

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
MARCH 19, 2025 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: 858 9408 7095  
Passcode: 285387

***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 be open by 4:45 p.m. Public Comment will be limited to 2 hours (120 minutes).***

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. REPORTS
  - A. Internal Affairs Committee *Five minutes*
  - B. Public Affairs Committee *Five minutes*
  - C. Governance Committee *Five minutes*
  - D. Liaison comments
  - E. Trustee comments
  - F. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p.3)
  - G. Financial Report (Randy Green) *Five minutes* (p.4)
  - H. Public Services Report (Tammy Sayles) *Five minutes* (p.12)
  - I. Support Services Reports: Communications; Facilities; Human Resources; Information Technology, Safety, & Security; Strategy & Innovation (p.18)
  - J. Chief Librarian and CEO Report (Teona Shainidze-Krebs) *Five 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 February 19, 2025 Board of Trustees meeting (p.34)
  - B. Unfinished Business
    - 1. DECISION 25-3-1 Chief Executive Officer (CEO) Conflict of Interest (p.38)
    - 2. DECISION 25-3-2 Board of Trustees (BoT) Conflict of Interest (p.40)
  - C. New Business
    - 1. DECISION 25-3-3: Internet Service Provider - ERate vendor (p.42)
    - 2. DECISION 25-3-4: Budget Adjustment Resolution-Capital Funds Prior Year Roll-Forward (p.)
    - 3. DECISION 25-3-5: Budget Adjustment Resolution-Special Revenue Funds Prior Year Roll-Forward (p.45)

VII. EXECUTIVE SESSION

The Board will enter into the Executive Session to discuss personnel matters related to the 2024 annual performance evaluation of the Chief Librarian and CEO as authorized by C.R.S. § 24-6-402(4)(f).

VIII. SUMMARY OF EXECUTIVE SESSION

IX. BUSINESS ITEMS (cont.)

- |                     |  |        |
|---------------------|--|--------|
| A. DECISION 25-3-6: | PPLD CEO Compensation Philosophy                 | (p.47) |
| B. DECISION 25-3-7: | 2024 Chief Librarian and CEO Evaluation          |        |
| C. DECISION 25-3-8: | 2025 Chief Librarian and CEO Goals               | (p.51) |
| D. DECISION 25.3.9: | Title change to CEO from Chief Librarian and CEO |        |

X. 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 PPLD March 2025 Report

The BOD is pleased to welcome a new director -Amberly Brown. This now brings board membership up to 11. We continue to work on developing or updating documents. The By-laws subcommittee is working on Policies and Procedures to provide better guidance to the Branch Friends groups.

Sales	(Gross)	
Sales thru Feb.	Amazon	\$1,573
	eBay	\$3,303
	Web storefront	\$193
	East Bookstore	\$5,983
	Library 21C	\$1,833
	Penrose	\$426
	Sip n' Shop*	\$1,170
TOTAL SALES		\$13,311

Preliminary numbers for the Spring Big Book sale - \$16,500. Full report to follow in April's report.

Rita A. Jordan, President  
Friends of the Pikes Peak Library District



December 31, 2024  
Monthly Financial Report

Board of Trustees Meeting  
March 19, 2025



Monthly Financial Report - PPLD (as a whole)  
As of December 31, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of December 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>				
Property Taxes (1)	35,557,471	35,557,471	35,706,977	149,505
Specific ownership taxes	3,413,000	3,413,000	3,413,306	306
<b>Total Taxes</b>	<b>38,970,471</b>	<b>38,970,471</b>	<b>39,120,283</b>	<b>149,811</b>
Intergovernmental - E-Rate	486,000	486,000	485,762	(238)
Intergovernmental - State Grant	169,766	169,766	169,766	(0)
Intergovernmental - AEFLA	84,002	84,002	119,424	35,422
Intergovernmental - IECLC	95,005	95,005	73,887	(21,118)
Intergovernmental - Other	62,707	62,707	20,000	(42,707)
Fines and fees	80,000	80,000	79,379	(621)
Interest income	1,587,457	1,587,457	1,588,030	573
Donations/fundraising	461,231	461,231	329,555	(131,676)
Miscellaneous- Copy sales	25,000	25,000	35,324	10,324
Miscellaneous- Parking lot collections	11,000	11,000	5,370	(5,630)
Miscellaneous- Other	2,133,568	2,133,568	2,121,226	(12,342)
<b>Total Operating Revenue</b>	<b>5,195,736</b>	<b>5,195,736</b>	<b>5,027,723</b>	<b>(168,013)</b>
Employee contributions	394,323	394,323	395,539	1,217
<b>Total Other Revenue</b>	<b>394,323</b>	<b>394,323</b>	<b>395,539</b>	<b>1,217</b>
<b>Total Revenue</b>	<b>44,560,530</b>	<b>44,560,530</b>	<b>44,543,545</b>	<b>(16,985)</b>
<b><u>EXPENDITURES</u></b>				
Personnel Expense	21,915,413	21,915,413	22,002,999	(87,586)
Operating Expense	16,258,540	16,258,540	14,651,302	1,607,239
Capital Outlay	6,239,093	6,239,093	3,751,908	2,487,185
<b>Total Expenditures</b>	<b>44,413,047</b>	<b>44,413,047</b>	<b>40,406,208</b>	<b>4,006,838</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>147,483</b>	<b>147,484</b>	<b>4,137,337</b>	<b>3,989,853</b>
<b><u>OTHER FINANCING SOURCES (uses)</u></b>				
Transfer In/(Out)	0	0	0	0
<b>Net Impact to Fund Balance</b>	<b>147,483</b>	<b>147,484</b>	<b>4,137,337</b>	<b>3,989,853</b>
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	17,912,124	17,912,124	17,912,124	0
<b>Ending Fund Balance (Projected)</b>	<b>18,059,607</b>	<b>18,059,608</b>	<b>22,049,461</b>	<b>3,989,853</b>

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

(2) 2023 Final Audited Unassigned Fund Balance



**Monthly Financial Report - GENERAL FUND**

As of December 31, 2024

		<b>Year to Date Activity as of December 31, 2024</b>		
		<u>Revised Annual Budget</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>				
Property Taxes	30,189,870	30,189,870	30,353,121	163,251
Specific ownership taxes	3,413,000	3,413,000	3,413,306	306
<b>Total Taxes</b>	<b>33,602,870</b>	<b>33,602,870</b>	<b>33,766,427</b>	<b>163,557</b>
Intergovernmental	897,480	897,480	868,839	(28,641)
Donations/fundraising	461,231	461,231	329,555	(131,676)
Fines and fees	80,000	80,000	79,379	(621)
Other Operating	3,757,025	3,757,025	3,749,377	(7,649)
<b>Total Operating Revenue</b>	<b>5,195,736</b>	<b>5,195,736</b>	<b>5,027,150</b>	<b>(168,587)</b>
<b>Total Revenue</b>	<b>38,798,606</b>	<b>38,798,606</b>	<b>38,793,577</b>	<b>(5,030)</b>
<b><u>EXPENDITURES</u></b>				
Public Services Administrative	8,891,606	8,891,606	9,664,369	(772,763)
Programming Administration	1,767,905	1,767,905	1,382,156	385,748
Branch Administration	10,492,195	10,492,195	8,804,938	1,687,257
<b>Total Public Services Expenditures</b>	<b>21,151,706</b>	<b>21,151,706</b>	<b>19,851,463</b>	<b>1,300,243</b>
Chief Librarian and CEO Office	385,166	385,166	392,870	(7,705)
Support Services	8,242,021	8,242,021	7,363,655	878,366
Security	1,775,607	1,775,607	1,476,825	298,782
Finance Office	1,547,183	1,547,183	1,559,711	(12,529)
Communications Office	1,458,784	1,458,784	1,174,386	284,397
Development Office	323,102	323,102	227,230	95,872
Interdepartmental	(740,710)	(740,710)	750,991	(1,491,700)
<b>Total Administration Expenditures</b>	<b>12,991,152</b>	<b>12,991,152</b>	<b>12,945,669</b>	<b>45,483</b>
<b>Designated Funds</b>	<b>759,300</b>	<b>759,300</b>	<b>600,629</b>	<b>158,671</b>
<b>Total Expenditures</b>	<b>34,902,157</b>	<b>34,902,157</b>	<b>33,397,761</b>	<b>1,504,396</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>3,896,449</b>	<b>3,896,449</b>	<b>5,395,816</b>	<b>1,499,367</b>
<b><u>OTHER FINANCING SOURCES (uses)</u></b>				
Transfer In/(Out)	(1,125,677)	(1,125,677)	(1,125,677)	0
	<b>(1,125,677)</b>	<b>(1,125,677)</b>	<b>(1,125,677)</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>2,770,772</b>	<b>2,770,772</b>	<b>4,270,139</b>	<b>1,499,367</b>
GF Unassigned Beginning Fund Balance *	14,127,260	14,127,260	14,127,260	0
<b>Ending Fund Balance (Projected)</b>	<b>16,898,032</b>	<b>16,898,032</b>	<b>18,397,399</b>	<b>1,499,367</b>



**Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL**

As of December 31, 2024

		Year to Date Activity as of December 31, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>					
<b>Public Services</b>	<b>21,151,706</b>	<b>21,151,706</b>	<b>19,851,463</b>	<b>1,300,243</b>	
<b>Public Services Administrative</b>	<b>8,891,606</b>	<b>8,891,606</b>	<b>9,664,369</b>	<b>(772,763)</b>	
Public Services Administration	197,978	197,978	185,321	12,657	
Collection Management	2,441,209	2,441,209	2,207,273	233,936	
Collection Management - Library Materials	4,591,626	4,591,626	5,972,262	(1,380,636)	
Regional History and Genealogy	814,009	814,009	714,206	99,804	
Adult Education	846,784	846,784	585,307	261,477	
<b>Programming Administration</b>	<b>1,767,905</b>	<b>1,767,905</b>	<b>1,382,156</b>	<b>385,748</b>	
<b>Branch Administration</b>	<b>10,492,195</b>	<b>10,492,195</b>	<b>8,804,938</b>	<b>1,687,257</b>	
Branch Administration	688,101	688,101	542,127	145,974	
Penrose Library	1,394,912	1,394,912	1,184,198	210,714	
East Library	1,759,926	1,759,926	1,450,746	309,179	
Library 21c	1,567,829	1,567,829	1,367,233	200,597	
Cheyenne Mountain Library	535,150	535,150	491,593	43,557	
Fountain Library	414,916	414,916	336,985	77,931	
High Prairie Library	425,736	425,736	366,694	59,042	
Manitou Springs Library	375,870	375,870	354,374	21,496	
Monument Library	602,505	602,505	537,475	65,030	
Old Colorado City Library	453,902	453,902	371,132	82,770	
Palmer Lake Library	-	-	-	-	
Rockrimmon Library	598,115	598,115	382,711	215,405	
Ruth Holley Library	461,131	461,131	357,599	103,532	
Sand Creek Library	560,866	560,866	532,091	28,776	
Ute Pass Library	-	-	15	(15)	
Calhan Library	74,766	74,766	74,723	44	
Mobile Library Services	499,938	499,938	444,822	55,116	
The Hall @ PPLD	78,531	78,531	10,421	68,110	
<b>Administration</b>	<b>14,116,829</b>	<b>14,116,829</b>	<b>14,071,346</b>	<b>45,483</b>	
Chief Librarian and CEO Office	385,166	385,166	392,870	(7,705)	



**Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL**

As of December 31, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of December 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
<b>Support Services</b>	8,242,021	8,242,021	7,363,655	878,366
Support Services Administration	180,525	180,525	174,876	5,649
Human Relations Office	765,284	765,284	719,524	45,760
Facilities	4,358,734	4,358,734	3,740,807	617,927
Facilities - District-wide	1,258,559	1,258,559	1,078,567	179,992
Facilities - Penrose Library	387,865	387,865	331,118	56,747
Facilities - East Library	253,072	253,072	232,690	20,382
Facilities - Library 21c	600,283	600,283	510,430	89,853
Facilities - Utilities / Rents	1,858,955	1,858,955	1,588,002	270,953
Information Technology	2,497,152	2,497,152	2,310,373	186,779
Strategy and Innovation	440,327	440,327	418,075	22,252
<b>Security</b>	1,775,607	1,775,607	1,476,825	298,782
<b>Finance Office</b>	1,547,183	1,547,183	1,559,711	(12,529)
<b>Communications Office</b>	1,458,784	1,458,784	1,174,386	284,397
<b>Development Office</b>	323,102	323,102	227,230	95,872
<b>Interdepartmental</b>	(740,710)	(740,710)	750,991	(1,491,700)
Interdepartmental - Other	1,732,381	1,732,381	494,466	1,237,915
<b>ATTRITION SAVINGS</b>	(2,473,091)	(2,473,091)	256,525	(2,729,616)
<b>Operating Transfers to Other Funds</b>	1,125,677	1,125,677	1,125,677	-
<b>UNDESIGNATED</b>	<b>35,268,534</b>	<b>35,268,534</b>	<b>33,922,809</b>	<b>1,345,726</b>
Designated Funds	759,300	759,300	600,629	158,671
<b>DESIGNATED</b>	<b>759,300</b>	<b>759,300</b>	<b>600,629</b>	<b>158,671</b>
<b>TOTAL GENERAL FUND</b>	<b>36,027,834</b>	<b>36,027,834</b>	<b>34,523,438</b>	<b>1,504,396</b>





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

As of December 31, 2024

		Year to Date Activity as of December 31, 2024			
		<u>Revised</u> <u>Annual</u> <u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>					
Property Taxes	2,723,332	2,723,332	2,855,390	132,058	
Fundraising					
Fund Transfers In					
Insurance Proceeds					
Sale of Assets					
Tenant improvement reimbursement					
<b>Total Revenue</b>	<b>2,723,332</b>	<b>2,723,332</b>	<b>2,855,390</b>	<b>132,058</b>	
<b><u>EXPENDITURES</u></b>					
Capital Fund- Facilities	2,864,793	2,864,793	2,137,232	727,561	
Capital Fund-Communication	48,979	48,979	29,124	19,854	
Capital Fund- Security	919,326	919,326	756,176	163,150	
Capital Fund- IT	1,567,116	1,567,116	536,495	1,030,621	
Capital Fund- Video Studio	5,000	5,000	0	5,000	
Capital Fund- Strategy & Innovation	10,594	10,594	10,593	0	
Capital Fund- Finance	759,495	759,495	220,632	538,863	
Capital Fund- Special Revenue Funds	63,791	63,791	7,390	56,401	
<b>Total Expenditures</b>	<b>6,239,093</b>	<b>6,239,093</b>	<b>3,697,642</b>	<b>2,541,451</b>	
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(3,515,761)</b>	<b>(3,515,761)</b>	<b>(842,253)</b>	<b>2,673,508</b>	
<b><u>OTHER FINANCING SOURCES (uses)</u></b>					
Transfer In/(Out)	1,125,677	1,125,677	1,125,677	0	
Insurance Proceeds	0	0	0	0	
	<b>1,125,677</b>	<b>1,125,677</b>	<b>1,125,677</b>	<b>0</b>	
<b>Net Impact to Fund Balance</b>	<b>(2,390,084)</b>	<b>(2,390,084)</b>	<b>283,424</b>	<b>2,673,508</b>	
Beginning Fund Balance*	2,390,084	2,390,084	2,390,084	0	
<b>Ending Fund Balance (Projected)</b>	<b>0</b>	<b>0</b>	<b>2,673,508</b>	<b>2,673,508</b>	



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of December 31, 2024

	<u>Revised</u> <u>Annual</u> <u>Budget</u>	<u>Year to Date Activity as of December 31, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>				
Property Taxes	2,644,269	2,644,269	2,498,466	(145,803)
Employee contributions	394,323	394,323	395,539	1,217
Other Revenue	0	0	574	574
<b>Total Revenue</b>	<b>3,038,592</b>	<b>3,038,592</b>	<b>2,894,579</b>	<b>(144,013)</b>
<b>EXPENDITURES</b>				
Personnel Expense	2,098,739	2,098,739	2,221,787	(123,048)
Operating Expense	1,173,058	1,173,058	1,089,018	84,039
<b>Total Expenditures</b>	<b>3,271,797</b>	<b>3,271,797</b>	<b>3,310,806</b>	<b>(39,009)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(233,205)</b>	<b>(233,205)</b>	<b>(416,226)</b>	<b>(183,022)</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
Transfer In/(Out)		0		0
Insurance Proceeds	0	0		0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>(233,205)</b>	<b>(233,205)</b>	<b>(416,226)</b>	<b>(183,022)</b>
Beginning Net Position*	1,394,780	1,394,780	1,394,780	0
<b>Ending Fund Balance (Projected)</b>	<b>1,161,575</b>	<b>1,161,575</b>	<b>978,554</b>	<b>(183,022)</b>



2024 Budget  
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
<b>REVENUE</b>					
January 9, 2024	2024 OAB Budget Ratification	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
January 15, 2025	2024 OAB Budget Revenue Adj #4-Specific Ownership	(\$87,000)			(\$87,000)
January 15, 2025	2024 OAB Budget Revenue Adj #4-Fed Erate Funding	(\$58,000)			(\$58,000)
January 15, 2025	2024 OAB Budget Revenue Adj #4-Fines & Fees	(\$10,000)			(\$10,000)
January 15, 2025	2024 OAB Budget Revenue Adj #4-Misc Tax Revenue	\$2,086,606			\$2,086,606
January 15, 2025	2024 OAB Budget Revenue Adj #4-Interest Income	\$1,087,457			\$1,087,457
January 15, 2025	2024 OAB Budget Revenue Adj #4-Grant Funds	\$58,500			\$58,500
<b>TOTAL REVENUE</b>		<b>\$38,798,606</b>	<b>\$2,723,332</b>	<b>\$3,038,592</b>	<b>\$44,560,530</b>
<b>EXPENDITURES</b>					
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 Adj #1 CIP Rfwd		\$2,782,593		\$2,782,593
March 20, 2024	2024 OAB Budget Adj #2-SRF Rfwd		\$63,791		\$63,791
October 16, 2024	2024 OAB Budget Adj #3-CIP (PE & 21C)		\$425,677		\$425,677
October 16, 2024	2024 OAB Budget Adj #3-CIP (Final Audit)		\$43,700		\$43,700
January 15, 2025	2024 OAB Budget Adj #4-Encumbrances Rollfwd	\$481,080			\$481,080
January 15, 2025	2024 OAB Budget Adj #4-Grant Funds	\$7,500			\$7,500
January 15, 2025	2024 OAB Budget Adj #4-Vacancy Pool Savings	(\$1,873,091)			(\$1,873,091)
January 15, 2025	2024 OAB Budget Adj #4-DW Register Upgrade		\$60,000		\$60,000
January 15, 2025	2024 OAB Budget Adj #4-Calhan Roof		\$40,000		\$40,000
January 15, 2025	2024 OAB Budget Adj #4-PE Remodel		\$100,000		\$100,000
<b>TOTAL EXPENDITURES</b>		<b>\$34,902,157</b>	<b>\$6,239,093</b>	<b>\$3,271,797</b>	<b>\$44,413,047</b>
<b>OTHER FINANCING SOURCES</b>					
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS IN / (OUT)</b>					
October 16, 2024	2024 OAB Budget Adj #3-CIP (SEC)	(\$500,000)	\$500,000		\$0
October 16, 2024	2024 OAB Budget Adj #3-PE & 21C	(\$425,677)	\$425,677		\$0
January 15, 2025	2024 OAB Budget Adj #4-DW Register Upgrade	(\$60,000)	\$60,000		\$0
January 15, 2025	2024 OAB Budget Adj #4-Calhan Roof	(\$40,000)	\$40,000		\$0
January 15, 2025	2024 OAB Budget Adj #4-PE Remodel	(\$100,000)	\$100,000		\$0
<b>TOTAL TRANSFERS IN / (OUT)</b>		<b>(\$1,125,677)</b>	<b>\$1,125,677</b>	<b>\$0</b>	<b>\$0</b>
Net Change in Fund Balance		\$2,770,772	(\$2,390,084)	(\$233,205)	\$147,483
<i>Actual</i> GF Unassigned, CIP & SIF Beginning Fund Balance		\$14,127,260	\$2,390,084	\$1,394,780	\$17,912,124
<i>Projected</i> GF Unassigned, CIP & SIF Beginning Fund Balance		\$16,898,032	\$0	\$1,161,575	\$18,059,607

## Public Services Report February 2025

### **Compliments**

*From Kate Brunner at the Colorado State Library regarding the Tween Interest Group*

“I also wanted you to know that someone told me today how helpful this group has been to their staff who they encourage to attend regularly. They felt these meet-ups were really beneficial for both their staff individually and for improving library services for tweens! Wanted you to know your work as the interest group's organizer and facilitator is definitely seen and appreciated across the state.”

*Comment at Homeschool Science Fair*

“Thanks for doing this! This is awesome!”

*From Instagram regarding the Winter Adult Reading Program (WARP)*

“Love that this program exists for adults. The summer reading program growing up was something I looked forward to every year. Love having this to look forward to (and participate in) each year!”

### **Adult Education**

#### **Access**

Adult Education (AE) instruction staff is providing High School Equivalency and English as Second Language classes to 75 students. Additionally, patrons are attending Pathway to Citizenship classes, Speak English groups, and meeting with the Career Navigator for assistance in finding employment.

