

VIRTUAL MEETING (ZOOM)

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Meeting ID: 837 1958 5376
Passcode: 940463

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. 2023 Annual Budget Book (Randy Green) *Five minutes* (p. 3)
 - C. Financial Report: (Randy Green) *Five minutes*
 - D. Public Services Report (Tammy Sayles) *Five minutes* (p. 41)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Safety, Community Resources & Security Report (p. 54)
 - F. Chief Librarian's Report (Teona Shainidze-Krebs) *Five minute*
 - 1. Strategic Plan Q4 2023 (p. 89)
 - G. Board Reports *Five minutes*
 - 1. Governance Committee
 - 2. Liaison comments
 - 3. Trustee comments
- V. PRESENTATION
 - A. Introduction of new staff and staff promotions
 - 1. Courtney Deuser, Interim Senior Director of Development and Executive Director of the Foundation (Teona Shainidze-Krebs)
 - 2. Travis Thiele, Safety, Community Resources, & Security Training Coordinator (Michael Brantner)
 - 3. Takiyah Jemison, Interim Penrose Library Manager (Janina Goodwin)
 - 4. Tracy Roesset, Interim Old Colorado City Library Manager (Janina Goodwin)
 - B. Presentation
 - 1. Penrose Library Closure & Renovation (Teona Shainidze-Krebs, Michael Brantner)
- VI. BUSINESS ITEMS
 - A. Consent Items
 - Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
 - 1. Minutes of the January 9, 2024 Board of Trustees meeting (p. 94)
 - 2. Minutes of the January 26, 2024 Board of Trustees meeting (p. 97)
 - 3. Minutes of the February 6, 2024 Board of Trustees Special meeting (p. 99)
- VII. ADJOURNMENT

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

Friends of the Pikes Peak Library District FEBRUARY 2024 Report

Sales for January (Gross)		
	Amazon	\$1,762
	eBay	\$6,612
	Web storefront	\$142
	East Bookstore	\$3,849
	Library 21C	\$2,194
	Penrose	\$377
TOTAL SALES		\$14,936

In November 2023, the eBay Team celebrated reaching our goal of \$50,000 in sales for the year!

An online sales team meeting was held the afternoon of January 11th to celebrate the successes of 2023 and brainstorm improvements for 2024. The dozen team members invited include the listers, scanners, shippers, and photographers for Amazon, eBay, and the webstore.

Beth met with Michael Branter regarding the new set-up for Friends at Penrose Library. She is very excited and we'd like to do a "Grand Re-Opening" for the Friends store, coinciding with the scheduled Open House during Library Week.

Our Spring Big Book Sale is six weeks away! Set up is scheduled for Thursday, March 7th with sale dates the 8th-10th and clean up on the 11th.

Rita Jordan, President
Friends of the Pikes Peak Library District



Annual Budget

For Fiscal Year 2024

Pikes Peak Library District



ADMINISTRATION OFFICES

20 N. Cascade Ave.
Colorado Springs, CO
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2024 Adopted Budget Pikes Peak Library District Colorado

Prepared for:
The Pikes Peak Library District Board of Trustees and its Constituents

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Chief Librarian and CEO
Teona Shainidze-Krebs

Prepared by:
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Colorado Library Districts

Colorado library districts are political subdivisions of the State and are governed by Colorado Statutes. The powers and duties of library districts are specified in the “Library Law” CRA 24-90-109. The library’s Board of Trustees appropriates its funding and has full governing and decision-making authority for the library district. The Board sets policies and compensation for all staff members of the library district. Library districts typically lease or own their own buildings, maintaining and insuring them accordingly. Library districts purchase and sustain their own library materials and provide programs to their patrons. Library districts are funded from a set mill levy passed by the voters of the District, making property tax their principal source of funding. Library districts are also entitled to a portion of specific ownership tax collected by the County. The Colorado Court of Appeals found that Colorado library districts are subject to TABOR limitations. The library Board of Trustees adopts and appropriates its own budget in compliance with Colorado revised statutes. Library districts perform financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) and each year receive an outside financial audit in compliance with Generally Accepted Auditing Standards (GAAS).

Overview of Pikes Peak Library District

Pikes Peak Library District (PPLD/the District) was created through state statute (CRS 24-90-110). The District’s Board of Trustees consists of seven members from the community. The citizen volunteers are appointed jointly by the Colorado Springs City Council and El Paso County Board of Commissioners for a maximum of two (2) five-year terms. The Trustees convene at regular meetings, as well as at special meetings, when necessary, to conduct the business of the District. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined in law (C.R.S. 24-90-109). Its service area covers all of El Paso County, excluding Widefield School District #3. Security/Widefield and the town of Manitou Springs did not join the Library District when it was formed in 1963. The city of Manitou Springs subsequently voted to join the District effective January 1, 2013.

PPLD is a nationally recognized system of public libraries, the second largest library system in Colorado, serving an estimated population of 677,513 within El Paso County. PPLD serves all El Paso County except Widefield School District 3 which has approximately 56,000 residents.

PPLD responds to the unique needs of individual neighborhoods and the community at large through their:

- Sixteen facilities
- Three mobile library vehicles serving an area of approximately 2,070 square miles
- Large online hub of resources and services

PPLD strives to reach all members of the community, providing free and equitable access to information and an avenue for personal and community enrichment while:

- Operating with an employee base of around 400 full- and part-time staff
- Utilizing roughly 600 volunteers

History of Pikes Peak Library District

As PPLD continues to change what library service means to match the needs of the evolving community, it is also important to look back on the history of public libraries in the Pikes Peak Region. The first attempt to establish “a free public library pen to all city inhabitants” in Colorado Springs failed when in 1881 City Council ordinance to create a tax funded library was squelched by strong opposition. To fill the void, the Colorado Springs Social Union created what would become known as the Free Library and Reading Room Association, located at the corner of Tejon and Cucharras streets. Other local organizations, such as the YMCA and Grace Church Association, also operated reading rooms around the turn of the century. The situation changed dramatically in 1903 when Andrew Carnegie agreed to gift the city \$60,000 to construct its first public library. After a national competition, Boston architect Calvin Kiessling emerged with the winning design for a new building, and construction at 21 W. Kiowa St. began on April 15, 1904.

The neoclassical structure was made from material such as Pueblo sandstone and Platte Canyon granite and lit entirely by electricity except for a gaslighting system to be used in an emergency. Kiessling designed the building to “lend itself and all the requirements of a modern library building and afford it patrons the unrestricted beauties of the distant mountains and immediate surrounding.” A large crowd cheered the name of Carnegie and Colorado Springs founder General William Palmer at the library’s dedication and grand opening on March 11, 1905. The facility officially opened on March 13 with a collection of about 12,000 books.

The new library was immediately popular. In July 1905, 6,838 books were loaned, and 270 library cards were issued. In the decade to follow, the need to serve rural communities in the area was realized. As a result, the Board of Commissioners gave the library \$500 annually to provide boxes of books for the people living outside of town.



When Colorado Springs annexed Colorado City in 1917, the library board agreed to take over operation of a second Carnegie Library. It would be known as the West End Branch until it was rededicated as the Old Colorado City Branch Library in 1977.

An anonymous grant in 1954 allowed the library to purchase its first book mobile to bring libraries to communities not easily served by its two stationary locations. However, regional library service came from a 1962 vote to allow a tax levy and creation of the Pikes Peak Regional

Library District in 1963. The District began operations in 1964, and included libraries in Palmer Lake, Ute Pass, and Black Forest. The addition of two more book mobiles helped serve the towns of Peyton, Calhan, and Ramah.

A demand for library service expanded along with growing population, the need for a larger downtown library was filled by a \$2.2 million grant from the El Pomar Foundation and land donated by H. Chase Stone. Penrose Library, named after Spencer and Julie Penrose, was built next to the historical Carnegie Library and opened in 1968.

As the years passed, libraries replaced some bookmobile stops to meet the demand driven by population increase. The Library District also widened its technological capabilities to keep up with the times.

One of the most significant tech innovations came in 1981 with “Maggie’s Place” named after retired librarian Margaret O’Rourke, who joked she was being “replaced by a computer”. And indeed, the cutting-edge computer occupied O’Rourke’s former office. It was the first library catalog in the world accessible to home computers with modems.



Head Librarian Margaret Reed, namesake of Maggie's Place, 1965

In 1987, East Library and Information Center opened. The District’s second major facility was constructed with funds from a \$100 million bond issue approved by the voters in 1983. The State-of-the-art facility included a computer learning center and video studio, which would go on to broadcast throughout the region and win many regional, national, and international awards for its productions.

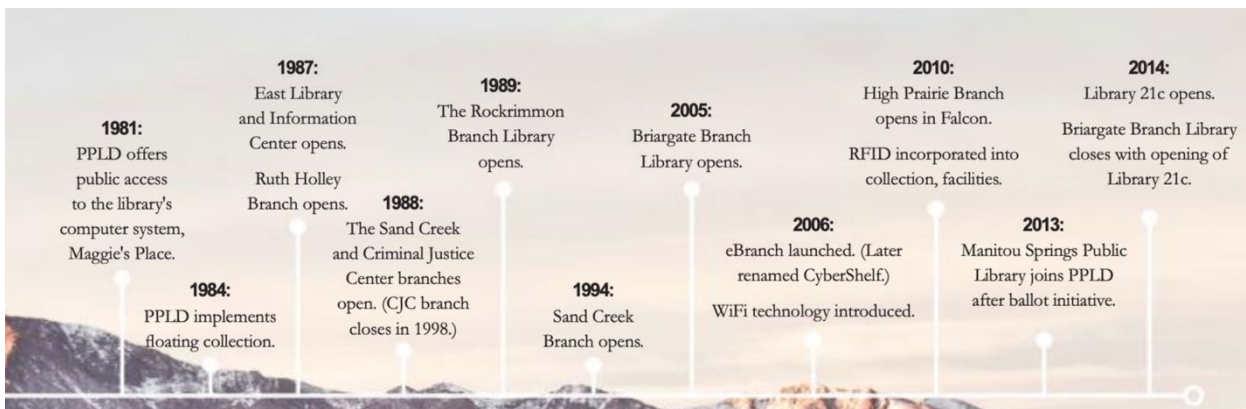
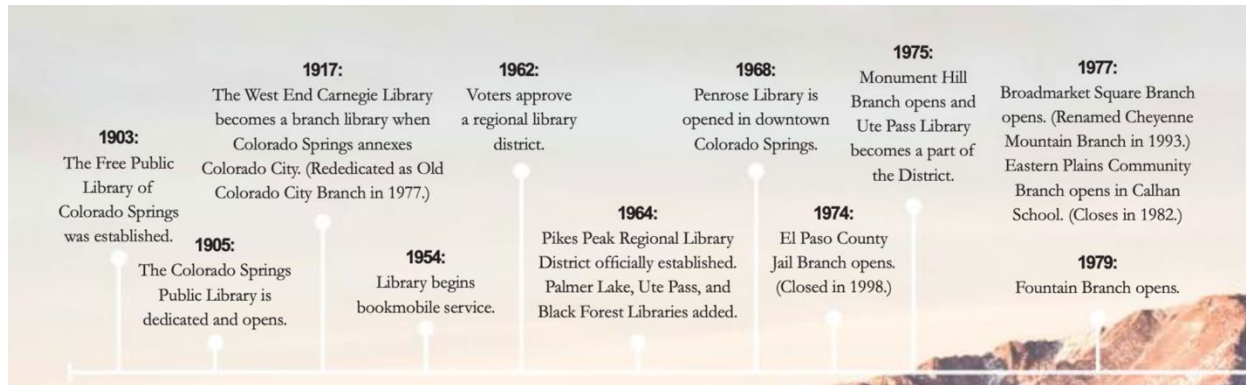
The emerging importance led the District to provide access to some databases via the web in 1994, followed soon by full internet access at all libraries. Over the years, Library bandwidth has increased to keep up with this ever-expanding information portal.

PPLD was able to leverage a partnership with the City of Fountain and the Fountain-Fort Carson School District to open a much-needed, larger Fountain Library in 2004 to serve one of the fastest growing communities in the region. High Prairie Library opened in 2010 and incorporated many green features such as geothermal energy and repurposed beetle kill pine. Library 21c opened in 2014 within a renovated call center in Northern Colorado Springs. The facility was the first of its kind in the country, with makerspaces, a video and recording studio, business and entrepreneurial center, café, and performance venue in addition to traditional library materials such as books and movies.

PPLD continues to be innovative both in use of technology and its spaces. Sand Creek Library recently added a recording studio and makerspace. East Library is now home to makerspace and the Educational Resource Center, which provides hands-on materials for families desiring to enrich their children’s education and improve their skills. The Knights of Columbus Hall has been transformed from an office space to a multipurpose venue providing space for arts, culture, and business to foster creativity, innovation, and community in downtown Colorado Springs.

As the needs of its patrons change, PPLD will adapt to provide the resources that best serve the residents of the Pikes Peak region.

Timeline of Pikes Peak Library District



Vision, Mission, and Values

VISION

Access to resources and opportunities leads to thriving people and connected communities.

MISSION

Cultivate spaces for belonging, personal growth, and strong communities.

VALUES

- **Access:** We ensure all people feel safe to connect with services, resources, and experiences.
- **Service:** We remove barriers to provide access for all to pursue their interests, needs, and goals.
- **Freedom:** We ensure the right of community members to interact with and experience library services as they choose.
- **Accountability:** We responsibly steward resources with integrity and transparent practices.
- **Creativity:** We foster imagination and resolve problems in new ways.
- **Community:** We bring people together.

2023 - 2025 Strategic Plan: Areas of Focus

- 1 Access**

PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.
- 2 Accountability**

PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.
- 3 Communications**

PPLD invests in and elevates community awareness of its resources, services, and spaces.
- 4 Community Connections**

PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.
- 5 Physical and Virtual Spaces**

PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.
- 6 Staff**

PPLD values, trusts, and invests in staff.

Annual Adopted Budget

This is the Fiscal Year 2024 Original Adopted Budget (2024 Budget), which covers January 1 - December 31, 2024, for Pikes Peak Library District. The 2024 Budget is important for both the budgetary figures as well as its description of the future direction and services of the District for residents within its service area of El Paso County, Colorado, and beyond.

The 2024 Preliminary Balanced Budget was presented to the Board of Trustees on September 26, 2023. The Original Adopted Budget, along with the Resolution to establish the 2024 Mill Levy, was approved by the Board of Trustees on January 9, 2024.

The District's Leadership Team believes that the 2023 Budget incorporates the most significant goals and objectives of the District. The Leadership Team incorporated direction provided by the Board of Trustees throughout the year. Some time frames and goals were modified because of limited resources to meet all current objectives and goals.

Legal Requirements

By October 15, 2023, the Chief Librarian & CEO and the Chief Financial Officer submitted the 2024 Preliminary Balanced Budget to the Board of Trustees, as required by Colorado Statute 29-1-107 and 108. Subsequently, a "notice of budget" was issued to inform the citizens of the District of the availability of the proposed budget for inspection and comments.

On January 9, 2024, the Board of Trustees held a public budget hearing to discuss the 2024 Budget and as required by statute, to give citizens the opportunity to express their comments. This meeting notice was posted following the District's public notification procedures for all Board meetings.

On January 9, 2024, the Board of Trustees adopted the 2024 Budget, appropriated monies to all funds and accounts, and certified the District's Mill Levy. Each individual fund, as required by state statute, is balanced with new and existing carryover revenues equal to all planned and anticipated expenditures.

Budget Representation

This budget represents the operational objectives, policy decisions and priorities of the Board and Management in alignment with the Areas of Focus of the Strategic Plan. The Budget determines the property tax assessed to be used for the operations and capital of the District. The budget also considers an estimated portion of Specific Ownership Tax and other minor revenue sources such as grant awards.

This budget appropriates an estimate for personnel, operating, and capital costs needed to provide services and programs as outlined for the citizens. This budget is designed to provide the citizens with an understanding of how revenue comes into the District, how it is expended by major operational category as well as by program, department, and location.

The District owns nine facilities: Calhan Library, East Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Campus (including Penrose Library and The Hall at PPLD), and Sand Creek Library. The District leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library,

Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, the mobile fleet delivers Library services to remote sites and non-mobile populations.

Basis of Accounting and Budgeting

The District uses the modified accrual basis of accounting for all governmental funds. This means revenues are recognized in the accounting period in which they become available and measurable. Property tax is reported as a receivable and deferred revenue when the levy is certified, and as revenue when due for collection is the subsequent year. Expenditures are recognized when the obligation is incurred. Encumbrances are not reported in the 2024 Budget.

The budget is prepared using Generally Accepted Accounting Principles (GAAP) for all funds. Depreciation of Property and equipment are excluded from the budget. For the 2024 Budget, property tax will be allocated to the Capital Fund and Self-Insurance Fund as expenses require, instead of transferring funds as intergovernmental transfers. It is the belief of management that allocating mill levy and its associated property tax instead of transferring funds eliminates budget duplications and provides a more transparent financial accounting of the District's operations.

Financial Policies

The 2024 budget has been prepared following the District's Financial Guidelines. For the 2024 Budget, PPLD still falls within the compliance requirement of the Taxpayer's Bill of Rights (TABOR) Amendment and for calculation purposes uses the Consumer Price Index (CPI for Denver/Aurora/Lakewood). TABOR limitations are based on the CPI through June 30, 2023. The final 2023 CPI will not be known until February 2024, well after the 2024 Budget is approved.

Accordingly, the 2023 CPI used for these limit calculations is an estimate based on currently available information. It is very likely that the final 2024 CPI will vary from the estimate that is used in our 2024 TABOR limit calculations, and the District may make changes to the 2024 Budget, through a Board approved budget amendment (if necessary), once those figures are known.

The 2024 Budget complies with TABOR that requires a fund balance restriction of 3%. The remaining Reserves of the District allow for an estimated fund balance in compliance with the current reserve policy requiring \$750,000 in Fund Balance. An analysis of cashflow requirements by fund was completed to ensure an adequate level of fund balance will be available at the end of each accounting period.

The 2024 budget also considers capital plans for 2024. These schedules are adjusted annually based on available financial resources and on changing priorities/needs. The capital plan includes identified projects and purchases of capital items but does not currently include the construction of new library facilities. Management plans to complete the Facilities Master Plan in 2024.

2024 Budget Calendar

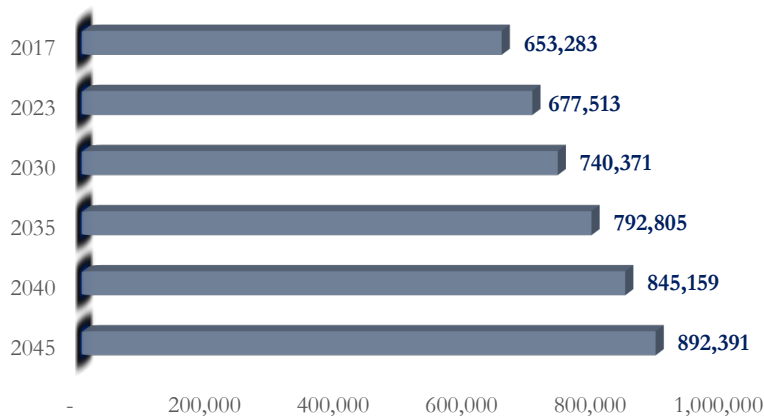
The following calendar is a chronology of events for the annual budget process and certification of the mill levy. Some of the events listed below are not statutory but represent good budgeting practices. This calendar does include the District's internal organizational deadlines such as internal meetings, information provided by departments, and budget information deadlines for the financial reporting system.

January 1, 2023	Start of 2023 Fiscal Year
January 31, 2023	Certified copy of 2023 Original Adopted Budget filed with DOLA <i>[CRS 29-1-113 (1)]</i>
August 25, 2023	Preliminary assessed valuation due from County <i>[CRS 39-5-121]</i>
August 31, 2023	Present to Board of Trustees; Submit to State 2023 Audit/ACFR <i>[CRS 29-1-606(a)(1)]</i>
Sept. 13 - 18, 2023	Department Budget meetings with CEO, Leadership, and Controller.
Sept 23, 2023	Notice of Public Budget Hearing #1 published in The Gazette <i>[CRS 29-1-106(1)]</i>
September 26, 2023	BUDGET HEARING #1 - Preliminary Balanced Budget presented to Board of Trustees <i>[CRS 29-1-105] Statutory Deadline October 15, 2023 Expenditures cannot exceed Revenues and available Fund Balances</i>
December 22, 2023	Final Assessed Valuation due from County <i>[CRS 39-1-111]</i>
January 1, 2024	Start of 2024 Fiscal Year
January 9, 2024	BUDGET HEARING #2 -Resolution to Adopt 2024 Original Adopted Budget <i>[CRS 29-1-108(2 and 3)] Statutory Deadline for 2024 Budget January 10, 2024</i>
January 9, 2024	Resolution to Certify Mill Levy <i>[CRS 39-5-128(1)] Statutory Deadline for 2024 Budget, January 10, 2024</i>
January 10, 2024	2024 Mill Levy submitted to El Paso County
January 31, 2024	Certified copy of 2024 Original Adopted Budget filed with DOLA <i>[CRS 29-1-113 (1)]</i>

Population Estimates of Citizens Served

Pikes Peak Area Council of Governments Small Forecasts estimates population growth based on overall El Paso County control total provided by the Colorado State Demographer. These estimates assume a high proportion of regional growth outside of the city limits of Colorado Springs. PPLD took the most recent population estimates for El Paso County and backed out the Widefield School District estimated population which represents approximate 7% of the total County population. This results in the projected population of citizens the District serves. Based on this, the District can anticipate an increase of approximately 30% or 200,000 citizens served over the next twenty years. From 2014 to 2023, the District has seen an increase of 14% in population.

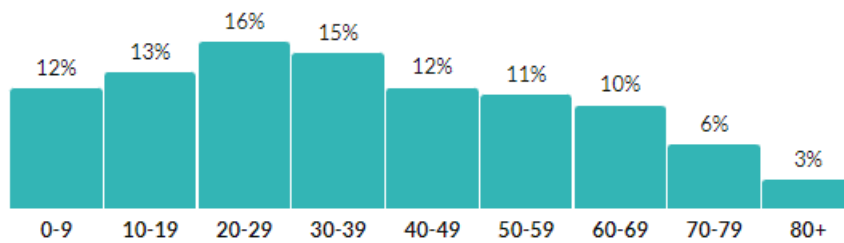
Projected Population Served



Citizen Composition

When looking at the total population, it is important to understand the composition of the District's citizenry to appropriately align services. Below is a chart with data provided by the Census Reporter that provides the breakdown of El Paso County/the District's population by age range. Currently, the largest citizen population remains with the age range of twenty to thirty-nine years.

