

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: 858 9408 7095
Passcode: 285387

***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.
The Board President will invite agenda-related public comment(s) before Business Items are discussed. One hour of
public comment for items not on today's agenda will occur before the end of the meeting.
One public comment per person.***

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. THE BOARD WILL ENTER INTO EXECUTIVE SESSION TO CONFERENCE WITH THE PIKES PEAK LIBRARY DISTRICT'S ATTORNEY FOR PURPOSES OF RECEIVING LEGAL ADVICE AS AUTHORIZED BY C.R.S. § 24-6-402(4)(B)
- V. CORRESPONDENCE AND PRESENTATIONS
 - A. Postcards from the community (p.3)
 - B. Winter Adult Reading Program (Heidi Buljung, Christa Funke) Ten minutes (p.6)
 - C. Facilities Master Plan Design Guide (Heather Laslie) Five minutes (p.10)
- VI. REPORTS
 - A. Internal Affairs Committee Five minutes
 - B. Public Affairs Committee Five minutes
 - C. Governance Committee Five minutes
 - D. Trustee comments
 - E. Friends of the Pikes Peak Library District Report (Rita Jordan) Five minutes (p.37)
 - F. Pikes Peak Library District Foundation Report (Courtney VanCleave) Five minutes (p.38)
 - G. Financial Report April 2025 (Kim Hoggatt) Five minutes (p.39)
 - H. Public Services Report (Tammy Sayles) Five minutes (p.47)
 - I. Support Services Reports: Communications; Facilities, Safety & Security; Human Resources; Information Technology, Strategy & Innovation (p.55)
 - J. CEO Report (Teona Shainidze-Krebs) Five minutes (p. 68)
- VII. 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".*

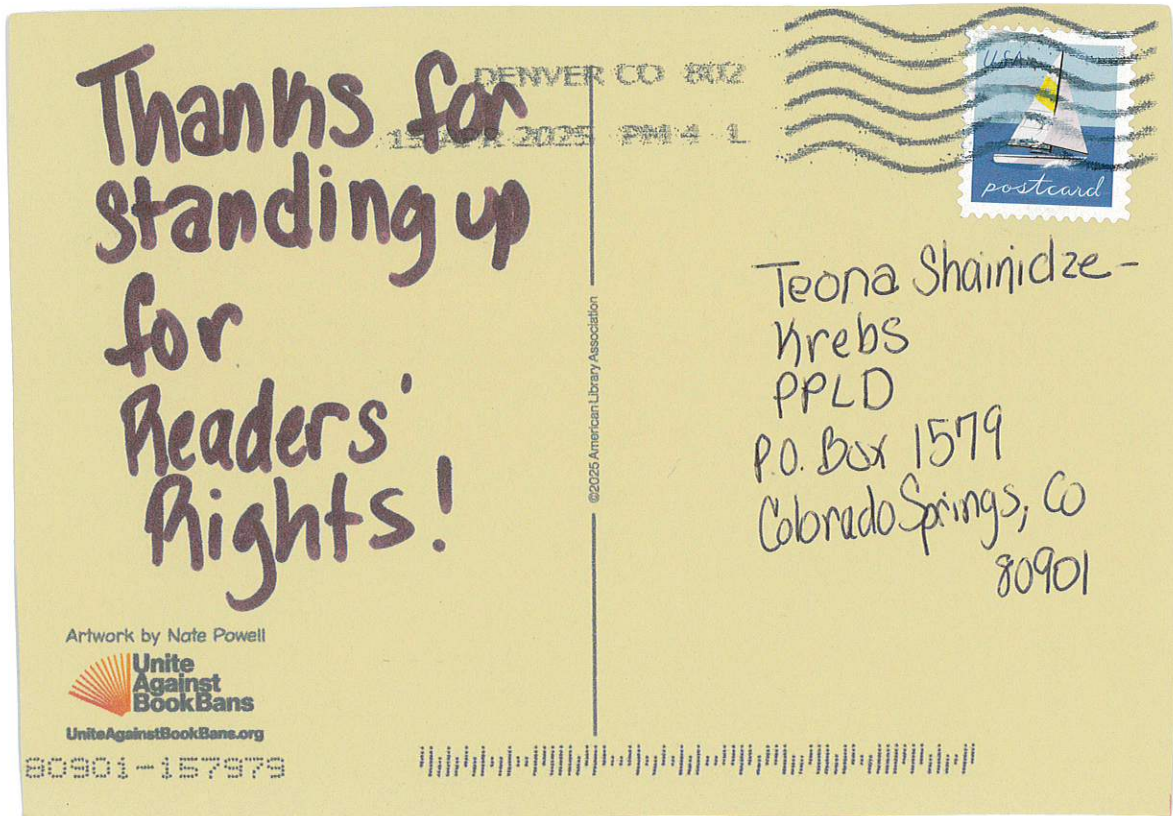
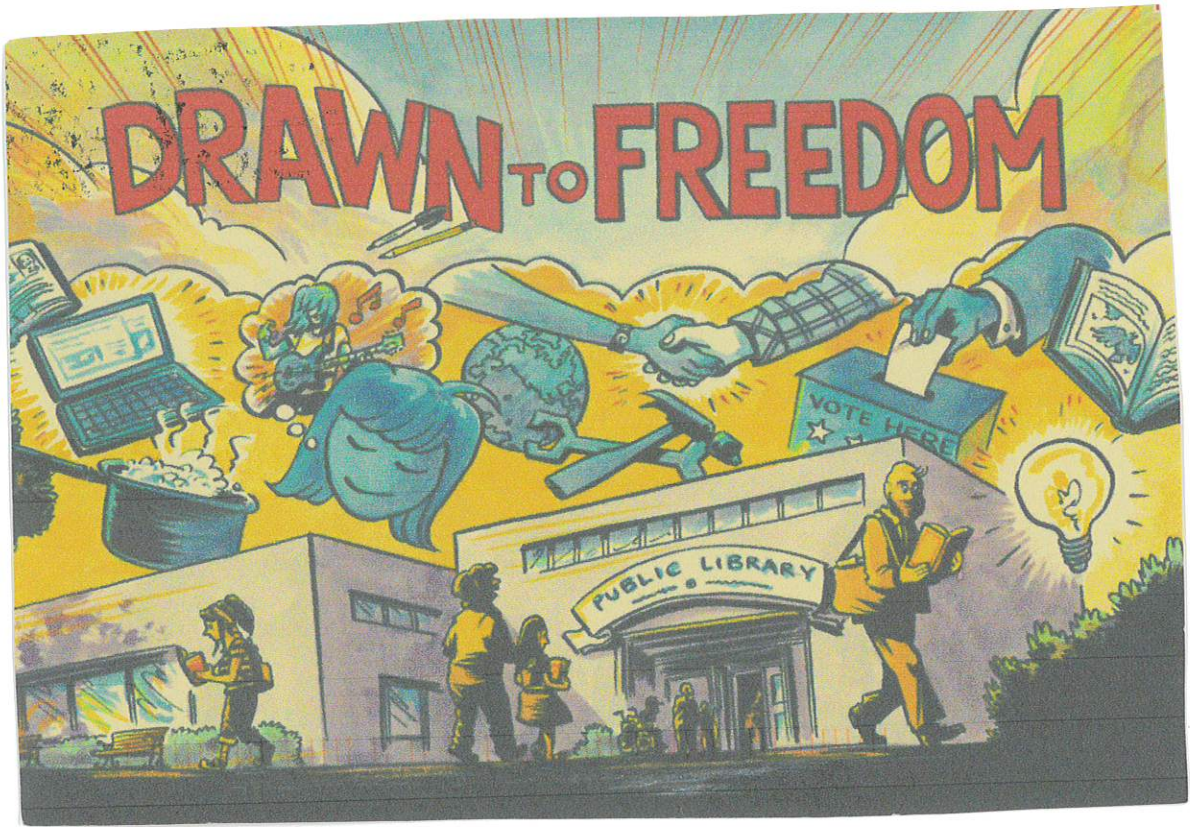
 - 1. Minutes of April 16, 2025 Board of Trustees meeting (p.75)
 - B. New Business
 - 1. DECISION 25-5-1: Resolution Authorizing Allocation of Unassigned Fund Balance to the Capital Fund (as previously presented and approved on the Fund Balance

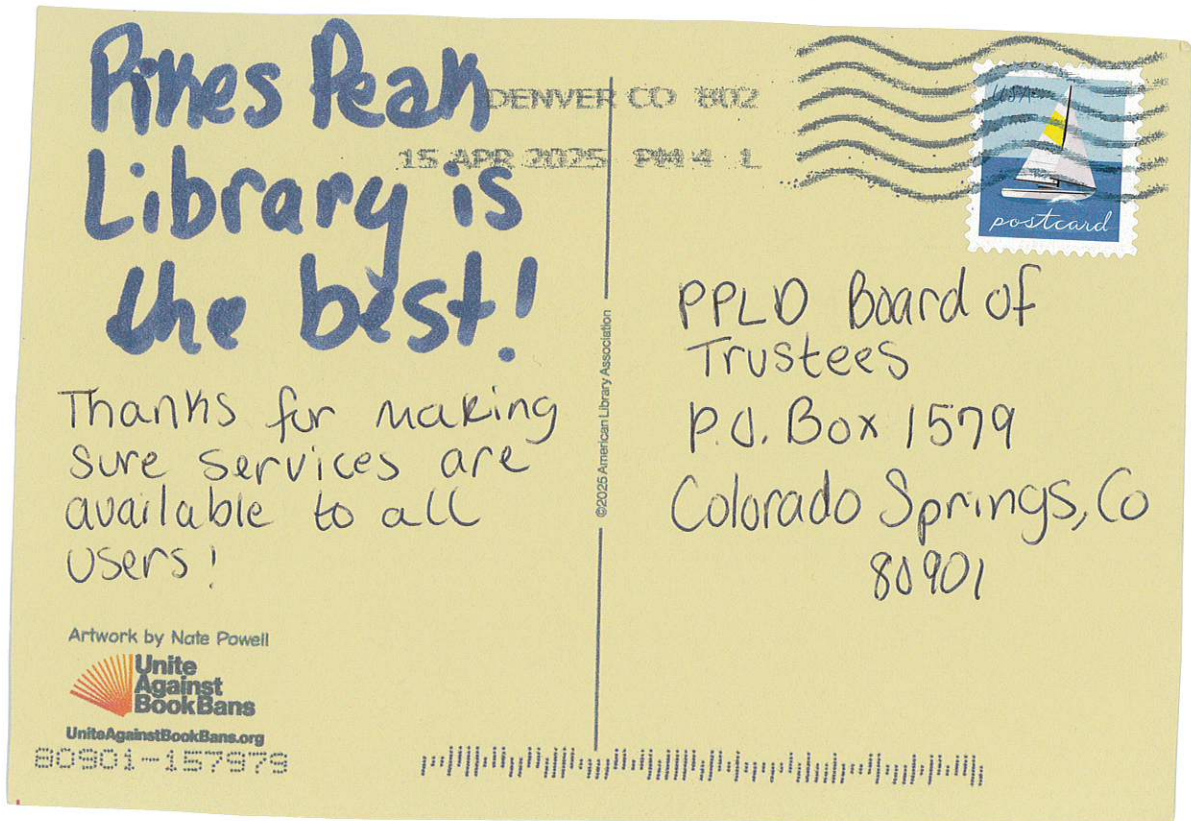
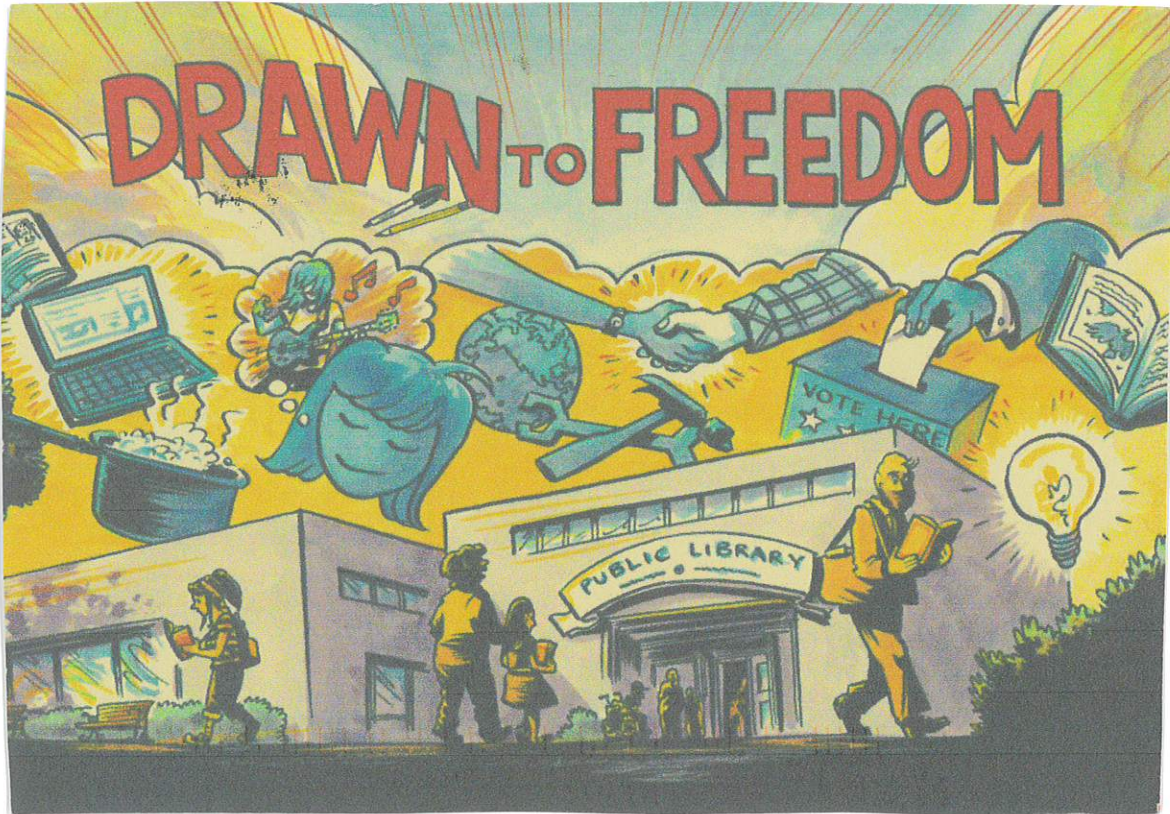
- Summary on December 10, 2024). (p.103)
2. DECISION 25-5-2: Change to Original Resolution to set Mill Levies for the 2025 Budget (no financial impact to the District and the total mill levies submitted to El Paso County) (p.104)

VIII. PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA (*3 Minute Time Limit per Person*)

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>



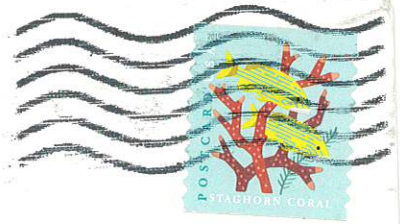




Thank you

DENVER CO 802

17 APR 2025 PM 7 L



So much for all
you do for me
and for our
community. You
are greatly
appreciated!

Kim Miller

PPLD-Penrose

20 N. Cascade Ave

Colo Spgs, CO

80903

Vincent van Gogh (1853 - 1890) *Field with Irises near Arles*
Arles, May 1888, oil on canvas, 54 x 65 cm
Van Gogh Museum, Amsterdam (Vincent van Gogh Foundation)

Your purchase supports the work of the Van Gogh Museum

80903-80903

2025 Winter Adult Reading Program

February 1 – March 31

Overview:

In its 21st year, the 2025 Winter Adult Reading Program at Pikes Peak Library District encourages lifelong learning, building the habit of reading, and exploring new hobbies in participants aged 18 and older.

To participate, patrons log 30 days of reading and activities from February 1 – March 31 to earn prizes. Activities include reading for 30 minutes or more a day, attending a Pikes Peak Library District (PPLD) program, reading a new author, genre, or other activities.

After registering, participants received a tote bag, and after completing the program, participants received the collectible Winter Adult Reading Program mug, a coupon for a free dessert from Crumbl, and one entry into the grand prize drawing. For those who wanted more of a challenge, they could continue above and beyond the 30 days for extra entries into the grand prize drawing. Crumbl generously donated over 3,000 coupons for prizes, and Brush Crazy and Natural Grocers also donated gift cards for the grand prizes. This program would also not be possible without the support of the Friends of the Pikes Peak Library District.

The Winter Adult Reading Program is designed to be flexible and strives to offer participants multiple ways to engage with the program, and offers participants multiple ways to complete the program, so they can do what best fits their personal needs and schedule.

Participation:

A record-setting 5,781 people registered for the program this year and 3,515 completed the program, putting the completion rate at just over 60%. Participation rates have increased steadily recently, and since 2022, participation has increased by over 2,379. Completion rates have remained steady, at or above 60%, for the previous several years. This increase in participation and continued high rate of completion demonstrates how the community values reading, literacy, community-centered libraries, and programs for adults.

Programs:

This year's activities and programs were designed to help *Color Our World*™ through fun and creative art projects, exploring the benefits of colorful food and drinks, and learning about the more colorful parts of Colorado's history. In total, 36 programs were hosted throughout the district with over 460 people in attendance.

Programs were held throughout the district and included: Tea Blend Workshops where attendees learned about different types of tea and how to make their own custom blend; a Library Scented Candle workshop; a Thrift Store Paintings workshop where attendees made old works new again by painting over thrift store art; Drop-in Art where attendees were encouraged to make creative works of art on their own; and a Paper Marbling workshop where attendees learned how to easily marble paper and make their own stationary.

Local speakers also hosted presentations at various library locations. These presentations included: Strange Colorado, hosted by local author Erin Taylor who spoke about Colorado's urban legends and strange history; Birds of the Pikes Peak Region, hosted by local author Joe LaFleur, UFOs of the Rocky Mountain West, hosted by local speaker Rick Sturdevant; a workshop on Color Theory, presented by Brush Crazy, and several food and nutrition workshops hosted by Natural Grocers.

Marketing:

The Communications Department created fun collateral to go along with the Color our World™ theme and featured a sasquatch on the main design and mug. The Marketing Team also set up several interviews throughout the program duration with local news stations, which lead to increased enrollment in the program.

Patron Feedback:

From a grand prize winner: “Wow. That is amazing!! Thanks. I would like to pick it up at Cheyenne Mountain Library on 8th Street. I use that library all the time, and staff is so friendly and helpful it is like home. I could not live without my library. Thanks so much!!”

General comments about the program and prizes:

“Great adult reading programs! attended 4 and earned my mug :-)”

“Turning it in tomorrow! Hopefully there are still crumbl coupons available!”

“Need to go pick up mine. Been doing it every year and love it (except 2013, my son passed away during the challenge and for obvious reasons....I didn't finish).”

“My husband and I got our mugs and coupons. Thank you!”

“Yes! Thank you for the cool mug and treat coupon! Also the bag is very nice!”

“I love the mug this year.”

“I got mine. It's a nice cup.”

“Nice big mug. love mine.”

“We enjoyed the "Birds of CO". I think that the author should do another lecture about the bird one would see at their backyard birdfeeder in Colorado Springs. We missed the "UFO's of CO" lecture that I regret. I would love to see a repeat performance of that program. I would love to see more paranormal lectures at the library--maybe in October? I have heard

that some libraries have paranormal equipment kits that you can check out. I think that would be a great addition! Thank you for your time and have a great day.”

Photos:



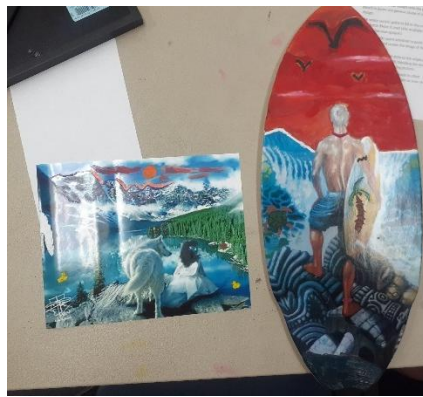
A large group of library patrons listens to Joe LaFleur's Birds of the Pikes Peak Region lecture at Library 21c. (left)

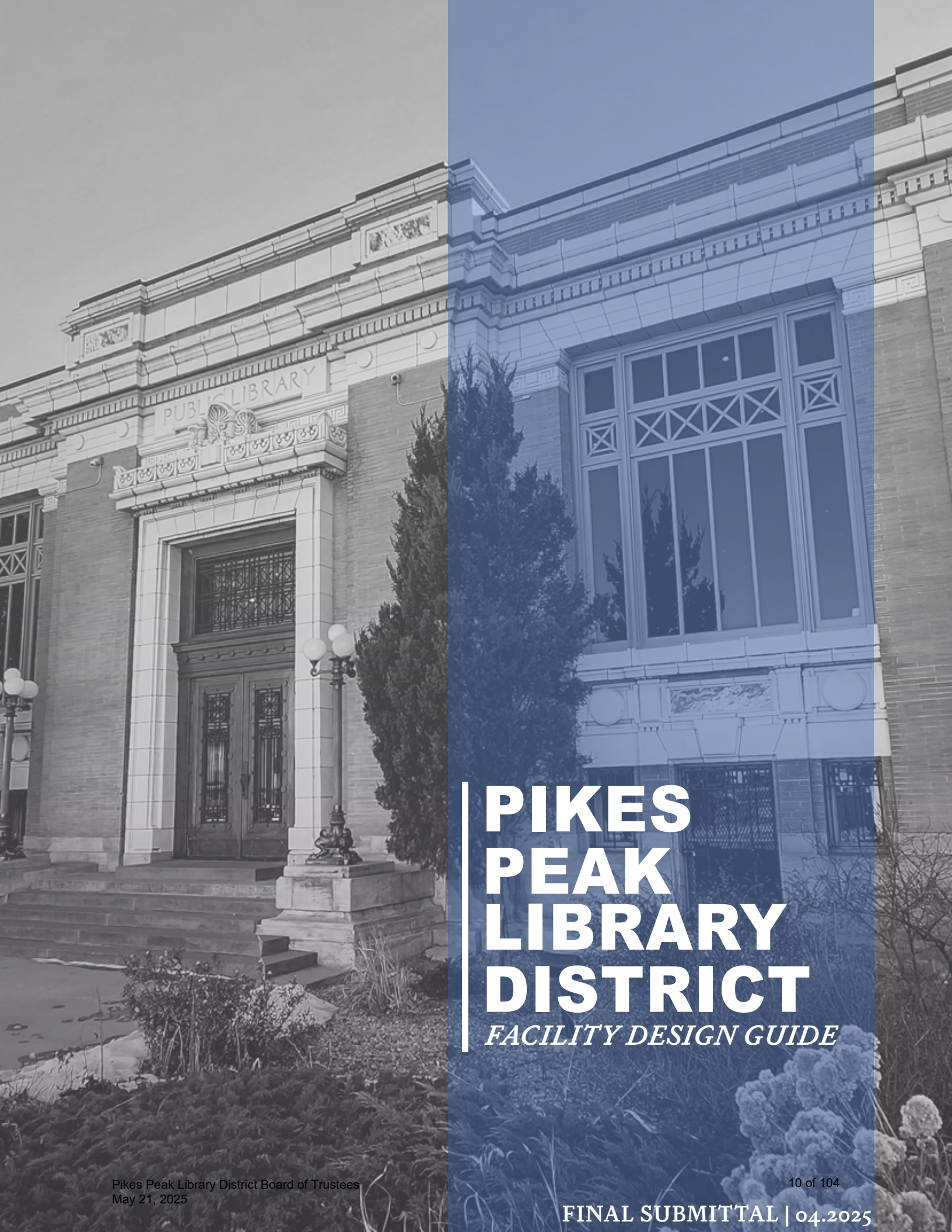
A table set up for one of the Tea Blend Workshops. (lower)



A group of patrons participated in the Drop-In Art Program (upper left), the Tea Blend Workshop. (upper right) and the Paper Marbling Program (lower left).