#### **Accountability**

AE staff hosted coordinators from the Colorado Department of Education (CDE) to review and refine the Adult Education and Family Literacy (AEFLA) program grant guidelines. Adult Education is happy to report that they are leading the way for other programs in the state.

#### **Communications**

AE staff coordinated classes in Investing Basics, Colorado Grants Guide Workshop, Technology for Nonprofits, various cooking classes, additional Northstar Digital Literacy classes, and Protection Order class (part of a series). The classes are in addition to meeting patrons in one-on-one interactions as well as meeting with community members for their service areas.

#### **Community Connections**

AE staff attended the Colorado Career Advising Summit.

The Director of Adult Education sits on the Pikes Peak Workforce Center Board and attends monthly meetings.

#### **Staff**

AE staff are working diligently to start offering Finding Info classes. These classes train staff on PPLD databases, reference interview, and other classes that will increase their knowledge of what PPLD offers for community and information literacy resources.

## **Branches**

### **Access**

Mobile Library Services (MLS) began a new bookmobile service at Wilson Ranch Park on the west side of town on February 28<sup>th</sup>. There were over 200 visits and over 500 checkouts on the first day! Overall, community members were very excited and thankful for the service. MLS will be at Wilson Ranch Park on Fridays from 10 am to 4 pm. This is a six-hour stop, making it the longest bookmobile stop on the current MLS schedule. Evaluation of the stop will occur as they prepare their summer stop schedule.

### **Accountability**

Library branches implemented updated cash handling and reconciliation procedures with guidance from the PPLD Finance Team.

### **Communications**

Staff throughout PPLD provided outreach to their communities. Some highlights include:

- Manitou Springs Library staff attended the Annual Fruitcake Toss, staff contacted 68 patrons and provided rock painting activities.
- Monument Library staff attended the annual Bear Creek Elementary STEAM Night where they promoted Discovery Kits and PPLD resources to 236 people.
- Sand Creek Library staff visited ESL and GED classes at the Family Success Center to talk about PPLD resources and hand out library card applications; and interacted with 64 students.
- Old Colorado City Library staff met with the CEO of Westside Cares to better understand the specific needs of patrons in the neighborhood and how the library can play a role in addressing those needs.

### **Community Connections**

Penrose Library developed a partnership with Colorado Springs Fire Department (CSFD) to continue providing VI-SPDAT (Vulnerability Index-Service Prioritization Decision Assistance Tool) assistance for patrons experiencing homelessness. CSFD will be at the library one afternoon a week to connect with these patrons.

Tax Preparation assistance was available at Library 21C, Fountain and Sand Creek Library through a partnership with AARP Foundation Tax-Aide, and High Prairie through VITA (Volunteer Income Tax Assistance program of Pikes Peak United Way). This is available at no cost to patrons who meet specific qualifications and was heavily used in February.

### **Physical and Virtual Spaces**

The Manitou Springs Library reopened their doors on February 7<sup>th</sup> with a ribbon cutting ceremony and Grand Opening Celebration. Over 500 guests attended. On February 12<sup>th</sup>, Manitou Springs Elementary hosted their Literacy night and the library was a stop for the students. Library staff provided a scavenger hunt and bookmark making station, encouraging exploration of the remodeled building.

### **Staff**

Mobile Libraries had a ground guiding refresher training this month. They practiced guiding each other efficiently and safely into the bookmobile parking spots. All driving staff were able to complete this training on two different mornings before going on their routes.

## **Collection Management**

### **Access**

In February, 380 boxes of books, audiobooks, and DVDs were unpacked, adding almost 7,000 items to the collection. Additionally, 789 magazine issues were added to the collection.

New print magazine titles added to the PPLD collection include *Backcountry*, *Stitch*, and *Pickleball*.

The 2025 State Grant to Libraries supported the purchase of 15 new book club sets and five new large print book club sets. Titles include:

<b>Book Club Set Title</b>	<b>Author</b>	<b>Large Print Book Club Set Title</b>	<b>Author</b>
<i>All Systems Red</i>	Wells, Martha	<i>James</i>	Everett, Percival
<i>The Berry Pickers</i>	Peters, Amanda	<i>Lessons in Chemistry</i>	Garmus, Bonnie
<i>Bright Young Women</i>	Knoll, Jessica	<i>The Stolen Queen</i>	Davis, Fiona
<i>The Door-to-Door Bookstore</i>	Henn, Carsten	<i>Three Days in June</i>	Tyler, Anne
<i>The Frozen River</i>	Lawhon, Ariel	<i>We Do Not Part</i>	Kang, Han

Interlibrary Loan (ILL) staff obtained two obscure titles for patrons by utilizing an American Library Association form to borrow titles from libraries that do not have interlibrary loan software. The staff also found a free online video that matched the DVD request from a patron when no libraries would lend the DVD.

### **Accountability**

Acquisitions staff worked with Communications to update the partnership agreement with the City's Parks and Recreation department for the Junior Ranger backpacks. They also updated the Check Out Colorado State Parks Backpacks with new park passes provided by the Colorado State Library.

### **Communications**

The Integrated Library System (ILS) staff updated the PPLD Mobile and the online catalog to reflect the reopening of the Manitou Springs Library and availability of library materials there.

### **Community Connections**

After All Pikes Peak Reads is completed each year, copies of the selected title(s) are given to other organizations. This year, Doherty High School was one of the recipients of *Go as a River* by Shelley Read, who attended the school. Staff also gathered gently used books for Laura Guillory Rocky Mountain Health Care Services and an upcoming Literacy Festival at UCCS.

### **Physical and Virtual Spaces**

New "Interlibrary Loan/Request It" web pages launched in February that meet accessibility requirements for Colorado HB21-1110.

The Circulation Services Coordinator assisted with the planning and execution of shelving changes in the Penrose Library children's area.

## **Programming**

### **Access**

PPLD hosted the annual Homeschool Science Fair on February 28<sup>th</sup>, 2025, at Library 21c. The Venue was packed with 67 students, K-8<sup>th</sup> grade, who presented an array of science experiments. Educators from the Pikes Peak Regional Science and Engineering Fair, STARBASE Peterson, and the United States Air Force Educational Outreach Department were in attendance to interact with the student scientists and spread the word about other science opportunities in our community. Over 365 patrons attended the event, and 130 students filled out a “What I Learned!” questionnaire. A homeschool parent of one of the participants generously purchased and donated medals for all of the students.

PPLD provides [Classroom Sets](#) for educators to check out for an extended period of time. The sets provide 25 copies of a book title. This month, PPLD received six.

The [Tax Resources LibGuide](#) had 1,638 views the last two months. The guide contains updated links and resources for federal and state tax matters, including links to PPLD tax assistance and other non-profit tax assistance programs.

### **Communications**

The Programming Department submits PPLD events geared towards ages 0-8 through Bright by Text messages. The text messages are sent countywide and to targeted zip codes to promote library programs.

Each month the Programming Department creates monthly email newsletters for elementary, middle, and high schools. The newsletters provide PPLD resources to the schools and support staff as PPLD ambassadors in the community. This newsletter gets emailed to each school in El Paso County.

### **Community Connections**

The Programming Department met with potential volunteers for Tween Dungeons and Dragons, Math Tutoring, Paws to Read, and Repair Café. The volunteers help make it possible for PPLD to provide these programs to the community.

### **Staff**

Staff from the Programming Department joined the PPLD Outreach Team.

The Programming Department took a field trip to the new Manitou Library. The team checked out the spaces for presenter programs, concerts, and regular programming. Knowing the space of the meeting room helps staff identify what programs will work best in the space.

## **Regional History & Genealogy**

### **Access**

Staff provided three genealogy classes this month, Genealogy Basics, Researching African American Ancestors, and FamilySearch Basics. LibGuides are being created for each of the classes RH&G offers to help researchers outside of these class environments, via a pdf and downloadable versions.

### **Accountability**

Work has begun in filling in data for the newly minted PPLD RH&G Collection Survey, which determines current status in archival workflow for all existing collections (which includes nearly

1,000 manuscript and photograph collections). This includes verifying the collections' physical location, extent (number of boxes and volume (cubic feet)), record of administrative history (case files and donor forms), entry into the PPLD catalog, ArchivEra and Recollect, existence of finding aids and/or inventories, digitization progress, existence of fragile/concerning media, and physical processing status. Once complete, staff can fill in gaps in the archival process and more effectively prioritize data entry, physical processing, and digitization projects.

Staff continued to work on the RH&G Archives Procedures to document our internal standards and best practices for archival workflow and entering information into ArchivEra and Recollect, and digitization.

### **Communications**

RH&G staff unveiled the "When East Was East" combined physical and online exhibitions to 28 participants, featuring an interactive presentation. During the presentation attendees enjoyed learning about the expansion of the city, and other relevant local history topics, in the decades preceding the construction of the East Library, and after. A handful of participants stayed longer than an hour after the end of the presentation talking about RH&G department resources and local history.

### **Community Connections**

Staff fulfilled a variety of professional photo requests this past month. Two requests were directly inspired by the When East Was East exhibit and presentation – both for articles to appear in local media: *The Independent*, and *Southern Colorado Business Forum & Digest*. Staff also provided high-res images to various patrons seeking to publish in 2025: one is titled "Mapping Colorado" and uses 24 of our maps and photos, the other is a history of Old Colorado City.

Staff began to conduct oral history interviews regarding the African American Youth Leadership Conference as an initial step toward their 2025 Symposium presentation. Interviews began with the founder of the Conference, Ron Wynn.

### **Physical and Virtual Spaces**

An exhibit featuring the work of photographer Myron Wood has been planned and will be exhibited at Library 21C, East, Monument and Cheyenne Mountain libraries from September to December this year.

### **Staff**

RH&G continues to be a popular location for volunteers and interns where they are placed in roles that assist in processing collections or enhancing metadata for collections. A recent military veteran volunteer has started to process transcriptions for digitally archived oral histories. In 2024, the department created a process of three stages to produce accurate transcriptions by using two AI tools, and a finishing human touch for quality control. Another intern who started in February will be working on updates to the Chuck Asay collection.



## PPLD KPIs (Key Performance Indicators)

Month: **February**

	2025	2024	% Change	YTD 2025	YTD 2024	% Change
<b>Door Count</b>	137,698	147,155	-6.43%	265,451	307,637	-13.71%
<b>Circulation</b> (physical materials)	172,075	176,709	-2.62%	346,718	373,316	-7.12%
<b>Reference Questions</b>	8,832	8,463	4.36%	16,447	17,132	-4.00%
<b>Meeting Room/Study Room</b>	2,734	2,607	4.87%	5,492	5,234	4.93%
<b>Computer Usage</b>	16,586	16,149	2.71%	32,023	34,338	-6.74%
<b>Number of Programs</b>	368	406	-9.36%	630	751	-16.11%
<b>Programs Attendance</b>	9,161	11,198	-18.19%	16,009	22,177	-27.81%
<b>eResources</b> (OverDrive/Libby, Hoopla, Kanopy)	314,489	286,883	9.62%	671,703	599,697	12.01%
<b>Culture Passes</b>	107	219	-51.14%	211	454	-53.52%
<b>Unique Users *</b>	60,787	55,981	8.59%			

\* Total number of patrons who used their library card during the month.