Population by age range



Budget Summary

The District's total 2024 Budget is shown below by fund and lined by major revenue and expenditure category. It includes a fund balance estimate for fiscal year 2024 based on the 2022 Annual Comprehensive Financial Report and unaudited activity for fiscal year 2023. The budget details that follow this summary will outline each fund; General Fund, Capital Fund, and Self-Insurance Fund and will provide additional information on the revenue sources and expenditures by major category, as well as, by function.

PPLD's Funds and Their Classifications:

- **General Fund** is the primary fund used by a government entity. This fund is used to record all resource inflows and outflows not associated with special-purpose funds. Ordinary operations of the district are accounted for in this fund.
- **Capital Fund** is used to account for financial resources used in the acquisition or construction of capital projects such as facilities and information technology.
- **Self-Insurance Fund** accounts for the accumulation and allocation of costs associated with insurance claims and administration costs, as an Internal Service Fund, that provides services to other departments of the district on a cost-reimbursement basis.

2024 BUDGET SUMMARY				
	General Fund	Capital Fund	Self-Insurance Fund	TOTAL BUDGET
<u>REVENUES</u>				
Property Taxes	30,138,570	2,723,332	2,644,269	35,506,170
Specific ownership taxes	3,500,000	0	0	3,500,000
Interest on taxes	40,500	0	0	40,500
Payment in lieu of taxes	10,800	0	0	10,800
Total taxes	33,689,870	2,723,332	2,644,269	39,057,471
Intergovernmental	892,773	0	0	892,773
Fines and fees	90,000	0	0	90,000
Interest income	500,000	0	0	500,000
Donations/fundraising	479,438	0	0	479,438
Miscellaneous - Copy sales	25,000	0	0	25,000
Miscellaneous - Parking lot collections	11,000	0	0	11,000
Miscellaneous - Other	32,962	0	0	32,962
Total Operating Revenue	2,031,174	0	0	2,031,174
Employee contributions	0	0	394,323	394,323
Total Other Revenue	0	0	394,323	394,323
Total Revenue	35,721,043	2,723,332	3,038,592	41,482,967
<u>EXPENDITURES</u>				
Personnel Expense	21,656,841	0	3,271,797	24,928,638
Operating Expense	14,629,827	0	0	14,629,827
Capital Outlay	0	2,723,332	0	2,723,332
Total Expenditures	36,286,668	2,723,332	3,271,797	42,281,797
Net change in fund balance	(565,625)	0	(233,205)	(798,830)
Fund balance, beginning of year	18,410,854	2,354,244	873,733	21,638,831
Fund balance, end of year	17,845,229	2,354,244	640,528	20,840,002

Budget Changes

Below is PPLD's 2024 Original Adopted Budget as compared to 2022 and 2023 Projected Actual activity and the 2024 Original Adopted Budget.

2024 BUDGET CHANGES					
	2022 ACT	2023 EST	2024 OAB	Changes	% Change
REVENUES					
Property Taxes	33,241,898	33,631,345	35,506,170	1,874,825	6%
Specific ownership taxes	3,517,120	3,585,330	3,500,000	(85,330)	-2%
Interest on taxes	46,767	49,649	40,500	(9,148)	-18%
Payment in lieu of taxes	10,459	11,493	10,800	(693)	-6%
Total Taxes	36,816,244	37,277,817	39,057,471	1,779,653	5%
Intergovernmental	697,212	434,006	892,773	458,767	106%
Donations/fundraising	505,987	726,707	479,438	(247,269)	-34%
Other Operating Revenue	584,755	1,502,234	658,962	(843,272)	-56%
Total Operating Revenue	1,787,954	2,662,948	2,031,174	(631,774)	-24%
Total Taxes and Operating Revenue	38,604,198	39,940,765	41,088,644	1,147,879	3%
Employee contributions	460,452	478,374	394,323	(84,051)	-18%
Total Other Revenue	460,452	478,374	394,323	(84,051)	-18%
Total Revenue	39,064,650	40,419,139	41,482,967	1,063,828	3%
EXPENDITURES					
Personnel Expense	24,294,252	22,901,414	24,928,638	2,027,224	9%
Operating Expense	12,741,653	12,374,346	14,629,827	2,255,481	18%
Capital Outlay	4,392,215	2,135,936	2,723,332	587,396	28%
Total Expenditures	41,428,120	37,411,696	42,281,797	4,870,101	13%
Excess (deficiency) of Revenue over Expenditures	(2,363,470)	3,007,443	(798,830)	(3,806,273)	-127%
OTHER FINANCING SOURCES (uses)					
Energy Rebates	0	24,447	0	(24,447)	-100%
Insurance proceeds	680,067	30,249	0	(30,249)	-100%
Transfers In/Out	2,291,398	0	0	0	0%
Total Other Financing Sources (uses)	2,971,465	54,696	0	(54,696)	-100%
Net Impact to Fund Balance	607,995	3,062,139	(798,830)	(3,860,969)	-126%

Highlights:

- Property Tax is up 6% based on allowable revenue increases per Taxpayer Bill of Rights (TABOR).
- Intergovernmental Revenues have increased based on known estimates at the time the 2024 budget was set, which include E-rate, AEFLA (Adult Education and Family Literacy Act), and IELCE (Integrated English Literacy and Civics Education) program reimbursements.
- Donations/fundraising 2024 budget was increased to align with known grants to be awarded for programs within the district.
- Employee insurance contributions have flowed through the Self-Insurance Fund annually; the practice of budgeting for that activity started with the 2023 Budget and continued in the 2024 budget.

- Personnel Expense has a budgeted increase of 9% primarily based on higher medical insurance and related costs and the approval of pay increases to PPLD employees in an effort to align salaries with market.
- Capital Outlay was increased in the 2024 Budget to proceed with several projects that have been delayed in the past due to spending constraints within the budget.

Fund Balance Summary

Below are projected fund balances starting with the 2022 audited fund balances, the projected (unaudited) 2023 activity, and then the 2024 budget. The General Fund balance of \$17.8M includes \$2.1M of restricted funds which is inclusive of the required TABOR reserve. Also included in the Fund Balance Summary are amounts for Special Revenue Fund/Designated Purpose Fund, Capital Fund, and Self-Insurance Fund. To determine the amount of fund balance available to spend, the restricted funds and a cashflow projection of approximately \$5.5M would be subtracted from the 2024 Budget total of \$20.8M.

FUND BALANCES PROJECTION					
	12/31/2022		12/31/2023		12/31/2024
	Audited Fund Balances	2023 Projected Impacts	Projected Fund Balance	2024 Budget Impacts	Projected Fund Balance
Nonspendable	562,009	(12,580)	549,429	(12,299)	537,130
Restricted Fund Balance	1,497,853	55,074	1,552,927	47,061	1,599,988
Restricted General Fund	2,059,862	42,494	2,102,356	34,762	2,137,118
Assigned	561,401	(190,000)	371,401	(12,000)	359,401
Unassigned	10,652,749	5,284,349	15,937,098	(588,387)	15,348,711
Unrestricted General Fund	11,214,150	5,094,349	16,308,499	(600,387)	15,708,112
General Fund	13,274,012	5,136,842	18,410,854	(565,625)	17,845,229
Special Revenue Fund <i>(Designated Purpose Fund)</i>	63,791	0	63,791	0	63,791
Capital Reserve- Facilities	1,915,386	(1,112,510)	802,876	0	802,876
Capital Reserve-Communications	71,329	(8,193)	63,136	0	63,136
Capital Reserve- Security	649,986	(416,075)	233,911	0	233,911
Capital Reserve- IT	1,672,397	(588,019)	1,084,378	0	1,084,378
Capital Reserve- Video Studio	50,407	0	50,407	0	50,407
Capital Reserve- Creative Services	55,745	0	55,745	0	55,745
Capital	4,415,250	(2,124,797)	2,290,453	-	2,290,453
Self- Insurance	823,639	50,094	873,733	(233,205)	640,528
TOTAL FUND BALANCE	18,576,692	3,062,139	21,638,831	(798,830)	20,840,002
Less: Restricted & Special Revenue	(2,123,653)	(42,494)	(2,166,147)	(34,762)	(2,200,909)
Less: Cash Flow	(4,000,000)	0	(5,500,000)	0	(5,500,000)
AVAILABLE FUND BALANCE	12,453,039	3,019,646	13,972,685	(833,592)	13,139,093

Property Tax Revenue

Property tax revenue is the primary revenue source for PPLD. The provisions of the Taxpayer's Bill of Rights are explained below.

State of Colorado Property Tax Revenue Limitations:

Constitutional - TABOR:

In November 1992, the people of the State of Colorado passed an amendment to the State's Constitution (Article X, Section 20) known as the Taxpayer's Bill of Rights (TABOR), which was effective December 31, 1992. TABOR's intended purpose was to reasonably restrain most of the growth of government by imposing spending and revenue limits on the state and any local government, excluding enterprises. Provisions of TABOR require, among other things, that:

- Each district shall reserve for use in declared emergencies 3% or more of its fiscal year spending (as defined by TABOR) excluding bonded debt service.
- If revenue from sources, not excluded from fiscal year spending, exceeds the limits prescribed by TABOR in dollars for that fiscal year, the excess shall be refunded in the next fiscal year unless voters approve a revenue change as an offset.
- Revenue collected, kept, or spent illegally, going back four full fiscal years before an individual or class action enforcement suit is filed, shall be refunded with 10% annual simple interest from the initial conduct.
- With minor exceptions, advance voter approval is required for any new tax, tax rate increase, or mill levy above that for the prior year, or creation of any multiple fiscal years direct or indirect district debt or other financial obligation, without certain cash reserve amounts.

Legislative – 5.5% Property Tax Revenue Limit:

This is a limitation on the property tax line item in each local government budget in Colorado. It is called the "Annual Levy Law" [29-1-301, C.R.S.], and requires that levies be lowered to prevent levying more revenue than a:

- 5.5% increase from the prior year, and
- An additional amount for new construction, annexation/inclusions, and other new property.

This limitation on levy and revenue reflects the pre-TABOR property tax system, in which levies could be raised in any year to assure property tax as a regular source of revenue.

Circumstances can occur in which the 5.5% revenue limit can force a reduction in the mill levy over the previous year to avoid collecting excess revenue. Under the structure of TABOR, this excess revenue could be collected but would have to be refunded to the extent that actual receipts exceeded the limit. This statute is more restrictive and does not allow for the collection of this revenue.

Under most other circumstances, the Constitutional limits imposed by TABOR restrict the ability of all taxing districts to raise taxes without a vote of the people.

PPLD Mill Levy Limit:

In 1986, citizens of the Library Service Area (LSA) authorized the District to set a mill levy for operating purposes up to 4.000 mills.

The District must adhere to the more restrictive of the TABOR amendment or the 5.5% Property Tax Revenue Limit when calculating its property tax revenue to be received in any given budget year without exceeding the PPLD citizen imposed restriction of 4.000 mills.

Total Expenditures

The expenditure budget for 2024 for all funds totals \$42,281,797. This represents an increase of \$4,870,101 from 2023. Expenditures that account for a sizable portion of this change is the increase in personnel costs, which includes a 5% cost of living pay increase for all staff, related taxes, increased benefits costs, cost reserve for exploring possible funding increases, and higher capital project outlay.

Personnel

This expenditure category includes salaries and benefits for all PPLD employees. As a service organization, the District's largest expenditure is personnel.

Operations

This expenditure category includes the day-to-day operational costs. Items included in this category are utility expenses (gas, electricity, and water), telephone (phone, fax, and internet), operating and office supplies, computers and software/licensing, professional services, employee training, conferences (meetings, lodging, and meals), and equipment purchases. The largest item in the category is Library Materials which represents \$4.588M of the 2024 budget. The second largest operational expenditure category is the District's Facility utilities and rent costs.

Capital

This expenditure category represents the acquisition of, or addition to, the District's fixed assets, including major capital construction projects. Capital projects tend to have significant costs and have useful lives of many years. Items included in this category are recurring expenditures for land and land improvements, buildings and building improvements, machinery & equipment replacements, communication and computer equipment, and vehicles.

Total Full-Time Equivalents

The Personnel budget for 2024 includes 431 authorized positions, which embodies full-time equivalents-of 360. These numbers represent a decrease of 10 authorized positions and 4 full-time equivalents since 2022.

Authorized Positions & FTE Counts						
Department	Total Authorized Positions			Total Full Time Equivalents (FTEs)		
	2022 Actual	2023 Projection	2024 Budget	2022 Actual	2023 Projection	2024 Budget
Chief Librarian and CEO Office	2	3	3	2.00	3.00	3.00
Public Services	345	332	332	271.85	263.48	263.48
Public Services Administration	46	48	48	43.50	45.50	45.50
Public Services Administration	1	1	1	1.00	1.00	1.00
Collection Management	25	24	24	25.00	23.50	23.50
Regional History and Genealogy	13	12	12	10.50	10.00	10.00
Adult Education	7	11	11	7.00	11.00	11.00
Programming	25	22	22	24.50	21.50	21.50
Branches	274	262	262	203.85	196.48	196.48
Branch Administration	12	11	11	12.00	11.00	11.00
Penrose Library	41	38	38	29.33	28.13	28.13
East Library	51	48	48	36.75	34.70	34.70
Library 21c	38	37	37	28.78	28.58	28.58
Cheyenne Mountain Library	13	13	13	9.98	9.98	9.98
Fountain Library	12	11	11	8.25	7.50	7.50
High Prairie Library	11	11	11	7.75	7.75	7.75
Manitou Springs Library	8	10	10	5.80	6.80	6.80
Monument Library	16	16	16	12.03	11.95	11.95
Old Colorado City Library	11	10	10	8.90	8.30	8.30
Palmer Lake Library	0	0	0	0.00	0.00	0.00
Rockrimmon Library	13	14	14	9.80	10.70	10.70
Ruth Holley Library	14	13	13	10.00	9.50	9.50
Sand Creek Library	16	13	13	12.03	9.90	9.90
Ute Pass Library	1	0	0	0.75	0.00	0.00
Calhan Library	3	3	3	1.70	1.70	1.70
Mobile Library Services	13	13	13	9.00	9.00	9.00
The Hall @ PPLD	1	1	1	1.00	1.00	1.00
Support Services	42	40	40	41.75	39.25	39.25
Support Services Administration	0	1	1	0.00	1.00	1.00
Human Relations Office	7	7	7	6.75	6.75	6.75
Facilities	14	14	14	14.00	14.00	14.00
Facilities - Penrose Library	5	5	5	5.00	5.00	5.00
Facilities - East Library	3	3	3	3.00	3.00	3.00
Facilities - Library 21c	6	6	6	6.00	6.00	6.00
Information Technology Office	21	18	18	21.00	17.50	17.50
Information Technology	14	12	12	14.00	11.50	11.50
Creative Services	7	6	6	7.00	6.00	6.00
Security	25	29	29	23.50	28.50	28.50
Finance Office	8	10	10	8.00	10.00	10.00
Communications Office	16	15	15	15.35	13.85	13.85
Communications	13	10	10	12.35	9.25	9.25
Patron Experience	0	4	4	0.00	3.60	3.60
Multi-Cultural	3	1	1	3.00	1.00	1.00
Development Office	3	2	2	2.00	2.00	2.00
Grand Total	441	431	431	364.45	360.08	360.08

Fund Expenditures

Following are three-year comparative statements with the change between the 2024 Budget and the 2023 Projection for the District's Total Expenditures, Operating Expenditures, Personnel Expenditures, and Capital Outlay for each Fund and Category of spending discussed below, as required.

The 2024 Budget of \$42,281,797 includes \$2,723,332 for Capital Improvements in the Capital Improvements Fund (CIP Fund) and \$3,271,797 for self-insured medical benefits and other insurance in the Self-Insurance Fund. The remaining expenditures budget of \$36,286,668 is allotted to the General Fund.

General Fund Expenditures

Public Services

Public Services expenditures from the General Fund include spending on our Library collections, operations at all of our locations, and providing programming to patrons of all ages.

Administration

Administration expenditures from the General Fund support the operations of our Support Services, which includes Human Resources, Facilities, Information Technology, Security, Finance, Communications, and Development.

Designated Funds

Designated funds incorporate all financial activity (sources and uses) of all funds received that were restricted or designated by a source from outside the District. Often, such funds are received for specific purposes or activities, and they generally supplement General Fund expenditures. Sources of these funds include federal, state, and local grants, and donations from individuals, corporations, foundations, and other non-profits.

Previously, all financial activity of such funds were accounted for by utilizing Special Revenue Funds (SRFs). The definition of SRFs changed, and none of these funds qualify as an SRF. The financial activity of these funds is now accounted for within the General Fund (and may be a Capital Outlay when warranted).

Special Revenue Fund

The 2024 Budget includes PPLD's remaining Special Revenue Funds (SFRs). SRFs are funds established to account for monies previously received by the District that were either restricted or designated (by the donor when applicable) for specific purposes. Due to changes in accounting literature, the District's designated funds are no longer accounted for under SFRs (as mentioned above) and are required to be accounted for under the General Fund.

The remaining funds included under SFRs are to be fully depleted over time. For purposes of this document, the SFRs that remain funded for Capital Outlay are Cheyenne Mountain Library, \$812, High Prairie Library, \$50,696, and Sand Creek Library, \$12,283. There are no budgets for use of these funds for 2024.

For financial reporting purposes, all SFRs have been combined into one fund totaling \$63,791.

Capital Project Fund

The purpose of this fund is to account for the accumulation of funds to be used on projects specifically identified and appropriated for Facilities, Information Technology, Security, and Communications, which are not funded through a Special Revenue Fund, or any designated fund included within the General Fund.

For the 2024 Budget cycle, PPLD management reviewed Capital Project Fund project spending requests totaling about \$4.4M. In the final recommendation to the Board of Trustees, management proposed \$2.723M in Capital projects to begin projects delayed in prior budget years due to budget balancing measures.

For purposes of the 2024 Budget, all Capital Funds that are financially reported as separate funds, were consolidated into a single Capital Project Fund with expenditure appropriation of \$2.723M from the available Fund Balance retained by the Capital Funds at the end of 2024.

As indicated below, the 2024 Budget includes \$1,223,000 for various Facility related projects, including \$700,000 for parking lot replacement at our East Library. Additionally, \$220,000 has been reserved for elevator modernization at East as well as \$300,000 that involve building improvements, furniture, equipment, and vehicle replacement.

The 2024 Budget also includes \$26,500 for various Communications Signage projects, \$663,332 for Security upgrades within the district, and \$810,500 for Information Technology. The appropriation for Information Technology includes three projects; two, of which, will have District-wide impact replacing Network Switches and upgrading wireless systems for \$680,000; while the third involves the acquisition of Security gates and young adult gaming PCs for the district.

Self-Insurance Fund

In 2004, the District implemented a partially self-insured health plan for its eligible employees, those who were regularly scheduled to work 30-40 hours per week. This amount below is reflective of the 6.91% increase in the renewal rate for 2024 and is based on employee enrollment that is in place for 2023.

Previously, the District provided its participating employees with at least one month without premium collection during the calendar year, given the effective use of the plan benefits resulting in fund balance savings. Beginning in 2020, the Plan's reserves have decreased to the minimum levels that the insurance company recommends due to the overall use of the Plan benefits and other issues, meaning that the District is not able to offer a premium-free month during 2023. Management will monitor the reserve balances during 2024, some of which are based on the final audited figures for 2023 (not known until June 2024) and may recommend a month of no premiums during the second half of 2024.