The following are works of art created at the Thrift Store Paintings program:





PIKES PEAK LIBRARY DISTRICT

FACILITY DESIGN GUIDE

PIKES PEAK *LIBRARY DISTRICT* **DESIGN GUIDE**

SUBMITTAL

Final

DATE

04.2025

PREPARED FOR

Pikes Peak Library District

PREPARED BY

HB&A-Pike Peak Library District Board of Trustees
Pikes Peak Library District Board of Trustees
May 21, 2025



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EXECUTIVE SUMMARY

This design guide is intended to provide an overview of how PPLD facilities should be approached in terms of renovation or the design of new facilities in the future. It should NOT be approached as a fixed guide or standard but more of a general guideline of ideal approaches and general standards that will need to be adapted to each project as budget and site-specific limitations dictate

1.1 FACILITY VISION AND GUIDING PRINCIPLES

The following provides a general framework for the philosophical approach PPLD would like to take with its facilities. These guiding principles should inform additional steering to project choices especially when they go outside or beyond the overall guidelines of this document.

- **Sustainability** – Facilities should support high levels of efficiency for operations, operate safely without excessive staff needs, and be financially sustainable over the long term.
- **Innovation** – Buildings should support the delivery of innovative services, technologies, and programs.
- **Flexibility** – A high priority should be placed on making our library spaces adaptable to the evolving needs of the community and staff.

Flexibility, hour-to-hour, day-to-day, and year-to-year is important.

- **Supporting Literacy Development of All Kinds** – The development of skills of all kinds is critical to the community and foundational to the value of the Library. Reading, Technology, Civic, Health, and Social literacies are just the starting points for literacies of all kinds.
- **Customer Experience** – The Library should focus on a positive experience for our customers. Making the building warm, inviting, and easy to use is critical to allowing its buildings to deliver that level of personal experience.
- **Accessible and Easy to Utilize** – Facilities should be easy to get to, and easy to enter for all residents regardless of their physical abilities, and parking should be as readily available as possible for each location. Power should be easily accessible to all seating locations.

FUNCTIONAL LAYOUTS

With an eye toward the principles mentioned previously, this section describes the different the program element “building blocks” of a library, and provides guidance on general size and adjacency of those elements.

2.1 PROGRAM ELEMENTS

The categories and subcategories below describe specific spaces and requirements for a library, including public and staff spaces, with guidelines and best practices for size, configuration, and furnishing of those spaces.

2.1.1 Public Areas

The following covers design goals and guidelines for the public areas of a library, separated by function and age level.

2.1.1.1 Collections

The physical collections of a library still represent the largest amount of space allocation in public libraries. Though some shifts to digital have occurred (at various rates across multiple demographic zones) that shift continues to appear as though it will remain well below 50% in most communities. This leaves physical collections as a core space component. Even with the shrinking collections, the total space needed for collections is not diminishing as fast for a few reasons. Emphasis on lower shelving heights creates

a more open space and keeps books within reach for more patrons. When possible, keeping books off the bottom shelves also makes them more visible and easily reachable. There is a strong trend towards a lower density of books per shelf, leaving room for more on-shelf displays of materials. This makes the collections more browsable and has been shown to increase circulation levels across all collection types.

- **Shelving Areas:** Shelving areas should generally be divided by age level (adult, teen, and youth), with further sub-divisions within the youth area (early literacy, early elementary, and pre-teen). A separate zone for a “popular” library near the entry is also a best practice primarily highlighting new items.
- **Shelving Styles, Types, and Heights:** Steel shelving, as already used in most PPLD outlets, should remain the shelving standard. Barring some specific specialty needs, shelving heights should ideally be the following maximum heights:

- **Adult and Teen Areas:**

- Double-sided, free-standing shelving: 60" H
- Single-sided, wall-mounted shelving: 72" H

- **Youth Areas:**

- Double-sided, free-standing shelving: 54" H
- Single-sided, wall-mounted shelving: 60" H
- Picture books and board books should ideally have some or most of those collections shelved into browser-bin type shelving systems. These utilize the same frames as flat shelves but have a different type of shelf which allows materials to be shelved face forward instead of spine-out. These should ideally take the form of 2 browser-bin shelves on the lower levels and a top 3rd shelf that is flat (for spine-out shelving).

- **Spacing:** ADA requires a minimum standard of 36" between aisles however that is not sufficient for many libraries. PPLD should implement an absolute minimum standard of 42" with 46"-48" as a goal width as space designs allow. All other ADA requirements, mostly related to turn-around spacing, should also be followed at above the minimum requirements whenever possible.

- **Materials Density Goals:** From a programmatic planning standpoint PPLD should allocate the following density goals: (planning should be done to needed on-shelf requirements, NOT the full collection plans of the outlet, as anywhere from 5% to 20% of a collection should be in circulation at any given time, depending on the collection segment.)

- Adult and Teen Book Collections .10 square foot per on-shelf item
- Youth Collections 0.09 square foot per on-shelf item for flat shelves
- Youth Collections 0.1 square foot per on-shelf item for browser bins

2.1.1.2 Teen area (13- to 19-year-olds)

General Goals by Location Size: The approach to teen space needs to vary with the overall size of the library outlet. When the total outlet size is under 10,000 square feet, a separate dedicated teen space will often not be possible or ideal, unless the outlet is located within very close walking distance of a high school or middle school and even then, the space should be multi-purpose so it can be used differently during the day. Usually, making the whole outlet teen-friendly should be more of the goal at that size range and under. When the library outlet gets over 15,000

square feet, especially closer to 20,000 and larger, a dedicated teen space should be a standard. That space should include a social area which should be glassed in and acoustically separated from the rest of the library. The teen area should also have an adjacent area for the collections and "quieter" teen study areas. Total space for the dedicated teen area should be in the range of 8% to 15% of the outlet's total space depending on the expectations for teen usage, often driven by proximity to a high school or middle school.

Ideal Configurations & Adjacencies: In most cases, it is best not to put the teen area adjacent to the youth area. Most importantly, it should not be situated so the teens have to enter the youth area to get into the teen area. Sightlines from staff service points are important and should be prioritized when locating the space within the building.

Features and Furnishings: A focus on flexibility and comfort should dominate the furniture choices in teen areas. Options allowing teens to reconfigure the space to meet their needs should be given strong consideration.

Tech Features: The social areas of the teen area should contain at least one gaming zone which can double as a media viewing area. Generally, teen areas no longer contain public PCs unless a gaming/e-sports area is desired, as most teens come equipped with their own devices. If that isn't the case in the areas where the outlet is being located, laptops checked out for use in the library are typically chosen instead of fixed public PC stations within the teen area.

2.1.1.3 Pre-teen/Tween area (9- to 12-year-olds)

General Goals by Location Size: This age level should not be forgotten when it comes to space equity. Intentional space, beyond space for the collections this age utilizes, is currently missing from most PPLD outlets. Space allocated to this age group can vary depending upon proximity to middle and elementary schools, with a range of 4% to 8%.

Ideal Configurations & Adjacencies: Unlike the teen area which should be separate and ideally set apart from the youth area, this area should be contained within, or at least fully adjacent to, the overall youth area of the library.

Features and Furnishings: Furniture and décor should have an aesthetic more like the teen space but scaled to this age group. A focus on flexibility and comfort should dominate the furniture choices in this area. However, flexibility is less critical than in the teen areas and should perhaps be focused on

staff-directed rather than user-driven flexibility.

Tech Features: This area probably should contain some fixed public PCs as this age group is more likely to have highly limited devices (if they have them at all). Also, this age group is likely to want to utilize technology for social gaming options like Minecraft, Roblox, and Fortnite which are often better experienced on fixed stations versus laptops.

2.1.1.4 Youth & Early Literacy (0–8-year-olds)

General Goals by Location Size: This area is the heart of most libraries. Depending on available space, this area should be further zoned to meet the developmental needs of different age groups. The focus should be on elements that promote early childhood literacy and a sense of discovery. In addition to reading and storytime spaces, there should also be areas for learning through play. The total space for the area should be in the range of 12% to 16% of the outlet's total space depending on the demographics of the community.

Ideal Configurations & Adjacencies: Noise separation is a critical factor and at the very least, the space needs to be as far as possible from quiet study areas or quieter adult spaces. Ideally, it will be in an area that can be acoustically separated from the rest of the Library. If possible, it will be located in a space that has a ground-level entry making it easy to access with strollers. If it requires access via stairs or elevator, the elevator should be large enough to easily accommodate strollers. It should also be situated in a way that prevents small children from easily exiting the space or building unaccompanied.

Features and Furnishings: Seating and tables should be comfortable and flexible. There should be coordinating tables and seating in both adult and child heights that allow for adult and child interaction. Riser seating, floor cushions, and mobile shelving that can easily be rearranged allow flexibility for informal storytimes. Interactive elements such as discovery walls and dramatic play features should be incorporated. Elements included should allow for open-ended play and be adaptable to allow for different experiences over time. A portion of the flooring should be a hard surface to accommodate messy projects.

Tech Features: This is an area where philosophies vary widely. Some tablets or children's fixed PCs with learning apps or software can be incorporated into the space, particularly for older children. It is usually best if they are positioned in a less conspicuous space, so they are not the first thing seen upon entering the space.

2.1.1.5 Calming/Sensory Rooms

General Goals by Location Size: As libraries strive to be more inclusive and mental health becomes more of a focus, sensory and calming rooms are becoming more popular. Having a soothing space for users with autism, developmental disabilities, PTSD, or sensory processing to step into to relax and regulate their emotions allows them to more confidently use the library. Smaller libraries likely don't have space for a separate room to accommodate these needs but there may be an opportunity to make a nursing room a dual-purpose space or have sensory equipment such as fidget toys, noise-cancelling headphones, weighted lap pads, and other tools. Larger libraries may set aside a separate space or spaces to address these needs.

Ideal Configurations & Adjacencies: Often these spaces are adjacent to the children's space though locations accessible by adults should also be considered. Sensory spaces tend to be designed with resources that help individuals with sensory processing needs regulate their senses and address overwhelming stimuli, while calming rooms are less about activity and more about creating a space to relax and decompress. Calming spaces tend to be quiet, low-stimulation areas for anyone needing a break.

Features and Furnishings: Both space types tend to be more dimly lit in ways that reduce glare and create a calming atmosphere. They are quiet and often have sound-absorbing materials such as carpeting, curtains, and acoustical panels on the floor and walls. A variety of soft comfortable seating options should be available. In sensory spaces, also consider water features, bubble lamps, slides, mini-trampolines, and game consoles to help stimulate the senses. The sensory equipment mentioned earlier can be useful in both types of spaces.

2.1.1.6 Public Computer Area

General Goals by Location Size: Fixed PC usage has been declining in most libraries but is another factor that varies greatly by location. There still should be some fixed PC stations but there should also be flexibility for patrons to check out laptop computers or use their own devices. Some libraries still have training labs for conducting computer classes, but more often, these spaces tend to utilize laptop computers for greater flexibility.

Ideal Configurations & Adjacencies: At least some of the public computers should be situated close to a service point to allow for staff assistance if necessary. Printers should be located within close proximity. Additional computers may be located in other quieter spaces throughout the library, particularly if the area close to the main bank of computers tends to be a

more active space.

Features and Furnishings: Workspaces should be large enough to allow space for books and other materials to be used while on the computer. They should also be positioned in a way that allows users some sense of privacy and does not force them to have direct eye contact with a user across from them. Some stations should be designed for multiple users to work together at a station or to allow staff assistance. At least one station should be ADA-accessible. Adequate power and charging points are important, particularly for spaces designed for laptop usage.

2.1.1.7 Multipurpose, Program, and Meeting room(s)

General Goals by Location Size: The approach to these spaces will vary greatly by location size. In a 10,000-square-foot building, there may only be room for one small multi-purpose/meeting room, which must be highly flexible to meet the needs of different user groups. In a larger library, there may be space for multiple program and meeting rooms which can be designated for different group sizes or types of usage.

Ideal Configurations & Adjacencies: Spaces with walls that open to the rest of the library maximize the usage of the area when meetings aren't in progress or allow for larger programs that flow out into the library. In some situations, it may make sense for spaces to be subdividable to create multiple smaller rooms. Depending upon the number of spaces, locations and adjacencies can vary. Often these spaces are used for storytimes and children's activities so at least having an entrance adjacent to the children's space encourages broader children's space usage. If the space is primarily used for meetings, it may make sense to have it close to the main entrance where after-hours use may be a possibility, and it is easier to cater food in if needed. Restrooms located close by are a good idea regardless of meeting room location.

Features and Furnishings: Furniture should be very flexible and typically includes flip-and-nest tables on casters and stackable chairs with dollies. Tables should be able to be used in different configurations to accommodate groups of different sizes. Chairs should be comfortable enough for multi-hour meetings but durable enough to stand up to heavy use. A percentage of the chairs should include arms to make them accessible for all users. At a minimum, there should be a sink in the space for messier programs and handling food. If possible, a small kitchenette adjacent to the meeting room space allows for more extensive food prep and if designed to open into the meeting space, can potentially be used for food programming. Flooring should be appropriate for the use of the space.

Children's program rooms often have hard surface flooring for easier cleanup of messy programs, but if storytime is the more common use, carpeting may be more appropriate. General meeting rooms can be either hard surface materials or carpet. The type of programming and acoustics are often drivers in the decision. Adequate storage to accommodate tables and chairs (when not in use), program supplies, technology, and any other resources needed for regular programs. Sometimes the space includes a washer/dryer if there is a need for the amenity.

Tech Features: Spaces should be equipped with technology for presentations and video conferencing and recording equipment is becoming more common. Presentation equipment can be more traditional projectors and screens or large monitors that may be fixed or mobile. Room size may determine the most feasible options. Hearing loops should also be a strong consideration for community meeting rooms.

2.1.1.8 Smaller Meeting and Study Rooms

Smaller Libraries: These locations should have at least one to two study rooms

Larger Libraries: Larger libraries should have a minimum of six study rooms and perhaps upwards of 10 or more, depending on the facility's total size.

Ideal Configurations: In larger libraries where a higher number of rooms are offered, the size should also be varied, with a mix of rooms to suit anywhere from one person to eight people. If construction is not an option, but there is space available, there are many self-contained study pod options that can accommodate everything from a single user up to six people.

Features and Furnishings: Users have a variety of preferences for seating and table types in meeting rooms so as possible this should be accommodated by offering multiple seating/table options in meeting rooms. It is not always necessary to have a traditional table and chair set-up. Sometimes, these spaces have lounge seating and side tables.

Tech Features: All study rooms should have easily accessed power and strong Wi-Fi access at a minimum. LCD panels should also be given strong consideration, especially in any larger study rooms that would support small groups. In those rooms with LCD panels A/V support for virtual meetings would also be an ideal additional feature.

2.1.1.9 Quiet Areas / Reading Room(s)

General Goals by Location Size: There should be some space within the library, regardless of size,

designated as quiet space. This space should allow for quiet reading and individual study. It may require an area to be set aside and acoustically separated from the rest of the library to accomplish this.

Ideal Configurations & Adjacencies: These spaces are best located away from the service desks, children's and teen spaces, and areas designated as active collaboration spaces. Glassed-in areas in quieter parts of the library or areas that are delineated by shelving or other building/furniture features are ideal

Features and Furnishings: There should be a variety of seating and work options within the space. Options should include 1-2 seat tables or work counters, different styles of comfortable seating with side tables or pull-up laptop tables, study carrels, etc. All work areas should include access to power and charging options. Especially if a separate space can't be accommodated, privacy lounge chairs or study pods should be considered for greater privacy and to diffuse some sound. White-noise or pink-noise features can make a space seem quieter by masking other sounds in the space.

2.1.1.10 Active Collaboration Space(s)

General Goals by Location Size: Designated areas for library users to work together and meet in less formal ways are an important service feature. In smaller libraries, this may be a single small area. In larger libraries a more substantial space with a variety of seating options and workspaces is desirable.

Ideal Configurations & Adjacencies: These areas should be located in busier areas where sound levels are already higher and noisier activities are better tolerated. Often these spaces are located in the entrance area or an area adjacent to service points. Some libraries situate these spaces next to or within a café space where vending or food/drink service options are available.

Features and Furnishings: Furniture in these spaces can vary greatly depending upon the activities occurring within the space. In smaller libraries, there may be a couple of small tables on casters or easily moveable lounge seating to provide flexibility. In larger libraries, there should be a wide variety of flexible workspaces, varied tables at different heights, and seating options. Banquette seating with mobile tables and chairs is one option that can provide a great deal of flexibility in a smaller footprint. Incorporating acoustic treatments into the space can help manage the noise.

2.1.1.11 Maker/Creative space(s)

General Goals by Location Size: Not all libraries require maker or creative spaces and the definition

of what is included in these spaces varies greatly from community to community. Smaller libraries in particular should not have dedicated space for these purposes though meeting rooms could be made flexible to support maker programs or maker "hours". In larger libraries, a makerspace should be a strong consideration but still may not be mandatory if it doesn't fit with community needs and desires. If there is a high community need/desire for a creative/maker space, the amount of space should be proportioned accordingly. There is no standard for how this space should be allocated so each project will need to be approached uniquely.

Features: There is no one approach to makerspaces, as PPLD already demonstrates in its various makerspaces across its system. The features, functions, and equipment need to be tailored to the identified needs and interests of the community. Specialty equipment will need to align with those needs to best serve users and programmatic needs.

Furnishings: The item most often overlooked or under-supplied in these kinds of makerspaces is storage. Storage needs for this type of space are extensive. Equipment and supplies will be space-intensive and need a variety of storage and organizational approaches. Cabinets, drawers, peg boards, and shelving will all likely be required. Lockable storage will be needed to secure expensive equipment and a variety of supplies. Flexibility is once again a key need as the storage needs will vary week to week, month to month, and year to year.

2.1.1.12 Self-Serve Holds

PPLD has a very high level of self-serve holds and as such the shelving capacity for this must be accounted for and placement of this shelving is important. This shelving area must be near an entrance, have immediate proximity to the self-check stations, and have reasonable proximity to the staffed service point(s). Since the holds shelves are not always very "tidy looking", ideally, a balance should be struck by putting them in an easy-to-find but slightly less-visible location. Strong signage and labeling are also critical.

2.1.1.13 Self-check Station(s)

A high level of self-serve holds also tends to come with a high percentage of self-check station usage. The placement of these self-check units is important as they need to be easy to find, immediately adjacent to self-serve holds, and adjacent to the staffed service desk. Ideally, they are not mounted on service desks but in an area nearby, easily viewed from the service desk, and easy for staff to step over to assist users. Self-checks should be present even in the smallest outlets, as they support patron privacy options and autonomy.

A single unit is fine for smaller locations. Locations over 15,000 square feet should have at least two units. Larger facilities may need additional units though two units may be sufficient in many instances based on circulation levels and demographic tendencies of the served region. If there are multiple units in a location, consideration should be made to placing one in the children's area.

2.1.1.14 Service Desk(s)

Service desk positioning in libraries is key to user experience and staff effectiveness. Service desks should be positioned near the main entrance but in a way that allows staff and users to engage on entry but doesn't create a "gauntlet" like experience for patrons. When materials processing can be handled behind the scenes the service desk area should be kept to a minimum to maximize space for library users. In outlets where materials processing needs to happen at the service desk, a larger area is typically required, allowing for space for book carts to be positioned near the staff service point(s). Ideally, desks have both a high-position service point and an ADA-compliant accessible point (with knee space clearance for front-facing service by those utilizing mobility devices). If both options cannot be accommodated the ADA-compliant point should be prioritized.

If there is a material return location in the desk, there should be space for a depressible book cart to be positioned under the desk that can easily be pulled out to be unloaded and/or replaced with another cart so processing can be completed in another area. Adequate storage within and behind the desk should be included to reduce clutter and make the space more efficient. Digital signage showing library offerings, and other library promotional content should be positioned behind staff at the service points whenever possible, as these are a more effective positioning than at entrances.

When possible, service desks should be flexible furniture-based solutions as opposed to inflexible millwork/casework-based solutions. Adjustable height options should be discussed with staff and also as an option to ensure an ADA-accessible height option at single service point locations in smaller outlets or situations where there are marked differences in staff heights.

2.1.1.15 Nursing/Lactation Rooms:

Quiet, comfortable, and secure spaces for nursing mothers to breastfeed or use breast pumps are supportive for young families. The spaces may also

be used by staff if there is not other staff space available for this.

Ideal Configurations & Adjacencies: Most often, these spaces are positioned within or adjacent to children's spaces. They should allow space not only for the mother and infant but also for other children who may need to accompany their mother into the space. The space should be lockable. If there is not a good option for building or retrofitting a room, standalone pods from companies such as Mamava are an option.

Features and Furnishings: The space should include a comfortable chair such as a rocking chair, shelves, counter, or hooks for belongings, a flat surface for pumping equipment, and adequate electrical outlets

2.1.1.16 Restrooms

Facility Restrooms will need to be adapted to each location, the environments within the facility, and the populations served. Local building standards should always be followed.

Quantity: Size should primarily be driven by local building standards with consideration for larger programs when larger meeting spaces are part of the building design. All locations should have at least one family/caregiver restroom, and ideally more when possible. When practical at least one family restroom should be located in or near the youth areas of the library.

Features: In addition to the standard restroom amenities, all restrooms should include baby changing tables and some libraries have begun including adult changing tables in their family/caregiver restrooms. Consideration should be given to including wall-mounted child safety seats and step stools at the sinks in restrooms positioned in the children's area.

