

VIRTUAL MEETING (ZOOM)

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. REPORTS
 - A. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p. 2)
 - B. Financial Report: October 2023 (Randy Green) *Ten minutes* (p. 3)
 - C. Public Services Report (Tammy Sayles) *Five minutes* (p. 11)
 - D. Written Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, Pikes Peak Library District Foundation Report (p. 17)
 - E. Chief Librarian's Report (Teona Shainidze-Krebs) *Five minutes* (p. 43)
 - F. Board Reports
 - 1. Internal Affairs Committee *Five minutes*
 - 2. Liaison comments
 - 3. Trustee comments
- V. PRESENTATION
 - A. New Hires/Promotions *Five minutes*
 - 1. Britt Bloom, Adult Education Manager (Sandy Hancock)
 - 2. Gigi Holman, Assistant Director of Branches (Janina Goodwin)
 - 3. Amber Cox, Assistant Director of Programming (Melody Alvarez)
 - B. ALA's Americans and the Holocaust Exhibit (Melissa Mitchell) *Five minutes*
 - C. Library 21c name change (Linda Duval, Mary Ciletti, Jim Ciletti) *Fifteen minutes*
- 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 October 18, 2023 Board of Trustees meeting (p. 50)
 - B. DECISION 23-11-1: Manitou Springs Intergovernmental Agreement (IGA) (Randy Green, Teona Shainidze-Krebs) (p. 54)
 - C. DECISION 23-11-2: Manitou Springs Lease Agreement (Randy Green, Teona Shainidze-Krebs) (p. 60)
 - D. DISCUSSION: Budget implications of ballot measure exploration (Aaron Salt, Randy Green)
 - E. DISCUSSION: Developing localized PPLD patrons Bill of Rights (Julie Smyth) (p. 77)
- VII. ADJOURNMENT

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

Friends of the Pikes Peak Library District NOVEMBER 2023 Report

In October, the Friends BOD focused on preparing for the Big Book Sale and helping with books for decorations at the PPLD Foundation Gala. We have been quite successful in obtaining interest for new volunteers and new directors using Volunteer Match.

| | | |
|-------------------|--------------------|----------|
| Sales for October | (Gross) | |
| | Amazon | \$1,415 |
| | eBay | \$4,045 |
| | Web storefront | \$130 |
| | East Bookstore | \$4,030 |
| | Library 21C | \$1,774 |
| | Penrose | \$461 |
| | Fall Big Book Sale | \$13,865 |
| TOTAL SALES | | \$25,720 |

A post-Book Sale meeting/party was held with a dozen invited volunteers participating to share feedback about the October sale and give ideas for future improvements. A great turnout with impressive results.

Due to reports of theft from the East Bookstore after staffed hours (and catching a perpetrator in the act), it was decided to expand staffed hours an additional two hours Monday through Thursday, and to close the security gates at the end of the last shift. Additional volunteers are in various stages of onboarding, and we should be good to go with the new schedule the week before Thanksgiving. New hours will be 10-6 Monday through Thursday, 10-4 on Friday and Saturday.

Rita Jordan, President
Friends of the Pikes Peak Library District



October 31, 2023
Monthly Financial Report

Board of Trustees Meeting
November 15, 2023



Monthly Financial Report - PPLD (as a whole)

As of October 31, 2023

| | <u>Revised Annual Budget</u> | <u>Year to Date Activity as of October 31, 2023</u> | | |
|---|--------------------------------------|---|-------------------|------------------|
| | | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| <u>REVENUES</u> | | | | |
| Property Taxes (1) | 33,821,549 | 33,812,283 | 33,707,039 | (105,244) |
| Specific ownership taxes | 3,500,000 | 2,916,667 | 2,997,510 | 80,843 |
| Total Taxes | 37,321,549 | 36,728,950 | 36,704,549 | (24,401) |
| Intergovernmental - E-Rate | 503,506 | 0 | 0 | 0 |
| Intergovernmental - AEFLA | 84,002 | 84,002 | 57,189 | (26,813) |
| Intergovernmental - State Grant | 171,706 | 171,706 | 171,706 | 0 |
| Intergovernmental - RHG | 57,912 | 48,260 | 36,357 | (11,903) |
| Intergovernmental - IECLE | 95,005 | 95,005 | 63,043 | (31,962) |
| Intergovernmental - Capital Restricted | 35,798 | 0 | 0 | 0 |
| Intergovernmental - CVRF | 0 | 0 | 0 | 0 |
| Fines and fees | 67,500 | 56,250 | 76,121 | 19,871 |
| Interest income | 38,250 | 31,875 | 1,112,001 | 1,080,126 |
| Donations/fundraising | 230,000 | 172,500 | 577,189 | 404,689 |
| Employee contributions | 612,143 | 510,119 | 438,115 | (72,004) |
| Other Operating- Copy sales | 45,225 | 37,688 | 27,444 | (10,244) |
| Other Operating - Parking lot collections | 10,050 | 8,375 | 9,521 | 1,146 |
| Other Operating- Miscellaneous | 4,523 | 3,769 | 39,744 | 35,975 |
| Total Operating Revenue | 1,955,620 | 1,219,549 | 2,608,430 | 1,388,881 |
| Total Revenue | 39,277,169 | 37,948,498 | 39,312,979 | 1,364,480 |
| <u>EXPENDITURES</u> | | | | |
| Personnel Expense | 24,617,174 | 20,973,658 | 19,021,364 | 1,952,295 |
| Operating Expense | 14,360,312 | 12,110,762 | 8,813,585 | 3,297,177 |
| Capital Outlay | 4,656,376 | 3,315,652 | 1,461,871 | 1,853,781 |
| Total Expenditures | 43,633,862 | 36,400,072 | 29,296,819 | 7,103,253 |
| Net Impact to Fund Balance | (4,356,693) | 1,548,426 | 10,016,159 | 8,467,733 |
| Unrestricted Beginning Fund Balance (2) | 15,355,346 | 15,355,346 | 11,177,041 | (4,178,305) |
| Ending Fund Balance (Projected) | 10,998,653 | 16,903,772 | 21,193,200 | 4,289,428 |

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

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



Monthly Financial Report - GENERAL FUND

As of October 31, 2023

| | <u>Revised Annual Budget</u> | <u>Year to Date Activity as of October 31, 2023</u> | | |
|---|--------------------------------------|---|-------------------|------------------|
| | | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| REVENUES | | | | |
| Property Taxes | 30,792,356 | 30,783,920 | 30,674,440 | (109,480) |
| Specific ownership taxes | 3,500,000 | 2,916,667 | 2,997,510 | 80,843 |
| Total Taxes | 34,292,356 | 33,700,587 | 33,671,950 | (28,636) |
| Intergovernmental | 912,131 | 398,973 | 328,295 | (70,678) |
| Donations/fundraising | 230,000 | 172,500 | 577,189 | 404,689 |
| Fines and fees | 67,500 | 56,250 | 76,121 | 19,871 |
| Other Operating | 98,048 | 81,707 | 1,157,765 | 1,076,058 |
| Total Operating Revenue | 1,307,679 | 709,430 | 2,139,369 | 1,429,940 |
| Total Revenue | 35,600,035 | 34,410,016 | 35,811,319 | 1,401,303 |
| EXPENDITURES | | | | |
| Library Services | 11,664,629 | 9,789,572 | 7,904,868 | 1,884,705 |
| West Region | 3,502,194 | 2,962,490 | 2,712,376 | 250,114 |
| Southeast Region | 3,564,497 | 3,025,083 | 2,576,260 | 448,823 |
| North Region | 3,222,909 | 2,726,506 | 2,459,591 | 266,916 |
| Total Public Services Expenditures | 21,954,229 | 18,503,652 | 15,653,094 | 2,850,558 |
| Support Services | 12,895,005 | 10,936,261 | 8,970,689 | 1,965,572 |
| Intergovernmental | 206,577 | 172,015 | 274,269 | (102,254) |
| Designated Funds | 369,375 | 307,812 | 316,917 | (9,105) |
| Total Operating Expenditures | 13,470,957 | 11,416,088 | 9,561,875 | 1,854,213 |
| Total Expenditures | 35,425,186 | 29,919,741 | 25,214,970 | 4,704,771 |
| Net Impact to Fund Balance | 174,849 | 4,490,275 | 10,596,350 | 6,106,074 |
| Unrestricted Beginning Fund Balance * | 10,151,900 | 10,151,900 | 10,652,749 | 500,849 |
| Ending Fund Balance (Projected) | 10,326,749 | 14,642,175 | 21,249,099 | 6,606,923 |



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

As of October 31, 2023

| | <u>Revised Annual Budget</u> | <u>Year to Date Activity as of October 31, 2023</u> | | |
|-----------------------------------|--------------------------------------|---|-------------------|------------------|
| | | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| General Fund | | | | |
| Public Services | 136,287 | 115,228 | 111,765 | 3,463 |
| Adult Services | 753,964 | 636,926 | 565,495 | 71,432 |
| Family and Children Services | 837,383 | 706,687 | 631,857 | 74,831 |
| Regional History and Genealogy | 718,306 | 607,056 | 549,997 | 57,058 |
| Creative Services | 544,372 | 459,751 | 356,889 | 102,862 |
| Knights of Columbus Hall | 74,464 | 62,995 | 62,078 | 917 |
| Young Adult Services | 491,333 | 414,908 | 372,641 | 42,267 |
| Adult Education | 565,369 | 477,283 | 381,722 | 95,561 |
| Collection Management | 7,357,789 | 6,152,111 | 4,744,168 | 1,407,943 |
| Equity, Diversity and Inclusion | 185,362 | 156,626 | 128,256 | 28,370 |
| LIBRARY SERVICES SUMMARY | 11,664,629 | 9,789,572 | 7,904,868 | 1,884,705 |
| West Region - Administration | 281,546 | 237,926 | 196,551 | 41,375 |
| Penrose Library | 1,409,045 | 1,192,077 | 1,114,163 | 77,914 |
| Cheyenne Mountain Library | 513,050 | 434,031 | 402,028 | 32,003 |
| Old Colorado City Library | 468,926 | 396,729 | 375,579 | 21,151 |
| Manitou Springs Library | 315,784 | 267,126 | 260,299 | 6,827 |
| Ute Pass Library | 34,690 | 29,316 | 407 | 28,908 |
| Mobile Library Services | 479,154 | 405,285 | 363,349 | 41,937 |
| WEST REGION SUMMARY | 3,502,194 | 2,962,490 | 2,712,376 | 250,114 |
| Southeast Region - Administration | 363,182 | 316,956 | 288,314 | 28,641 |
| East Library | 1,718,241 | 1,453,560 | 1,271,759 | 181,801 |
| Fountain Library | 460,551 | 389,589 | 291,743 | 97,846 |
| Ruth Holley Library | 456,329 | 386,038 | 329,821 | 56,217 |
| Sand Creek Library | 566,195 | 478,941 | 394,623 | 84,318 |
| SOUTHEAST REGION SUMMARY | 3,564,497 | 3,025,083 | 2,576,260 | 448,823 |
| North Region Administration | 110,325 | 93,314 | 34,573 | 58,741 |
| Library 21c | 1,536,653 | 1,299,903 | 1,129,461 | 170,442 |
| High Prairie Library | 406,491 | 343,903 | 337,792 | 6,111 |
| Calhan Library | 74,487 | 63,011 | 55,698 | 7,313 |
| Monument Library | 579,122 | 489,962 | 474,778 | 15,184 |
| Palmer Lake Library | 500 | 417 | (12) | 429 |
| Rockrimmon Library | 515,330 | 435,998 | 427,300 | 8,697 |
| NORTH REGION SUMMARY | 3,222,909 | 2,726,506 | 2,459,591 | 266,916 |
| LIBRARY SERVICES SUMMARY | 10,289,600 | 8,714,080 | 7,748,227 | 965,853 |
| PUBLIC SERVICES SUMMARY | 21,954,229 | 18,503,652 | 15,653,094 | 2,850,558 |



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

As of October 31, 2023

| | | Year to Date Activity as of October 31, 2023 | | |
|------------------------------------|--------------------------------------|--|-------------------|------------------|
| | <u>Revised Annual Budget</u> | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| General Fund | | | | |
| Administration | 310,639 | 262,186 | 236,661 | 25,525 |
| Human Relations Office | 829,754 | 699,285 | 572,383 | 126,902 |
| Finance Office | 1,429,198 | 1,315,247 | 1,240,388 | 74,859 |
| Facilities | 4,610,966 | 3,853,910 | 3,076,812 | 777,099 |
| Security | 1,294,694 | 1,094,656 | 1,002,814 | 91,842 |
| Communications Office | 1,340,166 | 1,127,993 | 856,256 | 271,737 |
| Information Technology Office | 2,725,135 | 2,285,160 | 1,709,053 | 576,107 |
| Development Office | 354,452 | 297,823 | 276,322 | 21,501 |
| SUPPORT SERVICES | 12,895,005 | 10,936,261 | 8,970,689 | 1,965,572 |
| Interdepartmental | 206,577 | 172,015 | 274,269 | (102,254) |
| GENERAL FUND - UNDESIGNATED | 13,101,582 | 11,108,276 | 9,244,958 | 1,863,318 |
| Designated Funds | 369,375 | 307,812 | 316,917 | (9,105) |
| Total Designated | 369,375 | 307,812 | 316,917 | (9,105) |
| TOTAL GENERAL FUND | 35,425,186 | 29,919,741 | 25,214,970 | 4,704,771 |



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of October 31, 2023

| | | Year to Date Activity as of October 31, 2023 | | |
|--|--------------------------------------|--|--------------------|------------------|
| | <u>Revised Annual Budget</u> | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| <u>REVENUES</u> | | | | |
| Designated Funds - Capital | (35,798) | 0 | 0 | 0 |
| Total Revenue | (35,798) | 0 | 0 | 0 |
| <u>EXPENDITURES</u> | | | | |
| Capital Fund- Facilities | 2,104,219 | 1,578,164 | 900,154 | 678,010 |
| Capital Fund-Communication | 71,329 | 50,949 | 6,395 | 44,554 |
| Capital Fund- IT | 2,338,880 | 1,656,707 | 546,074 | 1,110,632 |
| Capital Fund- Video Studio | 50,407 | 0 | 0 | 0 |
| Capital Fund- Creative Services | 55,744 | 0 | 0 | 0 |
| Total Expenditures | 4,620,578 | 3,285,820 | 1,452,623 | 1,833,197 |
| Net Impact to Fund Balance | (4,656,376) | (3,285,820) | (1,452,623) | 1,833,197 |
| Beginning Fund Balance* | 5,103,754 | 5,103,754 | 4,415,250 | (688,504) |
| Ending Fund Balance (Projected) | 447,378 | 1,817,934 | 2,962,627 | 1,144,693 |



Monthly Financial Report - SELF-INSURANCE FUND (SIF)
As of October 31, 2023

| | | Year to Date Activity as of October 31, 2023 | | |
|--|--------------------------------------|--|------------------|------------------|
| | <u>Revised Annual Budget</u> | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| REVENUES | | | | |
| Property Taxes | 3,029,193 | 3,028,363 | 3,032,599 | 4,235 |
| Employee contributions | 612,143 | 510,119 | 438,115 | (72,004) |
| Other Revenue | 0 | 0 | 696 | 696 |
| Total Revenue | 3,641,336 | 3,538,482 | 3,471,410 | (67,072) |
| EXPENDITURES | | | | |
| Personnel Expense | 3,298,098 | 2,924,440 | 2,389,824 | 534,616 |
| Operating Expense | 290,000 | 270,071 | 239,402 | 30,669 |
| Total Expenditures | 3,588,098 | 3,194,511 | 2,629,227 | 565,285 |
| Net Impact to Fund Balance | 53,238 | 343,971 | 842,184 | 498,213 |
| Beginning Net Assets* | 99,692 | 99,692 | 823,639 | 723,947 |
| Ending Fund Balance (Projected) | 152,930 | 443,663 | 1,665,823 | 1,222,160 |



2023 Budget
Budget Reconciliation

| | | General Fund | Capital Fund | Self- Insurance Fund | TOTAL BUDGET |
|----------------------|---|---------------------|--------------------|----------------------------|---------------------|
| REVENUE: | | | | | |
| December 7, 2022 | 2023 OAB Budget Ratification | \$35,600,035 | \$35,798 | \$3,641,336 | \$39,277,169 |
| | TOTAL REVENUE | \$35,600,035 | \$35,798 | \$3,641,336 | \$39,277,169 |
| EXPENDITURES: | | | | | |
| December 7, 2022 | 2023 OAB Budget Ratification | \$35,667,371 | \$1,000,000 | \$3,588,098 | \$40,255,469 |
| January 18, 2023 | 2023 OAB Budget Adjustment #1 | (\$242,185) | | | (\$242,185) |
| February 15, 2023 | 2023 OAB Budget Adjustment #2 | | \$3,620,578 | | \$3,620,578 |
| October 18, 2023 | 2023 OAB Budget Adjustment #3 | | (\$205,329) | | (\$205,329) |
| | TOTAL EXPENDITURES | \$35,425,186 | \$4,415,249 | \$3,588,098 | \$43,428,533 |
| | Net Change in Fund Balance | \$174,849 | (\$4,379,451) | \$53,238 | (\$4,151,364) |
| | <i>Projected</i> Beginning Fund Balance | \$4,651,900 | \$5,103,754 | \$99,692 | \$9,855,346 |
| | <i>Projected</i> Ending Fund Balance | \$4,826,749 | \$724,303 | \$152,930 | \$5,703,982 |

Public Services Report October 2023

Compliments

"It was an utter gift to my children to attend the ERC Make-a-Masterpiece art class (homeschool) with Gayle and Joy today. My kids were nourished intellectually and artistically in this class. Please keep this program going! The class was packed! Also, a pottery class/ceramic for homeschool would be amazing. Please do!! Thanks!"

"I am the author of Library Services to Homeschoolers: a Guide. I LOVE PPLD Homeschool Hub/Info online presence and resources. I have an upcoming Niche Academy presentation and I am going to be sharing your webpage with the participants..... plus I mentioned PPLD Homeschool Hub in my book. Keep up the amazing work. Thank you for serving the Homeschoolers and At Home Learners in your community!" *Christina Caputo*

Library Branches

Access

Jen Hernandez conducted multiple Book-a-Librarians at East Library where she showed patrons how to access databases and helpful websites. During one appointment she showed a teen how he can use Academic Search Premier, U.S. History in Context, Biography in Context, and All-in-One Search databases to find primary and secondary sources, as well as peer-reviewed articles/books for his research papers.

The Chromebooks to Go Committee effectively introduced the [Chromebooks to Go initiative](#) to the public. Chromebooks can now be checked out for 21 days.

Accountability

Alli Brooks onboarded three new teen volunteers at East Library and provided training on completing tasks as a Library Helper. These tasks include assisting the circulation department with the pull list, filing holds, cleaning toys from the play area, and neatening frequently used library spaces.

Communications

The annular eclipse took place during the final Farmer's Market of the season in Old Colorado City's Bancroft Park. David Rasmussen and two Old Colorado City Friends set up a table in front of the library, and using two pairs of remaining eclipse glasses, enabled over 103 patrons and passers-by to see the eclipse they would otherwise have missed.

Community Connections

Mobile Library Services attended CPCD's Family Night, Academy ACL Readathon, Night at the Library, and held one-time stops at New Summit Charter Academy and Monroe Elementary as part of their lessons on different types of libraries. During the events they served 314 people and registered fifteen new users!

