

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 log in early. 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. CORRESPONDENCE AND PRESENTATIONS
 - A. 2026 Benefit Program (Timothy Allen) Fifteen minutes
- 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.3)
 - F. Pikes Peak Library District Foundation Report (Courtney VanCleave) Five minutes (p.4)
 - G. Financial Report August 2025 (Kim Hoggatt) Five minutes (p.5)
 - H. Public Services Report (Tammy Sayles) Five minutes (p.13)
 - 1. Summer Adventure Report (p.20)
 - I. Support Services Reports: Communications; Facilities, Safety & Security; Human Resources; Information Technology, Strategy & Innovation (p.26)
 - I. CEO Report (Teona Shainidze-Krebs) Five minutes
 - 1. A Look at Circulation (p.39)
- 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 August 20, 2025 Board of Trustees meeting (p.41)
 - 2. Minutes of September 11, 2025 Board of Trustees Special Meeting
- VII. New Business (p.46)
 - 1. DECISION 25-9-2: Penrose Exterior Safety Improvements (Michael Brantner) (p.47)
 - 2. DECISION 25-9-3: Proposal to Partner with CO Energy Office (Michael Brantner) (p.72)
 - 3. DISCUSSION: Board of Trustees Bylaw changes per legal counsel (p.77)
 - 4. DECISION 25-9-4: Board of Trustees Bylaws (p.79)

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

VIII. ADJOURNMENT

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

Friends of the Pikes Peak Library District SEPTEMBER 2025 Report

Our focus for September is final preparations for the Fall Big Book Sale. We need quite a large number of volunteers for the set-up and 4 sales days. The BOD mostly serve as floor bosses and help signing up new members who desire to get the 20% discount membership benefit.

Sales	(Gross)	
Sales thru August	Amazon	\$590
	eBay	\$6,743
	Web storefront	\$88
	East Bookstore	\$4,134
	Library 21C	\$2,657
	Penrose	\$504
TOTAL SALES		\$14,716

Ads for the book sale are running on Facebook, Instagram, and Threads. Event notices have been placed on our own social media pages and shared with other Facebook groups (Colorado Springs Events & Fun, Everything Colorado Springs! and Colorado Springs - What's Going On.) We are also running announcements online at CitySpark, Craigslist, BookSaleFinder.com, SpringsGuide.com, and EventBrite.

Box count to date is around 600, not counting the flats of mass market paperbacks. Our goal is to have 700 boxes; donations will continue to be accepted at East through Saturday, September 27th.

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Pikes Peak Library District Foundation
Statement of Financial Activity
As of July 31, 2025 and July 31, 2024

UNAUDITED

	Month	YTD	Budget	Variance	Month	PY
	July 31, 2025	2025	2025	2025	July 31, 2024	2024
Revenues						
Giving						
Individuals	\$ 10,125	\$ 128,757			\$ 14,052	\$ 163,100
Foundations	-	15,500			-	12,778
Corporation	1,252	7,801			2,360	6,236
Sponsorships	500	23,500			-	-
Total Giving	11,877	175,558			16,413	182,115

At the August 26th Foundation Board meeting, the Board voted to disperse \$1,000,000 for property acquisition in Southeast Colorado Springs per the request from the PPLD Board of Trustees.

Planning for the 2026 Night at the Library (April 18, 2026) event began.

Patti Akkola was voted onto the PPLD Foundation Board.

The Foundation provided support for the following events: KidsCon at ComicCon, Rising Voices, and the Shivers Summer Concert.



August 31, 2025 Monthly Financial Report

Board of Trustees Meeting
September 17, 2025

Revenues

Type	Annual Budget	Actual Revenue	Variance
Property Taxes (1)	\$ 40,123,323	\$ 39,023,365	\$ 1,099,958
Intergovernmental Grants	360,784	261,219	\$ 99,565
Fines and fees	90,000	57,868	\$ 32,132
Interest income	500,000	928,176	\$ (428,176)
Donations/fundraising	605,000	1,283,793	\$ (678,793)
Miscellaneous	73,962	43,524	\$ 30,438
Employee contributions	393,533	299,845	\$ 93,688
Total	<u>\$ 42,146,602</u>	<u>\$ 41,897,790</u>	<u>\$ 248,812</u>

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

GF Expenditures

Type	Annual Budget	Actual spend	Variance
Building & Vehicle Maintenance	\$ 2,882,485	\$ 1,597,449	\$ 1,285,037
Collections Management Materials	4,755,150	3,158,759	1,596,391
Contract Services	2,537,096	1,586,846	950,249
Employee Salaries & Benefits	23,083,802	14,295,692	8,788,110
Mileage, Training, Memberships	607,080	282,990	324,090
Programming	336,090	162,361	173,729
Supplies	1,376,112	708,461	667,651
Telecommunications	1,263,464	934,491	328,973
Total	<u>\$ 36,841,279</u>	<u>\$ 22,727,048</u>	<u>\$ 14,114,231</u>

Capital Fund Expenditures

Type	Annual Budget	Actual spend	Variance
Capital Fund- Facilities	\$ 3,840,461	\$ 1,012,631	\$ 2,827,829
Capital Fund-Communication	68,398	8,982	59,416
Capital Fund- Security	217,473	128,269	89,204
Capital Fund- IT	2,027,883	499,409	1,528,474
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>\$ 1,655,802</u>	<u>\$ 5,552,159</u>



Monthly Financial Report - PPLD (as a whole)

As of August 31, 2025

		Year to Date Activity as of August 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	24,548,882	36,625,081	12,076,199
Specific ownership taxes	3,300,000	2,200,000	2,398,284	198,284
Total Taxes	40,123,323	26,748,882	39,023,365	12,274,483
Intergovernmental Grants	360,784	240,523	261,219	20,696
Fines and fees	90,000	60,000	57,868	(2,132)
Interest income	500,000	333,333	928,176	594,843
Donations/fundraising	605,000	403,333	1,283,793	880,459
Miscellaneous	73,962	49,308	43,524	(5,784)
Total Operating Revenue	1,629,746	1,086,497	2,574,580	1,488,083
Employee contributions	393,533	262,355	299,845	37,490
Total Other Revenue	393,533	262,355	299,845	37,490
Total Revenue	42,146,602	28,097,734	41,897,790	13,800,055
<u>EXPENDITURES</u>				
Personnel Expense	26,605,518	17,737,012	16,653,246	1,083,767
Operating Expense	13,800,612	9,200,408	10,094,989	(894,581)
Capital Outlay	7,207,961	4,805,307	1,655,802	3,149,505
Total Expenditures	47,614,091	31,742,727	28,404,036	3,338,691
Excess (deficiency) of Revenue over Expenditures	(5,467,489)	(3,644,993)	13,493,754	17,138,746
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(5,467,489)	(3,644,993)	13,493,754	17,138,746
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	19,987,759	37,126,506	17,138,746

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

(2) 2024 Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND

As of August 31, 2025

		Year to Date Activity as of August 31, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Property Taxes	33,949,371	22,632,914	33,712,767	11,079,853
Specific ownership taxes	3,300,000	2,200,000	2,398,284	198,284
Total Taxes	37,249,371	24,832,914	36,111,052	11,278,137
Intergovernmental	360,784	240,523	261,219	20,696
Donations/fundraising	605,000	403,333	1,283,793	880,459
Interest	500,000	333,333	927,714	594,381
Fines and fees	90,000	60,000	57,868	(2,132)
Other Operating	73,962	49,308	43,524	(5,784)
Total Operating Revenue	1,629,746	1,086,497	2,574,118	1,487,620
Total Revenue	38,879,117	25,919,412	38,685,169	12,765,758
EXPENDITURES				
Building & Vehicle Maintenance	2,882,485	1,921,657	1,597,449	(324,208)
Collections Management Materials	4,755,150	3,170,100	3,158,759	(11,341)
Contract Services	2,537,096	1,691,397	1,586,846	(104,551)
Employee Salaries & Benefits	23,083,802	15,389,201	14,295,692	(1,093,509)
Mileage, Training, Memberships	607,080	404,720	282,990	(121,730)
Programming	336,090	224,060	162,361	(61,699)
Supplies	1,376,112	917,408	708,461	(208,947)
Telecommunications	1,263,464	842,309	934,491	92,182
Total Expenditures	36,841,279	24,560,853	22,727,048	(1,833,804)
Excess (deficiency) of Revenue over Expenditures	2,037,838	1,358,559	15,958,121	14,599,562
OTHER FINANCING SOURCES (uses)				
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)	(2,618,786)	11,980,776	14,599,562
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	15,946,426	30,545,988	14,599,562



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of August 31, 2025

		Year to Date Activity as of August 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	14,305,962	12,935,419	1,265,928
Public Services Administrative	9,402,518	6,268,345	5,596,644	671,701
Public Services Administration	266,046	177,364	177,116	248
Collection Management	1,761,787	1,174,525	1,073,572	100,953
Collection Management - Library Materials	5,673,881	3,782,587	3,505,569	277,018
Regional History and Genealogy	816,185	544,123	454,354	89,769
Adult Education	884,619	589,746	386,033	203,712
Programming Administration	1,543,139	1,028,760	924,145	-
Branch Administration	10,513,285	7,008,857	6,414,630	594,227
Branch Administration	663,797	442,531	353,924	88,607
Penrose Library	1,679,171	1,119,447	965,061	154,386
East Library	1,698,504	1,132,336	1,149,037	(16,700)
Library 21c	1,862,384	1,241,589	1,081,486	160,103
Cheyenne Mountain Library	538,594	359,063	331,025	28,037
Fountain Library	538,594	359,063	271,376	87,686
* High Prairie Library	424,771	283,180	308,153	(24,973)
* Manitou Springs Library	466,567	311,045	275,494	35,551
* Monument Library	638,910	425,940	415,433	10,507
Old Colorado City Library	451,739	301,160	283,493	17,667
Ruth Holley Library	461,134	307,423	249,624	57,799
Sand Creek Library	581,909	387,939	433,065	(45,126)
Mobile Library Services	507,212	338,141	297,459	40,682
Administration	14,852,496	9,901,664	9,372,496	281,379
CEO Office	461,622	307,748	301,654	6,094
* Includes Calhan, Palmer Lake and Ute Pass				



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of August 31, 2025

	<u>Revised Annual Budget</u>	Year to Date Activity as of August 31, 2025		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>				
Support Services	7,040,938	4,693,958	4,370,694	137,916
Support Services Administration	291,876	194,584	203,114	(8,530)
Facilities	3,724,004	2,482,669	2,234,880	-
Information Technology	2,472,008	1,648,005	1,618,187	29,818
Strategy and Innovation	553,050	368,700	314,513	54,187
Human Resources Office	941,100	627,400	564,960	62,440
Security	1,665,858	1,110,572	965,907	144,666
Finance Office	1,741,020	1,160,680	1,363,112	(202,432)
Communications Office	1,749,364	1,166,243	850,373	315,870
Development Office	200,070	133,380	107,122	26,258
Interdepartmental	1,052,524	701,683	848,676	(146,993)
UNDESIGNATED	36,311,438	24,207,626	22,307,916	1,547,307
Designated Funds	529,841	353,227	419,133	(65,906)
DESIGNATED	529,841	353,227	419,133	(65,906)
TOTAL GENERAL FUND	36,841,279	24,560,853	22,727,048	1,481,401



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of August 31, 2025

		Year to Date Activity as of August 31, 2025		
	<u>Revised Annual Budget</u>	<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	2,560,307	1,012,631	1,547,676
Capital Fund-Communication	68,398	45,599	8,982	36,617
Capital Fund- Security	217,473	144,982	128,269	16,713
Capital Fund- IT	2,027,883	1,351,922	499,409	852,513
Capital Fund- Strategy & Innovation	27,826	18,551	0	18,551
Capital Fund- Finance	969,519	646,346	6,511	639,835
Capital Fund- Special Revenue Funds	56,401	37,601	0	37,601
Total Expenditures	7,207,961	4,805,307	1,655,802	3,149,505
Excess (deficiency) of Revenue over Expenditures	(7,207,961)	(4,805,307)	(1,655,802)	3,149,505
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(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	(3,230,616)	(827,962)	2,321,543	3,149,505
Beginning Fund Balance*	4,010,887	4,010,887	4,010,887	0
Ending Fund Balance (Projected)	780,271	3,182,925	6,332,430	3,149,505



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of August 31, 2025

		Year to Date Activity as of August 31, 2025		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	2,873,951	1,915,968	2,912,313	996,346
Employee contributions	393,533	262,355	299,845	37,490
Other Revenue	0	0	462	462
Total Revenue	3,267,484	2,178,323	3,212,621	1,034,298
<u>EXPENDITURES</u>				
Employee Salaries & Benefits	3,521,716	2,347,811	2,357,554	(9,743)
Contract Services	43,135	28,757	43,841	(15,084)
Total Expenditures	3,564,851	2,376,567	2,401,395	(24,827)
Excess (deficiency) of Revenue over Expenditures	(297,367)	(198,244)	811,226	1,009,471
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(297,367)	(198,244)	811,226	1,009,471
Beginning Net Position*	1,056,653	1,056,653	1,056,653	0
Ending Fund Balance (Projected)	759,286	858,409	1,867,879	1,009,471

Public Services Report August 2025

Compliments

Dear Jami and Carol,

On behalf of our families and Parents Challenge, thank you so much for the wonderful tour of the East Library. We are so grateful for the Pikes Peak Library District and the incredible support you provide to homeschool families.

The East Library offers so many amazing resources, and we appreciate the time you took to introduce our families to them. Because of your time, our families now feel more equipped to utilize the tools and opportunities that are already available to them.

Your kindness, knowledge, and enthusiasm made the tour both informative and welcoming. Thank you again for investing in our families and helping them feel connected to all that the library has to offer.

Thank you,
Erin Valora

With this class, my sister and I learned all about bonsai trees in depth and received our own bonsai tree to take home with us. The class was wonderful, and we really appreciated having access to these amazing library programs. (Bonsai Class).

Adult Education

Accountability

PPLD Adult Education completed FY24/25 with the highest Measurable Skills Gain (MSG) in the state with a 64% MSG. The mandated MSG was 44%. The instruction team made curriculum changes, improved student retention, and continued communication with students for progress and completion.

Communications

Strategic Services Law librarian coordinated a Housing Legal Fair with 38 participating and hosted a Know Your Rights Workshop and a Protection Orders workshop. The Kitchen at Library 21c hosted seven culinary classes with 76 participants.

Community Connections

Two students have completed Career Online High School this month, obtaining their high school diploma.

Staff

Four staff members attended the Leadership Pike Peak Community Conference and three staff attended GRIT Training for Student Resiliency.

A Strategic Services Nonprofit Librarian has been hired, and her start date will be October 20.

Branches

Access

Early literacy programs continue to be a popular and impactful way for the community to engage with the library, drawing strong attendance across multiple locations. Cheyenne Mountain's

Toddler Time had a consistent attendance of 53, making it the branch's most-attended program for the month. Ruth Holley also held eight early literacy programs with a total of 171 attendees, and Sand Creek hosted 13, serving 146 participants.

Accountability

A total of 37 volunteers at Library 21c contributed 300 hours of service in circulation. This is equivalent to approximately two full-time employees (FTE), demonstrating a significant and valuable contribution to library operations.

Communications

Staff at the Old Colorado City library established partnerships with two new businesses for the Spooky Stroll-a-Story, a community event that helps raise awareness of library services and resources.

Staff from the East Library and the Programming Department led tours for 32 homeschool families, showcasing the numerous resources and services PPLD offers, including the Educational Resource Center (ERC).

Community Connections

PPLD staff made a strong presence at Back to School Nights again this month. Staff from the Cheyenne Branch engaged with 153 students at two events at Vanguard School. At Manitou Springs Elementary, library staff interacted with 63 students. The Sand Creek Library staff were also active, engaging 237 students and their families at Atlas Middle School and reaching another 117 at Truman Elementary. Finally, a Ruth Holley Library staff member attended the Backpack Bash at Mitchell High School, an event with over 700 people in attendance.

In August, the High Prairie and Calhan libraries partnered with local community organizations to provide essential resources. Their partner, Fresh Start, collected 32 pounds of food from the donation bin, while Silver Key distributed 48 meals at the Calhan library.

Physical and Virtual Spaces

A staff member at East Library hosted an Accessibility Room training session for staff, where they discussed policies, procedures, and how to use the various software to ensure equitable access for all patrons.

Staff

This month, staff from Collection Management and Branches began working on the implementation of district-wide training for the new Integrated Library System (ILS). As part of this process, several staff members attended "Train the Trainer" sessions.

The Manitou Springs library manager and a staff member from High Prairie Library returned to work this month after an extended period of leave.

Collection Management

ILS Migration Update

Twenty PPLD staff spent August 19 and 20 live training on the staff client for the Polaris ILS, which is called Leap. They were divided into three groups that will create training for the rest of

the PPLD public-facing staff. Staff also started extensive testing of Polaris, reporting issues to the ILS team. There are many adjustments that will be made between gaining access to the test system and going live on Polaris. Communications staff worked on their plan to inform the community about the change at the Library. The web developers and ILS team attended training on the administration of the Polaris online catalog, called Vega. Vega is the part of the ILS that patrons interact with directly to search for, and place holds on titles and to manage their online accounts. The ILS team also attended training on the administration of Leap. Many staff have commented on their excitement about making this change and using the new ILS.

The ILS team reviewed many sets of data in the Polaris test system, reporting changes needed to the vendor. They also worked on user permissions for the ILS and met with numerous staff involved in the project. As mentioned in the ILS Update, there were multiple Polaris trainings in August.

Acquisitions staff helped with data cleanup in the current ILS to prepare for the upcoming migration.

Access

The World Language project moved from planning to action in August. This project pulls together all adult level non-English print and audio materials into a single collection. The goal is to improve access to these materials for patrons. As part of this project, call numbers were modernized by Catalogers. This included adding the language to the call number, giving fiction materials a four-letter fiction call number, and identifying bilingual materials. After the call numbers were changed, the Collection Management Assistants updated the item call numbers in the catalog, printed new spine labels, then went to visit libraries that would host a World Language collection. While there, the Assistants removed damaged items, re-labeled all the materials, and put them in their new order.

In August, 6430 items and 763 magazines were added to the collection. New board games and videogames were ordered for teen and adult game centers in the libraries.

Accountability

The Circulation Services Coordinator worked with Finance staff on the RFP for a courier contractor to move collection materials around the District. A meeting was held for prospective bidders to ensure that the companies understand the materials, locations, schedule, and other details of the role. Many questions were recorded at the meeting. Responses were developed afterward and posted on PPLD.org for all bidders to have as a reference.

The Interlibrary Loan (ILL) team worked with the ILL software vendor to complete clean-up of patron account information. In total, 19,819 inactive patron accounts were removed.

Interlibrary Loan had a turnaround time of 2.5 days for articles/scanned documents and 15.5 days for physical materials. Turnaround time is measured from the time a request is submitted until the patron is notified that their ILL item is available.

The average turnaround time for incoming library collection materials was 12 days from delivery to Collection Management to items being put in circulation.

Staff

Collection Management staff met with peers at other Colorado libraries in the roles of cataloging, resource sharing, and circulation management.

Krista Meier, selection librarian and PPLD's OverDrive/Libby administrator, presented as a panel member at the OverDrive annual conference, with over 400 attendees to the session.

Programming

Access

The Programming Department recognizes El Paso County has a large homeschool community. The team is expanding homeschool services for middle and high school students and has developed resources to add to the Educational Resource Center to increase usage.

The Programming Department collaborated with the Town of Palmer Lake and Palmer Lake staff to coordinate the three Palmer Lake Summer Lawn Concerts. The first concert was held on Friday, August 29.

Staff from the Programming Department coordinated the Colorado Association of Libraries Public Libraries Interest Group meeting for August. Senior Librarian, Yvette Dow-Rose, presented on the tools, resources, and practices PPLD uses to make programs accessible to patrons of all abilities. Twelve library workers from across the state attended the session.

Accountability

The Programming Department created a Program Pack Checklist for Success, a tool that will help location staff succeed with the programs they lead, and Programming staff evaluate/improve the programs they create. This will be a tool used by both Programming and location staff to help ensure patrons and library staff have a quality experience when facilitating a program.

Summer Adventure doesn't end in August for the Programming Department! Final Summer Adventure statistics for all ages were compiled. This consisted of a breakdown of participants by age, location, and registration vs. completion numbers. These statistics will be used to calculate Summer Adventure prize needs for 2026.

The two-year Buell Foundation grant for LENA Start concluded this month. PPLD served 79 families within the two years with a 96% graduation rate. All families increased adult words by 26 percentile points. Lower talk families who started the program speaking fewer words to their children increased adult words by 42 percentile points and increased conversational turns by 76%! To date, PPLD has served 422 families in the LENA Start program since its inception.

Community Connections

The Programming Department collaborated with PPLD's Foundation, Communications, and members of the community to host its inaugural Rising Voices program, formerly known as Latina Voices. This two-part program represents a wide array of cultures in the community. The first event was a panel discussion on Wednesday, August 20. The second event took place on Saturday, August 23 at Library 21c. Over 180 people attended the event that included dance

performances, vendors, and food. In addition, Mayor Yemi created a video to share with the audience since he was unable to attend the live event.

The Programming Department hosted the biannual Homeschool Game Day at George Fellows Park/East Library August 22, 2025, where 201 people attended (about 50 more than last year's Game Day at Hight Prairie). Families gathered to enjoy outdoor games and activities and chat and build friendships and connections. A spirograph activity, a collaborative art project, added this year was particularly engaging to older kids.

Staff

The Programming Department updated all supporting documents to launch the new 2026 Program Block Menu and Recurring Menu. A new staff training course was created for branch staff to learn how to use the new format. The team had to innovatively use the resources we have to create a brand-new Menu so it is in compliance with the new accessibility laws.

Jordan Romero joined the Programming Department as the School Engagement Senior Librarian focusing on high schools, middle and high school homeschool, and trade and colleges.

The Programming Department developed a new staff onboarding.

Regional History & Genealogy

Access

RH&G staff are working on enhancing the browse-ability and search-ability for newspaper researchers using Digital Collections, by creating a "collection" for each decade (ex. 1890-1899), in which has been placed all newspaper articles published in that timeframe. This allows a patron to navigate to a specific decade and see what was published, or search within that decade more easily. This work will be completed in September.

Programming staff in RH&G presented three genealogy classes this month: Genealogy Basics, Researching Female Ancestors, and Researching African American Ancestors.

RH&G staff digitized three vinyl records at Library 21c that were recently found in the back of sequential Colorado High School yearbooks (1955–1957). The recordings consist of many abbreviated sonic snapshots of the high school students' experiences in those years with events such as theatrical performances and band concerts represented.

Community Connections

RH&G staff prepared introductory text, selected images, and framed prints for a photography exhibit opening in September at Library 21c, *The Colorado Lens of Myron Wood and Randall Teeuwen*. The exhibit correlates with the first in a series of programmatic vignettes called Peak Legacies, from the Archives. The first will be presented on September 20th and highlight the photography of Myron Wood, as his daughter India Wood presenting.

Staff

Archivists attended the Society of American Archivists annual meeting, which offered sessions on digital preservation tools, and presentations ranging from large scale digitization projects to best practice protocol, etc.

Jessica Spiker returned from her study abroad program where she was able to visit archives, libraries, and museums in London and learn about their preservation and arrangement practices. Additionally, Jessica was accepted into the Digital Collections Stewardship eight-month course from the Colorado Virtual Library and had her first virtual meeting with other archive professionals in Colorado and Wyoming who are interested in expanding their knowledge of digital collections.

PPLD KPIs (Key Performance Indicators)

Month: **August**

	2025	2024	% Change	YTD 2025	YTD 2024	% Change
Door Count	153,341	175,139	-12.45%	1,189,528	1,344,504	-11.53%
Circulation (physical materials)	177,834	188,875	-5.85%	1,442,139	1,518,295	-5.02%
Reference Questions	8,897	7,963	11.73%	73,350	70,178	4.52%
Meeting Room/Study Room	2,692	3,027	-11.07%	22,397	21,864	2.44%
Computer Usage	21,635	22,013	-1.72%	154,086	151,424	1.76%
Number of Programs *	333	300	11.00%	2,941	2,916	0.86%
Programs Attendance **	10,005	7,647	30.84%	82,403	80,170	2.79%
eResources (OverDrive/Libby, Hoopla, Kanopy)	348,999	294,059	18.68%	2,727,466	2,354,299	15.85%
Culture Passes	128	340	-62.35%	1,001	2,554	-60.81%
Unique Users [◊]	61,329	63,033	-2.70%	-	-	-
New Cards	2,974	2,904	2.41%	22,034	19,713	11.77%

* The 2024 programming statistics (Number of Programs and Program Attendance) include patron participation in passive programs. The passive programming numbers have been removed from the 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.

2025 Summer Adventure

Presented by

Friends of the Pikes Peak Library District

Summer Adventure by the Numbers

- **All ages**
 - 18,833 registered for Summer Adventure
 - 7,921 completed Summer Adventure (a 42% completion rate)
- **Children (ages 0-12)**
 - 11,809 registered for Summer Adventure
 - 5,314 completed Summer Adventure (a 45% completion rate)
- **Teens (ages 13-18)**
 - 1,398 registered for Summer Adventure
 - 463 completed Summer Adventure (a 33% completion rate)
- **Adults (ages 19 and up)**
 - 5,626 registered for Summer Adventure
 - 2,144 completed Summer Adventure (a 38% completion rate)
- Total days logged: 389,008

In 2025, registrations increased by 529, or 3%, and completions increased by 470, or 6%. Adding adults had a positive impact on both registration and completion numbers.

- Total Summer Programs: 255
- Total Summer Programs Attendance: 15,099
- Total Standing Programs: 589
- Total Standing Programs Attendance: 12,123
 - Family & Children's Summer Programs: 145
 - Attendance Family & Children's Summer Programs: 11,678
 - Family & Children's Standing Programs: 375
 - Attendance Family & Children's Standing Programs: 9,173
 - Young Adult Summer Programs*: 45
 - Attendance Young Adult Summer Programs*: 282
 - Young Adult Standing Programs: 36
 - Attendance Young Adult Standing Programs: 302
 - Adult & Senior Summer Programs: 18
 - Attendance Adult & Senior Summer Programs: 1,622
 - Adult & Senior Standing Programs: 135
 - Attendance Adult & Senior Standing Programs: 2,230

- Makerspace & Studio Summer Programs: 17
- Attendance Makerspace & Studio Summer Programs: 365
- Makerspace & Studio Standing Programs: 43
- Attendance Makerspace & Studio Standing Programs: 418
- Intergenerational Programs: 30
- Attendance Intergenerational Programs: 1,152

*11 Young Adult programs were offered for teens and adults and were counted under intergenerational. 110 people attended these events. Maker Camps (14 programs attended by 138 teens) were counted under Makerspace & Studio Programs.

Registrations by Library

Name	Total Readers Registered	Total Completions	Percent Completed
Bookmobile (Mobile Library Services)	249	136	55%
Calhan Library	134	57	43%
Cheyenne Mountain Library	1126	389	35%
East Library	4457	1638	37%
Fountain Library	1362	584	43%
High Prairie Library	1697	788	46%
Library 21c	5862	2748	47%
Manitou Springs Library	174	53	30%
Monument Library	1172	527	45%
Old Colorado City Library	425	179	42%
Palmer Lake Library	45	16	36%
Penrose Library	800	249	31%
Ruth Holley Library	542	230	42%
Sand Creek Library	719	287	40%
Ute Pass Library	69	31	45%
Library Branch Total	18833	7921	42%

Overview

“My son refused to join the summer program. One staff member (Shannon) talked him into it trying it out. He is dyslexic, easily defeated, and scared to fail. Shannon went out of her way to find something age appropriate and entertaining. We landed on a few books and begrudgingly read. But it worked! His confidence grew! He even took a book

*with him to run errands. He asks to read out loud, and I find him reading independently!
My heart is so full! Thank you!!!!” -Adult survey response*

Summer Adventure is Pikes Peak Library District’s summer reading and learning program designed to help all ages build a healthy habit of reading, be creative, and explore new ideas and places. The Programming Department created a summer program that kept patrons engaged all summer long and worked to ensure that patrons could access and participate in the program on a level that worked for them. The national theme for 2025 was Color our World™ and that theme inspired the look and feel of the design and was used as a springboard for programming ideation.

To complete the challenge, participants read, created, or explored for 30 days between June 2 and July 31. The program began on June 2 this year, as June 1 was a Sunday and Libraries were closed. Even though the program was 2 days shorter than in 2024, there was a 3% increase in registration and a 6% increase in completions this year.

Registration prizes were awarded to ages 0-18, and all ages, including adults, received a completion prize and were entered into the grand prize drawings. Ages 0-12 were able to pick out a book as a registration prize, and ages 13-18 could pick a book or a journal. For completing the program, ages 0-3 earned a bath toy, ages 4-12 earned an achievement medal, ages 13-18 earned an additional book or journal, and ages 19+ earned a can cooler and wildflower seed packet. A wide variety of options were offered for the book prizes, including a wide range of reading levels from board books to young adult titles, and included Braille, Large Print and Spanish language titles. Journals were offered as an alternate prize if children preferred them to the book selection. Participants could also earn up to four additional entries into the grand prize drawing for every five extra days they read, created, or explored.

“I liked how it made me read more during the summer.” -Child/Teen survey response

Staff and Volunteer Support

The Community Engagement Coordinator secured community donations for grand prizes this year. In total, 88 grand prizes, ranging from a 3-month YMCA membership to passes for roller skating and ice skating, were donated to the program.

Communications advertised Summer Adventure, which included working with *The Gazette* to create a full wrap-around advertising piece for the June 2 edition of the paper. They also provided crayons to go with the coloring-book style *District Discovery* and brought back the sticker sheet that was so popular last year.

The Programming department worked with Communications to ensure that all items added to the website were fully accessible, and to offer bilingual or Spanish language alternatives for many of the promotional materials, including the school outreach flyers, informational posters, and gamecards.