2.1.2 Staff Areas

Staff areas are some of the consistently deficient spaces in PPLD's current libraries. Dedicated staff areas should typically occupy 9% to 13% of the total space in an outlet. This does not include areas needed for system-focused resources that may be located in larger locations or administrative spaces.

2.1.2.1 Returns Intake

Materials returns options should generally be provided in both an external and internal option.

2.1.2.1.1 Internal Returns

The internal return location should be positioned in a spot that balances easy access for patrons as they enter the building, with ready access for staff. It should be positioned so that patrons don't have to pass the service desk to return items.

2.1.2.1.2 External Returns

External returns are ideal for after-hours material returns for quick drop-offs of items. Ideally, it is positioned to drop into the building, and it is best if it goes directly into a workroom space. Any return that goes directly into the building should drop into a fire-rated space based on the local codes. These returns tend to be noisy so the space should be well insulated or situated away from staff workspaces. If external return boxes are used, there should be considerations of how easy the boxes are to access and what accommodations there are for adverse weather conditions. Regardless of the type of drop, it needs to be large enough to accommodate the returns if the building is closed over a holiday or weekend or able to be locked to prevent returns if an overflow situation is possible.

2.1.2.2 Automated Materials Handling (AMH)

At PPLD's highest circulation locations AMH systems should be considered, but sufficient space must be allocated. Space for the initial system, future expansion, and in particular, space for staff to access return bins without any cumbersome logistics is important. East Library currently has insufficient space to support its AMH and is an example of what to avoid in any future AMH implementations.

2.1.2.3 Staging for Transits/Materials Processing/Reshelving Staging

Most current PPLD facilities have insufficient space for materials transits and other materials processing functions, including sufficient space for reshelving logistics (space for enough book carts to handle the needed materials flow). Future buildings should allocate more space than current buildings to support the efficient back-office processing/flows/transits of materials. The space requirements in this area can vary by building size, and expected circulation levels, but should not be short changed.

2.1.2.4 Open office spaces

In general practice, staff who do not supervise others should be in open or cubicle-based office arrangements. These spaces should allow adequate space and storage for their immediate work needs.

2.1.2.5 Private offices

All staff who supervise other staff should ideally have a private office, to ensure the privacy that is often required in supervisory situations.

2.1.2.6 Storage

Another area where most PPLD locations are insufficiently designed is storage space. Very few

locations have enough space for general or program-specific needs. A good range for total storage space is generally in the 3% to 5% of total building space. Storage spaces should be positioned as close as possible to where the stored materials will be used, especially for frequently used materials and equipment. Maximizing vertical wall space with cabinets and shelving can gain space. In some cases, lockable storage walls may be appropriate in program and meeting rooms or behind service points.

2.1.2.7 Staff Restrooms

All locations regardless of size should ideally have a dedicated staff-only restroom located in a behind-the-scenes staff area.

2.1.2.8 Staff Break Area

Any outlet over 10,000 square feet should have a dedicated staff break room. Locations under 10,000 square feet should still have a staff break area but it might be more of a dedicated zone of the staff area instead of a separate room, though this should still have some level of distinction and separation. In addition to tables and chairs for meals, consider comfortable seating that allows for relaxation.

2.1.2.9 Staff Meeting Room

Any outlet over 15,000 square feet should have a dedicated staff meeting room. Outlets under that size should likely utilize public meeting spaces for staff meeting purposes.

2.2 OUTLET SIZE GUIDANCE

The following outlines basic guidance around appropriate sizes for future PPLD outlets. Future PPLD outlets should most likely come in two size ranges:

- Sub-Regional Branches: 15,000 to 25,000 square feet These branches are located in higher-density regions of the district.
 - They would be full-service locations, likely to have full-size meeting spaces, and potentially a Makerspace.
 - See the PPLD Sample 20,000 Sq.Ft. Base Space Program for general guidance around space allocations at a baseline of this size.
- Rural / Neighborhood Branches: 5,000 to 9,000 square feet These branches would be in lower-density rural areas or in places where a neighborhood might need a more specific local approach.

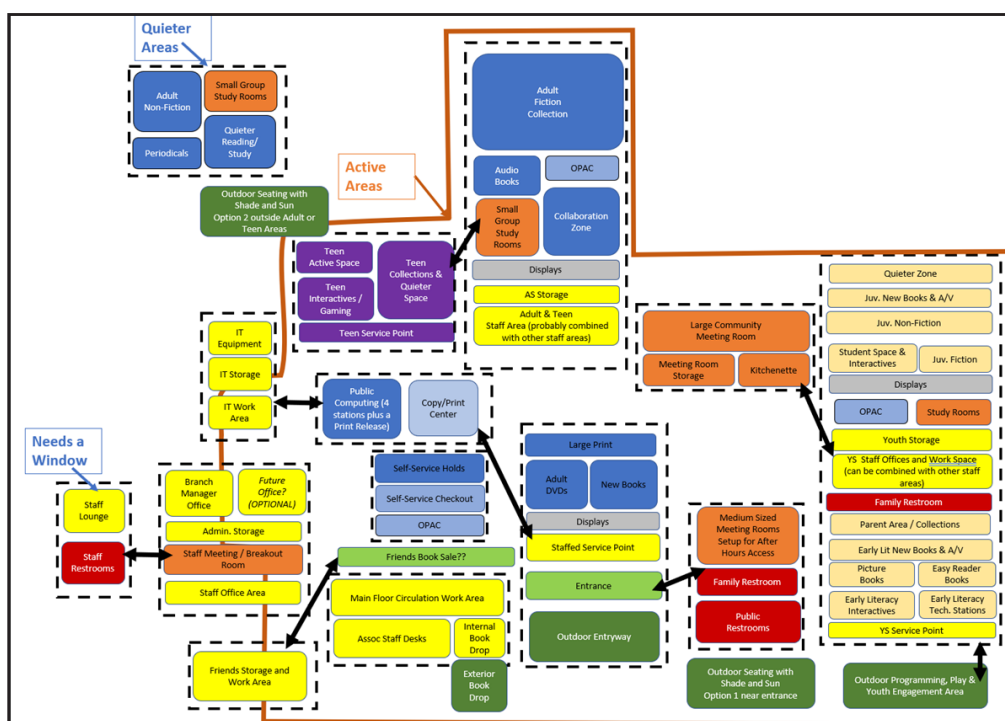
- The services here would be more focused, scaled down, without any specialty spaces, and with more limited meeting space.
- These locations should also be designed in a way that supports the option to do a low or no-staff service model IF/once PPLD implements that expanded hours service model.
- See the PPLD Sample 7,500 Sq.Ft. Base Space Program for general guidance around space allocations at a baseline of this size.

2.3 ADJACENCIES

This section demonstrates a general adjacency diagram, showing 'bubbles' of somewhat relative size depicting required and nice-to-have adjacencies in a general 20,000-square-foot building program. This is NOT intended to be a fixed approach, and an adjacency map should be customized to every project. This should be considered a general guideline of typical best practices but size, programmatic contents and priorities, and site setup will dictate that every adjacency map will need to be different.

Map Key

- Items within dotted lines are required or at least high priority adjacencies
- Items within orange box are Active areas and the goal should be to make these areas as adjacent as possible to keep noisy/collaborative areas together.
- Overall proximities denote desired adjacencies but are not generally high priority unless otherwise noted with a
- Layout assumes a single floor building.
- Please note that service point strategies are still in flux, so the depictions here are simply a starting point for discussions.



BUILDING ELEMENTS

The finishes, furnishings, and facility infrastructure of libraries can have a big impact on their usability and sustainability into the future. This chapter provides general best practices in these categories for the building itself.

3.1 FINISHES

This section includes general concepts for finishes. PPLD has indicated no desire to unify specific products in every single location. Where applicable, such as with the carpet, which is common to the newer facilities, more specific direction will be given, but typically, this section will describe the desired qualities of materials, rather than a prescriptive list of required finishes.

3.1.1 Interior

Interior finishes shall be selected by the design team specifically for each library design project to fit within the overall design character of the facility. Emphasis will be on durable, cleanable products, promoting healthy interior environments. Specific consideration must be given to the acoustic performance of each space.

3.1.1.1 Flooring

Most new flooring in libraries should be carpet tile because it provides the benefits of durability, ease of maintenance, and acoustic performance. Low-pile,

high density, structured loop nylon tiles can withstand heavy foot traffic and movement of wheeled carts, providing greater longevity in high-use areas. High quality carpet fibers will resist soils and prevent stains with permanent inherent stain protection. Ease of cleaning is crucial for handling spills and dirt, and the modular nature of tiles allows for simple replacement of damaged sections, reducing overall maintenance costs. Unlike hard surfaces such as ceramic tile or luxury vinyl tile (LVT), carpet tile provides sound-dampening qualities which help create a quieter atmosphere in the library.

Carpet tile can contribute positively to indoor air quality by trapping allergens and airborne particles which will be taken out of the environment by a regular cleaning program. Carpets and adhesives with low VOC must be specified. Walk-off carpet at library entrances will reduce exterior particulates from being tracked indoors.

Generally, neutral colors and subtle patterns should be chosen to promote a calming atmosphere and minimize distractions. However, color accents and patterns may

be introduced in specific areas to enliven active spaces, especially those dedicated to youth. Floor patterns can also be used for wayfinding to direct patrons to key areas in the library.

Specialty spaces within the library should have hard surface flooring better suited to their usage. Multi-purpose rooms that host art classes, messy children's programs, food service, and the like, should have flooring which is easy to mop clean. LVT is a common durable, slip-resistant material that offers exceptional durability and water resistance, making it ideal for high-traffic areas and spaces prone to moisture. Restroom floors, staff breakrooms, and similar areas should have durable porcelain tile or water-resistant laminate flooring. IT/Communication rooms with sensitive equipment will need static-dissipative flooring or sealed concrete.

In addition to the recommendations above, consideration must be given for how the flooring fits within the overall character of the library facility, particularly spaces with historic value. Wood flooring, stone, terrazzo, and the like, are more common in older library buildings and may be retained to enhance the character of the spaces.

3.1.1.2 Ceilings

The primary ceiling material in a library should be acoustic ceiling tile (ACT) due to its sound absorption properties and light qualities. Particularly in large open spaces, ACT is essential to minimize distracting noise reverberation and create a calming environment. These tiles come in a variety of textures and patterns, allowing for both sound control and visual interest. Integrated lighting systems, recessed or suspended, further enhance the ceiling's functionality, providing even and adjustable illumination tailored to the specific use of the space. Depending on the overall design intent of the library, vaulted or open ceilings may be used to maximize natural light and create a sense of spaciousness. Supplemental acoustic panels will be necessary to control noise in these spaces.

At specific areas of interest such as the service desk, ceiling accent elements should be utilized to direct patrons and provide visual emphasis. Floating "clouds" of acoustic panels, painted drywall, or wood panels in a variety of shapes can provide color and interest. In smaller reading rooms, quiet areas, and calming/sensory spaces, a reduced ceiling height will create a cozy atmosphere conducive to reading and relaxation. Natural materials such as wood paneling can provide a calming effect. Ultimately, the library ceiling should

balance acoustic performance, lighting requirements, and aesthetic considerations, contributing to a welcoming environment for library patrons.

3.1.1.3 Natural Light

The use of natural light should be strongly considered in any library design. Natural light provides measurable health benefits, promotes reduced energy usage, and enhances the interior environment of a facility. Spaces in the library which particularly benefit from natural light include children's spaces, large and small meeting rooms, quiet reading areas, and spaces dedicated to staff use. Where focused tasks and activities take place, the natural lighting should be filtered or indirect to reduce glare and eye fatigue. Highly reflective materials should also be avoided where natural lighting is present.

3.1.2 Exterior

Library exterior design features will vary considerably based on the neighborhood context of each facility. There are no standard requirements for exterior form, materials, or colors. Each library design project must take into consideration the building's scale and neighborhood context to create an appropriate facility. Generally, the library façade should be an open, transparent, welcoming place with visibility into and out of the public-facing spaces.

Exterior signage should also harmonize with the neighborhood while maintaining consistent PPLD branding. Building signage should be designed to fit with the overall library design character, while using PPLD standard branding and colors. In mixed-use urban environments, dedicated storefront window display areas at street-level retail locations are optimal for library branding, announcements, and promotional activities.

3.2 GENERAL FURNITURE STANDARDS

Library furniture can make or break the effectiveness of a space. It must take into account the needs of the users, the wide variety of activities occurring throughout the space, the desire for a long life, and the need to be easily cleaned and maintained.

3.2.1 Variety

Library users come in all shapes and sizes and library furniture needs to reflect that what is comfortable for

one user won't work for another. Seating of different scales, a variety of table and chair heights, and a mix of seating with and without arms will ensure there is something for everyone. Also, consider how users like to work and offer an assortment of public and private seating arrangements and soft seating options with accessible power as well as standard tables and chairs.

3.2.2 Flexibility

For the most part, it is good to be able to use a space or a piece of furniture in multiple ways. Two-person tables on casters can easily be pushed together if larger tables are needed and provide more individualized spaces when those are preferred. Lounge seating with two casters and two fixed legs can still be moved but can also be more fixed. Mobile whiteboards or acoustical screens can be repositioned to subdivide areas as needed. There are times when mobility is not as appropriate when introducing power or trying to limit group size in a particular area so those factors should be taken into consideration.

3.2.3 Upholstery Materials and Fabrics

Wise fabric choices are critical to the lifecycle of upholstered furniture. Double rubs of 30,000+ are considered to be extra heavy-duty fabrics, but in heavily used public spaces like libraries, materials with close to 100,000 double rubs will perform much better. The other consideration is whether a woven or coated fabric should be used which will contribute to cleanability. Woven fabrics can have stain blockers like Crypton or Nanotex added to help resist staining but are still more prone to collecting dust and crumbs. Coated fabrics such as polyurethanes, silicon, and vinyl are easier to wipe clean, but care needs to be taken in choosing the cleaners used because the materials can delaminate, break down, or become sticky if the correct cleaner is not used. Coated fabrics are also more prone to punctures and cannot be repaired as woven fabrics can.

3.2.4 Furniture Lifecycle Considerations

Specifying contract-grade furniture that is designed and manufactured for commercial use is a best practice because it will withstand the wear and tear of a public environment. Developing some standards at least within a space, if not across the district, can provide some unifying elements throughout the building and reduce the complexity of maintaining

the facility. Consistent materials reduce the variation in cleaning procedures and limiting the variety of fabrics and patterns selected makes it easier to replace or reposition items when damage occurs.

Some other basics to keep in mind when choosing furniture:

- Avoid wood veneer on horizontal surfaces such as tables and the tops of shelving units. Materials such as high-pressure laminate, Marmoleum®, and Corian® provide more durable surfaces that are easier to clean.
- Wood or plastic arm caps can help to extend the life of upholstered armchairs.

3.3 BUILDING SYSTEMS

This section will discuss the general needs for the types of spaces. This document does not lay out standards for general mechanical, electrical, and plumbing (MEP) systems as those will need to be tailored to every project. However, the efficiency of systems and the long-term total cost of ownership and operation should always be factored into those designs.

There are several MEP-type considerations that this document seeks to outline around user considerations and special areas considerations.

3.3.1 User Power

Library users need power access that is plentiful and easily accessed. Ideally, this should include both 120V and USB outlets. As USB standards are currently in transition consideration must be given to what is offered. Wireless chargers are also becoming more of a standard but should probably be addressed in a less fixed way, such as tabletop chargers instead of built-in approaches.

3.3.2 Makerspaces and Creativity Spaces

Based on the type of maker or creativity space desired, there may be specialized needs that should be accommodated in the building design.

3.3.2.1 Power

Some makerspace equipment can require higher levels of power/voltage, and if those kinds of systems (laser cutter/etcher, kilns, wood/metalworking equipment, etc.) are initial or future considerations then making allowances for those high power/voltage levels should

be done during the initial design and buildout to save costs later on.

3.3.2.2 Ventilation

Higher-level or specialty ventilation/air-filtration is another element that is sometimes required by certain equipment (laser cutter/etcher, kilns, etc.). It is also something that should potentially be planned for even if not needed in an initial makerspace design.

3.3.2.3 Sinks & Drains

Large wash sinks with cold and hot water supplies should include sprayers to assist with cleanup and

programs. It is critical that if painting, or especially if clay/pottery is going to be part of the makerspace, specialty drains/traps designed for art spaces are utilized.

3.3.2.4 Appliances

Appliances like washers, dryers, and/or dishwashers can be a highly desirable feature of any makerspace. They can be critical in supporting programs and daily use clean-up.

SITE CONSIDERATIONS

The area surrounding the library facility itself contributes to positive first impressions as well as employee and patron health, and the use of outdoor spaces can extend the functionality of the building itself. This section details considerations for the site, including outdoor spaces and parking.

4.1 OUTDOOR SPACES

Outdoor spaces with a solid connection to the library building have become a near standard for many libraries, particularly those with a high number of nice and sunny days such as Colorado experiences. Two approaches have emerged to these spaces with some projects only utilizing one but occasionally projects can utilize both, depending on site and building layout.

4.1.1 Generally accessible outdoor spaces

These outdoor spaces do not have controlled access and are accessible without first entering the building. This type of space is generally more flexible than controlled access outdoor areas and has a larger range of sizes that are feasible. They can be designed to support larger programs (small amphitheaters are even an option) in addition to the youth play or adult usage areas. An often-overlooked component that is key to these spaces is shade. Whether through building overhangs, built-out structures, suspended shade structures, shade umbrellas, or mature trees,

shade is a critical element in making outdoor spaces work. Since these spaces do not have controlled access, outdoor furniture choices need to factor in that reality. User-accessible power is an ideal offering but does add further complications to uncontrolled areas. Timer-controlled power is one possibility that can be utilized to limit problems that might occur with putting accessible power in outdoor areas.

4.1.2 Controlled access outdoor spaces

These spaces can be walled off or occasionally are elevated areas (balconies or rooftops) but cannot be accessed outside of library hours. These areas generally have a focus on either youth areas for play and programs and/or adult spaces for reading, studying, or relaxation. Just as in the generally accessible spaces, shade is a key element of these spaces as well. Building overhangs, built-out structures, suspended shade structures, shade umbrellas, or mature trees are also ways to incorporate shade into these spaces as well. Given these are controlled spaces, comfortable

outdoor furniture and user-accessible power should be a priority. Storage for outdoor programming needs should also be a consideration.

4.2 OFF-STREET PARKING

Parking will be provided in accordance with the provisions of the zoning authority where the library facility is located.

4.2.1 Parking Numbers

The number of parking spaces required will vary considerably based on the zoning code. For instance, libraries within Colorado Springs which are subject to the Unified Development Code require one parking space for every 750 square feet of gross floor area. Libraries under the authority of the El Paso County Land Development Code require one parking space for every 400 square feet of floor area.

Libraries which contain large meeting rooms or community rooms may require additional parking spaces to accommodate influxes of large numbers of people. Where libraries are located adjacent to other uses which have large parking lots, the parking spaces may be shared with the adjacent properties. This will be more common in retail centers or mixed-use urban areas.

4.2.2 Other Parking Considerations

Staff parking spaces near a staff entrance will be designated based on staffing needs and included in the total required parking spaces. Accessible off-street parking spaces, access aisles, and routes will comply with accessibility regulations. Parking spaces for electric vehicles and carpool use may be added to meet LEED requirements, based on project feasibility and desirability.

4.3 DRIVE-UP SERVICE

A drive-up service window is a building feature that should generally be considered when constructing a new building. Retrofitting a service window into existing buildings is typically not practical or cost-effective. The location within the building and vehicle approach to the service window will dramatically impact both site layout and building layout so it is a decision that must be made very early in any new building design. As hold pickups are the primary service occurring via the service window an early decision will also need to be made in terms of whether users will have to select the service window as a hold location at the time of placing the hold (this is the most typical approach) or whether the general holds shelves can be positioned near enough to the service window to not require that.

