



VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799  
Meeting ID: 818 6293 8095  
Passcode: 949486

***Anyone interested in making a public comment at this meeting must sign up before 5 p.m.  
Please arrive or log in (if attending virtually) early. Meeting room doors will open by 4:30 p.m.***

***The virtual meeting will open by 4:45 p.m.***

***The Board President will invite agenda-related public comment(s) before Business Items are discussed.  
One hour of public comment for items not on today's agenda will occur before the end of the meeting.***

***One public comment per person.***

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. REPORTS
  - A. Internal Affairs Committee *Five minutes*
  - B. Public Affairs Committee *Five minutes*
  - C. Governance Committee *Five minutes*
  - D. Trustee comments
  - E. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p.3)
  - F. Pikes Peak Library District Foundation Report (Courtney VanCleave) *Five minutes* (p.4)
  - G. Financial Report March and April 2026 (Kim Hoggatt) *Five minutes* (p.5)
  - H. Public Services Report (Janina Karoub) *Five minutes* (p.21)
  - I. Support Services Reports: Communications; Facilities & Security; Human Resources; Information Technology, Strategy & Innovation (p.32)
  - J. CEO Report (Teona Shainidze-Krebs) *Five minutes*
    - 1. Key Library Statistics (p.49)
    - 2. E-book pricing (p.51)
    - 3. Mobile Library data (p.53)
- V. BUSINESS ITEMS
  - A. Consent Items

*Consent items shall be acted upon as a whole unless a specific item is called for discussion.  
Any item called for discussion shall be acted upon separately as "New Business".*

    - 1. Minutes of March 18, 2026 Board of Trustees meeting (p.54)
  - B. New Business
    - a. DECISION 26-5-1: Resolution Authorizing the Allocation of Unassigned Fund Balance to the Capital Fund (Kim Hoggatt) (p.57)
    - b. DECISION 26-5-2: Resolution for a 2026 Supplemental Budget Adjustment (Kim Hoggatt) (p.58)
    - c. PRESENTATION: Energy Performance Audit presentation (Michael Brantner) *20 minutes*
    - d. DECISION 26-5-3: Carnegie Fire Suppression project (Michael Brantner) *5 minutes* (p.59)
    - e. DECISION 26-5-4: Resolution Committing Fund Balance for Future Library Facility Development ( Teona Shainidze-Krebs, Kim Hoggatt) *5 minutes* (p.62)

- f. DECISION 26-5-5: Legal Services Recommendation (p.63)
- g. DECISION 26-5-6: Resolution in Recognition of Julie Smyth's service on the PPLD Board of Trustees (p.65)

VI. PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA (*3 Minute Time Limit per Person*)

VII. ADJOURNMENT

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

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

The friends are focusing on preparations for the Literary Awards luncheon. We are also sorting out Friends presence at the Summer Adventure celebrations.

Sales	(Gross)	
Sales thru March	Amazon	\$572
	eBay	\$6,399
	Web storefront	\$527
	East Bookstore	\$4,507
	Library 21C	\$1,999
	Penrose	\$517
	<b>Big Book Sale</b>	<b>\$16,121</b>
<b>TOTAL SALES</b>		<b>\$30,642</b>

The total volunteer count for March was 117 with 1,661 hours. Our count of regular District volunteers was 61 with 788.5 hours. The Spring Book Sale saw 90 volunteers contribute 572.5 hours.

### PROJECTS completed March 2026

- BIG Spring Book Sale Upgrades: Implemented new operational efficiencies, specifically simplifying the processing for tax-exempt sales and member renewals.
- Standardized Pricing Initiative: Authored a clear, data-backed report supporting the decision to move to unified pricing for all branches.

Rita Jordan, President  
Friends of the Pikes Peak Library District



REPORT

Pikes Peak Library District Foundation  
 Statement of Financial Activity  
 As of March 31, 2026 and March 31, 2025

UNAUDITED

	Month	YTD	Budget	Variance	Month	PY
	Mar 31, 2026	2026	2026	2026	Mar 31, 2025	2025
Revenues						
Giving						
Individuals	\$ 23,114	\$ 83,583	-	-	\$ 33,297	\$ 54,170
Foundations	-	-	-	-	520	2,790
Corporation	120	11,910	-	-	-	-
Sponsorships	2,000	2,000	-	-	-	-
Total Giving	25,234	97,493	375,000	(277,507)	33,817	56,960

Night at the Library video: <https://vimeo.com/1184874802>



March 31, 2026  
Monthly Financial Report

Board of Trustees Meeting  
May 20, 2026

## Board Dashboard

### Revenues (PPLD as whole)

Type	YTD Actual			Percentage collected
	Annual Budget	Revenue	Variance	
Property Taxes (1)	\$ 41,132,865	\$ 17,755,734	\$ 23,377,131	43%
Intergovernmental Grants	388,931	0	\$ 388,931	0%
Fines and fees	90,000	22,333	\$ 67,667	25%
Interest income	800,000	223,082	\$ 576,918	28%
Donations - Foundation	400,000	69,861	\$ 330,139	17%
Donations - Friends	101,500	101,500	-	100%
Miscellaneous	74,000	44,837	\$ 29,163	61%
Employee contributions	424,000	110,784	\$ 313,216	26%
<b>Total</b>	<b>\$ 43,411,296</b>	<b>\$ 18,328,131</b>	<b>\$ 25,083,165</b>	

(1) Includes all Property and Specific Ownership Taxes

### General Fund Expenditures

Type	YTD Actual			Percentage Spent
	Annual Budget	spend	Variance	
Building & Vehicle Maintenance	\$ 2,843,286	\$ 508,462	\$ 2,334,824	18%
Collections Management Materials	5,260,400	1,033,795	4,226,605	20%
Contract Services	1,563,819	725,877	837,942	46%
Employee Salaries & Benefits	26,616,686	4,917,785	21,698,901	18%
Mileage, Training, Memberships	455,175	65,015	390,160	14%
Programming	341,590	43,955	297,635	13%
Supplies	536,750	58,060	478,690	11%
Telecommunications	2,592,491	923,342	1,669,149	36%
Capital (grant funded)	25,000	920,350	(895,350)	3681%
<b>Total</b>	<b>\$ 40,235,196</b>	<b>\$ 9,196,641</b>	<b>\$ 31,038,555</b>	

### Capital Fund Expenditures

Type	YTD Actual			Percentage Spent
	Annual Budget	spend	Variance	
Capital Fund- Facilities	\$ 140,721	\$ 57,909	\$ 82,812	41%
Capital Fund-Communication	0	0	0	
Capital Fund- Security	633,000	0	633,000	0%
Capital Fund- IT	484,445	132,861	351,584	27%
Capital Fund- Strategy & Innovation	0	7,088	(7,088)	
Capital Fund- Finance	65,500	0	65,500	0%
Capital Fund- Special Revenue Funds	0	0	0	
<b>Total</b>	<b>\$ 1,323,666</b>	<b>\$ 197,858</b>	<b>\$ 1,125,808</b>	



Monthly Financial Report - PPLD (as a whole)

As of March 31, 2026

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of March 31, 2026</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>				
Property Taxes (1)	37,832,865	9,458,216	16,925,139	7,466,923
Specific ownership taxes	3,300,000	825,000	830,595	5,595
<b>Total Taxes</b>	<b>41,132,865</b>	<b>10,283,216</b>	<b>17,755,734</b>	<b>7,472,517</b>
Intergovernmental Grants	388,931	97,233	0	(97,233)
Foundation Donations/fundraising	400,000	100,000	69,861	(30,139)
Friends Donations/fundraising	101,500	25,375	101,500	76,125
Interest income	800,000	200,000	223,082	23,082
Fines and fees	90,000	22,500	22,333	(167)
Other Operating Revenue	74,000	18,500	44,837	26,337
<b>Total Operating Revenue</b>	<b>1,854,431</b>	<b>463,608</b>	<b>461,613</b>	<b>(1,995)</b>
Employee contributions	424,000	106,000	110,784	4,784
<b>Total Other Revenue</b>	<b>424,000</b>	<b>106,000</b>	<b>110,784</b>	<b>4,784</b>
<b>Total Revenue</b>	<b>43,411,296</b>	<b>10,852,824</b>	<b>18,328,131</b>	<b>7,475,307</b>
<b><u>EXPENDITURES</u></b>				
Personnel Expense	29,070,965	7,267,741	5,752,062	1,515,679
Operating Expense	14,975,310	3,743,828	3,658,864	84,964
Capital Outlay	1,348,666	337,167	1,118,208	(781,042)
<b>Total Expenditures</b>	<b>45,394,941</b>	<b>11,348,735</b>	<b>10,529,134</b>	<b>819,601</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(1,983,646)</b>	<b>(495,911)</b>	<b>7,798,997</b>	<b>8,294,908</b>
<b><u>OTHER FINANCING SOURCES (uses)</u></b>				
Transfer In/(Out)		0	0	0
Insurance Proceeds	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>(1,983,646)</b>	<b>(495,911)</b>	<b>7,798,997</b>	<b>8,294,908</b>
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	24,052,920	24,052,920	24,052,920	0
<b>Ending Fund Balance (Projected)</b>	<b>22,069,274</b>	<b>23,557,009</b>	<b>31,851,917</b>	<b>8,294,908</b>

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

(2) Projected 2025 Unassigned Fund Balance (unaudited)



**Monthly Financial Report - GENERAL FUND**

As of March 31, 2026

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of March 31, 2026</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>				
Property Taxes	35,080,765	8,770,191	15,000,751	6,230,559
Specific ownership taxes	3,300,000	825,000	830,595	5,595
<b>Total Taxes</b>	<b>38,380,765</b>	<b>9,595,191</b>	<b>15,831,345</b>	<b>6,236,154</b>
Intergovernmental	388,931	97,233	0	(97,233)
Foundation Donations/fundraising	400,000	100,000	69,861	(30,139)
Friends Donation	101,500	25,375	101,500	76,125
Interest	800,000	200,000	222,910	22,910
Fines and fees	90,000	22,500	22,333	(167)
Other Operating	74,000	18,500	44,837	26,337
<b>Total Operating Revenue</b>	<b>1,854,431</b>	<b>463,608</b>	<b>461,440</b>	<b>(2,168)</b>
<b><u>OTHER FINANCING SOURCES (uses)</u></b>				
<b>Total Revenue</b>	<b>40,235,196</b>	<b>10,058,799</b>	<b>16,292,785</b>	<b>6,233,986</b>
<b><u>EXPENDITURES</u></b>				
Building & Vehicle Maintenance	2,843,286	710,821	508,462	(202,360)
Collections Management Materials	5,260,400	1,315,100	1,033,795	(281,305)
Contract Services	1,563,819	390,955	725,877	334,922
Employee Salaries & Benefits	26,616,686	6,654,171	4,917,785	(1,736,387)
Mileage, Training, Memberships	455,175	113,794	65,015	(48,779)
Programming	341,590	85,397	43,955	(41,442)
Supplies	536,750	134,188	58,060	(76,127)
Telecommunications	2,592,491	648,123	923,342	275,219
Capital Outlay (Grant Funded)	25,000	6,250	920,350	914,100
<b>Total Expenditures</b>	<b>40,235,196</b>	<b>10,058,799</b>	<b>9,196,641</b>	<b>(862,158)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>0</b>	<b>0</b>	<b>7,096,145</b>	<b>7,096,145</b>
<b><u>OTHER FINANCING SOURCES (uses)</u></b>				
Transfer Out	0	0	0	0
Insurance Proceeds				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>0</b>	<b>0</b>	<b>7,096,145</b>	<b>7,096,145</b>
<b>GF Unassigned Beginning Fund Balance *</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>0</b>
3 Month Reserve (Board Mandate)	10,058,799	10,058,799	10,058,799	
<b>Unrestrict Balance available for use</b>	<b>8,288,904</b>	<b>8,288,904</b>	<b>8,288,904</b>	<b>0</b>
<b>Ending Fund Balance (Projected)</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>25,443,848</b>	<b>7,096,145</b>

\* 2025 Unaudited Unassigned Fund Balance



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

As of March 31, 2026

		Year to Date Activity as of March 31, 2026			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>					
<b>Public Services</b>	<b>23,358,399</b>	<b>5,839,600</b>	<b>4,570,408</b>	<b>2,665,975</b>	
<b>Public Services Administrative</b>	<b>9,626,381</b>	<b>2,406,595</b>	<b>2,102,015</b>	<b>304,580</b>	
Public Services Administration	427,391	106,848	80,039	26,809	
Collection Management	2,430,466	607,616	344,393	263,223	
Collection Management - Library Materials	5,057,465	1,264,366	1,355,214	(90,847)	
Regional History and Genealogy	801,222	200,305	157,844	42,461	
Adult Education	909,838	227,460	164,526	62,934	
<b>Programming Administration</b>	<b>1,859,050</b>	<b>464,763</b>	<b>327,069</b>	<b>1,534,476</b>	
<b>Branch Administration</b>	<b>11,872,967</b>	<b>2,968,242</b>	<b>2,141,323</b>	<b>826,919</b>	
Branch Administration	575,561	143,890	103,939	39,951	
Penrose Library	1,895,961	473,990	349,025	124,965	
East Library	2,010,157	502,539	342,170	160,370	
Library 21c	2,105,789	526,447	359,493	166,954	
Cheyenne Mountain Library	608,189	152,047	104,440	47,608	
Fountain Library	500,832	125,208	96,657	28,551	
* High Prairie Library	633,340	158,335	119,545	38,790	
* Manitou Springs Library	565,573	141,393	107,691	33,702	
* Monument Library	683,740	170,935	132,996	37,939	
Old Colorado City Library	470,264	117,566	88,840	28,726	
Ruth Holley Library	552,858	138,214	90,586	47,628	
Sand Creek Library	711,993	177,998	139,182	38,817	
Mobile Library Services	558,711	139,678	106,761	32,917	
<b>Administration</b>	<b>16,539,395</b>	<b>4,134,849</b>	<b>4,595,138</b>	<b>(165,170)</b>	
<b>CEO Office</b>	<b>568,379</b>	<b>142,095</b>	<b>102,246</b>	<b>39,849</b>	

\* Includes Calhan, Palmer Lake and Ute Pass



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of March 31, 2026

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of March 31, 2026</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
<b>Support Services</b>	<b>10,600,181</b>	<b>2,285,146</b>	<b>2,099,093</b>	<b>481,171</b>
Support Services Administration	353,459	88,365	85,026	3,339
Facilities	4,065,028	1,016,257	712,302	303,955
Information Technology	3,271,202	817,800	763,659	54,141
Security	2,304,629	211,258	421,271	(210,013)
Strategy and Innovation	605,863	151,466	116,834	34,631
<b>Human Resources Office</b>	<b>1,129,650</b>	<b>282,412</b>	<b>197,307</b>	<b>85,105</b>
<b>Finance Office</b>	<b>1,704,422</b>	<b>492,935</b>	<b>496,166</b>	<b>(3,231)</b>
<b>Communications Office</b>	<b>1,818,268</b>	<b>454,567</b>	<b>315,622</b>	<b>138,945</b>
<b>Development Office</b>	<b>207,519</b>	<b>51,880</b>	<b>41,714</b>	<b>10,166</b>
<b>Interdepartmental</b>	<b>510,977</b>	<b>425,814</b>	<b>1,342,990</b>	<b>(917,176)</b>
<b>UNDESIGNATED</b>	<b>39,897,794</b>	<b>9,974,449</b>	<b>9,165,546</b>	<b>2,500,804</b>
Designated Funds	337,402	84,350	31,095	53,256
<b>DESIGNATED</b>	<b>337,402</b>	<b>84,350</b>	<b>31,095</b>	<b>53,256</b>
<b>TOTAL GENERAL FUND</b>	<b>40,235,196</b>	<b>10,058,799</b>	<b>9,196,641</b>	<b>2,554,060</b>



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

As of March 31, 2026

		Year to Date Activity as of March 31, 2026			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		276,609	69,152	495,907	426,754
<b>Total Revenue</b>		<b>276,609</b>	<b>69,152</b>	<b>495,907</b>	<b>426,754</b>
<b>EXPENDITURES</b>					
Capital Fund- Facilities		140,721	35,180	57,909	(22,729)
Capital Fund-Communication		0	0	0	0
Capital Fund- Security		633,000	158,250	0	158,250
Capital Fund- IT		484,445	121,111	132,861	(11,750)
Capital Fund- Strategy & Innovation		0	0	7,088	(7,088)
Capital Fund- Finance		65,500	16,375	0	16,375
Capital Fund- Special Revenue Funds		0	0	0	0
<b>Total Expenditures</b>		<b>1,323,666</b>	<b>330,917</b>	<b>197,858</b>	<b>133,058</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>(1,047,057)</b>	<b>(261,764)</b>	<b>298,048</b>	<b>559,812</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
Insurance Proceeds		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>		<b>(1,047,057)</b>	<b>(261,764)</b>	<b>298,048</b>	<b>559,812</b>
Beginning Fund Balance*		4,913,502	4,913,502	4,913,502	0
<b>Ending Fund Balance (Projected)</b>		<b>3,866,445</b>	<b>4,651,738</b>	<b>5,211,550</b>	<b>559,812</b>



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of March 31, 2026

		Year to Date Activity as of March 31, 2026			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>					
Property Taxes		2,475,491	618,873	1,428,482	809,609
Employee contributions		424,000	106,000	110,784	4,784
Other Revenue		0	0	173	173
<b>Total Revenue</b>		<b>2,899,491</b>	<b>724,873</b>	<b>1,539,439</b>	<b>814,566</b>
<b><u>EXPENDITURES</u></b>					
Employee Salaries & Benefits		2,481,080	620,270	834,277	(214,007)
Contract Services		1,355,000	338,750	300,358	38,392
<b>Total Expenditures</b>		<b>3,836,080</b>	<b>959,020</b>	<b>1,134,635</b>	<b>(175,615)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>(936,589)</b>	<b>(234,147)</b>	<b>404,804</b>	<b>638,951</b>
<b><u>OTHER FINANCING SOURCES (uses)</u></b>					
Transfer In/(Out)		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>		<b>(936,589)</b>	<b>(234,147)</b>	<b>404,804</b>	<b>638,951</b>
Beginning Net Position*		991,714	991,714	991,714	0
<b>Ending Fund Balance (Projected)</b>		<b>55,125</b>	<b>757,567</b>	<b>1,396,518</b>	<b>638,951</b>



April 30, 2026  
Monthly Financial Report

Board of Trustees Meeting  
May 20, 2026

**Board Dashboard**

**Revenues (PPLD as whole)**

Type	YTD Actual			Percentage collected
	Annual Budget	Revenue	Variance	
Property Taxes (1)	\$ 41,132,865	\$ 25,400,709	\$ 15,732,156	62%
Intergovernmental Grants	388,931	0	\$ 388,931	0%
Fines and fees	90,000	29,105	\$ 60,895	32%
Interest income	800,000	314,850	\$ 485,150	39%
Donations - Foundation	400,000	79,876	\$ 320,124	20%
Donations - Friends	101,500	101,500	\$ -	100%
Miscellaneous	74,000	53,558	\$ 20,442	72%
Employee contributions	424,000	111,828	\$ 312,172	26%
<b>Total</b>	<b>\$ 43,411,296</b>	<b>\$ 26,091,425</b>	<b>\$ 17,319,871</b>	

(1) Includes all Property and Specific Ownership Taxes

**General Fund Expenditures**

Type	YTD Actual			Percentage Spent
	Annual Budget	spend	Variance	
Building & Vehicle Maintenance	\$ 2,843,286	\$ 787,877	\$ 2,055,409	28%
Collections Management Materials	5,260,400	1,506,379	3,754,021	29%
Contract Services	1,563,819	942,911	620,908	60%
Employee Salaries & Benefits	26,616,686	6,819,232	19,797,454	26%
Mileage, Training, Memberships	455,175	83,663	371,512	18%
Programming	341,590	81,791	259,799	24%
Supplies	536,750	87,459	449,291	16%
Telecommunications	2,592,491	1,085,785	1,506,706	42%
Capital (grant funded)	25,000	920,350	(895,350)	3681%
<b>Total</b>	<b>\$ 40,235,196</b>	<b>\$ 12,315,445</b>	<b>\$ 27,919,751</b>	

**Capital Fund Expenditures**

Type	YTD Actual			Percentage Spent
	Annual Budget	spend	Variance	
Capital Fund- Facilities	\$ 140,721	\$ 107,131	\$ 33,590	76%
Capital Fund-Communication	0	0	0	
Capital Fund- Security	633,000	0	633,000	0%
Capital Fund- IT	484,445	259,057	225,388	53%
Capital Fund- Strategy & Innovation	0	9,503	(9,503)	
Capital Fund- Finance	65,500	0	65,500	0%
Capital Fund- Special Revenue Funds	0	0	0	
<b>Total</b>	<b>\$ 1,323,666</b>	<b>\$ 375,691</b>	<b>\$ 947,975</b>	



Monthly Financial Report - PPLD (as a whole)

As of April 30, 2026

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of April 30, 2026</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>				
Property Taxes (1)	37,832,865	12,610,955	24,333,088	11,722,133
Specific ownership taxes	3,300,000	1,100,000	1,067,621	(32,379)
<b>Total Taxes</b>	<b>41,132,865</b>	<b>13,710,955</b>	<b>25,400,709</b>	<b>11,689,754</b>
Intergovernmental Grants	388,931	129,644	0	(129,644)
Foundation Donations/fundraising	400,000	133,333	79,876	(53,457)
Friends Donations/fundraising	101,500	33,833	101,500	67,667
Interest income	800,000	266,667	314,850	48,183
Fines and fees	90,000	30,000	29,105	(895)
Other Operating Revenue	74,000	24,667	53,558	28,891
<b>Total Operating Revenue</b>	<b>1,854,431</b>	<b>618,144</b>	<b>578,888</b>	<b>(39,255)</b>
Employee contributions	424,000	141,333	111,828	(29,506)
<b>Total Other Revenue</b>	<b>424,000</b>	<b>141,333</b>	<b>111,828</b>	<b>(29,506)</b>
<b>Total Revenue</b>	<b>43,411,296</b>	<b>14,470,432</b>	<b>26,091,425</b>	<b>11,620,993</b>
<b><u>EXPENDITURES</u></b>				
Personnel Expense	29,070,965	9,690,322	7,890,579	1,799,742
Operating Expense	14,975,310	4,991,770	4,982,128	9,642
Capital Outlay	1,348,666	449,555	1,296,041	(846,486)
<b>Total Expenditures</b>	<b>45,394,941</b>	<b>15,131,647</b>	<b>14,168,748</b>	<b>962,899</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(1,983,646)</b>	<b>(661,215)</b>	<b>11,922,676</b>	<b>12,583,892</b>
<b><u>OTHER FINANCING SOURCES (uses)</u></b>				
Transfer In/(Out)		0	0	0
Insurance Proceeds	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>(1,983,646)</b>	<b>(661,215)</b>	<b>11,922,676</b>	<b>12,583,892</b>
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	24,052,920	24,052,920	24,052,920	0
<b>Ending Fund Balance (Projected)</b>	<b>22,069,274</b>	<b>23,391,705</b>	<b>35,975,596</b>	<b>12,583,892</b>

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

(2) Projected 2025 Unassigned Fund Balance (unaudited)



**Monthly Financial Report - GENERAL FUND**

As of April 30, 2026

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of April 30, 2026</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>				
Property Taxes	35,080,765	11,693,588	21,566,416	9,872,828
Specific ownership taxes	3,300,000	1,100,000	1,067,621	(32,379)
<b>Total Taxes</b>	<b>38,380,765</b>	<b>12,793,588</b>	<b>22,634,037</b>	<b>9,840,448</b>
Intergovernmental	388,931	129,644	0	(129,644)
Foundation Donations/fundraising	400,000	133,333	79,876	(53,457)
Friends Donation	101,500	33,833	101,500	67,667
Interest	800,000	266,667	314,627	47,960
Fines and fees	90,000	30,000	29,105	(895)
Other Operating	74,000	24,667	53,558	28,891
<b>Total Operating Revenue</b>	<b>1,854,431</b>	<b>618,144</b>	<b>578,665</b>	<b>(39,478)</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
<b>Total Revenue</b>	<b>40,235,196</b>	<b>13,411,732</b>	<b>23,212,702</b>	<b>9,800,970</b>
<b>EXPENDITURES</b>				
Building & Vehicle Maintenance	2,843,286	947,762	787,877	(159,885)
Collections Management Materials	5,260,400	1,753,467	1,506,379	(247,088)
Contract Services	1,563,819	521,273	942,911	421,638
Employee Salaries & Benefits	26,616,686	8,872,229	6,819,232	(2,052,997)
Mileage, Training, Memberships	455,175	151,725	83,663	(68,062)
Programming	341,590	113,863	81,791	(32,073)
Supplies	536,750	178,917	87,459	(91,458)
Telecommunications	2,592,491	864,164	1,085,785	221,621
Capital Outlay (Grant Funded)	25,000	8,333	920,350	912,017
<b>Total Expenditures</b>	<b>40,235,196</b>	<b>13,411,732</b>	<b>12,315,445</b>	<b>(1,096,287)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>0</b>	<b>0</b>	<b>10,897,257</b>	<b>10,897,257</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
Transfer Out	0	0	0	0
Insurance Proceeds				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>	<b>0</b>	<b>0</b>	<b>10,897,257</b>	<b>10,897,257</b>
<b>GF Unassigned Beginning Fund Balance *</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>0</b>
3 Month Reserve (Board Mandate)	10,058,799	10,058,799	10,058,799	
<b>Unrestrict Balance available for use</b>	<b>8,288,904</b>	<b>8,288,904</b>	<b>8,288,904</b>	<b>0</b>
<b>Ending Fund Balance (Projected)</b>	<b>18,347,703</b>	<b>18,347,703</b>	<b>29,244,960</b>	<b>10,897,257</b>

\* 2025 Unaudited Unassigned Fund Balance



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

As of April 30, 2026

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of April 30, 2026</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
<b>Public Services</b>	<b>23,358,399</b>	<b>7,786,133</b>	<b>6,184,105</b>	<b>3,298,050</b>
<b>Public Services Administrative</b>	<b>9,626,381</b>	<b>3,208,794</b>	<b>2,748,861</b>	<b>459,933</b>
Public Services Administration	427,391	142,464	112,329	30,135
Collection Management	2,430,466	810,155	476,085	334,070
Collection Management - Library Materials	5,057,465	1,685,822	1,792,767	(106,945)
Regional History and Genealogy	801,222	267,074	207,316	59,758
Adult Education	909,838	303,279	160,364	142,915
<b>Programming Administration</b>	<b>1,859,050</b>	<b>619,683</b>	<b>470,325</b>	<b>1,845,381</b>
<b>Branch Administration</b>	<b>11,872,967</b>	<b>3,957,656</b>	<b>2,964,920</b>	<b>992,736</b>
Branch Administration	575,561	191,854	143,413	48,441
Penrose Library	1,895,961	631,987	482,270	149,717
East Library	2,010,157	670,052	477,999	192,054
Library 21c	2,105,789	701,930	501,284	200,646
Cheyenne Mountain Library	608,189	202,730	141,985	60,745
Fountain Library	500,832	166,944	134,034	32,910
* High Prairie Library	633,340	211,113	164,332	46,782
* Manitou Springs Library	565,573	188,524	146,165	42,359
* Monument Library	683,740	227,913	182,899	45,015
Old Colorado City Library	470,264	156,755	122,778	33,977
Ruth Holley Library	552,858	184,286	128,023	56,263
Sand Creek Library	711,993	237,331	192,829	44,502
Mobile Library Services	558,711	186,237	146,911	39,326
<b>Administration</b>	<b>16,539,395</b>	<b>5,495,739</b>	<b>5,960,872</b>	<b>718</b>
<b>CEO Office</b>	<b>568,379</b>	<b>189,460</b>	<b>137,152</b>	<b>52,308</b>

\* Includes Calhan, Palmer Lake and Ute Pass



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of April 30, 2026

	<u>Revised Annual Budget</u>	Year to Date Activity as of April 30, 2026		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
<b>Support Services</b>	<b>10,600,181</b>	<b>2,976,442</b>	<b>2,863,765</b>	<b>578,528</b>
Support Services Administration	353,459	117,820	114,670	3,150
Facilities	4,065,028	1,355,009	1,081,796	273,214
Information Technology	3,271,202	1,090,401	929,854	160,547
Security	2,304,629	211,258	569,947	(358,689)
Strategy and Innovation	605,863	201,954	167,499	34,455
<b>Human Resources Office</b>	<b>1,129,650</b>	<b>376,550</b>	<b>269,387</b>	<b>107,162</b>
<b>Finance Office</b>	<b>1,704,422</b>	<b>852,211</b>	<b>819,584</b>	<b>32,627</b>
<b>Communications Office</b>	<b>1,818,268</b>	<b>606,089</b>	<b>454,249</b>	<b>151,841</b>
<b>Development Office</b>	<b>207,519</b>	<b>69,173</b>	<b>57,676</b>	<b>11,497</b>
<b>Interdepartmental</b>	<b>510,977</b>	<b>425,814</b>	<b>1,359,058</b>	<b>(933,244)</b>
<b>UNDESIGNATED</b>	<b>39,897,794</b>	<b>13,281,871</b>	<b>12,144,977</b>	<b>3,298,768</b>
Designated Funds	337,402	129,860	170,468	(40,608)
<b>DESIGNATED</b>	<b>337,402</b>	<b>129,860</b>	<b>170,468</b>	<b>(40,608)</b>
<b>TOTAL GENERAL FUND</b>	<b>40,235,196</b>	<b>13,411,732</b>	<b>12,315,445</b>	<b>3,258,161</b>



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

As of April 30, 2026

		Year to Date Activity as of April 30, 2026			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		276,609	92,203	712,960	620,757
	<b>Total Revenue</b>	<b>276,609</b>	<b>92,203</b>	<b>712,960</b>	<b>620,757</b>
<b>EXPENDITURES</b>					
Capital Fund- Facilities		140,721	46,907	107,131	(60,224)
Capital Fund-Communication		0	0	0	0
Capital Fund- Security		633,000	211,000	0	211,000
Capital Fund- IT		484,445	161,482	259,057	(97,575)
Capital Fund- Strategy & Innovation		0	0	9,503	(9,503)
Capital Fund- Finance		65,500	21,833	0	21,833
Capital Fund- Special Revenue Funds		0	0	0	0
	<b>Total Expenditures</b>	<b>1,323,666</b>	<b>441,222</b>	<b>375,691</b>	<b>65,531</b>
<b>Excess (deficiency) of Revenue over</b>	<b>Expenditures</b>	<b>(1,047,057)</b>	<b>(349,019)</b>	<b>337,268</b>	<b>686,287</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
Insurance Proceeds		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Net Impact to Fund Balance</b>	<b>(1,047,057)</b>	<b>(349,019)</b>	<b>337,268</b>	<b>686,287</b>
	Beginning Fund Balance*	4,913,502	4,913,502	4,913,502	0
	<b>Ending Fund Balance (Projected)</b>	<b>3,866,445</b>	<b>4,564,483</b>	<b>5,250,770</b>	<b>686,287</b>



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of April 30, 2026

		Year to Date Activity as of April 30, 2026			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		2,475,491	825,164	2,053,713	1,228,549
Employee contributions		424,000	141,333	111,828	(29,506)
Other Revenue		0	0	223	223
<b>Total Revenue</b>		<b>2,899,491</b>	<b>966,497</b>	<b>2,165,763</b>	<b>1,199,266</b>
<b>EXPENDITURES</b>					
Employee Salaries & Benefits		2,481,080	827,027	1,071,347	(244,321)
Contract Services		1,355,000	451,667	406,264	45,402
<b>Total Expenditures</b>		<b>3,836,080</b>	<b>1,278,693</b>	<b>1,477,612</b>	<b>(198,919)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>(936,589)</b>	<b>(312,196)</b>	<b>688,152</b>	<b>1,000,348</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Impact to Fund Balance</b>		<b>(936,589)</b>	<b>(312,196)</b>	<b>688,152</b>	<b>1,000,348</b>
Beginning Net Position*		991,714	991,714	991,714	0
<b>Ending Fund Balance (Projected)</b>		<b>55,125</b>	<b>679,518</b>	<b>1,679,866</b>	<b>1,000,348</b>

## **Public Services Report March 2026**

### **Compliments**

Patron leaving Library 21c stopped by the desk to let staff know that they are from Denver, but doing a rotation at the Children's Hospital down here in the Springs and that "this is the best library they have ever seen. It is great."

A couple visited Calhan Library for their last Passport stamp. They had recently moved here from out of state. They said how much they loved the Passport program because it not only gave them a chance to see all of the libraries, but it also helped them get acquainted with Colorado Springs and El Paso County. They just kept saying, "The library is great! You guys are great!"

A homebound patron called to express his gratitude for ILL. He stated that he wanted to let a manager know and send his commendations because they are always so helpful and polite and he is very grateful for them and the service they provide.

### **Adult Education**

#### **Access**

GED instructor reported a student completing her GED in 9 weeks, which is the record for the fastest completion since she's been in the role.

#### **Accountability**

Director and instruction manager attended accessibility training session given by the CDE.

The Business and Nonprofit librarians attended a meeting of the Pikes Peak Small Business Alliance.

#### **Communications**

Several staff attended the employee access training for the new ESS system and the programs manager has been assisting with training.

#### **Community Connections**

Adult Education (AE) Director and Strategic Services Nonprofit librarian tabled for the Get on Board event hosted by El Pomar to highlight the resources that support nonprofits in the region.

The Instruction Manager, Programs Manager, and Career Navigator attended a collaborative meeting of regional adult education programs hosted by the Pikes Peak Work Force Center.

The Law Librarian met with the outreach coordinator for the Community Economic Development Project to discuss various projects and share info on the work of the Access to Justice Committee and Renter's Right Workshops.

#### **Staff**

Nonprofit, law librarians and program manager are attending Leadership Plenty through Elevating Leadership at El Pomar.

ESL Instructor and Career Navigator attended the Mountain Plains Adult Education Conference. Both have reported the value of this conference for the sessions and networking opportunities.

AE Director is cofacilitating the database liaisons group to ensure that there is continuity for database statistics. Other AE staff are also involved.

## **Branches**

### **Access**

Ute Pass Library's storytime has had a significant increase in attendance. Averaging 10-15 patrons per session as opposed to 1-2.

Branches across the district hosted 18 Spring Break programming for children and their families. Programs that were offered included Art Theft-A Dog Comedy, Animals 101, and the Bark Bunch where 1410 patrons attended during the weeklong programs.

### **Communications**

Mobile Library Services staff took the bookmobile to the Pony Tracks Celebration and served 84 community members.

Library 21c and East hosted Spring Maker Day in March. Library 21c had 60 participants that created spring crafts and explored Creative Spaces services, while East had 65 participants.

Fountain and East libraries held their open houses. The attendees engaged in a variety of interactive activities, including a community collage project, a scavenger hunt, live music, and food.

### **Community Connections**

The Palmer Divide Quiltmakers are showcasing their quilts at Monument Library during the month of April. They have been displaying their quilts for the last 25 years.

### **Physical and Virtual Spaces**

The drive-up window at East Library has been installed. This service is scheduled to launch during National Library Week in April.

### **Staff**

The Sand Creek and Manitou Library managers, along with one of the Assistant Director of Branches attended the El Pomar Leadership Plenty workshop.

## **Collection Management**

### **Access**

In addition to cataloging 1,163 titles in March, the Cataloging workgroup fixed errors impacting the display of titles in the online catalog and worked on changes to facilitate adding bibliographic records to the Integrated Library System (ILS).

The book club sets have been refreshed for 2026 using funds from the State Grants to Libraries. Twenty sets (with 12 copies of each book) and five large print book club sets (with six copies of the book plus an audiobook or dvd) were ordered. Ten sets have been removed from the collection due to low circulation, age, or availability.

Materials staff unpacked 309 vendor boxes during March. Collection Management added 6,744 items and 691 magazines to the collection.

### **Accountability**

Interlibrary Loan (ILL) had a turnaround time of 5.64 days for articles/scanned documents and 17.60 days for physical materials. Turnaround time is measured from the time a request is submitted until notification of interlibrary loan availability.

ILL staff handle items patrons mistakenly return to PPLD (non-possession), which belong to other libraries. When the owning library can be identified, the items are returned via the Colorado ILL courier or by mail. There were 104 non-possession returned in March.

The ILS workgroup worked with Acquisitions staff to improve the process for adding new issues of subscription materials to the catalog. They also worked with library staff to implement a supplemental procedure to complement the automated shelf-balancing done by the ILS.

There was a 17-day average turnaround time for new materials, from arrival in Collection Management to being available for patrons.

### **Community Connections**

Discarded juvenile and teen books were evaluated, stickered with the PPLD donation label, and boxed for community donations to local schools (78 books) and El Paso County Health Department (72 books).

### **Physical and Virtual Spaces**

The Circulation Services Coordinator worked with Facilities to develop a plan to reduce the shelving height at Palmer Lake. This project will improve the staff and patron security while also making the shelf contents more accessible to patrons of all ages and abilities.

### **Staff**

The Acquisitions Manager developed and presented a class on the Hoopla and Kanopy platforms to staff.

The ILS workgroup created instructions and trained staff on several new processes, including merging duplicate patron accounts and creating book carousels on the catalog home page.

### **Programming**

#### **Access**

Homeschool Game Day was held on March 13, 2026, with 73 adults and children in attendance. Participants engaged in a variety of activities, including building with PPLD foam blocks and Rigamajig, playing bingo and board games, enjoying giant Connect Four, and taking part in an art activity.

In partnership with D11, four families graduated from the in-person LENA Start program, an 8-week series offered during the D11 playgroup. Additionally, two winter cohorts were conducted virtually, with a total of 41 family members attending the two graduation events.

Programming staff also regularly reviewed and updated the PPLD Tax Resources guide on LibGuides, which received 374 views during the reporting period.

On March 25, Garrett Peck visited Library 21c for an author event, delivering an hour-long presentation followed by a book signing, with books sold on-site through Poor Richard's Bookstore.

### **Accountability**

Programming updated and facilitated a Summer Adventure training sessions, including the Summer Adventure Collateral Reveal and Updates and New Staff Orientation. These sessions covered program updates, staff preparedness for the June 1 launch, historical context, and the roles of YAS, FCS, and AS staff.

Programming conducted the Beanstack drawing for the Winter Adult Reading Program Grand Prize winners. Five patrons received \$100 gift cards to the The French Kitchen, and one patron won a hiking backpack valued at \$250. Grand Prizes were provided through sponsorships.

Programming created 200 Outreach Take & Makes for community events during the month. Staff compiled listings of senior programs for the Beacon publication, as well as children's programs for COS Kids magazine and Macaroni Kids magazine. Programs were also promoted through the Peak Radar Community Calendar and the US 250/CO 150 statewide calendar. Programming coordinated, reviewed, and posted content to the PPLD Kids Facebook page.

In collaboration with Strategic and Innovation and LI Studio staff, Programming offered a teen studio camp designed to teach participants how to create storyboards, use studio equipment, edit recordings, and produce a short film. Due to limited enrollment, the program was adapted into a two-day camp for two participants, who not only built new friendships and developed new skills but also registered for additional studio time in April.

### **Community Connections**

Sewing classes at PPLD continue to be highly popular, with registration filling quickly at the three makerspaces. To expand access, the program has been introduced at non-makerspace locations, with Monument hosting a session in March that welcomed new patrons; each class accommodates up to six participants.

Programming compiled, submitted, and secured a grant from the Mikkelson Foundation to fund three sessions of the Estes Rocket Cosmic Camp for homeschoolers.

Programming collaborated with the Town of Palmer Lake to submit, review, and gain approval for the use of town venues for upcoming programming, including the Palmer Lake Summer Lawn Concert Series, Summer Adventure programs in June and July, and the Palmer Lake Library Open House in April.

Programming and Patron Experience co-hosted an Educator Collaborative meeting at East Library, bringing together representatives from community organizations that provide educational support to share information and build connections.

Programming facilitated the 18th Annual Teen Art Contest, including jurying, an award ceremony, and coordinated exhibits at LI, PE, and EA. A total of 79 teens submitted artwork, and 103 people attended the ceremony.

### **Physical and Virtual Spaces**

Programming supported the East Library open house in March by opening the Educational Resource Center (ERC) throughout the event and inviting families to explore a variety of resources. Staff engaged with 123 attendees during the open house, with many families spending extended time in the ERC.

### **Regional History & Genealogy**

#### **Access**

RH&G staff provided three genealogy classes for March, Genealogy Basics, Ancestry Basics, and Sharing Your Family History.

Archivists continued processing backlogged archival material belonging to PPLD's Institutional Archive (MSS 0200). Most recent processing has begun on materials related to election issues (mill levies and bond issues) dating from the 1960s-1990s.

Archivists entered 25 backlogged collections into ArchivEra, RH&G's Collection Management Software (similar to the Library's ILS, but for archival collections). Though some of these collections are searchable in the PPLD catalog in brief, the finding aids outlining their contents and context have not previously been searchable by patrons or staff until now.

This past month archivists have accessioned\*, processed, and/or rehoused materials (new and accruals\*) for MSS 0200 – Pikes Peak Library District Records

#### **Accountability**

The Director of RH&G worked with Leadership Team this past month to hone archival procedures for care of Native American materials in accordance with law and archival best practices.

Archivists continue corresponding with Collection Management System (CMS) vendors regarding data export needs/options and quotes. They attended Cara product demos provided by ArchivesSpace to address specific concerns and investigate particular processes for evaluation purposes. Activities also included a test of in-house data export options (continues working with tech support to troubleshoot the process) and requested a quote for data export through ArchivEra (the current platform). Archivists met with ArchivesSpace data migration specialist to learn more about their data requirements and strategize ArchivEra data export.

Archivists met to plan how RH&G will handle digitization of microfilm going forward, specifically whether they will digitize in color or black and white, and which publication(s) to prioritize. Quotes were received from Backstage, Docutek, and NewspaperArchive.

**Communications**

All genealogy classes (12+) are being converted to the newest Communications-approved PowerPoint template. Six class presentations have been converted so far. Handouts (pdf tutorials) for these classes are also being updated.

**Physical and Virtual Spaces**

RH&G staff continue to ingest\* digitized archival materials from various collections to PPLD Digital Collections. Part of this work this past month included preparing archival materials for third party digitization including creation of metadata, which will help bring greater discoverability to the items when they are scanned and uploaded to the Digital Collections.

**Staff**

An RH&G staff member is continuing to attend a Digital Collections Stewardship program to further their professional development.

## Public Services Report April 2026

### **Adult Education**

#### **Access**

Strategic librarians have been fostering relationships with community members. The Law librarian is on a subcommittee of the Access to Justice group to create a list of pro bono that can be shared with attorneys and legal aid groups across the state. The nonprofit librarian has met with Certified Nursing Assistant and Small Business Development Center this week, and the business librarian has been successful with her open hours across the district.

#### **Accountability**

The Career Navigator attended a webinar on employer engagement strategies, which focused on building stronger, more authentic partnerships with businesses, understanding their workforce needs, and creating sustainable job opportunities, especially for individuals with barriers to employment.

#### **Communications**

Programs manager and career navigator attended the first Workforce Practitioners meeting hosted by the Economic Development Council. This is a new initiative that brings together front-line workforce professionals who work directly with job seekers and employers. It's designed to create space for sharing real-time trends, best practices, and practical strategies, something that hasn't really existed consistently in the region. The group will be centered on hands-on collaboration and improving outcomes for both job seekers and businesses. It feels like a great opportunity to strengthen connections, align services, and better support the community.

#### **Community Connections**

Adult Education Staff attended an open house for Kingdom Builders; they work to support families affected by Domestic Violence (intimate partner as well as Sexual Violence (non-intimate). Their services are dedicated to nurturing stronger family bonds and empowering individuals in every facet of life. By offering comprehensive services, they aim to positively impact the community. Additionally, they work with young adults focusing on leadership development and providing guidance as they transition into adulthood.

Business and nonprofit librarians are tabling at the Cybersecurity event hosted by Pikes Peak State College.

### **Branches**

#### **Access**

Manitou Springs Library officially has parking for patrons. There are now signs with QR codes that patrons can scan and get two hours free in the small parking lot between the library and the elementary school.

The Sand Creek Studio provided its first Studio Camp focusing on Podcasting. The sessions had full attendance; a total of eight patrons participated in the two-class series.

#### **Community Connections**

In preparation for Summer Adventure, staff are in the process of recruiting teen volunteers and identifying tasks to support programs and branch operations.

## **Physical and Virtual Spaces**

Penrose Library Security started locking the front gates and lower parking lot entrances at closing.

New Drive-up Service for Holds was installed at EA, and patrons began using it on April 22.

With the help of Facilities and staff from Monument and Palmer Lake, the shelves at Palmer Lake Library were lowered to increase visibility and stability.

The Facilities team completed a major drainage project to mitigate subsidence and water related issues at the Fountain Library.

## **Staff**

Branch staff who are involved in the Mentor and Mentee program participated in the orientation to kick off the program.

The Communications Outreach team offered Community Outreach Training this past month for staff who provide outreach across the district.

Library 21c hosted the Children and Teen Services (CATS) Winter Workshop. Staff from across the library district participated in this opportunity. Staff also attended and helped coordinate the Colorado Teen Literacy Conference in Denver.

## **Collection Management**

### **Access**

The Interlibrary Loan (ILL) manager met with the Director of Patron Experience to discuss meeting accessibility requirements for pdf copies of articles requested by patrons.

Twenty-five new book club sets were added to the catalog, including five sets in large print format.

### **Accountability**

The Q2 budget meeting was held to review fund balances for library materials and online resources, and adjust as needed. A unique challenge this year was the necessity of ordering Oct-Dec 2025 items with the 2026 budget due to the change of Integrated Library System (ILS) in the last quarter of 2025.

The vendor for ILL's circulation app removed 521 closed patron accounts and deleted 4,419 transactions associated with the closed accounts from the system.

Collection Management Assistants helped correct 4,500 items in the catalog that needed adjustments to volume numbers in the records.

## **Community Connections**

The Fiction Selection Librarian completed judging for the 2026 Colorado Authors League awards.

Over 300 juvenile and teen books were donated to the Black Educator's Network Literacy Festival.

### **Physical and Virtual Spaces**

The Circulation Services Coordinator (CSC) helped Monument/Palmer Lake staff and Facilities with a library shelving project at Palmer Lake Library. The project was very low cost, as there was no welding required and staff were able to utilize shelf tops and end panels recently removed from the Penrose Children's area. The CSC also visited Calhan, High Prairie, and Ute Pass libraries to review upcoming shelving projects aimed at improving visibility and safety.

### **Staff**

Interim Collection Management Directors Takiyah Jemison and Sandy Hancock began meeting with Collection Management staff and learning about the Acquisitions, Cataloging, Materials Processing, and Interlibrary Loan workgroups.

Selection librarians attended the Q2 Area Collection Development Crew meeting hosted by Arapahoe Libraries. This gathering brings together collection development librarians from across the Front Range to network and discuss current issues.

The Interlibrary Loan team participated in the Colorado Resource Sharing Conference, which was held virtually on April 23rd and 24th.

The ILS Administrator and ILS Analyst attended the annual user conference for the vendor of PPLD's ILS software (Polaris). It was very helpful, due to the District's migration to this system in December.

### **Programming**

#### **Accountability**

Programming and the Foundation accepted a grant from Dr. Ron Furstenau from the Mikkelson Foundation to fund three homeschool Estes Rocket Cosmic Camp programs.

Programming hosted the annual Jean Ciavonne Poetry Contest. This year's theme "Remembering Our Past to Inform Our Future" inspired 154 students in fourth and fifth grade to enter the contest. Six winners presented their poetry to 49 family members and patrons.

#### **Community Connections**

PPLD's Homeschool Resource Fair was held on April 10, at Library 21c. The event was attended by 98 vendors and 1300 visitors. Ranging from local public schools and private enrichment programs to tutors and learning support to extracurricular activities and beyond, vendors filled the lower and upper levels of the Library as well as the Venue. There were 20 new vendors this year. Numerous activities for kids were available, including mini obstacle courses, jump rope, musical instrument petting zoos, life-size chess, and more.

PPLD entered a Partnership with Shake Shack, Josh and Johns, and Culvers for the Summer Adventure Celebrations. They will provide free ice cream during the concerts.

Programming met with Harrison School District 2 students (19 freshman-seniors) and educators (8) to evaluate the usage of the Library Adventurers kits in the library. Staff learned that students could benefit from career readiness and life skills after high school.

PPLD partnered with School District 11 to offer a reading challenge to six elementary schools. This pilot reading program encouraged students to read throughout spring break. Students logged reading through Beanstack. There were 45 participants.

### **Physical and Virtual Spaces**

The Homeschool Art Show was held in the Children's Department at East Library, where 104. four pieces were submitted by students ages 5 to 17.

### **Staff**

Programming offered onboarding to 50 staff throughout the District. Staff took a deep dive into the service age they work with to learn about the resources and services the District provides.

Programming collaborated with Human Resources for Take Your Child to Work Day and provided Take and Makes, and a tour to learn how programs are created.

### **Regional History & Genealogy**

#### **Access**

Regional History & Genealogy Archivists installed a new display in the exhibit hall at the entrance to the Carnegie building named Analog to Algorithm which highlights different formats and materials held within the archive. The display is chronological, beginning with material from the 1800s up through current formats and ending with a feature on Digital Collections.

Photo requests were fulfilled this past month including the topics:

- Little Britches Rodeo
- Colorado Public Radio
- Myron Wood's work of New Mexico

Archivists completed selection of material for digitization from the collection MSS 307 (The Citizens Project) as part of the participation in a grant coordinated by the Internet Archive. All selected material (1,474 items) has now been shipped to a digitization center in Indiana and is in the process of being scanned. The first batch of material from the Lavender Film Festival and the Pride Center is now publicly available in the Internet Archive.

These topics were archived in the month of April:

- Pikes Peak Library District, including the processing of photographs (arrangement and housing) related to the Great Cowboy Poetry Gathering, and the renovation of Penrose in 1998
- Half the Giving Circle (Philanthropic organization)
- Colorado Springs Unit of the National Association of Parliamentarians
- Noe Family
- Old North End Neighborhood Records
- League of Women Voters of the Pikes Peak Region
- Zonta Club

In April, RH&G Staff offered three genealogical classes, one of which was the new Native American Genealogy class's second instance, with seven participants.

**Accountability**

In response to a request from the Colorado State Library, Archivists sent four microfilm reels of the African American Voice to them to be digitized for addition to the Colorado Historic Newspapers Collection Database.

**Staff**

RH&G Staff completed an eight-month Digital Stewardship education cohort with the Colorado State Library, where they learned various tips concerning digital preservation and digitization, from other professionals in the field, and discussed shared challenges and ideas, with peers.

# May 2026 Communications Board Report

## April Statistics

### Access

Communications supported the launch of the **holds pickup window at East Library**. We worked with staff and our sign vendor to provide signs and collateral to help patrons navigate the process.

Additionally, we worked with Security and Penrose Library staff to **educate patrons about the new process of locking the parking lot gates when the library is closed**, starting Mon., April 13, 2026. This support included

- updating parking lot signs,
- providing print collateral for staff to share with patrons, and
- communicating with library users through multiple digital channels.

PPLD **partnered with AARP Foundation Tax Aide and Volunteer Income Tax Assistance (VITA)**. As a result, 1,925 tax returns were filed for El Paso County residents for the 2026 tax season.

- Library 21c processed the most returns in Colorado for AARP Foundation Tax Aide with 1,240 returns which generated over \$1 million in refunds.
- The AARP tax location at Sand Creek Library filed 197 tax returns.
- The AARP tax location at Fountain Library filed 380 tax returns
- VITA processed 10 returns over four Saturdays at High Prairie Library.

### Accountability

PPLD launched a Strategic Plan Input Survey on **Wed., April 15, 2026**. The goal is to gather patron input that will feed our current strategic planning process. As of Fri., May 8, 2026, 4,500+ responses had been received. The survey closes on **Wed., May 20, 2026**.

### Communications

#### Media

Number of stories: 84

YTD stories: 370

#### April News Highlights

Library Limelight Column: [The impact of a library card: Changing lives | Library Limelight - Colorado Springs Gazette](#)

Town Halls: [PPLD wants to improve access to small town libraries](#) (total: 3)

Night at the Library: [Pikes Peak Library District celebrates 'Night at the Library'](#) (total: 3)

East Window: [New drive-through window at East Library enhances access to PPLD services](#) (total: 14)

Homeschool Resource Fair: [Pikes Peak Library District hosts homeschool resource fair at Library 21c](#) (total: 2)

Repair Café: [Pikes Peak Library District hosts monthly Repair Café for community | FOX21 News Colorado](#) (total: 5)

Repair Café goes statewide: [The right to repair movement: Inside a Colorado repair café - The Colorado Sun](#) (total: 2)

Repair Café goes international: [The right to repair movement: Inside a Colorado repair café - The Colorado Sun - CDN2 - el-balad.com](#) (total: 2)

Other stories included Penrose Library's gates locking each evening for five hits; literary, business, wellness, and nonprofit events; and Calhan's closure due to concrete repairs.

## Social Media\*\*

### **\*\*Social Media Metrics Defined**

**Engagement:** number of times users interacted with our content. This is the best indicator of content success.

**Impressions and reach** represent the number of users who **either saw or had the potential to see** our content because it was somewhere on their screen.

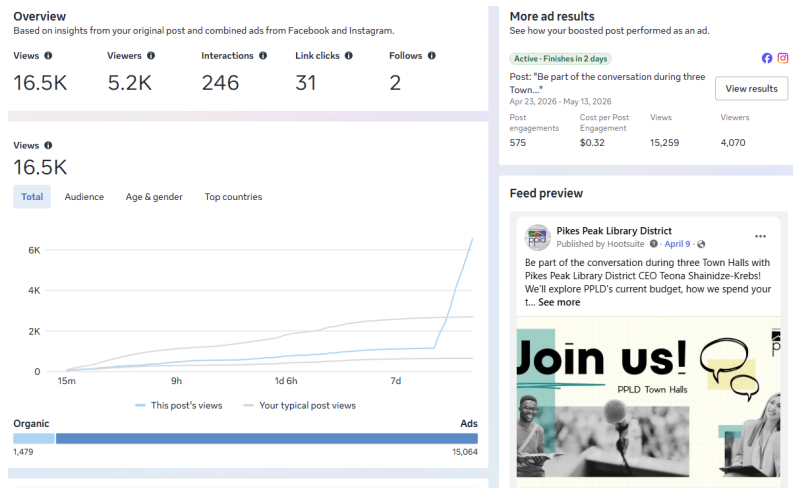
**Views:** number of times content is seen by followers.

**Visits:** profile, content, or platform visits

### Facebook (Districtwide)

**Evaluation:** Due to a glitch that prevented Facebook from tracking numbers during the first week of April, our Facebook metrics are off this month – even as the number of posts increased with our new social media manager on board.

Posts	58	
Total Page Followers	22,756	69 new followers
Engagement	1,948	
Total Reach	38,870	
Views	170,62	
Link clicks	819	
Visits	4,953	
Reel and Video minutes watched	2,880	



The post inviting communities to Town Halls in May was a top performer on Facebook and Instagram in April.

### **Facebook PPLD Kids**

**Evaluation:** With Programming now adding information to the Kids page, we've seen an increase in followers and engagement.

Total Page followers	6,069	15 new followers
Engagement	66	
Total Reach	2,422	
Visits	291	
Link clicks	39	

### **Instagram**

**Evaluation:** Our Instagram engagement numbers are down slightly, due to a new person in the role.

Posts	45	posts/videos/reels
Page followers	5,851	116 new followers
Engagement	1,321	
Total Reach	13,792	
Visits	586	
Link clicks	637	

### **X (formerly Twitter)**

**Evaluation:** We are stable on this platform.

Posts	39	
Total followers	4,931	4 new followers
Engagement	71	
Impressions	1,188	

### **Nextdoor**

**Evaluation:** This month, we focused on promoting the Town Halls on Next Door via specific zip codes. We reached slightly fewer people with roughly the same number of posts.

Posts	12	
Engagement	34	
Impressions	39,958	

### **Threads**

**Evaluation:** We are starting to post more on Threads and have increased our views and interactions slightly.

Posts	40	
Total followers	1,075	6 new followers
Views	369	
Engagement	13	

### **Bluesky**

**Evaluation:** This platform is still relatively small. With a new person on board, we are strategizing to improve our reach.

Posts	29	
Total followers	202	4 new followers
Engagement	14	

### **LinkedIn**

**Evaluation:** While impressions are up by more than 114%, we are seeing fewer accounts reached and less engagement due to many fewer posts. We are being strategic with LinkedIn to provide information that matters to this niche platform.

Posts	6	
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Followers	2,071	22 new followers
Impressions	761	
Accounts reached	800	
Engagement	16	
Page views	124	

**TikTok**

**Evaluation:** With a full-time person on board, We recently resumed posting on TikTok, and plan to grow the platform strategically with videos and reels. The reach, video views, and content interactions grew.

Followers	1,075	21 new followers
Video Views for April	1,700	
Reach	1,315	
Content Interactions	51	

**YouTube**

Total Subscribers	9,332	38 new subscribers
Total Views for April	22,584	
Total Lifetime Views	7,037,601	

**Newsletter**

**Evaluation:** We continue to see high open rates as we explore updating subject lines. The open rate on April's newsletter was 51.36% with a click-through rate of 2.4%. Our goal is to increase the click-through rate by providing more topics with less content.

Number of subscribers	153,226
Opened	69,555
Clicks	1,668

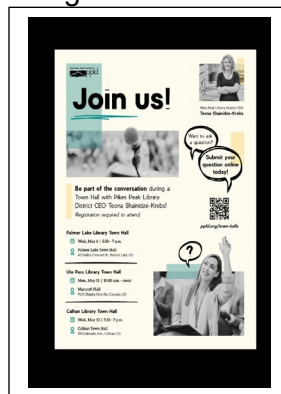
**Advertising**

Promoting the Summer Adventure reading program was the priority for the video team in April, resulting in the following

- Television ad: <https://vimeo.com/1187816606>
- Three radio spots: <https://vimeo.com/1186998465/bd40c91b2b>

**Graphic Design**

The designs below were developed to raise awareness and encourage participation via social media, TV, digital marketing, and on marketing collateral:



## Community Connections

### Open Houses

Open House celebrations for the sesquicentennial continue. On Fri., April 24, 160 people attended the Palmer Lake Open House.

### The Passport Program

- 2,978 people have signed up for the Passport Program through Beanstack.
- To date:
  - 124 people have visited seven Library locations to earn an enamel pin.
  - 46 people have visited all Library locations to earn a water bottle.

### Outreach

Community Outreaches	9
Total Attendance	2,338
Interactions	934
Impressions	1,288
Library cards issued	41

### **Outreach Highlights in April**

- Participated in **Get on Board! hosted by El Pomar Foundation** encouraging people to serve on boards and commissions (April 1).
- Issued 22 library cards at the **Briargate YMCA Healthy Kids Day** (April 18).
- Shared PPLD offerings and connected 16 USAA employees with a library card at **USAA's Non-Profit Fair** (April 22).

### **Multicultural Outreaches and Networking Highlights in April**

- Celebrated Pikes Peak women at **Wine, Women, and Chocolate Pikes Peak Women** (April 8).
- PPLD donated 200 books and promoted literacy at the **Black Educator's Network Building STEAM through Literacy** (April 18).
- Shared PPLD library resources for businesses and nonprofits at the **Colorado Springs Black Chamber mixer** (April 22).
- Met with the **Golden Lotus Foundation** to explore ways to share Library resources with the Asian American community. The Foundation will be sponsoring a snack table at the Cheyenne Mountain Library's open house in September.
- Connected with members from several chambers of commerce, including the **Black, Filipino, Women's, and Hispanic chambers** at their quarterly all-chambers mixer (April 30).

### **Upcoming Outreaches in May/June**

- PPLD will register families for Summer Adventure at the **PAW Patrol Live! shows** at the Pikes Peak Center on Sat., May 23.
- **Family Fun Day Summer Passport Kick-off** at the Colorado Springs Pioneers Museum on Sat., May 30
- **El Paso County Veteran's Expo** at the Pikes Peak Center on Wed., June 10.

### **Upcoming Multicultural Outreaches and Networking Opportunities in May/June:**

- **El Pomar Foundation Elevating Leadership Development**, COS Hispanic Advisory Council (May 28)
- **Pikes Peak Pride** (June 13)
- **Juneteenth celebration** presented by Colorado Springs African American Historical Society (June 19)
- **NAACP Juneteenth Prayer Breakfast** PPLD will share commemorative fans with attendees as part of its sponsorship of the event (June 19)

### School Engagement

- School visits: 34
- Total impressions: 2,572
- Library cards issued: 47

### **School Visit Highlights in April**

PPLD participated in the **Harrison School District 2 Kindergarten Registration** event on Tue. April 28. Staff shared information about Summer Adventure, PowerPass, Kindergarten readiness resources, and library card sign-ups with incoming Kindergarten students and their families. The event provided a valuable opportunity to connect with families as they prepare for the start of school in the fall. A total of 168 interactions and 12 Library cards were made.

### Culture Pass

- 165 passes were checked out in April; 579 Culture Passes have been checked out in 2026.
- Seasonal passes to Pikes Peak – America’s Peak ended April 30. Summer passes to **Rock Ledge Ranch Historic Site** and the **Victor Museum** in Victor, Colo. will be available in June.
- To connect more patrons with daily Culture Passes, PPLD is refreshing the Culture Pass logo, updating its webpage, and making passes more searchable for check out in Polaris, PPLD’s online catalog.

### Partnerships

- PPLD partnered with **Pikes Peak Center for the Performing Arts** to offer library patrons discounted tickets to the popular children’s show *PAW Patrol Live!* in exchange for the opportunity to register families attending the May 23 shows for the Summer Adventure Reading Program and to promote the program in the Center’s electronic newsletter.
- PPLD is partnering with **Silver Key Senior Services** to connect seniors with Library resources. Partnership allows PPLD to participate in Silver Key’s Senior two-day Summit in May at no charge, provide four bookmobile stops, and to share programming on helpful topics for seniors at both Silver Key locations monthly beginning this fall.
- PPLD partnered with **UCCS Nurse Family Partnership and El Paso County Public Health** to provide pregnancy and new parenting classes in Spring/Summer 2026.

### Sponsorships

As a community completion prize, Raising Cane’s Chicken has donated 1,000 free kids meal coupons to be awarded (while supplies last) to youth under 12 years when they complete the Summer Adventure reading program.

## **Physical and Virtual Spaces**

### April Website Statistics

- Total pageviews: 276,841
- New Users: 79,639
- Most visited page: ppld.org/events
- After the home page, the top four pages visited on ppld.org during April were:
  - #1 Events
  - #2 Print/Copy/Fax
  - #3 Search Page
  - #4 Library Locations

The Web Team is conducting a comprehensive review of the website to identify and remove outdated files, content, PDFs, and documents. This ongoing effort supports improved accessibility, ensures content accuracy, and creates a more streamlined user experience. Updates of several high-traffic sections of the website will enhance clarity, usability, and overall engagement, e.g. The District Discovery page has been updated to make online articles easier to find and more enjoyable to read on the website. The new treatment can be seen here [District Discovery – NEW 2026](#)

## **Staff**

**Piper Vaughn** joined the team as Social Media and PR Manager on April 6, 2026.

**Outreach Staff Lead Training:** The Community Outreach Team conducted two 90-minute outreach training sessions for 63 staff members. Topics covered included

- outreach planning and preparation,
- tips for engaging the public and connecting more people with a library card, and
- post event wrap-up.

## **Facilities & Security April 2026 Board Report**

### **Access**

Charger Station Patron Access Totals: East Library 88, Fountain Library 54, High Prairie Library 0, Library 21c 0, Penrose Library is inoperable.

Patron Appeal Meeting Totals: Scheduled 21, Attendance 9, Suspension Lifted 7

Penrose Parking Kiosk Patron & Staff Access Totals = 3,865

Charging Station Assistance stats: 0

Locker Access Assistance: 23

Lost & Found Items Returned:

Penrose: 7

Library 21c: 35

East: 26

Ruth Holley: 8

Sand Creek: 7

Fountain: 2

Pikes Peak Library Courier completed a total of 137 site visits and drove 1572 miles.

### **Community Connections**

Throughout the month, the Security Department provided support for a variety of District events, including the Penrose Community Exchange, Library 21c Homeschool Resource Fair, and Night at The Library. Security staff ensured a safe and welcoming environment for attendees, assisted with crowd management, and coordinated closely with event organizers to meet specific safety needs.

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

### **Physical and Virtual Spaces**

The Sand Creek Library alarm system has been successfully migrated from Johnson Control to Verkada. This transition delivers a fully integrated, more secure, and operationally efficient alarm system, reduces long-term maintenance costs, and strengthens the organization's overall safety and security capabilities. Alarm systems at Manitou Springs Library, Regional History & Genealogy, and the Hall were successfully swapped with Verkada's updated alarm system at no additional cost to the District.

Penrose library Security team has begun opening and closing Carnegie Garden daily for regular access for patrons.

Security Leadership conducted a security technology audit and inventory to prepare equipment for visually monitoring and securing Calhan Library hybrid.

Security has completed the installation of visual technology to ensure that all areas in the East Library Makerspace can be monitored by the Security Operations Center (SOC) when it will not be physically staffed.

The Safety and Security Training Coordinator conducted three comprehensive safety audits throughout the District.

Facilities reduced the height of existing bookshelves from 9 feet to 4 ½ feet in Palmer Lake Library.



Facilities completed the following improvements, constructed and installed roof top drains, installed irrigation drain, replaced floor tiles, and applied asphalt patching to the Fountain Library property.



Facilities replaced window and Library Book Return at the East Library.

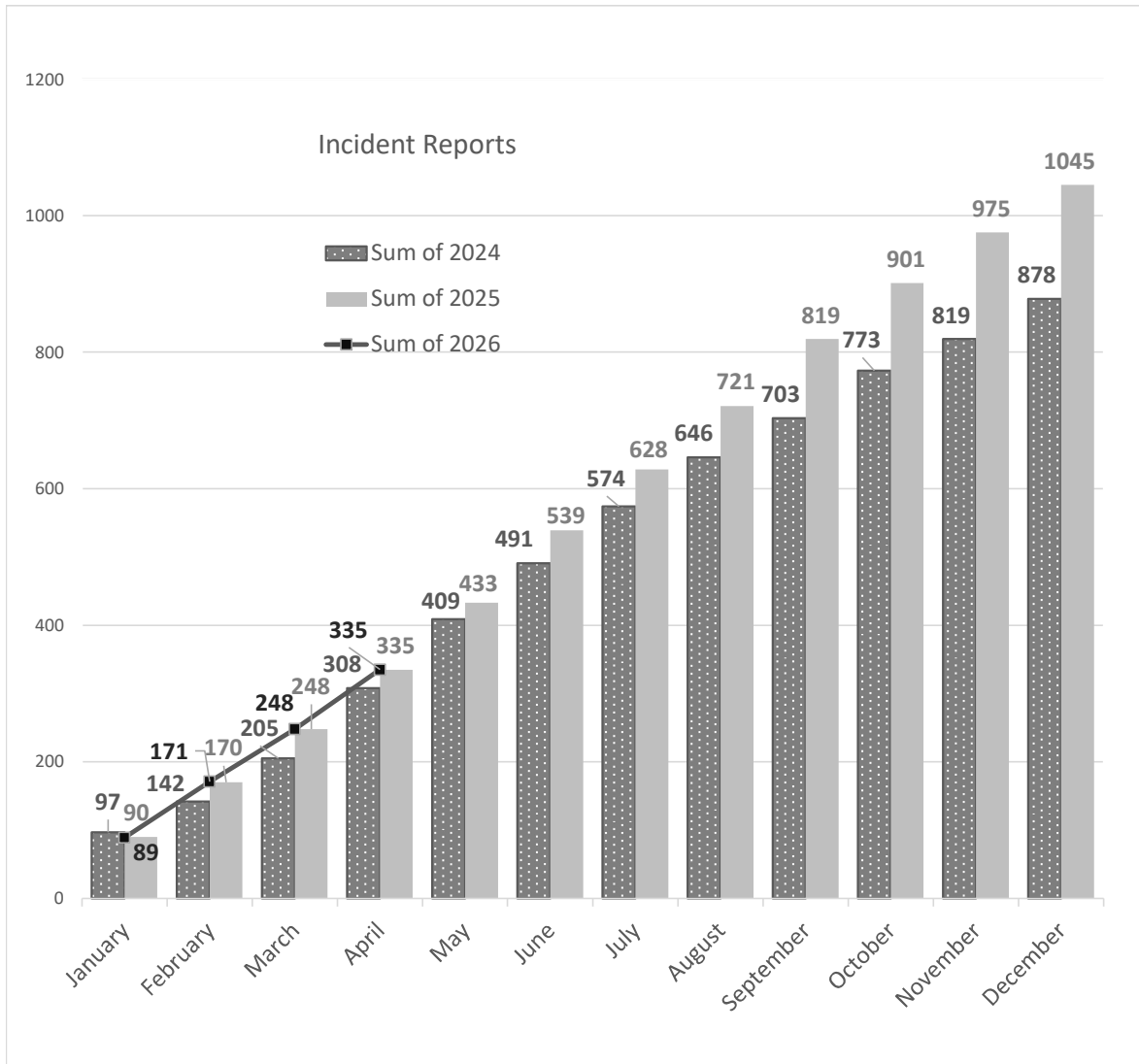


Security Officers have begun closing and locking the gates that enclose Penrose Library.

### **Staff**

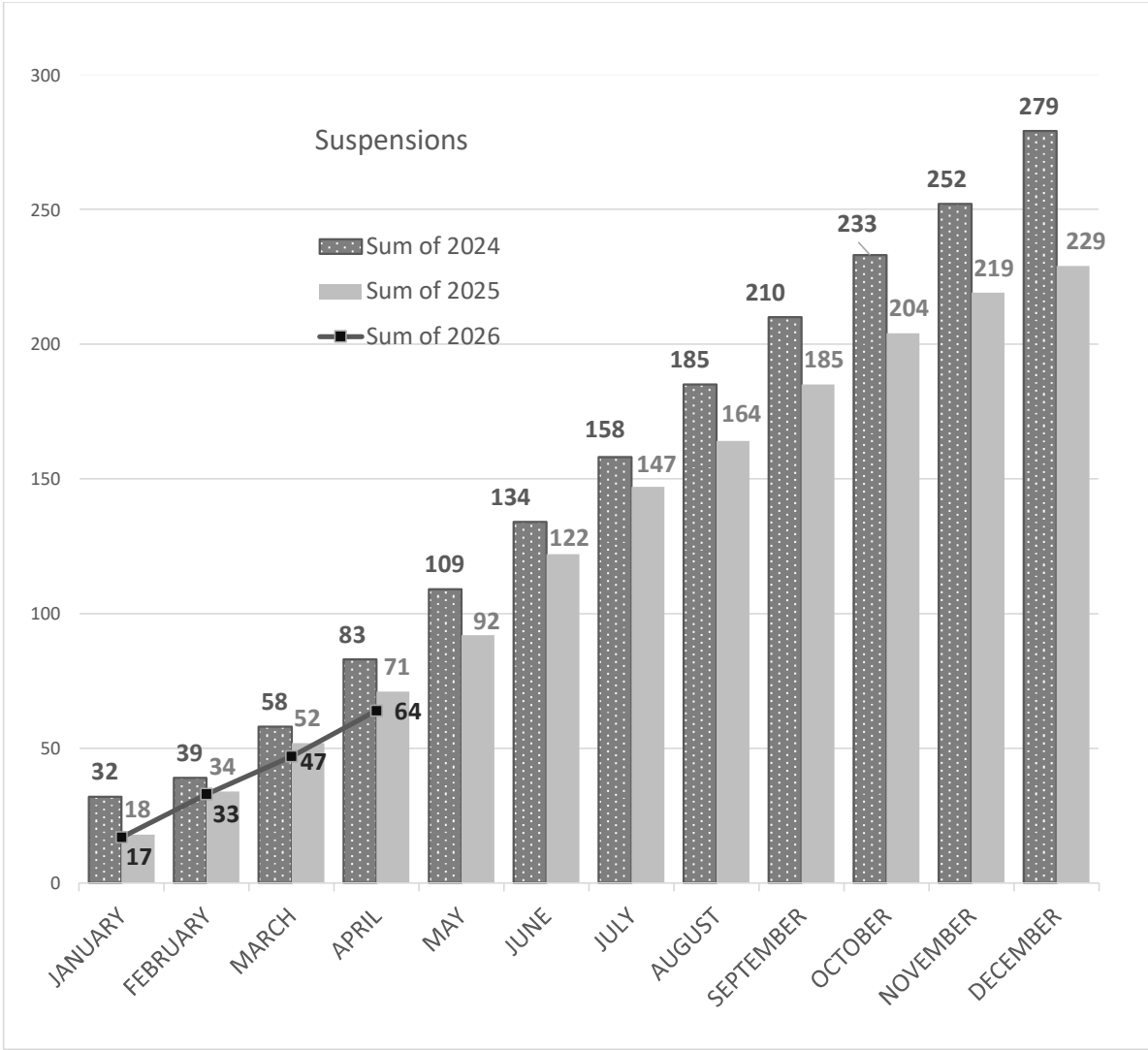
Five new Security officers have completed their final phase of training. Two officers have been stationed at Library 21c, one officer is stationed at Cheyenne Mountain Library, while the other two will be placed at Ruth Holley Library and Sand Creek Library at the end of May.

The Safety and Security Training Coordinator hosted the following internal trainings this month: two Crisis Prevention Intervention (CPI), one CPR, two Active Shooter, one Lockdown/Lockout, and one Lost/Missing child training.



### Reports Monthly Comparison

Library	February	March	April
Calhan	0	1	0
Cheyenne Mountain	1	3	3
East Library	10	5	11
Fountain	2	3	3
High Prairie	0	1	0
Library 21c	15	13	15
Manitou Springs	2	3	4
Mobile Libraries	0	1	0
Monument	0	2	4
Old Colorado City	8	9	6
Palmer Lake	0	0	0
Penrose Library	33	21	34
Ruth Holley	3	3	1
Sand Creek	7	10	4
The Hall	0	0	0
Ute Pass	1	2	2
<b>Grand Total</b>	<b>82</b>	<b>77</b>	<b>87</b>



**Suspensions Monthly Comparison**

	February	March	April
Calhan	0	0	0
Cheyenne Mountain	0	0	0
East Library	1	1	2
Fountain	0	0	0
High Prairie	0	0	0
Library 21c	0	2	1
Manitou Springs	0	0	0
Mobile Libraries	0	0	0
Monument	0	0	1
Old Colorado City	1	2	1
Palmer Lake	0	0	0
Penrose Library	13	9	10
Ruth Holley	1	0	1
Sand Creek	0	0	1
The Hall	0	0	0
Ute Pass	0	0	0
<b>Grand Total</b>	<b>16</b>	<b>14</b>	<b>17</b>

**Human Resources Report  
May 2026  
(April Data)**

**Staff:**

Training Supervisor, Sarah Marshall, facilitated the 2026 Mentor Program orientation. There are 7 mentor/mentee matches for a total of 14 staff members participating over the next six months.

In collaboration with Finance and Human Resources staff, training for the new Employee Access portal was developed by Sarah Marshall and Ben Kegley, Adult Education Manager in Adult Education, and assigned to all staff.

In alignment with our new learning and development philosophy, Sarah Marshall developed a learning partnership request form to streamline training requests throughout the District and promote partnering to design effective learning experiences for staff.

Joanna Nelson Rendon took the Human Capital Institute’s People Analytics for HR certification course and passed the exam. This is the fourth in a human resource certification program.

Take a Child to Work Day occurred on Thursday, April 23. Nine staff members participated with a total of ten children joining PPLD for the day. Programming hosted a tour of the hall and activities for the children to participate in.

**Statistics:**

- Volunteer

April 2026	Total # of Volunteers	Total # of Hours
Adult Volunteers	125	1045
Teen Volunteers	20	74
Friends of the Library	-	898

- Recruitment

Recruitment / Selection Activity	April 2026
Jobs Posted	2
Newly Hired Employees	8
Promoted Employees	1
Transferred Employees	0
Separated Employees	2

## **Information Technology March 2026 Monthly Report**

### **Accountability**

Server Team Server core count requirements were reduced to lower operational costs. IT management has begun accountability accounting for vendors allowing for a large refund on current services. (Example: ISP is down longer than contractually obligated, IT now records and requests those discounts.)

### **Community Connections**

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

### **Physical and Virtual Spaces**

High Prairie Locker Project has begun. Hold Locker purchased and DTech is currently building it out. Network team has scheduled the network port; Facilities have confirmed power and location of unit is level. End User Services Reimaged all iPads needed for the Library Adventures project. CITO scored and finalized Erate bids for Cisco 9300 switches and Cisco Smartnet. End User Services replaced 18 printers at RU, CH and FO.

### **Staff**

Fresh Service ticketing is now live and operational. This ticketing service now bundles Security, IT and Facilities into one system. Server Administrator is working with all groups on training and perfecting the system.

## **Information Technology April 2026 Monthly Report**

### **Accountability**

IT audited peak usage for all lab computers and rebuild the standard equipment list per position. This was presented to leadership to maximize budget usage. The infrastructure team set up the new ticketing system (Fresh Service) to allow tracking and managing our inventory, software, vendor contacts, and purchases. The Cybersecurity Team updated AD groups and tightened access to SharePoint groups. The Network team and Server team updated all systems to maintain the gold standard on our current systems allowing for a strong cyber security posture.

### **Communications**

The infrastructure team resolved an Informacast audio paging issue allowing for proper emergency communication with all staff. Infrastructure setup and tested IP speakers at Penrose.

### **Physical and Virtual Spaces**

The Server team worked with the Web Team on an IOS app to create games for the Children's website page.

### **Staff**

The Systems Administrator setup automations for onboarding, offboarding, promotions, and transfers rolled out within Fresh Service.

## **Strategy & Innovation March 2026 Monthly Report**

### **Access**

The Creative Technology Specialist had an appointment with a patron interested in using the 3D scanner for her sculpting projects. Together, they produced 3D models that the patron could take and make high quality resin prints at another makerspace.

Working with Programming and Library 21c staff, the Studio Services Coordinator led the first Studio Camp for Teens at Library 21c. While attendance was not quite as hoped, the program was a valuable experience for the teens who came. The Studio Services Coordinator also covered all the reservations at Studio21c and started training the new Library 21c staff who were hired to work in the studio.

### **Accountability**

One of the Data Analysts completed the Public Library Annual Report, which is how PPLD reports its data to the Colorado State Library. This 2025 data then goes to the Institute of Museum and Library Services for federal reporting.

One of the Data Analysts created an R program that pulls data from the Census to provide information on the areas around PPLD locations. She also met with Communications staff to discuss the mapping capabilities for area schools.

### **Staff**

The current cohort of six staff for the Makerspace Training Program continued to learn to operate equipment. Training this month included embroidery machines, advanced laser cutter use, industrial sewing machines, sergers, 3D scanner, and advanced 3D printing and 3D printer maintenance.

## **Strategy & Innovation April 2026 Monthly Report**

### **Access**

The Creative Technology Specialist performed annual service to all the sewing machines in the Library 21c and Sand Creek Library makerspaces without taking the machines to an outside business, which helped to save money and keep the equipment in good shape for patron use.

### **Accountability**

Two of the Data Analysts have been working to create data dashboards that branch managers will be able to use to look at the busyness of their locations.

### **Staff**

The most recent cohort of six staff for the Makerspace Training Program completed their training. Classes in April covered TinkerCAD (3D modeling software), conversion machines, other small tools, the CNC and related software, and the Creative Space Reference Interview. The S&I Training Coordinator, Creative Technology Specialist, one of the Data Analysts, and Director of S&I also worked on revisions to the Makerspace Training Program surveys to ensure the questions aligned with gathering data related to expected outcomes for the program.

After covering most of the reservations for Studio21c since December, the Studio Services Coordinator completed training for the two new studio staff at Library 21c, who have now started leading these shifts on their own.

# Key Library Statistics - March 2026

## Monthly Trends (March 2026 vs March 2025)

### Technology

#### Computer Use

20,634 ↑ +13.2%

#### Unique Wi-Fi Users

12,365 ↓ -0.9%

#### Website Total Page Views

305,196 ↓ -4.1%

### Services

#### Meeting/Study Room Use

2,947 ↑ +3.1%

#### New Cards

2,579 ↓ -0.3%

#### Reference Questions

9,380 ↑ +7.2%

### Collections

#### Physical Checkouts

163,732 ↓ -11.4%

#### eResource Checkouts

381,120 ↑ +10.2%

#### Combined Checkouts

544,852 ↑ +2.7%

### Programs\*

#### Number of Programs

530 ↑ +57.7%

#### Program Attendance

11,053 ↑ +28.3%

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

## Spotlight on New Library Card Registrations

### Patron Impact Story

"I am new to Colorado Springs and came to Library 21c to print documents for a new job. I was greeted and assisted by the most friendly staff. A Library Assistant helped me get my library card, told me all that the Library had to offer, and also helped me troubleshoot an issue I had logging in. Service and people like this make me so excited to be a part of this community. It really made my day. I will definitely be incorporating this Library into my life here." *(edited for length and clarity)*

### Trends in New Card Registrations Each Month



New card registrations have followed a consistent seasonal pattern, with higher sign-ups in summer and lower activity in late fall and early winter.

Despite these fluctuations, the monthly average for 2026 so far is up 17.4% from 2024.

# Key Library Statistics - April 2026

## Monthly Trends (April 2026 vs April 2025)

### Technology

#### Computer Use

20,393 ↑ +0.1%

#### Unique Wi-Fi Users

12,459 ↓ -4.9%

#### Website Total Page Views

276,841 ↓ -8.2%

### Services

#### Meeting/Study Room Use

3,006 ↓ -1.0%

#### New Cards

2,399 ↓ -4.7%

#### Reference Questions

8,690 ↓ -11.9%

### Collections

#### Physical Checkouts

153,639 ↓ -10.5%

#### eResource Checkouts

346,170 ↑ +5.0%

#### Combined Checkouts

499,809 ↓ -0.3%

### Programs\*

#### Number of Programs

575 ↑ +46.7%

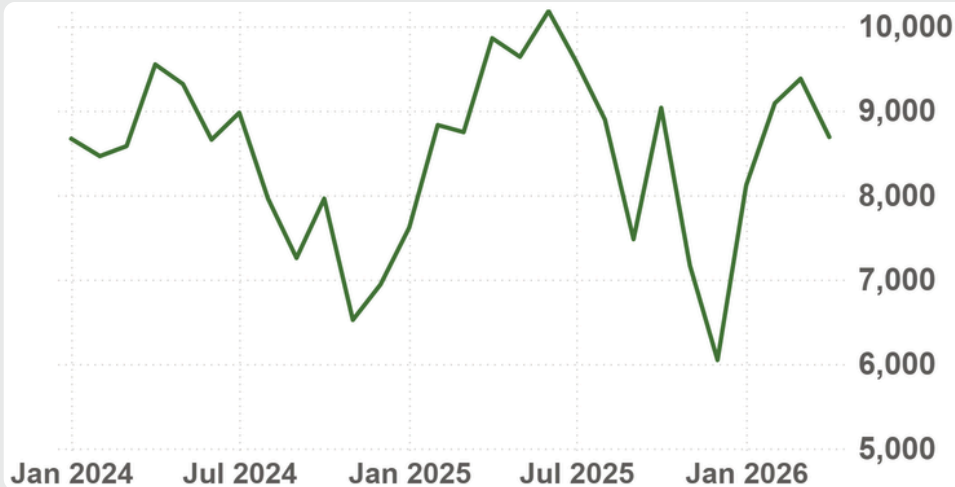
#### Program Attendance

12,081 ↑ +3.2%

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

## Spotlight on Reference Questions

### Trends in Monthly Reference Question Totals



Reference question activity fluctuates month to month, tending to rise and fall alongside overall Library activity.

April's total of 8,690 was slightly above the overall monthly average of 8,472

### Patron Impact Story

Behind each reference question counted, there is a patron interaction that can range from a quick lookup of information to in-depth, one-on-one support. As one patron shared:

"I was shown how to fill out a resume and got my first job in a long time. I couldn't have done it without the Library. If you want to better yourself, succeed in life, and want true, sincere help, give the Library staff a chance. They helped me."

# THE E-BOOK PRICING CRISIS

*Solutions That Work For Libraries, Authors, and Publishers*

URBAN  
LIBRARIES  
COUNCIL



## THE PROBLEM:

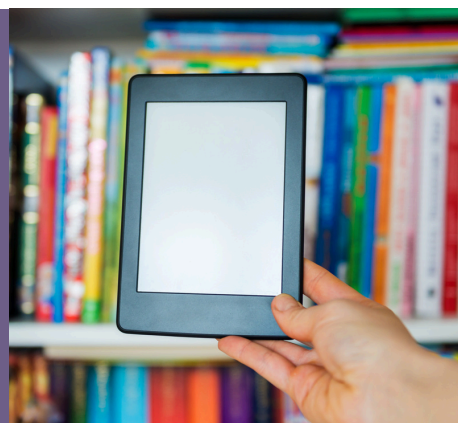
Demand for e-books is soaring. ULC libraries have seen an average 58% increase in electronic circulation since 2019, but the **cost of e-books for libraries is also soaring:**

Consumers pay \$13 in perpetuity for an e-book on average, while libraries typically pay \$55 or more for one 2-year license, limited to checkout by a single user, according to [industry research](#).

- Physical books are owned by the library, while **most digital content is licensed for a limited time**, much like a subscription
- More and more of taxpayer-funded library budgets are eaten up licensing e-books at unreasonably high prices, while libraries get less for their money: **many urban libraries spend 50% or more of their collections budgets** on e-books, audiobooks, and other digital content
- The bottom line: while some publishers have subscriptions that are sustainable for libraries, **the majority of current e-book licensing models are unsustainable for libraries**
- So far, the Big Five publishers have resisted engaging with libraries on alternative models that could be agreeable to libraries and creators – **resulting in legislation at the state and provincial level**

## LIBRARIES ARE ESSENTIAL TO THE BUSINESS OF READING

The narrative that libraries operate at the expense of authors or publishers is false. Libraries are **essential to the publishing industry**, by increasing literacy rates, creating lifelong readers, purchasing millions of books annually, and promoting local and national authors.



- Libraries are big business for publishers and authors: a ULC estimate of our nearly 200 member base found that the largest library systems alone each spend over \$4 million on average annually on e-books and e-audiobooks, while their medium-sized peers spend \$2 million on average. **This means that for ULC member libraries alone, the total licensing costs for these materials is at least \$300 million (compared to about [\\$4.5 billion in overall US e-book and e-audiobook sales](#))**

- Library borrowers are also book buyers: access to a library has never meant customers stop buying books – [a study from Canada](#) found over half of library users also bought new books, and another study found [1 in 3 respondents bought a book](#) online or from a bookstore that they first found in a library
- High prices for libraries hurt emerging authors: if libraries cannot afford to build a balanced collection, they prioritize what’s currently popular over exposing customers to new or lesser known writers

## SUSTAINABLE SOLUTIONS:

Libraries are eager for dialogue to develop mutually beneficial models with publishers, an open conversation about exploring alternatives acceptable to all parties – ones that use taxpayer funds responsibly while protecting the interests of creators and publishers.

**Here are two potential concrete fixes to start a dialogue with the largest publishers:**

**1** Time-metered e-book licenses (e.g. 1- 2 year licenses) are rarely a responsible use of taxpayer funds – **library licenses should be based on usage.**

- The bottom line: **libraries are using taxpayer funds to pay for items they’re not getting full use out of**
- The current model makes the cost-per-usage higher, while taking a chance on new authors riskier

**2** An option of perpetual licenses for mid- and backlist titles would work better for public libraries – and **many libraries are willing to pay a premium for such access.**

- Perpetual licenses are **not about ownership**. They’re about libraries maintaining their ability to **build and sustain a collection** after initial demand has waned
- As demand for popular works subsides, perpetual license options could present an attractive continued revenue stream for publishers and authors
- **Such licenses have a precedent:** all Big Five publishers once offered them, and several continue to provide perpetual access to audiobooks to this day alongside many independent publishers
- Greater flexibility means up-and-coming authors can find new audiences

# Small Footprint, Big Impact!

## Mobile Library Services



This data was collected from January 2025 through December 2025. It provides an overview of Mobile Library Services (MLS) across the District. Mobile Library Services includes a Lobby Stop Van and two Bookmobiles.



13 MLS staff visited approximately 69 stops a total of 1,318 times and helped 25,617 patrons.

Three vehicles make up MLS with a combined space of 455 sq. ft., about 20% of the size of the smallest PPLD branch.

MLS staff traveled approximately 20,310 miles to provide 2,280 hours of service.

MLS covers 620 square miles of PPLD's service area, driving an average of 62 miles a day. The farthest stop from a PPLD location is 35 miles away from Fountain Library.

The Lobby Stop Van regularly visited more than 20 retirement communities, nursing homes, senior centers, and rehab facilities, providing access to patrons who may be unable to visit a PPLD location.

Staff provided 110 programs and outreaches to 1,868 patrons.

MLS averaged 2,134 patron visits and 4,757 items circulated each month.

MLS had 125 checkouts per square foot, with a total of 57,088 circulated items. The busiest PPLD location had 42 checkouts per square foot.

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



**VIRTUAL MEETING (ZOOM)**

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799  
Meeting ID: 818 6293 8095  
Passcode: 949486

***Anyone interested in making a public comment at this meeting must sign up before 5 p.m.  
Please arrive or log in (if attending virtually) early. Meeting room doors will open by 4:30 p.m.***

***The virtual meeting will open by 4:45 p.m.***

***The Board President will invite agenda-related public comment(s) before Business Items are discussed.  
One hour of public comment for items not on today's agenda will occur before the end of the meeting.***

***One public comment per person.***

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

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

CEO Teona Shainidze-Krebs, Chief Communications & Marketing Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Director of Programming Melody Alvarez, Chief Facilities & Security Officer Michael Brantner, Senior Librarian Allison Brooks, Senior Librarian Heidi Buljung, Director of Strategy and Innovation Becca Cruz, Monument & Palmer Lake Library Manager Jean Doherty, Director of Regional History and Genealogy Michael Doherty, Calhan and High Prairies Libraries Manager Mikaela Fortune, Executive Assistant Laura Foster, Director of Adult Education Sandy Hancock, Ruth Holley Branch Manager Shannon Heffner, Chief Financial Officer Kim Hoggatt, Assistant Director of Branches Takiyah Jemison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Senior Director of Public Services, Janina Karoub, Senior Librarian Jason Kowell, Director of IT Cameron Landreth, Chief Operating Officer Heather Laslie, Manitou Springs & Ute Pass Library Manager Taryn Malila, Interlibrary Load Manager Amanda Marez-Frutchey, Senior Librarian Melissa Mitchell, Fountain Library Manager Tim Morris, Interim Controller Shannan Pfoh, Director of Collection Management Jenny Pierce, Director of Organizational Development Joanna Rendon, Deputy Chief Executive Officer (CEO) Tammy Sayles, Sand Creek Libraries Manager Sara Sharples, Chief Information Technology Officer Dan Stone, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Internal Communications and Special Projects Manager Jeremiah Walter, Director of Security Tess Warren

**CALL TO ORDER**

President Aaron Salt called the March 18, 2026 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ITEMS TOO LATE FOR THE AGENDA**

**REPORTS**

**Internal Affairs Committee**

Chairperson Angela Dougan shared that the committee met on March 3, 2026. Topics included creating a schedule for Board policies review and the decision items on today's agenda.

**Public Affairs Committee**

**Governance Committee**

Chairperson Julie Smyth shared that the committee met on March 3, 2026. The discussion included a review of the volunteer agreement, the on-boarding process and community engagement.

**Trustee comments**

Kenny Kuniyuki attended the Open Houses at the Manitou Springs Library, Monument Library, and Fountain Library. In honor of Women's History month, Mr. Kuniyuki recognized the women who serve on the PPLD Board, Foundation Board and Friends of the Library Board, all women who work at PPLD and the women attending Board meetings.

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

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

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

The Pikes Peak Library District Foundation report was included in the Board packet. Sponsorships and registrations for the evening are being accepted.

#### **Financial Report February 2026**

The February Financial report was included in the Board packet. CFO Kim Hoggatt shared that a substantial portion of property tax revenue is received in February. The top 4 expenses for the district continue to be salaries, capital expenses, Collection Management materials, and telecommunications.

#### **Public Services Report**

Deputy CEO Tammy Sayles shared that Collection Management has purchased additional materials that were unable to be received during the Integrated Library System (ILS) transition. The Winter Adult Reading Program (WARP) registered 6520 participants.

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

The Support Services reports were included in the Board packet.

#### **CEO Report**

CEO Teona Shainidze-Krebs thanked the Strategy & Innovation (S&I) team for creating the Key Library Statistics report. A reconsideration request for *Pinkerton, Behave!* by Steven Kellogg was submitted, stating objection to an image of a gun pointed at a child. The request is to remove this title from the Children's area, recommending replacing older versions with the updated version released in 2019. Three (3) librarians reviewed the book without knowledge of the specific challenge made. Two librarians recommended retaining the current edition and purchasing the new edition; the third librarian recommended purchasing the 2019 edition and discarding the old edition. The CEO agreed to retain the current addition and purchase the newer edition. A letter will be sent to the requestor tomorrow, allowing 30 days to file an appeal with the Board regarding the decision.

### **BUSINESS ITEMS**

#### **Consent Items**

Minutes of February 18, 2026 Board of Trustees meeting

The consent item was accepted as presented.

#### **New Business**

##### **DECISION 26-3-1: Authorized purchasing limits**

CFO Kim Hoggatt requests that the authorized purchasing limit requiring Board of Trustees approval be updated to \$250,000 from \$100,000. After discussion, the Board of Trustees suggested adjusting the authorized purchasing limit to \$150,000 from \$100,000 for unbudgeted expenses.

**Motion:** Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees approve the authorization of non-budgeted expenses that need to be brought to the Board at \$150,000 and higher.

