PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
APRIL 16, 2025   5 pm
PENROSE LIBRARY, COLUMBINE ROOM

PIKES PEAK LIBRARY DISTRICT

ppld

**Cultivate spaces for belonging,
personal growth, and strong communities**

Anyone interested in making a public comment at this meeting must sign up before 5 p.m.
Please arrive or log in (if attending virtually) early. Meeting room doors will open by 4:30 p.m. The virtual meeting will be open by 4:45 p.m. Public Comment will be limited to 2 hours (120 minutes).

REGULAR MEETING OF THE BOARD OF TRUSTEES

I.   CALL TO ORDER

II.   PLEDGE OF ALLEGIANCE

III. WELCOME TO PENROSE LIBRARY (TAKIYAH JEMISON)

IV.   ITEMS TOO LATE FOR THE AGENDA

V.   PUBLIC COMMENT (*3 Minute Time Limit per Person*)

VI.   PRESENTATIONS
      A. Communications Department 2024 recap (Denise Abbott)

IX.   ADJOURNMENT

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

Friends of the Pikes Peak Library District APRIL 2025 Report

We are still basking in the success of the Spring Book Sale...we keep breaking our own record! We are now focusing all our efforts on the Literary Awards luncheon. The Friends By-laws were updated in November 2024; we now have a sub-committee working on developing/updating Policies and Procedures to provide details on processes that District and Branch Friends must follow.

Sales	(Gross)	
Sales thru March	Amazon	$850
	eBay	$6,373
	Web storefront	$160
	East Bookstore	$5,622
	Library 21C	$2,423
	Penrose	$302
	Spring Book Sale	$16,478
TOTAL SALES		$32,208

Our current regular volunteer count at the 3 regional library bookstores is 60 for District Friends with 690 total volunteer hours. The book sale counted 101 individual volunteers contributing another 619 hours (an average of just over 6 hours per person.) The 101 included thirty volunteers new to Friends, and 25 regular volunteers pitching in extra time.

Rita Jordan, President
Friends of the Pikes Peak Library District
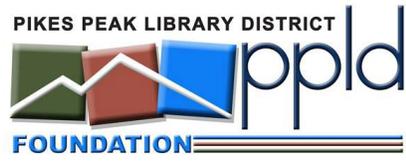
REPORT

	Month	YTD
	Jan 31, 2025	**2025**
Revenues		
Giving		
Individuals	$ 14,185	$ 14,185
Foundations	435	435
Corporation	23,000	23,000
Total Giving	37,620	37,620

February 28, 2025
Monthly Financial Report

Board of Trustees Meeting
April 16, 2025

Monthly Financial Report - PPLD (as a whole)

As of February 28, 2025

	Revised Annual Budget	Year to Date Activity as of February 28, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes (1)	36,823,323	14,134,930	13,830,822	(304,109)
Specific ownership taxes	3,300,000	550,000	617,851	67,851
Total Taxes	**40,123,323**	**14,684,930**	**14,448,673**	**(236,258)**
Intergovernmental - E-Rate	0	0	13,079	13,079
Intergovernmental - State Grant	159,933	0	0	0
Intergovernmental - AEFLA	200,851	0	0	0
Intergovernmental - IECLE	0	0	0	0
Intergovernmental - Other	0	0	0	0
Fines and fees	90,000	15,000	12,589	(2,411)
Interest income	500,000	83,333	171,355	88,021
Donations/fundraising	605,000	0	666	666
Miscellaneous- Copy sales	35,000	5,833	5,354	(480)
Miscellaneous- Parking lot collections	6,000	1,000	22	(978)
Miscellaneous- Other	32,962	5,494	2,828	(2,666)
Total Operating Revenue	**1,629,746**	**110,660**	**205,893**	**95,232**
Employee contributions	393,533	65,589	73,967	8,378
Total Other Revenue	**393,533**	**65,589**	**73,967**	**8,378**
Total Revenue	**42,146,602**	**14,861,180**	**14,728,532**	**(132,647)**
EXPENDITURES				
Personnel Expense	25,354,225	4,279,744	3,673,654	606,091
Operating Expense	15,051,904	2,781,081	2,909,616	(128,534)
Capital Outlay	7,181,929	598,494	247,978	350,516
Total Expenditures	**47,588,059**	**7,659,320**	**6,831,248**	**828,072**
Excess (deficiency) of Revenue over Expenditures	**(5,441,457)**	**7,201,860**	**7,897,285**	**695,425**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(5,441,457)**	**7,201,860**	**7,897,285**	**695,425**
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	18,752,656	18,752,656	18,752,656	**0**
Ending Fund Balance (Projected)	**13,311,199**	**25,954,516**	**26,649,941**	**695,425**

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

(2) 2024 Projected Unassigned Fund Balance

![Pikes Peak Library District logo]

Monthly Financial Report - GENERAL FUND
As of February 28, 2025

	Revised Annual Budget	Year to Date Activity as of February 28, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes	33,949,371	13,031,741	12,724,356	(307,385)
Specific ownership taxes	3,300,000	550,000	617,851	67,851
Total Taxes	**37,249,371**	**13,581,741**	**13,342,207**	**(239,534)**
Intergovernmental	360,784	0	13,079	13,079
Donations/fundraising	605,000	0	666	666
Fines and fees	90,000	15,000	12,589	(2,411)
Other Operating	573,962	95,660	179,475	83,815
Total Operating Revenue	**1,629,746**	**110,660**	**205,810**	**95,149**
Total Revenue	**38,879,117**	**13,692,401**	**13,548,017**	**(144,384)**
EXPENDITURES				
Public Services Administrative	9,495,915	1,582,652	1,645,831	(63,178)
Programming Administration	1,543,139	257,190	194,238	62,952
Branch Administration	10,489,516	1,748,253	1,489,742	258,511
Total Public Services Expenditures	**21,528,570**	**3,588,095**	**3,329,810**	**258,285**
Chief Librarian and CEO Office	461,622	76,937	76,222	715
Support Services	8,001,037	1,333,506	1,115,846	217,660
Security	1,647,858	274,643	300,933	(26,290)
Finance Office	1,741,020	357,683	451,329	(93,646)
Communications Office	1,530,849	255,142	193,543	61,598
Development Office	200,070	33,345	30,466	2,879
Interdepartmental	1,201,911	459,276	451,381	7,896
Total Administration Expenditures	**14,784,369**	**2,790,532**	**2,619,720**	**170,813**
Designated Funds	**528,341**	**88,057**	**88,643**	**(586)**
Total Expenditures	**36,841,279**	**6,466,684**	**6,038,172**	**428,512**
Excess (deficiency) of Revenue over Expenditures	**2,037,839**	**7,225,717**	**7,509,845**	**284,128**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**2,037,839**	**7,225,717**	**7,509,845**	**284,128**
GF Unassigned Beginning Fund Balance *	14,127,260	14,127,260	14,127,260	**0**
Ending Fund Balance (Projected)	**16,165,099**	**21,352,977**	**21,637,105**	**284,128**

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of February 28, 2025

	Revised Annual Budget	Year to Date Activity as of February 28, 2025		
		Budget	Actual	Variance
General Fund				
Public Services	**21,528,570**	**3,588,095**	**3,329,810**	**258,285**
Public Services Administrative	**9,495,915**	**1,582,652**	**1,645,831**	**(63,178)**
Public Services Administration	266,046	44,341	33,106	11,235
Collection Management	2,798,690	466,448	620,815	(154,366)
Collection Management - Library Materials	4,730,375	788,396	764,713	23,683
Regional History and Genealogy	816,185	136,031	98,688	37,343
Adult Education	884,619	147,436	128,509	18,927
Programming Administration	**1,543,139**	**257,190**	**194,238**	**62,952**
Branch Administration	**10,489,516**	**1,748,253**	**1,489,742**	**258,511**
Branch Administration	663,797	110,633	74,501	36,132
Penrose Library	1,679,171	279,862	211,710	68,152
East Library	1,698,504	283,084	270,583	12,501
Library 21c	1,863,884	310,647	261,435	49,212
Cheyenne Mountain Library	538,594	89,766	85,544	4,222
Fountain Library	431,303	71,884	51,202	20,682
High Prairie Library	427,259	71,210	65,909	5,301
Manitou Springs Library	466,567	77,761	65,872	11,889
Monument Library	638,910	106,485	96,681	9,804
Old Colorado City Library	451,739	75,290	69,434	5,856
Palmer Lake Library	-	-	-	-
Rockrimmon Library	-	-	-	-
Ruth Holley Library	461,134	76,856	55,773	21,083
Sand Creek Library	581,909	96,985	100,327	(3,342)
Ute Pass Library	-	-	-	-
Calhan Library	79,534	13,256	9,031	4,224
Mobile Library Services	507,212	84,535	71,741	12,795
The Hall @ PPLD	-	-	-	-
Administration	**14,784,369**	**2,790,532**	**2,619,720**	**170,813**
Chief Librarian and CEO Office	461,622	76,937	76,222	715

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of February 28, 2025

	Revised Annual Budget	Year to Date Activity as of February 28, 2025		
		Budget	Actual	Variance
General Fund				
Support Services	8,001,037	1,333,506	1,115,846	217,660
Support Services Administration	338,676	56,446	45,106	11,340
Human Relations Office	941,100	156,850	130,704	26,146
Facilities	3,720,004	620,001	454,756	165,245
Facilities - District-wide	1,159,500	193,250	135,564	57,686
Facilities - Penrose Library	395,220	65,870	49,711	16,159
Facilities - East Library	267,592	44,599	35,632	8,967
Facilities - Library 21c	381,556	63,593	66,804	(3,212)
Facilities - Utilities / Rents	1,516,135	252,689	167,044	85,645
Information Technology	2,454,008	409,001	414,227	(5,225)
Strategy and Innovation	547,250	91,208	71,054	20,154
Security	1,647,858	274,643	300,933	(26,290)
Finance Office	1,741,020	357,683	451,329	(93,646)
Communications Office	1,530,849	255,142	193,543	61,598
Development Office	200,070	33,345	30,466	2,879
Interdepartmental	1,201,911	459,276	451,381	7,896
Interdepartmental - Other	1,201,911	459,276	451,381	7,896
ATTRITION SAVINGS	-	-	-	-
Operating Transfers to Other Funds	-	-	-	-
Special Item-TABOR Refund	-	-	-	-
UNDESIGNATED	**36,312,938**	**6,378,627**	**5,949,529**	**429,098**
Designated Funds	528,341	88,057	88,643	(586)
DESIGNATED	**528,341**	**88,057**	**88,643**	**(586)**
TOTAL GENERAL FUND	**36,841,279**	**6,466,684**	**6,038,172**	**428,512**

Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of February 28, 2025

	Revised Annual Budget	Year to Date Activity as of February 28, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes	0	0	0	0
Total Revenue	**0**	**0**	**0**	**0**
EXPENDITURES				
Capital Fund- Facilities	3,110,392	259,199	103,152	156,047
Capital Fund-Communication	0	5,000	6,582	(1,582)
Capital Fund- Security	0	0	23,909	(23,909)
Capital Fund- IT	866,953	72,246	107,824	(35,578)
Capital Fund- Video Studio	0	0	0	0
Capital Fund- Strategy & Innovation	0	0	0	0
Capital Fund- Finance	0	0	6,511	(6,511)
Capital Fund- Special Revenue Funds	0	0	0	0
Total Expenditures	**3,977,345**	**336,445**	**247,978**	**88,468**
Excess (deficiency) of Revenue over Expenditures	**(3,977,345)**	**(336,445)**	**(247,978)**	**88,468**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(3,977,345)**	**(336,445)**	**(247,978)**	**88,468**
Beginning Fund Balance*	3,230,616	3,230,616	3,230,616	**0**
Ending Fund Balance (Projected)	**(746,729)**	**2,894,171**	**2,982,638**	**88,468**

Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of February 28, 2025

	Revised Annual Budget	Year to Date Activity as of February 28, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes	2,873,951	1,103,189	1,106,466	3,276
Employee contributions	393,533	65,589	73,967	8,378
Other Revenue	0	0	83	83
Total Revenue	**3,267,484**	**1,168,778**	**1,180,516**	**11,737**
EXPENDITURES				
Personnel Expense	2,353,223	392,204	324,087	68,117
Operating Expense	1,211,628	201,938	221,011	(19,073)
Total Expenditures	**3,564,851**	**594,142**	**545,098**	**49,044**
Excess (deficiency) of Revenue over Expenditures	**(297,367)**	**574,636**	**635,418**	**60,781**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(297,367)**	**574,636**	**635,418**	**60,781**
Beginning Net Position*	1,394,780	1,394,780	1,394,780	**0**
Ending Fund Balance (Projected)	**1,097,413**	**1,969,416**	**2,030,198**	**60,781**

2025 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUE					
December 10, 2024	2025 OAB Budget Ratification	$38,879,118	$0	$3,267,484	**$42,146,602**
	TOTAL REVENUE	**$38,879,118**	**$0**	**$3,267,484**	**$42,146,602**
EXPENDITURES					
December 10, 2024	2025 OAB Budget Ratification	$36,841,279	$3,977,345	$3,564,851	**$44,383,475**
	TOTAL EXPENDITURES	**$36,841,279**	**$3,977,345**	**$3,564,851**	**$44,383,475**
	Net Change in Fund Balance	$2,037,839	($3,977,345)	($297,367)	**($2,236,873)**
	Actual GF Unassigned, CIP & SIF Beginning Fund Balance	$14,127,260	$3,230,616	$1,394,780	**$18,752,656**
	Projected GF Unassigned, CIP & SIF Beginning Fund Balance	**$16,165,099**	**($746,729)**	**$1,097,413**	**$16,515,783**

PIKES PEAK LIBRARY DISTRICT

ppld

March 31, 2025
Monthly Financial Report

Board of Trustees Meeting
April 16, 2025

Monthly Financial Report - PPLD (as a whole)

As of March 31, 2025

	Revised Annual Budget	Year to Date Activity as of March 31, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes (1)	36,823,323	16,851,613	16,307,751	(543,862)
Specific ownership taxes	3,300,000	825,000	912,930	87,930
Total Taxes	**40,123,323**	**17,676,613**	**17,220,681**	**(455,932)**
Intergovernmental - E-Rate	0	0	13,079	13,079
Intergovernmental - State Grant	159,933	0	0	0
Intergovernmental - AEFLA	200,851	0	96,876	96,876
Intergovernmental - IECLE	0	0	0	0
Intergovernmental - Other	0	0	0	0
Fines and fees	90,000	22,500	20,759	(1,741)
Interest income	500,000	125,000	275,475	150,475
Donations/fundraising	605,000	0	50,636	50,636
Miscellaneous- Copy sales	35,000	8,750	8,753	3
Miscellaneous- Parking lot collections	6,000	1,500	39	(1,461)
Miscellaneous- Other	32,962	8,241	8,951	710
Total Operating Revenue	**1,629,746**	**165,991**	**474,569**	**308,578**
Employee contributions	393,533	98,383	111,439	13,056
Total Other Revenue	**393,533**	**98,383**	**111,439**	**13,056**
Total Revenue	**42,146,602**	**17,940,987**	**17,806,689**	**(134,298)**
EXPENDITURES				
Personnel Expense	25,333,286	6,381,958	5,537,754	844,204
Operating Expense	15,072,844	4,013,399	3,857,898	155,501
Capital Outlay	7,181,929	598,494	530,951	67,543
Total Expenditures	**47,588,059**	**10,993,850**	**9,926,603**	**1,067,248**
Excess (deficiency) of Revenue over Expenditures	**(5,441,457)**	**6,947,137**	**7,880,086**	**932,950**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(5,441,457)**	**6,947,137**	**7,880,086**	**932,950**
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	18,752,656	18,752,656	18,752,656	**0**
Ending Fund Balance (Projected)	**13,311,199**	**25,699,793**	**26,632,742**	**932,950**

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

(2) 2024 Projected Unassigned Fund Balance

Monthly Financial Report - GENERAL FUND

As of March 31, 2025

	Revised Annual Budget	Year to Date Activity as of March 31, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes	33,949,371	15,536,395	15,201,286	(335,109)
Specific ownership taxes	3,300,000	825,000	912,930	87,930
Total Taxes	**37,249,371**	**16,361,395**	**16,114,216**	**(247,179)**
Intergovernmental	360,784	0	109,955	109,955
Donations/fundraising	605,000	0	50,636	50,636
Fines and fees	90,000	22,500	20,759	(1,741)
Other Operating	573,962	143,491	293,070	149,580
Total Operating Revenue	**1,629,746**	**165,991**	**474,421**	**308,431**
Total Revenue	**38,879,117**	**16,527,385**	**16,588,637**	**61,251**
EXPENDITURES				
Public Services Administrative	9,501,232	2,375,308	2,216,397	158,911
Programming Administration	1,543,139	385,785	288,730	97,055
Branch Administration	10,489,516	2,622,379	2,251,720	370,659
Total Public Services Expenditures	**21,533,887**	**5,383,472**	**4,756,847**	**626,625**
Chief Librarian and CEO Office	461,622	115,406	110,865	4,540
Support Services	8,003,300	2,000,825	1,598,045	402,780
Security	1,647,858	411,965	404,092	7,872
Finance Office	1,741,020	496,017	569,572	(73,555)
Communications Office	1,530,849	382,712	276,839	105,873
Development Office	200,070	50,018	45,797	4,220
Interdepartmental	1,041,978	493,556	496,277	(2,721)
Total Administration Expenditures	**14,626,699**	**3,950,498**	**3,501,488**	**449,010**
Designated Funds	680,694	170,173	288,369	(118,195)
Total Expenditures	**36,841,279**	**9,504,144**	**8,546,703**	**957,440**
Excess (deficiency) of Revenue over Expenditures	**2,037,839**	**7,023,242**	**8,041,933**	**1,018,691**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**2,037,839**	**7,023,242**	**8,041,933**	**1,018,691**
GF Unassigned Beginning Fund Balance *	14,127,260	14,127,260	14,127,260	**0**
Ending Fund Balance (Projected)	**16,165,099**	**21,150,502**	**22,169,193**	**1,018,691**

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of March 31, 2025

	Revised Annual Budget	Year to Date Activity as of March 31, 2025		
		Budget	Actual	Variance
General Fund				
Public Services	**21,533,887**	**5,383,472**	**4,756,847**	**626,625**
Public Services Administrative	**9,501,232**	**2,375,308**	**2,216,397**	**158,911**
Public Services Administration	266,046	66,512	55,215	11,297
Collection Management	2,798,690	699,673	803,836	(104,163)
Collection Management - Library Materials	4,728,112	1,182,028	1,099,578	82,450
Regional History and Genealogy	823,765	205,941	160,098	45,843
Adult Education	884,619	221,155	97,670	123,484
Programming Administration	**1,543,139**	**385,785**	**288,730**	**97,055**
Branch Administration	**10,489,516**	**2,622,379**	**2,251,720**	**370,659**
Branch Administration	663,797	165,949	117,667	48,282
Penrose Library	1,679,171	419,793	321,998	97,795
East Library	1,698,504	424,626	403,362	21,264
Library 21c	1,863,884	465,971	394,703	71,268
Cheyenne Mountain Library	538,594	134,648	129,184	5,464
Fountain Library	431,303	107,826	78,876	28,950
High Prairie Library	427,259	106,815	101,104	5,710
Manitou Springs Library	466,567	116,642	99,466	17,176
Monument Library	638,910	159,728	145,798	13,930
Old Colorado City Library	451,739	112,935	102,608	10,327
Palmer Lake Library	-	-	-	-
Rockrimmon Library	-	-	-	-
Ruth Holley Library	461,134	115,283	86,359	28,924
Sand Creek Library	581,909	145,477	150,824	(5,347)
Ute Pass Library	-	-	-	-
Calhan Library	79,534	19,883	12,791	7,092
Mobile Library Services	507,212	126,803	106,978	19,824
The Hall @ PPLD	-	-	-	-
Administration	**14,626,699**	**3,950,498**	**3,501,488**	**449,010**
Chief Librarian and CEO Office	461,622	115,406	110,865	4,540

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of March 31, 2025

	Revised Annual Budget	Year to Date Activity as of March 31, 2025		
		Budget	Actual	Variance
General Fund				
Support Services	8,003,300	2,000,825	1,598,045	402,780
Support Services Administration	338,676	84,669	68,275	16,394
Human Relations Office	941,100	235,275	195,503	39,772
Facilities	3,720,004	930,001	704,093	225,908
Facilities - District-wide	1,159,500	289,875	200,935	88,940
Facilities - Penrose Library	395,067	98,767	73,260	25,507
Facilities - East Library	267,745	66,936	53,870	13,066
Facilities - Library 21c	381,556	95,389	104,067	(8,677)
Facilities - Utilities / Rents	1,516,135	379,034	271,961	107,073
Information Technology	2,456,271	614,068	522,247	91,821
Strategy and Innovation	547,250	136,813	107,926	28,887
Security	1,647,858	411,965	404,092	7,872
Finance Office	1,741,020	496,017	569,572	(73,555)
Communications Office	1,530,849	382,712	276,839	105,873
Development Office	200,070	50,018	45,797	4,220
Interdepartmental	1,041,978	493,556	496,277	(2,721)
Interdepartmental - Other	1,041,978	493,556	496,277	(2,721)
ATTRITION SAVINGS	-	-	-	-
Operating Transfers to Other Funds	-	-	-	-
Special Item-TABOR Refund	-	-	-	-
UNDESIGNATED	**36,160,585**	**9,333,970**	**8,258,335**	**1,075,635**
Designated Funds	680,694	170,173	288,369	(118,195)
DESIGNATED	**680,694**	**170,173**	**288,369**	**(118,195)**
TOTAL GENERAL FUND	**36,841,279**	**9,504,144**	**8,546,703**	**957,440**

Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of March 31, 2025

	Revised Annual Budget	Year to Date Activity as of March 31, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes	0	0	0	0
Total Revenue	**0**	**0**	**0**	**0**
EXPENDITURES				
Capital Fund- Facilities	4,333,154	477,598	330,238	147,360
Capital Fund-Communication	63,398	9,057	8,982	75
Capital Fund- Security	217,473	53,068	47,768	5,300
Capital Fund- IT	2,027,883	216,738	137,452	79,287
Capital Fund- Video Studio	5,000	0	0	0
Capital Fund- Strategy & Innovation	27,826	0	0	0
Capital Fund- Finance	476,826	10,000	6,511	3,489
Capital Fund- Special Revenue Funds	56,401	0	0	0
Total Expenditures	**7,207,961**	**766,461**	**530,951**	**235,510**
Excess (deficiency) of Revenue over Expenditures	**(7,207,961)**	**(766,461)**	**(530,951)**	**235,510**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(7,207,961)**	**(766,461)**	**(530,951)**	**235,510**
Beginning Fund Balance*	3,230,616	3,230,616	3,230,616	**0**
Ending Fund Balance (Projected)	**(3,977,345)**	**2,464,155**	**2,699,665**	**235,510**

Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of March 31, 2025

	Revised Annual Budget	Year to Date Activity as of March 31, 2025		
		Budget	Actual	Variance
REVENUES				
Property Taxes	2,873,951	1,315,219	1,106,466	(208,753)
Employee contributions	393,533	98,383	111,439	13,056
Other Revenue	0	0	147	147
Total Revenue	**3,267,484**	**1,413,602**	**1,218,052**	**(195,549)**
EXPENDITURES				
Personnel Expense	2,353,223	588,306	477,173	111,133
Operating Expense	1,211,628	302,907	371,775	(68,868)
Total Expenditures	**3,564,851**	**891,213**	**848,948**	**42,265**
Excess (deficiency) of Revenue over Expenditures	**(297,367)**	**522,389**	**369,104**	**(153,285)**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(297,367)**	**522,389**	**369,104**	**(153,285)**
Beginning Net Position*	1,394,780	1,394,780	1,394,780	0
Ending Fund Balance (Projected)	**1,097,413**	**1,917,169**	**1,763,884**	**(153,285)**

2025 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUE					
December 10, 2024	2025 OAB Budget Ratification	$38,879,118	$0	$3,267,484	**$42,146,602**
	TOTAL REVENUE	**$38,879,118**	**$0**	**$3,267,484**	**$42,146,602**
EXPENDITURES					
December 10, 2024	2025 OAB Budget Ratification	$36,841,279	$3,977,345	$3,564,851	**$44,383,475**
March 19, 2025	2024 OAB Budget Adj #1 CIP Rfwd		$3,174,215		**$3,174,215**
March 19, 2025	2024 OAB Budget Adj #2-SRF Rfwd		$56,401		**$56,401**
	TOTAL EXPENDITURES	**$36,841,279**	**$7,207,961**	**$3,564,851**	**$47,614,091**
	Net Change in Fund Balance	$2,037,839	($7,207,961)	($297,367)	**($5,467,489)**
	Actual GF Unassigned, CIP & SIF Beginning Fund Balance	$14,127,260	$3,230,616	$1,394,780	**$18,752,656**
	Projected GF Unassigned, CIP & SIF Beginning Fund Balance	**$16,165,099**	**($3,977,345)**	**$1,097,413**	**$13,285,167**

<p align="center">**Public Services Report**
March 2025</p>

Adult Education
Access
A student earned their GED diploma. Another student earned their Career Online High School (COHS) diploma and is now ready to start a new chapter in their life in the US Armed Forces.

Accountability
The Strategic Services Business librarian coordinated training for the new Simply Analytics database.

Communications
The Director attended a presentation given by the Department of Local Affairs (DOLA), the Governor's Office of Federal Funds and Strategic Initiatives (OFFSI), and the Special District Association (SDA) to discuss critical updates and share insights on recent federal policy changes affecting local and state government funding and operations.

Community Connections
The Strategic Services librarians continue to provide resources to the community with Renter's Rights Workshops and Grant Search Workshops in addition to working with business startup groups. They also meet with patrons one on one to connect them with PPLD's resources and community organizations.

Staff
The Strategic Services Law Librarian attended the Southwestern Associate of Law Libraries conference to network with other law librarians and stay up to date with law library trends.

The Director attended the Elevated Leadership Plenty training given by the El Pomar Foundation.

Branches
Access
Due to high patron demand, Manitou Springs has begun hosting "open co-working" hours in the Meeting Room during times when there is not a private reservation or program.

Accountability
Library 21C has experienced a large increase in use. Their statistics for this month exceed the same month in 2024. They also exceed June and July 2024, which is expected to be high due to Summer Adventure. See the table below.

	March 2024	June 2024	July 2024	March 2025
Holds	13,110	12,259	13,010	16,043
Check-outs	37,939	37,832	40,834	43,133
Returns	40,053	39,251	44,451	44,094
Visits	31,360	31,789	36,387	35,077

Communications
Penrose Library staff attended an outreach at the Wasson Academic Campus to meet with an intergenerational audience of 275 about PPLD resources on Monday, March 17th, and Tuesday, March 18th.

Community Connections
Ruth Holley Library staff visited Monterey Elementary and provided special Storytime and crafts for 90 students in the HeadStart program.

Sand Creek Library staff attended the STEAM night at Soaring Eagles Community School where they held a Storytime. They interacted with 180 parents and students.

Physical and Virtual Spaces
The Palmer Divide Quiltmakers (PDQ) hung more than 55 quilted handiworks throughout the Monument Library for their 23rd Annual Quilt Show. The Friends of the Monument Library also generously provided financial support for this event. The quilts will remain on display throughout March and April 2025.

East Library started the modernization project of their elevator on March 12th. The project is expected to last six weeks and the elevator will be out of service during that time.

Staff
Several branch staff who focus on serving Children and Teens attended the Children's and Teen Services conference on March 10th. This conference offered three sessions covering 12 topics that are relevant to various aspects of serving these communities and a panel of experts in education and psychology.

Collection Management
Access
The Materials workgroup added 7,491 items and Periodicals staff added 911 magazines to the collection in March. The Cataloging staff cataloged 1,629 titles.

PPLD's allocation of the State Grants to Libraries funding was used to purchase patron requested titles on OverDrive as well as to lower holds. It also funded new materials related to finance, English language, and internet safety and cybersecurity.

PPLD acquired a new database, SimplyAnalytics, to replace Demographics Now upon its discontinuation by vendor Gale. SimplyAnalytics can be used to create "interactive maps and reports using thousands of demographic, business, and marketing variables."

Accountability
The first quarter budget meeting for 2025 was held to review funds and adjust spending based on need and demand.

The Integrated Library System (ILS) Team continued to review and clean up data in the current ILS.

Communications
The ILS Team helped obtain data for the Public Library Annual Report, administered by the Colorado State Library.

Community Connections
Acquisitions staff met with students from Pueblo Community College's Library Technician Associate Degree program to provide guidance on a weeding project. The students reviewed outdated medical and personal finance materials at Library 21C.

Physical and Virtual Spaces
The Penrose Children's shelving height reduction project was completed in March. The Circulation Services Coordinator helped with the planning and execution of the shelving changes. In addition to the increase in children's accessibility to the lowered shelves and to improved line-of-sight throughout the department, additional shelving provides more room for picture books and fiction.

Staff
The Interlibrary Loan manager met with the Programming team to discuss Copyright basics and Fair Use.

Interlibrary Loan staff cross-trained on tasks unique to each position to ensure coverage when any one staff member is out.

Programming
Access
The Programming Department collaborated with Library Research Services at the State Library for the Teen Workforce Readiness volunteer program. Four volunteers received a certificate of completion.

On March 7th, 2025, 163 Homeschool families enjoyed Indoor Game Day at Library 21c. The families participated in many activities and board games. This event provided an excellent opportunity for families to connect with each other, build community, and learn about PPLD resources.

PPLD celebrated Spring Break with Cool Science, Beth Epley (singer, storyteller), Natures Educators: Creatures of the Night, and Colorado Spring Utilities: Raptor Protection. Over 830 patrons visited library locations throughout the District to enjoy the performances.

The winter LENA Start cohort had 21 families graduate. Programming met with the LENA Foundation to discuss the cohorts, recruitment strategies, and renewing the program next year.

Accountability
Although Summer Adventure begins in June, the Programming Department submitted orders for all 2025 prizes and orders are arriving. The team is sorting and distributing them to branch locations for April.

Programming worked with Collection Management, Finance, the Town of Palmer Lake, the City of Fountain, Manitou Springs, Monument, and Colorado Springs Parks to prepare for the roll out of Summer Adventure. Summer Adventure is a massive undertaking across PPLD.

To prepare staff for Summer Adventure teen volunteers, Programming worked with the Volunteer Program Supervisor to finalize instructions, update position descriptions, create a list of task ideas, and update the PPLD website.

The Programming Department created and implemented two training courses for new and current staff covering Beanstack, the requirements for Summer Adventure, and collateral review from Communications. Programming presented to the Friends of the Library on the Summer Adventure budget and program.

Communications
The Colorful Colorado summer issue of the Homeschool Connections newsletter was created this month for release in June. The newsletter content is available online and as a printed version at locations. The March Homeschool Booklist and e-newsletter, as well as the monthly newsletter to Elementary, Middle, and High Schools were created and distributed. The Kids and Tween booklist in Library Aware was reviewed to ensure that all the titles in are in the collection and sent to patrons.

Programming worked with Patron Experience and the Website Administrator to determine the process for posting booklist online that will comply with web accessibility requirements.

Community Connections
There were 98 entries for the Jean Ciavonne Poetry Contest "Remembering Our Past". The Public Services Administrative Specialist processed all the entries for anonymous judging. Three PPLD staff and two community members selected their top ten entries. Out of the fifty selected, the judges narrowed down to the six winners. The students will recite their poetry at the April Award Ceremony on April 19th at Penrose Library.

The Programming Department reviewed over 100 applicants for the Mountain of Authors Showcase Author portion of the program and selected 40 authors to participate in May.

PPLD wrapped up Winter Adult Reading Program with 5,756 adults registering and 3,336 completing the program.

Staff
Jason Kowell was promoted to the Senior Librarian on Programming to focus on Makerspaces and Studios.

Amanda Marez-Frutchey, the Interlibrary Loan Manager, presented resources to the Programming Department on copyright and trademarks and how it applies to public libraries.

<u>Regional History & Genealogy</u>
Access

Staff fulfilled photo requests this past month from the Georgia O'Keeffe Museum, Colorado Public Radio, and several authors seeking publication in 2025 and 2026.

Records of Colorado veteran burials throughout the Pikes Peak Region (1,104) were uploaded to Digital Collections. Original scans from the microfilm dated 2010 were found to be unsatisfactory. In a coming project, those images will be incrementally re-scanned, and assets replaced in Digital Collections.

Staff provided three genealogy classes for 27 participants, including Genealogy Basics, Top Free Genealogy Websites and Pre-1850 Research.

Archivists accessioned, processed, and/or rehoused materials (new and accruals) for:
MSS 0036 – Colorado Springs Mineralogical Society Records
MSS 0052 – League of Women Voters of the Pikes Peak Region Records

Accountability
Work on an archives survey is continuing, where all collections are being fully documented, including the collection's condition, digitization status/candidacy, and where in discovery tools collections need to be added for public discovery.

Archivists verified oral history and historic recordings inventory. This work included checking the status of digitization and searching for missing items for a comprehensive list that will be used to express the department's digitization need for a variety of obsolete recording formats in the collections.

