to come.



- In the north region, security is called upon often for support on desks. We often are seen helping patrons on desks and are trained for use of the systems on the computers. Chris and Brittany will begin training to better assist patrons and staff



- We have a new officer on the north region team. We are excited to welcome Brittany Clark to the north region team. She has worked previously as a TSA agent and is new to Colorado. She looks forward to working within the north region.



West Region

- Officers broke up a fight with two patrons in the computer lab. CSPD was called, and the patron who was the victim pressed charges.
- The window in the Children's area has been replaced this month. It was broken by a patron in November. Patron was identified later and CSPD notified. The damage was approximately \$2500 for the new glass.



- Staff was assaulted. CSPD and medical on scene. Patron arrested and charged
- Charging stations were damaged by a patron. We identified her later, suspended her and notified CSPD.



- Patron made a false report to CSPD and was charged.

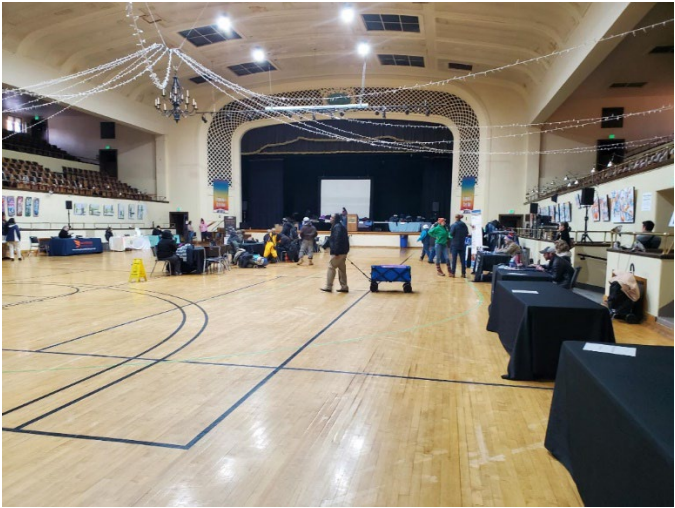
Community Resources: January 2023

- 202 separate patron meetings, 55 of which were new clients
- Kayla: Biweekly Security appeal meetings (1/5: reinstated 1 patron; 1/19: reinstated 3 patrons)
- Kayla & Nikki: Weekly CE meetings
- Kayla: Monthly PPCoC Board Meeting
- Kayla: monthly meeting with CCHA for ED High Utilizer Community Coordination
- Kayla: Bimonthly AAA meeting for HMIS data standards updates
- Nikki: attended PPCHP Advocacy training (Jan 13, Jan 27, Feb 10, Feb 24, Mar 10)
- Sofie: began CMWN Peer Support Specialist training (Jan 23-Feb 10)
- All Staff: conducted Point-in-Time Surveys across the district week of Jan 23-27
- Kayla: attended Parents Challenge outreach event with FCS and YAS (Jan 17th)
- Kayla: attended House District 21 Fountain Town Hall mental health outreach event (Jan 28th)
- Kayla & Nikki: attended Stand Up for Our Community outreach event at City Auditorium (Jan 30th)
- Kayla: presented Community Resources services to Children's Hospital MSW team (Jan 19th)
- Kayla: completed first NarCan training (1 community member attended) (PE – Jan 17th)
- Community Exchange 1/27: 43 patrons (CDPHE Vaccine Bus, DHS, Diversus Health, DMV2GO, The Independence Center, Oak Street Health, Poetry Heals, PPLD Adult Services, Springs Rescue Mission (Mt. Carmel – no show))

Accomplishments

- Provided 13 bus passes for patrons to access shelter, DHS, and community resources/assistance
- Tablets received, cases obtained, and set up for use with patron surveys starting 1/12 (tablets also vital for conducting the Point-in-Time Survey)

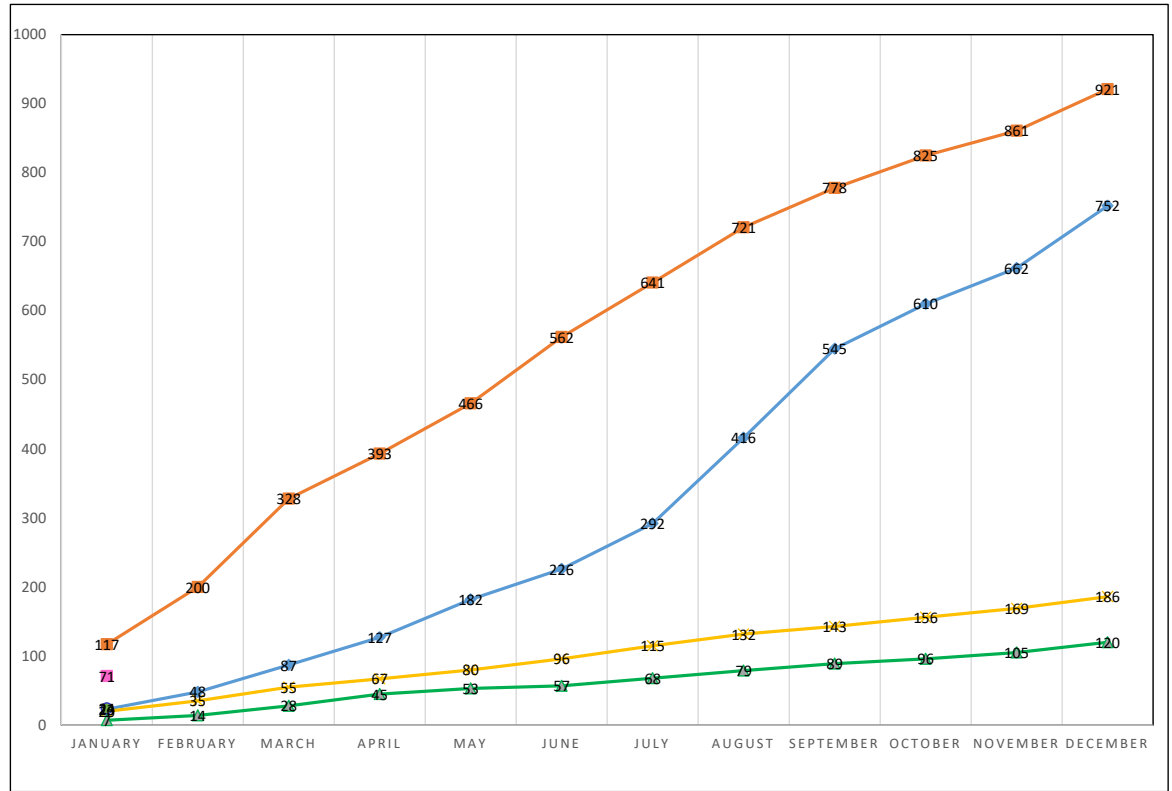
Pics of Stand Up for Our Community event (Jan 30th)



Report & Suspension Increasing Totals

2021 - Reports		2022 - Reports		2023 - Reports	
JANUARY	23	JANUARY	117	JANUARY	71
FEBRUARY	25	FEBRUARY	83	FEBRUARY	
MARCH	39	MARCH	128	MARCH	
APRIL	40	APRIL	65	APRIL	
MAY	55	MAY	73	MAY	
JUNE	44	JUNE	96	JUNE	
JULY	66	JULY	79	JULY	
AUGUST	124	AUGUST	80	AUGUST	
SEPTEMBER	129	SEPTEMBER	57	SEPTEMBER	
OCTOBER	65	OCTOBER	47	OCTOBER	
NOVEMBER	52	NOVEMBER	36	NOVEMBER	
DECEMBER	90	DECEMBER	60	DECEMBER	

2021 - Suspensions		2022 - Suspensions		2023 - Suspensions	
JANUARY	7	JANUARY	20	JANUARY	24
FEBRUARY	7	FEBRUARY	19	FEBRUARY	
MARCH	14	MARCH	21	MARCH	
APRIL	17	APRIL	13	APRIL	
MAY	8	MAY	15	MAY	
JUNE	4	JUNE	18	JUNE	
JULY	11	JULY	26	JULY	
AUGUST	11	AUGUST	18	AUGUST	
SEPTEMBER	10	SEPTEMBER	10	SEPTEMBER	
OCTOBER	7	OCTOBER	13	OCTOBER	
NOVEMBER	9	NOVEMBER	16	NOVEMBER	
DECEMBER	15	DECEMBER	17	DECEMBER	

