

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
 April 19, 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: 867 7654 8192
 Passcode: 569086

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. Pikes Peak Library District Foundation Report (Lance James) *Five minutes* (p. 3)
 - C. Financial Report: March 2023 (Randy Green) *Ten minutes* (p. 5)
 - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 13)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Security, and Community Resources Report (p. 25)
 - F. Interim Chief Librarian’s Report (Teona Shainidze-Krebs) *Five minutes*
 - G. Board Reports
 - 1. Governance Committee Report *Five minutes*
 - 2. Internal Affairs Committee Report *Five minutes*
 - 3. Public Affairs Committee Report *Five minutes*
 - 4. Liaison comments
 - 5. Trustee comments
- V. BUSINESS ITEMS
 - A. Consent Items – DECISION 23-4-2
Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as “New Business”.
 - 1. Minutes of the March 15, 2023 Board of Trustees meeting (p. 45)
 - 2. Minutes of the April 4, 2023 Board of Trustees special meeting (p. 48)
 - B. New Business
 - 1. DECISION 23-4-3: Resolution Designating the Official Custodian of Record (p. 49)
- VI. EXECUTIVE SESSION – The Board will enter into Executive Session to discuss personnel matters related to the Chief Librarian and CEO Appointment as authorized by C.R.S. § 24-6-402(4)(f).
- VII. Business Items (cont)
 - A. DECISION 23-4-4: Approval of the Chief Librarian and CEO’s contract
- VIII. ADJOURNMENT

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

Friends of the Pikes Peak Library District APRIL 2023 Report

The Friends March priorities were primarily focused on our Spring Book Sale, which was a huge success. Over 10,000 'items' were sold during the 3 day sale. Additionally, Directors have been visiting with the various PPLD book clubs to raise awareness of who the Friends are and increase interest in the Literary Awards luncheon.

Sales for March	(Gross)	
	Amazon	\$1,337
	eBay	\$4,739
	Web storefront	\$81
	East Bookstore	\$4,078
	Library 21C	\$3,207
	Penrose	\$746
	Big Book Sale	\$12,709
TOTAL SALES		\$26,897

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Received \$171,706 grant award from the Colorado Department of Education State Grants to Libraries program

Received \$63,042.74 from the Colorado Department of Education for Integrated English Language and Civics Engagement (IELCE) English as a Second Language program support (2022-23)

Received \$57,189.10 from the Colorado Department of Education for AEFLA program (2022-23)

Launched 2023 Library Giving Day (Tues 4 April) direct mail and digital campaigns and received \$19,675 in charitable gifts from 326 individuals

PPLD Foundation Development Committee finalized Night at the Library (Sat 21 October 2023) sponsorship packages and has begun sponsorship, table, and individual ticket sales

Submitted NextFifty Initiative grant application in support of senior focused programs and services

Submitted Colorado Springs Health Foundation 2022 main funding opportunity grant report

Submitted El Pomar Foundation Rob Hilbert Nonprofit Resource Center grant report (2020-2022)

PPLD Foundation board members and staff placed 472 stewardship calls/notes to foundation donors

Mailed 317 first time donor stewardship postcards

Met with Investment Trust to begin the PPLD Foundation's Investment Policy Statement update

Met with Pikes Peak Community Foundation, The Independence Center, NextFifty Initiative, and the Bee Vradenburg Foundation to explore 2023 grant application opportunities

Met with Air Force Academy Business Management major cadets to benchmark the PPLD Foundation against Pikes Peak region charities

Held PPLD Foundation Development Committee meetings

Attended National Library Fundraising Network and Association of Fundraising Professionals meetings

Attended City of Colorado Springs Bridging the Digital Divide ceremony

Attended Friends of the Pikes Peak Library District monthly board meeting



March 31, 2023
Monthly Financial Report

Board of Trustees Meeting
April 19, 2023



Monthly Financial Report - PPLD (as a whole)
As of March 31, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of March 31, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Property Taxes (1)	33,821,549	15,477,899	15,310,699	(167,200)
Specific ownership taxes	3,500,000	875,000	862,741	(12,259)
Total Taxes	37,321,549	16,352,899	16,173,440	(179,459)
Intergovernmental - E-Rate	503,506	125,877	0	(125,877)
Intergovernmental - AEFLA	84,002	21,001	0	(21,001)
Intergovernmental - State Grant	171,706	42,927	0	(42,927)
Intergovernmental - RHG	57,912	14,478	0	(14,478)
Intergovernmental - IECLE	95,005	23,751	0	(23,751)
Intergovernmental - Capital Restricted	35,798	0	0	0
Fines and fees	67,500	16,875	15,470	(1,405)
Interest income	38,250	9,563	210,842	201,279
Donations/fundraising	230,000	57,500	367	(57,133)
Employee contributions	612,143	164,808	138,404	(26,403)
Other Operating- Copy sales	45,225	11,306	7,575	(3,731)
Other Operating - Parking lot collections	10,050	2,513	4,576	2,063
Other Operating- Miscellaneous	4,523	1,131	9,149	8,018
Total Operating Revenue	1,955,620	491,727	386,383	(105,345)
Total Revenue	39,277,169	16,844,626	16,559,822	(284,804)
EXPENDITURES				
Personnel Expense	24,617,174	6,635,762	6,284,409	351,354
Operating Expense	14,360,312	3,717,898	2,873,488	844,410
Capital Outlay	4,656,376	856,292	94,760	761,532
Total Expenditures	43,633,862	11,209,953	9,252,657	1,957,296
Net Impact to Fund Balance	(4,356,693)	5,634,673	7,307,166	1,672,492
Beginning Fund Balance (2)	15,355,346	15,355,346	15,355,346	0
Ending Fund Balance (Projected)	10,998,653	20,990,019	22,662,512	1,672,492

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

(2) Projected for 2022. After restricted funds are removed, before cashflow reserves are removed



Monthly Financial Report - GENERAL FUND

As of March 31, 2023

		Year to Date Activity as of March 31, 2023			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES					
Property Taxes	30,792,356	14,091,636	13,932,607	(159,030)	
Specific ownership taxes	3,500,000	875,000	862,741	(12,259)	
Total Taxes	34,292,356	14,966,636	14,795,348	(171,289)	
Intergovernmental	912,131	152,022	0	(152,022)	
Donations/fundraising	230,000	38,333	367	(37,966)	
Fines and fees	67,500	11,250	15,470	4,220	
Other Operating	98,048	16,341	232,141	215,800	
Total Operating Revenue	1,307,679	217,946	247,978	30,032	
Total Revenue	35,600,035	15,184,583	15,043,326	(141,257)	
EXPENDITURES					
Library Services	11,668,929	3,020,805	2,579,050	441,755	
West Region	3,494,194	939,541	867,837	71,705	
Southeast Region	3,555,497	955,877	826,819	129,058	
North Region	3,239,909	871,101	824,063	47,038	
Total Public Services Expenditures	21,958,530	5,787,324	5,097,769	689,556	
Support Services	12,890,704	3,335,165	2,883,260	451,905	
Intergovernmental	220,777	54,995	97,516	(42,520)	
Designated Funds	355,175	88,794	97,439	(8,645)	
Total Operating Expenditures	13,466,656	3,478,954	3,078,214	400,740	
Total Expenditures	35,425,186	9,266,279	8,175,983	1,090,296	
Net Impact to Fund Balance	174,849	5,918,304	6,867,343	949,039	
Beginning Fund Balance*	10,151,900	10,151,900	10,151,900	0	
Ending Fund Balance (Projected)	10,326,749	16,070,204	17,019,243	949,039	



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (1 of 2)

As of March 31, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of March 31, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Public Services	136,287	36,556	34,335	2,221
Adult Services	753,964	201,426	198,399	3,027
Family and Children Services	838,183	222,848	200,847	22,001
Regional History and Genealogy	718,306	192,278	186,578	5,700
Creative Services	551,372	147,005	134,871	12,134
Knights of Columbus Hall	74,464	20,029	19,596	432
Young Adult Services	491,333	131,029	118,558	12,471
Adult Education	558,369	148,805	114,324	34,482
Collection Management	7,357,789	1,870,377	1,527,457	342,920
Equity, Diversity and Inclusion	188,862	50,452	44,085	6,367
LIBRARY SERVICES SUMMARY	11,668,929	3,020,805	2,579,050	441,755
West Region - Administration	273,546	73,343	68,321	5,022
Penrose Library	1,409,045	379,070	369,549	9,522
Cheyenne Mountain Library	513,050	137,997	118,301	19,696
Old Colorado City Library	468,926	126,168	119,245	6,923
Manitou Springs Library	315,784	84,906	84,036	869
Ute Pass Library	34,690	9,284	-	9,284
Mobile Library Services	479,154	128,774	108,385	20,390
WEST REGION SUMMARY	3,494,194	939,541	867,837	71,705
Southeast Region - Administration	354,182	95,001	91,492	3,509
East Library	1,718,241	462,099	399,244	62,855
Fountain Library	460,551	123,833	96,182	27,651
Ruth Holley Library	456,329	122,728	106,645	16,083
Sand Creek Library	566,195	152,216	133,255	18,960
SOUTHEAST REGION SUMMARY	3,555,497	955,877	826,819	129,058
North Region Administration	127,326	33,895	28,416	5,479
Library 21c	1,536,653	413,201	378,727	34,474
High Prairie Library	406,491	109,363	107,630	1,733
Calhan Library	74,487	20,029	19,582	447
Monument Library	579,122	155,821	151,363	4,458
Palmer Lake Library	500	125	(78)	203
Rockrimmon Library	515,330	138,666	138,422	245
NORTH REGION SUMMARY	3,239,909	871,101	824,063	47,038
LIBRARY SERVICES SUMMARY	10,289,601	2,766,520	2,518,719	247,801
PUBLIC SERVICES SUMMARY	21,958,530	5,787,324	5,097,769	689,556



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (2 of 2)

