

**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: 818 6293 8095  
Passcode: 949486

*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 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.	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.3)
F.	Pikes Peak Library District Foundation Report (Courtney VanCleave)	Five minutes (p.4)
G.	Financial Report January 2026 (Kim Hoggatt)	Five minutes (p.5)
H.	Public Services Report & Key Library Statistics (Janina Karoub)	Five minutes (p.13)
I.	Support Services Reports: Communications; Facilities & Security; Human Resources; Information Technology, Strategy & Innovation	(p.18)
J.	CEO Report (Teona Shainidze-Krebs)	Five minutes
1.	Strategic plan Q3 2025	(p.32)
2.	PPLD 2025 Highlights	(p.38)
V.	BUSINESS ITEMS	
A.	Consent Items	
<i>Consent items shall be acted upon as a whole unless a specific item is called for discussion.</i>		
<i>Any item called for discussion shall be acted upon separately as "New Business".</i>		
1.	Minutes of January 21, 2026 Board of Trustees meeting	(p.39)
B.	New Business	
1.	DECISION 26-2-1: 2025 Supplemental Budget Adjustment Resolution	(p.43)
2.	DECISION 26-2-2: 2025 Supplemental Budget Adjustment Special Revenue Fund Resolution	(p.47)
3.	DECISION 26-2-3: 2026 Supplemental; Budget Adjustment Capital Fund Rollover Resolution	(p.49)
VI.	PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA (3 Minute Time Limit per Person)	

VII. ADJOURNMENT

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

## Friends of the Pikes Peak Library District February 2026 Report

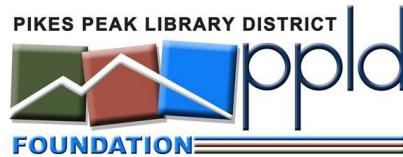
Despite frigid weather on January 24, the Friends Annual Meeting went well. Keynote speaker PJ Anderson, 2025 Golden Quill honoree, gave an informative presentation on his research for Cheyenne Mountain, Here's Looking at You.

The Friends *Sip-n-Shop* event held on Sunday, February 1, was a tremendous success. This event, to show the Friends appreciation of the library staff and Friends volunteers, included games, door prizes and shopping for significantly discounted items.

February 2026 FPPLD Operations Report		
Sales	(Gross)	
Sales thru January	Amazon	\$648
	eBay	\$6248
	Web storefront	\$212
	East Bookstore	\$3953
	Library 21C	\$2022
	Penrose	\$379
TOTAL SALES		\$13,462

Fifty-eight District volunteers contributed 706 hours during January. Book donations are needed for the Spring Book Sale. The current box count is approximately 400. Ideally, we need 800 boxes. Spring Big Book Sale bookmarks and small posters have been distributed to the branch libraries.

Rita Jordan, President  
Friends of the Pikes Peak Library District



## REPORT

Pikes Peak Library District Foundation      UNAUDITED  
 Statement of Financial Activity  
 As of December 31, 2025 and December 31, 2024

	Month	YTD	Budget	Variance	Month	PY
	December 31, 2025	2025	2025	2025	December 31, 2024	2024
<b>Revenues</b>						
<b>Giving</b>						
Individuals	\$ 124,965	\$ 337,253			\$ 157,868	\$ 455,463
Foundations	7,500	23,060			-	-
Corporation	100	9,353			260	10,094
Sponsorships	1,000	24,500			-	-
<b>Total Giving</b>	<b>133,565</b>	<b>394,166</b>			<b>157,928</b>	<b>465,557</b>

Foundation Board members and staff attended the Give! Campaign check presentation ceremony on February 3, 2026, with various community leaders and nonprofit organizations.

The 2026 Night at the Library: A Storybook Event will be held on April 18, 2026 – ticket information will be shared soon, as it is currently being completed.



January 31, 2026  
Monthly Financial Report

Board of Trustees Meeting  
February 18, 2026

## Board Dashboard

### Revenues (PPLD as whole)

Type	YTD Actual			Percentage collected
	Annual Budget	Revenue	Variance	
Property Taxes (1)	\$ 41,132,865	\$ 1,249,512	\$ 39,883,353	3%
Intergovernmental Grants	388,931	0	\$ 388,931	0%
Fines and fees	90,000	6,786	\$ 83,214	8%
Interest income	800,000	78,057	\$ 721,943	10%
Donations - Foundation	400,000	9	\$ 399,991	0%
Donations - Friends	101,500	101,500	\$ -	100%
Miscellaneous	74,000	4,916	\$ 69,084	7%
Employee contributions	424,000	36,856	\$ 387,144	9%
Total	<u>\$ 43,411,296</u>	<u>\$ 1,477,637</u>	<u>\$ 41,933,659</u>	

(1) Includes all Property and Specific Ownership Taxes

### General Fund Expenditures

Type	YTD Actual			Percentage collected
	Annual Budget	spend	Variance	
Building & Vehicle Maintenance	\$ 2,843,286	\$ 115,142	\$ 2,728,144	4%
Collections Management Materials	5,260,400	7,671	5,252,729	0%
Contract Services	1,275,788	388,847	886,941	30%
Employee Salaries & Benefits	26,904,716	1,931,793	24,972,923	7%
Mileage, Training, Memberships	455,175	397	454,778	0%
Programming	341,590	17,777	323,813	5%
Supplies	536,750	13,602	523,148	3%
Telecommunications	2,592,491	125,510	2,466,982	5%
Capital (grant funded)	25,000	0	25,000	0%
Total	<u>\$ 40,235,196</u>	<u>\$ 2,600,737</u>	<u>\$ 37,634,458</u>	

### Capital Fund Expenditures

Type	YTD Actual			Percentage collected
	Annual Budget	spend	Variance	
Capital Fund- Facilities	\$ 140,721	\$ -	\$ 140,721	0%
Capital Fund-Communication	0	0	0	0%
Capital Fund- Security	633,000	0	633,000	0%
Capital Fund- IT	484,445	100,907	383,538	21%
Capital Fund- Strategy & Innovation	0	0	0	0%
Capital Fund- Finance	65,500	0	65,500	0%
Capital Fund- Special Revenue Funds	0	0	0	0%
Total	<u>\$ 1,323,666</u>	<u>\$ 100,907</u>	<u>\$ 1,222,759</u>	



## Monthly Financial Report - PPLD (as a whole)

As of January 31, 2026

		Year to Date Activity as of January 31, 2026			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes (1)		37,832,865	3,152,739	963,989	(2,188,749)
Specific ownership taxes		3,300,000	275,000	285,523	10,523
Total Taxes		<b>41,132,865</b>	<b>3,427,739</b>	<b>1,249,512</b>	<b>(2,178,227)</b>
Intergovernmental Grants		388,931	32,411	0	(32,411)
Foundation Donations/fundraising		400,000	33,333	9	(33,324)
Friends Donations/fundraising		101,500	8,458	101,500	93,042
Interest income		800,000	66,667	78,057	11,391
Fines and fees		90,000	7,500	6,786	(714)
Other Operating Revenue		74,000	6,167	4,916	(1,251)
Total Operating Revenue		<b>1,854,431</b>	<b>154,536</b>	<b>191,269</b>	<b>36,733</b>
Employee contributions		424,000	35,333	36,856	1,523
Total Other Revenue		<b>424,000</b>	<b>35,333</b>	<b>36,856</b>	<b>1,523</b>
Total Revenue		<b>43,411,296</b>	<b>3,617,608</b>	<b>1,477,637</b>	<b>(2,139,971)</b>
<b>EXPENDITURES</b>					
Personnel Expense		29,070,965	2,422,580	2,082,813	339,767
Operating Expense		14,975,310	1,247,943	676,829	571,114
Capital Outlay		1,348,666	112,389	100,907	11,482
Total Expenditures		<b>45,394,941</b>	<b>3,782,912</b>	<b>2,860,549</b>	<b>922,363</b>
Excess (deficiency) of Revenue over Expenditures		<b>(1,983,646)</b>	<b>(165,304)</b>	<b>(1,382,912)</b>	<b>(1,217,608)</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/Out)			0	0	0
Insurance Proceeds		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Net Impact to Fund Balance		<b>(1,983,646)</b>	<b>(165,304)</b>	<b>(1,382,912)</b>	<b>(1,217,608)</b>
GF Unassigned, CIP & SIF Beginning Fund Balance (2)		24,052,920	24,052,920	24,052,920	0
Ending Fund Balance (Projected)		<b>22,069,274</b>	<b>23,887,616</b>	<b>22,670,008</b>	<b>(1,217,608)</b>

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

(2) Projected 2025 Unassigned Fund Balance (unaudited)



## Monthly Financial Report - GENERAL FUND

As of January 31, 2026

	<u>Revised Annual Budget</u>	Year to Date Activity as of January 31, 2026		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>				
Property Taxes	35,080,765	2,923,397	854,384	(2,069,013)
Specific ownership taxes	3,300,000	275,000	285,523	10,523
<b>Total Taxes</b>	<b>38,380,765</b>	<b>3,198,397</b>	<b>1,139,906</b>	<b>(2,058,491)</b>
Intergovernmental	388,931	32,411	0	(32,411)
Foundation Donations/fundraising	400,000	33,333	9	(33,324)
Friends Donation	101,500	8,458	101,500	93,042
Interest	800,000	66,667	77,996	11,330
Fines and fees	90,000	7,500	6,786	(714)
Other Operating	74,000	6,167	4,916	(1,251)
<b>Total Operating Revenue</b>	<b>1,854,431</b>	<b>154,536</b>	<b>191,208</b>	<b>36,672</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
<b>Total Revenue</b>	<b>40,235,196</b>	<b>3,352,933</b>	<b>1,331,114</b>	<b>(2,021,819)</b>
<b>EXPENDITURES</b>				
Building & Vehicle Maintenance	2,843,286	236,940	115,142	(121,799)
Collections Management Materials	5,260,400	438,367	7,671	(430,696)
Contract Services	1,275,788	106,316	388,847	282,531
Employee Salaries & Benefits	26,904,716	2,242,060	1,931,793	(310,267)
Mileage, Training, Memberships	455,175	37,931	397	(37,535)
Programming	341,590	28,466	17,777	(10,689)
Supplies	536,750	44,729	13,602	(31,128)
Telecommunications	2,592,491	216,041	125,510	(90,531)
Capital Outlay (Grant Funded)	25,000	2,083	0	(2,083)
<b>Total Expenditures</b>	<b>40,235,196</b>	<b>3,352,933</b>	<b>2,600,737</b>	<b>(752,196)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>0</b>	<b>0</b>	<b>(1,269,623)</b>	<b>(1,269,623)</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
Transfer Out	0	0	0	0
Insurance Proceeds				
	0	0	0	0
<b>Net Impact to Fund Balance</b>	<b>0</b>	<b>0</b>	<b>(1,269,623)</b>	<b>(1,269,623)</b>
<b>GF Unassigned Beginning Fund Balance *</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>0</b>
3 Month Reserve (Board Mandate)	10,058,799	10,058,799	10,058,799	
<b>Unrestrict Balance available for use</b>	<b>8,288,904</b>	<b>8,288,904</b>	<b>8,288,904</b>	<b>0</b>
<b>Ending Fund Balance (Projected)</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>17,078,080</b>	<b>(1,269,623)</b>

