Pikes Peak Library District Board of Trustees
NOVEMBER 18, 2026 5 PM
LIBRARY 21C - VENUE

PIKES PEAK LIBRARY DISTRICT ppld

Cultivate spaces for belonging, personal growth, and strong communities

VIRTUAL MEETING (ZOOM)
Call in: **1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799**
Meeting ID: **818 6293 8095**
Passcode: **949486**

Anyone interested in making a public comment must sign up before 5 p.m. Meeting room doors will open by 4:30 p.m.
The Board President will invite agenda-related public comment(s) before Business Items are discussed.
One hour of public comment for items not on today's agenda will occur before the end of the meeting.
One public comment per person.

REGULAR MEETING OF THE BOARD OF TRUSTEES

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ITEMS TOO LATE FOR THE AGENDA

IV. REPORTS

a.	Internal Affairs Committee	*Five minutes*	
b.	Public Affairs Committee	*Five minutes*	
c.	Governance Committee	*Five minutes*	
d.	Trustee comments		
e.	Friends of the Pikes Peak Library District Report (Rita Jordan)	*Five minutes*	(p.3)
f.	Pikes Peak Library District Foundation Report (Teona Shainidze-Krebs)	*Five minutes*	(p.4)
g.	Financial Report Sept. and Oct. (Kim Hoggatt)	*Five minutes*	(p.5)
h.	Public Services Report (Tammy Sayles)	*Five minutes*	(p.21)
i.	Support Services Reports: Communications; Facilities & Security; Human Resources; Information Technology, Strategy & Innovation		(p.27)
j.	CEO Report (Teona Shainidze-Krebs)	*Five minutes*	
	1. Outreach Data Info Sheet		(p.54)
	2. Key Library Statistics		(p.55)
	3. First Library Card Booklet		(p.57)

V. BUSINESS ITEMS

a. Consent Items

Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".

1.	Minutes of September 16, 2026 Board of Trustees meeting	(p.59)
2.	Minutes of October 2, 2026 Board Retreat	(p.62)
3.	URA: Sugarbowl Project	(p.66)

b. New Business

a.	PRESENTATION	McKinstry Audit (Michael Brantner, Heather Laslie, Dan Addink)	(p.76)
b.	DECISION 26-11-1:	Resolution Authorizing Energy Performance Contract with McKinstry (Michael Brantner, Kim Hoggatt, Teona Shainidze-Krebs)	(p.121)
c.	DECISION 26-11-2:	Recommendation and Resolution Financing McKinstry Energy Project (Kim Hoggatt, Teona Shainidze-Krebs)	(p.122)
d.	DECISION 26-11-3:	Resolution Authorizing Transition to Fully Insured Health Insurance (Kim Hoggatt, Timothy Allen)	(p.124)

VI. PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA (*3 Minute Time Limit per Person*)

VII. EXECUTIVE SESSION

a. The PPLD Board of Trustees will enter Executive Session to discuss purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest as authorized by C.R.S. §24-6-402(4)(a) (particular matter: locations in Northwest area of Colorado Springs).

VIII. ADJOURNMENT

Friends of the Pikes Peak Library District November 2026 Report

Sales	(Gross)	
Sales thru October	Amazon	$306
	eBay	$5,011
	Web storefront	$238
	East Bookstore	$6,888
	Library 21C	$2,417
	Penrose	$631
	Fall Book Sale	**$20,822**
TOTAL SALES		$36,313

The 2026 Fall Book Sale was the highest-revenue book sale to date, with 96 volunteers covering approximately 200 shifts. PAGE PR's promotion helped drive a 37% increase in attendance compared with Fall 2025's sale, and sales were 22% above the previous record set the same period.

Beth Crumrine (Friends) worked with PPLD on the Friends Volunteer Onboarding Process to clearly define the responsibilities of the Friends of the Pikes Peak Library District and PPLD at each step of volunteer onboarding. This document covers both District and Branch Friends and will be shared with all Friends locations.

Review of 3rd Quarter Sale Events

Beyond Books Sale: An "inspo" table with volunteer-supplied samples of handcrafted projects made with the materials we provided was set up in the hall outside the sale. The sale ran from 5:00–7:00 pm, with a few shoppers lingering until 7:30. Traffic was steady, with approximately 35 shoppers. Sales results: 428 pounds sold at $1/lb: $428.00, Added donations: $52.97, Total income: $480.97. There was quite a lot of material left over.

Christmas in July Sale: Sale ran 7/22–7/31 with 25% off for purchases of $25 minimum. Marked-down items included products listed prior to 2026 (about 20% of inventory).
• Key takeaway: most sales came from non-discounted items—awareness and promotion drove revenue; our baseline pricing is strong.

Flash Clearance Sale: A flash sale at the East Bookstore to empty shelves and create space. Promotion began July 31 for the one-day sale on Saturday, August 8.

Rita Jordan, President
Friends of the Pikes Peak Library District

PPLD Foundation Executive Director
September & October 2026 Report

Accountability

Members of the Foundation Board attended the PPLD Board of Trustees retreat to learn about the upcoming financial needs of the District.

Marcie McNulty and Heather Laslie attended the Association of Fundraising Professionals (AFP) Summit on Philanthropy.

Kathleen Owings and Marcie McNulty attended the Give! Workshop for Boards and Governance.

	Month	YTD	Budget	Variance	Month	PY
	30-Sep-26	2026	2026	2026	30-Sep-25	2025
Revenues						
Giving						
Individuals	$ 6,486	$ 146,145	$ -	$ -	$ 13,761	$ 148,620
Foundations	-	15,692	-	-	-	15,500
Corporation	60	21,792	-	-	90	9,073
Sponsorships	-	7,887	-	-	-	23,500
Total Giving	6,546	191,516	375,000	(183,484)	13,851	196,693

Communications

The Foundation hosted a table at PPLD open houses including Cheyenne Mountain Library, Ute Pass Library, Sand Creek Library, and High Prairie Library.

Community Connections

The Foundation team hosted a successful friend-raiser pickleball tournament in September.

The Foundation team hosted a Donor Appreciation event in October, recognizing the amazing donors who support the Foundation's mission to help the District.

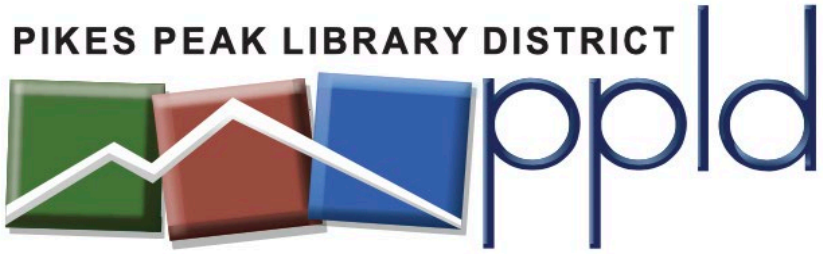
The Foundation team hosted a Give-partnering event for Young Philanthropists at 21c, teaching youth about generosity.

The Foundation tabled at the Halloween Trunk-or-Treat event at the Pikes Peak YMCA Briargate Branch. We had over 1000 visitors to our table and shared candy and also PPLD marketing materials.

Staff

Laura Foster joined the team as the Foundation Executive Assistant. The Foundation is excited to have her support for the staff and for the Foundation Board.

In October, Courtney Vancleave left the organization; Heather Laslie, PPLD Chief Operating Officer, is standing in for the Foundation Executive Director role as Interim.



September 30, 2026
Monthly Financial Report

Board of Trustees Meeting
November 18, 2026

Board Dashboard

Revenues (PPLD as whole)

Type	Annual Budget	YTD Actual Revenue	Variance	Percentage collected
Property Taxes (1)	$ 41,132,865	$ 39,861,965	$ 1,270,900	97%
Intergovernmental Grants	388,931	270,102	$ 118,829	69%
Fines and fees	90,000	57,219	$ 32,781	64%
Interest income	800,000	883,226	$ (83,226)	110%
Donations - Foundation	400,000	137,200	$ 262,800	34%
Donations - Friends	101,500	106,005	$ (4,505)	104%
Miscellaneous	74,000	77,413	$ (3,413)	105%
Employee contributions	424,000	336,944	$ 87,056	79%
Total	$ 43,411,296	$ 41,730,074	$ 1,681,221	

(1) Includes all Property and Specific Ownership Taxes

General Fund Expenditures

Type	Annual Budget	YTD Actual spend	Variance	Percentage Spent
Building & Vehicle Maintenance	$ 2,843,286	$ 1,814,605	$ 1,028,681	64%
Collections Management Materials	5,260,400	3,642,317	1,618,083	69%
Contract Services	1,563,819	1,447,947	115,872	93%
Employee Salaries & Benefits	26,616,686	17,029,180	9,587,506	64%
Mileage, Training, Memberships	455,175	159,325	295,850	35%
Programming	341,590	263,505	78,085	77%
Supplies	536,750	208,112	328,638	39%
Telecommunications	2,592,491	1,827,197	765,295	70%
Capital (grant funded)	25,000	920,361	(895,361)	3681%
Total	$ 40,235,196	$ 27,312,548	$ 12,922,648	

Capital Fund Expenditures

Type	Annual Budget	YTD Actual spend	Variance	Percentage Spent
Capital Fund- Facilities	$ 1,759,573	$ 500,835	$ 1,258,738	28%
Capital Fund-Communication	42,752	8,659	34,093	20%
Capital Fund- Security	974,573	102,415	872,158	11%
Capital Fund- IT	517,118	362,389	154,728	70%
Capital Fund- Strategy & Innovation	32,826	0	32,826	0%
Capital Fund- Finance	1,260,753	0	1,260,753	0%
Capital Fund- Special Revenue Funds	56,401	0	56,401	
Total	$ 4,643,996	$ 974,299	$ 3,669,697	

PIKES PEAK LIBRARY DISTRICT

Monthly Financial Report - PPLD (as a whole)

As of September 30, 2026

	Revised Annual Budget	Year to Date Activity as of September 30, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes (1)	37,832,865	28,374,649	37,400,426	9,025,778
Specific ownership taxes	3,300,000	2,475,000	2,461,539	(13,461)
Total Taxes	**41,132,865**	**30,849,649**	**39,861,965**	**9,012,316**
Intergovernmental Grants	388,931	291,698	270,102	(21,596)
Foundation Donations/fundraising	400,000	300,000	137,200	(162,800)
Friends Donations/fundraising	101,500	76,125	106,005	29,880
Interest income	800,000	600,000	883,226	283,226
Fines and fees	90,000	67,500	57,219	(10,281)
Other Operating Revenue	74,000	55,500	77,413	21,913
Total Operating Revenue	**1,854,431**	**1,390,823**	**1,531,165**	**140,342**
Employee contributions	424,000	318,000	336,944	18,944
Total Other Revenue	**424,000**	**318,000**	**336,944**	**18,944**
Total Revenue	**43,411,296**	**32,558,472**	**41,730,074**	**9,171,603**
EXPENDITURES				
Personnel Expense	29,070,965	21,803,224	19,442,320	2,360,904
Operating Expense	14,975,310	11,231,483	10,259,020	972,463
Capital Outlay	4,668,996	3,501,747	1,894,660	1,607,087
Total Expenditures	**48,715,271**	**36,536,454**	**31,596,000**	**4,940,453**
Excess (deficiency) of Revenue over Expenditures	**(5,303,976)**	**(3,977,982)**	**10,134,074**	**14,112,056**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)		0	0	0
Insurance Proceeds	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(5,303,976)**	**(3,977,982)**	**10,134,074**	**14,112,056**
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	26,015,338	26,015,338	26,015,338	**0**
Ending Fund Balance (Projected)	**20,711,362**	**22,037,356**	**36,149,412**	**14,112,056**

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

(2) 2025 Unassigned Fund Balance (audited)