As of March 31, 2023

		Year to Date Activity as of March 31, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Administration	321,639	85,390	66,629	18,761
Human Relations Office	829,754	219,173	160,664	58,509
Finance Office	1,403,197	469,155	502,374	(33,218)
Facilities	4,606,201	1,168,709	925,073	243,636
Security	1,299,459	348,482	318,176	30,306
Communications Office	1,335,866	350,748	332,929	17,819
Information Technology Office	2,740,135	706,354	487,015	219,340
Development Office	354,452	92,282	90,400	1,882
Support Services	12,890,704	3,440,294	2,883,260	557,034
Interdepartmental	220,777	54,995	97,516	(42,520)
General Fund - Undesignated	13,111,481	3,495,289	2,980,776	514,514
Designated Funds	355,175	88,794	97,439	(8,645)
Total Designated	355,175	88,794	97,439	(8,645)
TOTAL GENERAL FUND	35,425,186	9,371,408	8,175,983	1,195,425



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of March 31, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of March 31, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Designated Funds - Capital	35,798	3,580	0	(3,580)
Total Revenue	35,798	3,580	0	(3,580)
EXPENDITURES				
Capital Fund- Facilities	2,104,219	382,585	40,697	341,888
Capital Fund-Communication	71,329	12,969	6,395	6,574
Capital Fund- IT	2,338,880	425,251	47,668	377,583
Capital Fund- Video Studio	50,407	12,602	0	12,602
Capital Fund- Creative Services	55,744	13,936	0	13,936
Total Expenditures	4,620,578	847,343	94,760	752,583
Net Impact to Fund Balance	(4,584,780)	(843,763)	(94,760)	749,003
Beginning Fund Balance*	5,103,754	5,103,754	5,103,754	0
Ending Fund Balance (Projected)	518,974	4,259,991	5,008,994	749,003



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of March 31, 2023

		Year to Date Activity as of March 31, 2023			
		<u>Revised</u> <u>Annual</u> <u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES					
	Property Taxes	3,029,193	1,386,262	1,378,092	(8,171)
	Employee contributions	612,143	164,808	138,404	(26,403)
	Total Revenue	3,641,336	1,551,070	1,516,496	(34,574)
EXPENDITURES					
	Personnel Expense	3,298,098	896,011	793,229	102,782
	Operating Expense	290,000	200,320	188,685	11,636
	Total Expenditures	3,588,098	1,096,332	981,914	114,418
	Net Impact to Fund Balance	53,238	454,739	534,583	79,844
	Beginning Fund Balance*	99,692	99,692	99,692	0
	Ending Fund Balance (Projected)	152,930	554,431	634,275	79,844



2023 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self- Insurance Fund	TOTAL BUDGET
<u>REVENUE:</u>					
December 7, 2022	2023 OAB Budget Ratification	\$35,600,035	\$35,798	\$3,641,336	\$39,277,169
	TOTAL REVENUE	\$35,600,035	\$35,798	\$3,641,336	\$39,277,169
<u>EXPENDITURES:</u>					
December 7, 2022	2023 OAB Budget Ratification	\$35,667,371	\$1,000,000	\$3,588,098	\$40,255,469
January 18, 2023	2023 OAB Budget Adjustment #1	(\$242,185.23)			(\$242,185)
February 15, 2023	2023 OAB Budget Adjustment #2		\$3,620,578		\$3,620,578
	TOTAL EXPENDITURES	\$35,425,186	\$4,620,578	\$3,588,098	\$43,633,862
	Net Change in Fund Balance	\$174,849	(\$4,584,780)	\$53,238	(\$4,356,693)
	<i>Projected</i> Beginning Fund Balance	\$4,651,900	\$5,103,754	\$99,692	\$9,855,346
	<i>Projected</i> Ending Fund Balance	\$4,826,749	\$518,974	\$152,930	\$5,498,653

Public Services Report March 2023

Compliments

From Food Industry Training students to Scott Crum (Creative Services):

- I'm deeply thankful for the knowledge you have shared with all of us. What an honor it is to have been one of your apprentices.
- Thank you for your dedication in teaching this class, and sharing your knowledge; your constant encouragement, and personality made class so great. I learned so much and am forever grateful for this opportunity.
- I can't thank you enough for you sharing your knowledge, experience, and showing your enthusiasm to us. I mentioned to you before that you are truly the most enthusiastic instructor I have ever met. I am so grateful and feel honored to be a member of PPLD FIT program. During the last five weeks, I not only learned a lot about food, skills, and earned ServSafe certification, but also made me feel that I am belonging somewhere I like that a lot. I didn't feel this feeling for a long time since I chose to become a stay home mom. Based on the knowledge and experience I've earned from FIT, I feel confident that I can find a job in the field that I love. Thank you!
- Certainly FIT has been encouraging me to do things. I really appreciate what you are doing. Thank you so much!

An Interlibrary Loan patron stated he was amazed at the level of service provided and appreciated the public library. (PPLD) He is working on publishing an article he has been researching for many years.

Southeast Region

Access

Panda Express via Pikes Peak Workforce Center had a hiring event at High Prairie Library which went well, they had quite a few attendees. Additionally, staff were able to sign some of the attendees up for library cards.

A Sand Creek patron and prolific pianist has finished tracking the backlog of music she has been composing since the 80's. She has moved onto experimenting with new sounds and jams in Studio916. Keagan Kellogg taught her how to browse Logic's Loop Library, import and loop a sample, and then he just sits back and listens to some amazing, improvised jazz and pop chords, it is fantastic!

Accountability

East Library began a major shifting project in the adult section in March. Over the next two months staff and volunteers will shift Foreign Language and Adult Basic items towards the front of the library in hopes of helping the visibility of these collections. This shift will also help balance the Non-Fiction and Fiction sections.

Communications

Tri-Lakes Care, a local food pantry and just overall phenomenal resource center for the community, has reached out to Monument Library about setting up office hours at their center. Their clients would be able to ask questions about the library and we can share our resources. We are going to start with a monthly 2 hour visit. Monument staff are excited about this opportunity!

Community Connections

Jen Hernandez at East Library has been helping a patron off and on for a little over a year. He first came to the computer lab last year and said he needed help registering his auto repair business. She has set up a few Book-a-Librarian appointments with him over the past year where she has given him resources to register his business, apply for an LLC, and create business cards. She met with him again recently to re-register his business for this year and he said his business is doing good and he is making a good amount of money!



For Spring Break, Fountain hosted the “Meet the Unicorns” event. 350 patrons of all ages came to see the Unicorns in the Fountain garden space. A young patron drew us a wonderful unicorn to show her appreciation for this event. Staff also created 15 new library cards during this event as well.

Physical and Virtual Spaces

The East Facilities team has been updating the trashcans and benches on our property. The most recent addition has been three new park benches on the front walkway. They really brighten and clean up the front of the library and the benches get a lot of use, especially during the summer months, this update will allow for more inviting seating.

Palmer Lake had a new front door installed. The Town of Palmer paid for new framing and a custom door and it is beautiful.

March is National Quilting month and for the last 10-15 years the Palmer Divide Quilters have hung their quilts around the library including from the high rafters. The quilts will remain up until the first week of April.

Staff

With 21c’s Program Logistics Assistant role being vacant, Jane Warren from East Library will be providing support to Library 21c with meeting room approvals and patron communication. Jane Warren is also currently in the process of training and refreshing staff about how to use Library Market and the technology in our meeting rooms to better assist patrons when they are using our meeting and study rooms.



West Region

Access

March had a fantastic ending at Penrose Library with a Spring Break visit from unicorns! Two hundred community members enjoyed a magical time petting REAL unicorns, making crafts, and finding unicorn books. Thanks to the collaborative work of Penrose Family and Childrens' Services staff.



Old Colorado City Library hosted Skean Dubh: Acoustic Celtic Music on Wednesday, March 15. David Rasmussen reported that there was good weather for the outdoor performance and an impressive 97 patrons attended. Bancroft Park was the perfect venue for this celebration of spring, St. Patrick's Day, and Irish American Month. Prior to the performance, David also visited local businesses, especially music venues, to let them know about the library program.

Karin Swengel was able to assist a patron who wanted to learn the history of her property. Karin was able to find the original patent for the land all the way back to 1872, and she found a picture of the original Land Patent document signed by President Ulysses S. Grant. The patron was so amazed to learn how far back the records for her land went. Karin used this opportunity to inform the patron about all the incredible resources and classes Special Collections provides. The patron had never heard of these resources and was eager to learn even more!

Communications



The Mobile Library staff, Communications staff as well as staff from around the district participated in the St. Patrick's Day parade. Our entry included a full drill team, a juggler, walkers and a decked out mobile library that was preceded by two staff walking with our banner! All that to say that we had a

great turnout for the parade with an estimated 15,000 parade goers.

Community Connections

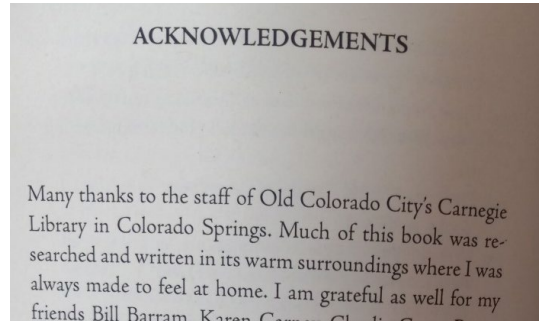
Rebecca Operhall (Penrose Library) provided an outreach at the Independence Center's grand opening for a new adaptive computer lab there. "I saw 21 people, made two new cards (and re-upped 5 old ones), and between connection with Independence Center users got to see demonstrations of their adaptive gaming controller system. They are planning on setting up their lab for gaming events once a month; I told them to send us a copy of the flyer to post once they have it. Also, I am working with one of their outreach people to set up a time to give him a tour of our ADA set ups so he can better visualize what we have vs. what the independence center

has in this new computer lab. It was a really productive day.” Operhall will also be visiting monthly for a Device Lab outreach.