Monument staff attended the Tri-Lakes Business Expo on October 18. They talked to 91 people.

Old Colorado City Library had its annual spooky stroll-a-story that partners with local merchants and business owners along Colorado Ave in OCC to promote early literacy, healthy habits, and local commerce. There were 177 spooky stroll-a-story participants this year!

Rockrimmon Library held their Annual Community Art Show. They had a slew of incredible art decorating Rockrimmon Library for the month of October. Several Explorer and homeschool groups made special trips to Rockrimmon just to see the variety of entries. Most of the art is featured online in [Biblioboard](#)

Art teachers from HSD2 spent a week bringing in student artwork and hanging it all around the children's area at Sand Creek. The library hosted a reception and had about 120 people in 90 minutes, creating library accounts for several new patrons.

Physical and Virtual Spaces

Old Colorado City Library worked with Dan Stone and Cameron Landreth in IT and Rachel Quinn in Communications to change the default PC backgrounds for the Kids and Teen PCs. This update will better alert patrons to the intended user group and age restrictions for those PCs. Upon successfully launching the background change to the PCs at Old Colorado City Library, the update is now steadily rolling out to all library locations across the district.

Staff

On October 13, several managers and supervisors attended the inaugural Manager Training Camp offered by HR. This training aims to: help managers develop more confidence and impactful leadership, improve team dynamics across the library district, decrease employee relations issues, retain skilled managers. All who attended reported that they gained valuable skills and knowledge.

Adult Education

Accountability

Since July 2023, seven people obtained their GED's through our GED Test Prep Center and one person completed Career Online High School.

Communications

Career Navigator Deya Rohe helped two people obtain jobs. Deya assisted them with resume and cover letter writing and filling out online applications. Deya also attended the First Latina Prosperity event for a night of connecting, learning, and creating an economic vision with active Latinas in our city. The program featured Dr. Tatiana Bailey's economic update regarding U.S., Colorado, and Colorado Springs data, including some specifics on Latin demographics and Latina-owned businesses.

Community Connections

Strategic Services Non-Profit Librarian, Katie Edson hosted workshops on Non-Profit Start-up and on Start-up and Growth, Embracing Resilience: Building Up Rather than burning out the Non-Profit community in partnership with the Lyda Hill Institute for Human Resilience and UCCS.

Strategic Services Law Librarian Deb Hamilton planned and implemented Legal Resource Day which was held at El Paso County Combined Courts. She also serves on the Court Care board, a free daycare service provided at the courthouse.

Sandy Hancock attended an informal meeting for the Workforce Action Team Subcommittee to discuss the history of the group and its viability for the future. Sandy also attended a Pikes Peak Workforce Center Board meeting this month.

Physical and Virtual Spaces

Executive Chef and Instructor Scott Crum is leading the winter Food Industry training cohort. This cohort runs through November 10.

Staff

Adult Ed is fully staffed with Danielle Seltenright starting as the new High School Equivalency (HSE) instructor.

Collection Management

Access

October numbers



- Staff added 6,324 items and 1,143 magazines to the collection
- A vendor issue was resolved and 486 boxes of items for the collection arrived in October
- 1,184 new titles were cataloged
- 322,817 physical items circulated
- 264,325 eBooks, eAudios, and eMagazines checked out
- The Interlibrary Loan (ILL) team received 2,287 requests
- The most popular titles in Libby were *The Woman in Me* by Britney Spears, *Friends, Lovers, and the Big Terrible Thing* by Matthew Perry, and *The Fourth Wing* by Rebecca Yarros

Accountability

Interlibrary Loan had an impressive turnaround time (time from receiving the request to making the item available to the patron) of 14 days for physical materials.

Communications

Collection Management shared information with staff (and through Communications, with the public) about changes to the Kanopy checkout process, the OverDrive/Libby November Big Library Read - *Artie and the Wolf Moon* by Olivia Stephens, and a new helpful identifying sticker for DVDs that are the DVD-R format.

Reporters from the Gazette and News5 discussed with staff the 2 millionth OverDrive/Libby checkout and the importance of eMaterials.

Community Connections

Amanda Marez-Frutchey and Megan Robbins were each guest speakers at the virtual Denver University Collection Development class.

PPLD selection librarians hosted the quarterly meeting of the Area Collection Development Crew (ACDC) at the East Library.

Tania Hajjar and Jenny Pierce presented the program “A Material Change: Reconsidering Our Approach to Library Challenges” to 44 attendees at the annual conference of the Colorado Association of Libraries.

Krista Meier met with a representative from the nonprofit organization Lamp International. They are setting up an OverDrive collection in Africa for their Portuguese-speaking population and wanted a librarian’s perspective on the service.

Physical and Virtual Spaces

Quotes were solicited for shelving adjustments in the District.

Staff

All PPLD catalogers, as well as staff from ILL, met with OCLC representatives to hear about product updates and ask questions. OCLC is one of the largest library services vendors and PPLD utilizes catalog records, Interlibrary Loan software, patron authentication software and other services from OCLC.

Greg Roes attended the quarterly meeting of Colorado public library circulation managers in Denver at the DPL Blair Caldwell African American Research Library.

ILS Administrator Colleen Medling received a Chief Librarian Award at PPLDCon for her efforts to innovate processes and improve the experience of staff and patrons.

Programming

Access

Beginning in September and lasting through October 14, PPLD distributed over 4,000 pairs of solar eclipse viewing glasses for free to patrons. Heidi Buljung secured a grant for 8,000 pairs from Solar Eclipse Activities in Libraries, and the additional 4,000 pairs will be distributed ahead of the April 2024 eclipse. Joy Fleishhacker hosted Homeschool Science: Be Ready for the Eclipses, on October 13, 2023, at Library 21c. Presented by David Koster, a NASA-trained eclipse ambassador from the Astronomical Society, the program introduced the science behind the October solar eclipse as well as safe viewing guidelines. The program was attended by 120 homeschooled children and parents. On October 14, Larissa Powers, Danielle Seldenright, Melissa Mitchell, Joe Paisley, and Christa Funke staffed the Eclipse Party at East Library. Dave Koster was on hand with a solar telescope for an even better view of the eclipse.

Melissa Mitchell wrapped up the Americans and the Holocaust Exhibit. Over the six-week exhibit period, there were approximately 3,978 visitors to the exhibit. We conducted 51 tours for 977 people. Of those tours, we did 12 for school groups with a total of 486 students. One high school came from Cheyenne Wells, Colorado – 137 miles east of Colorado Springs. In addition to the exhibit, we hosted 10 programs with a total of 297 attendees. We received great feedback. Many people thanked PPLD for getting the exhibit. Melissa Mitchell completed the final report for the Americans and the Holocaust Exhibit and submitted it to ALA and the United States Holocaust Memorial Museum.

Communications

After almost two years of gathering and evaluating content and getting feedback on the site, the [Tween Webpage](#) is now live! This was a collaboration between Christa Funke, who provided the

content and gathered the feedback, and Website Administrator Cheryl Howard, who built the site.

Community Connections

For the month of October, Family & Children's Services staff throughout the district visited 15 schools with 32 Lightning Lessons and reaching 975 students. Young Adult Services staff throughout the district visited nine schools and reached 282 students teaching resource classes.

PPLD partnered with El Paso County Public Health to provide hygiene supplies at EA and PE. Unfortunately, EPCPH was unable to secure additional funding for this service. The remaining hygiene supplies at each location will be available while supplies last. The partnership will expire, but it was a great experience working together and future partnership opportunities may be explored.

Joe Paisley coordinated and collected hygiene items for One Nation Walking Together, cracking the 60,000 marks (according to ONWT). The items will be delivered by ONWT to South Dakota's Pine Ridge Reservation in November.

On October 4, 5, 6, and 7, Heidi Buljung hosted All Pikes Peak Reads programs for the community. This year's APPR 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. On October 4, staff from the Kraemer Family Library at the University of Colorado at Colorado Springs came to East Library to host a WWII role playing game night. On October 5, the local conversation group Food for Thought offered a book discussion for patrons. Major General Mari K. Eder was also in attendance. In conjunction with Colorado College, on October 6, Heidi hosted Major General Mari K. Eder at the Southern Colorado Public Media Center. On Saturday, October 7, Major General Eder gave a keynote address to 350 in-person attendees at Library 21c.

Staff

Staff in the Programming Department have moved to Penrose Library. The team encompasses Family & Children's Services, Young Adult Services, Adult Services, Jennifer Eltringham (from Creative Services), and Yvette Dow-Rose (from EDI).

Regional History & Genealogy

Access

[ArchivEra](#) is now live on ppld.org. The implementation of ArchivEra begun in early 2023 and going live marks the final step of the collection management software migration project. Patrons may now find aids, which are synopsis of our archival collections. The new system features a more robust and powerful search function and an integrated patron portal. New collections are being added daily. ArchivEra can be accessed on the Regional History & Genealogy page by clicking 'PPLD Archives and Manuscripts'.

Regional History & Genealogy had 3492 aerials photos digitized and available online through our IMLS grant this month. The grant terminates in August 2024, and we are on track to digitize the remaining photos. A selection of these photos will be featured at East Library highlighting the growth of Colorado Springs in the mid-20th Century, and culminate with the building of the East Library, When East was East.

A donation of microfilm and microfiche was collected this past month from the Colorado Springs Gazette. The donation includes back-up copies of the Gazette as well as scans of the newspaper's subject clipping files. Once indexed, these files will supplement RH&G's existing clipping files, aiding those researching specific local history topics.

Extensive efforts were made to inventory three collections of significant materials documenting the Colorado Springs LGBTQ+ communities between 1982 and 2007 which were included in a potential digitization grant coordinated by the Internet Archive. As one of six partner institutions across the country, PPLD is proud to have our unique archival material (up to 2500 items) considered for inclusion in a project intended to make LGBTQIA+ history more widely available. The specific grant the Internet Archive is applying for is provided by CLIR, "Digitizing Hidden Collections: Amplifying Unheard Voices." Hidden Collections • CLIR. This opportunity is a direct result of PPLD's current participation in the Internet Archive's other library-based program, Community Webs, which provides financial and technical support for local libraries and archives to engage in web archiving.

408 Gazette articles were pulled and indexed into [Pikes Peak NewsFinder](#). In addition, 65 Pikes Peak NewsFinder microfilm scan requests were completed and made accessible to patrons.

Accountability

Regional History & Genealogy programming staff devised a plan for the "We Have a Story" project, which photographs those experiencing homelessness. The new plan will highlight oral histories and will target communities that have been under-represented in historical records. Staff use Adobe Suite to employ captioning via AI, eliminating the need to send recordings to a third party for transcription.

Community Connections

Regional History & Genealogy staff were among the 25 stakeholders that attended a planning meeting for the state-wide initiative on the 2026 celebration of the U.S. 250th anniversary, and Colorado's 150th, "US250 and CO150." Discussions are in process concerning how PPLD will participate, including, but not limited to, using this opportunity to theme the RH&G Symposium in 2026, and collection of oral histories to be available for the initiative.

Regional History & Genealogy staff collaborated on the planning and implementation of the first Spooky Stacks program, a historical and spooky themed, behind-the-scenes tour of the department and resources. This event garnered an attendance of 29 patrons and was widely commended for its ability to deliver both entertainment and educational value, receiving positive feedback from multiple attendees.

Communications Department: Report for November 2023

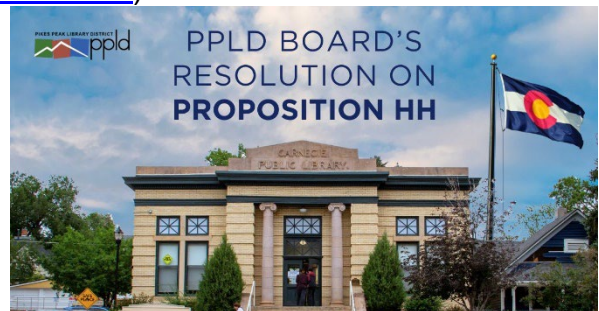
NEWS COVERAGE

Total features and mentions:

- **October 2023:** 79 hits
- **Year-to-date:** 1,274
- **Average per month:** 127

Highlighted coverage:

- [KOAA](#) wrote an article about Silver Key Services partnering with two of PPLD's libraries to offer meals for seniors.
- Fox21 gave PPLD a shout-out as a place to watch the eclipse in three news broadcasts ([Morning News at 5](#), [Morning News](#), and [News at 9](#)).
- The Board of Trustees statement on Proposition HH was covered by four news articles and one news aggregate, including [Complete Colorado Page 2](#) and a [Gazette opinion piece](#) (also posted in the [Denver Gazette](#)).
- The October Library Limelight column discussed holiday gift giving using Library resources, shared in [The Tribune](#) and one news aggregate.



- PPLD reached 2 million borrows on Libby/OverDrive again this year, which was covered in two articles ([The Gazette](#), [KOAA](#)) and one news broadcast ([KOAA](#)).
- [Fox 21](#) did an article about a popular actor being featured in an upcoming Virtual Author Visit.
- PRX discussed the Repair Café in a [podcast](#) and an [article](#), and KGNU shared the recording on a [radio broadcast/interview](#)
- An [opinion piece in the Gazette](#) about book banning praises the Library for not practicing censorship to remove banned/challenged books.
- Other small but fun mentions:
 - History Colorado is doing a project about Green Books, and Penrose Library was mentioned for an upcoming meeting location in several articles and news broadcasts, including two History Colorado articles ([article 1](#), [article 2](#)), a [Denver 7 News article](#), a news broadcast from [KMGH](#), and two KOAA news broadcasts ([News 5 at 4](#), [News 5 at 10](#)).
 - Our partners at the Colorado Springs Pioneers Museum gave us a shout-out while discussing Family Fall Crawl on [Loving Living Local](#) (the Library hosted a table at the event).
 - [Colorado Springs Moms Collective](#) posted about Old Colorado City Library's Spooky Stroll-a-Story in their events section.
 - PPLD libraries were mentioned as nearby features in seven Redfin real estate listings.

- The U.S. Olympic & Paralympic Museum mentioned PPLD as a location for an upcoming event of theirs in two news broadcasts ([KRDO Good Morning Colorado News at 5](#), [KRDO Good Morning America](#)).
- RH&G's book *The Invisible People of the Pikes Peak Region* is mentioned in an article about Boulder and Colorado's Black history from [CPR News](#).
- The Hall at PPLD was mentioned as a location for the Pikes Peak Zine Fest event this year in three articles ([CS Indy](#), [World Today News](#), and [ColoradoSprings.com](#)).
- PPLD was given photo or research location credit in three articles (a [Gazette opinion piece](#) on traffic and wildlife and the [Gazette](#) and [Denver Gazette](#) about five abandoned Colorado ski areas), one radio broadcast about Emma Crawford ([KCFR](#)), and two TV news broadcasts (two [KKTV broadcasts](#) about a historic train tragedy).
- A [Gazette article](#) about the work of the Greenberg Center for Learning & Tolerance discusses the Americans and the Holocaust exhibit hosted at the Library as one of many projects.

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

DIGITAL MARKETING

Newsletter statistics (October):

- **Number of email addresses targeted:** 135,805 (an increase of 1,801 emails)
- **Number of newsletters opened by recipients:** 64,940 (50% of successful emails delivered were opened)
- **Number of link clicks:** 5,740 (an 8.8% click rate)

PPLD.org website statistics (October):

- **Most popular web pages**, besides the home page: [ppld.org/kids](#)
 - **October totals:**
 - 386,034 total pageviews
 - 222,533 sessions
 - 137,085 total users (new and existing users going to ppld.org)
 - 124,929 new users (users coming to ppld.org for the first time)

District-wide social media statistics (October):

- **Facebook:**
 - **16,032 total followers** – (main account – increase of 50 new followers)
 - **14,697 page likes** (increase of 49 likes)
 - **34,192 total followers** – (for all other accounts combined; an increase of 226 new followers)
 - **31,812 page likes** – (an increase of 138 new likes)
 - **Main Account**
 - **52,392 post reach** – (the number of times users saw our content) 147% increase over September
 - **8,937 post engagement** – (the number of times users interacted with our content through reactions, comments, clicks, reposts, etc.)
 - **108 posts**
 - **All other PPLD accounts combined**
 - **230,805 post reach** – (the number of times users saw our content) an increase of 423% over August – Comparing to August as the September number was an anomaly
 - **18,297 post engagements** – (the number of times users interacted with our content through reactions, comments, clicks, reposts, etc.) 193%

increase over August. Comparing to August as the September number was an anomaly

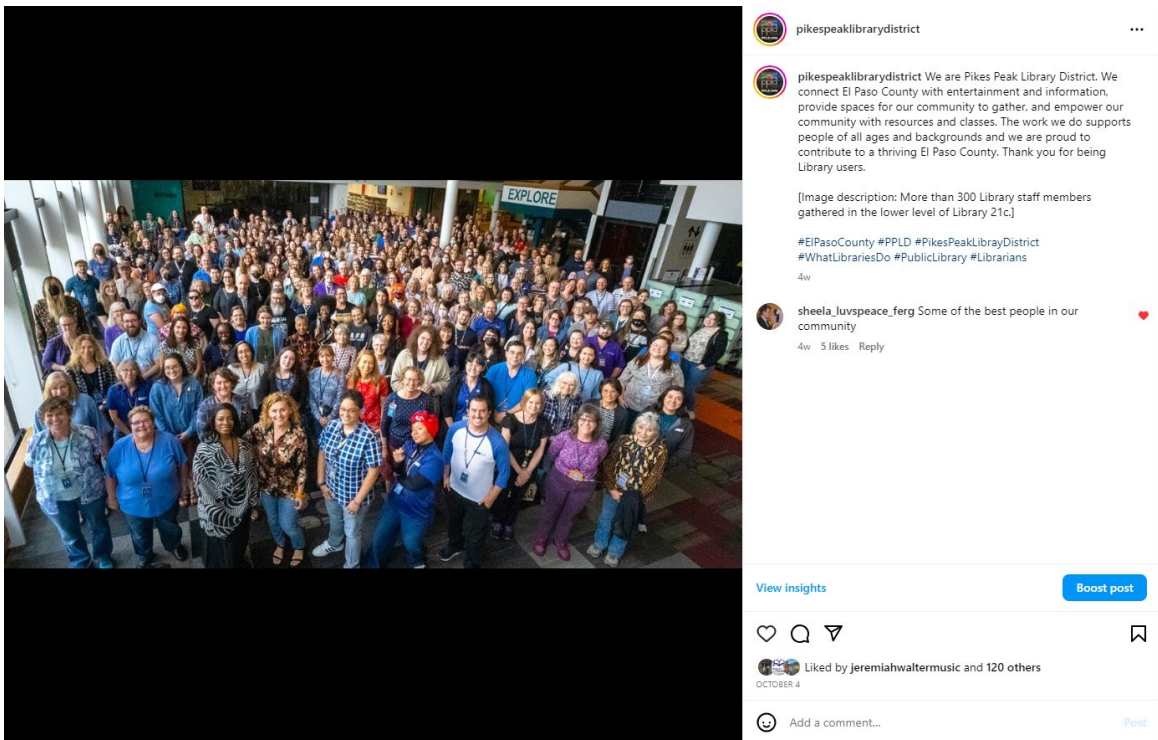
- The **Facebook** post with **the highest engagement** featured various banned books for Banned Books Week and received **306 reactions, 76 comments, and 12 shares**.



