PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
MARCH 20, 2023 5 pm
RUTH HOLLEY LIBRARY

PIKES PEAK LIBRARY DISTRICT

ppld

Cultivate spaces for belonging, personal growth, and strong communities

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: **837 1958 5376**
Passcode: **940463**

REGULAR MEETING OF THE BOARD OF TRUSTEES

I.   CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)

IV. REPORTS

V.   PRESENTATION
A. Introduction of new staff and staff promotions
   1. Director of Organizational Development Joanna Nelson Rendon (Heather Laslie)
   2. Senior Director of Human Resources Timothy Allen (Heather Laslie)

VI. BUSINESS ITEMS
A. Consent Items
   Consent items shall be acted upon as a whole unless a specific item is called for discussion.
   Any item called for discussion shall be acted upon separately as "New Business".
B. New Business

VII. ADJOURNMENT

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

Friends of the Pikes Peak Library District MARCH 2024 Report

Sales for February	(Gross)	
	Amazon	1,241
	eBay	4,780
	Web storefront	88
	East Bookstore	3,682
	Library 21C	2,069
	Penrose*	46
TOTAL SALES		11,906

In February the Friends BOD had two priorities. The first was focused on getting more book donations for the Spring Big Book Sale. Extra opportunities for book drop-off were added. In October 2023, we had 700 boxes for the sale. For the March 2024 sale, we had just shy of 500.

The 2nd priority was preparation for the Literary Awards luncheon on Saturday, 1 June. We have designed the event flyer and also completed the Sponsorship package we will use to approaching organizations about the event. We also continue to focus on increasing our membership.

Rita Jordan, President
Friends of the Pikes Peak Library District

REPORT

Received 189 gifts totaling $20,234.29, including the payout from the 2023 Give! Campaign

After discussion, decided that the Foundation will be a sponsor for the PPLD Open House events happening in early April at a cost of $6000

Relocated the Foundation's physical office from Penrose to 21c in order to work more closely with the Finance team

Attended an in-house TABOR training

Attended the Southern Colorado Women's Chamber of Commerce First Friday breakfast

Attended 2023 Give! campaign check ceremony

Continued to maintain the day-to-day gift processing in the absence of an Individual Giving Coordinator

Kicked off targeted communications to cultivate donors who gave at least $1000 in 2023

Met with a representative from Phil Long To begin exploring potential partnerships

Scheduled recurring meetings with various internal departments to ensure open and frequent communications

February 28, 2024
Monthly Financial Report

Board of Trustees Meeting
March 20, 2024

Monthly Financial Report - PPLD (as a whole)

As of February 28, 2024

	Revised Annual Budget	Year to Date Activity as of February 28, 2024		
		Budget	Actual	Variance
REVENUES				
Property Taxes (1)	35,557,471	13,649,023	10,686,902	(2,962,121)
Specific ownership taxes	3,500,000	583,333	579,585	(3,748)
Total Taxes	**39,057,471**	**14,232,356**	**11,266,487**	**(2,965,870)**
Intergovernmental - E-Rate	544,000	0	0	0
Intergovernmental - State Grant	169,766	0	0	0
Intergovernmental - AEFLA	84,002	0	0	0
Intergovernmental - IECLE	95,005	0	0	0
Fines and fees	90,000	15,000	5,115	(9,885)
Interest income	500,000	83,333	180,127	96,794
Donations/fundraising	479,438	0	0	0
Miscellaneous- Copy sales	25,000	4,167	808	(3,358)
Miscellaneous- Parking lot collections	11,000	1,833	0	(1,833)
Miscellaneous- Other	32,962	5,494	929,296	923,802
Total Operating Revenue	**2,031,173**	**109,827**	**1,115,346**	**1,005,519**
Employee contributions	394,323	65,720	33,796	(31,925)
Total Other Revenue	**394,323**	**65,720**	**33,796**	**(31,925)**
Total Revenue	**41,482,967**	**14,407,904**	**12,415,628**	**(1,992,276)**
EXPENDITURES				
Personnel Expense	25,043,797	2,086,983	3,635,533	(1,548,550)
Operating Expense	14,514,667	1,209,556	1,890,855	(681,299)
Capital Outlay	2,723,332	453,889	26,765	427,124
Total Expenditures	**42,281,796**	**3,750,427**	**5,553,154**	**(1,802,726)**
cess (deficiency) of Revenue over Expenditures	**(798,829)**	**10,657,476**	**6,862,475**	**(189,549)**
OTHER FINANCING SOURCES (uses)				
Insurance Proceeds	0	0	0	0
Transfer In/Out	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(798,829)**	**10,657,476**	**6,862,475**	**(189,549)**
Unrestricted Beginning Fund Balance (2)	15,937,098	15,937,098	15,937,098	**0**
Ending Fund Balance (Projected)	**15,138,269**	**26,594,574**	**22,799,573**	**(3,795,002)**

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

(2) 2023 Projected Unassigned Fund Balance

Monthly Financial Report - GENERAL FUND

As of February 28, 2024

	Revised Annual Budget	Year to Date Activity as of February 28, 2024		
		Budget	Actual	Variance
REVENUES				
Property Taxes	30,189,870	11,588,626	9,873,768	(1,714,858)
Specific ownership taxes	3,500,000	583,333	579,585	(3,748)
Total Taxes	**33,689,870**	**12,171,959**	**10,453,353**	**(1,718,606)**
Intergovernmental	892,773	0	0	0
Donations/fundraising	479,438	0	0	0
Fines and fees	90,000	15,000	5,115	(9,885)
Other Operating	568,962	53,160	180,819	127,658
Total Operating Revenue	**2,031,173**	**68,160**	**185,933**	**117,773**
Total Revenue	**35,721,043**	**12,240,119**	**10,639,286**	**(1,600,834)**
EXPENDITURES				
Public Services Administrative	8,952,674	1,492,112	1,120,485	371,628
Programming Administration	1,781,405	296,901	219,525	77,376
Branch Administration	10,484,677	1,747,446	1,409,463	337,983
Total Public Services Expenditures	**21,218,755**	**3,536,459**	**2,749,472**	**786,987**
Chief Librarian and CEO Office	385,166	64,194	54,856	9,338
Support Services	7,987,469	1,331,245	1,063,778	267,467
Security	1,767,807	294,634	218,686	75,949
Finance Office	1,499,764	249,961	373,208	(123,247)
Communications Office	1,449,889	241,648	181,228	60,421
Development Office	366,193	61,032	0	61,032
Interdepartmental	913,060	152,177	281,257	(129,080)
Total Administration Expenditures	**14,369,347**	**2,394,891**	**2,173,012**	**221,879**
Designated Funds	**698,565**	**116,427**	**41,231**	**75,196**
Total Expenditures	**36,286,668**	**6,047,778**	**4,963,716**	**1,084,062**
Net Impact to Fund Balance	**(565,625)**	**6,192,342**	**5,675,570**	**(516,771)**
Unrestricted Beginning Fund Balance *	15,937,098	15,937,098	15,937,098	**0**
Ending Fund Balance (Projected)	**15,371,473**	**22,129,440**	**21,612,668**	**(516,771)**

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of February 28, 2024

	Revised Annual Budget	Year to Date Activity as of February 28, 2024		
		Budget	Actual	Variance
General Fund				
Public Services	**21,218,755**	**3,536,459**	**2,749,472**	**786,987**
Public Services Administrative	**8,952,674**	**1,492,112**	**1,120,485**	**371,628**
Public Services Administration	206,478	34,413	22,740	11,673
Collection Management	2,555,261	425,877	825,451	(399,574)
Collection Management - Library Materials	4,587,626	764,604	-	764,604
Regional History and Genealogy	732,530	122,088	152,524	(30,436)
Adult Education	870,779	145,130	119,769	25,360
Programming Administration	**1,781,405**	**296,901**	**219,525**	**77,376**
Programming Administration	432,791	72,132	53,291	18,841
Adult Services	368,167	61,361	55,750	5,612
Young Adult Services	316,761	52,793	33,945	18,849
Family and Children's Services	663,686	110,614	76,539	34,075
Branch Administration	**10,484,677**	**1,747,446**	**1,409,463**	**337,983**
Branch Administration	688,101	114,684	74,623	40,060
Penrose Library	1,394,894	232,482	173,515	58,967
East Library	1,759,926	293,321	214,668	78,653
Library 21c	1,567,829	261,305	218,452	42,853
Cheyenne Mountain Library	535,150	89,192	76,947	12,244
Fountain Library	414,916	69,153	62,380	6,773
High Prairie Library	425,736	70,956	61,781	9,175
Manitou Springs Library	376,370	62,728	52,568	10,161
Monument Library	602,505	100,418	86,224	14,194
Old Colorado City Library	453,902	75,650	61,834	13,816
Palmer Lake Library	-	-	-	-
Rockrimmon Library	597,615	99,603	77,420	22,183
Ruth Holley Library	461,131	76,855	66,766	10,089
Sand Creek Library	560,866	93,478	83,935	9,543
Ute Pass Library	-	-	15	(15)
Calhan Library	74,766	12,461	11,404	1,057
Mobile Library Services	492,438	82,073	75,164	6,909
The Hall @ PPLD	78,531	13,089	11,768	1,321
Administration	**14,369,347**	**2,394,891**	**2,173,012**	**221,879**
Chief Librarian and CEO Office	385,166	64,194	54,856	9,338

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of February 28, 2024

	Revised Annual Budget	Year to Date Activity as of February 28, 2024		
		Budget	Actual	Variance
General Fund				
Support Services	7,987,469	1,331,245	1,063,778	267,467
Support Services Administration	180,525	30,087	20,566	9,522
Human Relations Office	782,552	130,425	99,386	31,039
Facilities	4,144,898	690,816	567,996	122,820
Facilities - District-wide	1,133,100	188,850	153,765	35,085
Facilities - Penrose Library	392,526	65,421	54,275	11,146
Facilities - East Library	245,305	40,884	35,854	5,030
Facilities - Library 21c	574,533	95,755	87,706	8,049
Facilities - Utilities / Rents	1,799,434	299,906	236,396	63,510
Information Technology	2,879,494	479,916	375,831	104,085
Information Technology	2,439,167	406,528	339,965	66,563
Creative Services	440,327	73,388	35,866	37,522
Security	1,767,807	294,634	218,686	75,949
Finance Office	1,499,764	249,961	373,208	(123,247)
Communications Office	1,449,889	241,648	181,228	60,421
Communications	1,032,367	172,061	117,869	54,192
Patron Experience	311,464	51,911	47,264	4,647
Multi-Cultural	106,057	17,676	16,095	1,582
Development Office	366,193	61,032	-	61,032
Interdepartmental	913,060	152,177	281,257	(129,080)
Interdepartmental - Other	1,513,060	252,177	229,673	22,503
ATTRITION SAVINGS	(600,000)	(100,000)	51,583	(151,583)
UNDESIGNATED	**35,588,103**	**5,931,350**	**4,922,485**	**1,008,866**
Designated Funds	698,565	116,427	41,231	75,196
DESIGNATED	**698,565**	**116,427**	**41,231**	**75,196**
TOTAL GENERAL FUND	**36,286,668**	**6,047,778**	**4,963,716**	**1,084,062**

Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of February 28, 2024

	Revised Annual Budget	Year to Date Activity as of February 28, 2024		
		Budget	Actual	Variance
REVENUES				
Property Taxes	2,723,332	1,015,024	929,296	(85,728)
Total Revenue	**2,723,332**	**1,015,024**	**929,296**	**(85,728)**
EXPENDITURES				
Capital Fund- Facilities	1,223,000	203,833	1,850	201,983
Capital Fund-Communication	26,500	4,417	0	4,417
Capital Fund- Security	663,332	110,555	0	110,555
Capital Fund- IT	810,500	135,083	3,580	131,503
Capital Fund- Video Studio	0	0	0	0
Capital Fund- Creative Services	0	0	21,335	(21,335)
Total Expenditures	**2,723,332**	**453,889**	**26,765**	**427,124**
Net Impact to Fund Balance	**0**	**561,135**	**902,531**	**341,395**
Beginning Fund Balance*	2,354,244	2,354,244	2,354,244	**0**
Ending Fund Balance (Projected)	**2,354,244**	**2,915,379**	**3,256,775**	**341,395**

Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of February 28, 2024

	Revised Annual Budget	Year to Date Activity as of February 28, 2024		
		Budget	Actual	Variance
REVENUES				
Property Taxes	2,644,269	1,015,024	813,134	(201,890)
Employee contributions	394,323	65,720	33,796	(31,925)
Other Revenue	0	0	117	117
Total Revenue	**3,038,592**	**1,080,745**	**847,046**	**(233,698)**
EXPENDITURES				
Personnel Expense	3,271,797	694,351	562,673	131,678
Operating Expense	-	0	0	0
Total Expenditures	**3,271,797**	**694,351**	**562,673**	**131,678**
Net Impact to Fund Balance	**(233,205)**	**386,394**	**284,374**	**(102,020)**
Beginning Net Assets*	873,733	873,733	873,733	**0**
Ending Fund Balance (Projected)	**640,528**	**1,260,127**	**1,158,107**	**(102,020)**

2024 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
REVENUE					
January 9, 2022	2024 OAB Budget Ratification	$35,721,043	$2,723,332	$3,038,592	**$41,482,967**
	TOTAL REVENUE	**$35,721,043**	**$2,723,332**	**$3,038,592**	**$41,482,967**
EXPENDITURES					
January 9, 2022	2024 OAB Budget Ratification	$36,286,668	$2,723,332	$3,271,797	**$42,281,797**
	TOTAL EXPENDITURES	**$36,286,668**	**$2,723,332**	**$3,271,797**	**$42,281,797**
OTHER FINANCING SOURCES					
	TOTAL OTHER FINANCING SOURCES	**$0**	**$0**	**$0**	**$0**
TRANSFERS IN / OUT					**$0**
	TOTAL TRANSFERS IN / OUT	**$0**	**$0**	**$0**	**$0**
	Net Change in Fund Balance	($565,625)	$0	($233,205)	**($798,830)**
	Projected Beginning Fund Balance	$18,410,854	$2,354,244	$873,733	**$21,638,832**
	Projected Ending Fund Balance	**$17,845,229**	**$2,354,244**	**$640,528**	**$20,840,002**

Public Services Report
February 2024

Compliments

"As a parent I thought [the Homeschool Science Fair] was fantastic! I loved being able to see what other kids/families thought to do. I enjoyed how different everyone was. I was so impressed with the event, which I shouldn't be since we've done other events in the past and they are always so well put on. I absolutely love these quality, thought out opportunities you give the homeschool community. I feel like this just enhances our experience as homeschoolers while giving them similar opportunities to get out of their comfort zone as public schools give. Thank you and we look forward to participating in more programs as they come!" Michelle S.

"Thanks again for spending the day showing our students how to use a sewing machine and how to make their very first project! Grateful for the time and energy you invested." - Teacher at the Village High School in D20

From CPCD (Community Partnership for Child Development):
I am very appreciative of our partnership, especially since I know it adds additional work for your branch. So far, we have been able to provide 63 families with library cards from either Ruth Holley or Sand Creek. Many of those families are young families that were hesitant to get library cards on their own for various reasons. But now with cards, have finally ventured into the world of libraries and checking out books.

Adult Education
Accountability

There are currently 66 Students enrolled in the GED prep class and 66 in the English as a Second Language (ESL) classes. Sandy Hancock (director) meets monthly with Kim Hoggatt (Controller) to review the reimbursements for the Adult Education and Family Literacy Act (AEFLA) grant process. The AEFLA grant application process is underway for the next four years.

Community Connections

Ben Kegley (Instructional Designer) and Scott Crum (Chef Instructor) have opened application submissions for the Food Industry Training (FIT) program and are interviewing prospective candidates for the Cohort that will begin in March.

Staff

Tarah Ruff (Strategic Services Business Librarian) has been working with a mentor and taking classes offered by the American Library Association to increase her knowledge of entrepreneurship and small business ownership.

Branches
Access

Mobile Library Services added two year-round stops, Primrose School North and CPCD (Child Partnership for Child Development) Moreno Avenue, to the schedule this month. They served 63 patrons at these stops in February.

Accountability

As a member of the PPLD Green Team, Bradley Butzin has successfully finalized the

March 20, 2024

12 of 48

Sustainable Purchasing Guide. His tasks involved completing the guide, developing training materials, and recording the training sessions, which are now accessible on Bridge.

The East Library children's department is currently short-staffed due to staff taking other opportunities, and hiring these positions will happen as soon as an East Library Manager is placed. Staff from Ruth Holley, Manitou Springs, and Cheyenne Mountain libraries are helping out.

Communications
Brittany McNeil from Cheyenne Mountain Library provided outreach support for a Leap Day program at Skyway Elementary School (a Title 1 event) by bringing the Robots + Cubelet's lightning lesson to this semi-rare calendar event. This allowed students to explore robotics in a fun and creative way. She supported a group of 60 people with this resource and facilitated some conversation about the difference between humans and robots, as well as what a robot needs to operate.

Sarah Hoelting from Old Colorado City Library presented the lightning lesson: Robots + Cubelets to two kindergarten classrooms, engaging with 52 students overall. She also presented an art-focused lightning lesson to the Howbert kindergarten classrooms in January. Machelle Selken connected with ESL instructors from HSD2 and arranged a visit to one of their classes at the Family Success Center to promote library resources and sign students up for library cards.

Celia Egghart and Emily Baker attended the Spaghetti and Stories Literacy Night at Ute Pass Elementary School. They talked to 52 people about resources at Ute Pass Library and PPLD and gave out swag and library card applications.

Community Connections
Grant Winger, Executive Director for Fresh Start Center, picked up 40 pounds of donated food that was given by High Prairie Library patrons. Laura Foye also renewed the community partnership agreement with Fresh Start this month.

Cathy Wood and Mikaela Fortune welcomed high school seniors from Simla, which has become an annual visit, for a resource class and tour at Library 21c. Several students received library cards. This senior class has a large research project every year and comes out to Library 21c to learn about research techniques, evaluating information sources, and library resources from PPLD staff.

Physical and Virtual Spaces
Staff at High Prairie Library have shifted the adult nonfiction audiobooks to make room to shift the back issues of magazines. This opened a shelf unit to accommodate the holds volume. They also interfiled some nonfiction materials to reflect the named placement in the catalog and make them all easier to locate. These materials included homeschool materials, manga, graphic novels, and biographies.

Ute Pass Friends of the Library purchased two new leather chairs for the main area of the library. This will allow more seating near the very popular fireplace.

Staff
The responsibility for coordinating the Art Galleries for PPLD was transferred from Creative Services to Branches. Bridget Bruch is the point of contact and received training to manage the

submissions, connect with other locations, and provide overall support.

Collection Management
Access
Staff added 6,159 items to the collection in February and received 419 boxes of new library materials from vendors.

Six more magazine titles were discontinued by their publishers. *Modern Dog* was added to the magazine collection as a replacement for *Dogster* (discontinued) which, itself, was a replacement for *Dog Fancy* (also discontinued).

Interlibrary Loan (ILL) continued to expand PPLD's reach by contacting the Max Planck Institute for Mathematics in the Sciences, located in Leipzig, Germany, to fulfill a patron article request. The article was part of Mathrepo, a repository dedicated to mathematical research data. It was emailed by the librarian at [Eberhard Zeidler Library](#) to PPLD ILL staff who made it available to the patron.

Accountability
Collection maintenance was in high gear in February with a review of cookbooks, health and medicine, and biographies at the Penrose Library, and the reference materials at Penrose and East Libraries. A portion of older nonfiction titles in OverDrive were replaced with newer editions or other titles that had updated information. Staff updated the Check-out Colorado backpacks. They evaluated the condition of the actual backpacks, added a new 2024 annual state park pass, and replaced other contents. The Family Stargazer backpacks were also refreshed and returned to the collection. New pack contents include extra books, a movable star chart, and a binder full of astronomical information from the Space Foundation.

Amanda Marez-Frutchey, a member of the Colorado Resource Sharing Conference Committee, worked with library resource provider OCLC to get a $600 sponsorship awarded for the 2024 Colorado Resource Sharing Conference.

Collection inventory, circulation, and database use for 2023 was provided for the Facts & Figures document.

Community Connections
The Integrated Library System (ILS) Administrator and the adult nonfiction Selection Librarian each met with students working on library related projects.

Donations to community organizations in February included 117 children's titles to West Elementary School, 59 large print titles to assisted living facilities serviced by the Lobby Stop Van, and over 150 Playaway audiobooks to the Colorado School for the Deaf and the Blind, Goodwill Possibilities, and three other schools.