\* 2025 Unaudited Unassigned Fund Balance



## Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of January 31, 2026

		Year to Date Activity as of January 31, 2026		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
<b>Public Services</b>	<b>23,358,399</b>	<b>1,946,533</b>	<b>1,268,035</b>	<b>992,528</b>
<b>Public Services Administrative</b>	<b>9,626,381</b>	<b>802,198</b>	<b>323,368</b>	<b>478,830</b>
Public Services Administration	427,391	35,616	28,747	6,869
Collection Management	2,430,466	202,539	132,037	70,502
Collection Management - Library Materials	5,057,465	421,455	47,036	374,420
Regional History and Genealogy	801,222	66,768	49,668	17,100
Adult Education	909,838	75,820	65,880	9,940
<b>Programming Administration</b>	<b>1,859,050</b>	<b>154,921</b>	<b>134,804</b>	<b>334,146</b>
<b>Branch Administration</b>	<b>11,872,967</b>	<b>989,414</b>	<b>809,862</b>	<b>179,552</b>
Branch Administration	575,561	47,963	37,415	10,549
Penrose Library	1,895,961	157,997	132,617	25,380
East Library	2,010,157	167,513	128,996	38,517
Library 21c	2,105,789	175,482	135,180	40,302
Cheyenne Mountain Library	608,189	50,682	42,532	8,151
Fountain Library	500,832	41,736	37,035	4,701
* High Prairie Library	633,340	52,778	46,249	6,530
* Manitou Springs Library	565,573	47,131	38,361	8,770
* Monument Library	683,740	56,978	50,593	6,385
Old Colorado City Library	470,264	39,189	33,878	5,310
Ruth Holley Library	552,858	46,071	34,041	12,030
Sand Creek Library	711,993	59,333	52,113	7,219
Mobile Library Services	558,711	46,559	40,851	5,709
<b>Administration</b>	<b>16,539,395</b>	<b>1,378,283</b>	<b>1,331,970</b>	<b>448,750</b>
<b>CEO Office</b>	<b>568,379</b>	<b>47,365</b>	<b>35,064</b>	<b>12,301</b>

\* Includes Calhan, Palmer Lake and Ute Pass



## Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of January 31, 2026

		Year to Date Activity as of January 31, 2026		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
Support Services	8,295,552	691,296	372,068	351,953
Support Services Administration	353,459	29,455	26,349	3,106
Facilities	4,065,028	338,752	190,611	148,142
Information Technology	3,271,202	272,600	110,853	161,747
Strategy and Innovation	605,863	50,489	44,256	6,233
Human Resources Office	1,129,650	94,137	61,412	32,725
Security	2,304,629	211,258	206,420	4,837
Finance Office	1,704,422	142,035	117,075	24,960
Communications Office	1,818,268	151,522	125,780	25,742
Development Office	207,519	17,293	18,040	(746)
Interdepartmental	510,977	425,814	396,111	29,702
UNDESIGNATED	39,897,794	3,324,816	2,600,005	1,441,278
Designated Funds	337,402	28,117	732	27,385
DESIGNATED	337,402	28,117	732	27,385
<b>TOTAL GENERAL FUND</b>	<b>40,235,196</b>	<b>3,352,933</b>	<b>2,600,737</b>	<b>1,468,663</b>



## Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of January 31, 2026

	<u>Revised Annual Budget</u>	Year to Date Activity as of January 31, 2026		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>				
Property Taxes	276,609	23,051	28,245	5,194
<b>Total Revenue</b>	<b>276,609</b>	<b>23,051</b>	<b>28,245</b>	<b>5,194</b>
<b>EXPENDITURES</b>				
Capital Fund- Facilities	140,721	11,727	0	11,727
Capital Fund-Communication	0	0	0	0
Capital Fund- Security	633,000	52,750	0	52,750
Capital Fund- IT	484,445	40,370	100,907	(60,536)
Capital Fund- Strategy & Innovation	0	0	0	0
Capital Fund- Finance	65,500	5,458	0	5,458
Capital Fund- Special Revenue Funds	0	0	0	0
<b>Total Expenditures</b>	<b>1,323,666</b>	<b>110,306</b>	<b>100,907</b>	<b>9,399</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(1,047,057)</b>	<b>(87,255)</b>	<b>(72,662)</b>	<b>14,593</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
Transfer In/(Out)	0	0	0	0
Insurance Proceeds	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>(1,047,057)</b>	<b>(87,255)</b>	<b>(72,662)</b>	<b>14,593</b>
Beginning Fund Balance*	4,913,502	4,913,502	4,913,502	0
<b>Ending Fund Balance (Projected)</b>	<b>3,866,445</b>	<b>4,826,247</b>	<b>4,840,840</b>	<b>14,593</b>



## Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of January 31, 2026

		Year to Date Activity as of January 31, 2026			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		2,475,491	206,291	81,361	(124,930)
Employee contributions		424,000	35,333	36,856	1,523
Other Revenue		0	0	61	61
<b>Total Revenue</b>		<b>2,899,491</b>	<b>241,624</b>	<b>118,278</b>	<b>(123,347)</b>
<b>EXPENDITURES</b>					
Employee Salaries & Benefits		2,481,080	206,757	151,020	55,737
Contract Services		1,355,000	112,917	133,394	(20,477)
<b>Total Expenditures</b>		<b>3,836,080</b>	<b>319,673</b>	<b>284,414</b>	<b>35,260</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>(936,589)</b>	<b>(78,049)</b>	<b>(166,136)</b>	<b>(88,087)</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
		0	0	0	0
<b>Net Impact to Fund Balance</b>		<b>(936,589)</b>	<b>(78,049)</b>	<b>(166,136)</b>	<b>(88,087)</b>
Beginning Net Position*		991,714	991,714	991,714	0
<b>Ending Fund Balance (Projected)</b>		<b>55,125</b>	<b>913,665</b>	<b>825,578</b>	<b>(88,087)</b>

## **Public Services Report**

### **January 2026**

#### **Compliments**

A Ruth Holley patron shared that a staff member "saved me from so much stress" by patiently walking them through the steps on the computer with kindness and respect.

A mother at a school outreach night approached an Old Colorado City staff member and shared that her children still recite poems they learned at Toddler Time and thanked them for their creativity and work in the community.

A student at Ellicott Elementary School used the wheelchair lift on the new bookmobile for its inaugural time. He and his entire class cheered and clapped their hands as they were so excited he could go inside the bookmobile. He and his teacher told staff, "Thank you so much for coming and helping me access books inside the bookmobile. This is the first time I have been able to do this!!" NOTE: He has since come back another time—the library has gained a loyal and valuable patron.

A Library 21c patron told Makerspace staff she was so happy to finally use the laser on her own, without needing her husband or son to help her.

#### **Adult Education**

##### **Access**

Orientation for HSE and ESL classes are complete for this semester.

#### **Communications**

The strategic services nonprofit librarian is continuing to visit the branches and met with a UCCS professor in the Technical Communication & Information Design department to plan support for his grant writing class. She will be introducing students to Candid and the Colorado Grants Guide and walking them through how to use both, which will be great practice before her intro to grant databases class in February.

#### **Community Connections**

The business and non-profit strategic services librarians were invited to attend the Colorado Springs Chamber Business Snapshot (formerly the State of the Chamber) by the city. It was a great networking opportunity to work with the community.

#### **Branches**

##### **Access**

The Device Drop-In program at Library 21c continues to receive positive feedback from patrons for providing technology support and troubleshooting.

Cheyenne Mountain Library expanded its Toddler Time by adding a second weekly session, and they also hosted their first Playgroup. This provides more opportunities for families to participate in early literacy programming.

## **Accountability**

East Library conducted a manual gate count to verify the accuracy of the visits totals that have been collected.

## **Communications**

Mobile Library Services partnered with Communications for an outreach event at MomCo, connecting caregivers with library resources. The effort resulted in new library card registrations and re-engaged former patrons by highlighting new services.

## **Community Connections**

Manitou Springs staff participated in the community's Annual Fruit Cake Toss.

Library 21c staff collaborated with the Buena Vista Public Library District to share resources and expertise for use in their upcoming summer programming.

## **Staff**

Staff from Branches across the district participated in the first Programming Onboarding Training.

Mobile Library Services staff completed a comprehensive driver training for the new bookmobile, including slalom maneuvers, ground-guiding techniques, and route adjustments to accommodate the new vehicle's size.

Various staff members completed the Finding Info for Teens training.

A staff member from Library 21c, who is a member of the PPLD Green Team, is participating in the ALA Resilient Communities cohort.

## **Collection Management**

### **Access**

The Materials workgroup, Catalogers, and Acquisitions staff spent much time working through new processes in the Polaris ILS for many of their regular tasks.

Ordering resumed on January 5. With a new ILS, new ordering procedures, new accounts with the primary vendor, and that vendor's new processing software, there were some glitches getting back to normal. The backlog of materials published from October-December was ordered, resulting in 76 purchase orders, 2,294 titles, and 7,553 items added to the collection.

The department received 153 vendor boxes in January with a quicker turnaround time than was expected from the primary materials vendor. Catalogers cataloged 527 titles.

The Integrated Library System (ILS) Administrator began working with Unique Management Services to enable an automatic patron renewal process.

## **Accountability**

Acquisitions staff worked through a new procedure for ordering materials and paying invoices which aligns with how other departments do purchasing. It requires more time to do these tasks and the team is still working on ways to streamline the process. The ILS team assisted by creating two reports in Polaris that will list paid invoice lines and shipping/processing amounts.

The Collection Management Assistants helped with shelf-reading duty at Library 21c.

The Interlibrary Loan (ILL) team reviewed the new and improved Colorado Resource Sharing (formerly Interlibrary Loan) Best Practices. The document has been revised to reflect technological advancements, Colorado's resource sharing guidelines, and more recent standards adopted by other states across various resource sharing environments.

The ILS Analyst created search lists for the annual Random Sample Inventory, which library staff executed on January 16. The final total of items not found in the expected location was 1.2%.

### **Community Connections**

The ILL Manager completed marketing for the Colorado Resource Sharing conference. She also worked with OCLC to present at the conference and recruited a speaker from Miami University Libraries to discuss copyright and fair use

Fifteen Marketing-Your-Book requests from local authors were reviewed for purchase.

### **Physical and Virtual Spaces**

The ILS team continued to work on problems and processes after the ILS migration, including mobile app issues, patron notifications, shelf balancing, and report creation.

The Circulation Services Coordinator met with the High Prairie Library manager to review upcoming plans to rearrange the children's shelving to provide better staff and camera observation of those areas.

### **Programming**

#### **Access**

Programming staff curated and evaluated a list of databases appropriate for children and teens, testing existing resources and providing feedback and recommendations.

The Programming team released the Block Two (May–August 2026) program menu to location staff in support of centralized programming.

#### **Accountability**

Programming created a 2026 Educational Resource Center purchase guide and will expand resources to further support middle and high school students.

All 2026 Spring Break Independent Contractor Agreements have been sent to paid presenters.

Programming and Collection Management collaborated to streamline a system ensuring titles featured in *NextReads* newsletters are available in the collection.

### **Communications**

Programming and the Community Engagement Coordinator developed a partnership agreement with Colorado Homeschool Enrichment, enabling families to receive academic credit for attending PPLD homeschool programs.

## Community Connections

LENA Start is now being offered at Trailblazer Elementary School with five families, using a new model that provides parent classes alongside a children's playgroup.

Programming offered its first program supporting the district's Social Initiatives: *Education and Prevention of Human Trafficking*, held January 16 in partnership with the Human Trafficking Task Force of Southern Colorado; six community members attended.

