

VIRTUAL MEETING (ZOOM)

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

Meeting ID: 837 1958 5376

Passcode: 940463

REGULAR MEETING OF THE BOARD OF TRUSTEES

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

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

IV. REPORTS

A. Board Reports

1. Governance Committee *Five minutes*
2. Internal Affairs Committee *Five minutes*
3. Public Affairs Committee *Five minutes*
4. Liaison comments
5. Trustee comments

- B. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
- C. Pikes Peak Library District Foundation Report (Courtney Deuser) *Five minutes* (p. 3)
- D. Financial Report (Randy Green) *Five minutes* (p. 4)
- E. Public Services Report (Tammy Sayles) *Five minutes* (p. 12)
- F. Support Services Reports: Communications Report; Facilities Report; Human Resources Report; Information Technology Report; Safety, Community Resources, & Security Report (p. 17)
- G. Chief Librarian's Report (Teona Shainidze-Krebs) *Five minutes* (p. 24)

V. PRESENTATIONS

- A. Introduction of new staff and staff promotions
 1. Communications Specialist Cindy Skaggs (Jeremiah Walter)
- B. Mobile Library Services Changes (Pam Contreras)

VI. BUSINESS ITEMS

A. Consent Items

*Consent items shall be acted upon as a whole unless a specific item is called for discussion.
Any item called for discussion shall be acted upon separately as "New Business".*

1. Minutes of the July 17, 2024, Board of Trustees meeting (p. 28)

B. New Business

1. DISCUSSION: Ute Pass Library Opportunities
2. DECISION 24-8-1: Resolution Approving Contracts and Vendors with Projected 2024 Activity Greater Than \$100,000 (p. 32)

VII. 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 AUGUST 2024 Report

As the summer starts to draw to an end, the Board has started to put focus on the Fall Book Sale on Oct 13 – 15 and on the December Sip-n-Shop, the staff/Friend’s volunteer appreciation event on Dec 8. The BOD is in the process of reviewing its by-laws and updating financial procedures resulting from our recent Bookkeeping change. Quite a busy time of the year!

Sales for July	(Gross)	
	Amazon	\$1,620
	eBay	\$5,050
	Web storefront	\$677
	East Bookstore	\$4,137
	Library 21C	\$2,356
	Penrose	\$381
	Summer Adv. Party (formerly Children’s sale)	\$527
TOTAL SALES		\$14,748

The “Christmas in July” web store sale went well! At \$677, we doubled the web store sales so far for the year. Since everyone loves a sale, we are commencing themed “Pick of the Month” sales on the site with 15% off \$5 minimum orders of select items. August starts the ball rolling with “Family Fun Month.”

Rita Jordan, President

Friends of the Pikes Peak Library District



REPORT

Applied for and was awarded \$8,274 through Employee Development Funding from the Pikes Peak Workforce Center

Continued communication with Lauren Hug from HugSpeak to establish goals and timelines for the Foundation Board's upcoming strategic planning efforts

Continued to provide support to Peggy Shivers, especially around the upcoming Shivers Concert Series event

Contributed to the PPLD Foundation Board meeting on July 18, 2024

Met with various parties to answer some important questions that the Foundation has received from the Friends of PPLD

Established a more appropriate system for check processing that ensures better transparency which includes a check log and a member of Finance making the actual deposit

Met with the new Nonprofit Librarian and discussed various resources in the community as well as shared documents with her regarding the grant that funds her program

Followed up with the appropriate internal parties in an effort to make sure information required for the Peer Navigator grant is being tracked and offered my support if needed

Began the approvals for the year end mail campaign materials from Carl Bloom

Met with members from the Communications team and members of the Indian Community of Colorado Springs on two different occasions to discuss how their upcoming donation can be utilized by PPLD in a way that also aligns with their mission

Participated in budget discussions and noted areas in which the Foundation can help in the upcoming year

Attended the Friends of PPLD Board meeting on August 14, 2024



July 31, 2024
Monthly Financial Report

Board of Trustees Meeting
August 21, 2024



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

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of July 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Property Taxes (1)	35,557,471	34,899,113	37,312,750	2,413,637
Specific ownership taxes	3,500,000	2,041,667	1,929,818	(111,848)
Total Taxes	39,057,471	36,940,780	39,242,569	2,301,789
Intergovernmental - E-Rate	544,000	0	0	0
Intergovernmental - State Grant	169,766	0	0	0
Intergovernmental - AEFLA	84,002	0	0	0
Intergovernmental - IECLE	95,005	0	0	0
Intergovernmental - Other	120,000	0	0	0
Fines and fees	90,000	52,500	45,442	(7,058)
Interest income	500,000	291,667	876,196	584,529
Donations/fundraising	345,438	159,813	35,195	(124,618)
Miscellaneous- Copy sales	25,000	14,583	19,037	4,453
Miscellaneous- Parking lot collections	11,000	6,417	5,319	(1,098)
Miscellaneous- Other	46,962	19,228	20,580	1,352
Total Operating Revenue	2,031,173	544,207	1,001,768	457,561
Employee contributions	394,323	230,022	236,133	6,111
Total Other Revenue	394,323	230,022	236,133	6,111
Total Revenue	41,482,967	37,715,009	40,480,470	2,765,461
EXPENDITURES				
Personnel Expense	25,043,798	14,382,209	12,263,383	2,118,826
Operating Expense	14,514,667	8,469,806	7,609,679	860,127
Capital Outlay	5,569,716	2,632,083	744,050	1,888,033
Total Expenditures	45,128,181	25,484,098	20,617,112	4,866,986
Excess (deficiency) of Revenue over Expenditures	(3,645,214)	12,230,911	19,863,358	7,632,447
OTHER FINANCING SOURCES (uses)				
Insurance Proceeds	0	0	0	0
Transfer In/Out	0	0	0	0
0	0	0	0	0
Net Impact to Fund Balance	(3,645,214)	12,230,911	19,863,358	7,632,447
Unrestricted Beginning Fund Balance (2)	17,848,333	17,848,333	17,848,333	0
Ending Fund Balance (Projected)	14,203,119	30,079,244	37,711,691	7,632,447

