

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: 867 7654 8192  
Passcode: 569086

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*) *Thirty minutes*
- IV. REPORTS
  - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
  - B. Pikes Peak Library District Foundation Report (Lance James) *Five minutes* (p. 3)
  - C. Financial Report: September 2023 (Randy Green) *Ten minutes* (p. 4)
  - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 12)
  - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (p. 23)
  - F. Chief Librarian's Report (Teona Shainidze-Krebs)
  - G. Board Reports
    - 1. Governance Committee
    - 2. Internal Affairs Committee
    - 3. Liaison comments
    - 4. Trustee comments
- V. BUSINESS ITEMS
  - A. Consent Items
    - Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
    - 1. Minutes of the September 20, 2023 Board of Trustees meeting (p. 36)
    - 2. Minutes of the September 26, 2023 Board of Trustees Budget work session (p. 40)
  - B. DECISION 23-10-1: The Hall Operations (Tammy Sayles) (p. 41)
  - C. DECISION 23-10-2: Resolution for Supplementary Budget - Capital Fund (Randy Green) (p. 50)
  - D. DECISION 23-10-3: Resolution for Supplementary Budget - General Fund (Randy Green) (p. 57)
  - E. DECISION 23-10-4: Contract and Scope of Work documents with FORVIS (Randy Green) (p. 61)
  - F. DECISION 23-10-5: Conflict of Interest Statement update (Scott Taylor) (p. 73)
- VI. 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 OCTOBER 2023 Report

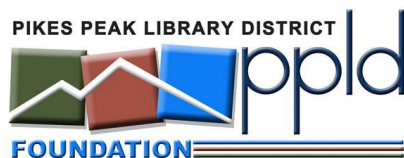
The focus of the Board in September was final preparations for Latina Voices on Saturday, September 30 at Library 21c and the Fall Book Sale on Oct 13 – 15.

Sales for September	(Gross)	
	Amazon	\$1,413
	eBay	\$5,184
	Web storefront	\$145
	East Bookstore	\$4,367
	Library 21C	\$1,909
	Penrose	\$479
TOTAL SALES		\$13,497

Latina Voices was an overwhelming success. Attendance was approximately 140, the best we have had in the 12 years of this event.

Fall Book Sale: We have more than enough volunteers signed up to work the book sale, with approximately 700 boxes ready to go. Donations were paused at East earlier than usual due to lack of storage space.

Rita Jordan, President  
Friends of the Pikes Peak Library District



## REPORT

Received \$50,000 bequest from the estate of Evelyn Myers

Received an anonymous \$10,000 gift for general operating in lieu of a Night at the Library sponsorship

Received 108 gifts totaling \$7,262 in support of the Fall direct mail and digital campaigns during September 2023

Received \$5,000 grant award notification from Gerald Erikson Fund of Pikes Peak Community Foundation for large print and audio books and sensory items

Received \$3,400 grant award from the Califa Group for IMLS' New Face of Library Makerspaces

Submitted Buell Foundation 2022-23 grant report for support of Family & Children's Services LENA Start program

Submitted annual Enterprise Zone tax credit recertification report to El Paso County Enterprise Zone office

Met with two PPLD foundation board member candidates

Held PPLD Foundation Development Committee meetings

Attended Association of Fundraising Professionals Southern Colorado's Summit on Philanthropy

Attended Friends of PPLD's Latina Voices event

Attended Friends of PPLD monthly board meeting



September 30, 2023  
Monthly Financial Report

Board of Trustees Meeting  
October 18, 2023



**Monthly Financial Report - PPLD (as a whole)**  
**As of September 30, 2023**

	<u>Revised</u> <u>Annual</u> <u>Budget</u>	<b>Year to Date Activity as of September 30, 2023</b>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>				
Property Taxes (1)	33,821,549	33,536,421	33,408,628	(127,793)
Specific ownership taxes	3,500,000	2,625,000	2,679,285	54,285
<b>Total Taxes</b>	<b>37,321,549</b>	<b>36,161,421</b>	<b>36,087,913</b>	<b>(73,508)</b>
Intergovernmental - E-Rate	503,506	0	0	0
Intergovernmental - AEFLA	84,002	63,002	57,189	(5,812)
Intergovernmental - State Grant	171,706	171,706	171,706	0
Intergovernmental - RHG	57,912	43,434	36,357	(7,077)
Intergovernmental - IECLE	95,005	71,254	63,043	(8,211)
Intergovernmental - Capital Restricted	35,798	0	0	0
Intergovernmental - CVRF	0	0	0	0
Fines and fees	67,500	50,625	71,153	20,528
Interest income	38,250	28,688	977,129	948,441
Donations/fundraising	230,000	172,500	552,175	379,675
Employee contributions	612,143	459,107	359,269	(99,838)
Other Operating- Copy sales	45,225	33,919	25,870	(8,049)
Other Operating - Parking lot collections	10,050	7,538	9,521	1,983
Other Operating- Miscellaneous	4,523	3,392	62,013	58,621
<b>Total Operating Revenue</b>	<b>1,955,620</b>	<b>1,105,163</b>	<b>2,385,424</b>	<b>1,280,260</b>
<b>Total Revenue</b>	<b>39,277,169</b>	<b>37,266,584</b>	<b>38,473,337</b>	<b>1,206,752</b>
<b><u>EXPENDITURES</u></b>				
Personnel Expense	24,617,174	18,912,692	17,380,689	1,532,003
Operating Expense	14,360,312	10,981,926	8,008,034	2,973,892
Capital Outlay	4,656,376	2,698,365	1,392,400	1,305,965
<b>Total Expenditures</b>	<b>43,633,862</b>	<b>32,592,983</b>	<b>26,781,123</b>	<b>5,811,860</b>
<b>Net Impact to Fund Balance</b>	<b>(4,356,693)</b>	<b>4,673,601</b>	<b>11,692,214</b>	<b>7,018,612</b>
Unrestricted Beginning Fund Balance (2)	15,355,346	15,355,346	11,177,041	(4,178,305)
<b>Ending Fund Balance (Projected)</b>	<b>10,998,653</b>	<b>20,028,947</b>	<b>22,869,255</b>	<b>2,840,307</b>

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

(2) 2023 Budgeted Unrestricted Fund Balance (Net Position), based on 2022 Projection, & Actual Unrestricted Fund Balance



**Monthly Financial Report - GENERAL FUND**

As of September 30, 2023

		<b>Year to Date Activity as of September 30, 2023</b>			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>					
Property Taxes	30,792,356	30,532,765	30,402,886	(129,879)	
Specific ownership taxes	3,500,000	2,625,000	2,679,285	54,285	
<b>Total Taxes</b>	<b>34,292,356</b>	<b>33,157,765</b>	<b>33,082,171</b>	<b>(75,594)</b>	
Intergovernmental	912,131	349,395	328,295	(21,101)	
Donations/fundraising	230,000	172,500	552,175	379,675	
Fines and fees	67,500	50,625	71,153	20,528	
Other Operating	98,048	73,536	1,043,666	970,130	
<b>Total Operating Revenue</b>	<b>1,307,679</b>	<b>646,056</b>	<b>1,995,288</b>	<b>1,349,232</b>	
<b>Total Revenue</b>	<b>35,600,035</b>	<b>33,803,821</b>	<b>35,077,460</b>	<b>1,273,638</b>	
<b><u>EXPENDITURES</u></b>					
Library Services	11,668,129	8,854,669	7,346,123	1,508,546	
West Region	3,494,194	2,686,638	2,483,628	203,010	
Southeast Region	3,555,497	2,749,626	2,361,649	387,977	
North Region	3,239,909	2,491,055	2,243,757	247,298	
<b>Total Public Services Expenditures</b>	<b>21,957,729</b>	<b>16,781,989</b>	<b>14,435,158</b>	<b>2,346,831</b>	
Support Services	12,891,505	9,950,203	8,018,516	1,931,688	
Intergovernmental	206,577	154,734	259,286	(104,552)	
Designated Funds	369,375	277,031	314,260	(37,229)	
<b>Total Operating Expenditures</b>	<b>13,467,457</b>	<b>10,381,969</b>	<b>8,592,062</b>	<b>1,789,907</b>	
<b>Total Expenditures</b>	<b>35,425,186</b>	<b>27,163,958</b>	<b>23,027,220</b>	<b>4,136,738</b>	
<b>Net Impact to Fund Balance</b>	<b>174,849</b>	<b>6,639,864</b>	<b>12,050,240</b>	<b>5,410,376</b>	
Unrestricted Beginning Fund Balance *	10,151,900	10,151,900	10,652,749	500,849	
<b>Ending Fund Balance (Projected)</b>	<b>10,326,749</b>	<b>16,791,764</b>	<b>22,702,989</b>	<b>5,911,225</b>	



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (1 of 2)

As of September 30, 2023

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of September 30, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>General Fund</b>				
Public Services	136,287	104,699	101,208	3,492
Adult Services	753,964	578,408	534,269	44,139
Family and Children Services	837,383	641,340	595,710	45,629
Regional History and Genealogy	718,306	551,430	502,175	49,255
Creative Services	551,372	422,691	328,863	93,828
Knights of Columbus Hall	74,464	57,261	56,434	827
Young Adult Services	491,333	376,695	350,457	26,238
Adult Education	558,369	427,990	318,258	109,732
Collection Management	7,357,789	5,549,272	4,432,403	1,116,869
Equity, Diversity and Inclusion	188,862	144,883	126,345	18,538
<b>LIBRARY SERVICES SUMMARY</b>	<b>11,668,129</b>	<b>8,854,669</b>	<b>7,346,123</b>	<b>1,508,546</b>
West Region - Administration	273,546	210,116	196,258	13,858
Penrose Library	1,409,045	1,083,593	1,022,632	60,961
Cheyenne Mountain Library	513,050	394,522	362,760	31,762
Old Colorado City Library	468,926	360,631	341,357	19,274
Manitou Springs Library	315,784	242,797	234,014	8,784
Ute Pass Library	34,690	26,628	344	26,285
Mobile Library Services	479,154	368,351	326,265	42,086
<b>WEST REGION SUMMARY</b>	<b>3,494,194</b>	<b>2,686,638</b>	<b>2,483,628</b>	<b>203,010</b>
Southeast Region - Administration	354,182	288,092	287,853	239
East Library	1,718,241	1,321,220	1,151,934	169,286
Fountain Library	460,551	354,108	263,758	90,351
Ruth Holley Library	456,329	350,892	299,277	51,616
Sand Creek Library	566,195	435,313	358,827	76,486
<b>SOUTHEAST REGION SUMMARY</b>	<b>3,555,497</b>	<b>2,749,626</b>	<b>2,361,649</b>	<b>387,977</b>
North Region Administration	127,325	97,558	34,573	62,985
Library 21c	1,536,653	1,181,528	1,028,883	152,645
High Prairie Library	406,491	312,609	307,275	5,334
Calhan Library	74,487	57,272	50,196	7,076
Monument Library	579,122	445,382	433,868	11,514
Palmer Lake Library	500	375	(12)	387
Rockrimmon Library	515,330	396,331	388,974	7,358
<b>NORTH REGION SUMMARY</b>	<b>3,239,909</b>	<b>2,491,055</b>	<b>2,243,757</b>	<b>247,298</b>
<b>LIBRARY SERVICES SUMMARY</b>	<b>10,289,600</b>	<b>7,927,320</b>	<b>7,089,034</b>	<b>838,285</b>
<b>PUBLIC SERVICES SUMMARY</b>	<b>21,957,729</b>	<b>16,781,989</b>	<b>14,435,158</b>	<b>2,346,831</b>



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL (2 of 2)

As of September 30, 2023

		Year to Date Activity as of September 30, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>General Fund</b>				
Administration	310,639	237,960	207,788	30,172
Human Relations Office	829,754	634,050	514,398	119,652
Finance Office	1,429,198	1,254,211	1,184,065	70,146
Facilities	4,610,966	3,475,383	2,622,564	852,819
Security	1,294,694	994,638	913,702	80,936
Communications Office	1,336,666	1,019,281	808,636	210,645
Information Technology Office	2,725,135	2,065,172	1,540,383	524,789
Development Office	354,452	269,509	226,980	42,529
<b>SUPPORT SERVICES</b>	<b>12,891,505</b>	<b>9,950,203</b>	<b>8,018,516</b>	<b>1,931,688</b>
Interdepartmental	206,577	154,734	259,286	(104,552)
<b>GENERAL FUND - UNDESIGNATED</b>	<b>13,098,082</b>	<b>10,104,938</b>	<b>8,277,802</b>	<b>1,827,136</b>
Designated Funds	369,375	277,031	314,260	(37,229)
<b>Total Designated</b>	<b>369,375</b>	<b>277,031</b>	<b>314,260</b>	<b>(37,229)</b>
<b>TOTAL GENERAL FUND</b>	<b>35,425,186</b>	<b>27,163,958</b>	<b>23,027,220</b>	<b>4,136,738</b>





**Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)**  
**As of September 30, 2023**

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of September 30, 2023</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b><u>REVENUES</u></b>				
Designated Funds - Capital	(35,798)	0	0	0
<b>Total Revenue</b>	<b>(35,798)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>EXPENDITURES</u></b>				
Capital Fund- Facilities	2,104,219	1,315,137	842,702	472,434
Capital Fund-Communication	71,329	40,759	6,395	34,364
Capital Fund- IT	2,338,880	1,315,620	534,055	781,565
Capital Fund- Video Studio	50,407	0	0	0
Capital Fund- Creative Services	55,744	0	0	0
<b>Total Expenditures</b>	<b>4,620,578</b>	<b>2,671,516</b>	<b>1,383,152</b>	<b>1,288,364</b>
<b>Net Impact to Fund Balance</b>	<b>(4,656,376)</b>	<b>(2,671,516)</b>	<b>(1,383,152)</b>	<b>1,288,364</b>
Beginning Fund Balance*	5,103,754	5,103,754	4,415,250	(688,504)
<b>Ending Fund Balance (Projected)</b>	<b>447,378</b>	<b>2,432,238</b>	<b>3,032,098</b>	<b>599,860</b>



Monthly Financial Report - SELF-INSURANCE FUND (SIF)  
 As of September 30, 2023

		Year to Date Activity as of September 30, 2023		
	<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>				
Property Taxes	3,029,193	3,003,656	3,005,742	2,086
Employee contributions	612,143	459,107	359,269	(99,838)
Other Revenue	0	0	617	617
<b>Total Revenue</b>	<b>3,641,336</b>	<b>3,462,763</b>	<b>3,365,628</b>	<b>(97,135)</b>
<b>EXPENDITURES</b>				
Personnel Expense	3,298,098	2,497,402	2,144,936	352,466
Operating Expense	290,000	260,107	225,815	34,292
<b>Total Expenditures</b>	<b>3,588,098</b>	<b>2,757,509</b>	<b>2,370,751</b>	<b>386,758</b>
<b>Net Impact to Fund Balance</b>	<b>53,238</b>	<b>705,254</b>	<b>994,877</b>	<b>289,623</b>
Beginning Net Assets*	99,692	99,692	823,639	723,947
<b>Ending Fund Balance (Projected)</b>	<b>152,930</b>	<b>804,946</b>	<b>1,818,516</b>	<b>1,013,570</b>



2023 Budget  
Budget Reconciliation

		General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
<b>REVENUE:</b>					
December 7, 2022	2023 OAB Budget Ratification	\$35,600,035	\$35,798	\$3,641,336	\$39,277,169
<b>TOTAL REVENUE</b>		<b>\$35,600,035</b>	<b>\$35,798</b>	<b>\$3,641,336</b>	<b>\$39,277,169</b>
<b>EXPENDITURES:</b>					
December 7, 2022	2023 OAB Budget Ratification	\$35,667,371	\$1,000,000	\$3,588,098	\$40,255,469
January 18, 2023	2023 OAB Budget Adjustment #1	(\$242,185)			(\$242,185)
February 15, 2023	2023 OAB Budget Adjustment #2		\$3,620,578		\$3,620,578
<b>TOTAL EXPENDITURES</b>		<b>\$35,425,186</b>	<b>\$4,620,578</b>	<b>\$3,588,098</b>	<b>\$43,633,862</b>
Net Change in Fund Balance		\$174,849	(\$4,584,780)	\$53,238	(\$4,356,693)
<i>Projected</i> Beginning Fund Balance		\$4,651,900	\$5,103,754	\$99,692	\$9,855,346
<i>Projected</i> Ending Fund Balance		<b>\$4,826,749</b>	<b>\$518,974</b>	<b>\$152,930</b>	<b>\$5,498,653</b>

## **Public Services Report September 2023**

### **Compliments**

Children's Author, Dian Curtis Regan, was at the Columbia Elementary Anniversary celebration outreach and stated, "both Columbia and PPLD were instrumental in helping her become a writer."

