

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
DECEMBER 10, 2024 4 pm  
LIBRARY 21C, VENUE



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

Call in: 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799

Meeting ID: 837 1958 5376

Passcode: 940463

**SPECIAL BUDGET MEETING OF THE BOARD OF TRUSTEES**

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer, Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Chief Facilities & Security Officer Michael Brantner, Security Supervisor Brien Brice, Senior Director of Development and Foundation Executive Director Courtney Deuser, Director of Regional History and Genealogy Michael Doherty .Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Program Coordinator John Jarrell, Chief Operating Officer Heather Laslie, Director of Collection Management Jenny Pierce, AV Analyst & Photographer Logan Puente, Senior Security Officer Eric Scott, Director of Patron Experience Abby Simpson, Director of IT Infrastructure Dan Stone, Security Director Tess Warren

*This meeting was delayed by 15 minutes.*

**CALL TO ORDER**

President Dora Gonzales called the December 10, 2024 Special Budget meeting of the Pikes Peak Library District (PPLD) Board of Trustees to order at 4:15 p.m.

**PLEDGE OF ALLEGIANCE**

**BUSINESS ITEMS**

Unfinished Business

**DECISION 24-12-1** Monument Lease options (3-, 5-, 7-, or 10-year lease)

Chief Librarian and CEO Teona Shainidze-Krebs stated that there are no changes to the lease options, there is no first right of refusal. Her recommendation is to approve the three- or five-year lease as it will allow time to explore expansion of the Monument Library. –

Board members stated a preference for the five-year lease due to the increase in cost associated with the three-year lease.

**Motion:** Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the five-year Monument Library lease as presented.

**Second:** Angela Dougan seconded the motion.

**Vote:** The motion was approved unanimously by those present.

New Business

**PRESENTATION** Salary Study

Chief Human Resources and Organizational Development Officer Timothy Allen stated that the market study, which takes place every three years, has been completed. The HR department works with Employer's Council to review every position description and compare with non-profits and library districts in Colorado. PPLD recommends moving entire groups of front-line staff up a pay grade, a recommendation that was not a part of the market study. These positions include Shelves, Library Associates and Senior Associates, Library Assistants and Senior Assistants.

This decision was based on the volume of vacant positions in these categories, and a review of stay and exit interviews conducted.

This results in a \$1.7 million total increase for 2025, including salary, taxes, and retirement. Although some positions came in above the market rate, PPLD will not lower positions from their current pay grade. All staff will receive a minimum increase of 3%. Any changes to pay grade will occur after the 3% increase is applied.

In response to a question about non-monetary changes that are being considered, Mr. Allen indicated the market study is a first step in improving PPLD's overall compensation.

PPLD will implement a performance evaluation process in January 2025. Once established, the plan is to tie performance to pay increases.

**DECISION 24-12-4** Resolution to Adopt and Appropriate the 2025 Budget

The Budget and Resolution to Adopt and Appropriate the 2025 budget was distributed to the Board. The \$2 million that PPLD was not eligible to receive is earmarked as restricted funds and will be returned once the total dollar amount to return is clear. The mill levy for 2025 is 3.14, a slight increase from the mill levy in 2024. Property tax and ownership taxes are PPLD's only stream of revenue.

Information Technology is addressing cyber concerns and a Resolution adding to the annual contract will be forthcoming. In response to high mileage expenses, PPLD is considering purchasing a vehicle for the Security department as staff are required to travel around the district and currently use personal vehicles for which they receive mileage reimbursement.

Chief Information Officer Justin Goodwin shared details of PPLD's participation with the E-Rate program. PPLD applies for every opportunity for which the district is eligible. For 2025, PPLD will be working with a new Internet Service Provider that will include:

- firewalls for each library location,
- new switches and battery backups for those switches
- additional hotspots.

A cyber consultant is included in the 2025 budget to further support cyber security. A cyber attack on the District in June was addressed and 95% of services were restored in three days. Other library districts have struggled for months to recover from similar issues. Notification of PPLD's Cyber E-Rate funding should be received in a few weeks after which an RFP will be released. An ideal candidate will be nationally and internationally connected.

PPLD has received a CrowdStrike grant from a federal program run by the state in which antivirus software is provided. Mr. Goodwin and Senior Director Development and Foundation Executive Director Courtney Deuser will participate in the Cyber Leaders roundtable.

Beginning in 2025, PPLD will only pay the 20% of expenses covered by the E-Rate program and the vendor will be responsible for payment of the 80% balance provided by the program. In the past, PPLD paid the full amount up front and was reimbursed for 80% of the cost.

A 6% increase on insurance was secured after receiving a proposed increase of 19%. Human Resources responds as quickly as possible to secure the best increase possible.

State grants impact PPLD's Tabor limit, so state grants are rarely pursued. Interest income continues to be high.

The holds list for e-materials and audio books continues to be high, often taking as much as 12 weeks for materials to be available. Although this is some of the most expensive material we purchase, the use of e-materials does allow for quicker processing as staff do not physically interact with the materials.