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

(2) 2023 Final Audited Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND

As of July 31, 2024

	<u>Revised Annual Budget</u>	Year to Date Activity as of July 31, 2024		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	30,189,870	29,630,895	31,718,029	2,087,133
Specific ownership taxes	3,500,000	2,041,667	1,929,818	(111,848)
Total Taxes	33,689,870	31,672,562	33,647,847	1,975,285
Intergovernmental	892,773	0	0	0
Donations/fundraising	479,438	159,813	35,195	(124,618)
Fines and fees	90,000	52,500	45,442	(7,058)
Other Operating	568,962	331,895	920,765	588,870
Total Operating Revenue	2,031,173	544,207	1,001,402	457,194
Total Revenue	35,721,043	32,216,769	34,649,249	2,432,480
<u>EXPENDITURES</u>				
Public Services Administrative	8,952,674	5,222,393	4,525,103	697,290
Programming Administration	1,781,405	1,039,153	770,565	268,588
Branch Administration	10,484,677	6,116,061	4,857,275	1,258,786
Total Public Services Expenditures	21,218,755	12,377,607	10,152,943	2,224,665
Chief Librarian and CEO Office	385,166	224,680	199,399	25,281
Support Services	7,987,469	4,659,357	3,947,931	711,425
Security	1,767,807	1,031,221	844,456	186,764
Finance Office	1,499,764	874,862	1,107,180	(232,318)
Communications Office	1,449,889	853,060	679,217	173,843
Development Office	366,194	213,613	142,575	71,038
Interdepartmental	913,060	532,618	519,097	13,521
Total Administration Expenditures	14,369,348	8,389,411	7,439,855	949,556
Designated Funds	698,565	407,496	407,243	254
Total Expenditures	36,286,668	21,174,515	18,000,040	3,174,474
Net Impact to Fund Balance	(565,625)	11,042,254	16,649,208	5,606,954
Unrestricted Beginning Fund Balance *	14,127,260	14,127,260	14,127,260	0
Ending Fund Balance (Projected)	13,561,635	25,169,514	30,776,468	5,606,954



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of July 31, 2024

		Year to Date Activity as of July 31, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>					
Public Services	21,218,755	12,377,607	10,152,943	2,224,665	
Public Services Administrative	8,952,674	5,222,393	4,525,103	697,290	
Public Services Administration	206,478	120,446	86,242	34,203	
Collection Management	2,555,261	1,490,569	1,318,026	172,543	
Collection Management - Library Materials	4,587,626	2,676,115	2,430,031	246,084	
Regional History and Genealogy	732,530	427,309	398,163	29,147	
Adult Education	870,779	507,954	292,640	215,314	
Programming Administration	1,781,405	1,039,153	770,565	268,588	
Programming Administration	432,791	252,461	219,613	32,849	
Adult Services	368,167	214,764	193,127	21,638	
Young Adult Services	316,761	184,777	80,041	104,736	
Family and Children's Services	663,686	387,150	277,784	109,366	
Branch Administration	10,484,677	6,116,061	4,857,275	1,258,786	
Branch Administration	688,101	401,392	291,290	110,102	
Penrose Library	1,394,894	813,688	622,130	191,558	
East Library	1,759,926	1,026,623	768,820	257,803	
Library 21c	1,567,829	914,567	733,086	181,481	
Cheyenne Mountain Library	535,150	312,171	274,933	37,238	
Fountain Library	414,916	242,034	194,307	47,727	
High Prairie Library	425,736	248,346	196,378	51,968	
Manitou Springs Library	376,370	219,549	185,765	33,784	
Monument Library	602,505	351,461	317,036	34,426	
Old Colorado City Library	453,902	264,776	203,904	60,872	
Palmer Lake Library	-	-	-	-	
Rockrimmon Library	597,615	348,609	260,522	88,087	
Ruth Holley Library	461,131	268,993	238,370	30,623	
Sand Creek Library	560,866	327,172	284,141	43,031	
Ute Pass Library	-	-	15	(15)	
Calhan Library	74,766	43,614	40,239	3,374	
Mobile Library Services	492,438	287,255	235,917	51,339	
The Hall @ PPLD	78,531	45,810	10,421	35,389	
Administration	14,369,348	8,389,411	7,439,855	949,556	
Chief Librarian and CEO Office	385,166	224,680	199,399	25,281	



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of July 31, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of July 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>				
Support Services	7,987,469	4,659,357	3,947,931	711,425
Support Services Administration	180,525	105,306	79,799	25,507
Human Relations Office	782,552	456,489	346,707	109,782
Facilities	4,144,898	2,417,857	2,167,435	250,422
Facilities - District-wide	1,133,100	660,975	623,659	37,316
Facilities - Penrose Library	392,526	228,974	179,918	49,055
Facilities - East Library	245,305	143,095	123,117	19,978
Facilities - Library 21c	574,533	335,144	297,165	37,979
Facilities - Utilities / Rents	1,799,434	1,049,670	943,576	106,094
Information Technology	2,879,494	1,679,705	1,353,990	325,714
Information Technology	2,439,167	1,422,847	1,148,110	274,738
Creative Services	440,327	256,858	205,881	50,977
Security	1,767,807	1,031,221	844,456	186,764
Finance Office	1,499,764	874,862	1,107,180	(232,318)
Communications Office	1,449,889	853,060	679,217	173,843
Communications	1,044,867	609,506	454,526	154,979
Patron Experience	311,464	181,688	167,680	14,007
Multi-Cultural	106,057	61,867	57,010	4,856
Development Office	366,194	213,613	142,575	71,038
Interdepartmental	913,060	532,618	519,097	13,521
Interdepartmental - Other	1,513,060	882,618	348,989	533,630
ATTRITION SAVINGS	(600,000)	(350,000)	170,109	(520,109)
UNDESIGNATED	35,588,103	20,767,019	17,592,798	3,174,221
Designated Funds	698,565	407,496	407,243	254
DESIGNATED	698,565	407,496	407,243	254
TOTAL GENERAL FUND	36,286,668	21,174,515	18,000,040	3,174,474



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)
As of July 31, 2024

		Year to Date Activity as of July 31, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>					
	Property Taxes	2,723,332	2,672,909	2,983,852	310,943
	Total Revenue	2,723,332	2,672,909	2,983,852	310,943
<u>EXPENDITURES</u>					
	Capital Fund- Facilities	2,120,961	1,050,152	225,684	824,468
	Capital Fund-Communication	118,429	49,932	0	49,932
	Capital Fund- Security	1,450,083	681,975	19,045	662,930
	Capital Fund- IT	1,773,033	833,742	2,951	830,791
	Capital Fund- Video Studio	5,000	1,875	0	1,875
	Capital Fund- Creative Services	38,419	14,407	10,593	3,814
	Capital Fund- Special Revenue Funds	63,791	0	0	0
	Total Expenditures	5,569,716	2,632,083	258,274	2,373,809
	Net Impact to Fund Balance	(2,846,384)	40,826	2,725,578	2,684,752
	Beginning Fund Balance*	2,326,293	2,326,293	2,326,293	0
	Ending Fund Balance (Projected)	(520,091)	2,367,119	5,051,871	2,684,752