Three-year Comparative Expenditure Statements

Changes to Total Expenditure Budget

2024 Changes to TOTAL EXPENDITURE BUDGET					
	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>Changes</u>	<u>% Change</u>
General Fund					
Public Services	19,132,803	19,237,745	21,218,755	(1,981,011)	-10%
Public Services Administrative	8,011,582	8,199,424	8,952,674	(753,250)	-9%
Public Services Administration	119,055	132,929	206,478	(73,550)	-55%
Collection Management	2,098,012	2,140,252	2,555,261	(415,009)	-19%
Collection Management - Library Materials	4,907,967	4,835,086	4,587,626	247,460	5%
Regional History and Genealogy	642,501	653,685	732,530	(78,845)	-12%
Adult Education	244,047	437,473	870,779	(433,306)	-99%
Programming Administration	2,064,936	1,774,337	1,781,405	(7,068)	0%
Branch Administration	9,056,285	9,263,984	10,484,677	(1,220,693)	-13%
Branch Administration	664,533	649,262	688,101	(38,839)	-6%
Penrose Library	1,237,276	1,297,089	1,394,894	(97,806)	-8%
East Library	1,541,199	1,491,252	1,759,926	(268,673)	-18%
Library 21c	1,411,734	1,332,699	1,567,829	(235,131)	-18%
Cheyenne Mountain Library	457,377	476,309	535,150	(58,841)	-12%
Fountain Library	339,617	353,459	414,916	(61,457)	-17%
High Prairie Library	374,991	399,668	425,736	(26,068)	-7%
Manitou Springs Library	252,471	313,586	376,370	(62,784)	-20%
Monument Library	510,690	557,709	602,505	(44,796)	-8%
Old Colorado City Library	432,985	440,490	453,902	(13,412)	-3%
Palmer Lake Library	635	0	-	0	100%
Rockrimmon Library	461,375	505,172	597,615	(92,444)	-18%
Ruth Holley Library	363,121	394,866	461,131	(66,264)	-17%
Sand Creek Library	435,403	475,839	560,866	(85,027)	-18%
Ute Pass Library	45,772	427	-	427	100%
Calhan Library	65,877	66,732	74,766	(8,034)	-12%
Mobile Library Services	392,351	436,058	492,438	(56,379)	-13%
The Hall @ PPLD	68,879	73,365	78,531	(5,166)	-7%
Administration	14,407,730	11,846,622	14,369,348	(2,522,726)	-21%
Chief Librarian and CEO Office	265,044	291,826	385,166	(93,340)	-32%
Support Services	7,117,626	7,058,749	7,987,469	(928,719)	-13%
Support Services Administration	-	27,117	180,525	(153,408)	-566%
Human Relations Office	663,516	699,870	782,552	(82,682)	-12%
Facilities	3,571,830	3,813,327	4,144,898	(331,571)	-9%
Facilities - District-wide	957,238	1,095,265	1,133,100	(37,835)	-3%
Facilities - Penrose Library	312,582	357,319	392,526	(35,208)	-10%
Facilities - East Library	193,118	228,227	245,305	(17,078)	-7%
Facilities - Library 21c	452,402	531,182	574,533	(43,350)	-8%
Facilities - Utilities / Rents	1,656,489	1,601,334	1,799,434	(198,100)	-12%
Information Technology	2,882,280	2,518,436	2,879,494	(361,058)	-14%
Information Technology	2,407,539	2,126,199	2,439,167	(312,967)	-15%
Creative Services	474,741	392,236	440,327	(48,091)	-12%
Security	962,717	1,213,004	1,767,807	(554,802)	-46%
Finance Office	677,624	1,350,585	1,499,764	(149,179)	-11%
Communications Office	1,185,929	1,200,432	1,449,889	(249,457)	-21%
Communications	949,388	994,745	1,032,367	(37,622)	-4%
Patron Experience	-	79,494	311,464	(231,971)	-292%
Multi-Cultural	236,541	126,193	106,057	20,136	16%
Development Office	276,913	308,593	366,194	(57,601)	-19%

2024 Changes to TOTAL EXPENDITURE BUDGET

	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>Changes</u>	<u>% Change</u>
Interdepartmental	3,921,877	423,433	913,060	(489,627)	-116%
Interdepartmental - Other	3,921,877	423,433	1,513,060	(1,089,627)	-257%
ATTRITION SAVINGS	-	-	(600,000)	600,000	100%
UNDESIGNATED	33,540,534	31,084,367	35,588,103	(4,503,737)	-14%
Designated Funds (less Capital Outlay)	853,905	625,974	698,565	(72,591)	-12%
DESIGNATED (less Capital Outlay)	853,905	625,974	698,565	(72,591)	-12%
TOTAL GENERAL FUND	34,394,439	31,710,340	36,286,668	(4,576,328)	-14%
<u>General Fund Designated Funds - Capital Outlay</u>					
Designated Fund Equipment	20,688	11,139	-	11,139	100%
GENERAL FUND DESIGNATED FUNDS-CAPITAL OUTLAY	20,688	11,139	-	11,139	100%
<u>Special Revenue Fund</u>					
Designated Purpose Fund - High Prairie	36,897	-	-	0	0%
SPECIAL REVENUE FUND-CAPITAL OUTLAY	36,897	-	-	-	0%
<u>Capital Fund</u>					
Capital Reserve- Facilities	2,286,437	1,112,510	1,223,000	(110,490)	-10%
Capital Reserve-Communications	20,945	8,193	26,500	(18,307)	-223%
Capital Reserve- Security	476,790	416,075	663,332	(247,257)	-59%
Capital Reserve- Information Tech (IT)	1,546,461	588,019	810,500	(222,481)	-38%
Capital Reserve- Video Studio	3,997	-	-	0	0%
Capital Reserve- Creative Services	-	-	-	0	0%
CAPITAL FUND-CAPITAL OUTLAY	4,334,630	2,124,797	2,723,332	(598,535)	-28%
<u>Self-Insurance Fund</u>					
Self-Insured Medical	2,641,466	3,565,419	3,271,797	293,623	8%
SELF INSURANCE FUND	2,641,466	3,565,419	3,271,797	293,623	8%
2024 BUDGET	41,428,120	37,411,696	42,281,797	(4,870,101)	-13%

Changes to Operating Budget

2024 Changes to OPERATING BUDGET					
	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>Changes</u>	<u>% Change</u>
General Fund					
Public Services	6,116,996	5,940,150	6,114,018	(173,868)	-3%
Public Services Administrative	5,569,414	5,564,048	5,753,478	(189,430)	-3%
Public Services Administration	2,723	1,121	63,352	(62,230)	-5549%
Collection Management	618,737	688,342	970,700	(282,358)	-41%
Collection Management - Library Materials	4,907,967	4,835,086	4,587,626	247,460	5%
Regional History and Genealogy	39,791	27,035	47,500	(20,465)	-76%
Adult Education	196	12,464	84,300	(71,836)	-576%
Programming Administration	383,045	238,315	245,290	(6,975)	-3%
Branch Administration	164,538	137,788	115,250	22,538	16%
Branch Administration	47,559	51,309	16,000	35,309	69%
Penrose Library	14,211	11,389	10,500	889	8%
East Library	18,626	5,427	20,000	(14,573)	-269%
Library 21c	21,501	9,746	20,000	(10,254)	-105%
Cheyenne Mountain Library	11,750	11,823	5,500	6,323	53%
Fountain Library	2,936	4,954	4,500	454	9%
High Prairie Library	3,754	2,896	3,850	(954)	-33%
Manitou Springs Library	4,572	1,926	6,850	(4,924)	-256%
Monument Library	3,741	4,169	4,850	(681)	-16%
Old Colorado City Library	3,508	3,879	4,200	(321)	-8%
Palmer Lake Library	635	0	-	0	100%
Rockrimmon Library	3,379	3,978	3,500	478	12%
Ruth Holley Library	8,425	6,492	3,500	2,992	46%
Sand Creek Library	8,293	8,034	6,500	1,534	19%
Ute Pass Library	1,222	427	-	427	100%
Calhan Library	984	558	-	558	100%
Mobile Library Services	9,439	10,630	4,500	6,130	58%
The Hall at PPLD	-	150	1,000	(850)	-567%
Administration	6,021,988	5,691,972	7,817,244	(2,125,272)	-37%
Chief Librarian and CEO Office	9,864	12,865	32,648	(19,783)	-154%
Support Services	4,245,618	4,282,910	4,884,678	(601,769)	-14%
Support Services Administration	-	-	45,000	(45,000)	0%
Human Relations Office	103,615	142,158	210,971	(68,813)	-48%
Facilities	2,812,800	2,921,445	3,199,784	(278,339)	-10%
Facilities - District-wide	957,238	1,095,265	1,133,100	(37,835)	-3%
Facilities - Penrose Library	59,084	75,255	87,000	(11,746)	-16%
Facilities - East Library	56,451	60,454	71,300	(10,846)	-18%
Facilities - Library 21c	83,538	89,137	108,950	(19,813)	-22%
Facilities - Utilities / Rents	1,656,489	1,601,334	1,799,434	(198,100)	-12%
Information Technology	1,329,204	1,219,307	1,428,924	(209,617)	-17%
Information Technology	1,266,308	1,199,879	1,394,824	(194,945)	-16%
Creative Services	62,896	19,428	34,100	(14,672)	-76%
Security	59,132	52,883	92,600	(39,717)	-75%

2024 Changes to OPERATING BUDGET					
	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>Changes</u>	<u>% Change</u>
Finance Office	186,471	676,424	702,588	(26,164)	-4%
Communications Office	372,311	338,488	410,725	(72,237)	-21%
Communications	335,152	330,916	410,725	(79,809)	-24%
Patron Experience	-	-	-	0	0%
Multi-Cultural	37,159	7,573	-	7,573	100%
Development Office	116,704	149,182	180,945	(31,763)	-21%
Interdepartmental	1,031,888	179,219	1,513,060	(1,333,841)	-744%
UNDESIGNATED	12,138,985	11,632,122	13,931,262	(2,299,140)	-20%
Designated Funds	602,668	474,902	698,565	(223,663)	-47%
DESIGNATED	602,668	474,902	698,565	(223,663)	-47%
TOTAL GENERAL FUND	12,741,653	12,107,024	14,629,827	(2,522,803)	-21%
<u>Self-Insurance Fund</u>					
Self-Insured Medical	-	267,321	-	267,321	100%
 SELF INSURANCE FUND	-	267,321	-	267,321	100%
TOTAL OPERATING BUDGET	12,741,653	12,374,346	14,629,827	(2,255,481)	-18%

Changes to Personnel Budget

2024 Changes to PERSONNEL BUDGET					
	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>Changes</u>	<u>% Change</u>
General Fund					
Public Services	13,015,807	13,297,595	15,104,738	(1,807,143)	-14%
Public Services Administration	2,442,169	2,635,377	3,199,196	(563,820)	-21%
Public Services Administration	116,332	131,808	143,127	(11,319)	-9%
Collection Management	1,479,275	1,451,910	1,584,561	(132,651)	-9%
Regional History and Genealogy	602,710	626,650	685,030	(58,380)	-9%
Adult Education	243,851	425,008	786,479	(361,470)	-85%
Programming Administration	1,681,891	1,536,022	1,536,115	(93)	0%
Branch Administration	8,891,747	9,126,196	10,369,427	(1,243,231)	-14%
Branch Administration	616,974	597,953	672,101	(74,148)	-12%
Penrose Library	1,223,065	1,285,700	1,384,394	(98,694)	-8%
East Library	1,522,573	1,485,825	1,739,926	(254,100)	-17%
Library 21c	1,390,232	1,322,953	1,547,829	(224,876)	-17%
Cheyenne Mountain Library	445,626	464,486	529,650	(65,164)	-14%
Fountain Library	336,681	348,505	410,416	(61,911)	-18%
High Prairie Library	371,237	396,772	421,886	(25,114)	-6%
Manitou Springs Library	247,898	311,660	369,520	(57,860)	-19%
Monument Library	506,949	553,540	597,655	(44,115)	-8%
Old Colorado City Library	429,477	436,611	449,702	(13,091)	-3%
Palmer Lake Library	-	-	-	-	0%
Rockrimmon Library	457,996	501,194	594,115	(92,921)	-19%
Ruth Holley Library	354,696	388,374	457,631	(69,257)	-18%
Sand Creek Library	427,109	467,805	554,366	(86,561)	-19%
Ute Pass Library	44,550	-	-	0	0%
Calhan Library	64,893	66,174	74,766	(8,592)	-13%
Mobile Library Services	382,912	425,428	487,938	(62,509)	-15%
The Hall @ PPLD	68,879	73,215	77,531	(4,316)	-6%
Administration	8,385,742	6,154,650	6,552,104	(1,597,453)	-26%
Chief Librarian and CEO Office	255,181	278,960	352,518	(73,557)	-26%
Support Services	2,872,008	2,775,839	3,102,790	(326,951)	-12%
Support Services Administration	-	27,117	135,525	(108,408)	-400%
Human Relations Office	559,902	557,712	571,581	(13,870)	-2%
Facilities	759,030	891,882	945,114	(53,232)	-6%
Facilities - Penrose Library	253,498	282,064	305,526	(23,462)	-8%
Facilities - East Library	136,668	167,773	174,005	(6,232)	-4%
Facilities - Library 21c	368,864	442,045	465,583	(23,538)	-5%
Information Technology	1,553,076	1,299,128	1,450,570	(151,442)	-12%
Information Technology	1,141,231	926,320	1,044,343	(118,023)	-13%
Creative Services	411,845	372,808	406,227	(33,419)	-9%
Security	903,584	1,160,121	1,675,207	(515,086)	-44%
Finance Office	491,153	674,162	797,176	(123,014)	-18%
Communications Office	813,618	861,944	1,039,164	(177,220)	-21%
Communications	614,236	663,830	621,642	42,187	6%
Patron Experience	-	79,494	311,464	(231,971)	-292%
Multi-Cultural	199,382	118,620	106,057	12,563	11%
Development Office	160,209	159,411	185,249	(25,838)	-16%

2024 Changes to PERSONNEL BUDGET					
	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>Changes</u>	<u>% Change</u>
Interdepartmental	2,889,989	244,213	(600,000)	(355,787)	-146%
Interdepartmental - Other	2,889,989	244,213	-	244,213	100%
ATTRITION SAVINGS	0	0	(600,000)	(600,000)	-100%
UNDESIGNATED	21,401,549	19,452,245	21,656,841	(3,404,596)	-18%
Designated Funds	251,237	151,071	-	(151,071)	-100%
DESIGNATED	251,237	151,071	-	(151,071)	-100%
TOTAL GENERAL FUND	21,652,786	19,603,316	21,656,841	(3,555,668)	-18%
<u>Self-Insurance Fund</u>					
Self-Insured Medical	2,641,466	3,298,098	3,271,797	(26,301)	-1%
SELF INSURANCE FUND	2,641,466	3,298,098	3,271,797	(26,301)	-1%
TOTAL PERSONNEL BUDGET	24,294,252	22,901,414	24,928,638	(3,581,969)	-16%

Changes to Capital Outlay Budget

2024 Changes to CAPITAL OUTLAY BUDGET					
	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>Changes</u>	<u>% Change</u>
<u>General Fund Designated Funds - Capital Outlay</u>					
Bookmobile Equipment	5,594	-	-	-	0%
Video Production Equipment	4,388	2,497	-	-	0%
Food Industry Training Equipment	9,692	-	-	-	0%
IMLS Grant-IT Equipment	1,013	8,642	-	-	0%
GENERAL FUND DESIGNATED FUNDS - CAPITAL OUTLAY	20,688	11,139	0	0	0%
<u>Special Revenue Fund - Capital Outlay</u>					
Designated Purpose Fund - High Prairie	36,897	-	-	-	0%
SPECIAL REVENUE FUND - CAPITAL OUTLAY	36,897	0	0	0	0%
<u>Capital Fund - Capital Outlay</u>					
Capital Reserve- Facilities	2,286,437	1,112,510	1,223,000	110,490	10%
Capital Reserve-Communications	20,945	8,193	26,500	18,307	223%
Capital Reserve- Security	476,790	416,075	663,332	247,257	59%
Capital Reserve- Information Tech (IT)	1,546,461	588,019	810,500	222,481	38%
Capital Reserve- Video Studio	3,997	-	-	-	0%
Capital Reserve- Creative Services	-	-	-	-	0%
CAPITAL FUND - CAPITAL OUTLAY	4,334,630	2,124,797	2,723,332	598,535	28%
TOTAL CAPITAL OUTLAY BUDGET	4,392,215	2,135,936	2,723,332	598,535	28%

Changes to Capital Outlay Detail

2024 CAPITAL OUTLAY DETAIL					
	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
<u>General Fund Designated Funds - Capital Outlay</u>					
Bookmobile - Lift Gate	3,501				
Bookmobile - Install Electric Desk	2,093				
Video Production Equipment	4,388	2,497			
Food Industry Training Equipment	9,692				
IMLS Grant-IT Equipment	1,013	8,642			
TOTAL GENERAL FUND DESIGNATED FUNDS - CAPITAL OUTLAY	\$20,688	\$11,139	\$0	(\$11,139)	-100%
<u>Special Revenue Fund - Capital Outlay</u>					
<u>Designated Purpose Fund - High Prairie</u>					
Build Outdoor Pavilion	11,693				
Build Outdoor Play Space	25,204				
TOTAL SPECIAL REVENUE FUND - CAPITAL OUTLAY	\$36,897	\$0	\$0	\$0	0%

2024 CAPITAL OUTLAY DETAIL

	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
Capital Project Fund - Capital Outlay					
Capital Reserve- Facilities					
Bookmobile					
Half Wraps-Bookmobiles	4,213				
Bookmobile Upgrades	10,678				
Bookmobile Build		256,368			
	\$14,891	\$256,368	\$0	(\$256,368)	-100%
Calhan					
Building Improvement-Fence	2,793				
Roof Repair		2,895			
	\$2,793	\$2,895	\$0	(\$2,895)	-100%
Cheyenne Mountain					
Painting Allowance	11,810				
Reading/Study Room Chairs	7,484				
	\$19,294	\$0	\$0	\$0	0%
District-wide					
Asphalt Repairs & Maintenance	20,250				
Concrete Replacement	4,500				
Furniture	3,734				
Furniture Contingency	10,452				
Unforeseen Issues/Contingency	169,604				
Concrete Replacement		6,380			
Roof Correction & Maintenance		6,830			
Annual Asphalt Maintenance		39,237			
Paint Facilities Van		4,200			
Furniture Contingency		2,641			
Annual Asphalt Maintenance			30,000		
Tree Trimming			30,000		
	\$208,540	\$59,288	\$60,000	\$712	1%
East					
HVAC Controller	3,388				
Dock Concrete Repair/Replace	16,257				
Security Operations Center	6,000				
Roof Replacement	868,322				
Parking Lot Consultant		2,304			
Security Operations Center		24,440			
Fire Department Hook up Replacement		14,920			
Contingency		4,175			
Elevator Modernization			220,000		
SOC Build			65,000		
Chiller Compressor Replacement			65,000		

2024 CAPITAL OUTLAY DETAIL

	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
Parking Lot Replacement			700,000		
Contingency	7,496		25,000		
	\$901,463	\$45,839	\$1,075,000	\$1,029,161	2245%
Fountain					
Remodel Staff Room	1,560				
Adjustable Height Desks	960				
(5) Roof Top Units (RTU's) Replacement		17,243			
Remodel Staff Room		13,440			
Roof Section (4) Replacement		6,450			
Replace Adjustable Height Desk		4,944			
Paver Walkway		9,935			
	\$2,520	\$52,012	\$0	(\$52,012)	-100%
Library 21C					
Seal Coat And Restripe Parking Lots	20,000				
Back-Up Generator	89,870				
Elevator Starter & Lighting	14,270				
Collection Mgmt Meeting Room	2,825				
Culinary Lab Equipment	589				
Closet UPS	9,746				
Vehicles Replacement		43,360			
Venue ADA Ramp		3,086			
Seal Coat And Restripe Parking Lots		2,000			
Install Auto-open Doors Venue		7,585			
ADA Ramp Venue		7,500			
Programming -Replace Children's Desk		4,982			
Chiller Repair		11,268			
Entry Carpet Replacement		4,210			
Methamphetamine Bathroom Screening		2,095			
Freight Lift Modernization		24,575			
Turf Conversion-Irrigation Repairs/UPG		25,000			
Tuff Conversion to Native Grass		111,529			
Collection Mgmt Meeting Room		17,539			
Contingency	57,422		25,000		
	\$194,722	\$264,729	\$25,000	(\$239,729)	-91%
Manitou Springs - MAC					
Leasehold Imprv-MAC Access Control	6,900				
	\$6,900	\$0	\$0	\$0	0%
Monument					
Tables & Chairs replacement-Comm Rm	8,000				
Auto Door Opener-Restroom		7,500			
Auto Door Opener-Front Door		3,764			
	\$8,000	\$11,264	\$0	(\$11,264)	-100%

2024 CAPITAL OUTLAY DETAIL

	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
Old Colorado City					
Painting Allowance	10,000				
Window Cornices	3,000				
Custom Table Top Screen	6,000				
Tables Chargers & Computers	1,868				
Replace Carpet		3,100			
Replace Meeting Room Tables & Chairs		794			
Bookdrop		7,147			
Table and Chairs		2,985			
Garden Clean up		875			
Staff Office Wall Correction			4,000		
Window Screen			5,000		
	\$20,868	\$14,901	\$9,000	(\$5,901)	-40%
Palmer Lake					
Carpet Replacement	8,500				
Replace Service Desk	9,154				
Auto DoorOpener-Front Door		3,731			
Install Floor Outlet		1,986			
	\$17,654	\$5,717	\$0	(\$5,717)	-100%
Penrose					
HVAC Controller	3,388				
Upgrade Fire System-The Hall	3,885				
Roof Replacement & Consultant	749,921				
Personal Belongs Lockers	7,986				
Teen Center Consultant	7,789				
Mezzanine Redesign	5,228				
Enclose Lower Classroom	4,800				
Painting Allowance	9,150				
Replace Existing Parking Meter	5,364				
Chairs For Adult Education	2,400				
Adjustable Height Tables	5,749				
Contingency	77,525				
The Hall Roof Repair		1,975			
Admin and Staff Cabling Infrastructure		4,097			
Add A/C to Network Closet		15,000			
Staff Workroom Renovation		2,967			
Antlers Garage Façade Paint		9,798			
Antlers Garage Tuck Pointing		9,480			
Replace Existing Parking Meter		27,518			
Adult Area Tables		5,000			
Tables & Chairs - Adults		11,007			
Service Point Chairs		2,636			
Security Improvements-Irrigation Adjustment		5,000			
Exterior Panel Caulking		43,489			
Security Improvements-Branch Shelving		21,302			

2024 CAPITAL OUTLAY DETAIL

	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
Office Expansion		10,243			
Garden Clean up		875			
Campus Methamphetamine Remediation Project		26,708			
Chiller Replacement / Chiller Controls Repair		62,500			
The Hall Classroom Project		43,350			
Garage Door Replacement			15,000		
Tower Dirt Separator			35,000		
	\$883,185	\$302,945	\$50,000	(\$252,945)	-83%
Rockrimmon					
Public Restroom Improvement		666			
Flood Mediation		17,433			
Front Door Auto Opener			4,000		
	\$0	\$18,099	\$4,000	(\$14,099)	-78%
Ruth Holley					
Adult Ed Adjustable Height Desk		1,037			
	\$0	\$1,037	\$0	(\$1,037)	-100%
Sand Creek					
Restroom Refresh	921				
Replace Staff Chairs	4,686				
Staff Chairs		1,526			
Sewer Line Replacement		75,191			
	\$5,607	\$76,717	\$0	(\$76,717)	-100%
Ute Pass					
Door Replacement		699			
	\$0	\$699	\$0	(\$699)	-100%
Total Capital Reserve- Facilities	\$2,286,437	\$1,112,510	\$1,223,000	\$110,490	10%
Capital Reserve-Communications					
Upgrade To Drupal-Communications	5,981				
SA Signage Refresh	7,475				
MO Signage Refresh	3,000				
PA Signage Refresh	984				
RO Signage Refresh	2,500				
LI Signage	1,005				
CH Signage Updates		4,395			
EA Signage Updates		899			
RHG Signage Updates		899			
UT Signage Updates		2,000			
RU Signage					
Contingency			5,000		
RU Exterior Signage Update			5,000		
RO Interior Signage update			5,500		

2024 CAPITAL OUTLAY DETAIL

	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
HI Interior Signage Update			5,500		
UT Interior Signage Update			5,500		
Total Capital Reserve-Communications	\$20,945	\$8,193	\$26,500	\$18,307	223%
Capital Reserve- Security					
Security Monitors 16 Locations	6,741				
Hytterra PoC Radio System	45,000				
Security Device Charger	40,969				
Security System	36,582				
MAC-Security	2,563				
Access Control	311,289				
Body Cameras	6,000				
Surveillance System	22,646				
Laptop-Staff	3,600				
Security Oncall Tablet	1,400				
Security Monitors 16 Locations		11,452			
Surveillance System		36,772			
Access Control		298,293			
Security System		69,558			
Technology updates for MO, CH, SA			250,000		
Carnegie Security Updates			93,000		
Penrose Exterior Storage			30,000		
Contingency			290,332		
Total Capital Reserve- Security	\$476,790	\$416,075	\$663,332	\$247,257	100%
Capital Reserve- Information Tech (IT)					
Report Servers	15,246				
Self-Check & Security Gates	485,000				
Telecommunications Switches	272,143				
Automated Material Handling Bins	15,938				
Unforeseen Issues/Contingency	24,054				
Printers & Copiers	10,019				
PC Purchases	405,206				
Network Switches/UPS (Erate)	135,033				
Cabling Infrastructure	20,348				
ILS/RFID Printers/Scanners/Peripherals	38,052				
A/V Equipment Standardization	65,802				
Multi-function Device/Copier	1,500				
Offsite Datacenter Project	10,045				
Specialized 3D Laptop	1,786				
End Points-MAC	1,336				
Phones-MAC	2,557				
Cabling Infrastructure	41,596				
ILS-MAC	800				
CM Zebra Barcode Printer		3,633			
CM Thermal Receipt Printers		4,347			
AWE Literacy Stations		71,189			

2024 CAPITAL OUTLAY DETAIL

	<u>2022 ACT</u>	<u>2023 EST</u>	<u>2024 OAB</u>	<u>\$ Variance</u>	<u>% Variance</u>
PC Purchases		139,722			
RHG ScanPro 3500		8,618			
Network Switches/UPS (Erate)		56,076			
Cabling Infrastructure Repairs		7,646			
Telecommunications		138,956			
ILS Peripherals		39,158			
A/V Equipment Standardization		108,674			
HR Performance Management Tool		10,000			
Security Gates- District Wide			108,000		
ZAYO- E-Rate (Internet) (ERATE)			300,000		
Meraki (Network Access Points) (ERATE)			280,000		
SmartNet (Switch Maintenance) (ERATE)			100,000		
Young Adult Gaming PCs 21c (4) EA (5)			22,500		
Total Capital Reserve- Information Tech (IT)	\$1,546,461	\$588,019	\$810,500	\$222,481	38%
Capital Reserve- Creative Services (CrS)					
Equipment Replacement	1,497				
Laptop-Staff	2,500				
Total Capital Reserve- Creative Services (CrS)	\$3,997	\$0	\$0	\$0	0%
TOTAL CAPITAL PROJECT FUND -					
CAPITAL OUTLAY	\$4,334,630	\$2,124,797	\$2,723,332	\$598,535	28%
TOTAL CAPITAL OUTLAY	\$4,392,215	\$2,135,936	\$2,723,332	\$587,396	28%

Departmental Overviews

Administration

Administration includes the Office of the Chief Librarian and CEO consists of the Chief Librarian, Executive Assistant to the Chief Librarian, Deputy Chief Librarian, and Internal Communications and Special Projects Manager. Under supervision of the Board of Trustees, the office supports the District’s mission by formulating and implementing short and long-range goals in alignment with the District’s Strategic Plan. The office has responsibility for assuring the integrity and excellence of customer service, community engagement, and the use of District staff, collections, and resources through the direction of all library operations and has responsibility for establishing budgets and ensuring effective and efficient management practices throughout the District.