APPENDICES

- 5.1 PPLD SAMPLE 20K SF
BASE SPACE PROGRAM**
- 5.2 PPLD SAMPLE 7.5K SF
BASE SPACE PROGRAM**

Space Programming and Allocation Matrix-Base 20K SqFt Branch Outlet					
Pikes Peak Library District			Version 1.0		
	Area	IDEAL PROGRAM			Comments/Notes
ADULT/GENERAL PUBLIC SPACES		UNIT	SF PER UNIT		
Entrance, Friends & Customer Service					
1.01	Entrance lobby	1	175 SF	175 SF	
1.02	Internal book return	1	60 SF	60 SF	
1.03	Main service point	2	100 SF	200 SF	2 Service positions (low and a high position each)
1.04	Secure Laptop Storage	1	25 SF	25 SF	
1.05	Self check stations	2	85 SF	170 SF	
1.06	Self-serve holds	1000	.10 SF	100 SF	
1.07	Display/Gallery space	1	100 SF	100 SF	
1.08	48" LCD Panels	2	25 SF	50 SF	
1.09	Literature rack	1	25 SF	25 SF	
1.10	Shopping Cart Parking	1	25 SF	25 SF	Room for 5 small carts
1.11	Business Center - Photocopier, Scanner, etc.	1	100 SF	100 SF	
1.12	Friends Book Sale	1	100 SF	100 SF	
1.13	Nursing Room	1	70 SF	70 SF	fixed built in changing tables??
1.14	Family Restrooms	2	80 SF	160 SF	fixed built in changing tables
1.15	Public Restrooms	4	120 SF	480 SF	fixed built in changing tables??
Subtotal			1,840 SF		
Popular Library/A/V					
2.01	New adult books & Materials Displays	900 Bks	.15 SF	135 SF	
2.02	Adult DVD media	1,500 Items	.08 SF	120 SF	Regular Flat shelves
2.03	Adult Audiobooks	1,500 Titles	.09 SF	135 SF	Regular Flat shelves
2.04	Adult periodicals	70 Titles	1 SF	70 SF	Regular Flat shelves with Acrylic Mag Boxes
2.05	Adult lounge seating	4	50 SF	200 SF	
2.06	Occasional Tables	2	8 SF	16 SF	
Subtotal			676 SF		
Meeting Rooms					
3.01	Large multi-purpose meeting	100 Occ	15 SF	1,500 SF	Positioned to Support Youth Services & other Programming, could likely scale down a bit IF needed
3.02	Meeting Room Storage	1	200 SF	200 SF	Regular Tables, and Chairs storage plus Includes space for a Charlie Cart/Kitchen-al-a-carte
3.03	Kitchen	1	100 SF	100 SF	Sink, Fridge, stove/oven?, microwave, dishwasher
3.04	Small Group Meeting	6	100 SF	600 SF	Mix of sizes and furnishing options
3.05	Medium Sized Meeting Room	1	200 SF	200 SF	8 to 12 People
3.06	Large Group Meeting Room or Makerspace	1	550 SF	550 SF	13-30 People, positioned for after hours usage, includes cabinets, sink, fridge, and counter area
Subtotal			3,150 SF		
Adult Library					
4.01	Adult fiction	11,000 Bks	.10 SF	1,100 SF	
4.02	Large Print	1,500 Bks	.11 SF	165 SF	
4.03	Adult Nonfiction	6,000 Bks	.10 SF	600 SF	
4.04	Adult Tables and Seating (2 Place)	4	70 SF	280 SF	Tables on casters for flexibility
4.05	Adult Collaborative Seating - 4 Place	1	120 SF	120 SF	4 Seats, plus LCD screen
4.06	Adult lounge seating	5	40 SF	200 SF	
4.07	Occasional Tables	3	8 SF	24 SF	
4.08	OPACs	2	60 SF	120 SF	
4.09	Adult public computers	8	80 SF	640 SF	Supplemented by Laptops checked out for use in library
4.10	Printer station	1	40 SF	40 SF	
Subtotal			3,289 SF		
ADULT/GENERAL PUBLIC SPACES				8,955 SF	

YOUTH LIBRARY		UNIT	SF PER UNIT		
Children's Service Area / Popular Library					
10.01	Service Point	1	100 SF	100 SF	
10.02	Self check stations - Youth Height	1	85 SF	85 SF	
10.03	Children's Reference Materials	25 Bks	.09 SF	2 SF	
10.04	New Books Display (Spine & Face out)	200 Bks	.13 SF	25 SF	
10.05	Children's DVDs	500 Items	.05 SF	25 SF	Regular Flat shelves
10.06	Children's Audiobooks	200 Bks	.08 SF	16 SF	Regular Flat shelves
10.07	Children's Periodicals	5	1 SF	5 SF	
10.08	48" LCD Panels	1	25 SF	25 SF	Marketing, and program promotion
10.09	Art Display Area (2-D and 3-D art)	1	100 SF	100 SF	
Subtotal				383 SF	
Pre and Early Literacy (Ages 0 - 4)					
11.01	Children's Picture / Board Books	6,000 Bks	.11 SF	660 SF	Mix of Browser Bins and Flat Shelving
11.02	Children's tables and chairs (2 place)	3	70 SF	210 SF	
11.03	Children's Lounge seating	2	30 SF	60 SF	
11.04	Parent lounge seating/Chair and Half	3	40 SF	120 SF	Sized for Caregiver with Child
11.05	Occasional Table	1	8 SF	8 SF	
11.06	Special feature (e.g., interactives)	2	100 SF	200 SF	
Subtotal				1,258 SF	
Young School aged (ages 5 - 8)					
12.01	Easy Readers	1,500 Bks	.09 SF	135 SF	
12.02	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
12.03	Adult-sized Table & Chairs (2 place)	2	60 SF	120 SF	
12.04	Adult-sized Lounge Seating	2	40 SF	80 SF	
12.05	Occasional Table	1	8 SF	8 SF	
12.06	Special feature (e.g., interactives)	2	75 SF	150 SF	Interactive, manipulatives, play stations
12.07	PAC Stations on Stack Ends	2	25 SF	50 SF	
Subtotal				543 SF	
Pre-Teen (ages 9 - 12)					
13.01	Children's Fiction	4,000 Bks	.10 SF	400 SF	
13.02	Children's Graphic Novels	500 Bks	.10 SF	50 SF	
13.03	Children's Nonfiction	3,800 Bks	.10 SF	380 SF	
13.04	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
13.05	Adult-sized Table & Chairs (2 place)	3	60 SF	180 SF	
13.06	Adult-sized Lounge Seating	2	40 SF	80 SF	
13.07	Occasional Table	1	8 SF	8 SF	
13.08	Multimedia / Gaming / Interactives	1	50 SF	50 SF	
Subtotal				1,148 SF	
Miscellaneous					
14.01	Parenting Collection	200 Bks	.10 SF	20 SF	
14.02	Stroller Parking	1	50 SF	50 SF	
Subtotal				70 SF	
YOUTH LIBRARY				3,402 SF	

TEEN LIBRARY		UNIT	SF PER UNIT		
Teen Library					
15.01	Teen New Books Display	200 Bks	.12 SF	24 SF	a small pedestal at most or likely just a space placeholder
15.02	Service Point	1	80 SF	80 SF	
15.03	Teen Fiction & Graphic Novels	2,000 Bks	.10 SF	200 SF	
15.04	Teen DVD/Media	100 Items	.08 SF	8 SF	
15.05	Teen Non-Fiction	200 Bks	.10 SF	20 SF	
15.06	Teen Audiobooks	100 Bks	.09 SF	9 SF	
15.07	48" LCD Panels	1	25 SF	25 SF	Booths Possibly
15.08	Adult-sized Table & Chairs (4 place)	1	90 SF	90 SF	
15.09	Adult-sized Table & Chairs (2 place)	2	60 SF	120 SF	
15.10	Adult-sized Lounge Seating	3	40 SF	120 SF	
15.11	Occasional Table	2	8 SF	16 SF	
15.12	Multimedia / Gaming / Social / Flex	2	100 SF	200 SF	
15.13	Art Display Area (2-D and 3-D art)	1	80 SF	80 SF	
Subtotal				992 SF	
TEEN LIBRARY				992 SF	
STAFF AREAS		UNIT	SF PER UNIT		
Staff Space - Staff					
9.01	Branch Manager - Office	1	120 SF	120 SF	Seats 8 to 12 Includes space for Courier Services, Limited Processing, and general work flow
9.02	Circulation Staff/Library Assistants	2	75 SF	150 SF	
9.03	PT Assistants (Shared Stations)	2	50 SF	100 SF	
9.04	Staff Meeting Room	1	200 SF	200 SF	
9.05	Work Area / Logistics	1	250 SF	250 SF	
9.06	External Book Drop Room	1	50 SF	50 SF	
9.07	Youth Workroom	1	125 SF	125 SF	Includes extra space for work area in office
9.08	Children's Librarian	2	90 SF	180 SF	
9.09	Teen /Adult Librarian	1	140 SF	140 SF	
9.10	Miscellaneous Youth Storage	1	150 SF	150 SF	
9.11	Miscellaneous Library Storage	1	100 SF	100 SF	
9.12	Miscellaneous Adult Storage	1	100 SF	100 SF	
9.13	Friends Book Storage / Work area	1	100 SF	100 SF	Separate Area NOT shared with Staff work areas
9.14	Staff Restroom	1	90 SF	90 SF	
9.15	Janitor's closet	1	75 SF	75 SF	
9.16	Staff Breakroom	1	200 SF	200 SF	
9.17	IT Equipment, Storage, and Work area	1	100 SF	100 SF	
Subtotal				2,230 SF	
STAFF AREAS				2,230 SF	

BUILDING SUB-TOTALS				15,579 SF	
	Circulation Factor		15.00%	2,337 SF	
	Footprint, Mechanical & Electrical	1	15.00%	2,337 SF	
	Totals >>			20,253 SF	
SEATING/PCs/STAFF POSITION TOTALS:					
	Total Seating	75			Table Seating, Lounge Seating, and study rooms: does NOT include PC Stations or meeting rooms
	Total Computers	8			Doesn't include Early Lit stations
	Total Staff Positions	8			Doesn't include Service Point Stations
	Service Point Stations	4			
SPACE TOTALS:					
	Staff Only Space	2,230	11%		
	General and Adult Space	3,965	20%		Doesn't include meeting space
	Entry/Cust Serv/Meeting Space/Eating Area	4,990	25%		
	Youth Space	3,402	17%		
	Teen Space	992	5%		
	Circ Factor / Mechanical/ Footprint	4,674	23%		
	Total space for All Collections:	3,824	19%		
ON SHELF COLLECTION CAPACITY TOTALS:					
	Holds Capacity	1,000			
	Adult	20,900	52%		
	Childrens	16,901	42%		
	Teen	2,600	6%		
	Total:	40,401			

Space Programming and Allocation Matrix-Base 7.5K SqFt Branch Outlet					
Pikes Peak Library District					Version 1.0
	Area	IDEAL PROGRAM			Comments/Notes
ADULT/GENERAL PUBLIC SPACES		UNIT	SF PER UNIT		
Entrance, Friends & Customer Service					
1.01	Entrance lobby	1	75 SF	75 SF	
1.02	Internal book return	1	60 SF	60 SF	
1.03	Main service point	1	100 SF	100 SF	
1.04	Secure Laptop Storage	1	25 SF	25 SF	
1.05	Self check stations	1	85 SF	85 SF	
1.06	Self-serve holds	400	.10 SF	40 SF	
1.07	Display/Gallery space	1	100 SF	100 SF	
1.08	48" LCD Panels	1	25 SF	25 SF	
1.09	Literature rack	1	25 SF	25 SF	
1.10	Shopping Cart Parking	1	25 SF	25 SF	Room for 5 small carts
1.11	Business Center - Photocopier, Scanner, etc.	1	100 SF	100 SF	
1.12	Friends Book Sale	1	100 SF	100 SF	
1.13	Nursing Room	1	70 SF	70 SF	fixed built in changing tables??
1.14	Family Restrooms	1	80 SF	80 SF	fixed built in changing tables
1.15	Public Restrooms	2	120 SF	240 SF	fixed built in changing tables??
Subtotal			1,150 SF		
Popular Library/A/V					
2.01	New adult books & Materials Displays	400 Bks	.15 SF	60 SF	
2.02	Adult DVD media	1,000 Items	.08 SF	80 SF	Regular Flat shelves
2.03	Adult Audiobooks	500 Titles	.09 SF	45 SF	Regular Flat shelves
2.04	Adult periodicals	25 Titles	1 SF	25 SF	Regular Flat shelves with Acrylic Mag Boxes
2.05	Adult lounge seating	2	50 SF	100 SF	
2.06	Occasional Tables	1	8 SF	8 SF	
Subtotal			318 SF		
Meeting Rooms					
3.01	Large multi-purpose meeting	25 Occ	15 SF	375 SF	Positioned to Support Youth Services & other Programming, could likely scale down a bit IF needed
3.02	Meeting Room Storage	1	100 SF	100 SF	Regular Tables, and Chairs storage plus Includes space for a Charlie Cart/Kitchen-al-a-carte
3.03	Kitchen	0	100 SF	SF	Sink, Fridge, stove/oven?, microwave, dishwasher
3.04	Small Group Meeting	2	100 SF	200 SF	Mix of sizes and furnishing options
3.05	Medium Sized Meeting Room	0	200 SF	SF	8 to 12 People
3.06	Large Group Meeting Room or Makerspace	0	550 SF	SF	13-30 People, positioned for after hours usage, includes cabinets, sink, fridge, and counter area
Subtotal			675 SF		
Adult Library					
4.01	Adult fiction	3,500 Bks	.10 SF	350 SF	
4.02	Large Print	500 Bks	.11 SF	55 SF	
4.03	Adult Nonfiction	2,500 Bks	.10 SF	250 SF	
4.04	Adult Tables and Seating (2 Place)	2	70 SF	140 SF	Tables on casters for flexibility
4.05	Adult Collaborative Seating - 4 Place	0	120 SF	SF	4 Seats, plus LCD screen
4.06	Adult lounge seating	2	40 SF	80 SF	
4.07	Occasional Tables	1	8 SF	8 SF	
4.08	OPACs	1	60 SF	60 SF	
4.09	Adult public computers	2	80 SF	160 SF	Supplemented by Laptops checked out for use in library
4.10	Printer station	1	40 SF	40 SF	
Subtotal			1,143 SF		
ADULT/GENERAL PUBLIC SPACES				3,286 SF	

YOUTH LIBRARY		UNIT	SF PER UNIT		
Children's Service Area / Popular Library					
10.01	Service Point	0	100 SF	SF	
10.02	Self check stations - Youth Height	0	85 SF	SF	
10.03	Children's Reference Materials	20 Bks	.09 SF	2 SF	
10.04	New Books Display (Spine & Face out)	100 Bks	.13 SF	13 SF	
10.05	Children's DVDs	200 Items	.05 SF	10 SF	Regular Flat shelves
10.06	Children's Audiobooks	50 Bks	.08 SF	4 SF	Regular Flat shelves
10.07	Children's Periodicals	5	1 SF	5 SF	
10.08	48" LCD Panels	1	25 SF	25 SF	Marketing, and program promotion
10.09	Art Display Area (2-D and 3-D art)	0	100 SF	SF	
Subtotal				58 SF	
Pre and Early Literacy (Ages 0 - 4)					
11.01	Children's Picture / Board Books	2,500 Bks	.11 SF	275 SF	Mix of Browser Bins and Flat Shelving
11.02	Children's tables and chairs (2 place)	2	70 SF	140 SF	
11.03	Children's Lounge seating	2	30 SF	60 SF	
11.04	Parent lounge seating/Chair and Half	1	40 SF	40 SF	Sized for Caregiver with Child
11.05	Occasional Table	1	8 SF	8 SF	
11.06	Special feature (e.g., interactives)	1	100 SF	100 SF	
Subtotal				623 SF	
Young School aged (ages 5 - 8)					
12.01	Easy Readers	750 Bks	.09 SF	68 SF	
12.02	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
12.03	Adult-sized Table & Chairs (2 place)	1	60 SF	60 SF	
12.04	Adult-sized Lounge Seating	1	40 SF	40 SF	
12.05	Occasional Table	1	8 SF	8 SF	
12.06	Special feature (e.g., interactives)	1	75 SF	75 SF	Interactive, manipulatives, play stations
12.07	PAC Stations on Stack Ends	0	25 SF	SF	
Subtotal				251 SF	
Pre-Teen (ages 9 - 12)					
13.01	Children's Fiction	1,750 Bks	.10 SF	175 SF	
13.02	Children's Graphic Novels	200 Bks	.10 SF	20 SF	
13.03	Children's Nonfiction	1,000 Bks	.10 SF	100 SF	
13.04	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
13.05	Adult-sized Table & Chairs (2 place)	1	60 SF	60 SF	
13.06	Adult-sized Lounge Seating	1	40 SF	40 SF	
13.07	Occasional Table	1	8 SF	8 SF	
13.08	Multimedia / Gaming / Interactives	1	50 SF	50 SF	
Subtotal				453 SF	
Miscellaneous					
14.01	Parenting Collection	100 Bks	.10 SF	10 SF	
14.02	Stroller Parking	0	50 SF	SF	
Subtotal				10 SF	
YOUTH LIBRARY				1,395 SF	

TEEN LIBRARY		UNIT	SF PER UNIT		
Teen Library					
15.01	Teen New Books Display	50 Bks	.12 SF	6 SF	a small pedestal at most or likely just a space placeholder
15.02	Service Point	0	80 SF	SF	
15.03	Teen Fiction & Graphic Novels	500 Bks	.10 SF	50 SF	
15.04	Teen DVD/Media	Items	.08 SF	SF	
15.05	Teen Non-Fiction	200 Bks	.10 SF	20 SF	
15.06	Teen Audiobooks	Bks	.09 SF	SF	
15.07	48" LCD Panels	1	25 SF	25 SF	Booths Possibly
15.08	Adult-sized Table & Chairs (4 place)	0	90 SF	SF	
15.09	Adult-sized Table & Chairs (2 place)	2	60 SF	120 SF	
15.10	Adult-sized Lounge Seating	1	40 SF	40 SF	
15.11	Occasional Table	1	8 SF	8 SF	
15.12	Multimedia / Gaming / Social / Flex	0	100 SF	SF	
15.13	Art Display Area (2-D and 3-D art)	0	80 SF	SF	
Subtotal				269 SF	
TEEN LIBRARY				269 SF	
STAFF AREAS		UNIT	SF PER UNIT		
Staff Space - Staff					
9.01	Branch Manager - Office	1	90 SF	90 SF	Seats 8 to 12 Includes space for Courier Services, Limited Processing, and general work flow
9.02	Circulation Staff/Library Assistants	1	75 SF	75 SF	
9.03	PT Assistants (Shared Stations)	1	50 SF	50 SF	
9.04	Staff Meeting Room	0	200 SF	SF	
9.05	Work Area / Logistics	1	100 SF	100 SF	
9.06	External Book Drop Room	1	50 SF	50 SF	
9.07	Youth Workroom	0	125 SF	SF	Includes extra space for work area in office
9.08	Children's Librarian	0	90 SF	SF	
9.09	Teen /Adult Librarian	0	140 SF	SF	
9.10	Miscellaneous Youth Storage	1	75 SF	75 SF	
9.11	Miscellaneous Library Storage	1	50 SF	50 SF	
9.12	Miscellaneous Adult Storage	1	50 SF	50 SF	
9.13	Friends Book Storage / Work area	0	100 SF	SF	Separate Area NOT shared with Staff work areas
9.14	Staff Restroom	1	90 SF	90 SF	
9.15	Janitor's closet	1	75 SF	75 SF	
9.16	Staff Breakroom	1	75 SF	75 SF	
9.17	IT Equipment, Storage, and Work area	1	50 SF	50 SF	
Subtotal				830 SF	
STAFF AREAS				830 SF	

BUILDING SUB-TOTALS			5,780 SF	
	Circulation Factor		15.00%	867 SF
	Footprint, Mechanical & Electrical	1	15.00%	867 SF
	Totals >>			7,514 SF
	SEATING/PCs/STAFF POSITION TOTALS:			
	Total Seating	32		Table Seating, Lounge Seating, and study rooms: does NOT include PC Stations or meeting rooms
	Total Computers	2		Doesn't include Early Lit stations
	Total Staff Positions	3		Doesn't include Service Point Stations
	Service Point Stations	1		
	SPACE TOTALS:			
	Staff Only Space	830	11%	
	General and Adult Space	1,461	19%	Doesn't include meeting space
	Entry/Cust Serv/Meeting Space/Eating Area	1,825	24%	
	Youth Space	1,395	19%	
	Teen Space	269	4%	
	Circ Factor / Mechanical/ Footprint	1,734	23%	
	Total space for All Collections:	1,402	19%	
	ON SHELF COLLECTION CAPACITY TOTALS:			
	Holds Capacity	400		
	Adult	7,900	52%	
	Childrens	6,650	43%	
	Teen	750	5%	
	Total:	15,300		

Friends of the Pikes Peak Library District MAY 2025 Report

The friends continue with final preparations for the Literary Awards luncheon. We are also sorting out Friends presence at the Summer Adventure parties and ice cream socials.

Sales	(Gross)	
Sales thru April	Amazon	\$688
	eBay	\$4,981
	Web storefront	\$46
	East Bookstore	\$3,847
	Library 21C	\$1,730
	Penrose	\$465
TOTAL SALES		\$11,757

The Friends Bookstore at Library 21c was temporarily closed to customers on Tuesday, April 22nd, while Facilities completed final painting and installed bookshelves. On Friday, eight volunteers assisted with preparing the space for reopening. The new layout significantly increases storage capacity. The bookstore held a "soft opening" on Saturday, April 10, with a "Grand Reopening" planned for two weeks later.

Following the installation of the patron services desks at Penrose Library, a few minor items require attention in the Friends area: the completion of the in-wall honor box, the placement of a magazine rack, an improved media display, and perhaps a child's reading chair.

Due to the ongoing elevator outage at East Library, we are still experiencing difficulties with accepting donations and maintaining sufficient inventory levels at the East bookstore.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

	Month	YTD	Month	PY
	Feb 28, 2025	2025	Feb 29, 2024	2024
Revenue				
s	\$ 56,280	\$ 70,465	\$ 2,192	\$ 35,009
Giving				
Individuals				
Foundations	1,755	2,190	-	-
Corporation	-	23,000	280	310
Total Giving	58,035	95,655	2,472	35,319



April 30, 2025
Monthly Financial Report

Board of Trustees Meeting
May 21, 2025



Monthly Financial Report - PPLD (as a whole)
As of April 30, 2025

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of April 30, 2025</u>			
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	
<u>REVENUES</u>					
Property Taxes (1)	36,823,323	22,992,334	23,769,566	777,232	
Specific ownership taxes	3,300,000	1,100,000	1,197,502	97,502	
Total Taxes	40,123,323	24,092,334	24,967,068	874,734	
Intergovernmental - E-Rate	0	0	13,079	13,079	
Intergovernmental - State Grant	159,933	0	114,211	114,211	
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	30,000	28,715	(1,285)	
Interest income	500,000	166,667	386,529	219,862	
Donations/fundraising	605,000	0	85,686	85,686	
Miscellaneous- Copy sales	35,000	11,667	12,461	795	
Miscellaneous- Parking lot collections	6,000	2,000	39	(1,961)	
Miscellaneous- Other	32,962	10,987	17,988	7,000	
Total Operating Revenue	1,629,746	221,321	755,585	534,264	
Employee contributions	393,533	131,178	148,422	17,245	
Total Other Revenue	393,533	131,178	148,422	17,245	
Total Revenue	42,146,602	24,444,832	25,871,075	1,426,243	
<u>EXPENDITURES</u>					
Personnel Expense	25,338,286	8,489,327	7,419,467	1,069,860	
Operating Expense	15,067,844	5,240,559	4,949,878	290,681	
Capital Outlay	7,207,961	1,119,917	1,006,812	113,104	
Total Expenditures	47,614,091	14,849,804	13,376,158	1,473,646	
Excess (deficiency) of Revenue over Expenditures	(5,467,489)	9,595,029	12,494,917	2,899,889	
<u>OTHER FINANCING SOURCES (uses)</u>					
Transfer In/(Out)	0	0	0	0	
	0	0	0	0	
Net Impact to Fund Balance	(5,467,489)	9,595,029	12,494,917	2,899,889	
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	18,752,656	18,752,656	18,752,656	0	
Ending Fund Balance (Projected)	13,285,167	28,347,685	31,247,573	2,899,889	