Monthly Financial Report - SELF-INSURANCE FUND (SIF)
As of July 31, 2024

		Year to Date Activity as of July 31, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES					
Property Taxes		2,644,269	2,560,944	2,610,870	49,926
Employee contributions		394,323	230,022	236,133	6,111
Other Revenue		0	0	366	366
Total Revenue		3,038,592	2,790,965	2,847,369	56,404
EXPENDITURES					
Personnel Expense		3,271,797	1,677,500	1,277,946	399,554
Operating Expense		-	0	680,427	(680,427)
Total Expenditures		3,271,797	1,677,500	1,958,373	(280,873)
Net Impact to Fund Balance		(233,205)	1,113,465	888,996	(224,469)
Beginning Net Position*		1,394,780	1,394,780	1,394,780	0
Ending Fund Balance (Projected)		1,161,575	2,508,245	2,283,776	(224,469)



2024 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self- Insurance Fund	TOTAL BUDGET
<u>REVENUE</u>					
January 9, 2024	2024 OAB Budget Ratification	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
	TOTAL REVENUE	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
<u>EXPENDITURES</u>					
January 9, 2024	2024 OAB Budget Ratification	\$36,286,668	\$2,723,332	\$3,271,797	\$42,281,797
March 20, 2024	2024 OAB Budget Adjustment #1		\$2,782,593		\$2,782,593
March 20, 2024	2024 OAB Budget Adjustment #2-SRF (DPF)		\$63,791		\$63,791
	TOTAL EXPENDITURES	\$36,286,668	\$5,569,716	\$3,271,797	\$45,128,181
<u>OTHER FINANCING SOURCES</u>					
	TOTAL OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0
<u>TRANSFERS IN / OUT</u>					
	TOTAL TRANSFERS IN / OUT	\$0	\$0	\$0	\$0
	Net Change in Fund Balance	(\$565,625)	(\$2,846,384)	(\$233,205)	(\$3,645,214)
	<i>Final Audited</i> Beginning Fund Balance	\$14,127,260	\$2,326,293	\$1,394,780	\$17,848,333
	<i>Projected</i> Ending Fund Balance	\$13,561,635	(\$520,091)	\$1,161,575	\$14,203,119

Public Services Report August 2024

Adult Education

Access

Adult Education classes are available to patrons in the Pikes Peak region. Because of the grant money PPLD receives for these classes they are also provided to patrons in Teller County.

Communications

Instruction and support staff have been communicating with future students getting them ready for the upcoming new student orientation.

Community Connections

The Naturalization Ceremony on July 26 celebrated 23 new U.S. citizens with Congressman Greg Lopez and Mayor Mobolade attending and giving a short speech.

Physical and Virtual Spaces

Staff are exploring ways to coordinate with Programming to provide kitchen/cooking programs for patrons in the kitchen space.

Branches

Access

Manitou Springs and Palmer Lake libraries helped visitors access resources to learn more about a person who raced in the Pikes Peak Hill Climb in the early 1920s, and local history of the town of Palmer Lake.

Despite Teen Dungeons & Dragons (D&D) being cancelled for the Independence Day holiday, faithful teens arranged their own D&D meet-up at East Library so they could continue their weekly engagement.

Accountability

Sand Creek and Ruth Holley libraries currently have the same manager and supervisor due to vacancies. To improve overall efficiency and oversight, they have been streamlining tasks between the two locations and delegating work. This allows the manager and supervisor to focus on hiring for critical vacancies.

Communications

Mobile Library Services participated in the United Way Community Day. Several visitors explained that they did not know that we had a bookmobile or that mobile services were offered through PPLD.

Manitou Springs Library Manager Taryn Malila met with Manitou Springs Elementary Principal Carolyn Leyes to discuss the upcoming move to the Carnegie Library in Manitou and its close proximity to Manitou Elementary. Potential partnership ideas were discussed.

Community Connections

PPLD staff members from several locations hosted storytime and a craft at the El Paso County Fair Queen's Corner.

Library 21c would not be able to maintain the daily operations without volunteers. Library 21c volunteers assist with pull lists, processing incoming holds/ bins, and shelving. Library 21c currently has 43 volunteers that gave 415 hours to the library, averaging 9.65 hours per volunteer this month!

Physical and Virtual Spaces

Climbing logs, purchased by the High Prairie Friends of the Library, were installed in High Prairie's outdoor play space.

Library 21C rolled out Logitech Adaptive Xbox Controllers and provided user guides for staff and patrons for use of Adaptive Controllers. These are now available in both the Adult and Teen Gaming Areas.

Staff

High Prairie and Calhan libraries welcomed the new Interim Library Manager, Mikaela Fortune, on July 8. Shannon Heffner started as interim supervisor at Old Colorado City Library on July 22. Lisa Garcia expanded her supervision to include Ruth Holley Library. Several locations have been continuously hiring, creating opportunities for promotions.

Collection Management

Access

The Materials Workgroup received 424 boxes of library materials and added 7,914 items to the collection in July.

Four new large print book club sets were added, giving patrons 29 large print book club sets to choose from.

Table for Two; Fictions by Amor Towles

Remarkably Bright Creatures by Shelby Van Pelt

Medgar & Myrlie; Medgar Evers and the Love Story that Awakened America by Joy-Ann Reid

After Annie by Anna Quindlen

PPLD hit 2,000,000 checkouts on OverDrive/Libby on Aug 3, the earliest date ever.

In June, Acquisitions staff reviewed 546 patron purchase requests and ordered 265 of those for a fill rate of 49%. They also reviewed eight requests from local authors to add their titles to the collection.

Accountability

Many staff throughout PPLD are involved in evaluating responses to the Integrated Library System (also called the Library Services Platform) RFP. Teams focused on circulation, the online catalog and patron account options, cataloging, acquisitions, Interlibrary Loan, patron engagement, and other aspects of the software began reading and scoring written replies. That work will increase in August.

Interlibrary Loan (ILL) staff worked with their consultant for ILLiad (ILL software) to create webpages that meet accessibility standards.