"We spend every Saturday at the library. We've been traveling around trying out different branches. The downtown library was awesome. All the libraries seem to do a great job in their children's spaces." Parent at the Cool Science Day Festival event staffed by Carol Scheer, Christa Funke, and Jenny Gaechter.

### **Adult Education**

#### **Access**

Currently there are 85 students enrolled in classes, 43 in ESL and 42 in HSE. This month, two students who had been studying with us since last year obtained their GED's.

#### **Accountability**

Scott Crum (Executive Chef), Ben Kegley (Instructional Designer), and Deya Rohe (Career Navigator) completed orientations for the Food Industry Training classes, as the Winter cohort is being selected.

Pathway to Citizenship classes have started in two locations.

Deb Hamilton, Strategic Services Law Librarian attended the Board of Directors meeting for Court care, where she is a board member.

### **Community Connections**

Deya Rohe represented PPLD at the Latino StartUp Day. Deya Rohe and Sandy Hancock, Adult Education Director, attended the Retail and Hospitality Sector Partnership meeting and presented business and career resources.

Deb Hamilton tabled at Fiestas Patrias with other organizations from the Fourth Judicial Access to Justice Committee. There were about 150 people who visited the booth over the course of the day.

Katie Edson, Strategic Services Non-Profit Librarian, helped to plan the Annual Association of Fundraising Professionals Southern Colorado Chapter Summit on Philanthropy where she also tabled at the event, highlighting non-profit resources.

### **Adult Services**

#### **Access**

Deb Hamilton worked with the Renters Rights 101 workshop at East Library and online. There were 33 people in attendance in person, and 34 online. In addition, State Representative Stephanie Vijil was in the audience and was able to answer questions about new legislation that she helped to author.

## **Accountability**

Bryan Matthews updated the [Voting & Elections LibGuide](#) which contains links to resources that will be useful to voters including voter information and the El Paso County Blue Book.

## **Communications**

Deb Hamilton, Katie Edson, and Tarah Ruff presented at three separate sessions of 1 Million Cups. These presentations are to a group of professionals who seek to learn more about the community and opportunities for entrepreneurs during weekly meetings.

## **Community Connections**

The [Americans and the Holocaust exhibit](#) opened on Tuesday, September 5, in the East Library's Reading Bay. The opening reception on Saturday, September 9, featured Todd Hennessey from the Colorado Holocaust Educators, and Kobi Chumash from Temple Shalom, and the Greenberg Center for Learning and Tolerance. All of these organizations are partners with the exhibit.

Adult Services staff, staff docents, and volunteer docents have provided dozens of student, private, and public tours over the course of September.

Programming offerings during the exhibit include:

- Virtual and in-person Educator workshops in partnership with the Colorado Holocaust Educators.
- A virtual visit with Rudi Florian, a Holocaust Observer, about Propaganda and Personal Responsibility that was provided in partnership with Mizel Institute.
- A visit with Dr. Frances Pilch about European Refugees and U.S. Immigration Policies.
- A screening and discussion of The U.S. and the Holocaust film by Ken Burns, Lynn Novick, and Sarah Botstein.
- A presentation about The 1936 Olympic games presented in collaboration with the United States Olympic and Paralympic Museum .

The exhibit will close on Wednesday, October 11.

## **Staff**

Tarah Ruff was promoted to be the next Strategic Services Librarian focused on business services and collections.

## **Collection Management**

### **Access**

- Staff added 4,150 items and 981 magazines to the collection. Shipping issues with a vendor decreased the number of shipments received in September.
- 1,000 new titles were cataloged, with more time spent on original cataloging, foreign language titles, and corrections, while fewer popular titles arrived in September.
- 317,733 physical items were checked out from the Libraries, and 243,338 eBooks, eAudios, and eMagazines were checked out.
- This year, PPLD hit **2,000,000** checkouts on OverDrive/Libby on September 6, three weeks earlier than the District hit that number last year.
- The Interlibrary Loan (ILL) team received 2,640 requests (borrowing materials from and lending materials to other library systems).

## **Accountability**

Staff met to review the library materials funds and reallocate money as needed among those funds. This quarterly activity helps the selection librarians respond to changing patron interests as well as market changes.

Several Collection Management and Finance staff met to review a new procurement process for one of the materials vendors.

Patron addresses were updated using data from the National Change of Address database. The process normalized all addresses and changed 16,000 patron addresses.

The Collection Management Assistants corrected call numbers for several hundred items in the music collection. Though patrons typically browse this collection, the call number correction will allow reports used to manage the collection to accurately select items.

## **Communications**

Marissa Jiménez Guiot helped translate the 2023 Community Survey into Spanish.

## **Community Connections**

The Colorado School of the Deaf and Blind librarian toured PPLD Collection Management and received 54 withdrawn juvenile Playaways to add to the school's collection.

## **Physical and Virtual Spaces**

The ILS Team coordinated the upgrade of the library system software (Symphony by SirsiDynix) to the latest version, receiving help from staff who tested different modules and IT staff who sent the upgrade out to staff PCs.

## **Staff**

An East Library staff member shadowed staff from three workgroups in Collection Management. Numerous other staff are in the queue to do this.

Collection Management staff training included 2023 Learning Plan courses, attendance at the Colorado Libraries for Early Literacy (CLEL) virtual conference and the Northwest Interlibrary Loan virtual conference, Crisis Prevention Institute (CPI) training, CPR/First Aid training, cataloging training, public service desk training, project management software training, and cross training within the department.

## **Creative Services**

### **Accountability**

The studio stats form was updated to allow for more data to be recorded related to interactions outside of studio reservations.

### **Community Connections**

The Hall at PPLD hosted the first live performance of the Story Project, which focuses on live and personal storytelling from members of our community on a variety of topics, since 2018. Held in partnership with the Smokebrush Foundation for the Arts, the topic for the evening was 'Stories from America's Mountain.' The performance was well attended with over 100 individuals.

The Pikes Peak Poet Laureate Global Poetry Experience was held throughout the month of September in front of the Manitou Springs Library. This event was held in partnership with

Imagination Celebration and featured the Colorado Springs 'Portal,' a shipping container equipped with audio/visual equipment that enables users to interact with other Portals around the globe. Poet Laureate Ashley Cornelius led classes connecting local poets with poets in Ethiopia, Iraq, and South Africa with the goal of creating a global poem, which will be presented in October at the Pikes Peak Live.

Ben Dahlby presented Creative Services resources to small business owners and entrepreneurs at One Million Cups, a Colorado Springs entrepreneurial support group. This speaking engagement led to an invitation to talk with people through the Thrive Network, a Southern Colorado Springs entrepreneurial support group and class.

Jennifer Eltringham compiled, drafted, and distributed the quarterly Colorado Association of Libraries (CAL) newsletter in conjunction with CAL's Communications Committee.

### **Staff**

Sarah Holland created instructions for using Power Automate to make bulk makerspace equipment reservations, shared them with makerspace staff, and offered one-on-one assistance setting everything up. This template will save staff time when needing to book the equipment for things like classes.

Becca Cruz completed Crisis Prevention Institute training.

### **Diversity, Equity, and Inclusion Service**

#### **Access**

EDI and the East Library provided the Senior Lunch and a Movie on August 30, 2023, "The Unsinkable Molly Brown". The EDI department also provided an AAA Medicare course for 55+ Senior Adults.

#### **Community Connections**

Shirley Martinez attended the Goodmarket outreach -Goodwill Possibilities Program event wherein she interacted with 71 individuals of the community.

### **Staff**

Yvette Dow Rose attended the CR/AED First Aid course at Penrose library.

Yvette also attended a two-day conference on Creative Aging hosted by the Denver Art Museum. This conference brings together artists, performers, programmers, service providers, non-profits, and others who serve the 55+ community in order to learn how to best serve and create positive and engaging programs with an art focus for this specialized population group.

### **Family and Children's Services**

#### **Access**

Gayle Meredith oversees the additions and changes in the Educational Resource Center (ERC) collection. Patrons occasionally express their children's specific needs and interests and have expressed their gratitude to us for providing new items in response to their inquiries, especially for their upper elementary students with more sophisticated interests and a desire to take a deeper dive into some subjects.

## **Accountability**

Joy Fleishhacker created a spreadsheet to track usage of the ERC. These statistics will help us understand the hours that space is used most.

## **Communications**

In support for National Library Card Sign-up Month, Evan Childress participated in a media interview with KOAA about the benefits of having a library card from a young age and the importance of reading with young children to help them be prepared for school and learning to read.

## **Community Connections**

FCS attended the Veteran Affairs Drive-Thru Baby Shower. Thirty-three people attended, and 35 giveaway bags were delivered to homes by Veteran Affairs after the event. PPLD provided branded bags filled with library resource information, as well as various baby toys and PPLD-branded pens.

Evan Childress presented at the annual Colorado Libraries for Early Literacy Conference on the topic of PPLD's new toy library, which launched in April. She discussed the developmental benefits of strengthening gross and fine motor skills and PPLD's research and development in the creation of the new toy library. The conference is virtual, and Evan's session had over 25 attendees.

On September 14, 2023, Joy Fleishhacker did an outreach to Christian Homeschool Connect, a new homeschool support/enrichment group, first speaking to the adults about PPLD resources for homeschoolers and then sharing a story and library mad libs with the kids (a total of 35 people). The adults were amazed with the wide array of resources available and asked numerous questions about using the library.

## **Staff**

Barb Andros retired from PPLD on September 8. Barb was instrumental in planning all Spring Break and Summer Adventure presenters, the Summer Adventure parties, and coordinating all FCS outreach events.

## **Regional History & Genealogy**

### **Access**

In the ongoing effort to digitize important and fragile resources, for preservation and increased access, a shipment of historic newspapers (1889-1959) was sent to be microfilmed.

We received a donation of tapping records, records and permits documenting when buildings received water taps, from the Colorado Springs Pioneers Museum. These will be added to our existing collection of building permits and tapping records (MSS 0399), which is an invaluable resource for historic home research.

Finding aids were completed using our new collection management software, ArchivEra. The next step will be to add these to the library's catalog for increased discoverability and access, before being rolled out to patrons.



Fifteen unique photo requests were filled this month, resulting in 75 newly scanned images. Requests came from across the local and national community: KKTV, KOAA, El Pomar Foundation, Colorado School for the Deaf and Blind, and a documentary production company.

The photo archives provided 31 images from our historic photo collections to the Colorado Springs Gazette for daily "A Look Back." And over 90 scans of the front page of the Rocky Mountain News were provided to the Denver Gazette for a daily historical section.

Regional History & Genealogy staff attended the bi-annual Pikes Peak Genealogical Society Book Committee meeting, where staff and PPGS members drill down to hone their donation purchases for our collections. This round PPGS is spending \$1,000 on 55 books.

### **Accountability**

After getting patron feedback that they would like our Ancestry Basics class to be longer than the present format, we will be experimenting with 90 minute classes in order to capture more of the participant's questions, as a mini workshop after each presentation.

Staff collaborated on a plan to transform Regional History & Genealogy's annual "We Have a Story" program from a photovoice program into an oral history program. This plan significantly reduced the cost of the program and refocused it to better fill gaps in the Pikes Peak Library District and regional archives.

### **Community Connections**

Regional History & Genealogy staff attended the Proclaiming Colorado's Black History exhibit's opening night at the Museum of Boulder. Adrian Miller, Co-Project Director and Lead Curator for the Museum reached out to Takiyah Jemison in search of copies of our publication, Invisible People, and invited her to the opening night event. There is further discussion on the possibility of collaboration on the exhibits to highlight blacks in the Colorado Springs area for next year.

Regional History & Genealogy staff travelled to Denver Public Library this week and met with Katie McKendrick, who is a special materials cataloging Librarian. Staff learned DPL's approach to map, city directory and rare materials preservation. Our collaboration will continue in sharing cataloging manuals, collection policies, patron best practice guidelines, and future visits.

Displays were presented at both the Penrose and Old Colorado City Libraries to showcase the Mohl Family, a Jewish couple who fled Nazi Germany and eventually settled in Colorado Springs. Staff collaborated with Bob Mohl, the son of Leo and Martha Mohl, to choose photos and quotes from the Mohl Family Collection held in the Regional History & Genealogy. The displays complemented and advertised the "Americans and the Holocaust" exhibition held in September at East Library.

### **Physical and Virtual Spaces**

RH&G staff participated in three demo presentations for a replacement of the ContentDM platform. This system serves as the platform by which patrons and staff access digital content. The products investigated offer improved features for patrons and staff, and will serve as an important spring-board for the future of the department in virtual spaces.

## **Southeast Region**

### **Access**

Staff at Sand Creek adjusted how materials in the children's area are arranged so that the bottom shelves only contain display books. This puts attractive books down at a level where children can easily see them. And it makes shelving and retrieving materials easier for staff, reducing the physical impact of needing to access the bottom shelves.

The East Teen Center expanded their staffing hours on Wednesdays to accommodate a local teen homeschool group who requested to use the space for a meet-up. This teen-led group has enjoyed using the space for games such as Dungeons and Dragons and socializing. The coordinator of this group created a Facebook post promoting the Teen Center to their group's page and expressed gratitude for offering a safe and welcoming environment for teens.

### **Accountability**

After discussion with the team reviewing PPLD's Teen Spaces Policy, Library 21c staff revised availability of the facility's two Teen study rooms. Previously the rooms were only available for use when the Teen desk was staffed. This unintentionally caused a barrier to access. Teens are now able to reserve these study rooms any time the library is open, just as they would be able to reserve other study rooms in the facility. To enforce the Teen study rooms' age limits, patrons must still make this reservation through staff.

### **Communications**

Working with the Communications Department, Fountain Library now has a brand new Canva Template for our Library Calendar. In the past calendars have been very popular among patrons who want all of Fountain's events listed in one place so they can plan their attendance.

Sand Creek staff attended an outreach at Panorama Park for their Family Star Party event. Staff interacted with 218 community members to share information about library programming and resources.

### **Community Connections**

The Fountain Valley Communities that Care (CTC) Connect Me 2FV Community Event featured yard games from Library 21c's Yard Game Collection and 100 community members showed up. This event was planned by the Community Spaces for Youth Strategy team for CTC, of which Shannon McDonald is a member.

Fountain Library and Mobile Libraries attended the City of Fountain's Community Night in the Park and gave away discarded books from Collection Management and talked about library resources.

Calhan hosted a Storytime at St. Paul's Lutheran Preschool in Calhan. The stories revolved around a theme of libraries and library dogs—which led to a discussion of the PAWS to Read program, and the upcoming appearance of our own Library Canine, Bowie, that afternoon. Bowie received 14 visitors that afternoon.

High Prairie provided a Storytime at Banning Lewis Ranch pavilion in September. They also offered one offsite Storytime at Ahavah Farm. The kids heard stories and rhymes about fruits and vegetables and afterwards were invited to use paint sticks to draw pictures of fruits and vegetables.

## Physical and Virtual Spaces

High Prairie received a compliment on the back play space: “We think that space is so great. We use it every time we come. [My grandson] especially loves the chimes and the sensory walk—how did you think of that?” Currently High Prairie is working with Facilities to come up with a plan to add a new climbing structure, courtesy of High Prairie Friends of the Library.



Tri-Lakes Friends purchased Monument “Charming Cottage” for the children’s area. It’s been occupied by young patrons (and stuffed animals) since it was built on Sept 25th.

## Staff

Both Jami Dykema and Jenny Gaechter served on a Project Ready discussion panel at the CLELCon 2023 (Colorado Libraries for Early Literacy Conference).

Calhan Library Supervisor Liz Phillips assisted the CAL Communications Committee to edit and submit the fall CAL newsletter promoting CALCON.

Library 21c staff put together a Volunteer Appreciation bulletin board to recognize volunteers’ milestones. Library 21c is supported by many volunteers, and this is one way to share

staff’s appreciation for the volunteers’ dedicated efforts. Staff who are eagerly awaiting autumn decorated the board with a seasonal theme.