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

(2) 2024 Projected Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND

As of April 30, 2025

		Year to Date Activity as of April 30, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	33,949,371	21,197,850	21,868,000	670,150
Specific ownership taxes	3,300,000	1,100,000	1,197,502	97,502
Total Taxes	37,249,371	22,297,850	23,065,503	767,653
Intergovernmental	360,784	0	224,166	224,166
Donations/fundraising	605,000	0	85,686	85,686
Fines and fees	90,000	30,000	28,715	(1,285)
Other Operating	573,962	191,321	416,809	225,488
Total Operating Revenue	1,629,746	221,321	755,377	534,056
Total Revenue	38,879,117	22,519,171	23,820,879	1,301,709
<u>EXPENDITURES</u>				
Public Services Administrative	9,499,432	3,166,477	2,816,046	350,431
Programming Administration	1,543,139	514,380	415,537	98,843
Branch Administration	10,491,316	3,497,105	3,008,242	488,863
Total Public Services Expenditures	21,533,887	7,177,962	6,239,825	938,137
Chief Librarian and CEO Office	461,622	153,874	143,852	10,022
Support Services	8,003,300	2,667,767	2,240,068	427,699
Security	1,637,858	545,953	512,771	33,181
Finance Office	1,741,020	634,351	764,427	(130,076)
Communications Office	1,530,849	510,283	360,294	149,990
Development Office	200,070	66,690	45,797	20,893
Interdepartmental	1,041,978	554,492	535,200	19,292
Total Administration Expenditures	14,616,699	5,133,410	4,602,409	531,000
Designated Funds	690,694	230,231	325,828	(95,597)
Total Expenditures	36,841,279	12,541,603	11,168,062	1,373,541
Excess (deficiency) of Revenue over Expenditures	2,037,839	9,977,568	12,652,818	2,675,250
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	2,037,839	9,977,568	12,652,818	2,675,250
GF Unassigned Beginning Fund Balance *	14,127,260	14,127,260	14,127,260	0
Ending Fund Balance (Projected)	16,165,099	24,104,828	26,780,078	2,675,250



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of April 30, 2025

		Year to Date Activity as of April 30, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>				
Public Services	21,533,887	7,177,962	6,239,825	938,137
Public Services Administrative	9,499,432	3,166,477	2,816,046	350,431
Public Services Administration	264,246	88,082	80,078	8,004
Collection Management	2,798,690	932,897	954,957	(22,060)
Collection Management - Library Materials	4,728,112	1,576,037	1,398,979	177,058
Regional History and Genealogy	823,765	274,588	216,528	58,060
Adult Education	884,619	294,873	165,505	129,368
Programming Administration	1,543,139	514,380	415,537	98,843
Branch Administration	10,491,316	3,497,105	3,008,242	488,863
Branch Administration	663,797	221,266	160,501	60,765
Penrose Library	1,679,171	559,724	434,528	125,196
East Library	1,698,504	566,168	535,318	30,850
Library 21c	1,863,884	621,295	522,224	99,071
Cheyenne Mountain Library	538,594	179,531	165,658	13,873
Fountain Library	431,303	143,768	113,634	30,134
High Prairie Library	427,259	142,420	136,342	6,078
Manitou Springs Library	468,367	156,122	137,719	18,403
Monument Library	638,910	212,970	195,005	17,965
Old Colorado City Library	451,739	150,580	131,122	19,458
Palmer Lake Library	-	-	-	-
Ruth Holley Library	461,134	153,711	117,107	36,605
Sand Creek Library	581,909	193,970	201,110	(7,141)
Ute Pass Library	-	-	-	-
Calhan Library	79,534	26,511	16,557	9,954
Mobile Library Services	507,212	169,071	141,418	27,652
Administration	14,616,699	5,133,410	4,602,409	531,000
Chief Librarian and CEO Office	461,622	153,874	143,852	10,022



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of April 30, 2025

General Fund

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of April 30, 2025</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Support Services	8,003,300	2,667,767	2,240,068	427,699
Support Services Administration	338,676	112,892	91,530	21,362
Human Resources Office	941,100	313,700	257,748	55,952
Facilities	3,720,004	1,240,001	985,677	254,324
Facilities - District-wide	1,159,500	386,500	282,510	103,990
Facilities - Penrose Library	395,067	131,689	101,939	29,750
Facilities - East Library	267,745	89,248	70,237	19,011
Facilities - Library 21c	381,556	127,185	153,820	(26,635)
Facilities - Utilities / Rents	1,516,135	505,378	377,171	128,208
Information Technology	2,456,271	818,757	759,478	59,278
Strategy and Innovation	547,250	182,417	145,635	36,782
Security	1,637,858	545,953	512,771	33,181
Finance Office	1,741,020	634,351	764,427	(130,076)
Communications Office	1,530,849	510,283	360,294	149,990
Development Office	200,070	66,690	45,797	20,893
Interdepartmental	1,041,978	554,492	535,200	19,292
Interdepartmental - Other	1,041,978	554,492	535,200	19,292
UNDESIGNATED	36,150,585	12,311,372	10,842,234	1,469,138
Designated Funds	690,694	230,231	325,828	(95,597)
DESIGNATED	690,694	230,231	325,828	(95,597)
TOTAL GENERAL FUND	36,841,279	12,541,603	11,168,062	1,373,541



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of April 30, 2025

		Year to Date Activity as of April 30, 2025		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	0	0	0	0
Total Revenue	0	0	0	0
<u>EXPENDITURES</u>				
Capital Fund- Facilities	3,909,154	736,797	624,931	111,866
Capital Fund-Communication	63,398	0	8,982	(8,982)
Capital Fund- Security	217,473	84,135	62,319	21,816
Capital Fund- IT	2,027,884	288,984	304,069	(15,085)
Capital Fund- Video Studio	0	0	0	0
Capital Fund- Strategy & Innovation	0	0	0	0
Capital Fund- Finance	933,651	10,000	6,511	3,489
Capital Fund- Special Revenue Funds	56,401	0	0	0
Total Expenditures	7,207,961	1,119,917	1,006,812	113,104
Excess (deficiency) of Revenue over Expenditures	(7,207,961)	(1,119,917)	(1,006,812)	113,104
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(7,207,961)	(1,119,917)	(1,006,812)	113,104
Beginning Fund Balance*	3,230,616	3,230,616	3,230,616	0
Ending Fund Balance (Projected)	(3,977,345)	2,110,699	2,223,804	113,104



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of April 30, 2025

		Year to Date Activity as of April 30, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	2,873,951	1,794,484	1,901,565	107,082
Employee contributions	393,533	131,178	148,422	17,245
Other Revenue	0	0	208	208
Total Revenue	3,267,484	1,925,661	2,050,196	124,535
<u>EXPENDITURES</u>				
Personnel Expense	2,353,223	784,408	716,119	68,289
Operating Expense	1,211,628	403,876	485,165	(81,289)
Total Expenditures	3,564,851	1,188,284	1,201,284	(13,000)
Excess (deficiency) of Revenue over Expenditures	(297,367)	737,378	848,912	111,534
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(297,367)	737,378	848,912	111,534
Beginning Net Position*	1,394,780	1,394,780	1,394,780	0
Ending Fund Balance (Projected)	1,097,413	2,132,158	2,243,692	111,534



2025 Budget Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUE					
December 10, 2024	2025 OAB Budget Ratification	\$38,879,117	\$0	\$3,267,484	\$42,146,601
	TOTAL REVENUE	\$38,879,117	\$0	\$3,267,484	\$42,146,601
EXPENDITURES					
December 10, 2024	2024 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
TRANSFERS IN / (OUT)					
					\$0
					\$0
	TOTAL TRANSFERS IN / (OUT)	\$0	\$0	\$0	\$0
	Net Change in Fund Balance	\$2,037,839	(\$7,207,961)	(\$297,367)	(\$5,467,489)
<i>Actual</i>	GF Unassigned, CIP & SIF Beginning Fund Balance	\$14,127,260	\$3,230,616	\$1,394,780	\$18,752,656
<i>Projected</i>	GF Unassigned, CIP & SIF Beginning Fund Balance	\$16,165,099	(\$3,977,345)	\$1,097,413	\$13,285,167

Public Services Report April 2025

Compliments

Several locations received acknowledgement for the hard work they do for the community. Ruth Holley Library and Sand Creek Library received cakes. Penrose Library received a pie.

Girl Scout troop #44876 chose East Library as their Hometown Hero. Members of the troop delivered numerous boxes of Girl Scout cookies for staff to enjoy, along with a heartfelt note of appreciation saying; "Thank you for everything you do for the community! You put so much time and care into making our library such an amazing and comforting place, and we really appreciate it!"

Tarah Ruff was celebrated by entrepreneur group Thrive Colorado Springs for presenting and sharing PPLD's resources for competition and consumer information through databases. They were grateful to PPLD for supporting community entrepreneurs with free resources.

Adult Education Access

The first Finding Info class was taught to a cohort of librarians. Staff across the district have been working hard to get this off the ground and up and running with the following objectives:

- To develop a training program that is consistent for all staff across locations.
- To develop all librarians as trainers to deliver portions of the curriculum based on their expertise and job function.
- To ensure that all Senior Associates and Associates have a minimum training goal each year for them to learn and better promote library resources.
- To create a learning environment amongst staff, where librarians can demonstrate intellectual curiosity and customer service.
- To create confidence in staff in their ability to answer reference questions and connect patrons to appropriate resources across a range of topics.
- To build camaraderie amongst staff working in different locations and departments.

Thanks to Deb Hamilton for facilitating the entire process, Jennifer Luebbert, and Tim Morris for transitioning into leadership for the ongoing process, Ben Kegley and Sarah Marshall for support in Training the Trainers, Heidi Buljung, Melissa Mitchell, Krista Funke, and many other librarians across the district who have shared their knowledge and expertise for the project. Also thank you to Janina Karoub and Gigi Holman for their support and enthusiasm in reestablishing this training for staff.

Accountability

Tarah Ruff has been working with Strategy and Innovation to complete the statistical component of the Annual Comprehensive Financial Review.

Community Connections

Tarah Ruff presented in the local Market Research class, hosted by local entrepreneur group Thrive Colorado Springs, where she shared the PPLD's resources for competition and consumer information through databases.

Staff

The GED Prep and ESL instructors attended the Coalition of Adult Basic Education (COABE) Conference. This national conference offers sessions on instruction, best practices, and networking with other adult education programs.

Branches

Access

Staff from several locations connected with over 1,500 students via school visits, book talks, lightning lessons, and bilingual storytimes. Highlights include Cheyenne Mountain Library, Library 21c and Penrose Library offering resource classes at schools, The Zebulon Pike Youth Services Center, and at a school's ASL Club. Staff also attended in-school book clubs.

Mobile Libraries began a monthly storytime at the Wilson Ranch Bookmobile stop.

Accountability

Ruth Holley Library partnered with Thomas MacLaren School to facilitate student library cards.

Library 21c provided library cards, studio tours, and career programming to Chafee Youth Program teens, a program offering help to teens in foster care, to prepare for adulthood.

Communications

Monument Library celebrated its 50th Anniversary on April 5th! The manager had three live TV interviews on KKTU to promote the event. Staff members wrote an article for the Library Limelight column, talking about Monument Library's 50th birthday/anniversary. Over 250 people attended the celebration. The celebration featured food and drinks, a special exhibit put together by staff from Monument and RH&G, special make & takes, and decade-themed prizes.

Community Connections

Fresh Start, High Prairie Library's Community Partner, collected 73 pounds of donated food from High Prairie's donation bin.

Sand Creek Library hosted Sierra High School students in Studio916 for hands-on audio engineering work.

Fountain Library partnered with El Paso County Public Health for Drug Take Back Day, collecting 147.5 pounds of medication.

Library 21c Studio tours and career programming were provided to Chafee Youth Program teens and patrons with diverse needs.

East Library hosted the Homeschool Art Reception on April 30th which saw 222 patrons attend the reception.

Physical and Virtual Spaces

Manitou Springs Library neared completion of punch list renovations with positive community response.

East Library's elevator continued to undergo required upgrades.

The Mobile Library team continues to work with the new bookmobile vendor to finalize the vehicle specifications.

Staff

Library 21c staff supported and participated in Take A Child To Work Day on April 24th. The group toured Collection Management and spent time with returns in the circulation workroom. 21c staff led a tour of the Makerspaces and did 3D printing, laser-engraving, and button-making activities. The participants were able to experience green screen and recording activities. They were also able to assist with Tween program set up and then participate in the Tween: Dragon Fest program.

Staff training remained a high priority with several required training courses being due in April. Staff also attended the Colorado Teen Literature Conference and the Rocky Mountain Outreach Interest Group meeting.

Collection Management

Access

The Interlibrary Loan (ILL) team received 2,114 patron requests (borrowing material from other libraries) and 775 lending requests (sharing PPLD items with other libraries) for a total of 2,889 requests in April.

New children's Braille books were selected, ordered, cataloged, and processed for the collections at East Library, Penrose Library, and Library 21c.

Orders have been placed for copies of the 2025 All Pikes Peak Reads (APPR) title.

PPLD's OverDrive/Libby collection hit 1,000,000 checkouts on April 2nd with *The Federal Reserve* by Stephen H. Axilrod. For comparison, PPLD hit 1,000,000 checkouts in 2024 on April 15, in 2023 on May 5, and in 2022 on May 18.

Accountability

During a rare slowdown of shipments from vendors, the catalogers were able to tackle original cataloging for unique titles and attend training to refresh their knowledge. The lull in shipments also allowed Collection Management staff to contribute over 40 hours to shelving at Penrose Library.

The Circulation Services Coordinator prepared a draft RFP for the materials courier service that transports thousands of items daily between the libraries, many to fill patron holds.

Community Connections

ILL staff member Megan Dooley attended the Healthy Kids Day outreach on April 26th at the Briargate YMCA with Monument Library supervisor, Meredith Moore. They spoke to over 290 people and registered nine patrons for PPLD library cards.

April 24th was Take Your Child to Work Day, and a small group of employees' children came to Collection Management. Members of the Materials workgroup helped the children with a variety of Collection Management tasks during their tour of the building. These tasks included unpacking boxes of books, applying special stickers and RFID tags, and stamping books removed from circulation.

Physical and Virtual Spaces

The Integrated Library System (ILS) team and Director of Collection Management met with the project manager for the migration to the Polaris ILS. A timeline was established for the move to the new system. The group will continue to meet for about ten hours a week through May to define data fields from the current ILS for import into the new ILS. The ILS Administrator and ILS Analyst will spend most of their time outside of the meetings working on other aspects of the migration.

The Circulation Services Coordinator helped with planning to increase shelving in the Friends of the Library areas at Library 21c and Monument Library.

Staff

The entire ILL team participated in the Colorado Resource Sharing Conference, and ILL Manager Amanda Marez-Frutchey helped organize the conference. The in-person event took place on April 18th at Library 21c, and the virtual conference followed on April 23rd. Sessions covered a wide range of resource sharing topics, including OCLC updates, CLiC courier services, the Poison Book Project, and more.

Two librarians were hired for selection positions in the Acquisitions workgroup.

Programming

Access

The Programming Department maintained and updated the Voting and Elections LibGuide for the April 2025 Colorado Springs municipal election. Information included candidate biographies and links to candidate forums hosted by the Gazette and KOAA News5. The guide received 257 views from March 1- April 1, 2025.

PPLD is counting down until Summer Adventure 2025. Behind the scenes, the Programming Department updated the content for the Beanstack app to launch in June. Content was created for the welcome email, dashboard content, prize explanations, the Summer Adventure challenge, and the staff handbook and staff training. In addition, the team worked with Communications to update the PPLD Summer Adventure webpage and create the Teen Prize Booklist to be accessible online.

All library locations provide Sensory Accommodations Kits that provide sensory items to help children when they become overstimulated in PPLD programs or spaces. The Programming Department is currently evaluating each kit's condition, items, and information to ensure patrons have a positive experience when they request to use the kits.

Four Classroom Sets were requested from school districts this month, and three were returned. PPLD's Classroom Sets provide multiple copies of juvenile and Young Adult books for students

and teachers to use in the classroom. PPLD's Young Adult Librarians are coordinating a booklist with District 11 to use while visiting middle and high school classes for booktalks.

Accountability

The Programming Department worked with outside vendors to purchase Summer Adventure prizes and books. Once all the prizes and books arrived, the team spent over 13 hours sorting and packing for distribution throughout the District. The team coordinated the Summer Adventure programs, concerts, ice cream socials with library locations, and distributed wildflower seed packets from the CO State Library to branch locations for patrons.

Natural Grocers and Brush Crazy provided grand prizes for the Winter Adult Reading Program. Nine patrons were notified for winning a grand prize drawing.

The Programming Department has begun the process of evaluating programs. The team collected staff and patron feedback, program statistics, budget allocations, and attendance. Programming will begin working on a rubric checklist to use during programs. This process will help determine program offerings for 2026.

The Programming Department and the Foundation worked to submit a grant proposal to the Buell Foundation for LENA Start. The program costs have slightly increased, but the grant goals for enrollment are being met.

The District provides staff with a Storytelling Collection to help select quality books for the early literacy programs. This month 22 new titles were added.

Community Connections

The Programming Department met with the COS Police Department's Outreach team to discuss a possible program offering. The team also met with Pikes Peak Bonsai Society to discuss program offerings and becoming a vendor at All Pikes Peak Makes. The team finalized all paperwork and met with the City of Palmer Lake to review the concerts and Summer programs.

In addition, PPLD offered two programs at West Side Community Center and met with them to finalize a Partnership Agreement and see their available program space. Who Gives a SCRAP visited High Prairie Library and collected 738 pounds of unwanted craft materials! The District's Early Literacy Librarian coordinated the distribution of 140 Kindergarten Readiness books curated by PPLD staff to District 11, and shared resources at community events for CO Military Academy, UCCS, New Summit, Monument's Silver Keys, CASA, and various other school districts.

The Programming Department provided three Signature Programs this month! The Homeschool Resource Fair grew even bigger this year at Library 21c, occupying the Venue, and both floors of the library with 103 vendors and 1550 visitors. Vendors included local public and private enrichment programs, tutors, learning support, extracurricular activities, and beyond! The Jean Ciavonne Poetry Contest Award Ceremony recognized six young poets and shared a commemorative video of Jean Ciavonne. A total of 49 patrons attended the event to support the winners. All Pikes Peak Makes was offered at Library 21c this month showcasing 35 vendors

and 1,105 visitors. PPLD had three art & crafts stations, makerspace & studio open houses, two children's activities, as well as Repair Cafe, discovery kit, and outreach resource tables.

Physical and Virtual Spaces

The Programming Department and East Library hosted the annual Homeschool Art Show. An amazing 103 homeschool students throughout the District showcased their art. The artists were recognized at the Art Reception and 222 patrons attended and enjoyed viewing the art on display.

Staff

The Programming Department coordinated with Adult Education and Branches to create training curriculum and presented the first Finding Information class on databases and LibGuides to librarians throughout PPLD.

The Programming Department and the Communications Department met for their first quarterly meeting.

Regional History & Genealogy

Access

Archivists created a new Aerial Photograph Collection, (MSS 0589), which collocates ten different previous series together. These series had previously been indexed but not properly identified in finding aid or record. Images are from 1937-2003 and are high altitude and oblique photos of El Paso County, and some Pueblo, Park and Teller Counties. The collection may be found in ArchivEra and the indexes are included in Digital Collections. These photos are used for site assessments, land use and geological surveys, as well as general curiosity.

This past month photo requests were filled for five patron and organizational entities:

- Monument Fire Department - Photos documenting vegetation changes through the years, utilizing aerial photographs in the collections.
- Former Mayor Harry Hoth's grandson.
- A documentary film-maker seeking to produce a piece about The Miracle on Ice (the 1980 Winter Olympic ice hockey game between the United States and the Soviet Union where the US came away with a 4-3, upset, victory) – A small batch of contact prints of the 1979 try-outs for the team were supplied.
- U.S. Army Corp – Photos for trail signage.

Twenty-four previously existing collections were added to ArchivEra, the collection management tool used for the archives.

Accountability

Integrity testing has begun to assess Pikes Peak NewsFinder records that did not correctly upload in the 2024 migration from DSoft to Recollect.

Communications

A revised draft of the PPLD historical timeline has been created and will be used to update internal resources as well as the PPLD website.

Community Connections

RH&G staff hosted presentations from the three UCCS History Department interns that are currently on staff, last Saturday. The goal was to share their projects with RH&G staff, their classmates, friends, family, and Dr. Jimenez, their professor, as the semester concludes. Their presentations were excellent, and gave voice to the depth of work that they have accomplished, that is part and parcel of various avenues that RH&G is pursuing to provide access, and highlight ties to the community:

- German translation of, and research into, the Mohl Family Collection, and a rare comedic poetry book created by German prisoners of war at Camp Carson during WWII (now available in Digital Collections). One poignant letter from the Mohl Collection will be featured in a RH&G program later this year.
- Transcription, and historical research, of oral histories from the PPLD's Bicentennial Oral History Project – in preparation for next year's CO150/AM250 celebration, when the oral histories will be featured.
- Uploading and editing entries for historic Cripple Creek newspapers, piloting new architecture to view and find entire pages of newspapers, as opposed to specific articles, and adding Chuck Asay commentary to his historic political cartoons. The new newspaper architecture in Digital Collection may be utilized for full page access to the Gazette in the future.

Staff

Select RH&G staff have begun creating a department-wide statistics and project management solution using Smartsheet. The aim is to bring statistics, project management, and reporting (weekly updates/monthly reports) together in one application.

Staff attended a Society of Rocky Mountain Archivists one-day conference in Castle Rock to learn about disaster preparedness in archives, and mitigating damage.

PPLD KPIs (Key Performance Indicators)

Month: April

	2025	2024	% Change	YTD 2025	YTD 2024	% Change
Door Count	145,654	176,323	-17.39%	561,940	644,887	-12.86%
Circulation (physical materials)	171,687	181,699	-5.51%	703,118	741,787	-5.21%
Reference Questions	9,859	9,549	3.25%	35,053	35,263	-0.60%
Meeting Room/Study Room	3,037	2,828	7.39%	11,387	10,481	8.64%
Computer Usage **	0	19,126	no value	50,249	70,380	-28.60%
Number of Programs	380	424	-10.38%	1,331	1,569	-15.17%
Programs Attendance	12,473	15,678	-20.44%	38,037	49,439	-23.06%
eResources (OverDrive/Libby, Hoopla, Kanopy)	329,777	283,909	16.16%	1,347,216	1,188,028	13.40%
Culture Passes	14	279	-94.98%	357	1,090	-67.25%
Unique Users *	60,193	64,567	-6.77%	-	-	-
New Cards	2,517	2,266	11.08%	9,579	8,746	9.52%

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

** Not available

May 2025 Communications Board Report

April stats

Access

- **Website Statistics for April**
 - Total pageviews: 303,343
 - New Users: 76,366
 - Most visited page: ppld.org/events
 - The Top 5 pages visited on ppld.org during April, besides the home page:
 - Events & Happenings
 - Search
 - Kids
 - Library Locations
 - Careers
- **Web Team**
 - The web team continues to make significant strides in enhancing ppld.org.
 - **Ongoing Improvements and Updates**

The web team is actively revamping several key pages across the website, including the Mountain of Authors page, Summer Adventure page, and Library Location pages. In addition, several new pages are planned to highlight Adult Education Services, such as Resources for Nonprofits, Law Resources, and Business Resources.
 - **Accessibility Improvements**

The web team continues to ensure the website complies with WCAG 2.1 AA accessibility standards, as mandated by the State of Colorado.
 - **PDF remediation**

The web team has received training on new software and is developing a more streamlined process for ensuring PDFs on the site and those used digitally meet accessibility requirements.
 - **Continued complaint with WCAG 2.1 AA**

The web team is also researching new tools to scan the site more efficiently for accessibility issues and address them quickly. The team has already identified a handful of issues that are in the process of being fixed.

