

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 (Tammy Sayles) *Five minutes* (p.13)
 - I. Support Services Reports: Communications; Facilities & Security; Human Resources; Information Technology, Strategy & Innovation (p.19)
 - J. CEO Report (Teona Shainidze-Krebs) *Five minutes*
 - 1. Key Library Statistics (p.32)
- V. 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 February 18, 2026 Board of Trustees meeting (p.33)
 - B. New Business
 - a. DECISION 26-3-1: Authorized purchasing limits (Kim Hoggatt) (p.36)
 - b. DECISION 26-3-2: Skylight at 21c Replacement (Michael Brantner) (p.37)
 - c. DECISION 26-3-3: Board of Trustees Volunteer Agreement (Julie Smyth) (p.41)
 - d. DECISION 26-3-4: Appeal of The Medieval Knights Reconsideration (Aaron Salt) (p.43)
- 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 March 2026 Report

The focus in February was preparation for the Spring Book Sale, 12 – 15 March in East Library Community Room. The Friends also worked on an agenda for our Strategic Retreat on April 11 from 9 am to 4 pm. Sustainability (volunteers, events) and Succession Planning being the major topics.

| Sales | (Gross) | |
|---------------------|----------------|-----------------|
| Sales thru February | Amazon | \$481 |
| | eBay | \$5,518 |
| | Web storefront | \$61 |
| | East Bookstore | \$4,325 |
| | Library 21C | \$1,861 |
| | Penrose | \$357 |
| TOTAL SALES | | \$12,603 |

Sixty District volunteers contributed 775 service hours during February.

February Book & Media Drive – East Library

Continued promotion throughout the month addressed the low box count for the Spring sale; brought in extra sorters as donations increased. For reference, our goal is 600-700 boxes per sale. In January we collected just 60 boxes through Curbside Service, and from the end of October through January we were only able to set aside 400 boxes for the spring sale. With the Book Drive promotion in February, Curbside Service saw an increase to **235 boxes** donated, bringing the end-of-month total to **600 boxes**.

Spring Book Sale volunteer recruitment

Advertised opportunities on social media, in the newsletter, and on platforms like Idealist and JustServe. Fully staffed the event by the beginning of March.

Boosting Webstore Sales

A Spring Clearance Sale, March 1 thru 7, divested old stock was promoted via social media, newsletter, an email blast and signage in the East Bookstore display cabinet.

eBay Listings Compliance

In response to eBay's new Country of Origin (COO) compliance requirements, researched and compiled the necessary standards for all listings, developed written procedures to ensure accurate data classification by category, verified compliance for existing inventory, and provided training for all listers on the new processes.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Pikes Peak Library District Foundation **UNAUDITED**
 Statement of Financial Activity
 As of January 31, 2026 and January 31, 2025

| | Month | YTD | Budget | Variance | Month | PY |
|---------------------|---------------|---------------|----------------|----------|---------------|---------------|
| | Jan 31, 2026 | 2026 | 2026 | 2026 | Jan 31, 2025 | 2025 |
| Revenues | | | | | | |
| Giving | | | | | | |
| Individuals | \$ 19,155 | \$ 19,155 | - | - | \$ 14,185 | \$ 14,185 |
| Foundations | - | - | - | - | - | - |
| Corporation | 11,185 | 11,185 | - | - | 435 | 435 |
| Total Giving | 30,340 | 30,340 | 375,000 | - | 14,620 | 14,620 |

The Foundation board now has a Governance committee that will meet monthly starting in June.

As of this report, 42 people have registered for Night at the Library. There are 168 tickets still available for purchase.



February 28, 2026
Monthly Financial Report

Board of Trustees Meeting
March 18, 2026

Board Dashboard

Revenues (PPLD as whole)

| Type | Annual Budget | YTD Actual | | Percentage collected |
|--------------------------|----------------------|----------------------|----------------------|----------------------|
| | | Revenue | Variance | |
| Property Taxes (1) | \$ 41,132,865 | \$ 13,742,075 | \$ 27,390,790 | 33% |
| Intergovernmental Grants | 388,931 | 0 | \$ 388,931 | 0% |
| Fines and fees | 90,000 | 14,740 | \$ 75,261 | 16% |
| Interest income | 800,000 | 140,284 | \$ 659,716 | 18% |
| Donations - Foundation | 400,000 | 729 | \$ 399,271 | 0% |
| Donations - Friends | 101,500 | 101,500 | \$ - | 100% |
| Miscellaneous | 74,000 | 27,240 | \$ 46,760 | 37% |
| Employee contributions | 424,000 | 72,777 | \$ 351,223 | 17% |
| Total | \$ 43,411,296 | \$ 14,099,344 | \$ 29,311,952 | |

(1) Includes all Property and Specific Ownership Taxes

General Fund Expenditures

| Type | Annual Budget | YTD Actual | | Percentage collected |
|----------------------------------|----------------------|---------------------|----------------------|----------------------|
| | | spend | Variance | |
| Building & Vehicle Maintenance | \$ 2,843,286 | \$ 269,524 | \$ 2,573,762 | 9% |
| Collections Management Materials | 5,260,400 | 618,331 | 4,642,069 | 12% |
| Contract Services | 1,563,819 | 581,767 | 982,052 | 37% |
| Employee Salaries & Benefits | 26,616,686 | 3,080,956 | 23,535,729 | 12% |
| Mileage, Training, Memberships | 455,175 | 35,950 | 419,225 | 8% |
| Programming | 341,590 | 31,206 | 310,384 | 9% |
| Supplies | 536,750 | 144,588 | 392,162 | 27% |
| Telecommunications | 2,592,491 | 486,798 | 2,105,693 | 19% |
| Capital (grant funded) | 25,000 | 920,350 | (895,350) | 3681% |
| Total | \$ 40,235,196 | \$ 6,169,470 | \$ 34,065,725 | |

Capital Fund Expenditures

| Type | Annual Budget | YTD Actual | | Percentage collected |
|-------------------------------------|---------------------|-------------------|---------------------|----------------------|
| | | spend | Variance | |
| Capital Fund- Facilities | \$ 140,721 | \$ (107) | \$ 140,828 | 0% |
| Capital Fund-Communication | 0 | 0 | 0 | |
| Capital Fund- Security | 633,000 | 0 | 633,000 | 0% |
| Capital Fund- IT | 484,445 | 128,550 | 355,895 | 27% |
| Capital Fund- Strategy & Innovation | 0 | 0 | 0 | |
| Capital Fund- Finance | 65,500 | 0 | 65,500 | 0% |
| Capital Fund- Special Revenue Funds | 0 | 0 | 0 | |
| Total | \$ 1,323,666 | \$ 128,443 | \$ 1,195,223 | |



Monthly Financial Report - PPLD (as a whole)

As of February 28, 2026

| | <u>Revised Annual Budget</u> | <u>Year to Date Activity as of February 28, 2026</u> | | |
|---|--------------------------------------|--|-------------------|------------------|
| | | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| <u>REVENUES</u> | | | | |
| Property Taxes (1) | 37,832,865 | 6,305,478 | 13,212,099 | 6,906,622 |
| Specific ownership taxes | 3,300,000 | 550,000 | 529,975 | (20,025) |
| Total Taxes | 41,132,865 | 6,855,478 | 13,742,075 | 6,886,597 |
| Intergovernmental Grants | 388,931 | 64,822 | 0 | (64,822) |
| Foundation Donations/fundraising | 400,000 | 66,667 | 729 | (65,938) |
| Friends Donations/fundraising | 101,500 | 16,917 | 101,500 | 84,583 |
| Interest income | 800,000 | 133,333 | 140,284 | 6,950 |
| Fines and fees | 90,000 | 15,000 | 14,740 | (260) |
| Other Operating Revenue | 74,000 | 12,333 | 27,240 | 14,906 |
| Total Operating Revenue | 1,854,431 | 309,072 | 284,492 | (24,580) |
| Employee contributions | 424,000 | 70,667 | 72,777 | 2,110 |
| Total Other Revenue | 424,000 | 70,667 | 72,777 | 2,110 |
| Total Revenue | 43,411,296 | 7,235,216 | 14,099,344 | 6,864,128 |
| <u>EXPENDITURES</u> | | | | |
| Personnel Expense | 29,070,965 | 4,845,161 | 3,551,299 | 1,293,862 |
| Operating Expense | 14,975,310 | 2,495,885 | 2,369,385 | 126,500 |
| Capital Outlay | 1,348,666 | 224,778 | 1,048,793 | (824,015) |
| Total Expenditures | 45,394,941 | 7,565,824 | 6,969,477 | 596,347 |
| Excess (deficiency) of Revenue over Expenditures | (1,983,646) | (330,608) | 7,129,867 | 7,460,474 |
| <u>OTHER FINANCING SOURCES (uses)</u> | | | | |
| Transfer In/(Out) | | 0 | 0 | 0 |
| Insurance Proceeds | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 |
| Net Impact to Fund Balance | (1,983,646) | (330,608) | 7,129,867 | 7,460,474 |
| GF Unassigned, CIP & SIF Beginning Fund Balance (2) | 24,052,920 | 24,052,920 | 24,052,920 | 0 |
| Ending Fund Balance (Projected) | 22,069,274 | 23,722,312 | 31,182,787 | 7,460,474 |