## West Region

### Access

All Penrose Public Services staff have been participating in tours of Springs Rescue Mission. Tracy Roesset shared, “On September 22nd, I, along with a group of employees from Penrose Library, toured the Springs Rescue Mission in Colorado Springs. We were able to tour the full facility and all of the buildings on the campus. It was really interesting and helpful to learn about their commitment to the people that reside there. Not only do they provide a safe space for them to reside, but they also work with their residents to develop skills and connections to help them find ways out of homelessness through programs and partnerships outside of the mission. SRM also has outside agencies come in to offer medical, dental, veteran, and counseling services. It was very beneficial to tour the campus and learn about what resources they offer so we can pass that information on to our patrons in need.” Chris McKenzie wrote, “They offer so much down there! They can connect people with all kinds of other services (food stamps, health care, etc), help them replace lost necessary paperwork/IDs, help them get job training, even help them with getting into an apartment!”

Mobile Library Serves provided access to 1,142 community members during outreach events this past month: Mount Caramel’s Patriot Day, Cheyenne Mountain State Park’s No Child Left Inside, Get Out and Get Healthy at Panorama Park, Fountain’s Community Night at the Park, Scheel’s Library Card Sign Up, Family Star Party at Panorama Park, Carver Elementary’s Literacy Night and West Middle School’s Game Quest.

Cheyenne Mountain Library held its first Family Place Playgroup series hosted by staffer Brittany McNeil. The program was successful, and the feedback has been positive for our first series. The registration list was full for each event of the series.

Karin Swengel was able to assist a patron who was doing research on an early stock car racer who was a pivotal player in the Pikes Peak Hill Climb. Karin was able to inform the patron about the local history databases that the Pikes Peak Library District offers including: photo archives, Ancestry, Newspaper Archives, and more. The patron was so happy to have access to such amazing primary sources and images, and they are eager to see what else they can use these resources for.

### **Community Connections**

Penrose Library wrapped up its Family Place workshop series this month. In the absence of the family place facilitator, who has been promoted to Penrose YAS Librarian, Penrose Children's staff—Tracy Roesset, Amanda Norris, Emily Koppenhaver, and Erica Purgason rallied to make sure the weekly programs continued without a hitch, with the support of PPLD Family Place trained librarians, SarahEllen Hickle, Jennifer Gaechter, and Evan Kendrick. PPLD Community Resource staff, Kayla Rockhold, Sofie Soriano, Joe Rose, and Nicole Flemate, all assisted as well. It takes a village!



Caitlyn Zimmer and Felisha Port worked with local restaurants and Scott Crum (Culinary Program Supervisor – Adult Education) to purchase and provide food for over 600 people at Culture Fest on September 22. This was a different undertaking than in previous years when food was catered to the event. With the knowledge and equipment Scott shared, Culture Fest featured food picked up from a variety of restaurants and there was plenty for everyone!

### **Physical and Virtual Spaces**

Alexis Nelsen collaborated with Sarah Holland (Senior Library Associate — Creative Services) to replenish missing supplies for Manitou's Brother CS7000i sewing kits. The kits were updated to contain new supply pouches that hold thimbles, needles, scissors (regular and detail), rotary cutters, seam rippers, chalk, pin cushions/pins, clips, measuring tape, magnifying glasses, and cleaning brushes.

### **Staff**

Rockrimmon Library welcomes Shannon Heffner to assist as the Supervisor while Laura London completes her assignment with the US Antarctic Program at McMurdo Station. Shannon will be taking over all of Laura's duties and gaining lots of experience and insight to help further her career.

Penrose Security staff Eric Scott and Travis Thiele, accompanied by their supervisor, Charles Piatt, led Old Colorado City Library staff through an hour-long Active Shooter Walk & Talk training on Friday, September 8. Scott and Thiele's walk-and-talk format was received well by staff, which involved highlighting pertinent training tips as staff toured through the building's spaces. After the training, Piatt followed up with written responses to questions submitted by staff beforehand, and also included prompts and recommendations for staff to discuss further so that they are more prepared for a situation should one ever occur. The training was well designed and Old Colorado City Library Manager Amber Cox hopes that all PPLD locations and staff will eventually be able to host and attend the training.

## **Young Adult Services**

### **Access**

Library 21c hosted a session of the Rock the Vote program, led by the League of Women Voters. Attendees learned about the Bill of Rights and eligibility to vote in America and painted rocks to encourage others to vote.

### **Communications**

Becca Philipsen maintained the social media posting schedule. [This Reel](#) got over 1,200 views.

### **Community Connections**

Young Adult Services staff did outreach at Palmer High School, Vanguard School, Pioneer Technical and Arts Academy, West Middle School, Panorama Middle School, Colorado School for the Deaf and Blind, and others.

### **Staff**

Mikaela Fortune and Danielle Seltenright updated the book talking training in the Young Adult Training Program. The training encourages staff to focus on helping students find their next great book.

## PPLD KPIs (Key Performance Indicators)

	September 2023	September 2022	% Change	YTD 2023	YTD 2022	% Change
<b>Door Count</b>	161,339	152,676	5.67%	1,425,583	1,269,729	12.27%
<b>Circulation</b> (physical materials)	189,613	200,183	-5.28%	1,778,731	1,842,630	-3.47%
<b>Reference Questions</b>	7,799	7,726	0.94%	75,131	69,423	8.22%
<b>Meeting Room/Study Room</b>	2,643	2,029	30.26%	20,603	14,625	40.88%
<b>Computer Usage</b>	19,126	18,210	5.03%	166,937	159,792	4.47%
<b>Number of Programs</b>	331	467	-29.12%	3,630	3,592	1.06%
<b>Program Attendance</b>	6,667	8,747	-23.78%	97,302	88,504	9.94%
<b>eResources</b> (OverDrive/Libby, Hoopla, Kanopy)	249,769	226,702	10.18%	2,258,566	2,065,278	9.36%
<b>Culture Pass</b>	189	89	112.36%	2,410	1,366	76.43%

# Communications Department: Report for October 2023

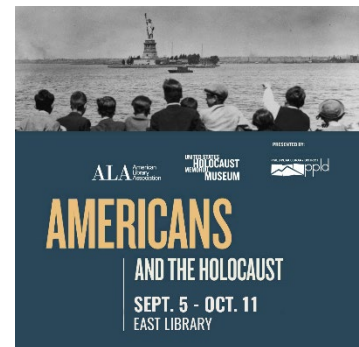
## NEWS COVERAGE

### Total features and mentions:

- **September 2023:** 106 hits  
**Year-to-date:** 1,995
- **Average per month:** 132

### Highlighted coverage:

- The Americans and the Holocaust exhibit was discussed in seven articles and three TV news segments, including [The Gazette](#), [KOAA](#) focusing on the exhibit, and again by [KOAA](#) interviewing a man who helped create the exhibit.
- The Renters 101 Workshop being hosted at the Library appeared in five articles, one radio broadcast, 14 TV news segments, and two news aggregates, including [KOAA](#), [The Gazette](#), [Fox 21](#), [The Colorado Sun](#), and [Colorado Springs Indy](#).



- KOAA ran six news segments (split into [part 1](#) and [part 2](#) by Cision) and [one article](#) about Library Card Sign-up Month.
- This month's [Library Limelight Column](#) talked about Library Card Sign-up Month.
- KRDO aired a segment about our Create and Play at Ruth Holley during [Good Morning America](#) three times.

### Other small but fun mentions:

- [Colorado Springs Mom Collective](#) mentioned our Mobile Library Service at an event at Panorama Park.
- We received photo credit in articles from [Coloradosprings.com](#) and [The Gazette](#).
- Fox21 mentioned that our Mobile Library Service would be attending an upcoming event at [West Middle School](#).

*\*NOTE: The total figure above includes all tracked and/or known TV, print, online, and/or radio coverage by news outlet, including on-air mentions, print event listings, and stories that ran on multiple newscasts. It excludes online event listings not tracked by our monitoring service, in addition to unconfirmed radio features due to tracking limitations.*



## DIGITAL MARKETING

### Newsletter statistics (September):

- **Number of email addresses targeted:** 134,004 (an increase of 3,332 emails)
- **Number of newsletters opened by recipients:** 64,499 (51% of successful emails delivered were opened)
- **Number of link clicks:** 5,856 (a 9% click rate)

### PPLD.org website statistics (September):

- **Most popular web pages**, besides the home page: [ppld.org/kids](http://ppld.org/kids)
  - **September totals:**
    - 370,182 total pageviews
    - 209,788 sessions
    - 132,438 total users (new and existing users going to ppld.org)
    - 122,446 new users (users coming to ppld.org for the first time)

### District-wide social media statistics (September):

- **Facebook:**
  - **15,982 total followers** – (main account – increase of 79 new followers)
    - **14,648 page likes** (increase of 80 likes)
  - **33,966 total followers** – (for all other accounts combined; an increase of 515 new followers)
    - **31,644 page likes** – (an increase of 396 new likes)
  - **Main Account**
    - **78,700 post reach** – (the number of times users saw our content) 15% increase over August
    - **3,607 post engagement** – (the number of times users interacted with our content through reactions, comments, clicks, reposts, etc.) 67% increase over August
    - **115 posts**
  - **All other PPLD accounts combined**
    - **2,382,751 post reach** – (the number of times users saw our content) an increase of 5,304% [ *A note on this month's data: The PPLDKids page had an extreme outlier this month. They had a single post that had an extremely high reach of 2,279,608. This post drastically changed our Facebook post reach, page reach, and engagements on the library/service pages for the month.*]
      - **6,232 post engagements** – (the number of times users interacted with our content through reactions comments, clicks, reposts, etc.)
- Our **highest Facebook post reach** came from this post about us reaching 2 million borrows on Libby/OverDrive, which had 8,516 post reach (1,086% higher than our median post reach). This post also had our **highest engagements**, with 344 engagements (5,383% higher than our median engagement).



**Pikes Peak Library District**  
Published by Hootsuite · September 12 at 11:00 AM · 🌐

Wow! We just reached two million digital borrows on OverDrive and Libby! Thank you for using your library card to enjoy eBooks, eAudiobooks, and eMagazines through Pikes Peak Library District. We reached this milestone on Wed., Sept. 6, and the two millionth book was Eyes of Prey by John Sandford. We are incredibly excited to hit this tremendous milestone a month earlier than we did in 2022. If you aren't taking advantage of this great eLibrary resource yet, learn more at pp... See more



See insights and ads Boost post

👍❤️ 302 33 comments 9 shares

- Here is the outlier post on PPLDKids with the extremely high reach. Based on the data received, this post **reached 2,279,608 Facebook users**. It also received **840 comments, 27,000 reactions, and 13,000 shares**. This data is very far outside the norm for this page (or any of our pages).

**Pikes Peak Library District - Kids**  
September 14 at 10:00 AM · 🌐



👍❤️ 27K 840 comments 13K shares

👍 Like    💬 Comment    ➦ Share

- **Instagram:**
  - Main account
    - **3,757 total followers** – (44 new followers)
    - **6,051 total reach** – (the number of times our content was shown on Instagram)
    - **1,830 total engagement** – (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.) 57% increase over August
    - **115 posts / reels and 122 stories** – (stories are content that appear at the top of the user’s feed but disappear in 24 hours.)
  - PPLD Teens
    - **609 total followers**
    - **2,973 total reach** – (the number of times our content was shown on Instagram)
    - **264 total engagement** – (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.) 69% increase over August
    - **18 posts/reels and 56 stories** – (stories are content that appear at the top of the user’s feed but disappear in 24 hours.)
- Our Instagram post with the **highest reach** was the below post about Night at the Library, that achieved a **reach of 1,316**. The post also received the **highest number of engagements, at 97 engagements**.



- **Twitter:**
  - **5,203 total followers**
  - **9,115 impressions** – (the number of times our content was shown to people on Twitter)
  - **178 engagements** – (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.)
  - **32 link clicks**
  - **108 tweets in September**

- **LinkedIn:**
  - **1,586 total followers** – (increase of 13 new followers)
  - **1,526 impressions** – (the number of times our content was shown to people on LinkedIn)
  - **73 engagements** – (the number of times people left a reaction, commented, shared, clicked on, or otherwise interacted with posts)
  - **17 posts in September**
- **YouTube:**
  - **7,731 subscribers**
  - **34,081 monthly views**
  - **5,973,889 lifetime views**
- **Online video views:** 4,313 on Vimeo

## OTHER MARKETING & PROMOTION

### News & announcements

As one of the only libraries in the country with its own TV channel, PPLD is proud to celebrate the 35<sup>th</sup> anniversary of PPLD TV on Xfinity (Comcast). During the last 35 years PPLD TV has created hundreds of hours of programming that documents the history and culture of the Pikes Peak region, playing an important role in the preservation of stories and events of local importance. Over the years, PPLD TV has received numerous awards including an Emmy Award for its quality programming covering topics such as the Waldo Canyon Fire. PPLD was a founding member of the Colorado Springs Education Television Consortium (CSET) in 1988 that still includes UCCS, D20, D11, D49, D2, Pikes Peak State College, and Colorado School for the Deaf and the Blind. Through an agreement with the City of Colorado Springs, PPLD has received hundreds of thousands of dollars in grant money designated for PPLD TV's ongoing production. These funds continue to make it possible for PPLD TV to purchase its video equipment, create amazing programs and commercials, and support organizations including the Friends of PPLD, the PPLD Foundation, and The Shivers Concert Series. Since adding YouTube to its distribution, PPLD TV has generated 6 million views, bringing global recognition to PPLD. Here are two sample programs produced by PPLD TV:

- [Peggy Shivers: Music Legend and Philanthropist](#)
- [Story of the Air Force Cadet Chapel](#)

### Promotional campaigns, programs, & other activities

- **Upcoming Promotions and Announcements:**

- PPLD worked with Facility Master Plan partners HB&A to launch the [Pikes Peak Library District Community Survey](#) that will run from Oct. 3 – Nov. 5. The information collected will help PPLD learn about our patrons' experiences at the Library, as well as inform HB&A about our patrons' desires, needs, and preferences regarding how and why they use Pikes Peak Library District.
- PPLD will also work with HB&A to execute approximately 15 micro surveys over the next several months including four in conjunction with events in October. At these events patrons will be asked to select the four most important features they'd like to see at the Library from a poster board of 24 options. The micro-survey will be conducted at the following October activities:



- Oct. 7 – All Pikes Peak Reads Author Presentation
  - Oct. 14 – PPLD Eclipse Party at East Library and at Weidner Field, for the last home game of the Colorado Springs Switchbacks FC
  - Oct. 21 – PPLD Foundation’s Night at the Library event
- **Other Library programs and activities** can be found on [PPLD’s event calendar](#).

### Partnerships & Outreach Update

- **Community outreach activities** (excluding school visits):
  - Total Events: 21
  - Total Attendance: 11,505
  - Total Impressions: 1,960
  - Library Cards Issued: 72 (at outreaches)
  - Outreaches included:
    - Military Family Drive-thru events – Sept. 1 and 2
    - Fiesta Patrias - Sept. 16
    - COS Latina Start-up Day- Sept. 21Cool Science Festival – Sept. 30
- **Library Card Sign-up Month:**

Library Card Sign-up Month enjoyed much success and welcomed 2,599 new PPLD library cardholders in September. Two lucky patrons (one 17 years and younger and one 18 years and older) each won a \$200 gift card to SCHEELS for signing up for a library card in September.
- **New Culture Pass partner: Pikes Peak – America’s Mountain**

It was originally reported in the September Board Report that one daily Culture Pass to Pikes Peak – America’s Mountain would be available Tue. – Thu. during its non-peak season through February 2024. Since then, the number of authorized vouchers issued has increased to two vouchers everyday (weather permitting) through April 30, 2024. The passes will grant access to a family of four to the Pikes Peak Highway, and depending on the weather, patrons will be able to enjoy the Summit House and Visitors Center at the top or enjoy one of the many beautiful interpretive stops along the way. With the addition of Pikes Peak – America’s Mountain, the Culture Pass offers an average of 17 - 20 daily passes to up to 12 cultural attractions spanning El Paso and Teller counties and Denver.
- **Culture Passes issued:**
  - 189 in passes were issued in September, more than double the passes issued in September 2022.
  - A total of 2,435 Culture Passes have been issued between January and September 2023

## Facilities Department Report October 18, 2023

### Projects

**Library 21c Turf Conversion:** The turf conversion project is substantially complete. The installation of a module to our system control clock is still needed. This will allow for WIFI connection throughout the property and give contractors and Facilities personnel the ability to check the irrigation system zones remotely and turn on and off as needed without having to be physically at the control clock.