## March 2025 Communications Board Report February stats

### Access

- PPLD entered a partnership agreement with Thomas MacLaren School to issue 550 library cards starting in March to students grades K – 5. That has opened the door to providing information about Library resources to teachers, students, and caregivers. The school has the option to expand library cards to its students in grades 6 - 12 at the start of the 2025-2026 school year.
- Manitou Springs Library reopened in the historic Carnegie building on Fri., Feb. 7. The Communications team ensured that interior and exterior signage was installed to help patrons navigate the new and updated spaces. Additionally, the team planned grand opening activities with remarks from community leaders, food, live music, and a scavenger hunt. Visitors could also grab a commemorative postcard and an “I love Manitou Springs Library” sticker. More than 500 people stopped by to celebrate the renovated space.
- The decorative wrap that was designed by the PPLD graphic designers was installed on the new bookmobile. The wrap promotes the history of PPLD’s library cards:



### Website Statistics for January

- Total pageviews: 320,692
- New Users: 81,677
- Most visited page: [ppld.org/winter-reading](https://ppld.org/winter-reading)

### Website Redesign

- With the new website now live, the focus has shifted to ongoing improvements. Here are the current projects:
  - Post-Launch Enhancements: Since the launch, valuable feedback has been gathered from both patrons and staff. The web team is actively refining the site to enhance the user experience and fixing issues that were not addressed when launching the site.
  - Ongoing Improvements & Updates: A structured review plan is being implemented to ensure website content remains accurate, relevant, and well-designed. Pages will be updated regularly, and redesigned when necessary.

- Accessibility & PDF Reduction: To improve accessibility for everyone, the number of pdfs on the site is being reduced. One major initiative is converting reading lists from pdfs into dedicated web pages, making them more user-friendly and easier to find through search engines like Google.
- For the majority of 2024, the top webpage visited on ppld.org was ppld.org/kids. The top 5 pages visited on ppld.org during February, besides the home page, were:
  - Winter Adult Reading Program
  - Search
  - Library Locations
  - Events
  - Kids

## Service

- PPLD has partnered with Colorado Springs Fire Department Community & Public Health Division to provide a location in Penrose Library for unhoused community members to apply for permanent housing through the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT). The Colorado Springs Fire Department administering the intake process allows PPLD to continue supporting this much-needed service to patrons without utilizing staff resources.

## Communications

### Media

- Number of stories – 143
- YTD stories – 238

#### February News Highlights:

- Tax services appeared in two news web episodes ([KOAA](#), [KKTV](#)) and 13 news segments (KOAA, KKTV)
- The [Library Limelight Column](#) featured PPLD's increased use. This topic also appeared in one [KKTV web episode](#) and five KKTV news segments
- Manitou Springs Library's Grand Reopening was covered in six articles ([The Gazette](#), [KKTV](#) which includes a web episode, [KKTV](#) which includes a web episode), two KRDO radio broadcasts, 21 news segments ([KRDO](#), KOAA, [KKTV](#)), and two news aggregators
- The new MLS stop appeared in three articles ([Gazette Letters](#), [Fox21](#), [KOAA](#)), four KRDO radio broadcasts, three news segments (KKTV, KOAA), and one news aggregator
- Winter Adult Reading Program appeared in two articles ([The Gazette](#), [The Gazette](#)) and three news segments (KKTV)
- The Library Card Design Contest was mentioned in two KKTV news segments
- PPLD was mentioned in seven news segments (KOAA, Fox21) and one news aggregator story about Black History Month
- Pikes Peak Culture Pass was mentioned in an article by [The Gazette](#)
- The Jean Ciavonne Poetry Contest was picked up by KRDO and appeared in one [article](#) (which includes a web episode), one radio broadcast, and two news segments
- Rockrimmon Library was mentioned in one article [The Gazette](#) put out about City Council candidates, as well as in coverage of the interim volunteer library by Save Rockrimmon Library, which appeared in five articles ([KRDO](#), [The Gazette](#),

- [Fox21](#) which includes web episode, [KKTV](#) which includes web episode), 18 news segments ([KKTV](#), [KRDO](#), [Fox21](#), [KOAA](#)), and three news aggregators
- The monthly [A Look at Books](#) written by PPLD staff appeared in Colorado Springs Kids Magazine

## **Social Media**

### Facebook (Districtwide account):

- Number of posts: 44
- Total page followers: 17,514 (105 new followers)
- Engagement: 2,079 (Content interaction)
- Post reach: 56,112 (Number of times our content was seen)
- Clicks: 839
- Video minutes viewed: 2,438 (more than double the minutes from last month)

### Instagram:

- Content: 43 posts/videos/reels; 63 stories
- Total followers: 4,580 (67 new followers)
- Engagement: 1,753 (content interactions)
- Reach: 8,367 (accounts reached)
- Link clicks: 42

### X (formerly Twitter):

- Number of posts: 44
- Total followers: 5,025
- Engagement: 97
- Impressions: 2,436 (number of times our content was seen)

### LinkedIn:

- Number of posts: 9
- Total followers: 1,810 (15 new followers)
- Impressions: 1,858 (number of times our content was seen)
- Engagement: 259
- Page views: 207

### Newsletter:

- Number sent (subscribers): 125,912
- Successful delivery: 113,578
- Opened: 5.783 (51% open rate – slightly higher than the 2024 average)
- Clicks: 3,719 (6.33% click rate – the represents a return to our average click rate)

### NextDoor:

- Number of posts: 10
- Impressions: 99,700 (number of times our content was seen)
- Engagement: 232 (87% increase over the prior month)

Threads: Threads is a platform that is similar to X. It allows users to post up to 500 words in length and can include photos, graphics, and videos. It is part of the Facebook/Instagram ecosystem. This app has been gaining in popularity recently and now has more than 210 million active users. Growth on this platform has been consistent since its launch in 2023. PPLD opted to start using PPLD's Threads account because of this 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: 27
- Total followers: 862 (277 new followers)
- Views: 652
- Interactions (engagement): 32

**Bluesky:** Bluesky is a platform that is similar to X (formerly Twitter). It allows users to post updates limited to about 150 characters. Posts can include photos, graphics, or videos. 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: 25
- Total followers: 50 (31 new followers)
- Interactions (engagement): 29

**YouTube:**

- Total Subscribers: 8,708 (increase of 59 subscribers)
- Total Views for January: 34,260
- Total Lifetime Views: 6,875,056

**Community Connections**

**Outreach**

- Number of January Outreaches: 2
  - Total Attendance: 138
  - Impressions: 138
    - Adult Education highlighted PPLD offerings at a Lunch and Learn for USA Triathlon on Thu., Feb. 20. They shared about LinkedIn Learning and the Winter Adult Reading Program.
    - PPLD conducted a two-part outreach for ESL/GED Library Introduction at Pikes Peak United Way's Family Support Center (Thu., Feb. 13 and Mon., March 3). The outreach reached 118 people and issued 45 new library cards to attendees

**Culture Pass**

- 107 Culture passes were issued to patrons in February.
- Sangre de Cristo Art & Conference Center in Pueblo finalized their agreement as a Culture Pass partner and began issuing passes on March 1, 2025.
- PPLD will welcome the Center for Colorado Women's History in Denver as its newest Culture Pass partner in April.
- The U.S. Olympic & Paralympic Museum has renewed its partnership agreement to continue as a Culture Pass partner in 2025. Renewals are underway for:
  - ProRodeo Hall of Fame & Museum
  - U.S. Olympic & Paralympic Training Center
  - Victor Thomas Lowell Museum
- With the addition of the Center for Colorado Women's History, the Culture Pass program will offer passes to 13 attractions in the region.

**International Outreach**

The Communications Department submitted entries into the 2025 IFLA International PressReader Marketing Awards for three 2024 campaigns: the Open Houses that celebrated National Library Week; Summer Adventure 2024 which celebrated its 50<sup>th</sup>

anniversary and added adults to the program, and the You Belong Library Card Sign-up Month campaign. The submissions focused on the marketing methods and campaign outcome.

**Facilities**  
February 2025

\*Photos attached where appropriate for clarification and visualization

**Facilities**

**Accountability**

A 2-inch galvanized water line which provides water to all water fixtures within Cheyenne Library is completely corroded. An estimate of 2 feet of pipe will need to be replaced.



Responded and cleared sewage backup at Manitou Library on Thursday, February 27<sup>th</sup>.

**Communications**

Routine maintenance visits are completed weekly to all locations to 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 orders are after-hours emergencies.

<b>FEBRUARY</b>	<b>Completed</b>	<b>Hours</b>
Demand Work Orders	169	142.43
Preventative Maintenance Work Orders	203	332.81
Emergency On-Call	1	1.50
<b>Total Work Orders</b>	<b>372</b>	<b>476.74</b>

**Physical and Virtual Spaces**

Completed final touches and move into Manitou Library

Began workstation installations for Teen Zone at East Library

Penrose Renovation Update:

- Installed all new windows in Children's area
- Marble countertops installed for all desks in circulation
- Finished all sheetrock and Primer coat applied
- Installed new door frame for the stairwell in Children's area
- Removed both set of storefront doors at main entrance
- Installed new glass double doors at Children's area

**Staff**

Facilities reviewing applications to employ one Facilities Specialist at Penrose Library.

**Safety**

Facilities Personnel completed Annual Legionella Training to help test, identify and address potential sources of contamination to prevent outbreaks and protect the public.

Annual Fire Extinguishers safety inspection and maintenance completed for the entire Southeast Region.



## Human Resources Report March 2025

### Accountability

All position descriptions were updated in February by Joanna Nelson Rendon, Director of Organizational Development, and Vanessa Nash, Human Resources Administrative Specialist. The updates incorporated changes from the market study results and all position descriptions are now in an accessible format to comply with the Colorado Laws For Persons With Disabilities ([HB 21-1110](#)) act.

### Community Connections

Karen Goates, Volunteer Program Supervisor, updated the [Community Volunteer Opportunities](#) list. This is a collaborative directory of organizations in the Colorado Springs Community which utilize volunteers and is located on the PPLD website. (LibGuide).

### Staff

2025 Mentor Program accepted and reviewed applications for mentors and mentees. There will be five mentors and four mentees participating in the program.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance completed 1095-Cs (documents showing information about health coverage offered and enrollment status) for all eligible employees; Employees were also informed that they could request a copy of their 1095-C since under new legislation copies are no longer required to be sent.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, and Timothy Allen, Chief HR and Organizational Development Officer, completed the development of the first Family and Medical Leave Insurance Program (FAMLI) policy to address how FAMLI will interact and/or overlap with PPLD policy.