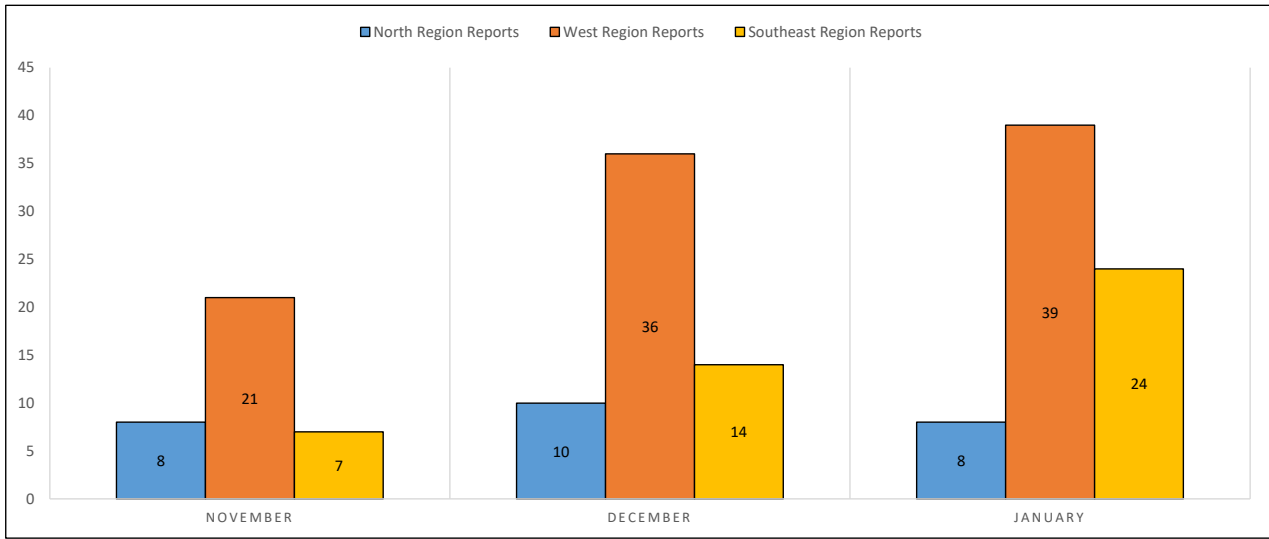


Reports - Regional Monthly Comparison

North Region Reports	
NOVEMBER	8
DECEMBER	10
JANUARY	8

West Region Reports	
NOVEMBER	21
DECEMBER	36
JANUARY	39

Southeast Region Reports	
NOVEMBER	7
DECEMBER	14
JANUARY	24

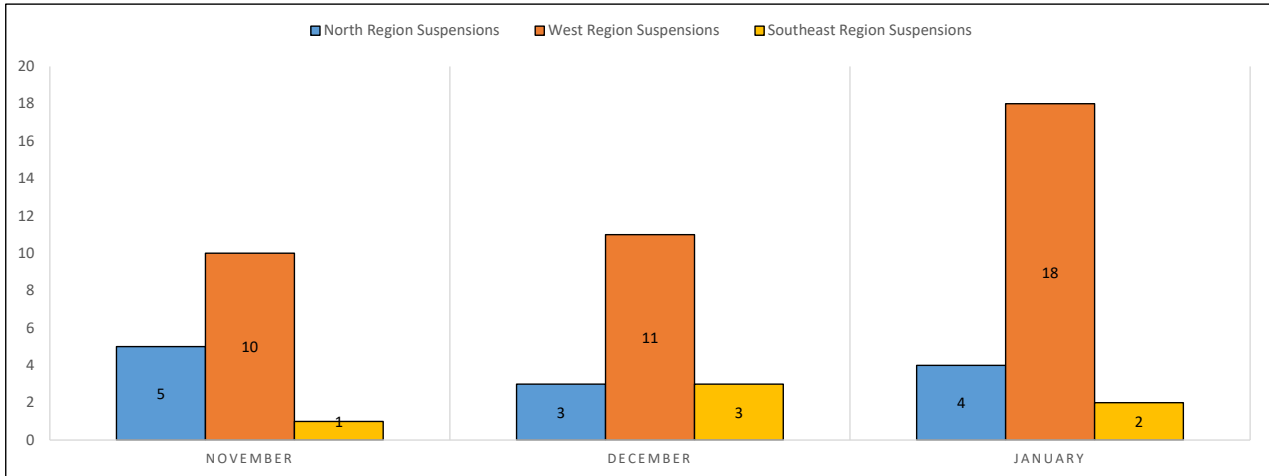


Suspensions - Regional Monthly Comparison

North Region	
NOVEMBER	5
DECEMBER	3
JANUARY	4

West Region	
NOVEMBER	10
DECEMBER	11
JANUARY	18

Southeast Region	
NOVEMBER	1
DECEMBER	3
JANUARY	2





(719) 531-6333

ppld.org

P.O. Box 1579
Colorado Springs, CO 80901

February 10, 2023

Traudi Koppisch

Dear Ms. Koppisch,

Thank you for your comments regarding the book *Doing It! Let's Talk About Sex*.

The Library tries to provide a varied and balanced collection of materials that will meet the interests and needs of the more than 650,000 residents we serve in the Pikes Peak Library District (PPLD) service area. PPLD's service commitment is to the people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, sexual orientation, ethnic origin, and human condition. We apply standards to the selection of all of our library materials, and these criteria include:

- Author's reputation and significance without regard to political, racial, religious affiliation
- Critical reviews
- Local or national significance
- Reputation and standing of the publisher
- Quality of the physical format
- Public demand and interest
- Artistic merit, literary value, or recognized award recipient
- Evaluation of titles in relation to current holdings and patron demand

To provide further background on our Collection Policy, I have enclosed the American Library Association's Library Bill of Rights and Freedom to View statements, all of which are a part of not only the Pikes Peak Library District's policy, but other public libraries' policies as well.

The library's mission includes providing access to entertainment as well as informational materials, and providing popular culture materials as well as classic literature, films, and recordings.

Doing It! Let's Talk About Sex located in the Teen Non-Fiction area since 2018. One thing to note, depending on location, Teen Non-Fiction is shelved in the Teen area, like the Cheyenne Mountain branch. Other locations have them intermingled in the Adult Non-Fiction materials.

When materials are questioned, our policy states that the material will be reviewed by a team. Three librarians researched, viewed, and reviewed the title including our Collection Management Selection Librarian who orders juvenile material.

Following is some of the pertinent information included in the librarians' reviews.

- Sexual education works may always be objectionable to various populations. Some may object to the topic in general for young adults. This work is targeted at those aged 14 and older, with the addition "but if you're younger and feel like you're ready to read it, then who am I to tell you otherwise?" (page xii); some may dislike

works on this topic being offered for those who are not yet adults. This book offers credible sexual education information for young adult patrons who may find it valuable and may be more comfortable reading the information rather than asking someone.

- The author states her intention in this work is to “educate” and “make you feel normal, comfortable, empowered, and in control of your body” (page xi). This is valuable, especially against a media landscape that can give youth unrealistic expectations.
- The scope of the work includes subtopics of sexual education that may not be addressed in school, but that young people may have questions about. This includes myths about virginity, masturbation, porn, and sexting. The inclusion of these topics here may assist readers by providing credible information, rather than the information that might be found from a casual Internet search.
- The conclusion nicely sums up the book’s message:

Sex and relationships education is important to me because it is so fundamental to how we live our lives, how we feel about ourselves, and how we interact with one another. And not passing any judgment on other people’s bodies, identities, behaviors, or choices is part of that education. Learning about this stuff from a young age can help a lot of people feel less alone, and help them feel normal and in control of their bodies and their future. It can give them the tools to make the best decisions for themselves and know what to do when things don’t go to plan. It can make you feel comfortable in your skin and proud of who you are. (p. 324)
- In the author's intro she lays out her intent for the book to be a resource for teens age 14+, and discusses specifically a lack of sex education in schools. I believe the author is successful at keeping subject matter and tone appropriate for teens, and I don't believe the book is meant to serve as a resource for adults.

According to the WorldCat database, 573 libraries own this book. Including the Pikes Peak Library District, twelve other libraries in Colorado own it and have classified it as Teen Non-Fiction:

- Peterson Library
- Pueblo City County Library
- Arapahoe Library
- Denver Public Library
- Cherry Creek School District Library
- Jefferson County Library
- Anythink Library
- Westminster Library
- High Plains Library District
- Pitkin County Library
- Montrose Library
- Garfield County Library

PPLD currently has two active copies with 15 total circulations.

Reviews and other articles consulted:

- School Library Journal:
Gr 7 Up—A touchingly witty sex-positive collection of tips, anecdotes, and essays on healthy relationships, consent, contraception, porn, and more. YouTube vlogger Witton begins by assuring readers that "it's completely up to you how you wish to consume this book" before diving into the good stuff. Highlights include Holly Bourne's segment on problematic tropes in romance films, which uses a "Wormtail Test" ("If Wormtail starts saying, 'You're not like other witches,' you're probably five minutes away from getting the Dark Mark tattooed on to your arm") and a chapter on consent, which contains a breakdown of situations in which consent can't happen (e.g., if one individual is incapacitated), a chart listing the age of consent in each U.S. State and territory, and a legal perspective from an attorney. In the chapter "LGBTQ+," Witton acknowledges her privilege as a straight cis woman and her lack of expertise and lived experience, and instead she features thoughtful essays that explore bisexuality, dating while trans, being gender fluid, and more from such noted figures as Ash Hardell, Juno Dawson, and Riley J. Dennis. Minimalistic doodlelike patterns and designs appear throughout. VERDICT A current take on navigating sexuality and relationships for teens, and a fine addition to most nonfiction collections. —Della Farrell, School Library Journal --Della Farrell(Reviewed 07/01/2018) (School Library Journal, vol 64, issue 7, p96)
- Publishers Weekly:
Witton, a vlogger and sex educator, offers an insightful, fact-filled guide to sex for teens. Writing in a conversational prose style, Witton discusses contraception, body image, pornography, sexual pleasure, consent, gender, and other topics via personal anecdotes and words of advice. Additional voices weigh in with candid essays on physical and psychological aspects of sexuality and relationships. Writer Holly Bourne discusses the damaging messaging behind many romance tropes; YouTube content creators, authors, and sex-positive advocates share perspectives on topics that include "attempting to date while queer," the experience of catching an STI, and body image. Witton's willingness to be vulnerable with her readers—seemingly in real-time ("If you recall, while writing this book, I got dumped. At the point of writing this, it has been almost two months since said dumping occurred")—is especially heartening. Ages 14–up. Agent: Susannah Palfrey, Hachette Children's Group. (July)
- Booklist:
Popular British YouTube vlogger and sex educator Witton's breezy sex and relationship guide covers a wide range of topics, from crushes to polyamory to emergency contraception and everything in between. Admittedly not officially an "expert", Witton defers to a range of friends who cover topics outside of her personal experience, particularly in the books LGBT section. Witton is careful to note her privilege as a straight cis woman, and while the guide is not marketed for a particular gender or sexuality, it does carry a bit of a slant in that direction. Threaded throughout in an almost gossipy style is the author's relationship and sexual history, including an enlightening discussion with her mom and grandparents about their sexual educations - or lack thereof. Though the guide is in American English and for the most part reflects American norms - age of consent is listed by state, for example – strangely, the Protection of Children Act 1978 is detailed in the sexting section instead of the American legislation section. Still, this highly accessible title offers much for young adults. Empowering, modern, and judgement-free. – Jennifer Barnes

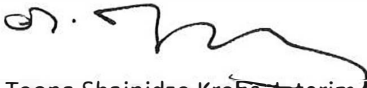
Based on PPLD's selection policy criteria, all three librarians reviewing *Doing It! Let's Talk About Sex* recommended retaining the book in the collection as classified. This book is located in the teen non-fiction area of the library. Depending on branch location means it could either be shelved in the teen area, or intermingled in the adult non-fiction collection. Parents are encouraged to monitor their children's and teens' selections to ensure that an item is appropriate for their family.