Adult Education

PPLD’s Adult Education program provides many learning opportunities for adults in the area, including the Career Online High School diploma program, English as a Second Language classes, Path to Citizenship classes, and ABE and ASE classes to provide basic skills and self-confidence to pass the GED, TASC or HiSET exams, obtain or improve employment, and/or begin college.

Branches

The Branches department oversees the operations of 16 facilities and three Mobile Library Services vehicles which provide library services across 2,070 square miles of El Paso County.

aim to provide patrons with a positive experience that will impact their lives by providing resources that help to engage and transform their experience.

Collection Management

Collection Management functions include selection, ordering, cataloging, and processing of materials for the PPLD Collection; administration and optimization of the library system software and related services or products; and coordination of District-wide circulation processes and supplies. Interlibrary Loan is also part of Collection Management and has a separate budget. The largest portion of the Collection Management budget is designated for collection materials.

Communications

The Communications office works to unify and strengthen PPLD's brand to ensure cohesion, consistency, and accountability. It strives to increase awareness, understanding, and use of the Library's resources, services, and facilities. It fosters strong engagement and input from community members and entities to position the Pikes Peak Library District as a key asset, partner, and thought leader in the community and of library systems.

Development

The Development office oversees fundraising efforts for the District, operates the PPLD Foundation, and acts as liaison between the Library District and the Friends of the Pike Peak Library District.

Facilities

The Facilities department is responsible for operations, maintenance, and repair of buildings, grounds, and utility infrastructure for the district's 15 library locations. The department also oversees contracts and providers for services including janitorial, carpet cleaning, HVAC and elevator maintenance, and grounds maintenance, and manages internal courier service, mailing, and lease agreements. The team is also responsible for the fleet of Library vehicles and acquisition and maintenance of all furniture and facility-related equipment and plays a major role in planning and management of the District's annual capital projects.

Finance

The Finance Office is critical to fulfilling the provisions of both the Strategic Plan and the Mission Statement, be it community, resources, innovation/creativity, service, internal staff, accountability or in impacting individuals and building community. Finance helps keep the daily operations ongoing by paying our vendors and employees. Finance also ensures our accounting is in order, meets statutorily enforced reporting deadlines, and provides business advice and information to help guide sound decisions by Library management.

Human Resources

Human Resources ensures fair pay, compliant with Equal Pay for Equal Work Act Objective. HR also oversees recruitment and retention, identifies skill deficiencies in our staff and develops our staff to be top performers, and provides high quality employee relations support, and creates an intentional culture in the areas of EDI, ADA, and staff accountability.

Interlibrary Loan

Interlibrary Loan service provides a way for El Paso County residents of the PPLD to obtain library resources throughout the state of Colorado, United States and Canada. PPLD requests materials from, and supplies materials to, other libraries according to principles and procedures established in the Interlibrary Loan Code for the United States.

Information Technology

IT is split into two work groups: Infrastructure and End User Services. Infrastructure oversees development of IT architecture and improving cybersecurity. The End User Services team maintains all equipment and software used by patrons and Library staff.

Programming

Programming focuses on planning and coordinating services and programs for patrons of all ages in our community. The department includes librarians who specialize in different age groups and Equity, Diversity, and Inclusion efforts in our programming. They are responsible for large programs such as Summer Adventure for kids and teens, All Pikes Peak Reads, Mountain of Authors, Winter Adult Reading Program, Human Library, and more.

Public Services

Public Services consists of Programming, Branches, and supports the District's mission through strategic leadership in system-wide public services operations and services; integrates services, collection, and technology to meet the diverse needs of the entire community; ensures that intellectual freedom remains at the forefront of all services and that the District provides the broadest possible access to information and resources.

Regional History and Genealogy

The Regional History and Genealogy provides our local region with access to a wide range of historic materials that support our community in connecting with their past. Staff care for and preserve the historic resources reflecting the Pikes Peak region community and engage the community to connect the history of the region with residents.

Safety, Security, and Community Resources

The Security department ensures public and staff safety and enforcement of library policies, procedures, rules, and regulations. They work closely with the IT department to identify and install upgrades to security systems across the District that are outdated and/or in need of repair. They also help coordinate access to resources for patrons experiencing mental health, substance abuse, unstable housing, or exclusion issues.

Signed Budget Resolutions

RESOLUTION TO ADOPT AND APPROPRIATE THE 2024 BUDGET

A resolution summarizing expenditures and revenue for each fund, adopting a budget, and appropriating funds as outlined below for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2024 and ending on the last day of December 2024.

WHEREAS, pursuant to Colorado Local Government Budget Law, the Board of Trustees of the Pikes Peak Library District must adopt the annual budget for 2024 by January 31, 2024; and

WHEREAS, the 2024 Original Adopted Budget must recognize revenues and have available fund balance sufficient to cover the appropriated expenditures set forth in the annual budget; and

WHEREAS, a Preliminary Balanced Budget for 2024 was submitted by the Chief Financial Officer to the Board of Trustees on September 26, 2023, as required by Colorado Local Government Budget Law; and

WHEREAS, pursuant to the notice published in accordance with Colorado Local Government Budget Law, the proposed 2024 budget has been open for inspection by the public since September 26, 2023; and

WHEREAS, public hearings were held by the Board of Trustees on October 18, 2023 and November 15, 2023 in order to provide interested citizens an opportunity to file or register any comments or objections, and to review evidence and hear testimony as presented to the Board on the proposed 2024 budget; and

WHEREAS, up to and including this date, said proposed budget has been open for inspection by the public and interested citizens to be given an opportunity to file or register any objections to said proposed budget pursuant to Colorado Local Government Budget Law; and

WHEREAS, Attachment A outlines the revenue, expenditures and fund balance details of the 2024 budget; and

WHEREAS, all expenditure changes made to the Preliminary Balanced Budget to revenue and available fund balances are incorporated in the Original Adopted Budget, as required by Colorado Local Government Budget Law; and

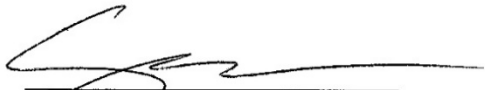
NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES;

Section 1. That the budget as submitted, amended and summarized in Attachment A, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year 2024. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose:

General Fund	\$ 30,138,569
Capital Fund	\$ 2,723,332
Self-Insurance Fund	\$ <u>2,644,269</u>
Total	\$ 35,506,170

Section 2. That the budget hereby approved and adopted shall be signed by the Chief Librarian/Chief Executive officer, filed with the Colorado Department of Local Affairs, Division of Local Government, and made a part of the public records of the Pikes Peak Library District.

ADOPTED, this 9th day of January 2024.



Scott Taylor, Vice President
Board of Trustees

RESOLUTION TO AMEND THE FUNDS APPROPRIATED FOR THE 2024 BUDGET

A Resolution to amend the funds appropriated for the 2024 Budget for Pikes Peak Library District.

WHEREAS, a public hearing was held by the Board of Trustees on January 9, 2024, in which the Board of Trustees, in Section 1 of a Resolution dated January 9, 2024, did appropriate the 2024 Budget in the amount of

General Fund	\$ 30,138,569
Capital Fund	\$ 2,723,332
Self-Insurance Fund	\$ 2,644,269
Total	\$ 35,506,170

WHEREAS, subsequent to the January 9, 2024 Budget Meeting, members of the Board of Trustees were informed that fund amounts presented for appropriation, as listed above, were incorrect due to inadvertent error; and

WHEREAS, the Board of Trustees were also informed that expenditures, and specifically expenditures shown by fund on the 2024 Budget Summary document as presented on January 9, 2024, are true and correct; and

WHEREAS, given the above information, the Board of Trustees wishes to rescind the dollar amounts appearing in Section 1 of the January 9, 2024 Resolution, in which the Board approved an appropriation allotted to the individual funds shown above and reappropriate the correct amounts as presented on the Budget Summary document at the Budget Meeting held on January 9, 2024; and

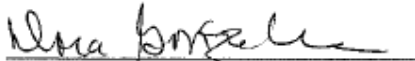
NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

That the expenditures, as presented on the approved and adopted budget, and specifically the Budget Summary of the 2024 Budget on January 9, 2024, be recognized as the true and correct appropriated amounts of the Pikes Peak Library District for the year 2024. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose, retroactive to January 9, 2024:

General Fund	\$ 36,286,668
Capital Fund	\$ 2,723,332
Self-Insurance Fund	\$ 3,271,797
Total	\$ 42,281,797

The dollar amounts appearing immediately above this sentence shall replace those appearing in Section 1 of the January 9, 2024 Resolution.

ADOPTED, this ____ day of February 2024.



Dora Gonzales, President
Board of Trustees

Signed Mill Levy Resolution

RESOLUTION TO SET MILL LEVIES

A resolution to establish and approve the certification of the Pikes Peak Library District's mill levy for the 2023 property taxes payable in 2024 and allocating revenues from such property taxes and the specific ownership tax among the District's various Funds.

WHEREAS, the El Paso County, County Assessor has certified the value of all real property in the Pikes Peak Library District for the year 2023 (for taxes to be collected in the year 2024) in the total net assessed valuation amount of \$11,699,591,370; and

WHEREAS, the Board of Trustees of the District desires to establish the amount of property tax revenues to be collected from levies against the valuation of all taxable property located in the District; and

WHEREAS, the Board of Trustees of the District, in compliance with TABOR, establishes the amount of property tax revenues to be collected that will not exceed the maximum amount of property tax revenues the District is allowed to receive under the TABOR amendment; and

WHEREAS, the District is authorized to recover revenues lost through abatements, said amounts to the District, being 0.014 mills in the amount of \$158,597;

WHEREAS, the Board of Trustees has the discretion to allocate the levy of 3.047 mills plus 0.014 mills from abatements for a total of 3.061 mills among the various funds of the District, which funds for the year 2024 are the General Fund, Capital Fund, and Self-Insurance Fund as follows; and

General Fund	2.586
Capital Fund	0.234
Self-Insurance Fund	<u>0.227</u>
Total	3.047

WHEREAS, in addition to revenues collected from the levy upon all such taxable property in the amount of \$30,138,570, the Board of Trustees desires to allocate to the General Fund those revenues anticipated to be collected from the Specific Ownership Tax, which revenues for the year 2024 are anticipated in the amount of \$3,500,000; and

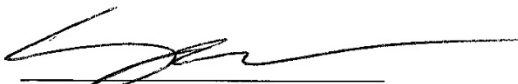
WHEREAS, the Board of Trustees of the Library District has adopted the annual budget in accordance with Local Government Budget Law on January 9, 2024, and:

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

Section 1. That for the purpose of meeting general operating expenses and to help defray the costs of government for the Pikes Peak Library District for the year 2024, there is hereby levied a tax of 3.061 mills (comprised of a general operating mill levy of 3.047 mills and an abatement mill of 0.014) upon each dollar of the total valuation for assessment of all taxable property within the District for the 2023 assessment year.

Section 2. That the Chief Financial Officer of the Pikes Peak Library District is hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the Pikes Peak Library District as hereinabove determined and set.

ADOPTED, this 9th day of January 2024.



Scott Taylor, Vice President
Board of Trustees

Public Services Report November and December 2023

Compliments

From patrons to Collection Management: *Thank you so much. As always the Pikes Peak Library District comes through. As a native of Colorado Springs I have used your services for a long time as sources of entertainment, information, and inspiration. Also, The PPLD is a great resource and always very helpful.*

Adult Education

Access

Chef Instructor Scott Crum held Scone and Fig baking classes for the public.

Communications

Tarah Ruff communicated with patrons regarding the loss of ValueLine. She did a great job fielding many unhappy patron complaints and informed them about Morningstar, an alternative database for their research needs.

Community Connections

Deya Rohe, Career Navigator, continues to find and develop relationships with community partner organizations throughout the Pikes Peak Region.

Staff

The Holiday party for staff was held at Lemon Lodge where staff could try out the slalom machine.

Branches

Access

On November 7, Alli Brooks oversaw the Rock the Vote: Rock Painting program hosted by the League of Women Voters at East Library. The program attracted six attendees who learned about the Constitution, Bill of Rights, and the importance of voting.

Accountability

In November, Young Adult Librarian and PPLD's Gaming Liaison Cathy Wood performed maintenance for board games that PPLD circulates. This task includes replacing pieces with 3D printed pieces and evaluating donations to be included in the collection.

Cheyenne Mountain Library received official certification as a Family Place Library in November and Brittany McNeal continues to renovate the Children's Area to optimally support the Family Place goals and objectives. Facilities helped to remove, paint, patch carpet, and move items around in the space, and IT helped set up the homework computer stations.

Communications

Library 21c hosted multiple field trips and tours throughout November. These included Quen Palmer Elementary, Patrick Henry Elementary, New Summit Charter Academy, and Vista Ridge High School.

In November, Shannon McDonald sat on a Focus Group for Fountain Fort Carson School District 8. The focus group presence in the community and its engagement with other community organizations, and workforce readiness for their students.

Community Connections

Monument Library was a host location for the Tri-Lakes Care Giving Tree. High Prairie hosted an Angel Tree this year provided by the Resource Exchange of Falcon.

Old Colorado City Library officially launched an art gallery in November! Previously, the art gallery was downstairs in the community room, which wasn't always accessible for patrons to view the local artwork. They found a new way to display local artists' work by investing in small easels artists can use to place their artwork and are displayed on the north side of the building on top of the bookshelves.

Physical and Virtual Spaces

Five Mobile Library Services drivers participated in a 4-hour Skid Recovery training offered by a partner of the Special Districts Pool.

Sand Creek Library closed December 11 to begin the several weeks of replacing the sewer line under the building. Staff were temporarily assigned to other locations during the closure.

Bradley Butzin worked with other departments to improve the teen space at Ruth Holley Library including the installation of the Nintendo Switch from YAS, the acquisition of RFID tags from Collection Management, and the development of marketing materials with Communications.

Staff

Tess Warren took on an executive board position as the Vice-Chair at CONO.

Eight staff from branches completed the Winter Leadership Cohort.

Collection Management

Access

PPLD reached a new milestone in OverDrive, surpassing three million annual checkouts in 2023 for the first time. The lucky eBook checkout happened at 11:30 p.m. on 12/30 and was *The Ceramics Bible Revised Edition: The Complete Guide to Materials and Techniques* by Louisa Taylor.

Interlibrary Loan obtains materials to fulfill patron requests from a wide variety of libraries. In December, an item was sent from The Pentagon for a PPLD patron.

Top 20 circulating titles in 2023

Item Format	Title	Author	Checkouts
DVD	A man called Otto		1,273
DVD	Guardians of the Galaxy, volume 3		1,104
DVD	The whale		1,095
BIOGRAPHY	The girls who stepped out of line APPR 2023 : untold stories of the women who changed the course of World War II /	Eder, Mari K.,	1,088
DVD	Avatar: the way of water		975
FICTION	Simply lies /	Baldacci, David	954

FICTION	Lessons in chemistry /	Garmus, Bonnie	953
DVD	Puss in Boots. The last wish		930
CHILDRENS FICTION	The truth as told by Mason Buttle /	Connor, Leslie,	915
FICTION	Storm watch /	Box, C. J.,	901
DVD	Black Adam		843
FICTION	Desert star /	Connelly, Michael,	829
FICTION	The boys from Biloxi /	Grisham, John,	821
DVD	Black Panther, Wakanda forever		809
CHILDRENS FICTION	Harry Potter and the Order of the Phoenix /	Rowling, J. K.	801
NONFICTION	Spare /	Harry,Prince, Duke of Sussex	796
DVD	Amsterdam		782
DVD	Jurassic World. Dominion		766
DVD	Top Gun. Maverick		766

Accountability

Preparation for the Sand Creek Library closure included patron notification emails, extension of due dates, suspension of patron holds, and other tasks to ensure patrons had minimal negative impact.

With some discussion, PPLD's primary eBook vendor was able to change their invoicing procedure to a monthly invoice, greatly reducing the time Finance staff need to process the invoices.

Physical and Virtual Spaces

Planning began for the Penrose Library closure to enhance security in the building. Perhaps the most labor-intensive project is the reduction of the shelving height. The Circulation Services Coordinator met with the shelving vendor and the Facilities Project Manager to determine the needs for the project. There were numerous meetings with various library staff to strategize layout to maintain the collection's size.

An upgrade for the PPLD Mobile app was tested, and issues were reported to the vendor and addressed to prepare for the January rollout.

Staff

Six staff shadowed with different work groups in Collection Management, including the Materials Processing team, the Interlibrary Loan team, and the Acquisitions team.

Programming

Access

In 2023, PPLD partnered with Who Gives a Scrap to host ten Scrap Exchanges throughout the District where patrons bring in their unused and unwanted scrap material in exchange for someone else's material. For the ten programs PPLD hosted with them, WGAS collected over 6,771 pounds of craft material and saw 783 patrons.

Students of the Colorado School for the Deaf and Blind Bridges to Life visited PE and LI to learn how to use the self-check machines, received an in-depth tour of the studio space, and learned about the offerings beyond books that are available at the library.

Nature's Educators presented the Homeschool Science: Creatures of the Night, on November 17, 2023, at East Library, which was attended by 166 people.

Local author and astronaut Roy Bridges, Jr., presented at Library 21c on Thursday, Dec. 7. With 35 in attendance.

The 6th Annual Yule Ball event on December 16th at The Hall with 139 people in attendance to see magicians, professional face painting, a professional DJ, balloon twisting, and wild animals.

Accountability

Jennifer Eltringham trained Creative Services staff in collecting data about makerspace and studio usage.

Communications

The 2024 initiatives list was finalized. National calendars were referenced to determine which initiatives to keep, which have existing resources, and which should become library events instead. Establishing this list makes it easier to keep up with the initiatives and gives clear directions on what needs promotional materials from Communications.

Community Connections:

[Community Conversation on Hunger and Homelessness Awareness](#) was offered in November and included panelist Angela Roberts (Pikes Peak Community Health Partnership), Beth Roalstad (Homeward Pikes Peak), Crystal Karr (City of Colorado Springs), Joel Siebersma (Springs Rescue Mission) and Sgt. Olav Chaney (Colorado Springs Police Department Homeless Outreach Team).

Bilingual ASL and English Storytimes are offered through a partnership with Colorado School for the Deaf and the Blind to broaden their access to families with Deaf and Hard of Hearing children.

The Programming Department updated the MOU in regard to the Workforce Readiness Program.

Homeschool Book Blast was hosted on December 8, 2023, at East Library. Thirty-four students prepared creative reports in this celebration of books and reading.

For 2023, FCS provided over 400 school sessions and reached over 18,000 students.

Physical and Virtual Spaces

Senior Programming had the Patrons of Influence program featuring Military Veterans in the El Paso Community recorded for viewing on the PPLD YouTube page.

Senior Programming held its first virtual / in-person hybrid art class to provide more access for patrons. The class was well attended and included the first patron student from Kazakhstan.

Regional History & Genealogy

Access

With the assistance of PPLD IT, the 24-year old archival database of the Gazette and other papers, that comprises the popular resource Pikes Peak NewsFinder, was successfully captured from its ailing and aged server. Work has begun on cleaning up the data for a 2024 release on our new platform, Recollect.

Regional History & Genealogy joined the ranks of Auburn Avenue Research Library, Everett Public Library, Rochester Public Library, San Francisco History Center, and the ArQuives (Of Canada), as we are included on a grant that the Internet Archive has submitted toward the digital preservation of collections related to under-represented communities.

Prompted by an upcoming exhibit on Clarence Shivers at the Fine Arts Center, Cara Ramsey processed material from MSS 0200 (Pikes Peak Library District Records) related to Clarence and Peggy Shivers. The newly processed material was then used by the FAC director, Michael Christiano, for researching the upcoming exhibit.

Accountability

Cara Ramsey finished sorting through known unaccounted material (excluding the vault), which includes materials that were undocumented, not accessioned, or whose provenance was unknown. These materials have now been accessioned in our Collection Management software and are properly stored as they await processing. Additional duplicate or unwanted material has been discarded.