Programming planned and organized presenters for the Winter Adult Reading Program, including:

- *Ghost Stories of Colorado's Mining Frontier* with Erin Taylor (January 10, High Prairie)
- *Introduction to Snowshoeing* with Park Ranger Anna Urban (January 24, Library 21c)
- *History of the Pikes Peak Trolleys* with John Haney (January 24, Penrose Library)

The Winter Adult Reading Program launched in January; registrants received a free CO150 calendar featuring photographs from RH&G of PPLD. As of February 2, 5,702 adults registered and 1,159 completed the 30-day reading challenge.

## Staff

Programming developed a new, two-part onboarding for all district staff who facilitate programs. Session one covers centralized programming, and session two provides age-specific training (Family & Children's, Teens, and Adults/Makerspaces). The team also completed and updated additional trainings in Bridge.

## Regional History & Genealogy

### Access

A new archival collection was added this past month for the organization Half the Sky Giving Circle, who are donating their materials. Established in 2010, Half the Sky Giving Circle is focused on supporting nonprofits serving women and families. Its name is derived from a Chinese proverb that champions "women hold up half the sky".

RH&G received 380 digital files of cartographic material (maps) that had been sent to a vendor to be digitized. These digital surrogates of previously uncatalogued materials will be entered into PPLD Digital Collections and made accessible in the department using a newly created classification structure that prioritizes patron access in a more organic and intuitive way.

## Communications

RH&G and Communications kicked off the 2026 Colorado 150 & USA 250 celebrations with the RH&G Open House on Saturday, January 24. It was remarkably successful with 146 patrons visiting over the two hours and enjoying department tours, an "Escape Colorado Springs" trivia adventure game, a time-traveling opportunity to be placed in a historic photograph, and hand-on genealogy help.

# Key Library Statistics - January 2026

## Monthly Trends (Jan. 2026 vs Jan. 2025)

### Technology

#### Computer Use

 18,366  +17.1%

#### Unique Wi-Fi Users

 11,060  +4.2%

#### Website Total Page Views

 340,145  -10.4%

### Services

#### Meeting/Study Room Use

 2,629  -4.7%

#### New Cards

 2,838  +32.7%

#### Reference Questions

 8,116  +6.6%

### Collections

#### Physical Checkouts

 169,244  -3.1%

#### eResource Checkouts

 371,698  +4.1%

#### Combined Checkouts

 540,942  +1.7%

### Programs\*

#### Number of Programs

 387  +49.4%

#### Program Attendance

 7,192  +31.9%

\*Due to a new collection process, program numbers are subject to change as data continues to be refined.

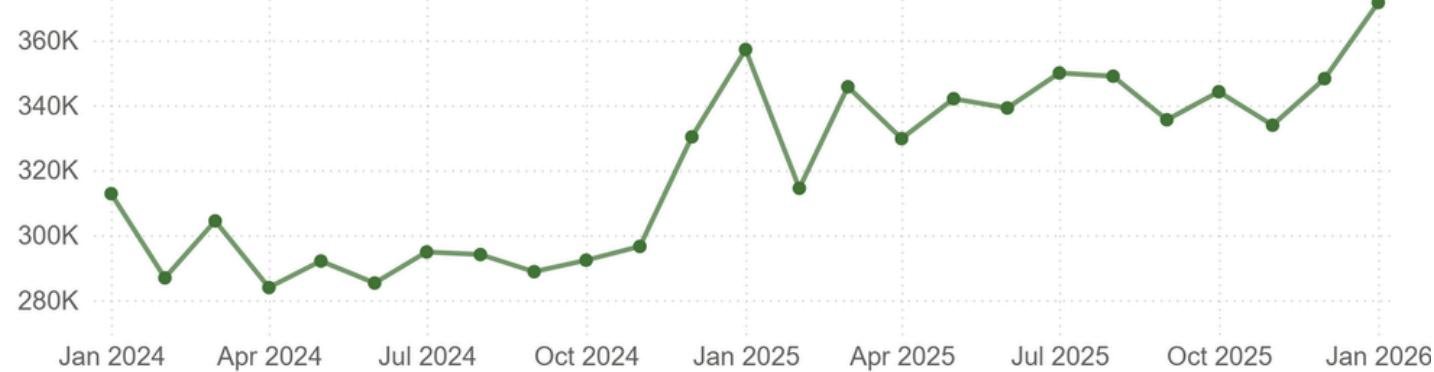
## Spotlight on eResource Checkouts (includes OverDrive/Libby, Hoopla, and Kanopy)

### eResources make a big impact on PPLD patrons:

"I have been going to libraries since I was a little girl. My mom used to take us as a free activity, and I remember how much I loved having a place where I could pick things out and take home anything I wanted.

Now, I have a Kindle and rely on services like Libby to be able to get reading material. I'm so grateful for the services PPLD provides. Thank you!"

### eResource Checkouts (Jan. 2024 - Jan. 2026)



Steady growth in eResource checkouts has offset declines in physical checkouts, resulting in a 7% increase in total combined checkouts over the past two years.

## February 2026 Communications Board Report

### January stats

#### Accountability

- Approvals for meeting room and event space reservations was moved to Communications in January. Communications staff will review incoming reservations to ensure they meet our meeting room and solicitation policies. The Library receives an average for 40 – 60 meeting and event space reservations per day that need to be reviewed. Study rooms are auto approved and do not require staff moderation.
- **Website Statistics for January**
  - Total pageviews: 340,145
  - New Users: 89,194
  - Most visited page: [ppld.org/winter-reading](http://ppld.org/winter-reading)
  - The Top 5 pages visited on [ppld.org](http://ppld.org) during January, besides the home page were:
    1. Winter Reading
    2. Events
    3. Search
    4. Library locations

#### Communications

- **Media**
  - Number of stories: 72
  - YTD stories: 72
- **January news highlights**
  - Fox21 was live for seven hits on Jan. 28 for National Shelfie Day. While the day was primarily about shelves, the reporter also did hits on the Winter Adult Reading Program, affordability at the Library, the Toy Library, and the AMH. While the hits were live, here's the link to the story, which was also picked up by a news aggregator: [Book clubs, adult reading programs, and more: How the library can save you money | FOX21 News Colorado](#)
  - The Passport program and open houses were mentioned on KOAA, Fox21, and [KKT](#) for a total of 14 hits.
  - The program educating people about how to recognize and prevent human trafficking received advance hits from KRDO radio, KRDO, [KKT](#) and [Fox21](#). KKT and Fox21 attended the event and reported on it, for a total of 10 hits, including stories picked up by two news aggregators.
  - The [Gazette](#) wrote two stories about Regional History & Genealogy and its programs.
  - The Peak Legacies story about Leo and Hertha Mohl was also highlighted in the [Gazette](#). Fox21 recorded a story about the couple that aired in early February, promoting the event.

- **Social Media**

##### Facebook (Districtwide account):

- Number of posts: 40
- Total page followers: 22,320 – **140 new followers**
- Contact interactions: 1,987 (engagement)

- Views: 237,451
- Link clicks: 1,459
- **Evaluation:** Reach grew in January, with a 256% increase. Our views grew on Facebook by 71% and we increased net new followers by 140. Visits increased by 7%. The combination of the Open Houses and the Winter Adult Reading Program are reasons for the uptick, as well as a new way of gathering information.

Facebook (PPLD Kids):

- Total page followers: 6,022 – **9 new followers**
- Content interactions (engagement): 789
- Reach: 6,812 (number of accounts our content reached)
- Visits: 328
- Link clicks: 23
- **Evaluation:** This page saw a significant increase in January from December's numbers. Net followers increased by nine, Views were up 253%, and content interactions were up by 1,100%. Visits increased by 65% and link clicks increased by 667%. Much of the decrease in December is attributed to school vacations and the holidays. With school back in session and popular kids' programs being promoted, the kids page is increasing to new levels. With the arrival of the new social media and public relations manager, this page will have more video and more engaging content to continue to improve numbers.

Instagram:

- Content: 53 posts/videos/reels
- Total followers: 5,595 - **80 new followers**
- Interactions/Engagement: 916
- Page Views: 35,539
- Link clicks: 10
- **Evaluation:** Instagram numbers were also up, even while page views were down 20%, but accounts reached were up by 37%. Profile activity increased by 62%, and we had 91 new followers. While page views decreased, the increase in activity could be due to the popular programs and videos that were posted as people looked for ways to start the new year.

X (formerly Twitter):

- Number of posts: 32
- Total followers: 4,932
- Engagement: 44
- Impressions: 1,448 (number of times our content was seen)
- **Evaluation:** We received slightly higher engagement (19% increase) and much higher impressions (57% increase) despite lower number of posts.

Newsletter:

- Number sent (subscribers): 161,657
- Successful delivery: 142,910
- Opened: 47,880
- Clicks: 4,639
- **Evaluation:** Our open rate remains high at 33.50% and our click-through rate is a respectable 9.68%. In February, we are trying something different to improve the click-through and sign-up rate: Less information in the newsletter for less scrolling and more click-throughs to seek details.

Nextdoor:

- Number of posts: 16
- Impressions: 45,628 (number of times our content was seen)
- Engagement: 83

- **Evaluation** – We made fewer posts this month due to changes in staffing but received slightly higher impressions for those posts from previous months.

Threads: Threads is a platform that is similar to X (formerly Twitter). 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: 7
- Total followers: 1,051- **9 new followers**
- Interactions/(engagement): 50
- **Evaluation**: The PR Manager who handles social media departed PPLD in early January. Since then, attention has been focused on the more traditional social media platforms during this transition period. When the replacement starts, engagement is sure to increase.

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: 20
- Total followers: 176 - **5 new followers**
- Interactions (engagement): 17
- **Evaluation**: The PR Manager who handles social media departed PPLD in early January. Since then, attention has been focused on the more traditional social media platforms during this transition period. When the replacement starts, engagement is sure to increase.

#### YouTube:

- Total Subscribers: 9,240- **89 new subscribers**
- Total Views for January: 28,866
- Total Lifetime Views: 6,963,925

## Community Connections

### • Open Houses:

To celebrate the sesquicentennial, PPLD is holding open houses at all of our locations throughout the year. The first open house, in the Regional History & Genealogy department, was Jan. 24, with 146 people attending.

- Upcoming Open Houses are at Monument Library on Feb. 24, featuring a tour of the Library, live music, button-making, and a community art project that will look like a quilt.
- In Manitou Springs on Feb. 25, people will write a love letter to the Library and take part in a stroll-a-story on the grounds.
- In Fountain on March 7, visitors can make their own GORP and create a Collageardo, decorating a picture of Colorado with magazine cutouts. They will also tour community organizations as part of the scavenger hunt and stroll a story on the trail outside the Library to the creek.

### ▪ The Passport Program:

- The Passport Program, designed to encourage patrons to visit all our locations, get a stamp in their passport, and then possibly win prizes, is also successful. We distributed 2,341 Passports in January.

### • Outreach:

- Number of January Non-school Outreaches: 5
  - Total Attendance: 589
  - Total Interactions: 310

- Impressions: 589 - placement in the event and participation ensured all attendees at least saw or were aware of PPLD's presence.
  - Library cards issued: 30
- Outreach highlights:
  - PPLD supported four community outreaches in January.
    - Offered a kid's craft and issued library cards for discounted admission to PPLD's Skate in the Park theme day at Acacia Ice Rink (Jan. 17).
    - Shared PPLD offerings with 50 attendees at MomCo, a group of moms of younger children that meets monthly at First Presbyterian Church in downtown Colorado Springs. (Jan. 22)
    - Teamed up with Rocky Mountain PBS to highlight PPLD resources for young families at Hey Neighbor - a visit with Daniel Tiger. (Jan. 24)
    - Highlighted Manitou Springs Library and issued 14 new library cards at the Manitou Fruitcake Toss (Jan. 31).
- **School Engagement:**

School Engagement staff continued to provide outreach services to K – 12 schools, families, and community events throughout El Paso County. Outreach focused on connecting students, educators, and families with Library resources, including PowerPass, homework help, homeschool support, and classroom materials. Staff maintained regular communication with school contacts to ensure Library services aligned with classroom and community needs.

