

VIRTUAL MEETING (ZOOM)

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. Pikes Peak Library District Foundation Report (Courtney Deuser) *Five minutes* (p. 3)
 - C. Financial Report (Randy Green) *Five minutes* (p. 4)
 - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 12)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Community Resources & Security Report (p. 20)
 - F. Chief Librarian's Report (Teona Shainidze-Krebs) *Five minutes*
 - G. Board Reports
 - 1. Governance Committee *Five minutes*
 - 2. Liaison comments
 - 3. Trustee comments
- V. PRESENTATIONS
 - A. Introduction of new staff and staff promotions
 - 1. Studio Services Coordinator Dustin Booth (Becca Cruz)
 - 2. Data Analyst Sarah Holland (Becca Cruz)
 - 3. Data Analyst Becca Philipsen (Becca Cruz)
 - 4. Library 21c Manager Jennifer Luebbert (Janina Goodwin)
 - B. Facilities Master Plan Report (Rob Cullin, ReThinking Libraries; and Aaron Briggs, HB&A)
 - C. Penrose Library Mural (David W. Griffin and Mural Project Team) *Ten minutes*
- VI. BUSINESS ITEMS
 - A. Consent Items
 - Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
 - 1. Minutes of the May 15, 2024 Board of Trustees meeting (p. 37)
- VII. EXECUTIVE SESSION
 - The Board will enter into Executive Session to discuss specialized details of security arrangements or investigations per CRS §24-6-402(4)(d) (Particular Matter: Cybersecurity).
- VIII. 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 JUNE 2024 Report

In May, the Friends BOD focused on final preparations for the Literary Awards Luncheon. The press coverage, consisting of numerous articles in community papers informed people of the event and resulted in the best attendance ever.

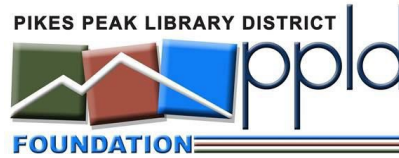
Sales for May	(Gross)	
	Amazon	\$935
	eBay	\$5,542
	Web storefront	\$234
	East Bookstore	\$2,825
	Library 21C	\$2,210
	Penrose	\$550
TOTAL SALES		\$12,296

A Friends volunteer won two free tickets to the Antiques Road Show held at Chatfield Botanical Gardens on May 29th. When she couldn't attend, she passed the honor on to Beth Crumrine, Friends Volunteer & Operations Coordinator. Beth took the opportunity to present for appraisal, an unusual book Friends had received as a donation. Turns out it was printed in Venice, Italy in 1566! We've listed it on eBay here → <https://ebay.to/4bObsaR>

We are readying for participation in East Library's Summer Adventure party on July 26th.

Three hundred plus boxes are already packed and ready for October's Book Sale.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Updated the Foundation Ent account to include the Interim Senior Director of Development/Interim Foundation Executive Director and the Foundation Board President as signers

Participated in a meeting with Peggy Shivers and other leadership to discuss current handling of her funds and future plans for her program

Provided support on an interview panel for the Strategic Services Nonprofit Librarian

Provided support to the efforts around the June 15th Shivers event including RSVP tracking, donation collection, and acknowledgement

Continued discussion of the Summer Adventure reading program with the Children's Hospital of Colorado, including the Communications department, in an effort to maximize the benefits to both parties

Followed up on the previous month's discussion with the grant writer regarding on cybersecurity and energy funding opportunities with the appropriate departments

Received notification that the Foundation has been accepted into the 2024/2025 Give! Campaign and provided necessary follow up

Attended the Friends of PPLD Frank Waters and Golden Quill Literary Awards Luncheon on June 1, 2024

Started planning the year end mail campaign with a representative from Carl Bloom

Entered into an agreement with Latina Voices to be a fiscal sponsor for one year

Attended the Friends of PPLD Board meeting on June 12, 2024

Continued to work with the Foundation Board on upcoming strategic planning processes

Determined with the Foundation Fundraising Committee that the Night at the Library should be postponed in 2024 as strategic planning will start later than anticipated



May 31, 2024
Monthly Financial Report

Board of Trustees Meeting
June 19, 2024



Monthly Financial Report - PPLD (as a whole)

As of May 31, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of May 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes (1)	35,557,471	24,900,753	27,155,041	2,254,288
Specific ownership taxes	3,500,000	1,458,333	1,373,396	(84,937)
Total Taxes	39,057,471	26,359,086	28,528,437	2,169,350
Intergovernmental - E-Rate	544,000	0	0	0
Intergovernmental - State Grant	169,766	0	0	0
Intergovernmental - AEFLA	84,002	0	0	0
Intergovernmental - IECLE	95,005	0	0	0
Intergovernmental - Other	0	0	0	0
Fines and fees	90,000	37,500	32,596	(4,904)
Interest income	500,000	208,333	557,075	348,742
Donations/fundraising	479,438	154,446	35,121	(119,325)
Miscellaneous- Copy sales	25,000	10,417	13,409	2,993
Miscellaneous- Parking lot collections	11,000	4,583	5,210	626
Miscellaneous- Other	32,962	13,734	14,578	844
Total Operating Revenue	2,031,173	429,014	657,989	228,975
Employee contributions	394,323	164,301	169,295	4,994
Total Other Revenue	394,323	164,301	169,295	4,994
Total Revenue	41,482,967	26,952,401	29,355,721	2,403,320
<u>EXPENDITURES</u>				
Personnel Expense	26,132,397	11,030,572	8,789,000	2,241,572
Operating Expense	13,426,067	5,602,313	5,517,616	84,696
Capital Outlay	5,569,716	1,482,546	372,991	1,109,555
Total Expenditures	45,128,180	18,115,430	14,679,607	3,435,823
Excess (deficiency) of Revenue over Expenditures	(3,645,213)	8,836,971	14,676,114	5,839,143
<u>OTHER FINANCING SOURCES (uses)</u>				
Insurance Proceeds	0	0	0	0
Transfer In/Out	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(3,645,213)	8,836,971	14,676,114	5,839,143
Unrestricted Beginning Fund Balance (2)	15,937,098	15,937,098	15,937,098	0
Ending Fund Balance (Projected)	12,291,885	24,774,069	30,613,212	5,839,143

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

(2) 2023 Projected Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND

As of May 31, 2024

		Year to Date Activity as of May 31, 2024		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Property Taxes	30,189,870	21,141,844	23,081,785	1,939,941
Specific ownership taxes	3,500,000	1,458,333	1,373,396	(84,937)
Total Taxes	33,689,870	22,600,177	24,455,180	1,855,003
Intergovernmental	892,773	0	0	0
Donations/fundraising	479,438	154,446	35,121	(119,325)
Fines and fees	90,000	37,500	32,596	(4,904)
Other Operating	568,962	237,068	589,991	352,924
Total Operating Revenue	2,031,173	429,014	657,709	228,695
Total Revenue	35,721,043	23,029,191	25,112,889	2,083,698
EXPENDITURES				
Public Services Administrative	8,952,674	3,730,281	3,310,945	419,336
Programming Administration	1,781,405	593,802	540,934	52,867
Branch Administration	10,484,677	4,368,615	3,501,622	866,994
Total Public Services Expenditures	21,218,755	8,692,698	7,353,501	1,339,197
Chief Librarian and CEO Office	385,166	160,486	140,233	20,253
Support Services	7,987,469	3,328,112	2,679,405	648,706
Security	1,767,807	736,586	608,103	128,483
Finance Office	1,499,764	795,293	828,078	(32,786)
Communications Office	1,449,889	604,120	477,920	126,200
Development Office	366,193	152,581	69,204	83,377
Interdepartmental	913,060	380,442	447,476	(67,034)
Total Administration Expenditures	14,369,347	6,157,619	5,250,419	907,200
Designated Funds	698,565	291,069	293,367	(2,298)
Total Expenditures	36,286,668	15,141,386	12,897,287	2,244,099
Net Impact to Fund Balance	(565,625)	7,887,805	12,215,602	4,327,797
Unrestricted Beginning Fund Balance *	15,937,098	15,937,098	15,937,098	0
Ending Fund Balance (Projected)	15,371,473	23,824,903	28,152,700	4,327,797