Community Connections

Interlibrary Loan staff handle returning the many items put in PPLD book drops that belong to other library systems. Over 70 “non-possession” were sent to their home libraries in July.

The Pikes Peak State College Library donated supplies to PPLD Interlibrary Loan for AV formats that are no longer in circulation at that library.

Physical and Virtual Spaces

PPLD did not escape the worldwide impact of the problematic CrowdStrike update. Interlibrary Loan software ILLiad went down in the July outage. That prevented PPLD staff and patrons from submitting ILL requests and checking out received ILL materials. Procedures to assist patrons with interlibrary loans during the outage were quickly distributed to staff.

Layout and height of shelving at the Manitou Springs Library, currently undergoing renovation, has been determined.

Programming

Access

Programming hosted Mobile Earth and Space Observatory (MESO) at East and Ruth Holly libraries. 322 and 95 attendees, respectively, experienced space science and technology through solar observation, infrared cameras, a gravity well, and an augmented reality sandbox.

The Strategic Services Early Literacy Librarian completed the Autism-Ready Libraries training and reviewed the toolkit created by the University of Washington. These resources will be used to help enhance the existing Sensory Storytime programs and staff training provided by PPLD.

Accountability

The mid-year progress report required by the Buell Foundation to release the funds for the second year of the grant cycle has been submitted! This grant funds the LENA Start program, which has served nearly 350 families in El Paso County since its inception in 2019.

Communications

The 2024 All Pikes Peak Reads title, *Go As A River*, by Shelley Read was announced this month. The webpage content for the [APPR page](#) is live. Staff from Programming did an [interview with The Gazette](#) about the selection. To date, there are over 200 people already registered for the keynote address in October.

Community Connections

Summer Adventure finished strong with 18,288 total participants and 7,179 completions as of July 31. We are at 127% of total participants in 2023 and a slight increase in completions. Patrons will have the opportunity to pick up prizes over the first week of August, and we expect to see additional gains in participation and completion. Adult participation was very strong, at 26% of all registrations (4,667). Ages 0-3 accounted for 12% (2,134), ages 4-7 made up 25% (4,596), ages 8-11 comprised 26% (4,798), with ages 12-18 filling the remaining 11% (2,093). Patrons are very excited about the grand prize drawings, which we will conduct after the prize grace period. The programs and parties were very popular this summer. The East party had over 2,400 attendees!

Entries for All Pikes Peak Writes were accepted through July 26. In total, we received 91 submissions from patrons ages 12+. (55 submissions from ages 25+, 10 from ages 19-24, and

26 from ages 12-18.) Staff from Programming coordinated the judging process for the panel of judges.

PPLD KPIs (Key Performance Indicators)

Month: **July** ▼

	2024	2023	% Change	YTD 2024	YTD 2023	% Change
Door Count	180,464	169,132	6.70%	1,169,365	1,089,562	7.32%
Circulation (physical materials)	205,408	205,315	0.05%	1,329,420	1,389,460	-4.32%
Reference Questions	8,977	8,540	5.12%	62,215	58,149	6.99%
Meeting Room/Study Room	2,825	2,337	20.88%	18,837	15,468	21.78%
Computer Usage	21,499	20,121	6.85%	129,411	125,110	3.44%
Number of Programs	387	642	-39.72%	2,713	4,168	-34.91%
Programs Attendance	15,674	21,504	-27.11%	93,152	100,599	-7.40%
eResources (OverDrive/Libby, Hoopla, Kanopy)	294,857	260,130	13.35%	2,060,240	1,751,738	17.61%
Culture Passes	444	394	12.69%	2,214	1,893	16.96%
Unique Users *	59,532	52,623	13.13%			8.91%

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

August Communications Board Report July stats

Access

Website Statistics for July

- Total pageviews: 319,812
- New Users: 95,075
- Most visited page: ppld.org/summer

Website Redesign

- The website administrators are almost finished with the development phase. Several landing pages for the website have been redesigned and key staff members are reviewing those pages to finalize the content. Once all webpages are complete and content is finalized, the website administrator will focus on user testing before launching the site later this year.

Website Accessibility

- Work is underway to ensure that all PDFs uploaded to the website are ADA compliant. There is also an ongoing effort to remove or replace existing PDFs from the website that are not compliant with ADA standards.

Multicultural Outreach & Accessibility

- Met with Indian Community of Colorado Springs (ICCS) Group for a tour and initial discussion possible donations to PPLD from the Diwali storytelling event they will be having in November 2024. Meeting set for August 1 with the PPLD Foundation and Communications regarding types of donations, possible recipients, and marketing plans.
- Collaborated with Human Resources to provide training for staff on ADA Title II and accessibility etiquette.
- On July 27, attended the Special Olympics versus Colorado Springs Police Department Soccer match with a booth to promote the library to the 200 attendees, engaging with 69 patrons and issuing one library card.

Accountability

Digital Accessibility

- PPLD's Accessibility Compliance Plan was posted to ppld.org on July 1. Ongoing accessibility efforts include developing standards and best practices for documents and building training plans for all staff.

Communications

Media

- Number of stories –153
- YTD stories – 724
- News in which the community was **concerned that we might close RO and RU** appeared in nine articles ([KKTV](#), [KRDO](#), [The Gazette](#), [KOAA](#), [KRDO](#), [The Gazette guest column](#), [The Gazette letters column](#)), 38 news segments ([KKTV](#), [KRDO](#), [Fox21](#), [KOAA](#), [Fox 21 talking about a senator saying this would be a huge loss](#)), and six news aggregators.
- **Summer Adventure Celebrations** appeared in one [KOAA article](#) and one [KRDO broadcast](#).

- **All Pikes Peak Reads** appeared in two news articles ([The Gazette](#), [The Gazette](#)), one [radio broadcast](#), and two news aggregators.
- The topic of **Penrose Library fence** upgrades appeared in two [KOAA](#) news broadcasts.
- The **limited-edition special USOPM branded library card** appeared in one [KOAA article](#) and two [KOAA](#) broadcasts.
- The **naturalization ceremony** appeared in three news articles ([KOAA](#), [The Gazette](#), [KKTV](#)) and thirteen news broadcasts ([KOAA previewing it](#), [KOAA after the ceremony](#), [Fox 21](#)).
- The story about the **incident at East Library** involving a child on the autism spectrum and their mother appeared in three KOAA news broadcasts ([part 1](#), [part 2](#)).
- Other fun items of note: PPLD was mentioned in 12 **program lists** (mostly from The Gazette), one article and six [KKTV broadcasts](#) about a patron **researching Tesla's Colorado lab**, a [blog-article](#) about strategies for **adding multimedia studios to a library**, as **photo credit** in an article from [The Gazette](#) and a [blog about Colorado history](#), as a resource in [Colorado Springs Kids Magazine's school directory article](#), and articles from Colorado Springs Moms Collective about [Culture Pass](#) and about [Library of Things](#).