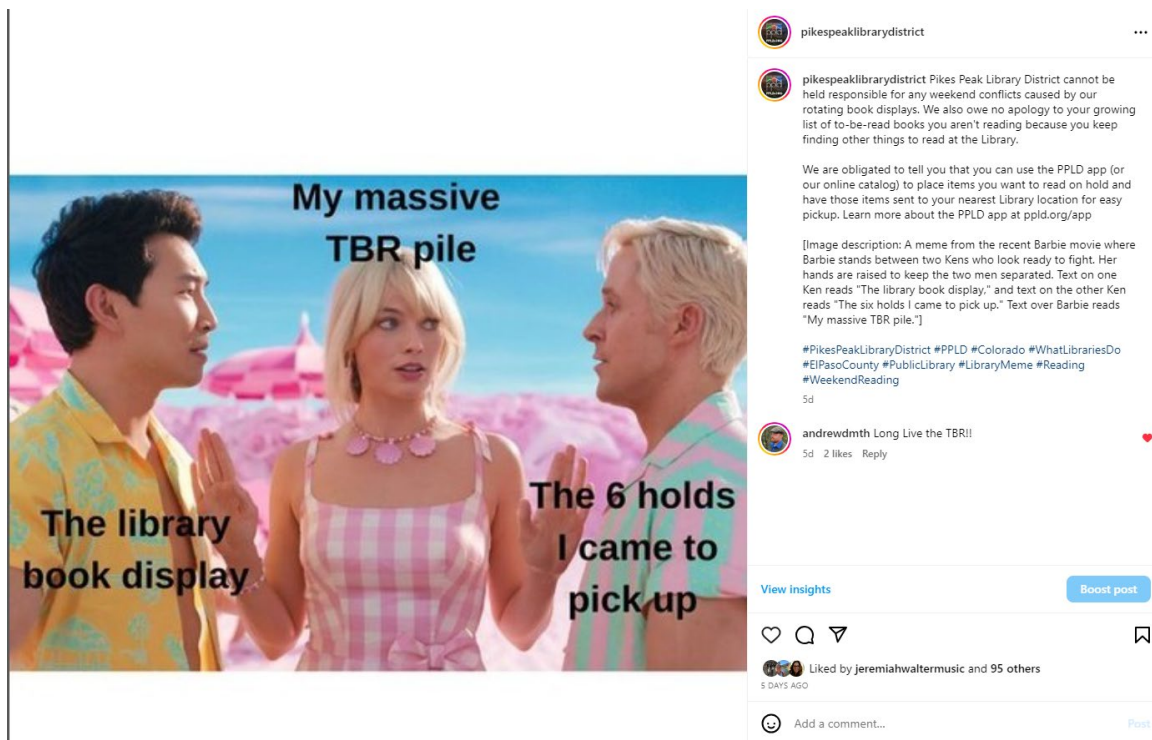
- The **Facebook** post with **the highest reach** featured a photo taken by PPLD's photographer and talked about just spending time at the Library. This **reached 8,528 accounts**.



- **Instagram:**
 - Main account – This month it reached an equal number of followers and non-followers.
 - **3,789 total followers** – (32 new followers)
 - **6,118 total reach** – (the number of times our content was shown on Instagram)
 - **2,207 total engagement** – (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.) 57% increase over September
 - **106 posts / reels and 91 stories** – (stories are content that appear at the top of the user’s feed but disappear in 24 hours.)
 - PPLD Teens
 - **615 total followers** – (5 new followers)
 - **2,051 total reach** – (the number of times our content was shown on Instagram)
 - **203 total engagement** – (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.) 69% increase over August
 - **16 posts/reels and 53 stories** – (stories are content that appear at the top of the user’s feed but disappear in 24 hours)
- The **Instagram** post with the **highest engagement** featured an all-staff photo from PPLD Con, which received **121 likes, 9 shares, 2 saves, and 1 comment**.



- The **Instagram** post with the **highest reach** featured a popular meme and directed users to the PPLD app. It reached **1,314 accounts in a very short time** (it was posted on Oct. 27)




- **Twitter:**
 - **5,210 total followers** - (7 new followers)
 - **9,703 impressions** – (the number of times our content was shown to people on Twitter)
 - **179 engagements** – (the number of times people interacted with our content by liking, commenting, clicking, or swiping, etc.)
 - **108 tweets in October**
- **LinkedIn:**
 - **1,562 total followers**
 - **3004 impressions** – (the number of times our content was shown to people on LinkedIn – 96% higher than September)
 - **189 engagements** – (the number of times people left a reaction, commented, shared, clicked on, or otherwise interacted with posts)
 - **19 posts in October**
- **YouTube:**
 - **7,781 subscribers**
 - **37,070 monthly views**
 - **6,010,959 lifetime views**
- **Online video views:** 3,616 on Vimeo

OTHER MARKETING & PROMOTION

Promotional campaigns, programs, & other activities

- **Upcoming Promotions and Announcements:**

- PPLD will work with FOX21 to sponsor the Question of the Day for its “Jeopardy-like” quiz show, Rocky Mountain Quiz Kids. The question will once again be called the PowerPass Question of the Day; PowerPass commercials will run in the show, as well as a 1-minute segment about the feature; PPLD staff are being filmed in different libraries delivering the questions; we will have 7 interviews in FOX’s morning show *Loving Living Local*; and commercials to support Summer Adventure in 2024. Our PowerPass page saw increased traffic every Monday after the show aired. With this season airing from Nov. 26 – May 31, while students are in school, we hope to see increased usage, as well.

 - Communications is also working on a promotion to kick off the new year called New Year, New You. This campaign’s goal is to increase library card sign-ups by promoting how a library card can help you achieve your New Year’s resolutions.
 - Communications is also working on an Open House promotion to occur during National Library Week, April 7 - 13. We are considering a mail campaign to new residents and intend to invite board members, local community leaders, and all PPLD patrons. More details to follow.
- **Other Library programs and activities** can be found on [PPLD’s event calendar](#).

Partnerships & Outreach Update

- **Community outreach activities (excluding school visits):**
 - Total Events: 15
 - Total Attendance: 10,973
 - Total Impressions: 2,384
 - Library Cards Issued: 3 (at outreaches)
- **Outreaches included:**
 - Tri-Lakes YMCA’s 2023 Community and Business Expo – Oct. 18
 - Senior Life Expo – Oct. 21
 - The City of Fountain’s Halloween event – Oct. 27
 - Several intercept events to solicit public input for the Facilities Master Plan
- **New Partnerships:**
 - PPLD is excited to partner with two organizations to offer tax preparation services at several library locations from February to April 2024 for the upcoming income tax season. AARP is renewing its partnership agreement to provide services at Library 21c and is finalizing a partnership agreement for Fountain. VITA will return to The Hall at PPLD to provide services to low-income families and is considering agreements for East and High Prairie. Both organizations emphasize providing tax preparation services to moderate to low-income families but will provide services to the community by reserving an appointment.

- Thanks to a partnership with PPLD, Victoria's School of Harp will return for an open-air performance with harp music and singing performances for Library 21c patrons and guests on Sat., Nov. 18.
- High Prairie Library partnered with the Exchange Club of Falcon to provide patrons and the local community with an opportunity to purchase a gift for a family in need this holiday season. Patrons can select an Angel Tree family from the tree and bring unwrapped gifts to High Prairie for the family.
- **Culture Passes issued:**
 - 285 passes were issued in September, three times more than in October 2022 (92).
 - A total of 2,720 Culture Passes have been issued between January and October 2023
 - **PLEASE NOTE: Space Foundation & Discovery Center** will undergo a major renovation to its facility from Nov. 19, 2023, to early April 2024 and will not be offering Culture Pass vouchers to patrons during this time.

Patron Experience Update:

- **Facilities Master Plan Support**
 - The Communications Team hosted Visual Preference Voting activities at seven events and interacted with 1,000 plus community members:
 - Oct. 7 - All Pikes Peak Reads Presents: Mari K. Eder at Library 21c
 - Oct. 14 - Great American Eclipse 2023 Viewing Party at East Library
 - Oct. 14 - Switchbacks vs Phoenix Rising at Weidner Field
 - Oct. 21 - Pioneers Museum Family Fall Festival at Evergreen Cemetery
 - Oct. 21 - 2023 Night at the Library at Library 21c
 - Oct. 28 - Halloween Zumbathon at Fountain Valley YMCA
 - Oct. 28 - Southeast Fall Festival at Panorama Park



- The annual **Community Survey**, which included elements that will support the Facilities Master Plan, opened on Oct. 9.. It was publicized via newsletter, website, social media, and print collateral in libraries. Over 40 partner emails were sent requesting support of the survey by sharing on social media or making flyers available at their locations. As of Nov. 5, 2023, **more than 1,900 individuals responded to the survey**

- **Library Market**
 - Worked with vendor to identify and resolve a bug in the system that caused lengthy load times and instances where it would fail to load.
 - Currently evaluating information and processes in Library Market to develop a plan to enhance the staff and patron user experience.
- **Website**
 - Website Redesign
 - Steering Committee began making recommendations for the homepage.
 - Most of the pre-planning work is completed, the rest of the redesign plan is being mapped out with an anticipated completion date of August 2024.
 - Tweens web page is now live at ppld.org/tweens.

Multicultural Outreach & Accessibility Update:

- **Outreach Events:**
 - Several intercept events to solicit public input for the Facilities Master Plan
 - Pathways to progress – Advancing Equity for Individuals with Disabilities event
- **Upcoming Outreach Planning**
 - Indriya...A Sensory Journey Outreach (Facilities Intercept) on Sat., Nov. 18 at the ENT Center for the Arts
 - Jingle Jog YMCA Outreach will be held on Sat., Dec. 9 at Fountain-Fort Carson HS
- **Accessibility**
 - Reviewed 17 iPads for the Library Explorers that will need to be replaced, unable to update with current software.
 - Drafted a form for online requests and complaints referencing accessibility
 - Updating all webpages for EDI and changing to Multicultural Outreach/Accessibility
 - LibGuides
 - Website
 - Collaborating with web staff to review Web Equity for ADA compliance for state requirements (due by July 2024)
 - Working with Sr. Librarian Yvette Dow Rose to review Library Adventure program (Library Explorers program for teens)
- **Multicultural**
 - Interviewed by UCCS Student in reference to student transition and self-determination services and programs. Provided information about bringing individuals from school – high school or college – who have disabilities to work in the Library
 - Reviewed multiple National initiatives fliers, researched questions about national holiday names or dates
 - Completed EDI&B statement that was sent to members of the team on 10/24
 - Working with Library managers in reference to patron accessibility issues with equipment or software (i.e., JAAWS, dragon speaking)
 - Meetings
 - Pikes Peak Interagency Transition – PPITT 10/19
 - Quality Service Committee – 10/19

Facilities Department Report November 15, 2023

Projects

Facilities Master Plan: The Facilities Master Plan continues. Facilities Condition Assessments have been completed for Palmer Lake, Monument, Rockrimmon and Library 21c. The next locations will be Calhan and High Prairie which are scheduled for November 14. Assessments will continue on through January. Consultant Rob Cullen from Re-Thinking Libraries will be walking locations the week of November 6 to observe library operations and flow. Engagement sessions with the non-supervising staff will occur over two days, November 7 and 8th. These sessions will be held at 21c, Penrose and Sand Creek and will allow PPLD staff to provide consultants with information concerning all areas of library operations and current facilities accommodations. Staff will also be able to provide suggestions of what could make things better.

Sand Creek Library Plumbing Issues: The property manager for the center conducted sewer Hydro-jetting operations over the course of two days at the end of October and early November. Once the jetting was completed, and piping conditions assessed by scoping the lines, the plan is to line the interior of the pipes. It is anticipated that, when the lining occurs, the library will have a planned shutdown to allow for the curing of the interior lining material. This closure is also expected to impact all businesses in the center. At this time, lining operations have not been scheduled but we anticipate it to occur within the next few weeks pending unforeseen issues.

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

Penrose Exterior Pre-cast Panel Caulking: The exterior pre-cast panel caulking at Penrose library is underway. This project is for the removal of old and deteriorating caulking sealing exterior panels of the building and is anticipated to take 3-4 weeks to complete.

Rockrimmon Exterior Drainage: The property manager provided some exterior improvements at the rear of the Rockrimmon library. It is hoped that these improvements will reduce the threat of flooding within the library during heavy rainstorms as was experienced this summer. Improvements included saw-cutting of existing asphalt surfaces at all library exterior doorways located at the rear of the building (staff entrances), saw-cut areas were excavated and replaced with concrete landings with concrete swales angled away from the building and directed toward the main parking lot drainage swale. This project was completed over the course of a week which shut down the exterior book drops. Facilities coordinated the drop off of Temporary book drops.

Additional Projects: The facilities office is releasing an RFP that is a part of the CDBG Grant awarded for replacement of walkway pavers at the Fountain Library. The Facilities office will also be coordinating with an architect to assist with security improvement measures planned for the Penrose Library. The Facilities office is also scheduled to meet with a space planner for the discussion of staff placement within the Hall to accommodate operational restructuring requirements.

Monthly Statistics

In the month of October, 2023, the Facilities department completed a total of (164) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies, and meet with managers regarding any concerns or requests.

Also, in the month of October, 2023, Facilities staff completed a total of (185) demand work orders (work orders submitted by PPLD staff) accounting for (253.42 hours) of staff time and (192) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (259.24 hours) of staff time. A total of (377) work orders. Facilities on-call personnel responded to (1) emergency after-hours calls in October, 2023. Emergency calls address issues that cannot wait until the next business day.

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

Statistics:

- Volunteer

| October 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 |

- Recruitment

| Recruitment / Selection Activity | October 2023 |
|---|---------------------|
| Jobs Posted | 15 |
| Newly Hired Employees | 8 |
| Promoted Employees | 7 |
| Transferred Employees | 3 |
| Separated Employees | 4 |

- Staffing

| Staffing Stats | October 2023 |
|---------------------------|---------------------|
| Total Permanent Employees | 381 |
| Total Active Positions | 433 |

HR Team Major Projects:

- The HR team piloted the Managers Training Camp session with 16 participants and have so far received positive feedback about it. This training will be required for all current and new managers and supervisors and includes topics such as the Americans with Disabilities Act, Difficult Conversations, and how to write effective interview questions.
- The Safety, Community Resources & Security department's reorganization is complete! That team has worked hard to figure out a structure that best supports the district, however HR had a hand in ensuring that job descriptions were accurate, that positions are built in our system, and that positions are posted for applicants.
- PPLDCon (staff development day) was held on October 2. The day included an address from Board President, Aaron Salt, a keynote on data and decisions at PPLD, and breakout sessions on a variety of topics. A staff photo from the day is included below.



HR Team Announcements:

- The Organizational Excellence Team introduced a new recognition program, the Kudos box, for employees celebrating their recognized (every five years) service anniversaries. Coworkers were invited to submit notes of praise personalized for each employee for their boxes. The program was very well received! (see photo below).



- Joanna Nelson Rendon is learning about different processes of Human Resources as she prepares to take on the role of Director of Organizational Development when Cody Logsdon leaves PPLD in early January 2024.

Creative Services October 2023 Monthly Report

Access

Third-quarter statistics were received for new creative space waivers. These numbers help get an idea of new users and are broken down by home library. Rockrimmon and Monument continue to lead the locations that don't have a creative space with the most new waivers on file.

The most popular machines in the makerspaces continue to be the 3D printers and laser cutters. The 3D printers have the most overall use for the year with 1576 reservations, but the laser engravers have the most use per machine with almost 300 reservations per laser.

The final Repair Café for 2023 was held at Library 21c. While there was bad weather, seven patrons still attended, and volunteers helped with 11 repairs.

Accountability

The new studio statistics that are being collected show that at Studio916 and Studio21c the main use of the space is for vocal and instrumental music production.

Becca Cruz and Joanna Nelson Rendon (Human Resources) presented to all staff on the importance of data and how PPLD uses data to make decisions during the annual PPLDCon.

Communications

Ben Dahlby presented to ten people about the ways small business owners can use the creative spaces at a Mompreneur networking meeting.

Community Connections

Jennifer Eltringham planned and executed an event with the Mobile Earth and Space Observatory at High Prairie with 112 attendees. Patrons observed the sun through solar telescopes, learned about the topography of Mars, and participated in activities that demonstrated scientific concepts around gravity, spectroscopy, and pressure.

The Hall hosted Pikes Peak Live! in October, a PPLD event which provides an opportunity for poets, comedians, and musicians to perform in front of a supportive audience. This year's event supported ten students who worked with their instructors in the morning. They were then able to perform in the afternoon with 35 people in attendance.

Staff

Jennifer Eltringham officially moved to the Programming Department.



Information Technology Board of Trustees Report October 2023

Additional Statistics in Board Report

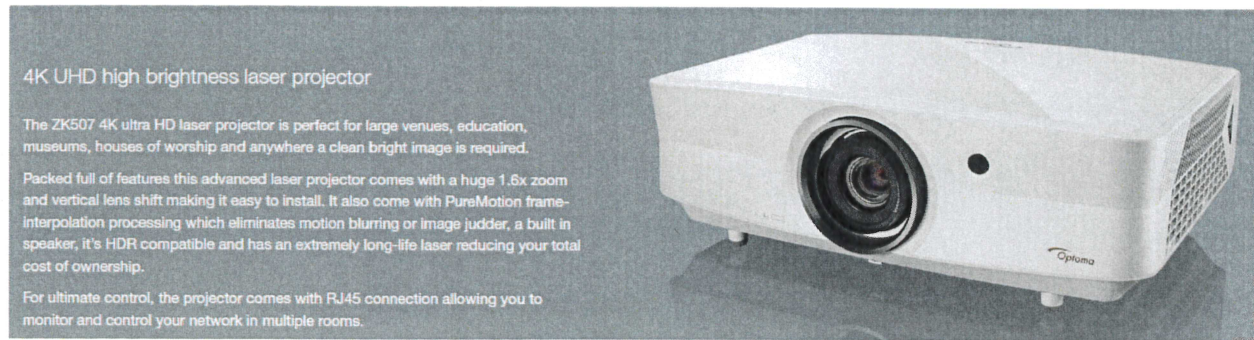
We in Creative Services and IT are working hard on adding more statistical information into the monthly Board Reports. We have started this process this month and we are working to add more and more. Please bear with us as this is a work in progress. We are also looking into additional training on systems that will automate these reports and create live dashboards that can be accessed at any time with real time data. More on this as we progress!

Projector Upgrade District Wide

The new 4K UHD Optoma projectors have arrived, and they are currently being scheduled to be installed by Houlton Audio Video Applications. Not only are these projectors a huge upgrade in screen quality and brightness, but they also use laser technology and do not require bulb replacements, each of which cost around \$900 each to replace. IT is working to get new projectors in place ahead of scheduled Board meetings so that the Board can use them in upcoming months.

