

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



VIRTUAL MEETING (ZOOM)

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

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

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

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

CALL TO ORDER

President Dora Gonzales called the July 17, 2024 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA:

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

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

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

PUBLIC COMMENT

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

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

REPORTS

Friends of the Pikes Peak Library District Report

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

Friends of the Pikes Peak Library District Board of Directors President Rita Jordan mentioned the upcoming Christmas in July and East Summer Adventure party events.

Pikes Peak Library District Foundation Report

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

Financial Report

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

Public Services Report

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

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

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

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

BOARD REPORTS

Internal Affairs Committee

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

Public Affairs Committee

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

Trustee Comments

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

BUSINESS ITEMS

CONSENT ITEMS

Minutes of the June 19, 2024 Board of Trustees meeting

There were no comments or requested changes.

NEW BUSINESS

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

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

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

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED this 17th day of July 2024.

Attest: _____

Dora Gonzales, President

Board of Trustees

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

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Dora Gonzales adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 7:25 p.m.

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