Frontline staff are the main drivers behind the success of Summer Adventure, as they decorate the libraries, promote the program, sign patrons up, and distribute prizes. Their enthusiasm in encouraging patrons to participate throughout the entire summer enhanced the advertising efforts and helped ensure that everyone who entered Library buildings knew that Summer Adventure was happening.

The focus of teen volunteers has shifted from primarily program registration help to emphasizing workforce readiness and job training skills. With this increased focus on workforce development, teens were expected to take workforce readiness training, which provides foundational information about the basics of being professional on the job. Overall, 103 teen volunteers logged 1,325 hours of volunteer time over June and July. Their assistance was vital for many programs, including the Summer Adventure parties in Fountain and near East Library.

“We had a lot of teen volunteers which really helped take some of the pressure off the main desks for registration and prize pick up.” - Staff survey response

Patron Feedback

The Public Library Association Project Outcome survey is a standardized survey tool created specifically for public libraries and is the tool PPLD uses to collect feedback for Summer Adventure. Over 100 Summer Adventure participants filled out a survey about the program, and survey responses were overwhelmingly positive. Many patrons reported that they or their families want to use the library more often, want to read more often, and enjoy reading more.

These were some responses to the question “What did you like most about the program/service?”

- *“Helped to encourage me to read more”* -Child/teen respondent
- *“Pushed us to read more and learn lots of new adventures and stories”* - Child/teen respondent
- *“It makes it extra fun to read every day”* -Caregiver respondent
- *“Reading books with family”* -Caregiver respondent

- *“The color-in gameboard and flexibility. Missing one day doesn't mean the goal is unattainable.” -Adult respondent*
- *“So many fun learning opportunities!” -Adult respondent*

Outreach and Programs

“When mentioning the program at outreaches I had many patrons say they were very grateful for all the things the library does to keep kids engaged in the summer.”

-Staff survey response

Outreach efforts brought Summer Adventure into the community this year, both at large events and through school visits. PPLD's School Engagement Librarians provided art or robotics lessons to elementary students at summer schools or camps, resulting in 897 Summer Adventure registrations.

PPLD staff brought a collection of books to the Vibes STEM Day and registered 235 participants in Summer Adventure. PPLD staff also held outreach events at the Rocky Mountain PBS Kids Fest, El Paso County Kite Festival, and the El Paso County Fair.

Programming for all ages was also a component of Summer Adventure, and a wide variety of programs were offered, including several intergenerational programs to encourage socialization and engagement across all generations in El Paso County. Some of these programs included Life Size Board Games, a performance by musician Sean Gaskell, the Summer Lawn Concerts at Manitou Springs Library, and Ice Cream Socials at several libraries.

The Summer Fun programs, designed for children and families, included performances by Theatre Across Borders, Science Heroes, Katherine Dines, and many more. These programs created access to new experiences that are free for children and families. Branches also continued to offer early literacy programs, with some fun additions such as Music and Movement Family Dance Party, Parachute Play, and Block Party.

Programs for young adult patrons increased this summer in hopes to boost Summer Adventure numbers for the 13-18 age range. Numerous presenter programs included Comic Book workshops, Improv 101, and Color Theory. A new program, the Teen Glow Extravaganza, was created as an opportunity for teens to experiment with glow in the dark activities ranging from crafts to a glowing wonderland dance floor and take a picture with the Green Screen kit. This will become an annual Summer Adventure Celebration just for teens.

Adult patrons were invited to participate in some new programs, including AI for Adults. Older adults we offered the Fraud and Security Series where the nonprofit organization

Silver Safe and Secure provide important digital literacy and online security information specifically for seniors.

The Makerspaces and Studios were busy this summer with an abundance of programs for all ages. Maker Camps for teens were offered in all three of the Makerspace locations. Teens were hands-on with projects that utilized all the equipment in the makerspace. The Mobile Earth and Science Observatory bus visited Library 21c and saw 213 patrons of all ages. Monumental Impact also provided classes in a wide range of skills to patrons aged 13 years and older.

Summer Adventure ended with several celebrations throughout the district, with record-breaking attendance. Fountain Library hosted their party at Aga Park and saw 620 people. East Library's celebration took place at George Fellows Park, directly behind East Library. Around 3,500 people attended that party, making it the largest Summer Adventure celebration in PPLD history. With the help of many community organizations, free ice cream, LEGO activities, a helicopter, and many more interactive games and activities were provided at the East Celebration.

September 2025 Communications Board Report August stats

Access

- **Web Team August Objectives:**

- **Archive Old PDFs** – More than 400 outdated PDFs were archived and eliminated from the main website. Leaving these on the website could potentially cause issues for patrons, as older PDFs are not accessible and can still be found within a Google search result and may lead to outdated information being accessed.
- **Catalog Integration with Website** - The Web Team is collaborating with the Collection Management team to ensure that after the ILS migration, the catalog has branding and styling consistent with ppld.org. The Web Team has begun identifying all resources linked to the catalog from the website and compiling them into a list to update once the new ILS launches later this year.
- **Website Experience Survey** - This survey is scheduled to launch in mid-September. Its purpose is to better understand how patrons use our website and to gather feedback about the online experience. The web team will use this data to guide enhancements that make the website more user-friendly, efficient, and accessible.
- **Website Refresh Schedule** - For the third quarter, the team has reached out to the Homeschool Hub, Databases, Makerspaces/Studios, and Adult Education to review their pages and submit any updates.

- **Website Statistics for August**

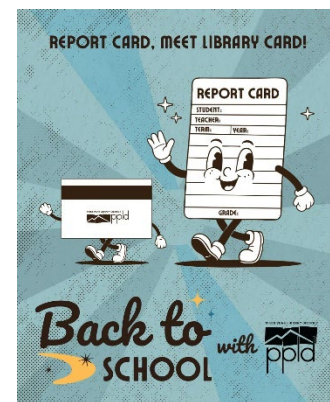
- Total pageviews: 294,468
- New Users: 80,428
- Most visited page: ppld.org/events
- The Top 5 pages visited on ppld.org during August, besides the home page were:
 1. Events
 2. Search
 3. Library Card
 4. Library Locations
 5. Print/Copy/Fax

- **Signage:**

- New wayfinding signs were installed at Library 21c, including an exterior sign for Library Returns and uniform Restroom signs. A few existing signs were also refaced to make them more readable.

- **Back to School Campaign**

- In August, PPLD ran a Back-to-School campaign, informing parents/caregivers, teachers, and students of all the resources PPLD has for each as the school year starts. We advertised through social media, radio, digital ads, and a pullout section in the Gazette.



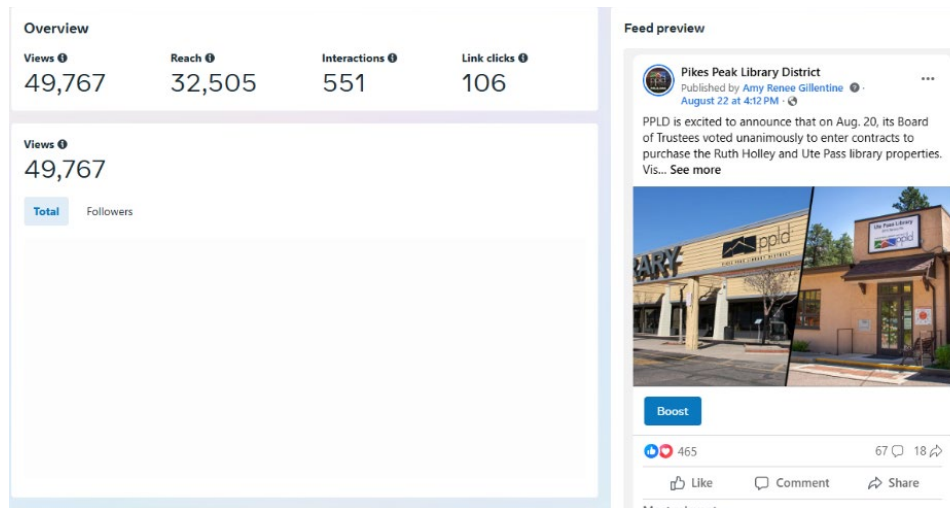
Communications

Media

- Number of stories: 114
- YTD stories: 924
- **August news highlights**
 - Back-to-School resources and tools were covered in one [Gazette article](#) that we wrote, and three TV news segments (KOAA, KKTU).
 - The news that the lawsuit was dismissed appeared in seven articles ([The Gazette](#), [Fox21](#) web episode, [KOAA](#) web episode, [KRDO](#) web episode, [Colorado Public Radio](#)), eight KRDO radio segments, 10 TV news broadcast segments (Fox21, KOAA, KRDO), and five news aggregators. The Gazette also included updates about this in older articles about the lawsuit and the ending of the Rockrimmon Library lease.
 - The Palmer Lake Library Concert Series appeared in one article in [The Gazette](#) and one TV news segment on KKTU.
 - Rising Voices was mentioned in three articles ([KOAA](#) web episode, [KOAA](#) event list article), seven TV news segments (KOAA, Loving Living Local, KKTU), and one news aggregator.
 - The Board vote to purchase Ruth Holley and Ute Pass libraries appeared in nine articles ([The Gazette](#), [Fox21](#) web episode, [The Gazette](#), [KRDO](#) web episode, [KKTU](#) web episode, [Fox 21](#) web episode, [The Gazette](#), [The Pikes Peak Courier](#), [The Gazette Letters](#)), one KRDO radio broadcast, 23 TV news segments (KKTU, Fox21, KRDO, KOAA, KUSA, KTVD), and five news aggregators.
 - PPLD Kids Con at Comic Con was presented during one KKTU TV news segment, and during the next week's KKTU interview we talked about Library Card Sign-up Month.
 - Other smaller but fun mentions:
 - [Fox21 posted an article](#) about the Reading Roll Call Storytime that CSPD is doing at Fountain Library.
 - A [Library Technologies Guide](#) posted about PPLD choosing a new ILS.
 - A photo credit appeared in [The Historical Marker Database](#) for a historic photo PPLD shared with the publication.
 - PPLD's Culture Pass program was mentioned in a [Gazette article](#) about the U.S. Olympic & Paralympic Museum.
- **Social Media**

Facebook (Districtwide account):

- Number of posts: 26
- Total page followers: 21,905 - 39 new followers
- Contact interactions: 2,252 (engagement)
- Reach: 120,342 (number of accounts our content reached)
- Views: 406,073
- Link clicks: 1,875 - 16% increase from last month!
- Reel and video minutes watched: 1,800
- **Evaluation:** This month, we see a continued downward trend following significant spikes in April, May, June, and July from a successful reel. The views, reach, engagement, and visits continue to be well above our previous averages. Link clicks went up this month, partly due to a post we made about the Board vote to purchase RU and UT. We should stay above our prior averages due to a spike in followers we received in June and July that added almost 4,000 new followers.

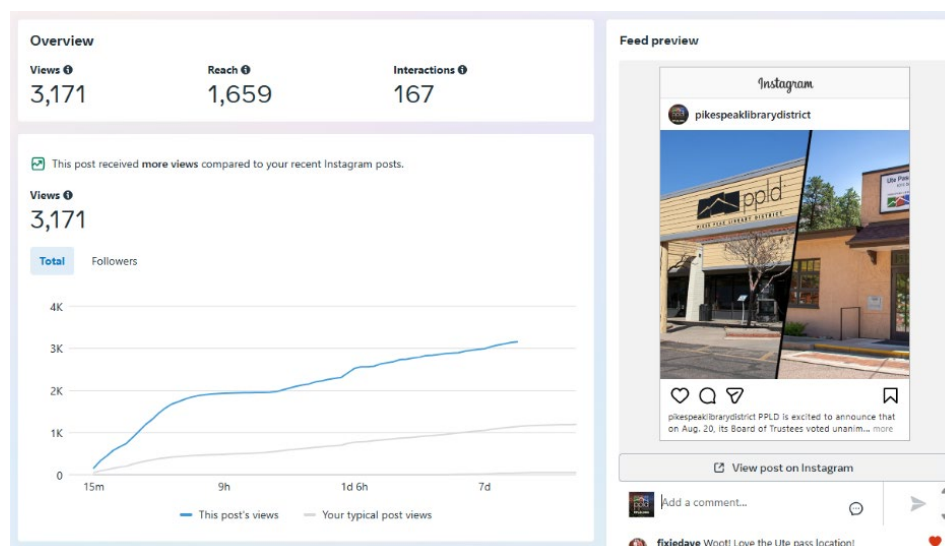


Facebook (PPLD Kids)

- Total page followers: 6,018 – **7 new followers**
- Content interactions (engagement): 43
- Reach: 4,003 (number of accounts our content reached)
- Views: 6,131– **21% increase over the prior month**
- Link clicks: 21
- **Evaluation:** In July, this page had one or more successful posts that caused its stats to increase by between 20 and 169% (depending on the stat). This month, we see some of those stats dropping back toward the page's average, with reach still remaining higher than average.

Instagram:

- Content: 26 posts/videos/reels; 52 stories
- Total followers: 5,378 - **81 new followers**
- Interactions/Engagement: 1,174
- Reach: 9,040
- Views: 52,624
- Link clicks: 89
- **Evaluation:** We see a return to our average stat numbers after a spike from April – July following the success of a silly reel that received lots of attention. Link clicks were higher than average this month, partly due to the announcement about the Board vote to purchase RU and UT.



X (formerly Twitter):

- Number of posts: 32
- Total followers: 4,953
- Engagement: 74
- Impressions: 2,049 (number of times our content was seen)
- Evaluation: No notable change from prior month.

LinkedIn:

- Number of posts: 13
- Total followers: 1,922 - 10 new followers
- Impressions: 2,351 (number of times our content was seen)
- Engagement: 122
- Accounts Reached: 1,155 (9% higher than last month)
- **Evaluation:** No significant changes impacted this platform's performance, with numbers close to average.

Newsletter:

- Number sent (subscribers): 157,054
- Successful delivery: 141,690
- Opened: 47,915 (33% open rate)
- Clicks: 3,114 (6.5% click rate)
- **Evaluation:** While our open rate is lower than it was last year (which is currently under investigation), it does appear to have stabilized around 33%, and our click rate this month was close to our usual average.

Nextdoor:

- Number of posts: 7
- Impressions: 16,135 (number of times our content was seen)
- Engagement: 34
- **Evaluation** – The number of impressions and engagement were lower than usual this month, which appears to correspond with a decrease in the number of posts.

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

- Number of posts: 23
- Total followers: 952 - 10 new followers
- Views: 913 (6% increase over last month)
- Interactions/(engagement): 32
- **Evaluation:** No significant changes on this platform. This platform is currently very new, and we have too few followers yet to have significant changes occur.

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: 32
- Total followers: 124 - 8 new followers
- Interactions (engagement): 109
- **Evaluation:** No significant changes on this platform. This platform is currently very new, and we have too few followers yet to have significant changes occur.

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

- Number of posts: 3
- Total followers: 27 - **8 new followers**
- Interactions: 255 (engagement)
- Video views: 3,213 (**15% increase over last month**)
- Evaluation: PPLD is currently too new to this platform to observe significant changes, but it does appear that our presence is growing. Our videos have gone from fewer than 200 views and reach in May (when we joined) to more than 2,000.

YouTube:

- Total Subscribers: 9,024 new subscribers
- Total Views for August: 36,750
- Total Lifetime Views: 6,796,937

Community Connections

- **Outreach**

- **Number of August Non-school Outreaches: 8**
 - Total Attendance: 21,179
 - Impressions: 2,503
 - Library cards issued: 96
- **Outreach highlights:**
 - Sharing PPLD offerings with more than 250 people at Home Depot's Saturday Workshop (Aug. 3)
 - Highlighting back-to-school resources and information for Air Force families at the 302nd Airlift Wing Org Day (Aug. 3)
 - The Mobile Library Service participated in a Touch-a-Truck event, giving families the opportunity to come aboard and see the mobile library in action.
 - Adult Education shared resources at the Community Economic Defense's Housing Legal Fair (Aug. 29) and at Exponential Impact's XI Survive & Thrive Local Resource eXpo! (Aug. 27)
 - **Colorado Springs Comic Con** - PPLD returned as the official Kids Con for Colorado Springs Comic Con on Aug. 15 - 17, 2025. Kids Con offered green screen photos, cool swag, prize packs, while showcasing PPLD makerspaces and everything people can access at no cost at their Library. Staff provided 88 attendees with a new library card, took almost 500 green screen photos, and connected with more than 1800 people during this three-day event.



- **Upcoming outreaches:**

PPLD is reaching out to our military community through several outreach opportunities August – September.

 - Fort Carson Community Information Exchange – August 23
 - 302nd Airlift Wing Family Org Day at Peterson Space Force Base - Aug.3

- VA Drive-Thru Baby Shower - Sept. 12
 - Mt. Carmel Veteran's Center Patriot Day - Sept. 12
 - Fort Carson Small Business Week – Sept. 26
- **Culture Pass**
 - 128 passes were checked out by patrons in August. Pikes Peak – America's Mountain is once again offering two daily passes to access the Pikes Peak Highway from Oct. 1, 2025, through April 30, 2026. The Victor Museum and U.S. Olympic & Paralympic Training Center both renewed their annual Culture Pass agreements for the 2025 - 2026 season.
 - **Sponsorships:**
 - PPLD is a Silver Sponsor for YMCA Race Series and will have PPLD booths to interact with runners at the Creepy Crawl Race in Palmer Lake on Sat., Oct. 25 and at the Jingle Jog in Fountain on Sat., Dec. 13.
 - For the holiday season, PPLD is a Silver Sponsor for Downtown Colorado Springs' Skate in the Park at Acacia Park. The sponsorship includes placement of a PPLD banner ad along the edge of the rink, and the marketing team is creating a special theme and activity to host a PPLD Day at the skating rink in January.
 - Communications contracted a consultant to seek sponsors to provide refreshments and prizes, and to offset costs for hosting 15 open houses celebrating CO150 – USA250 throughout 2026. Open House series sponsors will have an opportunity to connect with PPLD patrons at key points throughout the campaign while elevating the open house experience that connects visitors with the history of PPLD and how it continues to serve the El Paso County community today.

Facilities and Security

August 2025

Access

Charger Station Patron Access Totals: East Library 145, Fountain Library 118, Penrose Library 609, High Prairie Library 12, Library 21c 52, and Ruth Holley Library, is inoperable.

Community Connections

Throughout the month, the Security Department provided support for a variety of District events, including the Board of Trustees Meeting, Palmer Lake Concert Series, 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.

Communications

As part of our continued efforts to streamline internal processes, enhance accountability, and ensure timely resolution of all security-related requests, Security Leadership collaborated with the Information Technology (IT) Department to implement a dedicated Security section within the Information Technology Ticketing System. This addition allows for more effective tracking, documentation, and follow-up on security issues across the District.

Routine maintenance visits are completed weekly to all locations to allow Facilities personnel to complete work orders, inspect locations for safety issues, address minor projects, restock building supplies and meet with managers/supervisors regarding any facilities concerns. Demand work orders are submitted by library staff. Preventive Maintenance work orders are regularly scheduled tasks usually for equipment. Emergency On-call orders are after-hours emergencies.

AUGUST	Completed	Hours
Demand Work Orders	10	47.0
Preventative Maintenance Work Orders	223	221.75
Emergency On-Call	0	0
Total Work Orders	233	268.75

Physical and Virtual Spaces

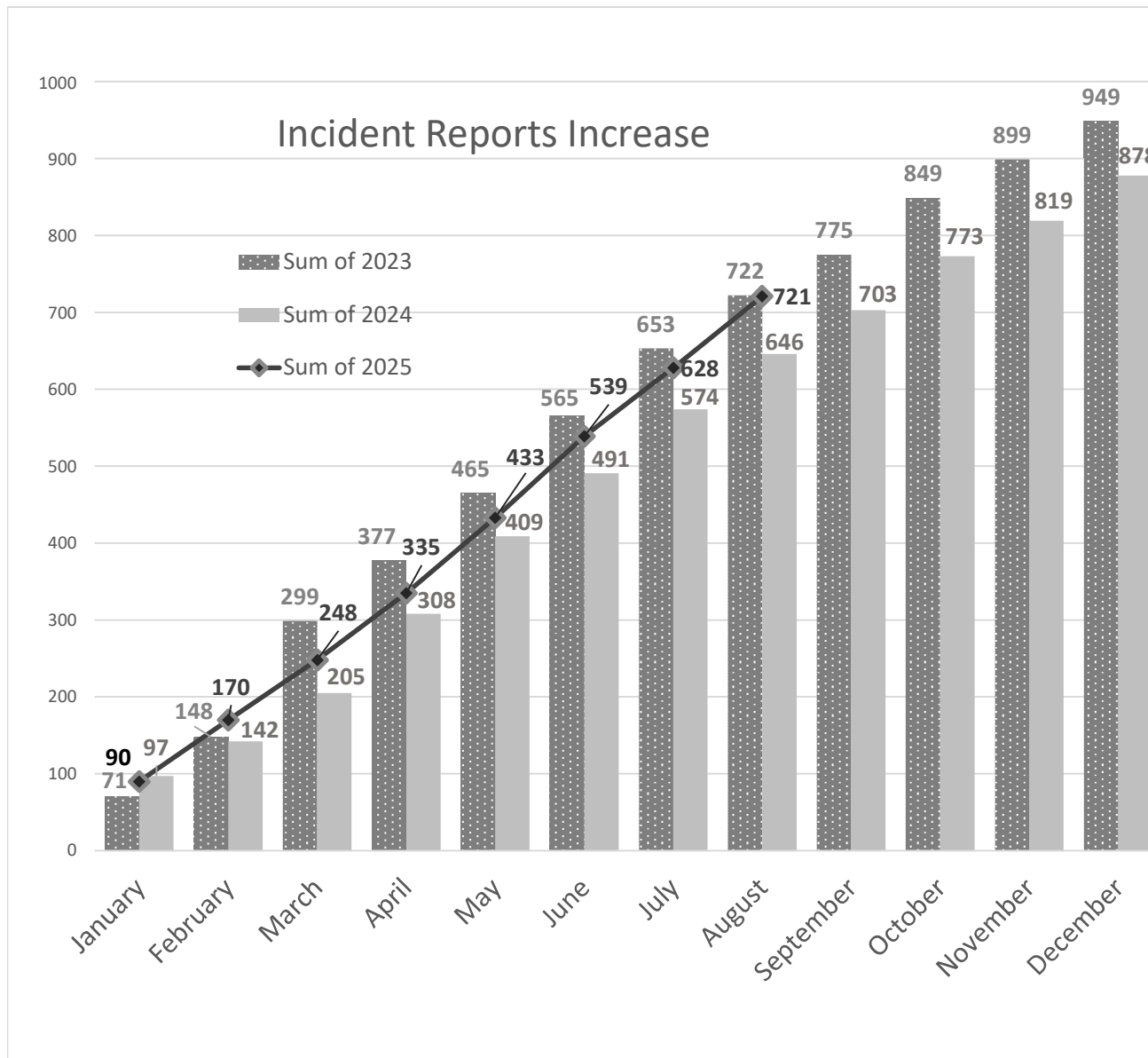
Facilities removed Graffiti from the outside walls at Fountain Library.

East Library, Elevator modernization was performed and is complete to meet current safety codes and improve operation efficiency.

Library 21c, Contractor rerouted 200 ft of 8" underground water pipeline to mitigate further damage. The reroute is complete and meets safe drinking water regulations.

Staff

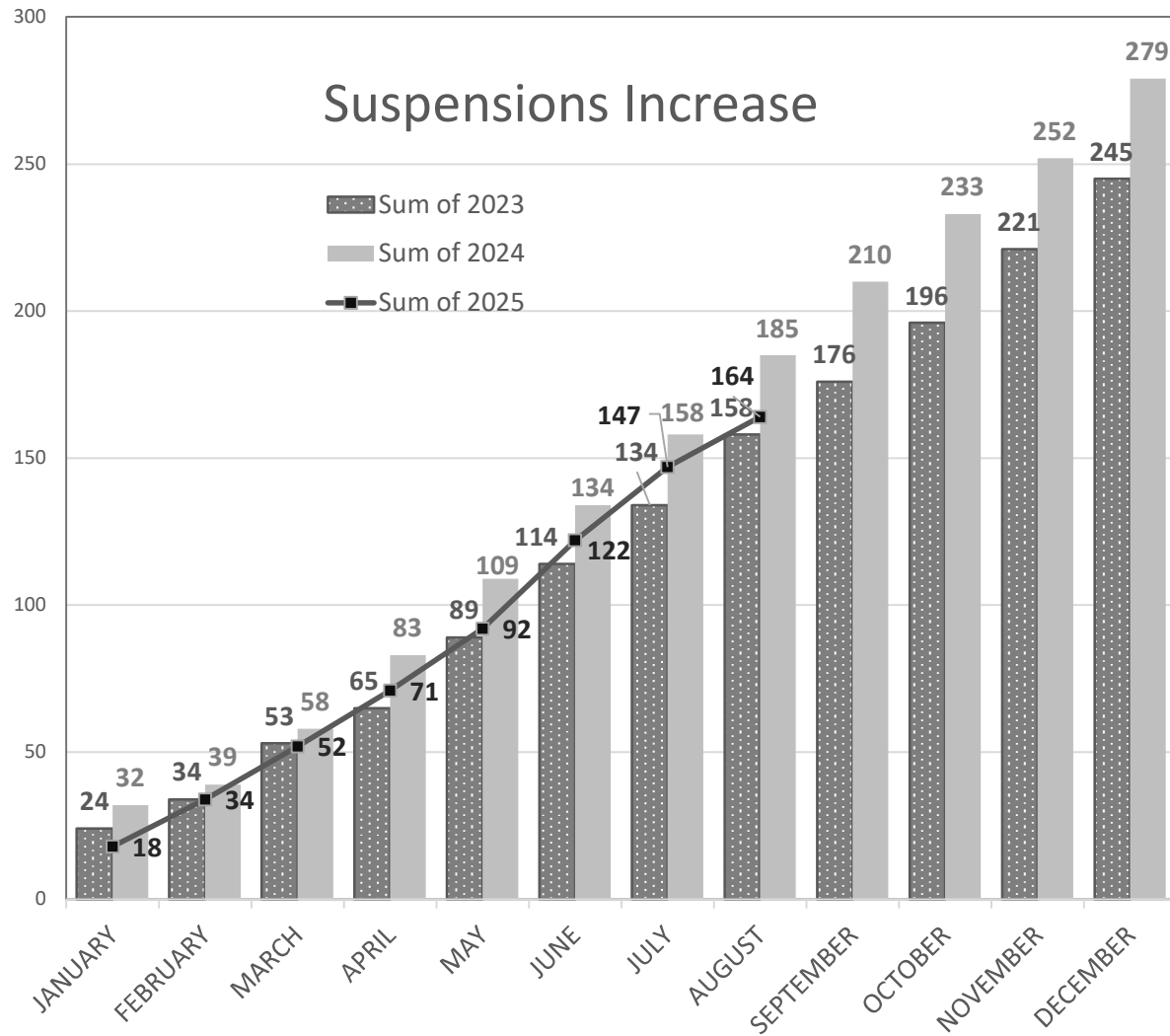
In August, Security Leadership reviewed applications, conducted interviews, and welcomed new staff members Brian Rogers, Penrose Security Supervisor and Brendon Walters, East Senior Security Officer, strengthening leadership capacity within the department. Facilities welcomed new Inhouse Courier, Vance Lindsley. These additions support the District's strategic plan by enhancing operational effectiveness, ensuring consistent oversight, and building leadership depth to meet current and future organizational needs. Two additional Security Staff members will start in September.



Reports Monthly Comparison

Library	June	July	August
Calhan	1	0	1
Cheyenne Mountain	5	6	7
East Library	3	5	8
Fountain	2	1	2
High Prairie	1	1	0
Library 21c	13	12	13
Manitou Springs	6	0	3
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	11	6	6
Palmer Lake	0	0	0
Penrose Library	57	55	45
Ruth Holley	1	0	2
Sand Creek	3	3	4
The Hall	2	0	1
Ute Pass	1	0	1
Grand Total	106	89	93

Suspensions Increase



Suspensions Monthly Comparison

	June	July	August
Calhan	0	0	0
Cheyenne Mountain	0	0	1
East Library	0	0	0
Fountain	0	0	0
High Prairie	0	0	0
Library 21c	2	2	3
Manitou Springs	0	0	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	4	1	0
Palmer Lake	0	0	0
Penrose Library	24	21	13
Ruth Holley	0	0	0
Sand Creek	0	1	0
The Hall	0	0	0
Ute Pass	0	0	0
Grand Total	30	25	17

Human Resources Report September 2025 (August Data)

Community Connections

The 2024-2025 cohort of the Colorado Association of Libraries Leadership Institute (CALLI) held a session at Library 21c. CALLI brings together library leaders from all over the state to develop their leadership styles through a year long program.

Staff

A new position, Employee Relations Manager, was approved for the Human Resources department. The person hired for this position will support and coach people managers to resolve employee relations issues. They will also support employee engagement, development, and retention.

Soumya Gollapalli, Compensation & Talent Strategy Supervisor, received the Human Resources Certification Institute's Pro: Compensation certification. The topics covered include compensation communication, compensation systems, and internal and external equity.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance, along with approval from the Wellness Team, finalized the research and purchase of a financial wellness tool known as FinPath. FinPath will offer financial coaching, health tools and education courses that will be offered free to benefited employees.

Sarah Marshall, Training Supervisor, attended Polaris ILS vendor training and co-lead a debrief of the training to support staff trainers who will be designing and delivering training on the new ILS to other staff.

Karen Goates, Volunteer Program Supervisor renewed her Certification in Volunteer Administration (CVA). The CVA is an internationally recognized professional certification in the field of volunteer leadership and management.

At the August Management Team meeting, employee recognition and appreciation was discussed. Joanna Nelson Rendon, Director of Organizational Development, put together a presentation and discussion that Jeremiah Walter, Internal Communications and Special Projects Manager, presented. Employee engagement is enhanced when people managers show appreciation in the individual ways that work best for each employee.