The Gazette Telegraph ran a wonderful [article](#) about Rockrimmon’s long-time yoga volunteer, Svetlana Nudelman. She is from the Ukraine and credits yoga with helping her and others through these often-difficult times.

Nicole Sanchez connected with the community through a Ruth Holley display by selecting items from the District’s collection that highlighted this month’s National Women’s History Month.

Local author Tom Stella, in his recently published book, acknowledged Old Colorado City Library staff for the library’s warm, welcoming atmosphere, where much of the book was researched and written.



Staff

All Ruth Holley Team members took ownership of enhancing their education, which cultivated a growth in their mindset and skills.

Emily Baker and Makayla Polunci attended CPI training to better prepare for handling situations in which a crisis may arise. After May, all of MAUT staff will be CPI trained.

Adult Education

Access

The Adult Education team is focused on testing learners for skills gains moving into the spring semester. The goal is 54 gains by June 30th. Learners have achieved 33 gains so far. This includes the first official gains recorded for the IET class, Food Industry Training, which includes gains for passing a certification exam, enrolling in a post-secondary institution, and obtaining a job offer letter for a position in the food service industry. Gains also include two learners who have earned a complete GED and two learners who have earned exit level scores on ESL tests.

Accountability

Interim Director Christine Layton and Interim Manager Sandy Hancock filed for a continuation application for the AEFLA and IELCE federal grants for 2023-2024, filing the application and budgets two weeks ahead of schedule.

Christine Layton and Kim Hoggatt from the Finance team filed the second RFF (Request for Funds) for the fiscal year, ensuring the Adult Education team achieves the full potential for grant reimbursements.

Communications

ESL Instructor Drew Goter presented at In-Service Day on serving non-English speaking patrons with over 100 staff members in attendance and excellent feedback from participants.

Community Connections

Career Navigator Deya Rohe integrated local workforce partners into the Food Industry Training graduation ceremony to provide more hiring opportunities for graduates. Graduates had the

opportunity to serve potential employers a signature dish and explain the technical and soft skills they learned during the class.

Library Instructional Designer Ben Kegley confirmed the next Naturalization Ceremony for new U.S. citizens. The ceremony will take place July 28, 2023 in the Venue at Library 21c from 11:00am – 1:00pm. All board members, leadership, and staff members are welcome to attend.

Physical and Virtual Spaces

Virtual and in-person classes are ongoing.

Staff

Collaboration, communication and creativity within the Adult Education team is ongoing.

Adult Services

Access

The Winter Adult Reading Program concluded on 3/31. To date, we have 4,050 people registered, which is an increase of 624 over 2022. Also, to date, 2,611 people have completed the program (they can still log their reading for Feb/Mar through April), and that's an increase of 389 over last year.

Tarah Ruff, Adult Librarian at Library 21C who is covering Business Related one-on-one reference sessions, met with a couple who were beginning research on buying a local business. The couple did not have much experience using PPLD's online resources. The patrons left the interaction feeling comfortable and encouraged with how easy PPLD's online databases work and excited to work at home and in the library for future research needs. Both patrons were specifically impressed with the quality of 21c's business center and meeting rooms

Accountability Meagan Huber, Bryan Matthews, Heidi Buljung and Melissa Mitchell reviewed 120 applications from potential authors for the Mountain of Authors event, most of these applicants wanted one of the coveted 30 tables the day of the event to meet with the public and sell their books. These are always difficult decisions to make, and this team evaluated each of the applications with a number of factors and have been working with the selected authors to be prepared for the event.

Communications

As chair of the Legal Information Services for the Public Committee of the Southwest Association of Law Libraries, Deb Hamilton helped to organize an online preconference workshop for public librarians on the basics of legal research. They had 22 people register and 8 people attend the live event. Deb's section covered where to look for legal assistance. Other presentations included: the legal reference interview, where to find quick legal answers, and how to do in-depth legal research.

Community Connections

Melissa Mitchell and Heidi Buljung went to the National Museum of World War II Aviation to discuss a potential partnership for All Pikes Peak Reads and the ALA Americans and the Holocaust Exhibit, both of which happen later this year and overlap.

Physical and Virtual Spaces

On March 14 Deb Hamilton worked with a team to hold the Renter's Rights Workshop at the Independence Center. This is a partnership between the City of Colorado Springs Community Development Division, Colorado Legal Services, Brothers Redevelopment, the Justice Center

and PPLD. They had 11 people attend in person and 12 people attend online. This was the first time holding the event at the Independence Center and it was a great venue for the presentation.

Staff

On Monday, March 27, Janina Goodwin with help from Katie Edson, Tiffany Paisley (Penrose Library Manager), Rachel Martin (Penrose Library Senior Library Associate), Tim Morris (Regional History and Genealogy), Ben Kegley (Adult Education), Drew Goter (Adult Education) and Kayla Rockhold (Community Resources) presented to five librarians from Moldova, two interpreters, and a sponsor from the World Affairs Council in Colorado Springs about how we serve the public, with a particular interest in our support of immigrants. They toured Penrose Library and briefly toured Special Collections, took tons of pictures, and shared how impressed they were with the services we offer. This was a unique experience that the staff involved and our visitors all enjoyed!

Collection Management

Access

Interlibrary Loan staff not only fulfill patron requests for books and audiovisual materials but were able to fulfill a request for a 1946 map of trading areas within the United States. It was borrowed from Yale University Library.

In March, 8,655 items and 1,073 magazines were added to the collection. The number of items added is the second highest amount since the beginning of the pandemic.

The Cataloging workgroup is pushing through a heavy load of new materials and also worked on catalog records for the nonprofit resource collection, [the new toy collection](#), and foreign language titles.

Accountability

The Database Liaisons met to go through the first round of possible database cuts in anticipation of reduced funds for these resources next year.

Selection Librarian Krista Meier reviewed ILL requests for the past couple of months to purchase those that have been requested several times, as well as those that fill any gaps in the adult fiction collection.

Krista also analyzed patron purchase requests in OverDrive to see if titles were available in the cost-per-circ (CPC) lending model. This model allows PPLD to fulfill the patron's request without having to pay full price for the metered access (MA) or one-copy/one-user (OC/OU) lending model. The review resulted in savings of over \$20,000 the first quarter of 2023.

Community Connections

The Collection Management Assistants helped gather gently used books that had been removed from the collection for an upcoming Literacy Festival at UCCS. The group stickered, sorted, and boxed 15 boxes of reclaimed materials. The



group also prepared eight boxes of paperbacks for donation to the El Paso County Criminal Justice Center.

Marie Duplantis-Webb met with a representative from Rocky Mountain Health Care Services and gave her donations of books, DVD's, and audiobooks.



Collection Management staff visited the library at the Colorado School for the Deaf and the Blind. The school library/media specialist, Jennifer Mathews, showed the group the newly combined library and answered a ton of questions. Previously there was a deaf school library and a blind school library.

Lisa Thomas served as Lead Judge (with two other judges) for five Middle School Group Exhibit projects for the Pikes Peak Regional History Day Competition at Colorado College on March 18.

Physical and Virtual Spaces

Marissa Jimenez Guiot, Integrated Library System Analyst, updated PPLD's Mobile App with new features including carousels of new books and DVDs, a featured resource for patrons, and closure information. Marissa also completed a major upgrade to the Circulation Services Manual that is used heavily by staff. The manual is on the staff intranet, utilizing SharePoint, with robust search options and links to patron forms.

Colleen Medling, Integrated Library System Administrator, used DemographicsNow, a database available to PPLD patrons, to provide demographic data by zip code to Facilities staff.

Staff

Collection Management enjoyed hosting Old Colorado City Library staff for a tour of the department.

A staff member from the Montrose Public Library also visited and talked shop with numerous PPLD Collection Management staff to compare processes.

Creative Services

Access

Scott Crum taught the five-week Food Industry Training program to a successful conclusion with eight graduates. One of the graduates also came back a week after graduation to take the ServSafe Food Manager's test with Scott proctoring and passed.

Accountability

Jennifer Eltringham collected and organized patron survey data from Q1 makerspace classes.

Communications

Dustin Booth and Community Resources Supervisor Kayla Rockhold gave a presentation to the Colorado Association of Libraries' Adult Services Interest Group on the Community Exchange program. The monthly program was designed and implemented by Dustin and Kayla. Community Exchange is aimed towards assisting low-income and unhoused residents of El

Paso County. They fielded a wide range of excellent questions after the presentation, with some of the attendees showing interest in starting a similar program in their libraries.

Community Connections

Nawal Shahril and Cameryn Broin (East Library) worked at the first Repair Café held at Pikes Peak Makerspace (PPM) through a partnership with them. Seventeen patrons came to have items repaired. PPLD and PPM volunteers worked together non-stop to assist patrons. PPM's volunteers also gave tours to the patrons, connecting them with various tools and machinery available in the space. Overall, patrons were intrigued with the space, which sparked many interests. This partnership with PPM allows for even more types of items to be repaired.



Physical and Virtual Spaces

Construction on the wall for the Lower-Level Classroom at The Hall was completed. This will separate the classroom much more efficiently and comfortably from the rest of the building, providing a greater degree of functionality to the space. The Hall should expect to see an increase in usage of this room, providing the opportunity to serve more of the community at any given time.

Staff

Creative Services staff worked together to implement an initial version of the makerspace training program revamp for District makerspace staff. A pre- and post-training survey has been included in the program to gather information on its effectiveness.

Jennifer Eltringham attended the Music Library Association Conference in St. Louis, MO, on a scholarship for public librarians where she gathered information for a potential future revamp of the Local Music Project.

Diversity, Equity, and Inclusion Service

Access

EDI department provided the patron of Influence event at East Library on May 15, 2023. Panelists were, Dr. Joye M Carter, United States Air Force Officer (Retired), Forensic Pathologist and commentator for New York Times, and CNN. Major Lisa Toney, Army Aviator/Space Operations Officer, US Army Space and Missile Defense Command, Maj Toney flew Helicopters. Kristen Faith, entrepreneur, philanthropist and nation's leader in nonprofit strategy and is serves on the board of Trustees for Leadership Pikes Peak, and Michelle Wills Hill, 30-year environmental professional and Senior Environmental Specialist at Colorado Springs Utilities, she is also active in her school district as a board member District 3.

