

VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 858 9408 7095
Passcode: 285387

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

The virtual meeting will 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. PRESENTATION
 - A. Library Experience and Website Surveys (Abby Warren and Clint Hager) *Fifteen minutes* (p.3)
- V. 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.5)
 - F. Pikes Peak Library District Foundation Report (Courtney VanCleave) *Five minutes* (p.6)
 - G. Financial Report September 2025 (Kim Hoggatt) *Five minutes* (p.7)
 - H. Public Services Report (Tammy Sayles) *Five minutes* (p.15)
 - I. Support Services Reports: Communications; Facilities & Security; Human Resources; Information Technology, Strategy & Innovation (p.21)
 - J. CEO Report (Teona Shainidze-Krebs) *Five minutes*
 - 1. Technology Services Snapshot (p.33)
- VI. BUSINESS ITEMS
 - A. Consent Items

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

 - 1. Minutes of October 15, 2025 Board of Trustees meeting (p. 34)
 - B. New Business
 - 1. DECISION 25-11- 1 Foundation Board Memorandum Of Understanding (MOU) Courtney VanCleave (p.38)
 - 2. DECISION 25-11-2 Resolution for 2025 Supplemental Budget Adjustment (Kim Hoggatt) (p.44)
 - 3. DECISION 25-11-3 Bylaws section update (Julie Smyth) (p.45)

VII. EXECUTIVE SESSION

The Board will enter Executive Session to:

- A. Discuss personnel matters related to the CEO's employment contract, including evaluation and contractual terms as authorized by C.R.S. §24-6-402(4)(f)(l).

VIII. BUSINESS ITEM (cont.)

- A. DECISION 25-11-4: CEO contract addendum

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

X. ADJOURNMENT

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

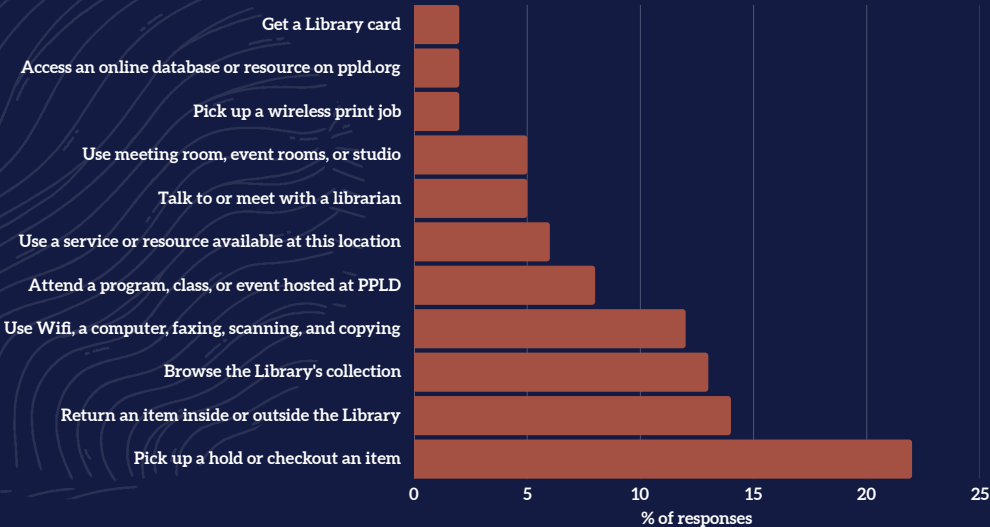
Library Experience Survey

Purpose Capture “in-the-moment” feedback from patrons about their Library experiences to better understand their use of our services, resources, and facilities.



1,442
Completed Surveys!
753 Surveys on paper

Why did you come to the Library today?

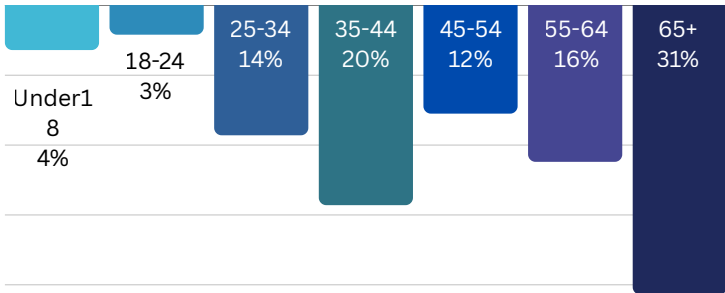


82% of patrons said they would be very likely to recommend their Library to one of their friends!

Opportunities

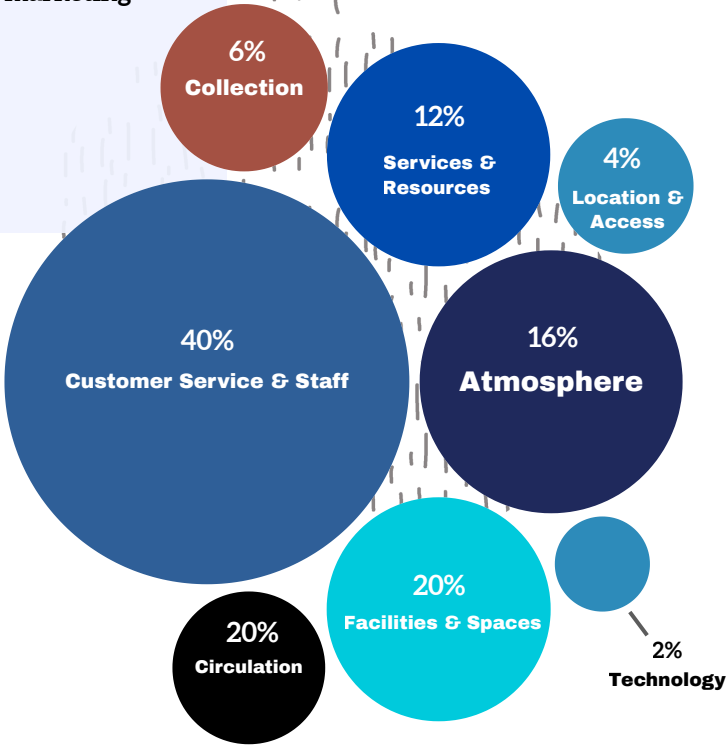
- Kids are a driving factor for visits to the Library. Explore marketing strategies to engage more with the parents.
- Engage more with all communities in El Paso County.

Age Demographics



31% of all survey respondents were 65+. The second largest age demographic is 35 to 44 year olds making up 20% of survey respondents.
Pikes Peak Library District Board of Trustees
November 19, 2025

What was the main reason for your positive score?



Website Survey

Purpose

Gather in-depth knowledge to guide the future development of our website.

- Understand User Experiences
- Identify Opportunities



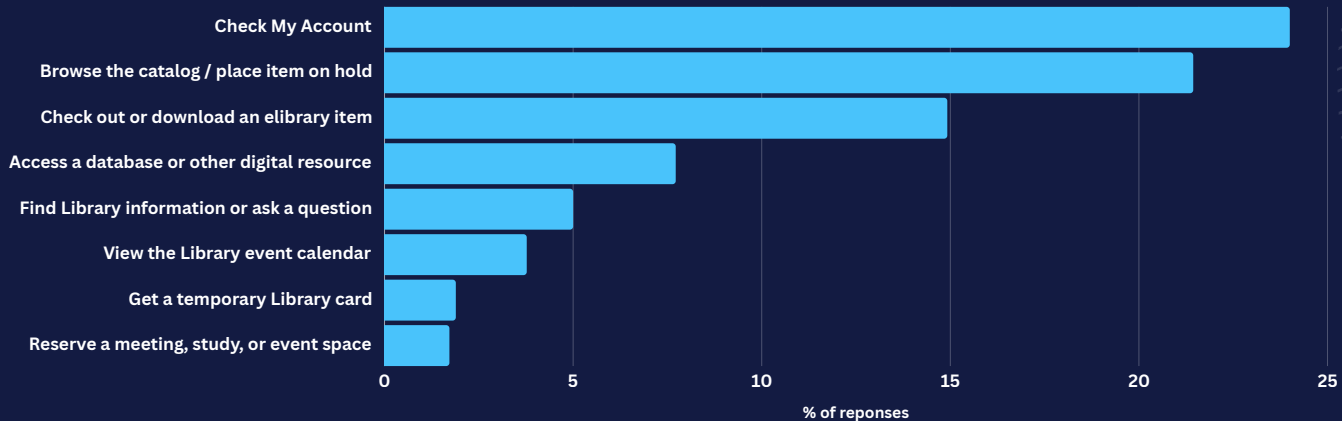
539

Completed Surveys!

8

Patrons participated in an in-person focus group

Why did you visit the website today?



47%

PC/Laptop Users



45%

Smartphone



8%

Tablet

The website is easy to navigate. **7.2**

The information on the website is relevant and clear. **7.5**

The design and layout of the website are intuitive and user-friendly. **7.1**

Overall website user experience. **7.8**

What can we improve?

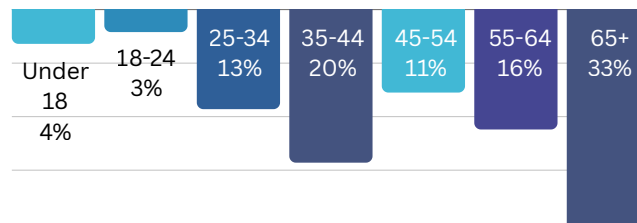
According to the feedback from this website survey and in-person focus groups, these key features will be our focus in the future for better user experience:

- ✓ Improve navigation
- ✓ More integration with the catalog
- ✓ Enhance the calendar of events
- ✓ Improve mobile experience
- ✓ Better search functionality

Website Traffic:

34% of all survey respondents were 65+. The second largest age demographic is 35 to 44 year-olds, making up 20% of survey respondents.

Pikes Peak Library District Board of Trustees
November 19, 2025



Friends of the Pikes Peak Library District NOVEMBER 2025 Report

Our focus for November is/was the Friends 70th Anniversary Tea Party on Nov 8th at Library 21c.

Sales	(Gross)	
Sales thru October	Amazon	\$411
	eBay	\$6,819
	Web storefront	0
	East Bookstore	\$6,903
	Library 21C	\$2,261
	Penrose	\$653
	Big Fall Book Sale	\$17,065
TOTAL SALES		\$34,112

Fifty-seven District volunteers put in 714 hours during October. The book sale added another 43 individuals and 585 hours to the counts. Grand total for October was 100 individuals contributing 1,299 hours.