The replacement locations are as follows:

Penrose Columbine A
Penrose Columbine B
Penrose Aspen
East Community Room
21c Venue – installed, October Update
21c Createspace
21c Kitchen
Palmer Park
Monument
Ruth Holley
Sand Creek
Fountain
Cheyenne Mountain
Ute Pass (possible portable unit on a cart)
High Prairie
Old Colorado City
Manitou Springs
Rockrimmon



More info on the Optoma ZK507-W here: <https://www.optomausa.com/product-details/zk507-w>

Wireless Upgrade to Cisco Meraki

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

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

Status for each branch:

Penrose / RH&G – done

The Hall – expanding coverage for new Communications offices (October update)

Calhan – done

Sand Creek – done

Manitou (MAC) – done

East – coverage expanded in 2023, upgrade in 2024

Cheyenne Mountain – done, (October update)

Rockrimmon – upgrading and expanding coverage in 2023

Palmer Park – upgrading and expanding coverage in 2023

Ruth Holley – **access points are being ordered, next in line for upgrade (October update)**

21c – 2024

High Prairie - 2024

Old Colorado City - 2024

Ute Pass – 2024

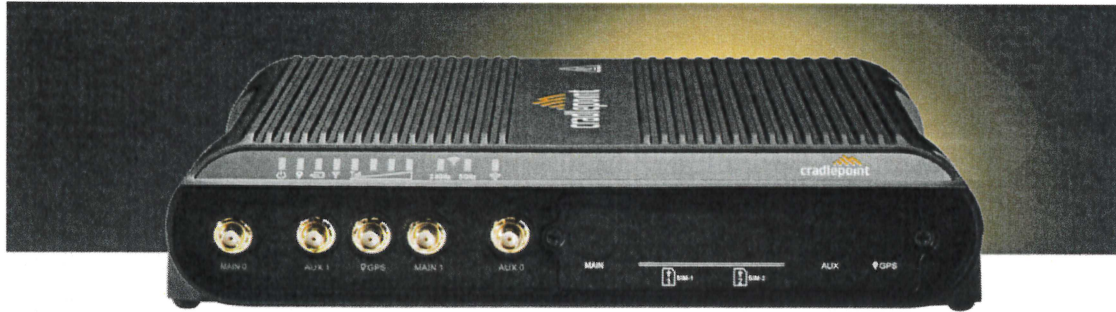
Monument - 2024

Fountain – 2024

Mobile Library Services Connection

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

October Update: still waiting on the equipment to deliver, new expected installation in November.



Firewall Throughput:
940 Mbps



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



LAN Connectivity:
Wi-Fi 5, GbE



Management:
NetCloud

More information on the Cradlepoint IBR 1700 here:

<https://cradlepoint.com/product/endpoints/ibr1700/>

Solarwinds Hybrid Cloud Observability

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

October Update: The system has a clean bill of health\setup properly. Email alerts are up and working,

For more information on Solarwinds Hybrid Cloud Observability, please follow this link:

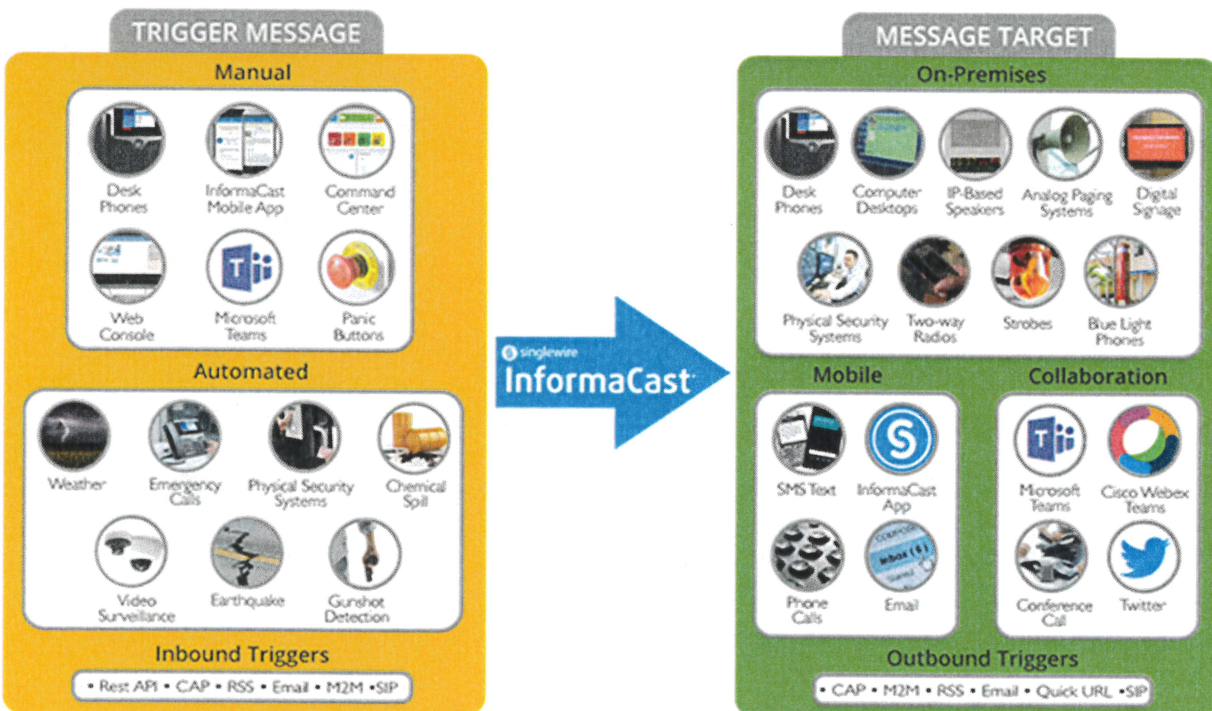
<https://www.solarwinds.com/hybrid-cloud-observability>



InformaCast

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

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



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

October Update: The IT networking portion of work has been completed and is ready.

For more information on InformaCast, please see their website:

<https://www.singlewire.com/informacast/>

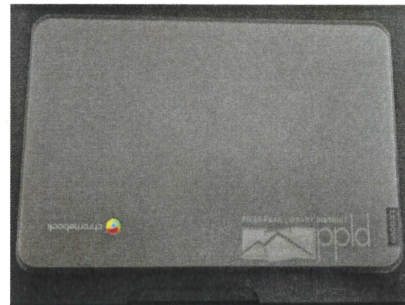
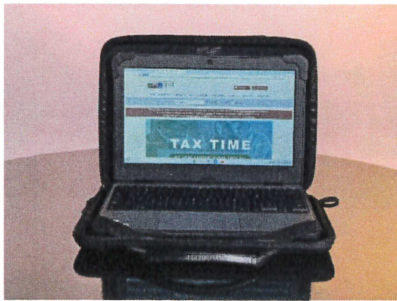
Server Upgrade to Windows Server 2022

There were many older, legacy servers running on various versions of Windows Server OS, some of which are at end of life on support from Microsoft. The Infrastructure Team plans to standardize and has begun upgrading all virtual servers to the latest operating system version of Windows Server 2022.

October Update: work is ongoing. This is a slower process as work is done after-hours to avoid staff and patron downtime.

100 New Chromebooks

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



IT Projects for 2023

Multi-factor Authentication for Staff and Board - complete

New TBS Server at Data 102 – complete

InformaCast mass notification system – in progress

Radios for Security – complete

Wireless upgrade for 2023 – in progress

Parking Kiosks at Penrose – complete

Inventory all IT Capital assets through ERP platform – in progress

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

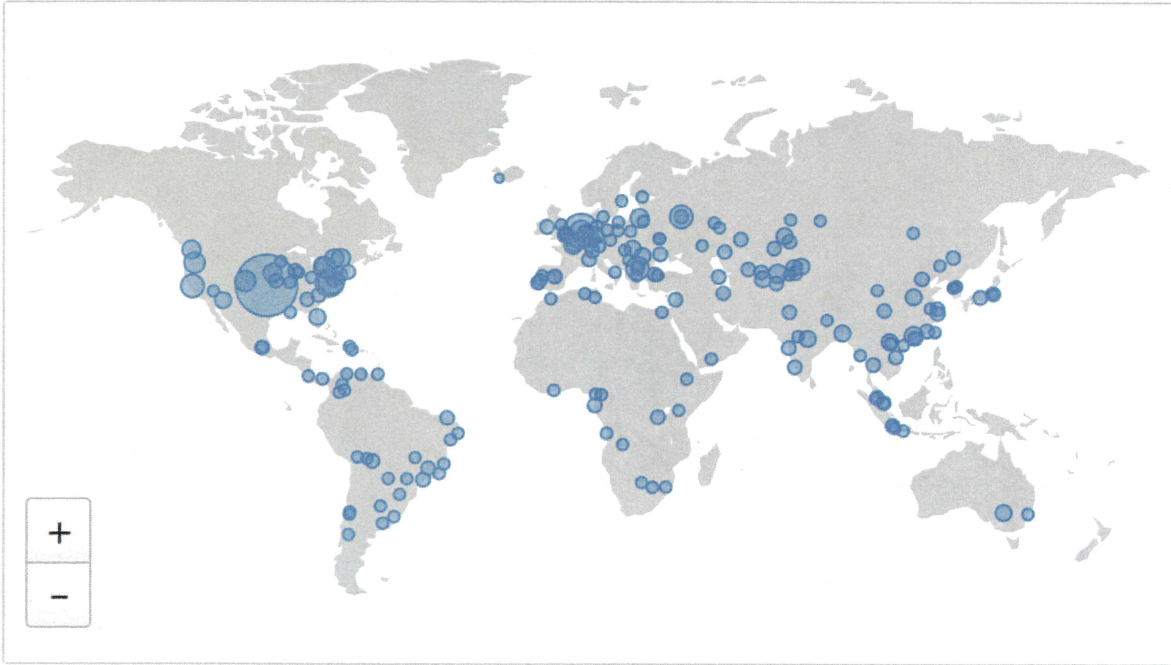
Cord cleanup – cable management at all locations – in progress

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

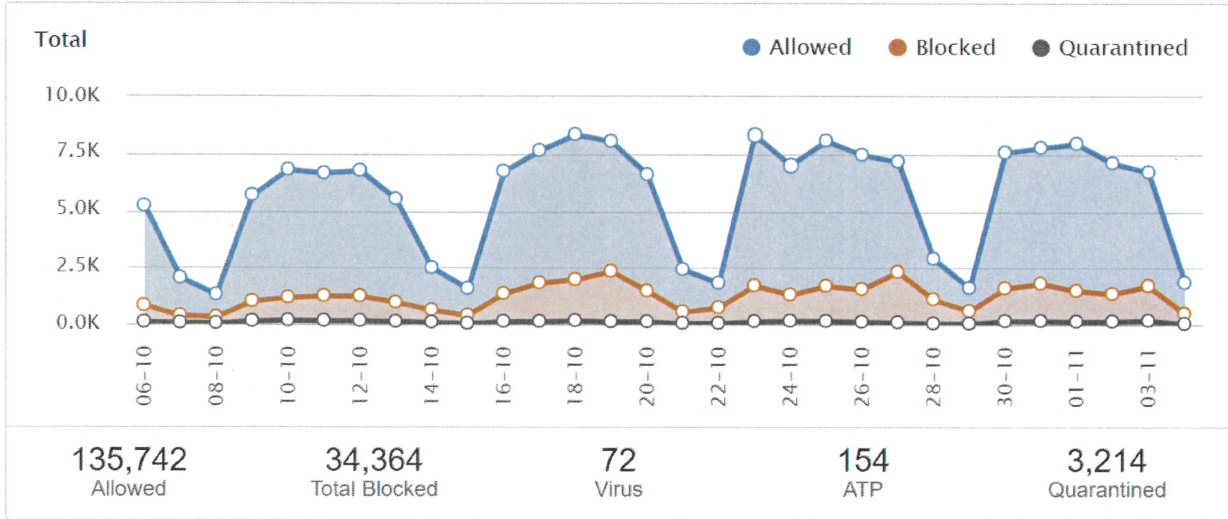
Solarwinds Hybrid Cloud Monitoring – in progress

Barracuda Email Security Statistics

Threat Origins



Inbound Email Statistics: Overview



Email threats

Last 6 months, updated daily

4k

Threats protected

0.003%

False positives (92)

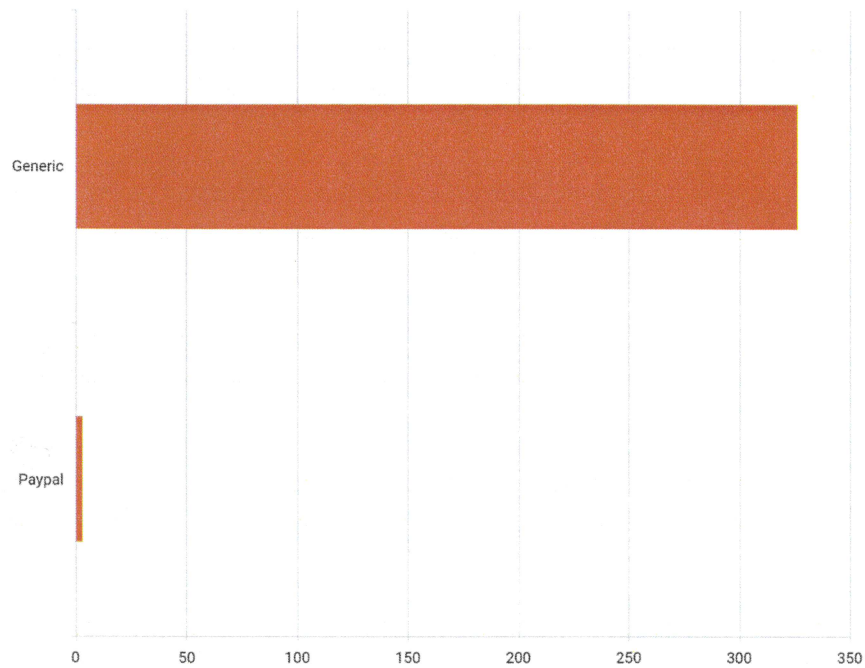
3.3m

Total emails scanned

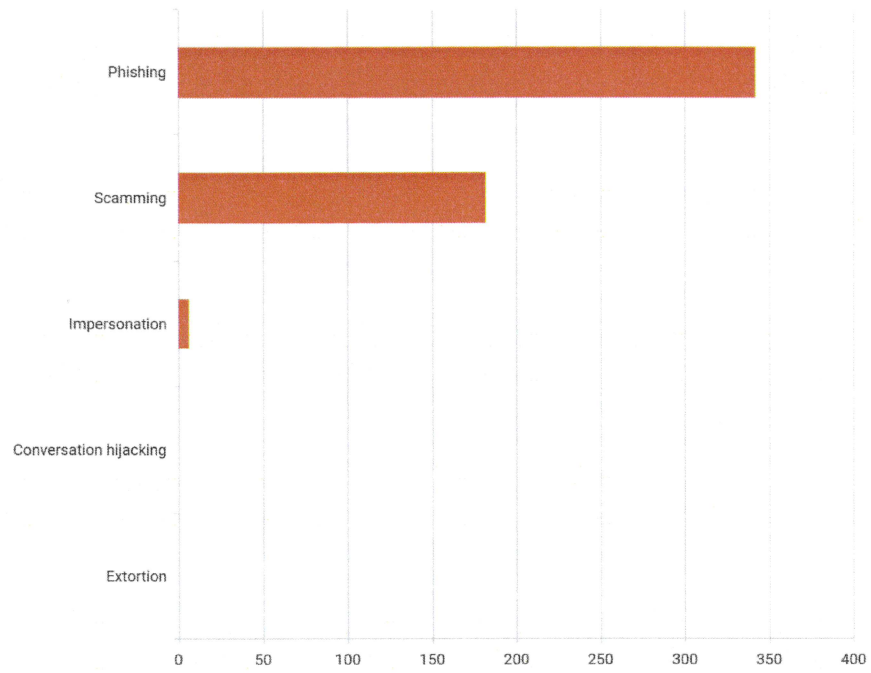
Last Email Processed: Nov 06, 2023 At 10:33 AM

[View real-time phishing emails](#)

Impersonated services



Types of fraud





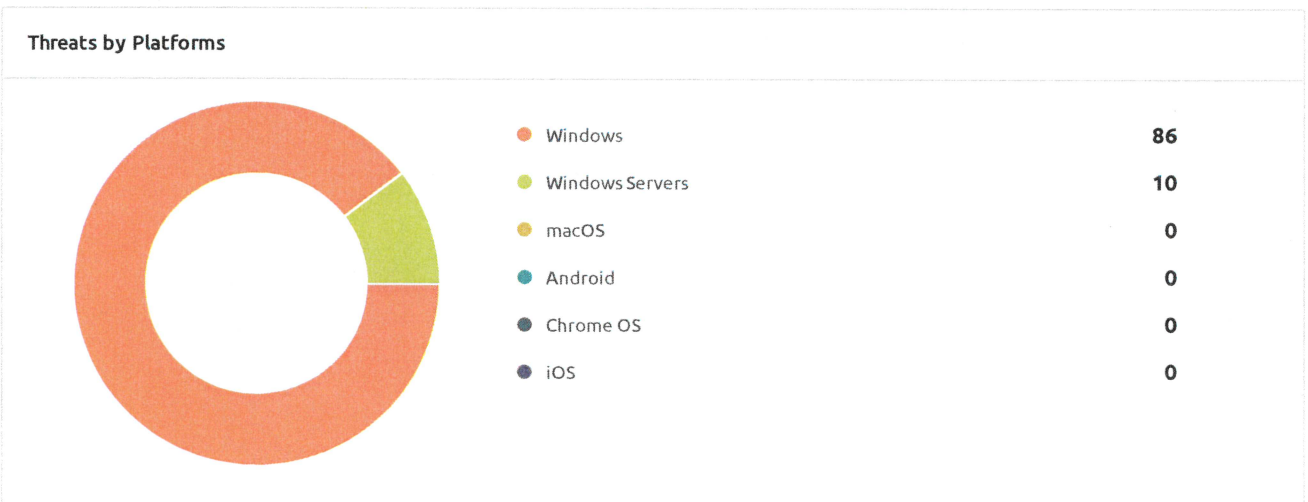
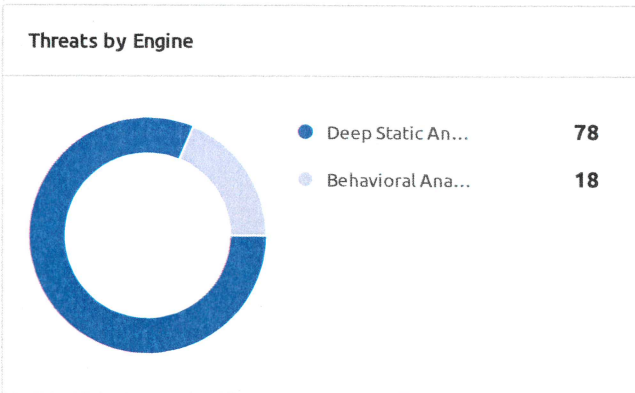
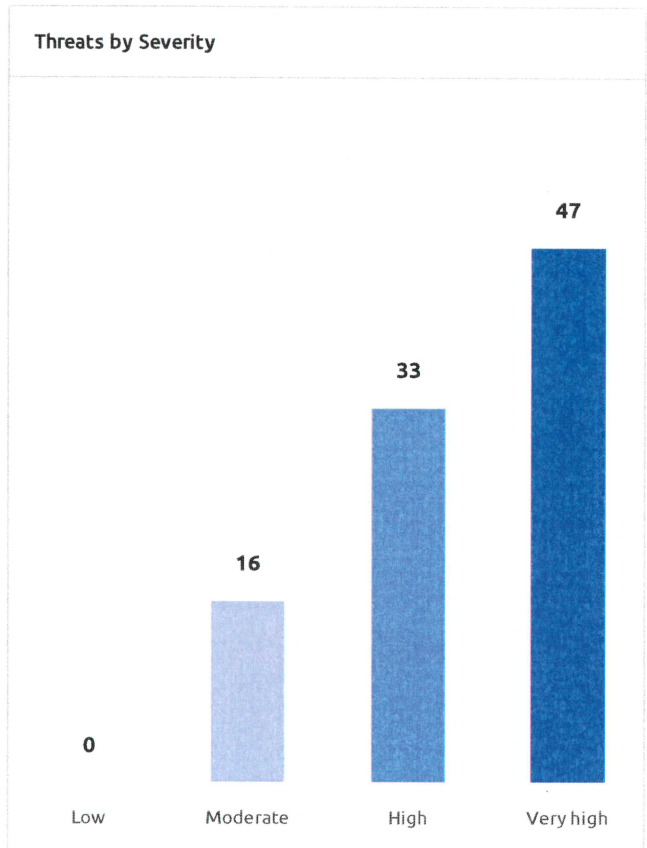
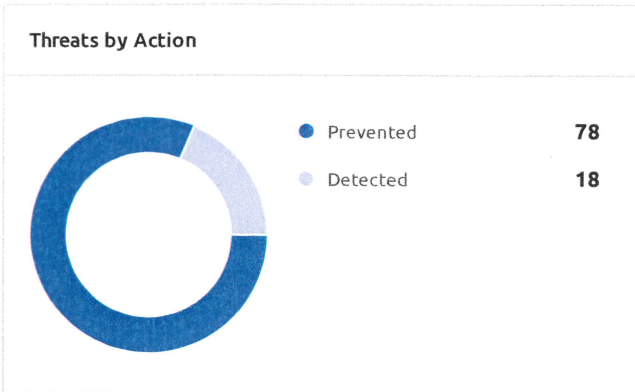
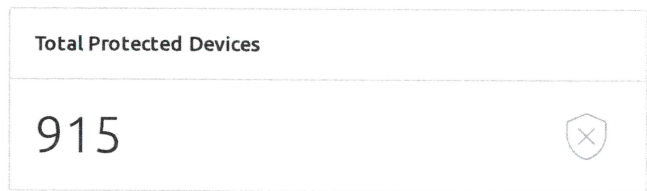
Executive Summary Report

10/01/2023-11/01/2023

Introduction

Deep Instinct™ provides real-time detection and prevention of malware, zero-day threats and advanced persistent threat (APT) for endpoints and mobile devices. The proactive protection provides unprecedented accuracy in detection and real-time prevention, protecting the organization's entire assets from any threat (known and unknown). This Executive Summary report provides an analysis for the events occurred during the dates 10/01/2023-11/01/2023.