Social Media

Facebook (Districtwide account):

- Number of posts: 33
- Total page likes: 15,124 (53 new likes)
- Total page followers: 16,806 (82 new followers)
- Engagement: 8,432
- Post reach: 51,867 (Number of times our content was seen)
- Clicks: 1,170
- Video minutes viewed: 802

Instagram:

- Content: 33 posts/videos/reels, 48 stories
- Total followers: 4,231 (27 new followers)
- Engagement: 872
- Reach: 6,909 (number of times our content was seen)
- Link clicks: 43

X (formerly Twitter):

- Number of posts: 34
- Total followers: 5,192
- Engagement: 88
- Impressions: 2,440 (number of times our content was seen)

LinkedIn:

- Number of posts: 5
- Total followers: 1,693
- Impressions: 1,451 (number of times our content was seen) (28% increase over prior month)
- Engagement: 109
- Page visits: 113

Newsletter:

- Number sent (subscribers): 133,009
- Successful delivery: 121,027 (90% success rate)
- Opened: 53,161 (43% open rate)
- Clicks: 2,298 (2.2% click rate) (This is a lower click rate than usual)

NextDoor:

- Number of posts: 8
- Impressions: 80,111 (number of times our content was seen)
- Engagement: 676 (366% higher than usual, largely due to two posts: one post congratulating the new U.S. citizens after the naturalization ceremony, and one post about the initial findings report for the Facilities Master Plan)

YouTube:

- Total Subscribers: 8,221 (increase of 83 viewers)
- Total Views for July: 38,245
- Total Lifetime Views: 6,328,455

Community Connections

Outreach

- Number of July Outreaches: 20
 - Total Attendance: 12,529
 - Impressions: 2,101
 - Highlights:
 - Colorado Springs Pioneers Museum grand opening (July 13) where PPLD staff took 89 history-themed green screen photos and saw more than 600 guests
 - Pikes Peak United Way Community Family Day (July 20)
 - Downtown Summer Fest in which PPLD celebrated the kickoff of the Paris 2024 Summer Olympic Games while issuing 80 library cards (43 of them Olympic-themed) and sharing PPLD offerings with the nearly 600 people who stopped by the PPLD booth.

Culture Pass

- 444 passes were issued to patrons in July
- A total of 2,214 passes have been issued to date
- Library cardholders will once again be able to travel up to **Pikes Peak – America's Mountain** beginning Oct. 1 as this partnership renewal will daily provide two Culture Pass vouchers during the non-peak season through April 30.

Facilities Department Report August 21, 2024

Physical and Virtual Spaces

District Wide:

Facilities supported the set-up and tear-down of Summer Reading parties across the district (EA, FO, and MO/PA). East summer adventure party had over 2,400 people in attendance!

High Prairie play equipment was installed (\$3,590 funded by designated funds). Clear and hauling of ground space, installing of mulch and play logs (logs funded by Friends of PPLD).



Correction to the OL original stone foundation wall was completed (photos below Left: Before, Right: After).



Library 21c:

Pikes Peak Library District Board of Trustees
Continued with water main break evaluation and RFQ bids.

East Library:

American Mechanical Services repaired the Chiller Circuit #1 compressor. Circuit #2 compressor repair has been rescheduled to later, once the outside temperatures are forecasted to stay below 80 degrees for a three-day period. Repair in July totaled (\$8,350).

ThyssenKrupp Elevators had a meeting with the Pikes Peak Regional Building Department about the upcoming East Elevator rebuild and renovation.

Penrose Library:

Replaced back check and oil solenoid on chiller A-1 compressor (\$7,740).

Facilities Master Plan:

We continue with Monthly meetings with our consultants to prepare for final Facilities Master Plan expected in the fall.

Monthly Facilities Statistics:

Monthly Routine Maintenance Visits	Completed
July-24	189

Demand Work Orders	Completed	Hours
July-24	167	232.41
Preventive Maintenance Work Orders		
July-24	186	221.70
Emergency On-Call		
July-24	3	2.5
Total Work Orders		
	356	456.61

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

Human Resources Report August 2024

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, met with PPLD's CFO, COO, and Sr. Director of Human Resources and Moody Insurance Brokers to discuss the mid-year claims review from Cigna for medical and dental and potential renewal increase for 2025.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS, and Compliance worked with HR leadership and/or Finance to update policies 500.5 Family and Medical Leave Act (FMLA) Leaves of Absence, 500.13 Sick Leave Bank, 500.17 Extended Medical Leave, and 200.1 Compensation and Salary Administration.

Staff

Vanessa Nash, a former Branch Supervisor from Old Colorado City, was hired, and began, as the new HR Administrative Specialist on the Human Resources team on 07/22/2024.

Information about developing new job descriptions was sent out to Management Team by Joanna Nelson Rendon, Director of Organizational Development.

Statistics:

Volunteer

July 2024	Total # of Volunteers	Total # of Hours
Adult Volunteers	117	846
Teen Volunteers	68	440
Friends of the Library	*	27

*Data unavailable

Recruitment

Recruitment / Selection Activity	July 2024
Jobs Posted	10
Newly Hired Employees	4
Promoted Employees	9
Transferred Employees	2
Separated Employees	17

Staffing

Staffing Stats	July 2024
Total Permanent Employees	
Total Active Positions	

Information Technology July 2024 Monthly Report

Access

Heavy duty sewing machines were deployed to the East Library, Library 21c, and Sand Creek Library makerspaces. These more powerful machines, which were originally part of a kit, have been repurposed for the spaces, expanding the array of sewing projects with thicker fabrics that patrons can accomplish, especially at Library 21c and Sand Creek Library.

The PDQ software (pushes software to our endpoints) has been optimized to update PCs more effectively, this allows us to automate the installation of security updates to PCs much faster.

A known Microsoft issue preventing 365 desktop apps from working on Windows 11 was fixed.

Accountability

The condition of the makerspaces' laser engravers was evaluated to see which units could use replacement laser tubes first and which could wait longer.