### Statistics

- Volunteer

March 2025	Total # of Volunteers	Total # of Hours
Adult Volunteers	128	1016
Teens	32	114
Friends of the Library	64	776

- Recruitment

Recruitment / Selection Activity	February 2025
Jobs Posted	2
Newly Hired Employees	4
Promoted Employees	2
Transferred Employees	0
Separated Employees	4

- Staffing

Staffing Stats	March 2025
Total Permanent Employees	439
Total Active Positions	385

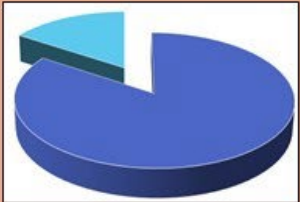
## Volunteer Engagement: Annual Report 2024

AREAS OF VOLUNTEER IMPACT IN PPLD SERVICES
Adult Education Volunteer
Archivist
Art Inspiration Instructor
Board of Trustees
Children's Assistant
Circulation Assistant
Computer Class Assistant
Dungeon Master- Adult, Teen, Tween
General Support - Programming, Outreach, etc.
Green Thumb Specialist
HR Volunteer
Kitchen Assistant
Master Maker
Math Tutor
Mobile Library Services Assistant
Paws to Read
Repair Cafe
Spanish Music Lingua Class
Speak German Group
Special Collections Assistant
Studio Assistant
Yoga/Tai Chi Instructor

**Total Hours: 14703**  
**Teens: 2296 Adults: 12407**



**Total Volunteers: 373**  
**Teens: 16% Adults: 84%**




**Adult Applications**  
**Processed: 187**  
**Placed: 60**



**Volunteer Led Yoga 2024**  
**177 Sessions**  
**2866 Participants**



Among our dedicated volunteers, one stands out at age 91, she has given 28 years of valuable insight and commitment.



## **Information Technology February 2025 Monthly Report**

### **Accountability**

Justin Goodwin and Daniel Stone continue to monitor E-Rate vendor submissions. In 2025, E-Rate funding is being applied for:

Palo Alto firewalls with redundancy for 21c, East, Penrose, and Data 102 (data center)

Palo Alto firewalls for the remaining locations

Uninterruptible Power Supplies (batter backups) for several locations

Cisco switches for several locations

New Internet Service Provider for the District (contract with Zayo was up in late 2024)

Mobile Library Services internet services

Cisco Smartnet warranties for all Cisco equipment across the District

Mobile hotspots for patron use

### **Communications**

Informacast – the library’s Mass Notification System - is very close to release to staff with just a few issues to fix up. It should be ready for release in early to late March.

### **Community Connections**

PPLD has partnered with Teach Kids Tech to donate all our old IT, A/V, Creative Services, etc equipment. All computer hard drives will be wiped multiple times over to eliminate the leakage of any data. PPLD has spent almost \$11,000 over the last 5 years on IT related recycling costs and this will help eliminate those recurring charges moving forward, helping a good cause in the process. Special thanks to Erika Eakins of ArcLight6 and Teach Kids Tech for this connection. We look forward to working with Teach Kids Tech for many years into the future.

Website: <https://www.teachkidstech.net/>

Justin Goodwin (CITO) attended the Rocky Mountain Cyber Symposium at the Broadmoor Hotel and made several meaningful connections across the cybersecurity community.

Event link: <https://www.afcearockymtn.org/event-details-registration/rocky-mountain-cyber-symposium-rmcs25>

On February 7<sup>th</sup>, Justin Goodwin (CITO) gave a presentation at the monthly Cybersecurity First Friday event which included all of the wonderful things the District has to offer to the community in our technology spaces.

Event link: <https://www.cybersecurityfirstfriday.com/events/first-friday-2025-02>

Justin Goodwin (CITO) has now joined multiple cybersecurity groups and continues to attend meetings monthly. Locally, there are monthly meetings and events including Cybersecurity First Friday, Information Systems Security Association (ISSA), and Cyber Leaders Roundtable. On a state level the meetings include the Colorado Friendship and the Colorado Partner group. Across the nation he attends the Multi-State Information Sharing and Analysis Center (MS-ISAC) monthly meetings.

## **Physical and Virtual Spaces**

The Manitou Springs Carnegie location was able to open during the Grand Opening with limited internet access for security cameras and ILS checkouts thanks to a temporary solution from Comcast Business. Zayo's finalized internet solution was able to be installed the following Wednesday and the branch is now fully functional including outdoor 24/7 Wi-Fi for our patrons.

The credit card terminals that patrons use for printing/copying have been updated across the District to a newer version that takes Apple/Google pay.

Several systems continue to be updated and hardened for cybersecurity purposes.

As a continuation from last month, more laptops have been rolled out with Microsoft Intune and Windows 11 while removing staff admin access and getting set up on our staff software library. Bitlocker (a hard drive encryption tool) has also been rolled out to all Intune machines in this project.

Network closets across the district continue to be cleaned up, organized, and documented.

## **Safety & Security February 2025**

### **Safety & Security**

#### **Access**

Charger Station Usage Totals: East 33, Fountain 15, Penrose 2066, High Prairie 1, Ruth Holley 146, and Library 21c 14.

Security routinely patrols and checks that Library 21c study room, B1, remains locked outside of reservations. This study room contains ADA (Americans with Disability Act) standard equipment ensuring an access point for everyone to engage with resources.

#### **Accountability**

The Suspension Appeals Board met on February 13<sup>th</sup> and 22<sup>nd</sup>. Of the 24 meetings that were scheduled, eight people showed up for their appointments or as walk-ins and five suspensions were lifted.

The Security Administration installed two cameras at Library 21c to ensure staff and patron safety, maintain fiscal responsibility, and ensure compliance.

Together, Security, Facilities, and Mobile Library Services have reviewed and are making updates to the Pikes Peak Library District Fleet Vehicle checkout policy and procedure. This will be completed in March 2025.

#### **Communications**

Security Officers assisted with setting up and monitoring of the community outreach hours in the Columbine A meeting room.

Travis Thiele hosted a Narcan Training to educate staff and patrons on the identification and response to opioid overdoses.

The Security Operations Center (SOC) continues to deploy and reactivate the Hytera Radio system districtwide. Currently all branches have their assigned hand-held radios.

#### **Community Connections**

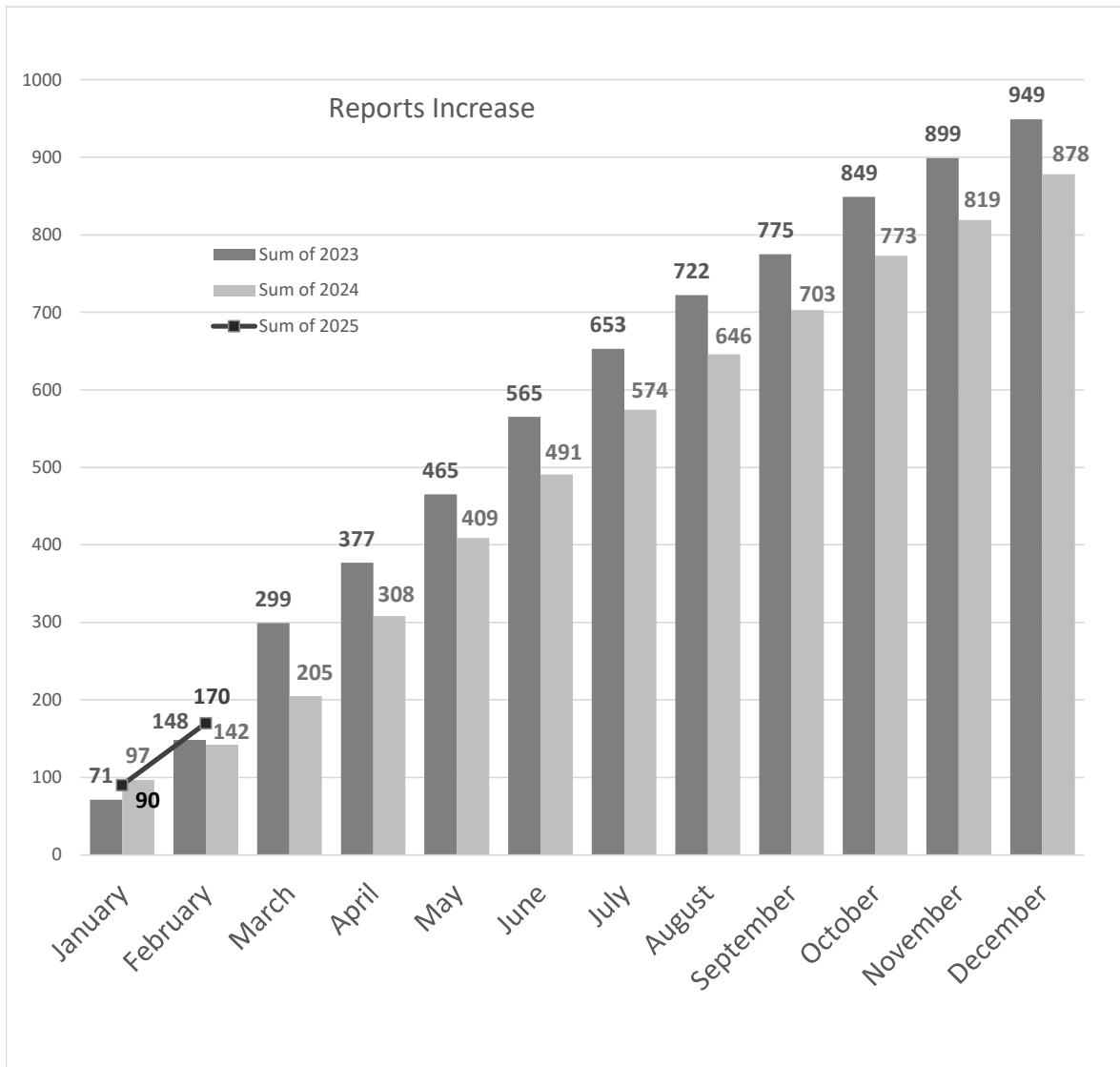
Security continues to monitor and assist patron overflow, at Penrose Library.

Michael Branter and Tess Warren conducted a presentation to the Colorado Library Consortium Virtual Winter Workshop. The presentation provided information and shared resources and tips for Situational Awareness and Safety and Security Awareness. It was the largest attended Workshop.

#### **Staff**

Travis Thiele hosted a Crisis Prevention Intervention (CPI) class for Pikes Peak Library District Staff.