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of May 31, 2024

		Year to Date Activity as of May 31, 2024			
		<u>Revised</u> <u>Annual</u> <u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund					
Public Services		21,218,755	8,692,698	7,353,501	1,339,197
Public Services Administrative		8,952,674	3,730,281	3,310,945	419,336
Public Services Administration		206,478	86,033	66,492	19,541
Collection Management		2,555,261	1,064,692	1,047,343	17,349
Collection Management - Library Materials		4,587,626	1,911,511	1,625,607	285,904
Regional History and Genealogy		732,530	305,221	309,382	(4,161)
Adult Education		870,779	362,824	262,121	100,703
Programming Administration		1,781,405	593,802	540,934	52,867
Branch Administration		10,484,677	4,368,615	3,501,622	866,994
Branch Administration		688,101	286,709	198,932	87,777
Penrose Library		1,394,894	581,206	444,626	136,580
East Library		1,759,926	733,302	529,706	203,596
Library 21c		1,567,829	653,262	533,222	120,041
Cheyenne Mountain Library		535,150	222,979	197,926	25,053
Fountain Library		414,916	172,882	151,890	20,992
High Prairie Library		425,736	177,390	145,315	32,075
Manitou Springs Library		376,370	156,821	133,622	23,199
Monument Library		602,505	251,044	220,835	30,209
Old Colorado City Library		453,902	189,126	154,261	34,865
Palmer Lake Library		-	-	-	-
Rockrimmon Library		597,615	249,006	196,643	52,364
Ruth Holley Library		461,131	192,138	174,091	18,047
Sand Creek Library		560,866	233,694	206,760	26,934
Ute Pass Library		-	-	15	(15)
Calhan Library		74,766	31,153	28,761	2,392
Mobile Library Services		492,438	205,182	174,598	30,584
The Hall @ PPLD		78,531	32,721	10,421	22,301
Administration		14,369,347	6,157,619	5,250,419	907,200
Chief Librarian and CEO Office		385,166	160,486	140,233	20,253



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of May 31, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of May 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund				
Support Services	7,987,469	3,328,112	2,679,405	648,706
Support Services Administration	180,525	75,219	58,185	17,034
Human Relations Office	782,552	326,063	240,746	85,318
Facilities	4,144,898	1,727,041	1,465,369	261,672
Facilities - District-wide	1,133,100	472,125	412,675	59,450
Facilities - Penrose Library	392,526	163,553	127,133	36,420
Facilities - East Library	245,305	102,211	89,147	13,063
Facilities - Library 21c	574,533	239,389	210,931	28,458
Facilities - Utilities / Rents	1,799,434	749,764	625,482	124,282
Information Technology	2,879,494	1,199,789	915,107	284,682
Information Technology	2,439,167	1,016,319	775,465	240,854
Creative Services	440,327	183,470	139,642	43,828
Security	1,767,807	736,586	608,103	128,483
Finance Office	1,499,764	795,293	828,078	(32,786)
Communications Office	1,449,889	604,120	477,920	126,200
Communications	1,032,367	430,153	317,400	112,753
Patron Experience	311,464	129,777	119,798	9,979
Multi-Cultural	106,057	44,191	40,722	3,469
Development Office	366,193	152,581	69,204	83,377
Interdepartmental	913,060	380,442	447,476	(67,034)
Interdepartmental - Other	1,513,060	630,442	328,256	302,186
ATTRITION SAVINGS	(600,000)	(250,000)	119,220	(369,220)
UNDESIGNATED	35,588,103	14,850,317	12,603,920	2,246,397
Designated Funds	698,565	291,069	293,367	(2,298)
DESIGNATED	698,565	291,069	293,367	(2,298)
TOTAL GENERAL FUND	36,286,668	15,141,386	12,897,287	2,244,099



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of May 31, 2024

		Year to Date Activity as of May 31, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>					
	Property Taxes	2,723,332	1,907,138	2,172,403	265,265
	Total Revenue	2,723,332	1,907,138	2,172,403	265,265
<u>EXPENDITURES</u>					
	Capital Fund- Facilities	2,120,961	621,828	195,037	426,792
	Capital Fund-Communication	118,429	22,533	0	22,533
	Capital Fund- Security	1,450,083	374,732	18,730	356,002
	Capital Fund- IT	1,773,033	458,025	2,951	455,074
	Capital Fund- Video Studio	5,000	625	0	625
	Capital Fund- Creative Services	38,419	4,802	10,593	(5,791)
	Capital Fund- Special Revenue Funds	63,791	0	0	0
	Total Expenditures	5,569,716	1,482,546	227,311	1,255,235
	Net Impact to Fund Balance	(2,846,384)	424,593	1,945,092	1,520,500
	Beginning Fund Balance*	2,354,244	2,354,244	2,354,244	0
	Ending Fund Balance (Projected)	(492,140)	2,778,837	4,299,336	1,520,500



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

		Year to Date Activity as of May 31, 2024		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Property Taxes	2,644,269	1,851,771	1,900,853	49,082
Employee contributions	394,323	164,301	169,295	4,994
Other Revenue	0	0	281	281
Total Revenue	3,038,592	2,016,072	2,070,429	54,357
EXPENDITURES				
Personnel Expense	3,271,797	1,491,499	1,492,432	(933)
Operating Expense	-	0	0	0
Total Expenditures	3,271,797	1,491,499	1,492,432	(933)
Net Impact to Fund Balance	(233,205)	524,573	577,997	53,424
Beginning Net Assets*	873,733	873,733	873,733	0
Ending Fund Balance (Projected)	640,528	1,398,306	1,451,730	53,424



2024 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUE					
January 9, 2024	2024 OAB Budget Ratification	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
	TOTAL REVENUE	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
EXPENDITURES					
January 9, 2024	2024 OAB Budget Ratification	\$36,286,668	\$2,723,332	\$3,271,797	\$42,281,797
March 20, 2024	2024 OAB Budget Adjustment #1		\$2,782,593		\$2,782,593
March 20, 2024	2024 OAB Budget Adjustment #2-SRF (DPF)		\$63,791		\$63,791
	TOTAL EXPENDITURES	\$36,286,668	\$5,569,716	\$3,271,797	\$45,128,181
OTHER FINANCING SOURCES					
	TOTAL OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0
TRANSFERS IN / OUT					
	TOTAL TRANSFERS IN / OUT	\$0	\$0	\$0	\$0
	Net Change in Fund Balance	(\$565,625)	(\$2,846,384)	(\$233,205)	(\$3,645,214)
	<i>Projected</i> Beginning Fund Balance	\$18,410,854	\$2,354,244	\$873,733	\$21,638,832
	<i>Projected</i> Ending Fund Balance	\$17,845,229	(\$492,140)	\$640,528	\$17,993,618

Public Services Report May 2024

Adult Education

Accountability

Adult Education applied for and was approved for the Adult Education and Family Literacy grant for funding for the next four years. Grant amount per year is \$200,841.

Community Connections

Ben Kegley coordinated an additional Path to Citizenship class at the Sand Creek Library. Nine students attended.