The Big Fall Book Sale made a new record, \$424 in sales and donations over the previous record made in Spring 2025!

A women's group from a local church reached out to us, offering to help with a one-time project. We quickly accepted, assigning them the task of deep cleaning our East workroom, which hadn't been done for over 6 years. The timing worked out well in that we had not yet started accumulating boxes of books in earnest for the Spring Book Sale.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Pikes Peak Library District Foundation

UNAUDITED

Statement of Financial Activity

As of September 30, 2025 and September 30, 2024

	Month	YTD	Budget	Variance	Month	PY
	September 30, 2025	2025	2025	2025	September 30, 2024	
Revenues						
Giving	\$ 13,761	\$ 148,620			\$ 6,106	\$ 189,991
Individuals						
Foundations	-	15,500			10,600	24,128
Corporation	90	9,073			30	8,240
Sponsorships	-	23,500			-	-
Total Giving	13,851	196,693			16,736	222,359

The Foundation approved the 2026 budget and an MOU and between the Foundation and District at the October board meeting.

Year-end mail and email campaigns have been kicked off and the goal is to bring in \$100,000.



October 31, 2025 Monthly Financial Report

Board of Trustees Meeting
November 19, 2025

Revenues

Type	Annual Budget	YTD Actual		Variance
		Revenue		
Property Taxes (1)	\$ 40,123,323	\$ 39,994,484	\$	128,838
Intergovernmental Grants	360,784	479,731	\$	(118,947)
Fines and fees	90,000	73,310	\$	16,690
Interest income	500,000	1,191,305	\$	(691,305)
Donations/fundraising	605,000	1,309,920	\$	(704,920)
Miscellaneous	73,962	65,265	\$	8,697
Employee contributions	393,533	377,745	\$	15,788
Total	<u>\$ 42,146,602</u>	<u>\$ 43,491,761</u>	<u>\$</u>	<u>(1,345,159)</u>

(1) Includes Specific Ownership taxes, Interest on Taxes, and Payment in Lieu of Taxes

GF Expenditures

Type	Annual Budget	YTD Actual		Variance
		spend		
Building & Vehicle Maintenance	\$ 2,882,485	\$ 2,072,916	\$	809,570
Collections Management Materials	4,755,150	3,964,845		790,305
Contract Services	2,537,096	1,803,335		733,761
Employee Salaries & Benefits	23,083,802	17,825,407		5,258,396
Mileage, Training, Memberships	607,080	337,083		269,997
Programming	336,090	178,892		157,198
Supplies	1,376,112	937,463		438,649
Telecommunications	1,263,464	1,117,177		146,287
Total	<u>\$ 36,841,279</u>	<u>\$ 28,237,117</u>	<u>\$</u>	<u>8,604,161</u>

Capital Fund Expenditures

Type	Annual Budget	YTD Actual		Variance
		spend		
Capital Fund- Facilities	\$ 3,840,461	\$ 1,224,082	\$	2,616,379
Capital Fund-Communication	68,398	8,982		59,416
Capital Fund- Security	217,473	137,385		80,088
Capital Fund- IT	2,027,883	820,588		1,207,295
Capital Fund- Strategy & Innovation	27,826	0		27,826
Capital Fund- Finance	969,519	6,511		963,008
Capital Fund- Special Revenue Funds	56,401	0		56,401
Total	<u>\$ 7,207,961</u>	<u>\$ 2,197,549</u>	<u>\$</u>	<u>5,010,412</u>



Monthly Financial Report - PPLD (as a whole)

As of October 31, 2025

		Year to Date Activity as of October 31, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes (1)	36,823,323	30,686,102	36,955,754	6,269,652
Specific ownership taxes	3,300,000	2,750,000	3,038,731	288,731
Total Taxes	40,123,323	33,436,102	39,994,484	6,558,382
Intergovernmental Grants	360,784	300,653	479,731	179,078
Fines and fees	90,000	75,000	73,310	(1,690)
Interest income	500,000	416,667	1,191,305	774,638
Donations/ fundraising	605,000	504,167	1,309,920	805,753
Miscellaneous	73,962	61,635	65,265	3,630
Total Operating Revenue	1,629,746	1,358,122	3,119,531	1,761,409
Employee contributions	393,533	327,944	377,745	49,801
Total Other Revenue	393,533	327,944	377,745	49,801
Total Revenue	42,146,602	35,122,168	43,491,761	8,369,593
<u>EXPENDITURES</u>				
Personnel Expense	26,605,518	22,171,265	19,717,482	2,453,783
Operating Expense	13,800,612	11,500,510	11,544,434	(43,924)
Capital Outlay	7,207,961	6,006,634	2,327,305	3,679,329
Total Expenditures	47,614,091	39,678,409	33,589,222	6,089,187
Excess (deficiency) of Revenue over Expenditures	(5,467,489)	(4,556,241)	9,902,539	14,458,780
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
Insurance Proceeds	0	0	129,757	(129,757)
	0	0	129,757	129,757
Net Impact to Fund Balance	(5,467,489)	(4,556,241)	10,032,296	14,588,537
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	23,632,752	23,632,752	23,632,752	0
Ending Fund Balance (Projected)	18,165,263	19,076,511	33,665,048	14,588,537

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

(2) 2024 Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND

As of October 31, 2025

		Year to Date Activity as of October 31, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	33,949,371	28,291,143	34,043,441	5,752,298
Specific ownership taxes	3,300,000	2,750,000	3,038,731	288,731
Total Taxes	37,249,371	31,041,143	37,082,171	6,041,028
Intergovernmental	360,784	300,653	479,731	179,078
Donations/fundraising	605,000	504,167	1,309,920	805,753
Interest	500,000	416,667	1,190,715	774,049
Fines and fees	90,000	75,000	73,310	(1,690)
Other Operating	73,962	61,635	65,265	3,630
Total Operating Revenue	1,629,746	1,358,122	3,118,942	1,760,820
Total Revenue	38,879,117	32,399,265	40,201,113	7,801,848
<u>EXPENDITURES</u>				
Building & Vehicle Maintenance	2,882,485	2,402,071	2,072,916	(329,156)
Collections Management Materials	4,755,150	3,962,625	3,964,845	2,220
Contract Services	2,537,096	2,114,246	1,803,335	(310,911)
Employee Salaries & Benefits	23,083,802	19,236,502	17,825,407	(1,411,095)
Mileage, Training, Memberships	607,080	505,900	337,083	(168,817)
Programming	336,090	280,075	178,892	(101,183)
Supplies	1,376,112	1,146,760	937,463	(209,297)
Telecommunications	1,263,464	1,052,887	1,117,177	64,290
Total Expenditures	36,841,279	30,701,066	28,237,117	(2,463,948)
Excess (deficiency) of Revenue over Expenditures	2,037,838	1,698,199	11,963,995	10,265,797
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer Out	3,977,345	3,977,345	3,977,345	0
	3,977,345	3,977,345	3,977,345	0
Net Impact to Fund Balance	(1,939,506)	(2,279,146)	7,986,651	10,265,797
GF Unassigned Beginning Fund Balance *	18,565,212	18,565,212	18,565,212	0
Other Tax Revenue- (SB22-238 & SB23B-001)	2,086,606	2,086,606	2,086,606	
2025 Capital Fund Allocation	3,977,745	3,977,745	3,977,745	
3 Month Reserve (Board Mandate)	8,376,047	8,376,047	8,376,047	
Purchase of Ute Pass and Ruth Holley	1,000,000	1,000,000	1,000,000	
Unrestrict Balance available for use	3,124,814	3,124,814	3,124,814	0
Ending Fund Balance (Projected)	16,625,706	16,286,066	26,551,863	10,265,797



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of October 31, 2025

		Year to Date Activity as of October 31, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>				
Public Services	21,458,942	17,882,452	16,240,709	2,865,217
Public Services Administrative	9,402,518	7,835,431	7,043,278	792,153
Public Services Administration	266,046	221,705	218,336	3,369
Collection Management	1,761,787	1,468,156	1,326,606	141,550
Collection Management - Library Materials	5,673,881	4,728,234	4,469,685	258,549
Regional History and Genealogy	816,185	680,154	550,695	129,459
Adult Education	884,619	737,182	477,957	259,226
Programming Administration	1,543,139	1,285,949	1,147,911	1,361,514
Branch Administration	10,513,285	8,761,071	8,049,521	711,550
Branch Administration	663,797	553,164	440,108	113,056
Penrose Library	1,679,171	1,399,309	1,226,280	173,029
East Library	1,698,504	1,415,420	1,430,345	(14,925)
Library 21c	1,862,384	1,551,986	1,371,821	180,165
Cheyenne Mountain Library	538,594	448,828	411,741	37,087
Fountain Library	538,594	448,828	342,464	106,365
* High Prairie Library	424,771	353,976	392,013	(38,038)
* Manitou Springs Library	466,567	388,806	341,365	47,440
* Monument Library	638,910	532,425	511,000	21,425
Old Colorado City Library	451,739	376,449	352,090	24,359
Ruth Holley Library	461,134	384,278	314,632	69,646
Sand Creek Library	581,909	484,924	537,958	(53,034)
Mobile Library Services	507,212	422,676	377,701	44,975
Administration	14,852,496	12,377,080	11,507,034	617,653
CEO Office	461,622	384,685	367,403	17,282

* Includes Calhan, Palmer Lake and Ute Pass



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of October 31, 2025

	<u>Revised Annual Budget</u>	Year to Date Activity as of October 31, 2025		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>				
Support Services	7,040,938	5,867,448	5,507,321	199,980
Support Services Administration	291,876	243,230	251,979	(8,749)
Facilities	3,724,004	3,103,336	2,850,943	-
Information Technology	2,472,008	2,060,006	2,014,736	45,270
Strategy and Innovation	553,050	460,875	389,663	71,212
Human Resources Office	941,100	784,250	692,004	92,246
Security	1,665,858	1,388,215	1,263,043	125,172
Finance Office	1,741,020	1,450,850	1,523,219	(72,369)
Communications Office	1,749,364	1,457,803	1,076,248	381,555
Development Office	200,070	166,725	145,455	21,270
Interdepartmental	1,052,524	877,103	932,340	(55,237)
UNDESIGNATED	36,311,438	30,259,532	27,747,743	3,482,870
Designated Funds	529,841	441,534	489,374	(47,840)
DESIGNATED	529,841	441,534	489,374	(47,840)
TOTAL GENERAL FUND	36,841,279	30,701,066	28,237,117	3,435,030