Community Connections

John Jarrell, Jamie Wagner, and Michael Doherty crafted a comprehensive plan for RH&G programming in 2024. The lineup features 36 Genealogy classes (24 advanced and 12 introductory), the three components of the Pikes Peak Regional History Symposium (comprising a film festival, an in-person symposium, and a virtual symposium), the transformation of "We Have a Story" into an oral history online exhibit, and the return of "Spooky Stacks" – an intriguing behind-the-scenes glimpse into the department with a spooky theme.

Additionally, the department is set to enrich its calendar with five new programs, encompassing "When East Was East" (a hybrid physical and virtual exhibit exploring the history of development around East Library), a presentation on Ruth Banning Lewis in conjunction with the Pioneer's Museum, "If Your Walls Could Talk" (a class focused on researching properties in the Pikes Peak Region), "Genealogy & DNA," and "Jewish Genealogy."

John Jarrell collaborated with a local Jewish organization to organize research and arrange an introductory program on conducting genealogical research of Jewish ancestors, in commemoration of Jewish Heritage Month 2024.

Public Services Report January 2024

Compliments

A thank you from Jennifer Mathews, the librarian at the Colorado School for the Deaf and the Blind, regarding a donation of Playaways from PPLD: *I just wanted to take a moment to once again tell you thank you for the Playaways that you allowed me to pick out and donated to our library. They have been a HUGE hit with our blind and visually impaired students!! And what you donated doubled my collection!*

Adult Education

Access

Orientation for new students for the GED Prep and ESL classes was held and run by Britt Bloom, Danielle Seltenright, and Drew Gotor. There were 20 more GED and 18 more ESL students, giving a total of 53 GED Prep students and 60 ESL students.

Accountability

Sandy Hancock continues to meet with Finance to keep AEFLA and IELCE grant reimbursements up to date.

Urszula Ciara uploaded all class information into LACES and performed weekly input of data.

Sandy Hancock serves on the Board for the Pikes Peak Workforce Development.

Community Connections

Deya Rohe and Sandy Hancock toured United Way's Family Success Center.

Deya, Sandy and Britt Bloom met with staff from the Community Cultural Collective to talk about Opus Creative Kitchen apprenticeship program and other offerings.

Tarah Ruff met with Shaula Lippert from Colorado Springs for Small Business Advancement.

Ben Kegley is meeting with Springs Rescue Mission to review Northstar offerings.

Deb Hamilton serves on the Board for Court Care and is also on the Governance Committee. She also works with the Renter's Rights group and they are setting the plan for this year's programs.

Physical and Virtual Spaces

Adult Education classes are held in the Ruth Holley Library and virtually via Zoom.

Staff

Britt Bloom started the EDU134 course which is a grant requirement for all instructors.

Katie Edson is working on the required certification for the Foundation Directory. She also negotiated a good deal with a non-profit database.

Branches

Access

Mobile Library Services offered makeup stops in Black Forest, whose patrons would have otherwise missed service due to New Year's Day and the Dr. Martin Luther King Jr holiday. During the stop, the staff checked out 775 items.

Annie Spencer from Old Colorado City Library assisted a teacher who needed tutoring resources for new students from Afghanistan that speak mostly Pashto and minimal English. Annie was also able to find other local services to help them as well.

Once open, Sand Creek Makerspace increased open hours to provide more opportunities for patrons to access the equipment. The space now has availability Tuesday through Saturday.

Accountability

East Library's north staff entrance was closed for about three weeks to replace a FDC (fire department connection). The work on the FDC could not be completed due to piping found underground that was determined to be out of standard by all parties involved. This has triggered a new project plan that is under review and will require extensive engineering and city approval. The north staff entrance is accessible for staff again while The Library waits for the approval of all parties involved.

Communications

Many Penrose Library staff members addressed concerns about the upcoming closure. The staff assured the patrons that the collection is not decreasing, and the closure is designed to address safety concerns for the public and staff. Some staff offered suggestions about where to go in the meantime, including nearby branches.

Staff from Fountain Library attended an outreach at Aragon Elementary for the Special Education Action Committee for Fountain Fort Carson District 8. They brought a Facilities Master Plan Input Board and interacted with attendees.

Community Connections

Fountain Library worked with Fountain Valley Communities That Care to host the Fountain Valley Resource Exchange in our Community Room for the Month of January

High Prairie renewed its Partnership Agreements with Silver Key and Fresh Start Center for 2024.

Manitou Springs Library staff attended an outreach event for the Great Fruitcake Toss at Memorial Park in Manitou Springs. Celia Egghart and Emily Baker had a rock painting craft for kids, gave away free library swag, and had patrons participate in the Facilities Master Plan Survey.

Physical and Virtual Spaces

The second piece of the Fountain Paver project was completed in January. Old pavers were starting to deteriorate and tree roots were raising the paver stones creating some issues for those with mobility concerns.

Sand Creek Library was closed for plumbing repairs from December 11, 2023 to January 22, 2024. The branch reopened on January 23. Facilities was able to have new floors installed in both public restrooms upon the completion of construction work and arranged for a deep clean of the building.

Staff

Several branch staff attended the new Programming Onboarding training sessions.

Collection Management

Access

In 2023, over 30,000 items were loaned to other libraries or borrowed from other libraries for PPLD patrons through Interlibrary Loan (ILL). In January 2024, ILL was used by 1,000 PPLD patrons.

Seven history-oriented magazine titles have ceased print publication: *American History*, *Aviation History*, *Civil War Times*, *Military History*, *Vietnam*, *Wild West*, and *World War II*. Luckily, all of these titles are currently available on OverDrive as eMagazines.

The Cataloging and Materials workgroups embraced their flexibility while handling larger than usual amounts of incoming materials and a vacant cataloger position. Processes were adjusted to help expedite materials to circulation. Other staff in Collection Management helped by transferring items to their intended libraries.

Accountability

Collection Management staff and staff from the libraries, Mobile Library Services, and Regional History & Genealogy executed the annual Random Sample Inventory in January. This is done as part of the annual audit.

The Integrated Library System (ILS) Administrator provided data to the Facilities Master Plan contractor to help with analysis of library use.

Community Connections

In 2023, over 2,700 items were donated to community organizations from PPLD, consisting of items removed from the collection and materials donated to the Friends of the Library. The organizations included assisted living facilities, area schools, Mt Carmel Veterans Service Center, El Paso County Criminal Justice Center, community literacy events, and cultural groups.

The Acquisitions Manager coordinated with the Colorado College Fine Arts Center to loan PPLD books in support of an upcoming exhibit on Clarence Shivers.

Physical and Virtual Spaces

Preparation for the Penrose Library closure was in high gear during January. Tasks included planning the order of shelf disassembly and removal (for transport to the welding shop), determining the labor needs, suspending patron holds, extending checkout due dates, providing alternate locations to retrieve Interlibrary Loans, and other logistical details to ensure project completion with minimal patron disruption.

Programming

Access

The Programming Department attended an Intergenerational Training presented by the Colorado State Library. The presenters offered new statistical information about demographic trends in Colorado and led the group through several reflection exercises to help guide programming planning.

Flyers for the Jean Ciavonne Poetry Contest have been distributed to all the 4th and 5th grade teachers at schools served by PPLD.

The Space Foundation Discovery Center challenged 115 patrons at Homeschool Science: Space Technology. Patrons experimented with 3D pens and designed a spacesuit that would keep an astronaut safe.



The mini Beanstack challenge for January, Cozy Up with a Good Book, had 530 participants and 127 completions. Many adults were able to take advantage of this mini challenge while waiting for Winter Adult Reading to start and were able to familiarize themselves with Beanstack before WARP began.

Communications

The application for exhibitors has launched for All Pikes Peak Makes! The Programming Department has begun outreach to both returning and new potential participants.

Community Connections

The Programming Department attended the School Choice Fair at Great Wolf Lodge. They interacted with close to 250 people, created or solved 10-15 library card issues, and promoted resources. Even our strong supporters were surprised to learn some of the things that we offer! This was a great opportunity for resource sharing with about 800 people attending the event.

Physical and Virtual Spaces

District Discoveries were placed in various Little Free Libraries throughout town to promote WARP (Winter Adult Reading Program).

Staff

The Programming Department provided Family and Children's Services, Young Adult Services, and Adult Services (including the senior, makerspace & studios, non-profit, business, and law librarians) onboarding for new branch staff, the staff on the programming team (to learn their new team members responsibilities) and a refresh for branch staff or back up staff. The goal is to provide this onboarding quarterly to help branch staff learn about Public Services, what their responsibilities are depending on the service area they support, who on the Programming team act as point for specific responsibilities, spaces, collections, and much more!

Regional History & Genealogy

Access

Regional History and Genealogy staff prepared for the Penrose Library closure by arranging for patron services to be available as much as possible, including databases and microfilm. They

also worked with IT to set up voicemail and new extensions so that patrons might access staff and services more easily during the closure.

Staff are working through the Pikes Peak NewsFinder raw data and fixing errors in preparation for its intake into our new digital access management system, Recollect, later this year.

Accountability

Unaccounted and unprocessed material in the RH&G vault continues to be investigated and processed as much as possible. Many items do not have information available, or records of their accession. An example of a recent find are papers related to General Palmer (one with his signature) and a small coin set from the early 20th and early 21st centuries bearing his image.

In January, the staff planned projects to be undertaken, or continued, during the Penrose Library closure in February and March. Some of the items they will be working on include new LibGuides for frequently asked questions, genealogy classes, and how to research one's own home (a popular question).

Community Connections

In collaboration with the Pioneer's Museum, John Jarrell delivered a lecture titled, "Ruth Banning Lewis: Rancher, Politician, Businesswoman," which attracted a full house of 99 attendees.

Teona Shainidze-Krebs, Community Services, and Regional History & Genealogy staff hosted the reception for the "We Have a Story" exhibit at the East Library which showcased photographs taken by unhoused youth. The event attracted about sixty attendees and received coverage from multiple local media outlets.

John Jarrell contributed to filming scenes for Nick Payne's documentary about the world record holder for the Pikes Peak Peanut Push, a unique challenge where an individual ascends Pike's Peak by pushing a peanut with their nose. The documentary will feature reenactments of the research conducted using Regional History & Genealogy resources.

John Jarrell represented the Regional History & Genealogy Department at the NHACS annual luncheon. During the event, the Department showcased its resources dedicated to the study of Black history and African American genealogy and had engagement with many new patrons.

PPLD KPIs (Key Performance Indicators)

	November 2023	November 2022	% Change	YTD 2023	YTD 2022	% Change
Door Count	151,749	139,448	8.82%	1,745,154	1,557,696	12.03%
Circulation (physical materials)	175,802	187,427	-6.20%	2,140,969	2,222,000	-3.65%
Reference Questions	7,267	6,679	8.80%	90,138	83,782	7.59%
Meeting Room/Study Room	2,551	1,952	30.69%	25,709	18,647	37.87%
Computer Usage	17,961	16,877	6.42%	204,010	195,135	4.55%
Number of Programs	454	618	-26.54%	6,229	6,655	-6.40%
Program Attendance	9,454	10,155	-6.90%	148,845	150,973	-1.41%
eResources (OverDrive/Libby, Hoopla, Kanopy)	275,519	231,343	19.10%	2,805,444	2,529,531	10.91%
Culture Pass	246	84	192.86%	2,941	1,542	90.73%

PPLD KPIs (Key Performance Indicators)

	December 2023	December 2022	% Change	YTD 2023	YTD 2022	% Change
Door Count	133,093	124,872	6.58%	1,878,247	1,682,568	11.63%
Circulation (physical materials)	157,052	168,681	-6.89%	2,298,021	2,390,681	-3.88%
Reference Questions	6,080	6,706	-9.33%	96,218	90,488	6.33%
Meeting Room/Study Room	1,914	1,803	6.16%	27,623	20,450	35.08%
Computer Usage	15,875	16,207	-2.05%	219,885	211,342	4.04%
Number of Programs	304	499	-39.08%	6,533	7,154	-8.68%
Program Attendance	7,945	8,197	-3.07%	156,790	159,170	-1.50%
eResources (OverDrive/Libby, Hoopla, Kanopy)	290,925	244,610	18.93%	3,096,369	2,774,141	11.62%
Culture Pass	239	102	134.31%	3,180	1,644	93.43%

PPLD KPIs (Key Performance Indicators)

Month: **January**

	2024	2023	% Change	YTD 2024	YTD 2023	% Change
Door Count	160,482	148,053	8.39%	160,482	148,053	8.39%
Circulation (physical materials)	196,607	200,561	-1.97%	196,607	200,561	-1.97%
Reference Questions	6,837	8,805	-22.35%	6,837	8,805	-22.35%
Meeting Room/Study Room	2,627	2,125	23.62%	2,627	2,125	23.62%
Computer Usage	18,189	18,807	-3.29%	18,189	18,807	-3.29%
Number of Programs	340	511	-33.46%	340	511	-33.46%
Programs Attendance	10,976	11,440	-4.06%	10,976	11,440	-4.06%
eResources (OverDrive/Libby, Hoopla, Kanopy)	312,814	259,228	20.67%	312,814	259,228	20.67%
Culture Pass	235	98	139.80%	235	98	139.80%

December Communications Board Report November 2023 stats

Access

Multicultural Outreach & Accessibility:

- Submitted a request for 17 iPads for the Library Explorers program that will replace the current equipment. The old equipment is outdated and unable to be updated with new software.
- Updated the current Accessibility webpage with an Accessibility statement. Also updated the Contact Us form for the submission of comments and complaints,
- Continuing to collaborate with the website team to review website accessibility for ADA compliance with the state requirements, which is due by June 30, 2024.

Website Redesign:

- The Website Redesign committee (WRC) has met and discussed the wireframe and navigation for the new website. The WRC agrees that there are many pages that can be removed or condensed to provide a much better user experience. Our goal was to develop a wireframe and site menu that is condensed and provides a better user experience for patrons to navigate to all the resources within our website.

Accountability

- The Communications Team hosted Visual Preference Voting activities at five events and interacted with nearly 500 community members:
 - November 1 – Dia de los Muertos at Fine Arts Center
 - November 4 – 2023 JASSC Bazaar and Cultural Festival at UCCS
 - November 8 – Latino Community Luncheon
 - November 18 – Indriya... a Sensory Journey at Ent Center
 - November 30 – Table at Citizen Service Center on Garden of the Gods
- Completed site visits with the Facilities Master Plan consultant team at nine locations.
- Closed the first round of the Community Survey with nearly 1,900 online submissions.

Communications

Media:

- Number of stories – 40
- Our Chromebooks To Go launch was covered three times in articles [KOAA](#), [The Gazette](#), and [Digital Technology Guru](#) (which was reposted by a news aggregate)
- The closing of The Hall at PPLD appeared in [one CS Independent article](#), two [KKTV news broadcasts](#) (here is the [second one](#)), and two articles from [The Gazette](#) talking about how the building was designated for public use
- [The Gazette](#) published an article about adaptive furniture at the Library thanks to an AARP grant

Social Media:

In November, PPLD adopted a new social media strategy based on information shared by other library communicators at the Library Marketing & Communications Conference 2023.

Advice included taking a less-is-more strategy, prioritizing content quality over quantity, focusing on stories and photos over marketing, and taking more advantage of current trending memes and video formats.

We also added PPLD to NextDoor to communicate with our patrons throughout El Paso County via that channel.

Facebook (District-wide account):

- Number of posts: 62
- Total page likes: 14,717
- Total page followers: 16,056 (24 new followers)
- Engagement: 6,805
- Post reach: 30,238 (Number of times our content was seen)

Instagram:

- Content: 56 posts/videos/reels, 80 stories (stories are 24-hour content that appears at the top of a user's feed, and they can tap on it to view)
- Total followers: 3,817 (28 new followers)
- Engagement: 1,087
- Reach: 4,815 (number of times our content was seen)

X (formerly Twitter):

- Number of posts: 61
- Total followers: 5,207
- Engagement: 138
- Clicks: 23

LinkedIn:

- Number of posts: 9
- Total followers: 1,587 (25 new followers)
- Impressions: 2,468 (number of times our content was seen)
- Engagement: 116
- Page visits: 144

Newsletter:

- Number sent (subscribers): 137,226
- Successful delivery: 129,281
- Opened: 59,729 (46% open rate)
- Clicks: 3,777 (6% click rate)

NextDoor:

- Number of posts: 8
- Impressions: 34,449
- Engagement: 190

Website:

- New Users – 112,371
- Total Users – 124,665

YouTube:

- Total Subscribers – 7,830
- Total Views for November – 30,038
- Total Lifetime Views – 6,040,997

Community Connections

Outreach

Number of Outreaches: 14

Attendance: 35,053

As part of Multicultural Outreach & Accessibility, attended the following meetings in November:

- Patron of influence Meeting reviewing Veterans information for the panel - 11/7
- KOAA Community Cultural meeting – 11/16
- COS IDEA 2024 (Pathway to Progress) Chair Voting 11/16 (2:00-4:00m)

Culture Pass

- 246 passes were issued to patrons in November 2023, three times as many passes as were issued in 2022 (84 collected in 2023). A total of 2,996 Culture Passes have been issued to patrons between January – September 2023.

Partnerships

- Four official partnership agreements were formed with VITA and AARP Foundation Tax-Aide in November to host six tax preparation services throughout the District in February through April.
- AARP Foundation Tax-Aide services will be offered at Fountain Library and Library 21c; and VITA tax services at The Hall at PPLD and East, High Prairie, and Calhan libraries.

January Communications Board Report December 2023 stats

Access

Multicultural Outreach & Accessibility:

- Continuing to collaborate with the web team staff to review Web Equity for ADA compliance for state requirements (due by July 2024)
- Providing support to Sr. Librarian Yvette Dow Rose to review Library Adventure program (Library Explorers program for teens) which will launch April 1, 2024

Website Redesign

- After the completion of the wireframe and site navigation, the project has now entered the design phase. This stage focuses on transforming the wireframes into visually appealing, on-brand, and engaging web interfaces. Upon the successful completion of the Design Phase, our project will transition into the Development Phase.

Accountability

- The Communications Team coordinated with Public Services staff and hosted Visual Preference Voting activities at four events and interacted with nearly 200 community members:
 - December 9 – Jingle Jog 5k at Fountain YMCA
 - December 9 – Winter Wonderland at Panorama Park
 - December 17 – Yule Log Potluck & Hunt in Palmer Lake
 - December 26 – 34th Annual Colorado Springs Citywide Kwanzaa Celebration
- Completed site visits with the Facilities Master Plan consultant team at five locations plus Mobile Library Services.
- Completed entry of paper Community Surveys taking our total submissions to 2251 for the first round of the survey.

Communications

Media:

- Number of stories – 46s
- The Sand Creek Library closure was covered in seven articles (including [CS Independent](#), [Fox21](#), [KKTV](#), [KOAA](#), [KRDO](#), [The Gazette](#)), one [radio broadcast](#), 14 news broadcasts (including [Fox21 News](#), [KOAA News](#), [KRDO](#)), and four news aggregates
- The Manitou Springs Carnegie Library Groundbreaking and general news about the project was covered in 11 articles ([The Gazette](#), [CS Independent](#), [Fox21](#), [Pikes Peak Bulletin](#), [KOAA](#)) and 6 news broadcasts ([KOAA](#))

Social Media:

Facebook (District-wide account):

- Number of posts: 38
- Total page likes: 14,715
- Total page followers: 16,065
- Engagement: 5,274

Instagram:

- Content: 43 posts/videos/reels, 69 stories (stories are 24-hour content that appears at the top of a user's feed, and they can tap on it to view)
- Total followers: 3,846 (29 new followers)
- Engagement: 1,178
- Reach: 5,460 (13% increase from prior month) (number of times our content was seen)

X (formerly Twitter):

- Number of posts: 39
- Total followers: 5,204
- Engagement: 83
- Clicks: 11

LinkedIn:

- Number of posts: 6
- Total followers: 1,600
- Impressions: 1,257 (number of times our content was seen)
- Engagement: 33
- Page visits: 143

Newsletter:

- Number sent (subscribers): 138,365
- Successful delivery: 130,128
- Opened: 61,581 (47% open rate)
- Clicks: 6,711 (11% click rate)

NextDoor:

- Number of posts: 4
- Impressions: 39,681
- Engagement: 142

Website:

- New Users – 101,656
- Total Users – 113,676

YouTube:

- Total Subscribers – 7,875
- Total Views for November – 27,658
- Total Lifetime Views – 6,068,655

Community Connections

Outreach:

Number of Outreaches: 5
Attendance: 61,132

- December outreach events included sharing Adult Education resources with Goodwill of Colorado's ReHire program on Dec. 8 and 15, Winter Wonderland at Panorama Park and the Festival of Lights Parade (both on Dec. 9) that played host to 60,000 parade goers.
- Registered PPLD for memberships with the following organizations – Black Chamber of Commerce, Hispanic Chamber, Filipino-American Chamber of Commerce, Golden Lotus Foundation, Japan American Society of Southern Colorado

Culture Pass:

- 239 passes were issued to patrons in December, more than twice as many passes as were issued in 2022 (102 were issued). The total number of Culture Passes issued in 2023 was 3,180, nearly double the number issued in 2022 (1,644 passes).

Partnerships:

- PPLD renewed agreements with five of its Culture Pass partners to transition the program's original partners to a new partnership model. When the Culture Pass program began in 2020, PPLD paid an annual membership fee to each partner for the passes. In 2023, PPLD was able to transition all Culture Pass partners from a membership fee-based partnership to a mutually beneficial partnership without an exchange of funds to maintain the program. December partnership agreements were:
 - Rockledge Ranch- Culture Pass
 - Money Museum – Culture Pass
 - Fine Arts Center – Culture Pass
 - Space Foundation and Discovery Center – Culture Pass
 - Western Mining Museum- Culture Pass

February Communications Board Report January 2024 stats

Access

Multicultural Outreach & Accessibility:

- Attended Technology Accessibility Rules Public Rulemaking Hearing for Digital Equity by State of Colorado, Jan 23
- Attended Website Accessibility Training: 10 Steps to Achieve and Maintain Compliance training, Jan 24

Website Redesign:

- The Web Team has created a full design for the redesign and the Website Redesign Committee (WRC) has approved that design. We are now heading into the Development Phase of this project. This stage will involve turning the finalized designs into functional web pages, bringing our vision to life in a tangible and interactive form. So, the next focus for the Web Team is to create and develop a clickable prototype site in a testing environment so we can continue to edit and evaluate the website before launching.