We acknowledge and accept your right to object to this material personally. However, a public library has an obligation to preserve the right of each individual to make their own assessment of library materials. We serve a diverse community with diverse interests, and we select library materials to reflect these diverse interests.

I concur with the librarians' recommendation to retain the book in our collection as classified in the teen area.

Thank you for your interest in the Pikes Peak Library District. I hope that you will continue to use the library and that you are always able to find materials that meet the reading, viewing, listening, and informational preferences of you and your family.

Sincerely,



Teona Shainidze Krebs, Interim Chief Librarian & CEO
Pikes Peak Library District



Chief Librarian Search Committee Report Feb. 2023

Debbie met with all committees to update everyone on the search process thus far:

Heather started advertising the position on Feb. 3. Posting will run through March 5. The list of websites where the job is posted is attached. The application process will link to PPLD's website. Heather will update Debbie and Laura weekly on the number of applications received. As of 2/8, we have not received any applications.

We will update the board on a regular basis how much of the search budget we have spent. A total of \$30k has been allotted to the process.

The process will take place in public as much as possible. **Our first order of business is to approve a timeline for the hiring process.** We propose the following:

Feb. 3, 2023: Post the position to job sites and groups as attached.

Mar. 5, 2023: Posting expires. Applications will be reviewed by board members. Board will determine which candidates will be asked to participate in preliminary interviews, to be done over Zoom. Before any candidates are interviewed, Heather will provide a training to the Board on questions and legal considerations for interviews and hiring. Interview questions and the procedure for asking the questions will be finalized by the Governance Committee. Some sample questions used in the past are attached to this report.

Early April: Preliminary interviews; determine finalists, reference checks (Should this be earlier?)

April 19, 2023: Finalists will be asked to prepare a presentation to the Board on a topic of our choosing. In-person interviews will be conducted either as part of the regular Board meeting or instead of the regular meeting. We anticipate providing travel, meal and hotel expenses for three nights to finalists. Finalist names and resume information will be available to the public as required by law.

May 17, 2023: Announcement of new Chief Librarian and CEO

Chief Librarian/CEO Sample Interview Questions

1. What are some of the most important qualities a Chief Librarian should have?
2. What are the latest trends in library science you're familiar with?
3. How would you describe your management style?
4. What is your experience with developing budgets for libraries? What is the most challenging part of budgeting to you?
5. Provide an example of a time when you had to make a difficult decision regarding the management of your library.
6. If you had the opportunity to make any changes to our library's current structure or services, what would they be?
7. What would you do if you noticed staff members disagreeing about how to handle a situation?
8. When it comes to providing customer service, what is your philosophy?
9. We want to increase our outreach to the community. If you had to pick one area to focus on for this purpose, what would it be?
10. What makes you stand out from other candidates for this position?
11. Which library management software programs are you familiar with?
12. What do you think is the most important thing a head librarian can do to support the overall mission of a library?
13. Tell me about a time when you were forced to make an unpopular decision?
14. What kind of work interests you the least as Chief Librarian?
15. How do you believe you would benefit our organization?
16. What do you see yourself doing within the first 30 days of this job?
17. Tell us about a suggestion you have made that has benefited an organization you've worked for?
18. What would your previous employer say is your greatest strength?
19. What have you done to improve your knowledge as Chief Librarian in the last year?
20. How do you stay up to date with library trends?
21. How would you go about establishing your credibility quickly as Chief Librarian with PPLD staff?
22. What types of personalities do you work with best?
23. Can you give us an example of where a gap in skill/experience led you to be less effective than desired?
24. What development needs and gaps in skill/experience will you need to pay attention to, and how will you address them?

25. Risk management: How often do you think a library district needs to refresh its assessment of top risks? What do you think are major risk areas in this challenging environment?
26. How do you stay motivated?
27. What is your experience with developing and implementing strategic plans?
28. What would you do if you disagreed with a board decision?
29. Do you see the CEO position as more internally facing, or more externally facing? Explain.

Interview questions for Director Candidates 2015

Introduce ourselves; brief introduction from candidate.

1. Please describe your first two days on the job.
2. What do you already know about the Pikes Peak Library District?
3. What is your experience providing direct service to the public at a library?
4. What specific public service have you designed and implemented?
5. How would you rate yourself as a delegator? Can you give some examples of projects and assignments you have delegated?
6. What do you consider your most important role as Executive Director? What other roles must you balance?
7. Are you an approachable Executive Director? How do you know?
8. Has your staff been being unreceptive to change? Why do you think that happened? How did you fix it?
9. How long should you undertake planning when considering a major service change or innovation? When do you know it's time to implement?
10. What were the key accomplishments of the staff you led in your last position?
11. Share an experience when you took an unpopular stand and held your ground.
12. As eMaterials become more popular and circulation declines for traditional materials, how do we determine budgeting for collections as we move forward to serve all patrons well with limited resources.
13. In regards to new technologies and services, where do you see yourself on a spectrum from bleeding edge to status quo? Do you wait and see or forge ahead? Give us an example to illustrate where you are on the spectrum.
14. What do you celebrate about yourself?
15. How do you ensure that the unique potential of your direct reports is being realized in the workplace?
16. How many and what type of professional networks are you a part of and why?
17. Have you ever had to fire an employee? How did you handle it?

18. What would the person who likes you least in the workplace say about you?
19. Can you describe your role in fundraising for any of your library positions? How would you see that role at PPLD?
20. What is the biggest risk you have ever taken and what was the outcome?
21. Have you ever had someone who reports directly to you challenge a decision you made? How did you manage that?
22. If you had control over creating the ideal work environment for you, what would it be like? What would the people that you work with be like and what qualities would you like the board and library to have?
23. How would you structure the leadership of a library district the size of PPLD?
24. Please describe the process you would use to prepare for the annual budget. What process(s) would you use to determine budget priorities? How would you determine what line item or amount needs to be adjusted?
25. What question should we have asked that we have not?

Independent Auditors – 2022 Financial Records

The Local Government Audit Law (Section 29-1-601 et seq., C.R.S.) requires Colorado local governments such as the Pikes Peak Library District (the District) to have an annual audit of their financial statements. The law states that the audit must be performed by an independent Certified Public Accountant, and be in accordance with Generally Accepted Accounting Standards.

The District completed a formal Request for Proposal process for auditing services related to the District's financial records in 2019/2020, and Forvis, LLP (formerly BKD, LLP) was selected as the District's independent auditors for financial fiscal years 2019 – 2023. The Internal Affairs Committee previously indicated they were pleased with the outcome of the 2021 audit, and that they expressed no concerns related to the work done by Forvis, LLP.

Attached is a copy of their Engagement Letter, which complies with the terms of their proposal, with two exceptions, including: 1) a negotiated price increase in the 2022 audit fees, due to the challenges of the current economic conditions unforeseen in 2019, of 10.7%, from \$33,425 to \$37,000, and 2) Forvis's assistance in the preparation of a draft of the district's financial statements, related notes, and supplementary information at prevailing hourly rates with a threshold of \$15,000.

The district would be notified by Forvis, LLP, when their accumulated billable hours are nearing the threshold. At that point, the district and Forvis, LLP would meet to determine changes to the scope of work or expansion of the threshold.

Recommendation

Management recommends Forvis's Engagement Letter be executed for their audit of PPLD's 2022 financial records at a fee of \$37,000, which represents the fourth year of the 5 year audit engagement. Furthermore, management recommends that Forvis be engaged to assist in the preparation of a draft of our financial statements, related notes, and supplementary information for additional fees of up to \$15,000.

FORVIS

111 S. Tejon Street, Suite 800 / Colorado Springs, CO 80903

P 719.471.4290 / F 719.632.8087

forvis.com

February 10, 2023

Aaron Salt, Board President
Randall A. Green, Chief Financial Officer
Pikes Peak Library District
Library 21C
1175 Chapel Hills Drive
Colorado Springs, Colorado 80920

We appreciate your selection of **FORVIS, LLP** as your service provider and are pleased to confirm the arrangements of our engagement in this contract. Within the requirements of our professional standards and any duties owed to the public, regulatory, or other authorities, our goal is to provide you an **Unmatched Client Experience**.