Statistics:

- Volunteer

August 2025	Total # of Volunteers	Total # of Hours
Adult Volunteers	110	865
Teen Volunteers	37	169
Friends of the Library	-	84

- Recruitment

Recruitment / Selection Activity	August 2025
Jobs Posted	8
Newly Hired Employees	18
Promoted Employees	3
Transferred Employees	0
Separated Employees	8

- Staffing

Staffing Stats	August 2025
Total Permanent Employees	408
Total Active Positions	438

Information Technology August 2025 Monthly Report

Accountability

IT staff went through the 2025 budget and 2026 budget for redundancies and potential cuts that can reduce costs.

Communications

The infrastructure team worked with Comcast to have the redundant Coax lines wired to all branches for the upcoming Palo Alto transfer. This will allow for secondary internet in the future if one line goes down.

Physical and Virtual Spaces

IT created a new process for onboarding new employees that now allows the new users to have their hardware on day one of starting.

Staff

End User Services deployed several new computers across the district. New Director of IT, Cameron Landreth, has started in his new position.

Strategy & Innovation

August 2025 Monthly Report

Access

After having to deal with defective equipment, the creative technology specialist was able to replace the broken Silhouette die-cutter in Make at Library 21c.

Accountability

The data analysts met with a staff member from Programming to discuss final adjustments to a new form for reporting school outreach visits that will help ensure data quality.

Communication

The data analysts and director evaluated library visits by location and delivered a report showing how library visits broke down by days of the week and what activities patrons did most when visiting.

Community Connections

The creative technology specialist served on the Comic Con Planning Committee, helping to plan a successful outreach event. Several S&I staff helped at the PPLD booth during the event.

Staff

A new Makerspace Training Program cohort began for six staff from around the District. They have learned 3D printing, laser cutting, and the sewing machines so far.

Data Foundations training was offered for East Library and Security staff.

A Look at Circulation

Physical vs. Libby/OverDrive Materials

PPLD's circulation statistics from January 2024 - June 2025 were analyzed. Physical items and Libby/OverDrive checkouts were almost equal.

The charts below show the percentage of the districtwide checkouts for each location.

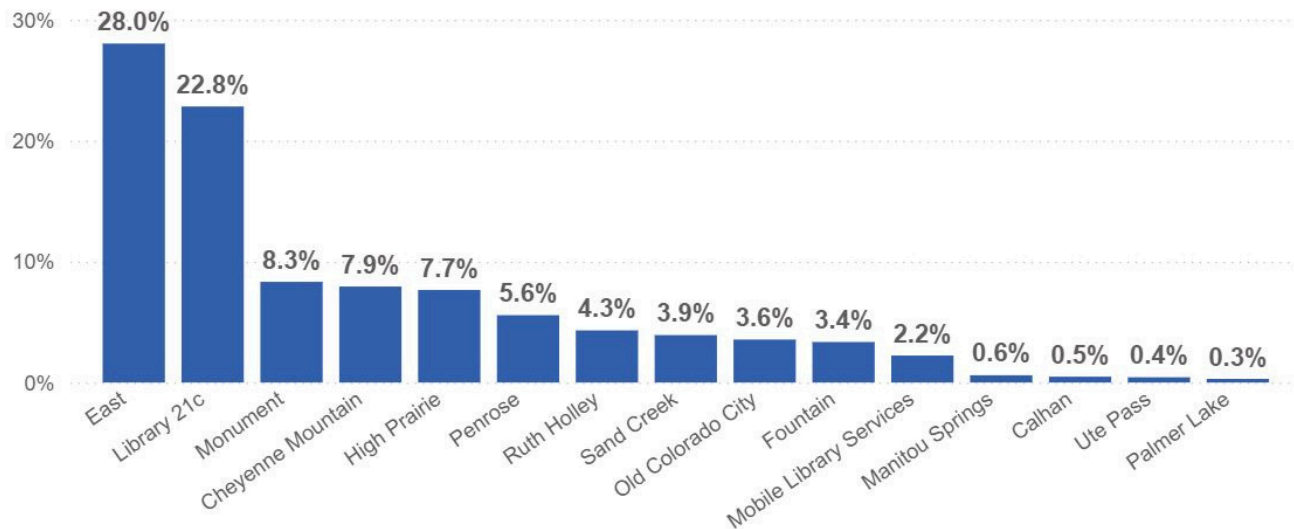


Physical Material
Checkouts
51%



Libby/OverDrive
Material Checkouts
49%

Percentage of Total Physical Checkouts by Location



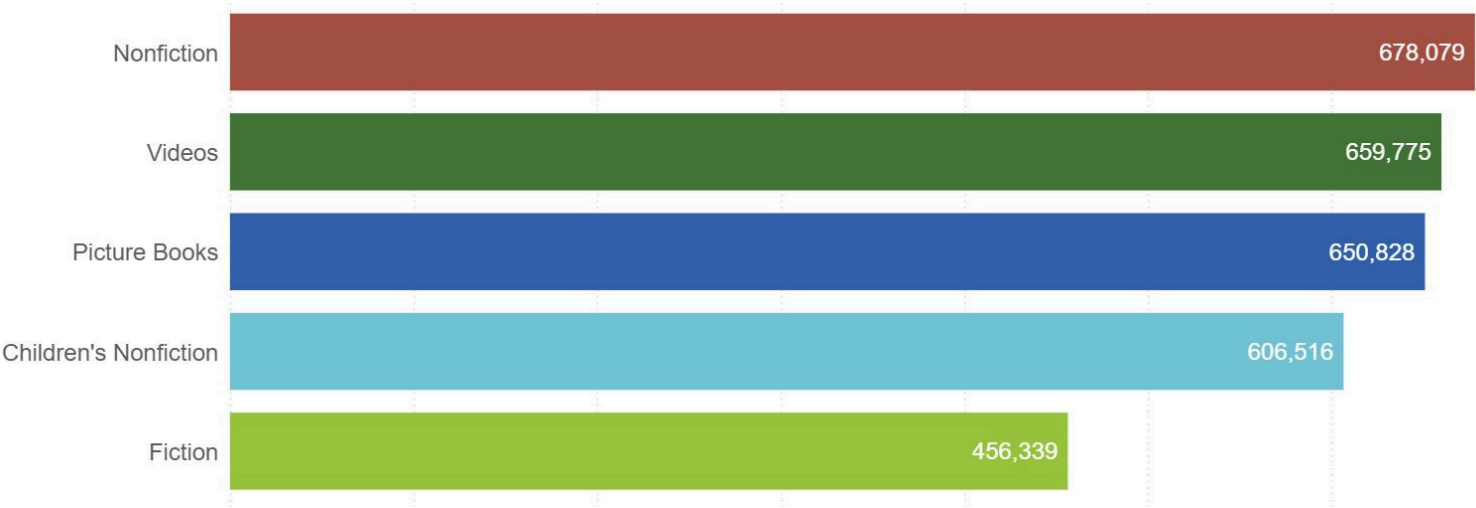
Percentage of Total Libby/OverDrive (eBook) Checkouts by Location



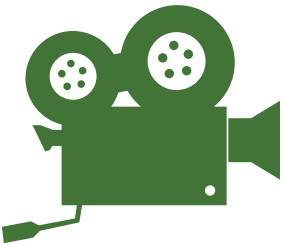
Physical Collection Popularity

The popularity of PPLD’s various physical collections was also analyzed between January 2024 and June 2025. A chart showing the five most popular collections for the whole District is shown below. The top circulating collection for each individual location is also identified.

Districtwide Top Five Collections



Most Popular Collection by Branch



Videos

Calhan Library
Cheyenne Mountain Library
Mobile Library Services
Old Colorado City Library
Palmer Lake Library
Penrose Library
Ruth Holley Library
Sand Creek Library



Picture Books

Fountain Library
High Prairie Library
Library 21c



Children's Nonfiction

Monument Library



Nonfiction

East Library
Manitou Springs Library
Ute Pass Library



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

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

Chief Executive Officer (CEO) Teona Shainidze-Krebs, Chief Communications & Marketing Officer Denise Abbott, Chief Human Resources and Organizational Development Officer Timothy Allen, Director of Programming Melody Alvarez, Chief Facilities and Security Officer Michael Brantner, Director of Strategy & Innovation Becca Cruz, Director of Regional History & Genealogy Michael Doherty, Executive Assistant Laura Foster, Director of PR, Marketing and Promotions Amy Gillentine, Director of Adult Education Sandy Hancock, Kimberly Hincapie, Controller Kim Hoggatt, Friends of PPLD Board of Directors President Rita Jordan, , Chief Operations Officer (COO) Heather Laslie, Deputy CEO Tammy Sayles, Ruth Holley Library and Sand Creek Library 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, Randi B., James Gleason, City Councilmember Nancy Henjum, Courtney Leigh, Jon Manuell, Legal Counsel Debbie Menkins, County Commissioner Lauren Nelson, Angelique Peralta, Andy Thomspen, Terry Zarsky, Danielle, Leigh, Karin, Kathleen

CALL TO ORDER

President Julie Smyth called the August 20, 2025 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:03 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

None

CORRESPONDENCE AND PRESENTATIONS

Introduction of new staff and staff promotions

Chief Communications Officer Denise Abbott introduced Director of PR, Marketing & Promotions Amy Gillentine.

Literacy Matters Presentation

Programming Director Melody Alvarez, Adult Education Director Sandy Hancock, and COO Heather Laslie provided an overview of literacy ratings across the PPLD service area.

REPORTS

Internal Affairs Committee

Internal Affairs Committee Chairperson Erin Bents stated the committee met and held an Executive Session to discuss the potential property purchases on tonight's agenda.

Public Affairs Committee

Public Affairs Committee Chairperson Debbie English stated that the committee did not meet.

Governance Committee

Governance Committee Chairperson Angela Dougan stated the committee met and reviewed the Board bylaws, a decision on tonight's agenda.

Trustee comments

Debbie attended the Foundation Pickleball event.

Julie Smyth welcomed County Commissioner Lauren Nelson as a new Joint Appointment Committee (JAC) member.

Julie Smyth shared that the JAC continues the trustee appointment process and will meet in September.

Friends of Pikes Peak Library District (PPLD) Report

The Friends of PPLD report was included in the board packet. Friends of PPLD Board of Directors President Rita Jordan shared they have accepted over 150 boxes of donated materials, and continues to accept donations for the book sale October 9 – 12, 2025 at East Library. \$720 worth of books were sold at the EA Summer Adventure party.

Pikes Peak Library District (PPLD) Foundation Report

The PPLD Foundation report was included in the Board packet. Senior Director of Development and Foundation Executive Director Courtney VanCleave thanked all those who made the Pickleball Tournament a success.

Financial Report May, June and July 2025

The May, June and July 2025 Financial reports were included in the Board packet. Controller Kim Hoggatt stated 94.8% of revenue has been collected for the year.

Public Services Report

The Public Services report was included in the Board packet. Deputy CEO Tammy Sayles thanked the Facilities department for increased ADA accessibility at Palmer Lake Library. High Prairie Library collected 173 lbs. of food for the Fresh Start Center. RH&G has completed uploading John Bates WWII film. Training is underway for the transition to the new ILS that will launch in December. An announcement to the public will be released in September.

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

The Support Services reports were included in the Board packet. There were no questions.

CEO Report

The Strategic Plan Q2 report was included in the Board packet. CEO Teona Shainidze-Krebs shared that PPLD is working with the ClearGov platform that will make the budget process more transparent and accessible and will also support Strategic Plan reporting.

The Contact Us Q2 summary was included in the Board packet.

'How Visitors use the Library', a document highlighting how PPLD utilizes library resources and services was included in the Board packet. This was compiled by the Strategy & Innovation department.

Reconsideration Decisions

Secret XXX – was mis-shelved when the challenge was but cataloged correctly. Was returned to Adult non-fiction area. 5

librarians agreed to retain in Adult non-fiction. CEO agreed. Patron will be notified and has the option to appeal the decision.

Feminist Baby – challenge that the book was not appropriate. 5 librarians agreed to retain the book, CEO agreed. PPLD is not 'locos parentis' but the resource is available to those who would like to check it out. Patron will be notified and has the option to appeal the decision.

BUSINESS ITEMS

Consent Items

Minutes of June 25, 2025 Board of Trustees meeting

Accepted as written.

Public comment regarding Decision items

Seven comments were made by members of the public: Sean Brennan, Elizabeth Carter, Joe Pelka, Ismet Sahin, Veronica Baker, Katie Csukas and Jackie Ostrom. Comments made include stating that the Board doesn't seem to be following any of the recommendations in the Facilities Master Plan, asking how PPLD can afford to purchase property when the Rockrimmon lease was not renewed, that the Board has a credibility problem, and being upset at the appearance of cutting back on Board attendance and meetings, that purchasing Ruth Holley and Ute Pass Libraries goes against what they believe was the reason

the Rockrimmon lease was not renewed, that it appears the Board's goal is to be less open to the public, thanking the Board for the purchase of Ruth Holley Library, asking what is being done about a library in the northwest area of Colorado Springs, that they believe the Board is banning books and that the public is being lied to, that the Board's financial priorities are upside down and that the Board should pay attention to the rumors in the community.

New Business

DECISION 25-8-1: Purchase of the Ruth Holley Library property

CEO Teona Shainidze-Krebs thanked the Foundation for donating \$1 million and the Price Family for their donation of \$200,000 for the purchase of the Ruth Holley Library. The breakdown of funding, included in the motion for this decision, was read. Debbie English shared that as the Foundation Board has undertaken a review, it was determined that funding was available for donation in support of a one-time capital project. Ms. English also stated that the Board is considering options in the northwest area of Colorado Springs however discussions and negotiations remain in Executive Session until it is time for public disclosure. Scott Taylor commented that he is concerned about the deferred maintenance list.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the contract as presented for the purchase of the Ruth Holley Library property, subject to PPLD's receipt of \$1 million in funding from the PPLD Foundation ? and agreed upon by the PPLD Board President and Chief Executive Officer:

Second: Erin Bents seconded the motion.

Discussion: There are two decision items for each property purchase per the guidance of PPLD's attorney. Funds will be raised for renovations to Ruth Holley Library. Aaron Salt stated that pursuing a bond issue on an upcoming ballot may be the best way for PPLD to proceed. Julie Smyth shared that the purchase of Ruth Holley could not be considered without the Foundation donating \$1 million. Dora Gonzales approves the focus on improving literacy in the Ruth Holley service area as critical thinking is a result of strong literacy.

Vote: President Julie Smyth asked for a vote by roll call:
Aaron Salt – aye
Angela Dougan – aye
Debbie English – aye
Dora Gonzales– aye
Erin Bents – aye
Scott Taylor– aye
Julie Smyth – aye
With all trustees voting aye, the motion passed 7-0.

DECISION 25-8-2: Source of the remaining funds for the purchase of the Ruth Holley Library property

Motion: Aaron Salt made a motion move that the Pikes Peak Library District Board of Trustees approve the source of the remaining funds for the purchase of the Ruth Holley Library property as \$200,000 from the Price Family donation to Ruth Holley Library, \$400,000 from PPLD's Capital Contingency Fund, \$600,000 from PPLD's reserves, and \$48,000 from Colorado Trust interest.

Second: Debbie English seconded the motion

Discussion: none

Vote: President Julie Smyth asked for a vote by roll call:
Aaron Salt– aye
Angela Dougan – ay
Debbie English – aye
Erin Bents – aye
Scott Taylor – aye
Julie Smyth – aye
With all trustees voting aye, the motion passed 7-0.

DECISION 25-8-3: Purchase of the Ute Pass Library property

CEO Teona Shainidze-Krebs explained that although the appraisal for the Ute Pass Library property was \$490,000, it is currently being offered to PPLD at the price of \$400,000. Purchasing Ute Pass Library will allow for an expansion of hours as a

hybrid location, expanding access from 28 hours a week to up to 120 hours a week. The hybrid model would require an application for members and would allow for expansion of operations outside of staffed hours. Ute Pass, Palmer Lake and Calhan Libraries are all being considered to pilot this program. Owning the Ute Pass Library property will allow PPLD to increase ADA compliance and community input will be gathered regarding potential hours.

Motion: Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve the contract as presented for the purchase of the Ute Pass Library property:

Second: Debbie English seconded the motion.

Discussion: Replotting of the property is required, and boundaries of the purchased property are being assessed. Severy Road is the responsibility of El Paso County and is a top priority for clearing and maintenance due to the fire department location on this road. The \$400,000 for the purchase will be taken from PPLD reserves.

Vote: President Julie Smyth called for a vote by roll call:

Aaron Salt– aye

Angela Dougan– aye

Debbie English – aye

Dora Gonzales – aye

Erin Bents – aye

Scott Taylor – aye

Julie Smyth – aye

With all trustees voting aye, the motion passes 7-0.

DECISION 25-8-4:

Source of funding for the purchase of the Ute Pass Library property

Motion: Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve the source of the funds for the purchase of the Ute Pass Library property as \$400,000 from PPLD's reserves.

Second: Aaron Salt seconded the motion.

Discussion: Thanks to the administration for their hard work in keeping the amount taken from reserves to a Minimum.

Vote: President Julie Smyth called for a vote by roll call:

Aaron Salt – aye

Angela Dougan – aye

Debbie English– aye

Dora Gonzales – aye

Erin Bents – aye

Scott Taylor – aye

Julie Smyth – aye

With all trustees voting aye, the motion passes 7-0.

DECISION 25-8-5:

Board of Trustee Bylaws

A red line and clean copy of the Board of Trustees Bylaws were included in the board packet.

Motion: Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve the Board of Trustees Bylaws as presented.

Second: Erin Bents seconded the motion.

Discussion: Scott Taylor asked that the word 'consecutive' in Article II Section 8, subsection (b) be removed, changing the statement to a trustee's absence from three (3) regular meetings within the calendar year. Article IV, section 9 should be changed to read in-person attendance at regular meetings is expected, no more than two (20 Trustees should be remote at any one meeting. This does not apply to committee meetings, special meetings, and virtual meetings. Scott Taylor recommended keeping remote attendance to two occurrences each year instead of 1/3 of the regular meetings. Trustees must be on camera and actively participating in the meeting.

Debbie English clarified that although the Board of Trustees may move to recommend removal of a trustee, only the appointing authority, the Joint Appointment Committee, can remove a trustee.

Scott Taylor recommended the bylaws return to the Governance Committee in September to review concerns mentioned in this discussion.

Motion: Scott Taylor made a motion that the Pike Peak Library District Board of Trustees return discussion of the

PPLD Board of trustees Bylaws to the Governance Committee for further review.

Second: Debbie English seconded the motion.

Vote: The motion passed with six aye votes, and one nay vote.

PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA

Karla Powers shared that she met with the city auditor to review the PPLD audit and the city auditor agreed with Forvis Mazars that PPLD is in a moderately strong financial position. This individual believes that assessment goes against the decision to not renew the Rockrimmon lease.

President Julie Smyth read a statement from the Board thanking the PPLD Foundation for committing \$1 million to the purchase of Ruth Holley Library.

ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 7:27 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>

[Board of Trustees Special Meeting link](#)

Call in: 1 719 359 4580 or 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833

Meeting ID: 882 4189 8095 | Passcode: 321053

BOARD OF TRUSTEES SPECIAL MEETING

President Julie Smyth, Vice President Aaron Salt, Erin Bents, Angela Dougan, Dora Gonzales

Absent: Vice President Scott Taylor, Debbie English

Teona Shainidze-Krebs, Laura Foster

CALL TO ORDER

President Julie Smyth called the September 11, 2025 Special meeting of the Board of Trustees at 8:05 p.m.

BUSINESS ITEMS

DECISION 25-9-1:

Amend previously approved Decision 25-8-3: Purchase of the Ute Pass Library Property, to authorize the PPLD CEO and Board President to agree to reasonable revisions requested by the seller.

Motion: Dora Gonzales made a motion the Pikes Peak Library District Board of Trustees approve authorizing the PPLD CEO and Board President to agree to reasonable revisions requested by the seller of the Ute Pass Library building.

Second: Angela Dougan seconded the motion.

Vote: The vote was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the Special meeting of the Pikes Peak Library District Board of Trustees at 8:12 a.m.



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
Land Use Review Division

January 13, 2025

Swagata Guha, RA, LEED AP BD+C
Design Edge, PC
Colorado Springs, CO 80903

RE: Approval Letter for Penrose Library Fencing FBZ Warrant with an associated FBZ Minor Improvement Plan
File Number: FBZN-24-0005

Dear Swagata Guha:

The City's Downtown Review Board on **09-03-2024** approved the FBZ Warrant with an associated FBZ Minor Improvement Plan for the Penrose Library Fencing Project subject to revisions to the application's site plan and project statement. The revisions have been completed and the application has been reviewed administratively. As of January 13, 2025, the City's Urban Planning Division administratively approved the above-mentioned application. The approval allows for construction of a 7' fence surrounding the entire property's perimeter along W. Pikes Peak Ave., N. Cascade Ave., and Kiowa St., with associated landscaping and minor site improvements located on the property addressed as 20 N Cascade Ave. This approval is subject to the following conditions:

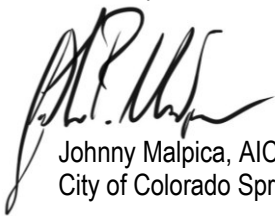
1. Development must conform completely to the approved development plan.
2. The building architecture must substantially comply with the elevation drawings.
3. Utility main and service locations on this plan are illustrative only, and are not approved with this development plan.
4. This project does not require payment of PLDO (Parkland Dedication Ordinance) and CDI (City Wide Development Impact) Fees.
5. All site landscaping approved with this application must substantially comply with the submitted site plan.
6. A sign permit through Development Review Enterprise is required for all signage, prior to installation.

Please attach one copy of the approved development plan set to each set of construction drawings submitted to the Regional Building Department in conjunction with the building permit application. A Certificate of Occupancy will not be issued for the development until all private and public improvements shown on the plan are completed or financially secured.

This Form-Based Zone Warrant with an associated Minor Improvement Plan approval will expire **six (6) years** from the approval date unless a building permit is issued for the construction of the project. If any changes to the approved site or building design become necessary prior to, or during construction, an amended development plan will need to be submitted for City Planning review and approval.

If you have any questions regarding this approval, please contact me at Johnny.Malpica@ColoradoSprings.gov or at (719) 385-5369.

Sincerely,



Johnny Malpica, AICP | Planner II
City of Colorado Springs, Urban Planning Division

C: City Planning File Nos. FBZN-24-0005
Development Review Enterprise – approval letter via email (dan.sexton@coloradosprings.gov)
Engineering Development Review – approval letter via email (Development.Review@coloradosprings.gov)
Fire Prevention – approval letter via email (Steven.Smith@coloradosprings.gov)
CSU – approval letter via email (buckslips@csu.org)
Travis Rehder – (Master plan/ Annexation) approval letter via email (Travis.Rehder@coloradosprings.gov)
SECWCD – (Annexation) approval letter via email (Margie@secwcd.com)
Page Saulsbury – approval letter via email (Page.Saulsbury@coloradosprings.gov)
Caroline Miller – approval letter via email when PLDO &/or CDI applies (Caroline.Miller@coloradosprings.gov)

Enclosures (1): Approved Site Plan – “FBZN-24-0005 – Approved Site Plan”

ADDENDUM B - CHECKLIST, QUESTIONNAIRE, AND PRICING FORM

QUALIFICATIONS (Fill in or attach additional pages as needed):

A. SIZE and AGE of Contractor 10 Employees 35 years

B. CONTRACTOR'S EXPERIENCE:

We have been serving the Pikes Peak Region for over 35 years.We have collaborated with various esteemed organizations, including the Pikes Peak Library District on notable projects. Currently, we have established long standing partnerships with the following clients: Norwood, School Districts 3, 11, and 38, Olson Plumbing, Springs Rescue Mission, El Paso County Parks, and State of Colorado.

1. Qualifications:

1.1. List location, owner, and completion date of at least three (3) projects with similar scope.

Company Name: District 11 SchoolsContact Name: [REDACTED]Address: 1115 El Paso StPhone: [REDACTED]

Scope of service performed:

Mitchell, Coronado, Doherty Athletic Fields
fences and gates \$300,000Company Name: Lewis Palmer SchoolsContact Name: [REDACTED]Address: 146 Jefferson St Monument COPhone: [REDACTED]

Scope of service performed:

35 years of all types of fencing and gates.Company Name: Springs Rescue MissionContact Name: [REDACTED]Address: 5 W Las Vegas AvePhone: [REDACTED]

Scope of service performed:

large quantity of iron fence and push bar gates

2. Pricing

Provide **lump sum** and **hourly rate** information as requested. All costs stated shall be "complete" costs to include travel, accommodations, reimbursables and plan completion, OH&P, applicable taxes, permits as required.Project Cost: \$219,000.00Hourly Rates: **Provide list with proposal package.** \$150 hourly rate

3. Projected start date and duration of installation:

Indicate your projected scheduling of this work with milestones.

Anticipated Start Date: 09/2025Anticipated Completion Date: 10/20254. Indicate Preferred payment schedule:

Submittal of this bid form implies that the Contractor can adequately staff and schedule all work at the required time and has the resources available to procure all required materials at the required time. All costs indicated shall be maintained by the Contractor for not less than 30 days from the submittal date and shall be maintained throughout the duration of the contract after award.

PENROSE LIBRARY FENCING
CITY OF COLORADO SPRINGS, COLORADO
100% CONSTRUCTION DOCUMENTS

GENERAL CONSTRUCTION NOTES

1. SITE CONDITIONS SHOWN ARE FROM DESIGN PLANS SUPPLEMENTED BY FIELD SURVEY BY DESIGN EDGE CONFIRM CONDITIONS AND REPORT ANY DISCREPANCIES TO THE OWNER'S REPRESENTATIVE.
2. CONTRACTOR TO FIELD VERIFY AND PROPERLY LOCATE ALL IMPROVEMENTS PRIOR TO CONSTRUCTION.
3. CONSTRUCTION STAKING FOR THIS PROJECT IS TO BE PROVIDED BY THE CONTRACTOR. STAKING SHALL BE COORDINATED WITH THE GENERAL CONTRACTOR AND SUB-CONTRACTORS TO ESTABLISH SUFFICIENT CONTROL FOR CONSTRUCTION. ANY DETAILED LAYOUT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. PRIOR TO CONSTRUCTION CONTACT THE UTILITY NOTIFICATION CENTER OF COLORADO (UNCC) (811) OR 1-899-922-1987 A MINIMUM OF 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION.
5. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXISTENCE AND LOCATION OF ALL UNDERGROUND UTILITIES ALONG THE SITE. THE OMISSION FROM OR THE INCLUSION OF UTILITY LOCATIONS ON THE PLANS IS NOT TO BE CONSIDERED AS THE NON-EXISTENCE OF OR A DEFINITE LOCATION OF EXISTING UNDERGROUND UTILITIES.
4. THE CONTRACTOR WILL TAKE THE NECESSARY PRECAUTIONS TO PROTECT EXISTING UTILITIES, BUILDINGS, FENCES, AND ROADWAYS FROM DAMAGE DUE TO THIS OPERATION. ANY DAMAGE TO THE ABOVE WILL BE REPAIRED AT THE CONTRACTORS EXPENSE, AND ANY SERVICE DISRUPTION WILL BE SETTLED BY THE CONTRACTOR.
5. COORDINATE CONSTRUCTION ACTIVITY CLOSELY WITH OWNER REPRESENTATIVE WITH RESPECT TO VEHICULAR AND PEDESTRIAN MOVEMENTS WITHIN THE CONSTRUCTION AREA AND ANY OTHER POTENTIAL IMPACTS TO CAMPUS WIDE OPERATIONS. MAINTAIN SECURITY DURING ONSITE CONSTRUCTION IN ACCORDANCE WITH OWNER REPRESENTATIVE.
6. THE OWNER WILL RETAIN A QUALIFIED TESTING LABORATORY TO PROVIDE QUALITY CONTROL TESTING FOR THIS CONSTRUCTION. TESTING FREQUENCY AND INTERVAL SHALL BE IN ACCORDANCE WITH SPECIFICATIONS. ANY RETESTING REQUIRED AS A RESULT OF INITIAL TESTS NOT MEETING SPECIFICATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL COORDINATE TESTING WITH THE LABORATORY AND FURNISH A COPY OF TEST RESULTS TO THE DESIGN PROFESSIONAL OF RECORD FOR HIS USE IN CERTIFYING.
7. THE CONTRACTOR SHALL MAINTAIN AN ACCURATE "AS BUILT" RECORD OF ALL CONSTRUCTION AND SHALL PROVIDE SAME TO THE DESIGN PROFESSIONAL OF RECORD FOR HIS USE IN PREPARATION OF THE "AS BUILT" EXHIBITS.
8. THE CONTRACTOR SHALL WARRANT ALL WORKMANSHIP AND MATERIALS IN ACCORDANCE WITH TERMS AND CONDITIONS OF THE CONTRACT, BUT NO LESS THAN ONE (1) YEAR.

DEMOLITION NOTES

1. COORDINATE DEMOLITION WITH OWNER REPRESENTATIVE WITH RESPECT TO MAINTAINING ACCESS AND SECURING THE CONSTRUCTION SITE. OBTAIN ALL REQUIRED PERMITS FOR DEMOLITION WORK.
2. PROTECT EXISTING LANDSCAPING AND UTILITIES WHERE NOTED ON THE PLAN AND BEYOND THE WORK AREA DURING CONSTRUCTION.
3. WOOD CHIPPER SHOULD BE USED ON SITE FOR ALL EXISTING TREES TO BE REMOVED. MULCH GENERATED SHOULD BE USED IN MULCH PLANTING BEDS ON SITE OR FOR OTHER CAMPUS USE.
4. PERFORM DAILY CLEANUP TO CONFINE MATERIAL AND DEBRIS TO THE SECURED CONSTRUCTION AREA.
5. BIKE RACKS TO BE SAVED DURING DEMOLITION AND RELOCATED PER PLANS.