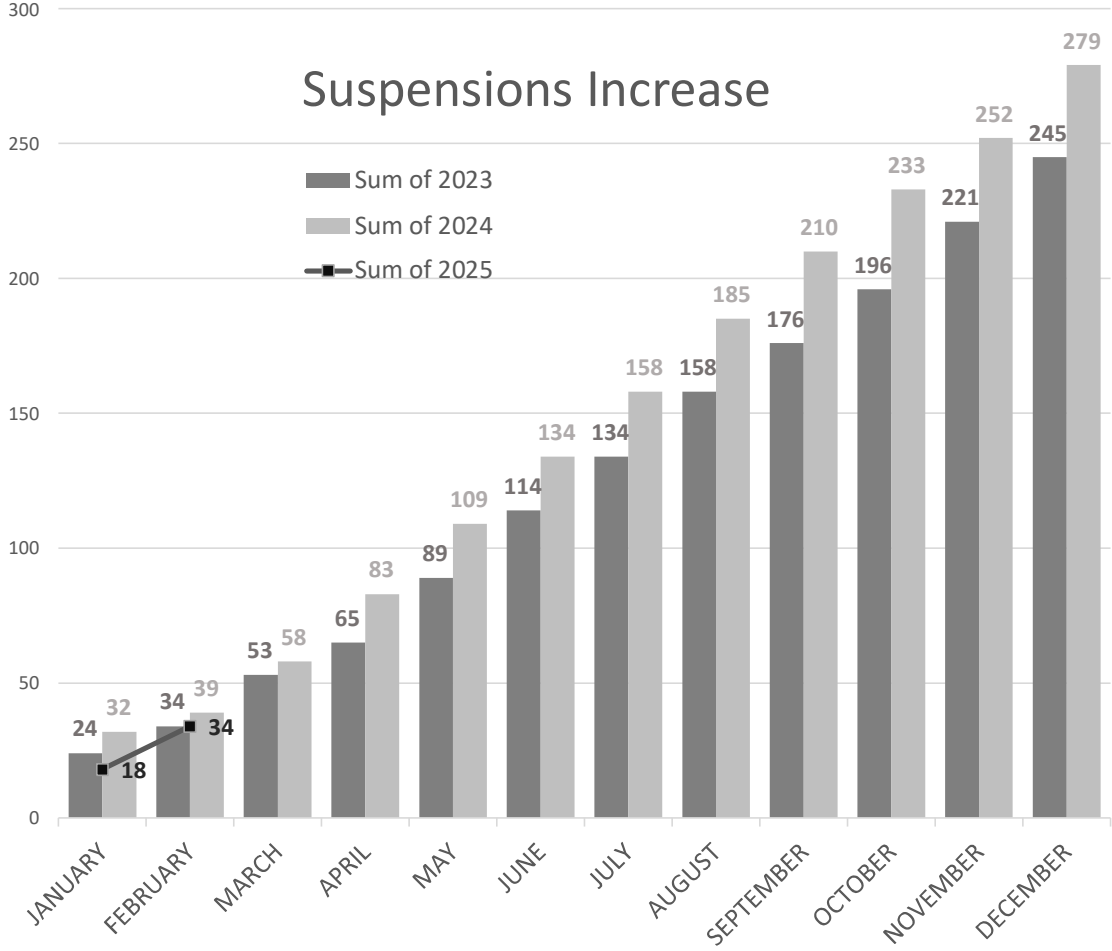
Travis Thiele conducted two fire drills across the district. These drills are part of our commitment to ensure the safety and preparedness of staff and patrons in a fire emergency.



### Reports Location Monthly Comparison

Library	2024	2025	2025
	December	January	February
Calhan	0	0	0
Cheyenne Mountain	1	3	0
East Library	4	10	9
Fountain	1	0	1
High Prairie	0	2	0
Library 21c	8	19	15
Manitou Springs	0	0	2
Mobile Libraries	0	1	0
Monument	0	1	1
Old Colorado City	8	2	7
Palmer Lake	0	1	0
Penrose Library	32	28	22
Ruth Holley	4	19	17
Sand Creek	1	4	6
The Hall	0	0	0
Ute Pass	0	0	0
<b>Grand Total</b>	<b>59</b>	<b>90</b>	<b>80</b>

# Suspensions Increase



## Suspensions Location Monthly Comparison

	2024	2025	2025
	December	January	February
Calhan	0	0	0
Cheyenne Mountain	0	0	0
East Library	1	0	2
Fountain	0	0	0
High Prairie	0	0	0
Library 21c	3	1	0
Manitou Springs	0	0	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	4	0	2
Palmer Lake	0	0	0
Penrose Library	19	13	10
Rockrimmon		0	0
Ruth Holley	0	2	1
Sand Creek	0	2	1
The Hall	0	0	0
Ute Pass	0	0	0
<b>Grand Total</b>	<b>27</b>	<b>18</b>	<b>16</b>



## Strategy & Innovation February 2025 Monthly Report

### **Access**

Cameryn Broin repaired the laser engraver's optics at Library 21c to maintain its performance after its tube replacement.

Dustin Booth spent much of February working in Studio21c due to a staffing shortage. He assisted patrons, led tours, and trained new studio staff on many of the studio's policies and procedures.

### **Accountability**

Becca Philipsen finalized a statistics tracking redesign for the department and shared it with the rest of the team. She also presented the Data Foundations training to Strategy and Innovation staff at their monthly professional development meeting, which helped test the training before rolling it out to all staff.

### **Communications**

Working with the Communications department, a new [webpage](#) was launched to collect patron impact stories. The goal is to collect qualitative data that helps us understand what services are impactful and to gather information to help with data storytelling efforts.

Jen Hernandez created a Facebook post for the Green Team about making upcycled bags in the makerspace, as well as sharing information on how to sew a tote bag and sign up for Sewing 101 classes at the Library.

### **Community Connections**

Cameryn Broin communicated with Repair Café volunteers to inform them about upcoming Repair Cafes and what attendees expected to bring.

### **Staff**

A new cohort of the Makerspace Training Program started with classes on the 3D printers, laser cutters, sewing machines, and Silhouettes.

Jen Hernandez and Cameryn Broin trained two Programming staff members on staffing the three makerspaces so they are prepared to staff them during their regular shifts.

Sarah Holland and Becca Cruz attended the Library Makerspaces Research Showcase to learn more about the wide variety of research and evaluation that's being done on maker services.

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
FEBRUARY 19, 2025 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:** 858 9408 7095  
**Passcode:** 285387

***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 be open by 4:45 p.m. Public Comment will be limited to 2 hours (120 minutes).***

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Associate Attorney Julie Bellville, Chief Facilities & Security Officer Michael Brantner, Director of Strategy and Innovation Becca Cruz, Monument & Palmer Lake Library Manager Jean Doherty, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Director of Branches Janina Karoub, Chief Operating Officer Heather Laslie, AV Analyst and Photographer Logan Puente, Director of Organizational Development Joanna Rendon, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Ruth Holley and Sand Creek Libraries Manager Sara Sharples, Director of Patron Experience Abby Simpson, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Internal Communications and Special Projects Manager Jeremiah Walter, Security Director Tess Warren, City Councilmember Nancy Henjum

**CALL TO ORDER**

President Julie Smyth called the February 19, 2025 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ITEMS TOO LATE FOR THE AGENDA**

**DECISION ITEM 25-2-1:** CEO Conflict of Interest (COI) statement needs to be reviewed by the Governance Committee for discussion before being brought before the PPLD Board for a decision.

**Motion:** Aaron Salt made a motion to postpone DECISION ITEM 25-2-1 until the March Board meeting, after review of the Governance Committee.

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

**Discussion:** Governance Committee review is required by the PPLD Board of Trustees bylaws.

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

**PUBLIC COMMENT**

Jacob Ward, Pikes Peak Library Workers United (PPLWU) offered endorsement by PPLWU to anyone running for office who aligns with PPLWU. Mr. Ward encouraged any eligible interested staff member to join PPLWU.

Nine comments were made by members of the public: Erin Powers, Camille Binkley, Gloria Carpenter, Lisa Bigelow, Veronica Baker, Eric Lundberg, Karla Powers, Craig Johnson, and Gary Hale. Comments made include appreciation for securing a location for the bookmobile in Rockrimmon, that the hours for the bookmobile stop in the Rockrimmon area need to better accommodate school children, a request for the name of who is in charge of PPLD leases, appreciation for the support of the community from Trustee Debbie English and Vice President Scott Taylor, referring to the trustees who voted to not renew the

Rockrimmon lease as the Famous Five and stating that decision is their legacy, stating that the community is not satisfied with the answers provided regarding the non-renewal of the Rockrimmon lease, that discussion of purchasing other PPLD library leased locations is a slap in the face to the Rockrimmon community and a demand for better stewardship of taxpayer dollars, that the community does not understand what the Board is planning and has been fiscally irresponsible for not making the Strategic Plan publicly available, that the posting of the work session with 24 hours' notice makes it difficult for the community to attend, requesting no further changes to the library footprint, that the Facilities Master Plan recommends establishing guiding principles and asking for strategically improved services with an emphasis on serving the community, that the idea of unstaffed access to a library is unclear, that the Board decision to not renew the Rockrimmon lease was made without consideration of the rest of the related statement in the Facilities Master Plan, and a suggestion to sell Library 21c to allow for opening smaller library locations.

### **Liaison comments**

*At the request of City Councilmember Nancy Henjum, this item was moved to follow public comment.*

City Councilmember Nancy Henjum: provided an update on the Selection Committee Board vacancy process.

- 51 applications were received, 9 applicants were recommended to the Selection Committee by the Governance Committee.
- The Selection Committee interview and appointment process: per the guidance of city and county attorneys, must be open to the public if all four liaisons participate together in the interview process; interviews conducted by only two members of the Selection Committee do not require public notice.
- The process is under review and not yet defined. Councilmember Henjum has offered a rubric to the other liaisons and is using it for her review of applicants.
- Final appointment of the new PPLD Trustee must be made by the Joint Appointment Committee, requiring a two-thirds approval from all city councilmembers and county commissioners, and must be held at a public meeting.
- Deliberation of the candidates must be held at a public meeting but is not yet scheduled as interviews continue to be conducted.
  - City Council liaisons have interviewed 4 candidates and will interview more candidates on March 5, using six interview questions.
  - County Commissioners' liaison plans for interviewing are pending, but they have been informed of the candidates interviewed by the City Council liaisons.

Board President Julie Smyth will follow-up with City Councilmember Henjum regarding the Ruth Holley Library discussion scheduled for this meeting.

*A 15-minute break from the meeting was taken at 5:38 p.m. for Board photos. The meeting reconvened at 5:53 p.m.*

### **REPORTS**

#### **Internal Affairs Committee**

Chairperson Erin Bents reported that the committee reviewed the Computer Use and Internet Safety Policy and PPLD Rights and Responsibilities statement on this meeting's agenda.

#### **Public Affairs Committee**

Chairperson Debbie English shared that the committee discussed ways to have better communication and connect with the community. The committee will be working with the Communications department to spread the word on topics that are important to the community.

#### **Governance Committee**

Chairperson Angela Dougan reported that discussions included a bylaws review, the Chief Librarian and CEO evaluation and compensation philosophy, and determining that the 2025 Governance Committee will focus on a Compensation philosophy for the Chief Librarian and CEO and the Board vacancy process. Updates to the bylaws may be impacted by decisions made by the Selection Committee regarding the Board vacancy process.

### **Trustee comments**

Debbie English attended the Foundation Board meeting as a liaison. The Foundation Board has several new members and is making progress on their re-organization.

Aaron Salt attended the Manitou Springs Library grand re-opening and has returned to visit with the staff.

Julie Smyth attended the Foundation Board meeting and the Manitou Springs Library grand re-opening. Ms. Smyth thanked the Board members who were able to attend the Board of Trustees work session on February 12.

Dora Gonzales attended the Naturalization ceremony on January 31 and encouraged everyone to attend future ceremonies.

Angela Dougan attended the Naturalization ceremony.

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

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends President Rita Jordan shared the current focus of collecting books for the March book sale, and that the dates for the sale have been extended to include Friends member shopping on Thursday evening and Friday morning in addition to the Friday – Sunday hours that are open to the public.

### **Financial Report**

The January Financial report was included in the Board packet. Chief Financial Officer Randy Green stated that negative numbers in the report are a result of tax revenue not yet received for 2025. PPLD processed three payroll cycles in January 2025, with the next three payroll cycle month occurring in August 2025. Mr. Green hopes that Capital improvement plan funds will be rolled forward in March, as closing financials for 2024 are still in process and the audit is pending. will be included (hopefully in March) as closing Financials for 2024 is still in process and the audit has yet to happen.

### **Public Services Report**

The Public Services report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles shared that the Demographics Now database is being discontinued and PPLD will soon offer the Simply Analytics database. Collection Management hosted library students from Pueblo Community College's in the Library Technician Associate's degree program. Programming participated in the school choice fair in Monument, Regional History and Genealogy provided the When East was East exhibit, presentation on the webpage. Thank you to John Jarrell for explaining the tool used to create the presentation.

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

The Support Services reports were included in the Board packet.

### **Chief Librarian and CEO Report**

The Strategic Plan 2024 4<sup>th</sup> quarter report and Contact Us Summary 2024 4<sup>th</sup> quarter report were included in the packet. Chief Librarian and CEO Teona Shainidze-Krebs highlighted the 5-year plan for Safety and Security projects, which completes a tactic in the strategic plan. Ms. Shainidze-Krebs thanked Jeremiah Walter and Cindy Skaggs for managing the Contact Us process. A report on this activity will be shared quarterly. Kudos to Chief Facilities & Security Officer Michael Brantner, Chief Information Technology Officer Justin Goodwin and the Facilities, IT and Public Services teams for working countless hours, sometimes through the night, to have the Manitou Springs Carnegie Library open as scheduled. This could not have been accomplished without their leadership.

President Julie Smyth was pleased to see that a community member who had attended a 2024 NARCAN training was able to put that skill to use in saving a life.

In response to a question about the PPLD and Manitou Art Center (MAC) relationship, PPLD will continue to partner with the MAC but both organizations agreed that there will not be an official agreement at this time.

Ms. Shainidze-Krebs stated that the Strategy & Innovation department completed an analysis of mileage that resulted in purchasing vehicles as a cost savings instead of reimbursing mileage for some PPLD travel. This department will continue to analyze data across the district.

## **BUSINESS ITEMS**

### **Consent Items**

Minutes of January 15, 2025 Board of Trustees meeting

Consent granted on the Minutes of January 15, 2025 Board of Trustees meeting.

Minutes of February 12, 2025 Board of Trustees work session

Debbie English corrected the minutes of the February 12, 2025 Board of Trustees work session to reflect the Western Museum of Mining & Industry instead of the Mining Exchange.

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Minutes of February 12, 2025 Board of Trustees work session as amended.

**Second:** Debbie English seconded the motion

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

### Unfinished Business

#### **DECISION 25-2-1: 2025 CEO Conflict of Interest (COI) Statement**

This decision is adjourned to the next Board of Trustees meeting to allow for discussion at the March Governance Committee meeting.

Decisions under New Business will be renumbered.

### New Business

#### **DECISION 25-2-1: Computer Use and Internet Safety Policy update**

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Computer Use and Internet Safety Policy update as presented.

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

**Discussion:** Printing remotely is not included in this policy.

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

#### **DECISION 25-2-2: PPLD Rights and Responsibilities statement**

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the PPLD Rights and Responsibilities statement as presented to replace the ALA Bill of Rights statement.

**Second:** Dora Gonzales seconded the motion.

**Discussion:** PPLD does not act as locos parentis; it is a parent's or guardian's responsibility to monitor their children's access to materials. PPLD cannot take responsibility for how minors interact with library resources. President Julie Smyth shared that this statement aligns with Colorado Library Law, it has been reviewed by legal Counsel and is an overarching statement that will inform how other policies are written.

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

#### **DECISION 25-2-3: 685 N Murray Blvd (Ruth Holley Library) building discussion of potential purchase**

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees authorize administration to open discussion with the owner of the 685 N. Murray Blvd. building regarding the possible purchase of the building.

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

**Discussion:** The building owner reached out in early January regarding the possible purchase of this building, The new roof with a 20 year warranty was mentioned by the building owner. Chief Librarian and CEO Teona Shainidze-Krebs requests authorization from the Board of Trustees to discuss this opportunity with the building owner. Remaining in the current space and possibly expanding the space would be a viable option. Approving this decision will authorize discussion of this location only. No commitment is made by authorizing the discussion. The Board would like to have all options presented before any decisions are made about a purchase. The current lease of 685 N. Murray Blvd continues through 2028, allowing time for consideration of other opportunities that may arise. The concern of talking about

A concern was raised regarding the appropriateness of discussing purchasing property when PPLD is experiencing financial issues and has not yet decided to pursue a ballot initiative to increase the mill levy or de Tabor. A vote of yes on this decision will only allow for discussion of this property.

**Vote:** The motion passed with six yes votes and one no vote.

### ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 6:50 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>



**Conflict of Interest Statement – Chief Executive Officer (CEO)  
Pikes Peak Library District**

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- V. Certain activities sponsored by Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between the CEO and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Board President or his/her designee:
- To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
  - To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.
  - To render managerial or consultative services to any outside concern that does business with or directly competes with PPLD.
  - To accept gifts, entertainment, or other favors in excess of \$50.00 from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.
  - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.

- II. The PPLD CEO asked to serve as an officer or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
- Service as an elected or appointed officer.
  - Service on nominating committees; service on award committees.
  - Service as a liaison from PPLD to other organizations within or beyond Pikes Peak Library District.
  - Discussion and evaluation of standards for services received from suppliers and other vendors.
  - Awarding of contracts to investment firms or consultants.
  - Participation in programs or presentations to the membership as a whole.
  - Other activities that may influence or have financial implications on one’s work or personal life.
- III. The PPLD CEO should not make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
- The CEO determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.
  - In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.
  - In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.
  - In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.
  - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
- IV. If the CEO is unsure of his/her responsibilities in this area, assistance may be requested from Board President or his/her designee.
- V. If the CEO fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Board President or his/her designee may recommend appropriate and or corrective action, up to and including termination of appointment.

This statement does not include conflict of interest for the PPLD Foundation.  
(This statement is to be readopted by the PPLD Board of Trustees each year.)

**PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST**

Updated and Readopted March 2025

Pursuant to the purposes and intent of the Pikes Peak Library District (PPLD) Chief Executive Officer requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

**1. Financial and Business Arrangements**

( ) NONE

Describe any financial arrangements or other continuing financial, business or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

\_\_\_\_\_

**2. Organizational Loyalties**

( ) NONE

List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

\_\_\_\_\_

\_\_\_\_\_

**3. Investments and Other Obligations**

( ) NONE

List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

\_\_\_\_\_

**4. Business Relationships**

( ) NONE

Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.

\_\_\_\_\_

**5. Fiduciary Relationships**

( ) NONE

List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney, or consultant.

\_\_\_\_\_

**6. Disciplinary Actions**

( ) NONE

Please provide full details of any disciplinary action or citation for a breach of ethics or unprofessional conduct, or if you are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group.

\_\_\_\_\_

**7. Acceptance of Gifts**

( ) NONE

List and describe, with respect to yourself or your immediate family, any accepted gifts, entertainment, or other favors in excess of \$50.00; that might influence your judgment or actions concerning business of PPLD.

\_\_\_\_\_

**8. Library Information**

( ) NONE

List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD's business for the personal profit or advantage of yourself or any members of your immediate family.

\_\_\_\_\_

**I hereby agree to report to the Board President or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**Conflict of Interest Statement – Board of Trustees  
Pikes Peak Library District**

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( ) NONE

Describe any financial arrangements or other continuing financial, business or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

\_\_\_\_\_

**2. Organizational Loyalties**

( ) NONE

List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

\_\_\_\_\_

\_\_\_\_\_

**3. Investments and Other Obligations**

( ) NONE

List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

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**4. Business Relationships**

( ) NONE

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\_\_\_\_\_

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( ) NONE

Please provide full details of any disciplinary action or citation for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group?

\_\_\_\_\_

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List and describe, with respect to yourself or your immediate family, any accepted gifts, entertainment or other favors in excess of \$50.00; that might influence your judgment or actions concerning business of PPLD.

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\_\_\_\_\_

**I hereby agree to report to the Board President or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_



**March 19, 2025**

## **Board of Trustees Meeting**

### **Network Transport and Access RFP 520-25-03 – District Internet Service Provider**

#### **Background**

PPLD internet and WAN contracts expired in September 2024, and new contracts are required. The Federal E-rate program funds 80% of this service. PPLD will be utilizing the SPI method of invoicing in which PPLD will be billed for the non-discounted portion (20%) of the services.

PPLD is seeking a single vendor to provide internet services at each District branch building of which will provide internet and network access for both patrons and staff.

#### **Fiscal Impact**

Contract estimated value over 5 years is \$1,685,000 with E-rate funding \$1,348,000 of that cost (\$337,000 5 year cost to PPLD).

#### **Organizational Objective**

Increased expansion in cables being installed across the county in the local fiber industry has created more competition and additional options for PPLD and their chosen Internet Service Provider. This has created opportunities for lower costs for this service while also structuring the contract for flexibility to meet emerging requirements. Additional opportunities are now available in these new technologies that are available as options that were not previously available including increased bandwidth at each location, SD-WAN (software defined wide area network), virtual firewalls, and bandwidth bursting.