In addition to the terms set forth in this contract, including the detailed **Scope of Services**, our engagement is governed by the following, incorporated fully by this reference:

- Terms and Conditions Addendum

Summary Scope of Services

As described in the attached **Scope of Services**, our services will include the following:

- Pikes Peak Library District
- Audit Services for the year ended December 31, 2022

You agree to assume full responsibility for the substantive outcomes of the contracted services and for any other services we may provide, including any findings that may result.

You also acknowledge these services are adequate for your purposes, and you will establish and monitor the performance of these services to ensure they meet management's objectives. All decisions involving management responsibilities related to these services will be made by you, and you accept full responsibility for such decisions.

We understand you have designated a management-level individual(s) to be responsible and accountable for overseeing the performance of nonattest services, and you have determined this individual is qualified to conduct such oversight.

Engagement Fees

The fee for our audit services will be \$37,000.

The fee for our assistance in preparing a draft of the financial statements and related notes and supplementary information will be \$15,000. This fee is based on substantial input and assistance from the Pikes Peak Library District. This portion of the engagement will be billed hourly, based on prevailing rates.

We will notify you should we near this threshold, to determine changes to the scope of work or expansion of the threshold.

Our quoted fees, above, assume no substantial adjustments, internal control findings, delays or problems with unreconciled or inaccurate accounts. Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. Payment of our invoices is due upon receipt.

Our timely completion of services and the fees thereon depends on the assistance you provide us in accumulating information and responding to our inquiries. Inaccuracies or delays in providing this information or the responses may result in additional billings, untimely filings, or inability to meet other deadlines.

Assistance with New Standards

Assistance and additional time as a result of the adoption of the following new standards are not included within our standard engagement fees. These fees will be based on time expended and will vary based on the level of assistance and procedures required.

Governmental Accounting Standards Board Statement No. 87, Leases, is effective for fiscal years beginning after June 15, 2021.

Statement No. 87 establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. We can assist you with the adoption by providing services which may include, but are not limited to:

- Assisting with changes required to adopt Statement No. 87, including:
 - Assisting with information gathering to develop an inventory of all lease agreements, service contracts, and other arrangements that may contain right-to-use lease assets
 - Recommending enhancements to existing controls and policies or suggesting new controls and policies to address Statement No. 87
 - Documenting any changes from your previous lease recognition and reporting methods
 - Drafting the required disclosures

The time it will take to perform the above assistance and our additional audit procedures relating to the adoption of the Statement, and any time to assist you with the adoption, may be minimized to the extent your personnel will be available to provide timely and accurate documentation and information as requested by us.

Contract Agreement

Please sign and return this contract to indicate your acknowledgment of, and agreement with, the arrangements for our services including our respective responsibilities.

FORVIS,LLP

Acknowledged and agreed to as it relates to the entire contract, including the **Scope of Services** and **Terms and Conditions Addendum**, on behalf of Pikes Peak Library District.

BY _____
Aaron Salt, Board President

DATE _____

BY _____
Randall A. Green, Chief Financial Officer

DATE _____

Scope of Services – Audit Services

We will audit the governmental activities, discretely presented component unit, each major fund, and the aggregate remaining fund information and related disclosures, which collectively comprise the basic financial statements for the following entity:

Pikes Peak Library District as of and for the year ended December 31, 2022

The audit has the following broad objectives:

- Obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- Expressing opinions on the financial statements
- Issuing a report on your internal control over financial reporting and compliance and other matters based on the audit of your financial statements in accordance with *Government Auditing Standards*

You have informed us that the audited financial statements are expected to be presented along with management's annual comprehensive financial report (ACFR). Management is responsible for the other information included in the ACFR. The other information comprises the ACFR but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements will not cover the other information, and we will not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or whether the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

We will also express an opinion on whether the combining and individual fund financial statements and schedules "supplementary information" is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will also provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes
- Preparing a draft of the supplementary information

You agree to assume all management responsibilities and to oversee the nonattest services we will provide by designating an individual possessing suitable skill, knowledge, and/or experience. You acknowledge that nonattest services are not covered under *Government Auditing Standards*. You are responsible for:

- Making all management decisions and performing all management functions
- Evaluating the adequacy and results of the services performed
- Accepting responsibility for the results of such services
- Designing, implementing, and maintaining internal controls, including monitoring ongoing activities

Steven W. Sauer, Managing Director, is responsible for supervising the engagement and authorizing the signing of the report or reports.

We will issue a written report(s) upon completion of our audit(s), addressed to the following parties:

Entity Name

Pikes Peak Library District

Party Name

Board of Trustees

You are responsible to distribute our reports to other officials who have legal oversight authority or those responsible for acting on audit findings and recommendations, and to others authorized to receive such reports.

The following apply for the audit services described above:

**Our
Responsibilities**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the Uniform Guidance. Those standards require that we plan and perform:

- The audit of the financial statements to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error
- The audit of compliance to obtain reasonable rather than absolute assurance about whether the entity(ies) complied with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each major federal award program

We will exercise professional judgment and maintain professional skepticism throughout the audit.

We will identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

We will obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will also conclude, based on audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

We will identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the entity's compliance with compliance requirements subject to audit and performing such other procedures as the auditor considers necessary in the circumstances.

We will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that the auditor identified during the audit.

Limitations & Fraud

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit that is planned and conducted in accordance with GAAS will always detect a material misstatement or material noncompliance with federal award programs when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

The risk of not detecting a material misstatement or material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

Our understanding of internal control is not for the purpose of expressing an opinion on the effectiveness of your internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate contract to be signed by you and FORVIS.

Opinion

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter paragraph or other-matter paragraph(s) to our auditor's report, or if necessary, decline to express an opinion or withdraw from the engagement.

If we discover conditions that may prohibit us from issuing a standard report, we will notify you. In such circumstances, further arrangements may be necessary to continue our engagement.

Your Responsibilities

Management and, if applicable, those charged with governance acknowledge and understand their responsibility for the accuracy and completeness of all information provided and for the following:

- **Audit Support** – to provide us with:
 - Unrestricted access to persons within the entity or within components of the entity (including management, those charged with governance, and

- component auditors) from whom we determine it necessary to obtain audit evidence
- Information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including access to information relevant to disclosures
 - Information about events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements
 - Information about any known or suspected fraud affecting the entity involving management, employees with significant role in internal control, and others where fraud could have a material effect on the financials
 - Identification and provision of report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented
 - Additional information that we may request for the purpose of the audit
- **Internal Control and Compliance** – for the:
 - Design, implementation, and maintenance of internal control relevant to compliance with laws and regulations and the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
 - Alignment of internal control to ensure that appropriate goals and objectives are met; that management and financial information is reliable and properly reported; and that compliance with and identification of the laws, regulations, contracts, grants, or agreements (including any federal award programs) applicable to the entity's activities is achieved
 - Remedy, through timely and appropriate steps, of fraud and noncompliance with provisions of laws, regulations, contracts, or other agreements reported by the auditor
 - Establishment and maintenance of processes to track the status and address findings and recommendations of auditors
 - **Accounting and Reporting** – for the:
 - Maintenance of adequate records, selection and application of accounting principles, and the safeguard of assets
 - Adjustment of the financial statements to correct material misstatements and confirmation to us in the representation letter that the effects of any uncorrected misstatements aggregated by us are immaterial, both individually and in the aggregate, to the financial statements taken as a whole
 - Preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (or other basis if indicated in the contract)
 - Inclusion of the auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us
 - Distribution of audit reports to any necessary parties

The results of our tests of compliance and internal control over financial reporting performed in connection with our audit of the financial statements may not fully meet the reasonable needs of report users. Management is responsible for obtaining audits, examinations, agreed-upon procedures, or other engagements that satisfy relevant legal, regulatory, or contractual requirements or fully meet other reasonable user needs.

**Required
Supplementary
Information**

Accounting principles generally accepted in the United States of America provide for certain required supplementary information ("RSI") to accompany the basic financial statements. We understand the following RSI will accompany the basic financial statements:

1. Management's Discussion and Analysis ("MD&A")
2. Budgetary comparison
3. Pension and Other Postemployment Benefit information

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management is responsible for the fair presentation of the RSI. As part of our engagement, we will apply certain limited procedures to the RSI in GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary
Information**

With regard to any supplementary information that we are engaged to report on:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

Such information is:

- Presented for the purpose of additional analysis of the financial statements
- Not a required part of the financial statements
- The responsibility of management
- Subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS

**Written
Confirmations
Required**

As part of our audit process, we will request from management and, if applicable, those charged with governance written confirmation acknowledging certain responsibilities outlined in this contract and confirming:

- The availability of this information

- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

**Peer Review
Report**

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract, upon request. If you would like a copy, please request from your engagement executive.

FORVIS, LLP Terms and Conditions Addendum

GENERAL

1. **Overview.** This addendum describes **FORVIS LLP's** standard terms and conditions ("Terms and Conditions") applicable to Our provision of services to the Client ("You"). The Terms and Conditions are a part of the contract between You and FORVIS, LLP. For the purposes of the Terms and Conditions, any reference to "Firm," "We," "Us," or "Our" is a reference to FORVIS, LLP ("FORVIS"), and any reference to "You" or "Your" is a reference to the party or parties that have engaged Us to provide services and the party or parties ultimately responsible for payment of Our fees and costs.