Threat protection - Prevention and Detection (Total Threats 96)



Pikes Peak Library District Comparative Computer and IT Work Order Statistics 2022-2023

Computer Usage Statistics

| Location | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
|-------------------|---------------|-----------------|----------------|----------------|-----------------|-----------------|--------------|
| Calhan | 89 | 0.47% | 78 | 14.10% | 732 | 678 | 7.96% |
| Cheyenne Mountain | 1,199 | 6.27% | 1,034 | 15.96% | 11,022 | 9,976 | 10.49% |
| East | 3,184 | 16.66% | 3,076 | 3.51% | 31,747 | 28,761 | 10.38% |
| Fountain | 992 | 5.19% | 916 | 8.30% | 9,384 | 8,348 | 12.41% |
| High Prairie | 641 | 3.35% | 442 | 45.02% | 5,399 | 3,923 | 37.62% |
| 21c | 2,879 | 15.06% | 2,851 | 0.98% | 29,849 | 24,540 | 21.63% |
| Manitou Springs | 202 | 1.06% | 148 | 36.49% | 1,994 | 768 | 159.64% |
| Monument | 461 | 2.41% | 395 | 16.71% | 4,778 | 2,624 | 82.09% |
| Old Colorado City | 684 | 3.58% | 740 | -7.57% | 7,159 | 7,823 | -8.49% |
| Palmer Lake | 23 | 0.12% | 17 | 35.29% | 314 | 246 | 27.64% |
| Penrose | 4,463 | 23.35% | 4,394 | 1.57% | 40,249 | 42,311 | -4.87% |
| Rockrimmon | 927 | 4.85% | 806 | 15.01% | 8,284 | 8,041 | 3.02% |
| Ruth Holley | 1,634 | 8.55% | 1,412 | 15.72% | 14,892 | 14,914 | -0.15% |
| Sand Creek | 1,668 | 8.73% | 2,087 | -20.08% | 19,624 | 21,179 | -7.34% |
| Ute Pass | 66 | 0.35% | 70 | -5.71% | 622 | 629 | -1.11% |
| Totals | 19,112 | 100% | 379,281 | -94.96% | 186,049 | 174,761 | 6.46% |

AWE Computer Usage (FULL AWE STATS COMING SOON)

| Location | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
|-------------------|------------|-----------------|----------------|----------------|-----------------|-----------------|--------------|
| Calhan | 0 | #DIV/0! | - | | 19 | - | |
| Cheyenne Mountain | 0 | #DIV/0! | - | #DIV/0! | 679 | 100 | 579.00% |
| East | 0 | #DIV/0! | - | | 1,196 | - | |
| Fountain | 0 | #DIV/0! | - | #DIV/0! | 2,388 | 80 | 2885.00% |
| High Prairie | 0 | #DIV/0! | - | #DIV/0! | 2,568 | 204 | 1158.82% |
| 21c | 0 | #DIV/0! | - | #DIV/0! | 4,723 | 300 | 1474.33% |
| Manitou Springs | 0 | #DIV/0! | - | | - | - | |
| Monument | 0 | #DIV/0! | - | 100.00% | 438 | 114 | 284.21% |
| Old Colorado City | 0 | #DIV/0! | - | | - | - | |
| Palmer Lake | 0 | #DIV/0! | - | | 408 | - | |
| Penrose | 0 | #DIV/0! | - | | 819 | - | |
| Rockrimmon | 0 | #DIV/0! | - | | - | - | |
| Ruth Holley | 0 | #DIV/0! | - | #DIV/0! | 638 | 49 | 1202.04% |
| Sand Creek | 0 | #DIV/0! | - | | 166 | 69 | |
| Ute Pass | 0 | #DIV/0! | 1,852 | -100.00% | 1,890 | 14,675 | -87.12% |
| Totals | 0 | #DIV/0! | #DIV/0! | #DIV/0! | 15,932 | 15,591 | 2.19% |

Chromebook/Laptop Circulation

| Location | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
|-------------------|------------|-----------------|--------------|----------------|-----------------|-----------------|----------------|
| Calhan | 0 | 0.00% | - | | 0 | 0 | |
| Cheyenne Mountain | 18 | 4.07% | 3 | 500.00% | 75 | 53 | |
| East | 45 | 10.18% | 7 | 542.86% | 216 | 77 | 180.52% |
| Fountain | 8 | 1.81% | 18 | -55.56% | 224 | 130 | 72.31% |
| High Prairie | 0 | 0.00% | 5 | -100.00% | 5 | 9 | -44.44% |
| 21c | 32 | 7.24% | 10 | 220.00% | 304 | 137 | 121.90% |
| Manitou Springs | 0 | 0.00% | 2 | -100.00% | 15 | 15 | |
| Monument | 1 | 0.23% | - | | 13 | 7 | 85.71% |
| Old Colorado City | 14 | 3.17% | 3 | 366.67% | 43 | 39 | |
| Palmer Lake | 0 | 0.00% | - | | 0 | 0 | 0.00% |
| Penrose | 215 | 48.64% | 70 | 207.14% | 2,163 | 958 | 125.78% |
| Rockrimmon | 1 | 0.23% | 3 | -66.67% | 37 | 23 | |
| Ruth Holley | 7 | 1.58% | 15 | -53.33% | 91 | 115 | -19.47% |
| Sand Creek | 101 | 22.85% | 23 | 339.13% | 696 | 214 | 225.23% |
| Ute Pass | 0 | 0.00% | - | | 7 | 7 | |
| Totals | 442 | 100% | 5,855 | -92.45% | 3,889 | 1,782 | 118.24% |

| Hotspot Circulation | | | | | | | |
|---------------------|------------|-----------------|--------------|----------------|-----------------|-----------------|----------------|
| Location | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
| Bookmobile | 0 | 0.00% | 4 | -100.00% | 21 | 20 | 5.00% |
| Calhan | 2 | 5.26% | - | 0.00% | 13 | 22 | -40.91% |
| Cheyenne Mountain | 3 | 7.89% | 6 | -50.00% | 44 | 54 | -18.52% |
| East | 3 | 7.89% | 9 | -66.67% | 82 | 131 | -37.40% |
| Fountain | 0 | 15.79% | 8 | -25.00% | 65 | 82 | -20.73% |
| High Prairie | 7 | 18.42% | 10 | -30.00% | 74 | 78 | -5.13% |
| 21c | 4 | 10.53% | 5 | -20.00% | 65 | 86 | -24.42% |
| Manitou Springs | 0 | 0.00% | - | 0.00% | 7 | 4 | 75.00% |
| Monument | 3 | 7.89% | 10 | -70.00% | 59 | 77 | -23.38% |
| Old Colorado City | 1 | 2.63% | 2 | -50.00% | 14 | 20 | -40.15% |
| Palmer Lake | 0 | 0.00% | - | 100.00% | 0 | 5 | - |
| Penrose | 1 | 2.63% | 8 | -87.50% | 49 | 64 | -23.44% |
| Rockrimmon | 2 | 5.26% | 0 | -100.00% | 20 | 34 | -41.18% |
| Ruth Holley | 4 | 10.53% | 4 | 0.00% | 34 | 47 | -27.66% |
| Sand Creek | 2 | 5.26% | 4 | -50.00% | 30 | 70 | -57.14% |
| Ute Pass | 0 | 0.00% | - | 0.00% | 0 | 0 | - |
| Totals | 38 | 100% | 1,473 | -97.42% | 585 | 820 | -28.66% |

| Printer Usage (total pages printed) | | | | | | | |
|-------------------------------------|----------------|-----------------|------------------|----------------|------------------|------------------|---------------|
| Location | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
| Calhan | 1,111 | 0.64% | 1,149 | -3.31% | 5,604 | 4,738 | 18.28% |
| Cheyenne Mountain | 12,156 | 7.01% | 10,335 | 17.62% | 111,195 | 91,414 | 21.64% |
| East | 32,217 | 18.58% | 22,252 | 44.78% | 291,808 | 186,631 | 56.36% |
| Fountain | 11,051 | 6.37% | 1,929 | 59.37% | 101,957 | 68,523 | 43.20% |
| High Prairie | 11,322 | 6.53% | 4,587 | 146.83% | 62,277 | 37,973 | 64.00% |
| 21c | 29,826 | 17.20% | 32,079 | -7.02% | 388,127 | 176,329 | 120.12% |
| Manitou Springs | 2,812 | 1.62% | 2,043 | 37.64% | 21,184 | 15,195 | 39.41% |
| Monument | 6,592 | 3.80% | 4,161 | 58.42% | 61,559 | 41,217 | 49.35% |
| Old Colorado City | 5,098 | 3.27% | 5,852 | -2.65% | 52,552 | 45,113 | 16.45% |
| Palmer Lake | 270 | 0.16% | 380 | -28.95% | 3,460 | 3,144 | 9.42% |
| Penrose | 16,403 | 9.46% | 12,606 | 30.12% | 137,988 | 124,266 | 11.04% |
| Rockrimmon | 12,341 | 7.12% | 9,094 | 36.37% | 97,937 | 63,023 | 49.07% |
| Ruth Holley | 14,272 | 8.23% | 10,577 | 34.93% | 127,128 | 104,129 | 22.09% |
| Sand Creek | 16,564 | 9.55% | 22,769 | -27.25% | 178,503 | 167,457 | 6.60% |
| Ute Pass | 797 | 0.46% | 484 | 64.67% | 5,288 | 4,398 | 20.24% |
| Totals | 173,432 | 100% | 2,948,146 | -94.12% | 1,648,529 | 1,153,350 | 30.04% |

| Faxes (Number of transactions) | | | | | | | |
|--------------------------------|------------|-----------------|--------------|----------------|-----------------|-----------------|--------------|
| Location | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
| Calhan | 0 | 0.00% | 5 | -100.00% | 37 | 34 | 8.82% |
| Cheyenne Mountain | 27 | 7.32% | 21 | 28.57% | 207 | 190 | 8.95% |
| East | 56 | 15.18% | 58 | -3.45% | 534 | 561 | -4.81% |
| Fountain | 32 | 8.67% | 26 | 23.08% | 248 | 209 | 18.66% |
| High Prairie | 9 | 2.44% | 14 | -35.71% | 162 | 117 | 38.46% |
| 21c | 77 | 20.87% | 40 | 92.50% | 438 | 386 | 13.47% |
| Manitou Springs | 8 | 2.17% | 1 | 700.00% | 38 | 38 | 0.00% |
| Monument | 6 | 1.63% | 8 | -25.00% | 60 | 59 | 1.69% |
| Old Colorado City | 10 | 2.71% | 7 | 42.86% | 132 | 87 | 51.72% |
| Palmer Lake | 0 | 0.00% | - | 0.00% | 3 | 2 | 50.00% |
| Penrose | 30 | 8.13% | 40 | -25.00% | 374 | 380 | -1.58% |
| Rockrimmon | 8 | 2.17% | 15 | -46.67% | 183 | 169 | 8.28% |
| Ruth Holley | 45 | 12.20% | 22 | 104.55% | 388 | 305 | 27.21% |
| Sand Creek | 59 | 15.99% | 22 | 168.18% | 703 | 698 | 0.72% |
| Ute Pass | 2 | 0.54% | - | 0.00% | 4 | 12 | -66.67% |
| Totals | 369 | 100% | 7,047 | -94.76% | 3,511 | 3,247 | 7.52% |

| Faxes (Number of pages) | | | | | | | |
|-------------------------|--------------|-----------------|---------------|----------------|-----------------|-----------------|---------------|
| Location | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
| Calhan | 0 | 0.00% | 16 | -100.00% | 213 | 254 | -16.14% |
| Cheyenne Mountain | 317 | 11.10% | 21 | 1409.52% | 2,015 | 1,637 | 23.09% |
| East | 406 | 14.21% | 563 | -27.89% | 4,667 | 5,817 | -19.77% |
| Fountain | 341 | 11.94% | 157 | 117.20% | 2,238 | 2,251 | -0.58% |
| High Prairie | 48 | 1.68% | 408 | -88.24% | 1,119 | 1,151 | -2.78% |
| 21c | 664 | 23.24% | 201 | 230.35% | 3,660 | 2,548 | 43.64% |
| Manitou Springs | 16 | 0.56% | 5 | 220.00% | 106 | 152 | -30.26% |
| Monument | 74 | 2.59% | 25 | 196.00% | 507 | 348 | 45.69% |
| Old Colorado City | 93 | 3.26% | 35 | 165.71% | 1,229 | 557 | 120.65% |
| Palmer Lake | 0 | 0.00% | 0 | 0.00% | 19 | 2 | - |
| Penrose | 213 | 7.46% | 270 | -21.11% | 6,181 | 2,492 | 148.03% |
| Rockrimmon | 34 | 1.19% | 187 | -81.82% | 1,382 | 1,176 | 17.52% |
| Ruth Holley | 311 | 10.89% | 198 | 57.07% | 3,384 | 2,375 | 42.48% |
| Sand Creek | 331 | 11.59% | 95 | 248.42% | 7,430 | 5,657 | 31.34% |
| Ute Pass | 9 | 0.32% | 0 | 0.00% | 701 | 149 | 370.47% |
| Totals | 2,857 | 100% | 63,629 | -95.51% | 34,851 | 26,566 | 23.77% |

| IT Work Orders | | | | | | | |
|-----------------|------------|-----------------|----------------|----------------|-----------------|-----------------|----------------|
| Help Desk Calls | October-23 | % month's total | October-22 | % Change | This Fiscal YTD | Last Fiscal YTD | % Change YTD |
| Helpdesk | 27 | 90.00% | 73 | -63.01% | 497 | 738 | -32.66% |
| Critical | 3 | 10.00% | 0 | #DIV/0! | 33 | 9 | 266.67% |
| Totals | 30 | 100% | #DIV/0! | #DIV/0! | 530 | 747 | -29.05% |

| Help Desk Tickets | October-23 | October-22 | % Change |
|----------------------|------------|------------|----------|
| Created in Month | 298 | 264 | 12.88% |
| Created and Closed i | 277 | 217 | 27.65% |
| Total closed in Mont | 229 | 185 | 23.78% |



REPORT

Received a two-year (2023-24 & 2024-25) \$60,000 grant award from the Buell Foundation in support of the LENA Start program

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

Received a \$40,000 gift from the Friends of PPLD

Received a \$5,000 grant award from the T Rowe Price Foundation in support of the Peer Navigator program

Received 145 gifts totaling \$43,184 in support of the Fall and year end direct mail and digital campaigns during October 2023, including \$25,000 matching gift for the year end campaign

Submitted Firehouse Subs Public Safety Campaign Foundation grant application in support of AED equipment replacement

Submitted El Paso County Community Development Block interim grant report

Submitted City of Colorado Springs Digital Equity interim grant report

Held inaugural Night at the Library fundraising event with 270+ people in attendance

Held PPLD Foundation quarterly board meeting and Executive and Development Committee meetings

Attended 2023 Give! campaign kick-off meeting

Attended Friends of PPLD monthly board meeting

PPLD Strategic Plan Progress Report Q3 2023 (July - September)



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.