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of October 31, 2025

		Year to Date Activity as of October 31, 2025		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	0	0	0	0
Total Revenue	0	0	0	0
<u>EXPENDITURES</u>				
Capital Fund- Facilities	3,840,461	3,200,384	1,224,082	1,976,302
Capital Fund-Communication	68,398	56,998	8,982	48,017
Capital Fund- Security	217,473	181,228	137,385	43,842
Capital Fund- IT	2,027,883	1,689,903	820,588	869,315
Capital Fund- Strategy & Innovation	27,826	23,188	0	23,188
Capital Fund- Finance	969,519	807,933	6,511	801,421
Capital Fund- Special Revenue Funds	56,401	47,001	0	47,001
Total Expenditures	7,207,961	6,006,634	2,197,549	3,809,086
Excess (deficiency) of Revenue over Expenditures	(7,207,961)	(6,006,634)	(2,197,549)	3,809,086
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	3,977,345	3,977,345	3,977,345	0
Insurance Proceeds	0	0	129,757	(129,757)
	3,977,345	3,977,345	4,107,102	129,757
Net Impact to Fund Balance	(3,230,616)	(2,029,289)	1,909,553	3,938,842
Beginning Fund Balance*	4,010,887	4,010,887	4,010,887	0
Ending Fund Balance (Projected)	780,271	1,981,598	5,920,440	3,938,842



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of October 31, 2025

		Year to Date Activity as of October 31, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	2,873,951	2,394,959	2,912,313	517,354
Employee contributions	393,533	327,944	377,745	49,801
Other Revenue	0	0	589	589
Total Revenue	3,267,484	2,722,904	3,290,648	567,744
<u>EXPENDITURES</u>				
Employee Salaries & Benefits	2,353,223	1,961,019	1,892,075	68,944
Contract Services	1,211,628	1,009,690	1,132,723	(123,033)
Total Expenditures	3,564,851	2,970,709	3,024,799	(54,089)
Excess (deficiency) of Revenue over Expenditures	(297,367)	(247,806)	265,849	513,655
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(297,367)	(247,806)	265,849	513,655
Beginning Net Position*	1,056,653	1,056,653	1,056,653	0
Ending Fund Balance (Projected)	759,286	808,847	1,322,502	513,655

Public Services Report October 2025

Adult Education

Access

The career navigator coordinated a tour of the Broadmoor for students and patrons to learn about employment opportunities at the resort. One student was interviewed that day for employment.

Accountability

The director of Adult Education obtained the Adult Basic Education Authorization (ABEA) certification from the Colorado Department of Education. ABEA certification is required for administration and instructors for the AEFLA grant.

PPLD AE staff met with Pikes Peak Workforce Center (PPWFC), D2 Adult Ed and D11 Adult Ed to brainstorm ideas for connecting students with jobs and workforce information. Future quarterly meetings are planned.

Community Connections

The law resources and business librarian hosted a table at Legal Resources Day to share PPLD and community resources.

Staff

Olivia Logan started as the new strategic services nonprofit librarian. Olivia recently moved to Colorado Springs from Memphis, TN, and brings a wealth of experience in libraries and nonprofit work. She started her library career in high school and earned her MLS in 2017. Olivia previously worked in academic and public libraries in tech services, reference, and circulation, most recently as a Teen Librarian at a branch library in Memphis. She then transitioned into the nonprofit sector, managing programs and projects at the Children's Museum of Memphis. Growing up, her mom worked at the Y, which gave Olivia early insight into nonprofit work and a passion for community-focused organizations. Olivia is thrilled to be in this role, where she will support local nonprofits while continuing her work in a library setting.

Additionally, Ben Kegley's job title has changed from Library Instructional Designer to Adult Education Manager – Programs. Ben will continue with his current responsibilities and provide additional leadership to the Adult Education team.

Branches

Access

The new Bookmobile has been physically delivered, finally completing this project that began in early 2023. Staff are currently preparing the vehicle for deployment in the coming weeks.

Sand Creek Library staff hosted a Girl Scout troop in the Makerspace for a special program using the kiln, which is only available at the Sand Creek Library.

Accountability

Staff from all branches began the required LEAP Essentials 1 & 2 training for the new Integrated Library System (ILS) in October, with completion scheduled for November.

Community Connections

Fountain Library partnered with the City of Fountain for the annual Trunk or Treat. Staff interacted with 591 community members at this event.

The Old Colorado City Library's Spooky Stroll-a-Story program concluded this year with 683 attendees participating in this event.

Staff from Mobile Libraries and Programming partnered to bring the bookmobile to a Readathon at Academy ACL. The outreach resulted in 82 student visits, with many students checking out books and participating in a library-led craft. Additionally, staff representing the High Prairie and Calhan Libraries and Programming successfully met with the principals of the Calhan schools for an introductory meeting to share the full range of library services available to the district. Furthermore, staff provided outreach support for the Department of Human Services Wellness Week, achieving 45 community connections during the event.

Physical and Virtual Spaces

Library 21c completed a major shelf reconfiguration to improve safety of sightlines and user navigation, while also establishing a new, dedicated Tween space in the Children's area.

The fencing project is underway at Penrose Library. The upper parking lot portion and the installation of the new outdoor sign are completed.

The Automated Materials Handler (AMH) project began at East Library with the removal of the old conveyer belt system from the drive-up book drops. The project is on track for the new system to be completed in early November.

Staff

Staff from Library 21c and Old Colorado City Library completed the Colorado State Library's "Talking Teen Services" training series, enhancing their expertise in building positive relationships and understanding the complex factors influencing young adults.

Staff from multiple locations, including High Prairie/Calhan, Library 21c, Penrose, and Mobile Libraries, virtually attended the Colorado Libraries for Early Literacy (CLEL) Conference. This system-wide participation supports the continuous investment in staff expertise and enhances early literacy services across all library service points.

Collection Management

ILS Migration Update

Staff training was in full gear with 16 training sessions on the Polaris ILS. Additionally, a Polaris trainer spent four days with the Collection Management staff providing instruction on acquisition processes, cataloging, serials maintenance, ILS administration and other functions. Testing and documentation were also priorities in October. Ordering of physical collection items ended in October to facilitate the ILS transition. They will be received in time to close all or most orders in the "old" ILS. The purchase of eBooks and eAudios can continue due to a different ordering

process. Communications, Collection Management, IT, HR, Programming and staff from many PPLD libraries helped with the migration effort this month.

Access

In October, 5,419 items and 695 magazines were added to the collection.

Longtime library vendor Baker & Taylor (B&T) abruptly shut down this month. All outstanding orders with them were cancelled and patrons with holds were notified that the items were no longer available. PPLD used B&T as a secondary vendor and is not heavily impacted by this development, though many libraries are.

PPLD's OverDrive/Libby collection hit a milestone of 3,000,000 checkouts on October 5th.

October marks PPLD's 20th anniversary with OverDrive. The first checkout was on 10/3/2005 and was *French Verb Drills*. By the end of 2005, PPLD had 870 eBooks and eAudios. As of 11/4/25, PPLD has 328,869 eBook and eAudio titles with 885,690 copies available for checkout.

The Interlibrary Loan (ILL) team received 2,152 patron requests (borrowing material from other libraries) and 630 lending requests to share with libraries throughout Colorado and United States for a total of 2,782 requests for October.

Accountability

Staff reviewed fund balances at the 4th quarter CM budget meeting. Balances remaining in physical material funds will help increase the eBook and eAudio purchasing in November and December.

Community Connections

Gently used books were collected and donated to a nonprofit that provides material to incarcerated individuals.

Acquisitions librarians reviewed local author submission requests, patron purchase requests, and helped a library degree student with a collection development project.

Physical and Virtual Spaces

The Circulation Services Coordinator developed a moving plan for the adult shelving rearrangement at Library 21c. Facilities staff moved the shelves and Collection Management staff helped Library 21c staff reorganize and reshelve all the books.

Programming

Access

Hosted a Babysitter Certification Class at Library 21c in partnership with the American Red Cross. The class reached full capacity with 12 teens.

Met with Calhan Secondary School staff to introduce PowerPass and library resources for students and educators.

Accountability

The Winter Adult Reading Program will begin in January 2026. The team worked with Communications to finalize the 2026 mug. After three quotes from three vendors were provided, the order was placed with the vendor who had the least expensive price. The team collaborated with RHG and Communications on the Winter Adult Reading Program calendar to be used as a registration prize. The calendar proof was sent to the vendor on 10/31. Programming and Communications also met with Crumbl to discuss a sponsorship agreement for the program. Crumbl will donate coupons for a free dessert to WARP finishers, along with 4 cards for weekly cookies for a year to be awarded for early registrations.

Communications

Attended the Family Friendly Cities Initiative Public Awareness Committee.

Hosted and facilitated the Colorado Tween Interest group. This group draws library staff throughout the country to learn about library services and resources geared towards tweens.

Community Connections

Collaborated with Colorado Springs Policy Department for Reading Roll Call 2026 programs, Big Brother/Big Sister for future makerspace programs, and formalized a partnership with Colorado Homeschool Enrichment.

Homeschool science programs were hosted this month to provide hands on programs: Science Fair Made Simple (35 attendees), Flawless Flight Patterns, Astronaut Training Camp, Planet Party (32-44 attendees per session), and Super Cold Science (147 attendees) featuring chemistry and liquid nitrogen experiments.

Staff throughout the district connected with 38 PreK-12 schools and educational organizations reaching 1,978 community members. In addition, Programming, Branches, and Communications collaborated with James Irwin Charter Academy High School, providing 425 students with library cards.

Physical and Virtual Spaces

All Pikes Peak Reads kicked off with virtual author visits: Rosemary Mosco ("Butterflies are Pretty...Gross") on October 1 with 40 attendees, and Mary Roach ("Fuzz") on October 11 with 90 attendees.

Staff

Eleven branch staff attended the Core Early Literacy training.

Reading list criteria were developed for adults, children, and young adult reading lists.