Accountability

EDI department collaborated with Collections Management, IT, Adult Services, Communications and finance worked together to submit a grant application to Flexible Support Funding (NextFifty initiative) to our PPLD foundation department for our 55+ aging senior patrons' programs.

Communications

EDI department, YAS and Communications collaborated to provide information to our libraries about the upcoming Month of the Military Child, to include activities, books and information. Purple Up Day for the library is April 21.

Community Connections

EDI Department collaborated with Communications to review Block 2 and the outreach that will be available to our patrons for May, June, July and August. Within the discussion were the National Holidays, internal 55+ aging programs, messages for Memorial Day, Flag Day to name a few and outreach for El Cinco de Mayo and Juneteenth.

Family and Children's Services

Access

Senior Librarian Evan Childress hosted the first-ever Kindergarten Round-Up Resource Fair on Saturday, March 11 from 10 – 1 p.m. at Sand Creek Library. Approximately 125 people attended, and 20 schools/organizations had information tables, including the Friends of the Library, and Family Place Libraries. Kindergarten Round-Up allowed families to explore different school districts to learn teaching methods that would be a good fit for their child entering Kindergarten. We outgrew our space and if we decide to host this event next year, we will move to a larger location.



Communications

Senior Associates Carol Scheer, and Krystal Arnold, and Senior Librarians Christa Funke and Barb Andros represented PPLD at Scout Day at the Dinosaur Resource Center in Woodland Park. They shared information on Culture Pass and eResources, and had a craft for children to create a flying pterodactyl. In addition, Family & Children's Services staff visited 17 schools presenting [Lightning Lessons](#), attending Literacy Nights, Tech Days, and Read Across America to 1,050 students at Trailblazer Elementary, Jackson Elementary, Ranch Creek Elementary, Penrose Elementary, Thomas MacLaren Charter School, Mountain View Academy, and we provided Keva Planks for a month long at Springs Studio for Academic Excellence.

Community Connections

Family & Children's Services completed two LENA Start cohorts, graduating 17 families. [Fox News interviewed](#) Director Melody Alvarez and LENA Start graduate Jennifer Williams. Jennifer Williams shared at the beginning of the program her son's Snapshot indicated he was behind in his language development. By the completion of the eight-week program, her son's last Snapshot was on track with his age for language. They both gained confidence and have seen a big difference since taking the program. Senior Librarian Evan Childress and Melody Alvarez will begin two new cohorts in April.

Family & Children's Services throughout the district celebrated Spring Break on March 27-April 1. We had five different programs; Puppet Tales did a program called Funny Ferocious

Dragons, Denise Gard and her trained dogs presented a Dragon Tale, Cool Science offered Chemistry Magic, the Zoomobile brought magical animals, and crowds' favorite among patrons and staff were from Wishing Star Farm who brought unicorns. We had 18 programs with 1850 patrons in attendance.

Physical and Virtual Spaces

Senior Librarian Joy Fleishhacker organized the Homeschool Art Show. More than 115 art pieces were collected by students in grades K-12 (82 were collected in 2022). Submissions include paintings, drawings, ceramic sculptures, needlepoint pieces, and more! The art is available for viewing in the East Library Children's Department throughout the month of April. A reception for the artists and their families is scheduled for May 2.



Regional History & Genealogy

Access

Erin Barnes completed processing local photographer Brian Tryon's collection of images. RH&G worked with Brian to document the history created in 2020. Ultimately, he took 946 pictures throughout the Pikes Peak Region. [Those images are now accessible](#) for the community. The Brian Tryon Photograph Collection went live on March 24, coinciding with the statewide Stay at Home order by Governor Polis in March of 2020. Communications highlighted this important collection during a website takeover during the weekend of March 25 and 26.

RH&G produces prints and high-resolution scans from original material in the photo archive. This allows PPLD historic resources to be used and enjoyed across the world. For example, a patron living in Montana purchased multiple Myron Wood photos for display in her home. Also, the FOMU Foto Museum in Belgium recently completed an exhibit featuring a photograph by Myron Wood and the work of artist Grace Ndiritu. The curator sent this message "We are very happy that we could use the photograph by Myron Wood. It's an important photograph for the artist Grace Ndiritu, who curated this collection exhibition. Visitors will see Wood's photo directly when they enter the exhibition." (See below)



Accountability

Cara Ramsey accessioned, processed, and added materials to the Colorado Springs Pride Center Records. This was due to an oral history interview John Jarrell conducted with Regina Dipadova, the founder of Inside Out Youth Services in February. After talking about the RH&G vision and goals, Regina agreed to donate material that filled in gaps in the collection. This interaction illustrates the interconnected effect of community engagement on building our collections.

Production accelerated for the IMLS funded digitization project. Jessica Spiker focused her initial month on training, set up, and practice. In March, she began the digitization project in earnest. On March 2, Jessica published the first digital scans of the [Stewart Aerials collection on PPLD's Digital Collections website](#). By the end of March, 364 images were accessible online. While this first month is short of the goal of 400 images a month, the average number of images digitized each week consistently increased throughout the month.

Community Connections

Tim Morris and John Jarrell taught two classes to UCCS students for a Rhetoric and Writing class with a focus on Western History. The RH&G team has done this annual outreach for the past 6 years. Tim presented the resources available to the community in Special Collections. John also described the research he conducted using the Banning Lewis collections and highlighted the limitless research topics found using archival materials.

Young Adult Services

Access

The 16th annual Teen Art Contest went well. There were 105 entries from teens all over the county.

The award ceremony was a joyful celebration, with 172 attendees.

Danielle Seltenright and Lauren Chartier (Penrose Library) made

sure that the judging happened. Danielle Seltenright, Joanna Nelson Rendón and Becca Philipsen facilitated the award ceremony. The artwork will be displayed at Library 21c, Penrose Library, and East Library in the month of April.



Community Connections

Danielle Seltenright attended a community night at Fox Meadow Middle School hosted by the electives department which included their annual Scholastic Book Fair. Danielle brought promotional information and was able to talk to a PowerPass school community about the cultural opportunities available to them. About 140 parents and middle schoolers were in attendance.

Young Adult Services developed two new resource classes: Banned Books and Media Literacy. Danielle Seltenright and Mikaela Fortune went to Village High School in Academy School District 20 to present a Banned Books Resource Class to a small group of students. Britt Bloom, Lauren Chartier, and June McGinn (Penrose Library) taught Media Literacy for the first time at East Lake High School. The session was well received by the students and the teacher.

Larissa Powers partnered with the Princeton Review for the third year in a row for a successful, virtual SAT Strategy session. Thirty-five participants registered for the event, and an additional four participants emailed after registration had closed to get the information to join in the class. These classes are free for the Library.

Staff

Larissa Powers and the planning team for the Colorado Association of Libraries' Children and Teen Services (CATS) Interest Group hosted a successful CATS 2023 Workshop at the Loveland Public Library on March 20. Larissa became chair for the interest group in December and planned the workshop in just three and a half months. Despite a fast turnaround, participants from around the state gave great feedback about the relevance and educational/networking value of the event. Britt Bloom and Hannah Zwahlen presented Introduction to Machine Learning at the conference.

Young Adult Services staff attended the free webinar titled "Going Beyond Captions: Creating Accessible Instructional Videos." This training by Niche Academy was about best practices for video content as it relates to accessibility.

Communications Department: Report for April 2023

NEWS COVERAGE

- Total features and mentions:
 - **March 2023:** 89 hits
 - **Year-to-date:** 644
 - **Average per month:** 214
- Highlighted coverage (last month):
 - Several media outlets picked up the story about Penrose Library being open again after the meth contamination's test results came in (mentioned in 1 article, 2 radio spots, 21 TV spots, and 1 Spanish-language publication), including [KOAA](#), [740 KVOR](#), [PBS News 11](#), [CBS](#), and others.
 - We had coverage about the U.S. Olympic & Paralympic Museum and the U.S. Olympic & Paralympic Training Center joining Culture Pass (2 article mentions, 2 radio interviews and 13 mentions on TV), including [KKTV\(CBS\)](#), [Newsbreak](#), [Fox21](#), KRDO Radio, a live broadcast from Library 21c and in KOAA's morning newscast.
 - [Fox21 featured LENA Start on Loving Living Local](#) because a new session started in April.
 - March's [Library Limelight column in The Tribune](#) talked about gardening resources at PPLD.
 - [Sixty35](#) ran a story about The Story Project in print to promote the upcoming event.
 - We also received a shout-out in the show notes of [All-American Ruins Podcast](#) for being a research resource, two blogs and one print article included photo credits to PPLD, and [The Gazette](#) mentioned events at the Library in a [list of Women's History Month events](#).



Photo of TV interview regarding meth contamination.