Physical and Virtual Spaces
The shelving height reduction project began at Penrose Library, and much was accomplished by the end of the month. Shelving was incrementally reduced in height by removing the library materials, dismantling the shelving, sending the framework sections to an off-site vendor for shortening, and then reinstalling the shelving and adding back library materials. The off-site vendor took 271 of the 90" and 66" frames, cut them to 54", rewelded the support braces and painted the welded areas. The frames were reinstalled by PPLD Facilities staff who provided much of the labor needed for the project. The Penrose Library staff have also contributed many

hours to the project, first removing materials and cleaning shelves, and then replacing materials on the newly shortened shelves, so that when Penrose reopens, patrons can access materials while feeling safer in the facility. Staff said they are impressed with the increased light dispersion and how much better they can see across the shelf units. The work continues...

A new online registration form for temporary PPLD accounts has eliminated registrations by bots that create fake accounts.

Staff
Drew Hart job-shadowed Library 21c Facilities staff for a day and came dressed for his temporary role.

Programming
Access
Jennifer Eltringham facilitated the February Meet a Master Maker program, where laser cutter expert Debbie Urquijo assisted attendees in making and decorating wooden roses.

Jennifer Eltringham, Mikaela Fortune, Christa Funke, Gayle Meredith, and Carol Scheer were busy this month fulfilling school support. They provided Lightning Lessons to Ridgeview Elementary (70 students), Lewis Palmer Elementary (222 students), Woodmen-Roberts Elementary, and Pioneer Technology & Arts Academy (50 students).

Staff attended ESL Night at da Vinci Academy and met with D20 ESL to plan an ESL Parent Night at Library 21c.

Fifty-five students in the Education Dept. at UCCS were trained in how to give book talks.

Navigating Digital Information classes were provided at Manitou Springs High School.

A resource class and library tour were provided to students who visited from Big Sandy High School (Simla, CO).

Staff were guest readers for Dr. Seuss Day, and Poetry Workshops were provided to Jackson Elementary school in conjunction with the Jean Ciavonne Poetry Contest.

Twelve students from Village High School were taught a sewing class in the Makerspace.

Staff provided 40 library cards at school outreach events, and checked out six elementary classroom sets and six young adult classroom sets.

Accountability
Mikaela Fortune created an internal document that will track staff requests for efforts around National Initiatives.

Community Connections
With the help of the PPLD Homeschool Committee, Joy Fleishhacker organized and hosted the annual PPLD Homeschool Science Fair on February 16, 2024. Gayle Meredith, Carol Scheer, Larissa Powers, Yvette Dow-Rose, Amber Cox, and Melody Alvarez provided help with set up, welcoming the participants, providing information about PPLD, and interacting with the students. The Venue was packed with 59 students (grades K-7th), who presented an array of science fair projects. Many homeschool families came to browse the fair (309 people attended this event), and 141 students filled out a "What I Learned" questionnaire to earn a small prize. Educators from the Pikes Peak Regional Science and Engineering Fair and STARBASE Peterson were in attendance to interact with the student scientists and spread the word about other science opportunities in our community.

Staff
Throughout the month of February, each staff member from the new Programming Department gave a mini 20-minute presentation at the department meetings to share what their job responsibilities are. As a new team, this helped staff learn what others do and provided an opportunity for questions and insight to see all the team is responsible for.

Rachel Martin has joined the Programming Department as the School Engagement Senior Librarian focusing on K-8th grade.

Regional History & Genealogy
Access
Jamie Wagner, Senior Library Associate, hosted a virtual class on Pre-1850 Genealogical Research for nine patrons.

Toni Miller, Library Associate, hosted an "excited" AP History class from Village High School, with a total of eight attendees. Primary and secondary resource materials were investigated. The students investigated the stacks, and resources for further research were provided, including new LibGuides for Pikes Peak NewsFinder and ArchivEra.

Accountability
Regional History & Genealogy launched a new reference question tracking system this month that captures all the ways patrons contact the department and provides staff a method to track completion and topics, much in the same way that eRef and Telephone Room questions are tracked. Queries that are received involve in-depth research, and often involve Pikes Peak NewsFinder. Even though Penrose Library was closed this month staff handled 165 reference questions, or about eight per day, though PPNF, email, and phone.

John Jarrell, Program Coordinator, introduced a new scheduling system for the department, leveraging code developed with the help of Chat GPT to enhance scheduling efficiency.

Cara Ramsey continues to process unaccounted and unprocessed material in the RH&G vault. This includes materials that are undocumented, not accessioned, or whose provenance is unknown. These materials will be researched, accessioned in our Collection Management software, processed, and stored properly.

Cara Ramsey has been entering older accession records (1970s-2000s) from old ledgers and correspondence into our new collection management software, ArchivEra. This is part of a larger effort to have all our existing documentation stored and searchable in a single place.

Community Connections
Library Assistant Nina Kuberski, Archivist Erinn Barnes, Program Coordinator Jon Jarrell, and Director Michael Doherty worked internally, and with Administration, Communications, and donors Jon and Becky Medved to bring forth the March exhibit celebrating political cartoonist Chuck Asay. The reception for the exhibit, which includes Library 21c, East Library, and Penrose Library (when it re-opens) will be March 6th at The Venue, by invitation. RH&G holds 10,000 of Asay's cartoons, our biggest photo archive collection.

Physical and Virtual Spaces
While Penrose Library has been closed, staff has had more time to investigate materials that are stored in areas of the building and vault that have not been "accessioned," added to our collection. By and large, these are donations given in the past that may or may not have supporting documentation.

Staff
Erinn Barnes, Photo Archivist Librarian, and Cara Ramsey, Archivist Librarian, trained RH&G staff on the archival process and the nature of their work. This included an overview of an archival collection including its donation, accession, processing and description, and access and use. We also covered related RH&G polices of handling and tracking resources, our other "duties as assigned," and our current individual projects.

PPLD KPIs (Key Performance Indicators)

Month: February

	2024	2023	% Change	YTD 2024	YTD 2023	% Change
Door Count	147,155	133,323	10.37%	307,637	281,376	9.33%
Circulation (physical materials)	176,709	178,046	-0.75%	373,316	378,607	-1.40%
Reference Questions	8,378	7,255	15.48%	16,983	16,060	5.75%
Meeting Room/Study Room	2,607	2,041	27.73%	5,234	4,166	25.64%
Computer Usage	16,149	15,885	1.66%	34,338	34,692	-1.02%
Number of Programs	376	550	-31.64%	721	1,061	-32.05%
Programs Attendance	10,633	9,486	12.09%	21,636	20,926	3.39%
eResources (OverDrive/Libby, Hoopla, Kanopy)	286,883	230,489	24.47%	599,697	489,717	22.46%
Culture Pass	219	136	61.03%	454	234	94.02%

<div align="center">

March Communications Board Report
February stats

</div>

Access

Multicultural Outreach & Accessibility:

- Attended Black Wings History Month event, Feb. 10, 100 community members, 59 interactions (7 requests for library cards were completed)
- Attended Veterans Network (VetNet) event, Feb. 22, presented to 59 community members and provided library business cards
- Attended Technology Accessibility Rules Public Rulemaking Hearing for Digital Equity by State of Colorado, Jan. 23, and Website Accessibility Training: 10 Steps to Achieve and Maintain Compliance training, Jan. 24
- Completed an ADA audit of 14 PPLD locations for accessible equipment: status of current inventory, upgrades, needs. Will be putting together a District needs list and discussing upgrades and budgets with IT and Comms

Website Statistics for February
Total pageviews: 389,672
New Users: 114,608
Most visited page: ppld.org/winter-reading (A change as it's usually ppld.org/kids)

Website Redesign:

- After meeting with the website committee and gathering feedback from various groups within PPLD, we have finished the design phase of the website. The focus has shifted to the development stage. The development stage will involve creating the design prototype on a testing server so it can be tested, and the user-experience fine-tuned before taking the website live.
- Launched the Multicultural Outreach & Accessibility webpage and updated the Multicultural Outreach & Accessibility LibGuide

Website Accessibility

- Attended webinars advising on the upcoming deadline for technology accessibility by July 1, 2024. We are going through our current website to identify and correct any website accessibility issues and are continuing to work on the plan to make our website compliant with the Colorado state guidelines. (WCAG) 2.1

Accountability

Facilities Master Plan Support

- Public Input Sessions – 11 patrons and 2 dogs total attended four sessions. This count does not include one person who arrived prior to a session to give feedback on a specific issue and then left.

- Survey – The online survey is closed with a total of 2576 surveys, not including paper surveys. This translates to an additional **325** submissions from our first round in fall 2023.

Communications

<u>Media</u>:
- Number of stories – 94
- YTD stories – 192

- The Winter Adult Reading Program appeared in three articles (Denver 7 ABC, KOAA, KKTV), seven TV news segments (KKTV, KOAA), and two news aggregates
- The Penrose Library closure was covered in 14 TV news segments from KOAA (where Colorado Springs Rescue Mission is involved in the story), KKTV, and Fox21
- Tax Aid Services appeared in five articles (KOAA, The Gazette, KRDO, Fox21), 11 TV news segments (Fox 21, KRDO, KKTV), and one news aggregate.
- KOAA covered Ruth Holley as a Black History Month TV news segment that aired four times and appeared as an online article

<u>Social Media:</u>

<u>Facebook (Districtwide account):</u>
- Number of posts: 45
- Total page likes: 14,855 (46 new likes)
- Total page followers: 16,381 (163 new followers)
- Engagement: 15,990
- Post reach: 109,318 (Number of times our content was seen) (24% increase from prior month)
- Page reach: 117,612 (42% increase from prior month)
- Clicks: 3,512 (812 more clicks than prior month)
- Video minutes viewed: 2,404
- Page visits: 5,596

<u>Instagram:</u>
- Content: 51 posts/videos/reels, 79 stories
- Total followers: 4,016 (98 new followers)
- Engagement: 2,138 (31% increase from prior month)
- Reach: 7,786 (number of times our content was seen) (19% increase from prior month)
- Profile visits: 976 (57% increase from prior month)
- Link clicks: 101

<u>X (formerly Twitter):</u>
- Number of posts: 51
- Total followers: 5,208
- Engagement: 113
- Impressions: 3,772 (number of times our content was seen)
- Clicks: 0

<u>LinkedIn:</u>
- Number of posts: 14
- Total followers: 1,640 (18 new followers)
- Impressions: 3,093 (number of times our content was seen)
- Engagement: 189
- Page visits: 269 (67% increase from prior month)

<u>Newsletter:</u>

- Number sent (subscribers): 141,448
- Successful delivery: 132,834
- Opened: 63,867 (48% open rate) (This is our average open rate)
- Clicks: 8,820 (6.6% click rate) (This is a 2% lower click rate than usual)

<u>NextDoor:</u>
- Number of posts: 12
- Impressions: 81,586 (number of times our content was seen) (5% increase from prior month)
- Engagement: 205 (30% increase from prior month)

<u>YouTube:</u>
- Total Subscribers: 7,941
- Total Views for February: 27,997
- Total Lifetime Views: 6,123,219

Community Connections

Outreach
Number of Outreaches: 15
Attendance: 2,186

- Black Wings, America Dreams of Flight Family Day on Feb. 10; Fort Carson Connect With A Vet Job Fair on Feb. 22; an ESL class at Pikes Peak United Way's Family Success Center on Feb. 27 that connected 15 people with new library cards; and six school outreaches for STEAM and literacy events.