In response to questions from the Board, Mr. Green explained:

- that the Facilities Capital Outlay figures for 2025 have not rolled forward from 2024.
- that the deficit of \$2.2 million on the budget change page of the 2025 budget is driven by the capital outlay. IT and Security worked with Finance to prioritize projects and lower this figure from \$5.5 million.
- that the reference to staff at Rockrimmon on the FTE page will result in staff relocating to Library 21c and High Prairie Library. Vacancies will be distributed to Manitou Springs, Library, Calhan and High Prairies Libraries, and Library 21c.

The budget will be updated to reflect this redistribution of staff. The budget in book format will be provided and posted as soon as available.

- Interest received for 2024 is \$1.6 million and the estimate in the budget for 2025 is \$500,000.

**Motion:** Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution to Adopt and Appropriate the 2025 Budget t as amended.

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

**Discussion:** Clarification was provided that the \$14.4 million end of year total fund balance includes encumbrances. the actual end of year total fund balance is \$6.6 million.

**Vote:** The motion was approved unanimously by those present.

Julie Smyth read the Resolution:

#### RESOLUTION TO ADOPT AND APPROPRIATE THE 2025 BUDGET

A resolution summarizing expenditures and revenue for each fund, adopting a budget, and appropriating funds as outlined below for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2025 and ending on the last day of December 2025.

WHEREAS, pursuant to Colorado Local Government Budget Law, the Board of Trustees of the Pikes Peak Library District must adopt the annual budget for 2025 by December 10, 2024; and

WHEREAS, the 2025 Original Adopted Budget must recognize revenues and have available fund balance sufficient to cover the appropriated expenditures set forth in the annual budget; and

WHEREAS, a Preliminary Balanced Budget for 2025 was submitted by the Chief Financial Officer to the Board of Trustees on September 27, 2024, as required by Colorado Local Government Budget Law; and

WHEREAS, pursuant to the notice published in accordance with Colorado Local Government Budget Law, the proposed 2025 budget has been open for inspection by the public since September 27, 2024; and

WHEREAS, public hearings were held by the Board of Trustees on October 16, 2024 and November 20, 2024 in order to provide interested citizens an opportunity to file or register any comments or objections, and to review evidence and hear testimony as presented to the Board on the proposed 2025 budget; and

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

WHEREAS, Attachment A outlines the revenue, expenditures and fund balance details of the 2025 budget; and

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

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

Section 1. That the budget as submitted, amended and summarized in Attachment A, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year 2025. The following sums are hereby appropriated from the revenues and available fund balances of each fund, to each fund, for the stated purpose:

General Fund	\$ 36,841,279
Capital Fund	\$ 3,977,345
Self-Insurance Fund	<u>\$ 3,564,851</u>
Total	\$ 44,383,475

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

ADOPTED, this 10<sup>th</sup> day of December 2024.

The following item was added to the agenda:

**DECISION 24-12-5** Resolution to set mill levy

The Resolution to set mill levies was distributed to the Board of Trustees. Debbie English read the resolution:

#### RESOLUTION TO SET MILL LEVIES

A resolution to establish and approve the certification of the Pikes Peak Library District's mill levy for the 2024 property taxes payable in 2025 and allocating revenues from such property taxes and the specific ownership tax among the District's various Funds.

WHEREAS, the El Paso County, County Assessor has certified the value of all real property in the Pikes Peak Library District for the year 2024 (for taxes to be collected in the year 2025) in the total net assessed valuation amount of \$11,802,303,670; and

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

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

WHEREAS, the District is authorized to recover revenues lost through abatements, said amounts to the District, being 0.007 mills in the amount of \$84,585; and a temporary tax credit revenue adjustment being .014 mills in the amount of \$156,884;

WHEREAS, the Board of Trustees has the discretion to allocate the levy of 3.147 mills plus 0.007 mills from abatements minus the temporary tax credit adjustment of .014 mills for a total of 3.140 mills among the various funds of the District, which funds for the year 2025 are the General Fund, Capital Fund, and Self-Insurance Fund as follows; and

General Fund	2.606
Capital Fund	0.281
Self-Insurance Fund	<u>0.253</u>
Total	3.140

WHEREAS, in addition to revenues collected from the levy upon all such taxable property in the amount of \$36,770,302, the Board of Trustees desires to allocate to the General Fund those revenues anticipated to be collected from the Specific Ownership Tax, which revenues for the year 2025 are anticipated in the amount of \$3,300,000; and

WHEREAS, the Board of Trustees of the Library District has adopted the annual budget in accordance with Local Government Budget Law on December 10, 2024, and:

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

Section 1. That for the purpose of meeting general operating expenses and to help defray the costs of government for the Pikes Peak Library District for the year 2025, there is hereby levied a tax of 3.140 mills (comprised of a general operating mill levy of 3.147 mills and an abatement mill of 0.07 minus the temporary tax credit of .014 mills) upon each dollar of the total valuation for assessment of all taxable property within the District for the 2024 assessment year.

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

ADOPTED, this 10<sup>th</sup> day of December 2024.

**Motion:** Aaron Salt made a motion to accept the Resolution to set Mill Levies as presented.

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

**Vote:** The motion was approved unanimously by those present.

#### **ADJOURNMENT**

There being no further business to discuss, President Dora Gonzales adjourned the Special Budget Meeting of the Pikes Peak Library District Board of Trustees at 5:48 p.m.

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