Time and nature is now in charge. It will take a couple of seasons or so for the grass to fully establish. We will have a battle in fighting weeds until the native plant life becomes dominant. Next spring, we'll look at any additional supplemental seeding needed to address loss from the winter as well as any enhancing details that can be accomplished to add even more appeal to the new landscape.

**Facilities Master Plan:** The Facilities Master Plan is progressing. The first intercept occurred this October 7th at Library 21c, and two additional events will be coming up on subsequent weekends. No intercepts have been scheduled beyond October at this point.

The internal stakeholder engagement sessions have been scheduled for non-supervising staff on November 7th and 8th, the board on December 6th and supervising staff on December 7th. Public engagement will begin in the latter part of January.

The survey was launched on October 3rd and by October 5th, we already had approximately 450 responses. Hard copies of the survey are planned to be at all library locations by October 9th and the survey will run through November 5th.

Facilities Condition Assessment on-site walk-throughs are set to begin on October 17th and run weekly through January 23rd. The current plan is to progress from north to south with Penrose being the final location.

**East Fire Department Remote Connection:** The remote Fire Department connection riser project at East library is on hold due to Fire Department review of the plans. Once approved, the contractor is staged to begin work immediately.

**Sand Creek Library Plumbing Issues:** Sand Creek again experienced a shutdown last week due to plumbing backup issues. Facilities worked with Mr. Rooter and scoped (camera inspection) the system and discovered a significant break in the common main 4" sewage line. After determining the location of the break, Mr. Rooter jackhammered the concrete flooring and excavated to a depth of approximately 6.5 feet. Cast iron piping was discovered to have significant erosion requiring replacement of approximately 4.5 feet of pipe. Facilities coordinated with Front Range Commercial, who is the property manager for the center in which Sand Creek Library is located. The property manager was on site during the scope inspection and was able to observe the condition of the piping. The location of the pipe replacement is believed to be where recent backups have been occurring over the last month or so, and it is our hope that this repair will improve conditions significantly. Additional repairs/replacements of common sewage lines are being determined by the property manager and owner.

**Additional Projects:** Penrose caulking of the building's precast panels has been awarded to GE Johnson and they are coordinating with their sub-contractors on scheduling of this work.

A deferred maintenance project of tuck pointing steps for the main entrance of the 1905 Carnegie Library was completed in house by Scott Dunkley, our Facilities Specialist – Special Projects.

### Monthly Statistics

In the month of September, 2023, the Facilities department completed a total of (154) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of September, 2023, Facilities staff completed a total of (159) demand work orders (work orders submitted by PPLD staff) accounting for (190.21 hours) of staff time and (178) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (193.80 hours) of staff time. A total of (337) work orders.

Facilities on-call personnel responded to (1) emergency after-hours calls in September, 2023. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report  
October 2023  
Heather Laslie, Chief Operating Officer**

**Statistics:**

- Volunteer

September 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	136	1061.25
Teens: Onsite	14	58.5
Teens: Online	6	16
Friends of the Library	**	694.15

- Recruitment

Recruitment / Selection Activity	September 2023
Jobs Posted	21
Newly Hired Employees	7
Promoted Employees	8
Transferred Employees	3+ 19 (part of reorganization)
Separated Employees	6

- Staffing

Staffing Stats	September 2023
Total Permanent Employees	388
Total Active Positions	426

**HR Team Major Projects:**

- PPLD Reorganization!!
  - Cristina Jaramillo (the Director of Benefits and Compliance) finalized the reorganization in the ERP system. All employees impacted by the restructure were set up in their new positions and reporting structures.
  - Cody Logsdon (the Director of Organizational Development) has been busily revamping job descriptions and meeting with staff to ensure that they understand their new departments and new roles.
- Heather Laslie attended the Colorado Public Plan Coalition Conference as the PPLD Associate Member to the El Paso County Retirement Plan Board of Trustees.
- With the semi-lifting of the hiring freeze, Soumya Gollapalli (the Talent Management Supervisor) has returned to posting open positions to the public.

**HR Team Announcements:**

- Cristina attended the Affordable Care Act (ACA) 1095Cs Tyler Training for ERP with PPLD's ERP Configurer, Carol Morrow.
- Cristina held the final Benefits Team meeting for 2023 and reviewed three more policy procedures: 400.6 Benefit Reduction Due to Unpaid Leave, 600.6 Excellent Service, 700.5 Building Environment.



- Joanna Rendon (formerly the Young Adult Services Director) has joined the HR team; she has begun training as the Director of Organizational Development and will permanently replace Cody Logsdon when she departs at the end of the year.
- Karen Goates (the Volunteer Program Supervisor) worked to build a Resource Guide that encourages volunteers seeking opportunities/hours to connect with partnering organizations. This link is reached via our "[Community Volunteer Opportunities](#)" link on our [ppld.org/volunteer](#) page. Since PPLD often has more volunteers than we have capacity for and partner organizations may be struggling to find volunteers, this helps collaborate to provide volunteer opportunities.
- Sarah Marshall (the Training Supervisor) processed 3 Job Shadow Program applications – 2 for shadowing positions in the Communications Office and 1 to shadow Collection Management.
- Sarah facilitated first session of Leadership Certificate Program for fall 2023 with 7 staff members participating in the program.



Above: Cheyenne Mountain Library Paws To Read volunteers, Jasper, Kiwi and Friend

Right: Barb Corwin in the DVDs, Laurie Pfister in the children's area, Leslie Harmon (l) and Lynn Brock (r) on bins, and Steve Boyce wandung items on the cart



# Information Technology Board of Trustees Report September 2023

## Workflows Upgrade

IT worked with Collection Management to collaborate on a system-wide upgrade of Workflows across the District. IT created a deployment package and after scheduling an after-hours install to avoid staff downtime, all PCs were upgraded to the latest Workflows software.

## ERP Upgrade for Invoicing

IT worked with Finance to set up the testing of a new ERP service that will streamline invoicing. IT worked directly with Munis technicians to perfect their end and create instructions. This upgrade was meant to take all invoices that are emailed in and autosend them correctly through the processes, allowing for faster payouts. Work continues on this project in collaboration with Finance to finalize the upgrade.

## Wireless Upgrade to Cisco Meraki

Work has begun to upgrade the wireless systems from our old Aruba Airwave system to a new and modernized Cisco Meraki system across the district at all locations. This is an eRate funded project with part of the project being funded in 2023 and the rest in 2024.

While we await eRate funding for 2024 we are also doing wireless surveys at many of our branch locations and expanding service to those areas that have never had it before to create a more encompassing wireless system coverage for our staff and patrons. For example, East library now has expanded coverage on the floor in the Children's offices, the Community Room, and on the main floor.

Status for each branch:

### **Penrose / The Hall/ RH&G – done (September Update)**

Calhan – done

Sand Creek – done

Manitou (MAC) – done

East – coverage expanded in 2023, upgrade in 2024

Cheyenne Mountain – 90% complete, done in 2023

Rockrimmon – upgrading and expanding coverage in 2023

Palmer Park – upgrading and expanding coverage in 2023

Ruth Holley – upgrading and expanding coverage in 2023

21c – 2024

High Prairie - 2024

Old Colorado City - 2024

Ute Pass – 2024



Monument - 2024  
Fountain – 2024

## Mobile Library Services Connection

IT is working with Mobile Library Services to match the hardware that is in Bus 702 to Bus 705 to increase signal and availability.

**September Update:** equipment has been ordered and is set to be installed in October.



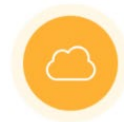
Firewall Throughput:  
940 Mbps



WAN Connectivity:  
4G Cat 11 or Cat 18, GbE



LAN Connectivity:  
Wi-Fi 5, GbE



Management:  
NetCloud

More information on the Cradlepoint IBR 1700 here:  
<https://cradlepoint.com/product/endpoints/ibr1700/>

## Solarwinds Hybrid Cloud Observability

The backend of Solarwinds Hybrid Cloud is up and running and we are currently adding items to it for monitoring, setting up maps, importing blueprints and lab layouts, etc. This work continued in

**September Update:** This work continued and we are now working with Solarwinds support to complete the setup and finalize.

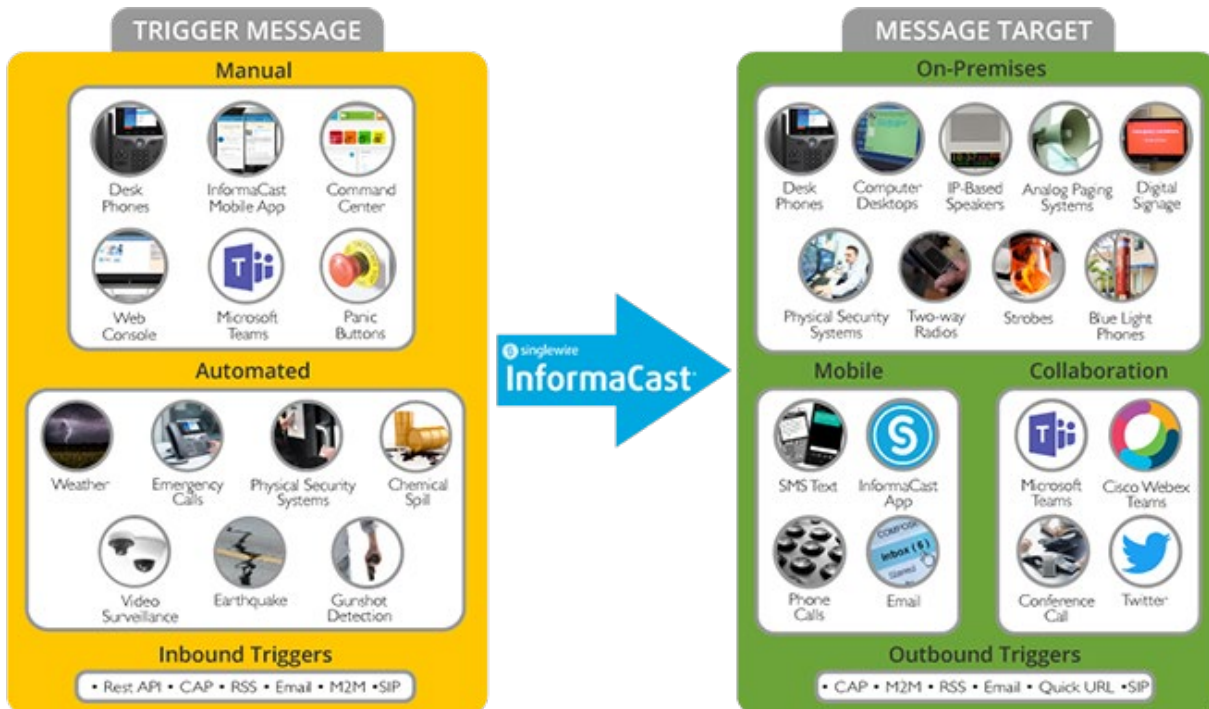
For more information on Solarwinds Hybrid Cloud Observability, please follow this link:  
<https://www.solarwinds.com/hybrid-cloud-observability>



# InformaCast

InformaCast is a new mass notification system that will be deployed very soon across PPLD. It has the ability to instantly send one message out to multiple systems at once including:

- Staff PC screens
- Patron PC screens
- Email
- Cell phone call
- SMS / Text to cell phones
- Teams message
- Cisco desk phone call
- Cisco desk phone screens
- ADA enabled digital signage
- Overhead paging systems
- IP Speakers, etc



It also integrates with the new Security Operations Center software, Verkada. Not only will this be an essential tool for our Security team to get the message out quickly about any security incidents, but this can also be utilized by other departments to announce outages, upgrades, system down messages, and weather-related incidents and closures.

**September Update:** PPLD’s Management Team were presented with an Informacast demo on September 27<sup>th</sup> at the Management Team meeting in the Columbine Room at Penrose.

For more information on InformaCast, please see their website:  
<https://www.singlewire.com/informacast/>

## 100 New Chromebooks

The 100 new Chromebooks are ready for deployment. They have all been engraved with the PPLD logo utilizing our makerspace at 21c. Meetings are ongoing on the Public Services side on how these will be checked out to patrons.



## IT Projects for 2023

Multi-factor Authentication for Staff and Board - complete

New TBS Server at Data 102 – complete

InformaCast mass notification system – in progress

Radios for Security – complete

Wireless upgrade for 2023 – in progress

Parking Kiosks at Penrose – complete

Inventory all IT Capital assets through ERP platform – in progress

Endpoint Manager across all systems (remote computer imaging) - in progress

Cord cleanup – cable management at all locations – in progress

SmartSheet Project Management Tool rollout to track all IT Projects – SmartSheet is also being used by Finance, Facilities, Collection Management, Communications – in progress

Solarwinds Hybrid Cloud Monitoring – in progress

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
SEPTEMBER 20, 2023 5 pm  
LIBRARY 21C, VENUE



[VIRTUAL MEETING \(ZOOM\)](#)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799  
Meeting ID: 867 7654 8192  
Passcode: 569086

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

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

Chief Communications Officer Denise Abbott, Chief Safety, Community Resources & Security Officer Michael Brantner, Monument Library Manager Jean Carrier, Old Colorado City Library Manager Amber Cox, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Chief Financial Officer Randy Green, Senior Library Assistant Sherri Hendrich, Controller Kim Hoggatt, Chief Development Officer & Foundation Executive Officer Lance James, Program Coordinator John Jarrell, Chief Human Resources Officer & Organizational Development Officer Heather Laslie, Senior Librarian Becca Phillipsen, Director of Collection Management Jenny Pierce, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Chief Facilities Management Officer Gary Syling, Library Assistant Clae Thompson, Senior Regional Library Associate Debbie Vitulli, Internal Communications and Special Projects Manager Jeremiah Walter, Library Assistant Jacob Ward, Legal Counsel Debbie Menkins of Bryan Cave Leighton Paisner LLP, Katie Czuras, Eilex Rodriguez, Roger Stoltz, Dan, Kim, KS

Board vacancy applicants Scott Batley, Paul Batura, Bi Carlin, Angela Dougan, Kat Gayle, Jessica George, Fadil Lee, AliciaRose Martinez, Tina Slee, Kevin Steinhauser, Angela Stevens, Victor Torres, Elizabeth Turner

Absent: Dr. Ned Stoll, Chief Librarian and CEO Teona Shainidze-Krebs

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**EXECUTIVE SESSION**

Board President Aaron Salt called for a motion from the Board to move into Executive Session to conference with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b)

**Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees move into Executive Session to conference with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b)

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

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

There being no further discussion related to conferencing with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b), President Aaron Salt called for a motion to return to Open Session.

**Motion:** Erin Bents made a motion that the Pikes Peak Library District Board of Trustees return to Open Session.

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

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

The Board returned to open session at 5:36 p.m.

#### **PUBLIC COMMENT**

John Jarrell spoke on behalf of Pikes Peak Library Workers United, requesting the following:

- A 3.5% increase to staff in 2024
- That part-time workers be allowed to pick up as many as 29 hours a week to alleviate library closures and stress
- That the Code of Conduct be updated to include a statement on behavior that staff should not tolerate

Kat Gayle spoke of the library being a necessity for equality, and funding for the library is critical.

Katie Czuras requested that libraries be open on Sundays, and that a change be made to the process of reserving study rooms.

#### **REPORTS**

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

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

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

The Pikes Peak Library District Foundation Report was included in the Board packet.

##### **Financial Report: August 2023**

The Financial Report for August 2023 was included in the Board packet.

##### **Public Services Report**

The Public Services Report, including Key Performance Indicators (KPIs), was included in the Board packet.

##### **Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report**

The Support Services Reports were included in the Board packet.

##### **Interim Chief Librarian's Report**

Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles provided this report in Chief Librarian and CEO Teona Shainidze-Krebs absence. Ms. Sayles reported that the following took place:

- A walk-through with Officer Wesley Wilkerson of CSPD to view improvements made from his suggestions.
- A meeting with Chief Housing Officer Steve Posey and Homelessness Prevention and Response Coordinator Crystal Karr of the Colorado Springs Housing and Community Vitality Department regarding participating in the City's efforts to address homelessness and be a part of the City's Task Force.
- Chief Librarian and CEO Teona Shainidze-Krebs and Chief Safety, Security and Community Resources Officer Michael Brantner attended the Pikes Peak Region 9-11 Commemoration Ceremony held at Fort Carson.
- Chief Librarian and CEO Teona Shainidze-Krebs, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, and Chief Human Resources & Organizational Development Officer Heather Laslie attended Mayor Yemi Mobolade's State of the City address
- The Americans and the Holocaust exhibit has welcomed a large number of visitors to the display at East Library and the supplemental display at Old Colorado City Library.