BILLING, PAYMENT, & TERMINATION

2. **Billing and Payment Terms.** We will bill You for Our professional fees and costs as outlined in Our contract. Unless otherwise provided in Our contract, payment is due upon receipt of Our billing statement. Interest will be charged on any unpaid balance after 30 days at the rate of 10 percent per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10 percent. All fees, charges, and other amounts payable to FORVIS hereunder do not include any sales, use, excise, value-added, or other applicable taxes, tariffs, or duties, payment of which shall be Your sole responsibility, and do not include any applicable taxes based on FORVIS' net income or taxes arising from the employment or independent contractor relationship between FORVIS and FORVIS' personnel.

We reserve the right to suspend or terminate Our work for this engagement or any other engagement for nonpayment of fees. If Our work is suspended or terminated, You agree that We will not be responsible for Your failure to meet governmental and other deadlines, for any penalties or interest that may be assessed against You resulting from Your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the suspension or termination of Our services.

Our fees may increase if Our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards. Our engagement fees do not include any time for post-engagement consultation with Your personnel or third parties, consent letters and related procedures for the use of Our reports in offering documents, inquiries from regulators, or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

3. **Billing Records.** If these services are determined to be within the scope and authority of Section 1861(v)(1)(I) of the Social Security Act, We agree to make available to the Secretary of Health and Human Services, or to the U.S. Comptroller General, or any of their duly authorized representatives, such of Our books, documents, and records that are necessary to certify the nature and extent of Our services, until the expiration of four (4) years after the furnishing of these services. This contract allows access to contracts of a similar nature between subcontractors and related organizations of the subcontractor, and to their books, documents, and records.

4. **Termination.** Either party may terminate these services in good faith at any time for any reason, including Your failure to comply with the terms of Our contract or as We determine professional standards require. Both parties must agree, in writing, to any future modifications or extensions. If services are terminated, You agree to pay FORVIS for time expended to date. In addition, You will be billed costs and fees for services from other professionals, if any, as well as an administrative fee of five (5) percent to cover certain technology and administrative costs associated with Our services. Unless terminated sooner in accordance with its terms, this engagement shall terminate upon the completion of FORVIS' services hereunder.

DISPUTES & DISCLAIMERS

5. **Mediation.** Any dispute arising out of or related to this engagement will, prior to resorting to litigation, be submitted for nonbinding mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The mediator will be selected by agreement of the parties. The mediation proceeding shall be confidential. Each party will bear its own costs in the mediation, but the fees and expenses of the mediator will be shared equally.
6. **Indemnification.** Unless disallowed by law or applicable professional standards, You agree to hold FORVIS harmless from any and all claims which arise from knowing misrepresentations to FORVIS, or the intentional withholding or concealment of information from FORVIS by Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. You also agree to indemnify FORVIS for any claims made against FORVIS by third parties, which arise from any wrongful actions of Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. The provisions of this paragraph shall apply regardless of the nature of the claim.
7. **Statute of Limitations.** You agree that any claim or legal action arising out of or related to this contract and the services provided hereunder shall be commenced no more than one (1) year from the date of delivery of the work product to You or the termination of the services described herein (whichever is earlier), regardless of any statute of limitations prescribing a longer period of time for commencing such a claim under law. This time limitation shall apply regardless of whether FORVIS performs other or subsequent services for You. A claim is understood to be a demand for money or services, demand for mediation, or the service of suit based on a breach of this contract or the acts or omissions of FORVIS in performing the services provided herein. This provision shall not apply if enforcement is disallowed by applicable law or professional standards.
8. **Limitation of Liability.** You agree that FORVIS' liability, if any, arising out of or related to this contract and the services provided hereunder, shall be limited to the amount of the fees paid by You for services rendered under this contract. This limitation shall not apply to the extent it is finally, judicially determined that the liability resulted from the intentional or

willful misconduct of FORVIS or if enforcement of this provision is disallowed by applicable law or professional standards.

9. **Waiver of Certain Damages.** In no event shall FORVIS be liable to You or a third party for any indirect, special, consequential, punitive, or exemplary damages, including but not limited to lost profits, loss of revenue, interruption, loss of use, damage to goodwill or reputation, regardless of whether You were advised of the possibility of such damages, regardless of whether such damages were reasonably foreseeable, and regardless of whether such damages arise under a theory of contract, tort, strict liability, or otherwise.
10. **Choice of Law.** You acknowledge and agree that any dispute arising out of or related to this contract shall be governed by the laws of the State of Texas, without regard to its conflict of laws principles.
11. **WAIVER OF JURY TRIAL. THE PARTIES HEREBY AGREE NOT TO ELECT A TRIAL BY JURY OF ANY ISSUE TRIABLE OF RIGHT BY JURY, AND WAIVE ANY RIGHT TO TRIAL BY JURY FULLY TO THE EXTENT THAT ANY SUCH RIGHT SHALL NOW OR HEREAFTER EXIST WITH REGARD TO THIS AGREEMENT, OR ANY CLAIM, COUNTERCLAIM, OR OTHER ACTION ARISING IN CONNECTION THEREWITH. THIS WAIVER OF RIGHT TO TRIAL BY JURY IS GIVEN KNOWINGLY AND VOLUNTARILY BY THE PARTIES, AND IS INTENDED TO ENCOMPASS INDIVIDUALLY EACH INSTANCE AND EACH ISSUE AS TO WHICH THE RIGHT TO A TRIAL BY JURY WOULD OTHERWISE ACCRUE.**
12. **Severability.** In the event that any term or provision of this agreement shall be held to be invalid, void, or unenforceable, then the remainder of this agreement shall not be affected, and each such term and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.
13. **Assignment.** You acknowledge and agree that the terms and conditions of this contract shall be binding upon and inure to the parties' successors and assigns, subject to applicable laws and regulations.
14. **Disclaimer of Legal or Investment Advice.** Our services do not constitute legal or investment advice.

RECORDS, WORKPAPERS, DELIVERABLES, & PROPRIETARY INFORMATION

15. **Maintenance of Records.** You agree to assume full responsibility for maintaining Your original data and records and that FORVIS has no responsibility to maintain this information. You agree You will not rely on FORVIS to provide hosting, electronic security, or backup services, *e.g.*, business continuity or disaster recovery services, to You unless separately engaged to do so. You understand that Your access to data, records, and information from FORVIS' servers, *i.e.*, FORVIS portals used to exchange information, can be terminated at any time and You will not rely on using this to host Your data and records.
16. **FORVIS Workpapers.** Our workpapers and documentation retained in any form of media for this engagement are the property of FORVIS. We can be compelled to provide information under legal process. In addition, We may be

requested by regulatory or enforcement bodies (including any State Board) to make certain workpapers available to them pursuant to authority granted by law or regulation. Unless We are prohibited from doing so by law or regulation, FORVIS will inform You of any such legal process or request. You agree We have no legal responsibility to You in the event We determine We are obligated to provide such documents or information.

17. **Subpoenas or Other Legal Process.** In the event FORVIS is required to respond to any such subpoena, court order, or any government regulatory inquiry or other legal process relating to You or Your management for the production of documents and/or testimony relative to information We obtained or prepared incident to this or any other engagement in a matter in which FORVIS is not a party, You shall compensate FORVIS for all time We expend in connection with such response at normal and customary hourly rates and to reimburse Us for all out-of-pocket expenses incurred in regard to such response.
18. **Use of Deliverables and Drafts.** You agree You will not modify any deliverables or drafts prepared by Us for internal use or for distribution to third parties. You also understand that We may on occasion send You documents marked as draft and understand that those are for Your review purpose only, should not be distributed in any way, and should be destroyed as soon as possible.

Our report on any financial statements must be associated only with the financial statements that were the subject of Our engagement. You may make copies of Our report, but only if the entire financial statements (exactly as attached to Our report, including related footnotes) and any supplementary information, as appropriate, are reproduced and distributed with Our report. You agree not to reproduce or associate Our report with any other financial statements, or portions thereof, that are not the subject of Our engagement.

19. **Proprietary Information.** You acknowledge that proprietary information, documents, materials, management techniques, and other intellectual property are a material source of the services We perform and were developed prior to Our association with You. Any new forms, software, documents, or intellectual property We develop during this engagement for Your use shall belong to Us, and You shall have the limited right to use them solely within Your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements, and other documents which We make available to You are confidential and proprietary to Us. Neither You, nor any of Your agents, will copy, electronically store, reproduce, or make any such documents available to anyone other than Your personnel. This provision will apply to all materials whether in digital, "hard copy" format, or other medium.

REGULATORY

20. **U.S. Securities and Exchange Commission ("SEC") and other Regulatory Bodies.** Where We are providing services either for (a) an entity that is registered with the SEC, (b) an affiliate of such registrant, or (c) an entity or affiliate that is subject to rules, regulations, or standards beyond those of the American Institute of Certified Public Accountants ("AICPA"), any term of this contract that would be prohibited by or impair Our independence under applicable law or regulation shall not apply to the extent necessary only to avoid such prohibition or impairment.

21. **Offering Document.** You may wish to include Our report(s) on financial statements in an exempt offering document. You agree that any report, including any auditor's report, or reference to Our firm, will not be included in any such offering document without notifying Us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by You with which We are not involved will clearly indicate that We are not involved by including a disclosure such as, "FORVIS, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. FORVIS, LLP also has not performed any procedures relating to this offering document."

22. **FORVIS Not a Municipal Advisor.** FORVIS is not acting as Your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, FORVIS is not recommending any action to You and does not owe You a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such matters with internal or external advisors and experts You deem appropriate before acting on any such information or material provided by FORVIS.

23. **FORVIS Not a Fiduciary.** In providing Our attest services, We are required by law and our professional standards to maintain our independence from You. We take this mandate very seriously and thus guard against impermissible relationships which may impair the very independence which You and the users of Our report require. As such, You should not place upon Us special confidence that in the performance of Our attest services We will act solely in Your interest. Therefore, You acknowledge and agree We are not in a fiduciary relationship with You and We have no fiduciary responsibilities to You in the performance of Our services described herein.