Culture Pass
- 219 Culture Passes were issued to patrons in February. Culture Passes issued YTD is 454.

Partnerships
- **(new) U.S. Olympic & Paralympic special limited-edition branded library cards to be released in tandem with Summer Adventure -** As this year's Summer Adventure presented by Children's Hospital of Colorado takes on a "summer games" theme to celebrate the 2024 Summer Olympics in Paris, the U.S. Olympic & Paralympic Museum is sponsoring 2,000 limited-edition branded library cards. Patrons may present the branded library card to the museum to receive a free child's admission (12 years and younger) with a paying adult between May 31 – July 31, 2024.

- **(renewed) Switchbacks FC – Ziggy Kids Club** - PPLD will once again team up with the Colorado Springs Switchbacks FC to connect fans with PPLD programs and

offerings. PPLD will give a free book to fans as they register for Summer Adventure at the June 1 game; and the Sep. 14 game will be coined "PPLD Night with the Switchbacks" where PPLD Library cardholders can get discounted tickets to the game, sit in the branded PPLD seating section, and enjoy a fun pre-game activity on the field presented by PPLD.

- **(renewed)** Pikes Peak Makerspace partnership to offer three Repair Cafes in 2024.
- **(renewed)** Partnership with Fresh Start at High Prairie Library to continue maintain a dedicated space to grow produce and herbs to distribute to the local community and to support the seed library.
- **(renewed)** PPLD is working with the City of Colorado Springs Parks, Recreation and Cultural Services to renew its agreement to maintain a collection of Junior Ranger backpacks for checkout. With the new agreement, backpacks will increase from eight to 15.
- **(renewed)** PPLD is working with the U.S. Olympic & Paralympic Museum and U.S. Olympic & Paralympic Training Center to renew their partnership agreements to continue as Culture Pass partners in 2024.

Facilities Department Report
March 20, 2024

Physical and Virtual Spaces

Penrose Library: The shelving height reduction portion of the Penrose Security Improvement project is substantially complete. The shelving stacks have all been cut down, re-welded, paint touched up and reassembled in their new configuration. Final details are continuing including canopy installation as well as end panels being cut down and affixed in place. The project is on schedule at this time.
Furniture replacement is approximately 50% complete with tables and chair deliveries received and awaiting placement closer to completion of this overall project.
A total of eight large boulders have been placed strategically along the north exterior wall of the Children's area for added protection from vehicle entry.
Numerous other tasks are in process including the relocation of patron lockers, shifting of the Friends bookstore and the installation charging stations, etc.
Work continues on the interior design of additional improvements targeted for later this year including but not limited to relocation of the main service desks at the east and west entrances, the redesign of the computer lab area in the lower level as well as improve access control to the Childrens area.
Throughout the process, Facilities has been prepping and repainting walls impacted by the movement of equipment and other components giving the interior a fresh appearance.
Facilities, Security, and the architect assisting on this project have been working on the development of an FBZ (Formed-based Zone) warrant that would be presented to the city planning department in hopes of being approved for fencing of the main plaza area of the Penrose library. The current FBZ code does not allow for fencing of what is referred to as the "common lawn" and is basically the frontage to the street in the downtown area.
The property line survey has been completed and documents for the warrant are currently being reviewed by the PPLD team. The next opportunity for submission to city planning is in early April.

East Library: Facilities has been working with a contractor on the relocation of the East Library Fire Department Connection (FDC). This project began as a repair of the remote connection hydrant that was exhibiting corrosion at the base. Further investigation revealed what was anticipated to be a broken underground line into the building. After excavation was completed to expose the underground line, it was discovered that the line, as originally installed in 1986, was in fact no longer to code. Replacement of the line in its current route would have been very disruptive and costly. Upon further discussion with the contractors involved, it was determined that the most cost-effective solution was to reroute the FDC, above ground and to another location on the building. After weeks of engineering and Fire and Regional Department review, permitting was approved and work is to begin on March 12 with a targeted completion of work by March 15. Should any delays in completion or inspections arise, we have developed a plan to provide a 24/7 fire watch of the facility, as mandated by the Colorado Springs Fire Department, utilizing outsourced contractors and internal security personnel.

Facilities Master Plan: The HB&A team will be conducting a workshop on Monday, March 18, with PPLD Leadership in ongoing development of the Facilities Master Plan. This workshop will involve pulling all of the data gathered so far by both the HB&A team as well as PPLD and begin creating the framework for the overall final plan. This session will begin establishing priorities on facilities capital improvements as determined by PPLD leadership. The workshop will also focus on other areas such as locations of library facilities, current and future.

Monthly Facilities Statistics:

Monthly Routine Maintenance Visits	Completed
February	215

Demand Work Orders	Completed	Hours
February	132	332.44
Preventive Maintenance Work Orders		
February	170	211.61
Emergency On-Call		
February	3	4
Total Work Orders	302	548.05

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

Participated in Fort Carson Veteran job fair.

Staff

Staff completed on-demand harassment prevention training through Employers Council. New hires will be enrolled in the training within 6 months of starting at PPLD.

Collaborated with Adult Education and Penrose Library supervisors to pilot Northstar Digital Literacy technology assessments with Penrose Library employees prior to launching District-wide to address Strategic Plan tactic 6.2.1 *(..evaluate, assess, and address staff skill gaps and needed areas of growth in order for staff to provide digital literacy support to the public.)*.
Human Resources continues to offer Manager Training Camp. This is the foundational training for supervisors and managers that equips managers with tools to support and hold employees accountable.
1095-Cs (documents showing information about health coverage offered and enrollment status) were completed for all eligible employees and mailed out or emailed (depending on preferences) in compliance with the Affordable Care Act requirements.

Statistics:

- Volunteer

February 2024	Total # of Volunteers	Total # of Hours
Adult Volunteers	129	1019
Teens	38	167
Friends of the Library	**	783

**Data not available

- Recruitment

Recruitment / Selection Activity	February 2024
Jobs Posted	12
Newly Hired Employees	5

Promoted Employees	3
Transferred Employees	4
Separated Employees	4

- Staffing

Staffing Stats	February 2024
Total Permanent Employees	381
Total Active Positions	433
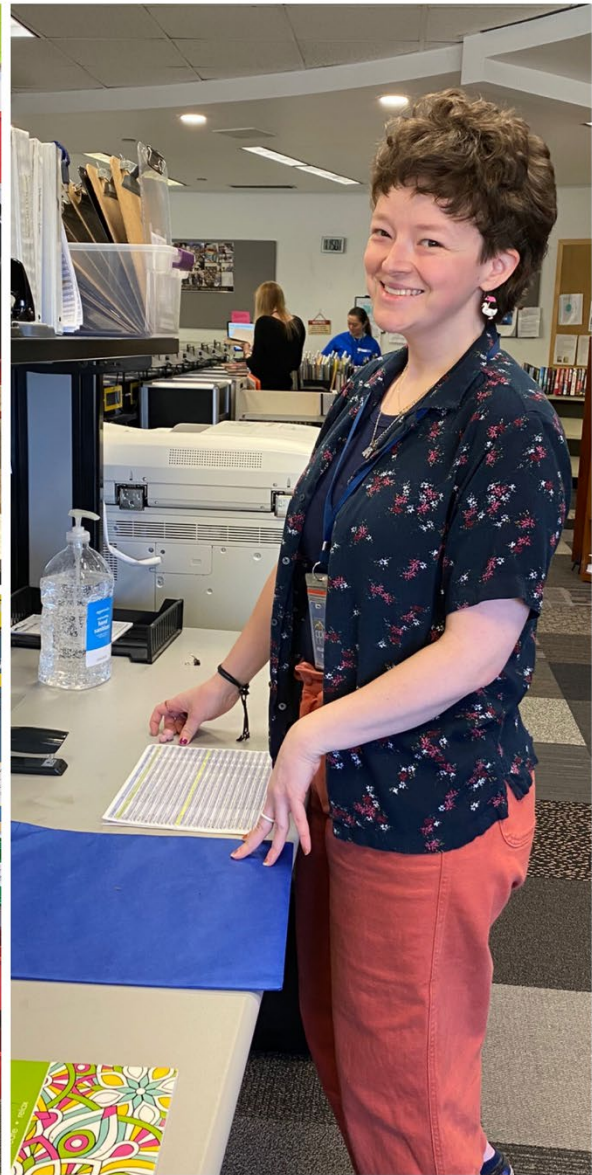
Volunteer Spotlight – February 2024
Library 21c Saturday volunteers, (clockwise from top left)
Angela Hines, Caroline Conrad, Judy Mack

Information Technology
February 2024 Monthly Report

Access
New 3D printers arrived. These printers were purchased after assessing use and maintenance statistics for the current printers. As the second most popular item in the makerspaces, this equipment is heavily used.

The lockscreen project was completed for all locations except Penrose Library, which will be completed when the computers are installed. These lockscreens will help identify public computers as "teen," "children's," etc. in an effort to eliminate confusion on which computers are available to the public based on age range.

A cellular booster was installed at Monument Library, which made the credit card swipes and phone calls more reliable for the public and staff in the building.

Google was engaged to deploy ChromeOS on outdated equipment for use as catalog computers. With this operating system, computers that are no longer good for patron use in the labs can be repurposed and still work well as catalogs.

Accountability
Plans were developed for a district-wide data audit. Meetings will be scheduled with various stakeholders to develop an understanding of all the data in the Library.

Community Connections
Staff met with an individual from the Space Foundation to share information about how PPLD offers 3D printing services to the community.