#### **Board Reports**

##### **Governance Committee**

Governance Committee Chairperson Scott Taylor stated that the meeting included an overview of the Board Retreat, a review of the Conflict of Interest (COI) statement, and a discussion of the 24 applicants for the Board of Trustees vacancy. Mr. Taylor thanked the candidates who were able to attend this evening's meeting.

##### **Internal Affairs Committee**

Internal Affairs Chairperson Erin Bents stated that the meeting included a discussion about the use of The Hall, and a review of the Equal Employment Opportunity (EEO) policy that is on tonight's agenda.

#### **Liaison comments**

No comments.

#### **Trustee comments**

Debbie English attended a Penrose Library staff meeting and a Rockrimmon Library staff meeting. , brainstorming shared belief that downtown needs a strong library.

Dora Gonzales attended the opening for the Americans and the Holocaust exhibit and the Latina Voices luncheon.

Scott Taylor attended a Ruth Holley staff meeting and met with staff at Library 21c.

Aaron Salt attended an informal meeting with the Facilities Department.

#### **PRESENTATION**

##### **Summer Adventure**

An overview of Summer Adventure was included in the packet. Senior Librarian Christa Funke and Senior Librarian Becca Phillipsen provided highlights of this year's program.

##### **Use of The Hall**

Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles provided a handout to the Board of photos and the building floorplan. The proposal is to phase out public use of The Hall and convert the building to much needed office space. The expense for required changes to the building to remain open to the public and to provide adequate safety and security, in addition to staffing of events held in the building when libraries across the district experience difficulties maintaining open hours, both support converting the space for staff use only.

The Board requested a plan for converting the building to office space and the associated costs be provided to the Internal Affairs Committee at their October meeting to review prior to bringing it to the Board for a vote.

A 5-minute break was taken at 6:49 p.m. The meeting reconvened at 6:54 p.m.

#### **BUSINESS ITEMS**

##### **Consent Items** DECISION 23-9-1

Minutes of the August 16, 2023 Board of Trustees meeting

Minutes of the September 8, 2023 Board of Trustees Retreat

The consent items were accepted as presented.

##### **DISCUSSION: Summary of the Board Retreat**

Governance Committee Chairperson Scott Taylor summarized the day's activities and discussions of Robert's Rules training, updates on the Manitou Springs Carnegie Library building, the Trustee vacancy, changes to the process of establishing Board policy, and potential options for seeking additional funding for the library.

##### **DECISION 23-9-2: Equal Employment Opportunity policy**

Chief Human Resources and Organizational Development Officer Heather Lasie shared the updated policy provided by Employer's Council. The last policy revision occurred in 2008.

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

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

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

**DECISION 23-9-3:**

**Resolution opposing Proposition HH**

**Whereas:** Proposition HH will go before the voters in November 2023;

**Whereas:** If approved by voters, Proposition HH would result in lower property tax rates for a period of ten years;

**Whereas:** Pikes Peak Library District gets much of its revenue from property taxes, which enables it to provide a wide range of library services to its patrons and communities;

**Whereas:** The state purportedly would make up or “backfill” some of the lost tax revenue to Pikes Peak Library District, as well as to local governments, schools and other public entities negatively impacted by the lower property tax rates;

**Whereas:** The state would generate the money for such “backfill” payments by raising the TABOR cap, the latter of which benefits taxpayers by limiting how much tax money the state can retain;

**Whereas:** It is reported that much of the extra money generated by raising the TABOR cap would go to school districts and a smaller amount to local governments, special districts, and other public entities such as Pikes Peak Library District;

**Whereas:** Pikes Peak Library District, on behalf of the taxpayers and communities it serves, is concerned that the “backfill” payments that it would purportedly receive would not be sufficient to replace the revenue that it would lose due to the reduction in property tax rates; and

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

The Board of Trustees opposes and encourages voters to vote, “No,” on Proposition HH.

**Adopted,** this 20th day of September 2023.

**Motion:** Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution opposing Proposition HH as presented.

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

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

**ADJOURNMENT**

There being no further business to discuss, President Aaron Salt adjourned the regular meeting of the Pikes Peak Library District at 7:02 p.m.

A reception for Board applicants immediately followed the meeting. Per requirements of the Colorado Open Meetings Law (C.R.S. § 24-6-402(2)(b)), there was no discussion of public business or formal action taken at the reception that follows the meeting.

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





## **Board of Trustees Budget Work Session**

9 a.m. on Tuesday, September 26, 2023

Library 21c, 2nd Floor Staff Training Room

Aaron Salt, Dora Gonzales, Erin Bents, Debbie English, Julie Smyth, Scott Taylor, Teona Shainidze-Krebs, Randy Green, Kim Hoggatt, Tammy Sayles, Jeremiah Walter

### **Salary Changes**

With our last salary study, Employers Council recommended raising pay grade ceilings to help with compression. That was not enacted at that time, but we would like to do that now. We have 20 individuals that are capped at the max of their pay grade.

We were looking at a 5% pay increase for staff across the board.

Since it's hard to retain security officers, we are looking to create senior officer positions to hopefully help keep individuals in Security and give growth opportunities.

Denise will help with language regarding pay increase.

### **Projections**

- U.S. Bureau of Labor Statistics Inflation Forecast: 3.5%
- \$35.5 Million in projected Property Tax Revenue
- New Mill projected to be 2.866

### **Preliminary Budget Overview**

- 2024 OAB Total Revenue: \$39,763,531
- 2024 Expenditures: \$41,114,341 (includes \$1.5 million for potential ballot initiatives, placed under Interdepartmental expenditures; \$1 million for capital spending)
- IT projected to get \$544,000 e-rate refund for their capital (80% of capital expenditures)
- Budget reflects recent restructure changes
- Nothing put under attrition savings

**No need for second budget work session before initial budget is posted by October 15.**



# The Hall Proposal and Budget

Presented September 26, 2023

**Plan #1: Phase out use of The Hall by the public:** I would like to ask the Board to consider phasing out the use of The Hall so that we could use the space for more staff offices. The MacLaren Hall will remain untouched, there won't be any changes to its current set up and functionality. This would allow Leadership Team to use the space for staff training or to permit the use of the space under special circumstances. The phase out would take six months to ensure we uphold our obligations to organizations that have already booked the facility. Once closed to the public, the building would remain secure at all times with access by ID badge or door monitoring.

What would this look like? Since this plan has not been approved, I have had cursory conversations with the Leadership Team members who would be impacted by this move. Three teams would be moving around. I'll refer to them as Team 1, 2 or 3.

Team No. 1 would like to move into the Hall. The set up and the spacing would serve their mission well, and the desk spacing would be as follows:

Upper-Level Office Area: The Leadership Team Member would take the office that had been occupied by the West Region Director. The office across the hall would serve as office space for a staff member. The conference room would remain as is. Below these offices behind the kitchen area are two rooms currently used for storage. One would contain the the sound equipment and storage space. The other would be turned into an office with two staff workstations.

MacLaren Hall: Remains unchanged.

Mezzanine Area: There is an open area that would be divided for two workstations and collaboration space. One office will remain Jeremiah's office and the other would be used as an office space for Team 1.

Classroom: The classroom would be divided into five workstations. Additional power cables may need to be dropped for the cubicles.

Reasons to phase out use of The Hall by the public:

- Security of The Hall is my biggest concern.
- The Hall floor plan makes it difficult to monitor those entering and exiting the building because the current staff space is so far removed from the entrance.
- Although staff make every effort to secure The Hall, it can be a challenge to ensure it is empty at closure because it is so spread out, allowing a determined individual to remain unseen.
- Right now, the elevators allow access to all levels of the building. The elevator cables would need to be upgraded in order to implement security measures to limit access to certain areas. However, the stairwells would also remain open.
- Should the Hall remain open, we would not be able to ensure the proposed staff areas would be secured from the public.
- We require two staff to be on-site when the building is open for events. When Hall staff are not available, we also use other staff to fill the second person requirement. When we do this, we are at risk of pulling a branch staff member to support an event at The Hall, which could leave a branch vulnerable to closure due to lack of staff. In the event of suffering a last-minute cancellation, we couldn't send the staff back to their branch because it had to close.
- Since November 2021 through mid-September 2023 we have had 459 reservations, with 186 cancellations and 5 no show reservations. Cancellations and "No Shows" have a negative impact on operations and staff planning. If the cancellation comes in at the last minute, and staff have already flexed their time to be in The Hall, it results in paying unexpected closure. This doesn't happen with our other facilities.

- The restrooms are only located on the MacLaren (Main) Hall level. Right now, we allow reservations of the classroom and MacLaren Hall at the same time. This means those in the classroom could potentially interrupt the event in MacLaren Hall during restroom breaks.
- The sound is terrible for events. MacLaren Hall is a former basketball court.
- We are at capacity for staff offices in the District, especially at the Penrose location.
- We would like to invest our Penrose contingency funds in security and safety upgrades, rather than additional cubicles on the second floor to accommodate the staff desk needs.
- MacLaren Hall could remain an open meeting space for staff trainings, and reservations by the Leadership Team or Board of Trustees, under certain circumstances.
- We believe transitioning The Hall to staff office space would have a lower budgetary impact. It would avoid diverting funds from our safety and security priorities.

Domino Effect: Turning The Hall into office space would create a domino effect of moves. Team #1 would move into the Hall. Team #2 would move into the space formerly held by Team #1 and Team #3 would move into the space currently held by Team #2.

**Plan #2: Retain The Hall as a community space.** Staffed by Manager (40 hours) and a Senior Library Associate (40 hours). Our procedure is to have two staff on site for any public event. However, it is nearly impossible to secure the building because of how cut up the building is. We have had incidents with individuals finding their way into the building and hiding. The main stairwell is accessible by anyone that enters the building. The stairwell provides access to the classroom level and MacLaren Hall. The elevator allows access to all three levels: classroom, MacLaren Hall, and the Mezzanine.

Procedure Changes:

Initiate a requirement that the door is opened 15 minutes before the event is scheduled to start and remains open (staff monitored) for 15 minutes past the start of the event. The doors would be locked from the outside and the event host would have to monitor the door for late attendees and inform participants door locks behind them when they exit. Right now, the doors are open and unattended for the entire length of the event.

Safety Upgrade:

The elevator would need to be upgraded at some point to install a security system to allow for code access to the mezzanine level. This has not been officially explored, but the elevator is old. Cabling would need to have the Cat-6 cable and internet cables added to it, either by addition or full elevator cable replacement.

Staffing and Hours of Operation:

The Creative Services Team has provided support for the Hall events historically. This would need to be transitioned to Public Services, requesting branch staff to help cover an event when Hall staff aren't available. Right now, the building is open for reservations as follows:

Tuesday through Thursday 9 a.m. to 7 p.m. - ten (10) hours per day for 30 hours  
 Friday and Saturday 10 a.m. to 5 p.m. - seven (7) hours per day for 14 hours  
 Total Hours: 44 hours per week.

Policy requires two staff to be on site for any reservation. We will be pulling staff from other branches to help support the Hall. We will be at risk of pulling a branch staff member and leaving a branch short if there are call outs that day, and then have the event host cancel or no show at the last minute. This often leads to a waste of resources since this is an event only facility. Business goes on as usual at the branches when room reservations are cancelled. Alternative options will be to shorten hours of operations further or make additional hires. With the budget as it is, it seems likely the hours will need to be reduced in order to cover operations with current building staffing level.

**ADDITIONAL CONSIDERATIONS:**

1. No one will lose their jobs regardless of which plan is selected. The reorganization has opened options for the building staff.
2. If The Hall remains open to the public, the transition of staff offices will not happen. This would mean that Penrose would need to have the staff floor modified to accommodate 48 staff members including the relocations of two leadership team members at an additional cost of \$233,800.
3. The Penrose remodel of the staff area would put the safety and security upgrades suggested by Colorado Springs Police Department on hold due to spending limitations.
4. Phasing out public access to the Hall would allow for future growth, with a large team moving to Library 21c, allowing current Penrose building support staff the ability to stretch out and retain two leadership team offices.

**Plan #1 Costs: A One-time investment**

Furniture:

Cubicle Stations: 10 Cubicles with adjustable desks at \$3,000 ea. = \$30,000

Office Chairs: 10 at \$400 ea. = \$4,000

Wiring (The current offices have wiring, and I believe the office in the Mezzanine also does. Probably need to put in drops for the two spaces on the Mezzanine, and maybe into the two offices behind the kitchen and bathrooms. \$18,000

Miscellaneous: \$5,000

TOTAL ESTIMATE: \$57,000 - This would be a one-time investment.

**Plan # 2 Costs: Requires an annual budget allotment**

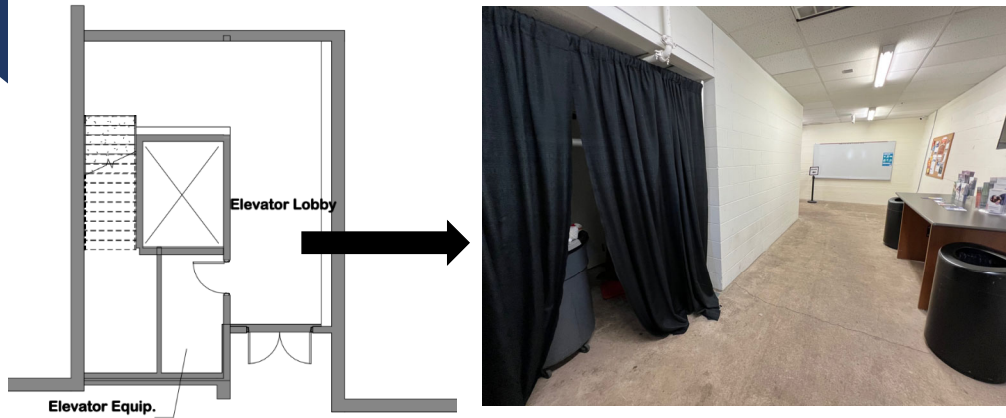
Staffing and Operational Costs: \$128,537 We spend \$56 per hour or \$2,472 per week to hold that building open as a community space.

Elevator Security Upgrades: \$100,000 - \$250,000 ROUGH GUESS

TOTAL ESTIMATE: \$228,537 (with elevator upgrade at \$100,000)

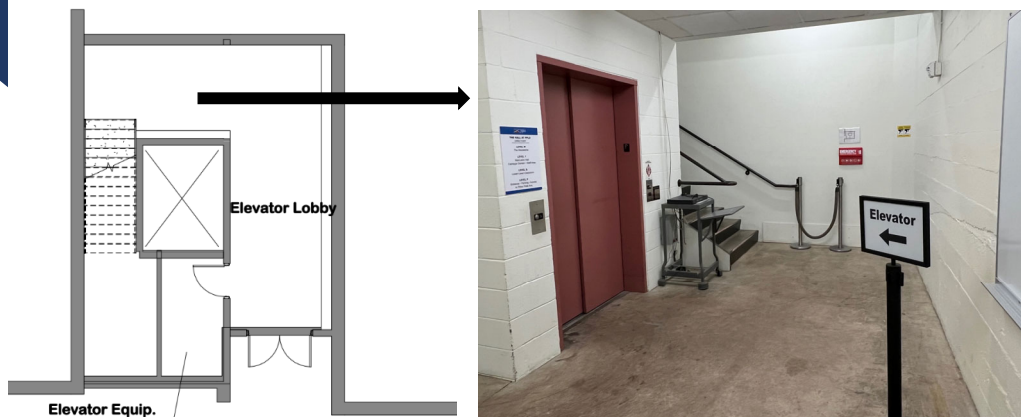
**Conclusion:** I am requesting we phase out the use of The Hall by the public. I believe the building is almost impossible to secure when the doors remain open for long periods of time. I'd prefer to use the dedicated Penrose funds to complete more safety and security upgrades on the public floors in Penrose, rather than spend the funds to remodel the staff area, a remodel that will sardine too many staff in one place with no allowance for growth. The original vision for The Hall has never been achieved, partly because of COVID, partly because there was never a plan. Until additional sources of revenue can be obtained to fund a public meeting space building, we will continue to provide a service we do not have staff or funds to actually accomplish. Now is the time to reset our priorities, which are ensuring our library branches remain open. I ask that you consider phasing out the public's use of The Hall until we can ensure funding is available to support adequate safety and staffing levels.