PIKES PEAK LIBRARY DISTRICT

Monthly Financial Report - GENERAL FUND

As of September 30, 2026

	Revised Annual Budget	Year to Date Activity as of September 30, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes	35,080,765	26,310,574	33,627,799	7,317,225
Specific ownership taxes	3,300,000	2,475,000	2,461,539	(13,461)
Total Taxes	**38,380,765**	**28,785,574**	**36,089,338**	**7,303,764**
Intergovernmental	388,931	291,698	270,102	(21,596)
Foundation Donations/fundraising	400,000	300,000	137,200	(162,800)
Friends Donation	101,500	76,125	106,005	29,880
Interest	800,000	600,000	882,804	282,804
Fines and fees	90,000	67,500	57,219	(10,281)
Other Operating	74,000	55,500	77,413	21,913
Total Operating Revenue	**1,854,431**	**1,390,823**	**1,530,743**	**139,919**
OTHER FINANCING SOURCES (uses)				
Total Revenue	**40,235,196**	**30,176,397**	**37,620,080**	**7,443,684**
EXPENDITURES				
Building & Vehicle Maintenance	2,843,286	2,132,464	1,814,605	(317,860)
Collections Management Materials	5,260,400	3,945,300	3,642,317	(302,983)
Contract Services	1,563,819	1,172,864	1,447,947	275,083
Employee Salaries & Benefits	26,616,686	19,962,514	17,029,180	(2,933,334)
Mileage, Training, Memberships	455,175	341,381	159,325	(182,056)
Programming	341,590	256,192	263,505	7,313
Supplies	536,750	402,563	208,112	(194,450)
Telecommunications	2,592,491	1,944,368	1,827,197	(117,172)
Capital Outlay (Grant Funded)	25,000	18,750	920,361	901,611
Total Expenditures	**40,235,196**	**30,176,397**	**27,312,548**	**(2,863,849)**
Excess (deficiency) of Revenue over Expenditures	**0**	**0**	**10,307,533**	**10,307,533**
OTHER FINANCING SOURCES (uses)				
Transfer Out	120,000	120,000	120,000	0
	120,000	**120,000**	**120,000**	**0**
Net Impact to Fund Balance	**(120,000)**	**(120,000)**	**10,187,533**	**10,307,533**
GF Unassigned Beginning Fund Balance *	**4,287,504**	**4,287,504**	**4,287,504**	**0**
Use of Unassigned funds for Sky lights	(120,000)	(120,000)	(120,000)	
Unrestrict Balance available for use	4,167,504	4,167,504	4,167,504	**0**
Ending Fund Balance (Projected)	**4,167,504**	**4,167,504**	**14,475,037**	**10,307,533**

** Audited Unassigned Fund Balance*

*** 3 Month Board Mandated Reserve moved to Committed end of 2025*

3 Month Reserve (Board Mandate) **	10,058,799	10,058,799	10,058,799

PIKES PEAK LIBRARY DISTRICT

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of September 30, 2026

	Revised Annual Budget	Year to Date Activity as of September 30, 2026 Budget	Actual	Variance
General Fund				
Public Services	**23,358,399**	**17,518,799**	**14,714,362**	**5,266,838**
Public Services Administrative	**9,626,381**	**7,219,786**	**6,065,342**	**1,154,444**
Public Services Administration	427,391	320,543	284,604	35,939
Collection Management	2,430,466	1,822,849	1,521,531	301,318
Collection Management - Library Materials	5,057,465	3,793,099	3,449,407	343,691
Regional History and Genealogy	801,222	600,916	414,963	185,953
Adult Education	909,838	682,379	394,837	287,542
Programming Administration	**1,859,050**	**1,394,288**	**1,185,961**	**2,670,728**
Branch Administration	**11,872,967**	**8,904,725**	**7,463,059**	**1,441,666**
Branch Administration	575,561	431,671	405,393	26,278
Penrose Library	1,895,961	1,421,971	1,195,324	226,647
East Library	2,010,157	1,507,618	1,244,388	263,230
Library 21c	2,105,789	1,579,341	1,263,751	315,590
Cheyenne Mountain Library	608,189	456,142	355,014	101,128
Fountain Library	500,832	375,624	339,862	35,761
* High Prairie Library	633,340	475,005	385,038	89,967
* Manitou Springs Library	565,573	424,179	358,888	65,292
* Monument Library	683,740	512,805	449,633	63,172
Old Colorado City Library	470,264	352,698	310,701	41,997
Ruth Holley Library	552,858	414,643	341,907	72,736
Sand Creek Library	711,993	533,995	451,773	82,222
Mobile Library Services	558,711	419,034	361,388	57,646
Administration	**16,539,395**	**12,404,547**	**12,145,976**	**35,918**
CEO Office	**568,379**	**426,284**	**333,389**	92,896

* Includes Calhan, Palmer Lake and Ute Pass

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of September 30, 2026

	Revised Annual Budget	Year to Date Activity as of September 30, 2026 Budget	Actual	Variance
General Fund				
Support Services	**10,600,181**	**7,950,136**	**6,738,460**	**989,024**
Support Services Administration	353,459	265,094	287,786	(22,692)
Facilities	4,065,028	3,048,771	2,571,430	477,341
Information Technology	3,271,202	2,453,401	2,099,011	354,391
Security	2,304,629	1,728,472	1,368,386	360,086
Strategy and Innovation	605,863	454,397	411,848	42,550
Human Resources Office	**1,129,650**	**847,237**	**709,803**	137,434
Finance Office	**1,704,422**	**1,278,316**	**1,506,585**	(228,269)
Communications Office	**1,818,268**	**1,363,701**	**1,147,163**	216,539
Development Office	**207,519**	**155,639**	**145,468**	10,171
Interdepartmental	**510,977**	**383,232**	**1,565,109**	(1,181,876)
UNDESIGNATED	**39,897,794**	**29,923,345**	**26,860,338**	**5,302,756**
Designated Funds	337,402	**253,051**	**452,209**	(199,158)
DESIGNATED	**337,402**	**253,051**	**452,209**	**(199,158)**
TOTAL GENERAL FUND	**40,235,196**	**30,176,397**	**27,312,548**	**5,103,598**

Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of September 30, 2026

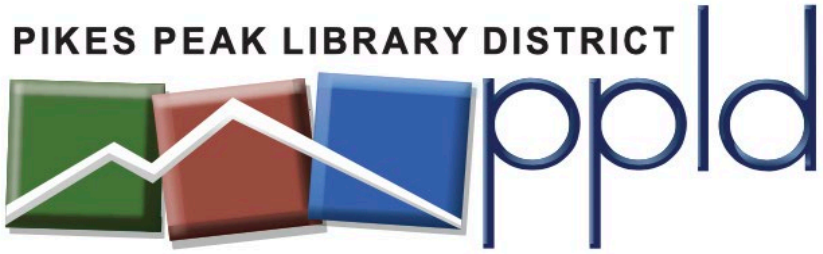
	Revised Annual Budget	Year to Date Activity as of September 30, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes	276,609	207,457	275,699	68,243
Total Revenue	**276,609**	**207,457**	**275,699**	**68,243**
EXPENDITURES				
Capital Fund- Facilities	1,759,573	1,319,680	500,835	818,844
Capital Fund-Communication	42,752	32,064	8,659	23,405
Capital Fund- Security	974,573	730,930	102,415	628,515
Capital Fund- IT	517,118	387,838	362,389	25,449
Capital Fund- Strategy & Innovation	32,826	24,620	0	24,620
Capital Fund- Finance	1,260,753	945,565	0	945,565
Capital Fund- Special Revenue Funds	56,401	42,301	0	42,301
Total Expenditures	**4,643,996**	**3,482,997**	**974,299**	**2,508,698**
Excess (deficiency) of Revenue over Expenditures	**(4,367,387)**	**(3,275,540)**	**(698,599)**	**2,576,941**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	120,000	120,000	120,000	0
Insurance Proceeds	0	0	0	0
	120,000	**120,000**	**120,000**	**0**
Net Impact to Fund Balance	**(4,247,387)**	**(3,155,540)**	**(578,599)**	**2,576,941**
Beginning Fund Balance*	4,888,286	4,888,286	4,888,286	**0**
Ending Fund Balance (Projected)	**640,899**	**1,732,746**	**4,309,687**	**2,576,941**

PIKES PEAK LIBRARY DISTRICT

Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of September 30, 2026

	Revised Annual Budget	Year to Date Activity as of September 30, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes	2,475,491	1,856,618	3,496,928	1,640,310
Employee contributions	424,000	318,000	336,944	18,944
Other Revenue	0	0	422	422
Total Revenue	**2,899,491**	**2,174,618**	**3,834,295**	**1,659,676**
EXPENDITURES				
Employee Salaries & Benefits	2,481,080	1,860,810	2,413,140	(552,331)
Contract Services	1,355,000	1,016,250	896,013	120,237
Total Expenditures	**3,836,080**	**2,877,060**	**3,309,154**	**(432,094)**
Excess (deficiency) of Revenue over Expenditures	**(936,589)**	**(702,442)**	**525,141**	**1,227,583**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(936,589)**	**(702,442)**	**525,141**	**1,227,583**
Beginning Net Position*	491,987	491,987	491,987	**0**
Anticipated Budget Adjustment November 26	1,000,000	1,000,000		
Ending Fund Balance (Projected)	**555,398**	**789,545**	**1,017,128**	**227,583**



October 31, 2026
Monthly Financial Report

Board of Trustees Meeting
November 18, 2026

Board Dashboard

Revenues (PPLD as whole)

Type	Annual Budget	YTD Actual Revenue	Variance	Percentage collected
Property Taxes (1)	$ 41,132,865	$ 40,391,859	$ 741,006	98%
Intergovernmental Grants	388,931	270,102	$ 118,829	69%
Fines and fees	90,000	58,223	$ 31,777	65%
Interest income	800,000	996,071	$ (196,071)	125%
Donations - Foundation	400,000	137,200	$ 262,800	34%
Donations - Friends	101,500	106,005	$ (4,505)	104%
Miscellaneous	74,000	84,035	$ (10,035)	114%
Employee contributions	424,000	375,268	$ 48,732	89%
Total	$ 43,411,296	$ 42,418,764	$ 992,532	

(1) Includes all Property and Specific Ownership Taxes

General Fund Expenditures

Type	Annual Budget	YTD Actual spend	Variance	Percentage Spent
Building & Vehicle Maintenance	$ 2,843,286	$ 2,020,120	$ 823,166	71%
Collections Management Materials	5,260,400	4,084,644	1,175,756	78%
Contract Services	1,563,819	1,510,519	53,300	97%
Employee Salaries & Benefits	26,616,686	18,841,670	7,775,016	71%
Mileage, Training, Memberships	455,175	184,443	270,732	41%
Programming	341,590	286,108	55,482	84%
Supplies	536,750	235,385	301,365	44%
Telecommunications	2,592,491	1,975,781	616,710	76%
Capital (grant funded)	25,000	920,384	(895,384)	3682%
Total	$ 40,235,196	$ 30,059,053	$ 10,176,143	

Capital Fund Expenditures

Type	Annual Budget	YTD Actual spend	Variance	Percentage Spent
Capital Fund- Facilities	$ 1,759,573	$ 507,643	$ 1,251,930	29%
Capital Fund-Communication	42,752	8,906	33,846	21%
Capital Fund- Security	974,573	181,430	793,143	19%
Capital Fund- IT	517,118	320,889	196,229	62%
Capital Fund- Strategy & Innovation	32,826	0	32,826	0%
Capital Fund- Finance	1,260,753	0	1,260,753	0%
Capital Fund- Special Revenue Funds	56,401	0	56,401	
Total	$ 4,643,996	$ 1,018,868	$ 3,625,128	

PIKES PEAK LIBRARY DISTRICT

Monthly Financial Report - PPLD (as a whole)