Physical and Virtual Spaces
Wireless access points throughout the District are being placed on a console map. This map will help identify whenever an access point goes down and will help us to triangulate the location of a lost staff device on the floor.

The Penrose computer lab has been reconfigured to allow more space for patrons to use the computers and charge their personal devices.

Staff
The part-time voice systems analyst position on the Infrastructure team was filled.

Four Creative Services positions were filled as a part of the reorganization: two data analyst positions, a studio services coordinator position, and a creative training coordinator position. The final position, creative technology specialist, was posted and interviews were held.

Safety/Community Resources/Security Board Report
February 2024

SAFETY

Physical and Virtual Spaces
A total of 536 evacuation signs spread throughout the Pikes Peak Library District were audited for visibility, accuracy, and compliance with safety regulations. The audit revealed minor discrepancies and said discrepancies were immediately addressed, ensuring that all 536 evacuation signs were in satisfactory condition and properly placed according to safety protocols

An audit of the Stop the Bleed bags was conducted to ensure the accessibility and adequacy of emergency medical resources across Pikes Peak Library District. The audit encompassed 66 Stop the Bleed bags distributed throughout the district, with a focus on verifying their proper placement according to district safety maps and addressing any additional requirements identified by library managers. Safety Map Accuracy/Updates:
The safety maps were found to accurately depict the locations of existing Stop the Bleed bags within all PPLD facilities. Any additional bags added were updated on the safety maps to reflect updates ensuring that emergency responders and staff have access to accurate information during critical situations. Immediate Provision of Additional Bags: Upon request, additional Stop the Bleed bags were provided promptly to library managers to meet their specific requests/needs and ensure comprehensive coverage across the district

The Bloodborne Pathogen Box Audit was conducted to ensure the accuracy of the locations of bloodborne pathogen boxes as indicated on safety maps and to verify the contents of each box across the Pikes Peak Library District. The audit aimed to guarantee the readiness and effectiveness of our response to potential bloodborne pathogen incidents within the district. The Bloodborne Pathogen Box Audit was conducted to ensure the accuracy of the locations of bloodborne pathogen boxes as indicated on safety maps and to verify the contents of each box across the Pikes Peak Library District. The audit aimed to guarantee the readiness and effectiveness of our response to potential bloodborne pathogen incidents within the district. Contents Verification/Resupplying: Upon inspection, all 26 bloodborne pathogen boxes were found to contain the necessary supplies and equipment as mandated by safety regulations. These supplies included personal protective equipment (PPE), biohazard bags, disinfectants, and other essential items required for safe handling and disposal of bloodborne pathogens

Three fire drills were conducted within Pikes Peak Library District in February. These drills aimed to evaluate the effectiveness of evacuation procedures, staff preparedness, and the functionality of fire safety equipment. The drills were executed smoothly, with staff demonstrating prompt responses and adherence to established protocols, ensuring the safety and well-being of all occupants within the district's facilities

Staff
Conducted a CPR class with 7 people trained and a total of 15 personnel trained this year in CPR across the district.

Held initial Food and Drink Policy update meeting. Great feedback, minor changes – mainly verbiage and order of bullet points. Another meeting to follow up will be held in March.

Nonviolent Crisis Intervention Training was held twice for a total of 7 staff members as a refresher. Staff continues to use verbal skills for de-escalation techniques, as mandated. This training has been successful in helping staff deal with non-compliant, aggressive, and threatening patrons.

COMMUNITY RESOURCES

Access
Community Exchange program 2/23: 12 patrons (orgs in attendance: Colorado Department of Public Health & Environment, Department of Human Services, DMV2GO, El Paso County Pretrial Services, Oak Street Health, PEAK Parent Center, Recovery Unlimited, and Serenity Recovery Connection); program held at Ruth Holley during Penrose closure

Joe and Sofie (Peer Navigators) have worked with Catholic Charities Marian House, Kingdom Builders Family Life Center, and The Independence Center to be given space in their buildings to put up a table and connect with their clients to direct them to PPLD services while Penrose is closed.

Accountability
Met with Joanna Lindstrom (grant writer) to discuss Colorado Springs Health Foundation (CSHF) grant and gather details and data for Year 2 report due on 3/16.

Communications:
Working with Communications Team to get new signs made for Open Hours so patrons can access the schedule via a QR code that links to Library Market; almost ready for distribution.

Submitted Helping Hands version for Spanish translation, but Sofie and Joe first narrowed down the list to only organizations who offer bilingual services to ensure those using the list will be able to access services when reaching out.

Community Connections
114 patron interactions, 32 of which were known to be new clients.

Kayla: attended Pikes Peak Continuum of Care (PPCoC) Coordinated Entry Advisory Committee meeting (2/09) to provide suggestions and work with others regarding process for selecting individuals/families/youth for housing from the VI-SPDAT list.

Kayla: attended PPCoC Executive Committee meeting (2/15) to prepare for upcoming general PPCoC Board meeting.

Kayla: attended PPCoC Board meeting 2/23 and received training on Built for Zero and Functional Zero for homeless populations; Pikes Peak area dedicated to Built for Zero model to reduce homelessness in our area so the inflow of homeless is less than the outflow of those getting successfully housed.

Kayla & Nikki: attended bi-weekly Coordinated Entry case conferencing meetings to advocate for clients in need of housing.

Physical and Virtual Spaces
Kayla: conducted suspension appeals with Kurt Thompson on 2/08 and 2/22: no patrons attended so all suspensions still stand.

Staff
Safety, Community Resources, and Security team meeting, received training on defensive space from Charles Piatt.

One-on-one meetings with each staff member to check in and see what needs they may have and provide time for them to discuss questions or concerns they may have.

Community Resources team meeting on 2/16 to collaborate and discuss new resources in the community; decided to cut back to one team meeting per month (used to be twice a month) with option to schedule supplemental meetings as needed.

SECURITY

Community Connections
Only one appeal was scheduled for the month, but the individual was a no-show. There were no walk-ins. Community resources remained available for patrons in need of services and outreach programs during the appeals process.

Physical and Virtual Spaces
In February, the west region, including the Penrose branch, Carnegie, The Hall, Sand Creek, Old Colorado City, Cheyenne, Ute, Manitou, and Fountain had over 15 Patron Incident Tracking System (PITS) reports completed. These included public intoxication, medical issues, and code of conduct violations. Most suspensions occurred at the Penrose branch, despite it being closed for remodeling. Other branches experiencing suspensions were Cheyenne, Old Colorado City, Sand Creek, and Manitou. The incidents ranged from medical situations, vandalism, to multiple suspensions and suspension violations. There were also instances of trespassing, urinating, and defecating on property, as well as an assault occurring off property at Old Colorado City. Medical incidents primarily involved cold weather injuries and possible drug use. No CPR, Narcan, or AED's were used; staff relied on calling 911

Penrose is still undergoing remodeling, with officers conducting rounds there as well as at other branches. Penrose officers also handled money runs mid-month and end of month. The Colorado Springs Police Department and City Attorney's office have requested footage and statements regarding a couple of suspended patrons who were assaultive and aggressive.

Staff
Welcomed new security officers, Philip Goates and Luke Corsten into the Department. Philip and Luke recently completed training and are now working at East Library and Ruth Holley Library respectively as full time security Officers. They are a welcome addition to the department and we are glad to have them as a part of our team!

Training for Iesha Thomas and Melanie Litton on security procedures and operations as part of the Security Operations Center project has continued. Both officers have made good progress towards learning everything needed for working in the SOC and assisting the district with Security needs.
Security held two sessions of interviews where one candidate was selected for a full time security officer position at Penrose Library

On February 7th, Samuel Howard was at Monument Library as requested by the branch. He was thankful for the opportunity to meet new staff members and learn about the community in Monument. He was able to walk through the branch and around the branch. He enjoyed the change of scenery and meeting patrons that frequent the Monument Branch. The branch manager and branch supervisor were also happy to see him.

On February 18th, Security held a nerf battle at East Library as a fun team building activity. This activity was not required. It was a great time to talk with officers that we wouldn't be able to sit and talk to for a long time and get to know new officers that haven't been with the district for a very long time. We enjoy holding these activities for our officers to have fun together and hope that we can do this more often this year.

Reports - Location Monthly Comparison

Penrose	
DECEMBER	29
JANUARY	35
FEBRUARY	6

Library 21c	
DECEMBER	4
JANUARY	11
FEBRUARY	2

East	
DECEMBER	6
JANUARY	15
FEBRUARY	6

Rockrimmon	
DECEMBER	0
JANUARY	0
FEBRUARY	3

High Prairie	
DECEMBER	2
JANUARY	0
FEBRUARY	1

Calhan	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Monument	
DECEMBER	1
JANUARY	2
FEBRUARY	3

Palmer Lake	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Ruth Holley	
DECEMBER	4
JANUARY	17
FEBRUARY	9

Sand Creek	
DECEMBER	1
JANUARY	4
FEBRUARY	3
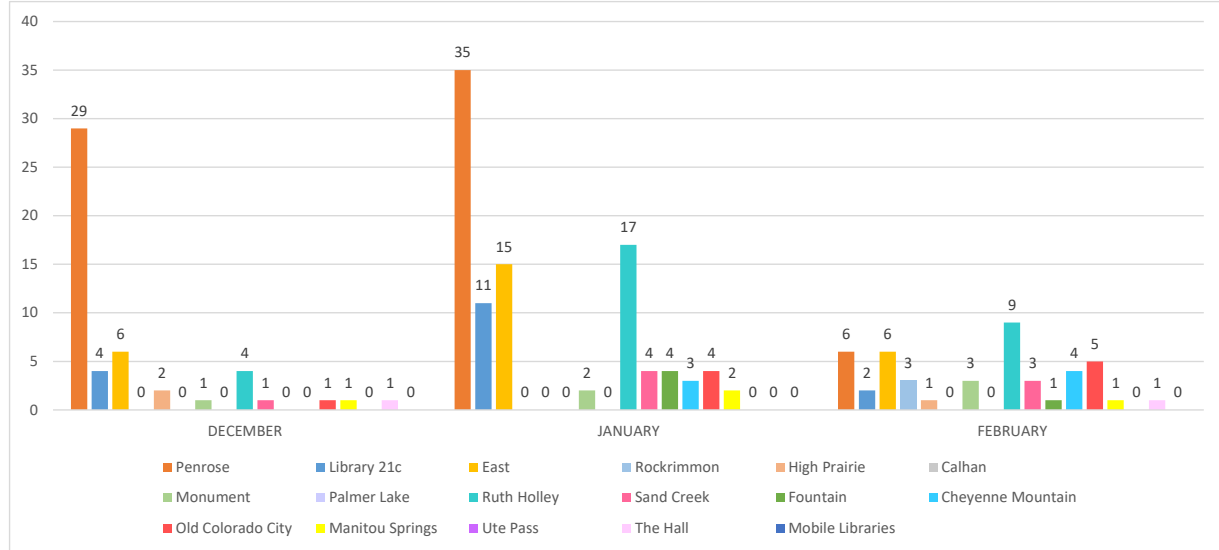
Fountain	
DECEMBER	0
JANUARY	4
FEBRUARY	1