Archivists met with several departments to discuss future and past collection priorities, points of contact, and submission requirements in accord with the PPLD Institutional Archives Policy.

Archivists completed a draft of an internal RH&G Archives Procedures to document best practices for archival workflow from donation and accessioning to description, digitization, and use. This work is part of an effort to standardize and record policies and procedures in the department.

Community Connections
Staff served as a judge for the Senior Group Documentary category at Pikes Peak History Day (Colorado College), evaluated student films, and provided feedback. Invitations were extended to both the Senior Group Documentary and Senior Individual Documentary winners to present at the 2025 Pikes Peak Regional History Symposium.

The photo archives provided 31 images from the historic photo collections to the Colorado Springs Gazette for daily "A Look Back".

RH&G Staff gave the following tours/classes this past month:
- Daughters of the American Revolution (DAR), with twelve members taking a deep dive into how library resources can be used is support of their application for membership in DAR.

- UCCS Museum Studies class focused on researching historical properties in the Pikes Peak Region.

Physical and Virtual Spaces

A project updating the Chuck Asay Editorial Cartoon Collection with 2024 commentary from Asay on the cartoons has been completed. The works and descriptions are available on Digital Collections.

Staff established infrastructure in Digital Collections to house complete newspaper issues in preparation for a Cripple Creek historic newspapers pilot project that will test this feature.

PPLD KPIs (Key Performance Indicators)

Month: March

	2025	2024	% Change	YTD 2025	YTD 2024	% Change
Door Count	150,835	160,927	-6.27%	416,286	468,564	-11.16%
Circulation (physical materials)	184,713	186,772	-1.10%	531,431	560,088	-5.12%
Reference Questions	8,747	8,582	1.92%	25,194	25,714	-2.02%
Meeting Room/Study Room	2,858	2,419	18.15%	8,350	7,653	9.11%
Computer Usage	18,226	16,916	7.74%	50,249	51,254	-1.96%
Number of Programs	321	394	-18.53%	951	1,145	-16.94%
Programs Attendance	9,576	11,584	-17.33%	25,564	33,761	-24.28%
eResources (OverDrive/Libby, Hoopla, Kanopy)	345,736	304,422	13.57%	1,017,439	904,119	12.53%
Culture Passes	132	357	-63.03%	343	811	-57.71%
Unique Users *	58,082	53,930	7.70%	-	-	-
New Cards	2,588	2,189	18.23%	7,062	6,480	8.98%

* Total number of patrons who used their library card during the month.

Access

- The Assistive Technology rooms and kits are currently undergoing an inventory process, with updates being made or researched as necessary to ensure they are fully equipped and functional.

- **Website Statistics for March**
  - Total pageviews: 318,203
  - New Users: 81,315
  - Most visited page: ppld.org/search

- The Web Team continues to make significant strides in enhancing the ppld.org website.
  - Ongoing Improvements and Updates
    - The Web Team is actively revamping several key pages across the website, with a major focus on improving the Library Location pages. The goal is to make these pages more robust and informative, so patrons can clearly understand what each branch offers before visiting in person. Planned enhancements include:
      - A list of upcoming events specific to each branch
      - Highlights of unique services or features offered at each location
      - A photo gallery to give patrons a visual preview of the space
  - Accessibility and PDF Reduction
    - Software for fixing PDFs
      - To support our commitment to accessibility, the Web Team has received training on CommonLook PDF, a tool used to create accessible PDFs. A process has been implemented to ensure PDFs uploaded to the website or shared electronically meet accessibility standards.
    - Tools for ensuring ppld.org is accessible
      - Looking ahead, the team is exploring tools that will allow website content to be monitored and scanned to ensure continued compliance and accessibility across all pages.
    - Reducing Reading Lists:
      - The website currently hosts numerous reading lists in PDF format, which are not easy to make accessible or compliant. These reading lists are in the process of being converted into webpages to ensure they are fully accessible.

  - The top 5 pages visited on ppld.org during March, besides the home page, were:
    - Search
    - Events & Happenings
    - Winter Adult Reading Program
    - Library Locations
    - Kids

Accountability

- The 2025 Library Experience Survey launched in the April PPLD Insider newsletter on Fri., March 28. The survey will remain open until Wed., April 30. The intent of this survey is to capture in-the-moment feedback and experiences from patrons.

Communications

Media
- Number of stories – 73
- YTD stories – 311

March News Highlights:

- The Winter Adult Reading Program was mentioned in one TV news broadcast (KOAA) and one article/webisode (KOAA), and the Library Limelight Column talked about the benefits of reading to further promote the program
- Library Giving Day appeared in three TV broadcasts (Loving Living Local), one article (Gazette Letters), and one article/webisode (Loving Living Local)
- Rockrimmon Library came up in five TV news broadcasts and four articles under a few different topics this month, including:
  - The City Council elections (Gazette, KKTV, Gazette)
  - The Library's new Mobile Library Services stop (KKTV)
  - A recent CORA request that had a high staff hour requirement to find the information needed (Colorado Freedom of Information Coalition)
- Tax services appeared in one KOAA TV news broadcast and one KOAA article/webisode
- The March A Look at Books appeared in its usual spot with Colorado Springs Kids Magazine
- Other notable mentions include:
  - The addition of a new Pikes Peak Culture Pass partner: Sangre de Cristo Arts and Conference Center, appeared in two KRDO TV news broadcasts (this was promoted on PPLD's main social media pages, and the station picked it up)
  - All Pikes Peak Makes and our Discovery Kits were picked up in two KRDO news segments (this was promoted on PPLD's main social media pages, and the station picked it up)
  - LENA Start appeared in one KRDO TV news broadcast (this was promoted on PPLD's main social media pages and the station picked it up)
  - Manitou Springs Library's closure [for city plumbing pipeline repairs] was mentioned in one KRDO TV news broadcast and one KRDO radio broadcast
  - Friends of PPLD Big Book Sale appeared on one TV broadcast (Loving Living Local)
  - The current situation with the Institute of Museum and Library Sciences impacting local organizations like PPLD was mentioned in one Fox21 TV news broadcast
  - PPLD was mentioned in five TV news broadcasts (Fox21, KOAA) and three articles about changeups in the Woodland Park School District related to Aaron Salt's position on the Board (Gazette, Gazette, Pikes Peak Courier)

Social Media

Facebook (Districtwide account):
- Number of posts: 36
- Total page followers: 17,625 (111 new followers)
- Engagement: 1,884 (Content interaction)
- Post reach: 70,204 – a 25% increase over last month (Number of times our content was seen)
- Clicks: 1,437
- Video minutes viewed: 500

Instagram:
- Content: 36 posts/videos/reels; 54 stories
- Total followers: 4,659 (79 new followers)
- Engagement: 1,127 (content interactions)
- Reach: 7,308 (accounts reached)
- Link clicks: 130

X (formerly Twitter):
- Number of posts: 43
- Total followers: 5,014
- Engagement: 72
- Impressions: 2,173 (number of times our content was seen)

LinkedIn:

- Number of posts: 15
- Total followers: 1,821 (11 new followers)
- Impressions: 1,867 (number of times our content was seen)
- Engagement: 215
- Page views: 166

Newsletter:
- Number sent (subscribers): 124,077
- Successful delivery: 111,841
- Opened: 50,617 (45% open rate – a return to its average open rate)
- Clicks: 1,791 (3.5% click rate)

NextDoor:
- Number of posts: 4*
- Impressions: 34,925 (number of times our content was seen)
- Engagement: 81
  * We made 60% fewer posts on Nextdoor, and had 60% fewer engagements and impressions, which means we are having consistent engagement and impressions on this platform.

Threads: Threads is a platform that is similar to X. PPLD opted to start using PPLD's Threads account because of its growth, and because it is integrated with Instagram and Facebook so that we can post to Threads at the same time as Facebook and Instagram with a single click.

- Number of posts: 38
- Total followers: 872 (10 new followers)
- Views: 957 (46% increase from last month)
- Interactions (engagement): 45

Bluesky: Bluesky is a platform that is similar to X (formerly Twitter). PPLD opted to start using PPLD's Bluesky account because this app has seen considerable growth in users, reaching more than 25 million active users, the majority of which are 18 to 24 years old, a key demographic for libraries to reach.

- Number of posts: 27
- Total followers: 62 (12 new followers)
- Interactions (engagement): 36

YouTube:
- Total Subscribers: 8,760 (increase of 54 subscribers)
- Total Views for March: 35,913
- Total Lifetime Views: 6,883,816

Community Connections

Outreach
- Number of March Outreaches: 1
  - Total Attendance: 46
  - Impressions: 46
    - PPLD participated in Pride Soccer's Spring Break Camp on Wed., March 26. Staff shared PPLD offerings and a craft activity with 46 camp participants and issued three library cards.

- Upcoming Outreaches include:
  - CASA Career and Resource Fair for teens in foster care – April 12
  - Bingo at Monument Silver Key – April 16
  - Black Educators Network Free Literacy Fair – April 19
  - South Murray Silver Key Spring Party – April 25
  - YMCA Healthy Kids Day at both the Briargate and Southeast locations – April 26
  - Silver Key Senior Summit – May 15
  - Pride Soccer Spring Tournament at Cottonwood Park – May 17
  - Cinco de Mayo Festival and Car Show – May 31

Culture Pass
- 132 Culture passes were issued to patrons in March.

Communications

The Facilities team constructed 2025 Annual Plan which outlines project goals and priorities in a continued effort to enhance communication of department objectives.

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

March	Completed	Hours
Demand Work Orders	168	189.64
Preventative Maintenance Work Orders	195	185.98
Emergency On-Call	0	0
Total Work Orders	**363**	**375.62**

Community Connections

Completed vehicle research and evaluation to purchase new Bookmobile.

Physical and Virtual Spaces

21c Library replaced fan belt on large roof exhaust fan over the Human Resource office area.

East Library repaired and reinforced the 4' x 6' drop ceiling area in the basement which collapsed earlier this year.

East Library Elevator modernization in progress and on schedule.

East Library Heating, Ventilation and Air Conditioning (HVAC) units are scheduled for bearings and motor repair and installation.

East Library an Access door and dampers repaired on Air Handler Unit #2.

East Library, Security Operations Center flooring contractor scheduled to repair existing damaged tiles.

Repaired Ruth Holley interior sliding door with reinforced rollers to hold weight and slide.

Remove and cover non-use electrical outlets at Penrose Library.

Penrose Library moved shelving to and from the Children's section.

Coordinated and completed Painting in the Children's section at Penrose Library.

Electrical installation completed for Penrose Library Computer Lab workstation/pods.

Roof top unit, Glycol Loop and Sand Separator Inspection completed. Repair to be scheduled which will address cooling and heating at Penrose Library and The Hall.

Sewer blockage cleared at Manitou Library. City of Manitou notified.

Ruth Holley replaced computer desks with existing newer desks from Penrose Library.

Cheyenne Library facilities personnel discovered 2" galvanized water line corroded and needs to be replaced. The owner notified and will repair.

Staff
Received 15 applications to review and select a Penrose Library Facilities Specialist.