Deb Hamilton has been working to fill the gap for the Virtual Pro Se Clinic after the founding member passed away suddenly. The committee has been working hard to identify two attorneys to get the clinics back up and running.

Tarah Ruff hosted a table at the Business Resource Fair hosted by ACHEIVE business group of which she is member.

Physical and Virtual Spaces

Graduation for Adult Education students who have earned their GEDs and for ESL students who have reached high language proficiency will be June 21 at Penrose Library, Columbine A at 10:00 am.

Branches

Access

Ruth Holley, High Prairie, Ute Pass, and Rockrimmon libraries all coordinated with Abby Simpson and Nawal Shahril from Communications to conduct signage audits. The goal is to ensure that Pikes Peak Library District locations provide a consistent signage experience at each location.

Accountability

Mobile Library Services reviewed and restructured their service to El Paso County. Service was paused for two weeks while the team evaluated bookmobile and lobby stops. They reviewed use, proximity of the stops to branches and other stops, and the individuals best served by those stops. They reconsidered the timing of the stops to maximize availability and visibility. They are coordinating with the Communications department to communicate changes to MLS users. They provided justifications for all recommended schedule changes to be approved by the Library CEO and CPSO.

East Library, Sand Creek Library, and Library 21c transitioned from LulzBot to Prusa MK4 3D printers in late April. The previously purchased filament types are not usable on the new machines. Alexis Nelsen, from Manitou Springs Library, collaborated with Cameryn Broin in Creative Services to transition new and unused filament boxes from the other makerspaces to Manitou Springs Library, whose LulzBot's are still compatible with the Poly Lite PLA and PETG brands.

Communications

Amanda Franke collaborated with local artist Chad Keith to display his students' artwork at Rockrimmon Library to host a pseudo gallery opening for students and their families. The display features artwork by five elementary school students.

Library staff across the District worked together at their locations to decorate their Library for the Summer Adventure program. Many locations used materials from Communications as well as added their own special touch to the Summer Adventure theme of "Go for the Gold".



Community Connections

Sarah Hoelting judged Battle of the Books on May 9 from 10:30 a.m.-2 p.m. at Tesla Education Opportunity Center. This event involves students from throughout El Paso County. Hoelting participated in the last 2 of 3 rounds of judging for the seventh graders, acting as a reader, timer, and scorekeeper.

On May 29, East Library began hosting summer lunches in partnership with Colorado Springs School District Nutritional Services. The free lunches are run Monday through Friday, 11 a.m. to noon. So far, they have distributed 150 to 193 lunches a day.

Physical and Virtual Spaces

Taryn Malila and Gigi Holman attended numerous meetings regarding the Carnegie Library project. Patio furniture for the roof top patio has been selected and PPLD's interior designer, Beth O'Neill, was given a plan for furniture for the new location.

Staff

Jennifer Luebbert started as the Library 21c manager on May 6.

On May 28, library managers were assigned to another location with a goal to optimize operations. Tess Warren began overseeing Ruth Holley and Rockrimmon libraries; Sara Sharples began overseeing Sand Creek and Fountain libraries; Tim Morris began overseeing High Prairie, Calhan, and Cheyenne Mountain libraries; and Jean Doherty began overseeing Monument, Palmer Lake, and Old Colorado City libraries.

Collection Management

Access

There were numerous special orders in May, including:

- copies of the All Pikes Peak Reads title
- items fulfilling a grant for materials that visually impaired patrons can use
- additions to the Storytelling collection used for Storytimes
- high school yearbooks for Regional History & Genealogy

A new procedure started in May to help expedite getting titles to patrons. So far, it is being used for most adult fiction, teen fiction, children's fiction, and picture books.

Accountability

Interlibrary Loan (ILL) had a turnaround time (time from receiving the request to making the item available to the patron) of 3.3 days for articles and 16.6 days for physical materials.

The average turnaround time for purchased physical materials was 28 days from vendor delivery on the loading dock to circulation.

The spring In-House Use Study for newspapers was completed this month. The study tracks in-house newspaper usage over two weeks. Along with the statistics from the fall study, this data is used to inform newspaper renewals and distribution.

Communications

Interlibrary Loan staff answered 297 patron and staff questions by phone and email, and 33% were reference questions.

Community Connections

PPLD's selection librarian for children's materials served as a judge of children's books for the Colorado Independent Publishers Association EVVY Awards.

Acquisitions worked with Communications to assist with PPLD's partnership with Colorado Springs' "1,000 Neighborhood Gatherings" initiative. PPLD's nonfiction selection librarian pulled together a booklist of 20+ books in our collection on the theme of building community. The booklist will be posted on PPLD's website and <https://coloradosprings.gov/1000Gatherings>.

Physical and Virtual Spaces

The Materials Team, ILL, and the Circulation Services Coordinator teamed up to quickly relocate the Collection Management storage room contents for the creation of staff workspace for another department.

The Circulation Services Coordinator and Facilities staff strategized where to store remaining shelving in good shape on the Penrose campus for both the Penrose Children's shelving project later this year and the Manitou Library expansion project.

The ILS Administrator worked with IT staff to test an "offline circulation" feature that exists on the self-checkout machines. The function was determined to work well and later shared with library managers and supervisors who want to proceed with enabling it.

Staff

The Materials Team was happy to welcome two staff members for a bit of job shadowing. The visitors were shown what a day in the life of a Materials Assistant looks like. They helped to unpack an order and even added a few items to the catalog.

Collection Management staff attended one or more meetings to discuss the next steps with the ILS RFP.

The ILS Team visited their counterparts at the Pueblo City County Library to see another library management system in action.

The ILS Analyst attended the “Introduction to Data Equity” webinar from the Library Research Service.

Programming

Access

New York Times bestselling author, Hampton Sides, presented at Penrose Library on May 4. Sides, who was the All Pikes Peak Reads author in 2015, talked on his newly released book *The Wide Wide Sea*, followed by an enthusiastic Q&A session and book signing. The turnout was a near-capacity audience of 90.



Two Repair Café programs were offered at Library 21c. Volunteers helped fix a bike, a Nintendo Switch controller, and some clothing items with holes. At Pikes Peak Makerspace on May 25, volunteers worked on a vintage stand mixer, weed whackers, and more. This program helps patrons give their old items new life and keep them out of the landfill.



Community Connections

Programming staff visited 17 different elementary and high schools this month to promote Summer Adventure, attend STEAM nights, Community Culture nights, Literacy nights, provide Lightning Lessons to classrooms, presented at Adult Education classes, and provided lessons on the water cycle to 4th and 5th graders at UCCS Water Festival.

Summer Adventure presented by Children’s Hospital Colorado got off to a great start! This year, we kicked off on May 31 and to celebrate our 50th anniversary, we added adults for the first time ever. 3992 people signed up on the first day (938 more people than signed up the first day in 2023). 1067 of those enrollments were adults, meaning a little over a quarter of all registrations were 19 years or older.

Yvette Dow-Rose and Evan Childress attended the ARC Family Social to present PPLD resources, highlighting Sensory Storytime, Library Adventurers, and the accessibility technologies throughout the District.

Mikaela Fortune presented information to the Mile High Youth Corps on May 24. MHYC is a land conservation program for young adults aged 18-24. Mikaela spoke to the group about classes in the Adult Education department, how to get a library card, Summer Adventure, Makerspaces, and more general resources the library provides.

Physical and Virtual Spaces

Christa Funke worked with Communications to get the content for the Summer Adventure websites finalized and published. Patrons can learn about participating in Summer Adventure, find an overview of all the programs happening at the Library over the summer, and get inspired by our many activity ideas for kids and teens. In addition, Christa updated Beanstack, ensuring that all of the components were ready for launch on May 31.