After review, users that were no longer needed were removed from our software that allows us to remote connect to various PCs in the District, as well as Zoom, resulting in a reduction of licensing costs.

Physical and Virtual Spaces

Several systems were updated and hardened for cybersecurity purposes.

Staff

Interviews were held and an offer was made for a new Creative Training Coordinator.

PPLD Strategic Plan Progress Report Q2 2024 (April - June)



This report contains highlights representing just a portion of the work done District-wide.

Access - PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.

- The Library Adventurers program for teen patrons with physical and mental disabilities launched at libraries in April. This program focuses on providing programming, resources, and services for teens with mental and physical disabilities and addressed a gap in service. (Public Services; Strategy 1.3)
- During the Mobile Library Services restructuring in May, a new route schedule was designed to reach patrons but also to keep the bookmobiles in specific geographic areas of El Paso County on designated days. To aid in the evaluation, the following items were considered: proximity to branches, population mobility, and duplication of services. (Public Services; Tactic 1.4.3)
- Wireless systems across the District were upgraded to the new Meraki system, completing this 2022 eRate project. All branches now have public outdoor wireless access broadcasting to all parking lots and other various high traffic areas. (IT; Strategy 1.3)
- The 2024 Spring In-House Use Study for newspapers was completed. The study tracks in-library newspaper usage over two weeks. Along with the statistics from the fall study, this data is used to inform newspaper renewals and distribution. Based on usage data and cost, the number of New York Times print newspaper subscriptions will be decreased. That cost savings will offset a new digital subscription to the NYT, which will provide access for more patrons, including offsite use. (Public Services; Tactic 1.3.4)
- Regional History & Genealogy continued digitization efforts, setting up the new digital access management system, Recollect, which required a migration from CONTENTdm. Once launched, this resource will hold over 40,000 items from the old service, and the Pikes Peak NewsFinder database, containing nearly 1 million records. (Public Services; Strategy 1.3)
- New 3D printers were launched at East Library, Library 21c, and Sand Creek Library. They provide faster, higher quality printing. A new badging video, quiz, and other resources were released to provide training for this equipment, as well. (IT; Strategy 1.3)

Accountability – PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

- The Director of Adult Education completed the AEFLA grant application, and Adult Education was awarded \$200,843 each year for the next four years. (Public Services; Tactic 2.4.6)
- A full physical inventory of IT equipment was completed. (IT; Focus Area 2)
- Branches have been diligent in learning and implementing the new purchasing processes set forth by Finance. The Director of Branches and Assistant Director of Branches worked with Finance staff to clarify the credit card purchasing and reconciling process so that the procedure is clear for future purchases and statements. (Public Services; Strategy 2.4)

Communications - PPLD invests in and elevates community awareness of resources, services, and spaces.

- Eight library locations hosted Open Houses during National Library Week. East Library, High Prairie Library, Monument Library, Penrose Library, Cheyenne Mountain Library, Sand Creek Library, Library 21c, and Fountain Library. These open houses featured entertainment, food, scavenger hunts, and more. Each event gave the staff an opportunity to connect with members of the community, new and old. Each event was planned by location staff, with a goal to highlight unique features of their library and PPLD. These Open Houses were sponsored by the Foundation and also supported by Communications and Facilities. (Public Services; Strategy 3.4)
- Website administrators tested all webpages and ensured they are compliant. Our website now adheres to the required WCAG 2.1 AA standards. The Accessibility Compliance Plan is available on the Accessibility webpage. A grievance process is in place for patrons who may experience any accessibility barriers. (Communications; Tactic 3.1.3 Completed)
- In collaboration with the director of branches, library managers, and library supervisors, Communications conducted an in-person touchpoint inventory. The results and inventory process are under evaluation. Also, the PR & Marketing Manager reviewed the digital and virtual touchpoint inventory and updated the document to reflect 2024 changes. (Communications; Tactics 3.1.2 and 3.2.3)
- Partnership formed with the City of Colorado Springs to provide a booklist with resources empowering people to help build more connected and resilient neighborhoods as part of the City's 1,000 Neighborhood Gatherings summer initiative. PPLD also promoted its lawn games, classes, and book club sets as resources to help foster a sense of community. The initiative's partners, including Colorado Springs Chamber & EDC, National Association for Mental Illness (NAMI), Council of Neighbors & Organizations, and El Paso County Public Health, will also promote the booklist and PPLD offerings, as appropriate. (Communications; Tactic 3.4.4)
- Website administrators have made noteworthy progress in the development of the website redesign. The base website is now complete and available on a test server. The website administrators are currently reformatting content page-by-page to fit the new

theme, while also redesigning the most popular pages. Once this is complete, they will move into the testing phase, followed by the launch in Q4. (Communications; Tactic 3.1.4)

Community Connections - PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

- Regional History & Genealogy hosted the 2024 Pikes Peak Regional History Symposium. This event brought together filmmakers, local historians, and history students in a three-part event, including a short film festival, traditional in-person presentations, and online presentations. (Public Services; Strategy 4.4)
- Received 893 gifts totaling \$61,555 in support of 2024 Library Giving Day. (Foundation; Focus Area 4)
- With the help of staff across the District, Communications completed an inventory of community contacts. Almost 300 contacts will be evaluated in Q3 with a goal of finalizing and sharing the relationship management tool with appropriate staff by the end of Q3 2024. (Communications; Tactics 4.1.2 and 4.4.3)
- Throughout April, Branch staff attended the Outreach Training sessions required for all Associates and above. The training informed staff on the logistics of setting up an outreach, preparing for one, and how to reach individuals at said outreach. This training also provided information to staff about the items and supplies available for outreaches and how to properly set up outreach tables, depending on the event size and audience. (Public Services; Tactic 4.1.3)
- Prepared partnership policy and procedures for forming partnerships. Included are an outline of the process, required approval authority and documentation, partnership justification, and the process for ongoing evaluation. (Communications; Tactic 4.2.19)
- Human Resources prepared and is keeping a log of outreach activities in preparation for inclusion in the relationship management system. (HR; Tactic 4.4.3)

Physical and Virtual Spaces - PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

- Collaborated with Facilities and IT to review and procure accessibility equipment for each library. Added a contact number to the accessibility webform on ppld.org for patrons to call the library with questions or issues. (Communications; Strategy 5.1)
- The preliminary results from the Facilities Master Plan were presented to the Board at the June meeting and subsequently presented to PPLD staff the following day. (CEO and Facilities; Tactic 5.1.3 Completed)
- Penrose Library reopened to the public on April 10, their Grand Reopening coinciding with their Open House. Staff provide a slightly new service model by having a “roving” staff member on the lower level. They also staff the Community Resources desk some hours each week. (Public Services; Tactic 5.1.5)

- A variety of cybersecurity enhancements were put in place. Firewalls and various network systems were updated, restriction policies were set, and an anti-ransomware agent was deployed to all virtual servers. (IT; Focus Area 5)
- During Q2, OL replaced 2 condensing units (HVAC), completed PE shelving and security upgrades, corrected the 21c balcony/roof leaking issue, and the East Library Fire Department Connection replacement (classified as an emergency repair per CSFD). (Facilities; Tactic 5.1.5)
- Efforts have redoubled to promote PPLD's databases via the monthly newsletter, website slider and What's New blog, and social media. (Communications; Tactic 5.2.2)

Staff - PPLD values, trusts, and invests in staff.