Accountability

- The 2025 Library Experience Survey was launched on March 28 and was open through April 31. At closing, 764 surveys were submitted online. The Communications team is in the process of inputting the paper surveys staff received at branches.
- The Colorado State Library provided survey training to staff including members of HR, Strategy & Innovation, and Communications. The training touched on survey design, data collection and evaluation, and data entry and coding. The tools and information shared will help with future design and evaluation of both internal and external survey projects.

Communications

- **Media**

- Number of stories – 200
- YTD stories – 511

April news highlights:

- **Penrose Library updates** (reopening of Children's Department and Computer Lab) appeared in three articles ([KOAA](#) web episode, [Fox 21](#) web episode, [The Gazette](#)), five KRDO radio broadcasts, 17 TV news segments (Fox 21, KOAA, Loving Living Local, KKTU), and two news aggregators
- **Library Giving Day** was mentioned in one KRDO radio broadcast and four TV news segments (KRDO, KKTU, Loving Living Local)
- **Tax services** showed up in four KOAA TV news segments
- The **Library Card Design Contest** results appeared in eight TV news broadcasts, one article, and one news aggregator ([Loving Living Local](#), KKTU, KRDO)
- The [Library Limelight Column](#) in the *Tri-lakes Tribune* focused on **Monument Library's birthday** and *Colorado Springs Kids Magazine* continued to run our "[A Look at Books](#)" articles
- **Monument Library's Birthday** was also mentioned in four KKTU TV news segments and two articles ([KKTU](#) web episode, Happening Next calendar)
- **All Pikes Peak Makes** appeared in two [KKTU](#) TV news segments
- **Homeschool Resource Fair** appeared in one [KRDO](#) article and was reposted by one news aggregator
- PPLD CEO shared **PPLD's stats** in a [KKTU](#) news segment
- The **non-renewal of Rockrimmon Library**, the interim library in the RO area, and sentiments about the closing of RO appeared in:
 - One article ([KKTU](#) web episode) and five TV news segments about local politics and the City Council election (KKTU, Fox 21)
 - General mentions of the non-renewal of Rockrimmon Library appeared in a "[Gazette Letters to the Editor](#)" and a "[Spot On Colorado](#)" article
 - The attorney's letter sent to COS Reads appeared in seven TV news segments from [Fox 21](#)
- Other mentions:
 - The impact of **IMLS funding cuts** was covered in three KOAA TV news broadcasts and PPLD was mentioned

Social Media

Facebook (Districtwide account):

- Number of posts: 48
- Total page followers: 17,844 (219 new followers)
- Contact Interaction (engagement): 3,842 (103% increase from prior month)
- Post reach: 112,461– a 60% increase over last month (Number of accounts our content reached)
- Clicks: 716
- Video minutes viewed: 12,854 (we had two highly successful and two moderately successful reels this month that pushed this number way up)

Instagram:

- Content: 48 posts/videos/reels; 33 stories
- Total followers: 4,872 (213 new followers)
- Interactions/Engagement: 3,356 (content interactions)
- Reach: 28,245 (286% higher than prior month)
- Views: 73,249 (69% higher than prior month)
- Link clicks: 52

X (formerly Twitter):

- Number of posts: 39
- Total followers: 4,996
- Engagement: 70
- Impressions: 1,935 (number of times our content was seen)

LinkedIn:

- Number of posts: 22
- Total followers: 1,851 (30 new followers)
- Impressions: 2,734 (number of times our content was seen)
- Engagement: 375
- Page views: 168

Newsletter:

- Number sent (subscribers): 131,198
- Successful delivery: 118,249
- Opened: 39,190 (33% open rate – a return to its average open rate)
- Clicks: 1,533 (3.9% click rate)

NextDoor:

- Number of posts: 20
- Impressions: 109,165 (number of times our content was seen) (212% higher than last month due to the increase in posts)
- Engagement: 185

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: 29
- Total followers: 893 (21 new followers)
- Views: 1,026 (7% increase from last month)
- Interactions (engagement): 29

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: 29
- Total followers: 70 (8 new followers)
- Interactions (engagement): 50

YouTube:

- Total Subscribers: 8,801 (increase of 41 subscribers)
- Total Views for April: 29,400
- Total Lifetime Views: 6,913,216

Community Connections

Outreach

- Number of April Non-school Outreaches: 8
 - Total Attendance: 1,418
 - Impressions: 769
- Outreach highlights:
 - YMCA Healthy Kids Day at both Briargate and Southeast YMCA locations (April 26) connected more than 500 people with PPLD offerings.
 - PPLD participated in two Silver Key outreaches at its Monument and Southeast Colorado Springs locations to share valuable resources with seniors.
 - PPLD officially launched its outreach team comprised of staff representing all library locations. The team will support larger outreaches that regularly take place in the evenings and on weekends, such as Cinco de Mayo Festival and Car Show, Rocky Mountain PBS Kids Fest, and El Paso County Fair.
- 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

- 116 passes were checked out by patrons in April.
- Available passes for Pikes Peak – America's Mountain have ended for the season. Passes will once again be available starting in October 2025.
- Victor Thomas Lowell Museum passes will be available for the summer season beginning Memorial Day weekend.
- Passes to Rock Ledge Ranch Historic Site will be available June 4 - Aug. 16, 2025.

Sponsorships

- **Summer Adventure reading program Sponsorships:**
 - Dave & Buster's Colorado Springs sponsored 400 staff Summer Adventure t-shirts that will be worn by staff and teen volunteers throughout the summer to promote the reading program.
 - As the Summer Adventure food sponsor, Raising Cane's Chicken, will provide 1,000 free kids meal coupons to youth completing the program and will provide drinks and fun prizes at the End of Summer Adventure Party at East Library on July 18.
 - Several Grand Prize sponsors have donated \$5,000 in prizes so that patrons who complete the program will have a chance to win.
- The Gazette entered a trade partnership with PPLD providing advertising support for Summer Adventure and for the upcoming Regional History Symposium.

- PPLD will once again sponsor Ziggy's Kids Club with the Colorado Springs Switchbacks FC soccer team. Sponsorship includes PPLD Night at the Switchbacks on Sept. 6 complete with PPLD's own cheering section and in-stadium and digital promotions during select games to promote Summer Adventure and getting a library card.

Partnerships

- PPLD renewed its partnership with Westside Community Center to provide Summer Adventure programming to families on Colorado Springs' west side. Through this partnership, Old Colorado City Library can enhance the quality of summer programming and reach more families by using the community center's space at no cost.
- PPLD partnerships with AARP Foundation Tax-Aide and Volunteer Income Tax Assistance (VITA) processed a total of 1,837 income tax returns for southern Colorado residents. Of the returns filed only approximately 1,045 people had a library card.
 - Sand Creek Library - 226 returns filed, 22 had a library card.
 - Fountain Library - 618 returns filed, 279 had a library card. Approximately 75 - 80 returns were filed by Pueblo residents.
 - Library 21c - 900 returns filed, 672 had a library card.
 - High Prairie Library - 93 returns filed, approximately 50 had a library card.
- **World War II Exhibit departed East Library in April**
 - The agreement to host the World War II exhibit highlighting the USS Arizona and local war hero Donald Stratton ended April 30, 2025. El Paso County and PPLD partnered in 2021 to host the exhibit at the Library for four years to provide a place that would allow for continued public access to the exhibit. The exhibit is no longer at East Library and the space is being repurposed to accommodate other East Library resources and programs.

Facilities and Security

April 2025

Access

Charger Station Access Totals: East 65, Fountain 49, Penrose 3,803, High Prairie 36, Ruth Holley No Charging Station, and Library 21c 26.

Upper and Lower Penrose parking lot kiosks recorded 3655 patrons.

Security monitoring began in the re-opened Penrose Computer Lab and Children's areas.

Chief Facilities and Security Officer met with representatives of Jefferson County Public Library for an overview of their modernization and self-service library to expand access to public literacy.

Accountability

Conducted Quarterly Facilities vehicle inspections and maintenance.

Travis Thiele (Safety and Security Training Coordinator) conducted two comprehensive safety audits to assess the safety protocols and conditions within our facilities to identify any potential safety hazards, ensure compliance with safety regulations.

Lifelike CPR manikins have been purchased for CPR training. These manikins are designed to mimic human anatomy closely, providing learners with a realistic experience to practice CPR techniques.

Communications

Security Operations Center Supervisor, Joe Vickous activated Hytera Radio Base Stations at multiple locations enabling a clear flow of radio communication throughout the district. Conducted and tested multiple radio checks with Director of Branches Janina Karoub at the Penrose library.

Travis Thiele, (Safety and Security Training Coordinator) hosted a Narcan training session for PPLD staff and patrons, focusing on how to recognize an opioid overdose and properly administer naloxone.

Community Connections

The Board of Trustees Meeting was held at Penrose in April. Security was on site to monitor any issues and helped escort Board Members and the public on a tour of the remodeled areas of the library conducted and guided by Takiyah Jemison (Branch Manager)

Security assisted and monitored the large crowd at Library 21c for the Maker's Fair on Saturday, April 26th. Approximately 1,100 visited the library.

Physical and Virtual Spaces

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.

FEBRUARY	Completed	Hours
Demand Work Orders	285	333.84
Preventative Maintenance Work Orders	222	552.68
Emergency On-Call	1	2.0
Total Work Orders	508	888.52

Library 21c, Circulation ceiling and drywall repair completed.

Monument Library, 4 Roof Top Unit (RTU) replaced.

Sand Creek Library two Roof Top Units (RTUs) replaced.

Penrose Library replaced and repaired the upper parking lot partition wall and speed bump.

Library 21c facilities staff assisted in the set up and tear down for the following large events, All Pikes Peak Makes (APPM) and Homeschool Science Fair.

Library 21c facilities rearranged storage space in outdoor sheds to accommodate shelving and Circulation supplies.

Penrose Library completed facility work and preparations for the Grand Opening.

Districtwide, Spring cleanup performed, aeration, sidewalk edging, remove tree-wrap, fertilization and irrigation startups.

Staff

Facilities Specialist, Anna Gordon, was hired.

Facilities Supervisor, Dan Quine conducted plumbing training for facilities staff to further knowledge and hands-on experience.

(photos below)

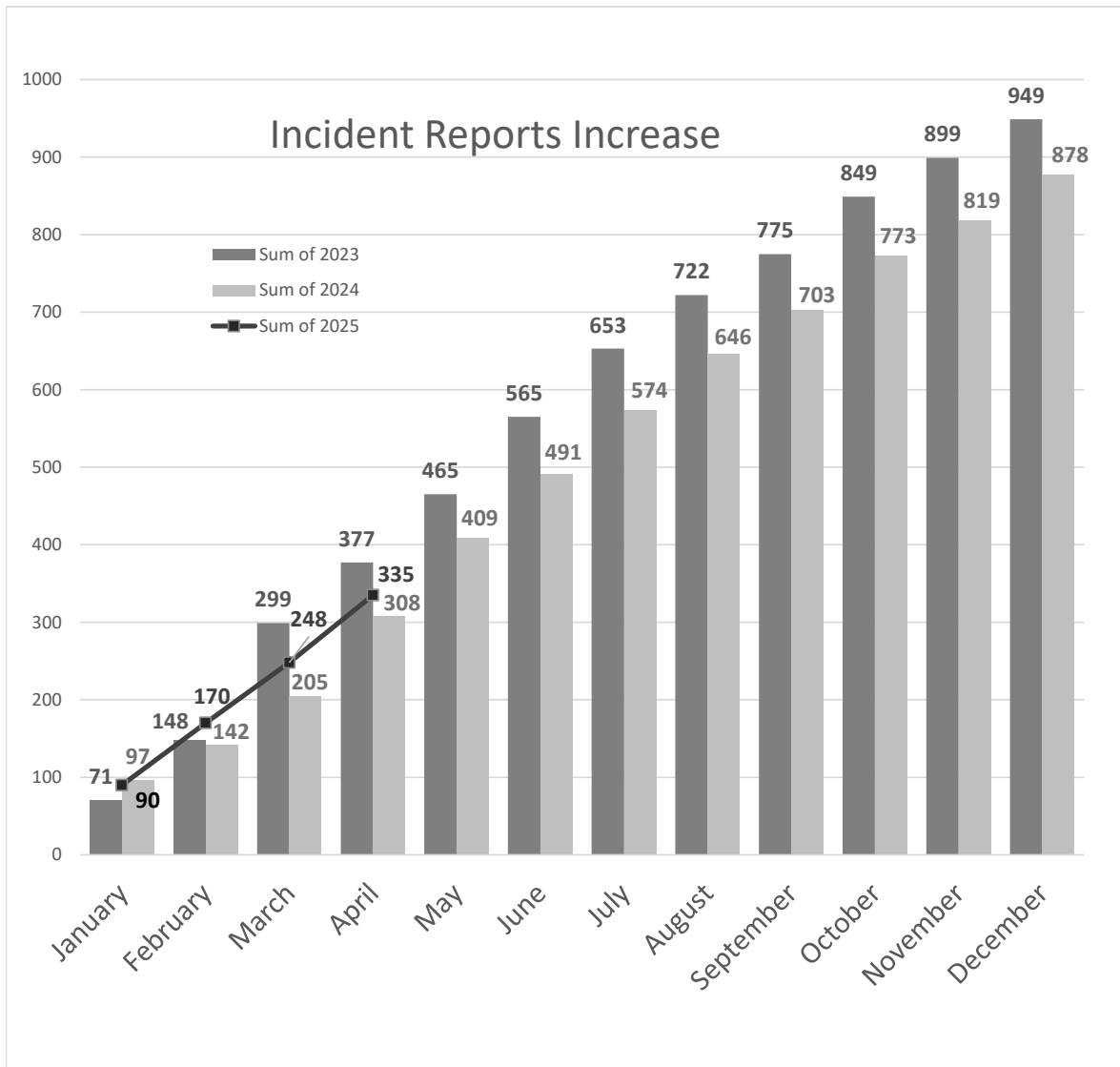


Travis Thiele (Safety and Security Training Coordinator) hosted a Crisis Prevention Intervention (CPI) class for PPLD Staff focusing on nonviolent de-escalation techniques.

Travis Thiele (Safety and Security Training Coordinator) hosted a CPR class for PPLD staff, Certifying 9 PPLD staff members in CPR.

Travis Thiele (Safety and Security Training Coordinator) conducted two Active Shooter training sessions across the district.

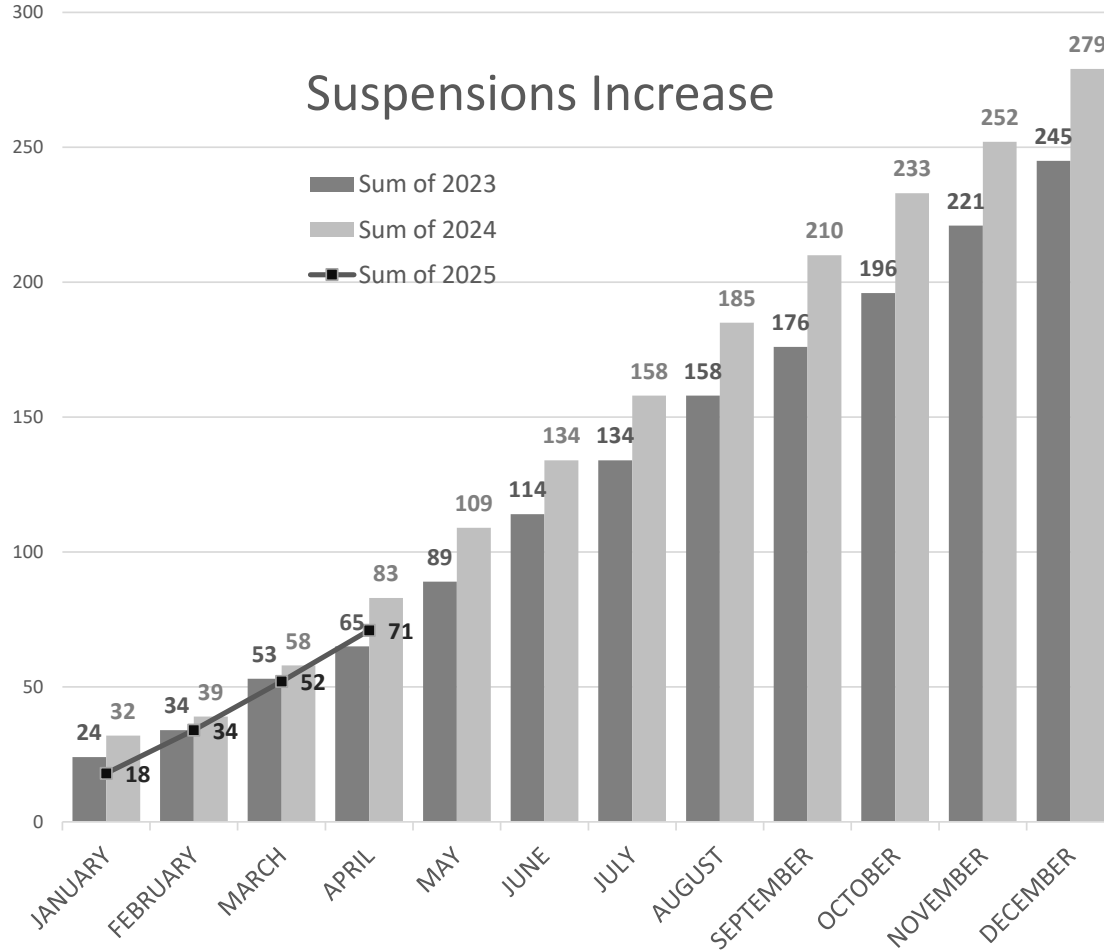
Security Officers Heather Alcauter and Ricardo Camacho are to be commended for adapting to schedule changes and shift coverage while Brandon Cedeno was out on extended leave. These two officers also provide coverage at Sand Creek until Rachael Stone is ready to work at that location.



Reports Monthly Comparison

Library	February	March	April
Calhan	0	1	1
Cheyenne Mountain	0	1	2
East Library	9	6	10
Fountain	1	1	1
High Prairie	0	0	0
Library 21c	15	16	13
Manitou Springs	2	3	0
Mobile Libraries	0	0	0
Monument	1	0	2
Old Colorado City	7	4	6
Palmer Lake	0	2	0
Penrose Library	22	26	24
Ruth Holley	17	13	26
Sand Creek	6	4	2
The Hall	0	0	0
Ute Pass	0	1	0
Grand Total	80	78	87

Suspensions Increase



Suspensions Monthly Comparison

	February	March	April
Calhan	0	0	0
Cheyenne Mountain	0	0	0
East Library	2	1	4
Fountain	0	0	0
High Prairie	0	0	0
Library 21c	0	3	1
Manitou Springs	0	0	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	2	0	2
Palmer Lake	0	0	0
Penrose Library	10	12	11
Ruth Holley	1	0	0
Sand Creek	1	2	1
The Hall	0	0	0
Ute Pass	0	0	0
Grand Total	16	18	19

Human Resources Report May 2025 (April Data)

Accountability

Soumya Gollapalli, Sarah Marshall, and Joanna Nelson Rendon attended a survey data training by the Colorado State Library's Library Research Service at Library 21c. The Library Research Service supports public libraries with data projects. They will work with us to better code stay interviews.

Cristina Jaramillo completed the nondiscrimination testing required by the IRS for the Flexible Spending Account for 2025. The IRS Code's non-discrimination rules are generally designed to prevent plans from discriminating in favor of individuals who are highly compensated.

Timothy Allen attended the Tyler ERP conference along with Controller Kim Hoggat and ERP Application Configurer Carol Morrow with significant takeaways for PPLD including the potential to eliminate the use of DocuSign for Personnel Action Forms (an approx. \$10,000/year contract).

Community Connections

National Volunteer Week was celebrated April 20-25, 2025 and PPLD recognized volunteers with a small gift, and a variety of celebrations at individual branches. Here is a collage of the East Library volunteer brunch.



Megan Fox from Laramie County Library reached out to discuss our evaluation process. Joanna Nelson Rendon met with her and had a great conversation.

Staff

Soumya Gollapalli is now PPLD's Compensation & Talent Strategy Supervisor. She still supports hiring managers with the process and works with new hires as they start their careers at PPLD. The organizational needs for the position evolved. In addition to the recruiter duties, she is doing compensation analysis (including helping to train AI systems) and helping with market studies, among other things.

On April 24, PPLD participated in Take a Child to Work Day; staff brought 8 children to work and shared their jobs and workplaces with them! Staff from LI, SA, CH and PE took part in the event.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, along with Benefits team has reviewed and improved three PPLD policies: Timekeeping, Sabbatical Leave and Conflicts of Interest.

Statistics:

- Volunteer

April 2025	Total # of Volunteers	Total # of Hours
Adult Volunteers	133	1026
Teen Volunteers	38	142
Friends of the Library	*	*

*Data Not Available

- Recruitment

Recruitment / Selection Activity	April 2025
Jobs Posted	12
Newly Hired Employees	3
Promoted Employees	5
Transferred Employees	2
Separated Employees	8

- Staffing

Staffing Stats	April 2025
Total Permanent Employees	
Total Active Positions	

Information Technology

April 2025 Monthly Report

Accountability

Cameron Landreth completed the PDQ connect setup. This allows for PC security across the district allowing the PPLD IT department to automatically fix vulnerabilities across the district daily.

Communications

David Burling completed the InformaCast setup and will go live shortly. InformaCast is a device notification system that allows designated PPLD staff to send messages to desk phones, desktop computers, PA systems, email addresses, and mobile devices.

Community Connections

Daniel Stone along with Janina Karoub, Heather Laslie, Tammy Sayles, Michael Brantner and Tess Warren visited Jefferson County Public Library to discuss with their team ideas to better serve our communities.

Physical and Virtual Spaces

Due to Comcast removing lift zones (Comcast free wifi) across the state, Andy Biadasz assisted in removing their Access Points and equipment throughout the library district.

Staff

50 of the 205 new staff desktop computers were setup at Penrose by Marcia Bethea, Shannon Reinthaler, Justin Philbrick, Kelby Morris and Christopher Baddaker.

Strategy & Innovation

April 2025 Monthly Report

Access

Several documents and related items were updated to reflect the new age requirements for minors that affect the makerspaces and studios.