Staff

The Programming Department's Menu Redesign Committee met to review feedback provided by branch staff regarding the current menu format. The Programming Department is currently working on creating one new program Menu that will encompass all ages rather than three separate program Menus.

The Programming Department's Reading Program Committee met to debrief about Winter Adult Reading Program, celebrating the successes of this year and brainstorming ways to make it even better in the future.

Regional History & Genealogy

Access

Preparation continued in May for the annual Symposium. This year's theme is Turning Points in Pikes Peak Regional History:

- June 1 - Film Festival at EA Community Meeting Room
- June 8 - Lectures and Presentations at EA Community Room
- June 10 - Virtual Lectures and Presentations

During the proceedings on June 1, RH&G staff will present original footage, recently transferred to 5k digital format, from photographer Jim Bates, which recorded his experiences on the battlefield in Cologne, France in WWII. In 2025 RH&G will provide programming featuring this, and more, recently digitized footage from Jim Bates. Photo (film still) taken by Jim Bates, from PPLD Digital Collections.



New to the Symposium this year are entries of films by students through a partnership with the UCCS History department, which RH&G hopes to maintain for future involvement by students, helping to foster interest and research in regional history.

Photographs added to digital archives this month:

- George White Collection (48 photos)
- Pikes Peak Camera Club (62 photos)
- Jim Bates photos (280)
- Stan Payne photos (174)
- Broadmoor Hotel, photos by Civil Engineer Milton Strong (112)
- 200 other photos, including the collections of Roger Appleton, Mayall, & McIntyre.

Genealogy classes this month:

- RH&G's Jewish Genealogy class/workshop was attended by 11 serious researchers. The curriculum drew on the research of noted Jewish genealogist Gary Mokotoff, emphasizing the importance of establishing a solid foundation before delving into sources and techniques specific to Jewish genealogy.
- Sharing your Family History
- Genealogy Basics

Community Connections

PPLD and Pikes Peak Genealogical Society have decided not to continue with their formal partnership agreement. They will continue to work together in sharing resources and information in a productive relationship to bring researchers closer to resources that assist them. PPGS has also asked that their archived collection be returned to them, which will be accomplished in June 2024.

Physical and Virtual Spaces

Regional History & Genealogy's Recollect Naturalization Team continues to prepare for the Recollect (Digital Collections/Archives) soft launch later this year (August). This past month they worked with Recollect's implementation team to upload sample data and assets and gave approval on the user experience platform. Staff took part in three training sessions on various aspects of the platform.

RH&G staff continued their conversations concerning the future of our digital resources and how that shapes the way in which the department will function, involving shifts in service priorities, workflow, and building structures to support our coming digital services. One other important aspect of the transfer to Recollect is the home-grown PikesPeakNewsFinder service that has been in operation for 20+ years, digitizing newspaper clippings, largely based upon public demand for specific articles.

Staff

John Jarrell, Program Coordinator, attended a workshop facilitated by the current Nonprofit Librarian, Katherine Edson, in anticipation of her upcoming departure. This session was aimed at equipping other staff members with the necessary skills to meet the increasing demand for assistance with nonprofit resources. To further this goal, John has prepared a concise five-

minute presentation for the RH&G staff on this topic so that staff may help direct patrons more effectively while using resources in the Hilbert Non-Profit Room.

PPLD KPIs (Key Performance Indicators)

Month: April

	2024	2023	% Change	YTD 2024	YTD 2023	% Change
Door Count	175,978	141,249	24.59%	644,542	590,633	9.13%
Circulation (physical materials)	181,699	178,779	1.63%	741,787	773,930	-4.15%
Reference Questions	9,443	7,199	31.17%	34,952	32,137	8.76%
Meeting Room/Study Room	2,828	2,061	37.21%	10,481	8,621	21.58%
Computer Usage	19,126	17,264	10.79%	70,380	66,051	6.55%
Number of Programs	423	582	-27.32%	1,566	2,300	-31.91%
Programs Attendance	15,656	12,214	28.18%	49,315	49,328	-0.03%
eResources (OverDrive/Libby, Hoopla, Kanopy)	283,909	244,585	16.08%	1,188,028	990,436	19.95%
Culture Pass	279	328	-14.94%	1,090	825	32.12%

June Communications Board Report May stats

Access

Website Statistics for May

- Total pageviews: 379,918
- New Users: 120,411
- Most visited page: ppld.org/kids

Website Redesign

- The initial development for the website is now complete; templates, headers, footers are all built. The redesigned website has been moved onto a development server. The old content is being reviewed and revised and some of the most popular pages are being redesigned. The expectation is to have most of the pages redesigned by the end of July. After the pages have been redesigned, the website will move into a Quality Assurance phase where it will be proofed and tested before it is launched.

Website Accessibility

- Continued progress is being made on meeting HB 21-1110 Digital Accessibility requirements.
 - The accessibility statement has been revised and posted. A process is in place for addressing feedback related to accessibility barriers discovered by patrons after June 30.
 - The transition plan document is almost complete, and progress has been made on documenting accessibility conformance in our Information and Communication Technology (ICT) inventory spreadsheet.
 - The focus for June is keeping ppld.org compliant, auditing third party digital systems for compliance, and posting the transition plan.
 - Third party digital system vendors are being contacted to make them aware or remind them of this legislation and requesting documentation on conformance.
 - The plan will be posted on ppld.org and include a note asking patrons to contact the Library if they run across an accessibility barrier on the site or on any linked website or third party digital system.
 - All documents on ppld.org are being reviewed. Documents are being sorted on whether they should be made accessible, archived, or removed from the site. Once this review is complete, a timeline for making the necessary documents accessible will be developed.
 - Training has begun for staff on how to make documents accessible, whether the audience is internal or external.
- The web team is currently waiting for the results of a full website scan which occurred on June 8 to confirm it is at 100% compliance with Web Content Accessibility Guidelines (WCAG) according to checkmydistrict.org. A draft of the Accessibility Plan was written, and disclaimers will be added for third party digital systems and documents later this month.

Multicultural Outreach & Accessibility

- Completed an inventory of and budget for the ADA equipment that is needed in each PPLD location to ensure accessibility for everyone. Information about the software needs and updates is being presented to Leadership for approval. Equipment will then be ordered and provided to library branches upon approval, targeting by August 2024.
- Added a contact number to the accessibility webform on ppld.org for patrons to call the library with questions or issues.

Communications

Media

- Number of stories –100
- YTD stories – 488
 - Summer Adventure was covered in 6 articles ([Fox21](#), [The Gazette](#), [Our Community News](#), [Colorado Springs Moms](#), [Fox21](#)), 10 TV news broadcasts ([Fox21](#), [Loving Living Local](#)), and one news aggregator.
 - Additionally, Summer Adventure was mentioned alongside the limited-edition USOPM library card in [three KOAA](#) TV news segments.
 - The new security measures at PE were covered in three articles ([KRDO](#), [Fox21](#)), six TV news broadcasts ([KRDO](#), [Fox21](#)), and two news aggregators.
 - News about the Colorado bill related to book banning mentioned PPLD in one [KOAA](#) news article and five [KOAA](#) TV news broadcasts.
 - The [Library Limelight Column](#) discussed the benefits of reading, ahead of Summer Adventure.