As of October 31, 2026

	Revised Annual Budget	Year to Date Activity as of October 31, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes (1)	37,832,865	31,527,388	37,634,462	6,107,074
Specific ownership taxes	3,300,000	2,750,000	2,757,397	7,397
Total Taxes	**41,132,865**	**34,277,388**	**40,391,859**	**6,114,471**
Intergovernmental Grants	388,931	324,109	270,102	(54,007)
Foundation Donations/fundraising	400,000	333,333	137,200	(196,133)
Friends Donations/fundraising	101,500	84,583	106,005	21,422
Interest income	800,000	666,667	996,071	329,404
Fines and fees	90,000	75,000	58,223	(16,777)
Other Operating Revenue	74,000	61,667	84,035	22,369
Total Operating Revenue	**1,854,431**	**1,545,359**	**1,651,637**	**106,278**
Employee contributions	424,000	353,333	375,268	21,935
Total Other Revenue	**424,000**	**353,333**	**375,268**	**21,935**
Total Revenue	**43,411,296**	**36,176,080**	**42,418,764**	**6,242,684**
EXPENDITURES				
Personnel Expense	29,070,965	24,225,804	21,488,893	2,736,911
Operating Expense	14,975,310	12,479,425	11,243,907	1,235,518
Capital Outlay	4,668,996	3,890,830	1,939,252	1,951,578
Total Expenditures	**48,715,271**	**40,596,060**	**34,672,052**	**5,924,007**
Excess (deficiency) of Revenue over Expenditures	**(5,303,976)**	**(4,419,980)**	**7,746,711**	**12,166,691**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)		0	0	0
Insurance Proceeds	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(5,303,976)**	**(4,419,980)**	**7,746,711**	**12,166,691**
GF Unassigned, CIP & SIF Beginning Fund Balance (2)	26,015,338	26,015,338	26,015,338	**0**
Ending Fund Balance (Projected)	**20,711,362**	**21,595,358**	**33,762,049**	**12,166,691**

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

(2) 2025 Unassigned Fund Balance (audited)

PIKES PEAK LIBRARY DISTRICT

Monthly Financial Report - GENERAL FUND

As of October 31, 2026

	Revised Annual Budget	Year to Date Activity as of October 31, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes	35,080,765	29,233,971	33,845,452	4,611,481
Specific ownership taxes	3,300,000	2,750,000	2,757,397	7,397
Total Taxes	**38,380,765**	**31,983,971**	**36,602,849**	**4,618,878**
Intergovernmental	388,931	324,109	270,102	(54,007)
Foundation Donations/fundraising	400,000	333,333	137,200	(196,133)
Friends Donation	101,500	84,583	106,005	21,422
Interest	800,000	666,667	995,645	328,978
Fines and fees	90,000	75,000	58,223	(16,777)
Other Operating	74,000	61,667	84,035	22,369
Total Operating Revenue	**1,854,431**	**1,545,359**	**1,651,211**	**105,852**
OTHER FINANCING SOURCES (uses)				
Total Revenue	**40,235,196**	**33,529,330**	**38,254,060**	**4,724,730**
EXPENDITURES				
Building & Vehicle Maintenance	2,843,286	2,369,405	2,020,120	(349,285)
Collections Management Materials	5,260,400	4,383,667	4,084,644	(299,022)
Contract Services	1,563,819	1,303,182	1,510,519	207,337
Employee Salaries & Benefits	26,616,686	22,180,571	18,841,670	(3,338,901)
Mileage, Training, Memberships	455,175	379,312	184,443	(194,869)
Programming	341,590	284,658	286,108	1,449
Supplies	536,750	447,292	235,385	(211,907)
Telecommunications	2,592,491	2,160,409	1,975,781	(184,628)
Capital Outlay (Grant Funded)	25,000	20,833	920,384	899,550
Total Expenditures	**40,235,196**	**33,529,330**	**30,059,053**	**(3,470,277)**
Excess (deficiency) of Revenue over Expenditures	**0**	**0**	**8,195,008**	**8,195,007**
OTHER FINANCING SOURCES (uses)				
Transfer Out	120,000	120,000	120,000	0
	120,000	**120,000**	**120,000**	**0**
Net Impact to Fund Balance	**(120,000)**	**(120,000)**	**8,075,008**	**8,195,007**
GF Unassigned Beginning Fund Balance *	**4,287,504**	**4,287,504**	**4,287,504**	**0**
Use of Unassigned funds for Sky lights	(120,000)	(120,000)	(120,000)	
Unrestrict Balance available for use	4,167,504	4,167,504	4,167,504	**0**
Ending Fund Balance (Projected)	**4,167,504**	**4,167,504**	**12,362,512**	**8,195,007**

** Audited Unassigned Fund Balance*

*** 3 Month Board Mandated Reserve moved to Committed end of 2025*

3 Month Reserve (Board Mandate) **	10,058,799	10,058,799	10,058,799

PIKES PEAK LIBRARY DISTRICT

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of October 31, 2026

	Revised Annual Budget	Year to Date Activity as of October 31, 2026 Budget	Actual	Variance
General Fund				
Public Services	**23,358,399**	**19,465,332**	**16,315,518**	**5,945,215**
Public Services Administrative	**9,626,381**	**8,021,984**	**6,769,347**	**1,252,638**
Public Services Administration	427,391	356,159	317,234	38,925
Collection Management	2,430,466	2,025,388	1,639,769	385,619
Collection Management - Library Materials	5,057,465	4,214,554	3,886,483	328,071
Regional History and Genealogy	801,222	667,685	463,736	203,949
Adult Education	909,838	758,198	462,125	296,073
Programming Administration	**1,859,050**	**1,549,209**	**1,298,333**	**3,046,276**
Branch Administration	**11,872,967**	**9,894,139**	**8,247,838**	**1,646,301**
Branch Administration	575,561	479,634	453,203	26,431
Penrose Library	1,895,961	1,579,968	1,320,303	259,665
East Library	2,010,157	1,675,131	1,384,416	290,715
Library 21c	2,105,789	1,754,824	1,391,096	363,727
Cheyenne Mountain Library	608,189	506,825	393,346	113,478
Fountain Library	500,832	417,360	378,000	39,359
* High Prairie Library	633,340	527,783	419,675	108,108
* Manitou Springs Library	565,573	471,310	398,178	73,133
* Monument Library	683,740	569,783	495,848	73,936
Old Colorado City Library	470,264	391,887	340,464	51,423
Ruth Holley Library	552,858	460,715	379,933	80,782
Sand Creek Library	711,993	593,328	492,984	100,344
Mobile Library Services	558,711	465,593	400,392	65,200
Administration	**16,539,395**	**13,782,830**	**13,267,613**	**254,409**
CEO Office	**568,379**	**473,649**	**365,264**	108,386

* Includes Calhan, Palmer Lake and Ute Pass

Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of October 31, 2026

	Revised Annual Budget	Year to Date Activity as of October 31, 2026 Budget	Actual	Variance
General Fund				
Support Services	**10,600,181**	**8,833,484**	**7,457,663**	**1,115,013**
Support Services Administration	353,459	294,549	320,541	(25,992)
Facilities	4,065,028	3,387,524	2,865,476	522,048
Information Technology	3,271,202	2,726,001	2,312,089	413,912
Security	2,304,629	1,920,524	1,503,073	417,451
Strategy and Innovation	605,863	504,886	456,485	48,402
Human Resources Office	**1,129,650**	**941,375**	**784,732**	156,643
Finance Office	**1,704,422**	**1,420,352**	**1,590,069**	(169,718)
Communications Office	**1,818,268**	**1,515,224**	**1,294,731**	220,493
Development Office	**207,519**	**172,932**	**165,801**	7,131
Interdepartmental	**510,977**	**425,814**	**1,609,353**	(1,183,539)
UNDESIGNATED	**39,897,794**	**33,248,162**	**29,583,131**	**6,199,624**
Designated Funds	337,402	**281,168**	**475,922**	(194,754)
DESIGNATED	**337,402**	**281,168**	**475,922**	**(194,754)**
TOTAL GENERAL FUND	**40,235,196**	**33,529,330**	**30,059,053**	**6,004,870**

Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of October 31, 2026

	Revised Annual Budget	Year to Date Activity as of October 31, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes	276,609	230,508	275,699	45,192
Total Revenue	**276,609**	**230,508**	**275,699**	**45,192**
EXPENDITURES				
Capital Fund- Facilities	1,759,573	1,466,311	507,643	958,668
Capital Fund-Communication	42,752	35,627	8,906	26,720
Capital Fund- Security	974,573	812,144	181,430	630,715
Capital Fund- IT	517,118	430,931	320,889	110,042
Capital Fund- Strategy & Innovation	32,826	27,355	0	27,355
Capital Fund- Finance	1,260,753	1,050,628	0	1,050,628
Capital Fund- Special Revenue Funds	56,401	47,001	0	47,001
Total Expenditures	**4,643,996**	**3,869,997**	**1,018,868**	**2,851,128**
Excess (deficiency) of Revenue over Expenditures	**(4,367,387)**	**(3,639,489)**	**(743,169)**	**2,896,320**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	120,000	120,000	120,000	0
Insurance Proceeds	0	0	0	0
	120,000	**120,000**	**120,000**	**0**
Net Impact to Fund Balance	**(4,247,387)**	**(3,519,489)**	**(623,169)**	**2,896,320**
Beginning Fund Balance*	4,888,286	4,888,286	4,888,286	**0**
Ending Fund Balance (Projected)	**640,899**	**1,368,797**	**4,265,117**	**2,896,320**

Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of October 31, 2026

	Revised Annual Budget	Year to Date Activity as of October 31, 2026 Budget	Actual	Variance
REVENUES				
Property Taxes	2,475,491	2,062,909	3,513,310	1,450,401
Employee contributions	424,000	353,333	375,268	21,935
Other Revenue	0	0	426	426
Total Revenue	**2,899,491**	**2,416,243**	**3,889,004**	**1,472,761**
EXPENDITURES				
Employee Salaries & Benefits	2,481,080	2,067,566	2,647,223	(579,657)
Contract Services	1,355,000	1,129,167	946,908	182,258
Total Expenditures	**3,836,080**	**3,196,733**	**3,594,131**	**(397,398)**
Excess (deficiency) of Revenue over Expenditures	**(936,589)**	**(780,491)**	**294,873**	**1,075,363**
OTHER FINANCING SOURCES (uses)				
Transfer In/(Out)	0	0	0	0
	0	**0**	**0**	**0**
Net Impact to Fund Balance	**(936,589)**	**(780,491)**	**294,873**	**1,075,363**
Beginning Net Position*	491,987	491,987	491,987	**0**
Anticipated Budget Adjustment November 26	1,000,000	1,000,000		
Ending Fund Balance (Projected)	**555,398**	**711,496**	**786,860**	**75,363**

Public Services Report
September and October Combined Report 2026

Compliments

Compliment for Strategic Services Law Librarian:
"She has been so helpful to me and I would like to express my gratitude for her help. I wanted to let you know that I appreciate your managerial skills to have such a colleague under your supervision. I appreciate all the help in general to all of us."

This note was for an ESL Instructor:
“Today is my first shift at UCHealth! I got the job, and I am now in training.
It is not easy, and it is a big challenge for me, but I am trying my best every day. I want to thank you so much for your English classes, your patience, and all your help. They made a difference in my life. I am very grateful for everything you taught me. I will keep studying and working hard to improve my English. Thank you for being part of this important step in my life! With gratitude,”

A homeschool family came to the East Children’s Information desk after visiting the Educational Resource Center (which they use frequently). They had used the animal life cycles kit in the ERC and were searching for books about animal life cycles to further investigate the topic. They expressed their enthusiasm for the ERC, and their satisfaction in finding books to further investigate.

One of the ladies in the level 2 sewing class said she really appreciated the left-handed scissors in the kit. I told her I'd pass along her thanks!