Accountability

- The Communications Team coordinated with Public Services staff and hosted Visual Preference Voting activities at three events and interacted with nearly 200 community members:
 - Jan. 13 – Educating Children of Color at Colorado College
 - Jan. 25- Aragon Elementary School Special Education Advisory
 - Jan. 27 – Manitou Springs Fruitcake Toss
- Launched the staff survey which was started by 128 individuals.
- Prepared to reopen the Community Survey in February.
- Finalized times and locations for the Public Input Sessions in February as part of the Facilities Master Plan.

Communications

Media:

- Number of stories – 93
- The Penrose Library closure was covered in four articles ([The Gazette](#), [KRDO](#), a second [Gazette article](#), and [KRCC](#)), 19 news broadcasts ([KOAA](#), [KRDO](#), [Fox21](#)), and four news aggregates.
- Tax prep services were mentioned in two articles ([Fox21](#), [KRDO](#)) and eight KKTU news broadcasts.

Social Media:

Facebook (District-wide account):

- Number of posts: 36

- Total page likes: 14,806 (91 new likes)
- Total page followers: 16,219 (177 new followers)
- Engagement: 16,148 (206% increase from prior month)
- Post reach: 88,122 (Number of times our content was seen) (79% increase from prior month)
- Comparing January 2023 to January 2024: We saw growth on our District-wide Facebook page in 2023. We gained 546 new page likes and 709 new followers, and our 1,238 posts earned a collective of 49,690 engagement, 809,344 page reach, and 643,597 post reach, and we earned 82,639 paid reach. The social media strategy on this page changed in November, and December and January data shows that the new strategy has potentially increased our efficiency on this platform. Comparing January 2023 to 2024, we made 65% fewer posts and earned 210% more engagement, 5% lower page reach, and 100% more post reach. It is notable that in January 2024, we had two posts that achieved much higher-than-average engagement and reach, so it will be important to continue evaluating the results of the new strategy.

Instagram:

- Content: 34 posts/videos/reels, 64 stories
- Total followers: 3,918 (72 new followers)
- Engagement: 1,630 (38% increase from prior month)
- Reach: 6,519 (19% increase from prior month) (number of times our content was seen)
- Comparing January 2023 to January 2024: Our District-wide Instagram saw growth in 2023. We gained 480 followers and produced 1,263 posts/reels/videos and 1,148 stories that earned 16,944 engagements and 75,258 reach. Comparing January 2023 and January 2024, we see evidence that the new social media strategy applied to this page starting in November may show improved efficiency in how we use this page. In January 2024, we posted 29% fewer content and saw 197% more engagement and the same amount of reach.

X (formerly Twitter):

- Number of posts: 44
- Total followers: 5,208
- Engagement: 89
- Impressions: 5,725 (number of times our content was seen)
- Clicks: 0

LinkedIn:

- Number of posts: 5
- Total followers: 1,622 (29 new followers)
- Impressions: 3,378 (number of times our content was seen) (168 % increase from prior month)
- Engagement: 82
- Page visits: 161
- Comparing January 2023 and January 2024: LinkedIn maintained equilibrium in 2023. We gained 144 followers, and our 138 posts earned 23,475 impressions, 1,131 engagements, and 1,905 page views. In January 2024 we published 61% fewer posts and earned about the same impressions and 59% lower engagement. We continue to develop our strategy on this platform.

Newsletter:

- Number sent (subscribers): 139,785
- Successful delivery: 131,252
- Opened: 64,281 (48% open rate)
- Clicks: 6,372 (10% click rate)
- Comparing January 2023 to January 2024: Our monthly newsletter experience growth in 2024. We ended the year with 138,365 subscribed email addresses, successfully delivered 1,472,384 newsletter emails, had 708,007 newsletters opened, and had 66,052 links in newsletters clicked. We also maintained an open rate of between 45-57% and a click rate between 7-11%.

NextDoor:

- Number of posts: 5
- Impressions: 77,256
- Engagement: 157

Website:

New Users: 122,113
Total Users: 134,580

YouTube:

Total Subscribers: 7,901
Total Views for January: 26,567
Total Lifetime Views: 6,095,222

Community Connections

Outreach

Number of Outreaches: 10
Attendance: 2610

- January outreach events included the Palmer Lake Winter Broomfest on Dec. 20, Manitou Springs Fruit Cake Toss on Jan. 27, and several elementary school outreaches.

Culture Pass

- 235 Culture Passes were issued to patrons. As the program enters 2024, PPLD has 11 active Culture Pass partners, which will return to 12 partners when the Space Foundation & Discovery Center reopens in April.

Partnerships

- ProRodeo Hall of Fame renewed its partnership agreement with PPLD for the Culture Pass program and transitioned from a membership fee-based agreement to a nonmonetary partnership.
- PPLD entered a partnership with Colorado Teen Literature Conference to support this annual conference.
- AARP Foundation Tax-Aide added Cheyenne Mountain Library as a seventh site for tax preparation services.
- SilverKey renewed a partnership with Calhan Library to host a meal drop-off site for seniors on limited incomes.

Staff

- Communications launched the staff survey which engaged 128 individuals.

Facilities Department Report February 21, 2024

Physical and Virtual Spaces

Sand Creek Library: The Facilities Department, worked in coordination with the ownership and property management group for the Academy Plaza Center where Sand Creek Library is located and completed the replacement of approximately (187) lineal feet of sewage mainline. This work addressed the entire center and included a mix of sewer line replacement as well as lining of piping further south from the library space.

Facilities staff provided support for this project by preparing areas where excavation and replacement was to occur. This included the removal of carpet squares from the floor, of partitions and toilets in the public restrooms, and clearing of cubicles and other equipment in the staff work area. As work proceeded, the department also provided access and oversight for the contractor. Various other non-related maintenance tasks were performed during this project. Upon completion of replacement, Facilities staff worked with our contracted janitorial service provider in the clean-up of the library, restored all disassembled equipment and also replaced the vinyl flooring of both public restrooms in preparation for reopening on Tuesday, January 23, 2024.

Penrose Library: During the months of December 2023 and January 2024, Facilities worked with a number of departments in the planning and execution of security improvement measures including the reduction of the height of shelving throughout Penrose Library. This phase, which will require the library to be closed to the public for approximately two-months, entails the removal of materials, the disassembling of shelving units, shipping off-site to a welding contractor who will cut the shelving uprights down to desired height, re-weld supports, and re-paint. The units will then be reassembled and materials reshelved and the process will then be repeated. At this time, it is planned that up to (30) sections at a time will be shipped off and altered until approximately (300) sections have been addressed. During reassembly and reinstallation, the layout will also be changed to enhance visibility and provide additional shelving units where possible. This work will also be coordinated with our contract janitorial service to steam-clean carpets thoroughly in between removal/reinstallation.

This will be a highly coordinated and high-labor project for library staff.

In addition to the shelving portion, there are other tasks that are planned including but not limited to the creation of dedicated device charging areas, targeted furniture replacement to improve seating within the library, as well as exterior improvements for increasing safety and security at the library. Additional improvements for the interior and exterior of the building are planned for later in 2024 and are currently in planning and design.

Facilities Master Plan: Work is continuing with the Facilities Master Plan development. Staff and trustee stakeholder engagement sessions were completed in early December and scheduled dates have been set for public and elected official sessions in February. There is also a planned, half-day workshop in March to begin developing and weighing priorities and then applying those priorities to the list of possible recommendations.

Facilities Condition Assessments have all been completed. The consultant has been downloading data and information regarding the assessments and Facilities has been reviewing and providing comments.

System design review is also in process with the evaluation of community demographics, patron use data among other information that will help in evaluating our existing site locations and services offered as well as those areas in that are in need.

Monthly Facilities Statistics:

Monthly Routine Maintenance Visits	Completed
Dec-23	185
Jan-24	170

Demand Work Orders	Completed	Hours
Dec-23	126	123.82
Jan-24	136	165.05
Preventive Maintenance Work Orders		
Dec-23	158	159.94
Jan-24	207	197.92
Emergency On-Call		
Dec-23	1	4.5
Jan-23	2	4.0
Total Work Orders	630	655.23

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

**Human Resources Report
December 2023
Heather Laslie, Chief HR & OD Officer**

Volunteer Statistics

November 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	130	1178
Teens: Onsite	26	107.5
Teens: Online	2	4
Friends of the Library	**	1151
** PPLD no longer tracks the number of Friends volunteers at library branches, just the total number of hours contributed. **		

Recruitment Statistics

Recruitment / Selection Activity	November 2023
Jobs Posted	6
Newly Hired Employees	1
Promoted Employees	11
Transferred Employees	4
Separated Employees	5

Staffing Statistics

Staffing Stats	November 2023
Total Permanent Employees	379
Total Active Positions	426

Major Projects:

Human Resources and Finance are learning more about the employee evaluation (performance management) tools within ERP.

The November and December round of Feedback Sessions are complete.

In August, the [POWR Act](#) went into effect in Colorado and it broadens the type of conduct that could be considered harassment. To ensure that supervisors and employees understand the POWR Act, everyone was required to take an eLearning developed by Employers Council.

Another open enrollment season was completed which included an informative presentation for all employees, the open enrollment roadshow (office hours at several locations for in-person questions) and online submission and completion of all open enrollment choices for 2024 through ERP (the HR database).

The EEO-4 report was submitted in compliance with the biennial federal deadline requirement. The EE0-4 report is a compilation of workforce data about gender, race/ethnicity by job grouping.

The 2024 Benefits Guide for new hires and all employees was completed; it provides an overview of all PPLD's benefits in a handy and easy to use format. This benefits guide is also offered electronically on the Intranet.

Soumya Gollapalli participated in the Colorado Springs Community & Veterans Job Fair Sponsored by USAA.



Human Resources Report January 2024

Accountability

Human Resources and Finance added new mass long-term disability and basic life insurance update feature to the pay process in ERP that streamlines pay change effects much more quickly and efficiently.

Staff

Open enrollment choices were reconciled from all employees and information was submitted to insurance carriers and other third-party administrators with the goal of ensuring that everyone's choices were correct for 2024.

Updated pay range maximums in ERP (Human Resources Information System) for all pay bands and then processed COLA for all employees for 2024 in ERP.

At the request of the US Department of Labor Bureau of Labor Statistics, Human Resources participated in the 2023 Survey of Occupational Injuries and Illnesses. There were 11 injuries that were reportable, as they resulted in lost time or restricted duty for the injured employee. Of these, three employees had a total of eight days away from work, and eight cases where employees were put on restricted duty. These cases resulted in 289 restricted duty days between them. The restrictions were minor, such as cautions against heavy lifting, and as such had minimal impact on the work of the District. The total number of reported injuries and illnesses for PPLD in 2023 was 34. Of these, 23 were "for record only" as they did not result in employees needing to seek medical treatment, or minor first aid only. Supervisors are trained to report all injuries to Human Resources no matter how minor. Each reported injury or illness is reviewed by the Director of Benefits, Compensation, HRIS and Compliance. Injuries that are deemed preventable, though rare, result in a discussion with the Supervisor about ways to avoid such injuries in the future.

Volunteer Statistics

December 2023	Total # of Volunteers	Total # of Hours
Adult Volunteers	152	1831
Teens: Onsite	23	108
Teens: Online	3	4
Friends of the Library	**	637

** Data Unavailable

Recruitment Statistics

Recruitment / Selection Activity	December 2023
Jobs Posted	6
Newly Hired Employees	5
Promoted Employees	16
Transferred Employees	4
Separated Employees	4

Staffing Statistics

Staffing Stats	December 2023
Total Permanent Employees	383
Total Active Positions	426

Human Resources Report February 2024

Staff

Six staff members completed the Leadership Certificate Program on January 11.



To get to know managers and supervisors in her new role, Joanna Nelson Rendon (Director of Organizational Development) held four virtual, office hours for managers and supervisors.

Job descriptions were updated to show the pay range increase, and changes to education and experience requirements.

Annual review of content in our learning management system, Bridge, was conducted to ensure all content is relevant and accurate to best support staff members' development.

PPLD employees completed their 2023 Learning Plans.

Fifteen employees were moved to a new pay status of either exempt or nonexempt to comply with Colorado Overtime and Minimum Pay Standards Order #38 for 2024.

Volunteer Statistics

January 2024	Total # of Volunteers	Total # of Hours
Adult Volunteers	139	1030
Teens	34	148
Friends of the Library	**	748

**Data not available

Recruitment Statistics

Recruitment / Selection Activity	January 2024
Jobs Posted	11
Newly Hired Employees	5
Promoted Employees	4
Transferred Employees	2
Separated Employees	2

Staffing Statistics

Staffing Stats	January 2024
Total Permanent Employees	378
Total Active Positions	426

PIKES PEAK LIBRARY DISTRICT 2023 VOLUNTEER IMPACT REPORT



378 TOTAL VOLUNTEERS
227 ADULTS
151 TEENS



15,231 TOTAL VOLUNTEER HOURS
13,285 ADULT HOURS
1,944 TEEN HOURS



4655 LITTLE LIBRARY PATRONS
READ BOOKS TO OUR
FOUR LEGGED PAWS VOLUNTEERS

188
VOLUNTEER
APPLICANTS



26

THE LONGEST TENURE
AMONG CURRENT
VOLUNTEERS IS 26 YEARS

Information Technology – November 2023

Access

Phase II for the new RFID rollout is in progress. All service desks will have new RFID pads, hard drive upgrades, and memory upgrades, which will allow staff to work more efficiently. Cheyenne Mountain, Old Colorado City, Ute Pass, and Rockrimmon have been completed. Other locations will be completed in December.

Repairs were done to keep makerspace equipment available for patrons. This work included fixing broken gas struts on the CNC machine, which keep the machine enclosure safely open, as well as several repairs to the 3D printers.

Additional copies of Discovery Kits were added to circulation to help meet more of the holds requests.

Communications

Extensive phone system work was completed to optimize staff and patron experience, including adding the ability to pass through special announcements.

Informacast audio was deployed to all sites.

Physical and Virtual Spaces

A new backup proxy server was created to allow for faster nightly backups.

Server storage was increased due to data cleanup and redesign of storage requirements.

Staff

Creative Services staff continue to meet with others to transfer former responsibilities related to public services to their new homes.

Information Technology – December 2023

Access

IT staff extracted data from Pikes Peak NewsFinder so Regional History and Genealogy would be able to migrate this service to a new online host.

A few notable things were found in looking at the end of year use data for the makerspaces and studios. While not every makerspace has recovered, overall the makerspaces have exceeded pre-pandemic numbers with a total increase in usage from 2019 of 11%. A large increase in use over 2021 numbers occurred in both the studios and makerspaces. The laser cutters remain the most popular piece of equipment in the makerspaces. Studio checkout equipment also saw an overall increase in use.

Accountability

Two new data analyst positions for Creative Services were posted. These positions will replace the former senior librarian positions in the department. They will be focused on helping the Library move forward with strategic goals related to evaluation and making data-driven decisions.

Staff

Several Creative Services staff were able to attend and participate in a hands-on training session with an Epilog laser technician, covering general maintenance and repairs. This training also included a comprehensive assessment of the current condition of Library 21c and East's lasers.

The End User Services staff upgraded the staff computers in the Penrose circulation workroom. The upgrade increases computer speed and staff productivity.

A new technology support analyst, Kelby Morris, joined the department. A voice systems analyst position was posted.

Information Technology - January 2024

Access

Replacement public computers were deployed in Cheyenne Mountain, East, Monument, Palmer Lake, Sand Creek, Ruth Holley, and Ute Pass libraries.

After evaluating usage and repair statistics, replacement 3D printers were ordered for the makerspaces.

The assistive tech computer at East Library was updated with new memory and hard drive.

Accountability

Interviews were held for the two new data analyst positions.

Physical and Virtual Spaces

New projectors were deployed in the Sand Creek Meeting Rooms A and B, Penrose Columbine Rooms A and B, and the Penrose Aspen Room.

Staff

As a part of the reorganization, two new positions for Creative Services were posted. The Studio Services Coordinator will focus on studio services for the District. The Creative Training Coordinator will focus on providing training for IT and Creative Services topics for staff and patrons. These positions are replacing former Creative Services positions as the team moves forward.

Safety/Community Resources/Security Board Report **November 2023**

SAFETY

- **Physical and Virtual Spaces:**

- Fire Drills have been completed for the North Region. We have worked with staff at each of our locations to make sure that everyone feels comfortable acting in an emergency. Aryn Huffman has been the officer leading these and she looks forward to scheduling next year.



COMMUNITY RESOURCES

- **Communications:**

- Sofie: participated in Family Place at Cheyenne Mountain on 11/1 as a resource specialist; this allows us to make patrons aware of the services available through the Community Resources department at PPLD
- Nikki: gave UCCS nursing student group a tour of Penrose and provided information about the services Community Resources department offers

- **Community Connections:** 625 separate patron interactions, 53 of which were new clients

- Kayla & Nikki: attended bi-weekly Coordinated Entry case conferencing meetings to advocate for clients in need of housing
- Nikki: attended Community Conversations: Hunger and Homelessness event at East Library on 11/16. Event hosted by Adult Services, but Nikki present to navigate resources and provide information about PPLD services after the panel discussion ended

- **Physical and Virtual Spaces:**

- Kayla: attended Security suspension appeal meetings on 11/2, all patrons were no call, no show, so all suspensions still stand
- Nikki: attended Security suspension appeal meetings on 11/16, 2 patrons were seen and both had their suspensions lifted after having a conversation about the

incident and the expectations of PPLD patrons as laid out in the Code of Conduct.

- **Staff:**
 - Nikki, Joe, & Sofie: attended Facilities Master Plan Staff Feedback session at Penrose to provide insight to what they find throughout the district and the needs that need to be met

SECURITY

- **Accountability:**
 - While at Ruth Holley on 9 November 2023 Security Officer Melanie Litton discovered a deceased patron in the parking lot of Ruth Holley. Branch Manager Tess Warren, Security Officer Melanie Litton and Security Supervisor Jennifer Kay worked on the patron providing chest compressions and Narcan to the Patron. The patron was pronounced deceased at the scene and the coroner came to retrieve the remains
 - On Tuesday 14 November 2023 Security Officer Iesha Thomas was contacted by a patron notifying her that there was a patron that was deceased in the parking lot at East Library. Security Officer Iesha Thomas called Security Supervisor Jennifer Kay over the radio to notify her that there was an incident taking place. Security Supervisor Jennifer Kay then proceeded upstairs to the Security Office to see what the issue was when it became apparent that the incident was taking place in the parking lot. Upon arrival the paramedics were already on scene and stated that the patron had been deceased for several hours.
- **Staff:**
 - Sam Howard has been working very hard to learn how he can better assist staff and patrons. He has been shadowing on the desks so he can learn Workflows. He is looking forward getting more training so he can not only assist staff but also understand how he can help patrons.



- We are excited to announce that Stephen Smith has come to the North Region from the Southeast Region. Stephen will be the part time officer at High Prairie Library. We are looking forward to getting him out there to meet the staff.



Safety/Community Resources/Security Board Report December 2023

SAFETY

- **Staff:** On December 12th, the Safety and Security team hosted an all-day training that went over CPR, AED usage, Stop the Bleed, and First Aid for staff. We are proud to offer this in-house training that not only covers things that staff can see at work but also have the confidence to act in an emergency when they go into their day-to-day life.



- Taught a CPR/AED First Aid course. Five more staff members are certified in CPR/AED and First Aid. A total of 71 people were trained for the year of 2023.

COMMUNITY RESOURCES

- **Access:**
 - Helping Hands resource guide updated and published LibGuides.
 - Sofie: updated “Walking Distance” guides for the branches where there have been resources changes.
 - Community Exchange 12/29: 57 patrons (organizations in attendance: Colorado Department of Public Health and Environment, DMV2GO, El Paso County Pretrial Services, Penrose Adult Services, Purple Mountain Recovery, Springs Rescue Mission).
- **Accountability:**
 - Patron stopped in to thank PPLD for bus passes to get to job interviews and Career Navigator support, he has been hired.
 - End-of-year statistics: 3,175 patron interactions; 527 new clients engaged with Community Resources services; 3,639 bus passes provided throughout the district.
- **Communications:**
 - Kayla: visited GoodWill’s ReHire program to talk with current participants about PPLD services and resources for El Paso County residents to utilize.
- **Community Connections:**
 - 415 separate patron interactions, 38 of which were new clients.

- Nikki: attended bi-weekly Coordinated Entry case conferencing meetings to advocate for clients in need of housing.
 - Kayla: attended Pikes Peak Continuum of Care Board meeting on December 1st to discuss the connections and resources in our community regarding those experiencing homelessness or housing insecurity.
- **Physical and Virtual Spaces:**
 - Kayla: attended Security suspension appeal meetings on 12/7, 1 patron was seen and both had their suspension lifted after having a conversation about the incident and the expectations of PPLD patrons as laid out in the Code of Conduct.
 - Nikki: attended Security suspension appeal meetings on 12/21, 2 patrons were seen and both had their suspensions lifted after having a conversation about the incident and the expectations of PPLD patrons as laid out in the Code of Conduct.
 - Kayla: provided Narcan training at Penrose Library on 12/18; 4 staff members attended and successfully practiced administering Narcan, no patrons participated this month.
 - **Staff:** Team meeting on 12/15 to discuss department success in 2023 and ways to improve and expand services in 2024.
 - Kayla: participated in Security Officer interviews to find good candidates for current openings in the department.

SECURITY

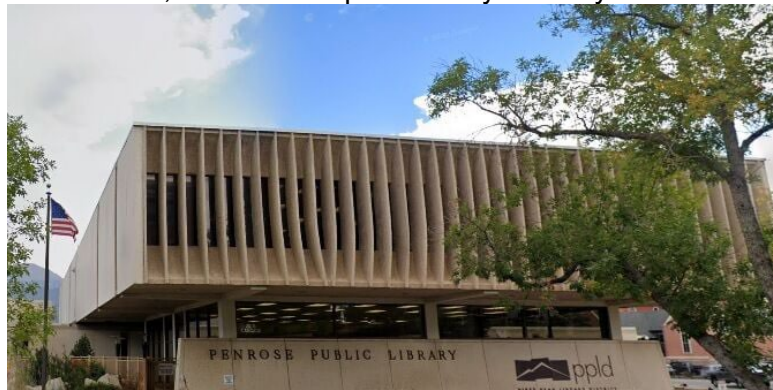
- **Community Connections:**
 - Pagan Phelan assisted Friends of the Library for staff only sale on 3 December 2023. Approximately 30+ staff members and volunteers joined in on the festivities. Friends of the library provided snacks, games, prizes and more.



- **Physical and Virtual Spaces:**
 - In December, we had more than 25 incidents in the West region. There were medical situations, theft, vandalism, and multiple suspensions and suspension violations. There has been an increase in drug use, staff finding drug paraphernalia, and patrons trespassing, urinating, and defecating on property.