TECHNOLOGY

24. **Electronic Sites.** You agree to notify Us if You desire to place Our report(s), including any reports on Your financial statements, along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that We have no responsibility to review information contained in electronic sites.
25. **Electronic Signatures and Counterparts.** This contract and other documents to be delivered pursuant to this contract may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document, and will be effective when counterparts have been signed by each of the parties and delivered to the other parties. Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this contract or any other document contemplated hereby, bearing an original manual or electronic signature by facsimile transmission (including a

facsimile delivered via the internet), by electronic mail in "portable document format" (".pdf") or similar format intended to preserve the original graphic and pictorial appearance of a document, or through the use of electronic signature software, will have the same effect as physical delivery of the paper document bearing an original signature.

26. **Electronic Data Communication and Storage.** In the interest of facilitating Our services to You, We may send data over the internet, temporarily store electronic data via computer software applications hosted remotely on the internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, We employ measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with Our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that We have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by Us. You consent to Our use of these electronic devices and applications during this engagement.

OTHER MATTERS

27. **Cooperation.** You agree to cooperate with FORVIS in the performance of FORVIS' services to You, including the provision to FORVIS of reasonable facilities and timely access to Your data, information, and personnel. You shall be responsible for the performance of Your employees and agents.
28. **Third-Party Service Providers.** FORVIS may from time to time utilize third-party service providers, including but not limited to domestic software processors or legal counsel, or disclose confidential information about You to third-party service providers in serving Your account. FORVIS maintains, however, internal policies, procedures, and safeguards to protect the confidentiality and security of Your information. In addition, FORVIS will secure confidentiality agreements with all service providers to maintain the confidentiality of Your information. If We are unable to secure an appropriate confidentiality agreement, You will be asked to consent prior to FORVIS sharing Your confidential information with the third-party service provider.
29. **Independent Contractor.** When providing services to You, We will be functioning as an independent contractor; and in no event will We or any of Our employees be an officer of You, nor will Our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to You. Decisions regarding management of Your business remain the responsibility of Your personnel at all times. Neither You nor FORVIS shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.
30. **Use of FORVIS Name.** Any time You intend to reference FORVIS' firm name in any manner in any published materials,

including on an electronic site, You agree to provide Us with draft materials for review and approval before publishing or posting such information.

31. **Praxity.** FORVIS is an independent accounting firm allowed to use the name "Praxity" in relation to its practice. FORVIS is not connected, however, by ownership with any other firm using the name "Praxity." FORVIS will be solely responsible for all work carried out on Your behalf. In deciding to engage FORVIS, You acknowledge that We have not represented to You that any other firm using the name "Praxity" will in any way be responsible for Our work.
32. **Entire Agreement.** The contract, including this Terms and Conditions Addendum and any other attachments or addenda, encompasses the entire agreement between You and FORVIS and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this contract must be made in writing and signed by both You and FORVIS.
33. **Force Majeure.** We shall not be held responsible for any failure to fulfill Our obligations if such failure was caused by circumstances beyond Our control, including, without limitation, fire or other casualty, act of God, act of terrorism, strike or labor dispute, war or other violence, explosion, flood or other natural catastrophe, epidemic or pandemic, or any law, order, or requirement of any governmental agency or authority affecting either party, including without limitation orders incident to any such epidemic or pandemic, lockdown orders, stay-at-home orders, and curfews.



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
January 18, 2023 5 pm
PENROSE – 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

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

Interim Chief Librarian and CEO Teona Shainidze Krebs, Public Relations & Marketing Director Denise Abbott, Family & Children's Services Director Melody Alvarez, Public Relations and Marketing Manager Carla Bamesberger, Chief Safety, Security and Community Resources Officer Michael Brantner, Monument and Palmer Lake Library Manager Jean Carrier, Video Producer/Director Drew Cerino, West Region Director Michael Doherty, Audio/Visual Analyst Philip Dumas, Executive Assistant Laura Foster, Senior Library Associate Amanda Franke, Senior Librarian Christa Funke, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Website Administrator Clint Hager, Chief Development Officer and Foundation Executive Officer Lance James, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources and Organizational Development Officer Heather Laslie, Equity, Diversity and Inclusion Director Shirley Martinez, Fountain Library Manager Shannon McDonald, Community Engagement Coordinator Kim Melchor, Senior Library Associate Joe Paisley, Chief Communications Officer Michelle Ray, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Senior Library Associate Carol Scheer, Sand Creek Library Manager Sara Sharples, Southeast Region Director Abby Simpson, Library 21c Manager Catie Tierney, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Mobile Library Manager Lisa Ward, Ruth Holley Library Manager Tess Warren, Randi Brantner, County Commissioner Carrier Geitner, David Neville, Executive Director of the Colorado Springs Urban Renewal Authority (CSURA) Jariah Walker, Pete Young, Kim, Colleen

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dr. Ned Stoll called the January 18, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

Decision 23-1-6: URA Garnet project – PPLD is not contributing a TIF for this project.

Aaron asked to add these to the consent agenda in the future; if a discussion is warranted it can be moved.

Motion Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve the URA Garnet project as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

BUSINESS ITEMS

NEW BUSINESS

Decision 23-1-1: 2023 Board President appointment

Two Trustees interested in the 2023 Board President appointment spoke briefly about their interest.

Aaron Salt shared that he has served on other Boards, has a good knowledge of Robert's rules, and would like to help with streamlining procedures. Although the budget is on an unsustainable track at the moment, he looks forward to getting the budget back on track.

Dr. Ned Stoll shared that he is retired military and has held several leadership positions. He has worked as an adult leader in Boy Scouts and volunteers with the Mt. Carmel Veterans Service Center. 2023 is the last year of his first term and he's enjoyed meeting staff at several libraries across the District.

Trustees voted by paper ballot. Dr. Stoll received three votes, and Aaron Salt received four votes. Aaron Salt is appointed the new president of the Pikes Peak Library District Board of Trustees and led the meeting from this point on.

Decision 23-1-1a: 2023 Vice President and Secretary/Treasurer appointments
Dora Gonzales is nominated as the 2023 Vice President of the Board of Trustees. Erin Bents is nominated as the 2023 Secretary/Treasurer of the Board of Trustees.

Motion: Dr Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the appointment of the Vice President and Secretary/Treasurer as presented.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

Decision 23-1-1b: 2023 Committee Chairperson appointments
Erin Bents is nominated as Chair of the Internal Affairs Committee. Dora Gonzales will also serve on the Internal Affairs Committee.

Debbie English is nominated as Chair of the Public Affairs Committee. Julie Smyth will also serve on the Public Affairs Committee.

Scott Taylor is nominated as Chair of the Governance Committee. Dr. Ned Stoll will also serve on the Governance Committee.

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the Committee appointments as presented.

Second: Dora Gonzales seconded the motion.

Vote: The vote was approved unanimously.

PRESENTATIONS

Staff Promotions and New Hires

West Region Director Michael Doherty introduced Penrose Library Manager Tiffany Paisley.

Chief Communications Officer Michelle Ray introduced Public Relations and Marketing Manager Carla Bamesberger.

Chief Communications Officer Michelle Ray introduced Website Administrator Clint Hager.

Chief Communications Officer Michelle Ray introduced Community Engagement Coordinator Kim Melchor.

The presentation from Pikes Peak Poet Laureate Ashley Cornelius is postponed to the February 2023 meeting.

NARCAN® presentation

Chief Safety, Security and Community Resources Officer Michael Brantner stated that PPLD has had a NARCAN® Program for 5 years, with regular training provided to staff by the Community Resources Team led by Kayla Rockhold. A few seats at these trainings will be made available for patrons to attend.

The NARCAN® used at PPLD is a nasal mist that can be used for any age. PPLD will provide NARCAN® immediately to anyone who is not conscious. On average, these incidents occur a couple times a month across the District.

PUBLIC COMMENT (3 Minute Time Limit per Person)

There was no public comment.

BUSINESS ITEMS (cont.)

Consent Items

Decision 23-1-7: Consent Items as Presented

The following items were included in the January 18, 2023 Consent Items

- Resolution Designating Posting Places for 2023 Board Meetings
- Property Disposal Guidelines
- 2023 Contract/Vendor Approval
- 2023 Conflict of Interest Statement

- 2023 Insurance Policies
- Minutes of the December 7, 2022 Board of Trustees meeting
 - Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Consent Items as presented.

Second: Dr. Stoll seconded the motion.

Vote: The vote was approved unanimously.

Unfinished Business

DECISION 23-1-2: 2022 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions
The 2022 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions were provided in the Board packet. Chief Financial Officer Randy Green explained the Resolutions includes 22 adjustments for 2022, that were discussed at the December Board meeting.

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the 2022 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolutions as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously

DECISION 23-1-3: 2023 Revised Original Adopted Budget Resolution

Interim Chief Librarian Teona Shainidze Krebs thanked PPLD staff who participated in the budget process and stated the importance of the Board approval allowing the District to continue operations. Chief Financial Officer Randy Green shared that additional cuts to the Budget result in a reduction of the amount pulled from the fund balance to \$736,000.

Interim Chief Public Services Officer Tammy Sayles thanked the Public Services Directors for doing an excellent job on adjusting their budgets for 2023. Some of the adjustments made are:

- The Maker-in-Residence program is eliminated for 2023
- The general programming budget was reduced by \$20,000
- The All Pikes Peak Reads budget was reduced to \$8,000 from \$23,000 and eliminated the Family & Children's Services component.
- Most training budgets were reduced to \$3,000 from \$10,000 - \$17,000.
- Adult Education, due to certification requirements for instructors, was reduced to \$8,000 from \$12,000.
- The Summer Adventure party budget was reduced to \$4,000 from \$6,000.
- The Collection budget and supply budget were also reduced.