  - School visits: 21
  - Total impressions: 1,283
  - Library cards issued: 11
  - School visit highlights:
 

One major outreach effort was the National School Choice Fair in Colorado Springs. Staff connected with approximately 302 parents, students, and educators, sharing information about homework resources, PowerPass, homeschool resources, and additional Library services. Staff also connected with new schools and families, expanding awareness of Library support across El Paso County.

    - Classroom visits included Lightning Lessons that engaged elementary students through hands-on activities. Middle and high school outreach supported research skills, volunteer opportunities, and workforce readiness, including promotion of Review Crew at a volunteer expo.
    - Staff observed strong student engagement during interactive lessons and identified opportunities to improve future visits, including refreshing Lightning Lesson equipment and updating outreach materials for teen and volunteer-focused events.
  - Classroom Sets:
 

PPLD monitors the Juvenile and Young Adult Classroom Sets request form, fulfills all classroom set requests, and processes checkouts and returns. Classroom Sets continue to support educators by providing consistent access to high-quality reading materials for classroom instruction.

    - January 2026 Classroom Set activity:
      - Classroom Sets Checked Out: 11

- Returns: 6
- **January School Newsletters:**
  - School Engagement Library edited the January school eNewsletters for Elementary, Middle, and High Schools and coordinated distribution during the first week of the month. Newsletters were shared with Family and Children's Services staff and Young Adult Services staff for distribution to assigned school contacts, supporting staff as Library ambassadors. Newsletter emails were also sent directly to contacts.
  - January Newsletter email metrics:
    - Unique Opens: 74.80%
    - Unique Views: 89.55%
    - Total Clicks: 849
- **Culture Pass**
  - 133 passes were issued to patrons in January
- **Sponsorships**
  - PPLD is excited to partner with Elevated Churro Company to help provide refreshments for the following open houses: East, Sand Creek, and Ruth Holley libraries, and Library 21c.
- **Partnerships**
  - Homeward Pikes Peak has partnered with PPLD to provide Penrose Library patrons easy access to screening by The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT). This is used to quickly assess the acuity and vulnerability of homeless residents to help prioritize individuals and families for housing assistance programs.

## Service

- **Website Policy Section Revamp**
  - The Web Team has completed a redevelopment of the Library's Policies section on the website. Previously, all policies were provided as PDFs. To improve accessibility and usability, these policies have now been transitioned into fully accessible web pages.
- **Update Key Pages:**
  - The Web Team is currently in the process of updating several key sections of the website to improve clarity, usability, and engagement.
    - Reserve a Room
      - ❖ As a new page to the website, the Reserve a Room page will clearly outline room types, rules, and policies, allowing patrons to understand expectations and requirements before making a reservation.
    - Kids Page
      - ❖ The Kids' page is being redesigned to incorporate more fun and interactive elements, with the goal of increasing engagement and creating a more inviting experience for younger users.
    - Parents Page
      - ❖ This page will highlight resources available to parents, including materials and tools to support early literacy.

- ❖ A dedicated resource page that consolidates PPLD offerings for educators, making it easier for them to access tools and materials to support student learning.

**Facilities & Security**  
**January 2026 Board Report**

**Access**

Charger Station Usage Totals: East #58, Fountain #111, High Prairie # 0, Library 21c # 65, Ruth Holley Library & Penrose Library are inoperable.

Patron Appeal Meeting, January Totals: Scheduled 12, Attendance 0, Suspension Lifted 0

Penrose Parking Kiosk Patron & Staff Access, January Total: 3491

Lost & Found Items Returned in January: 57

**Community Connections**

The Safety and Security Training Coordinator hosted Narcan training sessions for Pikes Peak Library District staff and patrons, focusing on how to recognize an opioid overdose and properly administer naloxone.

**Physical and Virtual Spaces**

Facilities have begun the Energy Performance Contracting (EPC) process. The EPC is a financing mechanism which will allow the District to implement energy efficiency projects without upfront costs, with savings used to pay for the improvements over time. Facilities have begun to interview Energy Service Companies (ESCO) who will identify, design, and install energy conservation measures (ECM's) and guarantee their performance.

Facilities replaced damaged and worn carpet tiles throughout Library 21C.

Facilities contractor completed quarterly preventive maintenance on HVAC equipment at East Library.

Facilities have installed new ADA signs for all Public Restrooms at East Library.

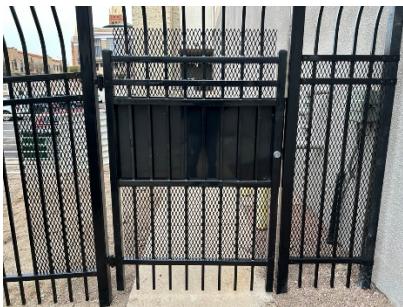
East Library replaced hot water expansion unit and repaired hot water recirculating pump.

Security has installed Fire Blankets in Makerspace across the district. Fire blankets are made of fire-retardant materials, such as woven fiberglass, which helps to starve fire of oxygen. Fire blankets and existing Fire extinguishers will aid staff and patrons provide quick response in case of small fires.

Facilities constructed office workspace for Facilities Special Projects employees at East Library.



Facilities contractor began Phase 3, Penrose Library fence project installing new anti-climb wire mesh fencing at main entrance and upper parking lot area.



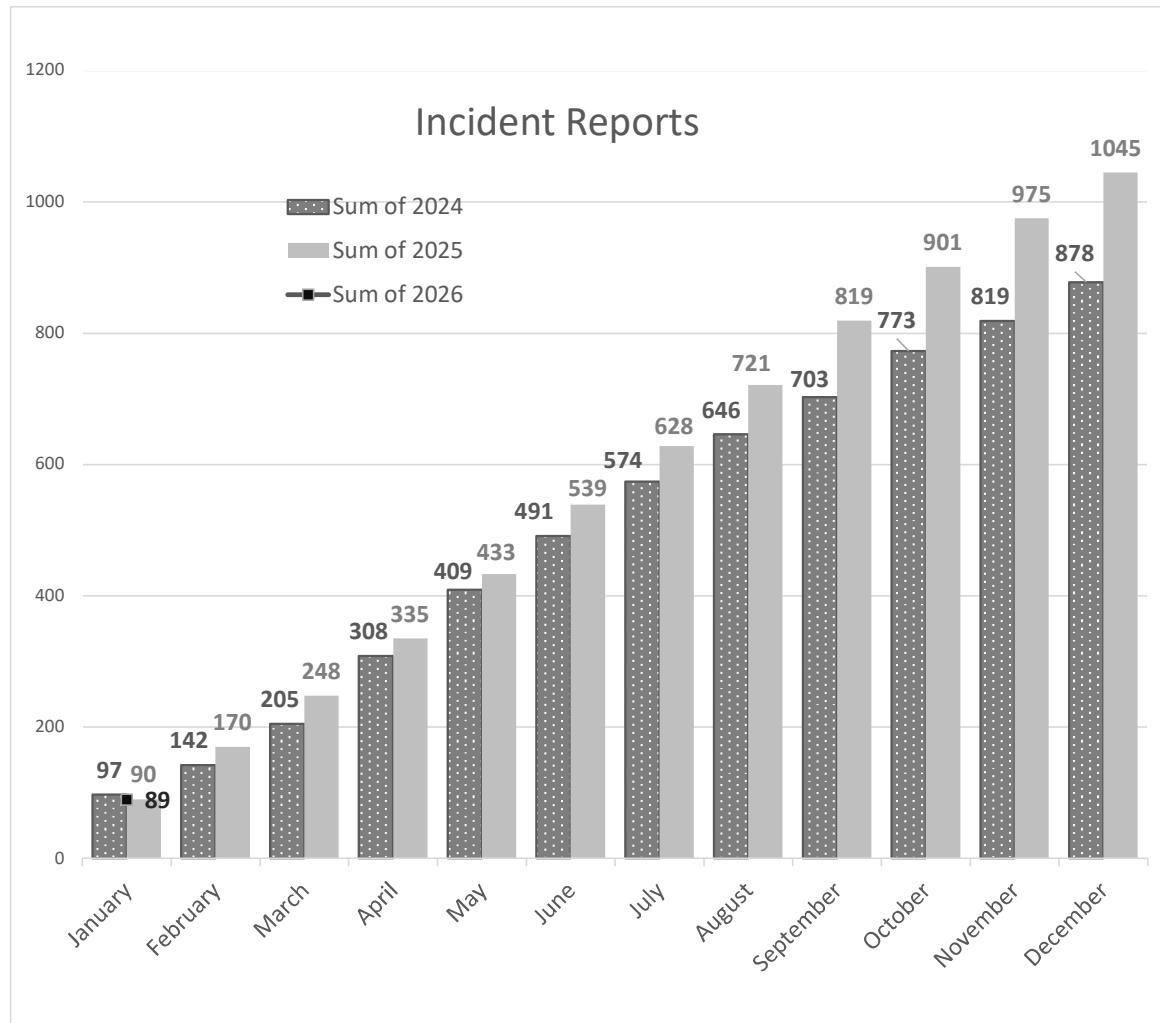
Facilities contractor completed welding one-inch flat stock topper pickets to mitigate or eliminate future vandalism of the Penrose Fence.