**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
 - **March totals:** 443,386 total pageviews. 251,254 sessions. 150,190 total users (new & existing users going to ppld.org). 133,739 New users (users coming to ppld.org for the first time).
- District-wide social media statistics (last month):
 - **Facebook:** 15,499 total followers (main account); 32,367 total followers (all other accounts combined)
 - **Instagram:** 3,493 total followers (main account); 585 total followers (PPLD Teens)
 - **Twitter:** 5,267 total followers with 9,020 impressions/reach

- **LinkedIn:** 1,498 total followers
- **YouTube:** 7,326 subscribers; 38,607 monthly views; 7,747,866 lifetime views
- **Online video views:** 1,985 on Vimeo

OTHER MARKETING & PROMOTION

News & announcements

- [Announcing two new Culture Pass partners](#)
- [Announced finalist for Chief Librarian and CEO](#)
- [Remembering the Pandemic post on ppld.org](#)

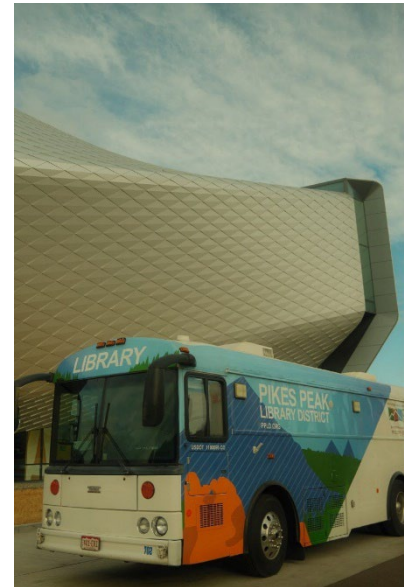
Promotional campaigns, programs, & other activities

- **[Winter Adult Reading program \(through March 30\)](#)**
The annual reading program kicked off on Feb. 1. PPLD ran a small digital ad campaign with *The Gazette*, as well as KKTU, and ran: 15 commercials on MeTV, to reach likely Winter Adult Reading Program participants. In 2022, there were 3,336 registrants in total for the entire campaign. This year's program ended with 4,049 registrants. The highest number of registrants in quite some time, if not ever. We will use this advertising plan again in the future.
- **Quiz show partnership with KXRM FOX 21**
The Rocky Mountain Quiz Kids Show kicked off on March 19 and airs weekly on Sundays on KXRM in primetime and CW. PPLD sponsors the Question of the Day – the PowerPass Question of the Day. [Here is a clip](#) of one of the questions. PPLD also has commercials running in the show to promote [PowerPass](#) and the [Library](#). Soon we will promote Summer Adventure to the viewers and other PPLD programs as the year progresses. The show will run through September.
- **Recognitions and celebrations (with Library programs, activities, and resources):**
 - [Women's History Month](#) (March)
 - March was Women's History Month, honoring the contributions of women in the United States now and throughout history, and recognizing the achievements of women in a variety of fields. We celebrated with special programs, book displays, reading lists, the Patrons of Influence event on Wed., March 15 at East Library, and more!
- **Upcoming Promotions**
 - [Shivers Fund Concert Series – Spring Concert](#) – Fri., April 21
 - [Poetry Summit](#) – Sat., April 22
 - [Jean Ciavonne Poetry Contest](#), Sat., April 29
 - [All Pikes Peak Makes](#), Sat., April 29
- **Other Library programs and activities** can be found on [PPLD's event calendar](#).

COMMUNITY ENGAGEMENT

Partnerships & outreach

- **Culture Pass Library Cardholders Discount Days**
 - This summer, PPLD library cardholders will be able to take advantage of special discounted admission to eight cultural attractions in the Pikes Peak region thanks to PPLD's Culture Pass program. Culture Pass Library Cardholders Discount Days, between June 14 and August 4, offers library cardholders an opportunity to explore culture right in our backyard. PPLD's mobile library will make an appearance at each event offering games, crafts, storytime and information to highlight PPLD's offerings.
- **New official community partnership agreements signed and/or underway:**
 - Pikes Peak Genealogy Society – Has renewed its partnership with PPLD to continue providing education and resources to promote the study of family genealogy in the Pikes Peak region. They provide community classes and presentations, support PPLD's Special Collections, and extract data from newspapers and other key resources to provide valuable genealogical indexes and databases in Special Collections and on the library's website.
 - Colorado Humanities – Has partnered with PPLD to celebrate Colorado's outstanding literary achievements by celebrating the accomplishments of authors, editors, illustrators, and photographers. As presenting partner, PPLD will host people in the literary field from all over the state as it plays host to Colorado Book Awards, April 15 – June 3
 - U.S. Olympic & Paralympic Museum – See description on page 4
 - U.S. Olympic & Paralympic Training Center – See description on page 4
- **PPLD Night and Ziggy-branded Library cards**
 - PPLD is once again sponsoring the Colorado Springs Switchback Ziggy Kids Club to reach families this summer to promote Summer Adventure and the Library District. We are excited to bring families a special limited-edition Ziggy-branded library card just in time for Summer Adventure. Families will be able to get their Ziggy library cards at PPLD locations during the Summer Adventure kick-off events on June 1 and on June 2 at PPLD Night with the Switchbacks.
 - June 2 is PPLD Night at the Switchbacks FC game at Weidner Field. Fans can enjoy a performance by the Book Cart Drill Team, cheer for the home team, and get a new limited-edition, Ziggy-branded library card at the PPLD booth at the game.
- **Community outreach activities** (excluding school visits):
 - 10 total events



- **Outreach highlight: St. Patty's Day Parade, March 11**

PPLD's Book Cart Drill Team and Mobile Library Services were a featured entry in this annual parade that reached approximately 15,000 people. Fans enjoyed performances by the drill team, and staff connected with parade-goers as they handed out green St. Patty's Day cups with information highlighting all the PPLD offerings at the end of the rainbow.



Pikes Peak Culture Pass

- **Partners:** 10 active museums and attractions
- **March total:** 261 passes issued, up from 154 passes issued for March 2022
- **Two new Culture Pass partners share Olympic & Paralympic movement with PPLD patrons**
 - Pikes Peak Library District library cardholders can now access no-cost passes to the U.S. Olympic & Paralympic Museum (USOPM) and U.S. Olympic & Paralympic Training Center (USOPC) as they are the two newest cultural attractions to join the Culture Pass program. With the Culture Pass program, anyone age 12 and up with a valid library card can now access 10 different museums and attractions in El Paso County and Denver.

**Facilities Department Report
April 19, 2023**

Projects

Penrose Restroom Exhaust Systems: The decontamination of the exhaust systems serving the Penrose public restrooms has been completed and samples for the clearance as required by the CDPH&E were collected and sent to the lab for evaluation. Results were received on Tuesday, April 11 with two of the four restrooms clearing the standards but unfortunately, two other restrooms did not meet the standard. The decontamination contractor was informed and sent their team back out late morning on Tuesday to do additional cleaning of the restrooms that failed. At this writing, the consultant, KEMWest will be back on-site early Wednesday morning to collect samples after the secondary cleaning and send them off for testing. We hope to have those test results by close of business on Friday. Due to the exhaust system being common for all four restrooms, it was the determination of KEMWest that the two clean restrooms could not be opened to public use at this time.

Penrose Parking Meters: The parking kiosks are close to being activated. Facilities staff received training on maintenance and repair of the kiosks on Tuesday, April 4. During this training a couple of programming issues were discovered and Flowbird Support is currently working on resolutions. In addition, the barcode readers are expected to be installed and programmed the week of April 17. Once all systems are confirmed to be in proper working order, Facilities will work with Security in activating the kiosks and transitioning to the new system.

Library 21c Turf Conversion: The Turf Conversion RFP was released on Monday, March 13 deadline for submission of March 31, 2023. A mandatory pre-bid conference was held on March 17 that allowed all interested contractors to walk the entire site and ask questions of the landscape architect. Only three (3) landscape contractors attended the conference, Timberline Landscaping, Fisk Lawnsapes, and Weisburg Landscape Maintenance. At the deadline, only one attending contractor submitted a proposal, Fisk Lawnsapes. Due to the lack of multiple quotes, the situation was discussed the Randy Green, CFO of PPLD, and it was determined to allow the contractors an additional two weeks to complete their proposal or revise their proposal. The due date at this time will be Friday, April 14

KCH Classroom: The project to convert existing space in the lower level of the KCH into a classroom has been completed.

Penrose Chiller Upgrade: On April 24th, the Facilities team will be overseeing the systems upgrade of the chiller at Penrose Library. This chiller services Penrose, the 1905 Carnegie, and the Knights of Columbus Hall. This project has been planned since early fall of 2022 and will upgrade the software to the latest version as well as additional equipment to optimize the performance of the chiller unit for years to come. Our initial goal was to complete this upgrade during the winter months as the upgrade will require the unit to be off-line. Unfortunately, supply-chain issues delayed this from occurring for several months and unfortunately now will have impact on comfort of the facility as daily temperatures begin to rise this spring. The work is anticipated to last for two weeks with completion targeted for May 5th. The Facilities team will work with our mechanical contractor to alleviate issues as best as possible, but our options are limited at this time.

Additional Projects: There are no changes to the projects listed below at this time. The Fountain Library staff area reorganization project has paused due to supply chain issues. Furniture, at this time, is anticipated to arrive in May of this year. Once on site, facilities staff will work with Fountain staff in completing the planned shift and clean up. Planning is continuing 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 continues to work on the development of the Request for Proposal for the Facilities Master Plan and are still targeting the release in late April.

Monthly Statistics

In the month of March, 2023, the Facilities department completed a total of (191) 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 March, 2023, Facilities staff completed a total of (183) demand work orders (work orders submitted by PPLD staff) accounting for (289.97 hours) of staff time and (205) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (286.56 hours) of staff time. A total of (388) work orders. Facilities on-call personnel responded to (0) emergency after-hours calls in March, 2023. Emergency calls address issues that cannot wait until the next business day.

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

Statistics:

- Volunteer

March 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	171	1141
Teens: Virtual	38	134
Teens: Onsite	5	12
Friends of the Library	102	1175

- Recruitment

Recruitment / Selection Activity	March 2023
Jobs Posted	2
Newly Hired Employees	0
Promoted Employees	4 (1 retro promotion & 1 temporary promotion)
Transferred Employees	4
Separated Employees	5

- Staffing

Staffing Stats	March 2023
Total Permanent Employees	398
Total Active Positions	434

HR Team Major Projects:

- Restructure of IT & Finance departments are complete
- Planned activities and trainings for staff In-Service Day on April 6
- Three Personnel Policy Manual policies (just the procedural sections) were reviewed and updated; managers/supervisors were informed about the updated policies

HR Team Announcements:

- Benefits Team meetings that include representatives from around PPLD and the Chief HR officer, CFO, Director of Benefits and insurance broker, Moody, have once again commenced for the year
- Launched Leadership Certificate Program Spring 2023 with 12 staff participating
- Unfortunately, we discovered we cannot proceed with the RFQ winning quote for a pay determination tool, so we are back to trying to find a solution that helps us stay compliant with the Equal Pay for Equal Work Act
- PPLD is exempt from participating in the Colorado Secure Savings Program since we already offer qualified retirement plans to staff (El Paso County Retirement Plan & other options through Nationwide as well)

PAWS TO READ

Pikes Peak Library District currently has 26 Paws to Read teams volunteering at 11 libraries. These teams consist of a four-legged volunteer, and their human companion(s). Children love to read stories for these certified therapy animals, and build literacy skills, including fluency and voice.