(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 February 28, 2026

| | <u>Revised Annual Budget</u> | Year to Date Activity as of February 28, 2026 | | |
|---|--------------------------------------|---|-------------------|------------------|
| | | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| REVENUES | | | | |
| Property Taxes | 35,080,765 | 5,846,794 | 11,709,884 | 5,863,090 |
| Specific ownership taxes | 3,300,000 | 550,000 | 529,975 | (20,025) |
| Total Taxes | 38,380,765 | 6,396,794 | 12,239,859 | 5,843,065 |
| Intergovernmental | 388,931 | 64,822 | 0 | (64,822) |
| Foundation Donations/fundraising | 400,000 | 66,667 | 729 | (65,938) |
| Friends Donation | 101,500 | 16,917 | 101,500 | 84,583 |
| Interest | 800,000 | 133,333 | 140,166 | 6,832 |
| Fines and fees | 90,000 | 15,000 | 14,740 | (260) |
| Other Operating | 74,000 | 12,333 | 27,240 | 14,906 |
| Total Operating Revenue | 1,854,431 | 309,072 | 284,374 | (24,698) |
| OTHER FINANCING SOURCES (uses) | | | | |
| Total Revenue | 40,235,196 | 6,705,866 | 12,524,233 | 5,818,367 |
| EXPENDITURES | | | | |
| Building & Vehicle Maintenance | 2,843,286 | 473,881 | 269,524 | (204,357) |
| Collections Management Materials | 5,260,400 | 876,733 | 618,331 | (258,402) |
| Contract Services | 1,563,819 | 260,636 | 581,767 | 321,131 |
| Employee Salaries & Benefits | 26,616,686 | 4,436,114 | 3,080,956 | (1,355,158) |
| Mileage, Training, Memberships | 455,175 | 75,862 | 35,950 | (39,913) |
| Programming | 341,590 | 56,932 | 31,206 | (25,725) |
| Supplies | 536,750 | 89,458 | 144,588 | 55,130 |
| Telecommunications | 2,592,491 | 432,082 | 486,798 | 54,716 |
| Capital Outlay (Grant Funded) | 25,000 | 4,167 | 920,350 | 916,183 |
| Total Expenditures | 40,235,196 | 6,705,866 | 6,169,470 | (536,396) |
| Excess (deficiency) of Revenue over Expenditures | 0 | 0 | 6,354,762 | 6,354,762 |
| OTHER FINANCING SOURCES (uses) | | | | |
| Transfer Out | 0 | 0 | 0 | 0 |
| Insurance Proceeds | 0 | 0 | 0 | 0 |
| Net Impact to Fund Balance | 0 | 0 | 6,354,762 | 6,354,762 |
| GF Unassigned Beginning Fund Balance * | 18,347,703 | 18,347,703 | 18,347,703 | 0 |
| 3 Month Reserve (Board Mandate) | 10,058,799 | 10,058,799 | 10,058,799 | |
| Unrestrict Balance available for use | 8,288,904 | 8,288,904 | 8,288,904 | 0 |
| Ending Fund Balance (Projected) | 18,347,703 | 18,347,703 | 24,702,465 | 6,354,762 |

* 2025 Unaudited Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of February 28, 2026

| | | Year to Date Activity as of February 28, 2026 | | | |
|---|-------------------|--|------------------|------------------|-----------------|
| | | <u>Revised Annual Budget</u> | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| <u>General Fund</u> | | | | | |
| Public Services | 23,358,399 | 3,893,066 | 2,884,733 | 2,128,525 | |
| Public Services Administrative | 9,626,381 | 1,604,397 | 1,354,350 | 250,047 | |
| Public Services Administration | 427,391 | 71,232 | 50,252 | 20,980 | |
| Collection Management | 2,430,466 | 405,078 | 212,701 | 192,376 | |
| Collection Management - Library Materials | 5,057,465 | 842,911 | 902,290 | (59,379) | |
| Regional History and Genealogy | 801,222 | 133,537 | 87,252 | 46,285 | |
| Adult Education | 909,838 | 151,640 | 101,855 | 49,785 | |
| Programming Administration | 1,859,050 | 309,842 | 210,433 | 1,219,600 | |
| Branch Administration | 11,872,967 | 1,978,828 | 1,319,949 | 658,879 | |
| Branch Administration | 575,561 | 95,927 | 63,246 | 32,681 | |
| Penrose Library | 1,895,961 | 315,994 | 215,417 | 100,577 | |
| East Library | 2,010,157 | 335,026 | 208,882 | 126,144 | |
| Library 21c | 2,105,789 | 350,965 | 219,703 | 131,261 | |
| Cheyenne Mountain Library | 608,189 | 101,365 | 66,835 | 34,530 | |
| Fountain Library | 500,832 | 83,472 | 59,720 | 23,752 | |
| * High Prairie Library | 633,340 | 105,557 | 74,378 | 31,179 | |
| * Manitou Springs Library | 565,573 | 94,262 | 69,138 | 25,124 | |
| * Monument Library | 683,740 | 113,957 | 81,961 | 31,996 | |
| Old Colorado City Library | 470,264 | 78,377 | 54,900 | 23,477 | |
| Ruth Holley Library | 552,858 | 92,143 | 55,045 | 37,098 | |
| Sand Creek Library | 711,993 | 118,666 | 85,154 | 33,511 | |
| Mobile Library Services | 558,711 | 93,119 | 65,570 | 27,549 | |
| Administration | 16,539,395 | 2,924,370 | 2,359,845 | 706,691 | |
| CEO Office | 568,379 | 94,730 | 67,467 | 27,263 | |

* Includes Calhan, Palmer Lake and Ute Pass



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of February 28, 2026

| | <u>Revised Annual Budget</u> | <u>Year to Date Activity as of February 28, 2026</u> | | |
|---------------------------------|--------------------------------------|--|------------------|------------------|
| | | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| <u>General Fund</u> | | | | |
| Support Services | 10,600,181 | 1,593,850 | 1,174,805 | 561,210 |
| Support Services Administration | 353,459 | 58,910 | 52,531 | 6,379 |
| Facilities | 4,065,028 | 677,505 | 385,221 | 292,284 |
| Information Technology | 3,271,202 | 545,200 | 374,599 | 170,601 |
| Security | 2,304,629 | 211,258 | 290,571 | (79,313) |
| Strategy and Innovation | 605,863 | 100,977 | 71,884 | 29,093 |
| Human Resources Office | 1,129,650 | 188,275 | 125,422 | 62,853 |
| Finance Office | 1,704,422 | 284,070 | 354,387 | (70,316) |
| Communications Office | 1,818,268 | 303,045 | 193,112 | 109,933 |
| Development Office | 207,519 | 34,586 | 25,849 | 8,738 |
| Interdepartmental | 510,977 | 425,814 | 418,803 | 7,011 |
| UNDESIGNATED | 39,897,794 | 6,817,436 | 5,244,577 | 2,835,216 |
| Designated Funds | 337,402 | 56,234 | 8,738 | 47,495 |
| DESIGNATED | 337,402 | 56,234 | 8,738 | 47,495 |
| TOTAL GENERAL FUND | 40,235,196 | 6,873,670 | 5,253,316 | 2,882,711 |



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of February 28, 2026

| | | Year to Date Activity as of February 28, 2026 | | | |
|---|--------------------|---|------------------|----------------|-----------------|
| | | <u>Revised Annual Budget</u> | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| <u>REVENUES</u> | | | | | |
| Property Taxes | 276,609 | 46,102 | 387,115 | 341,013 | |
| Total Revenue | 276,609 | 46,102 | 387,115 | 341,013 | |
| <u>EXPENDITURES</u> | | | | | |
| Capital Fund- Facilities | 140,721 | 23,454 | (107) | 23,561 | |
| Capital Fund- Communication | 0 | 0 | 0 | 0 | |
| Capital Fund- Security | 633,000 | 105,500 | 0 | 105,500 | |
| Capital Fund- IT | 484,445 | 80,741 | 128,550 | (47,809) | |
| Capital Fund- Strategy & Innovation | 0 | 0 | 0 | 0 | |
| Capital Fund- Finance | 65,500 | 10,917 | 0 | 10,917 | |
| Capital Fund- Special Revenue Funds | 0 | 0 | 0 | 0 | |
| Total Expenditures | 1,323,666 | 220,611 | 128,443 | 92,168 | |
| Excess (deficiency) of Revenue over Expenditures | (1,047,057) | (174,510) | 258,672 | 433,181 | |
| <u>OTHER FINANCING SOURCES (uses)</u> | | | | | |
| Transfer In/(Out) | 0 | 0 | 0 | 0 | |
| Insurance Proceeds | 0 | 0 | 0 | 0 | |
| | 0 | 0 | 0 | 0 | |
| Net Impact to Fund Balance | (1,047,057) | (174,510) | 258,672 | 433,181 | |
| Beginning Fund Balance* | 4,913,502 | 4,913,502 | 4,913,502 | 0 | |
| Ending Fund Balance (Projected) | 3,866,445 | 4,738,993 | 5,172,174 | 433,181 | |



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of February 28, 2026

| | | Year to Date Activity as of February 28, 2026 | | | |
|---|------------------|---|------------------|-----------------|-----------------|
| | | <u>Revised Annual Budget</u> | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| REVENUES | | | | | |
| Property Taxes | 2,475,491 | 412,582 | 1,115,101 | 702,519 | |
| Employee contributions | 424,000 | 70,667 | 72,777 | 2,110 | |
| Other Revenue | 0 | 0 | 118 | 118 | |
| Total Revenue | 2,899,491 | 483,249 | 1,187,996 | 704,748 | |
| EXPENDITURES | | | | | |
| Employee Salaries & Benefits | 2,481,080 | 413,513 | 470,343 | (56,830) | |
| Contract Services | 1,355,000 | 225,833 | 201,221 | 24,613 | |
| Total Expenditures | 3,836,080 | 639,347 | 671,563 | (32,217) | |
| Excess (deficiency) of Revenue over Expenditures | (936,589) | (156,098) | 516,433 | 672,531 | |
| OTHER FINANCING SOURCES (uses) | | | | | |
| Transfer In/(Out) | 0 | 0 | 0 | 0 | |
| | 0 | 0 | 0 | 0 | |
| Net Impact to Fund Balance | (936,589) | (156,098) | 516,433 | 672,531 | |
| Beginning Net Position* | 991,714 | 991,714 | 991,714 | 0 | |
| Ending Fund Balance (Projected) | 55,125 | 835,616 | 1,508,147 | 672,531 | |

Public Services Report February 2026

Compliments

From a Calhan Library patron: "I'm a big supporter of the library system! I'm 75 years old, and I got my first library card when I was 6. You do great work and the new system is great!" He also expressed how glad he is that there's a library in Calhan as the area continues to grow, and how he appreciates all the help staff can provide.