# Entering the Hall



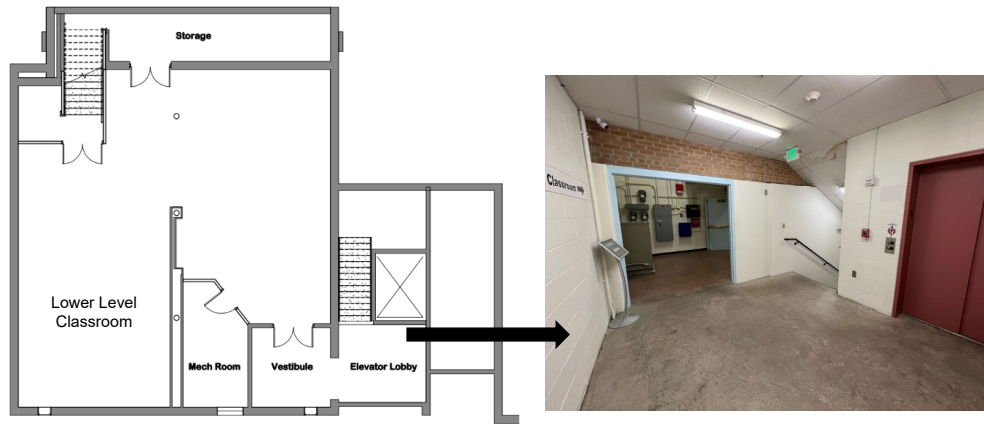
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# Entering the Hall



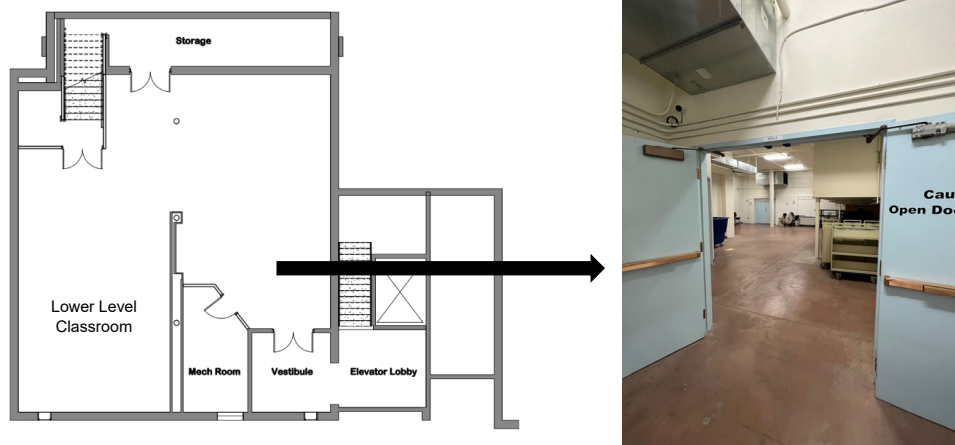
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## Lower Level



3

## Lower Level



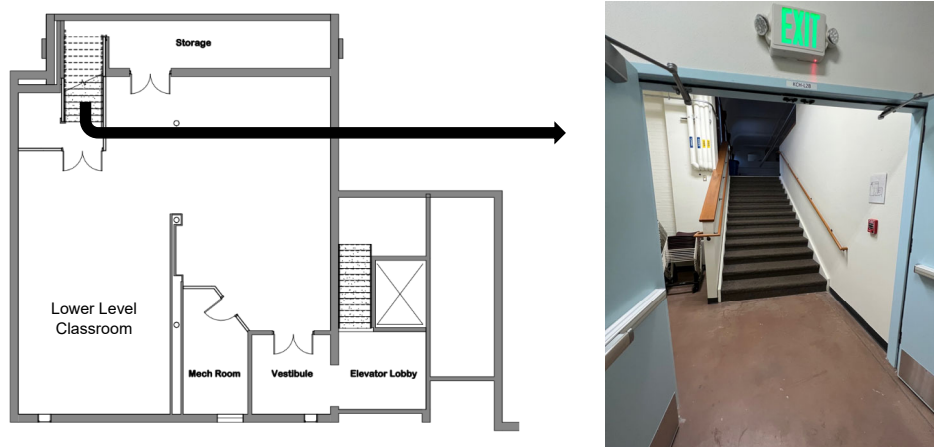
4

## Lower Level



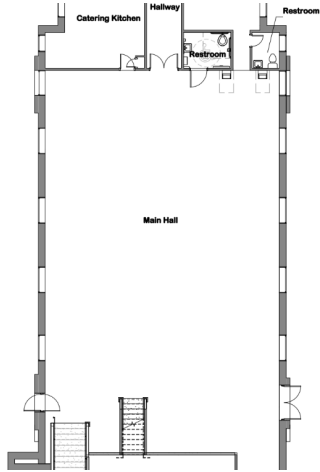
5

## Lower Level



6

# Main Hall

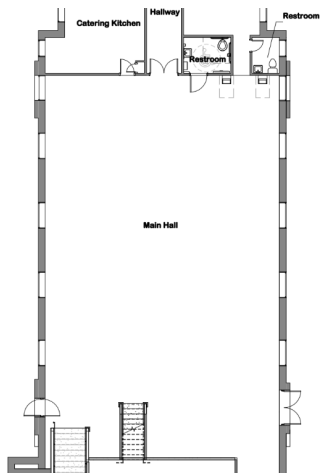


View from the stairs



7

# Main Hall

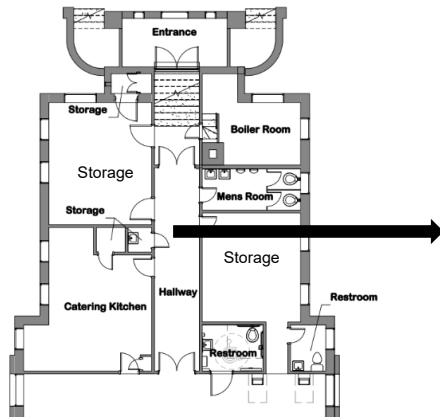


View toward the Mezzanine



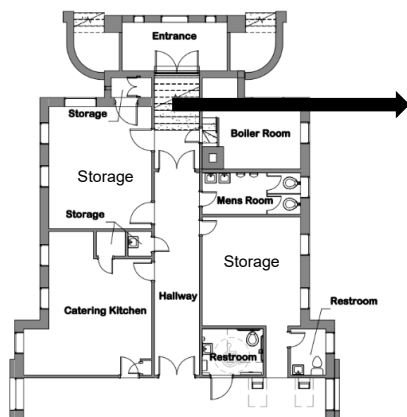
8

# Main Hall



9

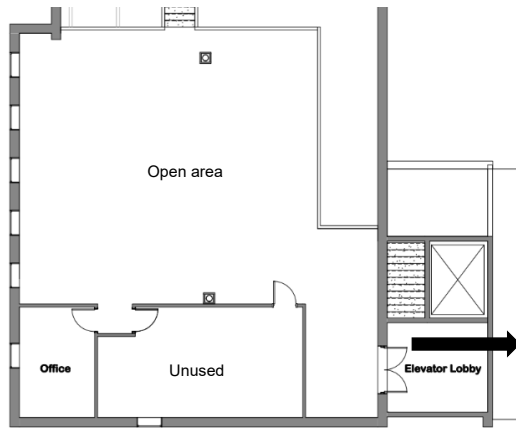
# To Emergency Exit and Staff Area



10

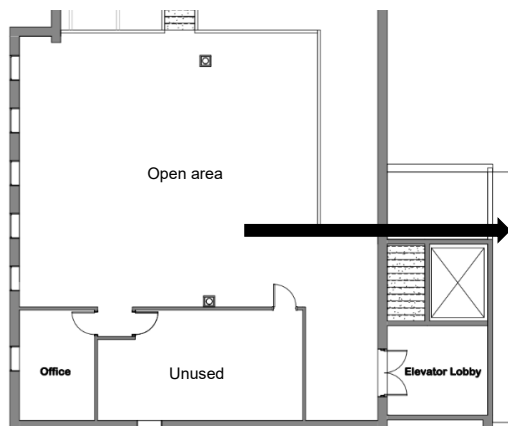


# Mezzanine



11

# Mezzanine



12

Pikes Peak Library District  
 Capital Fund  
 Year Ended December 31, 2023

	Original Budget	Prelim	2022	Amended Budget
		Cjwd FEB 2023	Audit Adj OCT 2023	
<b>Sources of Funds</b>				
<b>Funding - Pikes Peak Library District</b>				
Operating transfer - General Fund	\$ -			\$ -
<b>Funding - Fundraising</b>				
Donations - Pikes Peak Library District Foundation	-			-
<b>Funding - Other</b>				
Landlord reimbursement	-			-
Fundraising				
Net 50 Grant for Bookmobile		-	(100,000)	(100,000)
<b>Total Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>	<b>(100,000)</b>

**Uses of Funds**

Cap. Dept	Org Loc.	Object	Capital Category	Project Description				
					<b><u>FACILITES CAPITAL</u></b>			
<b>2023 Projects</b>								
FAC	DW	Buildings		Annual Roof Maintenance And Repairs	25,000	-	-	25,000
FAC	DW	Improvements Other Than Bldgs		Annual Asphalt Maintenance And Repairs	40,000	-	-	40,000
FAC	DW	Equipment		Facilites Van Repaint	6,000	-	-	6,000
<b>FAC</b>	<b>DW</b>				<b>71,000</b>	<b>-</b>	<b>-</b>	<b>71,000</b>
FAC	EA	Improvements Other Than Bldgs		Replace Fire Department Connection	20,000	-	-	20,000
FAC	EA	Contingency		Future Unforeseen Issues	25,000	-	-	25,000
<b>FAC</b>	<b>EA</b>				<b>45,000</b>	<b>-</b>	<b>-</b>	<b>45,000</b>
FAC	LI	Buildings		Autmatic Door Openers For Venue	9,000	-	-	9,000
FAC	LI	Buildings		Restrooms	7,500	-	-	7,500
FAC	LI	Improvements Other Than Bldgs		Install an ADA-Compliant Ramp For The				
FAC	LI	Equipment		Venue	7,500	-	-	7,500
FAC	LI	Improvements Other Than Bldgs		Concrete Steps Connecting East Parking	23,000	-	-	23,000
FAC	LI	Equipment		Lot With South Parking Lot	55,000	-	-	55,000
<b>FAC</b>	<b>LI</b>				<b>94,500</b>	<b>-</b>	<b>-</b>	<b>94,500</b>
FAC	MO	Buildings		Vehicle Replacement	7,500	-	-	7,500
FAC	MO	Buildings		Auto Door Openers For Both Restrooms	8,000	-	-	8,000
<b>FAC</b>	<b>MO</b>				<b>15,500</b>	<b>-</b>	<b>-</b>	<b>15,500</b>
FAC	OL	Furniture		Older Two Front Doors Replacement	4,668	-	-	4,668
<b>FAC</b>	<b>OL</b>				<b>4,668</b>	<b>-</b>	<b>-</b>	<b>4,668</b>
FAC	PA	Buildings		Replace Existing Book Drop	6,000	-	-	6,000
<b>FAC</b>	<b>PA</b>				<b>6,000</b>	<b>-</b>	<b>-</b>	<b>6,000</b>
FAC	PE	Buildings		Auto Door Openers For Both Restrooms	20,000	-	-	20,000
FAC	PE	Buildings		Consult/Arch-2nd Flr Staff Area/Public	25,000	-	-	25,000
<b>FAC</b>	<b>PE</b>			Comp Lab	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>45,000</b>
FAC	SA	Buildings		Antler's Façade Tuck Point & Repaint	10,000	-	-	10,000
<b>FAC</b>	<b>SA</b>				<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
FAC	UT	Buildings		Update Exterior Areas Of Library	1,500	-	-	1,500
<b>FAC</b>	<b>UT</b>				<b>1,500</b>	<b>-</b>	<b>-</b>	<b>1,500</b>
		<b>FAC</b>	<b>2023 PROJECTS</b>		<b>293,168</b>	<b>-</b>	<b>-</b>	<b>293,168</b>

Pikes Peak Library District  
 Capital Fund  
 Year Ended December 31, 2023

				<i>Prelim</i>	<i>2022</i>		
				<i>Cjwd</i>	<i>Audit Adj</i>		
				<b>FEB</b>	<b>OCT</b>		
				<b>2023</b>	<b>2023</b>		
				<b>Original</b>	<b>Budget</b>	<b>Budget</b>	<b>Amended</b>
				<b>Budget</b>	<b>Amendment</b>	<b>Amendment</b>	<b>Budget</b>
<i>Pre-2023 projects</i>							
<i>FAC</i>	<i>CA</i>	Buildings	Open Projects (Calhan Project)		5,171	(5,171)	-
<b>FAC</b>	<b>CA</b>			<b>-</b>	<b>5,171</b>	<b>(5,171)</b>	<b>-</b>
<i>FAC</i>	<i>CH</i>	Buildings	Painting Allowance		6,190	(6,190)	-
<b>FAC</b>	<b>CH</b>			<b>-</b>	<b>6,190</b>	<b>(6,190)</b>	<b>-</b>
<i>FAC</i>	<i>DW</i>	Buildings	HVAC Controller		16,383	6,842	23,225
<i>FAC</i>	<i>DW</i>	Furniture	Meeting room tables		2,299	(2,299)	-
<i>FAC</i>	<i>DW</i>	Vehicles	City bookmobile headlight upgrade		1,972	(1,972)	-
<i>FAC</i>	<i>DW</i>	Furniture	City bookmobile leaf spring upgrade		-	0	0
<i>FAC</i>	<i>DW</i>	Land Improvements	Concrete replacement		10,000	-	10,000
<i>FAC</i>	<i>DW</i>	Vehicles	County bookmobile - back-up camera upgrade		1,500	-	1,500
<i>FAC</i>	<i>DW</i>	Furniture	Furniture		727	(0)	727
<i>FAC</i>	<i>DW</i>	Contingency	Furniture replacement contingency		9,003	-	9,003
<i>FAC</i>	<i>DW</i>	Vehicles	Lobby stop van - replace lift gate		4,000	-	4,000
<i>FAC</i>	<i>DW</i>	Equipment	Purchase uniform recycling retainers at all facilities		10,000	-	10,000
<i>FAC</i>	<i>DW</i>	Land Improvements	Asphalt Repairs & Maintenance		13,956	2,356	16,312
<i>FAC</i>	<i>DW</i>	Land Improvements	Asphalt Repairs		-	9,644	9,644
<i>FAC</i>	<i>DW</i>	Vehicles	Bookmobile		303,700	-	303,700
<i>FAC</i>	<i>DW</i>	Land Improvements	Concrete Replacement		16,230	-	16,230
<i>FAC</i>	<i>DW</i>	Vehicles	Contingency		154,400	-	154,400
<i>FAC</i>	<i>DW</i>	Land Improvements	Contingency 2022		4,721	-	4,721
<i>FAC</i>	<i>DW</i>	Contingency	Furniture Contingency 2022		25,000	-	25,000
<i>FAC</i>	<i>DW</i>	Buildings	Recycling Retainers		10,000	-	10,000
<i>FAC</i>	<i>DW</i>	Vehicles	Replace generator bookmobile		12,500	-	12,500
<i>FAC</i>	<i>DW</i>	Buildings	Roof Inspection		20,000	-	20,000
<i>FAC</i>	<i>DW</i>	Vehicles	Vehicles Replacement		45,000	-	45,000
<b>FAC</b>	<b>DW</b>			<b>-</b>	<b>661,392</b>	<b>14,570</b>	<b>675,962</b>
<i>FAC</i>	<i>EA</i>	Land Improvement	Parking Lot Consultant		30,000	-	30,000
<i>FAC</i>	<i>EA</i>	Land Improvement	Land Improvement		5,000	-	5,000
<i>FAC</i>	<i>EA</i>	Buildings	Dock Concrete Repair/Replace		5,743	-	5,743
<i>FAC</i>	<i>EA</i>	Buildings	Security Operations Center		4,040	-	4,040
<i>FAC</i>	<i>EA</i>	Buildings	Roof Replacement		-	-	-
<i>FAC</i>	<i>EA</i>	Contingency	Future Unforeseen Issues		25,000	(18,884)	6,116
<i>FAC</i>	<i>EA</i>	Buildings	Add a closet with cooling for IT		4,656	0	4,656
<i>FAC</i>	<i>EA</i>	Furniture	Computer lab tables		20,000	-	20,000
<i>FAC</i>	<i>EA</i>	Buildings	COVID upgrades		-	-	-
<i>FAC</i>	<i>EA</i>	Buildings	Roofing evaluation & design		-	-	-
<i>FAC</i>	<i>EA</i>	Furniture	Furniture		24,962	-	24,962
<i>FAC</i>	<i>EA</i>	Furniture	Reading room furniture		3,135	-	3,135
<i>FAC</i>	<i>EA</i>	Contingency	Future Unforeseen Issues		5,862	(5,862)	-
<i>FAC</i>	<i>EA</i>	Buildings	Staff lounge improvements		8,954	-	8,954
<i>FAC</i>	<i>EA</i>	Equipment	Elevator electronic access		1,983	(1,983)	-
<b>FAC</b>	<b>EA</b>			<b>-</b>	<b>139,335</b>	<b>(26,728)</b>	<b>112,607</b>
<i>FAC</i>	<i>PE</i>	Buildings	Replace Door Openers		10,000	-	10,000
<i>FAC</i>	<i>PE</i>	Buildings	Roof Replacement		-	3,625	3,625
<i>FAC</i>	<i>PE</i>	Buildings	Replace Rooftop Unit		23,500	-	23,500
<i>FAC</i>	<i>PE</i>	Buildings	Personal Belongs Lockers		10,014	-	10,014
<i>FAC</i>	<i>PE</i>	Buildings	Add Teen Center - Consultant		-	2,211	2,211
<i>FAC</i>	<i>PE</i>	Buildings	Mezzanine Redesign		-	352	352
<i>FAC</i>	<i>PE</i>	Buildings	Enclose Lower Classroom		10,200	-	10,200
<i>FAC</i>	<i>PE</i>	Furniture	Adult area tables		5,000	-	5,000
<i>FAC</i>	<i>PE</i>	Furniture	Furniture for children's area		7,800	-	7,800
<i>FAC</i>	<i>PE</i>	Furniture	Tables & chairs - Adults		15,000	-	15,000
<i>FAC</i>	<i>PE</i>	Furniture	Service point chairs		3,200	-	3,200