Regional History & Genealogy

Access

Staff hosted 210 patrons over two evenings for RH&G's annual program, Spooky Stacks. Patrons were treated to a tour of the department, including staff areas, while enjoying festive lights, spooky sounds and educational stories about the region's history.

Archivists installed a photography exhibit The Colorado Lens of Myron Wood and Randall Teeuwen at Monument Library for its display in October.

Staff provided two genealogy classes to the public this past month, Genealogy Basics and Sharing Your Family History.

Accountability

Archivists implemented, and documented, structure and file naming conventions for both digitized, and born digital, files in RH&G Preservation Repository master files. This work is in preparation for implementing a redundant back-up system to be rolled out in the coming months. Having redundancy of file storage is elemental to digital archives in case of damage to one or more of the digital files.

Community Connections

RH&G hosted a UCCS Anthropology class with Dr. Kimbra Smith for an orientation to library resources and archival research. Students jumped right into archival research with a multitude of archival collections, microfilm use, and print resources. Student research will be used to support an exhibit at the Pioneers Museum called "Freedom to Thrive."

Other tours and orientations were provided to a Digital Stewardship archive class and the head Librarian of Colorado College's Music and Performing Arts Library.

PPLD KPIs (Key Performance Indicators)

Month: **October**

	2025	2024	% Change	YTD 2025	YTD 2024	% Change
Door Count	149,974	156,598	-4.23%	1,480,626	1,649,903	-10.26%
Circulation (physical materials)	174,718	182,845	-4.44%	1,789,658	1,860,234	-3.79%
Reference Questions	9,036	7,960	13.52%	89,865	85,395	5.23%
Meeting Room/Study Room	2,997	3,067	-2.28%	28,205	27,524	2.47%
Computer Usage	21,024	20,848	0.84%	195,562	191,402	2.17%
Number of Programs *	487	332	46.69%	3,852	3,503	9.96%
Programs Attendance **	13,062	8,765	49.02%	105,880	94,729	11.77%
eResources (OverDrive/Libby, Hoopla, Kanopy)	344,220	292,327	17.75%	3,407,273	2,935,421	16.07%
Culture Passes	142	310	-54.19%	1,227	3,094	-60.34%
Unique Users [◊]	67,638	60,447	11.90%	-	-	-
New Cards	2,681	2,418	10.88%	28,018	24,619	13.81%

* Previously, programming statistics (Number of Programs and Program Attendance) included patron participation in passive programs. The passive programming numbers have been removed from the 2024 statistics and are not being counted for 2025 statistics. Passive programs include puzzles, make and takes, or items available in the library for patrons to use without interacting with PPLD staff. ** These numbers reflect attendance at the time compiled. Additional attendance may be recorded later.

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

November 2025 Communications Board Report October stats

Access

- **Web Team October Objectives:**

- **Website survey & focus groups**

Throughout September and October, the Web Team launched a pop-up survey on the PPLD website to gather feedback about online experiences. The data will help guide future website improvements. In addition, a small group of patrons who submitted feedback will participate in a focus group in early November to provide deeper insights into how we can enhance the site's usability and design.

- **Catalog integration with website**

The web team is actively collaborating with Collection Management to support a smooth transition to the new Integrated Library System (ILS). Several projects are underway to ensure the ILS migration is a seamless change, including:

- Building the online library card registration form
- Developing a temporary landing page when the catalog is offline
- Identifying and redirecting catalog links on ppld.org that will break once the new ILS system takes effect

- **Ongoing accessibility efforts**

The web team remains committed to maintaining an accessible digital environment. Current efforts include reviewing and removing outdated or inaccessible PDFs, as well as ensuring all added content meets ADA and WCAG accessibility standards.

- **New Homework Resources Page**

In order to simplify and boost access to PPLD's homework resources, the Web Team worked with the Programming department to create a new Homework Resources page for teens, tweens, and kids. <https://ppld.org/homework>

Accountability

- **Outreach statistics:**

In an effort more accurately capture the level of engagement at outreaches, beginning in October staff will track the following outreach statistics: total event attendance, booth interactions, and event impressions (based on percentage of total attendees who likely noticed PPLD's presence at the event, but didn't necessarily engage with outreach staff), and number of library cards issued.

- **Website Statistics for October**

- Total pageviews: 290,501
- New Users: 76,925
- Most visited page: ppld.org/events
- The Top 5 pages visited on ppld.org during October, besides the home page were:
 1. Events
 2. Search
 3. Library Locations
 4. Print, Copy & Fax
 5. Databases

- **Library Market Updates:**

- With guidance from Strategy & Innovation, Event Types in Library Market are being updated to be more concise and make is easier for patrons to find events. Additionally, internal categories have been added to streamline and improve the accuracy of statistics collection procedures. The first update has been made so 2026 events can use the new types. The final update will be made in January.
- Reservation end times have been added to Room Reservation confirmation emails. This will help patrons more easily verify their reservation windows.

Communications

- **Media**

- Number of stories: 91
- YTD stories: 1,104

- **October news highlights**

- The fence installation project at Penrose Library was mentioned in two articles ([The Gazette](#), [KRDO](#) with a web episode), three KRDO news radio segments, 22 TV news segments (KKTV, KRDO, Fox21), and one news aggregate.
- PPLD was mentioned in three TV news segments (KRDO, KKTV) and two news radio broadcasts (KRDO) as a place to find voter blue books and drop off ballots.
- Spooky Stacks appeared in five articles ([Fox21's Loving Living Local](#) with a web episode, [KRDO](#) with a web episode, [KKTV](#) with a web episode), two news radio broadcasts (KRDO), 13 TV news segments (Fox21's Loving Living Local, KKTV, KRDO), and two news aggregates.
- The ILS upgrade and migration was mentioned in one [Fox21 article](#), five TV news segments (KKTV, Fox21), and one news aggregate.
- We also received some mentions as photo credits in these articles:
 - A [Fox21 article](#) about the Lewis-Jones shootout
 - A [Fox21 article](#) about a 114-year-old cold case (which was reposted by one of their affiliate stations, KDVR)
 - An article from [The Gazette](#) about a “modern-day goldrush.”

- **Social Media**

Facebook (Districtwide account):

- Number of posts: 54
- Total page followers: 22,044 - **89 new followers**
- Contact interactions: 2,646 (engagement) – **(36% increase over September)**
- Reach: 73,758 (number of accounts our content reached)
- Views: 320,858
- Link clicks: 1,448 **(37% increase over September)**
- Reel and video minutes watched: 2,340 (this is significantly higher than average, and we sustained higher than average numbers the last two months as well)
- **Evaluation:** Posts on FB are getting our messages out to the public. Our views were higher than average this month (our usual average sitting in the two hundred thousands outside of spikes). Our link clicks have shown an increase this year which is continuing this month, going from under 1,000 to averaging around 1,500. This month's minutes watched were higher than any month this year, possibly due to a particularly popular reel or possibly due to the more consistent number of reels that were able to be released this month.

Facebook (PPLD Kids):

- Total page followers: 6,030 – 9 new followers
- Content interactions (engagement): 135
- Reach: 7,189 (number of accounts our content reached) (53% higher than September)
- Views: 14,343– 97% increase over September
- Link clicks: 21
- **Evaluation:** PPLD Kids saw a spike in its reach and views this month, with one post in particular bringing that number way up. It was [a post about the Reading Roll Call Storytime](#) at Sand Creek Library which received 8,200 views, reached 5,276 accounts, and received 13 engagement. Beyond this post, this page's numbers remained fairly average for its past performance.

Instagram:

- Content: 45 posts/videos/reels; 52 stories
- Total followers: 5,471 - 72 new followers
- Interactions/Engagement: 1,354 (17% increase over September)
- Reach: 12,344
- Views: 80,364
- Link clicks: 236 (continuing to be approximately triple our monthly average)

X (formerly Twitter):

- Number of posts: 53
- Total followers: 4,955
- Engagement: 76
- Impressions: 3,267 (number of times our content was seen) (45% increase over September)
- **Evaluation:** While there was no notable change in engagement, our impressions increased due to a handful of posts: a random text-only post about clicking on Library databases to learn something new which brought in 147 impressions; a post about using the Amazon services outage as an excuse to read that brought in 181 impressions; a post about the Amazon services outage impacting Hoopla and wireless printing which brought in 241 impressions.

LinkedIn:

- Number of posts: 17
- Total followers: 1,968 - 33 new followers
- Impressions: 4,666 (number of times our content was seen) (62% increase over September)
- Engagement: 326 (49% increase over September)
- Accounts Reached: 2,453 (93% higher than in September)
- **Evaluation:** 17 posts was our second highest number of posts in one month this year. (142% more posts than prior month). Our increase in number of posts brought an increase in the number of followers we received compared to other months, and increased our engagement and impression counts by quite a lot. One post about our new bookmobile brought more impressions and engagement than other posts, with 78 engagement and 1,192 impressions.

Newsletter:

- Number sent (subscribers): 159,205
- Successful delivery: 142,573
- Opened: 47,839 (33.5% open rate)
- Clicks: 1,988 (4.16% click rate)
- **Evaluation:** We continue to maintain around 30% open rate and a click rate that fluctuates between 3.5 and 7%. This may be due to the day of the week or time of sending, or it may be related to the content of each newsletter, with some newsletters holding more interest than others for our readers.

Nextdoor:

- Number of posts: 22
- Impressions: 54,325 (number of times our content was seen) (69% higher than in September, which itself was 99% higher than August)
- Engagement: 81
- **Evaluation** – Three posts did have slightly higher levels at almost 3,000 impressions each. Our engagement and impressions tend to vary widely on this platform, and we continue to see this trend in October, with impressions being mid-range and engagement being lower.

Threads: Threads is a platform that is similar to X (formerly Twitter). PPLD opted to start using PPLD's Threads account because of its growth, and because it is integrated with Instagram and Facebook so that we can post to Threads at the same time as Facebook and Instagram with a single click.

- Number of posts: 47
- Total followers: 992 - 14 new followers
- Views: 2,352 (42% increase over last month)
- Interactions/(engagement): 134
- **Evaluation:** Continued the new strategy of occasionally posting text-only funny posts on Threads and other similar platforms this month, and we continued to see growth in our views and slight growth in engagement.

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

- Number of posts: 47
- Total followers: 161 - 19 new followers
- Interactions (engagement): 70 (while this is lower than we have had the last two months, it is higher than our typical month)
- **Evaluation:** This platform is still new and is building its user base. We continue to see growth in follower numbers and engagement on this platform as we continue to use it.