High Prairie Patron at Public Service Desk: "My family really loves board games. We love borrowing them from you, and then if my family really loves a game, we get our own copy. We save a lot of money by testing games from the library first."

From the parent of a Homeschool Science Fair participant: "Thank you soooo much for putting on the science fair! I was so impressed with the care and quality of the program that you put together. The photographer, the people working it, the organization, and honestly, the energy in the room was great! Absolutely buzzing! My kids were bummed that it wasn't judged, but then had such a great experience seeing all the other kid's projects and getting to talk to people about theirs, I don't think they minded by the end :) Truly, thank you. I appreciate you!"

From the Sorry, I'm Booked Party:

- The Adult Reading Program is wonderful and the party was super fun! Thank you!
- The Sorry, I'm Booked event was so fun! I made a new friend and found a new book.
- Attending a book event for adult reading. Fun trivia, snacks. Mic issues for the storytime, but fun overall. Thanks! Please do this again.
- LOVED the Sorry, I'm Booked event. Great Job <3 <3 <3
- The Sorry, I'm Booked night was so fun and great activities. PLEASE do this again.
- Really enjoyed the Sorry, I'm Booked event. I didn't know what to expect, but it exceeded my expectations. Such a fun night out to celebrate reading!
- I attended the Winter Reading Program Party and it was delightful!! So beautiful and fun staff! I can't wait for next year.
- SO MUCH FUN! Great way to connect with other book lovers.
- I absolutely loved the Sorry, I'm Booked party. The crafts were great, the book exchange was brilliant. Thank you to everyone who put it on. <3
- I had an amazing time at Sorry, I'm Booked. It was fun and a much needed outing for me and I left with books new to me and several new friends too!
- The Sorry, I'm Booked Adult activity was so fun! The trivia was fun and the crafts were great. Loved the cocoa bar! Thanks!

Adult Education

Access

The Nonprofit Librarian finished up visiting all the branches to assess the needs of each community.

The Nonprofit librarian went to a graduate level grant writing class to talk about databases and resources for grant research.

AE Manager-Programs onboarded more instructors for Northstar Digital Literacy

Community Connections

The career navigator participated in an introductory virtual meeting with Joint Initiatives and Pikes Peak Work Force Center to begin exploring ways to collaborate on improving access to early childcare training that benefits Adult Education's students and the sector partnerships. Raising awareness about the childcare crisis in El Paso County through the [Family Friendly Initiative](#) was also discussed.

The Director, Nonprofit Librarian, and Chief Foundation Officer met with El Pomar to discuss additional funding for nonprofit services and resources in the Pikes Peak region.

Staff

The Director and Instruction Manager attended the Literacy Coalition of Colorado Annual Spring Virtual Tutor Training.

The Adult Education Programs Manager held a Train the Trainer session for Finding Info instructors and worked with the Finance team for the new ESS rollout training.

The Strategic Services Librarians coordinated the first Librarians meeting. One librarian posted this on LinkedIn: "On this day in history (today) the librarians of PPLD gathered at the lovely Penrose House to exchange ideas and commiserate. Libraries are a unique institution, and librarians are unique professionals. We share a clear vision for public libraries that are inclusive and sustainable for both workers and patrons, and we know how to get there. When we talk, we get things done. I'm so grateful for this professional development group!"

The Adult Education Manager of Programs is assisting with the training for the implementation of the new ESS systems for Finance.

Branches

Access

Mobile Libraries held its first Toddler Time at Schriever Space Force Base.

Sand Creek Library hosted their first Playgroup of the year. Parents and the children engaged with other Sand Creek patrons in this hands-on play time.

Cheyenne Library held a "Birds of Pikes Peaks" author talk and netted 39 attendees.

Accountability

High Prairie, Library 21c, East, and Fountain Library charging stations have been refreshed with new wraps.

Mobile Library Services finished reviewing the driving routes for bookmobile stops. Because the new bookmobile is longer than the old one, they are updating several driving routes, lunch spots, and safety steps to make sure the vehicle can be driven safely throughout the county.

Community Connections

Mobile Libraries attended the Downtown Winterfest celebrating the Winter Olympics. More than 500 community members came on board the new bookmobile—many of whom had never been on a bookmobile before. Branches worked in collaboration with PPLD's Outreach Team, issuing library cards, checking out items, providing crafts and games, and highlighting library services.

Old Colorado City Library staff attended the first annual Westside Community Center Resource Fair.

Penrose Library had Homeward Pikes Peak in for weekly community resource help.

Manitou Springs and Monument libraries held their open houses. The libraries each featured unique attractions at their locations like the duck pond in Monument Library and the historical bench at Manitou Springs Library. Patrons also enjoyed activities, snacks, and more.

Staff

Michael Asmar was promoted from Penrose Branch Supervisor 3 to Penrose Branch Manager 3.

Eight branch staff attended the CLiC (Colorado Library Consortium) Virtual Winter Workshop on February 5 and 6.

Collection Management

Access

Hoopla has seen a surge in use this year, both in number of new patrons and checkouts. In February, 510 new users were registered.

The Interlibrary Loan (ILL) team received a total of 2,629 borrowing and lending requests.

In February, 160 new Pikes Peak Library District users registered for Request It/ILL accounts.

The ILS team worked on integrated library system (ILS) reports to provide Collection Management and library staff with data to perform work tasks. The creation of on-order lists, found on the catalog home page, replaced a favorite patron feature that was not available out-of-the-box in the new catalog.

The titles with the highest number of checkouts in 2025 were compiled. The top five print titles were *Fuzz: When Nature Breaks the Law* by Mary Roach (All Pikes Peak Reads 2025 title), *The Let Them Theory* by Mel Robbins, *The Women* by Kristin Hannah, *The Anxious Generation* by Jonathan Haidt, and *Sunrise on the Reaping* by Suzanne Collins. The top five eBook and

eAudio titles were *The Women: A Novel* by Kristin Hannah (eAudio), *Onyx Storm* by Rebecca Yarros (eAudio), *The Anxious Generation* by Jonathan Haidt (eAudio), *The Women: A Novel* by Kristin Hannah (eBook), and *The Nightingale: A Novel* by Kristin Hannah (eAudio). The top five magazines were *The New Yorker*, *New Scientist*, *The Week Magazine*, *US Weekly*, and *National Geographic Magazine*.

Accountability

Acquisitions staff and Finance staff met to discuss the requisitions and invoicing process in the Finance payment system.

The Cataloging workgroup edited and added 863 catalog records for newly acquired titles, helped Acquisitions staff learn a couple of processes on the new integrated library system, and continued their own training on ILS processes.

The Materials workgroup unpacked 167 vendor boxes during the month of February, and 4,547 items were processed and added to the catalog. Additionally, 744 magazines were added to the collection.

Data compiled about the ILS migration project yielded these numbers

- Total records migrated: 2,947,477 (records include bibliographic records, item records, library accounts, bills, checkouts, holds, and more)
- The ILS team fielded at least 500 questions from staff, from the initial ILS training in August to the end of January. (The new ILS went live in December.)
- Staff training hours: over 2,400 for 311 staff members

Communications

Communications staff filmed a Materials Assistant unpacking a book order to show patrons this task on social media. A detailed and organized process is required to maintain order as materials begin their path through cataloging and processing.

Community Connections

Library students from Pueblo Community College and the University of Denver worked with two selection librarians on class projects related to weeding and collection development.

Physical and Virtual Spaces

After some final adjustments to the new Automated Material Handling system (AMH) at East Library, staff are pleased with the operation of the system. Shelving times for returned library materials have decreased.

Programming

Access

In February 2026, 404 individuals attended homeschool programs.

Accountability

Staff attended Child Abuse and Neglect Reporting training provided by the Colorado State Library. Team members of Programming met to discuss additional training measures to enhance safety of minors in library programs.

Programming staff investigated methods to pull data from Library Market and to streamline program promotions for external publications. This will cut the work time in half!

Communications

Programming selected books and wrote annotations for Colorado Springs Kids “A Look at Books”. Staff provide titles monthly to the column featuring five children’s books.

Community Connections

PPLD’s Homeschool Science Fair was held on February 20 at Library 21c. 57 students (K-9) presented projects. A total of 261 patrons attended, and 139 students completed a “What I Learned” questionnaire. Educators from Pikes Peak Regional Science and Engineering and volunteers from Repair Café engaged with participants and shared additional STEM opportunities. A homeschool parent donated medals for all student participants.