From APPM vendors:

- "Thank you for the opportunity. I had a great time. I definitely will be there next year."
- "Thank you for this wonderful opportunity!! My daughter enjoyed it. She also got some very great feedbacks on her LEGO Taj Mahal structure. Many people took picture of it too. We also got to see many entrepreneurs, very creative!! We would love to participate next year too. Looking forward for it."
- "The library staff hosting the event was warm and accommodating. We did appreciate being near the restroom, the main aisle, and the microchip table. We were well outfitted with a table, two chairs, electricity, and Wi-Fi."

From APPR program attendees:

- “I attend most of the author programs and this one was one of the best ones. Kali is a great speaker, and I really enjoyed her talk".
- “Great program! Very interesting. I had to get the book.”

Adult Education

Access

New CNA curriculum started with 4 students in the pilot Integrated Education and Training (IET).

Accountability

GrantStation, a new grant searching database went live on the website. GrantStation is an online web platform and searchable database designed to help nonprofits, educational

institutions, government agencies, and faith-based organizations find and secure grant funding. This database will be available at 4 library locations.

The Adult Education Director and Instruction Manager met with the program coordinator to review the first quarters numbers, goals, and expectations for the rest of the year.

Community Connections
The Career Navigator attended the Workforce Practitioners Exchange meeting at the City. Since September is Workforce Development Month, she was invited to share some of the library resources that can support workforce development, education, and even personal enrichment.

The Strategic Services Law and Business Librarians presented at the El Paso County Domestic Violence Summit.

The Strategic Services Nonprofit Librarian presented at the Colorado Domestic Violence Task Force meeting. They are a statewide task force of mental health professionals who have been meeting for over 25 years. They were recently made aware of potential funding if they formalize into a nonprofit, and after reaching out to the Colorado Nonprofit Association, they were referred to her.

The Strategic Services Business Librarian hosted an outreach table at the Creative Business Resource Fair hosted by Cultural Office of the Pikes Peak Region (COPPR).

The Strategic Services Law Librarian worked with community members to put on Legal Resource Day, and did an outreach at the event. This event provides resources and assistance to the public.

Physical and Virtual Spaces
The Strategic Services Nonprofit Librarian announced that the Candid grant searching database will be accessible at all library locations.

Staff
The Strategic Services Law Librarian presented at CALCON.

The Instruction Manager and Career Navigator attended the 2026 Career-Connected/E-Learning Conference.

Multiple staff attended various sessions of the Bridging the Digital Divide Virtual Conference hosted by the Colorado Adult Education Coalition.

Branches
Access
During unstaffed hybrid hours, Penrose Library staff in the Telephone Room now provide patron assistant to Calhan Library's hybrid users using the in-branch intercom.

Staff at Library 21c coordinated with Collection Management to update and refresh circulating board game collections across the branches.

Communications
The following branches held open houses where patrons enjoyed a variety of options such as treats from local restaurants, live music, and activities and crafts for all ages:

- Cheyenne Mountain Library, September 12.
- The Ute Pass Library hosted their Open House on September 24. 83 patrons attended.
- Sand Creek hosted their Open House on October 3, and High Prairie's Open House occurred on Friday, October 16.
- Fountain Library participated in the City of Fountain's annual Trunk or Treat event. Participants visited the library as a stop, participating in games and crafts.

Community Connections
Branch staff from across the district supported outreaches; promoting library services and issuing new library cards at various community events:

- September: 20 staff, 9 outreaches
- October: 16 staff, 17 outreaches

Old Colorado City Library kicked off its 6th annual Stroll-a-Story in October. This year's title was *Ghost Town in the Mountains* by Lynn Becker and illustrated by Roland Garrigue.

The final Community Exchange of 2026 was held at Penrose Library with 52 attendees. Participating organizations included El Paso County Pre-Trial Services, Homeward Pikes Peak, and El Paso County Child Support Services.

Beginning in October, Ruth Holley Library staff worked with Programming and Communications staff to launch an after-school program to Horizon Middle School, twice a month. This will continue through the end of the school year.

Physical and Virtual Spaces
In September, in collaboration with the Strategy and Innovation department, East Library launched unstaffed makerspace hours.

Calhan Library officially launched Hybrid services and new staffed hours in October. Calhan Library is available to the public a total of 112 hours per week.

Staff
Staff across the district participated in a variety of Safety and Security drills and trainings that included Lockdown drills and Lost Child training.

Collection Management

Access
The ILL Manager facilitated the Database Liaison meeting held at The Hall. Discussion topics included establishing meeting dates, identifying backup liaisons, clarifying liaison duties and responsibilities, and developing an evaluation form to assess each database.

Accountability
The Polaris workflow analysis for Collection Management was held October 26 & 27. Collection Management and Finance staff met with the consultant to review procedures and workflow. Because of this meeting, both teams gained a better understanding of the procedures of each department. Additionally, improved processes have been identified and implemented.

Communications
Collection Management staff hosted several colleagues from Douglas County Libraries to provide a demonstration of the Polaris.

Community Connections
The Materials Supervisor and the Senior Cataloger attended a meeting of the Rocky Mountain Innovative Users' Group, for libraries that use ILS systems that include Polaris.

Physical and Virtual Spaces
The State Grants to Libraries awarded $168,199 to Collection Management which is used to purchase materials.

Staff
A Collection Management staff member retired after 23 years and a new Senior Library Associate was hired to replace her

ACE trainings were held virtually and in person for new and continuing ACEs. The training has been updated for the new ILS.

Programming
Access
Programming launched the 2027 Block One (January- April) and Recurring program menus to branch locations. This included a virtual menu meeting to reveal programs and answer any questions, distributed selection resources, and scheduling confirmations.

Programming collaborated with the Web team to improve access to Discovery Kits information by updating the webpage with additional details for patrons.

Accountability
Programming, Communications, Patron Experience, and HR reviewed and discussed Summer Adventure feedback, teen volunteering, game structure, outreach, sponsorship, and marketing to inform future improvements. Presented Summer Adventure updates on September 16.

Communications
Programming submitted PPLD's Summer Adventure report to Douglas County for a comparative analysis of library summer reading programs.

Community Connections
PPLD hosted All Pikes Peak Reads throughout September and October, featuring author discussions, book signings, school outreach, and community programs. Featured speakers included Megan Kate Nelson, Dr. Jewell Parker Rhodes, Mariko Turk, Kali Fajardo-Anstine, filmmaker Leon Kelly, local author Erin Taylor, and representatives from Little Free Library and

Concrete Couch. Author Stacy Jensen also visited five schools and educational institutions, reaching 301 students and 24 educators, and presented a storytime and workshop at Library 21c. The initiative concluded in October with 606 total event attendees. Featured titles have circulated 3,001 times to date, led by Woman of Light (1,866 circulations). Final circulation totals are pending, with approximately 300 holds remaining for Woman of Light.

Coordinated All Pikes Peak Makes on October 24 at Library 21c, drawing 893 visitors and 36 exhibitors. Activities showcased quilting, weaving, game design, woodworking, community art, and robotics demonstrations by Monumental Impact.

Partnered with Cool Science to promote and visit PPLD STEM programs and participate in Cool Science Carnival Day. Ron Furstenau presented a Magic of Chemistry show at Penrose on October 17, and 78 patrons attended.

Staff
Partnered with Penrose staff to host October 31 potlucks, with Programming providing a HALL-o-ween breakfast and Penrose providing lunch. The gathering introduced many Penrose staff to the Hall and strengthened staff connections.

Conducted Programming onboarding with a general session for Branch staff and separate sessions for Family & Children's Services, Young Adult Services, and Adult/Makerspace staff. Staff also learned about additional training to support their roles.

Regional History & Genealogy

Access
Select items from the recently donated material that has formed the Crystal Park Homeowners Association Records collection (MSS 0601) have been uploaded to PPLD Digital Collections, and with descriptive metadata. These records relate to the history of Crystal Park and the community that lives there. The material dates from 1884 and goes through 2022 and contains HOA documents, newsletters, community papers, as well as newspaper and journal articles relating to the area.

Began a comprehensive scanning project of the Alexander Film Company's photographic prints held by RH&G (MSS 0056), to be available in PPLD Digital Collections later.

Accountability
Work was completed this month in transferring all Microsoft Access databases held in the RH&G files to Excel Workbooks, making the data usable by a wider group of staff. These databases capture indexes of held microfilm, blueprints, building permits, and maps.

Initiated a review of the reference and research request process, focusing on workflow efficiency, increasing volume and complexity of AI-generated questions, and quality assurance. Findings may lead to significant improvements in patron experience and RH&G staff workflows.

Community Connections
RH&G accepted a donation from the Austrian American Enzian Club of Colorado Springs, which was founded by Leo and Hertha Mohl in the 1970s. Material includes club activities membership

rosters, and the founding of October Fest. The collection is an excellent compliment to the Mohl collection.

RH&G hosted a UCCS Public History class (8 students) to discuss RH&G services, collections, and archives. Students were most interested in the ethics of archiving, collection development, ways to engage the public to expand collections, care of Native American materials, and how the rise of AI intersects with archives.

RH&G staff printed, framed, and delivered historic photos to Cheyenne Mountain Library's open house in September, and Sand Creek Library's open house in October.

Physical and Virtual Spaces
Photo Archivist printed, framed, and delivered 10 photographs for a semi-permanent display for the Ute Pass Library.

Staff
The department welcomed and began training a new staff member in September.

RH&G staff began training three Penrose Library staff who will be staffing the public services desk in Regional History & Genealogy in October. Training consists of a department tour, deep dives into genealogical, jobs history and property research, and the archives proper, as well as logistics of working on desk in the department. As the staff came on board in October, they have proven to be an extremely valuable part of the team.

November 2026 Communications Board Report
September and October Statistics

Communications

Media

September
Number of stories: 251
YTD stories: 947

September News Highlights

The open positions on the Board of Trustees and requests for applications drove a high number of media stories in September. El Paso County used a newswire service to distribute the announcement, which was picked up across the country.

Top stories:

- A story about after-school activities and the Library's Dungeons & Dragons programs for teens on KOAA: Libraries and Dragons: Developing life skills through a library D&D campaign (three hits, including broadcast)
- Board applications: Applications open for three positions on the Pikes Peak Library District Board - The Gazette (217 hits, mostly print)
- Historic photos from the Regional History & Genealogy department were used in a feature story about haunted places. (Touring the Haunted History of Colorado Springs - Springsmag Colorado Springs)

October
Number of stories: 59
YTD stories: 1,006

October News Highlights

Top stories:

- All Pikes Peak Makes had a total of 13 hits. It was covered by KRDO (seven times), Fox 21 (three times), KKTV (once), and the SoCo Insider: October Arts and Events Calendar for the Pikes Peak Region - SoCo Insider
- Unstaffed makerspaces and studios had two stories: Pikes Peak Library District offering extended hours in makerspaces and studios | KRDO and was picked up by an aggregator.
- MSN picked up September's story about Dungeons & Dragons for teens: Libraries and dragons: Developing community through D&D at the library | Watch

Social Media

Social Media Metrics Defined

Engagement: *Number of times users interacted with our content. This is the best indicator of content success.*

Impressions *and* ***reach*** *represent the number of users who* ***either saw*** *or* ***had the potential to see*** *our content because it was somewhere on their screen.*

Views: *Number of times content* ***appears*** *on a user's screen*

Visits: *Number of times a user* ***accesses*** *a profile, content, or platform*

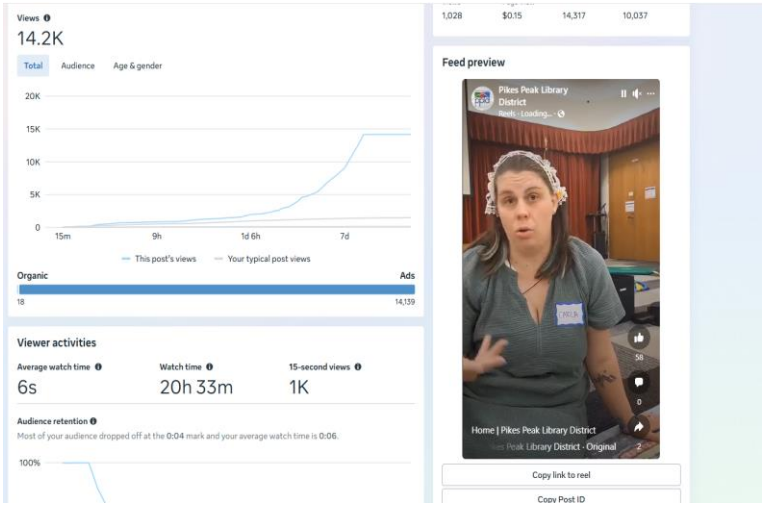
In **September,** we turned off comments on all social media platforms, resulting in less engagement on some platforms, as expected. It also meant fewer visits to the page, even as views, reach, and link clicks increased. We'll also be taking a close look at conversion rates from social media posts and clicks to program registration, as well as programming attendance, new library card signups, additional followers, and more to make sure that we are still reaching the community.