Accountability

Data Foundations and Data Storytelling training sessions continued for staff across the District.

Sarah Holland and Becca Philipsen worked on gathering some of the community data for Finance's annual audit.

An analysis on the cost comparison of using a contracted courier or bringing the service in-house was completed.

Cameryn Broin helped Philip Krogmeier with an inventory of East Library's makerspace equipment.

Community Connections

Dustin Booth served as a judge for the Jean Ciavonne Poetry Contest. He also helped set up and attended the event at Penrose Library.

Jen Hernandez and Cameryn Broin helped staff All Pikes Peak Makes. Hernandez staffed the makerspace where she gave tours of the different machines, ran multiple 3D prints and laser projects, and showed people how to use the button maker. Broin covered the Repair Café table with volunteers.

Staff

The current Makerspace Training Program cohort continued with classes on the conversion machines and small tools, TinkerCAD, and the CNC machine. The in-person classes for this cohort are now complete.

Jen Hernandez created video training and handout for IT on the new internal communications system.

Sarah Holland, Becca Philipsen, and Becca Cruz participated in training hosted by the Library Research Service covering data collection and evaluation, survey design, and coding and qualitative analysis.

Becca Philipsen participated in "Take a Kid to Work Day" with her son. They both had a blast, and Henry loved getting the VIP tour of many spaces and getting to see the behind-the-scenes of library operations!



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

April 25, 2025

Randall Green
Pikes Peak Library District
1075 Chapel Hills Drive
Colorado Springs, CO 80920

Dear Randall Green:

Your government should have recently received electronic correspondence that your 2023 annual comprehensive financial report qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. To commemorate that achievement, enclosed is a medallion which can be added to your existing plaque as a testament to the government's commitment to producing annual reports that evidence the spirit of full disclosure and transparency.

Congratulations again!

Sincerely,

Michele Mark Levine
Director, Technical Services Center



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Pikes Peak Library District
Colorado**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2023

Christopher P. Morill

Executive Director/CEO

PPLD Strategic Plan

Progress Report

Q1 2025 (Jan. - March)



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.

- With over 6,400 recorded uses across multiple branch locations, the charging stations continue to be a vital resource for patrons, supporting their technological needs and engaging them with Pikes Peak Library resources and services. (Facilities & Security; Focus Area 1)
- After an intensive migration from an older platform in quarters 3 and 4 of 2024, RH&G officially launched PPLD Digital Collections to the public on February 1, 2025, with the When East Was East exhibit and presentation at the East Library. The presentation highlighted the growth of the community of Colorado Springs. The backdrop of the program, and featured in it, was over 7,000 aerial images (photos and negatives) that had been digitized and platformed on Digital Collections, with funding assistance from an Institute of Museums and Library Services (IMLS) grant (2022-2024). PPLD Digital Collections meets the expectation of users that resources be available digitally, online, and accessible freely. Patrons may access photographs, newspaper articles (Pikes Peak NewsFinder) oral histories, books, documents, and more through the platform. (Public Services; Strategy 1.3)
- The Programming Department strives to provide accessible programming throughout the District. All locations received an Adaptive Items Case, which provides adaptive tools patrons can use during any PPLD program. Staff are evaluating Makerspace programs for older adults. Programming, Collection Management, and IT are preparing the Library Adventurers iPads for in-house usage. (Public Services; Strategy 1.3)
- The Old Colorado City Library, High Prairie Library, and Monument Library have implemented open, quiet study hours in their meeting rooms to provide more space in libraries that have less seating areas and smaller spaces. Old Colorado City has also purchased study table dividers to create more private study spaces for their tables. Ruth Holley's children's area was rearranged to supply more seating for caregivers. (Public Services; Tactic 1.4.1)
- PPLD recognizes the need for parents and caregivers to come together to learn about early literacy and make connections. To expand playgroup options throughout the District, Programming has decided to move away from Family Place and create a brand-new playgroup model that supports early literacy and brain development, community

awareness via partnerships with local organizations, and builds community by giving an outlet to parents and caregivers. The Programming Department and former Family Place libraries are developing a new program and training to implement the new playgroups in 2026. This switch also provides a financial benefit to the District. It costs about \$13,000 to bring on a new Family Place location and \$3,000 per person to attend mandatory Family Place training. Also, Family Place requires several thousand dollars designated to each location for related costs. (Public Services; Strategy 1.3)

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

- Strategy & Innovation staff launched two data-focused training courses. Data Foundations will be provided to all staff and give an overview of what types of data we collect, its importance, and why everyone is a part of ensuring PPLD has quality data. Data Storytelling will be provided to supervisors and above, as well as other identified staff, and explains how to use data with stories to better convey your message. (Strategy & Innovation; Tactic 2.1.3)
- The annual Library Experience survey launched at the end of Q1 and will run through early Q2. (Communications; Tactic 2.3.7)
- The annual Random Sample Inventory (part of the annual audit) was conducted by Collection Management and yielded a 99% accuracy rate. The survey compares the status of collection items in the online catalog with their actual location. (Public Services; Tactic 2.4.8)
- For the first time since its formation, the PPLD Foundation Board approved an annual budget. (Foundation; Focus Area 2)
- Facilities completed 590 Preventative Maintenance Work Orders, totaling 718 hours, completed 475 Demand Work Orders, totaling 452 hours and completed 2 Emergency On- Call events, totaling 3.0 hours. (Facilities & Security; Tactic 2.1.5)
- Archivists in Regional History & Genealogy processed 22.5 cubic feet of the Gazette Photograph Collection, rehousing thousands of photos in archival-appropriate folders and boxes. (Public Services; Tactic 2.3.10)
- East Library facilities staff repaired and reinforced the 4' x 6' drop ceiling area in the basement which collapsed earlier this year. This project cost \$2,000 in materials, labor, and processing (Facilities & Security; Strategy 2.2)

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

- Based on user feedback, guidance from a steering committee, and insights from website analytics, the web team developed and launched the new ppld.org website on Mon., Jan.13. Moving forward, the web team is creating a refresh schedule to keep the website current and developing a plan to gather user experience feedback annually. (Communications; Tactic 3.1.4)
- Began reviewing the library card process, working with Public Services to identify ways to reach the community and provide library cards to residents via PPLD's community outreach activities, among other avenues (i.e., requiring cards for specific PPLD services). (Communications; Tactic 3.2.4)
- Continue to collect KPIs from social media, newsletter, and media coverage, data related to specific marketing campaigns, and library usage statistics to analyze campaign effectiveness and inform promotional strategies and marketing and advertising decisions. Present this information to the public via the new CEO's quarterly report that is posted on the website and offered through the monthly newsletter. (Communications; Tactic 3.4.8)
- InformaCast, a desk phone alert system for emergencies, has been completely set up and is now in the staff training phase, expected to be completed May 12, 2025. (IT; Tactic 3.6.3)
- The Board of Trustees approved the recommendation to change PPLD's Integrated Library System (ILS), the software that handles all library circulation and collection transactions. The recommendation was made after a lengthy request for proposal and subsequent evaluation process. (Public Services; Tactic 3.1.1)
- Together, Facilities, Mobile Library Services and Security revised, updated and completed the Pikes Peak Library District Fleet Vehicle checkout policy and procedure to improve District-wide communication and use of vehicles. (Facilities & Security; Strategy 3.5)
- Scheduled regular meetings with Homeschool Programming staff to develop digital content plans; updated the 2025 digital content plan and calendar to guide digital promotions for PPLD programs and initiatives in 2025 and to identify cross-channel promotion opportunities. (Communications; Tactic 3.4.3)

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

- Thanks to a new partnership with Thomas MacLaren School, PPLD issued 550 library cards in March to students grades K - 5 and has opened the door to providing information about Library resources to teachers, students, and caregivers, including an option to expand library cards to its students in grades 6 - 12 at the start of the 2025 - 26 school year. (Communications; Tactic 4.2.6)
- PPLD partnered with Colorado Springs Fire Department's Community & Public Health Division to provide a location in Penrose Library for unhoused community members to apply for permanent housing through the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT). The Colorado Springs Fire Department administering the intake process allows PPLD to continue supporting this much-needed service to patrons without utilizing staff resources. (Communications and Public Services; Tactic 4.1.2, 4.1.10, and 4.2.6)
- PPLD welcomed two new Culture Pass partners in March 2025. Sangre de Cristo Art & Conference Center in Pueblo began issuing passes on March 1, 2025, and the Center for Colorado Women's History in Denver agreed to offer passes in early April 2025. With the additions, the Culture Pass program now offers passes to 13 attractions in the region. (Communications; Tactic 4.2.14)
- The Programming Department coordinated a successful Winter Adult Reading Program. Participation in the program increased by 697 patrons to 5,697 and the completion rate is 60%. A variety of programs were offered as a part of the larger reading program, including: UFOs of the Rocky Mountain West, Birds of the Pikes Peak Region, Strange Colorado, Color Theory by Brush Crazy, and presentations by Natural Grocers. (Public Services; Strategy 4.1)
- Staff from the Programming Department met in-person and virtually with administrators and teachers from school districts around the county such as: D11, Harrison District 2, D38, D20, D49, other educational institutions, and youth and family-serving organizations to better understand the needs of the schools and the communities, and how PPLD can better support education efforts and schools through the PowerPass initiative. In addition, Programming and Branch staff attended 41 school visits taking Lightning Lessons, Digital Resource classes, Booktalks, and performing 22 school outreaches where they ran a PPLD table to provide resources to families. (Public Services; Strategy 4.4)
- Chief Facilities & Security Officer Michael Brantner and Director of Security Tess Warren conducted a presentation to the Colorado Library Consortium Virtual Winter Workshop. The presentation provided information and shared resources and tips for Situational Awareness and Safety and Security Awareness. It was one of the highest attended sessions of the Workshop. (Facilities & Security; Tactic 4.1.16)

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

- IT assisted Facilities with the lab move and new Chromebook Kiosk Installation at Penrose Library. (IT and Facilities & Security; Tactic 5.2.2)
- The Penrose Library 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 increasing children's accessibility to library materials with lowered shelves and improving line-of-sight throughout the department, additional shelving provides more room for picture books and fiction. (Public Services and Facilities & Security; Tactic 5.1.5)
- Facilities Team moved and unloaded stored furnishings and collection to Manitou Library and assembled furniture and shelving to prepare the physical space for the Manitou Grand Opening. (Facilities & Security; Tactic 5.1.5)
- Library 21c and Penrose Library replaced outdated Automated External Defibrillator (AEDs) with the Cardiac Science G5 AEDs. G5 provides voice and text corrective prompts for Cardiopulmonary resuscitation (CPR). (Facilities & Security; Focus Area 5)

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

- The Programming Department is collaborating with Adult Education and Branch locations to implement new Finding Info training classes for staff. Programming will facilitate the "train the trainer" class on LibGuides and Databases. (Public Services; Strategy 6.2)
- Security leadership assembled an Installation Task Force team consisting of one member of Facilities, IT and Security to perform and complete installation of new security cameras and other devices across the district to remain fiscally responsible. (Facilities & Security; Tactic 6.4.4)
- HR has created an exhaustive suite of training programs and opportunities for staff for the 2025 calendar year which is comprehensive enough to recommend foregoing the annual PPLDCon all-day staff training event that usually happens in April and reduce the number of days that PPLD will be closed to the public. (Human Resources; Strategy 6.13)
- Performance Evaluation processes have launched, and we are currently in the first evaluation period due to be completed in June 2025. (Human Resources; Tactic 6.9.1)

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: 858 9408 7095
Passcode: 285387

***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

President Julie Smyth, Vice-President Aaron Salt, Erin Bents, Angela Dougan, Debbie English, Dora Gonzales
Absent: Scott Taylor

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Public Relations & Marketing Manager Carla Bamesberger, Graphic Designer Beth Brady, Chief Facilities & Security Officer Michael Brantner, Security Supervisor Brien Brice, Video Producer/Director Drew Cerino, Director of Strategy and Innovation Becca Cruz, Marketing & Promotions Coordinator Adoree Deltoro-Garcia, Monument & Palmer Lake Library Manager Jean Doherty, Communications Administrative Specialist Jennifer Flatland, Executive Assistant Laura Foster, Chief Financial Officer Randy Green, Website Administrator Clint Hager, Director of Adult Education Sandy Hancock, Controller Kim Hoggatt, Website Administrator Cheryl Howard, Penrose Library Manager Takiyah Jamison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Director of Branches Janina Karoub, Chief Operating Officer Heather Laslie, AV Analyst and Photographer Logan Puente, Graphic Design Manager Rachel Quinn, Facilities Director Steve Rogers, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Interim Chief Information Technology Officer Dan Stone, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Security Operations Center Supervisor Joe Vickous, Internal Communications and Special Projects Manager Jeremiah Walter, Security Director Tess Warren, City Councilmember Nancy Henjum

CALL TO ORDER

Board President Julie Smyth called the April 16, 2025 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE

WELCOME TO PENROSE LIBRARY

Penrose Library Manager Takiyah Jamison welcomed attendees to the Penrose Library. A tour will be provided after the meeting for those interested in seeing recent improvements within the library.

Heather – apologize for heat in building

ITEMS TOO LATE FOR THE AGENDA

PUBLIC COMMENT

Eight comments were made by members of the public: Laura Goins, Alan Goins, Kat Gayle, Karla Powers, Veronica Baker, Dr. Dan Soteres, and Harry Mangels. Comments made include asking about the progress being made on efforts to locate a space for a library in the NW part of Colorado Springs, requesting a community task force to work with PPLD on a new location in NW Colorado Springs and an offer to meet at the Christ the King Lutheran Church, stating a lack of cooperation from PPLD, that PPLD charges more for CORA requests than the City.

Jacob Ward , Pikes Peak Library Workers Union (PPLWU), commented that issues with maintaining heating/cooling levels at PE have been difficult for staff. PPLD has established thresholds for closure of buildings based on temperature.

PRESENTATIONS

Communications Department 2024 recap (Denise Abbott)

Works to meet the community where they are and generate programs/marketing accordingly.

Community partnerships helped support some events that occurred in 2024.

80 donated prizes for Summer Adventure. Created special cards that allowed Olympic museum access for the cardholder.

Library card sign-up month – Theme of You belong. Created targeted marketing for different groups within the community.

All Pikes Peak Reads – programming selected the author/book; had to schedule a second keynote speaker session due to demand.

Library Card design contest – 762 new cards in the first week since the design contest results were released.

Summer Adventure promo shared.

Community Outreach – Comic Con, Switchbacks games, Literacy and STEM events, Festival of Lights parade...etc.

Culture pass partners – 3300 passes issued in 2024. 29 partnerships.

Social media and Media coverage – created more videos and pictures for posting on social media.

2025 – Focus on telling PPLD's story that will include videos for the community to better understand some PPLD processes.

REPORTS

Internal Affairs Committee

Internal Affairs Committee Chairperson Erin Bents shared that several policies were discussed with those on tonight's agenda being moved forward and others returned for additional editing. The Internal Affairs Committee also met in an Executive Session.

Public Affairs Committee

Public Affairs Committee Chairperson Debbie English stated that the Communications department will provide media training for the Board and will move forward with planning that training.

Governance Committee

Governance Committee Chairperson Angela Dougan shared that a review of Bylaws occurred at the meeting, and potential retreat dates were discussed. The Committee will work with the City and County on the process for selecting a new Trustee.

Liaison comments

City Councilmember Nancy Henjum shared congratulations on completing the second phase of renovations at Penrose Library, her appreciation of the welcoming environment when she came to Penrose Library today and that she looks forward to bringing her grandchildren here.

City Council elected a new President, Lynette Crow-Iverson, and President Pro Tem Brian Risley. Other current Councilmembers are:

District 1 – Dave Donelson

District 2 - Tom Bailey

District 3 - Brandy Williams

District 4 - Kimberly Gold

District 5 – Nancy Henjum

District 6 - Roland Rainey

At large - David Leinweber

City Council President will determine liaisons to the PPLD Board. No decision has been made regarding the new Trustee and there is no time limit for Dora Gonzales to remain on the Board as long as she is willing to continue.

Trustee comments

Julie Smyth participated in the Winter Adult Reading Program and met with Wayne Williams and John Weiss regarding potential funding options for PPLD.

Erin Bents shared her appreciation for PPLD's social media postings.

Debbie English attended the 50th anniversary celebration at Monument Library.

Dora Gonzales shared her appreciation for the data graphics provided in the Board packet.

Angela Dougan thanked PPLD for working with her to get her library card working properly.

Aaron Salt thanked Communications for presenting on their successes in 2024.

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the packet. Friends of PPLD Board President Rita Jordan announced that a new record was set at the Spring book sale. Focus now shifts to the Literary Awards luncheon on June 8, 2025. Three authors will be awarded at the event:

2025 Frank Waters Award – Peter Heller

2025 Golden Quill Award – P.J. Anderson

2025 Golden Quill Award – Patrick Anderson

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Senior Director of Development and Foundation Executive Director Courtney VanCleave shared that Library Giving Day donations include an average gift of \$62.12, several recurring gifts, and that 34% of donations came from new donors to PPLD. The largest donation was \$10,000. Although the goal for the day was \$40,000, the Foundation received a total of \$62,142. The Enterprise Zone tax credit is available for gifts to the Foundation.

Financial Report

The February and March 2025 Financial reports were included in the packet. Chief Finance Officer provided – will speak to March report. 43% of total revenue has been collected, 24% of 2025 expenditures has been spent.

Public Services Report

Deputy CEO Tammy Sayles thanked Takiyah Jemison and the team who made the renovations at Penrose Library a success. PPLD Spring break activities, themed Cool Science, attracted 830 participants around the district. The Jean Ciavonne Poetry Award ceremony will take place at Penrose Library this Saturday, April 19.

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

The Support Services reports were included in the Board packet.

CEO Report

CEO Teona Shainidze-Krebs thanked Becca Cruz and the Strategy & Innovation team for the 2024 PPLD Statistics Snapshot provided in the Board packet. This snapshot represents various ways that PPLD impacts the community.

In response to a question from the community, Ms. Shainidze-Krebs shared that PPLD's e-materials budget has not been cut, and that Kanopy and Hoopla will continue to be available.

Other updates shared are that the District is exploring ways to extend library hours, including on Sundays, launching a quarterly newsletter to the community, and requiring an active library card to reserve a room at any library location.

Pursuing a ballot measure in El Paso County costs a minimum of \$500,000. This amount is spent regardless of whether or not a measure passes and must be taken into consideration when discussing a potential mill levy increase, deTaboring, or a bond issue.

BUSINESS ITEMS

Consent Items

Minutes of March 19, 2025 Board of Trustees meeting

Consent was granted for the March 19, 2025 Board of Trustees meeting as provided in the packet.

New Business

DECISION 25-4-1 Budget policy

Controller Kim Hoggatt stated the policy includes suggestions made at the Internal Affairs Committee meeting on April 1, 2025.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Budget policy as presented.

Second: Dora Gonzales seconded the motion.

Discussion: none.

Vote: The motion was approved unanimously.

DECISION 25-4-2 Audit Compliance policy

Controller Kim Hoggatt shared that the policy includes suggestions made at the Internal Affairs Committee meeting on April 1, 2025. The deadline was removed from the Board policy and will be included in the Administrative procedures.

Motion: Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve the Audit Compliance policy as presented.

Second: Erin Bents seconded the motion.

Discussion: none.

Vote: The motion was approved unanimously.

DECISION 25-4-3

Reconsideration policy

CEO Teona Shainidze-Krebs explained that the policy was updated to include state statutes in order to be compliant with state requirements, sharing that reconsideration decisions are not based on ideology. The Reconsideration process is included in the Board policy as a legal requirement. The BoardofTrustees@ppld.org will be used for any appeals regarding reconsideration decisions as that email is received by the Board President and Board Vice President. The Board of Trustees are now required to approve the CEO's decision regarding the reconsideration request. Results of these challenges are posted on the PPLD webpage and reconsideration requests do become public record. A review of this policy in other Colorado Library Districts was conducted when making these revisions.

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

Second: Erin Bents seconded the motion.

Discussion: none.

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 Library District Board of Trustees at 6:53 p.m.

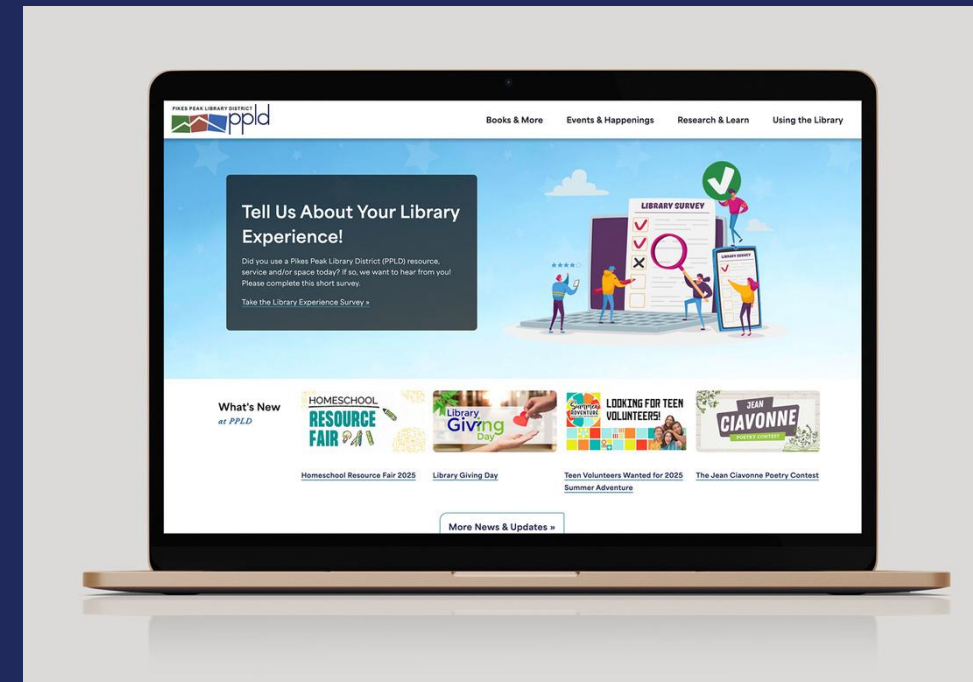
The full packet of materials for this meeting of the Pikes Peak Library District Board of Trustees is available at <https://ppld.org/board-trustees>

Bringing
Pikes Peak Library District
to Life through Communications

Communications Department



- A/V Services
- Graphic Design
- Community Partnerships & Outreach
- Patron Experience
- Public Relations & Marketing
- Project Management
- Signage - Interior and Exterior
- Video Production
- Website Management
- Promotional Programming
- Administration



PPLD Wins in 2024

Programming and activities to which the
Communications Department's efforts contributed to the outcome:

Winter Adult
Reading Program

Open Houses During
National Library
Week

Summer Adventure
Reading Program

Library Card
Sign-up
Month

All Pikes Peak
Reads

Graphics
Team

Community
Outreach

Accessible Spaces and
Services

Website
Accessibility



Effective Marketing

- TV, Digital Media, and Social Media
- Used the strategy of marketing where the readers “live.”