Cheyenne Mountain	
DECEMBER	0
JANUARY	3
FEBRUARY	4

Old Colorado City	
DECEMBER	1
JANUARY	4
FEBRUARY	5

Manitou Springs	
DECEMBER	1
JANUARY	2
FEBRUARY	1

Ute Pass	
DECEMBER	0
JANUARY	0
FEBRUARY	0

The Hall	
DECEMBER	1
JANUARY	0
FEBRUARY	1

Mobile Libraries	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Suspensions - Location Monthly Comparison

Penrose	
DECEMBER	19
JANUARY	20
FEBRUARY	0

Library 21c	
DECEMBER	1
JANUARY	0
FEBRUARY	0

East	
DECEMBER	1
JANUARY	1
FEBRUARY	0

Rockrimmon	
DECEMBER	0
JANUARY	0
FEBRUARY	0

High Prairie	
DECEMBER	1
JANUARY	0
FEBRUARY	0

Calhan	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Monument	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Palmer Lake	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Ruth Holley	
DECEMBER	1
JANUARY	1
FEBRUARY	1

Sand Creek	
DECEMBER	1
JANUARY	2
FEBRUARY	2
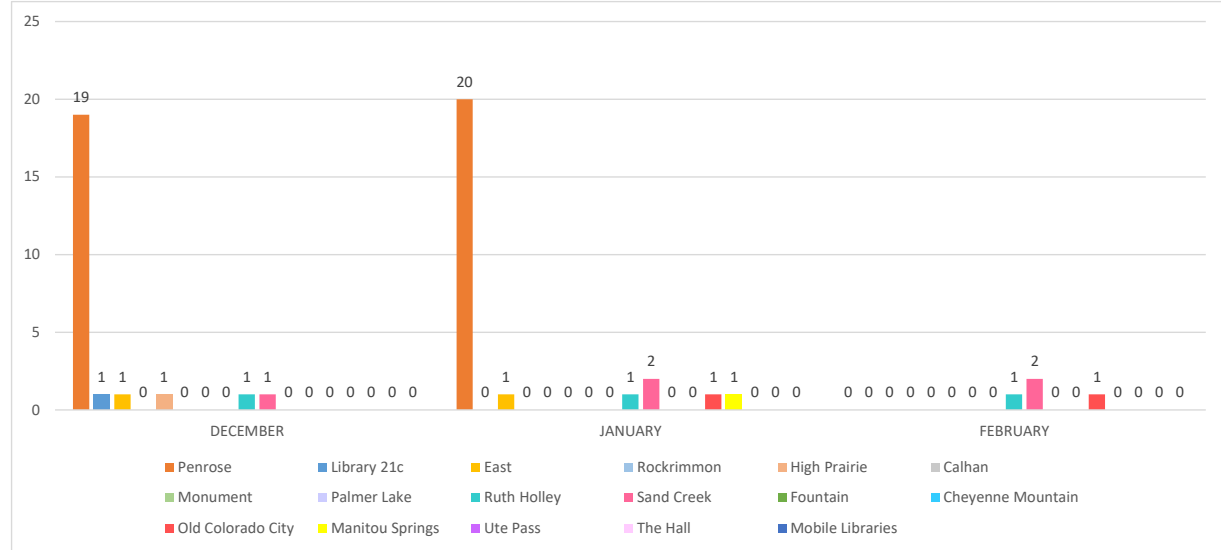
Fountain	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Cheyenne Mountain	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Old Colorado City	
DECEMBER	0
JANUARY	1
FEBRUARY	1

Manitou Springs	
DECEMBER	0
JANUARY	1
FEBRUARY	0

Ute Pass	
DECEMBER	0
JANUARY	0
FEBRUARY	0

The Hall	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Mobile Libraries	
DECEMBER	0
JANUARY	0
FEBRUARY	0

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
FEBRUARY 21, 2023   5 pm
SAND CREEK LIBRARY

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Safety, Community Resources & Security Officer Michael Brantner, Interim Senior Director of Development and Interim Foundation Executive Director Courtney Deuser, Monument & Palmer Lake Library Manager Jean Doherty, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Assistant Director of Branches Gigi Holman, Director of Benefits, Compensation, HRIS, & Compliance Cristina Jaramillo,, Interim Penrose Library Manager Takiyah Jemison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Interlibrary Load Manager Amanda Marez-Frutchey, Interim Old Colorado City Manager Tracy Roesset, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Sand Creek Library Manager Sara Sharples, Chief Facilities Management Officer Gary Syling, Internal Communications and Special Projects Manager Jeremiah Walter, Ruth Holley Library Manager Tessia Warren, County Commissioner Cami Bremer, County Commissioner Carrie Geitner, Avigeya Bergman, Maria Bergman, Sharon Boileau, Desra Conrad, Brett Dayberry, Yolanda Edwards, Brook Forrest, Patty Gould, Georgie Hutchison, Ron Hutchison, Bob LaBelle, Donna LaBelle, Ivy Liu, Amy Persons-Birch, Tanya Regan, LaDonna Robertson, Jeany Rush, Mataniu Salima, William Sawvel, Linda Taylor, Liz Turner, Gary Vasek, Nancy Vasek, Annette Yebba Terry Youlin, Toni Youlin

<div align="center">

REGULAR MEETING OF THE BOARD OF TRUSTEES

</div>

CALL TO ORDER
President Dora Gonzales called the February 21, 2024 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:03 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT
Eighteen members of the community spoke of concerns regarding the PowerPass cards available through some local school districts and requested that PPLD utilize age-appropriate filters on PowerPass cards. Additionally, a request was made to implement material access limitations that would safeguard children from exposure to inappropriate behavior. Community members who provided public comment are Terry Youlin, LaDonna Robertson, Tanya Regan, Avigeya Bergman, Toni Youlin, Donna LaBelle, Jeany Rush, Maria Bergman, Ivy Liu, Patty Gould, Brook Forrest, Linda Taylor, Annette Yebba, Nancy Vasek, William Sawvel, Georgie Hutchison, Amy Persons-Birch, Desra Conrad

REPORTS
Friends of the Pikes Peak Library District Report
The Friends of the Pikes Peak Library District Report was included in the Board packet. President Rita Jordan highlighted $50,000 in eBay sales for 2023.

2024 Annual Budget Book
The 2024 Annual Budget Book was included in the Board packet.

Financial Report:
The January 2024 Financial Report was provided prior to the meeting. Chief Financial Officer Randy Green provided an overview of the layout of the report for new Trustee Angela Dougan, explaining that this replaced a former, longer format. Mr. Green stated that funds for the renovation of Penrose Library are currently coming from the Facilities budget. A budget adjustment will be presented for a vote later in 2024 to move funds from the Security Department budget.

Public Services Report
The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles highlighted PPLD partnerships with Silver Key Senior Services, Colorado School for the Deaf and Blind, Veterans Services, and the Fine Art Center at Colorado College Clarence Shivers Exhibit.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Community Resources & Security Report
The Support Services Reports were included in the Board packet. Chief Communications Officer Denise Abbott mentioned that PPLD is changing the social media posting frequency due to guidance provided at a conference.

Chief Librarian's Report
The Strategic Plan for the fourth quarter of 2023 was included in the packet. Chief Librarian and CEO Teona Shainidze-Krebs spoke of the progress made through the end of last year.

Board Reports
Governance Committee
The Governance Committee met on February 5, 2024. Chairperson Julie Smyth stated that discussion included Chief Librarian goals, the on-boarding of new trustees, and trustee goals.

Trustee comments
Debbie English attended the Foundation Board meeting, and the State of the Chamber.
Scott Taylor attended the Foundation Board meeting.
Erin Bents connected Children's Librarian Carol Scheer with Mountain View Academy for support of their Literacy Night.
Dora Gonzales attended the State of the Region and the opening of the Clarence Shivers exhibit at the Fine Art Center at Colorado College. Ms. Gonzales also thanked County Commissioner Cami Bremer and County Commissioner Carrie Geitner for attending today's meeting.

PRESENTATION
Debbie English took the opportunity, on behalf of the Board of Trustees, to recognize Teona Shainidze-Krebs for earning her MLIS while leading PPLD.

Staff Promotions and New Hires
Chief Librarian and CEO Teona Shainidze-Krebs introduced Interim Senior Director of Development and Executive Director of the Foundation Courtney Deuser
Chief Safety, Community Resources and Security Officer Michael Brantner introduced Safety, Community Resources and Security Training Coordinator Travis Thiele
Chief Safety, Community Resources and Security Officer Michael Brantner introduced Security Manager Kevin Mullis
Assistant Director of Branches Gigi Holman introduced Interim Penrose Library Manager Takiyah Jemison
Assistant Director of Branches Gigi Holman introduced Interim Old Colorado City Library Manager Tracy Roesset

Penrose Library Closure & Renovation
Chief Librarian and CEO Teona Shainidze-Krebs and Chief Safety, Community Resources and Security Officer Michael Brantner provided an overview and slide presentation.

BUSINESS ITEMS
Consent Items
Minutes of the January 9, 2024 Board of Trustees meeting

Minutes of the January 26, 2024 Board of Trustees meeting
Minutes of the February 6, 2024 Board of Trustees Special meeting
The consent items were accepted as presented.

ADJOURNMENT
There being no further business to discuss, President Dora Gonzales adjourned the regular meeting of the Pikes Peak Library District at 7:25 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 Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2024 Activity Greater Than
$100,000
Attachment B**

Whereas, the Financial Guidelines, dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of $100,000 annually; and

Whereas, Attachment B to this resolution includes the estimated purchases with a single vendor that is in excess of $100,000 during 2024; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2024 budget.

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

The obligation included under Attachment B to this resolution is approved for 2024 for the purposes stated and at the specified amounts.