In **October,** we continued to struggle with engagement with comments turned off. We work around this by boosting major events and happenings on Facebook, Instagram, and LinkedIn (when appropriate for the audience). We are in the process of hiring a new social media and PR manager, so we have engaged an independent contractor to fill in in the interim. It limits our ability to post video, which also means less engagement and reach.

Facebook (Districtwide)

September Evaluation: On Facebook, we've seen the upside of spending more money to boost posts, which improved link clicks and views, countered by the downside of turning off comments, which affected engagement and visits. One new strategy is to boost more posts on Facebook to reach more people as less engagement changes our position with the algorithm.

	September	
		% change over last month
Posts	31	(20.51%)
Total Page Followers	23,067 (85 new)	.12%
Engagement	1,274	(21.55%)
Total Reach	43,469	69.65%
Views	151,988	26.74%
Link clicks	1,936	246.33%
Visits	3,048	(31.43%)
Reel minutes watched	5,880	(83.05%)



The reel highlighting LENA Start Graduation was our top performing post on Facebook in September as PPLD's message about this early literacy program resonated with our audience.

October Evaluation: With comments turned off and no full-time social media manager, we've seen drops across the board. We are increasing numbers of followers, but we've done fewer reels.

	October	
		% change over last month
Posts	33	6.45%
Total Page Followers	23,115	.21%
Engagement	868	(31.87%)
Total Reach	35,530	(18.26%)
Views	121,721	(19.91%)
Link clicks	1,878	(3.00%)
Visits	2,711	(11.06%)
Reel minutes watched	1560	(73.47%)



The post promoting APPR guest author Gail Beaton's talk about her book on women who homesteaded in Colorado was our top performing post on Facebook in October.

Facebook PPLD Kids

September Evaluation: This platform is seeing more engagement and reach in September, likely due to the programs highlighted.

	September	
		% change over last month
Total Page followers	6,117	(.02%)
Engagement	220	411.63%
Total Reach	3,826	64.70%
Visits	4,035	(46.71)
Link clicks	17	(65.31%)

October Evaluation: Changes here are the normal ebb and flow of social media as programs change and schedules change. We do still allow comments on this platform, and it's seeing more visits and link clicks.

	October	
		% change over last month
Total Page followers	6,119	.03%
Engagement	54	(75.45%)
Total Reach	3,535	(7.61%)
Visits	192	12.94%
Link clicks	25	47.06%

Instagram

September Evaluation: Due to the overwhelming spam and abusive posts on Instagram that led to the policy change to turn off comments, engagement (comments, likes, etc.) is down, but much like Facebook, reach and link clicks are up considerably. It appears that now that users cannot post negative comments, viewers/visitors are more willing to engage with the Library.

	September	
		% change over last month
Posts/videos/reels	28	No change
Page followers	6,198 (144 new)	1.77%
Engagement	884	(21.98%)
Total Reach	24,299	397.93%
Visits	782	(10.73%)
Link clicks	1,127	1,688.89%

October Evaluation: We are using a part-time contractor for social media that posts once a day. Our staff also posts when needed, but while page followers are rising, engagement is down because comments are turned off. We didn't boost as much in October, so link clicks are lower. But visits to the page are up, which shows that people are returning to PPLD's Instagram after the viral episode.

	October	
		% change over last month
Posts/videos/reels	26	(7.14%)
Page followers	6,291	1.50%
Engagement	765	(13.64%)
Total Reach	12,875	(47.01)

Visits	947	21.10%
Link clicks	765	(32.12%)

X (formerly Twitter)

September Evaluation: We plan to increase posting on X again, to match Instagram and Facebook. When we increase the number of posts, we see more impressions. We expect engagement to be down on platforms where we don't boost posts because comments are turned off.

	September	
		% change over last month
Posts	22	(8.33%)
Total Followers	4,924 (2 new)	.04%
Engagement	28	(20%)
Impressions	1,013	(12.07%)

October Evaluation: This platform is losing followers across the board. Without a paid subscription, our engagement is not as widespread as it could be. Posts were slightly down as we have to post on social media account platform individually, and because we have removed comments; our focus has been on more popular platforms.

	October	
		% change over last month
Posts	20	(9.09%)
Total Followers	4,918	(.12%)
Engagement	28	No change
Impressions	1,020	.69%

Nextdoor

September Evaluation: This is one of the platforms we're using more often, and the results speak for themselves. It's also our largest platform in terms of reach, because it reaches the entire county.

	September	
		% change over last month
Posts	26	188.89%
Engagement	18	50%
Impressions	29,639	111.30%

October Evaluation: We're continuing to post most of our programs and services on Nextdoor. Our engagement here has increased. Impressions are down as this is a platform where we can target specific neighborhoods so how we use the platform varies month to month.

	October	
		% change over last month
Posts	21	(19.23%)
Engagement	21	16.67%
Impressions	23,191	(21.67%)

LinkedIn

September Evaluation: We boosted a post about All Pikes Peak Reads on LinkedIn for the first time in September. We also reached more accounts and had more page views and engagement this month as we posted more often on LinkedIn. This platform is about organizational reputation and reaches leaders/people in the business community, so posting here about events for adults and families makes sense.

	September	
		% change over last month
Posts	23	109.09%
Followers	2,146	.61%
Accounts reached	1,647	95.84%
Engagement	76	117.84%
Page views	231	66.19%

October Evaluation: While the number of times we posted here is down month over month, we continue to grow our following and audience engagement over time.

	October	
		% change over last month
Posts	19	(17.39)
Followers	2,174	1.30%
Accounts reached	1314	(20.22%)
Engagement	75	(1.32%)
Page views	188	(18.61%)

TikTok

September Evaluation: We posted less frequently here in September, due to a change in staff. However, we continue to gain followers and reach the audience. TikTok has fewer commenters, so this platform is affected least by turning comments off. It is also the teen audience, so we are working to continue to post here.

	September	
		% change over last month
Posts	3	(40%)
Followers	2,353	2.57%
Video Views/Reach	3,000	15.65%
Content Interactions	227	24.73%

October Evaluation: We were able to film a few reels for a teen library card campaign. While interactions were down (comments are off), we saw increases here. Once the new social media manager is hired, we can utilize this platform to continue to reach a younger audience.

	October	
		% change over last month
Posts	5	66.67%
Followers	2,385	1.36%
Video Views/Reach	3,400	13.33%
Content Interactions	220	(3.08%)

YouTube

September	
Total Subscribers	9,523
Total Views in September	38,578
Total Lifetime Views	7,185,477

October	
Total Subscribers	9,539
Total Views in September	34,194
Total Lifetime Views	7,219,671

Newsletter

September Evaluation: The newsletter continues to grow, and the open rate remains healthy. Our click rate falls at the lower end of the scale, and we are working on ways to improve it.

September		
Number of Subscribers	173,377	1.91% growth rate
Opened	71,315	47.48% open rate
Clicks	1,727	2.42% click rate

October Evaluation: Our click rate increased in October, although the open rate was down. The number of people who sign up for the newsletter continues to grow, and we are researching ways to increase open rates and click-through-rates.

October		
Number of Subscribers	176,689	2.22% growth rate
Opened	53,919	35.42% open rate
Clicks	1,397	2.59% click rate

Community Connections

Open Houses

Location	Date	# of Attendees
Cheyenne Mountain Library	Sat., Sept. 12	167
Ute Pass Library	Thu., Sept. 24	83
Sand Creek Library	Sat., Oct. 3	127
High Prairie Library	Fri., Oct. 16	167

To date, 2,989 have participated in 14 events across Pikes Peak Library District. The final Open House of the year takes place at Old Colorado City Library on **Mon., Dec. 7 from 4-6 p.m.**

The Passport Program

Through October, 4,768 people have signed up for passports via Beanstack; 290 participants have visited seven locations and 118 have visited all branches.

Outreach

September & October	
Community Outreaches	30
Total Attendance	54,687
Total Engagement	6,120
Total Impressions	19,125
Library cards issued	187
YTD library cards issued	762

September Outreach Highlights

- **Rocky Mountain PBS Kidsfest**: At one of the largest family events of the year, staff offered a fun community art project, highlighted PPLD resources, and connected 30 families with library cards. **(Sept. 19)**

Multicultural Outreaches and Networking Opportunities

- **Korean Community Festival:** Staff participated in this community event held at America the Beautiful Park, highlighting resources for Korean-speaking patrons, engaging 447 attendees, and connecting 19 people with library cards. **(Sept. 12)**
- **Fiestas Patrias:** PPLD returned to the Colorado Springs Flea Market with the Bookmobile to celebrate Hispanic heritage. Staff offered a fun cultural craft, highlighted PPLD resources for Spanish speaking patrons, and connected 18 attendees with a library card. **(Sept. 12)**
- **Rock Ledge Ranch Annual Powwow:** PPLD hosted a booth to celebrate Native American heritage and traditions. Staff shared information about All Pikes Peak Reads and connected 19 attendees with library cards. **(Sept. 19).**
- PPLD also participated in **Veteran Affairs' Warrior Fest (Sept. 11)** to connect veterans with Library and community resources, the ***Gazette* Senior Life Expo (Sept. 19)** to highlight Library offerings for seniors, and a library card sign-up event with **Catholic Charities at Marian House (Sept. 21)**. Collectively, these events connected 16 attendees with new library cards.
- **Pikes Peak Region Chambers Business After Hours:** PPLD connected directly with members of the following chambers of commerce in this joint networking event: Filipino, Women's, Hispanic, Black, Tri-Lakes, and Fountain Valley. **(Sept. 17)**
- **Hispanic Chamber of Commerce Business Luncheon:** PPLD joined in the celebration of Hispanic Heritage Month. **(Sept. 29)**

October Outreach Highlights

- **Cool Science Carnival at UCCS:** PPLD helped celebrate all things STEAM at this event attended by 8,000 people; PPLD engaged with 1,150 attendees. **(Oct. 3)**
- **Senior Lifestyle and Fitness Expo:** PPLD sponsored event tote bags and connected more than 300 attendees with Library resources. **(Oct. 15)**
- **Girl Scouts Volunteer Training Expo:** PPLD connected with volunteers and shared Library resources and services. **(Oct. 24)**
- **Japanese Cultural Bazaar**: PPLD offered a hands-on craft for attendees while celebrating Japanese culture. **(Oct. 24)**
- **YMCA Creepy Crawl**: PPLD participated in the YMCA's Creepy Crawl, part of the 5K race series. This was the first of three YMCA events that PPLD is sponsoring to connect with families throughout the county. **(Oct. 24)**
- PPLD promoted Rising Voices at El Pomar Foundation's Elevating Leadership Development programs for the **Asian/Native (Oct. 20), Black (Oct. 22),** and **Hispanic (Oct. 28) councils**.