### **Staff**

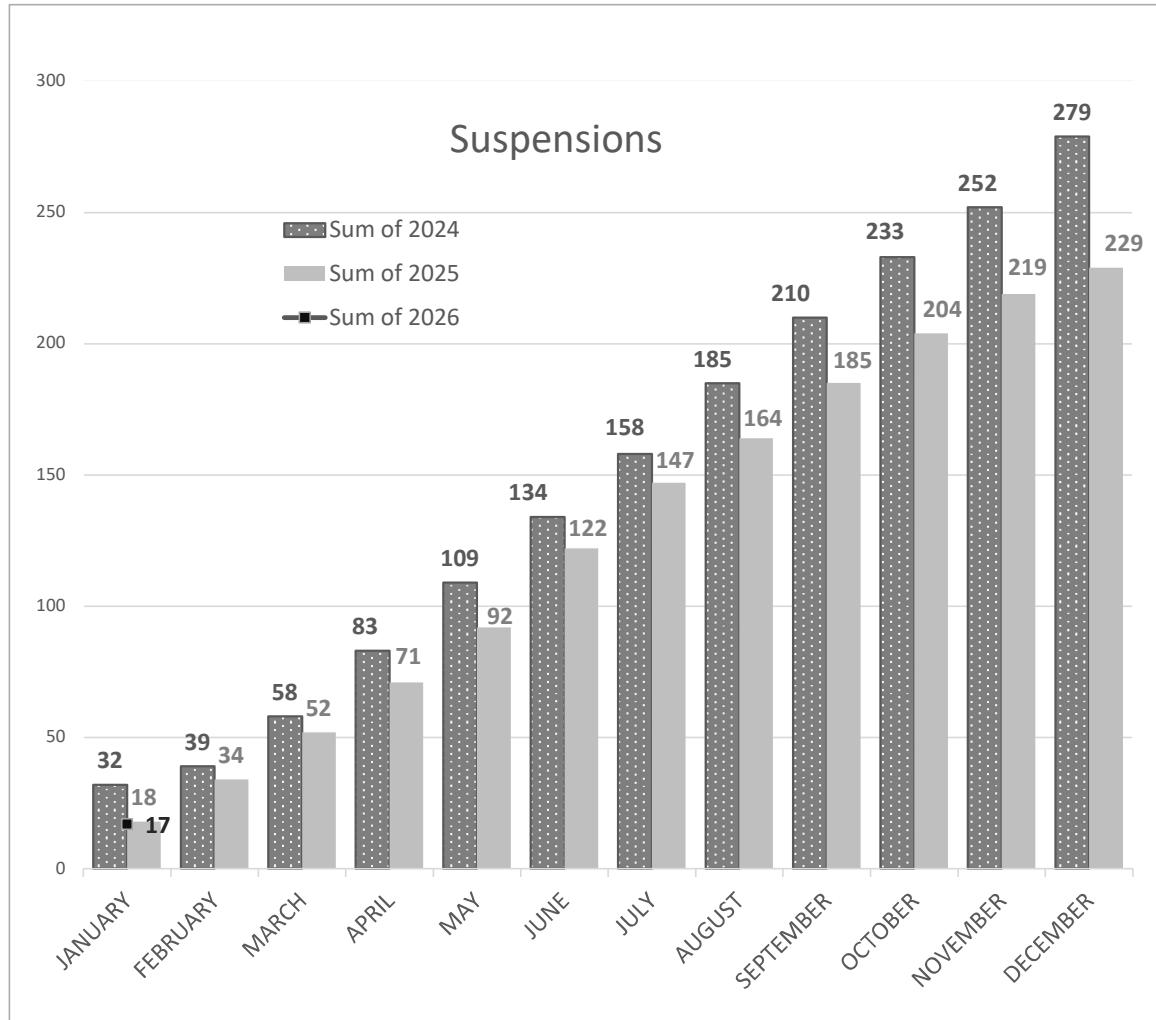
Facilities and Security conducted and completed Annual employee Performance Evaluations.

Facilities and Security staff attended the PPLD Districtwide, State of the Library event on January 16<sup>th</sup>.



Reports Monthly Comparison

	November	December	January
Calhan	0	1	0
Cheyenne Mountain	4	1	1
East Library	16	15	14
Fountain	0	2	3
High Prairie	5	3	1
Library 21c	17	6	13
Manitou Springs	1	5	2
Mobile Libraries	0	0	0
Monument	2	3	0
Old Colorado City	6	3	6
Palmer Lake	1	1	1
Penrose Library	11	22	37
Ruth Holley	1	4	5
Sand Creek	9	5	5
The Hall	0	0	0
Ute Pass	1	0	1
<b>Grand Total</b>	<b>74</b>	<b>71</b>	<b>89</b>



#### Suspensions Monthly Comparison

	November	December	January
Calhan	0	0	0
Cheyenne Mountain	0	0	0
East Library	0	0	0
Fountain	0	0	0
High Prairie	0	0	1
Library 21c	4	1	2
Manitou Springs	0	0	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	0	1	3
Palmer Lake	0	0	0
Penrose Library	10	8	10
Ruth Holley	0	0	1
Sand Creek	1	0	0
The Hall	0	0	0
Ute Pass	0	0	0
<b>Grand Total</b>	<b>15</b>	<b>10</b>	<b>17</b>

**Human Resources Report**  
**February 2026**  
**(January Month Data)**

### **Accountability**

HR calculated and submitted data for the Districtwide Facts & Figures report including, number of employees, number of positions, recruitment data, and more.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, met the IRS deadline for the Affordable Care Act and 2025 1095cs (statements that show medical insurance eligibility for past year).

### **Community Connections**

Karen Goates, Volunteer Program Supervisor, hosted a group of volunteer engagement professionals from across the city. Over 25 non-profit organizations attended to share ideas and address challenges in volunteer management. To connect the community, PPLD hosts a list of non-profits seeking volunteers on our website. One organization, PACE – Program of All-Inclusive Care for the Elderly, stated that 70% of new volunteers in 2025 found them through the PPLD page. [Community Volunteer Opportunities](#)

### **Staff**

Over the past few months, Joanna Nelson Rendon, Director of Organizational Development, completed two human resources certifications through Human Capital Institute: Strategic HR Business Partner and Change Management for HR.

We received 14 mentor applications from staff interested in sharing their experience and professional development support with their colleagues for the 2026 Mentor Program.

Training Supervisor, Sarah Marshall, began the annual content review for our learning management system, Bridge. The content review ensures all content in Bridge is accurate, relevant, and meets the needs of staff.

### **Statistics:**

- Volunteer

January 2026	Total # of Volunteers	Total # of Hours
Adult Volunteers	115	778
Teens: Onsite	18	45
Teens: Online	7	24
Friends of the Library	Data not available	752

- Recruitment

Recruitment / Selection Activity	January 2026
Jobs Posted	12
Newly Hired Employees	7
Promoted Employees	5
Transferred Employees	0
Separated Employees	6

- Staffing

Staffing Stats	January 2026
Total Permanent Employees	408
Total Active Positions	440

## **Information Technology**

### **January 2026 Monthly Report**

#### **Accountability**

With the new Support Specialist, IT has begun a mass clean-up of inventory. This has included IT areas at all branches. Discussions have begun on automation of inventory and how that can easily be translated to other departments across the district. IT closed out the yearly IT monthly reporting statistics and set up a new report for 2026. Additionally, IT implemented yearly PEN Tests (Network Penetration Testing) to satisfy possible future Cyber Insurance cost reductions and continue Infrastructures pursuit of PPLD's Cybersecurity.

#### **Physical and Virtual Spaces**

The SDWAN (Software Defined Wide Area Network) project was completed. This project was by far the most expensive and time-consuming project for the year. This project allows for far better security for the library district, its employees, and patrons. It also decreases downtime as the internet is no longer tied to one building as they are all on their own internet as of now. With this project IT is now able to set QOS (Quality of Service) at a much more granular level allowing for priority setting at all locations. With this project, the setup of new Palo Alto firewalls at each location was set up and installed. This allows for an increase in the library's security posture.

#### **Staff**

IT has asked for and was granted time with all new hires during QuickStart. This allows for IT to do some basic IT training and policy teaching to new employees. IT will be going over Phishing, MFA (Multi Factor Authentication), Teams and Groups Access, Email, and the Intranet.

## **Strategy & Innovation**

### **January 2026 Monthly Report**

#### **Access**

The Creative Technology Specialist learned more about VCR maintenance and repair to keep the VHS to DVD conversion machines running so that patrons will continue to be able to convert their memories from a format no longer supported by manufacturers.

The Studio Services Coordinator covered several reservations in Studio21c to keep services afloat during the hiring process for new staff. He has also been training the librarian to help bring her up to speed.

#### **Accountability**

The Director of Strategy & Innovation and one of the Data Analysts met with the Public Services directors to discuss statistics tracking. They also attended the kick-off meeting for the Public Library Annual Report, the annual statistics reported to the state. Work to compile needed 2025 stats began.

A 2025 highlights document was prepared.

#### **Staff**

The Strategic Training Coordinator planned a new cohort for the Makerspace Training Program with plans for six more staff to learn how to use all the makerspace equipment.

The team worked together to create a logic model laying out department work, outputs, and outcomes.

# PPLD Strategic Plan

## Progress Report

### Q3 2025 (July - Sept.)



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

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

- The Integrated Library System (ILS) and catalog provide access to collection materials. PPLD's migration to a new ILS and catalog entered a phase in Q3 that brought many more staff into the migration tasks of testing, training, and planning for the December launch. (Focus Area 1; Public Services)
- Archivists have accessioned, processed, and/or rehoused materials (new and accruals) for the following collections: League of Women Voters of the Pikes Peak Region, Mohl Family Papers, The Man on the Iron Horse Manuscript, Pikes Peak Historical Society Programs and Radio Shows, Pikes Peak Library District records, and The Portia Club Yearbooks. (Focus Area 1; Public Services)
- Several pieces of replacement equipment were procured, including a Silhouette, which had malfunctioned beyond repair, and two GoPros, which were many versions out of date. (Strategy 1.3; Strategy & Innovation)
- Mobile Library Services began servicing Colorado School for the Deaf and Blind with targeted programming designed to assist Deaf and Blind students in accessing library materials. They visit this location once a month, working closely with staff and students to provide materials, teach technology skills, and answer reference questions. (Tactic 1.4.3; Public Services)
- The World Language project was completed in Q3. The project focused on bringing together all adult print material in languages other than English into a single collection for ease of access by patrons. Bibliographic and item records were updated, and new spine labels were applied to show the new shelving location. (Strategy 1.3; Public Services)
- Thanks to a grant, new equipment was ordered for the makerspaces, including two Cricut EasyPresses, which will allow for easier and safer application of heat transfer vinyl, and new button makers, which will make all of these machines the same across all the makerspaces. (Strategy 1.3; Strategy & Innovation)

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

- After reviewing staff hours with door count and circulation statistics, Manitou Springs and Ute Pass manager eliminated a vacant position, which will be reorganized into another area of Branches so that staff resources are being distributed according to need. (Focus Area 2; Public Services)
- Completed a final draft of the PPLD Institutional Archives Policy including feedback solicited from relevant PPLD departments over the course of more than a dozen meetings in 2025. The draft is now ready to be sent out for final review before it is presented to the Executive Committee. (Focus Area 2; Public Services)
- Data info sheets were created about how patrons use the library when they visit, physical and eBook circulation and collection interest, and how PPLD compares to other Colorado libraries. (Strategy 2.1; Strategy & Innovation)
- Mobile Library Services evaluated current bookmobile stops using established stop criteria to determine effectiveness, demographic need, community impact, and accessibility of location. As a result of this evaluation, several services were modified, merged, and created. (Strategy 2.5; Public Services)
- With over 3,740 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 PPLD resources and services. (Tactic 2.1.4; Facilities & Security)
- Promoted the Website User Survey via newsletters, fliers, social media posts, and pop-ups on the website to ensure the broadest reach to optimize survey results. The survey was launched on September 15 and ended October 10. (Tactic 2.3.1; Communications)

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

- The web team has established a refresh schedule to keep the website current through quarterly updates. This schedule is now in effect, and the team is actively reviewing and updating pages throughout the year. In Q3, a website survey was deployed, gathering feedback from more than 500 patrons. The web team is evaluating these results and developing a plan to further enhance the site in Q4. (Tactic 3.1.4; Communications)
- To ensure complete marketing and promotion of PPLD activities, the Communications Team started including instruction with both print-on-demand and printed marketing collateral to Library locations advising them on how to display the materials in each branch. In addition, the team is reaching out to locations to identify a marketing liaison

who will be responsible for receiving marketing materials and seeing that they are placed in the Library. (Tactic 3.2.1; Communications)