- Summer Adventure ended on July 31. This is designed to encourage reading, moving, and imagining throughout the summer months. Through the collaboration of Family & Children's Services, Young Adult Services, Library Branches, and Communications, PPLD provides an engaging and rewarding summer learning program for ages 0-18.
- YAS and Human Resources offer a volunteer program as a workforce readiness training. *Registrations: 14,363; Completions 0-18: 5,447; Days Read, Moved, or Imagined: 220,132.* (Public Services; Strategy 1.3)
- Staff who respond to inmate mail worked to develop procedures for responding the reference requests received through the mail from inmates. They built a LibGuide to house the procedures, rules, letter templates, and commonly used resources. (Public Services; Strategies 1.1, 1.2, and 1.3)
- Ruth Holley Library modified its hours of operation with the goal of improving accessibility for Adult Education students. All Adult Education classes are now offered at Ruth Holley Library. (Public Services; Tactics 1.3.3 and 1.4.3)
- A Spanish language version of the laser badging video was completed and posted for the public. (Public Services; Strategy 1.3)
- Finance continues to work to switch more vendors to Automated Clearing House (ACH) payments to ensure timely and more secure payments. (Finance; Strategy 1.3)
- Wiring throughout the District for WiFi coverage expansion is ongoing. IT is going onsite at all locations and measuring WiFi throughout buildings and supplementing WiFi strength where needed, including staff areas. This will also help support Security's new radio system as well as public WiFi signal outside of buildings. (IT; Tactic 1.3.7)

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

- The consultant for the Facilities Master Plan worked with the Chief Communications Officer and Director of Patron Experience to prepare questions for the PPLD Community Survey which was prepared at the end of Q3 with the intent to launch at the beginning of Q4. (Communications; Tactic 2.3.7)

- The Penrose Library Manager met with the Chief Public Services Officer (CPSO), Chief Safety, Security, and Community Resources Officer (CSSCRO), and a Gold Hill Division Crime Prevention Officer to discuss ideas for creating a safe environment for patrons and staff at the Penrose Library. The manager, along with the CEO, CPSO, CSSCRO, and Community Resources Supervisor, also met with members of the City Housing and Vitality Department to discuss library resources and opportunities for collaboration. (Public Services; Focus Area 2)
- The Finance team began to train with Collection Management and Facilities to test an E-procurement module in ERP. This will enable us to streamline electronic procurement, starting with Amazon. This will eliminate much of the printing (invoices, packing slips, etc.) by running through our internal requisition system. (Finance; Tactic 2.4.4)
- New data collection was implemented to gather more in-depth information on equipment usage and reservation purpose for the studios. (Public Services; Strategy 2.1)
- Community Resources continues to work with outside agencies to update and improve the area resource maps. (Safety, Security, and Community Resources; Tactic 2.5.3)

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

- In preparation for The Americans and the Holocaust exhibit, staff training was conducted for all East Library staff, about 20 staff docents, 7 volunteer docents, and all Adult Services staff. The training consisted of general Holocaust knowledge, security training, and exhibit tour training. Attendees gained better general knowledge of the Holocaust, a better understanding of how to help patrons during the exhibit, an update on security procedures, and preparation for the coming tours. (Public Services; Strategy 3.3)
- The website team and the Director of Multicultural Outreach and Accessibility with direction from the CPSO and CCO through the Director of Patron Experience, have created a roadmap that will guide PPLD's revisions for the website to become and remain compliant with the state's accessibility requirements (WCAG 2.1 Accessibility standards). These guidelines are expected to be finalized and implemented on the site by July 1, 2024. (Communications; Tactic 3.1.3)
- A website redesign committee has been established and has met approximately four times to discuss the needs of the website (the sitemap and wireframe, as well as the homepage contents, visual design, etc.) They meet at least once a month and are projected to launch the new site by July 1, 2024. This project is being overseen directly by the Director of Patron Experience. (Communications; Tactic 3.1.4)
- The Style & Brand Abbreviated Guidelines have been updated and will be distributed and posted on the Intranet for PPLD staff. The complete Style & Brand Guidelines will be finalized and distributed in Q4. PPLD's graphics team has already started to implement the new brand guidelines – colors, fonts, logo, etc. – in publications (*District Discovery*), promotional collateral (fliers, posters, brochures, starting with Summer Adventure 2023, etc.), internal signage, videos, etc. (Communications; Tactics 3.6.1 and 3.6.2)

- Safety and IT continue to develop and deploy a District-wide radio system and the emergency notification system Informacast to assist in this goal. (SSCR and IT; Tactic 3.6.3)
- The Key Performance Indicators table was added to the Board of Trustees report as a regular feature that summarizes monthly library usage data. (Public Services; Focus Area 3)
- The IT department has formed an IT advisory team consisting of staff from support services and public services. The purpose of this team is to have open communication and brainstorming about ideas staff have for technology and to communicate any upcoming technological changes and/or enhancements to the library. This is also an opportunity for staff to discuss their projects and how technology can support them. (IT; Strategy 3.0)

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

- HR worked to build a weblink from our page that encourages volunteers seeking opportunities/hours to connect with partnering organizations via our “community volunteer opportunities” site: ppld.org/volunteer. Since PPLD often has more volunteers than we have capacity for and partner organizations may be struggling to find volunteers, this helps collaborate to provide volunteer opportunities. (HR; Tactic 4.4.2)
- The PPLD Foundation worked with the PPLD Foundation Development Committee to secure \$50,000+ in Night at the Library corporate sponsorships and sold 99 table and individual tickets to NATL totaling \$12,750. (Foundation; Focus Area 4)
- The Culture Pass program has added five new partners since March 2023, with three new partners (Victor Museum, Michael Garman Museum & Galleries, and Pikes Peak - America’s Mountain) joining since June. The program also offered more opportunities for patrons to enjoy Culture Pass partners through the summer with the Culture Pass Discount Days promotion. This promotion connected 429 PPLD patrons with free or discounted admission to Culture Pass partners while demonstrating the benefits of partnering with PPLD on this community engagement program. (Communications; Tactic 4.2.14)
- Staff from Adult Services and Creative Services met with 1 Million Cups and THRIVE Network to present Library services that support local entrepreneurs and professionals who seek to learn more about the community and opportunities during weekly meetings. (Public Services; Strategy 4.4)
- Community Resources has created daily updates and a cloud based metric tracking service that inventories all contacts and where they were referred to and what help was provided. (SSCR; Tactic 4.1.10)
- Adult Services established partnerships with Temple Shalom, The Greenberg Center for Learning and Tolerance, UCCS, Colorado Holocaust Educators, and the United States Olympic and Paralympic Museum in support of the Americans and the Holocaust exhibit

that was at East Library from September 5 through October 11. (Public Services; Tactic 4.1.7)

- All Penrose Library Public Services staff have toured Springs Rescue Mission, providing knowledge of the extensive resources provided to the unhoused community, information they can now provide as needed. (Public Services; Focus Area 4)

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

- The Facilities Master plan, as reference in 5.1 was awarded to HB&A Architecture. The plan is currently under development. The Facilities Condition Assessment, on-site are scheduled to begin on October 16, 2023 and run through January of 2024. The public survey has been launched and within two weeks has received over 1,200 responses. There have also been three intercept events completed. Staff and board planning sessions are scheduled for November and December. Public sessions will be held in late January and early February. (Facilities; Strategy 5.1)
- As part of Penrose Library's goal to make environmental changes for safety and security measures, the counter near the elevators on the lower floor and near the Columbine Meeting Room was removed. Outlets in spaces that do not have visibility are being capped or covered with lock boxes. Next steps involve adjusting the computer lab so individuals will have more space. (Public Services; Focus Area 5)
- Security continues to work off of a developed five-year plan and created new facility goals going out five years. Goals are currently being accomplished from this plan. (SSCR; Tactic 5.1.4)
- With the help of IT, the Integrated Library System software was upgraded to the current release. This involved hundreds of staff PCs and laptops, with testing before and after the upgrade. (Public Services and IT; Focus Area 5)

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

- 2024 benefits were approved by the Board at the meeting on August 16 and a presentation to staff was given virtually on September 12. (HR; Tactic 6.8.4)
- Security has created a reorganization plan to provide upward mobility for staff, including the addition of Senior Security Officers and a Manager position. A training coordinator is forthcoming. (SSCR; Tactic 6.7.1)
- Senior Librarian Christa Funke and Library Supervisor Elizabeth Philips graduated from CALLI (Colorado Association of Libraries Leadership Institute). Christa will represent PPLD on the Colorado Association of Libraries Public Libraries Interest Group. (Public Services; Tactic 6.1.2)

- Adult Services provided training about conducting reference interviews for staff throughout PPLD. Over 40 staff participated in the training. (Public Services; Tactic 6.3.6)
- IT began rolling out training to all staff on Smartsheet project management software. (IT; Focus Area 6)

September 28, 2023

John Kresch
LIBRARIAN
PPLD

Dear JOHN KRESCH:

Thank you for your comments regarding the *The White House* by JaQuavis Coleman.

The Library tries to provide a varied and balanced collection of materials that will meet the interests and needs of the more than 720,000 residents we serve in the Pikes Peak Library District (PPLD) service area. PPLD's service commitment is to the people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, sexual orientation, ethnic origin, and human condition. We apply standards to the selection of all of our library materials, and these criteria include:

- Author's reputation and significance without regard to political, racial, religious affiliation
- Critical reviews
- Local or national significance
- Reputation and standing of the publisher
- Quality of the physical format
- Public demand and interest
- Artistic merit, literary value, or recognized award recipient
- Evaluation of titles in relation to current holdings and patron demand

To provide further background on our Collection Policy, I have enclosed the American Library Association's Library Bill of Rights and Freedom to View statements, all of which are a part of not only the Pikes Peak Library District's policy, but other public libraries' policies as well.

The library's mission includes providing access to entertainment as well as informational materials, and providing popular culture materials as well as classic literature, films, and recordings.

PPLD currently has one copy of *The White House* by JaQuavis Coleman which is shelved in the adult fiction section under JAQU. We have owned this copy since 2014, and it has been checked out 29 times. We also own an eBook and eAudio copy which were also purchased in 2014 and checked out 14 and 40 times respectively.

When materials are questioned, our policy states that the material will be reviewed by a team. Three (3) librarians researched, viewed, and reviewed the title including our Collection Management Selection Librarian who orders juvenile material.

Following is some of the pertinent information included in the librarians' reviews.

- JaQuavis Coleman is an award-winning urban fiction author who has had several books appear on the New York Times Bestseller List. On page 7 in his author's note, he speaks to readers: "You see, I talk to the readers but I whisper to the streets. The streets being people who grew up in the struggle and love to read books because it

breakneck speed—meaning libraries are left with empty shelves and readers have to search other sections for books that have a similar subject matter, pace, and tone.”

- In 2013 JaQuavis Coleman was honored by Ebony magazine as being one of the top 100 most influential African Americans in the country. (MacMillan Publishers - <https://us.macmillan.com/author/jaquaviscoleman>)

Based on PPLD's selection policy criteria, all three (3) librarians reviewing *The White House* recommended retaining the book in the collection as classified. This book is located in the adult fiction area of the library.

We acknowledge and accept your right to object to this material personally. However, a public library has an obligation to preserve the right of each individual to make her/his own assessment of library materials. We serve a diverse community with diverse interests, and we select library materials to reflect these diverse interests.

I concur with the librarians' recommendation to retain the book in our collection as classified in the adult fiction area.

Thank you for your interest in the Pikes Peak Library District. I hope that you will continue to use the library and that you are always able to find materials that meet the reading, viewing, listening, and informational preferences of you and your family.

Sincerely,



Teona Shainidze-Krebs
Chief Librarian & CEO
Pikes Peak Library District

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

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Safety, Community Resources & Security Officer Michael Brantner, Monument/Palmer Lake Libraries Manager Jean Carrier, Creative Services Director Becca Cruz, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Senior Librarian Christa Funke, Director of Branches Janina Goodwin, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Chief Development Officer & Foundation Executive Officer Lance James, Program Coordinator John Jarrell, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Chief Human Resources Officer & Organizational Development Officer Heather Laslie, Director of IT Systems & Technical Support Juanita Lanau, Director of Multicultural Outreach & Accessibility Shirley Martinez, Senior Library Associate Joe Paisley, Penrose Library Manager Tiffany Paisley, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Sand Creek Library Manager Sara Sharples, Director of IT Infrastructure Dan Stone, Chief Facilities Management Officer Gary Syling, Internal Communications and Special Projects Manager Jeremiah Walter, Library Assistant Jacob Ward, Ruth Holley Library Manager Tessia Warren, City Councilmember Lynette Crow-Iverson, County Commissioner Longinos Gonzalez, Jr. Bri Carlin, Liz Turner, Paula

Absent – Dr. Ned Stoll

CALL TO ORDER

President Aaron Salt called the October 18, 2023 regular meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

John Jarrell spoke on behalf of Pikes Peak Library Workers United (PPLWU), stating the following:

- Appreciation for the 5% cost of living increase included in the proposed budget for 2024.
- PPLWU supports going to the ballot for a mill levy override or a bond issue and offers to help communicate the need to the community.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. President Rita Jordan mentioned that Latina Voices had its highest attendance ever.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included In the Board packet. Chief Development Officer & Foundation Executive Officer Lance James stated that proceeds from the Night at the Library Gala will provide general operating support to PPLD.

Financial Report: September 2023

The Financial Report for September 2023 was included In the Board packet. Chief Financial Officer Randy Green expects to have a budget adjustment for Board approval at the next Board meeting.

Public Services Report

The Public Services Report was included in the packet. Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles thanked Sand Creek Library Manager Sara Sharples and staff for hosting today's meeting.

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

The Support Services Reports were included in the Board packet.

Chief Facilities Management Officer Gary Syling explained that the sewage issues at Sand Creek Library are being addressed by the property manager.

Chief Information Technology Officer Justin Goodwin informed the Trustees that they can be included in the InformaCast messaging provided to PPLD staff.

Chief Librarian's Report

Chief Librarian and CEO Teona Shainidze-Krebs thanked County Commissioner Longinos Gonzalez, Jr for visiting Penrose Library and providing suggestions. Ms. Shainidze-Krebs met with Sally Clark to discuss safety concerns at Penrose Library and shared her interest in PPLD working with the City of Colorado Springs to address safety issues. Ms. Shainidze-Krebs attended a breakfast in honor of Stephanie Fortune and her contributions to Colorado Springs. She also thanked City Councilmember Lynette Crow-Iverson for attending today's meeting.

Board Reports

Governance Committee

The Governance Committee met on October 3, 2023. Recommended candidates for the Board vacancy have been provided to the liaisons on the Selection committee. City Council and County Commissioners will determine which candidates will be interviewed and select the new Trustee. Official appointment will take place at City Council and County Commissioner meetings in hopes of having a new trustee in place for January 2024. The Conflict of Interest form was updated and is on today's agenda for a vote. CEO goals for 2024 will be established in the first quarter of 2024.

Internal Affairs Committee

The Internal Affairs Committee met on October 3, 2023. An Executive Session to conference with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b) occurred, with Teona Shainidze-Krebs, Tammy Sayles, Randy Green and PPLD legal counsel Debbie Menkins invited to attend. The Hall operations, Supplementary budgets for the Capital and General Funds, and a Contract and Scope of Work document from FORVIS regarding setting up Enterprise ERP to automate creation of Financial reporting directly from the source.

Liaison comments

Commissioner Longinos Gonzalez, Jr. thanked the Governance Committee for providing their recommendations for the Board vacancy.

City Councilmember Lynette Crow-Iverson has begun reviewing the Board vacancy applicant materials provided.

Trustee comments

Julie Smyth visited the ALA's Americans and the Holocaust exhibit at EA, and recommended visiting the Manitou Springs Library's display as part of the skeleton contest held every year in Manitou Springs.

Aaron Salt joined the staff at PPLDCon and appreciated the invitation to speak at the start of the day. Mr. Salt also met with Mayor John Graham of Manitou Springs to discuss PPLD's partnership with the City.

BUSINESS ITEMS

Consent Items

Minutes of the September 20, 2023 Board of Trustees meeting

Minutes of the September 26, 2023 Board of Trustees Budget work session

The consent items were accepted as presented.

DECISION 23-10-1: The Hall Operations

Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles provided a proposal and floor plans that were included in the Board packet. If approved, public use will be phased out over six months following the Board's vote, due to safety and security concerns as well as the need for office space. A department team will move into the hall which will domino staff

movement in other departments as well. Columbine rooms in Penrose Library should suffice for public use of meeting space that had previously occurred in The Hall.

Motion: Dora Gonzales made a motion that the Pikes Peak Library District Board of Trustees approve The Hall Operations as presented.

Second: Erin Bents seconded the motion.

Vote: The motion was approved unanimously.

DECISION 23-10-2: Resolution for Supplementary Budget – Capital Fund

The Resolution for Supplementary Budget – Capital Fund was included in the Board packet. Chief Financial Officer Randy Green explained that this will correct the dollar amount carried forward from 2022 from the estimated \$4.6 million to the actual \$4.4 million.

Motion: Scott Taylor read the Resolution:

A Resolution disappropriating a sum of money previously carried over into the 2023 budgeted Capital Fund for Pikes Peak Library District, Colorado Springs, Colorado.

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

AND WHEREAS, a total of \$3,620,578 of funds were carried over into the 2023 Budget by adopted resolution on February 15, 2023, based on best known information at the time of the adoption of said resolution, prior to completion of the annual audit of the prior year's ending Capital Fund balance

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

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

ADOPTED, this 18th day of October 2023.

Second Dora Gonzales seconded the motion.

Vote: The vote was approved unanimously.

DECISION 23-10-3: Resolution for Supplementary Budget - General Fund

The Resolution for Supplementary Budget – General Fund was included in the Board packet. Chief Financial Officer Randy Green explained that carryover of special revenue funds will continue to carry forward until the balance is completely spent.

Motion: Dora Gonzales read the Resolution:

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

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

AND WHEREAS, certain designated funds that were budgeted for during 2022 were not spent by the end of 2022, yet the projects are to be carried over into 2023, as per the attached schedules.

NOW, THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado that District's Special Revenue Funds (Designated Purpose Funds) be adjusted for expenditures for fiscal year 2023 by fund as identified on the attached schedules.

ADOPTED, this 18th day of October, 2023.

Second: Julie Smyth seconded the motion.

Vote: The motion was approved unanimously.

DISCUSSION 23-10-4 ~~DECISION 23-10-4~~ **Contract and Scope of Work documents with FORVIS**

Motion: Scott Taylor made a motion to change DECISION 23-10-4 to a DISCUSSION as a vote of the Board is not required.

Second: Dora Gonzales seconded the motion.

Vote: The motion was approved unanimously.

The Contract and Scope of Work documents with FORVIS were included in the Board packet. This agreement allows FORVIS to work with Finance to automate the audit reporting process within ERP.

DECISION 23-10-5: Conflict of Interest Statement update

The Conflict of Interest Statement was included in the Board packet. The changes made were to remove the Foundation and Friends Board and the Leadership Team from the document. Use of the updated form would begin in 2024.

Motion: Erin Bents made a motion that the Pikes Peak Library District Board of Trustees approve the Conflict of Interest Statement update as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt adjourned the regular meeting of the Pikes Peak Library District at 6:06 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>

INTERGOVERNMENTAL LIBRARY IMPROVEMENT AGREEMENT

THIS INTERGOVERNMENTAL LIBRARY IMPROVEMENT AGREEMENT (“Agreement”) is entered into effective as of the ___ day of _____, 2023, by and between the **CITY OF MANITOU SPRINGS, COLORADO**, a Colorado municipal corporation, with an address of 606 Manitou Avenue, Manitou Springs, Colorado 80829 (herein called “City”) and **PIKES PEAK LIBRARY DISTRICT**, with an address of P.O. Box 1579, Colorado Springs, Colorado 80901 (herein called “PPLD”). The City and PPLD are sometimes collectively referred to herein as the “Parties” and each as a “Party,”

WHEREAS, the City currently owns and maintains the Manitou Springs Carnegie building (the “Library”), for which the City has selected a contractor to undertake a remodel, the plans for which are generally described as the plans prepared by _____, dated _____, 20__ [TBD] (the “Plans”), which have been reviewed by PPLD;

WHEREAS, upon completion of the remodel, the Parties intend for the City to lease the Library to PPLD subject to the terms and conditions of a lease agreement substantially in conformance with the lease agreement attached hereto as **Exhibit A** (the “Library Lease”);

WHEREAS, to fund the remodel of the Library as set forth in the Plans, PPLD intends to pay the City advance rent for the full initial term of the Lease in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00) (the “Funds”), which the City shall use to partially pay for the costs of the Library remodel, as further set forth in this Agreement; and

WHEREAS, this Agreement sets forth the terms and conditions pursuant to which the Parties shall finance and complete the Library remodel for use by PPLD for a public library in the City of Manitou Springs.

NOW, THEREFORE, for the consideration hereinafter set forth, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. PPLD Payment.

a. The City shall establish an interest-bearing escrow account (the “Construction Funding Account”), with an escrow agent reasonably acceptable to both Parties. PPLD shall make periodic deposits into the Construction Funding Account of the Funds in amounts and at times sufficient to fund PPLD’s share of the City’s approved disbursement requests described below, provided that the total amount of such PPLD deposits shall not exceed the total amount of the Funds. The City shall make deposits into the Construction Funding Account in amounts equal to the deposits made by PPLD until PPLD has fully funded the Funds, and the City shall thereafter make deposits into the Construction Funding Account in amounts necessary to complete the Library remodel.

b. The City shall have a right to draw on the Construction Funding Account to pay the costs of the Library Remodel as payments are due to the contractor chosen by the City. Prior to each disbursement request from the escrow account, the City shall provide PPLD with a detailed description of the work performed, the payment due, and the apportionment of the

payment between the Funds and City funds. Payment to the contractor shall be apportioned between the Funds and City funds so that fifty percent of every payment is from the Funds and fifty percent is from City funds until the Funds have been fully expended. Thereafter, all further payments shall be from City funds.

c. PPLD shall have five (5) business days to review and respond to each requested escrow draw by the City. Failure by PPLD to respond to the City's draw request within this period shall be deemed PPLD's consent. Non-consent by PPLD shall be provided to the City in writing detailing the basis for such non-consent and setting forth PPLD's requirements for PPLD's consent. PPLD may only reject a City draw request on the grounds that the request for payment is not in compliance with the terms of this Agreement.

d. No later than thirty (30) days after receipt of the executed Library Lease from the City (which shall be delivered by the City as set forth in Section 2, below), PPLD shall execute the Library Lease and use its best efforts to open the Library to the public not later than two months after execution of the Library Lease. If PPLD unreasonably fails to execute the Library Lease within 30 days after its receipt of the Library Lease signed by the City, the City may elect, by ten days advance written notice to PPLD, to treat the Library Lease as taking effect in accordance with the terms of the Library Lease attached hereto.

2. City Obligations.

a. The City shall execute all agreements, manage the remodeling project, and make such payments as are necessary to complete the construction of the Library remodel generally according to the Plans. The City shall use commercially reasonable efforts to complete the Library remodel according to the Plans within the schedule agreed upon in the construction documents executed by the City and the contractor; provided that the City does not represent or warrant that the remodel of the Library will be completed and a certificate of occupancy issued by any particular date. PPLD acknowledges that although the City may make commercially reasonable efforts to have the Library remodel completed in a timely manner, completion of the Library remodel may be delayed for many reasons beyond the reasonable control of the City.

b. PPLD acknowledges that during a construction project of this nature, modifications may occur. The City shall provide PPLD with a reasonable opportunity to review and comment on any material changes to the Plans that occur during the construction process. The Parties shall cooperate in good faith to address any proposed material changes to the Plans so that the completed Library meets the needs of both Parties.

c. When making payments in furtherance of the remodeling project, the City shall make draw requests from the escrow agent as set forth in Section 1, above.

d. No later than ten (10) days after completion of the Library remodeling project and receipt of a certificate of occupancy, the City shall execute the Library Lease and deliver it to PPLD for execution.

3. Miscellaneous.

a. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, Colorado.

b. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement a Party shall not constitute a waiver of any of the other terms or obligation of this Agreement.

c. Integration. This Agreement and any attached exhibits constitute the entire Agreement between the parties, superseding all prior oral or written communications.

d. Third Parties. There are no intended third-party beneficiaries to this Agreement.

e. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first-class United States Mail to the party at the address set forth on the first page of this Agreement (or such replacement address as may be provided with notice from time to time).

f. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect, and a lawful replacement provision shall be substituted for the invalid provisions in order to reflect, as nearly as is practical, the original intent of the Parties.

g. Modification. This Agreement may only be modified upon written agreement of the parties, as approved formally by their respective governing bodies.

h. Governmental Immunity. Each Party, their officers, and their employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Parties and their officers or employees.

i. Rights and Remedies. The rights and remedies of a Party under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit a Party's legal or equitable remedies, or the period in which such remedies may be asserted.

j. Subject to Annual Appropriations. Consistent with Article X, § 20 of the Colorado Constitution ("TABOR"), any financial obligations of either Party not performed during the current fiscal year are subject to annual appropriation for payment by such Party's governing board, and thus any such obligations hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement or liability beyond the current fiscal year. Accordingly, the Parties acknowledge and agree that this Agreement does not constitute a multi-year financial obligation of either Party under TABOR. Further, the parties acknowledge and agree that the obligations of the City under the Library Lease are not considered a financial obligation within the meaning of this Paragraph.

k. Penalty For City's Failure to Execute Library Lease. If the City unreasonably fails to execute the Library Lease as required in accordance with this Agreement, including without limitation submission of a Library Lease with substantial revisions not acceptable to PPLD, failure to sign any Library Lease, and any failure of the City to execute the Library Lease due to a failure to make any annual appropriation therefore, PPLD may elect to give written notice of such failure to the City. If the City does not provide an executed Library Lease to PPLD in accordance with the terms of this Agreement within fourteen calendar days thereafter, PPLD may then elect to give written notice to the City terminating this Agreement on the same terms as if the Library Lease had been executed by the Parties and the City had unilaterally terminated the Library Lease on the first day of the lease term. In the event of such a termination, the City pay PPLD the early termination amounts that would have applied under the terms of the Library Lease.

l. Counterparts. This Agreement may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which, when so executed and delivered, shall be deemed to be an original and all of which counterparts, taken together, shall constitute but one and the same instrument; and any signature page from any such counterpart or any electronic facsimile or electronic PDF thereof may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

[Signature Page Follows]

CITY OF MANITOU SPRINGS,

By: _____
John Graham, Mayor

ATTEST:

PIKES PEAK LIBRARY DISTRICT

By: _____

Its: _____

ATTEST:

EXHIBIT A

[Library Lease Agreement]

LEASE AGREEMENT

THIS LEASE AGREEMENT (“Lease”) is entered into effective as of the ___ day of _____, 2024, by and between the **CITY OF MANITOU SPRINGS, COLORADO**, a Colorado municipal corporation, with an address of 606 Manitou Avenue, Manitou Springs, Colorado 80829 (herein called “Lessor”) and **PIKES PEAK LIBRARY DISTRICT**, with an address of P.O. Box 1579, Colorado Springs, Colorado 80901 (herein called “Lessee”). Lessee and Lessor are sometimes collectively referred to herein as the “Parties” and each as a “Party,”

Lessor currently owns and maintains the Manitou Springs Carnegie building, a building consisting of approximately 6,436 square feet (the “Improvements”), with an address of 701 Manitou Avenue, Manitou Springs, CO 80829. The Improvements are located in and maintained as part of a Manitou Springs City Park, which is more specifically described as set forth in **Exhibit A**. This Lease grants to Lessee: (i) the exclusive right to use the Improvements (including the land directly underneath the Improvements), and (ii) the nonexclusive right to access the portion of the City Park (referred to as the “City Park Land”) that is outside the footprint of the Improvements for such purposes as are reasonably necessary in connection with the Lessee’s operation of a public library in the Improvements (the “Access Rights”). Lessee’s rights to use the Improvements (including the Land directly under the Improvements) and its Access Rights to the balance of the City Park Land are collectively referred to herein as the “Premises.”

Lessee hereby agrees to lease from Lessor the Improvements and the Premises, upon the following TERMS and CONDITIONS.

1. Term and Rent.

(a) Lessor leases the Premises to Lessee for an initial 25-year term commencing on the Lease Commencement Date (as defined in Section 4 below) (the “Initial Term”) for a total rental amount of One Million Five Hundred Thousand Dollars (\$1,500,00.00), the full amount of which has been previously paid to Lessor pursuant to the terms of a separate agreement between the Parties entitled “Intergovernmental Library Improvement Agreement,” dated _____, 2023. **[TBD]**

(b) This Lease shall terminate upon the earlier of the following: (1) at the election of either Party at any time during the term of this Lease, provided that in each case the terminating party shall give the other party at least six month’s advance written notice of the termination of this Lease, (2) at the election of either Party upon written notice to the other Party, as a result of the other Party’s default of any material obligation under this Lease, subject to the cure rights and restrictions on Lessor’s termination described in Subsection (c) below, (3) the mutual agreement of the Parties (including agreement regarding any termination payments to compensate either party for the early termination), (4) upon the occurrence of such other events (e.g. a Building Condition Event (as defined below), casualty or exercise of eminent domain) that may trigger a right of termination under the express provisions of this Lease. In the case of certain terminations of this Lease, Lessor shall be required to make a payment to Lessee in connection with such termination in accordance with Subsection (d) below.

(c) As described above, this Lease may be terminated due to failure to observe or perform any material covenant, agreement, condition or provision of this Lease if such failure shall continue for more than thirty (30) days after notice of such failure is given to the breaching Party by the nonbreaching Party; provided however, that the breaching Party shall not be in default with respect to matters that are curable but cannot be reasonably cured within thirty (30) days, so long as the breaching Party has promptly commenced such cure, diligently proceeds in a reasonable manner to complete the same thereafter, and effectuates such cure within one (1) year after notice of such failure. Additionally, with respect to a breach by Lessee of any material covenant, agreement, condition or provision of this Lease, if Lessee does not cure such failure within the aforementioned time period, Lessor shall not be entitled to terminate this Lease so long as Lessee pays to Lessor the difference between the Escalated Rent Amount for the applicable time period set forth in **Exhibit D** and the market rent for the Premises commencing on the expiration of the aforementioned cure period until the breach has been cured. In determining the market rent, a single person acceptable to both Parties shall be selected. That individual shall be knowledgeable in the rental market for the area for similar types of property and that individual shall determine the market rent. If the Parties cannot agree on a single person, each Party shall select one person with such knowledge and these two persons shall select a third person with such knowledge who shall determine market rent.

(d) An “Early Lease Termination” shall mean a termination of this Lease prior to the end of the Renewal Term or, if Lessee elects not to extend the Lease term beyond the Initial Term, prior to the end of the Initial Term. Upon the occurrence of an Early Lease Termination, the following payments shall be made:

(i) Termination by Lessee Without Cause or by Lessor for Lessee Breach. In the event of an Early Lease Termination by Lessee based on ground (1) pursuant to Subsection (b) above, or by Lessor based on ground (2) pursuant to Subsection (b) above (subject to the cure rights and restrictions on early termination in Subsection (c) above), no payments shall be owed to Lessee by Lessor.

(ii) Termination For Any Other Reason. In the event of an Early Lease Termination for any other reason, including without limitation a termination by Lessor based on ground (1) pursuant to Subsection (b) above, a termination by Lessee based on ground (2) pursuant to Subsection (b) above, a termination under the terms of this Lease due to casualty, condemnation, or a Building Condition Event (as defined in Subsection 4(e) below), a termination by operation of law due to Lessor’s failure to appropriate for this Lease or otherwise, or a termination for any other reason not specified in clause (i) above, Lessor shall be required to make payments to Lessee in connection with such early termination equal to the sum of the following:

(1) Prorated Payback. If the effective date of such termination is during the Initial Term, Lessor shall pay to Lessee with respect to the remainder of the Initial Term after the effective date of such termination an amount equal to the cumulative allocated annual escalated base rent for the remainder of the Initial Term as reflected on **Exhibit D** hereto (with the rent for the year of the termination allocated on an equal daily basis for such year). Such amount shall be paid to Lessee in form of a same-day electronic funds

transfer to an account designated by the Lessee on or before the date that is five business days after the effective date of the Early Lease Termination. Notwithstanding the foregoing, if Lessor reasonably determines that immediate payment of such prorated payback amount would result in a financial hardship to the Lessor, Lessor may elect, by written notice to Lessee at least three business days prior to the payment date described above, to pay such amount in equal monthly payments over a term elected by the Lessor not to exceed 24 months. The initial payment shall be made on the original payment date, and each subsequent payment shall be made monthly, together with interest computed to each payment date on the unpaid payment amount at a rate of five per cent per annum.

(2) Moving Expenses. The costs reasonably incurred by Lessee to transfer Lessee's property from the Premises under this Lease to another location in El Paso County Colorado determined in the reasonable discretion of Lessee (the "Successor Location").

(3) Lease Differential. If, and only if, such Early Lease Termination is a Lessor Caused Termination (as defined below), an amount with respect to the balance of the Initial Term and the Renewal Term of this Lease after the effective date of such termination (the "Remaining Lease Term"), assuming for this purpose that the full Renewal Term applies unless Lessee previously has elected not to extend the Lease term beyond the Initial Term, equal to the excess, if any, of: (A) the cumulative rent that would then be reasonably required to be paid by the Lessee for the Remaining Lease Term to provide public library services at the Successor Location, or another lease location suitable for public library services, for leased premises the same size as the Premises, over (B) the cumulative rent that would have been payable by Lessee for such Remaining Lease Term under this Lease, assuming for this purpose that Lessee had paid the annual escalated base rent for the remainder of the Initial Term as reflected on Exhibit D. For this purpose, a "Lessor Caused Termination" means an Early Lease Termination that is substantially caused directly or indirectly by the actions or inactions of Lessor, or is substantially attributable to Lessor's negligence or willful misconduct. For example, an Early Lease Termination due to Acts of God outside the control of Lessor, or due to condemnation proceedings by governmental authorities other than the Lessor, would not be considered a Lessor Caused Termination and therefore would not trigger a payment under this clause (3).

The amounts payable with respect to clauses (2) and (3) above shall be paid by Lessor to Lessee within thirty (30) business days after Lessor receives written notice from Lessee of such amounts due with adequate supporting documentation of the computation of such amounts.

(e) In the case of any termination of this Lease for any reason other than a Walk-Through Excused Termination (as defined below), at least ten days prior to the last day of occupancy, a joint inspection of the interior of the Premises will be performed, recorded, and signed off on. If there are mutually agreed upon repairs and maintenance necessary to the interior of the library building which would be the responsibility of Lessee under the terms of this Lease, Lessee will perform the required repairs and maintenance before the last day of occupancy, and the parties shall mutually cooperate to conduct follow-up joint inspections of the interior of the library building until both parties are satisfied with the results prior to the last day of occupancy. On the

last day of occupancy, a final joint walk-through/inspection will be performed, recorded, and approved by Lessee's CFO and Lessor's City Administrator. A "Walk-Through Excused Termination" shall mean a termination of this Lease due to casualty, eminent domain, or other similar cause that makes it impractical or unnecessary for Lessee to return the interior of the Premises in its original condition, wear and tear excepted.

2. Renewal Option.

(a) Renewal Term. Lessee shall have the option to extend the Initial Term of this Lease for a renewal period of ten additional years (the "Renewal Term") upon the same terms and conditions as this Lease, provided that Lessee shall pay Lessor an amount of Base Rent for the Renewal Term in equal monthly installments determined as set forth below:

| Year | Annual Rent |
|------|-------------|
| 26 | \$65,068 |
| 27 | \$66,999 |
| 28 | \$69,187 |
| 29 | \$71,633 |
| 30 | \$74,336 |
| 31 | \$77,296 |
| 32 | \$80,579 |
| 33 | \$84,183 |
| 34 | \$88,173 |
| 35 | \$92,614 |

(b) Exercise. Lessee shall give Lessor written notice of its exercise or non-exercise of the extension option not later than ninety (90) days before the expiration of the Initial Term. If Lessee fails to give timely notice regarding its extension option, it shall be deemed to have elected to extend the term of this Lease for the Renewal Term.

(c) Option Addendum. In the event that Lessee elects to extend this Lease, the Parties shall execute an addendum to this Lease setting forth the commencement and termination dates for the Renewal Term.

3. Use.

(a) Lessee shall use and occupy the Premises solely for the purpose of operating a public library, which is open to the public during regular business hours established by Lessee. Unless otherwise expressly agreed in writing by the Parties, Lessee will maintain a reasonable level of business hours as determined by Lessee for the operation of a public library that is not less than 20 hours per full week, except for shorter time periods resulting from inclement weather, holidays, casualty, Acts of God, labor shortages, and other similar circumstances beyond Lessee's reasonable control.

(b) Lessor covenants that if, and so long as, Lessee materially performs each and every covenant, agreement, term, provision and condition of this Lease on the part and on behalf of the

Lessee to be kept and performed, Lessee shall quietly enjoy its rights under this Lease without hindrance or interference by Lessor or by any other person lawfully claiming the same by, through, or under Lessor, subject to the covenants, agreements, terms, provisions and conditions of this Lease. In addition to Lessee's rights to use of the Improvements, Lessee shall have Access Rights to the City Park Land to the extent reasonably necessary in connection with the Lessee's operation of a public library in the Improvements, including without limitation such access as may be reasonably necessary for the security of the Improvements, Lessee's contents, and the library's employees and patrons, for use of public and employee parking areas, and for convenient ingress and egress of Lessee's employees and patrons to the Improvements. Lessor shall refrain from making any use of the City Park Land which unreasonably interferes with access by Lessee and its employees, patrons, guests and invitees to the Improvements, or which is otherwise materially inconsistent with the Lessee's use of the Improvements.

4. Condition and Care and Maintenance of Premises.

(a) Lessor hereby represents and warrants to Lessee that to the best of Lessor's knowledge, upon signing of this Lease and the Lease Commencement Date: (i) there are no material unsafe conditions associated with the Premises, (ii) there are no environmental hazards associated with the Premises, (iii) the Premises are in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, and (iv) the Premises and equipment and systems servicing the Premises are in good operating condition and repair. The "Lease Commencement Date" shall mean the date agreed upon by the Parties upon which Lessee shall take occupancy of the Premises, provided that: (i) such date shall not be earlier than the later of the date that this Lease is signed or 60 days after Lessee receives written notice from Lessor of a date certain that the remodel of the Premises will be complete and the Premises will be available for occupancy, and (ii) such date shall not be later than 60 days after the Parties have signed this Lease.

(b) Lessee shall have the right to undertake, at Lessee's cost, a full and complete inspection of the Premises, including, without limitation, any environmental testing. Prior to execution of this Lease, Lessee conducted an inspection of the Premises and identified a number of repairs Lessor is obligated to complete at Lessor's cost before the Lease Commencement Date. A complete list of such repairs is set forth in the attached **Exhibit B**. Upon the Lease Commencement Date, Lessor and Lessee shall conduct a walk through to determine the exact condition of the Premises, and shall document any damage to the Premises existing prior to the date of this Lease, which documentation of damages shall be attached to this Lease as **Exhibit C**. Neither Party shall undertake any obligation to repair such damage merely by virtue of documenting any damages. However, if Lessee reasonably determines that any such damage renders the Premises unsuitable for occupancy, it may give Lessor written notice of such determination and may delay occupancy and the Lease Commencement Date until such damages are repaired by Lessor to Lessee's reasonable satisfaction.

(c) Except as expressly otherwise provided herein, during the term of this Lease and any extensions thereto, Lessor shall be responsible for, and shall pay (or reimburse Lessee for reasonable costs incurred by Lessee in connection with such repairs and maintenance): (i) any non-routine capital replacement or repairs required to maintain the Premises in good working order,

including without limitation repair and replacement of the roof, exterior walls, structural elements of the Improvements, plumbing, heating, air conditioning, or electrical systems, exterior windows of the Improvements, striping, paving or repairing the parking area, or environmental remediation; (ii) maintenance of the exterior of the Improvements and the landscaping of the City Park Land in a manner consistent with industry standards for such maintenance, including drainage modifications reasonably necessary to maintain the integrity of the Improvements; and (iii) any and all costs and expenses incurred to comply with applicable laws with respect to the Premises. The parties agree that repairs and maintenance with a total cost of greater than \$1,000 will be treated as non-routine capital replacement or repairs; provided that this amount shall be escalated every five (5) years by a percentage equal to the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the Denver-Aurora-Lakewood area over the most recently published preceding five (5) year period or an equivalent index if the Consumer Price Index for All Urban Consumers (CPI-U) for the Denver-Aurora-Lakewood ceases to be published. Lessor shall promptly make repairs for which Lessor is responsible. In addition, upon reasonable request by Lessee, Lessor and Lessee shall discuss in good faith potential exterior improvements and modifications to the City Park Land that Lessee believes would enhance its use of the Improvements for library services without materially impacting the other uses of the City Park Land.