INSPECTION NOTES

1. MINIMUM INSPECTIONS WILL INCLUDE:
 - A. REVIEW OF SPECIFIED LANDSCAPE/IRRIGATION SUBMITTALS FOR APPROVAL BY LANDSCAPE ARCHITECT AND IRRIGATION ENGINEER.
 - B. PRE-CONSTRUCTION MEETING / SELECTION OF SPECIMEN PLANT MATERIALS AT CONTRACTOR'S NURSERY OR WHOLESALER.
 - C. LANDSCAPE 25% PUNCH INSPECTION, WITH APPROVAL OF PLANT LOCATION STAKES BEFORE PLANT MATERIALS ARE INSTALLED.
 - D. LANDSCAPE 50% PUNCH INSPECTION - HALF WAY THROUGH PROJECT.
 - E. LANDSCAPE 95% PUNCH LIST SITE INSPECTION.
 - F. LANDSCAPE FINAL ACCEPTANCE INSPECTION.ANY ADDITIONAL VISITS CAUSED BY INCOMPLETE LANDSCAPE CONTRACTOR WORK, WILL BE CHARGED TO THE LANDSCAPE CONTRACTOR AT LANDSCAPE ARCHITECT'S HOURLY RATE.

SHEET INDEX

Sheet 1 of 9:	L 1.0	Cover Sheet
Sheet 2 of 9:	SL2.0	Layout Plan - North
Sheet 3 of 9:	SL2.1	Layout Plan - South
Sheet 4 of 9:	SL2.2	Layout Plan - West
Sheet 5 of 9:	SD3.0	Site Details
Sheet 6 of 9:	SD3.1	Site Details
Sheet 7 of 9:	SD3.2	Site Details
Sheet 8 of 9:	LS4.0	Landscape Plan - North
Sheet 9 of 9:	LD5.0	Landscape Notes and Details

PROJECT TEAM

OWNER: Pikes Peak Library District
20 N. Cascade Ave.
Colorado Springs, CO 80922

LANDSCAPE ARCHITECT: N.E.S. Inc.
619 N. Cascade Ave., Suite 200
Colorado Springs, CO 80903

GROUND COVER LEGEND

2025-05-12 09:28

	EXISTING TREE	3
	EXISTING EVERGREEN TREE	1
	EXISTING SHRUB	10
	COBBLE EXISTING 4-8" COBBLE	2,452 sf
	TURF EXISTING BLUEGRASS	6,773 sf
	SHRUB BED PROPOSED WOOD MULCH	2,400 sf
	STONE WALL	204 sf
	PROPOSED CONCRETE	467 sf

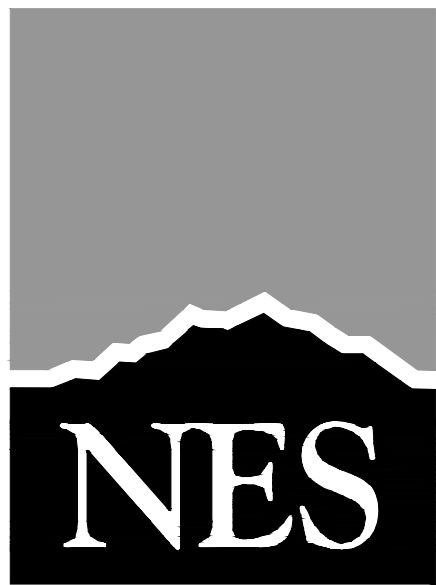
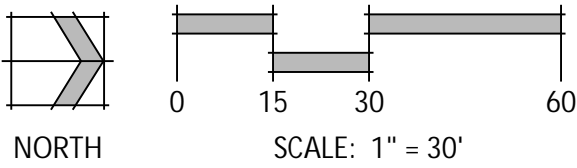
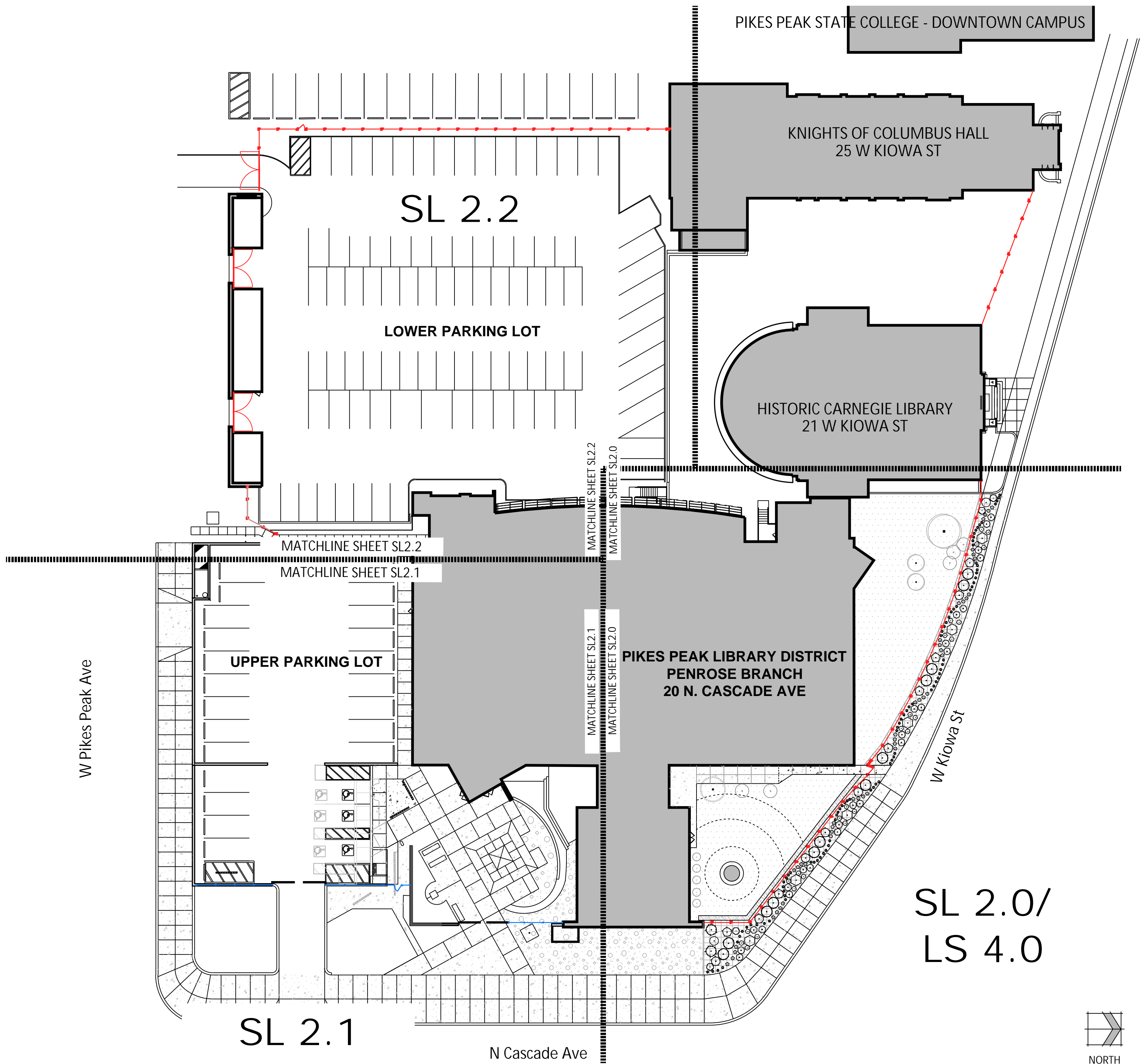
LINE TYPE LEGEND

	7' HT. OMEGA II SECUR FENCE
	7' HT. DECORATIVE FENCE
	7' HT. CORTEN STEEL WALL

DETAIL REPORT

2025-05-09 10:22

NUMBER	TITLE
1/SD3.0	THE MONTAGE PLUS DECORATIVE GATE
2/SD3.0	THE MONTAGE PLUS DECORATIVE STEEL PANEL
3/SD3.0	OMEGA II SECUR GATE
4/SD3.0	OMEGA II SECUR FENCE PANEL
5/SD3.0	MONTAGE II DOUBLE SWING GATE
6/SD3.0	VEHICLE SECUR ACCESS GATE
7/SD3.0	PEDESTRIAN SECUR ACCESS GATE
1/SD3.1	CONCRETE WALL WITH OMEGA II FENCE MOUNT
2/SD3.1	4" CONCRETE PAVING
1/SD3.2	SILOAM STONE WALL



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Colorado Springs, CO 80903

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Fax 719.471.0267

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ST BLK A ADD 5 COLO SPGS

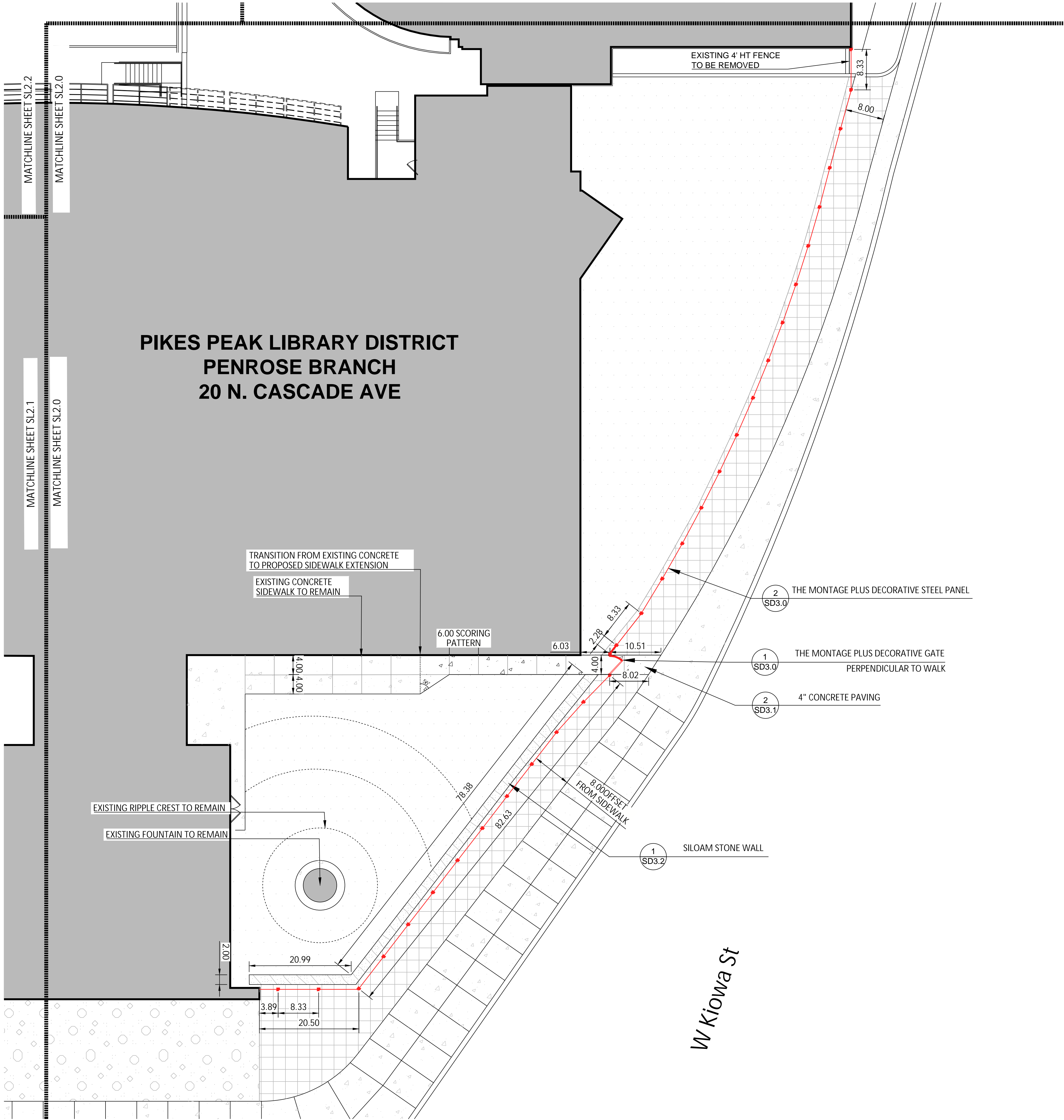
20 N CASCADE AVE.
COLORADO SPRINGS, CO 80903

DATE: 05.12.2025
PROJECT MGR: B. SWENSON
PREPARED BY: T. KNAB, Y. LIU

Cover Sheet

L 1.0

FBZN-24-0005

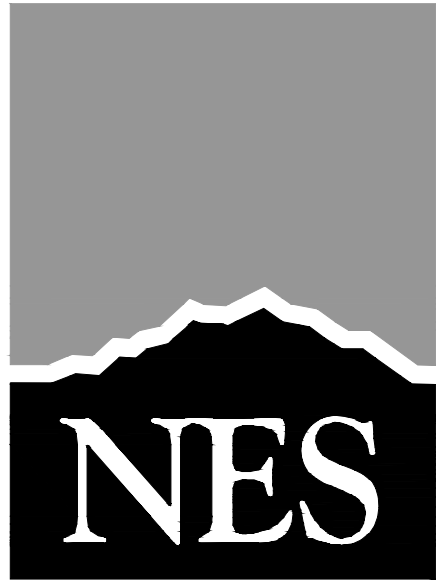
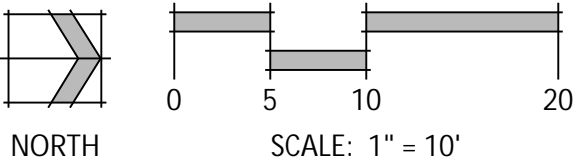


GROUND COVER LEGEND 2025-05-12 09:28

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DATE:	05.12.2025
PROJECT MGR:	B. SWENSON
PREPARED BY:	T. KNAB, Y. LIU

Layout Plan - North

SL2.0

FBZN-24-0005

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20 N CASCADE AVE.
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PROJECT INFO
DATE: 05.12.2025
PROJECT MGR: B. SWENSON
PREPARED BY: T. KNAB, Y. LIU

STAMP

ISSUE INFO

DATE: BY: DESCRIPTION:

ISSUE / REVISION

SHEET TITLE

Layout Plan - South

SHEET NUMBER

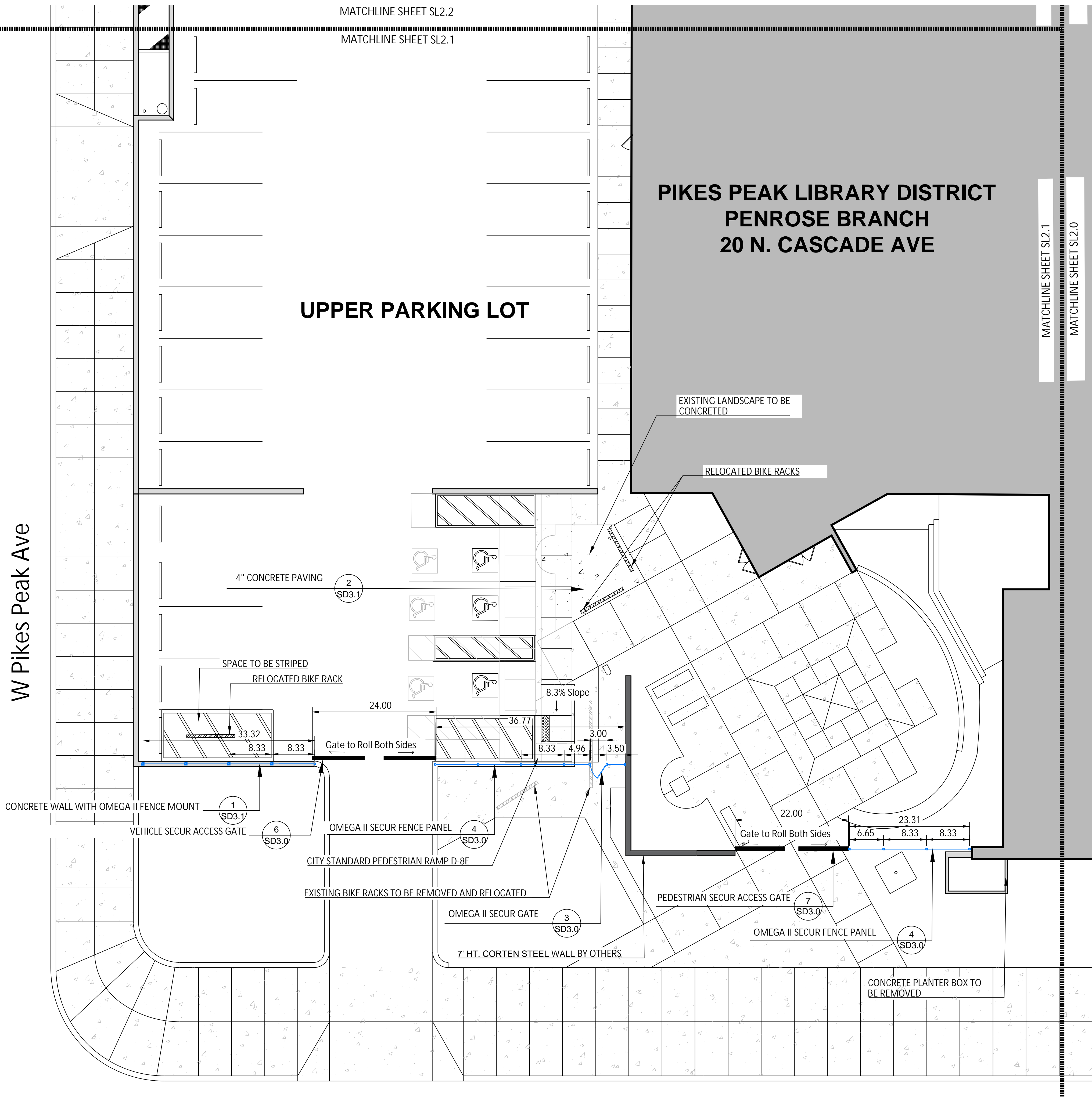
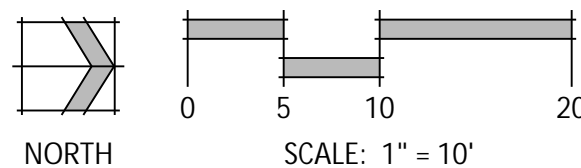
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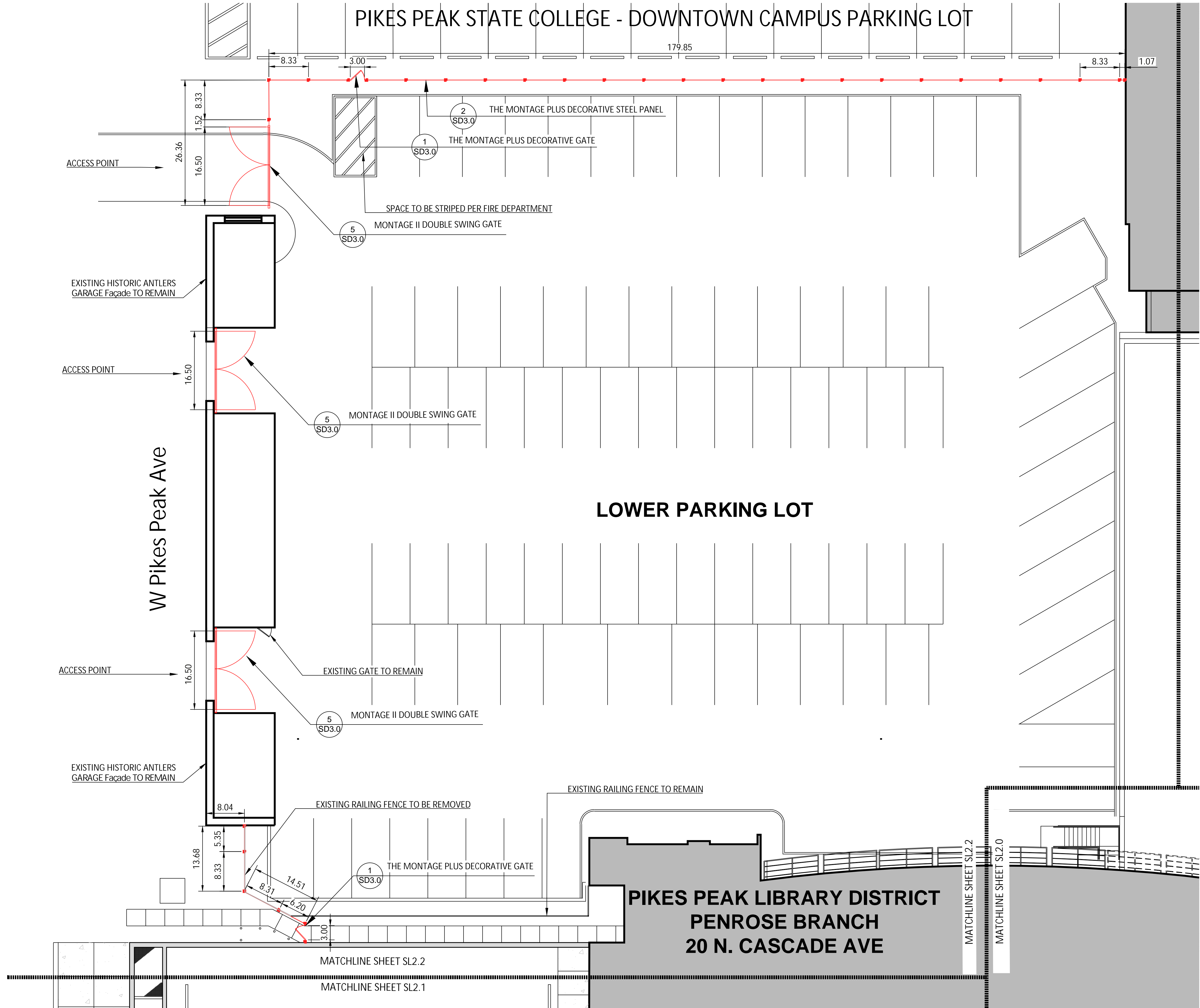
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- 7' HT. OMEGA II 'SECUR' FENCE
- 7' HT. DECORATIVE FENCE
- 7' HT. CORTEN STEEL WALL



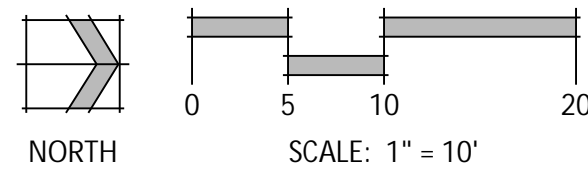
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Pikes Peak Library District Board of Trustees
September 17, 2025



LINE TYPE LEGEND

- 7' HT. OMEGA II 'SECUR' FENCE
- 7' HT. DECORATIVE FENCE
- 7' HT. CORTEN STEEL WALL



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COLORADO SPRINGS, CO 80903

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PROJECT MGR: B. SWENSON
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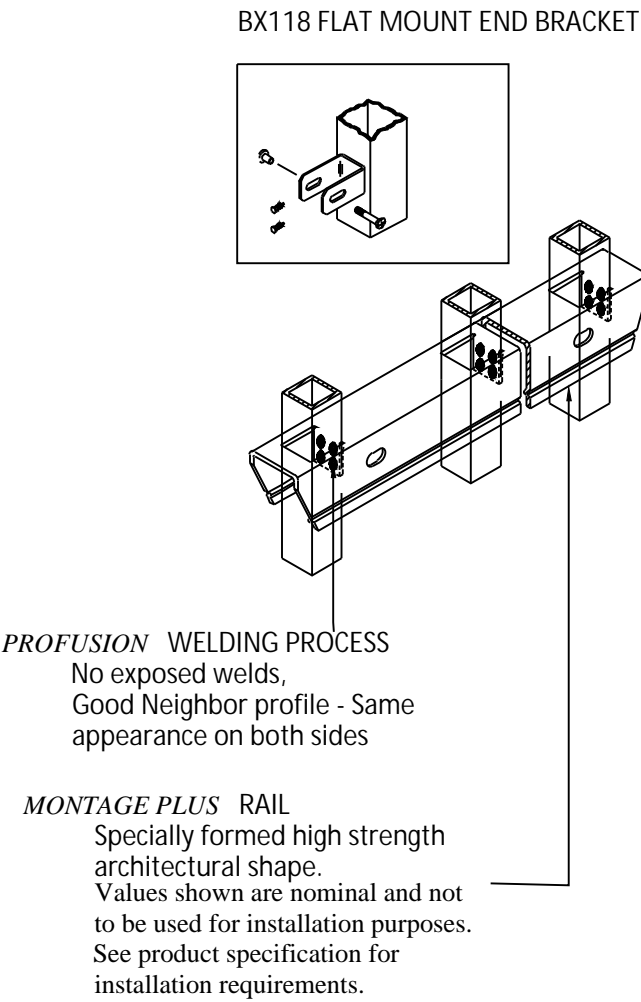
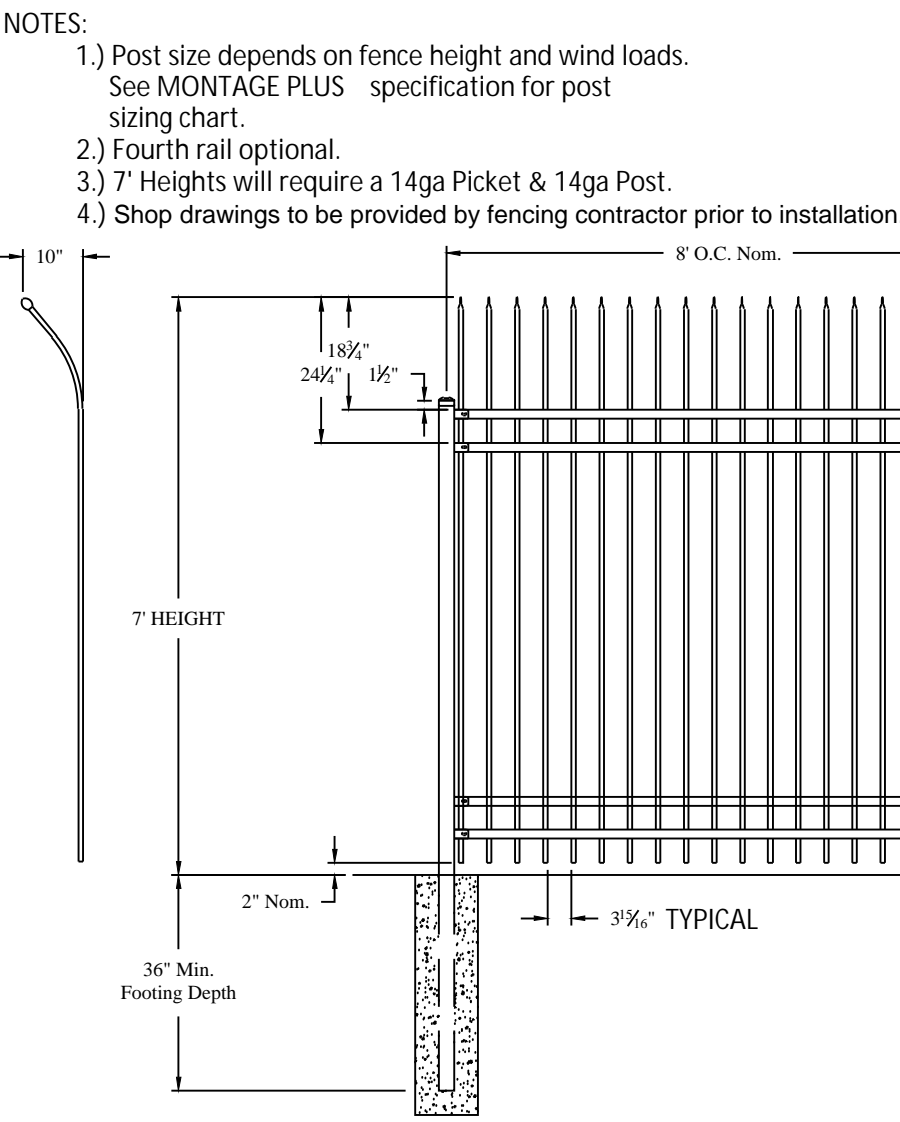
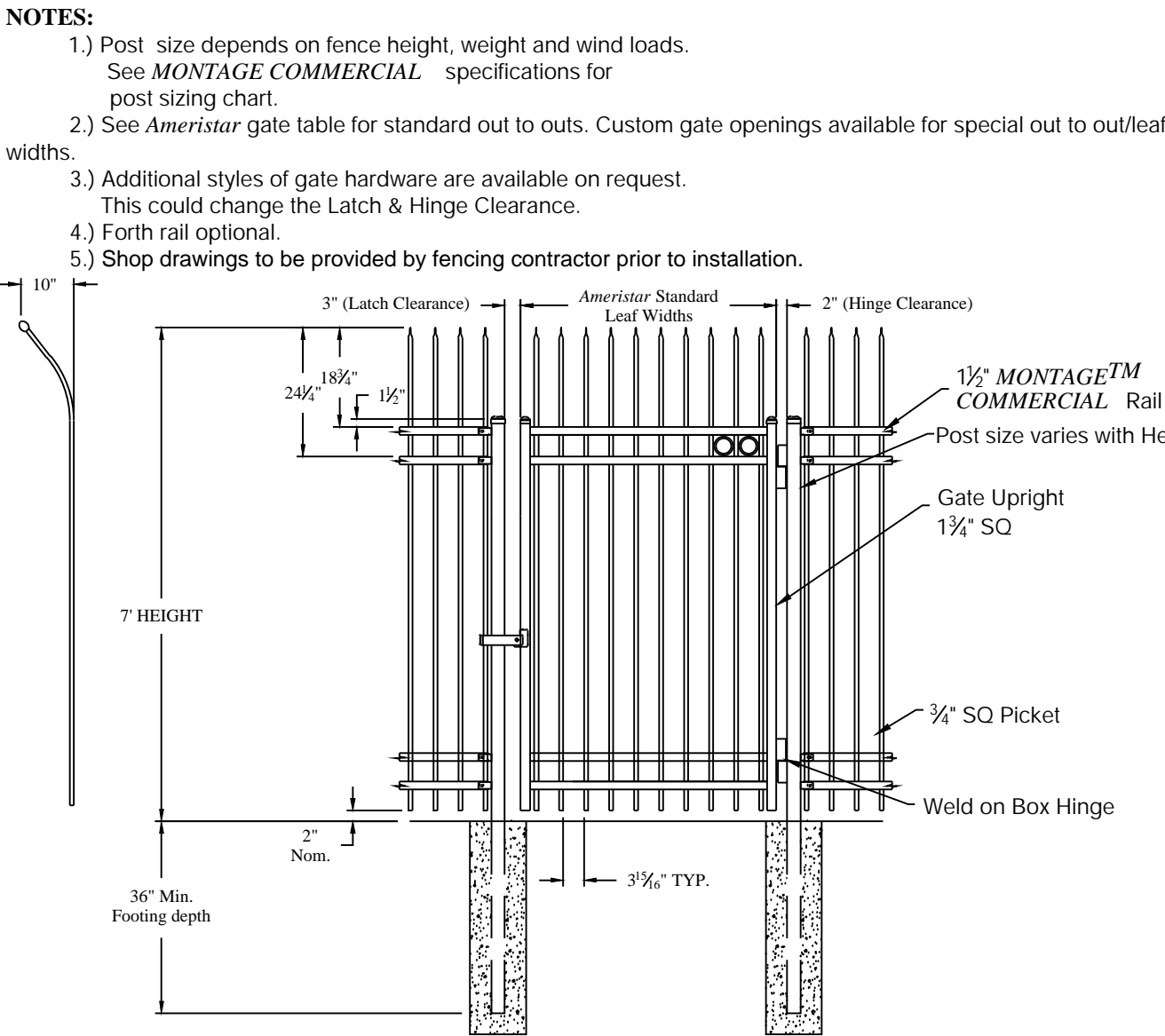
Layout Plan - West