Pikes Peak Library District  
 Capital Fund  
 Year Ended December 31, 2023

				<i>Prelim</i>	<i>2022</i>		
				<i>Cjwd</i>	<i>Audit Adj</i>		
				<b>FEB</b>	<b>OCT</b>		
				<b>2023</b>	<b>2023</b>		
				<b>Original</b>	<b>Budget</b>	<b>Budget</b>	<b>Amended</b>
				<b>Budget</b>	<b>Amendment</b>	<b>Amendment</b>	<b>Budget</b>
FAC	SA	Buildings	Locking drive-up book returns	-	0		0
FAC	SA	Buildings	Replace crash bar and lock on front door	-	(0)		(0)
FAC	SA	Buildings	Replace rooftop unit	50,000	-		50,000
FAC	SA	Furniture	Staff Chairs	1,832	(1,274)		558
<b>FAC</b>	<b>SA</b>			<b>-</b>	<b>51,832</b>	<b>(1,274)</b>	<b>50,558</b>
	<b>FAC</b>	<b>PRE-2023 PROJECTS</b>		<b>-</b>	<b>1,811,051</b>	<b>(88,831)</b>	<b>1,722,220</b>
		<b>TOTAL FACILITES CAPITAL</b>		<b>293,168</b>	<b>1,811,051</b>	<b>(88,831)</b>	<b>2,015,388</b>

**COMMUNICATIONS CAPITAL**

<i>2023 Projects</i>							
COM	DW	Contingency	Future Unforeseen Issues	5,000	-	-	5,000
COM	FO	Improvements Other Than Bldgs	Signage At Location	7,500	-	-	7,500
COM	HI	Improvements Other Than Bldgs	Signage At Location	5,000	-	-	5,000
COM	KCH	Improvements Other Than Bldgs	Signage At Location	6,000	-	-	6,000
COM	LI	Improvements Other Than Bldgs	Signage At Location	9,500	-	-	9,500
COM	RHG	Improvements Other Than Bldgs	Signage At Location	2,250	-	-	2,250
COM	RU	Improvements Other Than Bldgs	Signage At Location	5,000	-	-	5,000
	<b>COM</b>	<b>2023 PROJECTS</b>		<b>40,250</b>	<b>-</b>	<b>-</b>	<b>40,250</b>

<i>Pre-2023 projects</i>							
COM	DW	Improvements Other Than Bldgs	Branded Canopies		1,500	-	1,500
COM	DW	Buildings	Signage projects		4,045	-	4,045
<b>COM</b>	<b>DW</b>			<b>-</b>	<b>5,545</b>	<b>-</b>	<b>5,545</b>

COM	EA	Improvements Other Than Bldgs	Photo Exhibit		5,000	-	5,000
COM	EA	Improvements Other Than Bldgs	Signage		1,000	-	1,000
<b>COM</b>	<b>EA</b>			<b>-</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>

COM	MA	Other	MAC-Event Needs		1,000	-	1,000
COM	MA	Printing	MAC-Printing		3,000	-	3,000
COM	MA	Merchandising	MAC-Branded Merchandising		-	0	0
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
<b>COM</b>	<b>MA</b>			<b>-</b>	<b>13,534</b>	<b>0</b>	<b>13,534</b>

COM	PA	Improvements Other Than Bldgs	Signage		-	(0)	(0)
<b>COM</b>	<b>PA</b>			<b>-</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>

COM	PE	Improvements Other Than Bldgs	Community Mural		5,000	-	5,000
<b>COM</b>	<b>PE</b>			<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>

COM	RHG	Improvements Other Than Bldgs	Signage		1,000	-	1,000
<b>COM</b>	<b>RHG</b>			<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>

COM	SA	Improvements Other Than Bldgs	Signage		-	-	-
<b>COM</b>	<b>SA</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>COM</b>	<b>PRE-2023 PROJECTS</b>		<b>-</b>	<b>31,079</b>	<b>(0)</b>	<b>31,079</b>
		<b>TOTAL COMMUNICATIONS CAPITAL</b>		<b>40,250</b>	<b>31,079</b>	<b>(0)</b>	<b>71,329</b>

**SECURITY CAPITAL**

<i>Pre-2023 projects</i>							
SEC	SEC	Other IT Equipment	System elevator access control		-	-	-
SEC	SEC	Surveillance Equipment	Access control		-	536,211	536,211
SEC	SEC	Surveillance Equipment	Surveillance cameras		-	100,000	100,000
SEC	SEC	Surveillance Equipment	Security system		-	13,774	13,774
SEC	SEC	Surveillance Equipment	Surveillance System		-	-	-

Pikes Peak Library District  
 Capital Fund  
 Year Ended December 31, 2023

	<i>Prelim</i>	<i>2022</i>	
	<i>Cjwd</i>	<i>Audit Adj</i>	
	<b>FEB</b>	<b>OCT</b>	
	<b>2023</b>	<b>2023</b>	
<b>Original</b>	<b>Budget</b>	<b>Budget</b>	<b>Amended</b>
<b>Budget</b>	<b>Amendment</b>	<b>Amendment</b>	<b>Budget</b>
-	-	<b>649,986</b>	<b>649,986</b>
-	-	<b>649,986</b>	<b>649,986</b>
-	-	<b>649,986</b>	<b>649,986</b>

**SEC SEC**  
**SEC PRE-2023 PROJECTS**  
**TOTAL SECURITY CAPITAL**

**INFORMATION TECHNOLOGY CAPITAL**

***2023 Projects***

IT	DW	Network Switches/UPS	Network Switches/ Ups (E-Rate)	429,382		429,382.00	
IT	DW	Telecom Equipment	Wireless System (E-Rate)	200,000		200,000.00	
IT	DW	Equipment initiatives	Archival Management Software	37,200		37,200.00	
<b>IT 2023 PROJECTS</b>				<b>666,582</b>	<b>-</b>	<b>-</b>	<b>666,582.00</b>

***Pre-2023 projects***

IT	CM	Scanner	IT ScanPro	13,000	-	13,000	
IT	CM	IIS	IIS peripherals	155,275	5,100	160,375	
<b>IT CM</b>				<b>-</b>	<b>168,275</b>	<b>5,100</b>	<b>173,375</b>

IT	DW	Printers	Copiers	-	1,449	1,449	
IT	DW	Printers	Zebra Printer	5,628	1,745	7,373	
IT	DW	Printers	Receipt Printers	12,500	-	12,500	
IT	DW	PC Purchases	AWE Literacy Stations	74,300	(4,186)	70,114	
IT	DW	Scanner	Barcode Scanners	12,500	-	12,500	
IT	DW	Telecom Equipment	Telecommunications Switches	-	30,056	30,056	
IT	DW	Telecom Equipment	Wireless System	125,000	-	125,000	
IT	DW	Cabling Infrastructure repair	Cabling Infrastructure	-	25,000	25,000	
IT	DW	Contingency cabling (non eRate)	Cabling Infrastructure	-	4,360	4,360	
IT	DW	Telecom Equipment	Cabling Infrastructure	42,303	(1,654)	40,649	
IT	DW	Security Monitors 16 Locations	Security Monitors	-	(316)	(316)	
IT	DW	PC Purchases	Technology refresh (staff)	156,287	2,402	158,689	
IT	DW	PC Purchases	Technology refresh (patrons)	105,325	(0)	105,325	
IT	DW	Audio Equipment	Audio-visual equipment standardization	208,675	(124,474)	84,201	
IT	DW	IIS	Receipt printers	2,539	(0)	2,539	
IT	DW	Software	Upgrade to Drupal	22,600	3,919	26,519	
IT	DW	PC Purchases	PC purchases	1,885	0	1,885	
IT	DW	Network Switches/UPS	Network switches/UPS	100,000	(100,000)	-	
IT	DW	Telecom Equipment	Telephone switches	33,331	-	33,331	
IT	DW	Equipment initiatives	Archival management system	22,800	-	22,800	
IT	DW	Equipment initiatives	(2) AMH bins	4,062	(0)	4,062	
IT	DW	Audio Equipment	AV Equipment	-	10,734	10,734	
IT	DW	IT management reserve	Future Unforeseen Issues	-	223	223	
IT	DW	Contingency	Future Unforeseen Issues	-	3,229	3,229	
<b>IT DW</b>				<b>-</b>	<b>929,736</b>	<b>(147,513)</b>	<b>782,223</b>

IT	EA	Contingency	Future Unforeseen Issues	-	915	915	
<b>IT EA</b>				<b>-</b>	<b>-</b>	<b>915</b>	<b>915</b>

IT	FCS	Capital Outlay-Other	Lena Early Education	17,800	-	17,800	
<b>IT FCS</b>				<b>-</b>	<b>17,800</b>	<b>-</b>	<b>17,800</b>

IT	HR	Equipment initiatives	Digital Signage	5,400	-	5,400	
IT	HR	Capital Outlay-Other	Performance Manag Tool	11,750	-	11,750	
<b>IT HR</b>				<b>-</b>	<b>17,150</b>	<b>-</b>	<b>17,150</b>

IT	IT	Equipment initiatives	Datacenter project	10,000	-	10,000	
<b>IT IT</b>				<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>

IT	LI	Other IT Equipment	Closet UPS	254	0	254
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Pikes Peak Library District  
 Capital Fund  
 Year Ended December 31, 2023

				<i>Prelim</i>	<i>2022</i>		
				<i>Cjwd</i>	<i>Audit Adj</i>		
				<b>FEB</b>	<b>OCT</b>		
				<b>2023</b>	<b>2023</b>		
				<b>Original</b>	<b>Budget</b>	<b>Budget</b>	<b>Amended</b>
				<b>Budget</b>	<b>Amendment</b>	<b>Amendment</b>	<b>Budget</b>
<i>IT</i>	<b>LI</b>			-	254	0	254
<i>IT</i>	<b>MA</b>	Network Switches/UPS	MAC networking		-	0	0
<i>IT</i>	<b>MA</b>			-	-	0	0
<i>IT</i>	<b>PE</b>	Cabling	Admin and staff cabling		4,097	0	4,097
<i>IT</i>	<b>PE</b>			-	4,097	0	4,097
<i>IT</i>	<b>RHG</b>	Equipment initiatives	Genealogy equipment		-	0	0
<i>IT</i>	<b>RHG</b>			-	-	0	0
<i>IT</i>	<b>SEC</b>	Other IT Equipment	System elevator access control		-	-	-
<i>IT</i>	<b>SEC</b>	Surveillance Equipment	Access control		536,211	(536,211)	-
<i>IT</i>	<b>SEC</b>	Surveillance Equipment	Surveillance cameras		100,000	(100,000)	-
<i>IT</i>	<b>SEC</b>	Surveillance Equipment	Security system		13,774	(13,774)	0
<i>IT</i>	<b>SEC</b>	Surveillance Equipment	Surveillance System		(125,000)	125,000	-
<i>IT</i>	<b>SEC</b>			-	524,986	(524,986)	0
	<b>IT PRE-2023 PROJECTS</b>			-	1,672,298	(666,484)	1,005,815
	<b>TOTAL INFORMATION TECHNOLOGY CAPITAL</b>			666,582	1,672,298	(666,484)	1,672,397

**VIDEO STUDIO CAPITAL**

*Pre-2023 projects*

<i>VID</i>	<b>DW</b>	Projects	Video projector replacements and additions		5,000	0	5,000
<i>VID</i>	<b>DW</b>	Video Equipment	Video equipment and accessories		1,620	0	1,620
<i>VID</i>	<b>DW</b>	Video Equipment	Video projectors replacement and additions		5,000	0	5,000
<i>VID</i>	<b>DW</b>	Video Equipment	DSLR cameras - checkout		5,700	0	5,700
<i>VID</i>	<b>DW</b>	Contingency	Future Unforeseen Issues		8,215	0	8,215
<i>VID</i>	<b>DW</b>			-	25,535	0	25,535
<i>VID</i>	<b>LI</b>	Audio Equipment	Audio/visual equipment		713	(0)	713
<i>VID</i>	<b>LI</b>	Buildings	Studio noise mitigation		20,562	0	20,562
<i>VID</i>	<b>LI</b>	Buildings	Increase stage size		3,120	0	3,120
<i>VID</i>	<b>LI</b>	Capital Outlay-Other	Venue LED lighting		477	0	477
<i>VID</i>	<b>LI</b>			-	24,872	0	24,872
	<b>VID PRE-2023 PROJECTS</b>			-	50,407	0	50,407
	<b>TOTAL VIDEO STUDIO CAPITAL</b>			-	50,407	0	50,407

**CREATIVE SERVICES CAPITAL**

*Pre-2023 projects*

<i>CrS</i>	<b>DW</b>	Equipment initiatives	Equipment Replacement		-	0	-
<i>CrS</i>	<b>DW</b>	Scanner	3D scanner		-	0	-
<i>CrS</i>	<b>DW</b>	Equipment initiatives	Equipment initiatives		4,628	0	4,628
<i>CrS</i>	<b>DW</b>	Equipment initiatives	New maker kits		1,000	0	1,000
<i>CrS</i>	<b>DW</b>	Equipment initiatives	Equipment replacement		2,708	0	2,708
<i>CrS</i>	<b>DW</b>	Contingency	Future Unforeseen Issues		47,407	0	47,407
<i>CrS</i>	<b>DW</b>			-	55,744	0	55,744
	<b>CrS PRE-2023 PROJECTS</b>			-	55,744	0	55,744
	<b>TOTAL CREATIVE SERVICES CAPITAL</b>			-	55,744	0	55,744

<b>Total Uses of Funds</b>	<b>1,000,000</b>	<b>3,620,578</b>	<b>(105,329)</b>	<b>4,515,249</b>
<b>(Excess) Expenditures over Revenues</b>	1,000,000	3,620,578	(205,329)	4,415,249
<b>Fund Balance - Beginning of Year</b>	4,415,249			4,415,249
<b>Fund Balance - End of Year</b>	<u>\$ 3,415,249</u>	<u>\$ (3,620,578)</u>	<u>\$ 205,329</u>	<u>\$ -</u>

**RESOLUTION FOR SUPPLEMENTARY BUDGET**

A Resolution disappropriating a sum of money previously carried over into the 2023 budgeted Capital Fund 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 \$3,620,578 of funds were carried over into the 2023 Budget by adopted resolution on February 15, 2023, based on best known information at the time of the adoption of said resolution, prior to completion of the annual audit of the prior year’s ending Capital Fund balance

**AND WHEREAS**, the prior year’s audit has since been completed and approved by the Board of Trustees at the July 19, 2023 Board of Trustees meeting, in which, funds available for carry over and appropriation to the 2023 Capital Fund Budget were reconciled and determined to be \$3,415,249, resulting in a decrease of \$205,329 from the previously adopted carry over of \$3,620,578

**NOW THEREFORE**, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado, that the 2023 appropriation of the Capital Fund is hereby decreased from \$4,620,578 to \$4,415,249, as per the attached schedule.