In response to a question from Dora Gonzales about the impact of budget cuts on the 2023- 2025 Strategic Plan, Interim Chief Librarian and CEO Teona Shainidze Krebs explained that the budget cuts were anticipated when creating the Strategic Plan. All trustees shared their appreciation for the staff's response to the Board's budget concerns, and their hope that these cuts are temporary.

Motion: Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve the 2023 Revised Original Adopted Budget Resolution as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Interim Chief Librarian and CEO Teona Shainidze Krebs took the opportunity to thank Dr. Ned Stoll for his service as President of the Board of Trustees.

New Business

DISCUSSION: Chief Librarian and Chief Executive Officer job description

The Chief Librarian and Chief Executive Officer job description was included in the Board packet. This job description will be reviewed annually. The Board discussed advertising the position nationally for four weeks beginning in late January. The search budget is \$30,000. The Search Committee will work with Chief Human Resources and Organizational Development Officer Heather Laslie to post the position, including with the American Library Association (ALA).

DECISION 23-1-4: PPLD Board of Trustees Bylaws

The PPLD Board of Trustees Bylaws were included in the Board packet. The Governance Committee reviewed and updated the Bylaws, and sought approval for this version to be presented to the Board of Trustees.

Motion: Dr. Stoll made a motion that the Pikes Peak Library District Board of Trustees approve the PPLD Board of Trustees Bylaws as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously

DECISION 23-1-5: Creative Space Use policy

The Creative Space Use policy was included in the Board packet. At the request of the Internal Affairs Committee, The Maker Space and Studio policies were combined into one policy as much of the policy is the same. Specific differences in the two policies are noted. This policy includes PPLD equipment at the Manitou Springs Library at the MAC.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Creative Space Use policy as presented.

Second: Dr. Ned Stoll seconded the motion.

Vote: The motion was approved unanimously.

DISCUSSION: Renaming Knights of Columbus Hall (KCH)

Creative Services Director Becca Cruz and Public Relations & Marketing Director Denise Abbott explained that there is often confusion about the KCH name; what is the chapter and how can people join, in addition to the Knights of Columbus affiliation with the Catholic church. Selecting a new name will remove that confusion and identify the building as part of PPLD.

Several suggested names were discussed, with The Hall at PPLD being the preferred name. As reservations of the space are accepted months in advance, it would be helpful for a decision to be made at the February 15, 2023 meeting. Implementation of the name change will take a month or more.

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 announced that a Friends group has been formed at Ruth Holley Library. The Friends had a great year in 2022. After reviewing the budget, the Friends donated an additional \$50,000 to the Foundation. The total Friends donation for 2022 exceeds \$87,000.

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 Director Lance James explained that a total for 2022 giving is being calculated, and that thank you calls are being made to donors.

Financial Report: November and December 2022

The Financial Reports were included in the Board packet. Chief Financial Officer Randy Green stated that property tax revenue received is at 100%, and that expenditures stand at 90%. Mr. Green also announced that Shannan Hill has been hired as the Senior Accountant and started earlier this week. Shannan will be introduced at the February 15, 2023 Board meeting.

Public Services Report

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer Tammy Sayles stated that PPLD hosted the Colorado Springs Word Affairs Council at East Library. The Yule Ball Hosted Colorado springs world affairs council, showcased EA, last time was 21c. The Yule Ball was a big success.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report and 5-year Plan Report

The Support Services reports were included in the Board packet. Trustees thanked Chief Safety, Security, and Community Resources Officer Michael Brantner for providing the detail of their completed Five-year plan.

Interim Chief Librarian's Report

Interim Chief Librarian and CEO Teona Shainidze Krebs met with Cindy Aubrey, Executive Director of United Way, regarding partnership opportunities. Ms. Shainidze Krebs met with Jefferson County Executive Director Donna Walker and spoke with other Colorado Library Directors by phone.

Ms. Shainidze Krebs shared an incident that happened at Penrose Library last week where a staff member was assaulted. Penrose Library is fortunate to have the security staff, and Penrose Library Manager Tiffany Paisley, who handled the situation. Chief Safety, Security, and Community Resources Officer Michael Brantner, Interim Public Services Director and Deputy Chief Librarian Tammy Sayles, West Region Director Michael Doherty, and Chief Human Resources and Organizational Development Officer Heather Laslie were thanked for their leadership. A meeting was held with staff on Friday to discuss the incident, and ideas were shared for handling situations in the future. There was an incident earlier today where a Security Team member saved a patron's life by administering NARCAN®.

Other updates included that the Strategic plan sessions will begin tomorrow, that Ms. Shainidze Krebs attended the Annual Friends of the Pikes Peak Library District meeting and installed two new officers and that the Carlotta Walls Lanier event yesterday was very well attended.

Board Reports

Governance Committee Report

Governance Committee Chair Dora Gonzales stated that the Committee met on January 3, 2023. The discussion included passing the revised bylaws on to today's Board meeting.

Internal Affairs Committee Report

Internal Affairs Committee Chair Debbie English stated that the Committee met on January 3, 2023. Topics discussed were the policies voted on at today's meeting, and a presentation from the Manitou Springs City and architects for the Manitou Springs Carnegie Library renovation. PPLD will continue to work with Manitou Springs City leadership to negotiate the terms of returning to the Carnegie building in Manitou Springs after renovations, with a presentation planned for the March 15, 2023 Board meeting.

Public Affairs Committee Report

Committee member Erin Bents shared that the Public Affairs Committee did not meet in January.

Trustee Update

Debbie English spoke at the El Pomar Tree Lighting ceremony on December 6, 2022. Mina Liebert and Aaron Salt attended, along with PPLD staff members. PPLD received several compliments and is the recipient of a donation to the Robert Hilbert Nonprofit Resource Center located in the Carnegie building at Penrose Library.

The Adopt-a-Trustee program will be discussed at the February Governance Committee meeting.

Board President's Report

Outgoing Board President Dr. Ned Stoll shared his appreciation for the District Discovery article about the Old Colorado City Library.

Incoming President Aaron Salt welcomed new Trustee Julie Smyth, and thanked Trustee Scott Taylor for returning for a second term on the Board of Trustees.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt called for a motion to adjourn the meeting.

Motion: Dr. Ned Stoll made a motion that the Pikes Peak Library District Board of Trustees adjourn the January 18, 2023 meeting.

Second: Debbie English seconded the motion.

Vote: The vote was approved unanimously.

Proposal to Re-Name Knights of Columbus Hall

After more than a year of public service at the Knights of Columbus Hall, also called KCH, staff have noticed challenges with the name of the building. This proposal requests changing the name to the Hall at PPLD.

The name, Knights of Columbus Hall, has caused confusion for patrons. Staff have been asked questions repeatedly, including things like which chapter of the Knights of Columbus the building is associated with, how people can join, or whether an event can be held in a building of a religious organization. Many patrons associate the building with the Catholic Church rather than the Library District.

Another challenge is the reference to Columbus. For some groups, it remains linked to traumatic historical events and staff have received feedback that some patrons do not feel welcome in the building.

Changing the name to the Hall at PPLD would clearly show that it is part of the Library. It would also help eliminate confusion about the purpose of the building and what organization it is a part of.



Interlibrary Loan Policy

BOARD POLICY

Pikes Peak Library District (PPLD) provides interlibrary loan service to enhance and extend the resources available to resident cardholders. Because PPLD cannot purchase or subscribe to every resource, interlibrary loan is an essential part of PPLD's effort to meet the informational needs of the community. PPLD requests materials from, and supplies materials to, other libraries according to current principles and procedures established in the Interlibrary Loan Code for the United States, approved by the Reference and Users Services Association (RUSA) Board.

PROCEDURES

Interlibrary Loan (ILL) service provides a way for PPLD to locate and share materials from libraries throughout the state of Colorado, United States, and Canada. Items are shared by adhering to guidelines, policies, and procedures that are established by the [Interlibrary Loan Code for the United States](#).

I. Borrowing

Borrowed items are typically items that PPLD does not own and items that do not meet the purchasing criteria from patron requests. PPLD has a **five-item limit** on all active ILL requests and purchase requests. This number includes ILL items that are checked out and ILL/purchase requests in processing.

Patrons search [WorldCat-Discovery](#) to find the entry for an item and then select "Request Item through Interlibrary Loan" to submit the ILL request. [WorldCat-Discovery](#) is a cloud-based application that helps patrons easily find resources available at their library and libraries worldwide through a single search.

Request It combines interlibrary loan service and purchase requests into one service. Items published within the past two years will first be considered for purchase under PPLD's [Collection Development Policy](#). If the item is not purchased by Collection Management, the request will be routed to ILL and they will attempt

to fulfill the patron request, unless the item falls under the following caveats:

- Items published/released within the current calendar year will not be requested through interlibrary loan. PPLD will not lend new materials and neither will other libraries.
- PPLD does not borrow the following items: video games, electronic materials (such as eBooks/eAudios), book club sets, Playaway products, and hot spots. Entire issues of magazines and journals cannot be requested via ILL.
- If PPLD owns an item that circulates but is currently checked out, the item will not be requested through ILL and the patron will be placed on hold.

Lending libraries establish the amount of time that a patron can borrow the materials. Renewals are at the discretion of the lending library.