(d) Lessee shall, at its own expense, be responsible for the ordinary and routine day-to-day maintenance of the interior portion of the Premises during the term of the Lease, including without limitation regular and ordinary janitorial and custodial services, interior painting, floor covering repair and replacement, and similar day-to-day maintenance. In addition, Lessee shall be responsible for any elective, discretionary, non-structural interior alterations, improvements and upgrades (e.g. upgrade of the electrical system) that Lessee voluntarily elects to make to enhance its programmatic operations.

(e) If at any time during this Lease, the Premises are unsuitable for occupancy, whether due to casualty, condemnation, existing conditions or otherwise (collectively, a “Building Condition Event”), Lessee may give Lessor written notice of such determination. Upon receipt of such notice, Lessor shall either: (i) promptly commence and diligently pursue and complete the repair or remediation of any condition that by its nature is capable of repair or remediation, all in accordance with applicable laws, or (ii) elect by written notice to Lessee to terminate this Lease. If a Building Condition Event is not a curable condition, or Lessor fails to cure such Building Condition Event within a reasonable amount of time, taking the prevailing circumstances of such condition into account, Lessee shall have the right to terminate this Lease upon written notice to Lessor.

(f) The Parties expressly acknowledge that it is their mutual desire to maintain the Premises as an active library site. If the Parties identify additional capital expenditures necessary to maintain the Premises as an active library site, the Parties may elect to initiate specific fundraising efforts (e.g. soliciting contributions from PPLD Friends, from the general public, from historic preservation or other grant funding, or from other sources) to fund such capital expenditures. Lessor may request Lessee’s input into the timing and manner of such fundraising efforts, and Lessee shall make good faith efforts to provide its input, cooperation and assistance in connection with such fundraising efforts.

(g) Lessee shall surrender the Premises, upon expiration of this Lease, in as good condition as received, normal wear and tear, casualty and condemnation excepted.

5. Alterations. Except as expressly otherwise provided herein, neither Party shall, without first obtaining the written consent of the other Party, make any alterations, additions, or improvements, in, to or about the Premises, other than: (i) non-structural alterations to the interior of the Improvements reasonably necessary to Lessee's use of the Premises identified in Section 3 above, or (ii) structural alterations that are reasonably necessary to maintain the safe use of the Premises in accordance with applicable laws, provided that notice of such alterations shall be given to the other Party promptly upon the decision to proceed with such structural alterations. Unless otherwise agreed, responsibility for the cost and expense of any such alterations shall be borne by the Parties in the manner set forth in Section 4 above. Lessor shall use commercially reasonable efforts to minimize any disruption to Lessee's operations at the Premises in connection with any alterations.

6. Ordinances and Statutes. Subject to the terms and conditions set forth in this Lease, the Parties shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force or which may hereafter be in force, pertaining to the Premises; provided, however, that any costs expended to comply with any and all such laws, statutes, ordinances and requirements shall be borne by Lessor; unless such costs are reasonably determined to be an ordinary routine maintenance cost as set forth in Section 4(d), in which event Lessee shall be responsible for such costs.

7. Assignment and Subletting. Lessee shall not assign this Lease or sublet any portion of the Premises without prior written consent of the Lessor. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, Lessor may terminate this Lease. Lessor shall not transfer ownership of the Premises without prior written consent of the Lessee. Except as expressly otherwise provided, none of the rights or obligations of the Parties hereto shall be assigned by either Party without the written consent of the other.

8. Utilities. For the duration of the Lease term and any extensions thereto, all applications and connections for utility services on the Premises shall be made in the name of Lessee only, and Lessee shall pay all utility expenses directly to the provider thereof, including those for sewer, water, gas, electricity, telephone services, and network fees/connection charges. Notwithstanding the foregoing, Lessor shall be responsible for the utility costs associated with the exterior and landscaping maintenance on the City Park Land.

9. Entry and Inspection. Lessee shall permit Lessor or Lessor's agents to enter upon the Improvements at reasonable times and upon reasonable prior notice, for the purposes of inspecting the same, and Lessee will permit Lessor at any time within sixty (60) days prior to the expiration of this Lease, to place upon the Premises any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the same to inspect the Premises thereafter. During any such entry and/or inspection, Lessor shall use commercially reasonable efforts to minimize any disruption to Lessee's operations at the Premises.

10. Insurance and Damage to Premises.

(a) Lessee, at its expense, shall maintain commercial general liability insurance including bodily injury in an amount not less than the limits of liability contained in the Governmental Immunity Act as it may be amended from time to time. Lessee shall provide Lessor with a Certificate of Insurance showing compliance with this Section. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or a material change of coverage.

(b) Lessor shall maintain all risk property insurance covering the full replacement value of the Improvements, as reasonably estimated by Lessor, and such other insurance and coverages as comparable landlords of comparable properties would obtain in the Colorado Springs, Colorado area. Upon the occurrence of any covered casualty, any insurance proceeds realized by either Party shall be retained by such Party. Upon the occurrence of any casualty damage to the Premises, Lessor may elect to repair such damage, or to terminate this Lease. If Lessor elects to terminate the Lease, Lessor shall provide Lessee written notice of such termination within thirty (30) days after the date of the casualty. Lessor shall have no obligation to repair any damage due to casualty. However, if Lessor elects to repair any such damage, Lessor shall commence and proceed with reasonable diligence to repair and restore the Improvements to substantially the same condition as existed immediately prior to the date of damage. If Lessor fails to repair the Premises within ninety (90) days of the date of the casualty, Lessee shall have the right to terminate this Lease by giving written notice to Lessor.

(c) To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation which might otherwise exist.

11. Eminent Domain. If the Premises or any part thereof or any estate therein, or any other part of the Improvements materially affecting Lessee's use of the Premises, shall be taken by eminent domain, this Lease shall terminate on the date when title vests pursuant to such taking. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Lessee may file a claim for any taking of fixtures and improvements owned by or funded by Lessee, and for moving expenses.

12. Taxes. It is not expected that any real property taxes or general and special assessments will be levied and assessed against the Premises, because the Lessor and the Lessee are tax-exempt entities and the use of the Premises furthers the purposes of both entities.

13. Miscellaneous.

a. Governing Law and Venue. This Lease shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, Colorado.

b. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Lease by Lessor shall not constitute a waiver of any of the other terms or obligation of this Lease.

c. Integration. This Lease and any attached exhibits constitute the entire Lease between the Parties, superseding all prior oral or written communications.

- d. Third Parties. There are no intended third-party beneficiaries to this Lease.
- e. Notice. Any notice under this Lease shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first-class United States Mail to the Party at the address set forth on the first page of this Lease (or such replacement address as may be provided with notice from time to time).
- f. Severability. If any provision of this Lease is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect, and a lawful replacement provision shall be substituted for the invalid provisions in order to reflect, as nearly as is practical, the original intent of the Parties.
- g. Modification. This Lease may only be modified upon written agreement of the Parties, as approved formally by their respective governing bodies.
- h. Governmental Immunity. Each Party, their officers, and their employees, are relying on, and do not waive or intend to waive by any provision of this Lease, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Parties and their officers or employees.
- i. Lessor and Lessee Consent. Unless expressly otherwise provided herein, any reference herein to Lessor or Lessee consent shall be interpreted as follows: (i) such consent shall not be unreasonably withheld or delayed, and (ii) such consent shall be presumed if the consenting Party does not give written notice to the requesting Party withholding such consent within 30 days after receiving written notice requesting such consent.
- j. Rights and Remedies. The rights and remedies of Lessor under this Lease are in addition to any other rights and remedies provided by law. The expiration of this Lease shall in no way limit Lessor's legal or equitable remedies, or the period in which such remedies may be asserted.
- k. Subject to Annual Appropriations. Consistent with Article X, § 20 of the Colorado Constitution ("TABOR"), any financial obligations of Lessor or Lessee not performed during the current fiscal year are subject to annual appropriation for payment by such Party's governing board, and thus any such obligations hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement or liability beyond the current fiscal year. Accordingly, Lessee and Lessor acknowledge and agree that this Lease does not constitute a multi-year financial obligation of Lessee under TABOR. In the event such appropriation is not made, Lessee shall provide Lessor with at least ninety (90) days written notice of termination and this Lease shall terminate at the later of the end of the current fiscal year or 90 days after Lessor receives written notice of termination from Lessee.
- l. Force Majeure. Neither Party shall be liable for any delay, direct or indirect, in performance caused by an unforeseen event such as acts of God, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either Party beyond such Party's reasonable control. Each

Party will take reasonable steps to mitigate the impact of any force majeure.

m. Counterparts. This Lease may be executed in any number of counterparts and by the Parties in separate counterparts, each of which, when so executed and delivered, shall be deemed to be an original and all of which counterparts, taken together, shall constitute but one and the same instrument; and any signature page from any such counterpart or any electronic facsimile or electronic PDF thereof may be attached or appended to any other counterpart to complete a fully executed counterpart of this Lease and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such Party.

n. Annual Lease Status Meetings. Unless otherwise agreed by the Parties, the Parties shall schedule a meeting approximately annually, beginning with the one year anniversary of the Lease Commencement Date, to discuss in good faith any concerns regarding this Lease and potential opportunities to improve the operation of the public library for the mutual benefit of the Parties.

[Signature Page Follows]

EXHIBIT A

Legal Description: LOTS 11, 12 BLK H MANITOU SPGS

Site Map:

701 MANITOU AVE
SCHEDULE: 7405321001

OWNER: MANITOU SPRINGS CITY OF

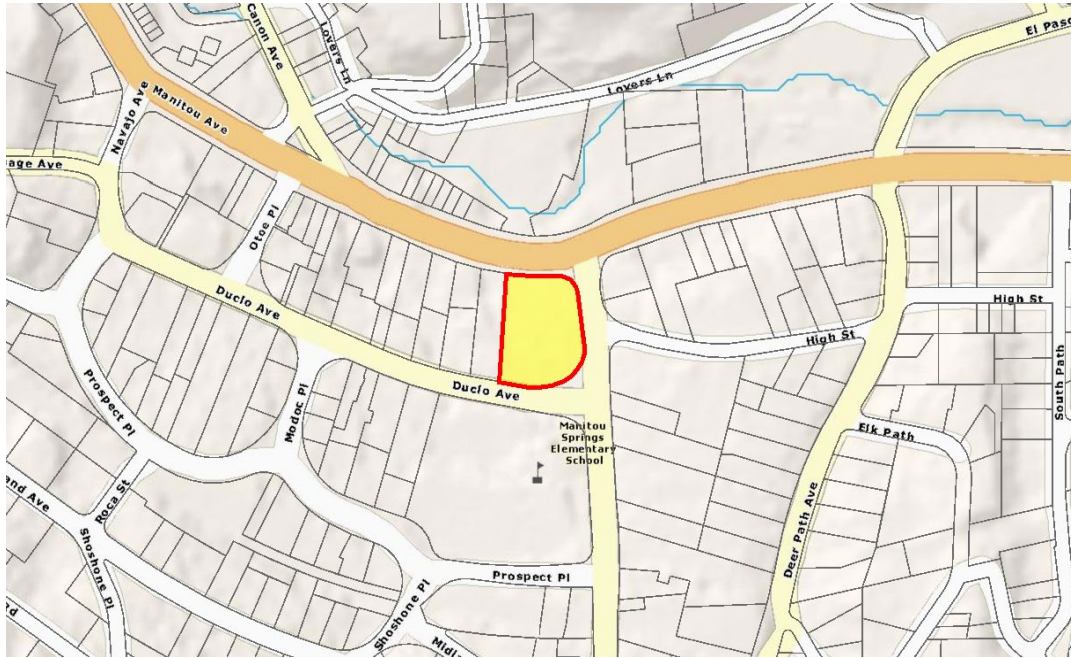


EXHIBIT A

Legal Description: LOTS 11, 12 BLK H MANITOU SPGS

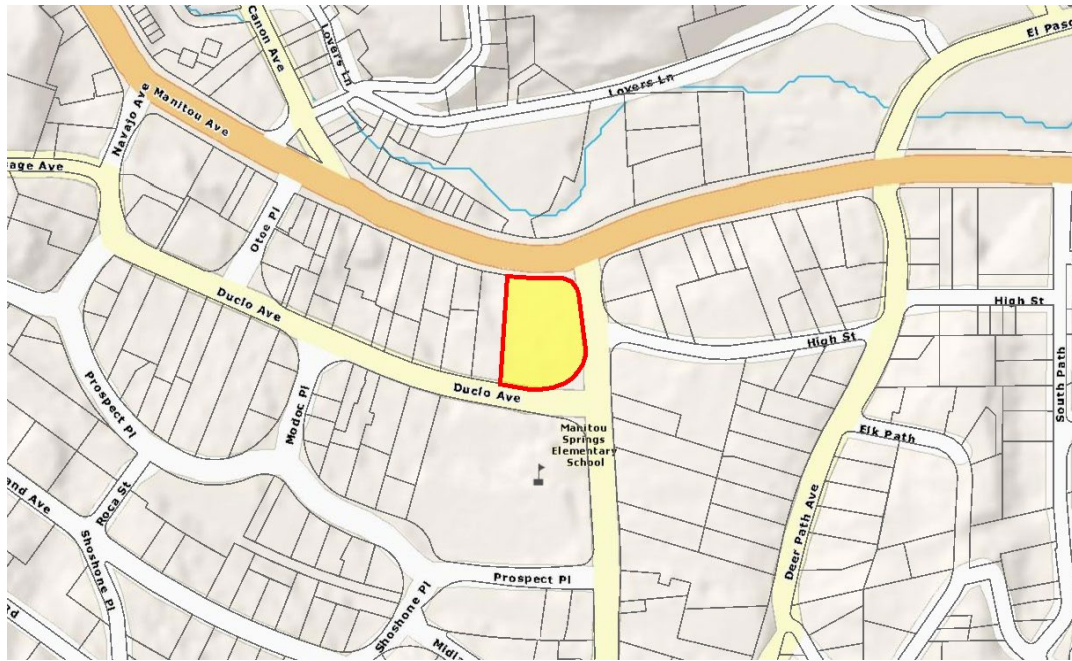


Site Map:

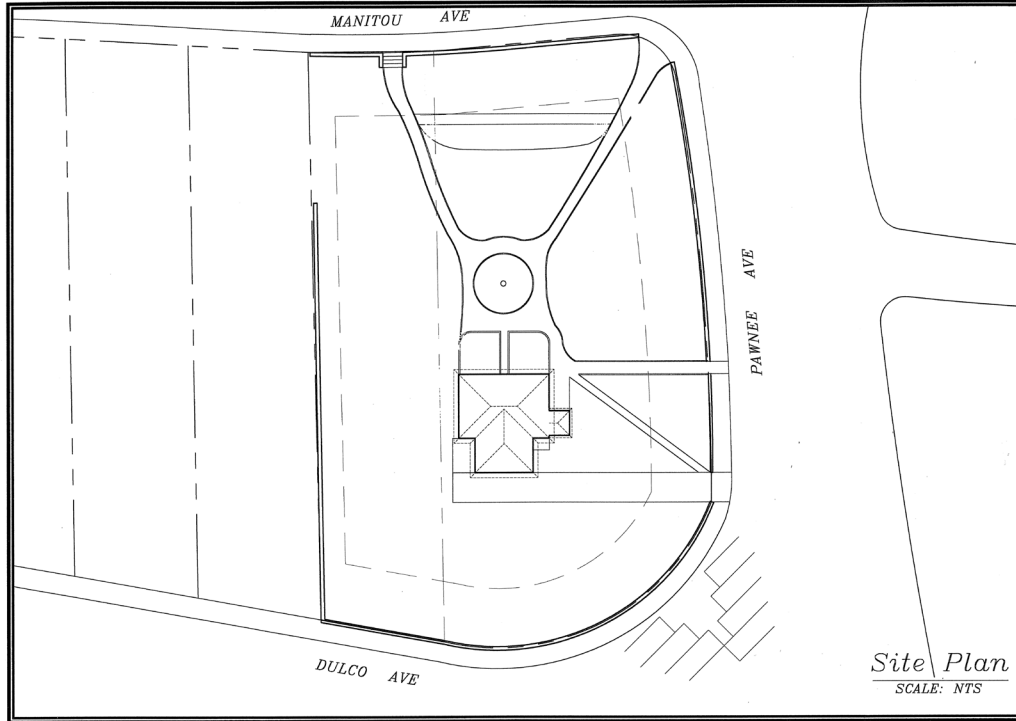
701 MANITOU AVE

SCHEDULE: 7405321001

OWNER: MANITOU SPRINGS CITY OF



Site Plan:



Site Plan
SCALE: NTS

THE FLORIN GROUP
 31 South Union, Suite 202, Colorado Springs, Colorado 80901 (719) 521-1401
 Architecture | Engineering | Interior Architecture
 MANTOU SPRINGS PUBLIC LIBRARY
 MANTOU SPRINGS, COLORADO
 DRAWN: CDM
 CHECKED: ICE
 REVISION: 04.02.03
 THE FLORIN GROUP HAS PREPARED THE
SITE PLAN
SITE-1
 04.02.03

EXHIBIT B

[Repairs to be completed prior to Lease Commencement Date]

EXHIBIT C

[Walkthrough list of existing damages as of Lease Commencement Date]

EXHIBIT D

[Escalated Rent Schedule]

Manitou Library Lump Sum Payment
Escalated Rent Schedule

Prepayment: 1,500,000
Term in years: 25

| | Escalated Rent Amounts | Lump Sum Paydown |
|----|---------------------------|---------------------|
| 1 | 56,856 | 1,500,000 |
| 2 | 57,118 | 1,443,144 |
| 3 | 57,380 | 1,386,026 |
| 4 | 57,642 | 1,328,646 |
| 5 | 57,904 | 1,271,004 |
| 6 | 58,166 | 1,213,100 |
| 7 | 58,428 | 1,154,934 |
| 8 | 58,690 | 1,096,506 |
| 9 | 58,952 | 1,037,816 |
| 10 | 59,214 | 978,864 |
| 11 | 59,476 | 919,650 |
| 12 | 59,738 | 860,174 |
| 13 | 60,000 | 800,436 |
| 14 | 60,262 | 740,436 |
| 15 | 60,524 | 680,174 |
| 16 | 60,786 | 619,650 |
| 17 | 61,048 | 558,864 |
| 18 | 61,310 | 497,816 |
| 19 | 61,572 | 436,506 |
| 20 | 61,834 | 374,934 |
| 21 | 62,096 | 313,100 |
| 22 | 62,358 | 251,004 |
| 23 | 62,620 | 188,646 |
| 24 | 62,882 | 126,026 |
| 25 | 63,144 | 63,144 |
| | 1,500,000 | |



(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

PROPOSAL

I propose the Pikes Peak Library District (PPLD) Board of Trustees move to draft a bill of rights specific to the PPLD library system to be adopted formally at a later date.

Julie Smyth
PPLD Board of Trustees