Information Technology Board of Trustees Report March 2023

Director of IT Infrastructure Job Posting

On March 13th, Daniel Stone was announced as the new Director of IT Infrastructure for PPLD's Information Technology department! Dan has done an absolutely wonderful job stepping in as the interim in this position and we know that level of work will continue as he steps into the official role. So please, join us in congratulating Dan in his new role!

TBS Upgrade

TBS is the software that logs and tracks patron time on PPLD's public computer labs. TBS was successfully upgraded on Sunday, March 12th. The entire IT team spread out across the district and worked together to upgrade all branches on a Sunday when they are all closed to avoid any downtime for patrons or staff. Cameron Landreth utilized the newly rolled out Smartsheet project management solution to successfully track the progress of every computer in the district that needed upgraded up to the finalization of the project. Many thanks to him for his hard work organizing this project all the way to completion!

Radios for Security

IT is in the process of working on the backend server/network setups for the new Hytera radios for security. These radios have the ability to do push-to-talk over cellular or wifi signals, allowing security and other staff to instantly contact each other no matter where they are in the world. This project is on the tail end of completion and the radios will be available for use very soon.

For more information on Hytera, please visit their website here:

<https://www.hytera.com/en/home.html>

Parking Kiosks at Penrose

On March 11, IT assisted with the install of the new parking kiosks at Penrose, assisting in connecting them to PPLD's network. Once these parking kiosks are ready for use, employees

will be able to scan their security badges for free parking for the day. Patrons will also be able to scan their library card for 2 hours of free parking.





InformaCast

InformaCast is a new mass notification system that will be deployed very soon across PPLD. It has the ability to instantly send a message out to all staff computer screens, desk phones, cell phones via text message, etc. Not only will this be an essential tool for our Security team to get the message out about any security incidents, this can also be utilized by other departments to quickly announce outages, upgrades, system down messages, and weather related incidents and closures. IT is working with Security to get this system in place ASAP as an additional tool to help ensure the safety of our patrons and staff.

For more information on InformaCast, please see their website:
<https://www.singlewire.com/informacast/>

100 New Chromebooks

The 100 new Chromebooks with LTE cellular data will be available to the public very soon. They have all been engraved with the PPLD logo by Juanita Lanaux utilizing our makerspace at 21c. 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 - complete

New TBS Server at Data 102 – complete

InformaCast mass notification system

Radios for Security

Parking Kiosks at Penrose

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.

Safety/Security & Community Resources Board Report

This month has been very busy for our departments.

- Leadership decided to move from requiring a portion of PPLD staff to complete CPI training, to requiring all PPLD staff to attend CPI training. The department has been gearing up for twice as many classes in the next year to accommodate this expansion.
- The CPI foundation class is moving from a 2 day in person class to a hybrid, prework and one day in person class.
- IT was able to complete firewall work on the new radios and they are being programmed for field testing across the entire district
- Narcan classes were held for staff and patrons.
- 4 CPR/AED/First Aid/Stop the bleed classes were held.
- 2 open positions were posted to fill Security Officer posts.
- Security operations Center monitors were hung, and software was started to be loaded.
- CSO and CITO attended the International Security Conference for a week.

Regional Contributions:

Southeast Region

- 3/1/2023 – Security Officer Joey Foster suspended a patron for being disruptive to others and noncompliant with staff. This patron has 13 reports starting this day until 3/22/2023. This patron keeps attempting to regain access to Sand Creek Library, without fail Officer Foster has been keeping an eye on the situation and informs the patron that he will have to attend an appeal meeting to be reinstated into the library.
- 3/3/2023 – Security Officer Melanie Litton received information that the charging station at Ruth Holley Library was no longer working. When she went outside to assist a patron in retrieving their items from the charging station and noticed that the plexy glass had been broken out of the number 1 locker. An incident report was created, and a service technician came out to fix the issue.
- 3/10-12/2023 – Security Officers Iesha Thomas and Kennedy Smith worked extra hours to help with the Friends of the Library Spring Sale.
- 3/11/2023 – Security Officer Joey Foster suspended a patron for smoking in the bathroom at Sand Creek Library. This patron had been warned once before if she had got caught smoking again that she would be suspended. The bathrooms now have detection sensors in them to help mitigate this issue.
- All fire Drills have been completed by Security Officer Joey Foster for Q1.

- 3/30/2023 – Security at East Library was called for a patron that was having issues in the upstairs men’s bathroom. Security Officers Kennedy Smith, Pagan Phelan, Iesha Thomas, and Stephen Smith responded to the call. Officer K. Smith had to crawl under the stall door to unlock in, the patron got drunk in the bathroom and fell off of the toilet. 911 was called, and the patron was taken out of the facility by AMR. This patron is also suspended for using alcohol in the facility.

North Region

- Fire Drills are completed for the first quarter of 2023 in the North region. Security Officer, Chris Popolano has worked hard to learn to conduct a drill and what the procedures are to complete them safely. He is looking forward to completing them throughout the year



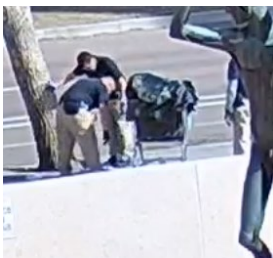
- In the north region, Security officers are sometimes asked to assist staff on desks when they are assisting a patron. We go through a small amount of training to best help our community with their needs when they walk into the library. We have helped with study room reservations to helping a patron download Libby on their devices. We enjoy being able to serve our community when we can.



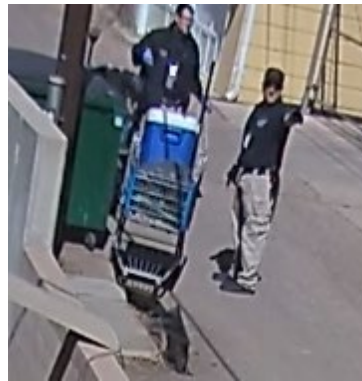
- The charging station from Penrose has been moved to High Prairie Library. We are excited to better serve our community on the plains.

West Region

- Conducted monthly money run.
- Officer had training on CPR, 1st Aid, AED.
- Conducted Power check on charging station daily.
- Assisted Vita Tax personnel on set up and parking meter.
- KOAA, news channel 5 conducted report on Penrose re-opening.
- Helped with locker signage with Kevin Mullis.
- Officer caught patron stealing magazines from Penrose. Suspension followed.
- Officers helped with donated books to Penrose, 6 boxes donated from patron.
- Officer went to court, was subpoenaed, trespassed patron contested, found guilty.
- Collected parking meter money.
- Coordinated with charging station locker for repair and tune up. Damaged doors.
- Conducted safety checks on west region branches.
- Old Colorado City, Ute, Cheyenne, Penrose, and Manitou Branches had a fire drill.
- EvacuChair training at Manitou Branch.
- Monitored restroom sensors for base line adjustments.
- Coordinated with Facilities to have them reinforce signs for charging stations.
- Parking kiosk arrived.
- Posted position requisition and recruitment plan for officer position at Penrose.
- Conducted CPI training for staff.
- Patron requested medical assistance for burn. Officer rendered first aid.
- Charging station moved to High Prairie.
- Security supervisor meeting for Strategic Plan.
- Officers responded to staff medical emergency. Staff fell.
- OL requested assistance for suspended patron.
- MAC requested assistance for camera adjustment, blind spot.
- Quarterly checks on first aid, and AED completed.
- Assisted cabling guys for camera install and adjustments.
- Numerous suspensions given out.
- Conducted appeals meeting. Two suspensions lifted.
- Officers responded to patrons fighting at Cheyenne Library.
- Called Hot Team to pick up unattended property in front of Penrose, but it was on the sidewalk, city property. They were busy and on the other side of town. Officers went and removed items.



- Officers also did the same at Old Colorado City.



- Port-a-johns were delivered for next week's bathroom sterilization.



- Officers helped with set up for Meet the Unicorns function at Penrose in the children's area.



- Pixie is back, she is the dog that was suspended and had her suspension lifted.



- Officers responded to a medical emergency, possible overdose at Penrose, main floor. AMR took the patron.