Adopted, this 20th day of March 2024.

_____
Scott Taylor Vice
President
Board of Trustees

Attachment B

Vendor with Projected 2024 Activity greater than $100,000

1.   Contract Purpose: Offsite hosting services for SIRSI system annual support, and other services

Vendor: SIRSIDYNIX

Status: This amount covers the off-site hosting charges for the integrated library system, the annual maintenance, connectivity with 3rd party equipment and services, and test system.

Amount: $230,000

2024 Insurance Policies Update

All district insurance policies renewed on January 1, 2024 (as shown in Table I), with the exception of the Cyber policy, which renewed on March 1, 2024 (as shown in Table II). Table I represents the amounts approved by the Board of Trustees on January 26, 2024. Table II includes the additional premium amount for the District's Cyber Policy, addressed by this update, effective March 1-December 31, 2024 for $8,382. Table I and II include 2023 insurance policies/premiums for comparative purposes.

In 2023, the Cyber policy renewal was extended to March 1st to allow for the conversion to MFA technology. With the successful deployment of MFA, the Cyber policy renewal for 2025 has been reset to January 1st and that change is reflected in a 10-month policy and lower costs for 2024. The 10-month cost is about $8.4k compared to a full year at about $9.9k.

TABLE I
Premium Summary

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
Property including Equipment Breakdown		$122,867		$144,126
Inland Marine		Included		Included
General Liability		$17,023		$17,716
Business Automobile		$4,319		$4,434
Umbrella Liability	Colorado Special Districts Property and Liability Pool	$8,933	Colorado Special Districts Property and Liability Pool	$9,055
Abuse & Molestation		Included		Included
Workers Compensation & Employers Liability*		$47,552		$58,953
Public Officials Liability		$17,280		$17,044
Volunteer/Accident		$5		$35
		$217,979		$251,363
Crime	TRAVELERS	$4,000	TRAVELERS	$4,000
Brokerage Consulting Fee	HUB	$18,500	HUB	$18,500
		$240,479		**$273,863**

TABLE II
Premium Summary

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
Property including Equipment Breakdown		$122,867		$144,126
Inland Marine		Included		Included
General Liability		$17,023		$17,716
Business Automobile		$4,319		$4,434
Umbrella Liability	Colorado Special Districts Property and Liability Pool	$8,933	Colorado Special Districts Property and Liability Pool	$9,055
Abuse & Molestation		Included		Included
Workers Compensation & Employers Liability*		$47,552		$58,953
Public Officials Liability		$17,280		$17,044
Volunteer/Accident		$5		$35
		$217,979		$251,363
Crime	TRAVELERS	$4,000	TRAVELERS	$4,000
Brokerage Consulting Fee	HUB	$18,500	HUB	$18,500
Cyber	evolve 1/1/23-3/1/24	$25,293.71	cowbell 3/1/24-1/1/25	$8,382.00
		$265,772.71		**$282,245.00**

The policy coverage is substantially the same between the 2023 (Expiring) and 2024 (Renewal). Overall, the District will experience a 6.2% cost increase of $16,472, compared to the 13.9% cost increase of $33,384 previously reported in January 2024, which is approximately one-quarter of the dollar increase for 2023. Our coverage costs can be broken down into four groups: Property, Worker's Compensation, Crime, Cyber, and Consulting Fees.

Recommendation
Management recommends the Board of Trustees approve the additional renewal policy premium for Cyber Insurance listed above in Table II for a costs of $8,382, increasing our total costs for all of our 2024 insurance policies to $282,245 from $273,863.

RESOLUTION FOR SUPPLEMENTARY BUDGET

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, the Board of Trustees previously established a Capital Fund - the purpose of which is to account for all financial activity related to various capital projects; the funding of which comes primarily from the distribution of property tax revenue, as an allocated portion of the district's annual mill levy specifically ear-marked for the Capital Fund, as approved by the Board of Trustees,

AND WHEREAS, a total of $2,782,593 of funds previously approved in the prior year budget but not yet spent shall be carried over into the 2024 Budget,

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2024 appropriation of the Capital Fund is hereby increased from $2,723,332 to $5,505,925, as per the attached schedule.

ADOPTED, this 20th day of March 2024.

Attest: _____
                      Scott Taylor
                      Vice President
                      Board of Trustees

Pikes Peak Library District
Capital Fund
Year Ended December 31, 2024

					2024	
				Original	Budget	Amended
				Budget	Amendment	Budget
Sources of Funds						
Funding - Property Taxes						
Property Taxes - Current				$ 2,746,730		$ 2,746,730
Property Taxes-Abatements				(10,329)		(10,329)
Uncollectible Taxes				(15,186)		(15,186)
Property Taxes - Omitted				587		587
Property Taxes - Delinquent				1,529		1,529
Total Sources of Funds				2,723,332	-	2,723,332
Uses of Funds						
	Org	Object	Project			
Cap. Dept	Loc.	Capital Category	Project Description			
		FACILITES CAPITAL				
2024 Projects						
FAC	DW	Land Improvements	Asphalt Repairs & Maintenance	30,000	-	30,000
FAC	DW	Buildings	Tree Trimming	30,000	-	30,000
FAC	**DW**			**60,000**	**-**	**60,000**
FAC	EA	Equipment	Elevator Modernization	220,000	-	220,000
FAC	EA	Buildings	Security Operations Center Build	65,000	-	65,000
FAC	EA	Equipment	Chiller Compressor Replacement	65,000	-	65,000
FAC	EA	Land Improvements	Parking Lot Replacement	700,000	-	700,000
FAC	EA	Contingency	Future Unforeseen Issues	25,000	-	25,000
FAC	**EA**			**1,075,000**	**-**	**1,075,000**
FAC	LI	Contingency	Future Unforeseen Issues	25,000	-	25,000
FAC	**LI**			**25,000**	**-**	**25,000.00**
FAC	OL	Improvements Other Than Bldgs	Staff Office Wall Correction	4,000	-	4,000
FAC	OL	Buildings	Window Screen	5,000	-	5,000
FAC	**OL**			**9,000**	**-**	**9,000**
FAC	PE	Buildings	Garage Door Replacement	15,000	-	15,000
FAC	PE	Equipment	Tower Dirt Separator	35,000	-	35,000
FAC	**PE**			**50,000**	**-**	**50,000**
FAC	RO	Buildings	Front Door Auto Opener	4,000	-	4,000
FAC	**RO**			**4,000**	**-**	**4,000**
	FAC	**2024 PROJECTS**		**1,223,000**	**-**	**1,223,000**
Pre-2024 projects						
FAC	DW	Buildings	HVAC Controller		23,225	23,225
FAC	DW	Land Improvements	Concrete replacement		10,000	10,000
FAC	DW	Vehicles	County bookmobile - back-up camera upgrade		1,500	1,500
FAC	DW	Land Improvements	Asphalt Repairs & Maintenance		16,312	16,312
FAC	DW	Vehicles	Bookmobile		1,115	1,115
FAC	DW	Land Improvements	Concrete Replacement		9,850	9,850
FAC	DW	Vehicles	Contingency		118,057	118,057
FAC	DW	Land Improvements	Contingency 2022		4,721	4,721
FAC	DW	Contingency	Furniture Contingency 2022		23,807	23,807
FAC	DW	Buildings	Recycling Retainers		10,000	10,000
FAC	DW	Vehicles	Replace generator bookmobile		12,500	12,500
FAC	DW	Buildings	Roof Inspection		20,000	20,000
FAC	DW	Equipment	Vehicle Replacement		55,000	55,000
FAC	**DW**			**-**	**306,087**	**306,087**
FAC	EA	Land Improvement	Parking Lot Consultant		26,160	26,160
FAC	EA	Buildings	Security Operations Center		2,290	2,290
FAC	EA	Buildings	2019 Roofing Eval & Design		11,163	11,163
FAC	EA	Improvements Other Than Bldgs	Staff lounge improvements		2,000	2,000
FAC	EA	Furniture	Furniture		24,962	24,962
FAC	EA	Contingency	Future Unforeseen Issues		6,613	6,613
FAC	EA	Contingency	Future Unforeseen Issues		16,392	16,392

Pikes Peak Library District
Capital Fund
Year Ended December 31, 2024

				2024 Original Budget	Budget Amendment	Amended Budget
FAC	EA	Contingency	Future Unforeseen Issues		31,845	31,845
FAC	**EA**			-	**121,425**	**121,425**
FAC	PE	Buildings	Replace Door Openers		10,000	10,000
FAC	PE	Buildings	Replace Rooftop Unit		23,500	23,500
FAC	PE	Buildings	Personal Belongs Lockers		10,014	10,014
FAC	PE	Furniture	Adult area tables		5,000	5,000
FAC	PE	Furniture	Furnitrue for children's area		7,800	7,800
FAC	PE	Furniture	Tables & chairs - Adults		8,625	8,625
FAC	PE	Furniture	Adjustable height chairs		2,951	2,951
FAC	PE	Contingency	Future Unforeseen Issues		281,302	281,302
FAC	PE	Improvements Other Than Bldgs	Staff lounge improvements		6,000	6,000
FAC	**PE**			-	**355,192**	**355,192**
FAC	LI	Buildings	Revamp Creative Service area		3,000	3,000
FAC	LI	Equipment	Culinary Lab equipment		10,000	10,000
FAC	LI	Improvements Other Than Bldgs	Staff lounge improvements		2,000	2,000
FAC	**LI**			-	**15,000**	**15,000**
FAC	FO	Buildings	(5) RTU'S Replacement		17,757	17,757
FAC	**FO**			-	**17,757**	**17,757**
FAC	MO	Buildings	Network Closet Rework		-	-
FAC	MO	Buildings	Auto Door Openers For Both Restrooms		-	-
FAC	MO	Buildings	Older Two Front Doors Replacement		-	-
FAC	MO	Equipment	(4) RTU's replacement allowance		12,500	12,500
FAC	MO	Furniture	PC tables and chair replacement		-	-
FAC	**MO**			-	**12,500**	**12,500**
FAC	OL	Furniture	Table and chairs replacement		(0)	(0)
FAC	OL	Equipment	HVAC replacement/upgrades		20,000	20,000
FAC	**OL**			-	**20,000**	**20,000**
FAC	SA	Buildings	Replace rooftop unit		50,000	50,000
FAC	**SA**			-	**50,000**	**50,000**
	FAC	**PRE-2024 PROJECTS**		-	**897,961**	**897,961**
		TOTAL FACILITES CAPITAL		**1,223,000**	**897,961**	**2,120,961**