SL2.2

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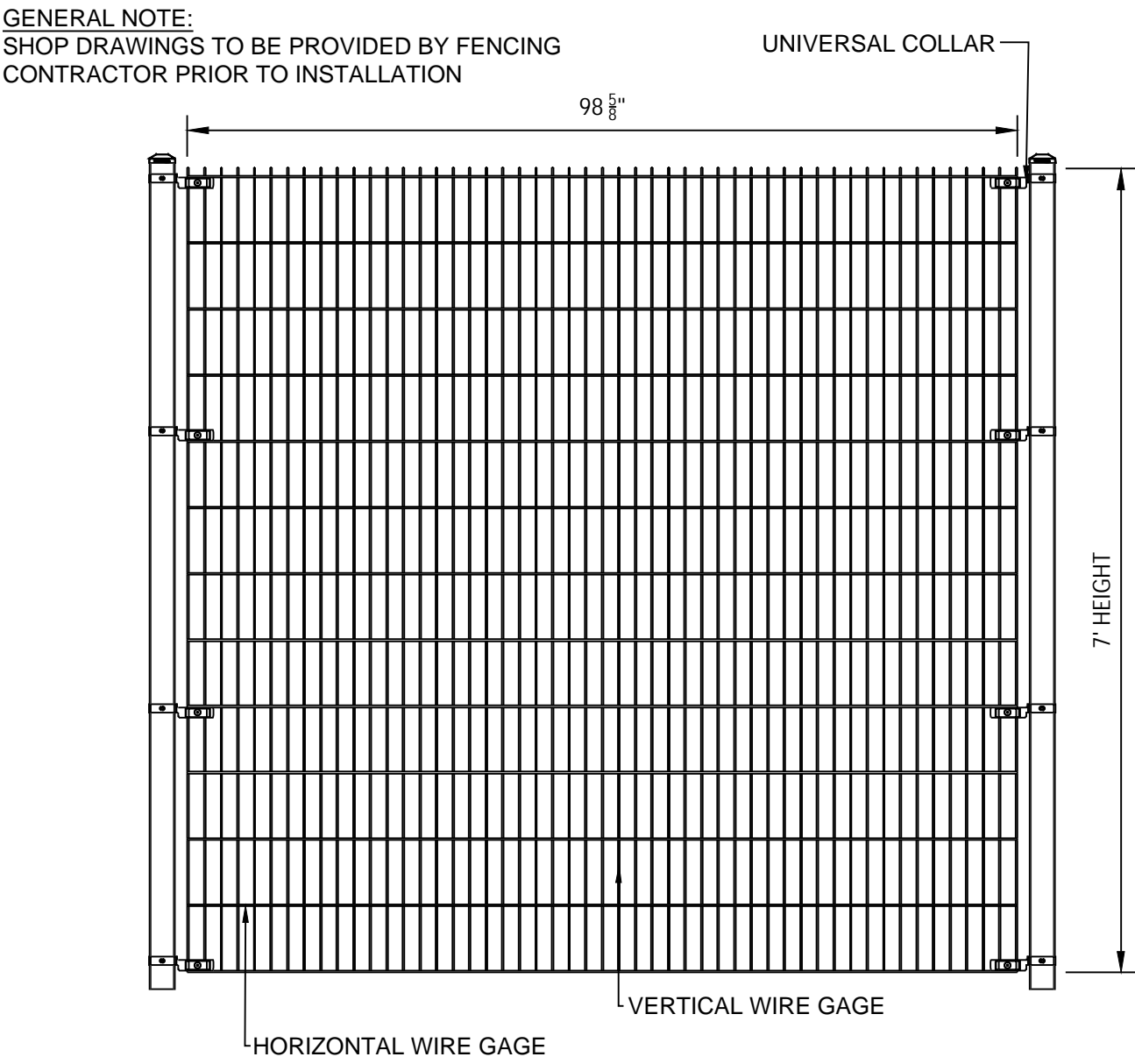
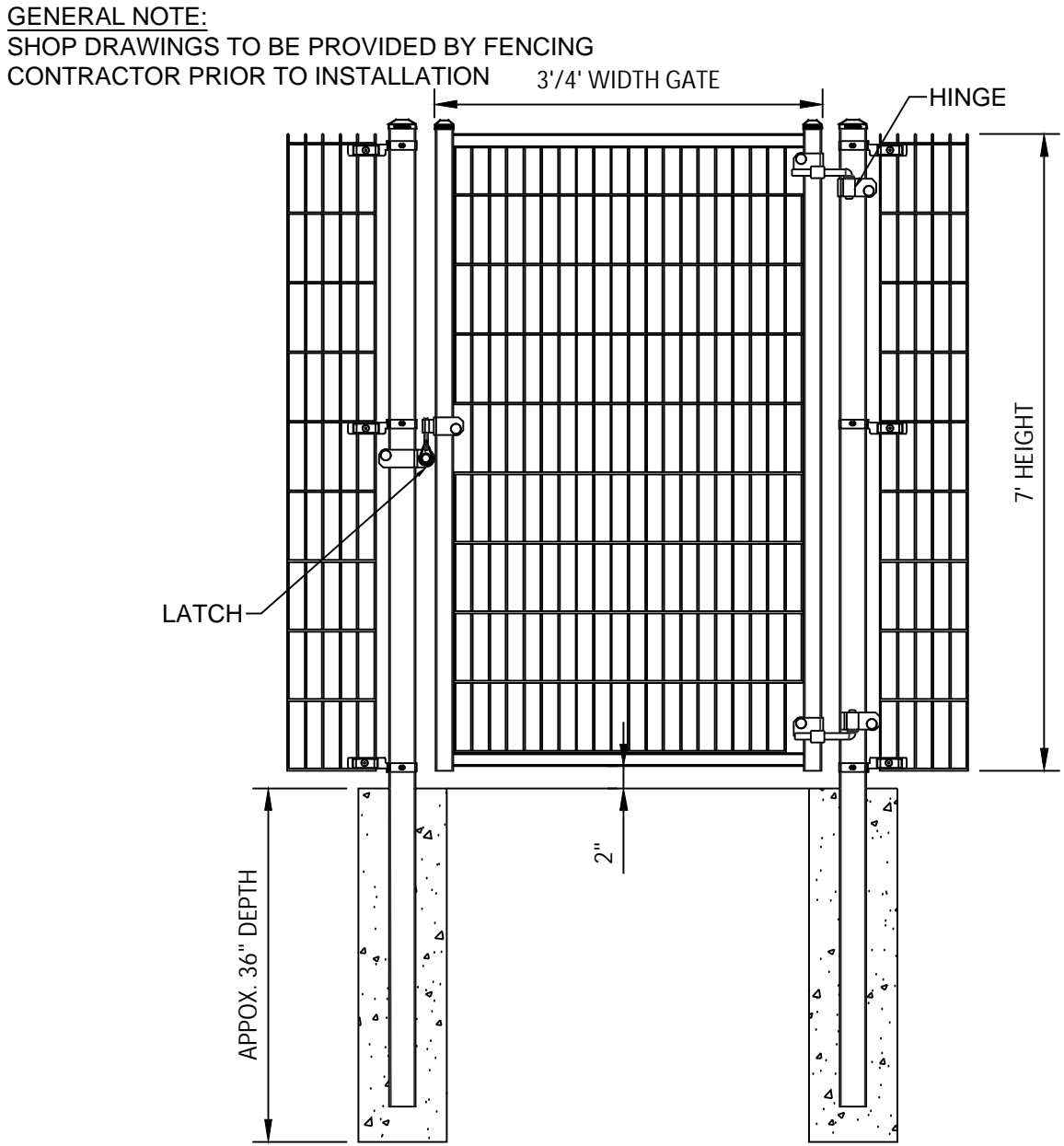
Manufacturer: Ameristar Perimeter
Address: 1555 N Mingo Rd,
Tulsa, OK 74116
(918) 835-0898
Tel:
Web: www.ameristarperimeter.com
Product: Montage Plus
Decorative
Panel and Gate
Color: Black
Material: Steel
Notes:
1. To be installed per manufacturers
specifications.
2. Or approved equal.



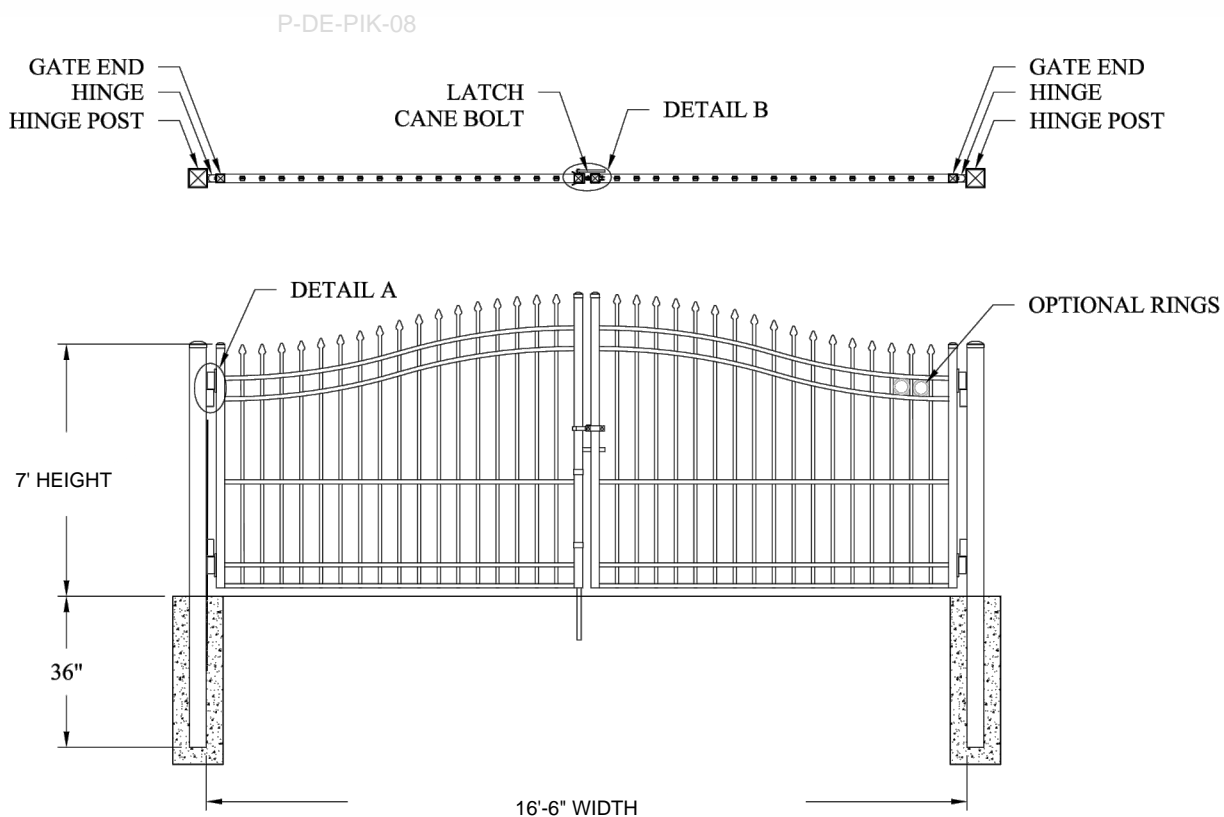
1 THE MONTAGE PLUS DECORATIVE GATE
N.T.S.

2 THE MONTAGE PLUS DECORATIVE STEEL PANEL
N.T.S.

Manufacturer: Omega II Fence
Systems
Address: 1735 St-Elzear Blvd.
West, Laval,
Quebec, Canada
Tel: 450-686-9600
1-800-836-6342
Fax: 450-681-5318
Web: www.omegafence.com
Product: OMEGA SECUR
Panel and Gate
Color: Black
Material: Steel
Notes:
1. To be installed per
manufacturers specifications.
2. Or approved equal.



Manufacturer: Ameristar Perimeter
Address: 1555 N Mingo Rd,
Tulsa, OK 74116
(918) 835-0898
Tel:
Web: www.ameristarperimeter.com
Product: Montage II Double
Swing Gate
Color: Black
Material: Steel
Notes:
1. To be installed per manufacturers
specifications.
2. Or approved equal.

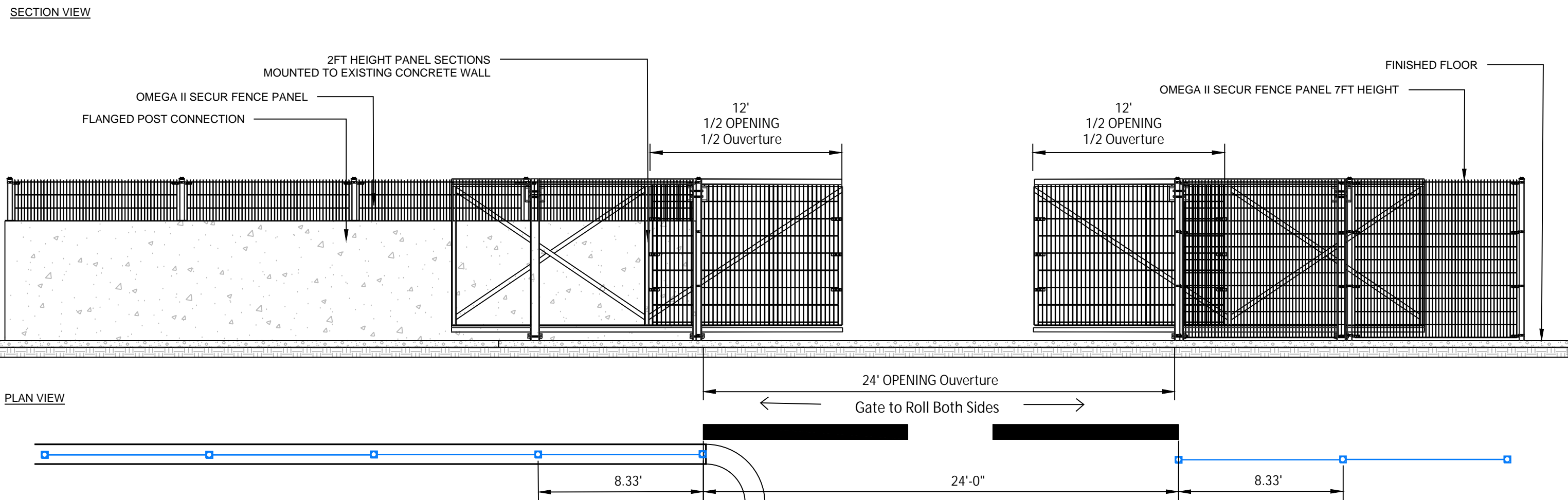


3 OMEGA II SECUR GATE
N.T.S.

4 OMEGA II SECUR FENCE PANEL
N.T.S.

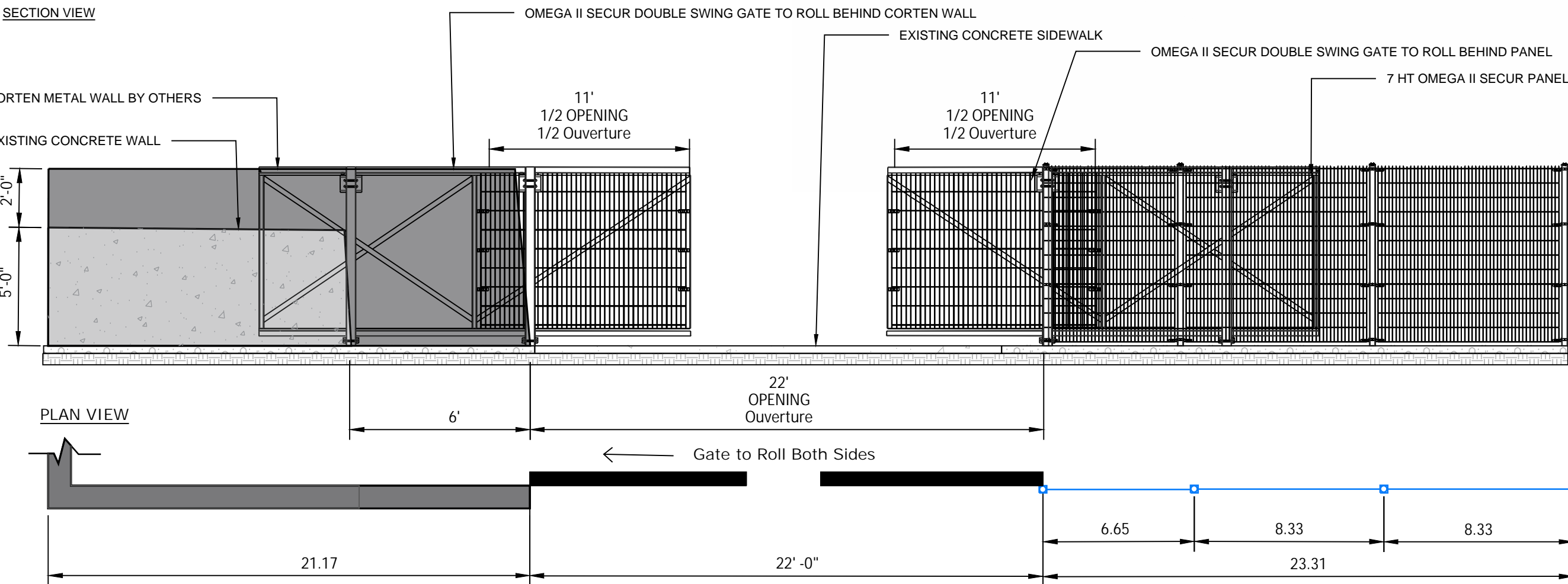
5 MONTAGE II DOUBLE SWING GATE
N.T.S.

GENERAL NOTE:
SHOP DRAWINGS TO BE PROVIDED BY FENCING CONTRACTOR PRIOR TO INSTALLATION



6 VEHICLE SECUR ACCESS GATE
N.T.S.

GENERAL NOTE:
SHOP DRAWINGS TO BE PROVIDED BY FENCING CONTRACTOR PRIOR TO INSTALLATION



7 PEDESTRIAN SECUR ACCESS GATE
N.T.S.



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20 N CASCADE AVE.,
COLORADO SPRINGS, CO 80903

DATE: 05.12.2025
PROJECT MGR: B. SWENSON
PREPARED BY: T. KNAB, Y. LIU

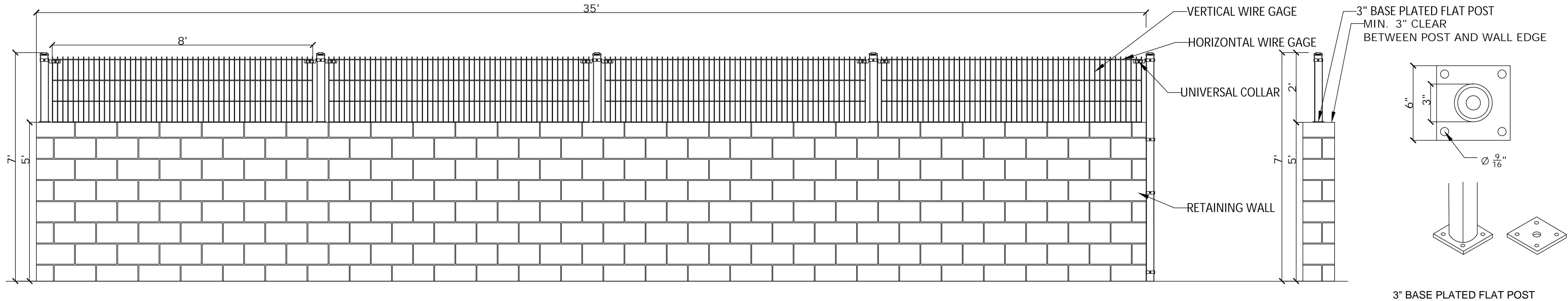
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SD3.0

FBZN-24-0005

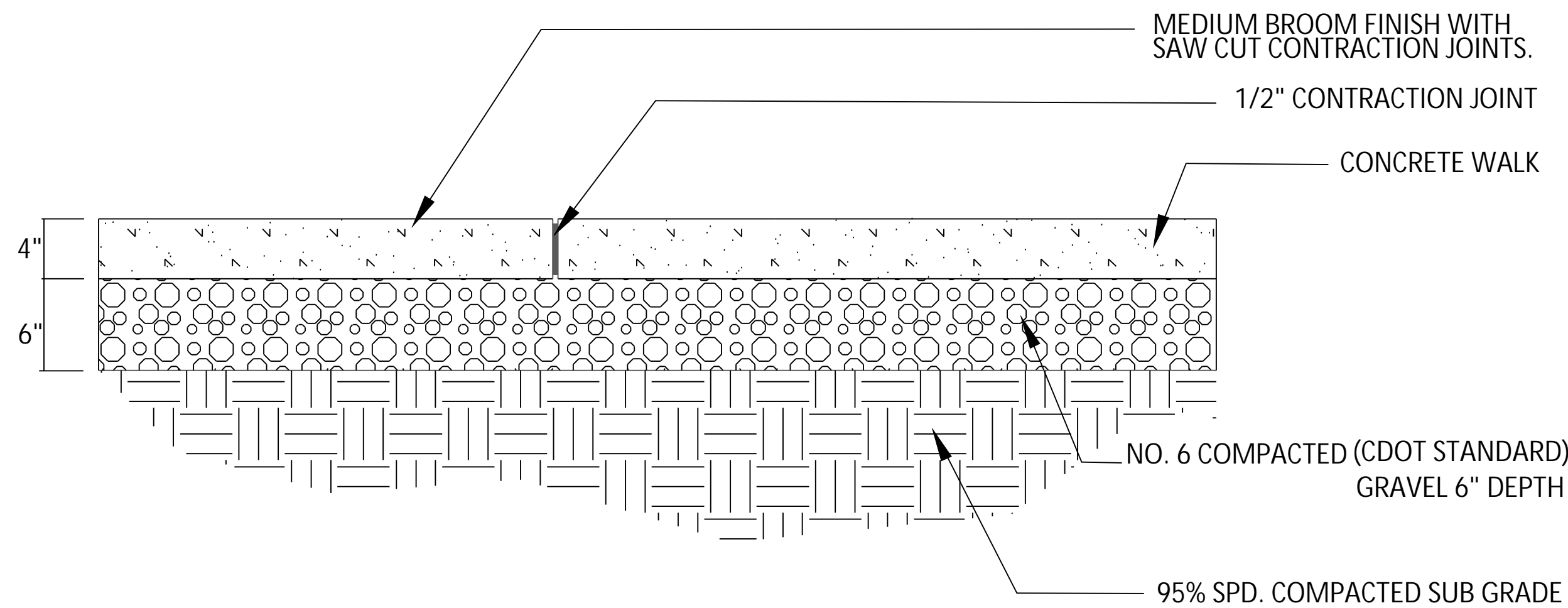
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1 CONCRETE WALL WITH OMEGA II FENCE MOUNT
N.T.S.

GENERAL NOTE: USE FIBERMESH REINFORCED CONCRETE THROUGHOUT



2 4" CONCRETE PAVING
N.T.S.

N-PA-01



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PLANNER / LANDSCAPE ARCHITECT
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P-DE-PIK-16

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20 N CASCADE AVE.,
COLORADO SPRINGS, CO 80903

PROJECT INFO
DATE: 05.12.2025
PROJECT MGR: B. SWENSON
PREPARED BY: T. KNAB, Y. LIU

STAMP

ISSUE INFO

DATE: BY: DESCRIPTION:

ISSUE / REVISION

SHEET TITLE

Site Details

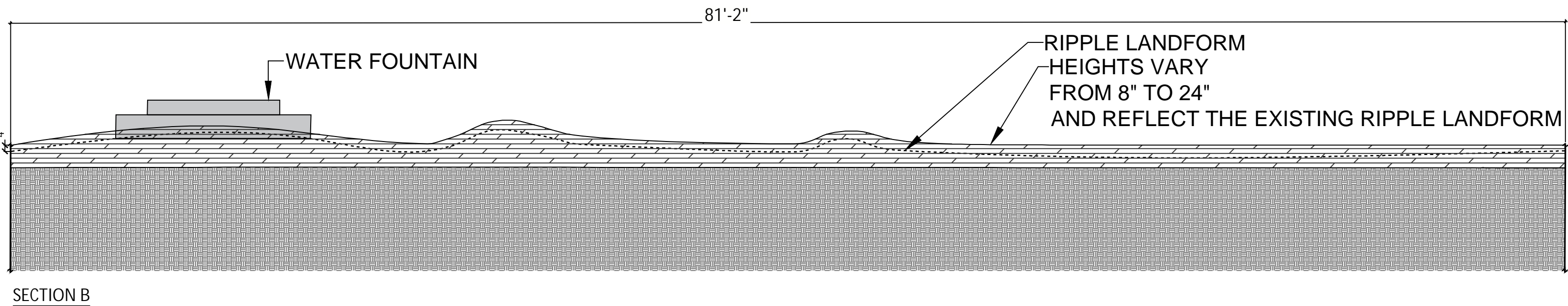
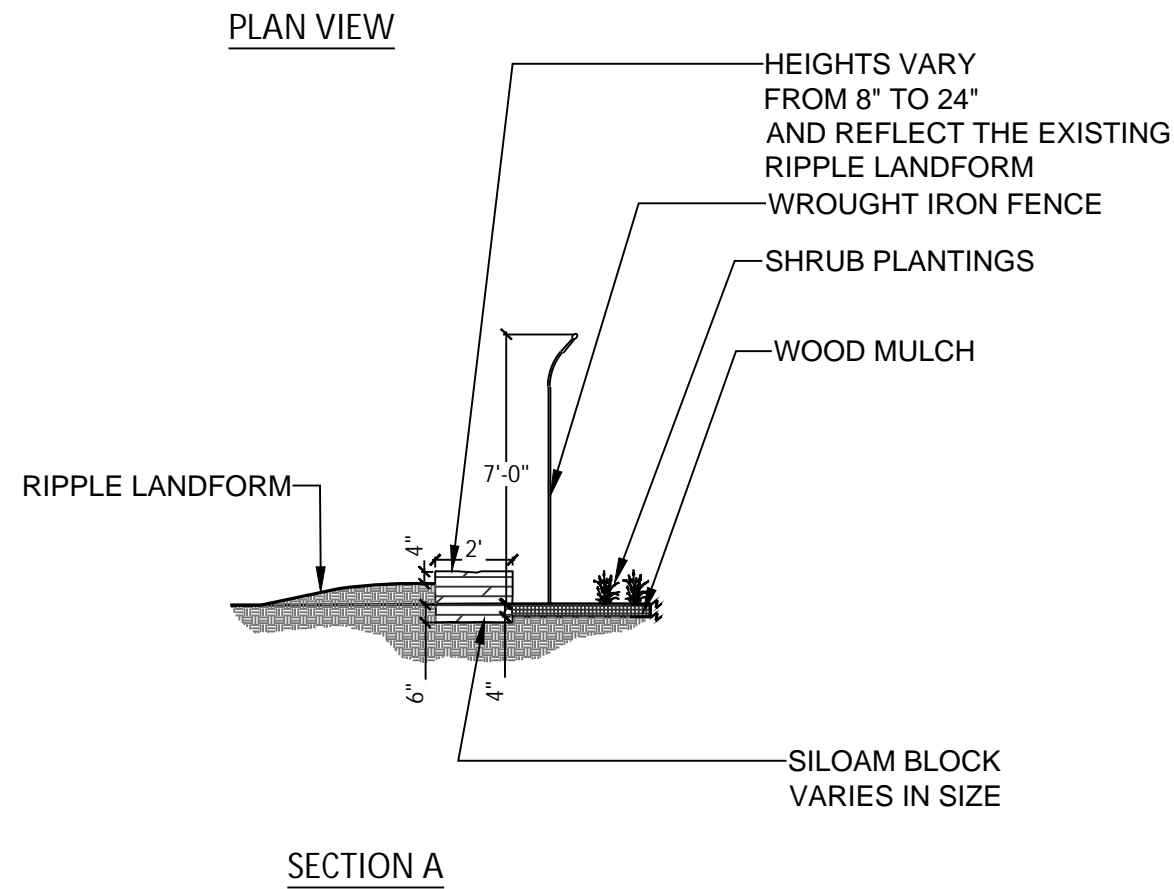
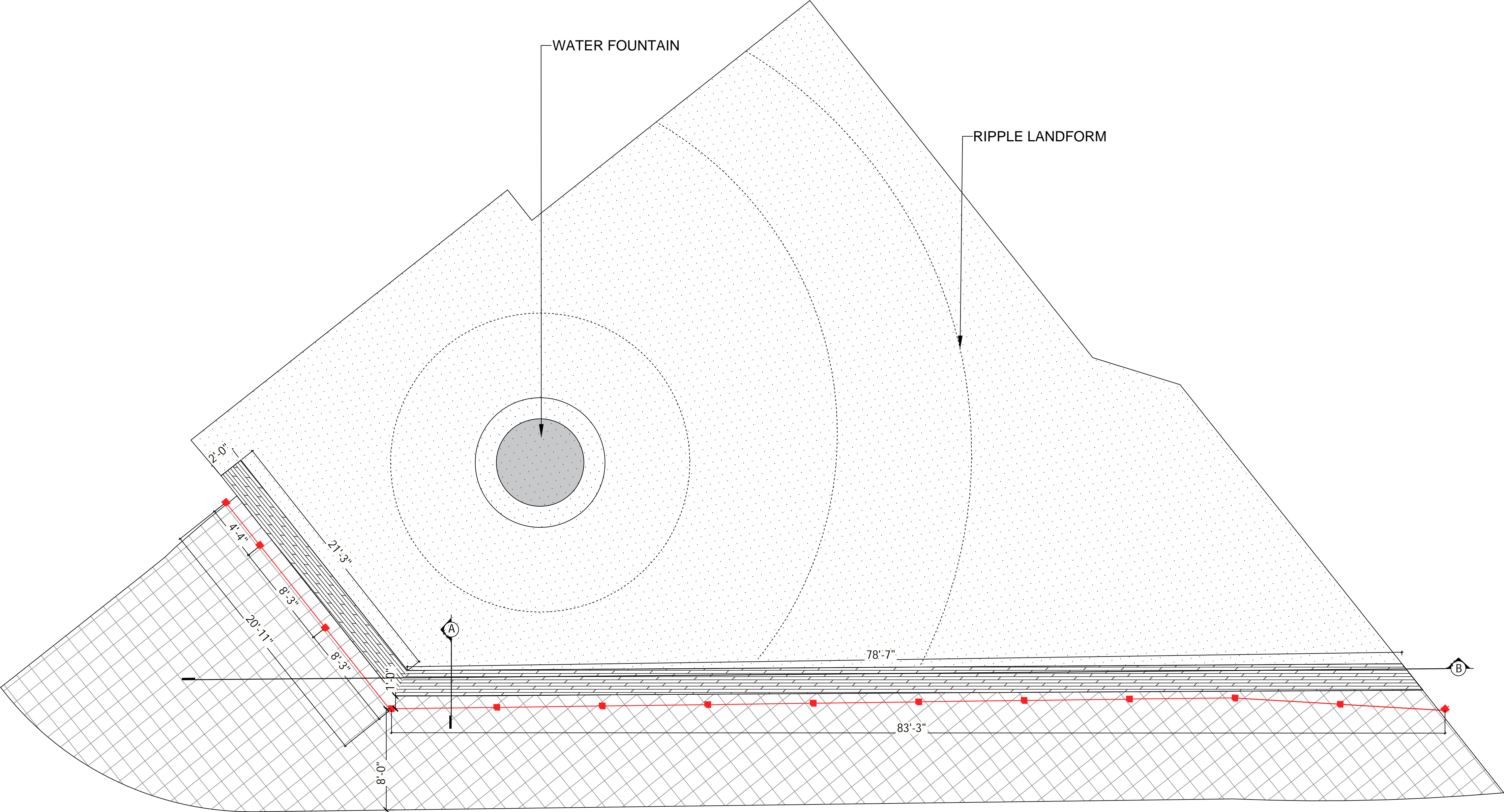
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SHEET NUMBER

FBZN-24-0005

PLAN FILE #

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1 SILOAM STONE WALL
N.T.S.