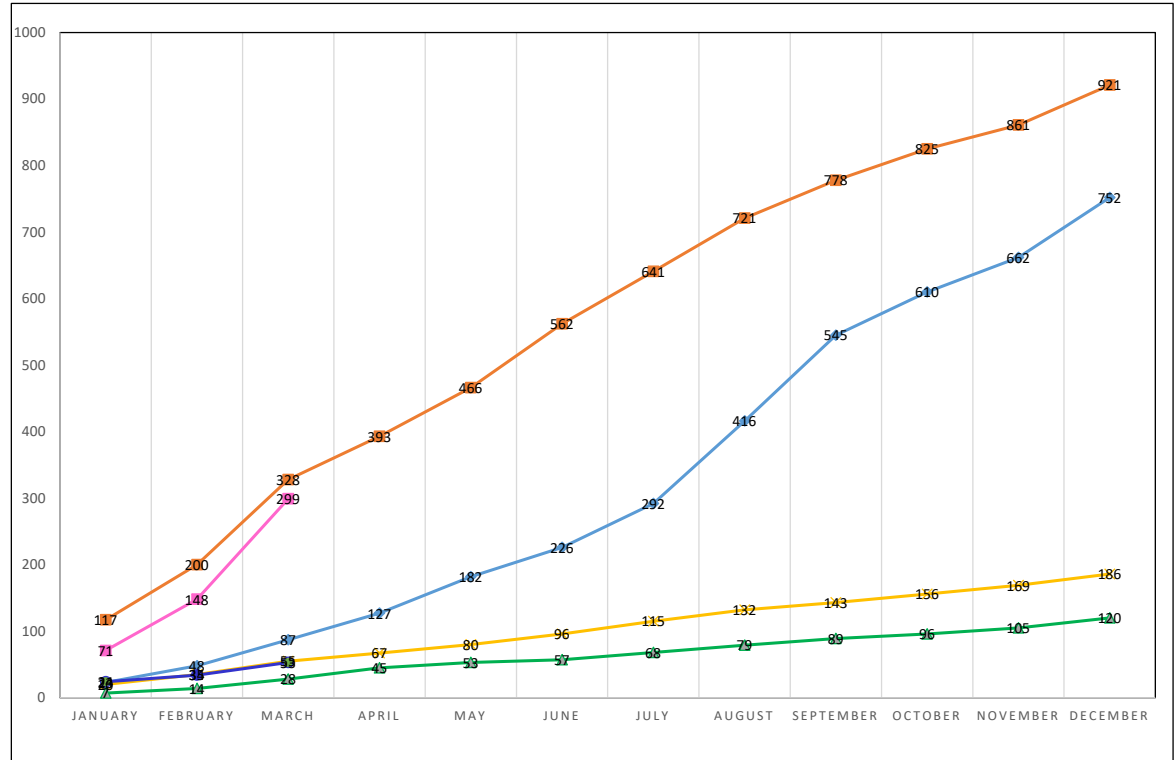
Community Resources: March 2023

- 242 separate patron interactions, 51 of which were new clients
- Kayla: Biweekly Security appeal meetings (3/2: reinstated 1 patron; 3/16: reinstated 1 patron)
- Kayla & Nikki: Weekly CE meetings
- Kayla: Monthly PPCoC Board Meeting
- Nikki: completed PPCHP Advocacy training (Jan 13, Jan 27, Feb 10, Feb 24, Mar 10)
- Kayla: attended FCS dept mtg to discuss Community Resources dept and brainstorm ways to provide support to FCS team (Mar 1st)
- Kayla: attended Leadership Essentials training (Mar 2nd)
- Kayla: met with Melissa E. and Pam from PEAK Parent to discuss collaboration ideas (Mar 14th)
- Kayla: Narcan training (CH – Mar 21st)
- Kayla & Nikki: taking turns being present at PE Family Place event series (Feb 6, Feb 13, Mar 6, Mar 13)
- Nikki, Joe, & Sofie: completed CPI training (Mar 22 & 23)
- Kayla: shared info on Community Resources with visiting group from Moldova, organized by Janina with Adult Services (Mar 27th)
- Sofie & Joe: present for Family Place event at 21c (Mar 30th)
- Kayla: presented at CAL ASIG Summit virtual conference about Community Exchange program along with Dustin Booth (Mar 29th)
- Community Exchange 3/31: 34 patrons (CDPHE Vaccine Bus, DHS, DMV2GO, Oak Street Health, Poetry Heals, PPLD Adult Services; no show/cancelled: Care & Share, Goodwill Industries, Hire Heroes USA, The Independence Center, Mt. Carmel, Springs Rescue Mission)
- Provided 105 bus passes for patrons to access DHS, medical appointments, employment, and community resources/assistance

Report & Suspension Increasing Totals

2021 - Reports		2022 - Reports		2023 - Reports	
JANUARY	23	JANUARY	117	JANUARY	71
FEBRUARY	25	FEBRUARY	83	FEBRUARY	77
MARCH	39	MARCH	128	MARCH	151
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	10
MARCH	14	MARCH	21	MARCH	19
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	

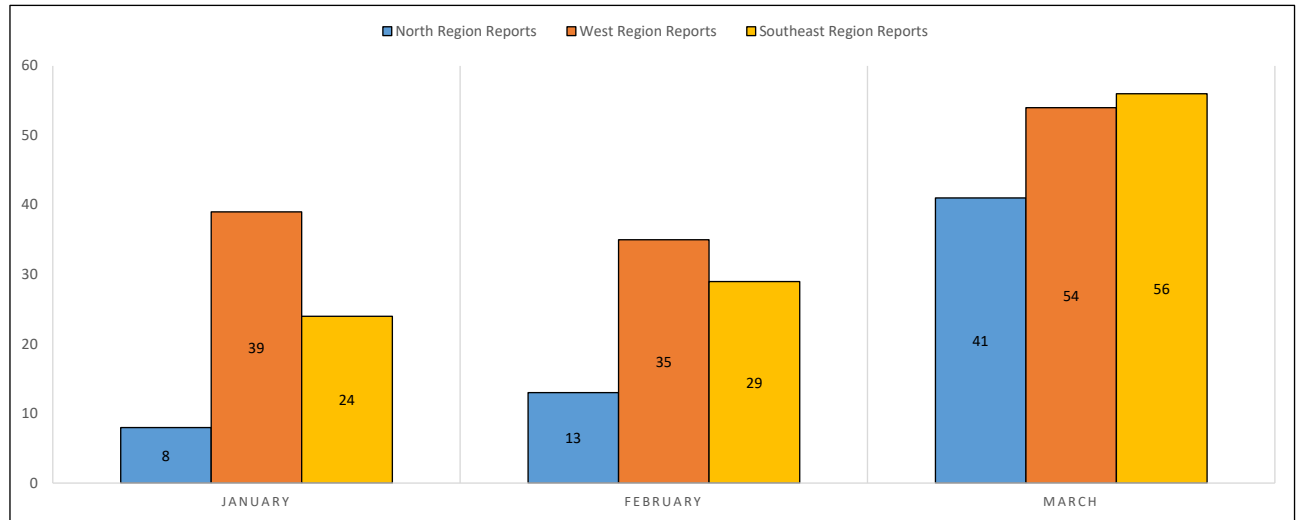


Reports - Regional Monthly Comparison

North Region Reports	
JANUARY	8
FEBRUARY	13
MARCH	41

West Region Reports	
JANUARY	39
FEBRUARY	35
MARCH	54

Southeast Region Reports	
JANUARY	24
FEBRUARY	29
MARCH	56

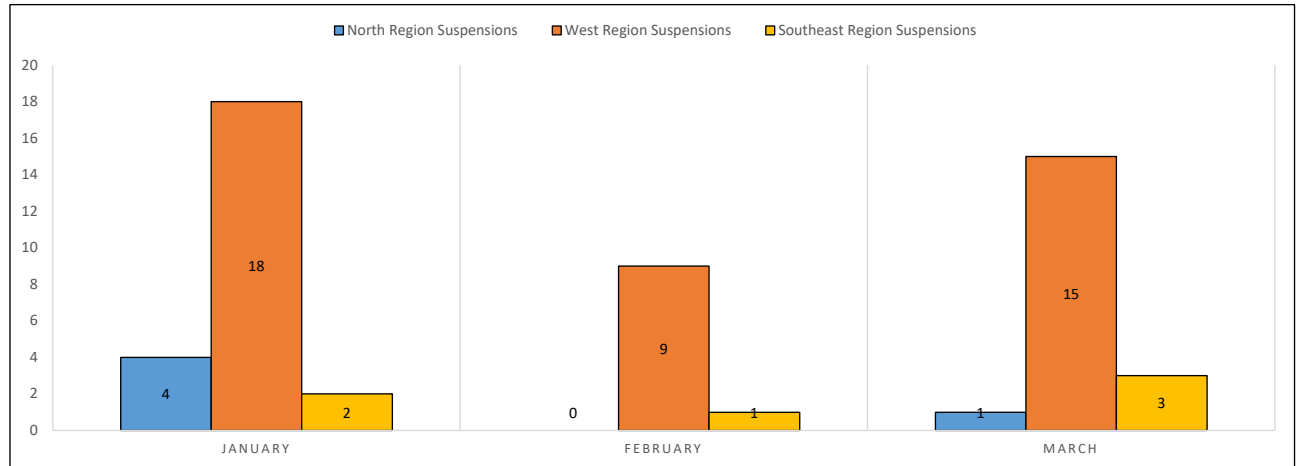


Suspensions - Regional Monthly Comparison

North Region	
JANUARY	4
FEBRUARY	0
MARCH	1

West Region	
JANUARY	18
FEBRUARY	9
MARCH	15

Southeast Region	
JANUARY	2
FEBRUARY	1
MARCH	3



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
March 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: 867 7654 8192
Passcode: 569086

President Aaron Salt, Secretary/Treasurer Erin Bents, Trustee Debbie English, Trustee Julie Smyth, and Trustee Scott Taylor

Interim Chief Librarian and CEO Teona Shainidze Krebs, Family & Children's Services Director Melody Alvarez, Chief Safety, Security and Community Resources Officer Michael Brantner, Video Producer/Director Drew Cerino, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Chief Development Officer and Foundation Executive Officer Lance James, Program Coordinator John Jarrell, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Facilities Project Manager Travis Keeton, Chief Human Resources and Organizational Development Officer Heather Laslie, Regional History and Genealogy Director Brett Lobello, ILS Administrator Colleen Medling, Penrose Library Manager Tiffany Paisley, Collection Management Director Jenny Pierce, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Senior Library Associate Carol Scheer, Director of Southeast Region Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Ruth Holley Library Manager Tess Warren, Randi Brantner, Lauren Hope, Paula

Members absent; Trustee Dora Gonzales and Trustee Dr. Ned Stoll

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Aaron Salt called the March 15, 2023 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 pm.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

PUBLIC COMMENT

There was no public comment

PRESENTATIONS

Staff Promotions and New Hires

Regional History and Genealogy Director Brett Lobello introduced Program Coordinator John Jarrell.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan highlighted that the Spring book sale at East resulted in 10,970 books & media sold and total sales of \$13,987.32, (including tax). Over the three days, the total attendance was 1239 and 63 volunteers participated.