- Strategic Services librarians re-established the Finding Info Program to train staff on library resources and functions. (Tactic 3.3.2; Public Services)
- During September's National Library Card Sign-up Month in September, PPLD once again ran a You Belong at the Library campaign with messaging highlighting that a library is for everyone. With a reduced creative, targeted marketing campaign, and reduced expenditures for digital and TV advertising, along with staff engagement, PPLD received 3,507 new library cards and 1,496 renewals, for a total of 5,003 new active patrons in one month. In 2024 we received 5099 new patrons in one month, but that included approximately 500 online, temporary cards that were never picked up. The 2025 number reflects all new permanent cardholders – a new record! (Tactic 3.4.1; Communications)
- Branch staff supported key community Outreaches promoting Library Resources and Library Card registration including the El Paso County Fair, Comic Con, the Senior Expo, Cool Science Day, Touch a Truck, Fiesta Patrias, as well as numerous Back to School events. (Tactic 3.4.1; Public Services)
- To assist with the ILS migration, talking points have been drafted for both staff and patrons. The talking points were used for media interviews about the ILS changes. (Tactic 3.6.5; Communications)
- Maintaining PPLD's reputation in the community requires sound public relations management and the ability to tell PPLD's story to those who are unfamiliar with it. Examples of positive news stories in the third quarter include: Back to School stories fighting the summer slump with Library resources, Summer Adventure parties, the Palmer Lake concert series, and the ILS migration. Additionally, PPLD posted and distributed the Annual Report for 2024, a Guide to the PPLD Budget, and regular CEO Reports recapping highlights from the quarter and statistics on PPLD services and patron usage, reflecting community needs. (Tactic 3.6.6; Communications)

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

- Facilities and Security Department provided support for a variety of District events, including four Manitou Springs Library Summer Lawn concerts, Fountain Library Summer Adventure Party at Aga Park, Board of Trustees meetings, East Summer Adventure Party, and Monument Summer Adventure Concert at Limbach Park. Facilities arranged and provided various equipment and Security staff ensured a safe and welcoming environment for attendees, assisted with crowd management, and coordinated closely with event organizers to meet specific safety needs. (Strategy 4.4; Facilities & Security)

- The Director of Strategy & Innovation hosted the first ever in-person Library Makers Leadership Team meeting at Library 21c. This meeting brought together people from all over the country to discuss the future for this national organization that supports library maker staff. (Strategy 4.6; Strategy & Innovation)
- For the fifth summer, East Library hosted free lunches throughout the summer provided by Colorado Springs School District 11 Nutritional Services. (Tactic 4.1.10; Public Services)
- Penrose Library hired two Community Resources Librarians. These librarians will maintain Helping Hands, create and develop relationships with outside organizations, and provide trainings to staff throughout PPLD for supporting patrons needing community resources. (Tactic 4.1.10; Public Services)
- Fountain Library participated in meetings with the Fountain Communities that Care Coalition, meeting community members representing government and non-profit community focused representatives. This community coalition meets regularly to develop and implement community engagement ideas, resource sharing, and opportunities which are mutually beneficial to encouraging and developing healthy communities. (Tactic 4.1.10; Public Services)
- Partnerships and outreach efforts continue to strengthen support for homeschool and early literacy initiatives across the district: The Homeschool Hub: Information and Resources LibGuide was regularly updated to include new organizations, enrichment programs, and support services for homeschooling families in El Paso County, serving as a key resource for staff, families, and community partners; staff met with representatives from Maternal Child Health, School District 11, and Lewis-Palmer School District to advance early literacy collaborations, resulting in two new partnerships to offer LENA Start in Spanish and pilot an in-person model; an Early Literacy Night was held at Monument Library in partnership with Lewis-Palmer School District, drawing 20 attendees. (Tactic 4.1.6; Public Services)
- Third quarter outreaches reached a wide variety of El Paso County residents and welcomed 191 new library cardholders. PPLD returned to the Colorado Springs Comic Con event in August interacting with nearly 2,000 people who visited PPLD Kids Con space during the three-day event. PPLD connected with the military community, at the following events: Ft. Carson Community Information Exchange to highlight PowerPass and back-to-school resources; the 302nd Airlift Wing Org Day at Peterson Space Force Base; the Department of Veteran Affairs Drive-Thru Baby Shower that shared PPLD resources with new parents; and the Mt. Carmel Veteran's Center Patriot Giveback Day that connected 400 families with PPLD Library and back-to-school resources. (Tactic 4.4.5; Communications)

- With the assistance of the Chief Executive Officer and the Chief Operating Officer, the Foundation secured a \$500,000 donation on August 8. This gift is in memory of Marta and Gregory Price. The Price family has asked that \$200,000 be designated to the purchase of Ruth Holley Library and that \$300,000 be designated to the purchase of a library building in the Cheyenne Mountain area. (Focus Area 4; Foundation)

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

- Regional History & Genealogy Staff continue to work within PPLD Digital Collections, adding and editing various archival material in the virtual space. In Q3, staff uploaded newly scanned digital surrogates of historic maps per patron requests and updated 100 more Homicide Index to the Digital Collections. (Focus Area 5; Public Services)
- The Security Operations Center (SOC) began using a new software system, Hive Watch, to enhance situational awareness and response coordination. Hive Watch provides real-time alerts on incidents such as forced entries, doors opened during off-hours, or doors held open, allowing staff to more effectively dispatch officers and respond quickly to potential security concerns across the District. (Strategy 5.1; Facilities & Security)
- Security leadership reworked the Safety & Security five-year plan to better align with the Library District's current goals and priorities. This updated plan provides a clearer roadmap for advancing safety, supporting operational efficiency, and strengthening alignment with system-wide initiatives. It ensures our resources and efforts are focused on the most impactful areas as we continue to evolve in support of the Pikes Peak Library mission. (Tactic 5.1.4; Facilities & Security)
- As part of our continued efforts to streamline internal processes, enhance accountability, and ensure timely resolution of all facility and security-related requests, Security and Facilities Leadership collaborated with the IT department to implement a dedicated Security and Facilities section within the Information Technology Ticketing System. This addition allows for more effective tracking, documentation, and follow-up on security issues and facility requests across the District. (Tactic 5.1.5; Facilities & Security)
- The East Library elevator modernization was completed to meet current safety codes and improve operation efficiency. (Strategy 5.1; Facilities & Security)
- At Library 21c, a contractor rerouted 200 feet of 8-inch underground water pipeline to mitigate further damage. The reroute is complete and meets safe drinking water regulations. (Strategy 5.1; Facilities & Security)
- With the support of the Gerald Erickson Trust, who cared deeply about the challenges facing people experiencing blindness and visual impairment, Security has completed the installation of an Americans with Disabilities Act (ADA) Infrared assistive guide listening

device system. This system provides clear audio signals during a main event or emergency. The device also includes flashing strobes for all hearing abilities at Penrose Library. (Strategy 5.1; Facilities & Security)

- Facilities reconstructed the Palmer Lake Library public restroom in accordance with the standards outlined in the Americans with Disabilities Act. (Tactic 5.1.5; Facilities & Security)

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

- Staff attended the Society of American Archivists annual conference. Sessions included topics related to: The use of artificial intelligence in archival work; best practices for accessioning born-digital materials; handling of Native American resources approaching the Native American Graves Protection and Repatriation Act; increasing access to unprocessed collections; handling archival debt ("the burden on archival workers and repositories resulting from previous decisions and practices"); and multiple talks concerning different facets of digital preservation. (Focus Area 6; Public Services)
- Professional development training for makerspace and studio staff was offered on GIMP (GNU Image Manipulation Program), a free photo editing software, and additional functionality with the Silhouette software. (Strategy 6.2; Strategy & Innovation)
- Safety and Security Training Coordinator hosted and led Narcan training sessions for Pikes Peak Library District staff and patrons, focusing on how to recognize an opioid overdose and properly administer naloxone. (Strategy 6.3; Facilities & Security)
- HR added a new service, FinPath Wellness, as a benefit for employees to help with their financial issues. (Tactic 6.8.4; HR)
- The August Management Team Meeting focused on staff recognition and appreciation. (Tactic 6.7.4; HR)
- Train-the-trainer program has been implemented and is ongoing regularly. Tactic completed. (Tactic 6.2.2; HR)
- HR went to market to ensure we are receiving the best medical, dental & vision insurance for our employees. This resulted in a switch to Anthem and United Concordia for our medical and dental benefits, respectively. (Tactic 6.8.4; HR)

# Pikes Peak Library District 2025 Highlights

The information below provides a snapshot of some of PPLD's highlights in 2025. Percentages were rounded to the nearest whole number.

## Two facilities purchased!

Two facilities were purchased in November, reducing the number of leased buildings in the District.

- Ruth Holley Library
- Ute Pass Library

## New Library system and bookmobile!

PPLD updated its integrated library system (ILS), the software that controls checkouts, the catalog, and patron accounts. Almost three million records, including all the materials in the collection, were migrated to the new system to make this happen.

The Mobile Library Service launched its new bookmobile in December to more effectively serve outlying areas.

## District services remained strong!

The Colorado Department of Education announced that PPLD's Adult Education students had the top fiscal year 2024-2025 skills gained for GED and ESL classes for all similarly funded programs in the state.

Three Maker Camps were offered for teens. Each was filled to capacity with attendees learning skills on 3D printers, sewing machines, and more.

## Access was added!

Regional History & Genealogy launched PPLD Digital Collections, a robust, connected online platform where nearly one million archival items, like photographs, genealogical records, news articles, oral histories, and more, can be accessed from anywhere in the world.

## And More!

31,514: Total new library cards

↑ 12% over 2024

~63,000: Average unique library card users each month

↑ 8% over 2024

2,068,681: Physical materials checked out

↓ 5% under 2024\*

4,089,426: eResources checked out

↑ 15% over 2024

32,584: Meeting room reservations

0% change from 2024

108,113: Program attendance

↑ 2% over 2024

230,448: Computer sessions

↑ 3% over 2025

103,751: Public Wi-Fi sessions

↑ 47% over 2024

103,083: Questions asked at service desks

↑ 4% over 2024

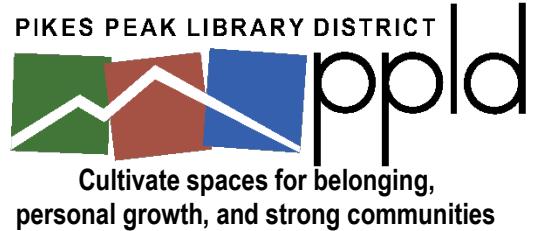
Record  
Breaking!



More information about the Library can be found at [ppld.org](http://ppld.org).

\*Some decrease was likely due to limited access during the ILS transition.

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
JANUARY 21, 2026 5 PM  
PENROSE LIBRARY – COLUMBINE ROOM



**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: 818 6293 8095  
Passcode: 949486

*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 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**

President Julie Smyth, Vice President Aaron Salt, Secretary/Treasurer Scott Taylor, Erin Bents, Angela Dougan, Austin Jurgensmeyer, Kenny Kuniyuki

Chief Executive Officer (CEO) Teona Shainidze-Krebs, Chief Communications & Marketing Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Branch Supervisor Michael Asmar, Chief Facilities & Security Officer Michael Brantner, Director of Strategy and Innovation Becca Cruz, Monument & Palmer Lake Library Manager Jean Doherty, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Director of Adult Education Sandy Hancock, Ruth Holley Branch Manager Shannon Heffner, Chief Financial Officer (CFO) Kim Hoggatt, Assistant Director of Branches Takiyah Jemison, Senior Director of Public Services Janina Karoub, Senior Librarian Jason Kowell, Chief Operating Officer (COO) Heather Laslie, Interim Controller Shannan Pföh, Director of Collection Management Jenny Pierce, AV Analyst and Photographer Logan Puente, Deputy Chief Executive Officer (CEO) Tammy Sayles, Sand Creek Libraries Manager Sara Sharples, Chief Information Technology Officer Dan Stone, Security Supervisor Terrence Tapia-Starr, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Security Supervisor Joe Vickous, Internal Communications and Special Projects Manager Jeremiah Walter, Director of Security Tess Warren, former PPLD Trustee Debbie English, former PPLD Trustee Dora Gonzales

**CALL TO ORDER**

President Julie Smyth called the January 21, 2026 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ITEMS TOO LATE FOR THE AGENDA**

None

**REPORTS**

**Internal Affairs Committee**

Committee Chairperson Erin Bents stated that the committee met on January 13, 2026 and reviewed the Board policies that are on today's agenda.