P-DE-PIK-20



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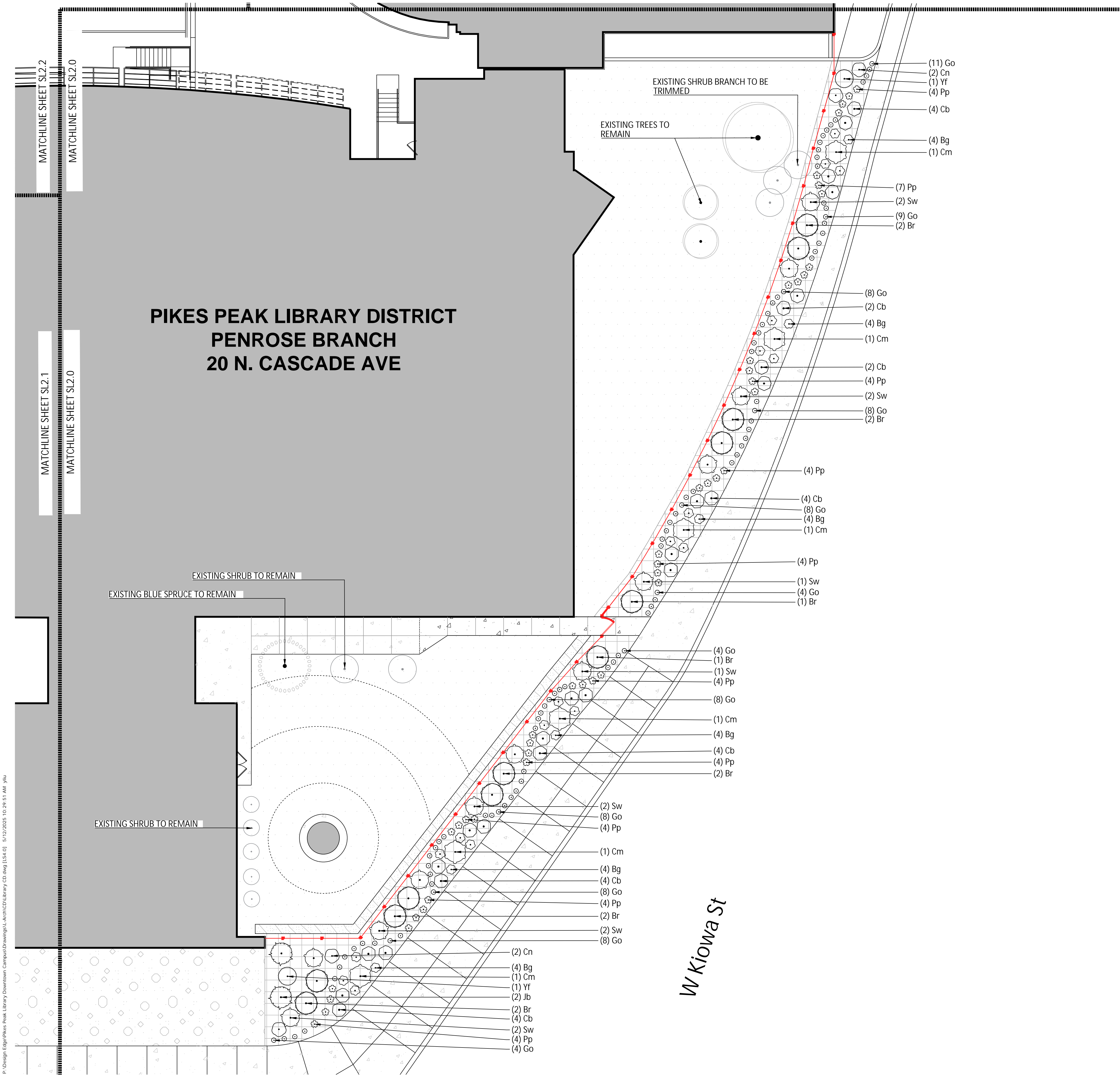
DATE: 05.12.2025
PROJECT MGR: B. SWENSON
PREPARED BY: T. KNAB, Y. LIU

DATE:	BY:	DESCRIPTION:

Site Details

SD3.2

FBZN-24-0005



GROUND COVER LEGEND

	EXISTING TREE	3
	EXISTING EVERGREEN TREE	1
	EXISTING SHRUB	10
	COBBLE EXISTING 4-8" COBBLE	2,452 sf
	TURF EXISTING BLUEGRASS	6,773 sf
	SHRUB BED PROPOSED WOOD MULCH	2,400 sf
	STONE WALL	204 sf
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LINE TYPE LEGEND

	7' HT. OMEGA II 'SECUR' FENCE
	7' HT. DECORATIVE FENCE
	7' HT. CORTEN STEEL WALL



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DATE: 05.12.2025
PROJECT MGR: B. SWENSON
PREPARED BY: T. KNAB, Y. LIU

Landscape Plan - North

LS4.0

FBZN-24-0005

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CITY OF COLORADO SPRINGS, COLORADO

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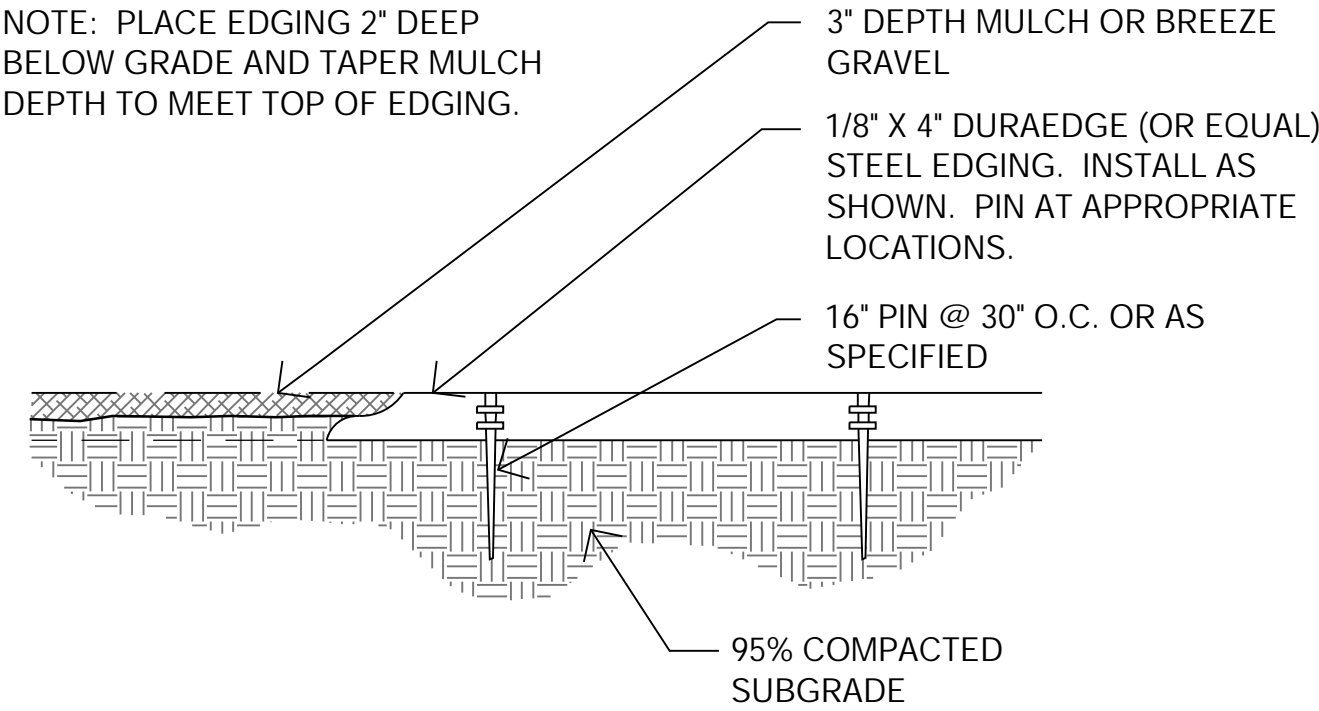
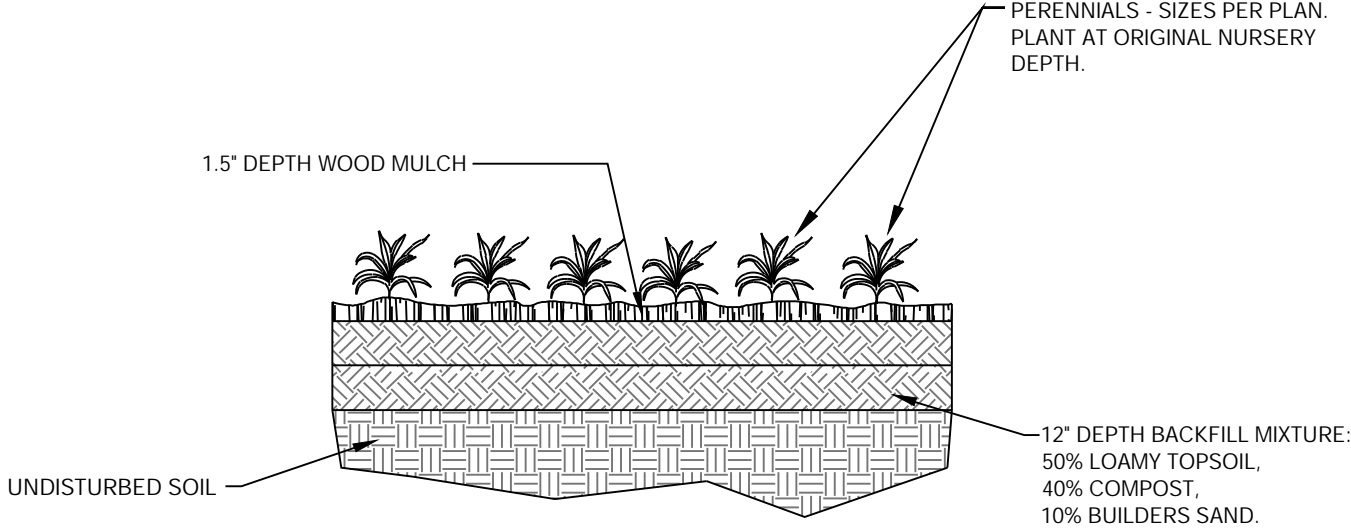
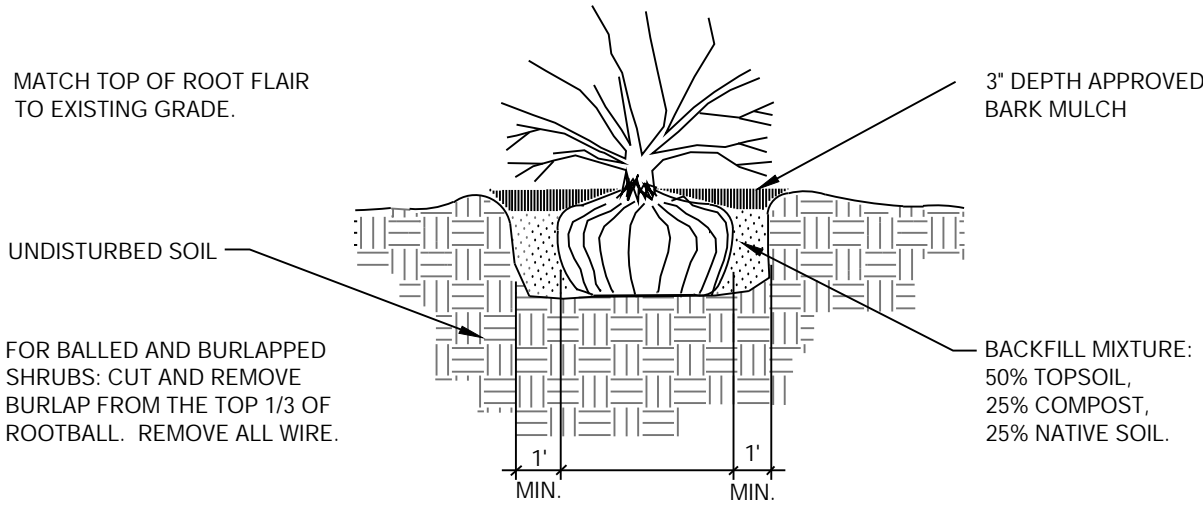
LANDSCAPE NOTES

1. SOIL AMENDMENT - INCORPORATE 3 CUBIC YARDS/1000 SF AREA OF "PREMIUM 3 ORGANIC COMPOST", OR APPROVED EQUAL, ON BLUEGRASS TURF AREAS. INCORPORATE 2 CUBIC YARDS/1000 SF AREA OF ORGANIC COMPOST (DECOMPOSED MANURE) TO ALL NATIVE SEED AREAS. TILL INTO TOP 8" OF SOIL. FOR PLANTING PIT AMENDMENTS, SEE LANDSCAPE DETAILS.
- RECOMMENDED SOIL AMENDMENT FOR PLANTING PITS:
- TRI-MIX III as supplied by C&C Sand
- To be applied as backfill in planting pits
2. A SIGNED AFFIDAVIT ATTESTING TO THE SOIL AMENDMENTS INCORPORATED TO CORRECT DEFICIENCIES SHALL BE INCLUDED WITH THE SOIL ANALYSIS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
3. CONTRACTOR TO UTILIZE STOCKPILED TOPSOIL FROM GRADING OPERATION AS AVAIL. TILL INTO TOP 8" OF SOIL.
4. ALL PRESERVATION AREAS CONTAINING VEGETATION DESIGNATED TO BE PRESERVED, SHALL BE FENCED OFF DURING CONSTRUCTION TO MINIMIZE DISTURBANCE IN THESE AREAS. ALL FENCING SHALL BE INSTALLED AROUND PRESERVED VEGETATION PRIOR TO ANY GRADING ON THE PROPERTY. A 4-FOOT ORANGE CONSTRUCTION SAFETY FENCE SHOULD BE USED IN THIS APPLICATION. SUBMIT PRODUCT INFO TO L.A. FOR APPROVAL PRIOR TO INSTALLATION.
5. A FULLY AUTOMATED SPRINKLER IRRIGATION SYSTEM WILL DRIP IRRIGATE ALL TREE, SHRUB, AND GROUND COVER PLANTING AREAS AND SPRAY ANY TURF. IRRIGATION PLAN WILL INCLUDE AN IRRIGATION SCHEDULE THAT NOTES APPLICATION RATES BASED ON TURF TYPE, AND NOTES RATES FOR NEWLY PLANTED PLANTS VS. ESTABLISHED PLANTS AND GENERAL RECOMMENDATIONS REGARDING SEASONAL ADJUSTMENTS (SPRING AND FALL).
6. A 3' CLEAR SPACE SHALL BE MAINTAINED AROUND THE CIRCUMFERENCE OF FIRE HYDRANTS. ALL FIRE HYDRANTS WILL NOT BE OBSTRUCTED VISUALLY OR PHYSICALLY DUE TO VEGETATION.
7. ALL FIRE DEPARTMENT CONNECTIONS (FDC) SHALL NOT BE VISUALLY OR PHYSICALLY OBSTRUCTED BY LANDSCAPING.
8. ALL PLANTS AND TREES TO RECEIVE 3 INCH DEPTH WOOD MULCH RING UNLESS OTHERWISE SPECIFIED. MULCH RINGS TO BE SIZED PER PLANTING DETAILS.
9. WOOD MULCH: GORILLA HAIR CEDAR WOOD MULCH SHALL BE USED IN SHRUB BEDS AS INDICATED ON PLAN.
10. AN IRRIGATION PLAN, WITH APPLICABLE SUPPORT MATERIAL, MAY BE SUBMITTED AT TIME OF BUILDING PERMIT APPLICATION. REVIEW AND APPROVAL OF THESE PLANS SHALL OCCUR THIRTY (30) DAYS SUBSEQUENT TO BUILDING PERMIT ISSUANCE OR PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY, WHICHEVER OCCURS FIRST. UPON REQUEST BY THE APPLICANT, AN IRRIGATION PLAN, WITH APPLICABLE SUPPORT MATERIAL, SHALL BE SUBMITTED NINETY (90) DAYS SUBSEQUENT TO BUILDING PERMIT ISSUANCE AND APPROVED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
11. INSPECTION AND APPROVAL: NOTIFICATION FOR IRRIGATION INSPECTION AFFIDAVIT SHALL BE GIVEN DURING CONSTRUCTION WHILE TRENCH IS OPEN AND AFTER COMPLETION OF SYSTEM INSTALLATION PRIOR TO SEEDING OR SODDING. THE LANDSCAPE ARCHITECT SHALL BE NOTIFIED AT LEAST 48 HOURS PRIOR TO CLIENT SEEKING CERTIFICATE OF OCCUPANCY FOR FINAL LANDSCAPE INSPECTION AFFIDAVIT.
12. ANY FIELD CHANGES OR DEVIATIONS TO THESE PLANS WITHOUT PRIOR CITY APPROVAL OF AN AMENDED DEVELOPMENT PLAN MAY RESULT IN A DELAY OF FINAL APPROVAL AND ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	HEIGHT	WIDTH	SIZE
SHRUBS						
	Br	12	Berberis thunbergii 'Rose Glow' / Rose Glow Japanese Barberry	3'	5'	5 GAL
	Cm	6	Chamaebatiaria millefolium / Fernbush	6'	6'	5 GAL
	Cn	4	Chrysothamnus nauseosus nauseosus / Dwarf Blue Rabbitbrush	3'	3'	5 GAL
	Jb	2	Juniperus sabina 'Buffalo' / Buffalo Juniper	1'	5'	5 GAL
	Yf	2	Yucca filamentosa / Adam's Needle	3'	4'	5 GAL
GRASSES						
	Bg	24	Bouteloua gracilis / Blue Grama Grass	2'	2'	1 GAL
	Sw	12	Sporobolus wrightii / Big Sacaton	5'	4'	1 GAL
PERENNIALS						
	Cb	24	Caryopteris x clandonensis 'Blue Mist' / Blue Mist Bluebeard	3'	3'	1 GAL
	Go	88	Gaillardia x 'Oranges and Lemons' / Blanket Flower	1'	1'	1 GAL
	Pp	43	Penstemon pinifolius / Threadleaf Beardtongue	1'	1.5'	1 GAL

LANDSCAPE DETAILS



1

SHRUB PLANTING DETAIL

N.T.S.

N-PL-05

2

PERENNIAL / GROUNDCOVER PLANTING

N.T.S.

N-PL-07

3

STEEL EDGE DETAIL

N.T.S.

N-ED-01



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Fax 719.471.0267

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PLANNER / LANDSCAPE ARCHITECT

IN ASSOCIATION WITH

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COLORADO SPRINGS, CO 80903

PROJECT INFO
DATE: 05.12.2025
PROJECT MGR: B. SWENSON
PREPARED BY: T. KNAB, Y. LIU

STAMP

ISSUE INFO

DATE: BY: DESCRIPTION:

ISSUE / REVISION

SHEET TITLE
Landscape
Notes & Details

LD5.0

SHEET NUMBER
PLANT FILE #





FBZN-24-0005

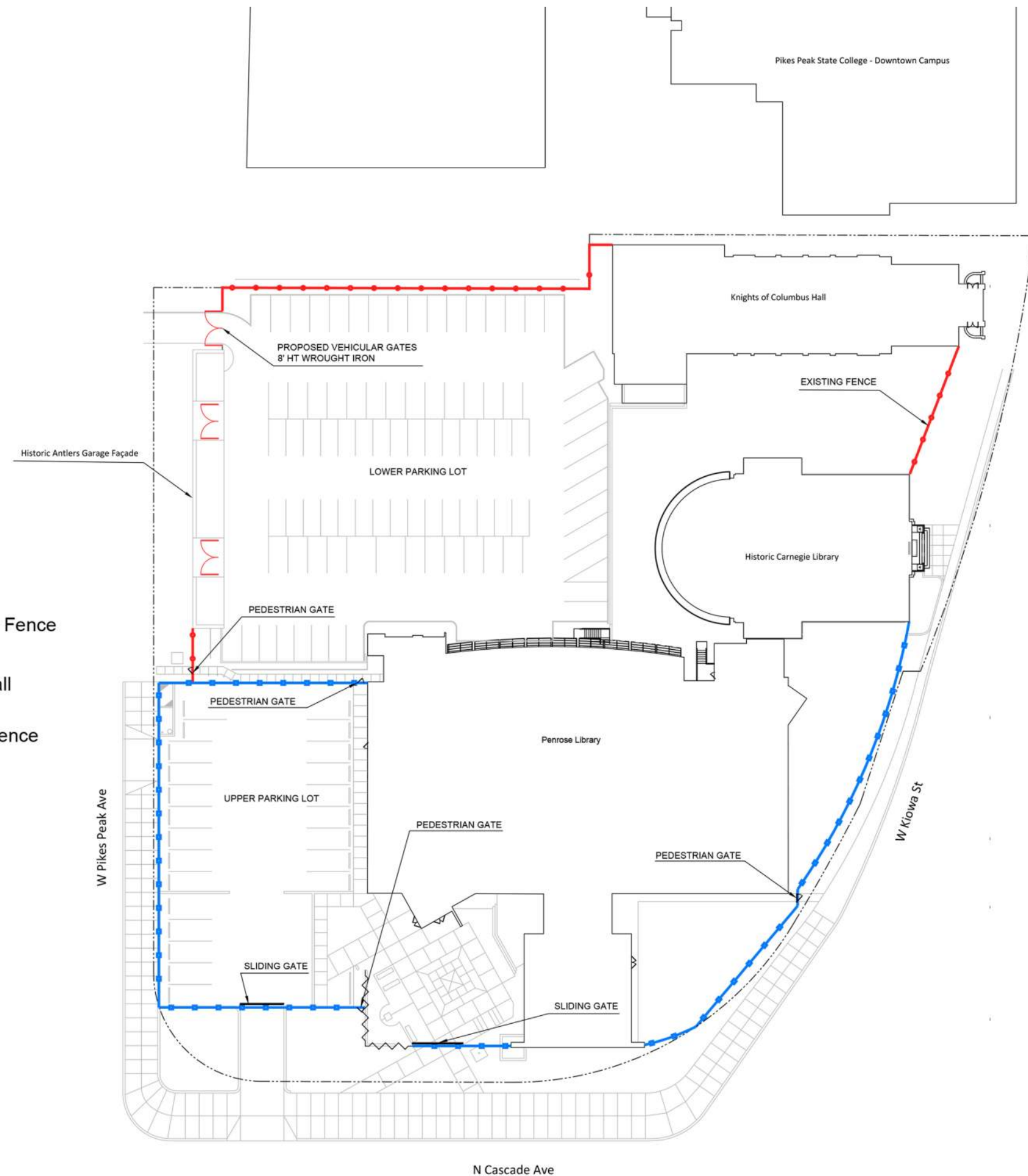
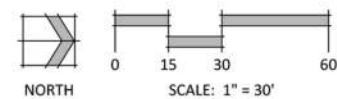
Pikes Peak Library District - Penrose Campus Fencing Improvements

08/12/2024



Plan View

-  Property Line
-  8' HT. Omega 2Secur Fence
-  8' HT. Corten steel wall
-  8' HT. Wrought Iron Fence