- Strategic Services Librarians from Adult Education supported the **4th Judicial District's Legal Services Day (Oct. 26)**, **Arts Month Creative Business Resource Fair (Oct. 26)**, and **Tri-Lakes Chamber of Commerce's Community & Business Expo (Oct. 28).**
- PPLD supported three Halloween celebrations: **Hillside Community Center Halloween and Resource Fair (Oct. 30),** the **Briargate YMCA Trunk or Treat (Oct. 30),** and **Westside Community Center (Oct. 31).**

Upcoming Outreach Opportunities:

- PPLD is sponsoring **Sanskriti: The Cultural Evolution of India (Nov. 21)**
- **MITEE Gobble Squabble (Nov. 21)**
- **YMCA Turkey Trot (Nov. 26)**
- **Festival of Lights (Dec. 5)**
- **YMCA Jingle Jog (Dec. 12)**
- **Calhan Holiday Market (Dec. 12)**

Culture Pass

September results

85 passes were checked out in September, down from 130 in August. Several factors contributed to this annual drop in checkouts:

- Demand for passes naturally decreases with school back in session.
- The U.S. Olympic & Paralympic Museum reduced its operating days to five per week.
- The Space Foundation Discovery Center has closed for renovation through 2026.

October results

As anticipated, Culture Pass usage increased dramatically from September as 157 passes were issued in October, driven largely by the addition of two daily passes available to Pikes Peak – America's Mountain. To date, 1,376 passes have been issued – a 12% increase over 2025.

Partnerships

September

- PPLD partnered with **James Irwin Charter School – Astrozon** (580 eligible students) and **The Colorado Springs School** (225 eligible students) to connect students with a library card and PPLD resources.
- PPLD is once again partnering with **AARP Foundation Tax-Aide** to provide tax preparation services at Fountain, Library 21C, and Sand Creek to help the public submit tax returns during the 2027 tax season. **Volunteer Income Tax Assistance** (VITA) will also host also four tax preparation days at High Prairie Library to serve patrons in Eastern El Paso County.

October

PPLD partnered with **Care and Share Food Bank of Southern Colorado** to host the mobile food pantry at Library 21c on **Thu., Nov. 5** and at **East Library on Thu., Dec. 10**.

Sponsorships

September

- Two generous organizations are sponsoring food for Rising Voices: **Heart of Jerusalem Restaurant** will donate hummus, pita bread, and falafels, and the **PPLD Foundation** will sponsor $500 for food.
- **Crumbl** will again join forces with PPLD to promote literacy as the official dessert sponsor for the 2027 Winter Adult Reading Program. This partnership seeks to further incentivize patrons to register for the two-month program and surpass last year's record participation.

October

Phelan Gardens will be a prize sponsor and award ten lucky winners a $50 gift card for the 2027 Winter Adult Reading Program.

School Engagement

September	
School Visits	23
Total Interactions	1,177
Library Cards Issued	6

September School Engagement Highlights
September outreach reached schools in multiple districts and included both classroom-based learning and larger community events. Staff provided outreach and programming across school events, Lightning Lessons, resource classes, story times, and other engagement opportunities.

Highlights included:

- Connections with military and teen representatives in Academy District 20
- Multilingual family engagement
- Resource classes introducing students to PPLD research tools
- New relationships with educators across several districts

As part of APPR outreach, author Stacy Jensen visited five educational organizations on Sept. 24 and 25 with PPLD, connecting with 291 students and 30 teachers and faculty members for a total of 321 interactions. Participating sites included Academy for Advanced and Creative Learning, UCCS, Springs Studio for Academic Excellence, Little Sprouts Learning Center, and Legacy Peak Elementary.

Demand for School Engagement services remains strong: 34 Educator Support Forms were submitted during September.

Staff feedback from completed visits continues to inform service improvements, including clearer event logistics, appropriate staffing levels, additional Spanish-language collateral, and better preparation for outdoor and high-attendance events.

Pikes Peak Children's Water Festival
PPLD participated in the 2026 Pikes Peak Children's Water Festival on Sept. 9, which served approximately 475 fourth-grade students from across the region. As a member of the festival

committee, School Engagement supported planning and event coordination and facilitated a Lightning Lesson during the festival.

Following the event, School Engagement led the transcription and organization of student impact responses to support festival evaluation. Survey data was prepared for analysis of teacher satisfaction, student learning, common themes, station feedback, and school- and district-level trends. This work will help the committee identify strengths, areas for improvement, and opportunities for future festival planning.

School Newsletters
Delivery improved substantially from August following resolution of a PPLD firewall issue that had affected delivery to internal employee addresses.

September Newsletter		
		Percentage change
Number of Subscribers	611	
Opens	354	15.70%
Clicks	436	47.30%

September also marked the first PowerPass newsletter of the 2026-27 school year, establishing a new baseline for PowerPass communications.

September PowerPass Newsletter	
Number of Subscribers	782
Opens	366
Clicks	90

October	
School Visits	32
Total Interactions	1,876
Library Cards Issued	347

School Visits
During school visits in October, Pikes Peak Library District reached 1,876 individuals, including 1,797 students and 79 educators. Activities included school events, Lightning Lessons, resource classes, book talks, and library tours. The Educator Support Form on ppld.org received 23 new requests during October.

School Engagement Newsletters
The October PowerPass Newsletter reached 755 recipients, with a 33.25% open rate and a 12.35% click-to-open rate, up 4.19 % from September.

Together, the October School Engagement and PowerPass newsletters generated 267 link clicks (116 and 151, respectively). Top interests included educator resources, classroom visits, PowerPass information, events, and author talks.

PowerPass

- October's PowerPass report recorded activity for 2,154 students across four participating school districts. Academy School District 20 accounted for the largest share, with 1,356 students (62.95%), followed by Colorado Springs School District 11 with 758 students (35.19%). Fountain-Fort Carson School District 8 and Harrison School District 2 each recorded 20 students.
- The PowerPass agreement with District 49 was executed at the end of October. PPLD is working with the district to prepare and load student accounts into the Integrated Library System (ILS), advancing the implementation of PowerPass for District 49 students.

Physical and Virtual Spaces

September Website Statistics

- Total pageviews: 278,453
- New Users: 82,622
- Most visited page: Print, Copy, Fax
- After the home page, the top four pages visited on ppld.org during September were:
  #1 Print, Copy, Fax
  #2 Library 21C
  #3 East Library
  #4 All Pikes Peak Reads

Highlights of the Web Team's work in September:

- **Webform Updates**
  Recently, some of our webforms have experienced an increase in spam submissions. We are migrating all webforms to Cognito Forms, which offers stronger built-in spam filtering, reducing unwanted submissions and improving the reliability of our forms.
- **Security Updates**
  The web team is working with IT to identify potential vulnerabilities within the website and strengthen those areas to help prevent future cyberattacks**.**
- **"Your Library Card is..." Page**
  The web team updated this page to highlight September's "Budget Savvy!" promotion.
- **Unstaffed Hours in the Makerspaces and Studios**
  The web team worked with Strategy & Innovation to develop the Unstaffed Hours in the Makerspaces and Studios page, highlighting how patrons can access and utilize the studio and makerspaces during unstaffed hours.
- **Culture Pass Page**
  This page has been revamped to improve user experience while more effectively highlighting our Culture Pass partners.
- **Educaplay Game software**
  We created a word search game to coincide with our Budget Savvy library card promotion on the "Your Library Card is…" page.

October Website Statistics

- Total pageviews: 266,572
- New Users: 78,416
- Most visited page: Print, Copy, Fax
- After the home page, the top four pages visited on ppld.org during October were:
  #1 Print, Copy, Fax
  #2 Library 21c

#3 East Library

#4 Events Highlights of the Web Team's work in October:

- **Security Updates**
  A critical vulnerability was discovered in PHP, a programming language used by some of our third-party service providers' systems. The web team worked closely with IT to contact at-risk vendors to confirm that they had applied the necessary patches to prevent exploitation. The main website, LibraryMarket, LibGuides, and ReCollect have all been patched or confirmed secure.
- **Discovery Kits Page**
  This page has been updated to showcase the items and description in a clean and clear manner.

Facilities & Security Board Report
SEPTEMBER AND OCTOBER

Access

Charger Station Usage, September Totals: East Library 112, Fountain Library 100, High Prairie Library, 13, Library 21c 32, Ruth Holley Library & Penrose Library are inoperable.

Locker Assistance stats: 45

Lost & Found Items Returned:
Penrose: 28
Library 21c: 21
East: 29
Ruth Holley: 7
Sand Creek: 1
Fountain: 4

Charger Station Usage, October Totals: East 89, Fountain 143, Penrose #1,880, High Prairie 5, Library 21c 60, Ruth Holley Library & Penrose Library are inoperable.

Patron Appeal Meeting Totals: Scheduled #18, Attendance #5, Suspension Lifted #1

Penrose Parking Kiosk Patron & Staff Access Totals: 3,617

Charging Station Assistance stats: 63

Locker Access Assistance: 87

Lost & Found Items Returned:
Penrose: 29
Library: 21c: 27
East: 17
Ruth Holley: 10
Sand Creek: 7
Fountain: 6

Accountability

Security Officers conducted Branch Visits during the month of September to Fountain, Ruth Holley and Sand Creek Libraries. During these visits, officers performed security patrols, collected and managed lost-and-found items, and enforced established policies and procedures.

Facilities and Security Leadership led the review, revision, and development of Facilities and Security policies and Standard Operating Procedures (SOPs), including Data Evidence Storage and Release, Lost and Found, Use of Force. Vehicle Use procedures were finalized and posted to the Human Resource SharePoint site for District reference.

Security Leadership supported budget planning, vendor coordination, and project management for and security-related capital improvement initiatives to support operational needs and enhance security infrastructure.

Facilities and Security Leadership improved organization and accessibility of Facilities and Security Department documentation and resources through SharePoint cleanup and restructuring efforts.

Community Connections

Throughout the month of September, the Security Department provided support for a variety of District events, including the 21C, Turn the Page with Colorado Matters and Penrose Community Exchange. Security staff ensured a safe and welcoming environment for attendees, assisted with crowd management, and coordinated closely with event organizers to meet specific safety needs.

The District's Security Team has coordinated, organized, and strategically scheduled coverage for ballot drop box locations to ensure the safe and efficient operation of each site. This includes planned staffing assignments, monitoring traffic flow, and maintaining clear and accessible pathways for members of the public. Through proactive coordination and oversight, the team will ensure that voters can safely and conveniently access ballot drop boxes while minimizing traffic congestion and maintaining a smooth, orderly, and secure environment throughout the process.

Physical and Virtual Spaces

Pikes Peak Library Strike Team completed security upgrades for the East Unstaffed Makerspace, including access control, cameras, intercom systems, an IP speaker, ADA accessibility improvements, and emergency signage to support safe and secure self-service operations.

Facilities and Mobile Library Services management are evaluating replacement options for the current courier vehicle, with consideration given to safety, accessibility, reliability, fuel efficiency, vehicle size, and suitability for in-city operations. The evaluation also includes year-end model availability and current in-stock inventory to identify the most appropriate available options.

Ruth Holley Library staff, Facilities, and Programming teams have reviewed the architectural plans and provided consolidated feedback, incorporating PPLD's recommendations for potential revisions and enhancements. Design discussions with FBT Architects will continue throughout the project's development.

An amendment to the Janitorial Services contract has been drafted to align service delivery with the new hybrid work schedules and maintain adequate facility coverage through increased cleaning frequency.

Energy Performance Contractor, McKinstry has invested 1,952 hours in the Investment Grade Audit and retro-commissioning work to date, with 42 employees representing nine departments contributing to the project. Work has included detailed site visits, energy analysis, building automation system (BAS) evaluations, savings calculations, cost development, and ongoing coordination with PPLD.