COMMUNICATIONS CAPITAL

				2024 Original Budget	Budget Amendment	Amended Budget
2024 Projects						
COM	DW	Contingency	Future Unforeseen Issues	5,000		5,000
COM	HI	Buildings	Signage Update	5,500		5,500
COM	RO	Buildings	Signage Update	5,500		5,500
COM	RU	Buildings	Signage Update	5,000		5,000
COM	UT	Buildings	Signage Update	5,500		5,500
	COM	**2024 PROJECTS**		**26,500**	**-**	**26,500**
Pre-2024 projects						
COM	DW	Software	Upgrade to Drupal		22,600	22,600
COM	DW	Improvements Other Than Bldgs	Branded Canopies		1,500	1,500
COM	DW	Buildings	Signage projects		4,045	4,045
COM	DW	Contingency	Future Unforeseen Issues		5,000	5,000
COM	**DW**			-	**33,145**	**33,145**
COM	EA	Improvements Other Than Bldgs	Photo Exhibit		5,000	5,000
COM	EA	Improvements Other Than Bldgs	Signage		0	0
COM	**EA**			-	**5,000**	**5,000**
COM	FO	Improvements Other Than Bldgs	Signage At Location		7,500	7,500
COM	**FO**			-	**7,500**	**7,500**
COM	HI	Improvements Other Than Bldgs	Signage At Location		5,000	5,000
COM	**HI**			-	**5,000**	**5,000**

Pikes Peak Library District
Capital Fund
Year Ended December 31, 2024

				2024		
				Original Budget	Budget Amendment	Amended Budget
COM	HALL	Improvements Other Than Bldgs	Signage At Location		6,000	6,000
COM	**HALL**			-	**6,000**	**6,000**
COM	LI	Improvements Other Than Bldgs	Signage At Location		9,500	9,500
COM	**LI**			-	**9,500**	**9,500**
COM	MA	Other	MAC-Event Needs		1,000	1,000
COM	MA	Printing	MAC-Printing		3,000	3,000
COM	MA	Community	MAC-Marketing / Promotion		1,050	1,050
COM	MA	Contingency	MAC-Contingency		1,682	1,682
COM	MA	Improvements Other Than Bldgs	MAC-Signage		6,802	6,802
COM	**MA**			-	**13,534**	**13,534**
COM	PA	Improvements Other Than Bldgs	Signage		-	-
COM	**PA**			-	**-**	**-**
COM	PE	Improvements Other Than Bldgs	Community Mural		5,000	5,000
COM	**PE**			-	**5,000**	**5,000**
COM	RHG	Improvements Other Than Bldgs	Signage At Location		2,250	2,250
COM	**RHG**			-	**2,250**	**2,250**
COM	RU	Improvements Other Than Bldgs	Signage At Location		5,000	5,000
COM	**RU**			-	**5,000**	**5,000**
	COM	**PRE-2024 PROJECTS**		-	**91,929**	**91,929**
		TOTAL COMMUNICATIONS CAPITAL		**26,500**	**91,929**	**118,429**

SECURITY

2024 Projects

SEC	DW	Contingency	Future Unforeseen Issues IT	290,332		290,332
SEC	CH	Improvements Other Than Bldgs	Technology updates	83,333		83,333
SEC	MO	Improvements Other Than Bldgs	Technology updates	83,333		83,333
SEC	SA	Improvements Other Than Bldgs	Technology updates	83,334		83,334
SEC	RHG	Improvements Other Than Bldgs	Carnegie Building Security Updates	93,000		93,000
SEC	PE	Improvements Other Than Bldgs	Exterior Storage	30,000		30,000
	SEC	**2024 PROJECTS**		**663,332**	**-**	**663,332**

Pre-2024 projects

SEC	DW	Other IT Equipment	System elevator access control		-	-
SEC	DW	Surveillance Equipment	Access control		186,504	186,504
SEC	DW	Surveillance Equipment	Surveillance cameras		100,000	100,000
SEC	DW	Surveillance Equipment	Security system		247	247
SEC	DW	Surveillance Equipment	Surveillance System		-	-
SEC	DW	Contingency	Future Unforeseen Issues IT		201,375	201,375
SEC	**DW**	**PRE-2024 PROJECTS**		-	**488,126**	**488,126**
SEC	PE	Contingency	Future Unforeseen Issues IT		298,625	298,625
SEC	**PE**	**PRE-2024 PROJECTS**		-	**298,625**	**298,625**
	SEC	**PRE-2024 PROJECTS**		-	**786,751**	**786,751**
		TOTAL SECURITY		**663,332**	**786,751**	**1,450,083**

INFORMATION TECHNOLOGY CAPITAL

2024 Projects

IT	DW	Self-Check Stations	Security Gates (2)	24,000		24,000
IT	DW	Self-Check Stations	Security Gate	12,000		12,000
IT	DW	Self-Check Stations	Security Gate 21C Studio	12,000		12,000
IT	DW	Self-Check Stations	Security Gates (2)	24,000		24,000
IT	DW	Self-Check Stations	Security Gate	12,000		12,000
IT	DW	Self-Check Stations	Security Gate	12,000		12,000
IT	DW	Self-Check Stations	Security Gate	12,000		12,000
IT	DW	Internet	ZAYO- (Internet) (ERATE)	300,000		300,000
IT	DW	Network Switches/UPS	Meraki (Network Access Points) (ERATE)	280,000		280,000

Pikes Peak Library District
Capital Fund
Year Ended December 31, 2024

				2024		
				Original Budget	Budget Amendment	Amended Budget
IT	DW	Switch Maintenance	SmartNet (Switch Maintenance) (ERATE)	100,000		100,000
IT	**DW**	**2024 PROJECTS**		**788,000**	**-**	**788,000**
IT	PRG	PC Purchases	Young Adult Gaming PCs (5)	12,500		12,500
IT	PRG	PC Purchases	Young Adult Gaming PCs (4)	10,000		10,000
IT	**PRG**	**2024 PROJECTS**		**22,500**	**-**	**22,500**
	IT	**TOTAL INFORMATION TECHNOLOGY CAPITAL**		**810,500**	**-**	**810,500**
Pre-2024 projects						
IT	CM	Scanner	IT ScanPro		4,382	4,382
IT	CM	ILS	ILS peripherals		173,976	173,976
IT	**CM**			**-**	**178,357**	**178,357**
IT	DW	PC Purchases	AWE Literacy Stations		1,075	1,075
IT	DW	Telecom Equipment	Wireless System (E-Rate)		200,000	200,000
IT	DW	Cabling Infrastructure	Cabling Infrastructure repair		60,000	60,000
IT	DW	PC Purchases	Technology refresh (staff)		60,205	60,205
IT	DW	PC Purchases	Technology refresh (patrons)		64,501	64,501
IT	DW	Network Switches/UPS	Network Switches/UPS		30,056	30,056
IT	DW	Network Switches/UPS	Network Switches/UPS (E-Rate)		308,258	308,258
IT	DW	Telecom Equipment	Telephone switches		33,080	33,080
IT	**DW**			**-**	**757,175**	**757,175**
IT	RHG	Equipment initiatives	Archival Management Software		4,200	4,200
IT	RHG	Equipment initiatives	Archival management system		22,800	22,800
IT	**RHG**			**-**	**27,000**	**27,000**
	IT	**PRE-2024 PROJECTS**		**-**	**962,533**	**962,533**
		TOTAL INFORMATION TECHNOLOGY CAPITAL		**810,500**	**962,533**	**1,773,033**
		VIDEO STUDIO CAPITAL				
Pre-2024 projects						
VID	DW	Contingency	Future Unforeseen Issues		5,000	5,000
VID	**DW**			**-**	**5,000**	**5,000**
	VID	**PRE-2024 PROJECTS**		**-**	**5,000**	**5,000**
		TOTAL VIDEO STUDIO CAPITAL		**-**	**5,000**	**5,000**
		CREATIVE SERVICES CAPITAL				
Pre-2024 projects						
CrS	DW	Scanner	3D scanner		80	80
CrS	DW	Equipment Replacement	Equipment Replacement		3	3
CrS	DW	Equipment initiatives	Equipment initiatives		4,628	4,628
CrS	DW	Equipment initiatives	New maker kits		1,000	1,000
CrS	DW	Equipment initiatives	Equipment replacement		2,708	2,708
CrS	DW	Contingency	Future Unforeseen Issues		30,000	30,000
CrS	**DW**			**-**	**38,419**	**38,419**
	CrS	**PRE-2024 PROJECTS**		**-**	**38,419**	**38,419**
		TOTAL CREATIVE SERVICES CAPITAL		**-**	**38,419**	**38,419**
		Total Uses of Funds		**2,723,332**	**2,782,593**	**5,505,925**
		(Excess) Expenditures over Revenues		0	(2,782,593)	(2,782,593)
		Fund Balance - Beginning of Year		2,782,593		2,782,593
		Fund Balance - End of Year		$ 2,782,593	(2,782,593)	0

RESOLUTION FOR SUPPLEMENTARY BUDGET

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

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

AND WHEREAS, certain designated funds that were budgeted for during 2023 were not spent by the end of 2023, yet the projects are to be carried over into 2024, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2024 by fund as identified on the attached schedules.

ADOPTED, this 20th day of March, 2024.

Attest: _____

       Scott Taylor
       Vice President
        Board of Trustees

Pikes Peak Library District
Special Revenue Fund
Year Ended December 31, 2024

	2024		
Purpose of Fund	**Original Budget**	**Budget Amendment**	**Amended Budget**

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

Cheyenne Mountain Library Support Fund
Fiscal Year Expenditures

Capital Outlay	$ -	$ 812	$ 812
Excess (Deficit) Revenues Over Expenditures	-	(812)	(812)
Fund Balance - Beginning of Year	812	-	812
Fund Balance - End of Year	$ 812	$ (812)	$ -

High Prairie Library Support Fund
Fiscal Year Expenditures

Capital outlay	$ -	$ 50,696	$ 50,696
Total Fiscal Year Expenditures	-	50,696	50,696
Excess (Deficit) Revenues Over Expenditures	-	(50,696)	(50,696)
Fund Balance - Beginning of Year	50,696	-	50,696
Fund Balance - End of Year	$ 50,696	$ (50,696)	$ -

Sand Creek Library Support Fund
Fiscal Year Expenditures

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