Items borrowed through ILL may be recalled by the owning library at any time. If the item has been checked out and is recalled, then it must be returned to PPLD. Recalled items are not eligible for renewal and result in a shorter loan period.

There is usually no charge to patrons for ILL service, however, while we try to obtain materials for free, some lending libraries do charge a fee. Patrons are notified of fees and must agree to accept responsibility for the charges before PPLD will proceed with the request. When there is a charge, the average cost ranges from \$5-\$25 (or higher since the borrowing fees are determined by the lender).

II. Lending

PPLD lends items from the collection to other libraries primarily in Colorado as well as the United States and Canada. Since ILL is a mutual relationship, PPLD is willing to supply materials as freely as we request materials.

PPLD processes lending requests submitted by ILLiad, OCLC, or [ALA Interlibrary Loan form](#) submitted via email.

PPLD does not lend, video games, electronic materials (such as eBooks and eAudios), book club sets, Playaway products, hot spots, reference books, or physical

material located in Regional History and Genealogy. PPLD does not charge to lend materials within the United States. Canadian libraries are charged due to the high cost of postage. PPLD does not lend new items that have been published within the current calendar year to permit PPLD patrons the chance to browse these new items in PPLD's collection without having them out on interlibrary loan for a longer time period.

III. Patron Responsibilities

Patrons take full responsibility for the materials borrowed for them. If materials are lost or damaged, patrons will be billed at the rate set by the lending library.

- Interlibrary loan service is not available if: proof of address is not provided, library account exceeds \$10 balance, patron is using a temporary residence, or mailed notices are returned.
- Repeated failure to pick up ILL items or return items by the due date may result in the loss of ILL privileges for the remaining calendar year.
- If a borrowed item is not returned, a fee of \$100 will be assessed until the owning library sends an invoice for the replacement cost and the price will be adjusted. Replacement copies will not be accepted.

IV. More Information

To find more about PPLD's Interlibrary Loan service, review the [Interlibrary loan FAQs](#) or [Interlibrary Loan/Request It webpage](#).



Interlibrary Loan Policy

BOARD POLICY

Pikes Peak Library District (PPLD) provides interlibrary loan service ~~in order~~ to enhance and extend the resources available to resident cardholders ~~(400-series card)~~. ~~A Resident Card is issued to any resident or property owner of El Paso County to a patron that lives within PPLD's service area and has full borrowing privileges (excluding residents in the Security Public Library service area)~~. Because ~~the Library PPLD~~ cannot purchase or subscribe to every resource, interlibrary loan is an essential part of ~~the Library's PPLD's~~ effort to meet the informational needs of the community. PPLD requests materials from, and supplies materials to, other libraries according to ~~current~~ principles and procedures established in the Interlibrary Loan Code for the United States, approved by the Reference and Users Services Association (RUSA) Board ~~on January Jan. 11, 2016~~.

PROCEDURES

~~The~~ Interlibrary Loan (ILL) service provides a way for ~~resident cardholders (400-series cards) of Pikes Peak Library District (PPLD)~~ to ~~obtain locate and share materials resources~~ from libraries throughout the state of Colorado, ~~the~~ United States, and Canada. Items are shared by adhering to guidelines, policies, and procedures that are ~~established by the Interlibrary Loan Code for the United States. fair and sensible. PPLD seeks to strike a balance between the needs of the individual and the overall needs of Library patrons.~~

I.— Interlibrary Loan Codes and Agreements

~~Interlibrary loan (ILL) codes are the guidelines that libraries agree to in order to make interlibrary loan function smoothly, with the main one being the Interlibrary Loan Code for the United States. These agreements enable PPLD to have reciprocal relationships with other libraries, allowing PPLD to borrow materials with no or minimal charges.~~

I.H. Borrowing

Borrowed items are typically items that PPLD does not own and items that do not

meet the purchasing criteria from patron requests. PPLD has a **65five-item limit** on all active ILL requests and purchase requests. This number includes ILL items that are checked out and ILL/purchase requests in processing.

~~PPLD patrons use , an international database of library holdings, to request items.~~ Patrons search ~~WorldCat-Discovery from PPLD's website~~ to find the entry for an item and then select ~~the “Request Item through Interlibrary Loan” option~~ to submit the ILL request. WorldCat-Discovery is a cloud-based application that helps patrons easily find resources available at their library and libraries worldwide through a single search.

Request It combines interlibrary loan service and purchase requests into one service. Items published within the past two years will first be considered for purchase under PPLD's [Collection Development Policy](#). If the item is not purchased by Collection Management, the request will be routed to ILL and they will attempt to fulfill the patron request, unless the item falls under the following caveats:

- Items published/released within the current calendar year will not be requested through interlibrary loan. PPLD will not lend new materials and neither will other libraries.
- PPLD does not borrow the following items: video games, electronic materials (such as eBooks/eAudios), book club sets, Playaway products, and hot spots. Entire issues of magazines and journals cannot be requested via ILL.
- If PPLD owns an item that circulates but is currently checked out, the item will not be requested through ILL and the patron will be placed on ~~the holds list for the item.~~

Lending libraries establish the amount of time that a patron can borrow the materials. Renewals are at the discretion of the lending library.

Items borrowed through ILL may be recalled by the owning library at any time. If the item has been checked out and is recalled, then it must be returned to PPLD.

Recalled items are not eligible for renewal and result in a shorter loan period.

There is usually no charge to patrons for ILL service; however, while we try to obtain materials for free, some lending libraries do charge a fee. ~~These fees will be passed along to patrons as long as they were agreed upon when the request was taken. Patrons are notified of fees and must agree to accept responsibility for the charges before PPLD will proceed with the request.~~ -When there is a charge, the average cost ~~per item can range ranges~~ from \$105-\$25 (or higher since the borrowing fees are determined by the lender).

II.III- Lending

PPLD lends items from the collection to other libraries primarily in Colorado as well as the United States and Canada. Since ILL is a mutual relationship, PPLD ~~must be~~ willing to supply materials as freely as we request materials.

PPLD ~~processes lending requests submitted by lends using SWIFT (Statewide Interlibrary Loan Fast Track), ILLiad, OCLC, as well as or ALA Interlibrary Loan form requests via email or U.S. Mail submitted via email.~~

PPLD does not lend ~~video games, electronic materials (such as eBooks and eAudios), book club sets, Playaway products, hot spots, reference books, or items located in Special Collections physical material located in Regional History and Genealogy.~~ PPLD does not charge to lend materials within the United States. Canadian libraries are charged due to the high cost of postage. PPLD does not lend new items that have been published within the current calendar year; ~~this is~~ to permit PPLD patrons the chance to browse these new items in PPLD's collection without having them out on interlibrary loan for a longer time period.

III. Patron Responsibilities

Patrons take full responsibility for the materials borrowed for them. If materials are lost or damaged, patrons will be billed at the rate set by the lending library.

- Interlibrary loan service is not available if: -proof of address is not provided, library account exceeds \$10.00 balance, patron is using a temporary residence, or mailed

notices are returned.

- Repeated failure to pick up ILL items or return items by the due date may result in the loss of ILL privileges for the remaining calendar year.
- If a borrowed item is not returned, a fee of \$100.00 will be assessed until the owning library sends an invoice for the replacement cost and the price will be adjusted. -Replacement copies will not be accepted.

IV. More Information

To find more about PPLD's Interlibrary Loan service, visit [review the Interlibrary loan FAQs or Interlibrary Loan/Request It webpage.](#)

ELECTRONIC MAIL (EMAIL)

Electronic mail (“Email”) is the exchange of computer-stored messages from one user to one or more recipients via the internet.

All Pikes Peak Library District (PPLD) Email systems are owned by PPLD and are intended for the purpose of conducting official PPLD business only. PPLD Email systems are not intended for personal use by PPLD employees. PPLD reserves the right to monitor, inspect, copy, review, store and disclose at any time and without prior notice, all Email. Employees shall have no expectation of privacy when using PPLD Email systems.

Emails sent or received by the Board of Trustees (the “Board”), PPLD or PPLD employees may be considered a public record subject to retention under state or federal law. Such Emails may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever PPLD is a party in litigation or reasonably anticipates being a party in litigation, Board members and PPLD employees in possession of Email, other electronic documents, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the Chief Executive Officer.

To ensure compliance with applicable law and PPLD policy, PPLD retains the right to review, store and disclose all information sent over PPLD Email systems for any legally permissible reason, including, but not limited to, determining whether the information is a public record, whether it contains information discoverable in litigation and to access PPLD information in the employee's absence.

Upon sending or receiving an Email, all users shall segregate or store those Emails that are public records. Public records are those that evidence PPLD's functions, policies, decisions, procedures, operations or other activities of PPLD or that contain valuable PPLD data.

Emails on PPLD computers or PPLD Email systems shall be retained for a period of seven years. Such Emails shall be deleted in seven years unless otherwise required to be retained by PPLD policy, or state or federal law.

The custodian of records for PPLD shall assist the public in locating any specific public Emails requested and shall provide public access to public Emails in accordance with state law. PPLD's records custodian shall also be responsible for assisting PPLD in complying with the Email retention requirements in this policy.

PPLD employees may be subject to disciplinary action for violation of this policy.

ELECTRONIC ~~COMMUNICATION~~ MAIL (EMAIL)

~~“Electronic communication” is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional or global computer network.~~

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~~Electronic communication~~ Emails on PPLD computers or PPLD ~~electronic communication~~ Email systems shall be retained for a period of seven years. Such ~~electronic communication~~ Emails shall be deleted in seven years unless otherwise required to be retained by PPLD policy, or state or federal law.

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