McKinstry has completed a Rough Order of Magnitude (ROM) estimate to provide an initial understanding of the potential project costs associated with the energy audit and related improvements. The estimate is preliminary and intended to support planning and budgeting; costs may change as the project scope and audit requirements are further defined.

PPLD and McKinstry met on September 23 to review the project's Rough Order of Magnitude (ROM) estimate and discussed possible next steps.

Landscape installation along the north side of Penrose Library has been completed, marking the completion of the overall fence installation project.







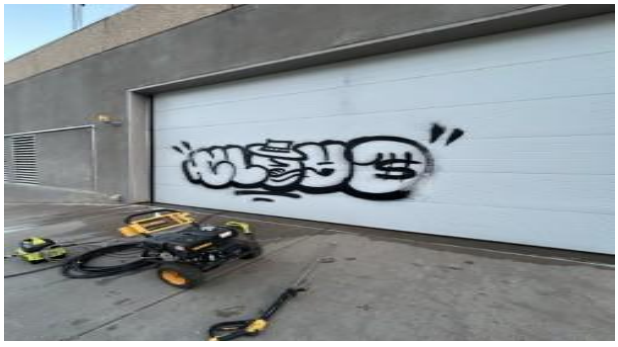
Designated parking spaces and signs have been constructed at East Library to facilitate and accommodate patron book pickups. The installation is complete.



Facilities and Security have begun leading the reconstruction phase at Ute Pass Library to transform the location into a hybrid-use facility.

The Penrose garage door was tagged with graffiti on September 17 between approximately 9:00 a.m. and 12:00 p.m. Security is investigating the incident, including reviewing available surveillance footage. This is the second reported occurrence; the previous incident occurred on September 4. Facilities staff addressed the damage through pressure washing and painting.





Manitou Library is addressing an active roof leak originating from damaged roof tiles. City of Manitou has scheduled a roofing company to make repairs and replace damaged tiles.






The Security team continues its ongoing District-Wide Security System Conversion transition from the Vanderbilt security system to the Verkada security platform. This is a district-wide project that involves upgrading and modernizing security infrastructure to enhance Branch safety, improve system management, and provide more centralized monitoring and control.

The project includes evaluating and transitioning existing access control, video surveillance, and related security components. Work may include replacing or upgrading controllers, card readers, door hardware interfaces, software, and monitoring infrastructure. Wherever possible, existing wiring and compatible door hardware will be retained to help manage project costs and minimize disruption to district operations.

This conversion will take place in phases throughout the District and will remain an ongoing project as facilities are evaluated and upgraded.

To address hydraulic oil overheating issues in the Penrose Library north and south elevators, our internal facilities team repaired the ventilation system by replacing a failed exhaust fan and restoring airflow to the mechanical room. Initial measurements show significant improvement, and the new fan operates on a timer from 9:00 AM to 7:00 PM.

Thanks to our internal team for identifying and completing this cost-effective repair. This solution may eliminate the need for hydraulic oil coolers on both elevators, avoiding a potential expense of more than $20,000. We will continue monitoring room temperatures and elevator performance to confirm the results.

Ute Pass Library concrete and asphalt improvements were completed to enhance property accessibility, improve curb appeal, and meet ADA requirements. Key upgrades included a new sidewalk and improved landing area in front of the library, along with curb repairs. These improvements also enhanced drainage and water runoff, eliminating standing water in the landing area and around the building perimeter.






Aged and failed water heater has been replaced at Ute Pass Library.



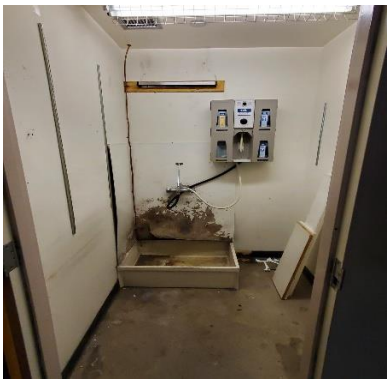

To improve wayfinding and assist patrons in locating the East Library interior book drop (Auto Material Handler), the surrounding wall area was refreshed with a new coat of paint to enhance visibility and provide a more welcoming appearance.



Deteriorated sections of the domestic water piping above the ceiling in the hallway near the Penrose Library Security Office and D1 Study Room at Penrose were identified during inspection. The 2½-inch and 2-inch copper piping showed deterioration around the pipe hangers. The affected sections were subsequently replaced to prevent potential leaks or pipe failure.



The janitorial/utility closets throughout East Library have been cleaned, repainted, and upgraded with new shelving to improve storage and organization of maintenance and cleaning supplies. These improvements address disorganized and outdated spaces, creating a cleaner, more functional, and efficient environment.



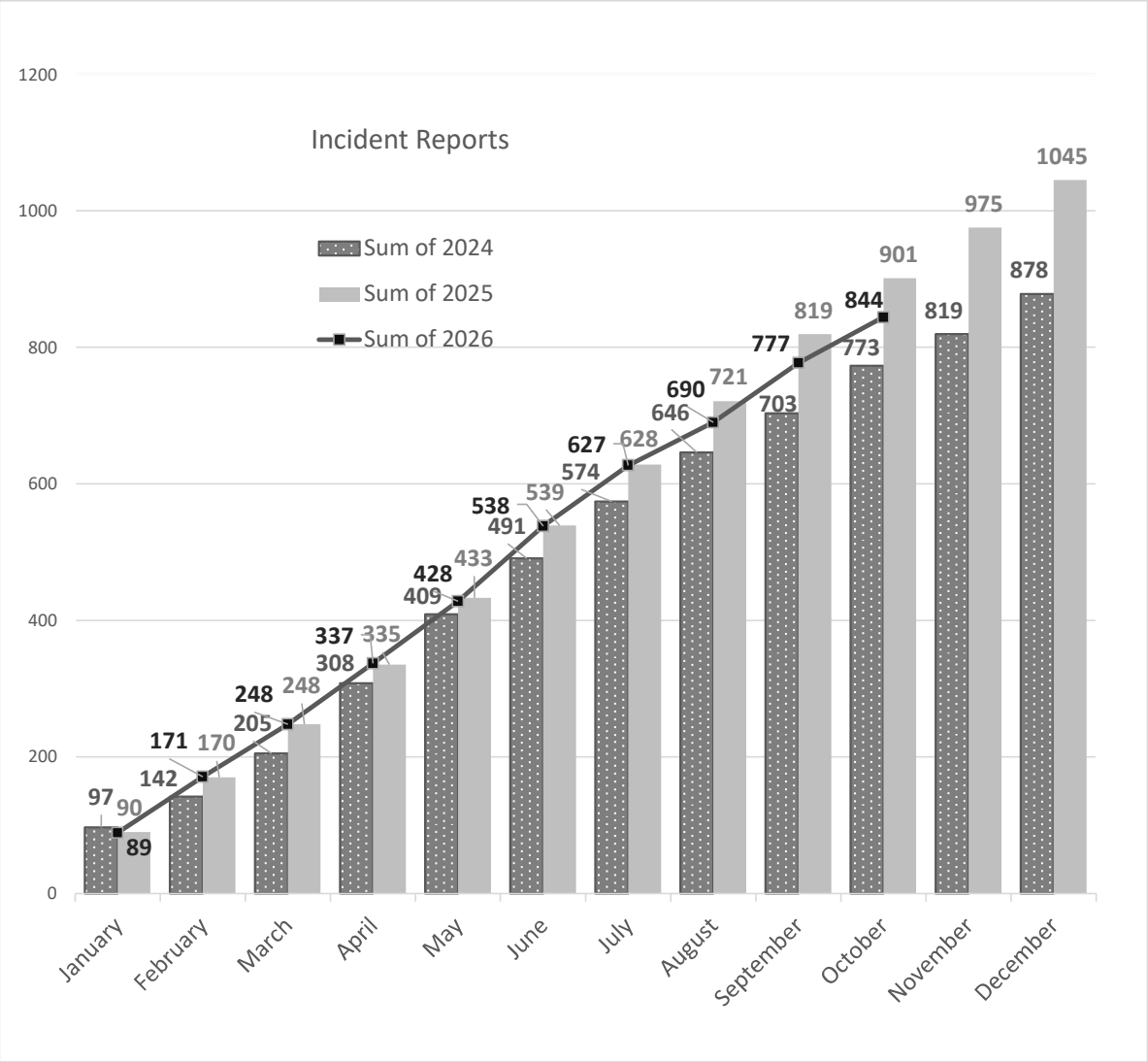


Staff

The following summarizes 2026 staff safety certification and training hours completed to date:
CPR/AED/First Aid: 53 staff members certified, representing a total of 452 staff training hours

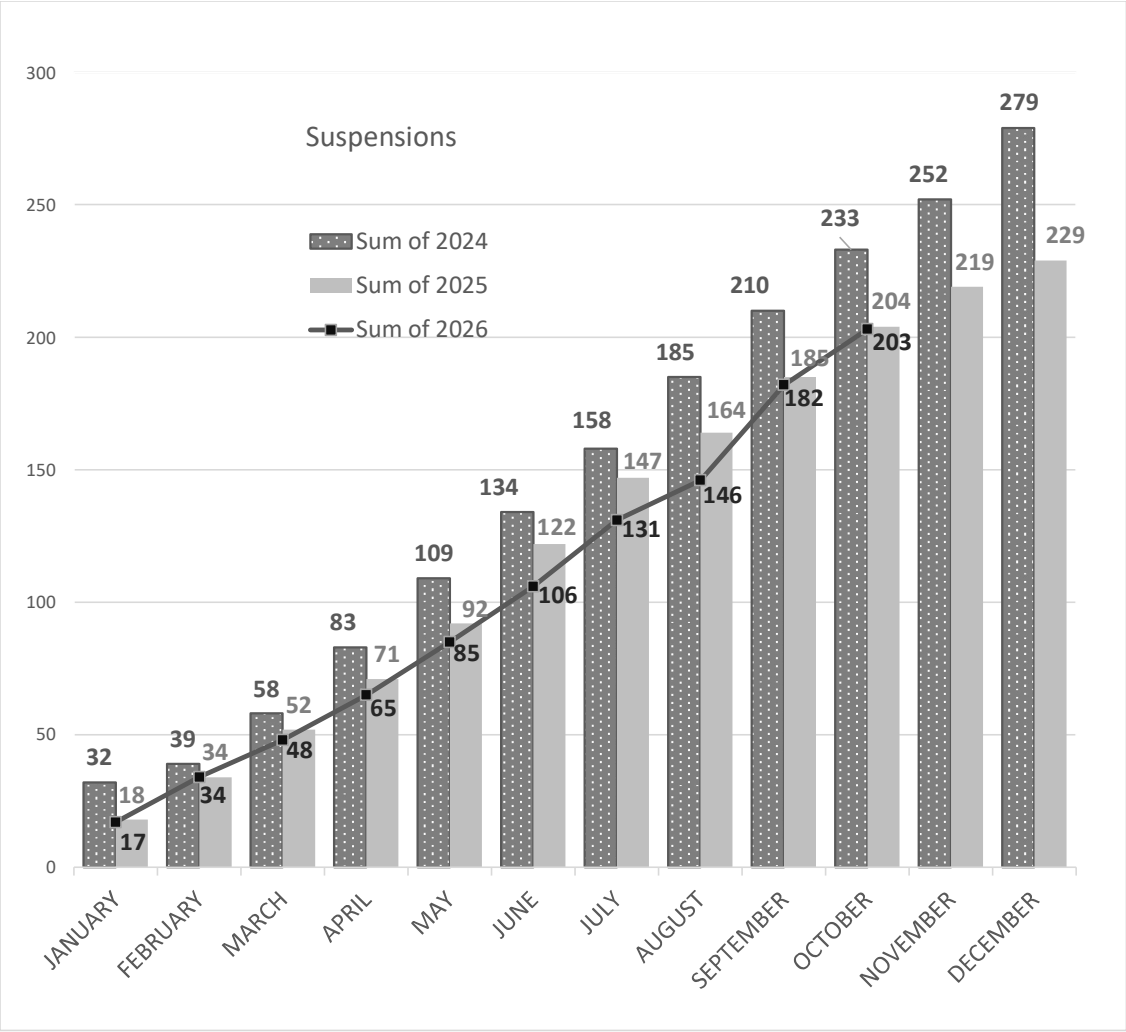
Crisis Prevention Institute (CPI): 205 staff members certified, representing a total of 1,640 staff training hours.