TikTok: PPLD joined TikTok in May 2025 and started recording stats in June.

- Number of posts: 6
- Total followers: 132 – 72 new followers
- Interactions: 780 (engagement)
- Video views: 10,519 (41% increase over last month, which was 131% over the prior month)
- Reach: 7,748 (number of accounts that our content appeared in front of)
- Evaluation: We appear to be reaching more users now than we did in June when we launched this account (around 2,000 in June and now over 7,000), higher numbers of video views (just under 3,000 in June, and over 10,000 this month), and new followers every month. We also saw more users tagging PPLD in their own TikTok videos this month, including two users who attended Spooky Stacks.

YouTube:

- Total Subscribers: 9,106 - 51 new subscribers
- Total Views for October 44,785 – increase of 11,809 views
- Total Lifetime Views: 6,815,098

- **Number of October Non-school Outreaches: 10**
 - Total Attendance: 3,959
 - Total Interactions: 2,078
 - Impressions: 2,989
 - Library cards issued: 9
- **Outreach highlights:**
 - Library 21c Manager Jennifer Luebbert gave a presentation to the Rotary Club of Colorado Springs on PPLD programs and offerings (Oct. 13).
 - PPLD shared information with older adults at the Silver Key Activity Center Health Fair (Oct. 13)
 - PPLD connected with businesses in northern El Paso County at the Tri-Lakes Community & Business Expo (Oct. 15)
 - PPLD supported three outreaches on Oct. 25 that connected hundreds of families with library resources: the YMCA's Creepy Crawl 5K Race in Palmer Lake, the 2025 Japanese Cultural Bazaar, and Cheyenne State Park Fall Festival.
- **Culture Pass**
 - 142 passes were issued to patrons in October
- **Sponsorships:**
 - PPLD staff highlighted library offerings to nearly 400 people and cheered on race participants at the YMCA's Race Series Creepy Crawl 5K Race on Oct. 25. PPLD is a Race Series Sponsor which includes PPLD hosting an outreach table at the Creepy Crawl and the Jingle Jog 5K race event in Fountain on Dec. 13.

Service

PPLD is negotiating a partnership with El Paso County Public Health to facilitate classes for families to participate in LENA Start to help early childhood speech. The agreement would begin in January 2026 and continue through the year.

Staff

The graphic design team and video director attended the Adobe MAX Conference which reinforced the importance of staying connected in the rapidly evolving fields of video production and graphic design. It was an excellent investment in professional development for our department. The tools of those trades are advancing at a staggering pace, making ongoing training essential. These innovations enhance their ability to tell PPLD's story more efficiently and effectively, and they should positively impact our marketing efforts moving forward.

The graphics team learned the latest Illustrator, Photoshop, and inDesign software capability updates, as well as potentially game-changing features of Adobe Firefly and GenSuite. The overarching theme was AI. These updated AI features include being able to generate resized full-blown designs, use AI to generate vector graphics, and object removal updates that allow you to remove other aspects that those objects affect (shadows, etc.). We also took multiple inDesign classes where we learned ways to minimize time and maximize efficiency with text layout. These lessons will be instrumental when dealing with the District Discovery magazine, Homeschool Connections newsletter, and other layout projects.

The goal in the following weeks will be to recap the lessons and features that we learned and identify specific programs/collateral where we can use them to save time and create more effective collateral.

Facilities and Security
October 2025 Board Report

Access

Charger Station Patron Access Totals: East Library 165, Fountain Library 91, High Prairie Library 3, Library 21c 104, Ruth Holley Library & Penrose Library are inoperable.

Patron Appeal Meeting Totals: Scheduled= 24, Attendance= 5, Suspension Lifted= 3

Penrose Parking Kiosk Patron & Staff Access Totals: 2,896

Community Connections

Throughout the month, the Security Department provided support for a variety of District events, including the Board of Trustees Meeting, Friends Book Sale, and Penrose Community Exchange. 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.

Safety and Security Training Coordinator hosted a Narcan training session for District staff and patrons, focused on how to recognize an opioid overdose and properly administer naloxone.

Physical and Virtual Spaces

Facilities leveled sidewalk to remove trip hazards at Sand Creek Library, project complete.

Facilities replaced the soiled elevator floors in Penrose Library.

Security Operations Center renovation is complete and has optimized space utilization, incorporated modern technology and promoted efficient workflows.

Library bookshelves at 21C Library have been reconfigured and moved by facilities, in the adult section and Children's section, to assure accessibility for all patrons, create "Tween" space and increase visibility for security monitoring.

The existing automated material handler unit at East Library has been removed by facilities to accommodate the new expanded Automated Material handler.

Security installed alarm panels and consoles to detect and respond to emergencies at Palmer Lake Library.

To enhance visibility and attract patrons', facilities and communications partnered to have a Corten steel illuminated sign designed and crafted with premium durable materials and the Pikes Peak Library logo. It is complete and is installed at the entrance of Penrose Library.



Facilities contractor has started the installation of the perimeter security fence at Penrose Library.

Staff

The following training has been conducted and led by the Safety and Security Training Coordinator for District Staff:

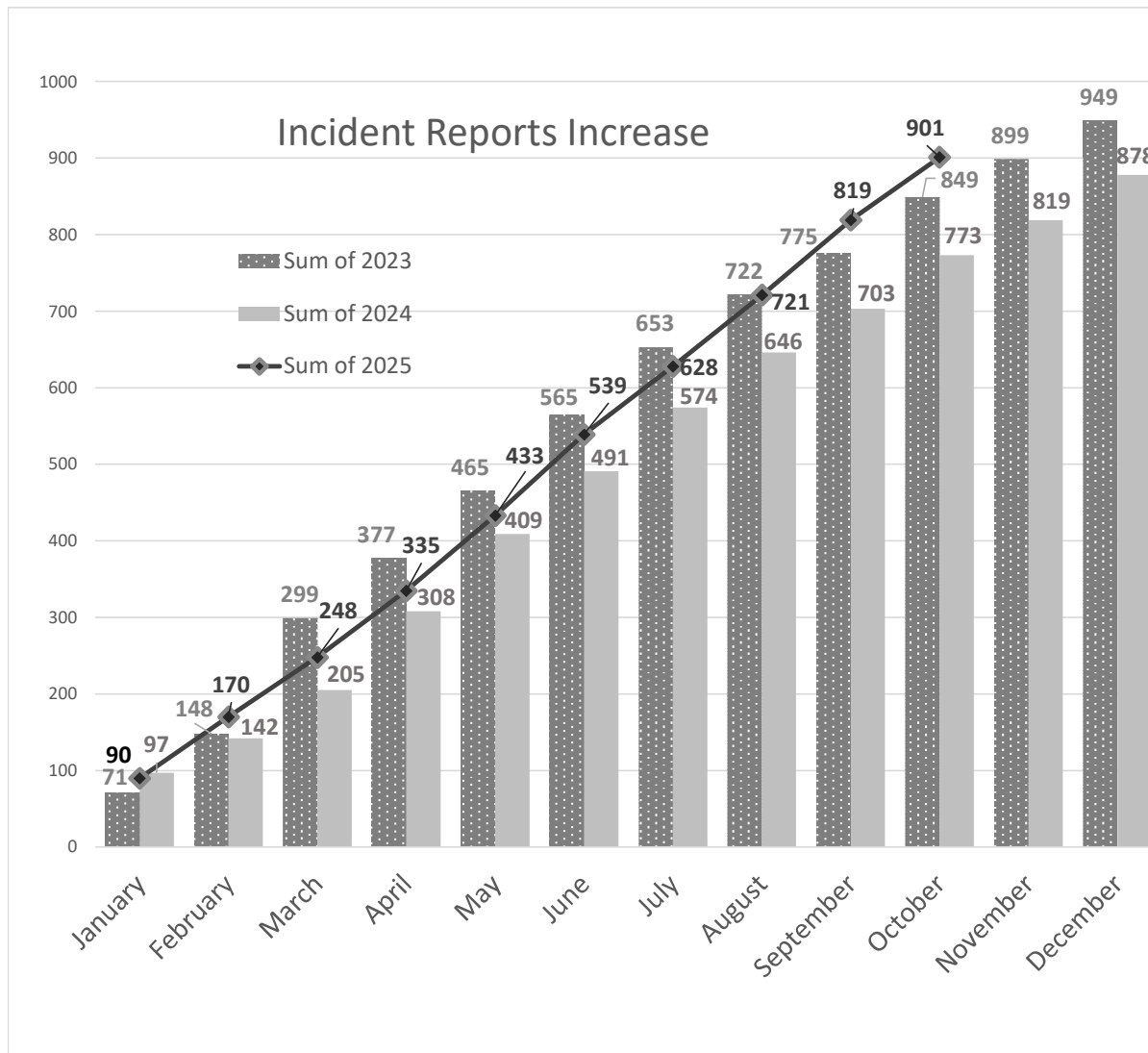
Cardiopulmonary resuscitation (CPR)

Crisis Prevention Intervention (CPI)

Active Shooter

Emergency response and evacuation specifically for The Hall staff.