Most Registrations Ever!

Over the last three years, participation in the program has increased:

	Participants	Increased By
2022	3428	459
2023	4044	616
2024	5044	998
2025	5774	700

The participation numbers over the last four years have set a record each time.



8 locations held Open Houses

East Library, Library 21c, Penrose Library, Fountain Library, High Prairie Library, Monument Library, Cheyenne Mountain Library, and Sand Creek Library

Nearly 5,000 people attended the Open Houses and 4,415 people visited the landing page of *ppld.org*.

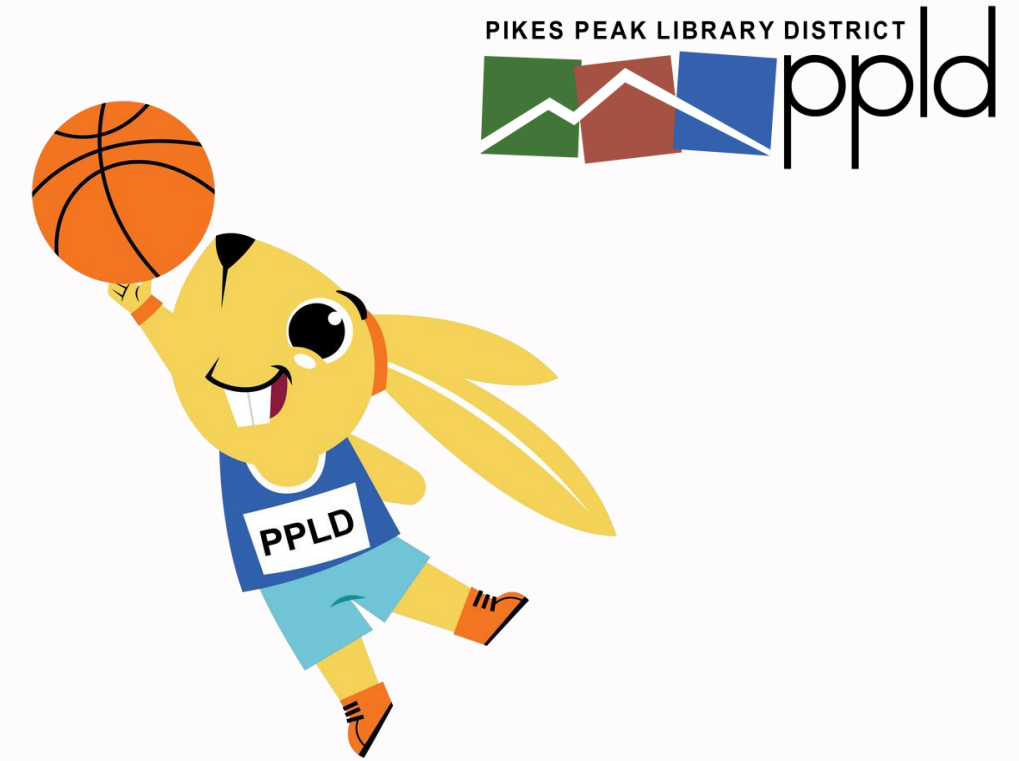
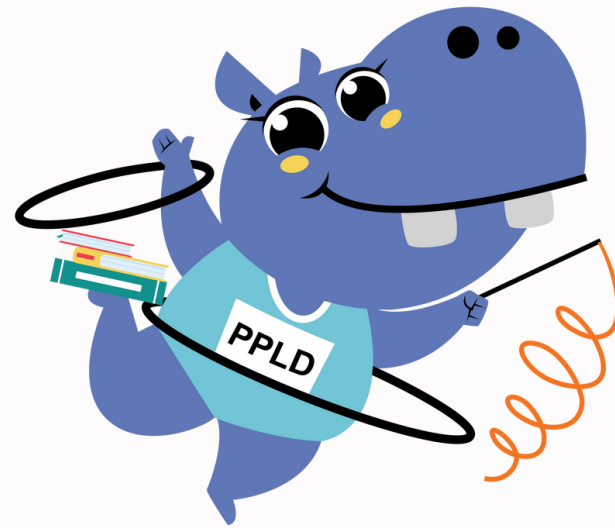
National Library Week

So many new Library cards!

- 615 new Library cards issued
- This was 305 more cards than 2023, for a 100% increase!

Promotional tactics:

- Mailer sent to nearly 10,000 homes
- Community outreach
- Location contributions



Designs that engaged the community!

- 265 pieces of collateral created
- Stickers and graphics were made available that incorporated inclusivity
- 80 donated grand prizes - a \$6,950 value



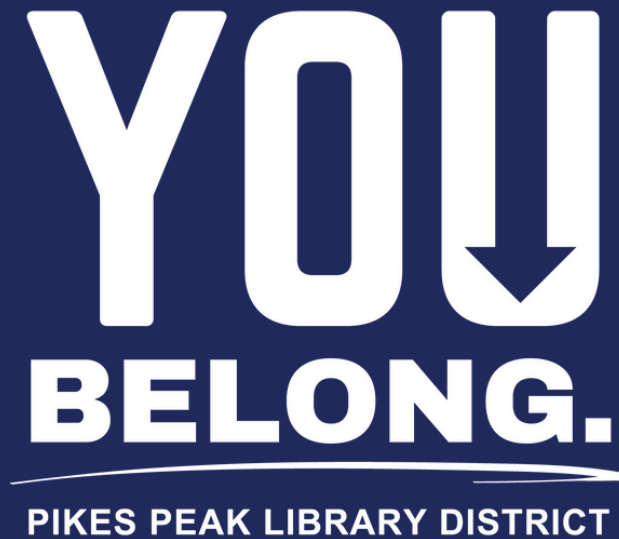
Incorporated the community - Olympic City USA!

- Limited Edition Olympic Museum Library Card
- Olympian kicking off the reading program on Registration Day



2024 Summer Adventure Stats

September is **Library Card Sign-up Month**



This campaign targeted multiple groups of individuals through advertising, marketing and public relations to let them know that they belong at the Library. There is something for **EVERYONE** at PPLD.

Foodies, gamers, crafters, entrepreneurs, musicians, gardeners, readers, teens, seniors, and more!

Objectives:

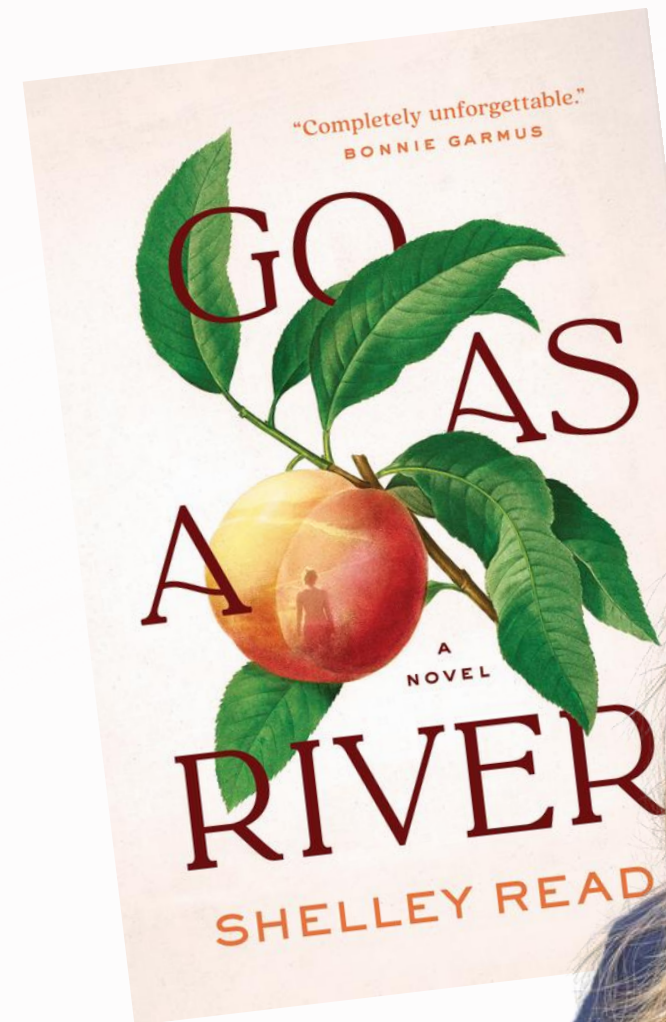
- Asked the community to help us reach a goal of 3,000 new sign-ups
- Reached that goal in two weeks
- Set a record for sign-ups with a **total of 5,099 participants!** That's 3,438 new library cards and 1,661 renewals.
- Kicked off to a yearlong library card sign-up campaign

Each month in 2025 we are targeting a different group of individuals with social media and digital advertising to let them know they “belong” at the Library in hopes of driving library card sign-ups.



ALL PIKES PEAK READS

The combination of great author selection (by programming) and marketing efforts resulted in two keynote speaker sessions instead of the usual one session in the Venue at Library 21c. They were both filled to capacity.



LIBRARY CARD DESIGN CONTEST



In November, the Communications Department started preparing to launch the Library card Design Contest in January 2025.

814 Submissions

- Involved Centennial Elementary School where all students competed at the school level and then submitted their winners to the contest.
- Involved University of Colorado College art classes. They used the time to prep and work on their submissions for the contest.
- The winners were announced on April 5, kicking off National Library Week 2025.

Video Production

Produced effective videos that supported programming, marketing, and advertising.

- Winter Adult Reading Program
- Open House Campaign
- Summer Adventure Reading Program
- Library Card Sign-up Campaign
- Training videos
- Event Filming




“New Year - New You” TV Campaign



Community Partnerships & Outreach

Community Partnerships & Outreach plays a significant role in reaching untapped audiences and those unfamiliar with PPLD's services.



Community Outreach

Comic Con, Festival of Lights Parade, Cinco De Mayo, Senior Expos, Literacy & STEM Events, Switchback FC Games and School Outreaches.

143
OUTREACHES

142,434
ATTENDANCE

Comic Con

- 1,950 people visited PPLD's Kids Con Space
- 25,000 impressions
- [Green Screen] allowed email address capture

Switchbacks Games

- Through PPLD's sponsorship of their Ziggy Kids Club
- 120 people registered for Summer Adventure

Partnerships

12 CULTURE
PASS PARTNERS

3,300 PASSES
ISSUED IN 2024

Culture Pass Partners

- Fine Arts Center, Denver Museum of Nature & Science, Pikes Peak-America's Mountain, ProRodeo Hall of Fame, U.S. Olympic & Paralympic Museum, Michael Garman Museum & Gallery, Rock Ledge Ranch Historical Site, Space Foundation Discovery Center, The Money Museum

Partnerships

- 29 partnerships that supported branches and programs, PowerPass, Culture Pass, etc.
- AARP Foundation Tax Aid and VITA
 - 1,698 tax returns filed for EL Paso County Residents

Multicultural Outreach & Accessibility

Memberships in organizations to include:

- Colorado Springs Hispanic Chamber
- Colorado Springs Black Chamber of Commerce
- Golden Lotus Foundation
- Japan-America Society of Southern Colorado
- Indian Community of Colorado Springs
- Philippine American Chamber of Southern Colorado
- Greenberg Foundation Board

Opportunities:

- Presentations about the Library's services
- Library card sign-ups at outreaches
- Room reservations by the groups
- Endowment from the Indian Cultural Community Services of \$20,000 to support Sensory Kits for the Children's area at each Library

All Things Graphic

The Graphic Design Team is involved in every program and activity at PPLD because graphics are one of the most essential ways to engage target audiences.

In 2024:

- 1,576 marketing requests
- 265 elements for Summer Adventure
- 1,094 Canva approvals



Accessibility



Assistive Tech Rooms

Accessibility Labs at Penrose and East libraries and Library 21c with trained staff

- Hearing Loops
- Portable Reading Camera
- Dragon Speak software



Accessibility Bins

Accessibility Bins are now at all desks

- Keyboard
- Adaptive Mouse w/ tracking ball
- Headphones
- Magnifying sheets

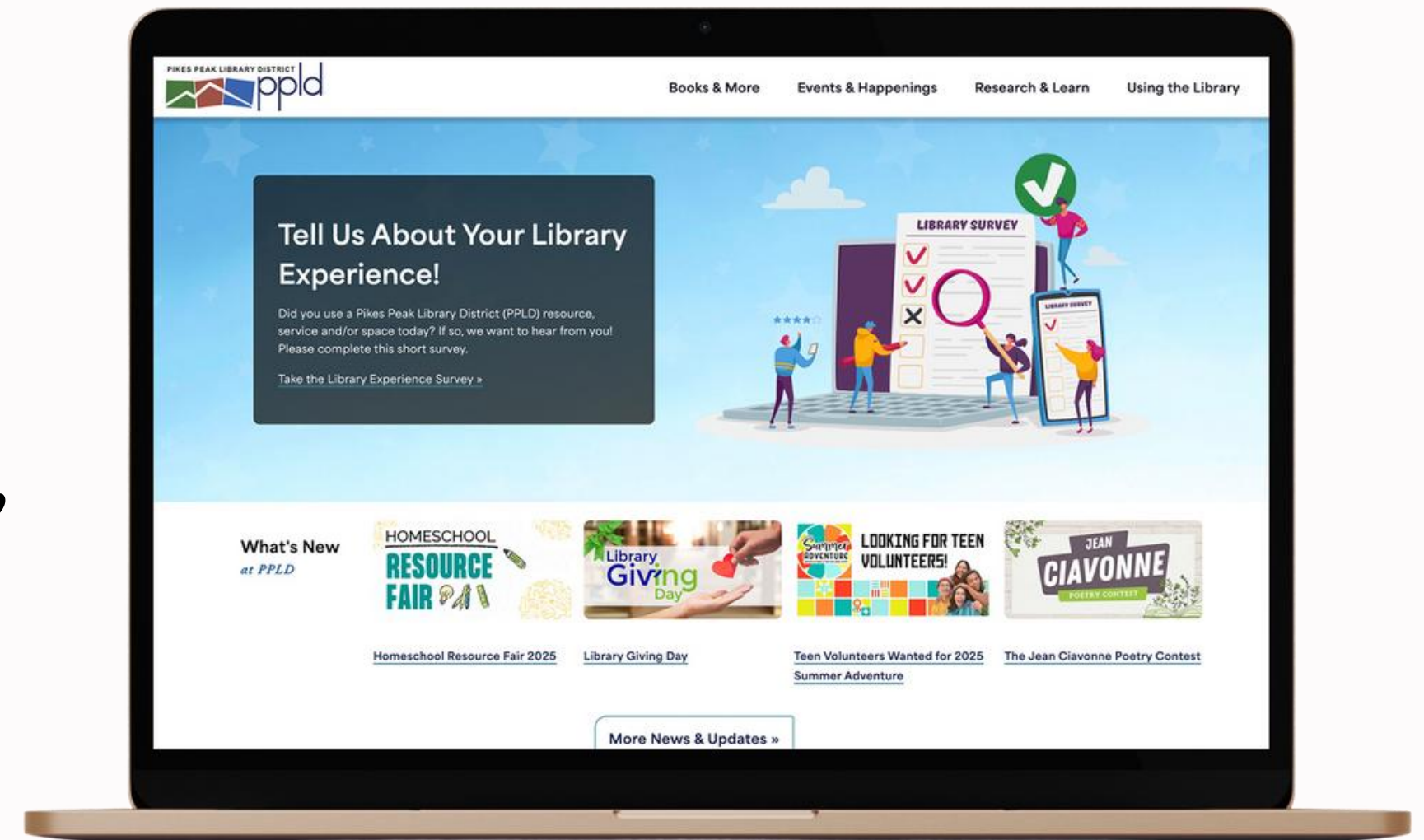


ADA Training

Implemented ADA training for all staff at PPLD Con. This is a part of the Quickstart orientation for new employees and a training that staff need to take no less than once a year.

Website Accessibility

While working on a new, accessible website that would launch in January 2025, the web team also had to make the old PPLD website accessible to comply with **HB21-1110**, to meet a deadline of June 30, 2024.



New Website!

New website developed, evaluated, and launched on Jan. 13, 2025.

Media Coverage

- 1,649 stories
- 31 successful pitches

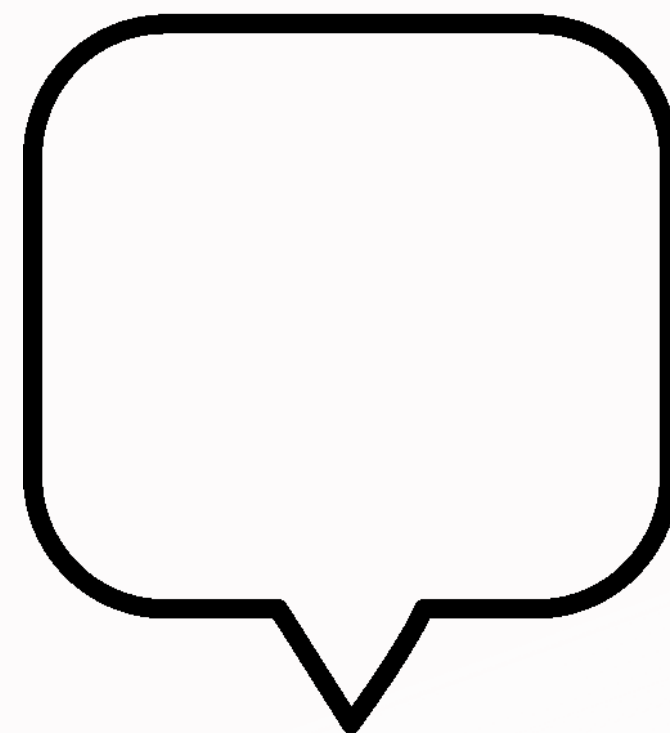


PIKES PEAK BULLETIN

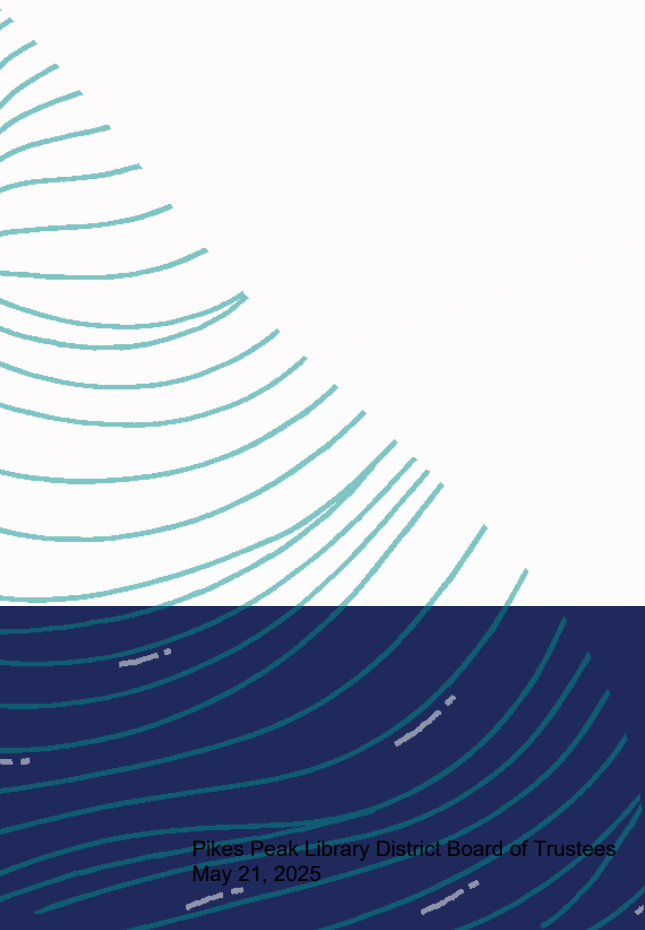
Social Media



- FB: 515 posts
- X (Twitter): 482 tweets
- Instagram:
 - 469 posts
 - 642 stories
- LinkedIn: 130 posts
- Nextdoor: 145 posts



What are we doing in 2025?



What are we doing in 2025?

**Showing the Value of PPLD
to the community**

Telling PPLD's Story

**Focusing on Library
Card Sign-ups**

**Creating videos to make
PPLD's processes more
understandable and
transparent to the community**

Budget, Annual Report, Board of
Trustees appointment process

**Redoubled focus on using
data to drive our campaign
strategies**

Track KPIs
Use KPI data to inform future
campaign strategies

Working Smarter Not Harder

Collaborating with other
departments
- first Programming - to ensure
effective marketing and
execution of programs

Thank you!

RESOLUTION AUTHORIZING ALLOCATION OF UNASSIGNED FUND BALANCE TO THE CAPITAL FUND

WHEREAS, the Pikes Peak Library District maintains an Unassigned Fund Balance in its General Fund; and

WHEREAS, the Board of the Library District has determined that it is in the best interest of the District to allocate a portion of the Unassigned Fund Balance to the Capital Fund for the purpose of funding future capital projects and improvements; and

WHEREAS, the allocation of such funds complies with applicable financial policies and statutory requirements;

NOW, THEREFORE, BE IT RESOLVED, BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES that:

1. The amount of \$3,977,345 from the General Fund's Unassigned Fund Balance is hereby allocated and transferred to the Capital Fund.
2. The District's Finance Officer is authorized and directed to make the appropriate accounting entries and take all necessary actions to complete the transfer.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

ADOPTED, this 21st day of May 2025.

Julie Smyth, President
Board of Trustees

CHANGE TO ORIGINAL RESOLUTION TO SET MILL LEVIES FOR THE 2025 BUDGET

WHEREAS, on December 10, 2024, the Board adopted Decision 24-12-5, a resolution communicating mill levies for the District for fiscal year 2025; and

WHEREAS, it has been determined that the presentation on the resolution to set mill levies on December 10, 2024, must be changed to reflect the actual fund balance allocations approved on the 2025 budget;

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES that decision 24-12-5 is hereby changed as follows:

1. The mill levy for the General Fund should be presented as 2.887 mills instead of 2.606 mills.
2. The mill levy for the Capital Fund should be presented as 0.000 mills instead of 0.281 mills.

BE IT FURTHER RESOLVED that all other provisions of Decision 24-12-5 shall remain in full force and effect. This change resulted in no financial impact to the District and the total mill levies submitted to El Paso County has not changed.

ADOPTED, this 21st day of May 2025.

Julie Smyth, President
Board of Trustees