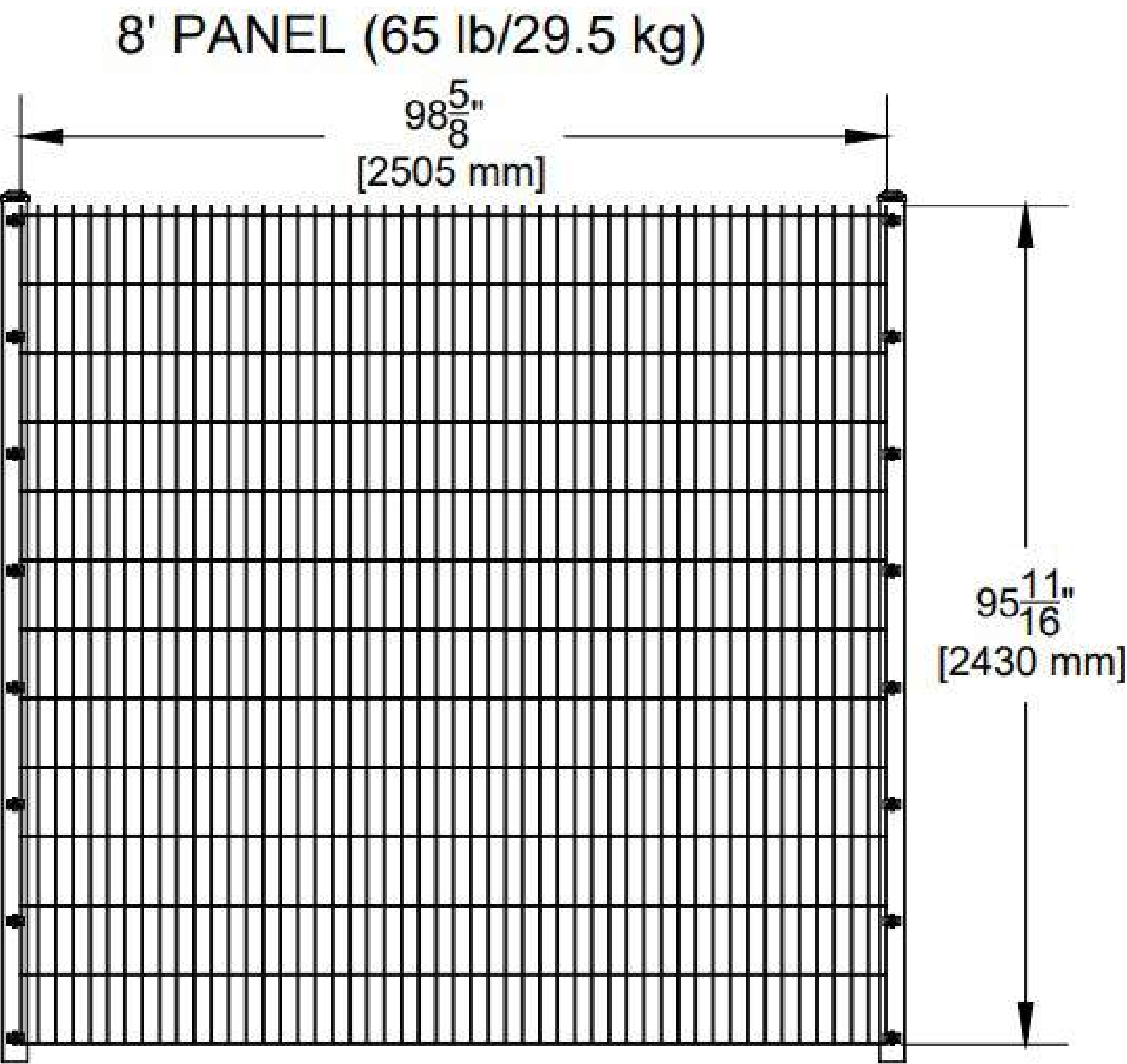




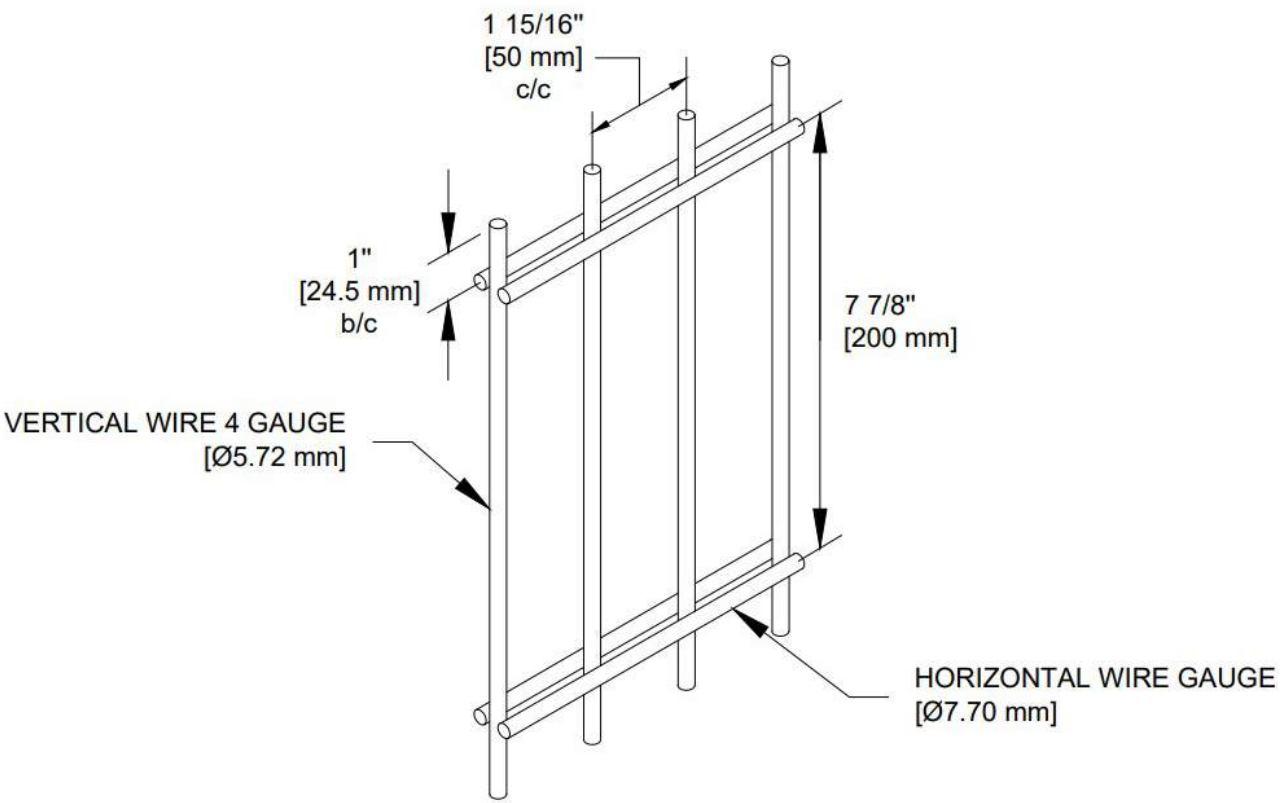


Fencing options

Option one and two: Secur (Double Wire)

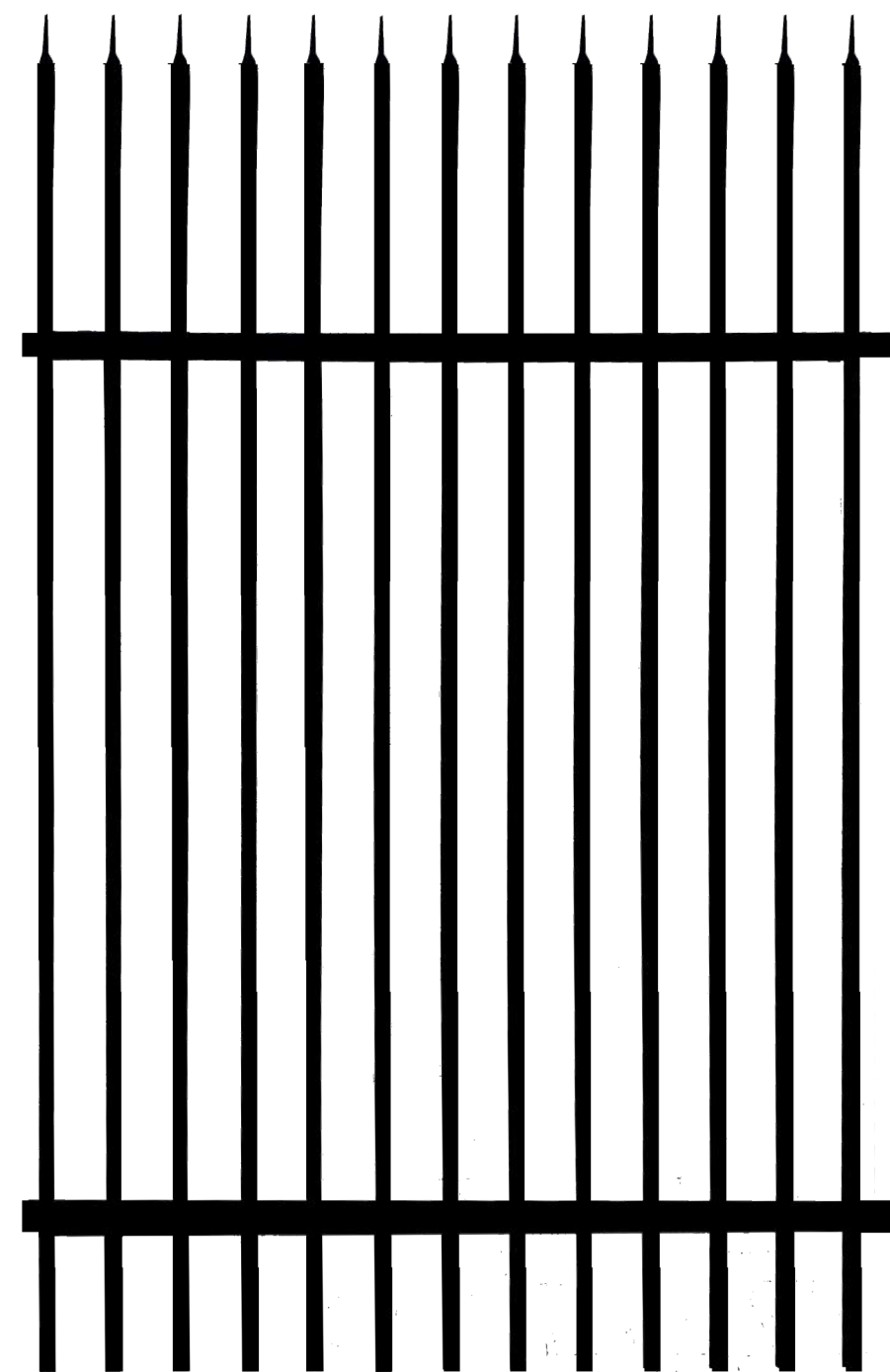


Secur (Double Wire)





Existing Wrought Iron Fence





COLORADO
Energy Office

MEMORANDUM OF UNDERSTANDING

between the CEO and FACILITY OWNER

Overview

One hallmark of success in the Colorado Energy Office's (CEO's) Energy Performance Contracting Program (EPC) is the support provided by one of CEO's EPC project consultants to each and every EPC project. A CEO EPC project consultant provides coaching and technical assistance to the Facility Owner every step of the way to ensure that the Colorado Energy Performance Contracting Program is a successful experience for all.

The EPC Program brochure describes Colorado's Standards for Success for the relationship between CEO and its clients and their energy service company. It also outlines the coaching and technical assistance provided Program participants **at no charge** throughout the life cycle of an EPC project. CEO does this to ensure a successful experience through what can be an involved technical, legal and financial process.

In addition, CEO offers standardized program contracts and processes and a pool of pre-qualified Energy Service Companies to make EPC projects even more approachable.

To benefit from this package of coaching and technical assistance, please:

1. Have the authorized signer from your state agency or local jurisdiction sign the following non-binding Memorandum of Understanding;
2. Complete the attached Facility Owner Information sheet; and
3. Return the paperwork to Charlie Stevens, Energy Performance Contracting Program Technical Specialist at charlie.stevens@state.co.us or the address below. Should you have any questions or concerns, his direct phone number is 720-333-0134.

Best wishes for your venture into energy and cost savings!



MEMORANDUM OF UNDERSTANDING
between the COLORADO ENERGY OFFICE
and [FACILITY OWNER]

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the STATE OF COLORADO (the “State”), acting by and through the Colorado Energy Office (the “CEO”), and [FACILITY OWNER] (the “Facility Owner”). “Party” means the State, CEO or Facility Owner and “Parties” means both the State/CEO and the Facility Owner.

RECITALS

WHEREAS, in compliance with the State Procurement Code as set forth in section 24-101-101, *et seq.*, C.R.S. and any applicable public bidding requirements, the CEO issued a Request for Proposals (“RFP”) to energy service companies (“ESCOs”) to provide as needed energy performance contract services for its Energy Performance Contracting Program; and

WHEREAS, as a result of the RFP process, CEO maintains a list of pre-qualified ESCOs that are eligible for final selection by State agencies and local governments and/or municipalities to provide energy performance contracting services; and

WHEREAS, the purpose of this MOU is to provide the Facility Owner with access to the services and support of the CEO’s Energy Performance Contracting (“EPC”) Program; and

WHEREAS, in furtherance of the purpose of this MOU, the CEO is available to assist the Facility Owner with the development and implementation of EPC projects, as well as to encourage the Facility Owner to adhere to the guidelines of the EPC Program.

NOW, THEREFORE, for and in consideration of the mutual covenants and the representations and covenants contained herein, the parties hereto agree as follows:

- 1. Effective Date of MOU.** This MOU shall become effective upon the later date on which the Director or authorized designee of CEO, or the representative for the Facility Owner has signed it.
- 2. Term of MOU.** The Parties’ respective performances under this MOU shall commence on the Effective Date and shall expire one year from date of signature or at the end of the term of services contracted from a pre-qualified ESCO.
- 3. Responsibilities of the CEO and the EPC Program to Facility Owner.** The responsibilities of the CEO and the EPC Program include, but are not limited to:
 - a. Upon execution of this MOU, CEO will assign an EPC project consultant to provide advice and technical assistance throughout the lifecycle of Facility Owner’s project.
 - b. CEO will provide the Facility Owner with information on the CEO website regarding the pre-approved, pre-qualified list of ESCOs, which includes links to the ESCOs’ website for further information;
 - c. CEO will assist Facility Owner to procure the services of an ESCO from the pre-qualified list of approved ESCOs;

- d. CEO will assist the Facility Owner with technical guidance in order to develop and execute a Technical Energy Audit and Project Proposal Contract with a pre-qualified ESCO and also support the Facility Owner with any amendments thereof;
- e. CEO will provide technical guidance to the Facility Owner and attend on-site meetings between the Facility Owner and ESCO, as needed and subject to availability;
- f. CEO will assist the Facility Owner to develop and initiate an energy performance contract project;
- g. CEO will monitor project implementation for audits and for energy performance contract projects;
- h. CEO will facilitate the energy performance contract process to ensure commitments are met by both the ESCO and the Facility Owner;
- i. CEO will review Facility Owner's audits, proposals, calculations, contracts and measurement and verification reports;
- j. As required for school districts and requested by other public agencies, the CEO will complete a construction walk-through of project facilities prior to the "Notice of Substantial Completion" documents being finalized;
- k. If applicable, CEO will identify possible solutions to mediate any conflicts between the Facility Owner and the ESCO.

4. Responsibilities of the Facility Owner. The responsibilities of the Facility Owner include:

- a. By executing this MOU, Facility Owner agrees to program participation in CEO's EPC Program and engage the CEO for assistance in all stages of the EPC Program, including project development;
- b. Using a secondary selection process, Facility Owner agrees to select an ESCO from CEO's current pre-qualified list of ESCOs and which meets the requirements of Facility Owner's procurement rules, regulations and statutes (if applicable);
- c. Facility Owner will provide information as needed for the feasibility study/technical energy audit and any other project development activities;
- d. Facility Owner will review/approve the ESCO's proposals, designs and reports in a timely manner;
- e. Facility Owner agrees to execute CEO approved contracts with the ESCO;
- f. Facility Owner agrees to arrange for project financing, and with the assistance and advice of legal counsel, execute appropriate financing documents and EPC contract;
- g. Facility Owner agrees to provide project management;
- h. Facility Owner will endeavor to work with the pre-qualified ESCO to develop and refine project parameters and any other project development activities;
- i. Facility Owner will assign its staff, employees, representatives to the facility project team including operations, maintenance, financial and upper management personnel;
- j. Depending on the subject matter to be discussed, Facility Owner will ensure appropriate personnel attend project development meetings;

- k. Facility Owner will provide access to and escort ESCO, its subcontractors and CEO to buildings during mutually agreed-upon hours;
 - l. If Facility Owner is a school district, Facility Owner agrees to allow CEO to complete a construction walk-through of project facilities prior to the "Notice of Substantial Completion" documents being finalized;
 - l. During project reviews and any other reviews, Facility Owner will endeavor to address CEO's recommendations;
 - m. As requested by CEO and as needed, Facility Owner agrees to provide CEO with information regarding measurement and verification activities.
5. THIS MOU IS NOT INTENDED TO CREATE, NOR WILL THIS MOU BE CONSTRUED OR INTERPRETED AS CREATING A LEGALLY BINDING AND ENFORCEABLE CONTRACT BETWEEN THE PARTIES. IN THE EVENT EITHER PARTY FAILS TO FULLY COMPLY WITH THE PROVISIONS OF THIS MOU, THERE WILL BE NO LEGAL OR EQUITABLE REMEDIES AVAILABLE TO EITHER PARTY. THE SOLE REMEDY AVAILABLE TO THE PARTIES FOR FAILURE TO FULLY COMPLY WITH THE PROVISIONS OF THIS MOU IS TO TERMINATE THIS MOU. THE FACILITY OWNER ACKNOWLEDGES AND AGREES THAT CEO'S SERVICES MAY INCLUDE ADVICE AND RECOMMENDATIONS, BUT ALL DECISIONS IN CONNECTION WITH THE FACILITY OWNER'S EPC PROJECT SHALL BE THE SOLE RESPONSIBILITY OF THE FACILITY OWNER, ITS AGENTS AND CONTRACTORS.
6. **Signatures.** IN WITNESS WHEREOF, the Parties have executed this MOU as of the Effective Date.

STATE OF COLORADO , acting by and through the COLORADO ENERGY OFFICE		FACILITY OWNER:	
_____ Will Toor, CEO Director	_____ Date	_____ Name: Title: ___ Yes! I have reviewed this MOU and accept CEO's free technical support for an EPC project. ___ No thank you. I have reviewed this MOU and decline CEO's free technical support for an EPC project.	_____ Date
_____ EPC Team Representative		_____ Date	

FACILITY OWNER INFORMATION

To be completed by facility owner (for CEO use only)

Owner's representative

Name	
Title	
Mailing address	
Email address	
Direct office phone	
Cell phone	

Project information

Types of facilities to be assessed for energy savings:	1. 2. 3. 4. 5. 6. 7. 8.				
Have you selected an ESCO?	<input type="checkbox"/>	Yes. Name:		<input type="checkbox"/>	No
If yes, has procurement department validated selection?	<input type="checkbox"/>	Yes.		<input type="checkbox"/>	Not yet.

Please list any immediate needs you have related to your performance contract.

BYLAWS
BOARD OF TRUSTEES
PIKES PEAK LIBRARY DISTRICT
Revision January 18, 2023

Colorado law requires the Board of Trustees of ~~the~~ Pikes Peak Library District to adopt bylaws as a legal document guiding the Board in its policy-making role. The structure chosen becomes the basis for rational and consistent Board action and provides continuity as the Board changes. Operational guidelines for the Board are established collectively as a group; individual responsibilities may be assigned to each Trustee. The Bylaws should be reviewed biennially with revisions and additions made as necessary.

ARTICLE I: *Name; Service Area; Board Status*

The name of this organization is Pikes Peak Library District ("PPLD"), which serves El Paso County, Colorado, excluding the Widefield School District (the "service area"). The management and control of PPLD is vested in the Board of Trustees (the "Board"). Individual members of the Board are referred to as "Trustees" or "Board Members".

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 selected 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 committee's recommendation within sixty (60) days of such recommendation shall result in a deemed ratification and appointment of the joint committee's recommendations.. **The Joint Appointment Committee shall facilitate the process of advertising any vacancy and soliciting applications, shall select top candidates for the interview process, and bring the recommended candidate to the 'Appointing Authority' for confirmation.** It is the responsibility of the Board to keep the Appointing Authority apprised of pending vacancies on the Board. **The Board's process shall be subject to change pending changes to the joint**

committee's process.

If the Appointing Authority has not filled an available Board position at the expiration of the current Trustee's term, unless the Board ~~takes express action to terminate votes to excuse~~ the Trustee ~~from services-service~~ after expiration of the term, the Trustee shall remain on the Board until such time as a successor to the expired position is appointed.



BYLAWS
BOARD OF TRUSTEES
PIKES PEAK LIBRARY DISTRICT
Revision September 17, 2025

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2. If the Appointing Authority has not filled an available Board position at the expiration of the current Trustee's term, unless the Board votes to excuse the Trustee from service's after expiration of the term, the Trustee shall 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.

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.

7. Trustees are expected to attend meetings over the course of a calendar year. It is understood that professional and personal obligations may interfere with a Trustee's ability to attend all meetings. A Trustee shall inform the President or the Vice President if s/he is unable to attend a meeting.

8. A Trustee may be removed only by a majority vote of the Board to recommend removal, and in accordance with the Appointing Authority as provided in C.R.S. Section 24-90-108(5), and only upon a showing of good cause. "Good cause" is a deliberate breach of the Bylaws or rules adopted by the Board that includes, but is not limited to:

(a) A Trustee's inadequate performance of his or her duties to PPLD;

(b) A Trustee's inadequate attendance at Board meetings and other PPLD functions. A Trustee's unexcused failure to attend (not including authorized attendance by remote participation as described in these Bylaws) three (3) or more regular Board Meetings in a calendar year shall constitute good cause under this Section. The Board recognizes extenuating circumstances and may authorize an excused absence from the attendance requirements. "Unexcused" includes absences when the Trustee fails to notify the President (or Vice President if the President is unavailable) in advance of the expected absence;

(c) Any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with PPLD's interests;

(d) A Trustee's conviction of a felony;

(e) A Trustee's lack of qualifications to serve on the Board so long as the qualifications were in effect prior to his/her appointment;

(f) A determination by a court that a Trustee is mentally incapacitated or of unsound mind; or

(g) A Trustee's unethical conduct, including, but not limited to, misusing PPLD funds, disclosing confidential information to the public; or engaging in sexual harassment.

Under C.R.S. Section 24-90-108, the Board may make a recommendation to the Appointing Authority regarding removal of a Trustee upon the affirmative vote of at least four-fifths (4/5) of all Trustees (not just those attending a meeting) excluding the Trustee subject to the removal. To the extent required by law, the Trustee shall be provided with notice and an opportunity to be heard prior to his/her removal.

9. The Board shall have all those powers provided by statute, including C.R.S. Section 24-90-109 and, in addition, shall have those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board. The Board is responsible for setting policy, which is responsive and appropriate for the operation of PPLD. For the purpose of these Bylaws, a "policy" or "policies" is defined as an adopted course or principle of action. It is also defined as guidelines for prudent conduct. Among its other powers and duties as provided by law, the Board is responsible for reviewing, holding a public hearing for, and adopting the annual PPLD budget in accordance with law; for acquiring, holding and conveying land, property, and buildings; and for engaging necessary services for the timely completion of an annual audit. In addition, the Board is responsible for appointing a Chief Executive Officer (CEO) to lead and manage the day-to-day operations of PPLD. The Board is responsible for setting the compensation and benefits and defining the responsibilities and privileges of the CEO. The Board will evaluate the performance of the CEO at least annually.

ARTICLE III: *Officers and Duties; CEO*

1. The officers of the Board shall be a president, vice-president, and secretary-treasurer; referred to herein as "President", "Vice President" and "Secretary-Treasurer". The Board may name such other officers as it deems necessary.
2. Officers are elected annually from the current membership of the Board and shall take office in January to serve for one (1) year. No member may serve in one office longer than three (3) consecutive years and no more than five (5) years of a Trustee's combined two consecutive terms. A vacancy in any office, however occurring, may be filled by the Board for the unexpired portion of the term. Elections should be held during the beginning of the new year during the first Board meeting.
3. The President shall preside at all meetings of the Board, call meetings to order and adjourn them, appoint members to committees, and perform such other duties as are associated with the office of President. The President shall be designated

an authorized signer for bank accounts unless the Board and the officer expressly agree otherwise. The President should be responsible for responding to emails from the public directed to the Board, unless this responsibility has been delegated to the Vice-President.

4. The Vice-President shall assume the President's duties in the absence or unavailability of the President. The Vice-President shall serve as a point of contact for new Board members and shall assist the President with responding to emails from the public as requested by the President.
5. The Secretary-Treasurer shall serve as the custodian of records for the Board and shall be responsible to perform such other duties as are assigned by the President of the Board. The Secretary-Treasurer shall be a designated authorized signer on bank accounts.
6. Any officer may be recommended for removal from such position by the affirmative vote of not less than two-thirds (2/3) of all Trustees then serving (not just those attending a meeting), other than the officer then being removed, whenever in their judgment removal is in the best interest of PPLD.
7. The CEO is the only employee over whom the Board has direct supervisory responsibility and control. The CEO reports to the Board and serves as the chief executive officer of PPLD. Among the other powers, duties and responsibilities of the CEO, the CEO shall lawfully carry out the policies adopted by the Board; employ, direct, and supervise staff members to carry out the mission and policy established by the Board; prepare required reports; recommend policies; and promote effective library service.

ARTICLE IV: *Meetings*

1. PPLD Board of Trustees is subject to the requirements and restrictions of the Colorado Open Meetings Law; accordingly, if three (3) or more Trustees (or a quorum of the Board if less) are involved in any discussion pertaining to public business or formal action is being requested to be taken, it is declared to be a public meeting and needs to be open to the public (C.R.S. § 24-6-402(2)(b)). For this purpose, "meeting" means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication. Social gatherings and chance meetings are exempt from the open meetings law, but only if the discussion of public business is not the central purpose."

2. Regular meetings of the Board shall be held at least six (6) times per year.

3. The Board may cancel a regular meeting (and may reduce the number of regular meetings below six (6) per year) if there is insufficient business or for other justifiable reasons.

4. In January of each year, an organizational meeting (which shall be one of the Board's regular meetings) will be scheduled to take care of any annual resolutions, and other decision items, necessary at the beginning of each year. These items may include, but are not limited to, reviewing the Bylaws; setting the Board regular meeting schedule (usually once per month) and posting locations for the year, establishing a policy for disposition of property; and approving fiscal year contracts.

5. Special meetings may be held at any time when called by the President or at the request of two (2) members of the Board. If practical, all members should be notified at least 24 hours in advance of a special meeting. The purpose of special meetings is to clarify and expand Trustees' knowledge of matters which may require Board action. Unless waived or consented to unanimously by all Trustees, Board action at a special meeting shall be limited to action germane to the agenda items described in the advance notice given to Trustees of the special meeting.

6. In addition to notice to Trustees as described herein, public notice shall be given for all meetings of the Board in accordance with the requirements of Colorado's Open Meetings Law as revised. All requirements of Colorado's Open Meetings Law as then applicable to PPLD will be followed in the conduct of the Board's meetings, minutes will be taken and become part of the Board's record and an agenda will be published for each regular and special meeting.

7. An opportunity for public participation shall be provided at each regular meeting of the Board during a portion of the agenda set aside for this purpose. Each member of the public wishing to participate shall introduce him or herself and shall speak when recognized by the presiding officer. All speakers will be asked to state their name and zip code. The Board President may establish reasonable rules for public participation, including without limitation limits on the time provided for public participation based on the time set aside for public comment and the number of persons wishing to participate. In some instances, it may not be possible for all to speak.

8. A quorum of the Board consists of a majority of the members then serving (e.g. four out of seven members, four out of six members or three out of five members).

9. Unless otherwise stated in these Bylaws or required by statute, an affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The President may vote upon, move or second a proposal before the Board. Voting by proxy is not allowed.

10. Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of the Colorado Open Meetings Law. C.R.S. §24-6-402(4) discusses the procedure and grounds for convening in executive session. The grounds listed in this statutory provision include personnel, property acquisition,

negotiations, legal advice and several others. An executive session is conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable to PPLD. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the Board, and the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

11. Meeting attendance in person is expected. However, at times, in cases of personal illness or other emergencies, participation of a Trustee in a Board meeting remotely by telephone or virtually is allowed, with these guidelines:

a.) Each Trustee may only participate in a meeting remotely a maximum of one-third (1/3) of the meetings in any given calendar year unless a special exception is otherwise approved by joint agreement of the President and Vice President or by the majority vote of the remainder of the Board for a specific calendar year or period. The special exception shall automatically terminate upon the end of the approved period and, if necessary, the same process shall be followed for a new exception to be approved.

b.) As provided in Article 2 Section 8, trustees are reminded of attendance expectations, good cause for removal, and recognition of extenuating circumstances.

12. There may be times when a natural disaster, health crisis, or other crisis requires Board members to remain at home or some remote site. In such case, the Board President and CEO may determine that a Board meeting (or one or more committee meetings) may be held virtually; however, such meetings must remain open to the public. At the virtual Board meeting following the Board President's/CEO's decision, a majority of the Board must ratify the Board President's/CEO's decision that the Board meeting will be held virtually. Executive sessions may also be held virtually if there is a means by which only Board members and other select personnel may attend. The Board meeting agenda must be updated stating that the meeting is virtual as a result of a natural disaster, health crisis, or other crisis and provide information on how a member of the public may participate in that meeting. To the extent it is safe to do so as determined by the Board President and CEO, a physical location at a PPLD facility where members of the public may participate in virtual Board meetings (such as viewing them on PPLD-provided monitors) will be identified by the Board President/CEO and shared with the public prior to each virtual meeting.

ARTICLE V: Committees

1. Standing committees are those that are needed on an ongoing basis. PPLD's Board of Trustees standing committees shall include a Governance Committee, Internal Affairs Committee, and Public Affairs Committee. The Board President shall committee appointments annually at the Board's January organizational meeting after selection of the Board's officers. The President shall also appoint two Board members to serve on the PPLD Foundation Board at this time. (Should a conflict occur between the PPLD Board of Trustees bylaws and the bylaws of the PPLD Foundation, Board members shall adhere to the PPLD Board of Trustee bylaws.) Each committee shall have such responsibilities and perform such duties as set forth from time to time in such committee's charter, as shall be adopted and approved by the Board from time to time. Without limiting the generality of the foregoing, each committee shall have the following responsibilities and perform the following duties:

a) The Governance Committee shall on a biennial basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, recommend committee chairs, facilitate the trustee recruitment and selection process, facilitate an annual review of the CEO including performance and compensation, review the Board schedule, and facilitate a Board self-evaluation process.

b) The Internal Affairs Committee shall review all internal and operational issues including those related to finance, human resources, and facilities. They shall review the annual and long-range budget with the Chief Financial Officer and the CEO prior to submitting it to the full Board annually; and, on an annual basis, contract with an independent auditor and review the process, timeline for, and results of such auditor's independent audit. The Internal Affairs Committee shall monitor the long-range capital improvements plan, including planning and facilitating discussions for capital acquisitions and improvements.

c) The Public Affairs Committee shall monitor all external issues including fundraising, public relations, and marketing. Advocacy and ballot initiatives shall be reviewed by this Committee.

Additional standing committees may be established and authorized by the Board.

2. When special expertise is needed, a non-Trustee may be appointed to a Board committee in an advisory role. However, a non-Trustee may not serve as Chair of the Committee.

3. Special committees may be authorized and appointed by the President for limited purposes and shall serve only until completion of the assignment. Such committees shall have the responsibilities and duties as set forth in writing by the Board at the time the committee is authorized and appointed. In advance of the Board's consideration, a written description of the

special committee's duties should be submitted to the Board for approval.

4. Appropriate advance notice of committee meetings shall be given in accordance with the requirements of the Colorado Open Meetings Law as then applicable to PPLD and such committees.

5. Minutes of all committee meetings shall be kept electronically. Committee Chairs will report on their committee meetings at the next regularly scheduled Board meeting. Unless otherwise expressly authorized by the Board, each standing committee shall conduct its meetings in accordance with the requirements of the Colorado Open Meetings Law, regardless of whether such requirements apply to the committee.

6. Committees shall be advisory bodies, making reports and recommendations to the Board. They shall not have the authority to take action for or on behalf of the Board, unless authorization to complete a specific action has been discussed and approved, in advance, by the Board in writing. If the Board authorizes a committee to take specific action, unless otherwise expressly directed by the Board, in taking such action the committee shall observe the quorum, notice and procedural requirements set forth in these bylaws and in Robert's Rules of Order (see Article VII). Further, the final action taken by the committee shall be reported to the Board at the Board's next meeting.