**Public Affairs Committee**

The Public Affairs Committee did not meet in January 2026.

**Governance Committee**

Committee Chairperson Angela Dougan stated that the committee discussed the Board appointment process managed by the Joint Appointment Committee (JAC) and the onboarding of new trustees.

**Trustee comments**

Aaron Salt welcomed Austin Jurgensmeyer to the Board of Trustees.

Julie Smyth met with community members from the northwest area of Colorado Springs and attended a walk-through of a couple property opportunities.

#### **Friends of the Pikes Peak Library District Report**

The Friends of the Pikes Peak Library District report was included in the Board packet. There were no questions.

#### **Pikes Peak Library District Foundation Report**

The PPLD Foundation report was included in the Board packet. No questions.

#### **Financial Report November and December 2025**

The November and December 2025 Financial reports were included in the Board packet. CFO Kim Hoggatt reviewed the report, indicating that the 2025 audit being performed this spring could change end of year numbers. Budget adjustments and a Capital rollover will be presented to the Board in February.

#### **Public Services Report**

The Public Services report was included in the Board packet. Deputy CEO Tammy Sayles provided a final update on the ILS transition, stating it was a successful launch overall. The new bookmobile was on the road as of December 31, 2025.

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

The Support Services reports were included in the Board packet. There were no questions.

#### **CEO Report**

CEO Teona Shainidze-Krebs met with community members from the northwest area of Colorado Springs and thanked Karla Powers for inviting other community members to attend. Additional meetings will be scheduled. A meeting was also held with a community member in the Cheyenne Mountain Library area, and a second meeting is scheduled in February to continue the conversation. Leadership Team members were thanked for their presentations at the State of the Library that was held on Friday, January 16, 2026.

A reconsideration request for *The Medieval Knight* by Christopher Gravett was submitted stating historical inaccuracy and was reviewed by three (3) librarians. One librarian recommended removal of the book and two librarians recommended retaining the item on the shelf as classified. The CEO agreed to retain the book as classified and a letter will be sent to the requester tomorrow.

### **BUSINESS ITEMS**

#### **Consent Items**

1. Minutes of December 9, 2025 Board of Trustees meeting
2. Resolution Designating Posting Places for 2026 Board Meetings
3. 2026 Resolution Designating the Official Custodians of Records
4. 2026 Board Conflict of Interest Statement
5. 2026 Insurance Policies
6. Independent Auditors – 2025 Financial Records

Consent items were accepted as presented.

### **NEW BUSINESS**

#### **DECISION 26-1-1: Renewal of Cheyenne Mountain Library lease**

The options for renewing the Cheyenne Mountain Library lease were included in the Board packet. CEO Teona Shainidze-Krebs indicated that the landlord, Mr. Ismet Sahin, agreed to lower the 5 year or more increase of the lease amount by 2% instead of 3%. A renewal of a 3- or 5-year lease is recommended.

Discussion: Scott Taylor prefers a 5-year lease renewal to allow time to determine next steps.

Erin Bents prefers a 3-year lease renewal.

Aaron Salt believes a 5-year lease renewal will allow enough time for all projects that are currently under discussion to be scheduled.

Kenny Kuniyuki agrees that a 5-year lease renewal will allow for more time to strategize

Austin Jurgensmeyer prefers a 5-year lease renewal, concerned that signing a 3-year lease renewal may result in the need to sign an additional lease and the risk of an increase in cost.

Angela Dougan asked if PPLD has the staffing to support pursuing more than one project at the same time. CEO Teona Shainidze-Krebs stated that projects would need to be prioritized.

CFO Kim Hoggatt believes a 3-year lease renewal would be sufficient.

**Motion:** Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve the three-year (3) lease renewal as presented.

**Second:** Austin Jurgensmeyer seconded the motion.

**Vote:** The motion passed with six aye votes and 1 nay vote.

**DISCUSSION: 2026 Board of Trustees meeting schedule**

It was decided to continue with the 3<sup>rd</sup> Wednesday of each month at 5:00 p.m. as the regular Board meeting time. Exceptions will be the 4<sup>th</sup> Wednesday of June (24<sup>th</sup>) due to the audit, and the 2<sup>nd</sup> Wednesday of December (9<sup>th</sup>) due to the state budget deadline. The Committee meeting schedule will be determined once Chairpersons are selected.

**Decision 26-1-2: Board Policies**

Although the intention is to complete the CEO evaluation and goals in January of each year, it was decided to keep 'by the end of March' in the policy to accommodate any delay in the process. Section 1.7 will be updated to reflect PPLD Programming in the title, and state PPLD sponsored activities. PPLD policies not listed in this document are Administrative Policies.

**Motion:** Aaron Salt made a motion that the Pikes Peak Board of Trustees approve the Board Policies as amended.

**Second:** Scott Taylor seconded the motion.

**Vote:** The vote was approved unanimously

**EXECUTIVE SESSION**

The PPLD Board of Trustees will enter Executive Session to discuss personnel matters related to the CEO's employment contract, including evaluation and contractual terms as authorized by C.R.S. §24-6-402(4)(f)(I).

**Motion:** Kenny Kuniyuki made a motion that the PPLD Board of Trustees enter Executive Session to discuss personnel matters related to the CEO's employment contract, including evaluation and contractual terms, as authorized by C.R. S. §24-6-402(4)(f)(I).

**Second:** Angela Dougan seconded the motion.

**Vote:** The motion was approved unanimously.

President Julie Smyth invited Dora Gonzales and Debbie English to join the Executive session. CEO Teona Shainidze-Krebs, CFO Kim Hoggatt, and Chief Human Resources & Organizational Development Officer Timothy Allen will be invited to join for part of the Executive session.

The PPLD Board of Trustees entered Executive Session at 5:55 p.m.

**Motion:** Angela Dougan made a motion that the PPLD Board of Trustees leave Executive Session and return to the regular Board of Trustees meeting.

**Second:** Kenny Kuniyuki seconded the motion.

**Vote:** The motion was approved unanimously

The PPLD Board of Trustees returned to the regular Board meeting at 7:08 p.m.

**BUSINESS ITEMS (CONT.)****DECISION 26-1-3: 2025 CEO Evaluation**

**Motion:** Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve a 6% increase to the CEO salary effective January 1, 2026.

**Second:** Erin Bents seconded the motion.

**Vote:** The motion was approved unanimously.

**DECISION 26-1-4: 2026 CEO Goals**

President Julie Smyth read the following CEO Goals for 2026:

1. Provide a proposed timeline for the Ruth Holley remodel to the Board by July 2026.
2. Complete development of the Strategic Plan for 2027 – 2030 by the end of 2026.
3. Hold one town hall meeting per quarter within the community to collect data about their library experience and collect feedback on hybrid library community needs.
4. Convert at least one library location to a hybrid facility by the end of 2026.

**Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the 2026 CEO Goals as presented.

**Second:** Kenny Kuniyuki seconded the motion.

**Vote:** The motion was approved unanimously.

**DECISION 26-1-5: 2026 Officer Appointments**

1. President - Aaron Salt
2. Vice President - Erin Bents
3. Secretary/Treasurer - Julie Smyth

There were no additional nominations or discussion. The slate of officers was accepted by acclamation. 2026 Board President Aaron Salt Aaron took over as President of the Board of Trustees.

**DISCUSSION: 2026 Committee Chairperson Appointments**

1. Governance Committee
2. Internal Affairs Committee
3. Public Affairs Committee
4. Foundation liaison (2)

President Aaron Salt stated that he will assign the 2026 Committee Chairpersons after tonight's meeting.

**DECISION 26-1-6: Resolutions in recognition of Dora Gonzales and Debbie English**

Julie read Dora Gonzales' resolution that was included in the Board packet. Dora thanked the Commissioners and City Councilmembers for selecting her, stating it has been a privilege to serve on the Board.

Julie read Debbie English's resolution that was included in the Board packet. Debbie shared her appreciation for the staff of PPLD who are so passionate about serving the community.

**Motion:** Julie Smyth made a motion that the Resolutions in recognition of Dora Gonzales and Debbie English be approved by the Pikes Peak Library District Board of Trustees as presented.

**Second:** Angela Dougan seconded the motion.

**Vote:** The motion was approved unanimously.

Julie Smyth thanked Dora and Debbie for their service and for setting a good example as a PPLD Trustee. Aaron Salt acknowledged Dora's and Debbie's spirit of working for the best of the community, and for helping newly appointed trustees as they transition into their role as a Trustee.

**PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA**

There were no public comments.

**ADJOURNMENT**

There being no further business to discuss, President Aaron Salt adjourned the January 21, 2026 regular meeting of the Pikes Peak Library District Board of Trustees at 7:22 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>

## RESOLUTION FOR 2025 SUPPLEMENTAL BUDGET ADJUSTMENTS

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, this resolution is adopted for the following causes:

### Revenues and Other Financing Sources

1. To increase revenue for Specific Ownership Taxes by \$310,407 to address higher than expected revenue levels for the 2025 budget.
2. To Increase revenue for the Federal E-rate program \$119,390 due to added reimbursements not budgeted in 2025 but from prior years of 2022-2024.
3. To increase revenue for Investment Income / Interest Income \$870,609 due to better-than-expected long-term investment account performance during 2025.
4. To increase revenues for Employee contributions by \$62,056 due to more staff added to the budget in the Self Insurance Fund.

### Expenditures and Other Financing Uses

1. To increase Contract Services by \$68,706 due to increase administration costs associated with the Self Insurance fund.

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado:

1. Increase the General Fund Revenue for 2025 from \$39,702,870 to \$41,003,276, as presented in Attachment A.
2. Increase the Self-Insurance Fund Revenue from \$3,267,484 to \$3,329,540, as presented in Attachment A.
3. Increase the Self-Insurance Fund Appropriations from \$3,564,851 to \$3,633,557, as presented in Attachment A.