Social Media

Facebook (Districtwide account):

- Number of posts: 48
- Total page likes: 15,009 (72 new likes)
- Total page followers: 16,650 (93 new followers)
- Engagement: 10,966 (20% increase from prior month)
- Post reach: 64,283 (number of times our content was seen) (21% increase from prior month)
- Page reach: 66,052 (14% increase from prior month)
- Clicks: 1,729
- Video minutes viewed: 1980

Instagram:

- Content: 48 posts/videos/reels, 63 stories
- Total followers: 4,162 (42 new followers)
- Engagement: 1,390 (31% increase from prior month)
- Reach: 10,718 (number of times our content was seen) (52% increase from prior month)
- Profile visits: 483
- Link clicks: 30

X (formerly Twitter):

- Number of posts: 49
- Total followers: 5,189
- Engagement: 84
- Impressions: 3,164 (number of times our content was seen)

LinkedIn:

- Number of posts: 11
- Total followers: 1,680
- Impressions: 1,569 (number of times our content was seen)
- Engagement: 64
- Page visits: 172 (10% increase from prior month)

Newsletter:

- Number sent (subscribers): 134,251
- Successful delivery: 122,434 (91% success rate)
- Opened: 58,126 (47% open rate)
- Clicks: 2,404 (1.96% click rate) (This is a lower click rate than usual)

NextDoor:

- Number of posts: 14
- Impressions: 329,010 (number of times our content was seen) (59% increase from prior month)
- Engagement: 460 (83% increase from prior month)

YouTube:

- Total Subscribers: 8,081 (increase of 56 viewers)
- Total Views for May: 34,619
- Total Lifetime Views: 6,255,859

Community Connections

Multicultural Outreach & Accessibility

- Attended the Silver Key Senior Expo at Great Wolf Lodge; there were 756 attendees; engaged with 499 and distributed 12 business cards with QR codes linking to the PPLD library card application.

Outreach

- To help staff maximize the impact of their community outreach events, Communications conducted three training workshops that better equipped 60 PPLD staff to serve as staff leads for community outreach.
- Number of May outreaches: 15
- Total attendance: 3,321
- Impressions: 1,986
 - Macaroni Kid Information & Resource Fair (May 4)
 - LEVEL UP! Creative Professionals Night with the Cultural Office of the Pikes Peak Region (May 8)
 - Achieve Committee's Business Resource Fair (May 21)
 - School events:
 - Career Fair (May 7)
 - Community Culture Night (May 9)
 - ESL Resource Class (May 8)
 - Literacy Night (May 18)

Culture Pass

- 261 Culture Passes were issued to patrons in May
- Culture Passes issued YTD - 1,351

- The Space Foundation & Discovery Center, Rockledge Ranch Historic Site, and Victor Thomas Lowell Museum will begin offering passes again in June after a long hiatus for either winter hours or renovations.

Partnerships

- PPLD is forming a partnership with the City of Colorado Springs to provide a booklist with resources empowering people to help build more connected and resilient neighborhoods as part of the City's 1,000 Neighborhood Gatherings summer initiative. PPLD will also promote lawn games, classes, and book club sets as resources to help foster a sense of community. The initiative's partners, to include Colorado Springs Chamber & EDC, National Association for Mental Illness (NAMI), Council of Neighbors & Organizations, El Paso County Public Health, and others, will also promote the booklist, as appropriate.

**Facilities Department Report
June 19, 2024**

Physical and Virtual Spaces

District Wide: Facilities met with Colorado Springs Utilities to determine benchmarking needs for the State Building Performance Standards (HB21-1286). Currently all services are up to date as we wait for additional guidance from Colorado Springs Utilities and State officials. Next steps are to be determined with the first performance targets of the program to be collectively met at 7% reduction in emissions by January 1, 2026. As we wait for guidance, Facilities has reached out to Farnsworth Group for additional guidance in identifying measures to be taken to reach the states goals.

Library 21c: Planning for the Chief Operations Officer office, Finance Storage room, print room conversion, and Facilities annex office are complete. Bidding is expected to start June 17, 2024. Facilities set up cubicles to provide workstations for Finance staff along with relocating all finance records to the lower-level storage room.

On Saturday, June 8th, water was discovered flowing at a high rate from the chiller yard. Facilities responded to find water bubbling up from all edges of the concrete slab. Facilities immediately closed the library for the day, contacted Olson Plumbing and Colorado Springs Utilities. CSU was able to shut down water supply. It was determined to be a major break in the 8” main water line supplying domestic and fire suppression system for the campus. Facilities and Olson Plumbing discussed the path forward. Due to no water supply, Facilities implemented a 24-hour fire watch. Olson coordinated the response of utility locates and a vacuum truck to aid in the repair. Work began first thing on Sunday morning, June 9th. Olson was able to locate the line under the chiller yard and determined the break to be located under the chiller units. Excavation in that area posed a safety issue and after discussions with Facilities and due to a similar break having occurred eight years prior, it was decided to install an isolation valve in order to restore service to the domestic water and fire suppression system which was completed and allowed the library to open Monday morning. The plan going forward is to reroute the main line around the chiller yard. This plan will be discussed further on Tuesday, June 11th. Rerouting was determined to be the best plan since we have had multiple breaks under this yard which can possibly put the chiller units at risk should the concrete slab subside from wash-outs.

East Library: DACS Asphalt and Concrete was approved for the East Library Asphalt Replacement. The project is expected to start on or about September 1, 2024. Due to specifications with project scope an additional phase was added to the project; now totaling five phases. The additional phases to the project are not expected to extend the project timeline.

Facilities Master Plan: The Facilities Master Plan development has been completed and the consultant, HB&A Architects and Planning will be presenting the plan to the Board of Trustees at this month’s meeting. The morning after the board meeting, HB&A will also present the plan to the PPLD staff virtually.

Monthly Facilities Statistics:

Monthly Routine Maintenance Visits	Completed
May	177

Demand Work Orders	Completed	Hours
--------------------	-----------	-------

May	119	146.09
Preventive Maintenance Work Orders		
May	196	232.58
Emergency On-Call		
May	1	.42
Total Work Orders	345	396.64

Monthly routine maintenance visits are completed weekly to all locations and allow Facilities personnel to complete work orders, inspect locations for safety issues, address minor projects, restock building supplies and meet with managers/supervisors regarding any facilities concerns.

Demand work orders are submitted by library staff. Preventive Maintenance work orders are regularly scheduled tasks usually for equipment.

Emergency On-call are after hours emergencies.

Human Resources Report June 2024

Accountability

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, attended the Tyler Technologies ERP Conference in Indianapolis to learn more about our Human Resources Information System (HRIS) and how we can improve and streamline processes as well as utilize it to its full potential.

Volunteers

A volunteer appreciation breakfast was hosted by staff at Library 21c on Friday, May 3, 2024.



Joanna Nelson Rendón presented on a virtual panel for the Colorado Association of Libraries New Professionals Interest Group. The discussion was about how to represent themselves well when applying for and interviewing for librarian jobs.

Staff

Laurie Jackson was selected as the new HR Generalist starting on 06/03/2024. Laurie had previously been the HR Administrative Specialist. The HR Administrative Specialist position will be posted in June and be open to internal and external candidates.

The Human Resources Department began working on a Market Survey designed to ensure that pay across all positions in the District are equitable and competitive. Final data and findings will be included in reports to the board this Fall.

The Department is also working on integrating performance management into the ERP system by the end of Summer so that the entire PPLD staff can provide and receive comprehensive feedback on job performance.

Statistics

- Volunteer

May 2024	Total # of Volunteers	Total # of Hours
Adult Volunteers	133	958
Teen Volunteers	26	99
Friends of the Library	**	**

**Data not available

- Recruitment

Recruitment / Selection Activity	May 2024
Jobs Posted	15
Newly Hired Employees	11
Promoted Employees	5
Transferred Employees	1
Separated Employees	9

- Staffing

Staffing Stats	May 2024
Total Permanent Employees	391
Total Active Positions	435

Information Technology May 2024 Monthly Report

Accountability

The data analysts and director of Creative Services conducted two meetings as part of the district-wide data audit. They also looked over the collected data points and started working on categorizing them.