ARTICLE VI: *Indemnification*

1. Indemnification. PPLD shall indemnify its Trustees, officers, and employees, together with their successors and assigns, against any and all claims, judgments, costs, attorney fees and other reasonable expenses to the extent permitted by the Colorado Constitution and other laws of Colorado and as set forth below.

2. Background and Purposes. PPLD recognizes the need to encourage elected officials, appointed officers and employees to effectively and efficiently perform their duties and to protect such individuals in the performance of their duties. To this end, the Board desires to provide such individuals assurances by way of indemnification against claims and causes of action which might arise in the performance of their duties for PPLD. Colorado law (C.R.S. 24-10-110) requires indemnification of such individuals in certain specific circumstances. In addition, PPLD desires to authorize indemnification against other claims not expressly addressed by this law, to the extent permitted by applicable law.

3. Indemnification Provided. PPLD shall indemnify any Party to a Proceeding against Liability incurred in, or as a result of, the Proceeding as follows:

a) To the extent such indemnification is required by applicable law, including without limitation C.R.S. 24-10-110; and

b) In the case of any other claim against a Party to a Proceeding to the fullest extent allowed by law, unless the Board takes affirmative action by two-thirds (2/3) of all Trustees then serving that indemnification is not appropriate under the circumstances.

4. Limitations on and Exceptions to Indemnification. Notwithstanding the foregoing, unless otherwise expressly required by applicable law, no indemnification shall apply to the extent that the Liability results from any of the following: (i) the Party's actions other than in the Party's Official Capacity, (ii) the Party's actions are willful and wanton or not in good faith, (iii) the Party did not reasonably believe that the Party's actions or inactions: (A) in the case of conduct in an Official Capacity with PPLD, were in PPLD's best interests; and (B) in all other cases, were at least not opposed to PPLD's best interests; and (C) in the case of any criminal Proceeding, were lawful, (iv) in connection with a Proceeding by or in the right of PPLD in which the Party was adjudged liable to PPLD; (v) in connection with any other Proceeding, in which the Trustee was adjudged liable on the basis that he or she derived an improper personal benefit, or (vi) a Party's actions or inactions in circumstances in which indemnification is unlawful.

5. Definitions. For purposes of this Article VI of these Bylaws, the following terms shall have the meanings set forth below:

a) "Official Capacity" when used with respect to a Party (as defined below) means acts taken by the Party within the scope and performance of his or her duties as a Trustee, officer, employee, volunteer or other agent of PPLD. "Official Capacity" does not include service for any other entity, including service for any member of the Appointing Authority.

b) "Party" means any person who was, is, or is threatened to be made, a named defendant or respondent in a Proceeding (as defined below) by reason of the fact that such person is or was a Trustee, PPLD officer, PPLD employee, PPLD volunteer or other PPLD agent.

c) "Proceeding" means any threatened, pending or completed action, suit or proceeding, or any appeal therein, whether civil, criminal, administrative, arbitrative or investigative (including an action initiated by PPLD) and whether formal or informal, involving or related to action taken by a Party in her or his Official Capacity.

d) "Liability" means the obligation incurred with respect to a Proceeding to pay a judgment, settlement, penalty, fine, including an excise tax assessed with respect to an employee benefit plan, or reasonable Expenses.

e) "Expenses" means and includes all reasonable expenses incurred by the Party in connection with a Proceeding, including without limitation court costs including expert fees, attorneys' fees, appellate costs and necessary bonds relative thereto.

6. Indemnification of Costs. Where indemnification applies, PPLD shall also pay or indemnify such Party against all Expenses, fines, punitive damages, judgments and amounts paid in settlement or satisfaction of judgments actually and reasonably incurred by him or her in connection with such action, suit or Proceeding.

7. Advancement of Expenses. Unless otherwise determined by the action of two-thirds (2/3) of all Trustees then serving, PPLD shall pay for or reimburse the reasonable Expenses incurred by a Party to a Proceeding in advance of final disposition of the Proceeding if: (i) the Party furnishes to PPLD a written affirmation of the Party's good faith belief that he or she has met the requirements for indemnification as set forth above, (ii) the Party furnishes to PPLD a written undertaking, executed personally or on the Party's behalf, to repay the advance if it is ultimately determined that he or she did not meet such requirements; and (iii) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article. The undertaking required by clause (ii) of this section shall be an unlimited general obligation of the Party but need not be secured and may be accepted without reference to financial ability to make repayment.

8. Notification and Defense of Claim. Promptly after receipt by a Party of notice of the commencement of any Proceeding, the Party shall, if an indemnification claim in respect thereof is to be made against PPLD, notify PPLD in writing of the commencement thereof; provided, however, that delay in so notifying PPLD shall not constitute a waiver or release by the Party of any rights to indemnification. With respect to any such Proceeding: (i) PPLD shall be entitled to participate therein at its own expense; (ii) any counsel representing the Party to be indemnified in connection with the defense or settlement thereof shall be counsel selected by PPLD; and (iii) PPLD shall have the right, at its option, to assume and control the defense or settlement thereof. The designation of defense counsel by the Board shall not preclude such defense being conducted under a reservation or rights of indemnity by PPLD. If PPLD assumes the defense of the Proceeding, the Party shall have the right to employ its own counsel, but the fees and Expenses of such counsel incurred after notice from PPLD of its assumption of the defense of such Proceeding shall be at the expense of the Party. A monetary claim for which indemnification is requested may not be compromised or settled without the prior written consent of PPLD.

9. Subrogation. In the event of any payment under this Article, PPLD shall be subrogated to the extent of such payment to all of the rights of recovery of the indemnified Party, who shall execute all papers and do everything that may be necessary to assure such rights of subrogation to PPLD. PPLD shall not be liable under this Article to make any payment in connection with any Proceeding against or involving a Party to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of the amounts otherwise indemnifiable hereunder. A Party shall repay to PPLD the amount of any payment PPLD makes to the Party under this Article in connection with any Proceeding against or involving the Party, to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of such amount.

10. Applicability. The rights of indemnification shall apply to all acts of any Party committed during any term or terms of office or employment of such Party. The rights to indemnification and advancement of Expenses provided in this Article shall be applicable to acts or omissions that occurred prior to the adoption of this Article, shall continue as to any Party during the period such Party serves in any one or more of the capacities covered by this Article, shall continue thereafter so long as the Party may be subject to any possible Proceeding by reason of the fact that he or she served in any one or more of the capacities covered by this Article, and shall inure to the benefit of the successors of the Party.

ARTICLE VII: *Parliamentary Authority*

Robert's Rules of Order, latest revision, shall govern the proceedings of the Board and of its committees to the extent applicable and not inconsistent with the express provisions of these Bylaws.

ARTICLE VIII: *Amendments*

1. Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least five calendar days in advance of the meeting.
2. Any rule or policy of the Board, except those contained in these Bylaws, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, must receive an affirmative vote of not less than two-thirds (2/3) of the Trustees then serving (not just those present at a meeting).
3. The Board of Trustees has developed and reviews a conflict-of-interest policy regularly. Trustees as well as outside committee members must complete a questionnaire and sign a conflict-of-interest statement annually.

Pikes Peak Library District

Bylaws Certificate

The undersigned certifies that s/he is the Secretary/Treasurer of the Board of Trustees of Pikes Peak Library District, a Colorado statutory public corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the bylaws of Pikes Peak Library District effective as of September 17, 2025.

Signature Date: September 17, 2025

By: _____

Print Name:

Title:

BYLAWS
BOARD OF TRUSTEES
PIKES PEAK LIBRARY DISTRICT

Revision January 18, 2023

Colorado law requires the Board of Trustees of ~~the~~ Pikes Peak Library District to adopt bylaws as a legal document guiding the Board in its policy-making role. The structure chosen becomes the basis for rational and consistent Board action and provides continuity as the Board changes. Operational guidelines for the Board are established collectively as a group; individual responsibilities may be assigned to each Trustee. The Bylaws should be reviewed biennially with revisions and additions made as necessary.

ARTICLE I: *Name; Service Area; Board Status*

The name of this organization is Pikes Peak Library District ("PPLD"), which serves El Paso County, Colorado, excluding the Widefield School District (the "service area"). The management and control of PPLD is vested in the Board of Trustees (the "Board"). Individual members of the Board are referred to as "Trustees" or "Board Members".

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 committee's recommendation within sixty (60) days of such recommendation shall result in a deemed ratification and appointment of the joint committee's recommendations. **The Joint Appointment Committee shall facilitate the process of advertising any vacancy and soliciting applications, shall select top candidates for the interview process, and bring the recommended candidate to the 'Appointing Authority' for confirmation.** It is the responsibility of the Board to keep the Appointing Authority apprised of pending vacancies on the Board. **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, unless the Board ~~takes express~~

~~action to terminate votes to excuse~~ the Trustee ~~from service's service~~ after expiration of the term, the Trustee shall 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.

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.

7. Trustees are expected to attend meetings over the course of a calendar year. It is understood that professional and personal obligations may interfere with a Trustee's ability to attend all meetings. A Trustee shall inform the President or the ~~Chief Librarian~~ Vice President if s/he is unable to attend a meeting.

8. A Trustee may be removed only by ~~a majority vote of the Board to recommend removal, and in accordance with~~ the Appointing Authority as provided in C.R.S. Section 24-90-108(5), and only upon a showing of good cause. "Good cause" ~~is a deliberate breach of the Bylaws or rules adopted by the Board that includes, but is not limited to the following:~~

(a) A Trustee's inadequate performance of his or her duties to PPLD;

(b) A Trustee's inadequate attendance at Board meetings and other PPLD functions. A Trustee's ~~unexcused absence failure to attend~~ (not including authorized attendance by remote participation as described in these Bylaws) ~~three (3) or more~~ regular Board Meetings in a calendar year shall constitute good cause under this Section. ~~The Board recognizes extenuating circumstances and may authorize an excused absence from the attendance requirement.~~ "Unexcused" includes absences when the Trustee fails to notify the President (or Vice President ~~if the President is unavailable~~) in advance of the expected absence;

(c) Any conduct, omission, or outside activity by a Trustee, which might or does, in any manner conflict with PPLD's interests;

(d) A Trustee's conviction of a felony;

(e) A Trustee's lack of qualifications to serve on the Board so long as the qualifications were in effect prior to his/her appointment;

(f) A determination by a court that a Trustee is mentally incapacitated or of unsound mind; or

(g) A Trustee's unethical conduct, including, but not limited to, misusing PPLD funds, disclosing confidential information to the public; or engaging in sexual harassment.


Under C.R.S. Section 24-90-108, the Board may make a recommendation to the Appointing Authority regarding removal of a Trustee upon the affirmative vote of at least ~~eighty percent (80%)~~ four-fifths (4/5) of all Trustees ~~then~~ serving (not just those attending a meeting) excluding ~~other than~~ the Trustee subject to the removal. To the extent required by law, the Trustee shall be provided with notice and an opportunity to be heard prior to his/her removal.

9. The Board shall have all those powers provided by statute, including C.R.S. Section 24-90-109 and, in addition, shall have those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board. The Board is responsible for setting policy, which is responsive and appropriate for the operation of PPLD. For the purpose of these Bylaws, a "policy" or "policies" is defined as an adopted course or principle of action. It is also defined as guidelines for prudent conduct. Among its other powers and duties as provided by law, the Board is responsible for reviewing, holding a public hearing for, and adopting the annual PPLD budget in accordance with law; for acquiring, holding and conveying land, property, and buildings; and for engaging necessary services for the timely completion of an annual audit. In addition, the Board is responsible for appointing a ~~Chief Librarian and Chief Executive Officer~~ (CEO) to lead and manage the day-to-day operations of PPLD. The Board is responsible for setting the compensation and benefits and defining the responsibilities and privileges of the ~~Chief Librarian~~ CEO. The Board will evaluate the performance of the ~~Chief Librarian~~ CEO at least annually.

ARTICLE III: Officers and Duties; CEO

1. The officers of the Board shall be a president, vice-president, and secretary-treasurer; referred to herein as "President", "Vice-President" and "Secretary-Treasurer". The Board may name such other officers as it deems necessary.
2. Officers are elected annually from the current membership of the Board and shall take office in January to serve for one (1) year. No member may serve in one office longer than three (3) consecutive years and no more than five (5) years of a Trustee's combined two consecutive terms. A vacancy in any office,

however occurring, may be filled by the Board for the unexpired portion of the term. Elections should be held during the beginning of the new year during the first Board meeting ~~so that any new Trustees appointed to the Board will also be available to vote for officers.~~

3. The President shall preside at all meetings of the Board, call meetings to order and adjourn them, appoint members to committees, and perform such other duties as are associated with the office of President. The President shall be designated an authorized signer for bank accounts unless the Board and the officer expressly agree otherwise. ~~The President should be responsible for responding to emails from the public directed to the Board, unless this responsibility has been delegated to the Vice-President.~~
4. The Vice-President shall assume the President's duties in the absence or unavailability of the President. ~~The Vice-President shall serve as a point of contact for new Board members and shall assist the President with responding to emails from the public as requested by the President.~~
5. The Secretary-Treasurer shall serve as the custodian of records for the Board and shall be responsible to perform such other duties as are assigned by the President of the Board. ~~The Secretary-Treasurer also shall serve as a member of the Board of the Pikes Peak Library District Building Authority.~~ The Secretary-Treasurer shall be a designated ~~an~~ authorized signer on bank accounts.
6. Any officer may be ~~recommended for removal~~ from such position by the affirmative vote of not less than two-thirds  (2/3) of all Trustees then serving (not just those attending a meeting), other than the officer then being removed, whenever in their judgment removal is in the best interest of PPLD.
7. The ~~Chief Librarian and~~ CEO (~~"Chief Librarian"~~) is the only employee over whom the Board has direct supervisory responsibility and control. The ~~Chief Librarian~~ CEO reports to the Board and serves as the chief executive officer of PPLD. Among the other powers, duties and responsibilities of the ~~Chief Librarian~~ CEO, the ~~Chief Librarian~~ CEO shall lawfully carry out the policies adopted by the Board; employ, direct, and supervise staff members to carry out the mission and policy established by the Board; prepare required reports; recommend policies; and promote effective library service.

ARTICLE IV: Meetings

1. PPLD Board of Trustees is subject to the requirements and restrictions of the Colorado Open Meetings Law; accordingly, if ~~three~~ (3) or more Trustees (or a quorum of the Board if less) are involved in any discussion pertaining to public business or formal action is being requested to be taken, it is declared to be a public meeting and needs to be open to the public (C.R.S. § 24-6-402(2)(b)). For this purpose, "meeting" means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other

means of communication. Social gatherings and chance meetings are exempt from the open meetings law, but only if the discussion of public business is not the central purpose.”

2. Regular meetings of the Board shall be held at least six (6) times per year.

3. The Board may cancel a regular meeting (and may reduce the number of regular meetings below six (6) per year) if there is insufficient business or for other justifiable reasons. In January of each year, an organizational meeting (which shall be one of the Board's regular meetings) will be scheduled to take care of any annual resolutions, and other decision items, necessary at the beginning of each year. These items **may** include, but are not limited to, reviewing the Bylaws; setting the Board regular meeting schedule (**usually once per month**) and posting locations for the year; establishing a policy for disposition of property; and approving fiscal year contracts.

4. Special meetings may be held at any time when called by the President or at the request of two (2) members of the Board. If practical, all members should be notified at least ~~twenty-four (24)~~ **24** hours in advance of a special meeting. The purpose of special meetings is to clarify and expand Trustees' knowledge of matters which may require Board action. Unless waived or consented to unanimously by all Trustees, Board action at a special meeting shall be limited to action germane to the agenda items described in the advance notice given to Trustees of the special meeting.

5. In addition to notice to Trustees as described herein, public notice shall be given for all meetings of the Board in accordance with the requirements of Colorado's Open Meetings Law as revised. All requirements of Colorado's Open Meetings Law as then applicable to PPLD will be followed in the conduct of the Board's meetings, minutes will be taken and become part of the Board's record and an agenda will be published for each regular and special meeting.

6. An opportunity for public participation shall be provided at each regular meeting of the Board during a portion of the agenda set aside for this purpose. Each member of the public wishing to participate shall introduce him or herself and shall speak when recognized by the presiding officer. All speakers will be asked to state their name and **zip code address**. The Board President may establish reasonable rules for public participation, including without limitation limits on the time provided for public participation based on the time set aside for public comment and the number of persons wishing to participate. In some instances, it may not be possible for all to speak.

7. A quorum of the Board consists of a majority of the members then serving (e.g. four out of seven members, four out of six members or three out of five members).

8. Unless otherwise stated in these Bylaws or required by statute, an affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the

Board. The President may vote upon, move or second a proposal before the Board. Voting by proxy is not allowed.

Executive sessions may be held as part of any regular or special Board meeting, or any committee meeting that has been properly called according to requirements of the Colorado Open Meetings Law. C.R.S. §24-6-402(4) discusses the procedure and grounds for convening in executive session. The grounds listed in this statutory provision include personnel, property acquisition, negotiations, legal advice and several others. An executive session is conducted confidentially without the public present. Members are bound to maintain the confidentiality of the discussions and documents that are part of any executive session. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then applicable to PPLD. Executive session discussions, except for privileged attorney-client communications, will be electronically recorded by the Board, and the recordings destroyed after ninety (90) calendar days, unless required to be retained under applicable federal or state law or where retention is specifically approved by the Board. No portion of the recording shall be subject to public inspection except in accordance with applicable law. No minutes will be taken of executive session discussions, except that the minutes of the Board meeting will include the time the executive session was convened and the time open session resumed, and the topics of discussion at the executive session. There shall be no decisions of the Board made during executive session unless specifically permitted by law.

9. Meeting attendance in person is ~~preferred~~ **expected**. However, at times, in cases of personal illness or other emergencies, participation of a Trustee in a Board meeting remotely by telephone or virtually is allowed, with these guidelines:

~~a) No more than two (2) Trustees may participate in a Board meeting remotely at any one meeting, and;~~

~~b) Each Trustee may only participate in a meeting remotely a maximum of one-third (1/3) of the meetings two times in any given calendar year unless a special exception is otherwise approved by joint agreement of the President and Vice President or by the majority vote of the remainder of the Board for a specific calendar year or period. The special exception shall automatically terminate upon the end of the approved period and, if necessary, the same process shall be followed for a new exception to be approved. As provided in Article 2 Section 8, trustees are reminded of attendance expectations, good cause for removal, and recognition of extenuating circumstances. that failure to attend Board Meetings constitutes good cause for removal as provided in Article 2 Section.~~

10. There may be times when a natural disaster, health crisis, or other crisis requires Board members to remain at home or some remote site. In such case, the Board President and ~~Chief Librarian~~ **CEO** may determine that a Board meeting (or one or more committee meetings) may be held virtually; however, such meetings must remain open to the public. At the virtual

Board meeting following the Board President's/~~Chief Librarian's~~ CEO's decision, a majority of the Board must ratify the Board President's/~~Chief Librarian's~~ CEO's decision that the Board meeting will be held virtually. Executive sessions may also be held virtually if there is a means by which only Board members and other select personnel may attend. The Board meeting agenda must be updated stating that the meeting is virtual as a result of a natural disaster, health crisis, or other crisis and provide information on how a member of the public may participate in that meeting. To the extent it is safe to do so as determined by the Board President and ~~Chief Librarian~~ CEO, a physical location at a PPLD facility where members of the public may participate in virtual Board meetings (such as viewing them on PPLD-provided monitors) will be identified by the Board President/~~Chief Librarian~~CEO and shared with the public prior to each virtual meeting.

ARTICLE V: Committees

1. Standing committees are those that are needed on an ongoing basis. PPLD's Board of Trustees standing committees shall include a Governance Committee, Internal Affairs Committee, and Public Affairs Committee. The Board President shall committee appointments annually at the Board's January organizational meeting after selection of the Board's officers. The President shall also appoint two Board members to serve on the PPLD Foundation Board at this time. (Should a conflict occur between the PPLD Board of Trustees bylaws and the bylaws of the PPLD Foundation, Board members shall adhere to the PPLD Board of Trustee bylaws.) Each committee shall have such responsibilities and perform such duties as ~~shall be~~ set forth from time to time in such committee's charter, as shall be adopted and approved by the Board from time to time. Without limiting the generality of the foregoing, each committee shall have the following responsibilities and perform the following duties:

a) The Governance Committee shall on a biennial basis review the Bylaws, review the ethics policy and conflict of interest statement, nominate officers, ~~recommends committee chairs~~, facilitate the trustee recruitment and selection process, facilitate an annual review of the ~~Chief Librarian~~ CEO including performance and compensation, review the Board schedule, and facilitate a Board self-evaluation process.

b) The Internal Affairs Committee shall review all internal and operational issues including those related to finance, human resources, and facilities. They shall review the annual and long-range budget with the Chief Financial Officer and the ~~Chief Librarian~~ CEO prior to submitting to the full Board annually; and, on an annual basis, contract with an independent auditor and review the process, timeline for, and results of such auditor's independent audit. The Internal Affairs Committee shall monitor the long-range capital improvements plan, including planning and facilitating discussions for capital acquisitions and improvements.

c) The Public Affairs Committee shall monitor all external issues including fundraising, public relations, and marketing. Advocacy and ballot

initiatives shall be reviewed by this Committee.

Additional standing committees may be established and authorized by the Board.

2. When special expertise is needed, a non-Trustee may be appointed to a Board committee in an advisory role. However, a non-Trustee may not serve as Chair of the Committee.

3. Special committees may be authorized and appointed by the President for limited purposes and shall serve only until completion of the assignment. Such committees shall have the responsibilities and duties as set forth in writing by the Board at the time the committee is authorized and appointed. **In advance of the Board's consideration, a written description of the special committee's duties should be submitted to the Board for approval.**

4. Appropriate advance notice of committee meetings shall be given in accordance with the requirements of the Colorado Open Meetings Law as then applicable to PPLD and such committee.

5. Minutes of all committee meetings shall be kept electronically. Committee Chairs will report on their committee meetings at the next regularly scheduled Board meeting. Unless otherwise expressly authorized by the Board, each standing committee shall conduct its meetings in accordance with the requirements of the Colorado Open Meetings Law, regardless of whether such requirements apply to the committee.

6. Committees shall be advisory bodies, making reports and recommendations to the Board. They shall not have the authority to take action for or on behalf of the Board, unless authorization to complete a specific action has been discussed and approved, in advance, by the Board in writing. If the Board authorizes a committee to take specific action, unless otherwise expressly directed by the Board, in taking such action the committee shall observe the quorum, notice and procedural requirements set forth in these bylaws and in Robert's Rules of Order (see Article VII). Further, the final action taken by the committee shall be reported to the Board at the Board's next meeting.

ARTICLE VI: *Indemnification*

1. Indemnification. PPLD shall indemnify its Trustees, officers, and employees, together with their successors and assigns, against any and all claims, judgments, costs, attorney fees and other reasonable expenses to the extent permitted by the Colorado Constitution and other laws of Colorado and as set forth below.

2. Background and Purposes. PPLD recognizes the need to encourage elected officials, appointed officers and employees to effectively and efficiently perform their duties and to protect such individuals in the performance of their duties. To this end, the Board desires to provide such individuals

assurances by way of indemnification against claims and causes of action which might arise in the performance of their duties for PPLD. Colorado law (C.R.S. 24-10-110) requires indemnification of such individuals in certain specific circumstances. In addition, PPLD desires to authorize indemnification against other claims not expressly addressed by this law, to the extent permitted by applicable law.

3. Indemnification Provided. PPLD shall indemnify any Party to a Proceeding against Liability incurred in, or as a result of, the Proceeding as follows:

a) To the extent such indemnification is required by applicable law, including without limitation C.R.S. 24-10-110; and

b) In the case of any other claim against a Party to a Proceeding to the fullest extent allowed by law, unless the Board takes affirmative action by two-thirds (2/3) of all Trustees then serving that indemnification is not appropriate under the circumstances.

4. Limitations on and Exceptions to Indemnification. Notwithstanding the foregoing, unless otherwise expressly required by applicable law, no indemnification shall apply to the extent that the Liability results from any of the following: (i) the Party's actions other than in the Party's Official Capacity, (ii) the Party's actions are willful and wanton or not in good faith, (iii) the Party did not reasonably believe that the Party's actions or inactions: (A) in the case of conduct in an Official Capacity with PPLD, were in PPLD's best interests; and (B) in all other cases, were at least not opposed to PPLD's best interests; and (C) in the case of any criminal Proceeding, were lawful, (iv) in connection with a Proceeding by or in the right of PPLD in which the Party was adjudged liable to PPLD; (v) in connection with any other Proceeding, in which the Trustee was adjudged liable on the basis that he or she derived an improper personal benefit, or (vi) a Party's actions or inactions in circumstances in which indemnification is unlawful.

5. Definitions. For purposes of this Article VI of these Bylaws, the following terms shall have the meanings set forth below:

a) "Official Capacity" when used with respect to a Party (as defined below) means acts taken by the Party within the scope and performance of his or her duties as a Trustee, officer, employee, volunteer or other agent of PPLD. "Official Capacity" does not include service for any other entity, including service for any member of the Appointing Authority.

b) "Party" means any person who was, is, or is threatened to be made, a named defendant or respondent in a Proceeding (as defined below) by reason of the fact that such person is or was a Trustee, PPLD officer, PPLD employee, PPLD volunteer or other PPLD agent.

c) "Proceeding" means any threatened, pending or completed action, suit or proceeding, or any appeal therein, whether civil, criminal,

administrative, arbitral or investigative (including an action initiated by PPLD) and whether formal or informal, involving or related to action taken by a Party in her or his Official Capacity.

d) "Liability" means the obligation incurred with respect to a Proceeding to pay a judgment, settlement, penalty, fine, including an excise tax assessed with respect to an employee benefit plan, or reasonable Expenses.

e) "Expenses" means and includes all reasonable expenses incurred by the Party in connection with a Proceeding, including without limitation court costs including expert fees, attorneys' fees, appellate costs and necessary bonds relative thereto.

6. Indemnification of Costs. Where indemnification applies, PPLD shall also pay or indemnify such Party against all Expenses, fines, punitive damages, judgments and amounts paid in settlement or satisfaction of judgments actually and reasonably incurred by him or her in connection with such action, suit or Proceeding.

7. Advancement of Expenses. Unless otherwise determined by the action of two-thirds (2/3) of all Trustees then serving, PPLD shall pay for or reimburse the reasonable Expenses incurred by a Party to a Proceeding in advance of final disposition of the Proceeding if: (i) the Party furnishes to PPLD a written affirmation of the Party's good faith belief that he or she has met the requirements for indemnification as set forth above, (ii) the Party furnishes to PPLD a written undertaking, executed personally or on the Party's behalf, to repay the advance if it is ultimately determined that he or she did not meet such requirements; and (iii) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article. The undertaking required by clause (ii) of this section shall be an unlimited general obligation of the Party but need not be secured and may be accepted without reference to financial ability to make repayment.

8. Notification and Defense of Claim. Promptly after receipt by a Party of notice of the commencement of any Proceeding, the Party shall, if an indemnification claim in respect thereof is to be made against PPLD, notify PPLD in writing of the commencement thereof; provided, however, that delay in so notifying PPLD shall not constitute a waiver or release by the Party of any rights to indemnification. With respect to any such Proceeding: (i) PPLD shall be entitled to participate therein at its own expense; (ii) any counsel representing the Party to be indemnified in connection with the defense or settlement thereof shall be counsel selected by PPLD; and (iii) PPLD shall have the right, at its option, to assume and control the defense or settlement thereof. The designation of defense counsel by the Board shall not preclude such defense being conducted under a reservation or rights of indemnity by PPLD. If PPLD assumes the defense of the Proceeding, the Party shall have the right to employ its own counsel, but the fees and Expenses of such counsel incurred after notice from PPLD of its assumption of the defense of such Proceeding shall be at the expense of the Party. A monetary claim for which indemnification is requested may not be compromised or settled without the prior written consent of PPLD.

9. Subrogation. In the event of any payment under this Article, PPLD shall be subrogated to the extent of such payment to all of the rights of recovery of the indemnified Party, who shall execute all papers and do everything that may be necessary to assure such rights of subrogation to PPLD. PPLD shall not be liable under this Article to make any payment in connection with any Proceeding against or involving a Party to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of the amounts otherwise indemnifiable hereunder. A Party shall repay to PPLD the amount of any payment PPLD makes to the Party under this Article in connection with any Proceeding against or involving the Party, to the extent the Party has otherwise actually received payment (under any insurance policy, agreement or otherwise) of such amount.

10. Applicability. The rights of indemnification shall apply to all acts of any Party committed during any term or terms of office or employment of such Party. The rights to indemnification and advancement of Expenses provided in this Article shall be applicable to acts or omissions that occurred prior to the adoption of this Article, shall continue as to any Party during the period such Party serves in any one or more of the capacities covered by this Article, shall continue thereafter so long as the Party may be subject to any possible Proceeding by reason of the fact that he or she served in any one or more of the capacities covered by this Article, and shall inure to the benefit of the successors of the Party.

ARTICLE VII: *Parliamentary Authority*

Robert's Rules of Order, latest revision, shall govern the proceedings of the Board and of its committees to the extent applicable and not inconsistent with the express provisions of these Bylaws.

ARTICLE VIII: *Amendments*

1. Amendments to these Bylaws of the Board may be adopted by a vote of two-thirds (2/3) of the Trustees then serving, subsequent to notification of the proposed change to the Trustees at least five calendar days in advance of the meeting.
2. Any rule or policy of the Board, except those contained in these Bylaws, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, must receive an affirmative vote of not less than two-thirds (2/3) of the Trustees then serving (not just those present at a meeting).
3. The Board of Trustees has developed and reviews a conflict of interest policy regularly. Trustees as well as outside committee members must complete a questionnaire and sign a conflict of interest statement annually.

Pikes Peak Library District

Bylaws Certificate

The undersigned certifies that s/he is the Secretary/Treasurer of the Board of Trustees of Pikes Peak Library District, a Colorado statutory public corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the bylaws of Pikes Peak Library District effective as of January 18, 2023.

Signature Date: January 18, 2023

By: _____

Print Name:

Title: