

**VIRTUAL MEETING (ZOOM)**

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

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

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

*The Board President will invite agenda-related public comment(s) before Business Items are discussed.*

*One hour of public comment for items not on today's agenda will occur before the end of the meeting.*

*One public comment per person.*

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

I.	CALL TO ORDER	
II.	PLEDGE OF ALLEGIANCE	
III.	ITEMS TOO LATE FOR THE AGENDA	
IV.	REPORTS	
A.	Internal Affairs Committee	Five minutes
B.	Public Affairs Committee	Five minutes
C.	Governance Committee	Five minutes
D.	Trustee comments	
E.	Friends of the Pikes Peak Library District Report (Rita Jordan)	Five minutes (p.3)
F.	Pikes Peak Library District Foundation Report (Courtney VanCleave)	Five minutes (p.4)
G.	Financial Report November and December 2025 (Kim Hoggatt)	Five minutes (p.5)
H.	Public Services Report (Tammy Sayles)	Five minutes (p.21)
I.	Support Services Reports: Communications; Facilities & Security; Human Resources; Information Technology, Strategy & Innovation	(p.31)
J.	CEO Report (Teona Shainidze-Krebs)	Five minutes
V.	BUSINESS ITEMS	
A.	Consent Items	
	<i>Consent items shall be acted upon as a whole unless a specific item is called for discussion.</i>	
	<i>Any item called for discussion shall be acted upon separately as "New Business".</i>	
1.	Minutes of December 9, 2025 Board of Trustees meeting	(p.50)
2.	Resolution Designating Posting Places for 2026 Board Meetings	(p.54)
3.	2026 Resolution Designating the Official Custodians of Records	(p.55)
4.	2026 Board Conflict of Interest Statement	(p.56)
5.	2026 Insurance Policies	(p.59)
6.	Independent Auditors – 2025 Financial Records	(p.61)
B.	New Business	
1.	DECISION 26-1-1: Renewal of Cheyenne Mountain Library lease	(p.73)
2.	DISCUSSION: 2026 Board of Trustees meeting schedule	(p.75)
3.	DECISION 26-1-2: Board Policies	(p.76)

VI. EXECUTIVE SESSION

The PPLD Board of Trustees will enter Executive Session to discuss personnel matters related to the CEO's employment contract, including evaluation and contractual terms as authorized by C.R.S. §24-6-402(4)(f)(I).

VII. RETURN TO BUSINESS ITEMS

A. Return to new business:

1. DECISION 26-1-3:	2025 CEO Evaluation	
2. DECISION 26-1-4:	2026 CEO Goals	
3. DECISION 26-1-5:	2026 Officer Appointments	(p.83)
	a. President	
4. DECISION 26-1-5b:	2026 Vice President and Secretary/Treasurer	
5. DISCUSSION: 2026 Committee Chairperson Appointments		
	a. Governance Committee	
	b. Internal Affairs Committee	
	c. Public Affairs Committee	
	d. Foundation liaison (2)	
6. DECISION 26-1-6:	Resolutions in recognition of Dora Gonzales and Debbie English	(p.84)

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

IX. 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 January 2026 Report

The Friends Annual Meeting on Saturday, 24 January at Library 21c, The Venue. Keynote speakers are PJ and Patrick Anderson, 2025 Golden Quill honorees.

Sales	(Gross)	
Sales thru December		
Amazon	\$509	
eBay	\$4,755	
Web storefront	\$194	
East Bookstore	\$3,567	
Library 21C	\$1,673	
Penrose	\$460	
TOTAL SALES		\$11,158

The total number of 2025 District volunteer hours was 9,632 completed by 159 separate individuals.

The Friends worked on a 2026 Membership brochures and new bookmarks for our Spring Big Book Sale in March. submitted both jobs to Production Printing and distributed finished product to

The Penrose Bookstore rollout is pending foam-core mounting from the print shop;

Communicated details of 2026 Friends event calendar to Jeremiah Walter (PPLD Internal Comms Manager.) Confirmed that all event dates and locations are booked in PPLD's Library Market.

Evaluated volunteer engagement by analyzing 2025 attendance data (hours scheduled vs. hours worked).

- Identified 11 individuals with a fulfillment rate below 75%. In 2026, will implement a targeted retention and accountability plan for these volunteers to improve reliability and alignment with organizational needs.
- Identified 23 "Power Volunteers" who exceeded 100% of their assigned hours; in 2026, will check in with these individuals for possible leadership/mentorship roles.



## REPORT

Pikes Peak Library District Foundation  
Statement of Financial Activity  
As of November 30, 2025 and November 30, 2024

UNAUDITED

	Month	YTD	Budget	Variance	Month	PY
	November 30, 2025	2025	2025	2025	November 30, 2024	2024
<b>Revenues</b>						
<b>Giving</b>						
Individuals	\$ 47,842	\$ 212,288			\$ 45,491	\$ 261,400
Foundations	-	15,560			-	39,128
Corporation	90	9,253			1,564	9,834
Sponsorships	-	23,500			-	-
<b>Total Giving</b>	<b>47,932</b>	<b>260,601</b>			<b>47,055</b>	<b>310,362</b>

The Night at the Library experience will be on April 18, 2026 and we are focused on finding vendors and sponsors now



November 30, 2025  
Monthly Financial Report

Board of Trustees Meeting  
January 21, 2026

<b>Type</b>	<b>Revenues</b>		
	<b>Annual Budget</b>	<b>Revenue</b>	<b>Variance</b>
Property Taxes (1)	\$ 40,123,323	\$ 40,252,607	\$ (129,284)
Intergovernmental Grants	360,784	480,174	\$ (119,390)
Fines and fees	90,000	79,792	\$ 10,208
Interest income	518,000	1,295,287	\$ (777,287)
Donations/fundraising	1,410,753	1,310,537	\$ 100,216
Miscellaneous	73,962	71,467	\$ 2,495
Employee contributions	393,533	416,855	\$ (23,322)
<b>Total</b>	<b>\$ 42,970,355</b>	<b>\$ 43,906,718</b>	<b>\$ (936,363)</b>

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

<b>Type</b>	<b>GF Expenditures</b>		
	<b>Annual Budget</b>	<b>spend</b>	<b>Variance</b>
Building & Vehicle Maintenance	\$ 2,882,485	\$ 2,181,043	\$ 701,442
Collections Management Materials	4,755,150	4,232,309	522,840
Contract Services	2,537,096	1,812,061	725,035
Employee Salaries & Benefits	23,083,802	19,607,770	3,476,033
Mileage, Training, Memberships	607,080	352,233	254,847
Programming	336,090	189,201	146,889
Supplies	1,376,112	1,017,889	358,223
Telecommunications	2,248,000	2,256,497	(8,497)
<b>Total</b>	<b>\$ 37,825,815</b>	<b>\$ 31,649,003</b>	<b>\$ 6,176,812</b>

<b>Type</b>	<b>Capital Fund Expenditures</b>		
	<b>Annual Budget</b>	<b>spend</b>	<b>Variance</b>
Capital Fund- Facilities	\$ 3,840,461	\$ 1,801,687	\$ 2,038,773
Capital Fund-Communication	68,398	8,982	59,416
Capital Fund- Security	217,473	137,385	80,088
Capital Fund- IT	2,027,883	831,334	1,196,550
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
<b>Total</b>	<b>\$ 7,207,961</b>	<b>\$ 2,785,899</b>	<b>\$ 4,422,062</b>



## Monthly Financial Report - PPLD (as a whole)

As of November 30, 2025

		Year to Date Activity as of November 30, 2025			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes (1)		36,823,323	33,754,712	36,929,888	3,175,176
Specific ownership taxes		3,300,000	3,025,000	3,322,718	297,718
Total Taxes		<b>40,123,323</b>	<b>36,779,712</b>	<b>40,252,607</b>	<b>3,472,894</b>
Intergovernmental Grants		360,784	330,719	480,174	149,455
Fines and fees		90,000	82,500	79,792	(2,708)
Interest income		518,000	474,833	1,295,287	820,453
Donations/fundraising		1,410,753	1,293,190	1,310,537	17,347
Miscellaneous		73,962	67,799	71,467	3,669
Total Operating Revenue		<b>2,453,499</b>	<b>2,249,041</b>	<b>3,237,256</b>	<b>988,215</b>
Employee contributions		393,533	360,739	416,855	56,116
Total Other Revenue		<b>393,533</b>	<b>360,739</b>	<b>416,855</b>	<b>56,116</b>
Total Revenue		<b>42,970,355</b>	<b>39,389,492</b>	<b>43,906,718</b>	<b>4,517,226</b>
<b>EXPENDITURES</b>					
Personnel Expense		26,605,518	24,388,392	21,611,522	2,776,870
Operating Expense		13,800,612	12,650,561	12,152,393	498,168
Capital Outlay		9,455,961	8,667,964	5,172,153	3,495,811
Total Expenditures		<b>49,862,091</b>	<b>45,706,917</b>	<b>38,936,068</b>	<b>6,770,849</b>
Excess (deficiency) of Revenue over Expenditures		<b>(6,891,736)</b>	<b>(6,317,425)</b>	<b>4,970,650</b>	<b>11,288,075</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
Insurance Proceeds		0	0	129,757	(129,757)
Net Impact to Fund Balance		<b>0</b>	<b>0</b>	<b>129,757</b>	<b>129,757</b>
Net Impact to Fund Balance		<b>(6,891,736)</b>	<b>(6,317,425)</b>	<b>5,100,407</b>	<b>11,417,832</b>
GF Unassigned, CIP & SIF Beginning Fund Balance (2)		23,632,752	23,632,752	23,632,752	0
Ending Fund Balance (Projected)		<b>16,741,016</b>	<b>17,315,327</b>	<b>28,733,159</b>	<b>11,417,832</b>

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

(2) 2024 Unassigned Fund Balance



## Monthly Financial Report - GENERAL FUND

As of November 30, 2025

		Year to Date Activity as of November 30, 2025			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		33,949,371	31,120,257	34,017,575	2,897,318
Specific ownership taxes		3,300,000	3,025,000	3,322,718	297,718
Total Taxes		<b>37,249,371</b>	<b>34,145,257</b>	<b>37,340,294</b>	<b>3,195,036</b>
Intergovernmental		360,784	330,719	480,174	149,455
Donations/fundraising		1,410,753	1,293,190	1,310,537	17,347
Interest		518,000	474,833	1,294,630	819,797
Fines and fees		90,000	82,500	79,792	(2,708)
Other Operating		73,962	67,799	71,467	3,669
Total Operating Revenue		<b>2,453,499</b>	<b>2,249,041</b>	<b>3,236,600</b>	<b>987,559</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Total Revenue		<b>39,702,870</b>	<b>36,394,298</b>	<b>40,576,893</b>	<b>4,182,595</b>
<b>EXPENDITURES</b>					
Building & Vehicle Maintenance		2,882,485	2,642,278	2,181,043	(461,235)
Collections Management Materials		4,755,150	4,358,887	4,232,309	(126,578)
Contract Services		2,537,096	2,325,671	1,812,061	(513,611)
Employee Salaries & Benefits		23,083,802	21,160,152	19,607,770	(1,552,382)
Mileage, Training, Memberships		607,080	556,490	352,233	(204,257)
Programming		336,090	308,083	189,201	(118,881)
Supplies		1,376,112	1,261,436	1,017,889	(243,547)
Telecommunications		1,263,464	1,158,175	1,129,379	(28,797)
Capital Outlay (Ruth Holley/Ute Pass)		2,248,000	2,248,000	2,256,497	8,497
Total Expenditures		<b>39,089,279</b>	<b>36,019,172</b>	<b>32,778,381</b>	<b>(3,240,791)</b>
Excess (deficiency) of Revenue over Expenditures		<b>613,591</b>	<b>375,126</b>	<b>7,798,512</b>	<b>7,423,386</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer Out		3,977,345	3,977,345	3,977,345	0
Insurance Proceeds					
Net Impact to Fund Balance		<b>3,977,345</b>	<b>3,977,345</b>	<b>3,977,345</b>	<b>0</b>
GF Unassigned Beginning Fund Balance *		<b>18,565,212</b>	<b>18,565,212</b>	<b>18,565,212</b>	<b>0</b>
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		<b>5,211,420</b>	<b>5,211,420</b>	<b>5,211,420</b>	<b>0</b>
Ending Fund Balance (Projected)		<b>15,201,459</b>	<b>14,962,993</b>	<b>22,386,379</b>	<b>7,423,386</b>



## Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of November 30, 2025

Year to Date Activity as of November 30, 2025				
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
Public Services	21,458,942	19,670,697	17,646,006	3,362,895
Public Services Administrative	9,402,518	8,618,975	7,526,804	1,092,170
Public Services Administration	266,046	243,876	236,644	7,232
Collection Management	1,761,787	1,614,972	1,453,153	161,819
Collection Management - Library Materials	5,673,881	5,201,058	4,766,898	434,160
Regional History and Genealogy	816,185	748,169	606,950	141,219
Adult Education	884,619	810,900	463,160	347,740
Programming Administration	1,543,139	1,414,544	1,261,307	1,491,442
Branch Administration	10,513,285	9,637,178	8,857,895	779,283
Branch Administration	663,797	608,480	483,822	124,659
Penrose Library	1,679,171	1,539,240	1,358,444	180,796
East Library	1,698,504	1,556,962	1,565,602	(8,640)
Library 21c	1,862,384	1,707,185	1,517,062	190,123
Cheyenne Mountain Library	538,594	493,711	449,943	43,768
Fountain Library	538,594	493,711	377,992	115,719
* High Prairie Library	424,771	389,373	434,738	(45,364)
* Manitou Springs Library	466,567	427,686	376,584	51,102
* Monument Library	638,910	585,668	553,967	31,701
Old Colorado City Library	451,739	414,094	385,798	28,296
Ruth Holley Library	461,134	422,706	347,150	75,556
Sand Creek Library	581,909	533,417	589,298	(55,882)
Mobile Library Services	507,212	464,944	417,495	47,449
Administration	17,100,496	15,675,455	14,533,952	756,982
CEO Office	461,622	423,154	401,191	21,962

\* Includes Calhan, Palmer Lake and Ute Pass



## Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of November 30, 2025

Year to Date Activity as of November 30, 2025				
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
Support Services	<b>7,040,938</b>	<b>6,454,193</b>	<b>5,869,114</b>	303,335
Support Services Administration	291,876	267,553	274,966	(7,413)
Facilities	3,724,004	3,413,670	3,029,149	-
Information Technology	2,472,008	2,266,007	2,129,636	136,371
Strategy and Innovation	553,050	506,963	435,363	71,600
Human Resources Office	<b>941,100</b>	<b>862,675</b>	<b>759,898</b>	102,777
Security	<b>1,665,858</b>	<b>1,527,037</b>	<b>1,366,732</b>	160,305
Finance Office	<b>1,741,020</b>	<b>1,595,935</b>	<b>1,593,807</b>	2,128
Communications Office	<b>1,749,364</b>	<b>1,603,584</b>	<b>1,170,445</b>	433,139
Development Office	<b>200,070</b>	<b>183,398</b>	<b>176,141</b>	7,256
Interdepartmental	<b>3,300,524</b>	<b>3,025,480</b>	<b>3,196,623</b>	(171,143)
UNDESIGNATED	<b>38,559,438</b>	<b>35,346,152</b>	<b>32,179,958</b>	<b>4,119,878</b>
Designated Funds	510,539	467,994	598,424	(130,430)
DESIGNATED	<b>510,539</b>	<b>467,994</b>	<b>598,424</b>	<b>(130,430)</b>
<b>TOTAL GENERAL FUND</b>	<b>39,069,977</b>	<b>35,814,146</b>	<b>32,778,381</b>	<b>3,989,448</b>



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

As of November 30, 2025

<u>REVENUES</u>	<u>Revised Annual Budget</u>	Year to Date Activity as of November 30, 2025		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
		0	0	0
Property Taxes	0	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>				
Capital Fund- Facilities	3,840,461	3,520,422	1,801,687	1,718,735
Capital Fund-Communication	68,398	62,698	8,982	53,717
Capital Fund- Security	217,473	199,350	137,385	61,965
Capital Fund- IT	2,027,883	1,858,893	831,334	1,027,559
Capital Fund- Strategy & Innovation	27,826	25,507	0	25,507
Capital Fund- Finance	969,519	888,726	6,511	882,214
Capital Fund- Special Revenue Funds	56,401	51,701	0	51,701
<b>Total Expenditures</b>	<b>7,207,961</b>	<b>6,607,297</b>	<b>2,785,899</b>	<b>3,821,398</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(7,207,961)</b>	<b>(6,607,297)</b>	<b>(2,785,899)</b>	<b>3,821,398</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
Transfer In/(Out)	3,977,345	3,977,345	3,977,345	0
Insurance Proceeds	0	0	129,757	(129,757)
	<b>3,977,345</b>	<b>3,977,345</b>	<b>4,107,102</b>	<b>129,757</b>
<b>Net Impact to Fund Balance</b>	<b>(3,230,616)</b>	<b>(2,629,953)</b>	<b>1,321,203</b>	<b>3,951,155</b>
Beginning Fund Balance*	4,010,887	4,010,887	4,010,887	0
<b>Ending Fund Balance (Projected)</b>	<b>780,271</b>	<b>1,380,934</b>	<b>5,332,090</b>	<b>3,951,155</b>



## Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of November 30, 2025

		Year to Date Activity as of November 30, 2025			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		2,873,951	2,634,455	2,912,313	277,858
Employee contributions		393,533	360,739	416,855	56,116
Other Revenue		0	0	656	656
	<b>Total Revenue</b>	<b>3,267,484</b>	<b>2,995,194</b>	<b>3,329,824</b>	<b>334,630</b>
<b>EXPENDITURES</b>					
Employee Salaries & Benefits		2,353,223	2,157,121	2,003,752	153,369
Contract Services		1,211,628	1,110,659	1,238,278	(127,619)
	<b>Total Expenditures</b>	<b>3,564,851</b>	<b>3,267,780</b>	<b>3,242,030</b>	<b>25,750</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>(297,367)</b>	<b>(272,586)</b>	<b>87,794</b>	<b>360,380</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
		0	0	0	0
	<b>Net Impact to Fund Balance</b>	<b>(297,367)</b>	<b>(272,586)</b>	<b>87,794</b>	<b>360,380</b>
Beginning Net Position*		1,056,653	1,056,653	1,056,653	0
<b>Ending Fund Balance (Projected)</b>		<b>759,286</b>	<b>784,067</b>	<b>1,144,447</b>	<b>360,380</b>



December 31, 2025  
Monthly Financial Report

Board of Trustees Meeting  
January 21, 2026

<b>Type</b>	<b>Revenues</b>		
	<b>Annual Budget</b>	<b>Revenue</b>	<b>Variance</b>
Property Taxes (1)	\$ 40,123,323	\$ 40,543,345	\$ (420,022)
Intergovernmental Grants	360,784	480,174	\$ (119,390)
Fines and fees	90,000	82,945	\$ 7,055
Interest income	518,000	1,389,325	\$ (871,325)
Donations/fundraising	1,410,753	1,318,346	\$ 92,407
Miscellaneous	73,962	75,909	\$ (1,947)
Employee contributions	393,533	455,589	\$ (62,056)
<b>Total</b>	<b>\$ 42,970,355</b>	<b>\$ 44,345,632</b>	<b>\$ (1,375,278)</b>

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

<b>Type</b>	<b>GF Expenditures</b>		
	<b>Annual Budget</b>	<b>spend</b>	<b>Variance</b>
Building & Vehicle Maintenance	\$ 2,882,485	\$ 2,354,217	\$ 528,268
Collections Management Materials	5,255,150	5,443,464	\$ (188,314)
Contract Services	2,537,096	1,943,030	\$ 594,066
Employee Salaries & Benefits	22,583,802	22,251,549	\$ 332,253
Mileage, Training, Memberships	607,080	391,100	\$ 215,980
Programming	336,090	260,793	\$ 75,297
Supplies	1,376,112	1,084,137	\$ 291,975
Telecommunications	2,248,000	2,281,497	\$ (33,497)
<b>Total</b>	<b>\$ 37,825,815</b>	<b>\$ 36,009,786</b>	<b>\$ 1,816,029</b>

<b>Type</b>	<b>Capital Fund Expenditures</b>		
	<b>Annual Budget</b>	<b>spend</b>	<b>Variance</b>
Capital Fund- Facilities	\$ 3,840,461	\$ 2,170,985	\$ 1,669,476
Capital Fund-Communication	68,398	8,982	\$ 59,416
Capital Fund- Security	217,473	145,868	\$ 71,605
Capital Fund- IT	2,027,883	872,140	\$ 1,155,743
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
<b>Total</b>	<b>\$ 7,207,961</b>	<b>\$ 3,204,486</b>	<b>\$ 4,003,474</b>



## Monthly Financial Report - PPLD (as a whole)

As of December 31, 2025

		Year to Date Activity as of December 31, 2025			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes (1)		36,823,323	36,823,323	36,932,938	109,615
Specific ownership taxes		3,300,000	3,300,000	3,610,407	310,407
	<b>Total Taxes</b>	<b>40,123,323</b>	<b>40,123,323</b>	<b>40,543,345</b>	<b>420,022</b>
Intergovernmental Grants		360,784	360,784	480,174	119,390
Fines and fees		90,000	90,000	82,945	(7,055)
Interest income		518,000	518,000	1,389,325	871,325
Donations/fundraising		1,410,753	1,410,753	1,318,346	(92,407)
Miscellaneous		73,962	73,962	75,909	1,947
	<b>Total Operating Revenue</b>	<b>2,453,499</b>	<b>2,453,499</b>	<b>3,346,698</b>	<b>893,199</b>
Employee contributions		393,533	393,533	455,589	62,056
	<b>Total Other Revenue</b>	<b>393,533</b>	<b>393,533</b>	<b>455,589</b>	<b>62,056</b>
	<b>Total Revenue</b>	<b>42,970,355</b>	<b>42,970,355</b>	<b>44,345,632</b>	<b>1,375,278</b>
<b>EXPENDITURES</b>					
Personnel Expense		26,605,518	26,605,518	24,537,911	2,067,607
Operating Expense		13,800,612	13,800,612	14,031,327	(230,715)
Capital Outlay		9,455,961	9,455,961	5,485,983	3,969,978
	<b>Total Expenditures</b>	<b>49,862,091</b>	<b>49,862,091</b>	<b>44,055,222</b>	<b>5,806,869</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>(6,891,736)</b>	<b>(6,891,736)</b>	<b>290,411</b>	<b>7,182,147</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
Insurance Proceeds		0	0	129,757	(129,757)
		0	0	129,757	129,757
	<b>Net Impact to Fund Balance</b>	<b>(6,891,736)</b>	<b>(6,891,736)</b>	<b>420,168</b>	<b>7,311,904</b>
GF Unassigned, CIP & SIF Beginning Fund Balance (2)		23,632,752	23,632,752	23,632,752	0
<b>Ending Fund Balance (Projected)</b>		<b>16,741,016</b>	<b>16,741,016</b>	<b>24,052,920</b>	<b>7,311,904</b>

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

(2) 2024 Unassigned Fund Balance



## Monthly Financial Report - GENERAL FUND

As of December 31, 2025

		Year to Date Activity as of December 31, 2025			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		33,949,371	33,949,371	34,020,624	71,253
Specific ownership taxes		3,300,000	3,300,000	3,610,407	310,407
<b>Total Taxes</b>		<b>37,249,371</b>	<b>37,249,371</b>	<b>37,631,031</b>	<b>381,660</b>
Intergovernmental		360,784	360,784	480,174	119,390
Donations/fundraising		1,410,753	1,410,753	1,318,346	(92,407)
Interest		518,000	518,000	1,388,609	870,609
Fines and fees		90,000	90,000	82,945	(7,055)
Other Operating		73,962	73,962	75,909	1,947
<b>Total Operating Revenue</b>		<b>2,453,499</b>	<b>2,453,499</b>	<b>3,345,983</b>	<b>892,484</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
<b>Total Revenue</b>		<b>39,702,870</b>	<b>39,702,870</b>	<b>40,977,014</b>	<b>1,274,144</b>
<b>EXPENDITURES</b>					
Building & Vehicle Maintenance		2,882,485	2,882,485	2,354,217	(528,268)
Collections Management Materials		5,255,150	5,255,150	5,443,464	188,314
Contract Services		2,537,096	2,537,096	1,943,030	(594,066)
Employee Salaries & Benefits		22,583,802	22,583,802	22,251,549	(332,253)
Mileage, Training, Memberships		607,080	607,080	391,100	(215,980)
Programming		336,090	336,090	260,793	(75,297)
Supplies		1,376,112	1,376,112	1,084,137	(291,975)
Telecommunications		1,263,464	1,263,464	1,207,392	(56,072)
Capital Outlay (Ruth Holley/Ute Pass)		2,248,000	2,248,000	2,281,497	33,497
<b>Total Expenditures</b>		<b>39,089,279</b>	<b>39,089,279</b>	<b>37,217,178</b>	<b>(1,872,101)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>613,591</b>	<b>613,591</b>	<b>3,759,836</b>	<b>3,146,245</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer Out		3,977,345	3,977,345	3,977,345	0
Insurance Proceeds					
<b>Net Impact to Fund Balance</b>		<b>3,977,345</b>	<b>3,977,345</b>	<b>3,977,345</b>	<b>0</b>
<b>GF Unassigned Beginning Fund Balance *</b>		<b>18,565,212</b>	<b>18,565,212</b>	<b>18,565,212</b>	<b>0</b>
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	
<b>Unrestrict Balance available for use</b>		<b>5,211,420</b>	<b>5,211,420</b>	<b>5,211,420</b>	<b>0</b>
<b>Ending Fund Balance (Projected)</b>		<b>15,201,459</b>	<b>15,201,459</b>	<b>18,347,703</b>	<b>3,146,245</b>



## Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of December 31, 2025

Year to Date Activity as of December 31, 2025				
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
Public Services	21,458,942	21,458,942	20,732,228	1,560,474
Public Services Administrative	9,402,518	9,402,518	9,198,745	203,773
Public Services Administration	266,046	266,046	276,350	(10,304)
Collection Management	1,761,787	1,761,787	1,643,670	118,117
Collection Management - Library Materials	5,673,881	5,673,881	6,075,893	(402,012)
Regional History and Genealogy	816,185	816,185	683,161	133,023
Adult Education	884,619	884,619	519,670	364,948
Programming Administration	1,543,139	1,543,139	1,475,191	901,708
Branch Administration	10,513,285	10,513,285	10,058,292	454,993
Branch Administration	663,797	663,797	539,527	124,270
Penrose Library	1,679,171	1,679,171	1,554,789	124,382
East Library	1,698,504	1,698,504	1,757,947	(59,443)
Library 21c	1,862,384	1,862,384	1,728,626	133,758
Cheyenne Mountain Library	538,594	538,594	510,242	28,352
Fountain Library	538,594	538,594	430,847	107,747
* High Prairie Library	424,771	424,771	501,317	(76,547)
* Manitou Springs Library	466,567	466,567	430,901	35,666
* Monument Library	638,910	638,910	626,767	12,143
Old Colorado City Library	451,739	451,739	435,353	16,386
Ruth Holley Library	461,134	461,134	396,633	64,501
Sand Creek Library	581,909	581,909	667,721	(85,812)
Mobile Library Services	507,212	507,212	477,622	29,590
Administration	17,100,496	17,100,496	15,821,279	885,084
CEO Office	461,622	461,622	451,458	10,164

\* Includes Calhan, Palmer Lake and Ute Pass



## Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of December 31, 2025

Year to Date Activity as of December 31, 2025				
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>General Fund</u></b>				
Support Services	<b>7,040,938</b>	<b>7,040,938</b>	<b>6,478,401</b>	245,369
Support Services Administration	291,876	291,876	319,393	(27,517)
Facilities	3,724,004	3,724,004	3,329,871	-
Information Technology	2,472,008	2,472,008	2,328,841	143,166
Strategy and Innovation	553,050	553,050	500,297	52,754
Human Resources Office	<b>941,100</b>	<b>941,100</b>	<b>864,134</b>	76,966
Security	<b>1,665,858</b>	<b>1,665,858</b>	<b>1,543,608</b>	122,250
Finance Office	<b>1,741,020</b>	<b>1,741,020</b>	<b>1,713,409</b>	27,611
Communications Office	<b>1,749,364</b>	<b>1,749,364</b>	<b>1,339,567</b>	409,797
Development Office	<b>200,070</b>	<b>200,070</b>	<b>176,141</b>	23,929
Interdepartmental	<b>3,300,524</b>	<b>3,300,524</b>	<b>3,254,560</b>	45,964
<b>UNDESIGNATED</b>	<b>38,559,438</b>	<b>38,559,438</b>	<b>36,553,506</b>	<b>2,445,559</b>
Designated Funds	510,539	<b>510,539</b>	<b>663,672</b>	(153,133)
<b>DESIGNATED</b>	<b>510,539</b>	<b>510,539</b>	<b>663,672</b>	<b>(153,133)</b>
<b>TOTAL GENERAL FUND</b>	<b>39,069,977</b>	<b>39,069,977</b>	<b>37,217,178</b>	<b>2,292,426</b>



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

As of December 31, 2025

<u>REVENUES</u>	<u>Revised Annual Budget</u>	Year to Date Activity as of December 31, 2025		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
		0	0	0
Property Taxes	0	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>				
Capital Fund- Facilities	3,840,461	3,840,461	2,170,985	1,669,476
Capital Fund-Communication	68,398	68,398	8,982	59,416
Capital Fund- Security	217,473	217,473	145,868	71,605
Capital Fund- IT	2,027,883	2,027,883	872,140	1,155,743
Capital Fund- Strategy & Innovation	27,826	27,826	0	27,826
Capital Fund- Finance	969,519	969,519	6,511	963,008
Capital Fund- Special Revenue Funds	56,401	56,401	0	56,401
<b>Total Expenditures</b>	<b>7,207,961</b>	<b>7,207,961</b>	<b>3,204,486</b>	<b>4,003,474</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(7,207,961)</b>	<b>(7,207,961)</b>	<b>(3,204,486)</b>	<b>4,003,474</b>
<b>OTHER FINANCING SOURCES (uses)</b>				
Transfer In/(Out)	3,977,345	3,977,345	3,977,345	0
Insurance Proceeds	0	0	129,757	(129,757)
	<b>3,977,345</b>	<b>3,977,345</b>	<b>4,107,102</b>	<b>129,757</b>
<b>Net Impact to Fund Balance</b>	<b>(3,230,616)</b>	<b>(3,230,616)</b>	<b>902,615</b>	<b>4,133,231</b>
Beginning Fund Balance*	4,010,887	4,010,887	4,010,887	0
<b>Ending Fund Balance (Projected)</b>	<b>780,271</b>	<b>780,271</b>	<b>4,913,502</b>	<b>4,133,231</b>



## Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of December 31, 2025

		Year to Date Activity as of December 31, 2025			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>					
Property Taxes		2,873,951	2,873,951	2,912,313	38,362
Employee contributions		393,533	393,533	455,589	62,056
Other Revenue		0	0	715	715
	<b>Total Revenue</b>	<b>3,267,484</b>	<b>3,267,484</b>	<b>3,368,618</b>	<b>101,134</b>
<b>EXPENDITURES</b>					
Employee Salaries & Benefits		2,353,223	2,353,223	2,286,362	66,861
Contract Services		1,211,628	1,211,628	1,347,195	(135,567)
	<b>Total Expenditures</b>	<b>3,564,851</b>	<b>3,564,851</b>	<b>3,633,557</b>	<b>(68,706)</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>		<b>(297,367)</b>	<b>(297,367)</b>	<b>(264,939)</b>	<b>32,428</b>
<b>OTHER FINANCING SOURCES (uses)</b>					
Transfer In/(Out)		0	0	0	0
		0	0	0	0
	<b>Net Impact to Fund Balance</b>	<b>(297,367)</b>	<b>(297,367)</b>	<b>(264,939)</b>	<b>32,428</b>
Beginning Net Position*		1,056,653	1,056,653	1,056,653	0
<b>Ending Fund Balance (Projected)</b>		<b>759,286</b>	<b>759,286</b>	<b>791,714</b>	<b>32,428</b>

## Public Services Report

### November 2025

#### **Compliments**

*"I wanted to say thank you again for a lovely visit to Colorado Springs. The events, staff, and participants were so warm and welcoming. It's clear that you and your teams put a ton of time and thought into building up arts and literacy in your communities, and I was honored to be part of that for a weekend! I know these are challenging times — may you receive all the support you need (from surprising places) to keep doing the work you do so well."* - Jonathan Case, APPR Author

*"We were very impressed with [Meg Long](#)'s presentation!"* - APPR Author Visit Attendee  
*"Thank you so much for setting up this link. Just finished watching. Terrific author visit. Thank you PPLD for bringing authors to us. I enjoyed the book immensely, even though for YA audience."* - APPR Author Visit Attendee

#### **Adult Education**

##### **Access**

The Strategic Services Nonprofit librarian hosted a lunch and learn for the UCCS College of Public Service Advisory Board.

##### **Accountability**

The Strategic Services Law and Business librarians are working to ensure that the LibGuides are updated and compliant.

#### **Community Connections**

Adult Ed staff attended the ribbon cutting where PPLD officially took ownership of the Ruth Holley branch. The event highlighted our commitment to promoting literacy in areas where it is needed most in our community.

##### **Staff**

Most AE staff attended the State Demographers Summit to review statistics and trends in the state and in our region to help guide decision making.

#### **Branches**

##### **Access**

Library 21c, East, Sand Creek, and Fountain libraries hosted Winter Makerspace Open Houses where they engaged 258 patrons combined.

##### **Accountability**

Library 21c improved their process for volunteer shift scheduling by moving scheduling to the Better Impact platform.

#### **Communications**

Mobile Library Services staff facilitated an Escape Room at Schriever Space Force Base. Twelve teens participated, and connections were made with the Base's school liaison for future programming and library services.

Staff conducted Lightning Lessons at schools throughout the county to include Mountainside, Aragon, Edison, and Falcon Elementary.

## **Community Connections**

Sand Creek Library staff visited the Pikes Peak United Way Family Success Center to provide resource classes to 86 of the Harrison School District 2 Adult ESL students.

## **Physical and Virtual Spaces**

Mobile Library Services decommissioned the old bookmobile, and it is currently being stored at the East Library parking lot.

Monument Library updated their patron computer chairs for the first time since 1993.

## **Staff**

Staff from Branches across the district completed critical training to include CPI (Crisis Prevention) and CPR training. While Mobile Library staff members completed their Winter Driver training.

Kayla Groezinger began her new position as the Library Supervisor at Monument and Palmer Lake Libraries.

## **Collection Management**

### **ILS Migration Update**

Staff training sessions on circulation functions in the Polaris Integrated Library System (ILS) wrapped up in November. An online training course for the catalog was made available and assigned to all staff that help patrons. Sections of this training will also be made available to the public in December. The ILS team and several other Collection Management staff received training on the reporting module of Polaris. The ILS team met with members of RH&G to discuss acquisition tasks Collection Management staff will provide instruction on. IT staff, library supervisors, circulation trainers, and the ILS team prepared the libraries to use offline circulation software. Final steps for going off the current ILS and bringing up the new ILS were reviewed. Communications released an update to the media on the project, updated the ILS migration web page, scheduled interviews, and provided other means of alerting the public to the ILS change and limited service interruptions. A team of staff from Collection Management and the Circulation Trainers group began revising the extensive Circulation Procedures Manual to reflect changes due to the ILS migration.

## **Access**

During November, Collection Management took advantage of the pending change in ILS software to make a few alterations to benefit patrons and staff. Teen nonfiction and biography titles were adjusted in the catalog so they are clearly identified as teen titles. Large print fiction and biography titles were also adjusted so they are more easily identified as large print. Lists of these items were sent to every library, along with labels, so staff can add the new shelf location to the books.

## **Accountability**

Acquisitions, Cataloging, and Materials workgroups reviewed Polaris training and procedures to evaluate how their workflows could change with the new ILS. They practiced using the test Polaris system and had the chance to pose questions to the Polaris trainer assigned to PPLD.

The Newspaper In-House Use study was completed for the period of November 4-15. Because newspapers don't check out, there are no circulation statistics for them. This study tracks newspaper usage in-house for two weeks, to provide a picture of how well these titles are being used.

Final record cleanup in the Symphony ILS continued with the discarding of outdated periodical items, removing temporary records used in Acquisitions, and deleting old RH&G serial records. Acquisitions cleanup also included cancelling outstanding orders and editing On-Order records to ensure proper data migration.

### **Community Connections**

The Interlibrary Loan (ILL) manager helped revise the *Colorado Resource Sharing Best Practices* guide used by ILL providers throughout Colorado.

Selection librarians hosted the quarterly Area Collection Development Crew (ACDC) meeting. This gathering brings together collection development librarians from across the Front Range to network and discuss current issues.

### **Physical and Virtual Spaces**

The Circulation Services Coordinator completed year-end supply ordering, including library cards, receipt paper, and Playaway supplies. Additionally, the Penrose Children's shelving tops and end panel order was finalized in coordination with Facilities, and the vendor is producing these items.

### **Programming**

#### **Access**

Ten families graduated from LENA Start in our first cohort under the new Buell Foundation grant cycle. Programming and Maternal Child Health entered a partnership to launch a Spanish LENA Start cohort. Maternal Child Health staff will be trained as LENA Start facilitators to support their participating families.

All Pikes Peak Reads author visits this month included Meg Long on November 8, at East Library (26 attendees), and Jonathan Case presented at the Heller Center on November 14, (30 attendees), and at Library 21c on November 15 (40 attendees). Poor Richards facilitated book sales at all events. Four APPR titles were featured this year, circulating 2990 times between September 1- November 17.

Programming updated the PPLD Voting and Election LibGuide for the November 4, 2025 general election. Content included voter registration, local and statewide candidate/issue information, and election results. The guide was viewed 650 times between October 1- November 10.

#### **Accountability**

Programming staff submitted program supply requests for purchase through the Indian Community Colorado Springs (ICCS) Endowment.

### **Community Connections**

Programming coordinated with Officer Le from Colorado Springs Police Department to plan 2026 Reading Roll Call, to be offered one time at four branches (Ruth Holley, East, Library 21c, and Penrose libraries).

Programming supported the implementation of the Foundation's "I Can Be a Philanthropist" program at Library 21c on November 22. The program had 50 participants attend and participate in the featured stories, activities, and engage with local philanthropic organizations.

Programming planned, created program materials, and helped at the Winter Makerspace Open Houses at Library 21c, East, Sand Creek, and Fountain libraries. This was the first year an open house was offered at a non-Makerspace library.

### **Physical and Virtual Spaces**

Programming staff met with High Prairie and Manitou Springs staff to start the planning phase of adding playgroups at both locations in 2026.

### **Staff**

Krystal Arnold began her role as Senior Library Associate, Young Adults.

Programming created and facilitated a new playgroup training and 13 branch staff attended.

Two staff completed scripts and recordings for patron-facing Vega Catalog training.

Programming staff completed Studio training and participated in several hours of shadowing at Studio916.

### **Regional History & Genealogy**

#### **Access**

The digitization of maps for inclusion into PPLD Digital Collections, the beginning of a larger map project aimed at cataloging and lending access to currently uncatalogued maps, has begun with a large number of maps having been sent for digitization.

Archivists completed processing accruals for MSS 0052 (League of Women Voters of the Pikes Peak Region), which includes 12 banker's boxes of unprocessed material. All materials have been sorted and rehoused in archival boxes. A little data entry into ArchivEra remains, but this project is nearly done. This is the first collection of a few dozen being prioritized for processing due to an accrual backlog.

Staff presented the department's first Native American Genealogy class.

#### **Accountability**

Archivists began drafting Digitization Procedures for all formats we currently have capability to digitize in-house.

#### **Communications**

RH&G staff conducted research and wrote histories of the Monument and Manitou Springs libraries for Communications in preparation for the 150/250 open houses and continue to compile the history of PPLD toward the creation of a longer document highlighting major events and people.

#### **Community Connections**

The photo archives provided 31 images from our historic photo collections to the Colorado Springs Gazette for daily "A Look Back" section.

Fulfilled photo requests from KRDO, Bear Trap Ranch, and the Pierce Arrow Foundation.

## PPLD KPIs (Key Performance Indicators)

Month: November

	2025	2024	% Change	YTD 2025	YTD 2024	% Change
<b>Circulation (physical materials)</b>	160,318	165,389	-3.07%	1,950,507	2,025,623	-3.71%
<b>Reference Questions</b>	7,170	6,523	9.92%	97,035	91,918	5.57%
<b>Computer Usage</b>	18,199	16,438	10.71%	213,761	207,840	2.85%
<b>Number of Programs *</b>	360	231	55.84%	4,172	3,734	11.73%
<b>Programs Attendance **</b>	9,159	5,756	59.12%	110,274	100,485	9.74%
<b>eResources (OverDrive/Libby, Hoopla, Kanopy)</b>	333,900	296,570	12.59%	3,741,173	3,231,991	15.75%
<b>Culture Passes</b>	114	283	-59.72%	1,341	3,377	-60.29%
<b>Unique Users ♦</b>	77,651	57,941	34.02%	-	-	-
<b>New Cards</b>	2,069	1,798	15.07%	30,087	26,417	13.89%

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

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

During the transition of responsibility for the KPIs, issues with the software monitoring door counts and meeting room usage were found. We are removing these stats from the KPIs for the time being while we work to resolve these issues.

## Public Services Report

### December 2025

#### **Compliments**

Social media feedback on the Winter Adult Reading Program included:

*"I have completed every adult winter reading program you've done. I look forward to the new mug every year."*

#### **Adult Education**

##### **Accountability**

Several staff attended the virtual 2025 Talent Pipeline Report Launch. Food Prep remains a top tier 2 industry.

#### **Communications**

Sandy Hancock, Britt Bloom, and Ben Kegley attended a COABE webinar that focused on literacy centers and employment.

#### **Community Connections**

Olivia Logan, nonprofit librarian, attended the "I Can Be a Philanthropist" event hosted by PPLD Foundation. She read a book to the kids and helped with some of the activities.

#### **Branches**

##### **Accountability**

Library 21c staff conducted an audit of the Studio space with Strategy and Innovation, testing all audio equipment and inventorying circulating kits.

Leading up to the ILS transition, branches successfully managed offline circulation functions and the physical storage of book returns. Once the new system was cleared for use, staff worked quickly to process items to ensure that when the system went live to the public, patron accounts were updated to accurately reflect their current checkouts and account status.

#### **Communications**

Mobile Library Services and staff from various branches and departments promoted PPLD to the broader community by participating in the annual Downtown Festival of Lights Parade.

#### **Community Connections**

High Prairie Library staff worked with members of the Falcon Exchange club to host a Giving Tree at High Prairie Library. This tree facilitated a toy and gift card drive for children in need throughout the Holiday season. This partnership ran from Thanksgiving to mid-December.

#### **Physical and Virtual Spaces**

Manitou Springs Library officially launched their art gallery space.

#### **Staff**

Takiyah Jemison began her new role as Assistant Director of Branches.

Shannon Heffner was welcomed as the new Manager at Ruth Holley Library.

Branch staff completed trainings to prepare for the Winter Adult Reading Program (WARP) that begins in January 2026. These trainings included WARP Ambassador and the Beanstack Refresher.

## **Collection Management**

### **ILS Migration Update**

From November 30 through December 10, PPLD used an offline circulation system to check out materials to patrons while data was extracted from the Symphony ILS and reformatted and imported to the Polaris ILS. Once offline files were loaded into the new ILS on December 10, staff began checking in materials that had been returned over the previous 10 days. On December 12, patrons were able to use the new catalog and staff could do normal circulation activities. Through the rest of December, the ILS Team and IT staff worked on fixing problems that often required configuration changes in the ILS or in the equipment and 3<sup>rd</sup> party software that connected to the ILS. Overall, the migration went extremely well. Additional features will be rolled out after the ILS Team finishes taking care of migration-related help tickets and sets up all the reporting tasks for the District.

### **Access**

Acquisitions staff manually entered 58 suppliers, 96 funds, 604 serials records, and 62 order records into the new Polaris system. Electronic ordering training and testing took place and staff were ready to place live orders the first week of January when 2026 purchasing could begin.

Cataloging and Materials staff evaluated options for their workflows with the new ILS. Polaris required the creation of templates to add bibliographic records and items. Staff in Acquisitions, Cataloging, and Materials adapted quickly to the new processes.

Interlibrary Loan hold slips were adjusted to match the new PPLD hold slips.

### **Accountability**

Reports for the 2025 Facts & Figures document and the Finance audit were run in the old ILS for January through November. December transaction data will be pulled from Polaris.

Collection Management staff helped shelve materials at Library 21c and other locations when the libraries checked in the backlog of returns beginning December 11.

### **Communications**

A Teams chat group was set up for staff to communicate directly with the ILS Team in the two weeks following the debut of Polaris. The “Polaris Updates and How-To” page on the Intranet was also updated frequently to provide all staff with current information on fixes and workarounds.

### **Community Connections**

The Circulation Services Coordinator worked with Communications to obtain library cards with a special design for the 150/250 celebrations in 2026.

### **Physical and Virtual Spaces**

Automated materials handlers (AMH) at East Library and Library 21c had fine tuning and adjustments for new material formats that debuted when the new ILS came online.

### **Programming**

#### **Access**

Researched early literacy resources for American Sign Language (ASL) users and connected a Nurse-Family Partnership practitioner with the Colorado School for the Deaf and Blind to explore additional options for their patients.

Programming and Mobile Library Services (MLS) met to identify ways to market senior and general PPLD programs to senior living facilities, enabling activity directors to share virtual programs, PPLD YouTube content, and online resources with homebound patrons.

Promoted the Teen Art Contest to 118 schools.

Distributed Jean Ciavonne Poetry Contest flyers to all elementary schools, inviting 4th and 5th graders to participate.

#### **Accountability**

Created and prepared the centralized programming menu for Block Two 2026 using Microsoft Forms and a Power Automate real-time selection spreadsheet; tested automation for functionality prior to launch.

Researched and submitted purchase requests for new Playgroup programming launching in 2026 and for Sensory Storytime materials through the Indian Community Colorado Springs (ICCS) Endowment Fund.

Collaborated with S&I to create standardized Library Market categories, improving program statistics accuracy; reviewed and launched staff training on statistics entry.

Received, counted, labeled, and distributed 2026 Winter Adult Reading mugs and calendars district-wide. Coordinated with the vendor to replace damaged calendars and accounted for extra mugs received due to shipment damage.

#### **Community Connections**

Hosted Homeschool Book Blast on December 19, 2025, at East Library. Thirty students presented creative book reports; total attendance was 111.

Representatives from Communications, Programming, and RH&G attended the Local Organizing Committee meeting for CO150/US250.

#### **Physical and Virtual Spaces**

Supported the Communications Passport initiative by finalizing, publishing, and testing the CO150/US250 Passport Challenge in Beanstack to ensure accurate reward tracking.

Collaborated with Communications to update content for the Winter Adult Reading Program webpage on PPLD.org.

## **Staff**

Programming staff completed four trainings: Library Market Event and Attendance Entry, Verify Event and Stats Entry with Library Market, Winter Adult Reading Ambassadors, Beanstack Basics.

## **Regional History & Genealogy**

### **Access**

In 2025, RH&G staff presented 31 classes to 164 attendees and received 37 feedback responses (both from a post-class survey and in class feedback) - with 29 including comments. Of these 29 comments, 23 included praise or gratitude, and 12 constructive criticisms or suggestions were provided by attendees. These suggestions and criticisms provided guidance for RH&G staff when updating class presentations and materials.

Archivists entered 69 backlogged collections into ArchivEra, RH&G's Collection Management Software. Though some of these collections are searchable in the PPLD catalog, the finding aids outlining their contents and context have not previously been searchable by patrons or staff.

Archivists finished processing the most recent accruals for MSS 0344 (Zonta Club of the Pikes Peak Area) following a meeting with the donors in late November. Catching up on the backlog for this collection has more than doubled its size. The work of updating the finding aid in ArchivEra remains. This is the second collection of a few dozen being prioritized for processing due to an accrual backlog.

### **Accountability**

Archivists met with members of the Pikes Peak or Bust Rodeo Association and Pikes Peak or Bust Rodeo Foundation to discuss continuing their collection (MSS 0053). A tour of our facilities and pulled boxes from the collection for their review.

Archivists continued updating the RH&G Collection Survey, which has become the central method for tracking the status and projects surrounding all manuscript, photograph, AV, and oral history collections. They also recruited other staff to assist with the survey.

Archivists followed up with PPLD departments regarding the final draft of the Institutional Records Policy and is on track to have the policy wrapped up within the next week.

## **Physical and Virtual Spaces**

RH&G Staff continue to ingest digitized archival materials from various collections to PPLD Digital Collections. That work, preparing the archival materials for out-of-house digitization, includes creation of metadata, which will help bring greater discoverability to the items when they are scanned and uploaded to the Digital Collections.

## **Staff**

Cross-training was provided by a staff member who was promoted to another area of the District before they left. Staff enthusiastically have agreed to take on additional duties.

## PPLD KPIs (Key Performance Indicators)

Month: December

	2025	2024	% Change	YTD 2025	YTD 2024	% Change
<b>Circulation (physical materials)</b>	118,174	149,708	-21.06%	2,068,681	2,175,331	-4.90%
<b>Reference Questions</b>	6,048	6,943	-12.89%	103,083	98,861	4.27%
<b>Computer Usage</b>	16,338	16,911	-3.39%	230,099	224,751	2.38%
<b>Number of Programs *</b>	208	195	6.67%	4,380	3,929	11.48%
<b>Programs Attendance **</b>	4,989	5,260	-5.15%	115,263	105,745	9.00%
<b>eResources (OverDrive/Libby, Hoopla, Kanopy)</b>	348,253	330,317	5.43%	4,089,426	3,562,308	14.80%
<b>Culture Passes</b>	117	211	-44.55%	1,458	3,588	-59.36%
<b>Unique Users ♦</b>	58,032	55,057	5.40%	-	-	-
<b>New Cards</b>	1,427	1,640	-12.99%	31,514	28,057	12.32%

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

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

During the transition of responsibility for the KPIs, issues with the software monitoring door counts and meeting room usage were found. We are removing these stats from the KPIs for the time being while we work to resolve these issues.

## January 2025 Communications Board Report

### November and December stats

#### NOVEMBER 2025

##### Access

- **Web Team November Objectives:**
  - Catalog integration with website - The previous catalog system was taken offline at the end of November, and the website was updated to integrate with the new catalog system (ILS). This involved reconfiguring the catalog search tool and changing numerous links throughout the site to direct users to the new catalog.
  - Contact form development - As PPLD moved away from Smartsheets, the web team developed a new solution for managing our website's contact forms. The team secured the software Cognito Forms, and all existing contact forms were transitioned to the new platform. This tool is expected to support current needs and future form requirements for the website.
- **Ongoing accessibility efforts**
  - The web team remains committed to maintaining an accessible digital environment. Current efforts include reviewing and removing outdated or inaccessible PDFs, as well as ensuring all new content meets ADA and WCAG accessibility standards.

##### Accountability

- **Sign Updates**

In November, East Library received a signage refresh to improve wayfinding and align with PPLD's signage standards.

  - To make it easier to identify PPLD's vehicles, the fleet received small vinyl wraps with our logo.



- **Survey Updates**

Information about the 2025 Library Experience and Website Surveys was presented to the board, additionally survey highlights are now online at [ppld.org/surveys](http://ppld.org/surveys). The team is now addressing the feedback and insights gathered from the surveys.

- **Website Statistics for November**
  - Total pageviews: 267,490
  - New Users: 73,101
  - Most visited page: [ppld.org/east-library](http://ppld.org/east-library)
  - The Top 5 pages visited on [ppld.org](http://ppld.org) during November, besides the home page were:
    1. East Library
    2. Library 21c
    3. Print, Copy, & Fax
    4. Careers
    5. PPLD Cares

## Communications

- **Media**
  - Number of stories: 128
  - YTD stories: 1,232
  - **November news highlights**

In November, media covered PPLD's food drive for Care and Share Food Bank for Southern Colorado with 34 hits across print, radio, and television. In addition, the purchase of Ute Pass and Ruth Holley libraries was also covered with 42 hits. Three news outlets covered the new Bookmobile. Fox21 covered the Peggy Shivers concert, and the ILS upgrade was covered by KOAA. Historian Mark Gardner author visit was covered by a western magazine.
  - Below are links to some of the stories: - Food drive:  
<https://www.kktv.com/video/2025/10/31/pikes-peak-library-district-hosting-food-drive-through-december-15/>
  - - Ruth Holley and Ute Pass Purchases:  
<https://gazette.com/pikespeakcourier/2025/11/07/courier-news-briefs-for-nov-12/>
  - <https://www.fox21news.com/news/ppld-celebrates-purchase-of-ruth-holley-location--ils-upgrade>
  - <https://www.koaa.com/news/local-news/ppld-to-start-upgrading-library-systems-starting-next-week>
  - - Mark Gardner's history talk: <https://www.cowboysindians.com/2025/11/the-real-story-behind-wyatt-earp-and-doc-holliday-s-lifelong-friendship/>

- **Social Media**

**Facebook (Districtwide account):**

- Number of posts: 41
- Total page followers: 22,044 – **77 new followers**
- Contact interactions: 2,663 (engagement) – **.64% increase over October**
- Reach: 45,413 (number of accounts our content reached)
- Views: 183,730
- Link clicks: 446

**Facebook (PPLD Kids):**

- Total page followers: 6,017
- Content interactions (engagement): 42
- Reach: 2,771 (number of accounts our content reached)
- Views: 5,802
- Link clicks: 2

Instagram:

- Content: 41 posts/videos/reels; 67 stories
- Total followers: 5,503 - **32 new followers**
- Interactions/Engagement: 896
- Reach: 3,630
- Views: 55,388
- Link clicks: 6

X (formerly Twitter):

- Number of posts: 545
- Total followers: 4,942
- Engagement: 79
- Impressions: 2,522 (number of times our content was seen)

LinkedIn:

- Number of posts: 8
- Total followers: 1,997 - **29 new followers**
- Impressions: 4,430 (number of times our content was seen)
- Engagement: 214
- Accounts Reached: 2,174

Newsletter:

- Number sent (subscribers): 160,807
- Successful delivery: 143,690
- Opened: 48,256 (33.58% open rate)
- Clicks: 2,615 (5.42% click rate)

Nextdoor:

- Number of posts: 12
- Impressions: 37,126 (number of times our content was seen)
- Engagement: 93
- **Evaluation** – While the number of posts was virtually half of what we posted in October, the content yielded an increased engagement of 93 – higher than the engagement in October. This is probably due to lots of content about the new ILS.

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

- Number of posts: 47
- Total followers: 1,027- **35 new followers**
- Views: 2,883 - **23% increase over last month**
- Interactions/(engagement): 203

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

- Number of posts: 47
- Total followers: 169 - **8 new followers**
- Interactions (engagement): 58 (**while this is lower than we had last month, it is average for this new platform**)
- **Evaluation:** This platform is still new and is building its user base. We continue to see growth in follower numbers and engagement on this platform as we continue to use it.

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

- Number of posts: 4
- Total followers: 642 – **510 new followers**
- Interactions: 1,084 (engagement)
- Video views: 11,185 (**6% increase over last month**)
- Reach: 7,961 (number of accounts that our content appeared in front of)
- **Evaluation:** We appear to be reaching more users now than we did in June when we launched this account (around 2,000 in June and now nearly 8,000), higher numbers of video views (just under 3,000 in June, and over 11,000 this month), and more than 500 new followers every month.

YouTube:

- Total Subscribers: 9,151- **46 new subscribers**
- Total Views for November: 31,986
- Total Lifetime Views: 6,847,084

## Community Connections

- The outreach team grew in November with Stephanie Fields coming on board as one of the new community outreach specialists. Additionally, community outreach and school engagement joined forces to become one unit with Rachel Martin, senior librarian – school engagement, transferring to Communications from Programming.
- **Outreach**
  - **Number of November Non-school Outreaches:** 5
    - Total Attendance: 1,409
    - Total Interactions: 909
    - Impressions: 1,156
    - Library cards issued: 32
  - **Outreach highlights:**
    - PPLD celebrated Diwali with the COS Indian Community (Nov. 1) Engaging with approximately 500 attendees at this annual community event.
    - Issued 30 new library cards to adults participating in the ESL/GED class talks for Harrison School District 2 families at the Family Success Center (Nov. 3).
    - Highlighted Library offerings at two outreaches supporting All Pikes Peak Reads' (APPR) author visits (Nov. 14 - 15).
- **School Engagement**
  - PPLD continued to provide outreach services to a wide range of K-12 schools, post-secondary institutions, trade schools, alternative schools, and community events, ensuring families and educators have access to Library resources. We maintained regular communication and coordination with school contacts and districts to ensure Library services aligned with community needs.
    - School visits: 36
    - Total impressions: 1751
    - Library cards issued: 12
  - **School visit highlights:**

Harrison School District 2 invited us to table at their Career Fairs at Sierra High School (Nov. 12) and Harrison High School (Nov. 13).

    - We engaged 127 high school students at Sierra High School and 160 at Harrison High School, highlighted career resources through the Library, and promoted PowerPass.

- **November School Newsletters**
  - School Engagement Librarian edited the November school eNewsletters for Elementary, Middle, and High Schools, a crucial task that involved crafting engaging content and ensuring timely distribution. During the first week of the month, she sent them to Family & Children's Services Staff and Young Adult Services Staff for distribution to assigned liaison school contacts, effectively supporting staff as PPLD ambassadors in the community. Newsletter emails were sent to community contacts.
    - Unique Opens: 78.76%
    - Unique Views: 96.46%
    - Total Clicks: 767
- **Classroom Sets**
  - School Engagement Librarian monitored the Juvenile and Young Adult Classroom Sets request form, fulfilled all classroom set requests, and processed checkouts and returns.
    - Young Adult Title Checkouts: 0
    - Juvenile Title Checkouts: 3
    - Returns: 6
- **Culture Pass**
  - 114 passes were issued to patrons in November
- **Sponsorships**
  - PPLD is excited to partner with several organizations in support of the CO150-US250 Commemorative Open House Series and Passport Program.
    - Colorado Springs Airport is the official sponsor of the CO150-USA250 Passport, the Library's commemorative passport program that will launch in January in tandem with the CO150-US250 Open House Series. The passport program serves to encourage patrons to explore the libraries throughout the District, collecting small prizes at specific milestones along the way.
    - Additional sponsors include Better Business Bureau of Southern Colorado and Ramos Law; KKTV-11 has come on as the official media sponsor for the yearlong celebration.
- **Partnerships**
  - PPLD partnered with the following in November:
    - University of Colorado Colorado Springs - to assist with accommodations for APPR author visits.
    - The Exchange Club of Falcon - to host an Angel Tree at High Prairie Library to help connect families with holiday gifts.
    - Renewed its partnership with the Money Museum to continue offering no-cost passes to patrons through the Culture Pass program.

## Service

PPLD is partnering with Colorado Springs School District 11 to facilitate classes for families to participate in LENA Start to help early childhood speech. The agreement will begin in January 2026 and continue throughout the year.

## **DECEMBER 2025**

### **Access**

- **Catalog integration with website**

The previous catalog system was taken offline at the end of November, and our website was updated to integrate with the new catalog system.

- **Contact Form development**

Since PPLD will be moving away from Smartsheets, the web team switched to Cognito Forms. All web contact forms were switched over to this new software by the end of the year. We anticipate this tool to be flexible and useful for all our contact form needs in the future.

- **Ongoing accessibility efforts**

DocAccess from Streamline was added to [ppld.org](http://ppld.org). It is an accessibility tool that makes PDFs accessible on demand. The web team remains committed to maintaining an accessible digital environment. Current efforts include reviewing and removing outdated or inaccessible PDFs, as well as ensuring all new content meets ADA and WCAG accessibility standards.

### **Accountability**

- **Website Statistics for December**

- Total pageviews: 294,788
- New Users: 75,453
- Most visited page: [ppld.org/library-card](http://ppld.org/library-card)
- The Top 4 pages visited on [ppld.org](http://ppld.org) during December, besides the home page were:
  1. Library Card
  2. Search
  3. Library Locations
  4. Events

### **Communications**

- **Media**

- Number of stories: 78
- YTD stories: 1,299

- **December news highlights**

Media interest was varied in December, with stories about the Winter Adult Reading Program, the miniature library bookshelf craft for teens, new board members, holiday closures and activities, and the new Integrated Library System, as well as the Board of Trustees decision to purchase an empty lot in northeastern Colorado Springs. The Foundation was mentioned also in some end-of-year giving media coverage.

- Here are a few highlighted links.

- On Dec. 1, there was a story about Ruth Holley and Ute Pass library purchases on Colorado Public Radio that was picked up by a news aggregator. [Pikes Peak Library District purchases buildings that house Ruth Holley and Ute Pass branches](#)
- The Integrated Library System update and the closure for the transition had 11 hits. [PPLD completes system upgrade, introduces new features | FOX21 News Colorado](#)

- Board decision to buy the lot in northeast Colorado Springs had seven hits.
- Programming's miniature libraries also had some attention from KRDO, with six live hits on air, radio hits, and this online story: [Teens can build their very own 'miniature library' for no cost with PPLD | KRDO](#)
- **Social Media**

**Facebook (Districtwide account):**

- Number of posts: 42
- Total page followers: 22,196 – **75 new followers**
- Contact interactions: 1,939 (engagement)
- Reach: 31,390 (number of accounts our content reached)
- Views: 138,803
- Link clicks: 356

**Facebook (PPLD Kids):**

- Total page followers: 6,013
- Content interactions (engagement): 67 - **increase of 25 over November**
- Reach: 1,707 (number of accounts our content reached)
- Views: 4,265
- Link clicks: 3

**Instagram:**

- Content: 29 posts/videos/reels; 42 stories
- Total followers: 5,515 – **12 new followers**
- Interactions/Engagement: 831
- Reach: 3,515
- Views: 44,267
- Link clicks: 1

**X (formerly Twitter):**

- Number of posts: 545
- Total followers: 4,943 – **1 new follower**
- Engagement: 54
- Impressions: 1,675 (number of times our content was seen)

**LinkedIn:**

- Number of posts: 16
- Total followers: 2,002 - **5 new followers**
- Impressions: 2,470 (number of times our content was seen)
- Engagement: 156
- Accounts Reached: 1,243

**Newsletter:**

- Number sent (subscribers): 161,624
- Successful delivery: 143,683
- Opened: 48,768 (33.94% open rate)
- Clicks: 1,548 (3.17% click rate)

**Nextdoor:**

- Number of posts: 7
- Impressions: 17,814 (number of times our content was seen)
- Engagement: 41

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

- Total followers: 1,042- **15 new followers**
- Views: 1,492 **(23% increase over last month)**
- Interactions/(engagement): 56

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

- Number of posts: 7
- Total followers: 1,050 – **408 new followers**
- Interactions: 1,392 (engagement) – **28% increase**
- Video views: 15,365 - **37% increase over last month**
- Reach: 10,849 (number of accounts that our content appeared in front of) – **36% increase**

YouTube:

- Total Subscribers: 9,192 - **41 new subscribers**
- Total Views for November: 29,207
- Total Lifetime Views: 6,847,120

## Community Connections

- The outreach team will grow in January with Megan Spilman joining the team as the second community outreach specialist, resulting in the addition of two part-time outreach specialists to the Communications/Patron Engagement staff who will help connect more people with a PPLD library card.

- **Outreach**

- **Number of November Non-school Outreaches:** 3

- Total Attendance: 61,100
    - Total Interactions: 327
    - Impressions: 70,950 (the Festival of Lights parade was aired on KKTV)
    - Library cards issued: 6

- **Outreach highlights**

PPLD supported two high-impact outreaches in December.

- As a sponsor of the YMCA's Race Series, PPLD cheered on families at the Jingle Jog 5K and Fun Run in Fountain on Sat., Dec. 13. PPLD directly connected with more than 200 attendees to highlight PPLD offerings and issue six library cards.
    - PPLD's mobile library was decorated in holiday cheer as it made an appearance in the Festival of Lights Parade in downtown Colorado Springs on Sat., Dec. 6. The parade was broadcast live increasing visibility of PPLD's participation and support of this annual community holiday event.

### Upcoming Outreaches:

- Skate in the Park with PPLD! Acacia Ice Rink. PPLD will host the 1 and 4 p.m. skate sessions with discounted admission by showing a library card. Sat., Jan. 17.
- Hey Neighbor - Daniel Tiger, an early literacy festival hosted by Rocky Mountain PBS. Jan. 24.
- Manitou Springs Fruitcake Toss on Jan. 31
- Downtown WinterFest: Celebrating the 2026 Winter Olympic Games on Feb.

- **Culture Pass**

- Passes checked out in December: 117
- Total number of Culture Passes checked out in 2025: 1,458

### **Partnerships:**

- New Partnerships formed in December:
  - PPLD teamed up with Care and Share for Southern Colorado to host a community food drive between Nov. 10 and Dec. 15, 2025. Thanks to the generosity of El Paso County residents, and staff dedication, PPLD collected, packed, and delivered 14,350 pounds of non-perishable food and household items, helping local food pantries support families throughout the winter months.

The generosity of our community, paired with staff dedication behind the scenes, ensured donations were handled thoughtfully and delivered where they were needed most. The drive emphasized how PPLD continues to be a welcoming place of connection and support for our community.

- Colorado Springs School District 11 partnered with PPLD to facilitate classes to help new families encourage early language development through LENA Start.
- Partnership renewals:
  - PPLD renewed a partnership with AARP Foundation Tax-Aide to provide tax preparation services for the 2026 tax season at Sand Creek and Fountain libraries, as well as Library 21c.
  - Silver Key renewed its partnership to continue providing senior meals to community members at Calhan and High Prairie libraries.
  - Space Foundation Discovery Center and Western Museum of Mining & Industry renewed as Culture Pass Partners for 2026.

### **Sponsorships:**

- PPLD is excited to partner with several organizations in support of the CO150-US250 Open House Series and Passport Program.
- Prize sponsors for the first quarter Open Houses are almost complete with:
  - A \$100 gift card to Poor Richard's Downtown for the first open house at Regional History & Genealogy
  - Lolley's Ice Cream is sponsoring the Monument Library Open House
  - Pikes Peak Cog Railway donated two passes on the Cog for the Manitou Springs Library Open House
  - Colorado Parks & Wildlife is sponsoring an annual family pass to Colorado State Parks to a lucky winner attending the Fountain Library Open House
- **School Engagement**

PPLD continued to provide outreach services to a wide range of K-12 schools, post-secondary institutions, trade schools, alternative schools, and community events, ensuring families and educators have access to Library resources. We maintained regular communication and coordination with school contacts and districts to ensure Library services aligned with community needs.

  - School visits: 17
  - Total impressions: 867
  - Library cards issued: 0

- **School visit highlights**
  - The Colorado Springs Charter Academy had a school event. The school is working hard to promote reading. They would like to be added to the Bookmobile visit schedule. The staff who attended were able to talk to the few teachers present about Educator Cards, Lightning Lessons, and Classroom Sets. Carol Scheer (Programming Department), the staff member who attended, has created a strong relationship with the school. She has worked hard to build this relationship and provide the best customer service for them.
- **Classroom Sets**
  - We continue to monitor the Juvenile and Young Adult Classroom Sets request form, fulfill all classroom set requests, and process checkouts and returns.
    - Young Adult Title Checkouts: 2
    - Juvenile Title Checkouts: 2
    - Returns: 1

## Facilities and Security

### November and December 2025 Board Report

#### Access

Charger Station Patron Access November and December Totals: East Library 77, Fountain Library 104, Library 21c 50, Ruth Holley Library & Penrose Library are inoperable.

Patron Appeal Meeting, November and December Totals: Scheduled 23, Attendance 6, Suspension Lifted 5

Penrose Parking Kiosk Patron & Staff Access, November and December Total: 5916

Lost & Found Items Returned in November and December: 133

#### Community Connections

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

The following acknowledgement was received and shared by Facilities: We're grateful to the Facilities Team and staff across PPLD whose time, coordination, and care helped make this year's PPLD Cares drive such a success. Together, we collected, packed, and delivered **14,350 pounds** of nonperishable food and household items, helping local food pantries support families throughout the winter months

Facilities and Security coordinated with Communications for vehicle wrap application with the Pikes Peak Library logo applied and completed on the Facility, Mobile Library and Security vehicles for Pikes Peak Library brand recognition and visibility.



#### Physical and Virtual Spaces

Facilities replaced and expanded The Automated Material Handler (AMH) at East Library to better streamline the sorting and routing of library items and enhance circulation speed and accuracy.



Facility's contractor replaced several hundred square feet of damaged concrete surrounding the East Library.

Facilities installed nine patron lockers at the front entrance of East Library

Facility's contractor has started installing perimeter fence at the Penrose Library. Estimated completion with landscaping, Spring 2026.



Facilities contractor repaired eroded hillside. Installed raised wall and stones to slow runoff and redirect water away from the north end of building at 21c Library.



Facility's repaired and sealed cracked and damaged concrete at Fountain Library.



Facilities replaced East and West exterior public doors and the Children's Emergency door at Penrose Library.



Facility's contractor removed dead trees, branches and low hanging branches from trees to prevent homeless camps and campfires throughout the East Library property.

### **Staff**

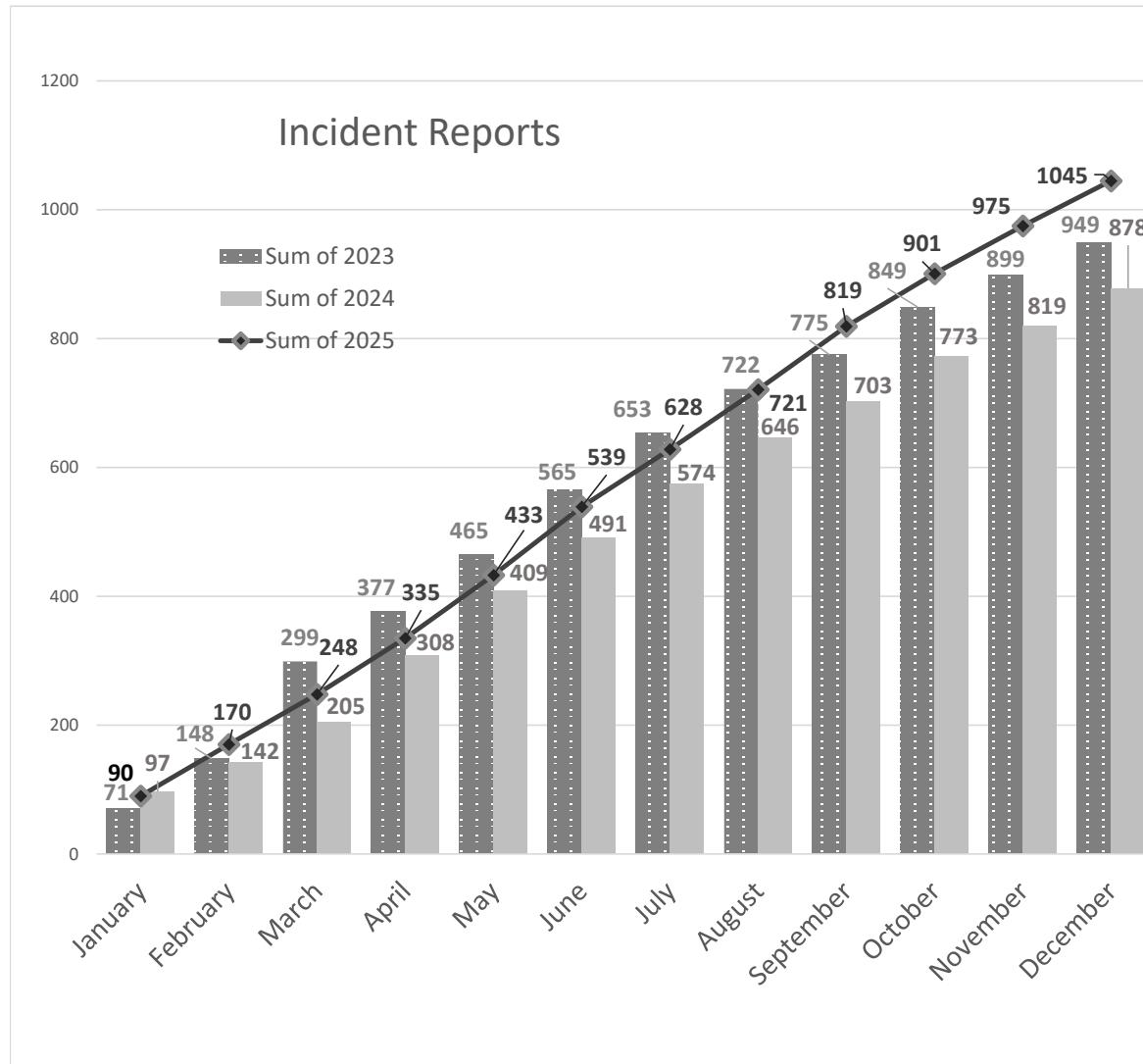
Security department welcomed several new officers to the department: Officer David Hooser, Mendy Obassi, Greg Phillips, and Alan Fredrick. Their locations include East Library, Cheyenne Library, Library 21C, and Ruth Holley Library.

Facilities department welcomed new Facilities Specialist, Alex Arroyo.

The Security department welcomes and congratulates Terrance Tapia-Starr as he steps into his new role as the Security Supervisor at Penrose Library.

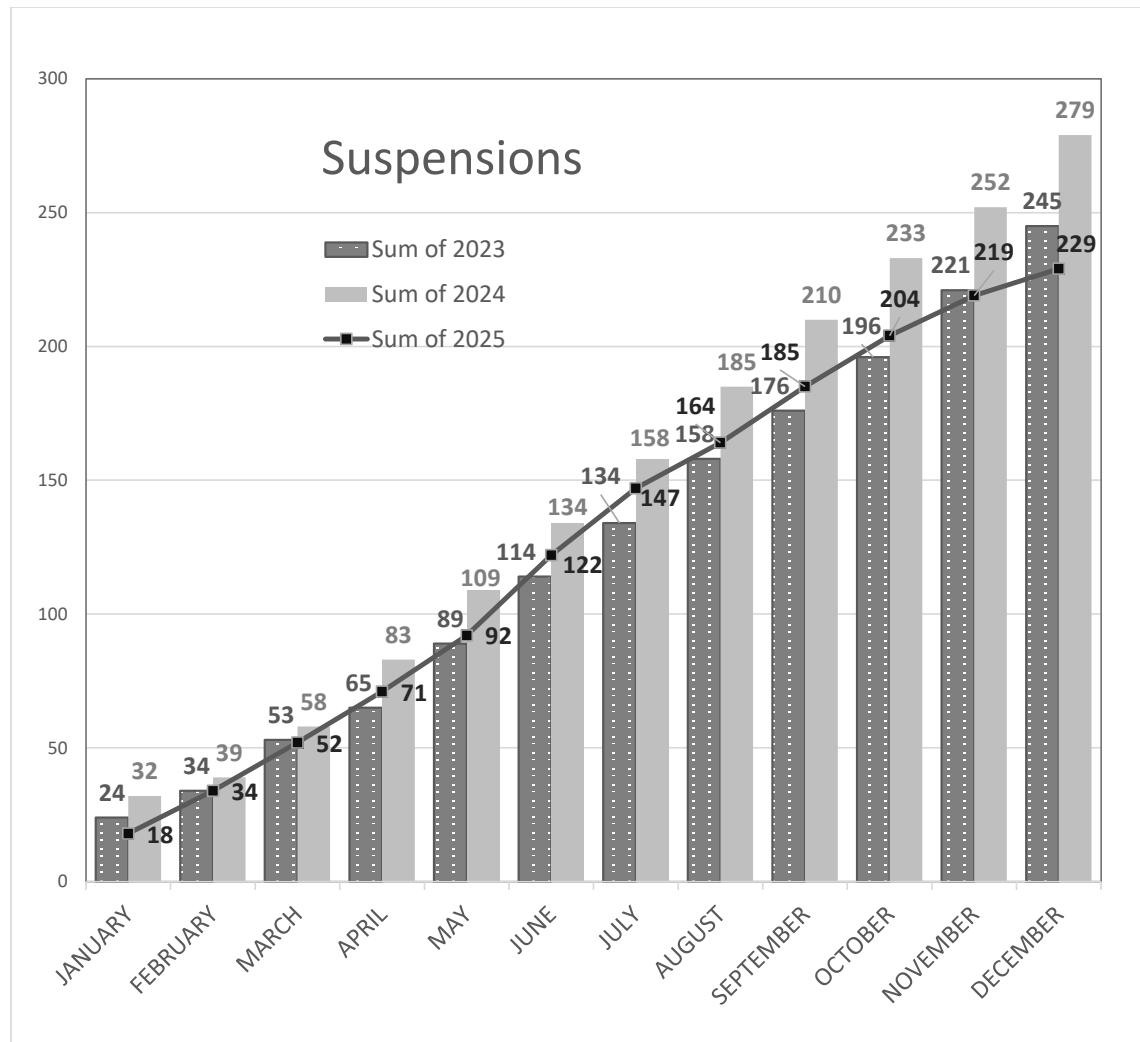
The Safety and Security Training Coordinator hosted one CPR class focusing on life saving techniques and one Crisis Prevention Intervention (CPI) class for PPLD Staff focusing on nonviolent de-escalation techniques.

The Safety and Security Training Coordinator conducted fire drills throughout the district. These drills are part of our commitment to ensure the safety and preparedness of staff and patrons in a fire emergency.



Reports Monthly Comparison

Library	October	November	December
Calhan	0	0	1
Cheyenne Mountain	2	4	1
East Library	6	16	15
Fountain	0	0	2
High Prairie	2	5	3
Library 21c	13	17	5
Manitou Springs	3	1	5
Mobile Libraries	0	0	0
Monument	1	2	3
Old Colorado City	2	6	3
Palmer Lake	0	1	1
Penrose Library	43	11	22
Ruth Holley	5	1	4
Sand Creek	5	9	5
The Hall	0	0	0
Ute Pass	0	1	0
<b>Grand Total</b>	<b>82</b>	<b>74</b>	<b>70</b>



### Suspensions Monthly Comparison

	October	November	December
Calhan	0	0	0
Cheyenne Mountain	0	0	0
East Library	0	0	0
Fountain	0	0	0
High Prairie	0	0	0
Library 21c	3	4	1
Manitou Springs	0	0	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	0	0	1
Palmer Lake	0	0	0
Penrose Library	13	10	8
Ruth Holley	3	0	0
Sand Creek	0	1	0
The Hall	0	0	0
Ute Pass	0	0	0
<b>Grand Total</b>	<b>19</b>	<b>15</b>	<b>10</b>

**Human Resources Report**  
**January 2026**  
**(November & December Data)**

**Community Connections**

Participated in the USAA-sponsored Community & Veterans Job Fair, engaging with more than 780 prospective candidates (in 2024, the same event had about 300 people). This event provided a valuable platform to highlight current job opportunities and share information about the diverse services and resources available through PPLD.

**Staff**

At the Management Team meeting, Joanna Nelson Rendon, Director of Organizational Development, facilitated a discussion about workplace misinformation and gossip.

Training Supervisor, Sarah Marshall, shared draft of PPLD Learning & Development philosophy with Management Team requesting feedback regarding if principles reflected in the philosophy are realistic to support and reinforce with staff who design, develop, or deliver training for PPLD staff.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance educated employees on all 2026 benefits through emails and a presentation that included lots of information on all benefits including the new medical and dental benefits. Open Enrollment ran in November and ended for the first time with everyone completing their elections on time.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance selected Vanessa Nash (current HR Administrative Specialist) as the new HR Generalist.

Cristina Jaramillo, Director of Benefits, Compensation, HRIS and Compliance working alongside Carol Morrow in Finance, completed cost of living increases for all employees for 2026.

Volunteer Program Supervisor Karen Goates reviewed and updated the Better Impact training for Young Adult Services staff. Better Impact is PPLD's volunteer management system. The revised training features shorter, more streamlined modules designed to improve efficiency allow more flexibility in completion.

Many volunteers experienced an extended break in December during the catalog downtime associated with the ILS migration. They were still able to support staff by filling additional volunteer shifts once the system was updated. This scheduling flexibility allowed staff to prioritize needs and effectively utilize volunteers to help relieve portions of the backlog created by the transition.

**Statistics:**

- Volunteer

November 2025	Total # of Volunteers	Total # of Hours
Adult Volunteers	112	864
Teen Volunteers	28	69
Friends of the Library	*	784

(\* Data not available)

December 2025	Total # of Volunteers	Total # of Hours
Adult Volunteers	83	436
Teen Volunteers	21	44
Friends of the Library	*	676

- Recruitment

Recruitment / Selection Activity	November & December 2025
Jobs Posted	17
Newly Hired Employees	17
Promoted Employees	14
Transferred Employees	3
Separated Employees	9

\*\*The government shutdown caused slowdown of background verifications for new hires. 1 education verification and employment verifications were delayed due to the shutdown.

- Staffing

Staffing Stats	November 2025
Total Permanent Employees	410
Total Active Positions	403

Staffing Stats	December 2025
Total Permanent Employees	413
Total Active Positions	440

**Information Technology**  
**November and December 2025 Monthly Report**

**Accountability**

Infrastructure group updated systems across the district to address MS-ISAC alerts regarding vulnerabilities with Apple updates, Adobe updates, Chromium browsers and Java. CITO completed 3-year Tech Plan and is in review. Server Administrator completed end-of-year audits on all Distribution Lists and User Accounts, and made fixes where required. IT Admin completed 2025 requisition close outs.

**Community Connections**

CITO attended the UTE Pass Library purchase celebration opening.

**Physical and Virtual Spaces**

Many new hires were set up with their equipment and access by End User Services. This is specially noted as the new process for backup equipment was stressed and worked. Infrastructure group completed the internet transfer from Allstream to Comcast.

**Staff**

IT worked hand in hand with staff on any issues during the ILS transfer. IT had a pot luck Holiday lunch together. IT has 2 new staff members, a new Tech Analyst and Specialist that started. IT redesigned the IT staff room for more space.

## **Strategy & Innovation**

### **November & December 2025 Monthly Report**

#### **Access**

The creative technology specialist worked with IT to update makerspace software on all the public laptops, ensuring they are useful for patrons.

With staffing changes at Studio21c, the studio services coordinator helped cover more shifts and worked with the librarian to reorganize the space and review studio procedures.

#### **Accountability**

An informational report was created on patron technology use in the District.

One of the data analysts worked with the Strategy & Innovation training coordinator to create training for the new way programming statistics will be tracked in 2026.

The data analysts and director of Strategy & Innovation met with other staff to discuss taking responsibility for the Public Library Annual Report and other annual data work.

One of the data analysts drafted an updated version of the Key Library Statistics (formerly KPI report) to include in the Board of Trustees report.

#### **Staff**

The director of Strategy & Innovation and one of the data analysts were able to attend the American Evaluation Association conference. They had the opportunity to learn from professional evaluators about new ideas and possible software that could be used to develop the Library's capacity for evaluation.

One of the data analysts virtually attended the 2025 State Demography Summit, which covered updates to U.S. Census estimates and methodology, information on Colorado's statewide Housing Needs Assessment, and preparations for the 2030 Census.

The most recent Makerspace Training Program cohort completed their classes with the Makerspace Reference Interview where they learn how to conduct the initial conversation when a patron enters the space, as well as how to check on patrons to provide good customer service.

The studio services coordinator offered a professional development session to makerspace and studio staff on the Reaper digital audio workstation, which can be used in the studios to record and edit audio files.

A new data analyst started in the department.

The Strategy & Innovation training coordinator and the studio services coordinator worked to update staff documentation for the makerspaces and studios with information for the new ILS.

**VIRTUAL MEETING (ZOOM)**

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

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

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

*The Board President will invite agenda-related public comment(s) before Business Items are discussed.*

*One hour of public comment for items not on today's agenda will occur before the end of the meeting.*

*One public comment per person.*

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

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

Chief Executive Officer (CEO) Teona Shainidze-Krebs, Chief Communications & Marketing Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Director of Programming Melody Alvarez, Chief Facilities & Security Officer Michael Brantner, System Administrator David Burling, Interim Mobile Library Services Manager Pam Contreras, Director of Strategy and Innovation Becca Cruz, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Director of Adult Education Sandy Hancock, Ruth Holley Branch Manager Shannon Heffner, Chief Financial Officer Kim Hoggatt, Assistant Director of Branches Gigi Holman, Assistant Director of Branches Takiyah Jemison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Director of IT Cameron Landreth, Chief Operating Officer Heather Laslie, Interim Controller Shannan Pföh, Director of Collection Management Jenny Pierce, AV Analyst and Photographer Logan Puente, Deputy Chief Executive Officer (CEO) Tammy Sayles, Sand Creek Libraries Manager Sara Sharples, Chief Information Technology Officer Dan Stone, Security Supervisor Terrence Tapia-Starr, 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, Sarah Dunmire, Jeff Finn, City Councilmember Nancy Henjum, David Neville, Colorado Springs Urban Renewal Authority (CSURA) Executive Director Jariah Walker

**CALL TO ORDER**

Vice President Aaron Salt called the December 9, 2025 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ITEMS TOO LATE FOR THE AGENDA**

**REPORTS**

**Internal Affairs Committee**

Chairperson Erin Bents shared that the committee met on December 2, 2025. Topics of discussion included the URA: Moreno and Cascade project, and the Janitorial and Carpet Cleaning services vendor recommendation.

**Public Affairs Committee**

Chairperson Debbie English shared that the committee met on December 2, 2025. The Committee welcomed City Councilmember Nancy Henjum in a discussion about communication with City Council and the Joint Appointment Committee (JAC) that manages the Trustee appointment process.

**Governance Committee**

The Governance committee did not meet in December 2025.

**Trustee comments**

Aaron Salt attended the Ute Pass Library celebration on November 20, 2025.

Debbie English attended the Ute Pass celebration. Ms. English thanked the wonderful staff of PPLD, and fellow Board members past and present for their dedication to PPLD. Despite agreements at times, it is clear that everyone on the Board of Trustees cares about PPLD and making it the best it can be.

Erin Bents thanked Debbie for her service and stated her voice of reason will be missed.

Julie Smyth thanked Debbie for her service and shared that it was a privilege to work with her.

Scott Taylor thanked Debbie for her service and her commitment to the PPLD community.

## **BUSINESS ITEMS**

### **Consent Items**

Minutes of November 19, 2025 Board of Trustees meeting

Minutes of December 2, 2025 Board of Trustees work session

Consent granted with no questions

### **Unfinished Business**

#### **DECISION 25-12-1 URA: Moreno and Cascade**

CSURA Executive Director Jariah Walker clarified that all phases of the project are covered by the TIF agreement; PPLD can designate that our TIF goes to phase 2 development. Two TIF agreements were provided for consideration, the original at 100% and the second at 100% with 50% being returned to PPLD as a charge to the developer. Debbie English stated she hopes that the state of Colorado updates the URA process in the future to be more directly beneficial to the existing community.

**Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the original URA TIF agreement as presented, with TIF funding from PPLD being designated for phase 2 of the project.

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

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

Julie Smyth – aye

Scott Taylor – aye

Debbie English – aye

Erin Bents – aye

Aaron Salt – nay

With 4 trustees voting aye, and one trustee voting nay, the vote passes 4-1.

#### **DECISION 25-12-2 CEO Contract Addendum**

**Motion:** Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the CEO Contract as presented.

**Second:** Julie seconded the motion.

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

### **New Business**

#### **DECISION 25-12-3 Janitorial and Carpet Cleaning Services Vendor selection**

Chief Facilities and Security Officer Michael Brantner shared that the Request for Proposal (RFP) was released on October 17, with three (3) companies attending the required walk through. Two of the received proposals met all criteria. The current vendor is recommended as the selected vendor. The RFP did include the anticipated hybrid location details.

**Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Janitorial and Carpet Cleaning Services Vendor selection as presented.

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

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

#### **DECISION 25-12-4 Pony Tracks Drive Property contract**

#### **Public comment regarding Decision 25-12-4:**

Hazel's work benefits from invaluable library resources that are available to all patrons.

Athena's clients love using the studio, computers, and other resources to develop life skills.

Jade spoke in support of the property purchase on Pony Tracks Drive, to bringing library resources to this underserved area of the city.

**Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Pony Tracks Drive Property contract as presented.

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

**Discussion:** COO Heather Laslie stated PPLD recommends the property purchase, subject to a 45-day inspection period to assess the need for a detention pond and sufficient for a library building. Inspection period begins upon receipt of both signatures. If the property is deemed insufficient, a vote of the Board is required to withdraw the contract.

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

**DECISION 25-12-5: Source of funding for the purchase of the Pony Tracks Drive Property**

CFO Kim Hoggatt requests approval to use unassigned funds to purchase the Pony Tracks Drive property; part of the \$2 million received last year. President Julie Smyth is pleased with the negotiated price.

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

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

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

**DECISION 25-12-6: 2023 – 2025 Strategic Plan extension through 2026**

President Julie Smyth introduced minor updates to the plan, extending the deadline for one year to allow for research and development of a subsequent plan.

**Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the

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

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

**DECISION 25-12-7: 2026 Original Adopted Budget and Resolution**

CFO Kim Hoggatt shared that PPLD is now using ClearGov to produce its budget book, thanking the Strategy & Innovation team, the Communications team and Financial Generalist Lindsay Sosa for their work.

**Motion:** Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the 2026 Original Adopted Budget and Resolution as presented.

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

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

**DECISION 25-12-8: 2026 Resolution to set Mill Levies**

CFO Kim Hoggatt explained that this resolution allocates the mill levy for 2026, including the Tabor refund, a total mill of 2.9 (collecting less property tax in 2026) temporary tax credit clarification.

**Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the 2026 Resolution to set Mill Levies as presented.

**Second:** Debbie English seconded the motion.

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

**DECISION 25-12-9: 2026 Contract and Vendor Resolution**

CFO Kim Hoggatt stated that this resolution is being presented at the end of 2025 in order for Collection Management to begin purchasing for 2026. Aaron Salt clarified that this is a decision approved yearly by the Board of Trustees and is already included in the approved budget. This motion complies with board policy.

**Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the 2026 Contract and Vendor Resolution as presented.

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

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

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

Anita Stuckey offered to assist with the decisions regarding Cheyenne Mountain Library.

Lynda Schedler would like to provide input and be involved in any decisions regarding the Cheyenne Mountain Library. Jeff Thorne congratulated the Board on purchasing the Pony Tracks Drive property. Mr. Thorne supports the Cheyenne Mountain Library and is interested in the plans for this location.

Veronica Baker stated that PPLD last pursued a ballot initiative in 2003. As PPLD has not de-Tabored, the district is not receiving the full amount of funding, which is insufficient for a district of PPLD's size and a discussion on sustainable funding is warranted. Ask the public for their input and include the community in every step.

**ADJOURNMENT**

There being no further business to discuss, Vice President Aaron Salt adjourned the December 9, 2025 regular meeting of the PPLD Board of Trustees at 6:07 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>

**Pikes Peak Library District**  
**January 21, 2026**

**Pikes Peak Library District Board of Trustees**  
**Resolution approving all designated posting places of notices for all meetings of the**  
**Pikes Peak Library District Board of Trustees, as required by State statutes.**

**Whereas**, the Board of Trustees must designate and post the time and place for all Board meetings; and

**Whereas**, the Board of Trustees must pass a resolution at the first regular meeting of each year as to the posting place of the agenda notice; and

**Whereas**, the Board of Trustees must designate at least one place to post the notice of all meetings of a quorum of the Board at which public business is discussed in a designated public place no less than 24 hours prior to said meeting, the notice of which must include specific agenda items when possible (C.R.S. 24-6-402(2)(c)).

**Now, therefore**, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2026.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices, agendas and meeting documents are to be posted on the District's web site no later than 24 hours prior to the meeting.

**Adopted**, this 21st day of January 2026

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President  
Board of Trustees

**Pikes Peak Library District**  
**January 21, 2026**

**Resolution Designating the Official Custodian of Records of the Pikes Peak Library District**

**WHEREAS**, the Board of Trustees of the Pikes Peak Library District ("District") is responsible for the management, control, and supervision of all of the business and affairs of the District; and

**WHEREAS**, the Board of Trustees of the District has the authority to appoint an agent; and

**WHEREAS**, the Board of Trustees of the District has determined that it is appropriate to designate an official custodian of the District's records for the protection of such records and in order to permit their inspection by the person entitled to examine and copy such records in an orderly fashion.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Pikes Peak Library District that for calendar year 2026:

1. **Official Custodians**
  - a. The Secretary of the Board of Trustees is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.
  - b. The Executive Assistant to the Chief Executive Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all official minutes of the regular, special, and executive session meetings of the District. The location of all such records shall be the Penrose Library, 20 N. Cascade Ave., Colorado Springs, CO 80903.
  - c. The Chief Facilities Management Officer for the District's construction projects is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's construction projects, subject to the control, supervision and direction of the Primary Official Custodian.
  - d. The Chief Financial Officer for the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's finances, and all other legal records of the District, subject to the control, supervision, and direction of the Primary Official Custodian.
  - e. The Chief Human Resources and Organization Development Officer is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's employee personnel records, subject to the control, supervision, and direction of the Primary Official Custodian.
  - f. The Deputy CEO is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records associated with the District's patron records, subject to the control, supervision and direction of the Primary Official Custodian.
2. **Agents of the Official Custodian**. The Official Custodians shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provision of the Resolution.
3. **Inspection of Public Records**. All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of Part 2 of Title 24, Article 72 ("Open Records Act") or policies adopted by the Board of Trustees in conformance with the Open Records Act.

4. Request for Inspection. Request for inspection and copying of any public record(s) of the District shall be made by submitting a [Colorado Open Records Act request](#) through the PPLD website in writing and shall set forth the particular documents or record desired to be inspected or copied. If such document or record is available for inspection and copying, the Executive Assistant will notify the applicant of the date, time and location where the material can be inspected or copied. If such public record is not available in such Official Custodian's office, the applicant shall be notified by the Executive Assistant of this fact
5. Times for Inspection. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.
6. Copies, Printouts or Photographs of Public Records. In a case where a person has a right to inspect a public record under the control of the Official Custodian and requests in writing that the District furnish copies, print-outs or photographs thereof, the Executive shall notify the applicant if such record is available for copying, and may furnish such copies, print-outs or photographs for a reasonable fee to be set by the Official Custodian, which shall not exceed twenty-five cents (\$.25) per page, unless the actual cost exceeds that amount, in which case the actual cost may be charged.
7. Exemptions. No person shall be permitted to inspect or copy any record of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in the Open Records Act.

The foregoing Resolution was approved and adopted this 21<sup>st</sup> day of January, 2026.

PIKES PEAK LIBRARY DISTRICT

By \_\_\_\_\_

President  
Board of Trustees

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

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- I. Certain activities sponsored by Pikes Peak Library District (PPLD) may pose an actual or potential "conflict of interest" between a member of the PPLD Board of Trustees and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Board President or his/her designee:
  - To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
  - To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.
  - To render managerial or consultative services to any outside concern that does business with or directly competes with PPLD.
  - To accept gifts, entertainment, or other favors in excess of \$50.00 from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.
  - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.
- II. Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. Members of the PPLD Board of Trustees asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
  - Service as an elected or appointed officer.
  - Service on nominating committees; service on award committees.
  - Service as a liaison from PPLD to other organizations within or beyond Pikes Peak Library District.
  - Discussion and evaluation of standards for services received from suppliers and other vendors.
  - Awarding of contracts to investment firms or consultants.
  - Participation in programs or presentations to the membership as a whole.
  - Other activities that may influence or have financial implications on one's work or personal life.
- III. No member of the PPLD Board of Trustees should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
  - If a member of the PPLD Board of Trustees determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.
  - In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.
  - In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.
  - In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.
  - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
- IV. Any member of the PPLD Board of Trustees who is unsure of his/her responsibilities in this area may request assistance from Board President or his/her designee.
- V. If a member of the PPLD Board of Trustees fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Board President or his/her designee may recommend appropriate and or corrective action, up to and including termination of appointment.

This statement does not include conflict of interest for the PPLD Foundation.

## PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

Updated and Readopted January 2026

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

### 1. Financial and Business Arrangements

( ) NONE

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

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### 2. Organizational Loyalties

( ) NONE

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

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### 3. Investments and Other Obligations

( ) NONE

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

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### 4. Business Relationships

( ) NONE

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

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### 5. Fiduciary Relationships

( ) NONE

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

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### 6. Disciplinary Actions

( ) NONE

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

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### 7. Acceptance of Gifts

( ) NONE

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

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### 8. Library Information

( ) NONE

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

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Insurance Policies - 2026

During 2015, the District completed a formal RFP process to select an insurance consultant for all non-employee benefit-related insurance policies. The consultant selected was HUB International (HUB).

HUB obtained renewal quotes for 2026 from our current carriers, as follows (including 2025 insurance policies/premiums for comparative purposes):

Premium Summary

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
Property including Equipment Breakdown	Colorado Special Districts Property and Liability Pool	177,769	Colorado Special Districts Property and Liability Pool	190,543
Inland Marine		Included		Included
General Liability		19,208		21,585
Business Automotive		6,016		8,247
Umbrella Liability		9,404		11,698
Abuse & Molestation		Included		Included
Workers' Compensation & Employers Liability*		65,408		94,323
Volunteer Accident		50		50
Public Officials Liability		16,319		22,962
Subtotal		294,174		349,408
Crime	Travelers	5,307	Travelers	5,359
Cyber	Cowbell	10,291	Cowbell	11,034
Brokerage Consulting Fee	HUB	18,500	HUB	18,500
Total Insurance		328,272		384,301

The policy coverage is substantially the same between 2025 (Expiring) and 2026 (Renewal). Overall, the District will experience a 17% cost increase of \$56,029. Our coverage costs can be broken into five groups: Property, Worker's Compensation, Crime, Cyber and Consulting Fees.

Overall, Property related coverage increased 7.1%. Factors that contributed to this increase would include inflationary pressure (Property Value increase and Operating Expense increase), and our overall claims experience for a rolling 8-year period. Colorado Special District (CSD), our insurer, does however limit the impact of large claims by capping the claims incurred to 25% of contributions.

Overall, our Worker's Compensation & Employers Liability increased by 44%. This increase is due to inflation and the increase in personnel costs for the district from 2025.

Coverage for Crime remained steady from 2025 to 2026 with a small increase of \$52. Cyber Liability saw a small increase of \$743. This coverage remaining fairly flat can be contributed to the District successfully implementing Multi-Factor Authentication (MFA) processes.

HUB's consulting fee for 2026 is \$18,500, which is the same as the 2025 fee. This fee is included in the above totals. Please note the District elected to pay the consultant fee directly to HUB.

### **Recommendation**

Management recommends the Board of Trustees approve the renewal policy premiums listed above for the district's 2026 insurance policies, along with HUB's consulting fee of \$18,500, for a total cost of \$384,301.

## **Independent Auditors – 2025 Financial Records**

The Local Government Audit Law (Section 29-1-601 et seq., C.R.S.) requires Colorado local governments such as the Pikes Peak Library District (the District) to have an annual audit of their financial statements. The law states that the audit must be performed by an independent Certified Public Accountant, and be in accordance with Generally Accepted Accounting Standards.

The District completed a formal Request for Proposal process for auditing services related to the District's financial records in 2019/2020, and Forvis, LLP (formerly BKD, LLP) was selected as the District's independent auditors for financial fiscal years 2019 – 2024. The Internal Affairs Committee previously indicated they were pleased with the outcome of the 2024 audit, and that they expressed no concerns related to the work done by Forvis, LLP.

Attached is a copy of their Engagement Letter, which complies with the terms of their proposal, with an exception that the negotiated price increase in the 2025 audit fees to \$59,500.

### **Recommendation**

Management recommends Forvis's Engagement Letter be executed for their audit of PPLD's 2025 financial records at a fee of \$59,500, which represents an extension for a seventh year of the 5 year audit engagement.

December 18, 2025

Kim Hoggatt, Chief Financial Officer  
Teona Shainidze-Krebs, Chief Executive Officer  
Library 21C  
1175 Chapel Hills Drive  
Colorado Springs, CO 80920

We appreciate your selection of **Forvis Mazars, LLP** as your service provider and are pleased to confirm the arrangements of our engagement in this contract. Within the requirements of our professional standards and any duties owed to the public, regulatory, or other authorities, our goal is to provide you an **Unmatched Client Experience®**.

In addition to the terms set forth in this contract, including the detailed **Scope of Services**, our engagement is governed by the following, incorporated fully by this reference:

- Terms and Conditions Addendum

### **Summary Scope of Services**

As described in the attached **Scope of Services**, our services will include the following:

Pikes Peak Library District

- Audit Services for the year ended December 31, 2025

You agree to assume full responsibility for the substantive outcomes of the contracted services and for any other services we may provide, including any findings that may result.

You also acknowledge these services are adequate for your purposes, and you will establish and monitor the performance of these services to ensure they meet management's objectives. All decisions involving management responsibilities related to these services will be made by you, and you accept full responsibility for such decisions.

We understand you have designated a management-level individual(s) to be responsible and accountable for overseeing the performance of nonattest services, and you have determined this individual is qualified to conduct such oversight.

### **Engagement Fees**

The fee for our services will be \$59,500.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. Payment of our invoices is due upon receipt.

Our timely completion of services and the fees thereon depends on the assistance you provide us in accumulating information and responding to our inquiries. Inaccuracies or delays in providing this information or the responses may result in additional billings, untimely filings, or inability to meet other deadlines. Our fees do not contemplate the following transactions or activities during the period of this engagement:

- Substantial delays in the timing of receipt of information
- Unreconciled or inaccurate accounts requiring significant adjustment
- Significant internal control findings and observations
- Change in accounting principles
- Substantial doubt about the entity's ability to continue as a going concern
- Indications of fraudulent financial reporting or misappropriation of assets

If there are changes in circumstances where these or other conditions become known and significant additional time is necessary or additional services are requested, we reserve the right to revise our fees.

### **Assistance with New Standards**

Assistance and additional time as a result of the adoption of the following new standards are not included within our standard engagement fees. These fees will be based on time expended and will vary based on the level of assistance and procedures required.

### **Contract Agreement**

Please sign and return this contract to indicate your acknowledgment of, and agreement with, the arrangements for our services including our respective responsibilities.

**Forvis Mazars, LLP**

**Forvis Mazars, LLP**

Acknowledged and agreed to as it relates to the entire contract, including the **Scope of Services** and **Terms and Conditions Addendum**, on behalf of Pikes Peak Library District.

BY

\_\_\_\_\_  
Kim Hoggatt, Chief Financial Officer

DATE

\_\_\_\_\_

BY

\_\_\_\_\_  
Teona Shainidze-Krebs, Chief Executive Officer

DATE

\_\_\_\_\_

## Scope of Services – Audit Services

We will audit the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information and related disclosures, which collectively comprise the basic financial statements for the following entity:

Pikes Peak Library District as of and for the year ended December 31, 2025

The audit has the following broad objectives:

- Obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- Expressing opinions on the financial statements
- Issuing a report on your internal control over financial reporting and compliance and other matters based on the audit of your financial statements in accordance with *Government Auditing Standards*

We will also express an opinion on whether supplementary information (supplementary information) is fairly stated, in all material respects, in relation to the financial statements as a whole.

You agree to assume all management responsibilities and to oversee the nonattest services we will provide by designating an individual possessing suitable skill, knowledge, and/or experience. You acknowledge that nonattest services are not covered under *Government Auditing Standards*. You are responsible for:

- Making all management decisions and performing all management functions
- Evaluating the adequacy and results of the services performed
- Accepting responsibility for the results of such services
- Designing, implementing, and maintaining internal controls, including monitoring ongoing activities

Steven W. Sauer, managing director, is responsible for supervising the engagement and authorizing the signing of the report or reports.

We will issue a written report(s) upon completion of our audit(s), addressed to the following parties:

<b>Entity Name</b>	<b>Party Name</b>
Pikes Peak Library District	Board of Trustees

You are responsible to distribute our reports to other officials who have legal oversight authority or those responsible for acting on audit findings and recommendations, and to others authorized to receive such reports.

The following apply for the audit services described above:

<b>Our Responsibilities</b>	
	We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in <i>Government Auditing Standards</i> issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit of the financial statements to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error.

We will exercise professional judgment and maintain professional skepticism throughout the audit.

We will identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

We will obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will also conclude, based on audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

We will identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the entity's compliance with compliance requirements subject to audit and performing such other procedures as the auditor considers necessary in the circumstances.

We are required to communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that the auditor identified during the audit.

## **Limitations & Fraud**

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit that is planned and conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Our understanding of internal control is not for the purpose of expressing an opinion on the effectiveness of your internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate contract to be signed by you and Forvis Mazars, LLP.

## Opinion

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter paragraph or other-matter paragraph(s) to our auditor's report, or if necessary, decline to express an opinion or withdraw from the engagement.

If we discover conditions that may prohibit us from issuing a standard report, we will notify you. In such circumstances, further arrangements may be necessary to continue our engagement.

## Your Responsibilities

Management and, if applicable, those charged with governance acknowledge and understand their responsibility for the accuracy and completeness of all information provided and for the following:

- **Audit Support** – to provide us with:
  - Unrestricted access to persons within the entity or within components of the entity (including management, those charged with governance, and component auditors) from whom we determine it necessary to obtain audit evidence
  - Information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including access to information relevant to disclosures
  - Information about events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements
  - Information about any known or suspected fraud affecting the entity involving management, employees with significant role in internal control, and others where fraud could have a material effect on the financials
  - Identification and provision of report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented
  - Additional information that we may request for the purpose of the audit
- **Internal Control and Compliance** – for the:
  - Design, implementation, and maintenance of internal control relevant to compliance with laws and regulations and the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
  - Alignment of internal control to ensure that appropriate goals and objectives are met; that management and financial information is reliable and properly reported; and that compliance with and identification of the laws, regulations, contracts, grants, or agreements (including any federal award programs) applicable to the entity's activities is achieved
  - Remedy, through timely and appropriate steps, of fraud and noncompliance with provisions of laws, regulations, contracts, or other agreements reported by the auditor
  - Establishment and maintenance of processes to track the status and address findings and recommendations of auditors
- **Accounting and Reporting** – for the:
  - Maintenance of adequate records, selection and application of accounting principles, and the safeguard of assets

- Adjustment of the financial statements to correct material misstatements and confirmation to us in the representation letter that the effects of any uncorrected misstatements aggregated by us are immaterial, both individually and in the aggregate, to the financial statements taken as a whole
- Preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (or other basis if indicated in the contract)
- Inclusion of the auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us
- Distribution of audit reports to any necessary parties

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America provide for certain required supplementary information ("RSI") to accompany the basic financial statements. We understand the following RSI will accompany the basic financial statements:

1. Management's Discussion and Analysis ("MD&A")
2. Budgetary comparison
3. Pension and Other Postemployment Benefit information

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management is responsible for the fair presentation of the RSI. As part of our engagement, we will apply certain limited procedures to the RSI in GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

With regard to any supplementary information that we are engaged to report on:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

Such information is:

- Presented for the purpose of additional analysis of the financial statements
- Not a required part of the financial statements

- The responsibility of management
- Subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with GAAS

**Written  
Confirmations  
Required**

As part of our audit process, we will request from management and, if applicable, those charged with governance written confirmation acknowledging certain responsibilities outlined in this contract and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

**Peer Review  
Report**

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract, upon request. If you would like a copy, please request from your engagement executive.

## Forvis Mazars, LLP Terms and Conditions Addendum

### GENERAL

- Overview.** This addendum describes **Forvis Mazars, LLP's** standard terms and conditions ("Terms and Conditions") applicable to Our provision of services to the Client ("You"). The Terms and Conditions are a part of the contract between You and Forvis Mazars, LLP. For the purposes of the Terms and Conditions, any reference to "Firm," "We," "Us," or "Our" is a reference to Forvis Mazars, LLP ("Forvis Mazars"), and any reference to "You" or "Your" is a reference to the party or parties that have engaged Us to provide services and the party or parties ultimately responsible for payment of Our fees and costs.

### BILLING, PAYMENT, & TERMINATION

- Billing and Payment Terms.** We will bill You for Our professional fees and costs as outlined in Our contract. Unless otherwise provided in Our contract, payment is due upon receipt of Our billing statement. Interest will be charged on any unpaid balance after 30 days at the rate of 10 percent per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10 percent. All fees, charges, and other amounts payable to Forvis Mazars hereunder do not include any sales, use, excise, value-added, or other applicable taxes, tariffs, or duties, payment of which shall be Your sole responsibility, and do not include any applicable taxes based on Forvis Mazars' net income or taxes arising from the employment or independent contractor relationship between Forvis Mazars and Forvis Mazars' personnel.

We reserve the right to suspend or terminate Our work for this engagement or any other engagement for nonpayment of fees. If Our work is suspended or terminated, You agree that We will not be responsible for Your failure to meet governmental and other deadlines, for any penalties or interest that may be assessed against You resulting from Your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the suspension or termination of Our services.

Our fees may increase if Our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards. Our engagement fees do not include any time for post-engagement consultation with Your personnel or third parties, consent letters and related procedures for the use of Our reports in offering documents, inquiries from regulators, or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

- Billing Records.** If these services are determined to be within the scope and authority of Section 1861(v)(1)(I) of the Social Security Act, We agree to make available to the Secretary of Health and Human Services, or to the U.S. Comptroller General, or any of their duly authorized representatives, such of Our books, documents, and records that are necessary to certify the nature and extent of Our services, until the expiration of four (4) years after the furnishing of these services. This contract allows access to contracts of a similar nature between subcontractors and related organizations of the subcontractor, and to their books, documents, and records.

- Termination.** Either party may terminate these services in good faith at any time for any reason, including Your failure to comply with the terms of Our contract or as We determine professional standards require. Both parties must agree, in writing, to any future modifications or extensions. If services are terminated, You agree to pay Forvis Mazars for time expended to date. In addition, You will be billed costs and fees for services from other professionals, if any, as well as an administrative fee of five (5) percent to cover certain technology and administrative costs associated with Our services. Unless terminated sooner in accordance with its terms, this engagement shall terminate upon the completion of Forvis Mazars' services hereunder.

### DISPUTES & DISCLAIMERS

- Mediation.** Any dispute arising out of or related to this engagement will, prior to resorting to litigation, be submitted for nonbinding mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The mediator will be selected by agreement of the parties. The mediation proceeding shall be confidential. Each party will bear its own costs in the mediation, but the fees and expenses of the mediator will be shared equally.
- Indemnification.** Unless disallowed by law or applicable professional standards, You agree to hold Forvis Mazars harmless from any and all claims which arise from knowing misrepresentations to Forvis Mazars, or the intentional withholding or concealment of information from Forvis Mazars by Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. You also agree to indemnify Forvis Mazars for any claims made against Forvis Mazars by third parties, which arise from any wrongful actions of Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. The provisions of this paragraph shall apply regardless of the nature of the claim.
- Statute of Limitations.** You agree that any claim or legal action arising out of or related to this contract and the services provided hereunder shall be commenced no more than one (1) year from the date of delivery of the work product to You or the termination of the services described herein (whichever is earlier), regardless of any statute of limitations prescribing a longer period of time for commencing such a claim under law. This time limitation shall apply regardless of whether Forvis Mazars performs other or subsequent services for You. A claim is understood to be a demand for money or services, demand for mediation, or the service of suit based on a breach of this contract or the acts or omissions of Forvis Mazars in performing the services provided herein. This provision shall not apply if enforcement is disallowed by applicable law or professional standards.
- Limitation of Liability.** You agree that Forvis Mazars' liability, if any, arising out of or related to this contract and the services provided hereunder, shall be limited to the amount of the fees paid by You for services rendered under this contract. This limitation shall not apply to the extent it is finally, judicially determined that the liability resulted from the intentional or willful misconduct of Forvis Mazars or if enforcement of this

provision is disallowed by applicable law or professional standards.

9. **Waiver of Certain Damages.** In no event shall Forvis Mazars be liable to You or a third party for any indirect, special, consequential, punitive, or exemplary damages, including but not limited to lost profits, loss of revenue, interruption, loss of use, damage to goodwill or reputation, regardless of whether You were advised of the possibility of such damages, regardless of whether such damages were reasonably foreseeable, and regardless of whether such damages arise under a theory of contract, tort, strict liability, or otherwise.
10. **Choice of Law.** You acknowledge and agree that any dispute arising out of or related to this contract shall be governed by the laws of the State of Texas, without regard to its conflict of laws principles.
11. **WAIVER OF JURY TRIAL. THE PARTIES HEREBY AGREE NOT TO ELECT A TRIAL BY JURY OF ANY ISSUE TRIABLE OF RIGHT BY JURY, AND WAIVE ANY RIGHT TO TRIAL BY JURY FULLY TO THE EXTENT THAT ANY SUCH RIGHT SHALL NOW OR HEREAFTER EXIST WITH REGARD TO THIS AGREEMENT, OR ANY CLAIM, COUNTERCLAIM, OR OTHER ACTION ARISING IN CONNECTION THEREWITH. THIS WAIVER OF RIGHT TO TRIAL BY JURY IS GIVEN KNOWINGLY AND VOLUNTARILY BY THE PARTIES, AND IS INTENDED TO ENCOMPASS INDIVIDUALLY EACH INSTANCE AND EACH ISSUE AS TO WHICH THE RIGHT TO A TRIAL BY JURY WOULD OTHERWISE ACCRUE.**
12. **Severability.** In the event that any term or provision of this agreement shall be held to be invalid, void, or unenforceable, then the remainder of this agreement shall not be affected, and each such term and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.
13. **Assignment.** You acknowledge and agree that the terms and conditions of this contract shall be binding upon and inure to the parties' successors and assigns, subject to applicable laws and regulations.
14. **Disclaimer of Legal or Investment Advice.** Our services do not constitute legal or investment advice. You should seek the advice of legal counsel in such matters. Regulatory authorities may interpret circumstances differently than We do. In addition, the applicable laws, regulations, and regulators' enforcement activities may change over time.

## RECORDS, WORKPAPERS, DELIVERABLES, & PROPRIETARY INFORMATION

15. **Maintenance of Records.** You agree to assume full responsibility for maintaining Your original data and records and that Forvis Mazars has no responsibility to maintain this information. You agree You will not rely on Forvis Mazars to provide hosting, electronic security, or backup services, e.g., business continuity or disaster recovery services, to You unless separately engaged to do so. You understand that Your access to data, records, and information from Forvis Mazars' servers, i.e., Forvis Mazars portals used to exchange information, can be terminated at any time and You will not rely on using this to host Your data and records.

16. **Forvis Mazars Workpapers.** Our workpapers and documentation retained in any form of media for this engagement are the property of Forvis Mazars. We can be compelled to provide information under legal process. In addition, We may be requested by regulatory or enforcement bodies (including any State Board) to make certain workpapers available to them pursuant to authority granted by law or regulation. Unless We are prohibited from doing so by law or regulation, Forvis Mazars will inform You of any such legal process or request. You agree We have no legal responsibility to You in the event We determine We are obligated to provide such documents or information.
17. **Subpoenas or Other Legal Process.** In the event Forvis Mazars is required to respond to any such subpoena, court order, or any government regulatory inquiry or other legal process relating to You or Your management for the production of documents and/or testimony relative to information We obtained or prepared incident to this or any other engagement in a matter in which Forvis Mazars is not a party, You shall compensate Forvis Mazars for all time We expend in connection with such response at normal and customary hourly rates and to reimburse Us for all out-of-pocket expenses incurred in regard to such response.
18. **Use of Deliverables and Drafts.** You agree You will not modify any deliverables or drafts prepared by Us for internal use or for distribution to third parties. You also understand that We may on occasion send You documents marked as draft and understand that those are for Your review purpose only, should not be distributed in any way, and should be destroyed as soon as possible.
19. **Proprietary Information.** You acknowledge that proprietary information, documents, materials, management techniques, and other intellectual property are a material source of the services We perform and were developed prior to Our association with You. Any new forms, software, documents, or intellectual property We develop during this engagement for Your use shall belong to Us, and You shall have the limited right to use them solely within Your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements, and other documents which We make available to You are confidential and proprietary to Us. Neither You, nor any of Your agents, will copy, electronically store, reproduce, or make any such documents available to anyone other than Your personnel. This provision will apply to all materials whether in digital, "hard copy" format, or other medium.

## REGULATORY

20. **U.S. Securities and Exchange Commission ("SEC") and other Regulatory Bodies.** Where We are providing services either for (a) an entity that is registered with the SEC, (b) an affiliate of such registrant, or (c) an entity or affiliate that is

subject to rules, regulations, or standards beyond those of the American Institute of Certified Public Accountants ("AICPA"), any term of this contract that would be prohibited by or impair Our independence under applicable law or regulation shall not apply to the extent necessary only to avoid such prohibition or impairment.

21. **Offering Document.** You may wish to include Our report(s) on financial statements in an exempt offering document. You agree that any report, including any auditor's report, or reference to Our firm, will not be included in any such offering document without notifying Us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by You with which We are not involved will clearly indicate that We are not involved by including a disclosure such as, "Forvis Mazars, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Forvis Mazars, LLP also has not performed any procedures relating to this offering document."

22. **Forvis Mazars Not a Municipal Advisor.** Forvis Mazars is not acting as Your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, Forvis Mazars is not recommending any action to You and does not owe You a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such matters with internal or external advisors and experts You deem appropriate before acting on any such information or material provided by Forvis Mazars.

23. **Forvis Mazars Not a Fiduciary.** In providing Our attest services, We are required by law and our professional standards to maintain our independence from You. We take this mandate very seriously and thus guard against impermissible relationships which may impair the very independence which You and the users of Our report require. As such, You should not place upon Us special confidence that in the performance of Our attest services We will act solely in Your interest. Therefore, You acknowledge and agree We are not in a fiduciary relationship with You and We have no fiduciary responsibilities to You in the performance of Our services described herein.

## TECHNOLOGY

24. **Electronic Sites.** You agree to notify Us if You desire to place Our report(s), including any reports on Your financial statements, along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that We have no responsibility to review information contained in electronic sites.

25. **Electronic Signatures and Counterparts.** This contract and other documents to be delivered pursuant to this contract may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same

agreement or document, and will be effective when counterparts have been signed by each of the parties and delivered to the other parties. Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this contract or any other document contemplated hereby, bearing an original manual or electronic signature by facsimile transmission (including a facsimile delivered via the internet), by electronic mail in "portable document format" (.pdf) or similar format intended to preserve the original graphic and pictorial appearance of a document, or through the use of electronic signature software, will have the same effect as physical delivery of the paper document bearing an original signature.

26. **Electronic Data Communication and Storage.** In the interest of facilitating Our services to You, We may send data over the internet, temporarily store electronic data via computer software applications hosted remotely on the internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, We employ measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with Our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that We have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by Us. You consent to Our use of these electronic devices and applications during this engagement.

## OTHER MATTERS

27. **Cooperation.** You agree to cooperate with Forvis Mazars in the performance of Forvis Mazars' services to You, including the provision to Forvis Mazars of reasonable facilities and timely access to Your data, information, and personnel. You shall be responsible for the performance of Your employees and agents.

28. **Third-Party Service Providers.** Forvis Mazars may from time to time utilize third-party service providers, including but not limited to domestic software processors or legal counsel, or disclose confidential information about You to third-party service providers in serving Your account. Forvis Mazars maintains, however, internal policies, procedures, and safeguards to protect the confidentiality and security of Your information. In addition, Forvis Mazars will secure confidentiality agreements with all service providers to maintain the confidentiality of Your information. If We are unable to secure an appropriate confidentiality agreement, You will be asked to consent prior to Forvis Mazars sharing Your confidential information with the third-party service provider.

29. **Independent Contractor.** When providing services to You, We will be functioning as an independent contractor; and in no event will We or any of Our employees be an officer of You, nor will Our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar

relationship giving rise to a fiduciary duty to You. Decisions regarding management of Your business remain the responsibility of Your personnel at all times. Neither You nor Forvis Mazars shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

30. **Hiring of Forvis Mazars Personnel.** We ask that You respect the employment relationship that Our personnel have with Our firm and to refrain from any employment offers to Forvis Mazars personnel. However, if You find it necessary to make an offer of employment and if it is accepted, during the term of this engagement and for a period of 18 months after Forvis Mazars stops providing services, You agree that We will be paid a one-time employment fee equal to 100 percent of the employee's highest annual salary. This fee will be payable prior to Our personnel commencing employment with You. Provided, however, You shall not be in violation of the nonsolicitation covenant set forth herein with respect to any position You advertise in the form of a general solicitation not delivered to or focused upon any single individual.
31. **Use of Forvis Mazars Name.** Any time You intend to reference Forvis Mazars' firm name in any manner in any published materials, including on an electronic site, You agree to provide Us with draft materials for review and approval before publishing or posting such information.
32. **Network.** Forvis Mazars, LLP is a Delaware limited liability partnership and an independent member of Forvis Mazars Global Ltd., a leading global professional services network. Forvis Mazars Global Ltd. is a United Kingdom company limited by guarantee and does not provide any services to clients.
33. **Entire Agreement.** The contract, including this Terms and Conditions Addendum and any other attachments or addenda, encompasses the entire agreement between You and Forvis Mazars and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this contract must be made in writing and signed by both You and Forvis Mazars.
34. **Force Majeure.** We shall not be held responsible for any failure to fulfill Our obligations if such failure was caused by circumstances beyond Our control, including, without limitation, fire or other casualty, act of God, act of terrorism, strike or labor dispute, war or other violence, explosion, flood or other natural catastrophe, epidemic or pandemic, or any law, order, or requirement of any governmental agency or authority affecting either party, including without limitation orders incident to any such epidemic or pandemic, lockdown orders, stay-at-home orders, and curfews.

## Cheyenne Library Renewal

- Cheyenne Mountain Library lease renewal is up 08/31/2026
- Built in 1985
- 8,900 square feet per FMP (9,565 per landlord lease amendment)
- 1785 South 8th Street, Suite 100, Colorado Springs, CO 80905

	Monthly Rent	Annual Rent	Base Rent per Sq Ft	Expiration
1-year lease	\$11,549.74	\$138,596.88	\$14.49	8/31/2027
Total		\$138,596.88		

	Monthly Rent	Annual Rent	Base Rent per Sq Ft	Expiration
3-year lease	\$11,075.23	\$132,902.76	\$13.89	8/31/2027
	\$11,407.49	\$136,889.88	\$14.31	8/31/2028
	\$11,749.51	\$140,994.12	\$14.74	8/31/2029
Total		\$410,786.76		

	Monthly Rent	Annual Rent	Base Rent per Sq Ft	Expiration
5-year lease	\$11,075.23	\$132,902.76	\$13.89	8/31/2027
	\$11,294.67	\$135,536.05	\$14.17	8/31/2028
	\$11,517.85	\$138,214.25	\$14.45	8/31/2029
	\$11,749.01	\$140,988.10	\$14.74	8/31/2030
	\$11,980.16	\$143,761.95	\$15.03	8/31/2031
Total		\$691,403.11		

	Monthly Rent	Annual Rent	Base Rent per Sq Ft	Expiration
10-year lease	\$11,075.23	\$132,902.76	\$13.89	8/31/2027
	\$11,294.67	\$135,536.05	\$14.17	8/31/2028
	\$11,517.85	\$138,214.25	\$14.45	8/31/2029
	\$11,749.01	\$140,988.10	\$14.74	8/31/2030
	\$11,980.16	\$143,761.95	\$15.03	8/31/2031
	\$12,219.29	\$146,631.45	\$15.33	8/31/2032
	\$12,466.38	\$149,596.60	\$15.64	8/31/2033
	\$12,713.48	\$152,561.75	\$15.95	8/31/2034
	\$12,968.55	\$155,622.55	\$16.27	8/31/2035
	\$13,223.61	\$158,683.35	\$16.59	8/31/2036
Total		\$1,454,498.81		

## **Management Recommendations**

Management recommends a 3-year or 5-year lease for this location at this time.



## Regular Meeting of the Board of Trustees 2026 SCHEDULE

All meetings begin at 5:00 p.m.

<b>3<sup>rd</sup> Wednesday</b>
January 21 – Penrose Library Columbine Room
February 18 – Library 21c Venue
March 18 – Library 21c Venue
April 15 – Library 21c Venue
May 20 – Library 21c Venue
<b>*June 24 – Library 21c Venue</b>
July 15 – Library 21c Venue
August 19 – Library 21c Venue
September 16 – Library 21c Venue
October 21 – Library 21c Venue
November 18 – Library 21c Venue
<b>*December 9 – Library 21c Venue</b>

**\*exception to 3<sup>rd</sup> Wednesday**

# 1.0 – Executive Limitations

The Chief Executive Officer (CEO) shall perform all duties and exercise his/her authority in compliance with all applicable federal, state and local laws, regulations and ordinances. The CEO shall not knowingly cause, direct, permit or allow any unlawful act, practice, activity, or decision in the operation and administration of Pikes Peak Library District (PPLD). The CEO strives to uphold the highest standards of professional ethics.

## 1.1 – Access

The Pikes Peak Library District Board of Trustees (Board of Trustees) respects and affirms the rights of its patrons to access library resources and services. The sole determination of what library resources and services a person will use rests with the individual or their parent/guardian if the individual is a minor. The guiding principles of access to library resources are embodied and expressed in the PPLD Rights and Responsibilities Statement.

With respect to accessing library facilities, information, materials, and resources, the CEO will:

- Prohibit discrimination in access to library buildings or resources
- Ensure the safety and continuity of historical documents and records
- Provide resources for parents/guardians to guide their children's use of materials
- Ensure all patrons can interact with library resources and services for lawful purposes and in accordance with PPLD's policies

## 1.2 – Financial Stewardship

With respect to financial stewardship, PPLD is expected to responsibly utilize and conserve taxpayer dollars that are paid by residents inside the PPLD service area.

Accordingly, the CEO will:

- Provide a balanced preliminary budget for review and adoption by the Board of Trustees on an annual basis
- Ensure financial solvency through responsible spending
- Establish and maintain policies that are in compliance with governmental accounting practices
- Conduct an annual audit with an outside accounting firm and provide the results to the Board of Trustees for review

### 1.2.1 – Audit Compliance Policy

As required by Local Government Audit Law, Colorado Revised Statutes § 29-1-601 through § 29-1-608, and C.R.S. § 24-90-109 of the Colorado Library Law, the Board of Trustees shall ensure that an annual audit of the financial statements of PPLD be conducted each fiscal year, and that the results of the audit be distributed as described in these statutes.

The CEO and Chief Finance Officer (CFO) will be responsible for ensuring the audit is completed on a timely basis and without qualification.

### 1.2.2 – Budget Policy

Annual budget preparation and adoption by the Board of Trustees shall comply with all statutory requirements of the Colorado Local Budget Law, C.R.S. § 29-1-101 et seq. The PPLD budget is compiled using recommended Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards for budget preparation and

presentation. The budget is based on the needs of the community and recommendations from PPLD staff, management, and the Board of Trustees on how best to meet those needs.

## 1.3 – Displays and Exhibits

The CEO is authorized to manage, approve, condition or remove displays on library property in accordance with PPLD's policies, applicable law and constitutional standards, including reasonable time, place, and manner restrictions.

With respect to displays and exhibits on library property, the CEO will:

- Enforce viewpoint-neutral criteria to protect patrons' First Amendment rights
- Ensure compliance with all PPLD's policies, including codes of conduct, facilities use and non-discrimination policies
- Ensure compliance with all state and federal guidelines regarding elections
- Deny, remove or require changes to displays/exhibits that may damage library property; obstruct access, egress or walkways; violate ADA compliance; and/or interfere with library operations or safety
- Seek out displays/exhibits that provide enriching experiences for our patrons prioritizing culture and history and provide opportunities for patrons and community members to request exhibits be reconsidered

## 1.4 – Collection Maintenance

Collection maintenance and weeding of library resources are related to the goals and mission of PPLD. The optimal library collection is one that is reviewed on a consistent basis for subject area gaps, accuracy, usage, format, condition, and number of resources. While weeding is essential to PPLD's collection maintenance, it will not be used as a deselection tool for controversial materials (see PPLD Rights and Responsibilities Statement).

With respect to collection maintenance and weeding, the CEO will:

- Ensure the collection is renewed annually, with no less than 12% of the annual budget going to procure materials
- Develop a robust weeding policy to ensure items remaining in the collection are usable and relevant
- Provide materials in the formats consumed by patrons
- Ensure enough copies to keep average wait times in a reasonable range
- Provide optional parent/guardian controls for preventing minor patrons from accessing, reserving, and checking-out non-age-appropriate materials
- Ensure materials are categorized and shelves by age-appropriateness
- Provide materials that encourage patrons to learn, create, and discover, highlight the history and culture of the Pikes Peak region, and are responsive to community needs
- Follow all statutory requirements regarding collection curation and reconsideration

## 1.5 – Privacy and Interactions

With respect to patron privacy and interactions within the community, PPLD will ensure all patrons' dignity and privacy are respected in their interactions with PPLD, other patrons, and at community events.

Accordingly, the CEO will:

- Establish policies that respect the confidentiality and dignity of all patrons, both physically and digitally

- Ensure staff are respectful during interactions with all patrons
- Have security staff available to monitor facilities to ensure safe, respectful interactions across PPLD
- Restrict filming and photography on library property, in accordance with applicable law, to protect the privacy of patrons
- Follow all applicable laws regarding the privacy of library user records

## 1.6 – Donations & Gifting

With respect to charitable giving, the Board of Trustees appreciates community support and the desire of community members to aid in the ongoing operations of PPLD.

Accordingly, the CEO will:

- Establish policies around gift acceptance
- Ensure strong, ongoing relationships with partner organizations for donations and assistance
- Develop opportunities for volunteers of all ages to assist PPLD

### 1.6.2 – Partner Organizations

At minimum, the CEO will foster relationships with both the PPLD Foundation and the Friends of the Pikes Peak Library District as fundraising partners. The CEO will also work with these partner organizations to broaden the reach of charitable efforts and community partnerships.

### 1.6.3 – Volunteer Opportunities

The CEO will follow all labor laws when developing volunteer opportunities and policies for PPLD.

## 1.7 – Programming

With respect to programming, the Board of Trustees desires to ensure opportunities are accessible and age-appropriate for patrons across PPLD.

Accordingly, the CEO will:

- Ensure age-appropriate programming for children and teens separately
- Encourage all PPLD-sponsored activities to have an educational or literacy-focused outcome defined for all attendees
- Create programming consistent with the mission and purpose of PPLD

### 1.7.1 – Age-Appropriate Programming

The CEO will ensure safe areas that are welcoming to minor patrons of specific age groups and their parents/guardians. Age-appropriate programming should focus on literacy and education, and will include, but is not limited to:

- Rooms/Spaces, including toys
- Resources
- Services
- Literacy-focused programs/sessions

## 1.8 – Facilities

With respect to PPLD Facilities, the CEO is expected to maintain facilities to serve the needs of the community.

Accordingly, the CEO will:

- Strive to ensure all spaces remain viewpoint-neutral environments in an effort to create welcoming spaces for all patrons in the community
- Establish policies to protect and maintain library properties
- Make sure all programming and studio spaces are available to patrons and equipment/space is supervised while in use
- Maintain procedures and policies to increase access to the community through hybrid branch models
- Ensure any new buildings are named in accordance with PPLD's policies and make recommendations to the Board of Trustees for final approval

### 1.8.2 – Internal and External Property

All internal and external property includes, but is not limited to:

- Meeting rooms
- Lobbies
- Community spaces
- Staff areas
- Children and teen rooms
- Physical collection items
- Building facades
- Parking lots
- Roofs
- Outdoor areas

### 1.9 – Request of Records

With regards of official public records, the CEO will:

- Designate a custodian of public records
- Provide a transparent process for responding to official requests
- Maintain compliance with all applicable laws as it relates to open records requests

### 1.10 – Safety and Security

With regards to safety and security, PPLD strives to create safe and secure environments where all patrons may participate freely.

Accordingly, the CEO will:

- Ensure a stable security team is available to respond to both active and passive threats
- Establish policies regarding the security of patrons
- Ensure logs of misconduct are tracked and evaluated for repeat offenses
- Prohibit violators of PPLD's security policies to continue to utilize library resources

### 1.11 – Policy Expectations

With regards to policy, it is the expectation of the Board of Trustees that the CEO will maintain a set of policies that reflect the values of PPLD and enable the self-determination of patrons to the greatest extent possible.

Accordingly, the CEO will:

- Develop a policy committee to develop and maintain operational policies
- Ensure all policies are reviewed on a regular basis
- Ensure no policies or practices violate state or federal laws in any way

## 2.0 – Board and CEO Relationship

A strong, effective and trusting relationship between the Board of Trustees and the CEO drives the successful governance of PPLD. The Board of Trustees will direct the operational organization exclusively through the CEO, in his/her function as the Chief Executive Officer. At the CEO's discretion, other PPLD staff members may be designated as points of contact for the Board of Trustees.

### 2.1 – Unity of Control

Only official decisions of the Board of Trustees acting as an entity are binding on the CEO. Decisions or instructions of individual Trustees, officers, and committees are not binding on the CEO except in rare instances when the Board of Trustees has specifically delegated such exercise of authority. In the case of Trustees or committees requesting information or assistance which, in the CEO's opinion, requires an amount of staff time or that is unreasonable or disruptive, the CEO may refuse such requests. The committee or the Trustee may subsequently refer such requests to the full Board of Trustees for consideration. Nothing in this policy is intended to limit any Trustee's right to request and access information in a timely manner.

### 2.2 – Accountability and Performance Monitoring

The CEO is the Board of Trustees' official link to PPLD operations. The CEO has full authority over and accountability for library management and staff. The Board of Trustees will monitor CEO performance systematically against established goals, progress toward organizational outcomes), and operation within Board-established boundaries (Executive Limitations policies).

The Board of Trustees shall not give directions or instructions to persons who report directly or indirectly to the CEO, except PPLD's legal counsel. The Board of Trustees may consult with legal counsel as it deems necessary.

The CEO may direct requests for information made by Trustees to members of the CEO's leadership team or other appropriate staff. Such staff may respond directly to Trustees, with the CEO copied or otherwise notified of all such responses.

The CEO's performance will be monitored against established goals, reasonable progress toward achievement of the Board of Trustees' policies and successful operation within the Board of Trustees' Executive Limitations policies.

Monitoring may be conducted through:

- Internal reports from the CEO
- External assessments by third parties selected by the Board of Trustees
- Direct inspection by the Board of Trustees or Board committee

The performance standard shall be whether the CEO reasonably interpreted Board of Trustees' policies and made reasonable progress toward achieving Board of Trustees' goals. The CEO's annual evaluation will be overseen by the Governance Committee:

- Annual goals shall be established by the end of March each year.
- Annual evaluation of the CEO shall assess performance on established goals and other competencies observed throughout the year, including leadership and professional conduct.
- The Board of Trustees will prepare a written evaluation document to be reviewed with the CEO.

## 2.3 – Delegation to the CEO

The Board of Trustees delegates authority to the CEO through written policies that define organizational outcomes to be achieved and boundaries that should not be crossed, allowing the CEO to exercise reasonable judgment within those parameters. The Board of Trustees will establish policies directing the CEO to achieve specific results for library patrons and the community. These policies define what services and outcomes the library will provide, for whom, and at what priority or cost.

The Board of Trustees will establish policies that set limits on how the CEO may operate, called "Executive Limitations." These policies define what must be avoided (e.g. financial risk, legal violations, or ethical concerns) rather than prescribing specific methods. The Board of Trustees will not tell the CEO how to accomplish goals: only what boundaries must be respected.

Within the Board of Trustees' stated goals and limitations, the CEO has full authority to establish operational policies, make decisions, and take actions using any reasonable interpretation of Board of Trustees' policies. The Board of Trustees may revise its policies at any time, which shifts the scope of authority given to the CEO. Such changes apply only going forward, not retroactively.

## 3.0 Governance Process

The Board of Trustees recognizes the need to work together in a professional manner to serve the patrons in the Pikes Peak region. The process for how the Board of Trustees will work together and the applicable norms are outlined in the Bylaws, which are reviewed on a regular basis.

## 4.0 Statutory Obligations

The Board of Trustees recognizes its obligation to comply with the statutory requirements imposed by the state legislature. To that end, the following policies are hereby ratified:

- Reconsideration of Library Resources and Use of Library Facilities Policy

Pikes Peak Library District ("PPLD" or "Library") ensures freedom of expression for all by providing free access to Library materials, resources, programs, displays, and exhibits through which ideas and information may be explored. The freedom to access, see, hear, and read all points of view without restriction is protected by the First Amendment to the U.S. Constitution. As such, PPLD abides by and complies with the following standards under C.R.S. § 24-90-122(2) in the reconsideration of its resources and use of its facilities (collectively, the "Standards for Reconsideration"):

- (a) A public library serves as a center for voluntary inquiry and the dissemination of information and ideas;
- (b) The public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library;
- (c) Each library resource is provided for the interest, information, and enlightenment of the community and should present diverse points of view in the collection as a whole;
- (d) A public library shall not exclude a library resource because of the ethnic origin, ethnic background, or gender identity of those contributing to the creation of the library resource or because of the topic addressed by the library resource or the opinions expressed in the library resource;
- (e) A public library shall not proscribe or prohibit the circulation or procurement of a library resource because of partisan or doctrinal disapproval of the library resource;
- (f) It is the responsibility of a public library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment;
- (g) A public library shall consider the perspectives of marginalized groups, including those identified in C.R.S. § 22-1-104(1)(a);
- (h) For a public library that provides facilities to the public, the library shall make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use; and
- (i) A public library shall prohibit discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, or ancestry in the selection, retention, display, use or reconsideration of library resources and public meeting spaces.

Pursuant to C.R.S. § [24-90-122](#), PPLD provides a process where Library District residents may express concerns about Library resources or about the use of the Library facilities. The Reconsideration of Library Resources or Use of Library Facilities Policy process is intended to provide a forum for important feedback about the services and resources the Library provides.

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**PPLD BOARD OF TRUSTEES**  
**2026 PRESIDENT CANDIDATES**

**AARON SALT**

**SCOTT TAYLOR**

## Resolution in Recognition of Exemplary Service of Dora Gonzales to the Pikes Peak Library District Board of Trustees

**Whereas**, The Pikes Peak Library District Board of Trustees wishes to commend Dora Gonzales for her exemplary service as a Pikes Peak Library District Board of Trustees Member from January 1, 2020 to September 22, 2025; and

**Whereas**, Dora's service on the Board of Trustees has included serving as the President (2024); Vice President (2023); Secretary/Treasurer (2021, 2022); serving on the Governance Committee (2020, 2021, 2022 (Chair)); and serving on Internal Affairs (2023, 2025); and

**Whereas**, Dora's passion for education, personal ethics, compassion, and leadership have made a significant, positive, and long-lasting impact on the libraries, families, and children within this community; and

**Whereas**, Dora's commitment to accountability and sustainability, knowledge, attention to detail, and insatiable curiosity have contributed to the continued success of the Pikes Peak Library District; and

**Whereas**, Dora's community engagement, energy, graciousness, thoughtful questions, insights, and involvement have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

**Whereas**, Dora has been an advocate for public libraries, has consistently demonstrated the qualities of an exemplary Board Member, and has been a true friend to and champion of the staff and patrons of the Pikes Peak Library District;

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

**IN WITNESS WHEREOF**, we, the Board of Trustees of the Pikes Peak Library District, have hereunto set our hand this 21st day of January, 2026.

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Julie Smyth, President

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Aaron Salt, Vice President

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Scott Taylor, Secretary/Treasurer

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Erin Bents

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Angela Dougan

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Debbie English

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Teona Shainidze-Krebs, CEO



## **Resolution in Recognition of Exemplary Service of Debbie English to the Pikes Peak Library District Board of Trustees**

**Whereas**, The Pikes Peak Library District Board of Trustees wishes to commend Debbie English for her exemplary service as a Pikes Peak Library District Board of Trustees Member from February 20, 2018 to December 31, 2025; and

**Whereas**, Debbie's service on the Board of Trustees has included serving as President (2020); Vice President (2019); serving on the Governance Committee (2021, (Chair); serving on Internal Affairs (2018, 2019 (Chair), 2022 (Chair), and serving on the Public Affairs Committee as Chair from 2023 - 2025; and

**Whereas**, Debbie's personal ethics, compassion, and leadership have made a significant, positive, and long-lasting impact on the libraries, families, and children within this community; and

**Whereas**, Debbie's leadership as Board President during the COVID-19 pandemic ensured stability in uncertain times; and

**Whereas**, Debbie's knowledge, attention to detail, and insatiable curiosity have contributed to the continued success of the Pikes Peak Library District; and

**Whereas**, Debbie's thoughtful questions, insights, and involvement have significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

**Whereas**, Debbie has been an advocate for public libraries, has consistently demonstrated the qualities of an exemplary Board Member, and has been a true friend to and champion of the staff and patrons of the Pikes Peak Library District;

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

**IN WITNESS WHEREOF**, we, the Board of Trustees of the Pikes Peak Library District, have hereunto set our hand this 21st day of January, 2026.

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**Julie Smyth, President**

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**Aaron Salt, Vice President**

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**Scott Taylor, Secretary/Treasurer**

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**Erin Bents**

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**Angela Dougan**

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**Kenny Kuniyuki**

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**Teona Shainidze-Krebs, CEO**