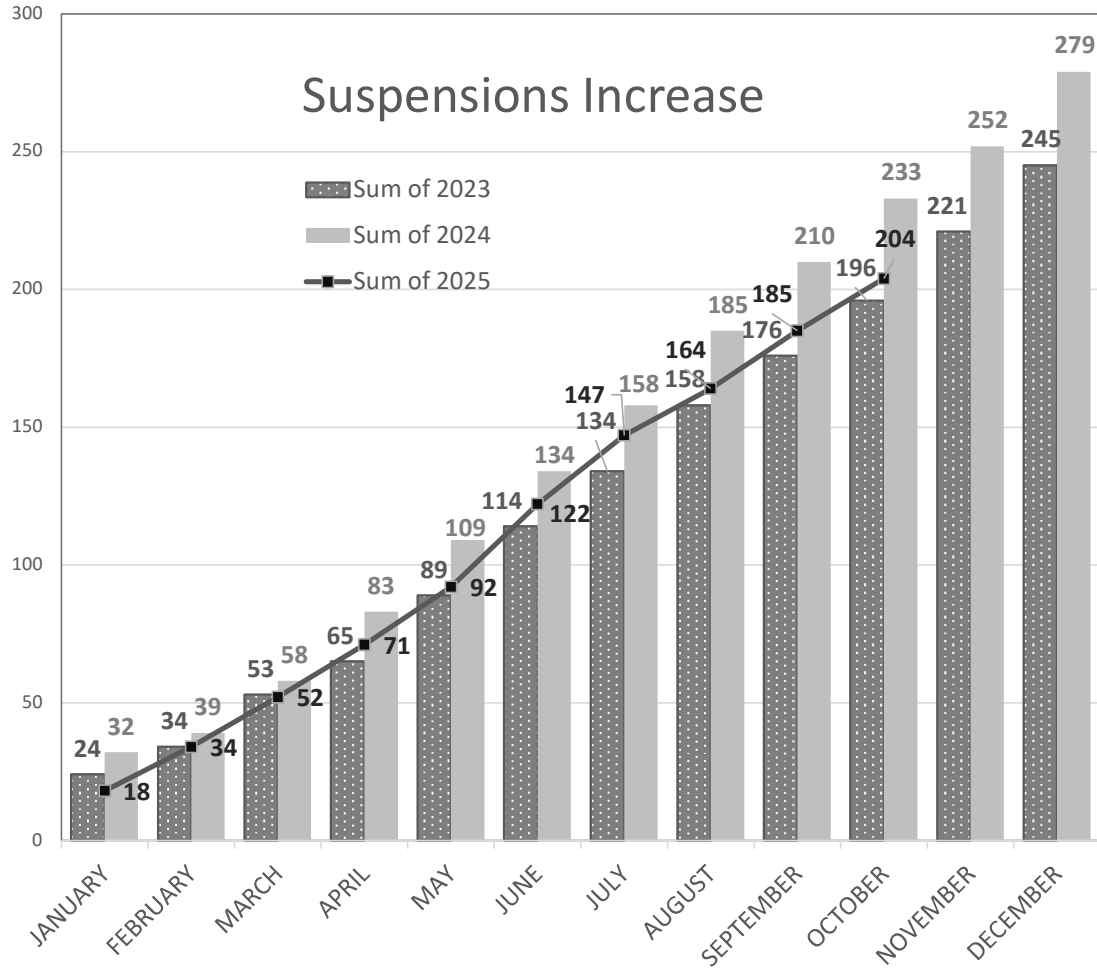
Security Team welcomed, Sam Howard, hired for the Security Operations Center Manager and Riley Rhyne, hired for Security Operations Center Officer.



Reports Monthly Comparison

Library	August	September	October
Calhan	1	0	0
Cheyenne Mountain	7	3	2
East Library	8	10	6
Fountain	2	2	0
High Prairie	0	2	2
Library 21c	13	22	13
Manitou Springs	3	3	3
Mobile Libraries	0	0	0
Monument	0	2	1
Old Colorado City	6	8	2
Palmer Lake	0	0	0
Penrose Library	45	36	43
Ruth Holley	2	2	5
Sand Creek	4	8	5
The Hall	1	0	0
Ute Pass	1	0	0
Grand Total	93	98	82

Suspensions Increase



Suspensions Monthly Comparison

	August	September	October
Calhan	0	0	0
Cheyenne Mountain	1	0	0
East Library	0	0	0
Fountain	0	0	0
High Prairie	0	1	0
Library 21c	3	4	3
Manitou Springs	0	0	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	0	2	0
Palmer Lake	0	0	0
Penrose Library	13	13	13
Ruth Holley	0	0	3
Sand Creek	0	1	0
The Hall	0	0	0
Ute Pass	0	0	0
Grand Total	17	21	19

Human Resources Report November 2025 (October Data)

Accountability

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance wrapped up the months-long ERP HRIS project along with other members of the HR team (Laurie Jackson and Soumya Gollapalli) and Finance team (Carol Morrow and Dawn Ouradnik) that addressed some foundational issues in database improving efficiency.

Staff

Human Resources welcomed Wendi Gowing to the team on October 20. She is our new Employee Relations Manager and brings over 25 years of HR experience to PPLD. We are excited to have her join us!

Sarah Marshall, Training Supervisor, led collaboration with Ben Kegley (Adult Education), Jen Hernandez (Strategy & Innovation), and Travis Thiele (Security) to develop and propose a learning and development philosophy to guide training and professional development at PPLD.

Statistics:

- Volunteer

October 2025	Total # of Volunteers	Total # of Hours
Adult Volunteers	122	1022
Teen Volunteers	28	76

- Recruitment

Recruitment / Selection Activity	October 2025
Jobs Posted	22
Newly Hired Employees	3
Promoted Employees	2
Transferred Employees	7
Separated Employees	6

- Staffing

Staffing Stats	October 2025
Total Permanent Employees	402
Total Active Positions	436

Information Technology October 2025 Monthly Report

Accountability

New Cybersecurity measures for documentation have been implemented allowing better tracking of secure updates throughout the district.

Community Connections

CITO continues to attend the MS-ISAC cyber security monthly meeting.

Physical and Virtual Spaces

IT moved all equipment back to SOC. End User Services refreshed all PCs at Cheyenne branch.

Staff

IT migrated all HIPPO (Facilities ticketing system) and created Security ticketing so all tickets for the district use one system.

Strategy & Innovation October 2025 Monthly Report

Access

The creative technology specialist worked with staff at the East and Sand Creek Library makerspaces to provide new button makers so they all match. They were purchased with grant funds. This will give patrons a more consistent experience using the different makerspaces, as well as simplify supply orders for button parts. Sewing machines were also ordered with grant funds, which will enable more sewing classes across the District.

Accountability

An informational report was created on recent programming trends in the District.

Communications

The creative technology specialist and the S&I training coordinator worked with Communications to promote the addition of the heat presses in the makerspaces and the new laser tube in the Sand Creek laser engraver on social media.

Staff

The current Makerspace Training Program cohort continued with new staff learning advanced 3D printing techniques, TinkerCAD (3D modeling software), the CNC machine, conversion machines, and additional tools.

The studio services coordinator held a test group for the new Studio Training Program that is being developed. Five staff went through online courses and live training sessions to learn more about audio recording.

Two different data-related training opportunities were offered in 2025 with the last live training sessions being completed in October. One covered basic data information for everyone who works in the Library and one was a higher-level training that was offered to supervisors and above.

A new data analyst was interviewed, hired, and will start in November.

S&I staff attended training on the new integrated library system.

Technology Services Snapshot



The data for this analysis was collected from October 2024 through September 2025. It provides an overview of technology use across the District.



The IT Department received an average of **430 requests for technical assistance from staff each month.**



2.68 million pages were printed by patrons. At an average length of 300 pages, that's just over 8,900 novels.

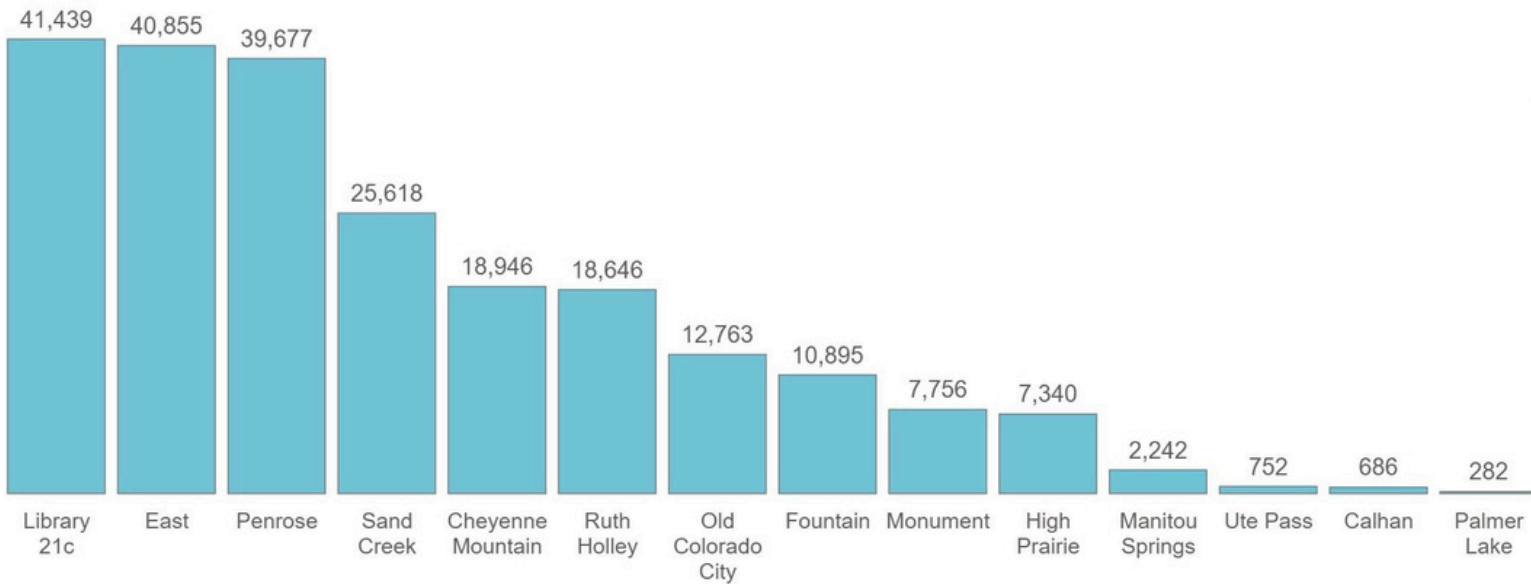
Patrons transferred 171.51 TB of data on the Library's Wi-Fi between October 2024 and September 2025.



That's the **equivalent of 49,000 movies** or, assuming that each movie is 2 hours long, just under 10 years of nonstop watching.

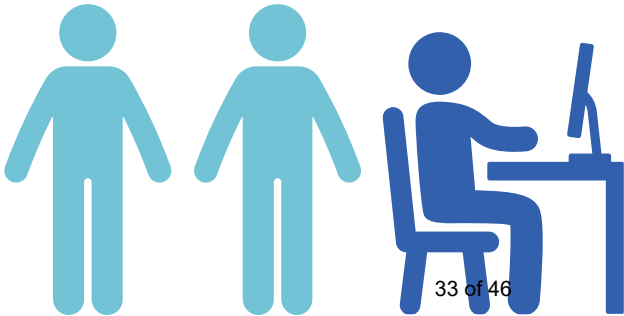
Public Computer Sessions by Location

In total, **227,897** public computer sessions were recorded across the District.



