

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

September 26, 2025

9:00 a.m. – 3:30 p.m.

PENROSE HOUSE

1661 MESA AVE.

[PPLD Board Retreat virtual link](#)



PUBLIC ATTENDANCE IS VIRTUAL

DUE TO LIMITED CAPACITY AT THE OFFSITE RETREAT LOCATION, THE LIBRARY DISTRICT IS PROVIDING A LIVESTREAM LINK FOR THE PUBLIC TO ATTEND THE BOARD RETREAT VIRTUALLY.

RETREAT AGENDA AND MINUTES

TIME	TOPIC	PRESENTER	ATTENDEES
8:45 – 9:00 a.m.	Arrival		Boards – PPLD, Foundation, Friends, and Leadership Team
9:00 – 10:30 a.m.	2026 Budget projection & trends 2024 Fund balance Questions/Discussion	PPLD Administration	Boards – PPLD, Foundation, Friends, and Leadership Team
10:30 – 10:45 a.m.	Break		Boards – PPLD, Foundation, Friends, and Leadership Team
10:45 – 12:00 p.m.	Facilities Master Plan (FMP) status & projections*	PPLD Administration	Boards – PPLD, Foundation, Friends, and Leadership Team
12:00 – 12:30 p.m.	Lunch – Colonel Mustard's Sandwich Emporium		Boards – PPLD, Foundation, Friends, and Leadership Team
12:30 – 1:30 p.m.	El Paso County demographics and data	PPLD Administration	PPLD Board and Leadership Team
1:30 – 2:00 p.m.	Questions about demographics		PPLD Board and Leadership Team
2:00 – 3:00 p.m.	Discussion of demographics and Facilities Master Plan projections		PPLD Board and Leadership Team
3:00 – 3:30 p.m.	Closing		PPLD Board and Leadership Team

***Purchase or negotiation of specific properties will not be part of this discussion.**

Please feel free to take a break whenever needed during the day.

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

Chief Executive Officer (CEO) Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Chief Facilities & Security Officer Michael Brantner, Director of Strategy and Innovation Becca Cruz, Executive Assistant Laura Foster, Chief Financial Officer Kim Hoggatt, Chief Operating Officer Heather Laslie, Data Analyst Becca Philipsen, Deputy Chief Executive Officer Tammy Sayles, Interim Chief Information Technology Officer Dan Stone, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Internal Communications and Special Projects Manager Jeremiah Walter, Foundation Board member Patti Akkola, Friends Board member Vickie Heffner, Foundation President Nadine Hensler, Foundation Board member Cody Humphrey, Friends Board member Diane Klare, Interim Foundation Vice President and Secretary Kathleen Owings

CEO Teona Shainidze-Krebs presented How PPLD Stacks Up, a comparison of PPLD and nine large Colorado Library Districts.

2026 Budget projection & trends, 2024 Fund balance, Questions/Discussion

Property tax revenue makes up 95% of the PPLD budget revenue

The general fund includes salary & benefits, collection mgmt., building & fleet maintenance

- Staff salary and benefits = approximately 60% of total budget
- Collection Management = approximately 11% of the total budget and appears to be on target for 2025
- Bldg. & vehicle maintenance = up to \$7 million

Current staff totals 404; there are 430 total approved positions in the District.

Facilities Master Plan (FMP) status & projections*

Expanded Patron Access plan

Hybrid model

- Patrons over 18 are eligible
- Propose 6am – 10pm except holidays.
- Virtual librarian available during proposed hybrid hours; security will be the point of contact during closed hours.
- Staffed hours (20 hours a week) at a minimum are required for hybrid locations.

Book lockers

- 24/7/365 access for pick-ups; material return boxes are included.
- Monitored by PPLD IT.
- Lead time for book lockers
 - 8-10 weeks for vendor build; approximately 2 weeks for PPLD to build the racks.
 - Only one vendor available with a lead time of 20 weeks right now.
 - Lockers run on 110 electricity
- Staff will service once a day to refill/pick-up.
- Initial launch may not require additional staff hours for the internal courier; this will be assessed as the service expands.
- The ILS rollout will be completed before launching lockers. Building the ILS includes these considerations.
- Jefferson CO has only had issues with needing to shade the screen for their book lockers.

Quarter 1 of 2026

- Pilot at Palmer Lake Library (24 hours/week) and Ute Pass Library (28 hours/week) will increase accessible hours to 112 hours/week at each library.
- Town halls will be held in Palmer Lake and Ute Pass area.

Proposed additional 2026 modifications

- Calhan Library hybrid – 32 hours/week to 112 hours/week
- East Library hybrid – 60 hours/week to 112 hours/week (access to meeting room, computer lab and holds pickup (book locker) only)

- Tentative: Initial rollout of book lockers expected for the Black Forest area, Powers/Marksheffel area, East Library (as part of hybrid conversion) Fountain Library
- Proposed hybrid – Northwest COS, 112 hours/week

Proposed 2027 modifications

- Ruth Holley Library hybrid (56 to 112 hours/week)
- Hybrid addition on Powers/Marksheffel
- 3 additional book lockers Ruth Holley Library, High Prairie Library and TBD
- Library 21c hybrid – 60 hours/week to 112 hours/week

Proposed 2028 modifications

HI remodel/expansion, including hybrid (52 to 112 hours/week)

All facilities have after-hour cleaning service, East Library, Library 21c and Penrose Library also have a day porter.

Schedule staggers based on closed hours and route of the cleaning team.

Cameras will view entry into hybrid space; there will be a speaker to interact with individuals entering, monitored by the SOC.

Assessing data of success from existing program at Jeffco.

Can seek sponsorships for lockers; an MOU with each location will include electricity access.

Funding will be included in 2026 budget; waiting to include after this presentation and questions.

This is expected to be below \$100,000 and will not require a Board vote but will be in the budget that the Board has to approve as a whole.

Scott Taylor and Michael Brantner will discuss the alarm set-up for kiosks.

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County Demographic presentation

Data shared by County Commissioner District.

Closing

President Julie Smyth ended the Board of Trustees retreat at 2:00 p.m.