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

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

##### **DECISION 26-3-2: Skylight at 21c Replacement**

Chief Facilities and Security Officer Michael Brantner explained that the skylight at Library 21c was damaged by hail in 2026, resulting in a complete loss determination from the Insurance Adjustor, requiring replacement. Insurance provided \$129,756.93, the amount allowed if repairs could be made. The total cost for replacement is \$247,889. PPLD requests that \$120,000 be adjusted to cover the balance of the total cost to remove and replace the skylight. The skylight is rated for hail damage. There is one vendor in the multi-state area who can complete the work at this price. If the decision is to not adjust the budget to cover the balance, the funds provided by insurance would be returned and there would be no further support for replacement moving forward.

**Motion:** Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Skylight at 21c Replacement as presented.

**Second:** Julie Smyth seconded the motion.

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

**DECISION 26-3-3: Board of Trustees Volunteer Agreement**

The only change to this agreement is the removal of 'Chief Librarian' from the CEO's title.

**Motion:** Kenny Kuniyuki made a motion that the Pikes Peak Library District Board of Trustees approve the Board of Trustees Volunteer Agreement as presented.

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

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

**DECISION 26-3-4: Appeal of The Medieval Knight Reconsideration**

President Aaron Salt stated the Board will uphold the CEO's decision regarding this appeal as the reconsideration process was followed and no violation of the state statute was found. PPLD follows the publisher's recommended categorization of materials. The categorization is encoded in the ISBN when established by the publisher, and PPLD recommends challenges should be submitted to the publisher.

**Motion:** Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees deny the appeal of The Medieval Knight reconsideration decision.

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

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

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

Craig Johnson stated that there is no overall framework for purchasing from the Facilities Master Plan, however PPLD has bought libraries and property for a new library. The community would like to see a plan.

Karla Powers believes that PPLD will provide a library in the northwest area of Colorado Springs, but it has been over a year and a half. This library should be PPLD's first priority. Donations from the northwest area will continue to be slow until a library returns to the area.

**ADJOURNMENT**

There being no further business to discuss, President Aaron Salt adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 5:56 p.m.

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

**RESOLUTION AUTHORIZING THE ALLOCATION OF UNASSIGNED FUND BALANCE TO THE CAPITAL FUND**

WHEREAS the Pikes Peak Library District maintains an Unassigned Fund Balance in its General Fund; and

WHEREAS, the Board of Trustees of the District has determined that it is in the best interest of the District to allocate a portion of the Unassigned Fund Balance to the Capital Fund for the purpose of funding a major replacement of the skylights at the 21C library; and

WHEREAS the allocation of such funds complies with applicable financial policies and statutory requirements;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIKES PEAK LIBRARY DISTRICT THAT:

1. The amount of \$120,000 from the General Fund Unassigned Fund Balance is hereby allocated and transferred to the Capital Fund.
2. The District's Finance Officer is authorized and directed to make the appropriate accounting entries and take all necessary actions to complete the transfer.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

ADOPTED, this 20<sup>th</sup> day of May 2026.

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Aaron Salt, President  
Board of Trustees

**RESOLUTION FOR A 2026 SUPPLEMENTAL BUDGET ADJUSTMENT**

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENDITURES IN EXCESS OF AMOUNTS BUDGETED FOR THE PIKES PEAK LIBRARY DISTRICT.

WHEREAS, the Board of Trustees of the Pikes Peak Library District has determined that adjustments to the 2026 budget are necessary; and

WHEREAS, the following changes to revenues and other financing sources are required:

**Revenue and Other Financing Sources**

1. To increase Other Financing Sources by \$120,000, authorized by the Board from the Unassigned Fund Balance, to fund the major replacement of skylights at the 21c Library, which was not known at the time the 2026 budget was adopted; and

**Expenditures and Other Financing Uses**

1. To increase the 2026 Capital Fund budget by \$250,000 for the replacement of skylights at the 21c Library.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIKES PEAK LIBRARY DISTRICT THAT:

1. The 2026 appropriations of the Capital Fund are hereby increased from \$1,323,666 to \$1,573,666; and
2. The 2026 Capital Fund budget for revenues and sources of funds is hereby increased from \$276,609 to \$396,609.

APPROVED AND ADOPTED this 20<sup>th</sup> day of May 2026, by the Board of Trustees of the Pikes Peak Library District.

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Aaron Salt, President

Board of Trustees



5500 Havana Street, Unit B | Denver, CO 80239 | Phone: 720.325.5696

Date: 4-22-26  
 Attn: **Kim Hoggart.**  
**Pikes Peak Library District.**  
**20 N. Cascade Ave.**  
**Colorado Springs, CO 80903**  
**RFP# 492-26-01-PE.**

Subject: Special Collections Fire Extinguishing Systems.

#### Scope:

1. Providing the building with four new clean agent suppression systems. One system each for the Vault L047, General Staff room, Photo archives L055, and General Archives L048.
2. Our proposal includes designing, providing, and installing a new intelligent releasing panel, the associated initiating devices and notification devices, four clean agent tanks (one for each room), and the associated discharge piping and nozzles.
3. Our proposal includes providing monitor points from the new releasing panel for the building fire alarm system, for alarm, supervisory, and trouble.
4. Our proposal includes one room integrity test for each of the four zones.

#### Clarifications:

1. Our proposal includes all taxes and permits as required.
2. Pye-Barker will not perform any work on site until a permit is issued by the AHJ. Design and Engineering will begin when owner or the owner's representative has issued a purchase order (PO) for the project.
3. Our system comes complete with a one-year warranty and comprehensive owners training.
4. Design drawings and a submittal package will be produced and submitted to the local AHJ to obtain a permit for the work herein described. The drawings will be produced from CAD drawings provided to PBFS by the owner or the owner's representative. If such drawings are not available, additional costs may be incurred to make the drawings; additional costs will be added to the invoice.
5. Any insurance deductibles on projects where enrollment into an OCIP/CCIP is required are to be limited to \$25,000. This includes but is not limited to the provided Builders Risk Policy. Any amount beyond will need to be discussed with our team prior to contract signatures.
6. Our proposal assumes all work is to be done during normal working hours from 7am to 3:30pm for a 40-hour work week. Delays caused by events or circumstances beyond Pye-Barker control may incur additional costs that will be added to the invoice.
7. If delays in receiving signed submittals back from authorities arise and overtime is required to not hold up project progress, a charge will need to be added.
8. Price is subject to AHJ and/or engineer approval of the submitted drawings, and may vary with any additional AHJ and/or Engineer requirements.
9. Our proposal does not include any escalation or price protection associated with the proposed new tariffs that may affect both foreign and domestic products. Any impact to material costs directly or indirectly caused by the tariffs will be priced as a change order to the base contract amount.

10. Our proposal assumes that the owner or owner's representative will complete an owner's certificate and that the certificate will be provided prior to the start of the design. If this information changes during the project duration, it may result in a change order.
11. Pye-Barker is not the engineer of record.
12. Pye-Barker is excluding liquidated damages.
13. This proposal is good for 90 days.



**Exclusions:**

1. **Our proposal does not include any upgrades to the building fire alarm system, the graphic panels, or annunciators.**
2. **Our proposal does not include any sealing of the hazards to pass a room integrity test.**
3. **Our proposal does not include HVAC work, including the installation of fire smoke dampers.**
4. This proposal does not contain provisions to comply with the Davis Bacon Act or Buy American Act.
5. Our proposal does not include any painting of exposed piping on our system.
6. This proposal does not include the cost of performance or payment bonds. Bonding would be available for an additional 1.5%.
7. This proposal does not include BIM or 3D coordination. This service can be included at additional cost.
8. Our proposal does not include any core drilling.
9. Our proposal does not include any type of fire watch.
10. Our proposal does not include any painting, patching, sealing, or repairs of ceilings, walls, or floors.



**Our base bid complete is \$181,340.00**

Sincerely,

Wesley Yusim  
Pye-Barker Fire & Safety



Conditions of Bid

- 1. DEFINITIONS:
a. Pye-Barker Fire & Safety is referred to as "PBFS."
b. "You" means to the recipient of this bid.
c. "Parties" means to You and PBFS.
d. "Work" means to the work set forth in the Bid Proposal.
e. "Project" means to the project in which the Work is to be performed.
f. "Conditions of Bid" means this document.
2. WORK: The Work shall be performed by PBFS as set forth in the Bid Proposal...
3. PAYMENT TERMS: PBFS shall submit an invoice for payment monthly...
4. TIME: Time is of the essence with regard to the Work...
5. LIMITATION OF LIABILITY: PBFS's total liability, whether for breach of contract...
6. DISPUTE: The Parties choose binding arbitration in accordance with the Construction Industry Arbitration Rules...
7. AUTHORITY: Each of the undersigned individuals signs on behalf of and represents and warrants that he or she has the authority...

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_
Client Name: \_\_\_\_\_ PBFS Signature: \_\_\_\_\_
Address: \_\_\_\_\_ Printed Name: \_\_\_\_\_
Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_
Printed Name/Title: \_\_\_\_\_

**RESOLUTION COMMITTING FUND BALANCE FOR FUTURE LIBRARY FACILITY DEVELOPMENT**

A RESOLUTION OF THE BOARD OF TRUSTEES OF PIKES PEAK LIBRARY DISTRICT COMMITTING A PORTION OF THE DISTRICT’S UNASSIGNED FUND BALANCE FOR FUTURE LIBRARY FACILITY DEVELOPMENT.

WHEREAS, the Board of Trustees of Pikes Peak Library District has determined that it is in the best interest of the District to formally commit funds for future library facility development; and

WHEREAS, the District is projected to end fiscal year 2025 with approximately \$2.8 million in unassigned fund balance as a result of revenues exceeding expectations and careful management of expenditures; and

WHEREAS, the Board of Trustees, in collaboration with District Administration, has identified priority service areas for future library facility development, including the Pony Tracks property, the expansion of the High Prairie Library, and the northwest area of the city; and

WHEREAS, the Board of Trustees desires to formally commit a portion of the District’s unassigned fund balance in accordance with Governmental Accounting Standards Board (“GASB”) Statement No. 54.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF PIKES PEAK LIBRARY DISTRICT THAT:

1. The District hereby commits \$2,000,000 of unassigned fund balance for the purpose of future library facility development, including planning, design, land development, expansion, and construction activities associated with:
  - the Pony Tracks property;
  - the High Prairie Library expansion; and
  - future library development within the northwest area of the city; and
2. These committed funds shall remain designated for the purposes stated herein unless modified or removed by formal action of the Board of Trustees.

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Board of Trustees of Pikes Peak Library District.

---

Aaron Salt, President  
 Board of Trustees

## Legal Services Recommendation

Pikes Peak Library District issued RFP #530-26-01-DIST to solicit proposals from qualified legal service providers to provide legal counsel on an as-needed basis. The District's previous legal service provider relocated out of the area in April, necessitating the procurement of new services.

### Background

The District periodically evaluates its professional service providers to ensure it receives high-quality, cost-effective, and responsive services. In alignment with best practices for public sector procurement, and to promote transparency and competition, the District issued a Request for Proposals (RFP) for legal services.

Legal services are critical to supporting the District's operations, governance, and compliance with applicable laws and regulations. Conducting a competitive RFP process allows the District to evaluate qualifications, experience, service approach, and cost among potential providers, and to ensure alignment with the District's current and future needs.

### Analysis

The RFP was released on March 13, 2026, and responses were due on April 17, 2026. Proposals were evaluated based on the following criteria:

- Completeness of proposal
- References
- Pricing
- Quality of services
- Vendor qualifications and experience
- Other factors deemed in the best interest of the District

The evaluation committee independently scored each proposal. References were contacted for the highest-ranked proposer.

### Recommendation

Following internal discussions with the CEO and Administration, and after reviewing the evaluation scores for each proposal, the Legal Services RFP Committee recommends awarding the contract to Collins Cole Winn & Ulmer. This recommendation is based on the firm's extensive experience with special districts, including library districts, and its cost-effective structure with no monthly retainer.

The proposed fee structure is:

- Billable hourly rates:

- Partner: \$455
- Associate: \$410
- Paralegal: \$250

### **Timeline**

Board Review and Decision: May 20, 2026

Award Notification: On or about May 27, 2026

**Resolution in Recognition of Exemplary Service of Julie Smyth  
to the Pikes Peak Library District Board of Trustees**

- Whereas,** The Pikes Peak Library District Board of Trustees wishes to commend Julie Smyth for her exemplary service as a Pikes Peak Library District Board of Trustees Member from January 1, 2023 to June 1, 2026; and
- Whereas,** Julie’s service on the Board of Trustees has included serving as President (2025); Secretary/Treasurer (2026); serving as Chairperson on the Governance Committee (2024 and 2026); and serving on the Public Affairs Committee (2023); and
- Whereas,** Julie’s personal ethics, compassion, and leadership have made a significant, positive, and long-lasting impact on the libraries, families, and children within this community; and
- Whereas,** Julie’s leadership as Board President in 2025 resulted in the purchase of Ruth Holley Library, Ute Pass Library, property at 3924 Pony Tracks Drive for a future PPLD location and continually reviewing options for a library in the northwest area of Colorado Springs; and
- Whereas,** Julie’s knowledge, attention to detail, and insatiable curiosity have contributed to the continued success of the Pikes Peak Library District; and
- Whereas,** Julie’s thoughtful questions, insights, and involvement have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and
- Whereas,** Julie has been an advocate for public libraries, has consistently demonstrated the qualities of an exemplary Board Member, and has been a true friend to and champion of the staff and patrons of the Pikes Peak Library District;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Julie Smyth for her commitment, dedication, and service to this Library District and to the community and for the many enduring accomplishments achieved during her tenure.

**IN WITNESS WHEREOF,** we, the Board of Trustees of the Pikes Peak Library District, have hereunto set our hand this 20th day of May, 2026.

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Aaron Salt, President

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Erin Bents, Vice President

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Scott Taylor

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Angela Dougan

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Kenny Kuniyuki

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Austin Jurgensmeyer

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Teona Shainidze-Krebs, CEO