Highlights from Public Computer Usage Data

- Cheyenne Mountain Library** saw the highest activity per computer, **averaging 4 sessions per public computer** per open day, which was **double the District average.**
- Penrose Library** logged the longest **average session length at 57 minutes**, closely followed by **Calhan Library at 53 minutes.**
- Sand Creek Library** had the highest ratio of computer use to visitors, averaging **one computer session for every three patrons** who came through the door.



VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 858 9408 7095
Passcode: 285387

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

The virtual meeting will 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

Vice President Aaron Salt, Secretary/Treasurer Scott Taylor, Erin Bents, Angela Dougan, Debbi English, Kenny Kuniyuki
Virtual: President Julie Smyth

Deputy Chief Executive Officer Tammy Sayles, Chief Communications & Marketing Officer Denise Abbott, Director of Programming Melody Alvarez, Chief Facilities & Security Officer Michael Brantner, Friends of PPLD Volunteer & Sales Operations Coordinator Beth Crumrine, Director of Strategy and Innovation Becca Cruz, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Chief Financial Officer Kim Hoggatt, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Operating Officer Heather Laslie, Director of Collection Management Jenny Pierce, AV Analyst and Photographer Logan Puente, Interim Chief Information Technology Officer Dan Stone, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Security Operations Center Supervisor Joe Vickous, Internal Communications and Special Projects Manager Jeremiah Walter, Director of Security Tess Warren, Colorado Springs Urban Renewal Authority (CSURA) Executive Director Jariah Walker, David Neville, Drew Gaiser

CALL TO ORDER

Vice President Aaron Salt called the October 15, 2025 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

REPORTS

Internal Affairs Committee

Committee Chairperson Erin Bents shared that the Internal Affairs Committee reviewed the policies on today's agenda and were presented with the URA project also on tonight's agenda.

Public Affairs Committee

Committee Chairperson Debbi English stated the committee did not meet in October.

Governance Committee

Committee Chairperson Angela Dougan stated the committee did not meet in October.

Trustee comments

Aaron Salt attended Randy Green's retirement party.

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Rita Jordan stated the sales from the Fall Booksale exceeded the spring Booksale.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Senior Director of Development and Foundation Executive Director Courtney VanCleave stated the Foundation will review their Memorandum of Understanding (MOU) at their next Board meeting.

Financial Report September 2025

The September 2025 Financial report was included in the Board packet. \$300,000 in specific ownership tax this month.

Public Services Report

The Public Services report was included in the Board packet. Tammy Sayles shared that today is the last day for physical material purchases until the new Integrated Library System (ILS) is in place. During this time, PPLD will purchase more e-materials. The new PPLD bookmobile arrived this week and will be ready to launch in a few weeks.

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

The Support Services reports were included in the Board packet.

CEO Report

Deputy CEO Tammy Sayles provided the CEO report in the absence of CEO Teona Shainidze-Krebs. PPLD Chief Financial Officer (CFO) Kim Hoggatt was introduced. Kim has both a bachelor's and master's degree in accounting, and experience working in the industries of for-profit, non-profit and government agencies.

Programs at a Glance

The waitlist referenced in this document, where Kitchen is the program type, speaks to programs offered to the general public and is not a waitlist for the Food Industry Training (FIT) program. Kitchen programs are typically limited for registration due to space constraints. If a registered patron cancels registration for any program, the system automatically notifies the first person on the waitlist of the availability. The system does not track who is accepted from the waitlist.

BUSINESS ITEMS

Consent Items

Minutes of September 17, 2025 Board of Trustees meeting

Minutes of September 26, 2025 Board of Trustees Retreat

Minutes of October 7, 2025 Board of Trustees Special Meeting

Consent was granted on the above three meeting minutes.

New Business

DECISION 25-10-1: Urban Renewal Authority (URA) Odyssey at North Weber

The Board returned to DECISION 25-10-1 after discussion and decision on 25-10-2 through 25-10-4.

Drew Gaiser, developer, presented on this housing project that focuses on the 'missing middle', tenants who earn between 80 – 120% of the area median income (AMI). The only housing built in this area in recent years is student housing for UCCS.

Any changes to the PPLD mill levy in the future will not impact this vote.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Urban Renewal Authority (URA) Odyssey at North Weber project as presented.

Second: Debbie English seconded the motion.

Vote: Vice President Aaron Salt called for a vote by roll call:

Debbie English – aye

Kenny Kuniyuki – aye

Erin Bents – aye

Scott Taylor – nay

Julie Smyth – nay

Angela Dougan – nay

Aaron Salt – aye

With 4 votes of 'aye' and 3 votes of 'nay' the motion passed 4 to 3.

DECISION 25-10-2: Request for Proposal (RFP) Courier Services

A courier is required for the movement of materials throughout the Pikes Peak Library District locations. The recommendation is that the contract be awarded to STAT Courier Service, Inc., the current courier service, who submitted the highest scoring proposal. The current contract price of \$20,347/month will drop to \$15,750/month under the new contract.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the REFP Courier Services as presented.

Second: Kenny Kuniyuki seconded the motion.

Vote: The vote was approved unanimously.

DECISION 25-10-3: Access policy

President Julie Smyth shared that administrative detail and procedures have been removed from the document and will be addressed in the associated administrative policy.

A request was made to include parent/guardian following person in the first paragraph as a reminder that it is a parent/guardian's responsibility to decide what materials are appropriate for their child. The last sentence of paragraph three was also removed as PPLD is unable to enforce that statement.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees amend the Access policy by adding '*and/or their parent/guardian*' to the end of the first paragraph.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees amend the Access policy by removing the last sentence of the third paragraph of the policy '*Standards applied by a child's parents for that child shall not be imposed on anyone else's child.*'

Second: Julie Smyth seconded the motion.

Vote: The vote was approved with six votes of aye and one vote of nay.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Access Policy as amended.

Second: Kenny Kuniyuki seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-10-4: Collection Development policy

President Julie Smyth shared that administrative detail and procedures have been removed from the document and will be addressed in the associated administrative policy. A clarification was made that PPLD has a separate Reconsideration of Materials policy as required by law.

Motion: Kenny Kuniyuki made a motion that the Pikes Peak Library District Board of Trustees approve the Collection Development policy as presented.

Second: Erin Bents seconded the motion.

Vote: The vote was approved unanimously.

PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA

Jade Stone mentioned all the classes, workshops, and various resources provided by PPLD for people who would otherwise not have access. Our East Library is now more central to the city and a new library is needed on the east side of Colorado Springs to provide that access.

Jessica Leivers welcomed Kenny Kuniyuki to the Board. Tomorrow is one year from a dark day for not renewing the Rockrimmon lease, and feels the Board turned a blind eye to the community. Please don't treat them as adversaries, they want to help. What is the proposed timeline for a facility in Rockrimmon? Please give us a reason to hope.

Karla Powers stated that it is good to meet in-person. It is hard to hear stories from patrons that cannot get to a library. Welcome to Kenny Kuniyuki. A request was made to arrange individual meetings with each trustee. Appreciation was shared for PPLD hosting community meetings in order to assess that we are meeting the community's needs.

Veronica Baker stated it is good to see the Board in-person. Concern was raised regarding Cheyenne Mountain Library, the Board's interaction with the community, and that the Board should include the community on decisions. The community does not feel seen, valued or heard.

Katherine Czukas welcomed Kenny Kuniyuki to the Board. More discussion is needed on leasing libraries. Concern was raised regarding the PPLD Budget book, stating that our data is inaccurate; that property taxes are not a fair comparison.

ADJOURNMENT

There being no other business to discuss, Vice President Aaron Salt adjourned the October 15, 2025 regular meeting of the Pikes Peak Library District Board of Trustees at 6:52 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>

**Memorandum of Understanding Between
Pikes Peak Library District
and
Pikes Peak Library District Foundation**

This Memorandum of Understanding (the “**Agreement**”) is made and entered into to be effective as of October 28, 2025 by and between the Pikes Peak Library District (the “**Library**”), a Colorado statutory library district, and the Pikes Peak Library District Foundation (the “**Foundation**”), a Colorado nonprofit corporation. The Library and the Foundation now desire to enter into this Agreement to describe several aspects of the relationship between the Library and the Foundation. Both organizations desire to advance the mission of the Library and to serve the citizens of El Paso County.

Recitals:

- I. The Foundation, founded in 2003, was established as an organization independent from the Library with a mission to raise funds for the benefit of the Library and to otherwise support the Library’s mission, vision, core values, and patrons. Notwithstanding the relationship between the missions of the two entities and the Library’s role in appointing directors of the Foundation, it is otherwise intended that the Foundation and the Library act as independent entities and that the relationship between the two entities be completely at arms-length.
- II. The primary purpose of the Foundation is to raise private resources in alignment with the priorities and strategic objectives of the Library in order to build endowments for the Library and support the Library’s capital needs, programming, and services to a level beyond what public funds alone can provide to the community.

Now, therefore, in consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties incorporate the Recitals contained above into the Agreement and agree as follows:

Agreement:

- I. Foundation Name, Seal, and Logotype. Consistent with its mission to enrich the community by building support and raising money to enhance the Library’s programs and services, the Foundation is hereby licensed to use the name of the Library as well as the logotype of the Library in its fundraising and support and promotion of the Library; provided that, the Foundation shall reimburse the Library for any incremental cost incurred by the Library attributable to the Foundation’s use of such Library assets. The Library will recognize the Foundation as its authorized fundraising entity in printed materials, website, and other materials.
- II. Foundation Governing Documents and Board of Directors. The Foundation and the Library acknowledge that the current Foundation Articles of Incorporation and By-Laws provide in relevant part that: (i) the purpose of the Foundation is to support the activities

of the Library, (ii) two Trustees of the Library will sit as voting members on the Board of Directors of the Foundation, and (iii) the Library's Executive Director, Finance Officer, and Development Officer will serve as ex-officio Directors of the Foundation. Such provisions of the Foundation's governing documents shall not be changed in a manner materially adverse to the Library without the consent of a two-thirds majority of the Foundation Directors who also serve as trustees or officers of the Library, which consent shall not be unreasonably withheld or delayed.