**ADOPTED**, this 18th day of October 2023.

Attest: \_\_\_\_\_  
Aaron Salt, President  
Board of Trustees



**Pikes Peak Library District  
 Special Revenue Fund  
 Cheyenne Mountain Library Support Fund  
 Year Ended December 31, 2023**

<b>Purpose of Fund</b>	<b>2023</b>		
	<b>Original Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital Outlay	\$ -	\$ 812	\$ 812
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(812)	(812)
<b>Fund Balance - Beginning of Year</b>	812	-	812
<b>Fund Balance - End of Year</b>	\$ 812	\$ (812)	\$ -

**Pikes Peak Library District  
Special Revenue Fund  
High Prairie Library Support Fund  
Year Ended December 31, 2023**

<b>Purpose of Fund</b>	<b>2023</b>		
	<b>Original Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay	\$ -	\$ 50,696	\$ 50,696
<b>Total Fiscal Year Expenditures</b>	-	50,696	50,696
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(50,696)	(50,696)
<b>Fund Balance - Beginning of Year</b>	50,696	-	50,696
<b>Fund Balance - End of Year</b>	\$ 50,696	\$ (50,696)	\$ -

**Pikes Peak Library District  
Special Revenue Fund  
Sand Creek Library Support Fund  
Year Ended December 31, 2023**

<b>Purpose of Fund</b>	<b>2023</b>		
	<b>Original Budget</b>	<b>Budget Amendment</b>	<b>Amended Budget</b>
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.			
<b>Fiscal Year Expenditures</b>			
Capital outlay	\$ -	\$ 12,283	\$ 12,283
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(12,283)	(12,283)
<b>Fund Balance - Beginning of Year</b>	12,283	-	12,283
<b>Fund Balance - End of Year</b>	\$ 12,283	\$ (12,283)	\$ -

**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 2022 were not spent by the end of 2022, yet the projects are to be carried over into 2023, 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 2023 by fund as identified on the attached schedules.

**ADOPTED**, this 18th day of October, 2023.

Attest: \_\_\_\_\_  
Aaron Salt, President  
Board of Trustees

# FORVIS

111 S. Tejon Street, Suite 800 / Colorado Springs, CO 80903

P 719.471.4290 / F 719.632.8087

[forvis.com](http://forvis.com)

August 16, 2023

Pikes Peak Library District  
Library 21C  
1175 Chapel Hills Drive  
Colorado Springs, Colorado 80920

We appreciate your selection of **FORVIS, 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:

- Statement of Work
- Terms and Conditions Addendum

## Master Services Agreement

This Master Services Agreement (the “Agreement” or “contract”) is designed to provide a framework for the working relationship between FORVIS, LLP (“FORVIS”) and Pikes Peak Library District (“Client”). Specifics regarding the scope and pricing of our services will be provided in statement of work (“Statement of Work”). Each Statement of Work and the services to be provided hereunder are referred to as “the Work.” Services that the Client may request will be defined in detail in a Statement of Work. Upon execution, the Statement of Work A-1 shall serve as the first Statement of Work entered into pursuant to this Agreement, and each additional Statement of Work entered into pursuant to this Agreement will be indexed as A-2, A-3, etc., and will be considered addenda to this Agreement. All Statement of Work are subject to the terms of this Agreement unless otherwise specified in a given Statement of Work.

The Client agrees to provide written approval of Statement(s) of Work and workplan(s) prior to FORVIS proceeding to deliver the Work. Delays in approval could result in delays in the provision of services provided in connection with the Work and, in turn, project delays. We shall not be authorized to perform any services for the Client unless, and until, a written Statement of Work has been agreed on and signed by both parties. The Client authorizes Mr. Randall A. Green, CFO to approve/sign the Statement of Work.

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 (or will) a management-level individual to be responsible and accountable for overseeing the performance of these services, and you have determined (or will) this individual is qualified to conduct such oversight.

## Engagement Fees

Fees for our services are based primarily on the complexity of the Work undertaken and the amount of time required to perform it. Based on our understanding of the Client's needs and its past experience, we will estimate the time and level of expertise required for each Statement of Work in order to arrive at fee estimates. All fees will be quoted and billed in U.S. dollars.

Fee estimates contained in Statement of Work(s) are based upon anticipated cooperation from the Client's personnel, including the Client's fulfillment of the responsibilities outlined in the section of this Agreement entitled "Scope of Services."

Efforts required to complete certain elements of the Work can vary widely due to the nature of the task, the skill level required and the availability of Client resources. Our involvement will be limited to the time defined in a Statement of Work. If, during the course of the Work, additional time is required by us to complete the Work due to changes in or addition to the scope of the Work, we will notify the Client and issue an additional Statement of Work to cover the additional time. The Client agrees to review and approve such additional Statement of Work if the Client desires us to provide the additional service. Delays in the Client's approval may result in significant project delays.

This Agreement will be in force for a term of five (5) years from the date of the Agreement or six (6) months following the completion of work under an agreed-upon Statement of Work pursuant to this Agreement, whichever is longer. Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date.

## 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, LLP**

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

BY \_\_\_\_\_  
Randall A. Green, CFO

DATE \_\_\_\_\_

## Scope of Services

We will provide services as detailed in the Statement of Work issued to you.

The Work will not include our opinion with respect to the effectiveness of your internal controls or the degree of compliance with policies and procedures or applicable laws and/or regulations.

The Work may be performed on a test basis and cannot be relied upon to detect all errors, financial statement misstatements (including those caused by fraud or error), violations of laws, regulations, or company policy. However, we will inform you of any such matters, if material, that come to our attention. Management is responsible for notifying us of changes in policies and procedures that may affect or necessitate a re-evaluation of compliance. In addition, management is responsible for advising us of any adverse communications with its regulators or other third parties, including its legal counsel, which may affect compliance with policies, procedures, laws or regulations.

We will perform the Work to selected records and transactions of your business. These procedures are set forth in the Statement of Work, which is incorporated as part of this Agreement. Management has sole responsibility for the sufficiency of the procedures. We make no representation regarding the sufficiency of the work performed.

Communications from us, including deliverables, are solely for the use of the Client. Such communications are not intended to be, and should not be, referred to, distributed, or relied upon by anyone else. We will not update any communications or disclose any event or circumstance after the date of communication.

The following apply for these services:

### **Our Responsibilities**

We will not make management decisions, perform management responsibilities or obligations, or manage the operations of the business, the responsibility for which remains with management and the Board of Directors. We will also not act or appear to act in a capacity equivalent to that of a member of your management or an employee.

We will use and rely on information furnished by you, your employees, and representatives and may use and rely on information available from generally recognized public sources. We are not responsible for the accuracy and completeness of the information and are not responsible to investigate or verify it.

We will not be representing you during compliance-related discussions with regulatory agencies.

### **Limitations & Fraud**

Our Work is not designed to prevent or discover all errors, misrepresentations, fraud, or illegal acts, and you agree that we have no such responsibility.

You accept that procedures under Statement of Work are not a substitute for management's responsibility to ensure controls are in place to prevent and detect theft and all other forms of fraud and illegal acts. Therefore, you agree we are not responsible for the cost of damages or any liability arising from errors or irregularities, fraud, defalcations, or any other form of noncompliance or theft caused by current or former employees, directors, owners, or third parties.

Because of the limits in any internal control structure, errors, fraud, illegal acts, or instances of noncompliance may occur and not be detected.

Our work does not include any services not specifically outlined in this Agreement and subsequent Statement of Work.

**Opinion**

We have not been engaged to perform an audit, an examination of internal controls, or other attestation or review services, and will not otherwise verify the information we obtain. Accordingly, we will not express an opinion or any other form of assurance on any financial or other information, or operating and internal controls of the Client.

**Your Responsibilities**

Management acknowledges and understands their responsibility for the following:

- Providing us with accurate and complete information necessary to complete the engagement
- Ensuring your staff and stakeholders are available to assist us in performing our services, including but not limited to interviews and information requests, providing feedback, and reviewing on a timely basis
- Providing us access to appropriate systems considered necessary to complete the engagement
- Establishing and maintaining its internal controls
- Notifying us if you desire to place these financial statements or our report thereon 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 as accountants to review information contained in electronic sites.

**Supplementary Spreadsheets**

During the course of our work, we may provide you with spreadsheet models designed using Microsoft Excel. With regard to the use of these models, you agree:

- The model is for your exclusive use and may not be copied or modified for use by any other party without the permission of FORVIS
- There are no warranties or support agreements pertaining to the models. You agree to assume responsibility for the appropriateness of the spreadsheet design and any existing assumptions related to input. You understand that errors may occur due to unknown programming errors (bugs), intentional or unintentional modifications to the model, operator error, data inaccuracy or use other than as intended. We are not responsible for model malfunction resulting from these or other errors.
- Not to remove, delete, or obscure any trademarks or any copyright notices provided on or with the models, including any copy thereof



## FORVIS, LLP Terms and Conditions Addendum

### GENERAL

1. **Overview.** This addendum describes **FORVIS 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, LLP. For the purposes of the Terms and Conditions, any reference to "Firm," "We," "Us," or "Our" is a reference to FORVIS, LLP ("FORVIS"), 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

2. **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 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' net income or taxes arising from the employment or independent contractor relationship between FORVIS and FORVIS' 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.

3. **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.

4. **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 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' services hereunder.

### DISPUTES & DISCLAIMERS

5. **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.
6. **Indemnification.** You agree to indemnify, defend, and hold harmless FORVIS and any of its partners, principals, shareholders, officers, directors, members, employees, agents, or assigns with respect to any and all claims arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, except to the extent caused by the intentional or willful misconduct of FORVIS. This provision shall not apply if enforcement is disallowed by applicable law or professional standards.

In addition, You acknowledge and agree that any advice, recommendations, information, or work product provided to You in connection with this engagement is based in part upon the accuracy of Your factual representations to FORVIS and is not intended to be relied upon by any other parties. You agree to indemnify, defend, and hold FORVIS harmless from and against any and all liability for loss and damage including, direct, indirect, consequential, incidental, and special damages such as loss of revenue and anticipated profits ("Damages") arising under or by virtue of (i) material factual misrepresentations or omissions to FORVIS by You or Your agents, and (ii) claim or demand of any third party to the extent resulting from that party's use or possession of or reliance upon FORVIS' advice, recommendations, information, or work product (collectively "Work Product") as a direct or indirect result of Your use or disclosure of such Work Product, except as such use, possession, or reliance is specifically authorized by FORVIS in writing or otherwise authorized by applicable law.

Unless specifically authorized by FORVIS in writing or as authorized by applicable law, You agree that You will not provide any third party with Our Work Product for their use or reliance.

7. **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 in the particular Statement of Work at issue in the event of a claim (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 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 in performing the services provided herein. This provision shall not apply if enforcement is disallowed by applicable law or professional standards.

8. **Limitation of Liability.** You agree that FORVIS' 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 the particular Statement of Work at issue in the event of a claim. 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 or if enforcement of this provision is disallowed by applicable law or professional standards.
9. **Waiver of Certain Damages.** In no event shall FORVIS 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 Colorado, 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 has no responsibility to maintain this information. You agree You will not rely on FORVIS 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' servers, i.e., FORVIS 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 Workpapers.** Our workpapers and documentation retained in any form of media for this engagement are the property of FORVIS. 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 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 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 is not a party, You shall compensate FORVIS 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. **FORVIS Not a Municipal Advisor.** FORVIS is not acting as Your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, FORVIS 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.

## TECHNOLOGY

22. **Electronic Sites.** You agree to notify Us if You desire to place Our report(s), including, if applicable, 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.
23. **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.
24. **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

25. **Cooperation.** You agree to cooperate with FORVIS in the performance of FORVIS' services to You, including the provision to FORVIS of reasonable facilities and timely access to Your data, information, and personnel. You shall be responsible for the performance of Your employees and agents.
26. **Third-Party Service Providers.** FORVIS 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 maintains, however, internal policies, procedures, and safeguards to protect the confidentiality and security of Your information. In addition, FORVIS 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 sharing Your confidential information with the third-party service provider.
27. **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 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.
28. **Hiring of FORVIS 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 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 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.

29. **Use of FORVIS Name.** Any time You intend to reference FORVIS' 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.
30. **Praxity.** FORVIS is an independent accounting firm allowed to use the name "Praxity" in relation to its practice. FORVIS is not connected, however, by ownership with any other firm using the name "Praxity." FORVIS will be solely responsible for all work carried out on Your behalf. In deciding to engage FORVIS, You acknowledge that We have not represented to You that any other firm using the name "Praxity" will in any way be responsible for Our work.
31. **Entire Agreement.** The contract, including this Terms and Conditions Addendum and any other attachments or addenda, encompasses the entire agreement between You and FORVIS 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.
32. **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.

## STATEMENT OF WORK A-1

August 16, 2023

Pikes Peak Library District  
Library 21C  
1175 Chapel Hills Drive  
Colorado Springs, Colorado 80920

We appreciate your selection of **FORVIS, 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**.

This Statement of Work (or “contract”) is made pursuant to a Master Services Agreement (the “Agreement”) dated August 16, 2023, by and between Pikes Peak Library District (“Client”) and FORVIS, LLP (“FORVIS”). This Statement of Work shall pertain to Work performed by FORVIS for Client.

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

- Master Services Agreement

### Summary Scope of Services

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

- Assistance with Annual Comprehensive Financial Report build in Client’s MUNIS software

### Engagement Fees

Our fees will be based on our prevailing hourly rates up to a not-to-exceed of \$25,000.

The above fees will be billed and are due on the same terms as those in the Agreement.

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.

### Contract Agreement

The term of the Work provided under this Statement of Work shall commence on the date of this contract and shall expire on completion of the deliverables.

This Statement of Work serves as an addendum to the Agreement and serves to clarify FORVIS' understanding of the Work desired by Client, but does not modify any other rights, restrictions, or agreements contained in the 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,LLP**

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

BY \_\_\_\_\_  
Randall A. Green, CFO

DATE \_\_\_\_\_

## Scope of Services

The following apply for all services:

<b>Limitations &amp; Fraud No Financial Statement Services</b>	<p>Our work does not include any services not specifically outlined in this Statement of Work.</p> <p>This engagement is not intended to be an audit, review, compilation, or preparation of financial statements in accordance with standards issued by the American Institute of Certified Public Accountants. Accordingly, our firm name should not be associated with your internal financial statements.</p>
<b>Value-Added Services</b>	<p>At your request, other value-added services can be provided and related fees will be separately quoted.</p>
<b>Third-Party Submissions</b>	<p>Our engagement will not include the submission of documentation to any third parties. We will not make this or any other submission unless we are separately engaged to do so. You understand that the timely submission of this information is your responsibility.</p>

## ACFR Build in MUNIS

We will assist the Client with their ACFR build in the District's MUNIS accounting software. Our quoted fees presume significant assistance from the District's staff, full cooperation, necessary system access and periodic check-ins and input from the District's team. The District agrees to assume full responsibility for the work performed and content developed.

The following apply for the services described above:

### **Limitations & Fraud**

This engagement is not designed to prevent or discover errors, misrepresentations, fraud, or illegal acts, and you agree we have no such responsibility.

Because of the limits in any internal control structure, errors, fraud, illegal acts, or instances of noncompliance may occur and not be detected.

### **Your Responsibilities**

You retain responsibility for performing management responsibilities and making management decisions and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. Accordingly, we will routinely submit to you journal entries, listings of transactions, or other entries or changes for your approval. You should review these items and contact us regarding any questions or changes that you wish to be made. If you approve of these entries, no response is necessary.





**Conflict of Interest Statement  
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.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.

- II. 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 is to be readopted by the PPLD Board of Trustees each year.)

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

Updated October 2023 – Readopted October 2023

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.

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.

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.

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.

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.

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?

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.

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.

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 \_\_\_\_\_