Human Resources Report
April 2025
(March Data)

Community Connections
Joanna Nelson Rendon discussed best practices about employee evaluations with a leader from Laramie County Library.

Staff
Sarah Marshall, Training Supervisor, facilitated the 2025 PPLD Mentor Program orientation for mentors and mentees to meet each other and review program guidelines. The four mentees and four mentors were matched and will meet with each other over the next six months to support the mentees' professional goals and growth.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, held the first Benefits Team meeting for 2025 that includes participation by the CFO, Chief HR Officer, and various employees from around the District.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, held the first meeting for the reassembled Wellness Team for 2025 that includes participation by a Leadership Team member and various participants from around the District.

Joanna Nelson Rendon, Director of Organizational Development, attended a webinar from the Colorado State Library called Effective "Debriefing" in the Workplace: Supporting Staff Who Experience High-Stress Events.

Over the past year, twenty employees have participated in Stay Interviews with Joanna Nelson Rendon. These are meant to learn more about what keeps our employees working here and what we could improve at PPLD.

Statistics:

- Volunteers

March 2025	Total # of Volunteers	Total # of Hours
Adult Volunteers	131	989
Teen Volunteers	33	130
Friends of the Library	135	1354

- Recruitment

Recruitment / Selection Activity	March 2025
Jobs Posted	16
Newly Hired Employees	4
Promoted Employees	2

Transferred Employees	1
Separated Employees	5

- Staffing

Staffing Stats	March 2025
Total Permanent Employees	
Total Active Positions	

Information Technology
April 2025 Monthly Report

Accountability

The infrastructure team completed a vulnerability project bringing PPLD's vulnerability assessment to zero. The IT team completed the first "swarm" at Ruth Holley Library. IT will be scheduling swarms at all locations to clean out old equipment, check inventory and clear any phantom issues. (Phantom issues are computers or issues with no submitted IT tickets.)

Communications

The project of cell phone upgrades to staff is ongoing, discussion of the new cell phone policy for Directors and above has begun.

Community Connections

Dan Stone attended the MS-ISAC cyber security Town Hall and 3 MS-ISAC meetings representing PPLD and seeking opportunities to improve our current resources.

Physical and Virtual Spaces

The IT team completed the computer lab setup and installed the Chromebook kiosk at Penrose Library (The kiosk allows patrons to obtain Chromebooks directly via their library card). The IT team completed the lab move at Ruth Holley Library. IT improved Chromebook licensing to no longer belong to the device, but to PPLD, allowing us to transfer licenses and not buy new ones.

Staff

The IT team installed new monitors for all of the staff areas on the second-floor administration area of the Penrose Library. The IT team Moved PC's, kiosks and copiers for staff refresh in the public area of Penrose Library. A new laptop model has been ordered and will be tested for future staff laptop refreshes.

Safety/Security
March 2025

Access
Charger Station Usage Totals: 21c totals currently not available, East Library 81, Fountain Library 24, High Prairie 8, Penrose Library 2510, Ruth Holley 9

Accountability
The Suspension Appeals Board met on March 13th and March 27th. 13 Appointments were scheduled. Four patrons showed for their appointments. Four suspensions were lifted. Nine suspensions were upheld.

Communications:
Continued activation, deployment and testing of Hytera Radios.

Community Connections
Security personnel have begun informing patrons, upon entrance, to the Penrose Library of the Personal Belongings and Food and Drink policy changes.

Physical and Virtual Spaces
Security team started installation of Verkada overhead cameras at Penrose Library.
Security Officers continued to monitor the overflow rooms used by patrons during the Penrose Library remodel. No issues reported.
To increase safety and informational support for staff and patrons, security officers are now staffed at the Penrose Library, East entrance.

Staff
Penrose Library Security personnel and Library personnel have begun manning, together, the East and West entrances.
Hired Security Operations Center Officer, Rachael Stone. Rachael will be training with the Senior Security Officers and then begin full-time, late April, manning the SOC.
Travis Thiele conducted Crisis Prevention Intervention (CPI) enabling staff to recognize, prevent, and manage crisis behaviors.

Safety
Three Fire Drills conducted throughout the Pikes Peak Library District.
Ten Pikes Peak Library District employees completed and received CPR certification.
Completed District wide First Aid Inventory Audit and restocked supplies.

Incident Reports Increase

Month	Sum of 2023	Sum of 2024	Sum of 2025
January	71	97	90
February	148	142	170
March	299	205	248
April	377	308	
May	465	409	
June	565	491	
July	653	574	
August	722	646	
September	775	703	
October	849	773	
November	899	819	
December	949	878	
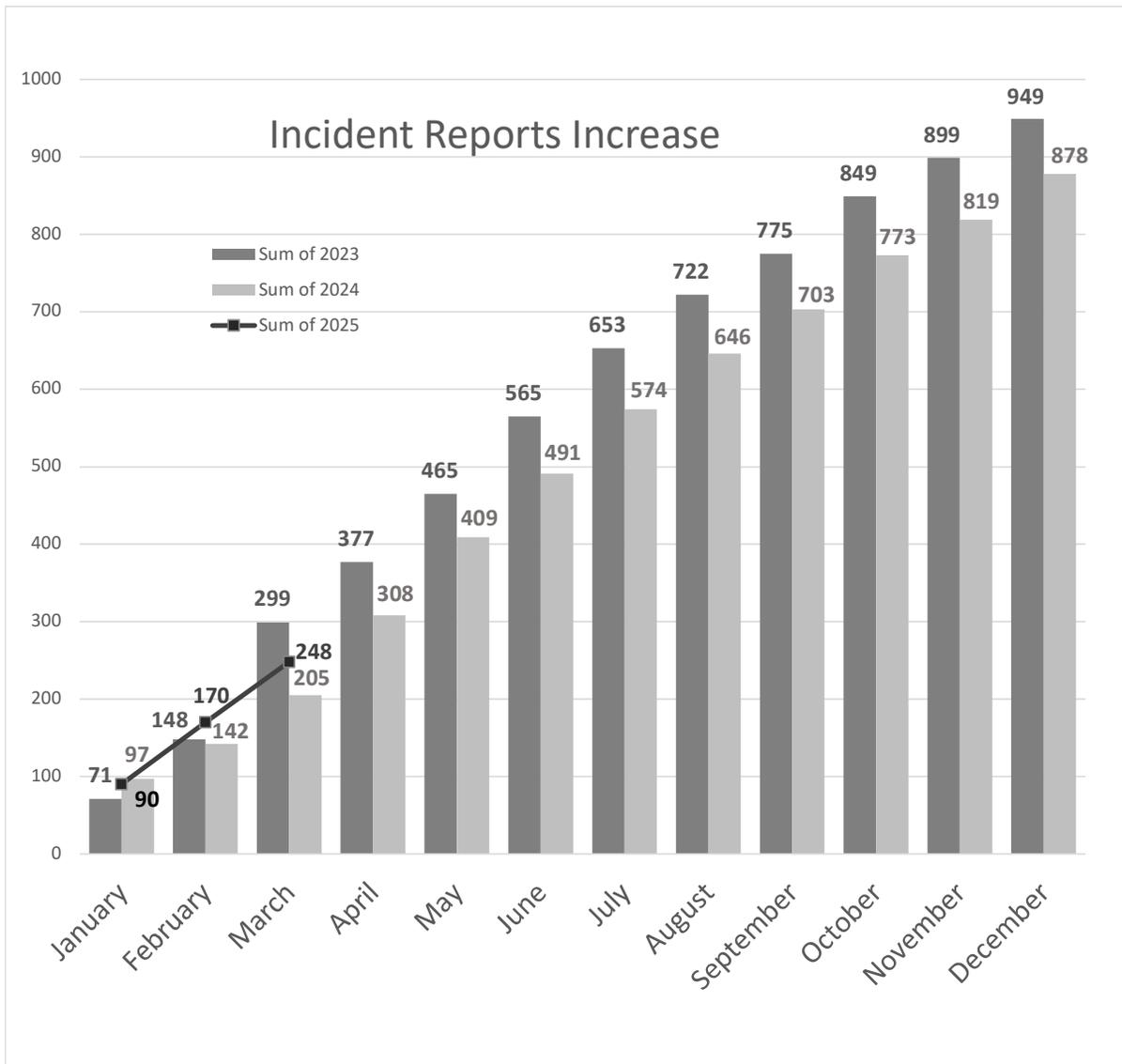
Reports Monthly Comparison

Library	January	February	March
Calhan	0	0	1
Cheyenne Mountain	3	0	1
East Library	10	9	6
Fountain	0	1	1
High Prairie	2	0	0
Library 21c	19	15	16
Manitou Springs	0	2	3
Mobile Libraries	1	0	0
Monument	1	1	0
Old Colorado City	2	7	4
Palmer Lake	1	0	2
Penrose Library	28	22	26
Ruth Holley	19	17	13
Sand Creek	4	6	4
The Hall	0	0	0
Ute Pass	0	0	1
Grand Total	**90**	**80**	**78**

Suspensions Increase
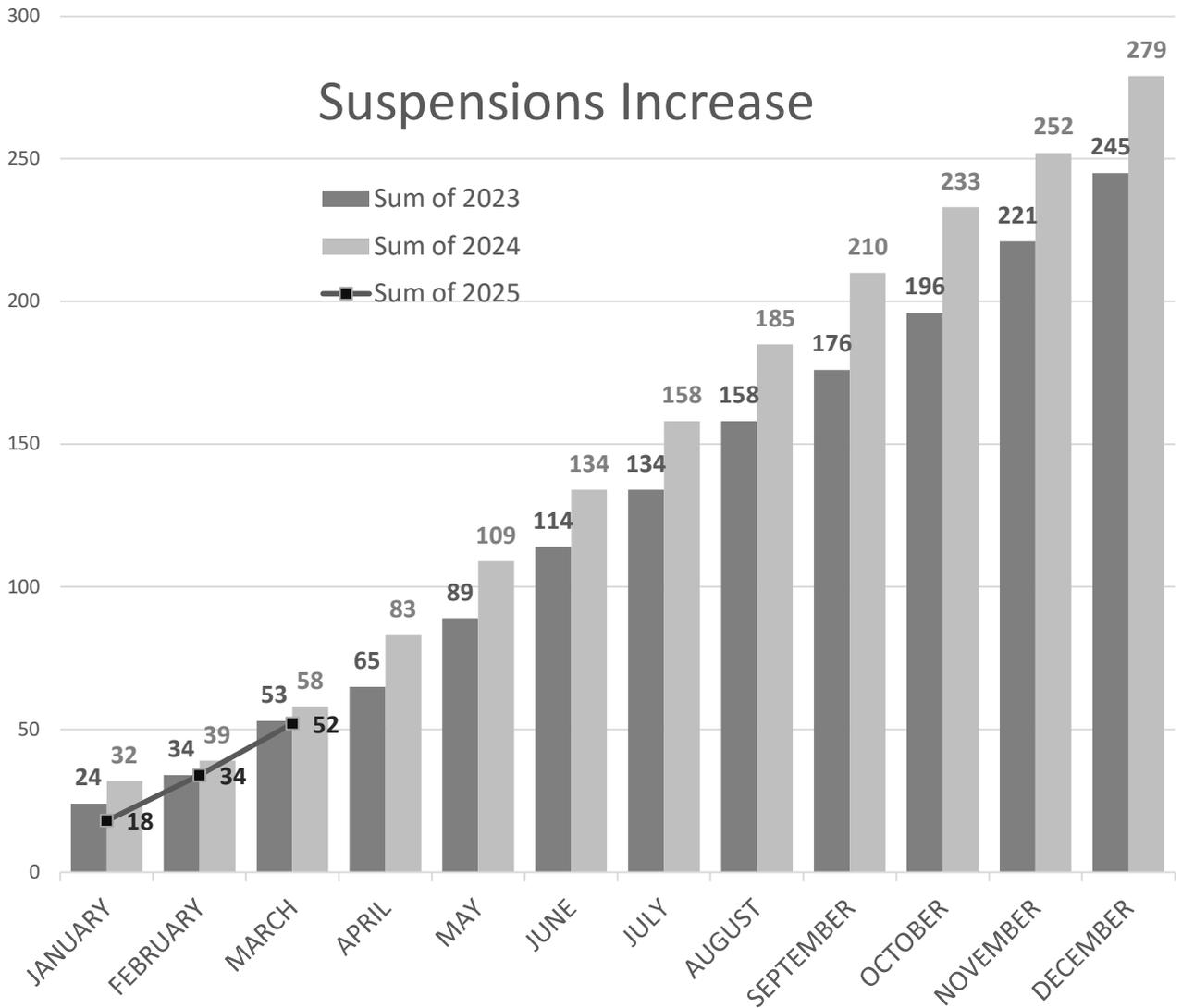
Strategy & Innovation
March 2025 Monthly Report

Access
Jen Hernandez and Dustin Booth collaborated with Johana Pacheco (Sand Creek) to record Spanish audio for the 3D Printing videos as part of the Spanish 3D Printer Badging Video. The final videos will be incorporated into the Spanish Badging series when complete.

Accountability
After the first quarter of the year, the District's makerspaces have had over one thousand equipment reservations. The 3D printers were the most popular machines followed closely by the laser cutters. PPLD's studio checkout equipment's most popular items included DSLRs and video cameras with February being the top month of checkouts.

The Data Stewardship Team had their first meeting. This inter-departmental group will work on creating a data manual for the District.

Strategy & Innovation launched two training courses for staff. Two Data Foundations trainings were given to the staff at Manitou Springs/Ute Pass and Fountain libraries. A Data Storytelling class was provided for supervisors. Both of these data-focused classes will be offered throughout the year.

Staff
The current Makerspace Training Program cohort continued with classes on the embroidery machines and software, the 3D scanner, the industrial sewing machines at East Library, and advanced laser cutter knowledge.

Dustin Booth offered training on DaVinci Resolve, free video editing software, for makerspace and studio staff during the bimonthly professional development meeting. This training will help staff be better able to assist patrons with questions on the software, as well as allow them to create any necessary videos. He also created a training video on the check-out procedure for studio equipment that was made available in the learning management system and will help to ensure staff understand all the steps to make the borrowing process smooth for patrons.
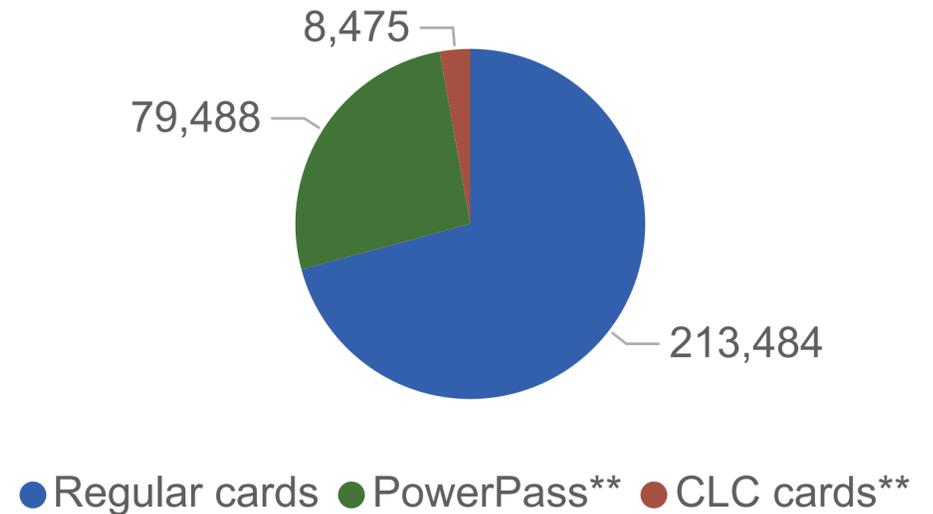
Active Library Cards*

44.4% of our Legal Service Area (LSA) population hold active library cards.

301,447

0   678,684
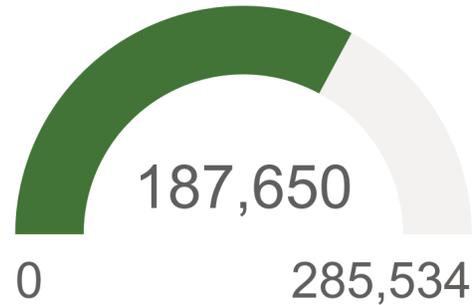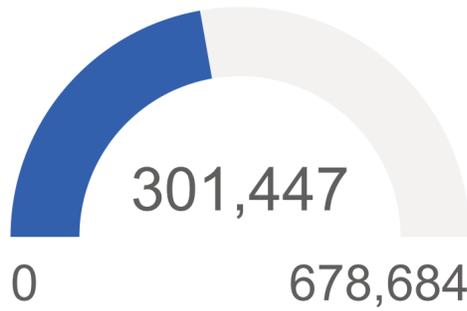
65.7% of households within our LSA hold at least one active library card.

187,650

0   285,534

* State guidelines define active cards as those used in the last three years. These numbers were pulled mid-March 2025.

Breakdown of Active Library Cards by Type

8,475

79,488

213,484

- ● Regular cards   ● PowerPass**   ● CLC cards**

** PowerPass - a library card for students through six different El Paso County school districts.

**CLC (Colorado Libraries Collaborate) - a library card for residents outside PPLD's service area.

Public Computer Usage

User Type	Total PC Sessions	Total Hours Used
Library Cards	172,746	115,820
Guest Passes	53,289	48,477
Total	**226,035**	**164,297**

In 2024, public computers across the District logged 164,297 hours of use.

To put that in perspective, if PPLD had just one computer that ran close to an average of business hours (10 hours a day, 6 days a week), it would run **over 52 years** to reach that same usage – meaning it would have been running since 1973, the year the first personal computer was introduced.

Public Room Usage

The estimated 170,024 attendees for public room reservations in 2024 **could fill Empower Field at Mile High Stadium roughly two and a quarter times.**

Room Type	Estimated Attendance	Estimated Hours Used	Estimated Community Savings***
Event Space	35,763	1,631.50	$163,150.00
Study Room	44,814	35,306.75	$441,334.38
Meeting Room	89,447	16,617.00	$623,137.50
Total	**170,024**	**53,555.25**	**$1,227,621.88**

*** Estimated community savings are based on the midpoint of a price range derived from comparable rental costs for similar spaces in the area.

PPLD Contact Us Summary – Q1 2025

We received 681 comments via website form and comment cards from Jan. 1 - March 31, 2025.

Compliments accounted for 16% of all Contact Us submissions, and complaints made up 5% of the feedback.

Feedback by Department
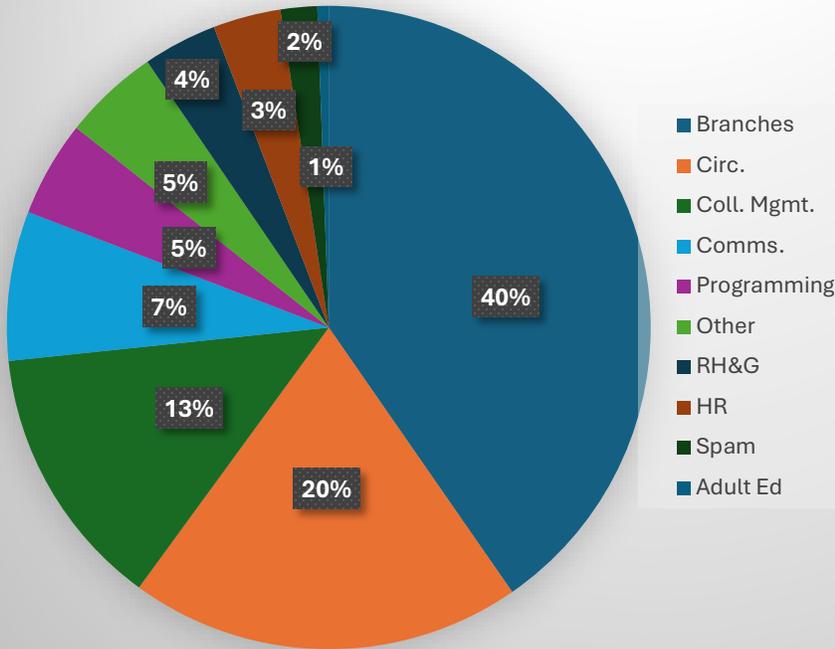
Department	Count
Branches	285
Circulation	139
Collection Mgmt.	94
Communications	53
Programming	34
Other	34
Human Resources	24
Spam	13
RH&G	11
Adult Ed.	4
Facilities	3
Security	0
Total	681

Feedback by Branch

Branch	Count	Percent
CA	4	1%
CH	8	3%
EA	30	11%
FO	3	1%
HI	3	1%
LI	138	48%
MA	2	1%
MLS	24	8%
MO	3	1%
OL	4	1%
PA	1	0%
PE	39	14%
RO	17	6%
RU	3	1%
SA	6	2%
UT	0	0%
All Branches	285	100%

Circulation Feedback by Category
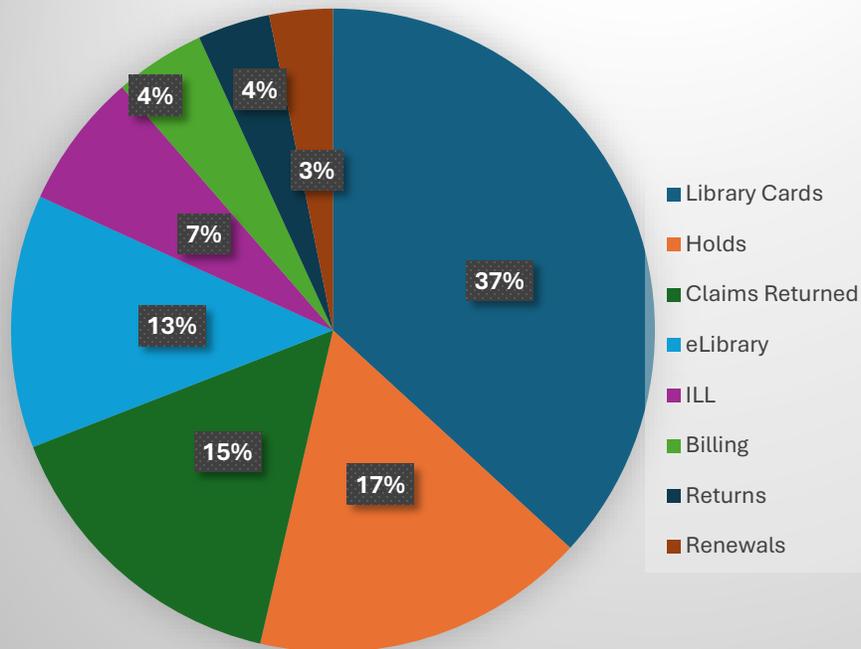
Library Cards	81
Holds	37
Claims Returned	34
eLibrary	28
ILL	15
Billing	10
Returns	8
Renewals	7
Total	212

The data in this report is an aggregation of public feedback submitted through the Contact Us page on ppld.org and comment cards that are mailed in or dropped off at one of our libraries.

Anyone interested in making a public comment at this meeting must sign up before 5 p.m.
Please arrive or log in (if attending virtually) early. Meeting room doors will open by 4:30 p.m. The virtual meeting will
be open by 4:45 p.m. Public Comment will be limited to 2 hours (120 minutes).

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Associate Attorney Julie Bellville, Chief Facilities & Security Officer Michael Brantner, Director of Strategy and Innovation Becca Cruz, Executive Assistant Laura Foster, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Director of Branches Janina Karoub, Chief Operating Officer Heather Laslie, Director of Collection Management Jenny Pierce, AV Analyst and Photographer Logan Puente, Facilities Director Steve Rogers, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Internal Communications and Special Projects Manager Jeremiah Walter, Security Director Tess Warren, City Councilmember Nancy Henjum

CALL TO ORDER
President Julie Smyth called the March 19, 2025 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

PUBLIC COMMENT

Jacob Ward, Pikes Peak Library Workers United (PPLWU) stated PPLWU would like to see more publicly held discussions on PPLD funding.

Nine comments were made by members of the public: Joe Pelka, Lisa Bigelow, Lee Lemkuhl, Elizabeth Carter, Veronica Baker, Beth Carlson, Karla Powers, Audra Talamante, and City Councilmember Dave Donelson. Comments made include requesting a list of criteria for a potential library location in the northwest part of the Springs; stating that there is a lack of trust in the community due to the February work session being scheduled with short notice; stating that PPLD's Facilities Master Plan (FMP) is flawed; asking why staffing expenses exceed other expenses in the PPLD budget; asking for the status of a new location in the Rockrimmon area; sharing that the decision to not renew the Rockrimmon lease shows a lack of transparency and lack of empathy for the District 1 community and hoping that new members of City Council will bring a fresh perspective to the conversation; asking for an explanation of the purpose of unassigned funds in the budget and what is the plan for those funds; asking that discussions with the Rockrimmon community be scheduled; asking why the northwest part of Colorado Springs was not discussed during the Board work session on February 12; stating that the bookmobile stop at Wilson Ranch is not a sufficient solution to not renewing the Rockrimmon lease due to limited hours, a limited selection of materials, and that the bookmobile is inaccessible for some patrons; asking how many patrons visited the bookmobile at Wilson Ranch on the first day it was available; stating the hope that PPLD will consider whatever options are available to keep the Ruth Holley Library open, inviting the Board of Trustees to attend a future City Council meeting to present the progress being made on a location in the northwest part of the city. City Councilmember Dave Donelson offered to meet one-on-one with trustees to further the conversation about a library in the northwest area of the city.

Internal Affairs Committee

Internal Affairs Committee Chairperson Erin Bents shared that the committee met on March 4, 2025. The E-Rate vendor and budget adjustment resolutions on this agenda were discussed.

Public Affairs Committee

The Public Affairs Committee did not meet in March.

Governance Committee

Governance Committee Chairperson Angela Dougan shared that the committee met on March 4, 2025. The discussion included the CEO Conflict of Interest statement and discussing the 2024 evaluation of the CEO.

Liaison comments

City Councilmember Nancy Henjum made the following comments:

- What progress has been made on potential library locations in the northwest area of the city and what is PPLD's timeline?
- What is the Board of Trustee's position on President Trump signing the executive order that will impact federal funding through the Institute for Museum and Library Services (IMLS)?
- Seven candidates for the Board vacancy have been interviewed by the City Council liaisons and results of that process have been shared with the County Commissioners. A status update on the County Commissioner's progress on this process is not available at this time.
- What is the Board of Trustees' view of the vacancy process?
- The community has informed her that responses to messages sent to the Board of Trustees are not being received.

Trustee comments

President Julie Smyth signed up for the Winter Adult Reading Program (WARP) and met with staff in Information Technology (IT) and Security.

Debbie English attended the Foundation fundraising discussion yesterday that included ways to further engage with the community.

Angela Dougan attended the Foundation meeting and is pleased to see the progress being made.

Aaron Salt shared that he got his coffee mug from WARP and that he visits the Friends bookstore every time he visits the library.

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. President Rita Jordan was unable to attend this meeting. There were no questions regarding the report.

Financial Report

The preliminary December 2024 Financial report was included in the Board packet. Chief Financial Officer Randy Green explained that a final report for December 2024 will be available in early July due to the current audit. The Unassigned balance includes a spending reserve. The Board of Trustees requires a spending reserve of 15% of the operating revenue to be kept at all times. (2months of operating revenue is approximately $9 million.)

Public Services Report

Director of Branches Janina Karoub spoke in the absence of Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles. The new bookmobile is in the final stages of development and will replace the current bookmobile when received. Staffing has been increased at the Wilson Ranch stop in the Rockrimmon area to eliminate a midday closure during the lunch hour. Bookmobile hours are arranged around a checklist that must be completed each morning before the bookmobile begins its daily route, and the restocking of materials takes place at the end of each day which limits the hours that the bookmobile can be available. Road conditions, visibility issues, and weather also impact the availability of the bookmobile. Winds of 40 mph or greater, or a temperature below 10 degrees or over 90 degrees prevents the bookmobile from its scheduled route, as well as maintenance of the vehicle. Most bookmobile stops are scheduled for once or twice a month.

Support Services Reports: Communications; Facilities; Human Resources; Information Technology, Safety, & Security; Strategy & Innovation

The Support services reports were included in the Board packet.

Chief Librarian and CEO Report

Chief Librarian and CEO Teona Shainidze-Krebs shared that the Public Library Annual Report will be submitted on Friday, March 21, 2025. The report indicates the total circulation for 2024 was over seven million, which is more than a 3% increase from 2023. Patron visits have also increased by 1.5%, despite several locations being closed for multiple reasons over the course of the year. Although PPLD has offered fewer programs, children's attendance has increased by 16.9% and adult attendance has increased over 100%. An increase in offsite programs, through outreach or partnerships, indicates a greater impact on the community.

814 entries were received for the library card design contest. The Communications department has selected six designs and will announce the winners at a ceremony on April 5 at East Library. All submitted designs will be available on the PPLD website.

Executive Director Donna Walker of the Jefferson County Public Library shared the success of their Express Library location (a self-service model) over the past three years. Beginning on a trial basis, the data provided to the Board of Trustees resulted in approval of this location being available from 5:00 a.m. – 10:00 p.m. throughout the year, including holidays when feasible.

BUSINESS ITEMS
Consent Items
Minutes of February 19, 2025 Board of Trustees meeting
Consent granted on the February19, 2025 minutes.

Unfinished Business
DECISION 25-3-1   **Chief Executive Officer (CEO) Conflict of Interest (COI)**

    Motion: Aaron made a motion that the Pikes Peak Library District Board of Trustees remove the statement 'This statement is to be readopted by the PPLD Board of Trustees each year' from COI statements

    Second: Debbie English seconded the motion.

    Discussion: The numbering on the CEO Conflict of Interest form needs to be corrected. The Governance Committee will review the COI form every two years; readopting the statement yearly is not required.

    Motion: Aaron Salt amended the motion that the Pikes Peak Library District Board of Trustees remove the statement 'This statement is to be readopted by the PPLD Board of Trustees each year' to include correcting the Numbering errors on the CEO COI form.

    Second: Debbie English seconded the amended motion.

    Vote: The motion was approved unanimously.

    Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the CEO statement as amended.

    Second: Scott Taylor seconded the motion.

    Vote: The motion was approved unanimously.

DECISION 25-3-2   **Board of Trustees (BoT) Conflict of Interest**

    Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Board of Trustees (BoT) Conflict of Interest form as amended to remove the statement 'This statement is to be readopted by the PPLD Board of Trustees each year' from COI statements.

    Second: Erin Bents seconded the motion.

    Vote: The motion was approved unanimously.

New Business
DECISION 25-3-3:   **Internet Service Provider - E-Rate vendor**

Interim Chief Information Technology Officer Dan Stone shared that each library location will have its own internet access with increased speed. The IT department will have the ability to boost the strength of the connection if/when needed.

    Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Internet Service Provider – E-Rate vendor as presented

    Second: Erin Bents seconded the motion.

    Discussion: In response to a question about being charged for boosting signal strength, Dan Stone explained that PPLD has yet to see a charge for a short-term boost.

Vote: The motion was approved unanimously.

<mark>DECISION 25-3-4:</mark>   **Budget Adjustment Resolution-Capital Funds Prior Year Roll-Forward**
This budget adjustment includes budget items previously approved, incomplete items from the previous year, and a correction that applies funds to the automated material handler (AMH) at East Library that were previously stated to be for Penrose Library. This consolidates several previous contingency funds into one account to allow for more flexibility over expenditures when unexpected situations occur, including maintenance.

> **Motion:** Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Budget Adjustment Resolution-Capital Funds Prior Year Roll-Forward as presented.
> **Second**: Angela Dougan seconded the motion.
> **Vote:** The motion was approved unanimously.

<mark>DECISION 25-3-5:</mark>   **Budget Adjustment Resolution-Special Revenue Funds Prior Year Roll-Forward**
Chief Financial Officer Randy Green shared that county standards have changed, and now requiring Special Revenue Funds be listed under the general fund.

> **Motion:** Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve the Budget Adjustment Resolution-Special Revenue Funds Prior Year Roll-Forward as presented.
> **Second:** Erin Bents seconded the motion.
> **Vote** The motion was approved unanimously.

EXECUTIVE SESSION
President Julie Smyth called for a motion to move into Executive Session.

> **Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees enter into Executive Session to discuss personnel matters related to the 2024 annual performance evaluation of the Chief Librarian and CEO as authorized by C.R.S. § 24-6-402(4)(f).
> **Second:** Aaron Salt seconded the motion.
> **Vote:** The motion was approved unanimously.

A five-minute break was taken before the Board of Trustees entered into Executive Session at 6:50 p.m.

> **Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees return to the regular Board of Trustees meeting
> **Second:** Aaron Salt seconded the motion.
> **Vote**: The motion was approved unanimously.

The Pikes Peak Library District Board of Trustees returned to the regular Board meeting at 8:28 p.m.

SUMMARY OF EXECUTIVE SESSION
President Julie Smyth summarized the Executive Session as a review of the Chief Librarian and CEO 2024 evaluation and establishing evaluation protocols for the 2025 evaluation.

BUSINESS ITEMS (cont.)

<mark>DECISION 25-3-6:</mark>   **PPLD CEO Compensation Philosophy**
> **Motion**: Aaron Salt made a motion to remove DECISION 25-3-6, PPLD CEO Compensation Philosophy from the agenda and re-number the subsequent decisions.
> **Second:** Debbie English seconded the motion.
> **Vote:** The motion was approved unanimously.

<mark>DECISION 25-3-6:</mark>   **2024 Chief Librarian and CEO Evaluation**
> **Motion:** Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees approve a 3% Cost of Living increase and 3% performance increase effective January 1, 2025.
> **Second**: Debbie English seconded the motion.
> **Vote:** The notion was approved unanimously.

<mark>DECISION 25-3-7:</mark>   **2025 Chief Librarian and CEO Goals**

1. The CEO will implement priority aspects of the Facilities Master Plan (FMP) by:
    a. Proposing one conversion of a branch into a hybrid model to increase community access by December 2025.
    b. Providing a proposal by December 2025 that provides a staffing model for projected District growth in underserved areas over the next 12-18 months.
2. The CEO will improve community engagement by updating data collection processes to better track and analyze patron demographics, rations and other PPLD system statistics to allow for improved data-driven analytics and decision-making, reporting to the Board quarterly regarding progress.

    Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the CEO goals as amended.

    Second: Aaron Salt seconded the motion.

    Vote: The motion was approved unanimously.

DECISION 25.3.8:   **Title change to CEO from Chief Librarian and CEO**

    Motion: Scott Taylor made a motion to change the title of Chief Librarian and CEO to CEO as presented.

    Second: Debbie English seconded the motion.

    Discussion: This change is requested to simplify the title. The responsibilities of the position will remain the same. The responsibilities of this position align with the title of Chief Executive Officer and not with the title of librarian. There is no standard title across the library industry.

    Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the regular meeting of the Pikes Peak Board of Trustees at 8:46 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

Budget Policy

Annual budget preparation and adoption by Pikes Peak Library District Board of Trustees shall comply with all statutory requirements of the Colorado Local Budget Law, Colorado Revised Statutes § 29-1-101 et seq.

Requirements and Standards Annual budget preparation and adoption by the Pikes Peak Library District (PPLD) Board of Trustees complies with all statutory requirements of the Colorado Local Government Budget Law, Colorado Revised Statutes § 29-1- 101 et seq. The PPLD budget is compiled using recommended Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards for budget preparation and presentation. The budget is based on the needs of the community and recommendations from PPLD staff, management, and the Board of Trustees on how best to meet those needs.

This policy is applicable to all funds, departments, and financial functions of PPLD.

Review and adopted on April 16, 2025.

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This policy is applicable to all funds, departments, and financial functions of PPLD.

Through the annual budget process funds are allocated to meet the operating goals and capital projects for the upcoming year.

Budget Preparation Process – Operating budgets are prepared by the responsible manager. The budgets should be prepared with a sufficient amount of detail so they can be used to measure the performance of the department and to prepare variance analysis reports. The manager responsible will present their budgets to the Chief Executive Officer (CEO) of the District who will evaluate requested budget amounts against stated goals and objectives. After reviewing the individual budgets, they are combined, and the annual capital plan is incorporated. The statements are evaluated against goals and objectives, the long-range plan, and measurements and benchmarks that have been established. If the combined budget does not meet these criteria, the individual budgets are sent back to the managers indicating the areas that need revision.

Review and Approval Process – After the CEO and the Chief Finance Officer (CFO) have thoroughly reviewed and revised the annual budget; it is presented to the Board's Internal Affairs Committee. Once the Committee's recommendations have been implemented, the Board then reviews the annual budget and either approves it or sends it back for further revision.

Timing –The individual budgets should be prepared and reviewed by PPLD managers during June of the current budget y. The combined budget and individual departmental budgets should be prepared and reviewed by management and then distributed with the September or October Board packets. State law requires the budget to be delivered to the Board by October 15th of each year. Budget work sessions can then be scheduled with District managers and the Board of Trustees, as necessary. The

~~November or December Board of Trustees meeting is typically published as a public budget hearing, in accordance with the requirements of Colorado Revised Statutes Section 29-1-106. Final adoption of the budget, certification of the mill levies, and appropriation of expenditures must take place by December 15th* of each year. The Certification of Mill Levies must be delivered to the El Paso County's Budget Office by December 15th* of each year. The budget is typically approved at an early December Board meeting. The approved annual budget along with all resolutions and other forms must be submitted to the Division of Local Government in the Department of Local Affairs no later than January 31st of the subsequent year.~~

- May be Subject to change due to law and state government mandate

Review and adopted on April 16, 2025.

~~Julie Smythe – PPLD Board President~~

Audit Compliance Policy

As required by Local Government Audit Law, Colorado Revised Statutes § 29-1-601 through § 29-1-608, and C.R.S. § 24-90-109 of the Colorado Library Law, Pikes Peak Library District's Board of Trustees shall ensure that an annual audit of the financial statements of the library district be conducted each fiscal year, and that the results of the audit be distributed as described in these statutes.

The Chief Executive Officer (CEO), and the Chief Finance Officer (CFO) will be responsible for ensuring the audit is completed on a timely basis and without qualification.

Review and adopted on April 16, 2025.

Audit Compliance Policy

As required by Local Government Audit Law, Colorado Revised Statutes § 29-1-601 through § 29-1-608, and C.R.S. § 24-90-109 of the Colorado Library Law, Pikes Peak Library District's Board of Trustees shall ensure that an annual audit of the financial statements of the library district be conducted each fiscal year, and that the results of the audit be distributed as described in these statutes.

~~The audit report must be presented to the Board of Trustees of Pikes Peak Library District by no later than June 30th of the subsequent year.~~ The Chief Executive Officer (CEO), and the Chief Finance Officer (CFO) will be responsible for ensuring the audit is completed on a timely basis and without qualification.

Review and adopted on April 16, 2025.

RECONSIDERATION OF LIBRARY RESOURCES AND USE OF LIBRARY FACILITIES POLICY

The Pikes Peak Library District ("PPLD" or "Library") ensures freedom of expression for all by providing free access to Library materials, resources, programs, displays, and exhibits through which ideas and information may be explored. The freedom to access, see, hear, and read all points of view without restriction is protected by the First Amendment to the U.S. Constitution. As such, PPLD abides by and complies with the following standards under C.R.S. § 24-90-122(2) in the reconsideration of its resources and use of its facilities (collectively, the "Standards for Reconsideration"):

(a) A public library serves as a center for voluntary inquiry and the dissemination of information and ideas;

(b) The public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library;

(c) Each library resource is provided for the interest, information, and enlightenment of the community and should present diverse points of view in the collection as a whole;

(d) A public library shall not exclude a library resource because of the ethnic origin, ethnic background, or gender identity of those contributing to the creation of the library resource or because of the topic addressed by the library resource or the opinions expressed in the library resource;

(e) A public library shall not proscribe or prohibit the circulation or procurement of a library resource because of partisan or doctrinal disapproval of the library resource;

(f) It is the responsibility of a public library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment;

(g) A public library shall consider the perspectives of marginalized groups, including those identified in C.R.S. § 22-1-104(1)(a);

(h) For a public library that provides facilities to the public, the library shall make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use; and

(i) A public library shall prohibit discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, or ancestry in the selection, retention, display, use or reconsideration of library resources and public meeting spaces.

Pursuant to C.R.S. § 24-90-122, PPLD provides a process where Library district residents may express concerns about Library resources or about the use of the Library facilities. The Reconsideration of Library Resources or Use of Library Facilities Policy process is intended to provide a forum for important feedback about the services and resources the Library provides.

Process for Reconsideration of Library Resources or Use of Library Facilities

1. A patron residing in the legal service area of the Library can register a concern or complaint regarding a particular resource in the Library or use of Library facilities (*e.g.* displays, exhibits, or programs). The Library staff will enter a complaint at any service desk by completing the "Resource or Use Concern Form" ("Concern Form"). The Concern Form is then given to the branch manager ("Manager"), and the Manager will contact the patron via the patron's preferred method to discuss concerns within ten (10) days upon receipt of the Concern Form.

2. After the Manager and patron discuss the concerns (in-person or via video conference, phone or email), the patron will decide whether to formalize the request by completing the "Request for Reconsideration of Library Resources or Use of Library Facilities Form" ("Reconsideration Request") provided by the Manager. If the patron elects not to complete the Reconsideration Request or does not return the Reconsideration Request to the Manager, then the request is deemed to be abandoned. **Please note that a completed Reconsideration Request is subject to disclosure under the Colorado Open Records Act and is not protected as a library user record.**

3. If the Reconsideration Request is completed and returned to the Manager, the Manager shall send the completed Reconsideration Request to the Chief Executive Officer (CEO).

4. Within a reasonable period of time, the CEO shall assign a review committee to review the resource or use in question.

5. The review committee members shall complete their independent review of the resource or use and present a summary of their findings to the CEO for determination (collectively, the "Reconsideration Process").

6. The CEO will prepare and present the determination as part of the CEO Reports to the Board of Trustees at its next regularly scheduled meeting.

7. After the Board meeting, the CEO shall notify the patron who requested the reconsideration of the determination, and the determination shall be posted on the ppld.org website for public information and notification.

8. The patron who requested the reconsideration shall have thirty (30) days after receipt of the determination to file an appeal with the Board of Trustees (boardoftrustees@ppld.org). The appeal must state the grounds of the appeal and identify the specific Standard(s) for Reconsideration that was/were violated

by the CEO's determination. If the appeal fails to identify a specific violation under C.R.S. § 24-90-122(2), then the Board of Trustees shall notify the patron to resubmit the appeal. If the patron elects not to revise the appeal or does not return the revised appeal within the 30-day period, then the appeal is deemed to be abandoned.

9. If the appeal sufficiently identifies a violation and is returned to the Board of Trustees within thirty (30) days after receipt of the determination, the Board of Trustees shall review the appeal, the committee materials and the CEO's determination to establish whether the determination comports with the Standards for Reconsideration ("Appeal Results"). The Board of Trustees shall notify the patron who requested the appeal of the Appeal Results, and the Appeal Results shall be posted on the ppld.org website for public information and notification.

10. Depending on the CEO's determination and/or Appeal Results, the Library resource or use may remain/continue or alternatively, it may be removed, discontinued or reclassified.

Limitations to the Reconsideration Process

1. PPLD and its staff do not act in *loco parentis* (*i.e.*, in place or role of parents or guardian); instead, parents and guardians are responsible for the Library resources or displays, exhibits, or programs (collectively, "programs") accessed by their children. Therefore, the review committee's decisions during the Reconsideration Process shall not be influenced by the possibility that certain resources or programs may be accessible to minors.

2. PPLD has facilities – namely, event spaces, meeting rooms, and study rooms – available to the public. Non-library sponsored events (*i.e.,* events that are not planned, sponsored or executed by the Library) shall not be reviewed under the Reconsideration Process.

3. Library resources or programs will only be reconsidered once every two years. If a specific Library resource or program has been considered within the last two years, the CEO will notify the patron of the result of the recent determination and deny any further reconsideration.

4. Library resources or programs under reconsideration shall not be removed, discontinued or reclassified until the determination and/or Appeal Results for such removal, discontinuation or reclassification has been made available to the public.

Review and adopted on April 16, 2025.