III. Operating Relationship Between Library and Foundation.

A. Arms-Length Relationship For Library Services.

1. At the election of the Foundation, the Library may provide services, equipment, and/or other property for use by the Foundation (referred to herein collectively as the "**Library Services**"). Notwithstanding any other provision of this Article III, and except for the support to be provided by the Foundation to the Library in accordance with the governing documents of the Foundation, the relationship between the Foundation and the Library shall be entirely on arms-length terms and conditions requiring the Foundation to pay for or reimburse the Library for any services, equipment or property provided by the Library to the Foundation.
2. If any provision of this Agreement results in the Library providing Library Services to the Foundation, the Library shall make a reasonable, good faith, determination of the fair value of such Library Services, and shall give prompt written notice of such fair value to the Foundation. Any dispute regarding such fair value shall be first considered jointly by the President of the Foundation and the Executive Director of the Library. If they are unable to agree, the matter shall be submitted for nonbinding mediation to a qualified mediator agreed upon by the parties.
3. The specific Library Services to be provided to the Foundation by the Library, as well as the amount to be paid by the Foundation to the Library to compensate for such services, will be mutually agreed upon from time to time by the Library and the Foundation. All support services used by the Foundation will be subject to a service agreement (the "**Service Agreement**") to be negotiated annually. The Service Agreement will include at a minimum, services to be rendered, cost and compensation for such services determined as set forth above, and staff contacts for each service. The parties acknowledge that the Resource Agreement discussing the relationship between the parties that was prepared near the inception of the Foundation is not currently in effect and generally has not been respected by the parties. Nevertheless, such Resource Agreement may be used as a starting point and template for the parties' annual Service Agreement. The parties shall use their reasonable good faith efforts to incorporate their specific agreements regarding office space, other office

services, and the Foundation Executive Director, as set forth below, into the annual Service Agreement.

4. Except as expressly agreed, the Foundation may not solicit nor command any Library employee to aid or participate in any Foundation project or function.

B. Office Space.

1. If reasonably requested by the Foundation at the Foundation's option from time to time, the Library agrees to provide the Foundation with certain basic office space and facilities, as well as existing office furniture, information technology support, telephone service, fax service, copier machine usage, maintenance of the Foundation's website, donation platforms, and links. The parties from time to time will review this section and may adjust or terminate the Foundation's use of such space, facilities, and other items described in this section upon mutual agreement without the necessity of amending the Agreement, with any such adjustment or termination to take effect within a timeframe agreed to by the parties. In addition, either party may terminate the Foundation's use of space, facilities, and other items upon six months' prior written notice to the other party, without the necessity of formally amending this Agreement. The Foundation shall pay, or reimburse as applicable, the reasonable, arms-length fair rental value for the Foundation's use as part of the Library Services and Service Agreement described above.
2. If the Library maintains the Foundation's website, donation platforms, and/or links, the Foundation will provide the Library with meeting dates and times, agendas for upcoming meetings, minutes for past meetings, and supporting documentation as needed. The Library will ensure this information is available to Foundation personnel.
3. The Foundation, at its own expense, may provide computers and peripherals (*i.e.*, mouse, keyboard, speakers) to fulfill its responsibilities and obligations. The Library may choose to provide IT support with prior agreement and approval of devices being used to ensure compatibility with the Library network and technical infrastructure.
4. The Foundation may be responsible for providing its own software, subject to approval by the Library's information technology department to ensure the Library can support such software as part of the Library Services discussed above.
5. All space and equipment provided to the Foundation will be subject to, and comply with, Library policies applicable to such space and equipment.

C. Foundation Services.

1. The Foundation, acting as an independent contractor, may provide services to the Library to be designated from time to time. The specific services to be provided to the Library by Foundation personnel will be mutually agreed upon from time to time, and will be incorporated into the annual Service Agreement.
2. The Foundation may undertake advocacy activities to support the Library on an ongoing basis. These activities include taking a position and communicating that position to donors, members, elected officials, and the general public to encourage them to support the Library. Any advocacy position taken must be approved by the Library Executive Committee and must be mutually approved by the Library and Foundation. All such advocacy activities shall be subject to applicable laws affecting the Foundation.

IV. Financial Independence and Auditing.

- A. The Foundation is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent and applicable laws.
- B. The Foundation is responsible for the performance and oversight of all aspects of its operations, including audits, salaries, and other expenses accrued.
- C. Unless otherwise agreed by the Library, the Foundation will engage the auditing firm used by the Library annually to conduct an audit of the Foundation's financial records pursuant to a separate arrangement between the Foundation and the auditing firm. The Foundation shall pay all costs of such audit of the Foundation. The final audit report, along with the Foundation's annual 990, will be provided to the Library for public posting on the Library website.
- D. Subject to any specific donor direction to the contrary, all funds raised by or provided to the Foundation may be used to fund the Foundation's reasonable operating costs.

V. Foundation Reporting. The Foundation and the Library recognize that the Library has a keen interest in the financial performance of the Foundation, as the Library is dependent on the Foundation's support and needs to plan for that support in its future operations. Accordingly:

- A. Consistent with other duties and responsibilities to the Foundation, the Foundation Executive Director is responsible for communicating the Foundation priorities and long-term plans, as approved by the Foundation, to the Library.

- B. At least quarterly, the Foundation Executive Director will report to the Library on the status of current grant applications and other applicable fundraising initiatives being undertaken by the Foundation.
- C. At least quarterly, the Foundation Executive Director will provide updates to the Library on the Foundation's financial statements.

VI. Process for Grant Applications and Receiving Funds.

- A. When distributing funds to the Library, the Foundation will disclose any terms, conditions, or limitations imposed by the donor or legal determination on the gift. If the Library accepts the donations, the Library will abide by such restrictions and provide appropriate documentation.
- B. Any request by the Library to the Foundation will be taken in good-faith, and approved grant funds will be disbursed within 30-days of the Foundation's receipt of the request, except in cases where the distribution would put the Foundation in danger of financial default.

VII. Miscellaneous.

- A. The Foundation shall at all times take such actions as may be necessary to maintain and preserve, and shall refrain from taking such actions as may be detrimental to, its status as a nonprofit corporation that qualifies as a tax exempt entity under section 501(c)(3) of the Internal Revenue Code (or any successor provisions).
- B. Either party may elect to terminate this Agreement upon six months advance written notice to the other party.
- C. This Agreement shall be reviewed annually to assure that it appropriately addresses the mission of both parties.
- D. Revisions to this Agreement are not valid unless approved in writing by both parties.



Nadine Hensler, President
Pikes Peak Library District Foundation

11/4/25

Date

Julie Smyth, President
Pikes Peak Library District Board of Trustees

Date

Resolution for 2025 Supplemental Budget Adjustment

A Resolution appropriating additional sums of money to defray expenditures more than the amounts budgeted for Pikes Peak Library District.

WHEREAS, this resolution is adopted for the following reasons:

Revenue and Other Financing Sources

1. To increase revenues by \$805,753 for donations received, which were not known when the 2025 Budget was approved.
2. To increase Other Financing Sources by \$1,000,000, authorized by the board from the fund balance to be used in the purchase of Ruth Holley and Ute Pass Libraries, which was not know when the 2025 budget was approved.

Expenditures and other Financing Uses

1. To increase the 2025 General Fund budget by \$2,248,000 for the utilization of purchasing the Ruth Holley branch.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District:

1. That the 2025 Appropriations of the General Fund is hereby increased from \$36,841,279 to \$39,089,279: and
2. That the 2025 General Fund budget for Revenues and Sources of Funds is hereby increased from \$38,879,117 to \$40,702,870.

APPROVED AND ADOPTED this __th day of November 2025, by the Board of Trustees of the Pikes Peak Library District.

Julie Smyth
PPLD Board President

ARTICLE II: Board of Trustees Membership and Duties

1. The Board is comprised of seven (7) members, each of whom must be residents of the service area of PPLD as required by Colorado Revised Statutes (“C.R.S.”) Section 24-90-108(1). Trustees are appointed by the “Joint Appointment Committee” composed of select members of the Colorado Springs City Council and members of the El Paso County Commissioners. The “Appointing Authority” is jointly the El Paso County Commissioners and Colorado Springs City Council. In accordance with C.R.S. Section 24-90-108(2), the recommended Trustee selection shall be either ratified or rejected by each of these two bodies of the Appointing Authority. In accordance with C.R.S. Section 24-90-108(2), failure of the Appointing Authority to take action to either ratify or reject the Joint Appointment Committee’s recommendation within sixty (60) days of such recommendation shall result in a deemed ratification and appointment of the Joint Appointment Committee’s recommendations. The Joint Appointment Committee shall facilitate the process of advertising any vacancy and soliciting applications, select top candidates for the interview process, and bring the recommended candidate to the ‘Appointing Authority’ for confirmation. ~~The Board may assist upon request by providing updated job descriptions or other relevant data through its Governance Committee.~~ It is the responsibility of the Board keep the Appointing Authority apprised of pending vacancies on the Board. The Board should ~~notify the Joint Appointment Committee of any upcoming term expirations or vacancies within 120 days or as soon as possible following an unexpected vacancy. The Board’s process shall be subject to change pending changes to the joint committee’s process.~~
2. If the Appointing Authority has not filled an available Board position at the expiration of the current Trustee's term, the Trustee may remain on the Board until such time as a successor to the expired position is appointed.
3. The Library Board term is five (5) years beginning January 1 of the first year and ending on December 31 of the fifth year. After serving all or part of one five-year term, a Trustee shall be eligible for reappointment in accordance with the provisions of Colorado Library Law. Reappointment to the Board follows the vacancy application process. Vacancies, whether due to resignation, death, or removal, are filled in the manner by which members are regularly named and are filled for the remainder of the unexpired term.
4. In order to encourage greater participation on the Board from community members, members may serve for no more than two terms, even if those are

only partial terms.

5. Trustees must be adults, aged eighteen (18) or older **who are residents of El Paso County**. Trustees may not be currently employed by PPLD. **Former employees under disciplinary action by PPLD at the time of resignation or termination of employment and individuals currently or formerly engaged in legal action against PPLD or illegal activities on PPLD property shall be ineligible to serve on the Board.**
6. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary travel and subsistence expenses actually incurred may be paid by PPLD upon submission of receipts in accordance with PPLD's standard procedures for expense reimbursement.