#### **Acquisition Strategy**

Request for Proposal (RFP) released in accordance with District Financial Guidelines and E-Rate program guidelines on January 28, 2025 and closed February 25, 2025. The RFP period of performance is a base three (3) years starting July 1, 2025 with the option for two (2) additional one (1) year extensions thereafter.

The District received four proposals. The lowest cost vendor, Comcast, was \$78K (per year) lower than the 2<sup>nd</sup> place vendor, Granite, and had the most options available. We

would evaluate and negotiate contract language and conditions as well as pricing options in Comcast’s proposal. Should we not come to a contract agreement with Comcast, then IT management recommends selecting Granite as the secondary choice.

## RFP Scoring and Matrix

The following table depicts the matrix and scoring evaluation:

ERATE ISP Matrix						
Scorer 1						
<b>FACTOR</b>	<b>Points Available</b>		Comcast	Underline	Granite	Zayo
Bid Completeness- Ability to meet performance requirements	25%		6.2500	2.5000	6.2500	6.2500
Ability to offer service options (3.13)SD-WAN (3.14) Bandwidth Bursting (3.15) Virtual Firewalls	15%		2.2500	2.2500	2.1000	2.2500
References	10%		1.0000	0.0000	1.0000	1.0000
Pricing	50%		20.0000	23.0000	24.0000	20.0000
<b>Total</b>	<b>100%</b>		<b>29.5000</b>	<b>27.7500</b>	<b>33.3500</b>	<b>29.5000</b>
Scorer 2						
<b>FACTOR</b>	<b>Points Available</b>		Company 1	Company 2	Company 3	Company 4
Bid Completeness- Ability to meet performance requirements	25%		6.2500	6.2500	6.2500	6.2500
Ability to offer service options (3.13)SD-WAN (3.14) Bandwidth Bursting (3.15) Virtual Firewalls	15%		2.2500	1.0500	1.5000	2.2500
References	10%		1.0000	0.5000	1.0000	1.0000
Pricing	50%		17.5000	12.5000	17.5000	17.5000
<b>Total</b>	<b>100%</b>		<b>27.0000</b>	<b>20.3000</b>	<b>26.2500</b>	<b>27.0000</b>
Scorer 3						
<b>FACTOR</b>	<b>Points Available</b>		Company 1	Company 2	Company 3	Company 4
Bid Completeness- Ability to meet performance requirements	25%		6.2500	6.2500	6.2500	6.2500
Ability to offer service options (3.13)SD-WAN (3.14) Bandwidth Bursting (3.15) Virtual Firewalls	15%		2.2500	1.5000	1.5000	2.2500
References	10%		1.0000	0.0000	1.0000	1.0000
Pricing	50%		22.5000	17.5000	20.0000	22.5000
<b>Total</b>	<b>100%</b>		<b>32.0000</b>	<b>25.2500</b>	<b>28.7500</b>	<b>32.0000</b>
Scorer 4						
<b>FACTOR</b>	<b>Points Available</b>		Company 1	Company 2	Company 3	Company 4
Bid Completeness- Ability to meet performance requirements	25%		6.2500	3.7500	5.5000	5.0000
Ability to offer service options (3.13)SD-WAN (3.14) Bandwidth Bursting (3.15) Virtual Firewalls	15%		2.2500	0.7500	2.2500	2.2500
References	10%		1.0000	0.0000	1.0000	1.0000
Pricing	50%		25.0000	22.5000	22.5000	20.0000
<b>Total</b>	<b>100%</b>		<b>34.5000</b>	<b>27.0000</b>	<b>31.2500</b>	<b>28.2500</b>
<b>Total Score</b>			<b>123.0000</b>	<b>100.3000</b>	<b>119.6000</b>	<b>116.7500</b>

## Network Transport and Access for the last 5 Years

### 2020

Allstream \$42,938.55  
Comcast \$293,100.07  
= **\$336,038.62** (\$67,207.72 after E-Rate)

### 2021

Allstream \$106,044.86  
Comcast \$264,032.07  
= **\$370,076.93** (\$74,015.39 after E-Rate)

### 2022

Allstream \$258,136.47  
Comcast \$6449.10  
= **\$264,585.57** (\$52,917.11 after E-Rate)

### 2023

Zayo (bought out Allstream)  
= **\$279,800.59** (\$55,960.12 after E-Rate)

### 2024

Zayo  
= **\$274,802.02** (\$54,960.40 after E-Rate)

## Actual Fiscal Impact

Cost figures annualized with desired bandwidth speeds listed in RFP 520-25-03 plus minimum SD-WAN option built-in:

Comcast	\$250,066.32 per year (\$50,013.26 PPLD is responsible for after E-Rate)
Granite	\$328,540.68 per year (\$65,708.14 PPLD is responsible for after E-Rate)
Zayo	\$376,700.52 per year (\$75,933.30 PPLD is responsible for after E-Rate)
Underline	Could not provide service to all branch locations

**Schedule:** E-Rate program deadline requires BOT approve vendor selection on March 19, 2025 meeting. Timing is critical to ensure contract signed and vendor selected to start work on July 1, 2025.

**Recommendation:** Board of Trustees approves for RFP 520-25-03 the vendor selection at the March 19, 2025 Board meeting with Comcast declared the winning vendor.

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

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

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

**AND WHEREAS**, certain designated funds that were budgeted for during 2024 were not spent by the end of 2024, yet the projects are to be carried over into 2025, as per the attached schedules.

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2025 by fund as identified on the attached schedules.

**ADOPTED**, this 19th day of March 2025.

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

Julie Symth, President  
Board of Trustees

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

**Purpose of Fund**

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

	2025		
	Original Budget	Budget Amendment	Amended Budget
Capital Outlay	\$ -	\$ 812	\$ 812
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(812)	(812)
<b>Fund Balance - Beginning of Year</b>	812	-	812
<b>Fund Balance - End of Year</b>	\$ 812	\$ (812)	\$ -

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

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

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

Capital outlay	\$ -	\$ 43,306	\$ 43,306
<b>Total Fiscal Year Expenditures</b>	-	43,306	43,306
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(43,306)	(43,306)
<b>Fund Balance - Beginning of Year</b>	43,306	-	43,306
<b>Fund Balance - End of Year</b>	\$ 43,306	\$ (43,306)	\$ -

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

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

# The Pikes Peak Library District's CEO Compensation Philosophy

## Summary of Guiding Principles

### 1. **Alignment with Organizational Values**

PPLD's Executive Compensation Philosophy is guided by our commitment to **open access, lifelong learning, and community engagement**. By ensuring that executive compensation aligns with these values, we underscore the vital link between organizational leadership and the positive impact of our services. This approach helps maintain a clear focus on delivering high-quality programs and resources that meet the diverse needs of the Pikes Peak region.

### 2. **Transparency and Integrity**

In our role as a public institution, transparency is a hallmark of good governance. We communicate our executive compensation structures, processes, and decisions openly to preserve the trust of our stakeholders. Through board oversight and regular review, we aim to demonstrate responsible stewardship of public resources. Our commitment to integrity guides us to ensure that all compensation decisions remain equitable and justifiable.

### 3. **Equity, Inclusion, and Fairness**

Our community is enriched by a tapestry of perspectives and backgrounds, and we believe our leadership should reflect these values. While respecting the unique nature of executive roles, we consider equity and inclusion when determining compensation by using objective data, fostering an unbiased pay environment, and providing equitable opportunities for leadership development. This principle extends throughout the institution, reinforcing our dedication to diversity in all facets of library service.

### 4. **Market-Informed Competitiveness**

The Board's objective is to attract, reward, and retain visionary executives who excel in driving PPLD's mission. We achieve this by reviewing relevant market data from comparable public library districts, nonprofit institutions, and other

government organizations of similar size, scope, and complexity. These benchmarks guide our compensation ranges, ensuring our executive pay practices remain competitive and relevant to contemporary standards.

## 5. Performance-Driven Framework

Executive compensation reflects PPLD's philosophy of **continuous improvement** and measurable impact. While acknowledging the public nature of our funding, we support the alignment of compensation with clear performance objectives related to financial stewardship, community outreach, staff development, and innovative service delivery. This balance ensures a results-oriented focus without compromising our foundational values.

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## Compensation Structure

### 1. Base Salary

- **Foundational Component:** The CEO's base salary serves as the cornerstone of our executive compensation program. It is informed by market data, role complexity, and our organizational budget.
- **Annual Review:** The Board conducts an annual review to ensure CEO salaries remain equitable and competitive, allowing for incremental adjustments based on performance, market shifts, and available financial resources.

### 2. Supplemental Elements

- **Variable Pay:** While PPLD may operate within a more streamlined structure compared to for-profit entities, we retain the option to offer limited performance-based supplements tied to the achievement of strategic milestones or specific outcomes that drive organizational success.



- **Benefits & Perks:** Our executive benefits are intended to maintain parity with the broader workforce and can include retirement contributions, healthcare coverage, and professional development opportunities. These elements provide the support needed for leaders to thrive in their roles without exceeding prudent boundaries.

### 3. Holistic Rewards Approach

- **Professional Development:** PPLD invests in the continued growth of its executives, facilitating leadership seminars, library-focused conferences, and training programs. This fosters both personal and institutional advancement.
- **Community Integration:** We encourage and support our executives' engagement in local civic, educational, and philanthropic endeavors, recognizing that such involvement strengthens ties to the community and enhances PPLD's standing as a trusted public resource.

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## Governance and Oversight

### 1. Board Accountability

The PPLD Board of Trustees holds the ultimate authority over all executive compensation decisions, guided by this philosophy and aided by market studies or consultant reviews, if necessary. By maintaining direct oversight, the Board assures that compensation is both mission-aligned and fiscally responsible.

### 2. Annual Assessment & Goal-Setting

Each year, the Board collaborates with the CEO to set performance goals that reflect critical library initiatives, from expanding digital services to enhancing neighborhood outreach programs. These goals are paired with qualitative and quantitative measures that inform potential salary adjustments and enable transparent evaluation of leadership effectiveness.

### 3. Periodic Policy Review

To remain current with evolving library trends and regional conditions, the Board commits to periodic reviews of this Executive Compensation Philosophy. Adjustments may be made to integrate new research, respond to stakeholder feedback, or accommodate changes in budgetary constraints.

DRAFT

Draft of 2025 CEO Goals

Goal #1: The CEO will implement priority aspects of the facilities master plan (FMP).

Goal #2: The CEO will improve community engagement by.

Goal #3: The CEO will strengthen PPLD finances and operations by.

*Completion of these goals is necessary to qualify for a salary raise, bonus, and/or other compensation awarded in 2026 following the CEO's annual review. Compensation for completing goals may factor in cost-of-living increases at the Board's discretion, though the typical range for an increase may fall between 2-4% of the CEO's salary prior to any proposed cost of living adjustment.*

DRAFT