**ADOPTED**, this \_\_\_\_th day of February, 2026.

Attest: \_\_\_\_\_

President  
Board of Trustees



## Monthly Financial Report - GENERAL FUND

As of December 31, 2025

		Year to Date Activity as of December 31, 2025		
<u>Revised Annual Budget</u>		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>				
Property Taxes	33,949,371	33,949,371	34,020,624	71,253
Specific ownership taxes	3,300,000	3,300,000	3,610,407	310,407
<b>Total Taxes</b>	<b>37,249,371</b>	<b>37,249,371</b>	<b>37,631,031</b>	<b>381,660</b>
Intergovernmental	360,784	360,784	480,174	119,390
Donations/fundraising	1,410,753	1,410,753	1,318,346	(92,407)
Interest	518,000	518,000	1,388,609	870,609
Fines and fees	90,000	90,000	82,945	(7,055)
Other Operating	73,962	73,962	75,909	1,947
<b>Total Operating Revenue</b>	<b>2,453,499</b>	<b>2,453,499</b>	<b>3,345,983</b>	<b>892,484</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
<b>Total Revenue</b>	<b>39,702,870</b>	<b>39,702,870</b>	<b>40,977,014</b>	<b>1,274,144</b>
<b>EXPENDITURES</b>				
Building & Vehicle Maintenance	2,882,485	2,882,485	2,354,217	(528,268)
Collections Management Materials	5,255,150	5,255,150	5,443,464	188,314
Contract Services	2,537,096	2,537,096	1,943,030	(594,066)
Employee Salaries & Benefits	22,583,802	22,583,802	22,251,549	(332,253)
Mileage, Training, Memberships	607,080	607,080	391,100	(215,980)
Programming	336,090	336,090	260,793	(75,297)
Supplies	1,376,112	1,376,112	1,084,137	(291,975)
Telecommunications	1,263,464	1,263,464	1,207,392	(56,072)
Capital Outlay (Ruth Holley/Ute Pass)	2,248,000	2,248,000	2,281,497	33,497
<b>Total Expenditures</b>	<b>39,089,279</b>	<b>39,089,279</b>	<b>37,217,178</b>	<b>(1,872,101)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>613,591</b>	<b>613,591</b>	<b>3,759,836</b>	<b>3,146,245</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
Transfer Out	3,977,345	3,977,345	3,977,345	0
Insurance Proceeds				
	<b>3,977,345</b>	<b>3,977,345</b>	<b>3,977,345</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>(3,363,753)</b>	<b>(3,363,753)</b>	<b>(217,509)</b>	<b>3,146,245</b>
<b>GF Unassigned Beginning Fund Balance *</b>	<b>18,565,212</b>	<b>18,565,212</b>	<b>18,565,212</b>	<b>0</b>
2025 Capital Fund Allocation	3,977,745	3,977,745	3,977,745	
3 Month Reserve (Board Mandate)	8,376,047	8,376,047	8,376,047	
Purchase of Ute Pass and Ruth Holley	1,000,000	1,000,000	1,000,000	
<b>Unrestrict Balance available for use</b>	<b>5,211,420</b>	<b>5,211,420</b>	<b>5,211,420</b>	<b>0</b>
<b>Ending Fund Balance (Projected)</b>	<b>15,201,459</b>	<b>15,201,459</b>	<b>18,347,703</b>	<b>3,146,245</b>



## Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of December 31, 2025

		Year to Date Activity as of December 31, 2025			
		<u>Revised</u> <u>Annual</u> <u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes	2,873,951	2,873,951	2,912,313	38,362	
Employee contributions	393,533	393,533	455,589	62,056	
Other Revenue	0	0	715	715	
<b>Total Revenue</b>	<b>3,267,484</b>	<b>3,267,484</b>	<b>3,368,618</b>	<b>101,134</b>	
<b>EXPENDITURES</b>					
Employee Salaries & Benefits	2,353,223	2,353,223	2,286,362	66,861	
Contract Services	1,211,628	1,211,628	1,347,195	(135,567)	
<b>Total Expenditures</b>	<b>3,564,851</b>	<b>3,564,851</b>	<b>3,633,557</b>	<b>(68,706)</b>	
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(297,367)</b>	<b>(297,367)</b>	<b>(264,939)</b>	<b>32,428</b>	
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)	0	0	0	0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Impact to Fund Balance</b>	<b>(297,367)</b>	<b>(297,367)</b>	<b>(264,939)</b>	<b>32,428</b>	
Beginning Net Position*	1,056,653	1,056,653	1,056,653	0	
<b>Ending Fund Balance (Projected)</b>	<b>759,286</b>	<b>759,286</b>	<b>791,714</b>	<b>32,428</b>	



## 2025 Budget Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
<b>REVENUE</b>					
December 10, 2024	2025 OAB Budget Ratification	\$38,879,117	\$0	\$3,267,484	\$42,146,601
November 19, 2025	2025 OAB Budget Adjustment	\$823,753			\$823,753
February 18, 2026	2025 Supplemental Budget Adjustment	\$1,300,406		\$62,056	\$1,362,462
					\$0
					\$0
					\$0
					\$0
<b>TOTAL REVENUE</b>		<b>\$41,003,276</b>	<b>\$0</b>	<b>\$3,329,540</b>	<b>\$44,332,816</b>
<b>EXPENDITURES</b>					
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
November 19, 2025	2025 OAB Budget Adjustment	\$2,248,000			\$2,248,000
February 18, 2026	2025 Supplemental Budget Adjustment			\$68,706	\$68,706
					\$0
					\$0
					\$0
					\$0
					\$0
<b>TOTAL EXPENDITURES</b>		<b>\$39,089,279</b>	<b>\$7,207,961</b>	<b>\$3,633,557</b>	<b>\$49,930,797</b>
<b>OTHER FINANCING SOURCES</b>					
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS IN / (OUT)</b>					
November 19, 2025	2025 OAB Budget Adjustment	(\$2,977,345)	\$3,977,345		\$1,000,000
					\$0
<b>TOTAL TRANSFERS IN / (OUT)</b>		<b>(\$2,977,345)</b>	<b>\$3,977,345</b>	<b>\$0</b>	<b>\$1,000,000</b>
Net Change in Fund Balance					
<i>Actual</i> GF Unassigned, CIP & SIF Beginning Fund Balance		(\$1,063,348)	(\$3,230,616)	(\$304,017)	(\$4,597,980)
<i>Projected</i> GF Unassigned, CIP & SIF Beginning Fund Balance		\$18,565,212	\$4,010,887	\$1,056,653	\$23,632,752
		<b>\$17,501,865</b>	<b>\$780,271</b>	<b>\$752,636</b>	<b>\$19,034,772</b>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to be used from various funding sources that are not part of District's General Fund, for the Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously authorized the establishment of Special Revenue Funds (Designated Purpose Funds), the purpose of which is to account for all financial activity related to the accumulation of and the use of funds designated or restricted for specific purposes.

**AND WHEREAS**, certain designated funds that were budgeted for during 2025 were not spent by the end of 2025, yet the projects are to be carried over into 2026, as per the attached schedules.

**NOW, THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2026 by fund as identified on the attached schedules.

**ADOPTED**, this th of February, 2026.

Attest: \_\_\_\_\_

President  
Board of Trustees

**Pikes Peak Library District  
Special Revenue Fund  
Year Ended December 31, 2025**

**Purpose of Fund**

To accumulate funds for the support of District Libraries' services, programs and assets, as designated below:

**Cheyenne Mountain Library Support Fund  
Fiscal Year Expenditures**

	<b>2026</b>		
	<b>Original Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
<b>Capital Outlay</b>	\$ -	\$ 812	\$ 812
<b>Excess (Deficit) Revenues Over Expenditures</b>		- (812)	(812)
<b>Fund Balance - Beginning of Year</b>		812	-
<b>Fund Balance - End of Year</b>	\$ 812	\$ (812)	\$ -

**High Prairie Library Support Fund  
Fiscal Year Expenditures**

	<b>2026</b>		
	<b>Original Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
<b>Capital outlay</b>	\$ -	\$ 47,461	\$ 47,461
<b>Total Fiscal Year Expenditures</b>		- 47,461	47,461
<b>Excess (Deficit) Revenues Over Expenditures</b>		- (47,461)	(47,461)
<b>Fund Balance - Beginning of Year</b>		47,461	-
<b>Fund Balance - End of Year</b>	\$ 47,461	\$ (47,461)	\$ -

**Sand Creek Library Support Fund  
Fiscal Year Expenditures**

	<b>2026</b>		
	<b>Original Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
<b>Capital outlay</b>	\$ -	\$ 12,283	\$ 12,283
<b>Total Fiscal Year Expenditures</b>		- 12,283	12,283
<b>Excess (Deficit) Revenues Over Expenditures</b>		- (12,283)	(12,283)
<b>Fund Balance - Beginning of Year</b>		12,283	-
<b>Fund Balance - End of Year</b>	\$ 12,283	\$ (12,283)	\$ -

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

**WHEREAS**, the Board of Trustees previously established a Capital Fund - the purpose of which is to account for all financial activity related to various capital projects; the funding of which comes primarily from the distribution of property tax revenue, as an allocated portion of the district's annual mill levy specifically ear-marked for the Capital Fund, as approved by the Board of Trustees,

**AND WHEREAS**, a total of \$3,070,330 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2026 Budget,

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2026 appropriation of the Capital Fund is hereby increased from \$1,323,666 to \$4,393,996, as per the attached schedule.

**ADOPTED**, this th day of February, 2026.

Attest: \_\_\_\_\_  
President  
Board of Trustees

Description	Rollover Balance
BRANDED CANOPIES	1,500
21 SIGNAGE PROJECTS	4,045
24 COM CONTINGENCY	10,000
EA PHOTO EXHIBIT	4,207
FO SIGNAGE	7,500
HI SIGNAGE	5,500
23 RU SIGNAGE	5,000
RU SIGNAGE	5,000
<b>COMMUNICATIONS CAPITAL</b>	<b>42,752</b>
CA ROOF REPLACEMENT	20,885
CH RUSTED STUMP OUT	5,100
DW ASPHALT REPAIRS & MAIN	46,312
DW ROOF INSPECTIONS	24,747
DW FURNITURE	8,620
EA SECURITY OPERATION CENTER	3,161
EA ELEVATOR MODERNIZATION	10,523
FO FOUNDATION IMPROVEMENT	10,475
HI CHROME FAN BLADES REPLACE	606
21c WATER MAIN REPLACE	4,000
21C STUDIO GATE	15,000
LI MUDJACK CHILLER PIT	8,715
21C SPARE CIRCUIT	136,012
21c EROSION PREVENTION	1,565
OL HVAC REPLACEMENT/UPGRADE	4,745
PA ADA BATHROOM	9,807
PE CHILLER COMPRESSOR REPLAC	72,100
PE FENCING	9,026
PE RH*G FIRE SUPPRESSION SYSTEM	824,000
PE FAÇADE- REPAIR/DESIGN	118,320
PE HALL ELECTRICAL PANELS	6,630
PE CHILDRENS EMERGENCY DOOR	2,249
PE ELEVATOR UPGRADES	1,635
DW FURNITURE REFRESH	17,886
SA PANLEBOARD MAIN	6,732
<b>FACILITIES CAPITAL</b>	<b>1,368,852</b>
CFO CONTINGENCY	2,429,266
FAC EA CONTINGENCY	58,552
FAC LI CONTINGENCY	65,358
FAC PE CONTINGENCY	8,269

SEC CONTINGENCY	13,876
<b>FINANCE CAPITAL</b>	<b>2,575,320</b>
TELEPHONE SWITCHES	19,096
IT CABLING INFRASTRUCTURE REP	8,034
DW REGISTERS	1,172
ERATE 10 APC UPS	3,000
25 STAFF TECH REFRESH	989
25 PATRON TECH REFRESH	382
<b>IT CAPITAL</b>	<b>32,673</b>
VIDEO CENTER CONTINGENCY	5,000
S&I CONTINGENCY	27,826
<b>S&amp;I CAPITAL</b>	<b>32,826</b>
CH TECH UPDATE	47,327
SECURITY SYSTEM	247
ACCESS CONTROL	45,892
24-SECURITY CONTINGENCY	174,974
MO TECH UPDATE	12,451
RHG SECURITY UPDATES	56,480
SA TECH UPDATE	4,203
<b>SECURITY CAPITAL</b>	<b>341,573</b>
<b>2025 SUBTOTAL CAPITAL</b>	<b>4,393,996</b>
2026 Projects funded by CFO Contingency	1,323,666
<b>2025 CAPITAL ROLLOVER</b>	<b>3,070,330</b>