- The Interlibrary Loan (ILL) staff attended the Colorado Resource Sharing Conference which included sessions on ILL software, materials handling, and best practices. (Public Services; Tactic 6.1.2)
- Programming Basics Training is complete. Staff are encouraged to take the 12-course program to learn how to implement library programs. (Public Services; Tactic 6.4.1 Completed)
- Human Resources has engaged a third-party organization to complete a Market Study. (Human Resources; Tactic 6.8.1)

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
JULY 17, 2024 5 pm
PENROSE LIBRARY



VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 837 1958 5376
Passcode: 940463

REGULAR MEETING OF THE BOARD OF TRUSTEES

President Dora Gonzales, Vice President Scott Taylor, Debbie English, Julie Smyth

Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Chief Communications Officer Denise Abbott, Senior HR Director Timothy Allen, Director of Programming Melody Alvarez, Assistant Director of Programming Amber Cox, Friends of PPLD Volunteer & Sales Operations Coordinator Beth Crumrine, Director of Creative Services Becca Cruz, Interim Senior Director of Development and Interim Foundation Executive Director Courtney Deuser, Monument & Palmer Lake Library Manager Jean Doherty, Director of Regional History and Genealogy Michael Doherty, Interim Facilities Project Manager Scott Dunkley, Community Resource Specialist Nikki Flemate, East Branch Supervisor Terry Ford, Director of Branches Janina Goodwin, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Director of Adult Education Sandy Hancock, Assistant Director of Branches Gigi Holman, Program Coordinator John Jarrell, Penrose Library Manager Takiyah Jemison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Operating Officer Heather Laslie, Library 21c Manager Jennifer Luebbert, Interlibrary Load Manager Amanda Marez-Frutchey, Senior Library Associate Bryan Matthews, Calhan Library Supervisor Liz Phillips, Ruth Holley and Sand Creek Libraries Manager Sara Sharples, Director of Patron Experience Abby Simpson, Library Assistant Clae Thompson, Library Assistant Jacob Ward, Security Manager Tess Warren,

Steve Abbott, Colleen Andrae, Irina Arouzou, Perry Bajza, Alijoh Bery, Emily Baker, Laurie Black, Norman Black, Mary Boden, Tony Bonino, Malcolm Borres, Maureen Bridges, Parker Brown, Amanda Brush, Ned Brush, John Crowe, Hannah Duncan, Cheyanne Foeppe, Oz Ford, Lisa Frye, Drew G., River Gassen, Kat Gayle, Allan Goines, Genevieve Gustafsen, Bernadette Guthrie, Eric H., Jan Hall, Bruce Hamilton, AnnEliz Harford, Aiden Henderson, Brandy Henderson, Rubel Henderson, Kay Jones-Hutchins, Robert King, Robin Lamoreaux, Maryah Lauer, Fadil Lee, Lindsey Lee, Shawn Lee, Jim Lehman, Jeff Livingston, Laura London, Naomi Lopez, John Lowy, Maxine Luckett, Autumn M., Charlotte M., Catherine Mack, Jasmine Marchman, Matt Martin, Jennifer Matteas, Jenifer Mayes, Cornelia McKinney, Devin Mitchell, Ben Morse, Norbert Necker, Sarah Norris, Elizabeth Noskar, Emily Nozowa, Mike O., Tim O'Brien, Tony Oskvarek, Jessie Ostrowski, Karen Owens, Mar Pierre, Stephanie Redfield, Shelly Roehrs, Katie Ross, Casey Runnells, Kathleen Ryan, Fran Schaffer, Kayleen Seaver, Tonya Selberg, Meg Shaver, Spencer Shaver, Cindy Speaker, Sarah Spiller, Jenny Springmeyer, Alex Summers, Graham Swartsal, Michael Taylor, Bill Thomas, Glenda Timm, State Representative Stephanie Vigil, Kathleen Walker, Bethany Winder, Corey Whitfield, John Wickliff, Kim Young, Ally, Annie, Ian, Julie, Lauren, Nancy, Nathan, Patricia

CALL TO ORDER

President Dora Gonzales called the July 17, 2024 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:

Resolution for 2023 Supplementary Budget Adjustment added as a Decision item.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees add the Resolution for 2023 Supplementary Budget Adjustment to the July 17, 2024 agenda.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

PUBLIC COMMENT

Thirty-seven members of the community provided public comments in support of keeping libraries open, many highlighting they would support increasing funding to do so. Community members who provided public comment were Brandi Henderson, Rubel Henderson, Aiden Henderson, Maureen Bridges, Allan Goines, Cindy Speaker, Shelly Roehrs, State Representative Stephanie Vigil, Jim Lehman, Jenny Springmeyer, Elizabeth Nosker, Jacob Ward, Jasmine Marchman, Bruce Hamilton, Stephanie Redfield, Graham Swartsal, Alex Summers, Kathleen Walker, Mar Pierre, Tim Obrien, Laurie Black, Genevieve Gustafsen, Mary Boden, Matt Martin, Emily Nozowa, Catherine Mack, Kim Young, Robin Lamoreaux, Fadil Lee, Devin Mitchell, Kat Gayle, Sarah Spiller, Gini Springmeyer, River Gassen, Ben Morse, Jennifer Matteas, Jessie Ostrovsky, Jeff Livingston

A break was taken at 6:19 p.m. The meeting reconvened at 6:31p.m.

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 mentioned the upcoming Christmas in July and East Summer Adventure party events.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet.