- On December 7th and 21st, Appeal meetings were held at Penrose Library in the Pine Room. We had 3 patrons that were re-instated back into the library. We never wish to suspend anyone from the library but when the Code of Conduct is not followed, we must keep the safety of everyone in mind.



- On December 15th, Security staff was asked to speak to 21c Public Services about Fire Safety during their monthly team meetings. We spoke about fire exits and extinguishers around the building and how anyone can access the extinguisher training that we have on Bridge. We want everyone to be knowledgeable and confident to use any piece of safety equipment when there is any form of emergency.



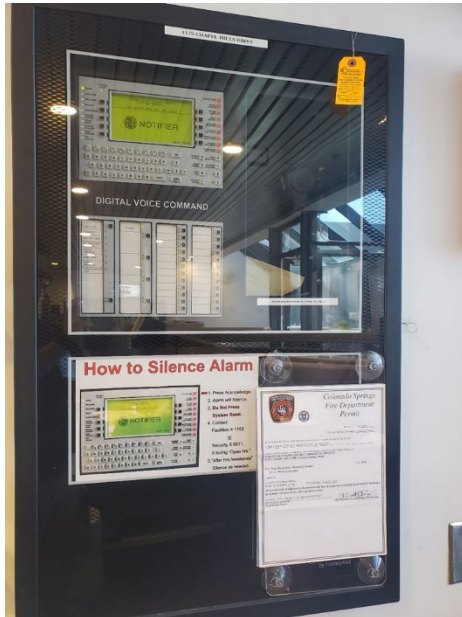
- **Staff:** Set up 11 interviews for the Security team, hired 3 new Security Officers; Andrew Pantano - based out of the East Library and Chris Dishaw and Brett Johnston - based out of the Penrose Library.

Safety/Community Resources/Security Board Report January 2024

SAFETY

▪ Physical and Virtual Spaces:

- On January 16th, at approximately 7:30am, After the coldest weekend we have had here in Colorado this year, the fire system was activated when a sprinkler head on the dock had broken. Security and Facilities were able to turn the water off and speak with staff in the area. Staff were willing to help in any way they could and spoke with staff arriving at the branch that morning. The sprinkler was fixed and back online at noon that day.



- Received resupply of First Aid supplies/medications and successfully distributed across the entire district. The timely distribution of medications and First Aid supplies is crucial for addressing minor first aid concerns and emergencies within Pikes Peak Library District.
- A comprehensive audit of available Narcan supplies was conducted across the Pikes Peak Library District, and expiring units were promptly replaced. A total of 110 Narcan doses were inspected, finding minimal discrepancies (expiring doses). A Narcan audit ensures the readiness of life-saving measures for opioid-related emergencies, safeguarding the well-being of patrons and staff within the district.
- AN Audit of the Fire Extinguishers at PPLD was completed. The audit encompassed the inspection of 155 fire extinguishers, updating the security map locations, and ensuring the presence of proper signage for enhanced safety measures. The security map location of fire extinguishers was reviewed and updated accordingly for new fire extinguishers. Proper signage indicating the presence and location of fire extinguishers was inspected. Any missing, outdated, or illegible signage was replaced promptly to enhance visibility and accessibility during emergencies.
- Two new AED units were ordered, received, and deployed. One new unit is on the Mobile Library bus and the other was placed at Palmer Lake Library. The

acquisition and deployment of the two new AED units marks significant progress in bolstering the Pikes Peak Library District's emergency response capabilities. By strategically placing these life-saving devices and ensuring staff readiness, the facility is better equipped to handle cardiac emergencies.

- **Staff:** Our nonviolent crisis intervention training is held two times a month to train officers and staff to utilize verbal skills for de-escalation techniques. This is now a requirement to have all staff trained. The refresher for staff is every two years. This has been a success for all staff to see how difficult it can sometimes be when dealing with non-compliant, aggressive, and sometimes threatening patrons. They are also acquiring life skills to use at work and anywhere else if they want to.
 - Scheduled the 2024 fire drills for the Pikes Peak Library District, sixty-four (64) fire drills were scheduled with the goal of assessing and refining emergency response protocols, evacuation procedures, and fire safety awareness among staff and patrons.
 - 78 training classes were scheduled for the 2024 calendar year, these training sessions cover a wide range of topics essential for skill enhancement, emergency preparedness, and professional development within the district.

COMMUNITY RESOURCES

- **Access:**
 - Community Exchange program 1/26: 71 patrons (orgs in attendance: CASA, DMV2GO, El Paso County Pretrial Services, Penrose Adult Services, Recovery Unlimited, and Springs Rescue Mission); program has moved to Penrose Columbine and reduced to the 2p-4p time frame (was 1p-4p last year).
- **Accountability:**
 - Assisted in collecting Point-in-Time Count surveys; this counts how many El Paso County citizens are currently unsheltered houseless persons and will be reported to HUD once data is fully collected by Pikes Peak Community Health Partnership. This information will be available to the community as well once all data has been collected and helps organizations applying for HUD funds to see what populations have the highest needs.
- **Communications:**
 - New promo materials for Community Exchange received from Communications; plan for large poster to be printed and posted in Penrose once we reopen as desk location where old poster is hung will move to the bay area.
 - All 2024 open hours added to Library Market and worked with Communications to create new "Community Resources" program category to make all events easy to find and link to webpage.
- **Community Connections:**
 - 134 patron interactions, 25 of which were known to be new clients.
 - Joe & Nikki: attended Homeward Pikes Peak's Stand Up for our Community outreach event on 1/26 (outreach form submitted with 26 interactions logged). This event brings together resources for unhoused people to access and learn of local resources for them to utilize.

- Nikki: attended local CHAP meeting and received information regarding upcoming Point in Time count that Community Resources team will be assisting with; also a time to network with other organizations and receive updates around the community regarding homelessness initiatives.
 - Kayla: attended Pikes Peak Continuum of Care (PPCoC) Coordinated Entry Advisory Committee meeting to provide suggestions and work with others regarding process for selecting individuals/families/youth for housing from the VI-SPDAT list.
 - Kayla: attended PPCoC Executive Committee meeting 1/18 to discuss plan for 2024 and prepare for upcoming general PPCoC Board meeting.
 - Kayla: attended PPCoC Board meeting 1/26.
 - Kayla & Nikki: attended bi-weekly Coordinated Entry case conferencing meetings to advocate for clients in need of housing.
- **Physical and Virtual Spaces:**
 - Kayla: conducted suspension appeals with Charles Piatt on 1/11: 12 patrons scheduled, 8 no shows, 4 patrons showed and all 4 were allowed back into PPLD after a conversation regarding their behavior and expectations moving forward.
 - Kayla: conducted suspension appeals with Kurt Thompson on 1/25, 6 patrons showed, 4 had suspension lifted, 2 deemed unsafe to return and suspension still stands (4 patrons were no call/no show, therefore suspension still stands).
- **Staff:**
 - One-on-one meetings with each staff member to check in and see what needs they may have and provide time for them to discuss questions or concerns they may have.
 - Community Resources team meeting on 1/19 to collaborate and discuss new resources in the community; worked together on plan/schedule during Penrose closure to ensure team is still available in the community.

SECURITY

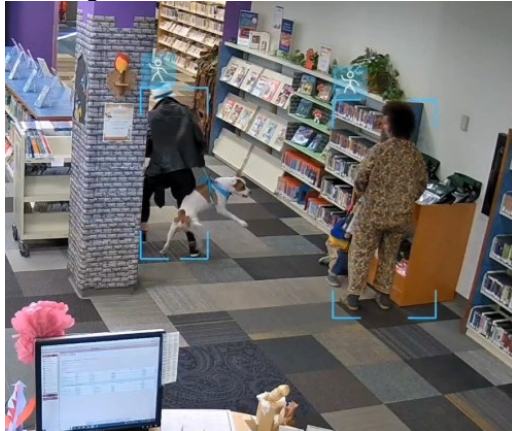
- **Physical and Virtual Spaces:**
 - In January, there were more than 30 code of conduct violations in the west region. There were suspensions, a few medical incidents, a few suspension violations, drug use, theft, vandalism, but mostly patrons threatening staff when confronted, and this leads to the suspensions, and calls for service to law enforcement. Most of these violations were at the Penrose branch.
 - For January 2024 there were many medical incidents where patrons were unresponsive due to suspected drug use and cold weather injuries. It is vital that our security officers and staff are trained to use CPR, Narcan, AED, stop the bleed first aid, and life saving techniques. There were also a couple of bedbug infestation discoveries and cleanup/containment were initiated in the Penrose lockers and bay area of the patrons. Security notified staff, the porters, and facilities for the containment, cleanup, and removal protocol.
 - To better assist out patrons, It is important that our officers give suspended patrons the suspension paperwork and explain the appeals process, when a suspension occurs. It is our goal to be firm, fair, and consistent when dealing with patrons who violate our code of conduct. We also firmly believe in restorative justice and like to reinstate patrons and lift their suspensions as long as they are

truthful, accountable, and contract for safety in the future. We have community resources available to help patrons who are in need of services and outreach programs during the appeals process.

- At the Penrose Library, a patron reported an unknown substance located in the bay window area of the main floor. The table was covered in a hot glue-like substance, and there were ripped and dirty small baggies scattered around on the table and the floor. To prevent other patrons from coming into contact with the unknown substance, the table and chairs were moved.



- At Penrose Library A male dog was suspended for barking and being aggressive towards a child in the children's area. The owner was notified and given the appeals paperwork. The owner admitted to the dog being aggressive and barking.



- At Penrose Library A patron was unresponsive in the lower men's restroom. 911 was called and the patron was taken by medical. The patron became responsive when security arrived. This knife and wallet, (for ID purposes) were recovered from the unresponsive patron. There was a folded foil with unknown substance also in the patron's wallet



- At the Penrose Branch, security came across clothing in the lockers at closing that appeared to have bed bugs. The garment was carefully removed, isolated, and disposed of properly. The lockers were disinfected and staff were notified of this situation.



- A patron at the Penrose library was seen on camera using what appeared to be a pipe, smoking drugs and trespassing.



- On January 9th, Security had become aware of the LGBTQIA+ reading lists in teens were continuously going missing. Security investigated the occurrences and found that an individual had been taking the stack and leaving the building. With the assistance of Melissa Schloesser, the Branch Supervisor at 21c, we

were able to speak to the patron to inquire if they needed more information on the book lists but that he could only take one at a time



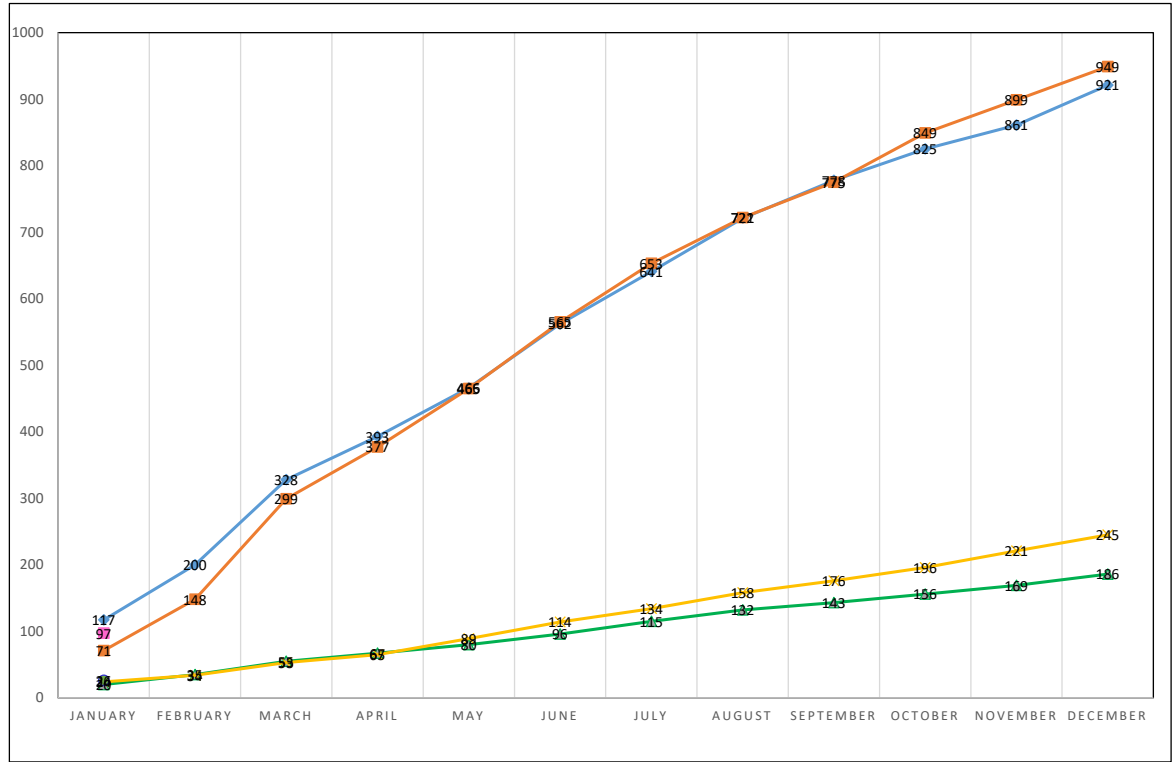
▪ **Staff:**

- We are also welcoming a new officer to the 21c Security Team, Nic Vargas. Nic started on the team from training the 2nd of January. The team is excited to show them the ropes and get oriented to the branches we oversee. They are beginning to see the branches and meet the staff members that may call on them to assist. On the 11th they will go through CPR training so they are best equipped to assist in any incident that may occur.
- To better protect our patrons and our staff It is important for officers to use body worn cameras. This will help with transparency, to provide data, record incidents, and helpful footage for disagreements and complaints. Officers record interactions for incidents and provide proof of patrons breaking the code of conduct and any interactions with patrons are recorded. Our officers are also spending time with investigations and use camera footage on a daily basis. We would like to give a special thanks to Michael Brantner, Kevin Mullis, and IT for ordering cameras, wiring, installing wiring, cameras and troubleshooting. They have worked hard and countless hours at each of our library locations district wide to ensure that our officers, staff and patrons are safe. Kevin Mullis has also provided training to staff and officers of our new Verkada Camera systems.
- On January 7th, Sunday, security had it's department leadership yearly planning meeting. Our new senior officers attended this meeting along with community resources and our new training coordinator. In this meeting we went over dates and times for training, the agenda for the rest of the year, and assigning tasks, duties and responsibilities to each supervisor and departments.
- We have two new officers at the Penrose Branch. Their names are Chris Dishaw and Brett Johnston. We also currently have two vacancies for the officer positions which we are conducting interviews currently. Travis Thiele was recently promoted to the training coordinator position. Dustin Myers was promoted to senior officer. And Eric Scott was also promoted to senior officer. Mr. Thiele, and Mr. Scott were previously Penrose officers and Mr. Myers is still at the Penrose branch

Report & Suspension Increasing Totals

2022 - Reports		2023 - Reports		2024 - Reports	
JANUARY	117	JANUARY	71	JANUARY	97
FEBRUARY	83	FEBRUARY	77	FEBRUARY	
MARCH	128	MARCH	151	MARCH	
APRIL	65	APRIL	78	APRIL	
MAY	73	MAY	88	MAY	
JUNE	96	JUNE	100	JUNE	
JULY	79	JULY	88	JULY	
AUGUST	80	AUGUST	69	AUGUST	
SEPTEMBER	57	SEPTEMBER	53	SEPTEMBER	
OCTOBER	47	OCTOBER	74	OCTOBER	
NOVEMBER	36	NOVEMBER	50	NOVEMBER	
DECEMBER	60	DECEMBER	50	DECEMBER	

2022 - Suspensions		2023 - Suspensions		2024 - Suspensions	
JANUARY	20	JANUARY	24	JANUARY	26
FEBRUARY	19	FEBRUARY	10	FEBRUARY	
MARCH	21	MARCH	19	MARCH	
APRIL	13	APRIL	12	APRIL	
MAY	15	MAY	24	MAY	
JUNE	18	JUNE	25	JUNE	
JULY	26	JULY	20	JULY	
AUGUST	18	AUGUST	24	AUGUST	
SEPTEMBER	10	SEPTEMBER	18	SEPTEMBER	
OCTOBER	13	OCTOBER	20	OCTOBER	
NOVEMBER	16	NOVEMBER	25	NOVEMBER	
DECEMBER	17	DECEMBER	24	DECEMBER	



Reports - Location Monthly Comparison

Penrose	
DECEMBER	29
JANUARY	35
FEBRUARY	0

Library 21c	
DECEMBER	4
JANUARY	11
FEBRUARY	0

East	
DECEMBER	6
JANUARY	15
FEBRUARY	0

Rockrimmon	
DECEMBER	0
JANUARY	0
FEBRUARY	0

High Prairie	
DECEMBER	2
JANUARY	0
FEBRUARY	0

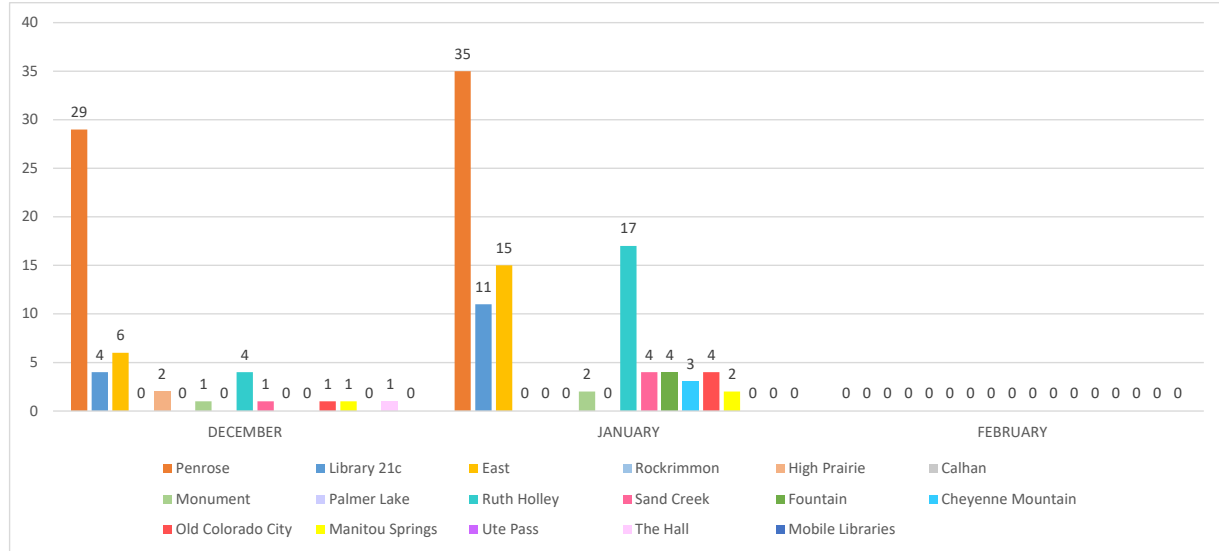
Calhan	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Monument	
DECEMBER	1
JANUARY	2
FEBRUARY	0

Palmer Lake	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Ruth Holley	
DECEMBER	4
JANUARY	17
FEBRUARY	0

Sand Creek	
DECEMBER	1
JANUARY	4
FEBRUARY	0



Fountain	
DECEMBER	0
JANUARY	4
FEBRUARY	0

Cheyenne Mountain	
DECEMBER	0
JANUARY	3
FEBRUARY	0

Old Colorado City	
DECEMBER	1
JANUARY	4
FEBRUARY	0

Manitou Springs	
DECEMBER	1
JANUARY	2
FEBRUARY	0

Ute Pass	
DECEMBER	0
JANUARY	0
FEBRUARY	0

The Hall	
DECEMBER	1
JANUARY	0
FEBRUARY	0

Mobile Libraries	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Suspensions - Location Monthly Comparison

Penrose	
DECEMBER	19
JANUARY	20
FEBRUARY	0

Library 21c	
DECEMBER	1
JANUARY	0
FEBRUARY	0

East	
DECEMBER	1
JANUARY	1
FEBRUARY	0

Rockrimmon	
DECEMBER	0
JANUARY	0
FEBRUARY	0

High Prairie	
DECEMBER	1
JANUARY	0
FEBRUARY	0

Calhan	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Monument	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Palmer Lake	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Ruth Holley	
DECEMBER	1
JANUARY	1
FEBRUARY	0

Sand Creek	
DECEMBER	1
JANUARY	2
FEBRUARY	0

Fountain	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Cheyenne Mountain	
DECEMBER	0
JANUARY	0
FEBRUARY	0

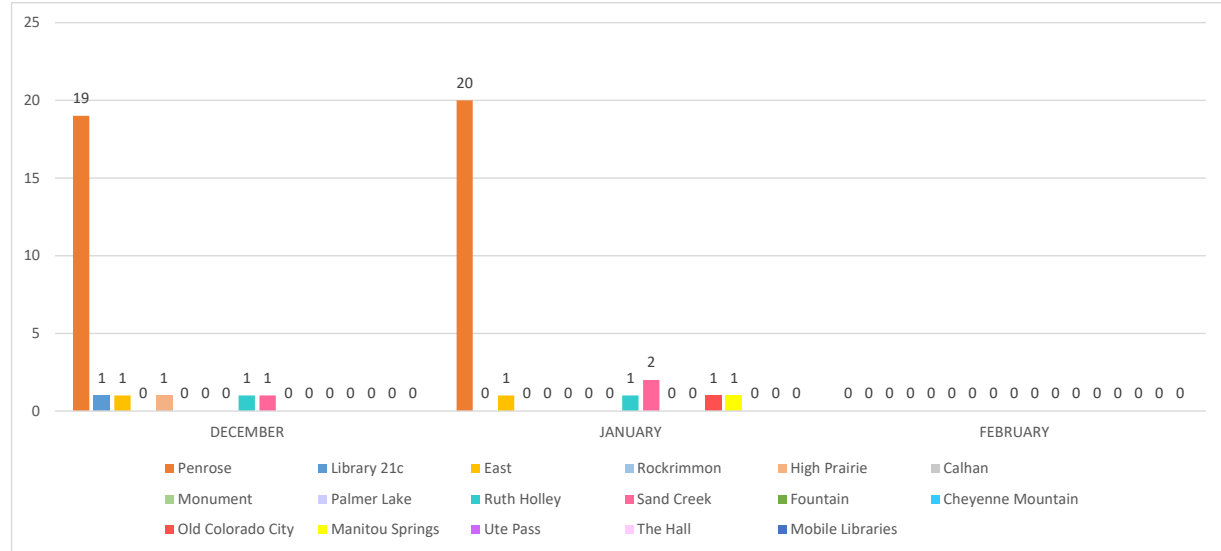
Old Colorado City	
DECEMBER	0
JANUARY	1
FEBRUARY	0

Manitou Springs	
DECEMBER	0
JANUARY	1
FEBRUARY	0

Ute Pass	
DECEMBER	0
JANUARY	0
FEBRUARY	0

The Hall	
DECEMBER	0
JANUARY	0
FEBRUARY	0

Mobile Libraries	
DECEMBER	0
JANUARY	0
FEBRUARY	0



PPLD Strategic Plan Progress Report Q4 2023 (Oct. - Dec.)