Winter Adult Reading Program concluded February 28 and 6,520 registered for the two-month reading program. There was an increase in registrants. The first Winter Adult Reading Program party, Sorry, I’m Booked, was held after hours at East Library on February 7 where 133 patrons attended the event and participated in trivia, book swap, storytime, and crafts. Additional programs included Ghost Stories of Colorado’s Mining Frontier, Birds of the Pikes Peak Region, Soup Blend Workshops, Colorado Nature Embroidery, and several Book Swaps.

Patron Experience, Programming, and the Old Colorado City Library (OL) collaborated with a partnership with local store, Dice Guys, to begin a trading card program at OL. Dice Guys will donate hundreds of trading cards to support a Trading Card Game program and help with promoting the program.

Staff

Elayne Curry joined Programming as a full-time Administrative Assistant.

Regional History & Genealogy

Access

RH&G staff hosted the second Peak Legacies program, “Leo and Hertha Mohl,” presented by Bob Mohl, at the East Library. Attendance reached approximately 150, with reservations closed more than 24 hours in advance due to demand.

RH&G staff taught the inaugural Finding Info class for Regional History & Genealogy, building on last year’s work designing three new RH&G web research guides (Regional History, Genealogy, and Property History). The two-hour session provides a foundation for developing a new public-facing class, Researching Your Property’s History that will occur in May.

Accountability

Archivists are working toward moving from the department’s previous digitization effort, by article/request, to a more standard full issue digitization of local papers, which will begin later this year.

Community Connections

Archivists and staff worked with an RH&G volunteer to upload Scrapbook of 1903 Court Martial of Colorado National Guard Brigadier General John Chase to Digital Collections. This unique item, from Fort Carson's Museum is available at: digitalcollections.ppld.org/nodes/view/1044064

In February, RH&G staff onboarded two UCCS History Department interns as volunteers, in this continuing partnership.

Physical and Virtual Spaces

RH&G staff continue to ingest digitized archival materials from various collections into PPLD Digital Collections. This month staff scanned and uploaded a 120-year-old scrapbook from Fort Carson on loan from the facility's library.

March 2026 Communications Board Report February stats

Accountability

- **Website Statistics for February**
 - Total pageviews: 302,876
 - New Users: 80,985
 - Most visited page: ppld.org/events
 - The top pages visited on ppld.org during February, besides the home page were:
 1. Events
 2. Databases
 2. Winter Adult Reading
 3. Search

Communications

- **Media**
 - Number of stories: 87 (29.9% increase over January)
 - YTD stories: 159
- **February news highlights**
 - [KRDO](#) did an early morning story about the toy library, LENA Start, and the Educational Resource Center. It generated six hits, including two on KRDO radio.
 - The Monument Library and Manitou Springs Library Open Houses were mentioned in an online resource, Happening Next, which is a community calendar.
 - Library events were mentioned 14 times in the Gazette.
 - [Fox 21](#) did a story about the Peak Legacies event featuring Leo and Hertha Mohl. It appeared six times on air.
 - Fox 21 also produced a story about tax services available at the Library for four total hits.
 - The passport program and free art classes were also stories on Fox 21.
 - The Manitou Springs Library was mentioned in two Fox 21 stories about the annual Fruitcake Toss. It was covered on Fox 21 and picked up by a [news aggregator](#).
 - Library 21c was mentioned in a story in the [Gazette](#) about the chess club who plays there.
 - PPLD was mentioned in four stories about the bonds raised for the Air Force Academy Visitor Center on Fox 21.
 - The media also noted PPLD was open on President's Day for a total of four stories on Fox21, KOAA, KRDO and KKTU.
 - [Fox21](#) covered Black History Month and PPLD's decision not to commemorate cultural months. There were five hits, and a news aggregator also picked it up. In addition, the Gazette ran a letter to the editor about the decision.
- **Social Media** - Our numbers are significantly lower this month as we are still hiring a Social Media and PR Manager. We've contracted with an outside company, and our engagement and number of posts made are down significantly because we're unable to engage in the same way we did with a full-time staff member. We anticipate returning to our usual rate of posting and engagement in April when the new person starts.

Facebook (Districtwide account):

- Number of posts: 36
- Total page followers: 22,547 – 227 new followers
- Contact interactions: 1,636 (engagement)
- Reach: 36,014 (number of accounts our content reached)
- Views: 154,962
- Link clicks: 562
- **Evaluation:** Our followers increased in February; we have 222 net new followers, up from 140 last month.



This reminder about the Winter Adult Reading program drew 16,945 views and 125 interactions, along with 12 comments, four shares, and 107 likes.

Facebook (PPLD Kids):

- Total page followers: 6,024
- Content interactions (engagement): 16
- Reach: 1,129 (number of accounts our content reached)
- Visits: 239
- Link clicks: 4
- **Evaluation:** This account saw a net increase of 12 new followers for the PPLD Kids page. The Programming department manages this page, and they spent February creating a solid plan for the children's programming team to provide information for this platform. I anticipate higher numbers after we get a staffer on board for video and reels, and as we implement their plan.

Instagram:

- Content: 23 posts/videos/reels
- Total followers: 5,629 - 34 new followers
- Interactions/Engagement: 664
- Page Views: 18,959
- Link clicks: 0
- **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: 22
- Total followers: 4,933
- Engagement: 27
- Impressions: 84 (number of times our content was seen)

Newsletter:

- Number sent (subscribers): 158,289
- Successful delivery: 138,566
- Opened: 73,878
- Clicks: 1,733

Nextdoor:

- Number of posts: 3
- Impressions: 7,047 (number of times our content was seen)
- Engagement: 11
- **Evaluation** – We made fewer posts this month due to changes in staffing, but we are still posting when we can on Next Door.

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: 23
- Total followers: 1,064 - **13 new followers**
- Interactions/(engagement): 44
- **Evaluation:** We posted more often on Threads, particularly about events and closures. As a result, we've gained followers and had a 62 percent increase in impressions.

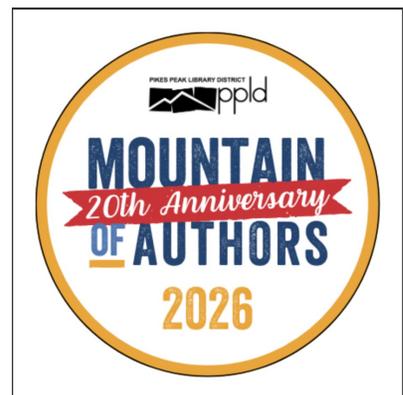
Bluesky: Bluesky is a platform that is similar to X (formerly Twitter). PPLD opted to start using PPLD's Bluesky account because this app has seen considerable growth in users, reaching more than 25 million active users, the majority of which are 18 to 24 years old, a key demographic for libraries to reach.

- Number of posts: 7
- Total followers: 192 - **16 new followers**
- Interactions (engagement): 7

YouTube:

- Total Subscribers: 9,274 - **34 new subscribers**
- Total Views for January: 24,633
- Total Lifetime Views: 6,998,558

- **Graphic Designs:** Below are a few designs from the graphic team for upcoming events that will be used to encourage participation in these events via social media, TV, digital marketing, and on marketing collateral:



Community Connections

- **Open Houses:**
 - To celebrate the sesquicentennial, PPLD is holding open houses at all of our locations throughout the year. We had two Open Houses in February - Monument (Feb. 24) and Manitou (Feb. 25) libraries; 231 people joined us at Monument Library, and 218 enjoyed Manitou Springs Library's open house. Up next: East Library on March 28.

- **The Passport Program:**
 - Our passport program has had 2,778 people sign up online through Beanstack, and 2,500 paper passports have been picked up in the libraries. According to Beanstack, 116 people have visited five libraries, and 21 people have completed their passports by visiting all 16 participating locations.

- **Outreach:**
 - Number of February Non-school Outreaches: 4
 - Total Attendance: 5,315
 - Total Interactions: 1,398
 - Impressions: 3,990 - placement in the event and participation ensured all attendees at least saw or were aware of PPLD's presence.
 - Library cards issued: 28

 - Outreach highlights:
 - PPLD supported four community outreaches in February.
 - PPLD celebrated the 150th birthday of Colorado and the Winter Games at WinterFest on Sat., Feb. 7. The PPLD bookmobile and a kid's craft were featured as more than 700 people stopped by the booth and nearly 600 visited the mobile library.
 - PPLD highlighted Library offerings to 139 people at the Haute Chocolate Hop on Tejon Street downtown on Sat., Feb. 21.
 - Other outreaches included sharing Library resources at Westside Community Center's Resource Fair (Thu., Feb. 19) and at the Immunize Colorado Community Baby Shower (Sat., Feb. 28).

 - Upcoming Outreaches:
 - Building STEAM through Literacy hosted by the Black Educator's Network and the YMCA Healthy Kids Day both on Sat., April 18.
 - National Space Day at the Space Foundation & Discovery Center on Sat., May 2.

- **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: 31
 - Total impressions: 1,488
 - Library cards issued: 220

- **School visit highlights:**
PPLD supported Doherty High School (Colorado Springs District 11) and North Middle School (Colorado Springs District 11) in providing library cards to their students. Library cards made: 117 cards for students and educators at Doherty; 90 for students and educators at North. Students at both schools were eager to get library cards. Resources were given to each student who signed up for a library card, including Library location cards, parental letters, parental controls information, eLibrary information, homework help fliers, online safety tips for minors, and math tutoring details.
 - 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.
 - February 2026 Classroom Set activity:
 - ✓ Classroom Sets Checked Out: 3
 - ❖ Young Adult title sets: 2
 - ❖ Juvenile title sets: 1
 - ✓ Returns: 6

- **February School Newsletters:**
 - Rachel Martin edited the February 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.
 - ✓ February Newsletter email metrics:
 - ❖ Unique Opens: 76.58%
 - ❖ Unique Views: 99.10%
 - ❖ Total Clicks: 1,580

- **Culture Pass**

- 119 passes were issued to patrons in February.

- **Sponsorships**

- Ellie Mental Health-Monument shared resources and connected with patrons at Monument Library Open House, which they helped sponsor, on Tue., Feb. 24.
- Elevated Churro Company is a food sponsor to supplement dessert offerings at the following open houses: East, Sand Creek, and Ruth Holley libraries, and Library 21c,

- Pikes Peak Post Acute is sponsoring the Penrose Library Open House to help provide refreshments and prizes and share information about their services with patrons.

Service

- **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.
 - History Page - The History page is receiving a refreshed design along with an updated timeline highlighting key milestones in PPLD's history.
 - Newsroom Page - The Newsroom page is being enhanced to provide expanded resources for media and press organizations, including easier access to press releases and contact information.
 - District Discovery Page - The District Discovery page is being improved to make its articles easier to find online and more enjoyable to read throughout the website.
 - Culture Pass Page - The Culture Pass page is being redesigned to better showcase available passes and streamline the ticketing experience for patrons.
 - 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.
 - Educators' Page - 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 **February Board Report**

Access

Charger Station Usage, February Totals: East 104, Fountain 73, Penrose 0, High Prairie 0, Library 21c 114, Ruth Holley 0, Ruth Holley Library & Penrose Library are inoperable waiting for repairs

Patron Appeal Meeting Totals: Scheduled 16, Attendance 5, Suspension Lifted 4

Penrose Parking Kiosk Patron & Staff Access, February Total: 971

Total District Lost & Found Items Returned in February: 50

The security department successfully completed an access control upgrade to the main entrance doors at Penrose. This project introduced a lockdown feature that enables security to immediately secure the entrance and lock doors behind unwanted individuals. This improvement significantly strengthens the safety and security of our staff, visitors, and the facility by providing greater control over building access and the ability to respond quickly to potential security threats. Additionally, the doors replaced had been sticking and not securing for some time, creating a security and safety threat to the staff and resources of the district.

Accountability

Security Leadership met with Strategy & Innovation to discuss the proposed unstaffed model for the District's Makerspaces and Studios, with a focus on implementing and ensuring safety and security measures. The conversation centered on enhanced access controls and improved monitoring systems to a secure a well-managed environment under the unstaffed model.

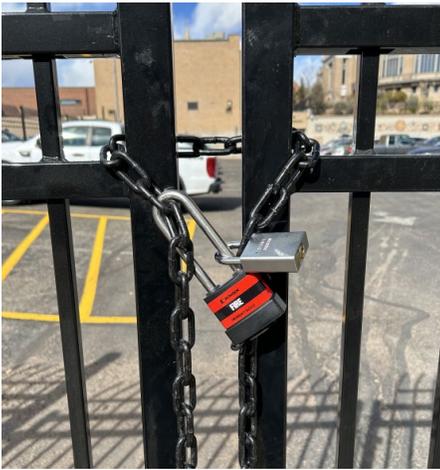
Communications

The Director of Security and Director of Strategy & Innovation collaborated to develop improved strategies for effectively communicating the department's work and impact. Their efforts focused on identifying clearer messaging for officer justifications and enhancing how we share the department's story to ensure greater transparency and engagement.

Security leadership conducted a comprehensive signage audit of the Penrose upper and lower parking lot with the Communications team to ensure clear communication and consistent messaging is displayed and posted for visitors and staff in preparation for the upcoming fence completion.

Community Connections

Facilities, Security and Colorado Springs Fire Department have installed Gate locks and Knox locks on the Penrose Fence. The locks will be managed by the District's Security Team. CSFD Knox locks (red lock pictured below) are critical for preventing emergency response delays, avoiding costly forced entry damage, and ensuring rapid access for firefighters, paramedics and police. Pictured below.



The Security team provided districtwide security support for the following events during the month of February. The Friends of the Library Shop, Winter Adult Reading Program Party and Community Exchange.

Security officers found and responded to a nearby abandoned campfire and extinguished the embers near Library 21C. While the campfire was offsite at the north end of building, the proximity and potential for damage to the library could be significant considering the recent fire bans and dry/windy weather. The Colorado Springs Fire Department was contacted.

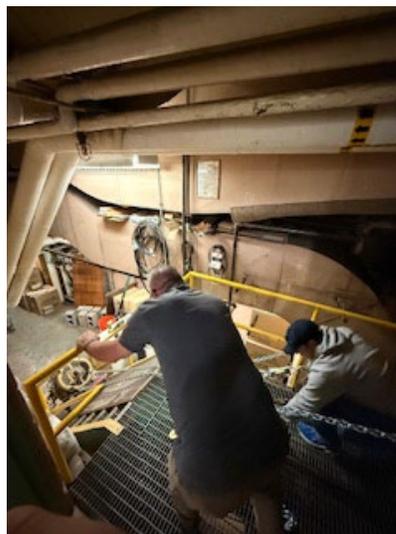
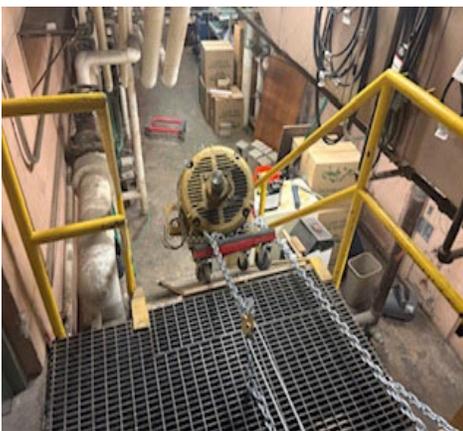
Physical and Virtual Spaces

Facilities cleared multiple abandoned camp sites outside Penrose Library property.

Facilities cleaned, washed and removed many paint and chalk drawings on outside walls and walks at Penrose Library.

The facilities team received and installed new shelf end caps and tops for Penrose Library Children's bookshelves.

Facilities employees removed a heavy duty 800lb motor out of the HVAC system from the Penrose Mechanical Room for repair. Pictured below.



Facilities contractor installed a new Mortise lockset/handle for the East Library Children’s Family Restroom #1. These locks provide enhanced protection against forced entry and are more resistant to picking. The lock displays whether the restroom is occupied, pictured below



Facilities repaired and painted the accent wall in the East Library Educational Resource Center 2 improving the aesthetics.

The East Library Security team visited Ruth Holley, Fountain and Sand Creek branches 4 times within the month of February. Collecting lost and found items and providing security support for these locations. During each visit, a member of the EA team would remain on site for a minimum of 1hr.

Pikes Peak Library’s Courier Service drove an estimated 325 miles in the month of February picking up and delivering parcels and materials.

All security wire fencing has been installed at Penrose Library (Vehicle gates, Pedestrian gates and Fence panel), pictured below.





Early stages of work have started in preparation for the East Library Maker Space to allow patrons to use the space without the need of other library staff being present. This includes setting up vendor meetings, ordering new supplies, and preparing for installation.

Staff

The security leadership team held their first meeting of the year, providing an opportunity to align shared priorities, discuss common initiatives, address challenges, and participate in professional development. These meetings are essential to ensuring the team remains unified, collaborative, and aligned in direction, enabling consistent decision-making and organizational effectiveness.

Security Officer interviews were conducted, and two candidates were selected as part of the department's ongoing recruitment efforts. The anticipated start date is Monday, March 16, 2026.

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

Staff

We received 10 mentee applications from staff interested in being paired with a mentor to support their career development in the 2026 Mentor Program.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, set up a PPLD workshop titled “Decoding Student Loans” for all benefited employees through PPLD’s wellness benefit, FinPath.

The first Management Matters session was held in February as an optional discussion group for people managers. The goal is to continue building consistency across PPLD while respecting departmental differences, learn practical and immediately usable management tools based on our experiences, and reduce duplication of efforts. The first topic was documentation.

Statistics:

- Volunteer
 - [2025 Volunteer Engagement Data](#): A Summary of key volunteer data from 2025.

- Monthly Data

| February 2026 | Total # of Volunteers | Total # of Hours |
|---------------------------------|-----------------------|------------------|
| Adult Volunteers | 133 | 919 |
| Teen Volunteers | 39 | 142 |
| Branch Friends of the Library | NA | 775 |
| District Friends of the Library | NA | 49 |

- Recruitment

| Recruitment / Selection Activity | February 2026 |
|----------------------------------|---------------|
| Jobs Posted | 11 |
| Newly Hired Employees | 2 |
| Promoted Employees | 2 |
| Transferred Employees | 1 (temporary) |
| Separated Employees | 3 |

- Staffing

| Staffing Stats | February 2026 |
|---------------------------|---------------|
| Total Permanent Employees | 407 |
| Total Active Positions | 441 |

Information Technology February 2026 Monthly Report

Accountability

New Inventory project well underway with automated features including scanning and capturing completed.

Community Connections

CITO continues to attend the MS-ISAC cyber security monthly meeting. CITO attended Urban Libraries Council Analytics and Tech Leaders meeting.

Physical and Virtual Spaces

Network Team installed Kajeet dual cradle point on the bus (Bus internet). IT completed installations of 26 new Star Thermal printers including 20 at Penrose.

Staff

Green room (room adjacent to Studio) is cabled for Comms networking installations was completed by the Network Team. IT completed a project they have been working on themselves to rework the districts' radios. This has been completed and Security is testing. Migration of all databases from the Solar Winds ticketing to the new Fresh Service ticketing system by the System Administrator has been completed

Strategy & Innovation February 2026 Monthly Report

Access

The Studio Services Coordinator covered several reservations in Studio21c to keep services going during the hiring process for new staff. He has also been helping with Book a Librarian sessions to help introduce patrons to the space and talk about their recording goals.

Accountability

The Director of Strategy & Innovation met with the Director of Programming and Director of Patron Experience to further refine data entry and collection processes for programs.

One of the Data Analysts and the Director of Strategy & Innovation met with members of the Security team to discuss data collection related to the work of that department.

One of the Data Analysts revamped and compiled January data for the new Key Library Statistics document. Another began work to complete the Public Library Annual Report, which is how PPLD reports its data to the State Library and will cover 2025 data. This information then goes to the Institute of Museum and Library Services for federal reporting.

Staff

A new cohort for the Makerspace Training Program started for six more staff to learn how to use all the makerspace equipment. Training included the basics of 3D printing, the laser cutters and software to run them, an introduction to the sewing machines, and the electronic die-cutters.

The Creative Technology Specialist, Studio Services Coordinator, and S&I Training Coordinator have been working together to offer sessions of the Creative Space Reference Interview for all makerspace and studio staff. Topics included customer service skills, enforcing policies fairly, and encouraging the creativity of patrons using PPLD's creative spaces.

The S&I Training Coordinator offered a professional development session for makerspace and studio staff where they learned how to complete a project using free software available for the embroidery machine.

Key Library Statistics - February 2026

Monthly Trends (Feb. 2026 vs Feb. 2025)

Technology

Computer Use

19,785 ↑ +18.6%

Unique Wi-Fi Users

11,911 ↓ -0.4%

Website Total Page Views

302,876 ↓ -5.6%

Services

Meeting/Study Room Use

2,896 ↑ +5.9%

New Cards

2,819 ↑ +20.7%

Reference Questions

9,089 ↑ +2.9%

Collections

Physical Checkouts

155,262 ↓ -9.8%

eResource Checkouts

324,957 ↑ +3.3%

Combined Checkouts

480,219 ↓ -1.3%

Programs*

Number of Programs

548 ↑ +58.8%

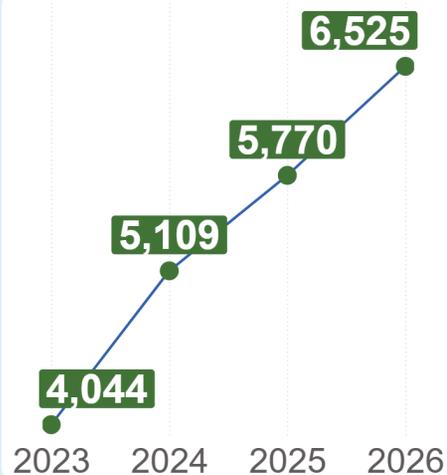
Program Attendance

10,432 ↑ +40.2%

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

Spotlight on the Winter Adult Reading Program (WARP)

WARP Registration Totals



Participation in WARP reached a record 6,525 readers in 2026, a 13% increase over 2025 and 61% growth since 2023.

WARP Engagement



Highest Registration Rate Relative to Monthly Users

Fountain Library - Over 25% of average monthly users registered

Highest Completion Rate

Ruth Holley Library - More than two-thirds of participants completed the program

Highest Total Registrations

Library 21c - 1,423 registrations (just over 20% of district total)

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
FEBRUARY 18, 2026 5 PM
LIBRARY 21C - VENUE



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

CEO Teona Shainidze-Krebs, Chief Communications & Marketing Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Chief Facilities & Security Officer Michael Brantner, Senior Librarian Heidi Buljung, Friends of PPLD Volunteer & Sales Operations Coordinator Beth Crumrine, Monument & Palmer Lake Library Manager Jean Doherty, Director of Regional History and Genealogy Michael Doherty, Interim Calhan and High Prairies Libraries Manager Mikaela Fortune, Executive Assistant Laura Foster, Employee Relations Manager Wendi Gowing, Chief Financial Officer Kim Hoggatt, Assistant Director of Branches Gigi Holman, Security Operations Center Manager Sam Howard, Assistant Director of Branches Takiyah Jemison, Senior Director of Public Services, Janina Karoub, Friends of the Pikes Peak Library District Board of Directors Vice President Dr. Birdie Miller, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Operating Officer (COO) Heather Laslie, Library 21c Manager Jennifer Luebbert, Manitou Springs & Ute Pass Library Manager Taryn Malila, Community Engagement Manager Kim Melchor, Fountain Library Manager Tim Morris, Interim Controller Shannan Pfoh, Director of Collection Management Jenny Pierce, AV Analyst and Photographer Logan Puente, Director of Organizational Development Joanna Rendon, Sand Creek Libraries Manager Sara Sharples, Chief Information Technology Officer Dan Stone, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Internal Communications and Special Projects Manager Jeremiah Walter, Director of Security Tess Warren, City Councilmember Nancy Henjum, County Commissioner Lauren Nelson

CALL TO ORDER

President Aaron Salt called the February 18, 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

Kenny Kuniyuki shared that CFO Kim Hoggatt provided an overview of TABOR and the impact of SB 24-233 and HB24b-1001 on PPLD tax revenue. The three (3) decisions on today's agenda were also discussed.

Public Affairs Committee

The committee did not meet in February.

Governance Committee

The committee did not meet in February.

Trustee comments

Kenny Kuniyuki recognized Clara Stanton Jones, the first Black president of the American Library Association (ALA), and the first African American and first woman director of a major U.S. library system, the Detroit Public Library.

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan stated the next Book Sale will begin the second weekend of March. The Friends will hold a Strategic retreat in April.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. The end-of-year giving campaign resulted in over \$124,000 in December 2026. Senior Director of Development and Foundation Executive Director Courtney VanCleave announced that invitations to the April 18 Night at the Library Gala will be mailed later this week.

Financial Report January 2026

The January 2026 Financial Report was included in the Board packet. CFO Kim Hoggatt shared that the donation line in the report has been split to reflect donations of the PPLD Foundation and the Friends of the Pikes Peak Library District separately.

Public Services Report & Key Library Statistics

The Public Services Report & Key Library Statistics were included in the Board packet. Senior Director of Public Services Janina Karoub shared that the Winter Adult Reading Program (WARP) registration is over 6000. Collection Management has added materials to the collection that were on hold due to the transition to the new Integrated Library System (ILS). PPLD is recognizing the 250th anniversary of the U.S. and the 150th anniversary of Colorado's statehood by hosting Ses-qui-semi-quincentennial celebrations across the district through 2026. The Key Library Statistics report has replaced the Key Performance Indicators (KPI) report previously provided. This report includes new statistics and will highlight various aspects of District activity each month.

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

The Support Services reports were included in the Board packet.

CEO Report

CEO Teona Shainidze-Krebs asked Chief Communications and Marketing Officer Denise Abbott to provide an update on PPLD's 150/250 celebrations and COO Heather Laslie to provide information on a partnership with Colorado Springs Utilities (CSU).

The 150/250 celebrations will take place around the district this year, beginning with the Regional History & Genealogy Open House on January 24, 2026. Donations received so far include \$10,000 from the PPLD Foundation, \$6,000 from Ramos Law, Ellie Mental Health is supporting the Monument Library celebration, and \$10,000 was donated by the Colorado Springs Airport in support of the PPLD passport program. Additional sponsors are being sought.

The partnership with CSU is an effort to maximize water usage and would involve a temporary easement in the East Library satellite parking lot to complete the work. Conversations continue regarding compensation for the easement and the potential for a permanent easement in the future.

All surveys and tests have been completed and PPLD closed on the purchase of the 3924 Pony Tracks property yesterday. The next phase of this project will include meetings with the community and fundraising.

The Strategic plan Q3 2025 report was included in the Board packet. Highlights are completion of the World Language project in quarter 3 that gathered all adult reading materials into a single collection, a final draft of the Institutional Archives policy in Regional History and Genealogy, and the Safety & Security Department reworking their 5-year plan to better align with the District's current goals and priorities.

The PPLD 2025 Highlights were included in the Board packet. Ceo Teona Shianidze-Krebs pointed out someof the included highlights.

BUSINESS ITEMS

Consent Items

Minutes of January 21, 2026 Board of Trustees meeting
Consent items were accepted as presented.

New Business

DECISION 26-2-1: 2025 Supplemental Budget Adjustment Resolution

The 2025 Supplemental Budget Adjustment Resolution was included in the Board packet.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the 2025

Supplemental Budget Adjustment Resolution as presented

Second: Kenny Kuniyuki seconded the motion.

Vote: The vote was approved unanimously.

DECISION 26-2-2: 2025 Supplemental Budget Adjustment Special Revenue Fund Resolution

The 2025 Supplemental Budget Adjustment Special Revenue Fund Resolution was included in the Board packet.

Motion: Kenny Kuniyuki made a motion that the Pikes Peak Library District Board of Trustees approve the 2025 Supplemental Budget Adjustment Special Revenue Fund Resolution as presented

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

DECISION 26-2-3: 2026 Supplemental; Budget Adjustment Capital Fund Rollover Resolution

The 2026 Supplemental Budget Adjustment Capital Fund Rollover Resolution was included in the Board packet.

Motion: Kenny Kuniyuki made a motion that the Pikes Peak Library District Board of Trustees approve the 2026 Supplemental Budget Adjustment Capital Fund Rollover Resolution as presented:

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA

Karla Powers shared that recognizing Black History month is acknowledging history and asked the Board to reconsider not celebrating national initiatives

Katie Czukas stated that Black History month is celebrated in school libraries and other libraries in the region, and PPLD should celebrate also.

Barbara Bowen, a Friends volunteer, objects to PPLD not providing cultural displays. Young people need to see these displays and PPLD is responsible for providing resources.

Zuri Horowitz believes that cultural displays accurately represent our history and not providing these displays hurts everyone. Allow librarians to use their skills to fully share our history.

Joe Pelka would like discussions to occur in a public forum so the community can provide input. Please project the packet on the screen during meetings. President Aaron Salt clarified that the packet is available on the Board webpage.

Lynn A Williams voiced strong opposition to PPLD not recognizing Black History month, referencing the PPLD Strategic Plan 2023 – 2026 sections regarding community connections and spaces. Inclusion is found in the celebration of all cultures. Please realign with the Strategic Plan.

Anissa Jones asked the Board to reconsider recognition of Black History month and other cultural display decisions. Learning about diverse cultures, understanding and embracing diversity and appreciating all contributions to our country is gained by visiting libraries. Children are missing out on this as a result of PPLD's decision.

Hannah Kornblatt stated that PPLD is leaving a larger gap than we are filling by not recognizing Black History month and other identity-based celebrations. All cultures deserve to be celebrated. PPLD is minimizing inclusion.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt adjourned the February 18, 2026 regular meeting of the Pikes Peak Library District Board of Trustees at 5:55 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>

Purchasing Limit Options

Only the Board of Trustees has the authority, or may designate the authority, to commit funds. The Board of Trustees, by resolution, has authorized spending limits as follows:

Current Purchasing Approval Threshold:

| | |
|-------------------------------|---------------------|
| INTERNAL DISTRICT DEPARTMENTS | \$.01 - \$ 5,000 |
| FINANCE OFFICE | >\$5,000 - \$50,000 |
| Chief Executive Officer | >\$50,000. |
| BOARD OF TRUSTEES APPROVAL: | >\$100,000 |

Option 1:

Board of Trustees Approval >\$250,000

Option 2:

If the purchase is already in the approved budget, no board approval is needed. If it is not included in the budget the board must approve any items over \$250,000.

Pikes Peak Library District
March 4th, 2026

21C Skylight Replacement

The large skylight above the balcony overlook in 21c has been significantly damaged from previous hailstorms over the last several years. Specifically, the large diameter storm that occurred last spring. The skylight has been leaking since that storm despite repeated attempts by in-house facilities to seal the skylight. The fiberglass panels are beginning to separate due to water penetration and freezing across the entire skylight. Each panel has a minimum of 10 fractures with some having up to 20. This delamination of the panels has increased the leaks, as well as contributing to stability and safety issues with the skylight that will continue to get worse as the rainy season begins.

Background:

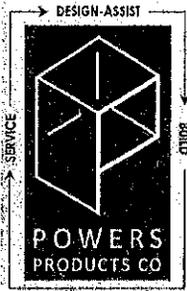
The skylight was fully replaced several years ago as the panels were discolored, aging, and not providing adequate light for the space. It was extremely difficult to locate a company in the area that was capable of the project. After a large search, Powers Products was awarded the job of the entire replacement of the framing and panels. The skylight was removed and replaced in good order, and the project was completed on estimated time. After the significant storm we began to see leaks in the skylight increasing as months of weather aged the damage. Multiple patching attempts were undertaken to seal the issues. We reached out to Powers to come and evaluate the skylight after we were unable to stop the water intrusion. Upon inspection, the company educated the team on the extensive damage to the panels. When viewed from an angle, it is easy to see the cracks in each of the fiberglass panels from the hailstorm. Additionally, you can see the delamination occurring on many of the panels that are continuing to spread. It was identified at that time that no repairs could eliminate the leaks from the damage. We reached out to our insurance company and had them come out and inspect the skylight. They agreed the structure needed replacement and worked to pay us out after our deductible and factoring the depreciation of the install. Our funding for the project from the insurance company was 129,756.93.

Summary:

The skylight continues to fail and will eventually become a safety concern for the staff and patrons of the branch. The insurance company funded just over half of the needed capital to replace the skylight. Only one company has been found in a several state area that is capable of the specific work at this time. There are no designated funds to cover this vital replacement in the identified capital accounts.

Recommendation:

Staff recommends that the Board of Trustees approve the transfer of \$120,000 from the reserve funds to cover the remaining cost of the replacement of the 21c Skylight.



INSPECTION REPORT

Pikes Peak Library 21C
Translucent Sandwich Panel Shed Skylight
Visual Inspection
June 10th, 2025

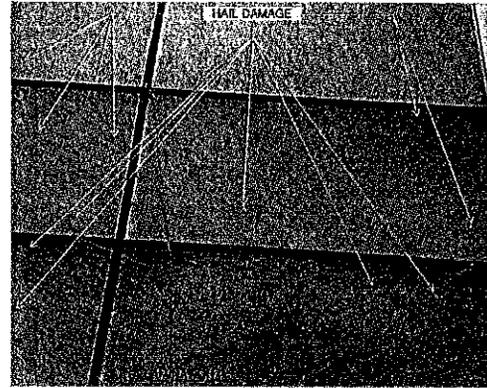
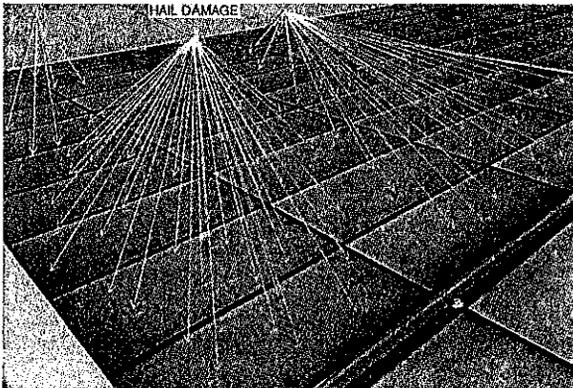
The following report is based on a site visit Powers Products made on June 10th, 2025. The assessment was made on (1) Shed skylight.

Exterior:

It was apparent that all panels on the skylight showed signs of excessive hail damage. Hail impacts will cause fractures in the exterior face sheet and small spots of delamination along the grid lines will occur. These fractures allow dirt and water to collect in the cracks. Over time, these cracks will grow causing discoloration of the face sheet.

The delamination spots will continue to grow over time due to high winds, temperature changes and weather impacts on the panels. As the delamination expands, the exterior face sheet loses bond strength with the internal grid core. Once the exterior face sheet is no longer adhered to the grid system, the panel is deemed structurally compromised. As the face sheet loosens from the grid, water and air are now able to migrate into the panel system causing discoloration.

The beginning stages of delamination can be seen along the majority of panels due to an excessive amount of hail impacts.

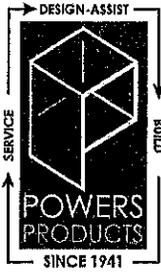


Recommendation:

With the panels having excessive hail damage and the beginning stages of delamination, the skylights will over time become more and more compromised causing structural integrity issues. Due to this inevitable outcome, Powers Products suggests one of two options. Annual inspections to track the progress of delamination or removing and replacing all skylights. If replacement is chosen, all system metals should be removed and replaced with new along with new panels, sealing to existing weather barriers for proper weather tightness.

Powers Products
Todd Bryant

toddb@powersproducts.com
303-226-1599



BID PROPOSAL

| | | | |
|----------|-----------------------------|---------|-------------|
| TO: | Pikes Peak Library District | E-mail: | |
| ATTN: | Scott Dunkley | Phone: | |
| DATE: | 1/30/26 | Fax: | |
| PROJECT: | Pikes Peak Library 21C | Pgs | Page 1 of 3 |

| SPEC SECTION | SPEC TITLE | SCOPE | BID AMOUNT |
|--------------|--|----------------------|------------------|
| | Kalwall Translucent Fiberglass Sandwich Panel Assemblies | Furnish/Demo/Install | |
| | | TOTAL | \$247,889 |
| | | % Tax Included | 0% |
| | **Priced in reference to Kalwall materials shown on Kalwall drawings #K19-3034 | Per Plans/Specs | **YES |
| | | ADD for Bonds | 1.1% |

DESCRIPTION OF WORK:

We propose to demo existing skylight and provide a furnished and installed Kalwall 2 3/4" translucent panel system for:

(1) Shed roof with no endwalls 120'-4" x 18'-1 7/16" OCD on slope (2:12 pitch) with (15) panels across slope and (4) panels down slope

- Panel Specifications: Thickness: 2 3/4"
- Exterior Face Sheet: .070" Crystal SW
- Interior Face Sheet: .045" White S-171
- "U" Factor: .14TB "U" factor
- Visible Light Transmission of 13%
- Solar Heat Gain Coefficient of 0.15
- Grid Pattern: 24" X 12" Shoji grid pattern
- All exposed aluminum to be standard color (Bone White #21B) Kalwall Corrosion Resistant Finish which meets performance requirements of AAMA 2604
- Roofs are designed for 20 PSF live load, 30 PSF snow load, 30 PSF (ASD) wind load, and 0 PSF drift load with L/60 deflection.

Notes:

- 1) Price is based on one mobilization/one material release.
- 2) Pricing is based on material delivery through January 2027.
- 3) Price includes demolition and removal of existing material to a construction dumpster (to be located in close proximity to building).
- 4) Price is based on working during normal business hours. Powers will cordon off area below skylight to keep pedestrians from access below skylight.
- 5) Price includes temporary coverage each night to keep the building dry during demo/install work.
- 6) Price is based on equipment not being required to retrieve field dimensions - Equipment/Access to openings shall be provided by the Contractor to obtain Field Dimensions and/or guaranteed opening dimensions shall be provided.
- 7) CURRENT Lead Times: 3-4 weeks for shops and 12+ weeks for fabrication upon approvals.

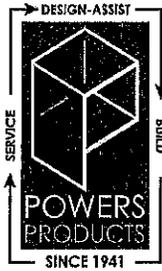
Inclusions:

- 1) Shop drawings
- 2) Freight
- 3) Demolition
- 4) Installation

Powers Products Co
 www.powersproducts.com
 solutions@powersproducts.com

4400 S. Federal Blvd.
 Englewood, CO 80110
 T 303-791-1010
 F 303-791-1011

1003 E. Lincolnway
 Cheyenne, WY 82001
 T 307-634-5190



BID PROPOSAL

- 9) Powers shall have no liability for consequential damages. Contractor may not assert or withhold liquidated or other delay damages except to the extent (i) such damages have been assessed and paid by Contractor to the Owner (ii) any such delays are caused solely by Powers and (iii) such damages have been assessed specifically on account of such delays caused solely by Powers.
- 10) Disputes, if any, shall be governed by, and conducted within, the State where the project is located.
- 11) Any Indemnification or hold harmless provision shall extend only to that part or proportion of any claim, damage, loss or defect that results from the negligence or intentional act of the Indemnitor or someone for whom it is responsible.
- 12) Notwithstanding any provision to the contrary, Powers shall maintain the types and limitations of insurance as summarized below. Amendments or additions may incur additional costs. Insurance Certificate and Additional Insured Endorsements shall be provided on Standard Aord Format. Other forms may incur additional costs. If differences exist between the summary below and the actual certificate of insurance, the actual certificate shall govern.

| Type of Insurance Coverage | Limit (Each Occurrence / Aggregate) |
|--|-------------------------------------|
| General Liability | \$1,000,000 / \$2,000,000 |
| General Liability: Products and Completed Operations | \$1,000,000 / \$2,000,000 |
| Umbrella | \$5,000,000 / \$5,000,000 |
| Workers Compensation | \$1,000,000 / \$1,000,000 |
| Automobile and Personal Injury | \$1,000,000 |
| Professional Liability / Pollution Liability | \$2,000,000 / \$2,000,000 |

**Pikes Peak Library District
Board of Trustees Volunteer Agreement**

Pikes Peak Library District (the District) is thankful for the talents and time that our volunteers provide. As a member of the Pikes Peak Library District Board of Trustees (Board member), you fill an important role in elevating the communities served by the District by inspiring a love of reading, discovery and connection.

Role of the Board

- The role of the Board is to provide for the orderly and efficient management and control of the District by employing the Chief Executive Officer (CEO) who is the executive and administrative officer of the District and who manages the District in accordance with District policy and Colorado state law.
- The Pikes Peak Library District Board of Trustees is a governing board whose authority lies in actions taken by a quorum of the Board. In the case of the Pikes Peak Library District Board of Trustees, a quorum is four (4) members.
- Individual trustees have no authority to act on behalf of the Board unless delegated such authority by Board action.
- Federal, state, and local laws, the Pikes Peak Library District Board of Trustees Bylaws, including District ethics, and other adopted guiding documents, apply to the Board. The full Board - and each individual member of the Board – is responsible to abide by such laws, rules and policies.

Conduct of the Board

- Board members shall conduct themselves in accordance with Colorado law, including, without limitation, the Colorado Open Meetings Law, C.R.S § 24-6-401, *et seq.*, C.R.S. and the Code of Ethics for public officials, C.R.S. § 24-18-101, *et seq.*, and all other applicable laws, rules, and policies, including without limitation, Board Bylaws and District policies.
- Board members occupy a position of public trust and must avoid conflicts of interest and situations that would tend to improperly influence a reasonable person in a Board member's position to depart from the faithful and impartial discharge of their duties.
- Board members shall respect the confidential nature of District business while adhering to the Colorado Open Records Act, sections 24-72-200.1 *et seq.*, C.R.S., and all other applicable laws governing freedom of information.
- Board members shall respect and support the legitimacy and authority of all Board decisions, regardless of personal position on the matter. When presenting personal opinions or positions on matters pertaining to the District or District business, Board members shall explicitly state that they are not representing the District or the Pikes Peak Library District Board of Trustees.
- Board members shall not interfere with the duties of the CEO nor undermine the authority of the CEO, but they can ask legitimate questions while staying within the Board's, the CEO's and the staff's respective roles.
- Board members will exemplify the District's core values of being welcoming, respectful, innovative, trustworthy and resilient while acting in a professional manner.

- Board members represent the whole community and not a particular interest, area, or group.

Expectations

- Board members must honor the District with a full commitment to governing with integrity, to being engaged within the community, to promote the District, and to learning about the important roles that the District plays in the communities it serves.
- Since Board members must stand behind District policies, each Board member should understand clearly the purpose for each policy; understand how it is implemented, and read carefully any new, proposed, or updated policies.
- Board members should be well informed of local, state, and national developments that are relevant or of importance to the District or to libraries in general.
- Board members must follow through with assigned duties to the best of their abilities.
- Board members are expected to participate in meetings, having reviewed the materials, and be ready to engage with action items.
- Board members should attend all required meetings unless there is good cause or unforeseen conflict.

Compliance

- If a Board member is, or appears to be, in conflict with this Board of Trustees Volunteer Service Agreement, they will be asked to speak with the President of the Board.
- The President and Vice President of the Board of Trustees will make a recommendation to the full Board based on their findings.

I understand that as a member of the Pikes Peak Library District Board of Trustees, I can be removed by majority votes of the El Paso County Board of Commissioners and the Colorado Springs City Council upon a showing of good cause, as stated in the Bylaws.

I hereby attest that I will abide by this agreement in my role as a Pikes Peak Library District Board of Trustees volunteer Board member.

Signature

Date

Printed Name



[EXTERNAL]:Re: Retention of The Medieval Knights (ISBN 978076144442)

From [REDACTED]
Date Mon 2026-02-16 12:48 PM
To Board of Trustees <BoardOfTrustees@ppld.org>

CAUTION: This email originated from outside of PPLD's technology network. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please email ITHelpDesk@PPLD.org if you are unsure of the integrity of this message.

Pikes Peak Library District

Board of Trustees

To the Library Board,

I respectfully submit this appeal pursuant to CRS 24-90-122(2) regarding the decision to retain The Medieval Knights by Louise Park (ISBN 978076144442) in the District's nonfiction collection.

This appeal does not concern viewpoint, ideology, or disagreement with ideas expressed in the text. It concerns documented factual inaccuracies in a work classified and presented as nonfiction historical material.

On page 13, the text names "King John III" in a large, bolded header and at least six more times on that page. No monarch named King John III of England has existed in the historical record. England has had only one King John (reigned 1199-1216). This is not a matter of interpretive debate; it is an objective historical error. (See <https://www.royal.uk/kings-and-queens-1066>.)

Also, page 20 tells us that the Second Crusade was launched by "Louis VII of England" and Conrad III of Germany. England has never had a monarch named Louis (see <https://royal.uk/kings-and-queens-1066>). The instigator of the Second Crusade was Louis VII of France.

One member of the review panel acknowledged the inaccuracy. The question before the Board, therefore, is not whether the statements are historically correct, but whether retention of an acknowledged false statement of fact in a nonfiction history book aligns with the District's statutory obligations and collection standards.

CRS 24-90-122(2) point (a) states that "a public library serves as a center for voluntary inquiry and dissemination of information and ideas;" factual inaccuracy is detrimental to that dissemination.

CRS 24-90-122(2) point (c) affirms the purpose of public libraries in providing materials “for the interest, information, and enlightenment of the community.” Intellectual freedom protects access to diverse ideas and perspectives. However, intellectual freedom does not require retention of demonstrably false factual claims in materials categorized as nonfiction.

The principle of enlightenment assumes access to reliable information. When a work shelved and catalogued as nonfiction contains known historical inaccuracies, retention without correction implicates the integrity of our library’s collection, since nonfiction material should meet baseline standards of factual accuracy regardless of opinion or viewpoint. Our District’s alignment with its stated mission is also brought into question, since materials retained for enlightenment and informational purposes should not contain acknowledged factual errors. Public trust in library classification is also put at risk, since the nonfiction designation carries an implicit representation of factual reliability.

This appeal does not request removal based on content viewpoint. It requests reconsideration of whether maintaining an acknowledged historical inaccuracy in the nonfiction collection is consistent with statutory purpose and professional standards.

If withdrawal is not deemed appropriate, alternatives consistent with intellectual freedom include insertion of a correction notice in the physical copy, or reclassification. These measures would preserve access while upholding informational integrity.

The intent of this appeal is not to restrict access to ideas, but to ensure that materials presented as nonfiction history meet the standards of accuracy consistent with the District’s mission of enlightenment and public trust.

Respectfully submitted,



16 February 2026