Financial Report

The June 2024 Financial Report was included in the Board packet. Chief Financial Officer Randy Green shared that financial records reflect the budget is on schedule as expected at this time of the year.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles share that Collection Management provided self-checkout options during the recent internet outage. Programming hosted Mountain of Authors, Repair Café, Homeschool Swap. Regional History and Genealogy hosted their yearly symposium.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

Acting Chief Librarian Tammy Sayles shared recent news interviews about the release of the Facilities Master Plan preliminary presentation. This information was also sent to the Board liaisons. Ms. Sayles stated that PPLD is reposting some positions to attract additional candidates.

BOARD REPORTS

Internal Affairs Committee

Available Internal Affairs Committee members participated in an audit review with the auditors.

Public Affairs Committee

The Public Affairs Committee met to discuss the presentation provided at the June Board of Trustees meeting regarding Penrose Library mural proposal. The committee realized there is no policy or procedure at the Board or Administrative level regarding murals on PPLD property. The committee determined that development of the policy and process is an Administrative task.

Trustee Comments

Dora Gonzales and Debbie English attended the GED graduation. Dora Gonzales stated that PPLD was well represented at the Grand Reopening of the Pioneer's Museum.

BUSINESS ITEMS

CONSENT ITEMS

Minutes of the June 19, 2024 Board of Trustees meeting

There were no comments or requested changes.

NEW BUSINESS

DECISION 24-7-1 2023 Audited portion of the Annual Comprehensive Financial Report (ACFR)

A draft of the audited portion of the 2023 Annual Comprehensive Financial Report (ACFR) was included in the Board packet. An analysis of the management discussion is in process. The Auditors provided no audit adjustments. PPLD applied for and received an award for Certification for Financial Reporting Excellence.

Motion: Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees approve the audited portion of the Annual Comprehensive Financial Report as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

DECISION 24-7-2 Resolution for 2023 Supplementary Budget Adjustment

The Resolution for 2023 Supplementary Budget Adjustment was added to the agenda and provided to the Board of Trustees at the meeting. Chief Financial Officer Randy Green explained the adjustment addresses and corrects the deficit balances that existed at the end of the year. This does not have a budgetary impact on the district but allows PPLD to be in compliance with Colorado budget law.

Julie Smyth read the **RESOLUTION FOR 2023 SUPPLEMENTARY BUDGET ADJUSTMENTS:**

A Resolution authorizing budget fund transfers between the Budgeted Fund Balances for Penrose, East, Library 21c, and the Capita Reserve for the 2023 Budget year as of December 31, 2023, for Pikes Peak Library District, Colorado Springs, Colorado.

In all cases below, the Board of Trustees was informed about and presented with information, as stated below, during the Wednesday, July 17th Board Meeting.

WHEREAS, the Board of Trustees has been presented with a Consolidated Capital Projects Fund report, to improve the review process by library location for budgeting purposes, beginning with the 2023 Budget cycle.

AND WHEREAS, the above-mentioned consolidation report represents four distinct Capital Funds for Penrose, East, Library 21c, and Capital Reserve which, for financial purposes, individually represent four Nonmajor Governmental Funds for the District, each with their individual ending Fund Balances,

AND WHEREAS, the Board of Trustees was informed that per Colorado Budget Law (C.R.S Section 29-1-101) Local Governments are not allowed to maintain budgeted deficit ending Fund Balances,

AND WHEREAS, the Board of Trustees was informed that the purpose of the requested budget fund transfers for 2023 is to reset deficit Capital Budgeted Fund balances currently present in the District's financial records for Library 21c and Capital Fund to \$0 by allocating the exact surplus funds from the Penrose and East Capital Funds,

AND WHEREAS, the budget fund transfers requested to reset all four Capital Fund ending Fund Balances to \$0, are shown below, based on the current ending Fund Balances, the requested budget fund transfers in and out, and the proposed ending Fund Balances, by individual and Consolidated Capital Fund Balances,

Fund Name	Current Ending Fund Balance	Requested Budget Fund Transfer In	Requested Budget Fund Transfer Out	Proposed Ending Fund Balance
Penrose	\$176,619		(\$176,619)	\$0
East	\$30,991		(\$30,991)	\$0
Library 21c	(\$56,127)	\$56,127		\$0
Capital Reserve	(\$151,483)	\$151,483		\$0
Consolidated	\$0	\$207,610	(\$207,610)	\$0

AND WHEREAS, the Board of Trustees was informed that there will be no financial impact to the district as a result of the requested budget fund transfers, as the Consolidated Capital Project Funds ending Fund Balance is \$0,

AND WHEREAS, the Board of Trustees was presented with a draft version of the 2023 Audited portion of the District's Annual Comprehensive Financial Statements (ACFR) for 2023,

AND WHEREAS, the Board of Trustees was informed that consolidated and individual Capital Fund financial information located in sub-section "Nonmajor Governmental Funds, beginning on page 74 and ending on page 78, of said draft of the 2023 ACFR contains 2023 actuals only, but will include the customary comparative reports for prior year (2022) actuals and the 2023 Budget year in the final version of the 2023 ACFR upon approval of this resolution,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the above-mentioned budget fund transfers, as shown above, are approved to bring the District into compliance with the stated Colorado Budget Law referenced above.

ADOPTED this 17th day of July 2024.

Attest: _____

Dora Gonzales, President

Board of Trustees

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution for 2023 Supplementary Budget Adjustment as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Dora Gonzales adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 7:25 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
Resolution Approving Contracts and Vendors with Projected 2024 Activity Greater Than
\$100,000
Attachment C**

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

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

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

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

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

Adopted, this 21st day of August 2024.

Dora Gonzales
President
Board of Trustees

Attachment C

Vendor with Projected 2024 Activity greater than \$100,000

1. Contract Purpose: Annual Renewal of Bibliotheca Service and Maintenance contract (extended warranty), equipment and service provider, for all equipment listed below as placed at all library locations. This Contract will cover the annual term of 08/24 – 07/25.

Vendor: BIBLIOTHECA, LLC

Status: This amount covers any service calls, on-site remedial maintenance, all labor, service parts, and equipment modifications necessary, with over-the-phone software support and remote troubleshooting and updates as needed, to maintain equipment in good working order and functionality at all times.

Amount: \$117,390

The renewal covers the equipment listed below:

Self-check machines – 43 units

LibraryConnect service – 51 devices

1-aisle security gates – 3

2-aisle security gates – 8

Premium 1-aisle security gates – 2

StaffConnect licenses – 15

Payment Terminals - 23