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

User accounts cleaned up on multiple systems to save on licensing costs and improve cybersecurity.

Upgraded both phone servers to the latest version to help solve some current issues and improve phone network security.

The End User Services team replaced all the outdated catalog computers with other existing computers that had been updated with Google's operating system. This change improved the performance of the catalogs without the cost of new computers.

Community Connections

Becca Cruz will continue to represent Pikes Peak Library District as a Leadership Team member for Library Makers, a national community and network of makerspace library staff. Her service will last for one more year as the organization moves into a new long-term structure.

Ben Dahlby conducted Library 21c makerspace tours with Jennifer Eltringham (Programming) for students who were completing a program with the Space Foundation.

Staff

Cameryn Broin attended the Colorado Association of Libraries Maker Workshop where she was able to hear from library maker staff around the state on their programs and how they manage their services and spaces.

Becca Philipsen and Sarah Holland attended a Research Institute for Public Libraries webinar as a part of their 12 Months to Better Library Data Webinar Series.

Meraki Access Points continue to be deployed throughout the district. This Wi-Fi upgrade for the district including all external places i.e.. Parking lots, outside areas set up and now offer Wi-Fi.

Planning of Cell booster installations for UT and MA to increase our credit card uptime and improve cell phones for staff and patrons at hard-to-get signal locations.

Safety/Community Resources/Security Board Report **May 2024**

SECURITY

Access

Charging stations for Penrose are starting to arrive, awaiting for others and installation in the near future.

Accountability

On May 1st, Library 21c held a Fire Drill with the assistance of Travis Thiele at 8:00AM with only staff in the building. The drill went smoothly, and the building was clear in 5 minutes. We enjoy conducting these drills so that staff feel confident if they ever need to act in any emergency.



In May, the west region, encompassing Penrose, Carnegie, The Hall, Sand Creek, Old Colorado City, Cheyenne, Ute, Manitou, and Fountain Libraries had a spike in Patron Incident Tracking System (PITS) reports submitted. For the month of May, we have approximately 65 incidents reported across the west region, with a total of 101 incident reports district wide.

Security staff assisted with Fire drills that were conducted at Old Colorado City, Cheyenne, and Manitou. All were a success with no reported deficiencies.

Community Connections

On May 9th, and 23rd, 2024, suspension appeal meetings were conducted at PPLD Penrose Library with 4 suspensions lifted. PPLD hopes to see further suspended individuals attend these appeal meetings in order to discuss the suspension and hopefully promote a safer environment in which the individuals can be welcomed back into PPLD Libraries.

Security staff assisted with Sand Creek Library holding a registration for Harrison school district 2.

Security Staff at Penrose Library assisted Penrose with programs and events, including, Summer Adventure Starting, Teen Art Pick Up, Tween D&D, Penrose Perk, NorthStar Computer

Classes, Device Drop In, Storytime, Stay and Play, Teens Make, Nonprofit Workshop, In House Use Study of Newspapers, Monthly Movie Matinee, and CD Music Swap.

Physical and Virtual Spaces

On May 7th, Nic Vargas was first on scene for a medical emergency at Library 21c. Nic acted quickly to not only make sure the patron felt safe but also so that the Fire Department that responded could attend to the patron without a crowd gathering.



Staff

Eric Scott has come to Library 21c as the Senior Security Officer. Eric has been with the district since 2016 and has been working majority at the Penrose Library. We are excited to have him at 21c and we look forward to how he will strengthen the team.



Unfortunately, Due to lack of participation, CPR/AED & First Aid class for the month of May was cancelled.

Security Operations Center Supervisor Jennifer Kay trained Senior Security Officer Pagan Phelan on Money Run procedures. This will ensure proper procedures are continued to be followed while completing this important district wide task.

SAFETY

Access

Fire Drills: In May, a total of five fire drills were conducted across various PPLD locations. These drills were designed to ensure that both staff and patrons are well-prepared to respond effectively in the event of a fire emergency. The drills provided valuable practice in executing evacuation procedures and identifying areas for improvement in our emergency response protocols.

Physical and Virtual Spaces

Charging Stations Audit and Maintenance: An audit of the PPLD charging stations was performed to ensure their functionality and availability for patrons. During this audit, any broken or malfunctioning charging stations were identified and repaired. As a result, all charging stations across the district are now operational, providing reliable service to patrons who need to charge their electronic devices.

Staff

Staff Training Sessions:

Staff training sessions were conducted this month to improve emergency preparedness:

- Evacuscape Chairs: Training was provided on the use of Evacuscape chairs, which are essential for safely evacuating individuals with mobility impairments during an emergency. Staff were instructed on the proper operation and handling of these chairs to ensure a smooth and efficient evacuation process.
- Narcan Training: Training sessions on the administration of Narcan (naloxone) were conducted to equip staff with the knowledge and skills needed to respond to opioid overdose situations. This training is vital for enhancing the district's ability to manage medical emergencies related to opioid use and potentially save lives.
- Crisis Prevention Institute (CPI) Training: Staff received CPI training to equip them with skills to safely manage and de-escalate potentially volatile situations. This training is critical for maintaining a safe and supportive environment within the library district.

Report & Suspension Increasing Totals

2022 - Reports	
JANUARY	117
FEBRUARY	83
MARCH	128
APRIL	65
MAY	73
JUNE	96
JULY	79
AUGUST	80
SEPTEMBER	57
OCTOBER	47
NOVEMBER	36
DECEMBER	60

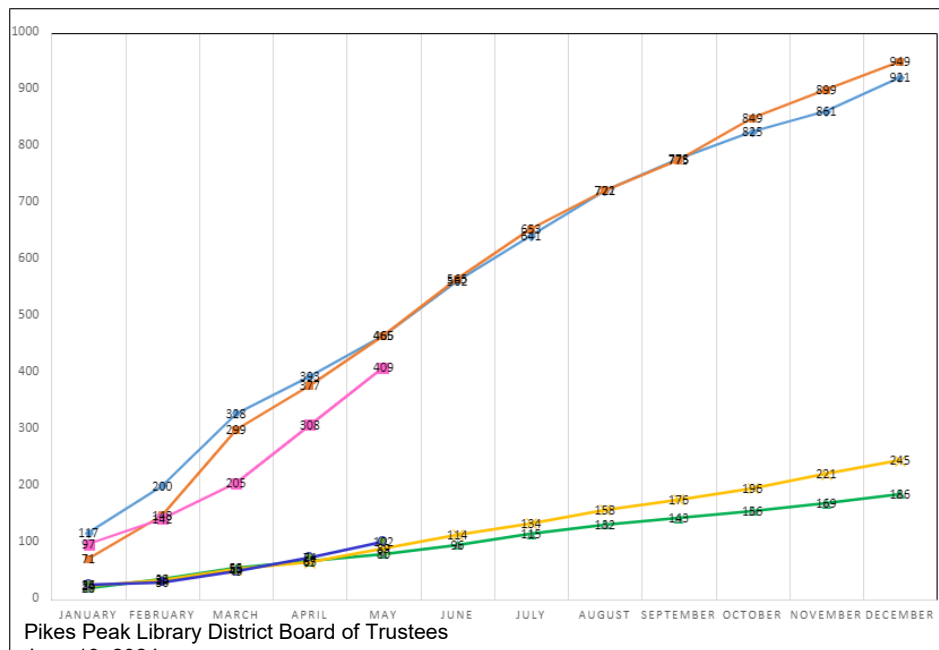
2023 - Reports	
JANUARY	71
FEBRUARY	77
MARCH	151
APRIL	78
MAY	88
JUNE	100
JULY	88
AUGUST	69
SEPTEMBER	53
OCTOBER	74
NOVEMBER	50
DECEMBER	50

2024 - Reports	
JANUARY	97
FEBRUARY	45
MARCH	63
APRIL	103
MAY	101
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

2022 - Suspensions	
JANUARY	20
FEBRUARY	19
MARCH	21
APRIL	13
MAY	15
JUNE	18
JULY	26
AUGUST	18
SEPTEMBER	10
OCTOBER	13
NOVEMBER	16
DECEMBER	17

2023 - Suspensions	
JANUARY	24
FEBRUARY	10
MARCH	19
APRIL	12
MAY	24
JUNE	25
JULY	20
AUGUST	24
SEPTEMBER	18
OCTOBER	20
NOVEMBER	25
DECEMBER	24

2024 - Suspensions	
JANUARY	26
FEBRUARY	4
MARCH	19
APRIL	25
MAY	28
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	



Reports - Location Monthly Comparison

Penrose	
MARCH	6
APRIL	34
MAY	51

Library 21c	
MARCH	15
APRIL	10
MAY	13

East	
MARCH	10
APRIL	13
MAY	10

Rockrimmon	
MARCH	1
APRIL	4
MAY	2

High Prairie	
MARCH	0
APRIL	1
MAY	2

Calhan	
MARCH	1
APRIL	0
MAY	0

Monument	
MARCH	1
APRIL	2
MAY	2

Palmer Lake	
MARCH	0
APRIL	0
MAY	0

Ruth Holley	
MARCH	3
APRIL	12
MAY	7

Sand Creek	
MARCH	5
APRIL	6
MAY	6

Manitou Springs	
MARCH	0
APRIL	1
MAY	1

Ute Pass	
MARCH	0
APRIL	0
MAY	0

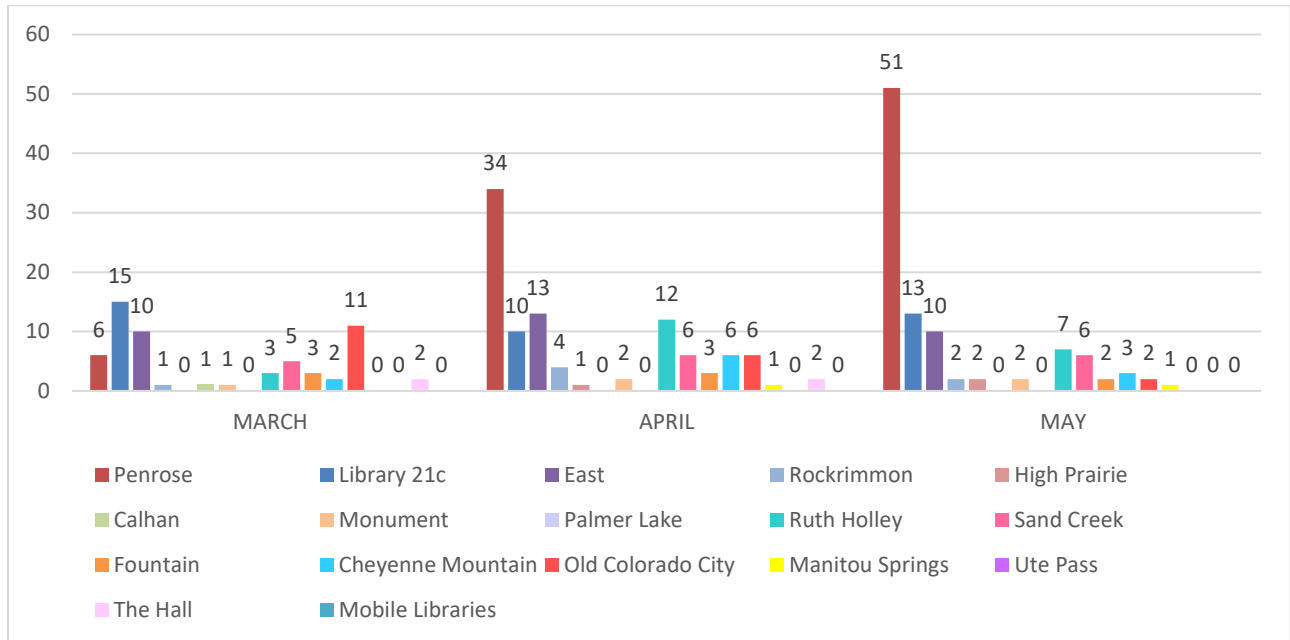
Fountain	
MARCH	3
APRIL	3
MAY	2

Cheyenne Mountain	
MARCH	2
APRIL	6
MAY	3

The Hall	
MARCH	2
APRIL	2
MAY	0

Mobile Libraries	
MARCH	0
APRIL	0
MAY	0

Old Colorado City	
MARCH	11
APRIL	6
MAY	2



Suspensions - Location Monthly Comparison

Penrose	
MARCH	2
APRIL	9
MAY	20

Library 21c	
MARCH	3
APRIL	1
MAY	2

East	
MARCH	1
APRIL	4
MAY	1

Rockrimmon	
MARCH	0
APRIL	1
MAY	1

High Prairie	
MARCH	0
APRIL	1
MAY	1

Calhan	
MARCH	0
APRIL	0
MAY	0

Monument	
MARCH	0
APRIL	0
MAY	0

Palmer Lake	
MARCH	0
APRIL	0
MAY	0

Ruth Holley	
MARCH	1
APRIL	0
MAY	0

Sand Creek	
MARCH	6
APRIL	6
MAY	3

Manitou Springs	
MARCH	0
APRIL	0
MAY	0

Ute Pass	
MARCH	0
APRIL	0
MAY	0

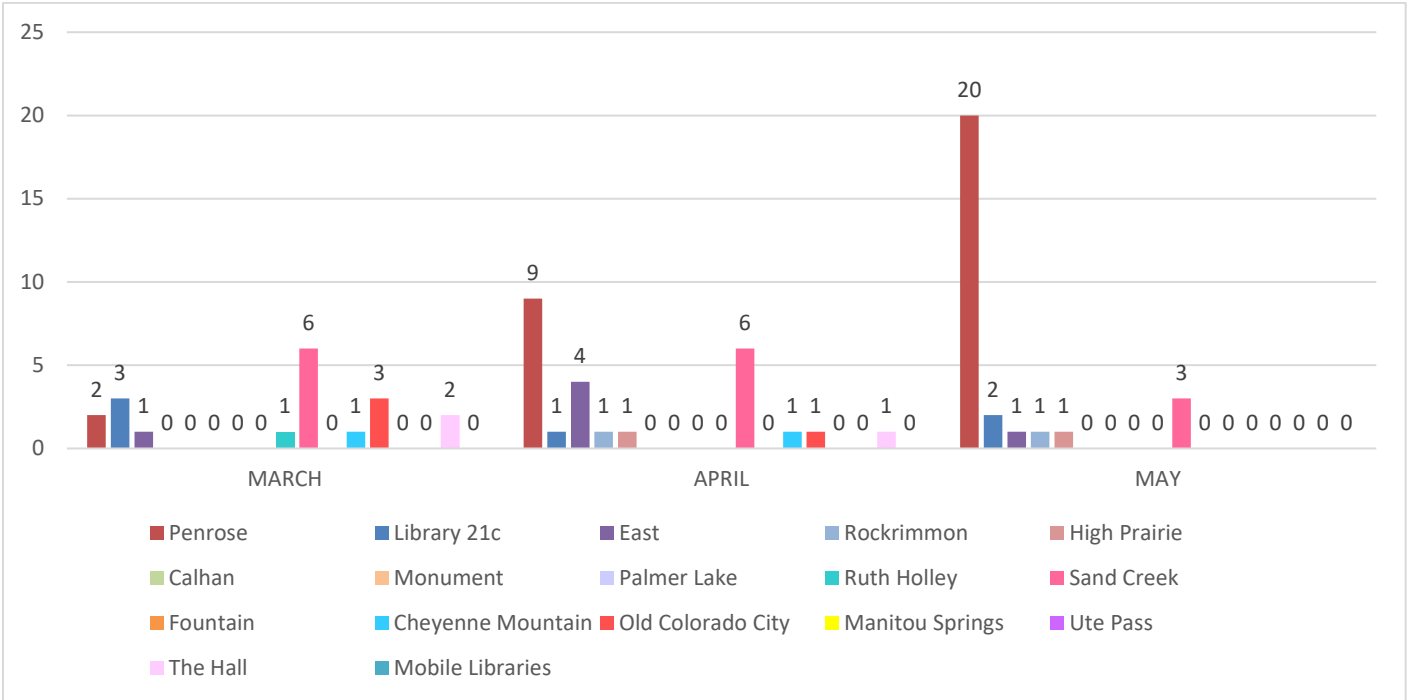
Fountain	
MARCH	0
APRIL	0
MAY	0

Cheyenne Mountain	
MARCH	1
APRIL	1
MAY	0

The Hall	
MARCH	2
APRIL	1
MAY	0

Mobile Libraries	
MARCH	0
APRIL	0
MAY	0

Old Colorado City	
MARCH	3
APRIL	1
MAY	0



[VIRTUAL MEETING \(ZOOM\)](#)

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

President Dora Gonzales, Vice President Scott Taylor, Secretary/Treasurer Erin Bents, Angela Dougan, Debbie English

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Senior HR Director Timothy Allen, Server Systems Analyst Christopher Baddaker, Chief Safety, Community Resources & Security Officer Michael Brantner, Creative Technology Specialist Cameryn Broin, Interim Senior Director of Development and Interim Foundation Executive Director Courtney Deuser, Assistant Director of Programming Amber Cox, Director of Creative Services Becca Cruz, Director of Branches Janina Goodwin, Chief Financial Officer Randy Green, Collection Acquisition Manager Tania Hajjar, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Facilities Project Manager Travis Keeton, Director of IT Systems & Technical Support Juanita Lanaux, Senior Library Associate Joe Paisley, Director of Collection Management Jenny Pierce, Senior Staff Accountant Jared Podlucky, Director of Organizational Development Joanna Rendon, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Director of IT Infrastructure Dan Stone, Internal Communications and Special Projects Manager Jeremiah Walter, Library Assistant Jacob Ward, County Commissioner Carrie Geitner, Caleb Taylor

Not present: Julie Smyth, Aaron Salt

CALL TO ORDER

President Dora Gonzales called the May 15, 2024 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There was no public comment

REPORTS

Friends of the Pikes Peak Library District Report

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

Pikes Peak Library District Foundation Report

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

Financial Report

The April 2024 Finance Report was included in the Board packet.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles highlighted the following:

- Nearly one thousand people attended All Pikes Peak Makes
- Studio916 at Sand Creek hosted thirty-two recordings in April
- Interlibrary Loan (ILL) received 2,986 requests in April

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Community Resources & Security Report

The Support Services Reports were included in the Board packet.

Chief Librarian's Report

The PPLD Strategic Plan Annual Progress Report 2023 and the PPLD Strategic Plan Progress Report Quarter 1 2024 were included in the Board packet. Chief Librarian and CEO Teona Shainidze-Krebs also highlighted the following recent activity:

- The Finance Department is preparing for the 2023 Audit, part of a broader effort to streamline processes in the Finance Office
- Ms. Shainidze-Krebs met with Colorado Springs Mayor's Chief of Staff Jamie Fabos regarding updates at Penrose Library and has quarterly meetings scheduled through 2024
- Ms. Shainidze-Krebs spoke with the Colorado Springs Chief of Police Adrian Vasquez to discuss concerns regarding PPLD.

Board Reports

Governance Committee

The Governance Committee met on May 7, 2024. Scott Taylor reported that the committee had initial discussions about a 2024 Board retreat, and potential changes to the trustee onboarding process. Any changes to the onboarding process will require an update to the Board Bylaws, including a review by PPLD legal counsel before a vote on the changes is made by the Board. Julie Smyth is compiling an outline of the onboarding process.

Internal Affairs Committee

The Internal Affairs Committee met on May 7, 2024. Angela Dougan stated that the committee discussed the separation of Board and Administrative Policies and the asphalt replacement at East Library. Both of these topics are decision items on today's agenda.

Public Affairs Committee

The Public Affairs Committee met on May 7, 2024. Debbie English reported that Chief Communications Officer Denise Abbott provided a preview of the Open House presentation that is on today's agenda. The Committee thanked all PPLD staff who participated in hosting the Open House events across the district.

Liaison comments

Commissioner Carrie Geitner apologizes for not being able to attend this meeting in person, and mentioned a bill passed in the state legislature regarding ADA requirements.

Trustee comments Dora Gonzales mentioned a discussion about the new law regarding reconsideration of library materials, commenting that PPLD was already in compliance with many of the requirements.

PRESENTATIONS

Staff Promotions and New Hires

Controller Kim Hoggatt introduced new Senior Staff Accountant Jared Podlucky.

Director of Creative Services Becca Cruz introduced new Creative Technology Specialist Cameryn Broin.

Winter Adult Reading Program (WARP)

Senior Library Associate Joe Paisley shared that the 2024 WARP was the most successful ever, with 5,071 registrants, an increase of 25.3% over 2023. Contributing to this success was quality programming held in conjunction with the eclipse and celebrating the 25th anniversary of the program. Sixty percent of registrants completed the program, and for the first time ever all WARP mugs were distributed.

Open Houses

Chief Communications Officer Denise Abbott highlighted the success of the Open Houses held at several libraries during National Library Week, April 8 – 13, 2024:

- The East Library Open House, coinciding with the Solar Eclipse Party, hosted over 1800 attendees.
- Over five thousand patrons attended Open Houses across the district
- 615 new library cards were created for patrons
- Eighty-two temporary library cards were generated
- Postcards were mailed to over 9600 homes in the district that did not already have library cards, resulting in three hundred of the new cards that were created
- Over 30,000 views on Facebook
- 131,000 impressions on a single post about Open Houses on Nextdoor
- Over 4,400 visits to the Open House landing webpage
- Several local media outlets covered the Open Houses
- Several sponsors for scavenger hunt prizes and food provided at the Open Houses.

BUSINESS ITEMS

Consent Items

Minutes of the April 17, 2024 Board of Trustees meeting

There were no comments or requested changes.

New Business

DECISION 24-5-1 East Library Asphalt Replacement

Facilities Project Manager Travis Keeton shared that the phased approach to this project will ensure businesses in the area will not be affected.

Motion: Scott Tylor made a motion that the Pikes Peak Library District Board of Trustees approve the East Library Asphalt Replacement project as presented.

Second:Debbie English seconded the motion.

Vote: The motion was approved unanimously.

DECISION 24-5-2 Separation of Board and Administrative Policies

Trustee Angela Dougan explained that the separation of Board Policies and Administrative Policies allows for Library staff to make updates to Administrative Policies without the need for Board approval. Board Policies will be used as guidance for the Administrative Policies that fall under them.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the separation of Board and Administrative Policies as presented.

Second:Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Dora Gonzales adjourned the regular meeting of the Pikes Peak Library District at 6:05 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>