This report contains highlights representing just a portion of the work done District-wide.

Access - PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.

- Worked with the Board and internal teams to launch 35-year lease for the Manitou Library to ensure our footprint within the community and the space needed and ensure Library's cash flow and reserves remain. (Finance; Strategy 1.3)
- New 4K UHD Optoma projectors have arrived and are scheduled to be installed. These are a huge upgrade in screen quality and brightness, use laser technology, and do not require bulb replacements, each of which costs around \$900 to replace. They are being installed ahead of scheduled Board meetings so that the Board can use them in upcoming months. (IT; Strategy 1.3)
- 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. (IT; Strategy 1.3)
- IT is working with Mobile Library Services to match the hardware that is in Bus 702 to Bus 705 to increase signal and availability. (IT; Strategy 1.3)
- One hundred new Chromebooks were made available for home use, providing patrons access to technology and digital services. They were engraved with the PPLD logo utilizing our makerspace at 21c. (IT and Public Services; Strategy 1.3)
- In November, several locations hosted Veteran's Day Storytimes where special veterans were invited to talk about what it means to be a veteran and why they are celebrated on Veteran's Day. Veterans also shared some of their experiences in the Service. (Public Services; Strategy 1.3)
- PPLD was selected by the American Library Association to host an interactive exhibit on Americans and the Holocaust at East Library for six weeks. The exhibit drew in over 3,978 visitors. 297 participants attended nine programs that were in partnership with the Colorado Holocaust Educators, United States Olympic and Paralympic Museum, and Mizel Museum on Propaganda. 51 docent-led tours were provided to patrons and schools with 491 participants. (Public Services; Strategy 1.3)
- All Pikes Peak Reads took place in October. This year's title was *The Girls Who Stepped Out of Line: Untold Stories of the Women Who Changed the Course of WWII* by retired US Army Major General Mari K. Eder. Programs centered around APPR included WWII role playing game night presented by the Kraemer Family Library at the University of Colorado at Colorado Springs and a Food for Thought book discussion for patrons with Major General Mari K. Eder in attendance. In conjunction with Colorado College, Major

General Mari K. Eder presented at the Southern Colorado Public Media Center and gave a keynote address to 350 attendees at Library 21c. In 2023, this program saw increased community engagement through multiple access points to the program and expanded partnerships, and the book had almost 3,000 checkouts. (Public Services; Strategy 1.3)

- The 2023 Community Survey was conducted October 3 through November 5. More than 2,250 responses were received that will support the Facilities Master Plan and guide development of Patron Experience initiatives. Survey will reopen February 2024. (Communications; Tactics 1.3.3 and 2.3.7)
- PPLD reached a new milestone with OverDrive/Libby, surpassing 3,000,000 annual checkouts for the first time on December 30. The checkout that hit the mark was *The Ceramics Bible Revised Edition: The Complete Guide to Materials and Techniques* by Louisa Taylor. (Public Services; Tactic 1.3.4)

Accountability – PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

- Upgraded ERP (formerly Munis) and we are now five versions beyond the original version upgraded in 2022. For enhanced security, Finance worked with IT to implement the MSGraph API for email in ERP. Completed Bank Account setups in ERP for Foundation account to reduce manual processing by Finance leadership Updated long term disability insurance settings to correctly capture encumbrances in ERP. (Finance; Focus Area 2)
- The Database Liaison group decided not to renew eight databases for 2024 based on usage, cost effectiveness, and availability of information in other sources. (Public Services; Tactic 2.1.6)
- Collection began of “How did you hear about us?” data, which was already being captured, including via Library Market event registrations. Director of Patron Experience is working with the PR & Marketing Manager to use different ways to engage patrons on social media platforms to ask how they learn about and use library resources. (Communications; Tactic 2.2.2)
- Paper comment cards were updated to gather additional information about activities patrons are doing at the library. Data that was already being captured from the website and comment cards was gathered to begin identifying and addressing trends in feedback. A virtual comment card will be implemented in 2024 to capture more “real time” feedback. Another Patron Experience team member will be hired in 2024 to support the improvement of the Contact Us process on the website. (Communications; Tactic 2.3.3)
- The Jim Bates films, 200 minutes of first-hand recorded moving images of World War II by this local photographer, were digitized for preservation and access. (Public Services; Tactic 2.3.10)

Communications - PPLD invests in and elevates community awareness of resources, services, and spaces.

- Collection Management staff worked with Communications to add Library promotions, such as the Give Campaign, to the online catalog, mobile app, and OverDrive/Libby interfaces. (Public Services; Focus Area 3)
- New ADA compliant speakers have been deployed at three branches and three more will be deployed this year. (Safety, Community Resources, and Security; Focus Area 3)
- After almost two years of gathering and evaluating content and getting feedback on the site, the Tween webpage is now live! (Public Services; Strategy 3.1)
- Regional History & Genealogy worked with an inter-departmental team for the acquisition of a new digital access management system, Recollect. In support of this effort, 24 years of data were harvested from the at-end-of-life server that supported the popular Pikes Peak NewsFinder service that was no longer supported. These records will be cleaned and uploaded to Recollect in 2024. The new platform will revolutionize RH&G's digital presence (newspapers, images, documents, sound recordings, video, and exhibits), making access easier for patrons overall, with increased intellectual control over content. (Public Services; Strategy 3.1 and Tactic 1.3.10)
- The implementation of the website accessibility plan required by the state is in process. Meetings have been held to purchase software in use by other libraries in Colorado. The accessibility statement has been added to the website and the method for providing feedback (online form) has been updated. The project has been entered into Smartsheet so that it can be tracked. (Communications; Tactic 3.1.3)
- The website redesign project is leaving the design phase and moving into the development phase with a target launch date of the end of Q2 2024. (Communications; Tactic 3.1.4)
- Security has completed the radio deployment and all branches and a significant amount of the positions are now connected across the district for daily as well as emergency communication. (Safety, Community Resources, and Security; Tactic 3.6.3)
- The Chief Communications Officer continues to work with Public Services and the CEO to ensure consistency of messaging and activities throughout the District to maintain accurate issues communication and PPLD's reputation management. (Communications; Tactic 3.6.6)
- Extensive phone system work was completed to optimize staff and patron experience, including adding the ability to pass through special announcements. Informacast audio was deployed to all sites. Informacast is a new mass notification system that will be deployed very soon across PPLD. This will be deployed sometime in 2024. (IT; Strategy 3.5)

Community Connections - PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

- Staff from Monument Library worked with staff from Tri-Lakes Cares (TLC) to implement monthly office hours. They have continued to strengthen relationships with TLC clients and staff, issued library cards, donated 30 - 50 pounds of books and media per visit, and communicated specialized information. (Public Services; Focus Area 4)
- PPLD provided 12 Narcan classes open to the public in 2023 and these have been well attended by patrons. (Safety, Community Resources, and Security; Tactic 4.1.10)
- Director of Multicultural Outreach and Accessibility has procured memberships with several diverse groups within our community. This will help the Library bring news of PPLD's offerings to the diverse communities in El Paso County that the District serves and learn more about these communities' needs. (Communications; Tactic 4.1.12)
- The Interlibrary Loan (ILL) team had 1,601 phone and/or email interactions with patrons in 2023. (Public Services; Tactic 4.1.14)
- Community Engagement Coordinator has established a master spreadsheet of all District partnerships (current, past, and prospective) that outlines main points of contact, partnership purpose and status, links to partnership agreement and files, as well as any marketing fulfillment. (Communications; Tactics 4.2.16 and 4.3.1)
- Staff from Manitou Springs Library attended the Manitou Springs City Council meeting in November 2023. City Council voted to adopt the contract between Manitou Springs and PPLD for the new Carnegie building upgrades. (Public Services; Strategy 4.1)

Physical and Virtual Spaces - PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

- To prepare for the temporary closure of Penrose Library for security enhancements, Collection Management staff evaluated the layout and materials needed to decrease shelving height and maintain collection space. Facilities, Security, and Communications also did prep work for the forthcoming closure. (Public Services, Facilities, Communications, and Safety, Community Resources, and Security; Focus Area 5)
- The PPLD mobile app was upgraded with enhancements that improved functionality and appearance. (Public Services; Tactic 5.2.2)
- The Facilities Master Plan development as reference is progressing. Most Facilities Condition Assessment have been completed, internal feedback sessions with staff and the Board of Trustees have been completed, an public survey was conducted, and public feedback sessions are scheduled for the month of February. (Facilities, Communications, and Public Services; Strategy 5.1)

- A new backup proxy server was created to allow for faster nightly backups. Server storage was increased due to data cleanup and redesign of storage requirements. (IT; Strategy 5.2)

Staff - PPLD values, trusts, and invests in staff.

- End User Services staff upgraded the staff computers in the Penrose circulation workroom. The upgrade increases computer speed and staff productivity. (IT; Focus Area 6)
- Officers received higher pay to make the District competitive with the local market. A \$1,000 signing bonus was also added to the positions. (Safety, Community Resources, and Security; Focus Area 6)
- Director of Patron Experience began preparations for a staff feedback survey to be conducted during the first quarter of 2024 in alignment with objectives of the Facilities Master Plan. (Communications; Tactic 6.7.2)
- Results from 2023 Staff Feedback Survey were compiled and delivered to Leadership Team and PPLD staff via staff meetings by the Internal Communications and Special Projects Manager. (Office of the CEO; Tactic 6.7.3)
- Director of Benefits rolled out another successful open enrollment experience sharing knowledge of current benefits through *The Bookmark*, Open Enrollment presentation and in person office hours with various branches. (HR; Tactic 6.8.5)
- Manager Training Camp was rolled out to train Supervisors on a number of topics (including tough conversations), this will continue into 2024 until everyone who supervises another staff member has completed it. As new supervisors are hired, they will also complete the training. (HR; Tactic 6.9.4)
- HR ensured that all staff acknowledge responsibility for understanding PPLD policies. Additionally, monthly “Is this a policy” summaries are sent to Management Team to help ensure clarity on commonly misunderstood policies. Director of Benefits also communicated with managers and supervisors regarding five updated policies in the Personnel Policy Manual. (HR; Tactic 6.9.5)

VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 837 1958 5376
Passcode: 940463

President Dora Gonzales, Vice President Scott Taylor, Angela Dougan, Debbie English, Julie Smyth, Aaron Salt

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Safety, Community Resources & Security Officer Michael Brantner, Interim Senior Director of Development and Foundation Executive Director Courtney Deuser, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Director of IT Systems & Technical Support Juanita Lanaux, Chief Operating Officer Heather Laslie, Interlibrary Load Manager Amanda Marez-Frutchey, Senior Librarian Becca Philipsen, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Director of IT Infrastructure Dan Stone, Chief Facilities Management Officer Gary Syling, Internal Communications and Special Projects Manager Jeremiah Walter, Ruth Holley Library Manager Tessia Warren, Senior Library Associate Hannah Zwahlen, Nadine Hensler, Mary Robinette, Richard Robinette, Liz Turner

Absent: Secretary/Treasurer Erin Bents

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Aaron Salt called the January 9, 2024 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:00 pm.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Mary Robinette raised concerns about PPLD no longer providing access to the Value Line database. She stated that the Morningstar database that PPLD does provide access to does not offer the same level of support as the Value Line database. Ms. Robinette asked that PPLD reconsider providing access to Value Line and provided written documentation to the Board in support of her request.

REPORTS

Trustee comments

Aaron Salt met with the Collection Management Team, and attended interviews for the Trustee position that began on January 1, 2024.

Scott Taylor met with the Information Technology (IT) department and hopes to arrange a visit to the PPLD data center.

BUSINESS ITEMS

Consent Items

Minutes of the November 15, 2023 Board of Trustees meeting.

Minutes of the December 6, 2023 Board of Trustees Special meeting.

There were no comments or requested changes.

New Business

DISCUSSION: Second January 2024 Board meeting

President Aaron Salt shared that the last four decision items on this agenda are not yet available and stated that the Board of Trustees will convene for a second January 2024 meeting to address those Decision Items. The virtual meeting is scheduled for Friday, January 26, 2024 at 5:00 p.m.

DECISION 24-1-1: 2024 Officer Appointments

Governance Committee Chair Scott Taylor shared the following recommendations for 2024 Officer Appointments:

- President: Dora Gonzales
- Vice President: Scott Taylor
- Secretary/Treasurer: Erin Bents

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees appoint the 2024 Officers as shared above.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Aaron Salt continued to run the January 9, 2024 meeting on Dora Gonzales' behalf as she is attending today's meeting virtually.

2024 Committee Chairperson Appointments

The Committee Chairperson appointments were discussed, and these assignments will be announced after today's meeting.

DECISION 24-1-2: 2023 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolution

The 2023 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolution was included in the Board packet.

Motion: Scott Taylor made a motion that the 2023 General, Capital, Special Revenue Designated Funds Budget Adjustment Resolution be approved as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

DECISION 24-1-3: 2024 Original Adopted Budget Resolution

The 2024 Original Adopted Budget Resolution was included in the Board packet. The Resolution was amended to remove 'Interim' from the Chief Librarian and CEO title and correct the signature line.

Motion: Scott Taylor made a motion to amend the Resolution to remove 'Interim' from the Chief Librarian and CEO Title.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the 2024 Original Adopted Budget Resolution as amended.

Second: Angela Dougan seconded the motion.

Vote: The motion was approved unanimously.

DECISION 24-1-3a: Mill Levy Resolution

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees add the Mill Levy Resolution to this agenda.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Motion: Angela Dougan made a motion that the Pikes Peak Library District Board of Trustees approve the Mill Levy Resolution as presented:

A resolution to establish and approve the certification of the Pikes Peak Library District's mill levy for the 2023 property taxes payable in 2024 and allocating revenues from such property taxes and the specific ownership tax among the District's various Funds.

WHEREAS, the El Paso County, County Assessor has certified the value of all real property in the Pikes Peak Library District for the year 2023 (for taxes to be collected in the year 2024) in the total net assessed valuation amount of \$11,699,591,370; and

WHEREAS, the Board of Trustees of the District desires to establish the amount of property tax revenues to be collected from levies against the valuation of all taxable property located in the District; and

WHEREAS, the Board of Trustees of the District, in compliance with TABOR, establishes the amount of property tax revenues to be collected that will not exceed the maximum amount of property tax revenues the District is allowed to receive under the TABOR amendment; and

WHEREAS, the District is authorized to recover revenues lost through abatements, said amounts to the District, being 0.014 mills in the amount of \$158,597;

WHEREAS, the Board of Trustees has the discretion to allocate the levy of 3.047 mills plus 0.014 mills from abatements for a total of 3.061 mills among the various funds of the District, which funds for the year 2024 are the General Fund, Capital Fund, and Self-Insurance Fund as follows; and

General Fund	2.586
Capital Fund	0.234
Self-Insurance Fund	<u>0.227</u>
Total	3.047

WHEREAS, in addition to revenues collected from the levy upon all such taxable property in the amount of \$30,138,570, the Board of Trustees desires to allocate to the General Fund those revenues anticipated to be collected from the Specific Ownership Tax, which revenues for the year 2024 are anticipated in the amount of \$3,500,000; and

WHEREAS, the Board of Trustees of the Library District has adopted the annual budget in accordance with Local Government Budget Law on January 9, 2024, and:

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

Section 1. That for the purpose of meeting general operating expenses and to help defray the costs of government for the Pikes Peak Library District for the year 2024, there is hereby levied a tax of 3.061 mills (comprised of a general operating mill levy of 3.047 mills and an abatement mill of 0.014) upon each dollar of the total valuation for assessment of all taxable property within the District for the 2023 assessment year.

Section 2. That the Chief Financial Officer of the Pikes Peak Library District is hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the Pikes Peak Library District as hereinabove determined and set.

ADOPTED, this ninth day of January 2024.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Scott Taylor will sign all resolutions approved today due to President Dora Gonzales' virtual attendance.

DECISION 24-1-4: Resolution Designating Posting Places for 2024 Board Meetings

DECISION 24-1-5: 2024 Property Disposal Guidelines

DECISION 24-1-6: 2024 Contract/Vendor Approval

DECISION 24-1-7: 2024 Insurance Policies

ADJOURNMENT – 6:36 P.M.

Motion: Scott Taylor made a motion that the Pikes Peak Library District adjourn to meet on January 26, 2024 to address DECISIONS 24-1-4 through DECISION 24-1-7.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

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>

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

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 837 1958 5376
Passcode: 940463

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Executive Assistant Laura Foster

SPECIAL MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dora Gonzales called the January 26, 2024 Special Meeting of the Pikes Peak Library District Board of Trustees to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (*3 Minute Time Limit per Person*) none
There was no public comment.

BUSINESS ITEMS

Unfinished Business

DECISION 24-1-4: Resolution Designating Posting Places for 2024 Board Meetings

The Resolution Designating Posting Places for 2024 Board Meetings was included in the Board packet.

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution Designating Posting Places for 2024 Board meetings as presented.

Second: Scott Taylor seconded the motion.

Discussion: None

Vote: The motion was approved unanimously.

DECISION 24-1-5: Resolution Approving 2024 Property Disposal Guidelines

The Resolution Approving 2024 Property Disposal Guidelines was included in the Board packet.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution Approving 2024 Property Disposal Guidelines as presented.

Second: Debbie English seconded the motion.

Discussion: None

Vote: The motion was approved unanimously.

DECISION 24-1-6: Resolution Approving 2024 Contracts and Vendors

The Resolution Approving 2024 Contracts and Vendors was included in the Board packet.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution Approving 2024 Contracts and Vendors as presented.

Second: Debbie English seconded the motion.

Discussion: Contract and Vendor expenditures included are cumulatively more than \$100,000 for the calendar year, requiring Board of Trustees approval.

Vote: The motion was approved unanimously.

DECISION 24-1-7: Resolution Approving 2024 Insurance Policies

The Resolution Approving 2024 Insurance Policies was included in the Board packet.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution Approving 2024 Insurance Policies as presented.

Second: Erin Bents seconded the motion.

Discussion: None

Vote: unanimously

DECISION 24-1-8: Independent Auditors – 2023 Financial Records

The Independent Auditors – 2023 Financial Records Engagement Letter and Contract were included in the Board packet.

Motion: Aaron Salt made a motion that the Independent Auditors – 2023 Financial Records be approved as presented.

Second: Scott Taylor seconded the motion.

Discussion: An RFP was released in 2019 with the option to renew for a total period of 5 years to determine the Auditor of Financial Records. This is the last year of the current 5-year cycle.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no other business to conduct, President Dora Gonzales adjourned the January 26, 2024 meeting of the Pikes Peak Library District Board of Trustees at 5:15 p.m.

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

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
FEBRUARY 6, 2023 3 pm
LIBRARY 21C – 2ND FLOOR STAFF CONFERENCE ROOM



VIRTUAL MEETING (ZOOM)

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799
Meeting ID: 837 1958 5376
Passcode: 940463

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Executive Assistant Laura Foster

Absent: Trustee Angela Dougan, Trustee Debbie English

SPECIAL MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Dora Gonzales called the February 6 Special Meeting of the Board of Trustees to order at 3:02 p.m.

PLEDGE OF ALLEGIANCE

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

BUSINESS ITEMS

DECISION 24-2-1: Resolution to Amend the Funds Appropriated for the 2024 Budget

The Resolution to Amend the Funds Appropriated for the 2024 budget was included in the packet. Figures in the actual budget are correct, however an error was found in the resolution and corrected to match the actual budget.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution to Amend the Funds Appropriated for the 2024 Budget as amended:

WHEREAS, a public hearing was held by the Board of Trustees on January 9, 2024, in which the Board of Trustees, in Section 1 of a Resolution dated January 9, 2024, did appropriate the 2024 Budget in the amount of

General Fund	\$ 30,138,569
Capital Fund	\$ 2,723,332
Self-Insurance Fund	<u>\$ 2,644,269</u>
Total	\$ 35,506,170

WHEREAS, subsequent to the January 9, 2024 Budget Meeting, members of the Board of Trustees were informed that fund amounts presented for appropriation, as listed above, were incorrect due to inadvertent error; and

WHEREAS, the Board of Trustees were also informed that expenditures, and specifically expenditures shown by fund on the 2024 Budget Summary document as presented on January 9, 2024, are true and correct; and

WHEREAS, given the above information, the Board of Trustees wishes to rescind the dollar amounts appearing in Section 1 of the January 9, 2024 Resolution, in which the Board approved an appropriation allotted to the individual funds shown above and reappropriate the correct amounts as presented on the Budget Summary document at the Budget Meeting held on January 9, 2024; and

NOW, THEREFORE, BE IT RESOLVED BY THE PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES:

That the expenditures, as presented on the approved and adopted budget, and specifically the Budget Summary of the 2024 Budget on January 9, 2024, be recognized as the true and correct appropriated amounts of the Pikes Peak Library District for the year 2024. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose, retroactive to January 9, 2024:

General Fund	\$ 36,286,668
Capital Fund	\$ 2,723,332
Self-Insurance Fund	<u>\$ 3,271,797</u>
Total	\$42,281,797

The dollar amounts appearing immediately above this sentence shall replace those appearing in Section 1 of the January 9, 2024 Resolution.

ADOPTED, this 6th day of February 2024.

Second: Erin Bents seconded the motion.

Discussion: none

Vote: The motion was approved unanimously.

DECISION24-2-2:

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

The Resolution Designating the Official Custodian of Records of Pikes Peak Library District was included in the Board packet. An error was discovered in item 1.e. and has been corrected.

Julie Smyth read the corrected resolution:

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2024:

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

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

The foregoing Resolution was approved and adopted this 6th day of February 2024.

Motion: Scott Taylor made a motion that the Resolution Designating the Official Custodian of Records of Pikes Peak Library District be approved as amended.

Second: Julie Smyth seconded the motion.

Discussion: none

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Dora Gonzales adjourned the special meeting of the Pikes Peak Library District Board of Trustees at 3:29 p.m.

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