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 announced that the Foundation Development Committee has set the date for the 1st annual Night at the Library Gala for Saturday, October 21, 2023 at 5:30 p.m. at Library 21c.

Financial Report: February 2023

The February Financial Report was included in the Board packet. Chief Financial Officer Randy Green pointed out that PPLD often receives a large amount of property tax in February, resulting in a substantial increase in revenue.

Public Services Report

The Public Services Report was included in the Board packet. Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles mentioned that the Winter Adult Reading Program (WARP) registration is higher than in 2022, and that the Food Industry Training (FIT) graduation will take place on Friday March 17 at Library 21c.

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

The Support Services reports were included in the Board packet.

Interim Chief Librarian's Report

Interim Chief Librarian Teona Shainidze Krebs thanked Penrose (PE) staff for their flexibility and patience while the District works with public health on the meth. contamination of the bathrooms, stating that staff have been very gracious in dealing with the unknown. Ms. Shainidze Krebs gave kudos to PE building management and facilities, as well as members of leadership who did an excellent job of relocating staff during the PE closure. Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Chief Facilities Management Officer Gary Syling, and Chief Safety, Security, and Community Resources Officer Michael Brantner were commended for their support and excellent response in handling the temporary closure. Ms. Shainidze Krebs shared her appreciation for Interim Chief Communications Officer Denise Abbott who, despite having just started in her role, handled the announcement beautifully as well as fielding multiple inquiries from the media.

Board Reports

CEO Search Committee

Debbie English shared that the Board of Trustees held screening interviews on Monday March 13 and will determine finalists during an Executive Session later in this meeting. The Trustees expressed their appreciation for Chief Human Resources and Organization Development Officer Heather Laslie and Chief Information Technology Officer Justin Goodwin for providing support to the committee..

Governance Committee Report

The Governance Committee did not meet in March 2023.

Internal Affairs Committee Report

The Internal Affairs Committee did not meet in March 2023.

Public Affairs Committee Report

The Public Affairs Committee did not meet in March 2023.

Trustee comments

Debbie English shared that she attended NARCAN training and has picked up her WARP book.

Aaron Salt met with about 50 staff members at a meet and greet last Friday. The CEO search, budget and circulation were topics of interest, and Aaron did his best to address some concerns and misinformation.

Scott Taylor mentioned that Trustees are selecting the libraries and departments for the Adopt-a-Trustee program.

BUSINESS ITEMS

Consent Items

DECISION 23-3-1

Minutes of the February 15, 2023 Board of Trustees meeting

Motion: Scott Taylor made a motion that the Board of Trustees approve the February 15, 2023 Board of Trustees meeting minutes as presented.

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

New Business

DISCUSSION: Facilities Master Plan

The Facilities Master Plan draft was included in the Board packet. Chief Facilities Management Officer Gary Syling stated his team has reviewed plans from several library and school districts, and they all differ somewhat. Mr. Syling asked that any feedback regarding the draft plan be provided by April 3rd, as the release of a Request for Proposal (RFP) is expected by mid-April. The expectation is to bring the plan to the Board for approval in June 2023. Implementing the plan may take as long as 12 months and should include budget expectations for 2025.

DISCUSSION: Trustee use of PPLD email and network

President Aaron Salt shared that additional training will be required of Trustees when their ppld.org email addresses are added to the 'All' distribution list on the network. This training will include phishing emails that are randomly sent. If these emails are not reported as a phishing message, additional training will be required to maintain full email use. The email system is set up to not allow responding to all by most recipients of 'All' emails. The Board of Trustees requested to not be included in the 'All' email distribution list.

EXECUTIVE SESSION

Board President Aaron Salt called for a motion from the Board to move into Executive Session to discuss personnel matters related to the Chief Librarian and CEO Search as authorized by C.R.S. § 24-6-402(4)(f).

Motion: Scott Taylor made a motion to enter into Executive Session to discuss personnel matters related to the Chief Librarian and CEO Search as authorized by C.R.S. § 24-6-402(4)(f).

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

The following attendees left the meeting at 5:35 p.m.: Interim Chief Librarian and CEO Teona Shainidze Krebs, Family & Children's Services Director Melody Alvarez, Chief Safety, Security and Community Resources Officer Michael Brantner, Video Producer/Director Drew Cerino, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Chief Development Officer and Foundation Executive Officer Lance James, Program Coordinator John Jarrell, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Facilities Project Manager Travis Keeton, Chief Human Resources and Organizational Development Officer Heather Laslie, Regional History and Genealogy Director Brett Lobello, ILS Administrator Colleen Medling, Penrose Library Manager Tiffany Paisley, Collection Management Director Jenny Pierce, Interim Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Senior Library Associate Carol Scheer, Director of Southeast Region Abby Simpson, Chief Facilities Management Officer Gary Syling, Internal Communications Specialist Jeremiah Walter, Ruth Holley Library Manager Tess Warren, Randi Brantner, Lauren Hope, Paula

Interim Chief Librarian and CEO Teona Shainidze Krebs was called into Executive session at approximately 6:00 p.m.

There being no further discussion related to personal matters related to the Chief Librarian and CEO Search as authorized by C.R.S. § 24-6-402(4)(f) President Aaron Salt called for a motion to return to Open Session.

Motion: Scott Taylor made a motion that the Board of Trustees reconvene in Open Session.

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in Open Session at 6:22 p.m.

ADJOURNMENT

There being no further business to conduct, President Aaron Stoll adjourned the March 15, 2022 meeting of the Pikes Peak Library District board of Trustees at 6:22 p.m.

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



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
SPECIAL MEETING – CEO SEARCH
April 4, 2023
4:00 pm
Library 21c – 2nd floor Staff Training Room**

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

Interim Chief Librarian and CEO Teona Shainidze Krebs, Interim Chief Communications Officer Denise Abbott, Family and Children's Services Director Melody Alvarez, Chief Safety, Security, and Community Resources Officer Michael Brantner, Creative Services Director Becca Cruz, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Chief Human Resources and Organizational Development Officer Heather Laslie, Chief Development Officer and Foundation Executive Director Lance James, Chief Facilities Management Officer Gary Syling, Councilmember Randy Helms, Councilmember Wayne Williams

Call to Order

The 3:30 p.m. Special Meeting of the PPLD Board of Trustees in which the Board entered into Executive Session to discuss personnel matters related to the Chief Librarian and CEO Search as authorized by C.R.S. § 24-6-402(4)(f). was not adjourned, and therefore this meeting is a continuation of the 3:30 p.m. meeting.

Agenda Items

Decision 23-4-1: Selection of Chief Librarian and CEO

President Aaron Salt explained that negotiations of the contract will take place over the next couple weeks and the approval of the contract and official appointment will take place at the April 19, 2023 meeting. President Salt called for a motion that Teona Shainidze Krebs be offered the position of Chief Librarian and CEO, pending contract negotiations.

Motion: Dr. Stoll made a motion that the Pikes Peak Library District select Teona Shainidze Krebs as the Chief Librarian and CEO of the Pikes Peak Library District.

Second: Debbie English seconded the motion.

Discussion: There was no further discussion.

Vote: The motion was approved unanimously.

Adjournment

There being no further business to conduct, President Aaron Salt adjourned the meeting at 4:06 pm.

**Pikes Peak Library District
April 19, 2023 – Board of Trustees meeting**

Resolution Designating the Official Custodian of Records of the Pikes Peak Library District

WHEREAS, the Board of Trustees of the Pikes Peak Library District (“District”) is responsible for the management, control, and supervision of all of the business and affairs of the District; and

WHEREAS, the Board of Trustees of the District has the authority to appoint an agent; and

WHEREAS, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District’s records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2023:

1. Official Custodians.
 - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
 - b. The Executive Assistant to the Chief Librarian and Chief Executive Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special, and executive session meetings of the District, The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
 - c. The Chief Facilities Management Officer for the District’s construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s construction projects, and any other legal records pertaining to District facilities management, subject to the control, supervision, and direction of the Primary Official Custodian.
 - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s finances, and any other legal records pertaining to District finances, subject to the control, supervision, and direction of the Primary Official Custodian.
 - e. The Chief Human Resources and Organizational Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s employee personnel records, and any other legal records pertaining to District human resources, subject to the control, supervision, and direction of the Primary Official Custodian.
 - f. The Chief Public Services Officer and Deputy Chief Librarian is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s patron records, and any other legal records pertaining to District public services, subject to the control, supervision, and direction of the Primary Official Custodian.
 - g. The Chief Safety, Security, and Community Resources Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District’s safety, security and community resources, and any other legal records pertaining to District safety, security, and community resources, subject to the control, supervision, and direction of the Primary Official Custodian.
 - h. The Chief Communications Officer is hereby designated as the Official Custodian responsible for the maintenance, care, and keeping of all records associated with District

communications, and any other legal records pertaining to District communications, subject to the control, supervision, and direction of the Primary Official Custodian.

- i. The Chief Information Technology Officer is hereby designated as the Official Custodian responsible for the maintenance, care, and keeping of all records associated with District information technology, and any other legal records pertaining to District information technology, subject to the control, supervision, and direction of the Primary Official Custodian.
2. Agents of the Official Custodian. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
3. Inspection of Public Records. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 (“Open Records Act”) or policies adopted by the Board of Trustees in conformance with the Open Records Act.
4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made by submitting the Colorado Open Records Act Submission Form available on the [PPLD Requests for Records Policy and Procedures webpage](#) in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the appropriate Official Custodian will notify the applicant of the date, time, and location where the material can be inspected or copied. If such public record is not available, the applicant shall be notified of this fact.
5. Times for Inspection. Inspection of the District’s public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
6. Copies, Printouts or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Official Custodian shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed:
 - a. \$.25 per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
 - b. \$16.79 per half hour of work to research, retrieve, and prepare the records. Time may be rounded up. The \$16.79 half-hour fee shall not be charged during the first hour of time expended to respond.
7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District’s general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 19th day of April 2023.

PIKES PEAK LIBRARY DISTRICT

By _____

Aaron Salt, President
Board of Trustees