These training initiatives demonstrate the organization's continued commitment to staff preparedness, workplace safety, crisis prevention, and maintaining essential skills to support the individuals and communities we serve.



Reports Monthly Comparison

Library	August	September	October
Calhan	0	0	0
Cheyenne Mountain	1	4	1
East Library	9	5	5
Fountain	0	0	0
High Prairie	0	1	0
Library 21c	6	12	6
Manitou Springs	0	3	0
Mobile Libraries	0	0	1
Monument	2	3	1
Old Colorado City	5	6	6
Palmer Lake	0	2	0
Penrose Library	34	46	39
Ruth Holley	6	3	4
Sand Creek	0	2	4
The Hall	0	0	0
Ute Pass	0	0	0
Grand Total	**63**	**87**	**67**



Suspensions Monthly Comparison

	August	September	October
Calhan	0	0	0
Cheyenne Mountain	0	0	1
East Library	0	0	2
Fountain	0	0	0
High Prairie	0	0	0
Library 21c	1	3	1
Manitou Springs	0	2	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	0	4	2
Palmer Lake	0	0	0
Penrose Library	12	26	14
Ruth Holley	2	1	1
Sand Creek	0	0	0
The Hall	0	0	0
Ute Pass	0	0	0
Grand Total	**15**	**36**	**21**

Human Resources Report
October 2026
(September Month Data)

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

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

Cristina Jaramillo, Director of Benefits and Compliance earned the Society for Human Resource Management (SHRM) Total Rewards Specialty Credential.

Wendi Gowing, Employee Relations Manager completed the Human Performance Improvement Certificate from the Association of Talent Development.

People managers requested an additional performance evaluation competency that is about how they do their work beyond supervising employees. The Professional Expertise & Service competency was announced in September and is defined as "maintains and demonstrates the job knowledge required for their functional area and provides professional, customer-focused service to internal and external customers."

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

Cristina Jaramillo, Director of Benefits and Compliance, distributed Medicare Part D notices to eligible employees in compliance with federal requirements related to the prescription drug plan's creditable coverage status.

Cristina Jaramillo, Director of Benefits and Compliance, and Timothy Allen, Chief Compliance and HR Officer, together with a selection committee, have chosen IMA Financial Group as PPLD's insurance broker for 2027.

Cristina Jaramillo, Director of Benefits and Compliance, and Vanessa Nash, HR Generalist, selected Magellan as PPLD's new Employee Assistance Program (EAP) provider for 2027, offering enhanced employee benefits while reducing costs for the Library.

12 staff members have participated in the PPLD Job Shadow program in 2026, a 200% increase in participation from 2025.

In collaboration with Communications, we launched an Accessibility Training Program for all staff to enhance skills and knowledge regarding Title II of the ADA, disability awareness, and creating accessible documents.

In collaboration with Finance, training for employee expense reimbursements was released to support staff in navigating the new process of entering reimbursement expenses in the ERP system.

Statistics:

- Volunteer

September 2026	Total # of Volunteers	Total # of Hours
Adult Volunteers	119	932
Teen Volunteers	19	71
Friends of the Library	NA	805

- Recruitment

Recruitment / Selection Activity	September 2026
Jobs Posted	10
Newly Hired Employees	2
Promoted Employees	1
Transferred Employees	4
Separated Employees	11

- Staffing

Staffing Stats	September 2026
Total Permanent Employees	391
Total Active Positions	419

Human Resources Report
November 2026
(October Month Data)

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

Leadership Team approved the establishment of a Learning & Development Department within Human Resources to strengthen and coordinate employee learning across PPLD. The department will consist of a Learning & Development Manager and two Trainer positions, providing Districtwide leadership, consistent training standards, and professional support for departments and subject matter experts. This structure will improve the quality and accessibility of employee training, support professional growth and succession planning, and create a more proactive, strategic approach to workforce development.

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

Sarah Marshall, Training Supervisor, developed the training course and quiz for patrons to complete to gain a hybrid-access badge to be able to access Calhan Library during unstaffed hours.

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

The Colorado Association of Libraries Leadership Institute (CALLI) utilized Library 21c for a two-day training session. CALLI is a year-long leadership development program designed to cultivate emerging and established leaders within the Colorado library community. Joanna Nelson Rendon and Becca Philipsen participated in a panel discussion about mentorship.

Joanna Nelson Rendon presented at a University of Colorado Colorado Springs human resources undergraduate business course. She discussed the importance of HR to the success of a business, nonprofit, or government entity. The students asked excellent questions.

Sarah Marshall coordinated and facilitated a quarterly meeting with library training professionals across Colorado at The Space by Arapahoe Libraries to share current projects and opportunities for development.

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

Wendi Gowing, Employee Relations Manager, attended a course on *Election Season, Free Speech, and Employer Authority - Public Employers Series* hosted by Employers Council.

Statistics:

- Volunteer

October 2026	Total # of Volunteers	Total # of Hours
Adult Volunteers	138	935
Teens	18	51
Friends of the Library	NA	1331

- Recruitment

Recruitment / Selection Activity	October 2026
Jobs Posted	5
Newly Hired Employees	6
Promoted Employees	3
Transferred Employees	1
Separated Employees	12

- Staffing

Staffing Stats	October 2026
Total Permanent Employees	383
Total Active Positions	419

Information Technology
September and October 2026 Monthly Board Report

Accountability
IT completed the Request for Proposal (RFP) for replacement servers, and it was prepared for public release in early November.

An independent penetration test of the District's network was completed in October. The results were favorable, the findings can be resolved through standard configuration changes and previously scheduled server retirements, and remediation is already under way. On October 21, the IT team responded quickly to a global cybersecurity threat involving PHP web software and confirmed that the District was not exposed.

IT reduced ongoing costs by moving Adobe licensing to a more cost-effective structure managed through Insight, closing an unused cloud backup account, and beginning a review of phone system tools the District already pays for ahead of 2027. IT and Facilities & Security also reviewed a no-cost vehicle and equipment tracking service from Verizon that will lower the District's cell phone costs.

IT completed fourth-quarter end-of-year projections and end-of-year audit reports for Finance. The IT Service Desk is being redesigned using an analysis of 3,501 past requests to create a simpler request menu with new areas for Strategy & Innovation, Finance, and Communications.

Communications
Calhan Library began hybrid hours on October 26 with automated building announcements playing as scheduled. IT documented the steps for changing a branch's hours in the phone system so they become standard for every future hybrid location, and planning continued for the Ute Pass Library hybrid setup. Following the Palmer Lake Library hybrid opening, the T Room at Penrose Library received its first hybrid call from Palmer Lake Library without issue.

An emergency phone was installed and tested at Calhan Library, and new IP (internet-based) speakers came online at Sand Creek Library to expand emergency and mass notification capabilities. IT also helped Security bring the intercom systems at Sand Creek Library and Old Colorado City Library back into service.

The phone system servers were upgraded after hours, and IT wrote a patching and recovery procedure for the voice system. IT moved the Communications department to iPhones and began no-cost replacements of the remaining staff Android phones.

Community Connections
IT set up Wi-Fi for election officials at East Library, Library 21c, Ruth Holley Library, and Sand Creek Library, which served as Voter Service and Polling Centers for the November election. IT continued the PowerPass project with local school districts by providing data files for School District 20 integration and securing the file transfer connection for School District 8 so that only approved addresses can connect.

The CITO took part in a VIP tour of the Pikes Peak Children's Water Festival on September 9, the State of UCCS on October 7, and participated in the Board of Trustees Retreat on October 2.

Physical and Virtual Spaces
IT supported Finance with the new cash register project. The Network team built three new Payment Card Industry (PCI) compliant network segments to protect card information, and

hardware for two new public cash registers was installed at the Library 21c information desks ahead of testing.

Security cameras at all 34 District sites were consolidated into one centrally managed system with role-based access, giving Security staff clear, appropriate access to footage at each location. IT also completed the first District-wide inventory of camera recorders and cameras.

The Network team began deploying network performance monitoring across all locations and brought about 115 network devices back under central management. Battery backup units were replaced at Penrose Library, Ute Pass Library, and Fountain Library.

End User Services finished a new public lab computer image that includes Adobe Acrobat, updated all six computers in the Maker lab, and replaced the instructor computer in the Petritz lab. An outside review of ppld.org was completed, and improvements are being tracked with the Web team. The ILS (integrated library system) team updated the mobile app to match the catalog, cleaned up outdated item, bibliographic, and patron records, and tested mobile app checkout.

Staff
An IT staff member worked with Finance two days a week to support the cash register deployment, and End User Services moved six workstations for the Finance and Foundation desk relocations. IT built new self-service reports for Communications, Collection Management, and Strategy & Innovation, and gave Facilities supervisors self-service access to manage their own recurring maintenance tickets.

Strategy & Innovation
September & October 2026 Report

Access

The S&I Training Coordinator, Studio Services Coordinator, Creative Technology Specialist, and Director worked on a variety of tasks to ensure unstaffed access to the East Library makerspace was ready to launch. These unstaffed hours, which require additional training for patrons, expand the hours already available when staff are present.

The Creative Technology Specialist worked with IT to update the makerspace laptops to Windows 11 while ensuring minimal impact on computer availability for patrons and staff. She also developed a streamlined method to configure the makerspace software suite that requires minimal interaction with the computer, making this work much faster to accomplish.

The S&I Training Coordinator and Creative Technology Specialist assisted Library 21c makerspace staff with providing classes to the public while they are hiring new employees. The S&I Training Coordinator also participated on the All Pikes Peak Makes planning committee and assisted during the event itself.

Accountability

New outreach data, helping to show how PPLD goes out into the community, was added to the monthly Key Library Statistics.

Work has begun on creating a centralized data warehouse.

The Director taught a session of Data Storytelling to several staff, helping them to learn more about how to better share Library data with others in an impactful way.

One of the Data Analysts started working on pulling together information for annual data collection to determine what needs to continue and what can be adjusted.

Community Connections

One of the Data Analysts filled in last minute on the Colorado Association of Libraries Leadership Institute Mentor/Mentee panel discussion that was hosted at Library 21c.

Staff

The S&I Training Coordinator and Creative Technology Specialist attended in-person fire extinguisher training from Security. This training helped staff feel more comfortable using a fire extinguisher in case of an emergency. The Training Coordinator is also working with Security to include this class for patrons as a part of unstaffed makerspace access for certain equipment.

COMMUNITY ENGAGEMENT & OUTREACH: STAFFING IMPACT

When 2026 started, Communications added two part-time staff to help increase community outreach efforts, particularly Library card sign-ups. The impact of the Outreach Specialists is clear when comparing 2025 and 2026 outreach event numbers.*

52% increase in outreach events attended

121% increase in library cards created at events

75% increase in event interactions

	Average Monthly Outreach Event Library Card Sign-ups	Average Monthly Outreach Event Interactions	Average Monthly Outreach Events Attended
2025	**34**	**1,122**	**6**
2026	**76**	**2,126**	**9**

*Data in this section reflects January through October for both 2025 and 2026 to compare the same time period across the two years.

2026 OUTREACH THROUGH OCTOBER

46 Percentage of zip codes in El Paso County that had at least one event. Those 21 zip codes represent 81% of the total Legal Service Area Population for the Library.

93 Different outreach events attended.**

1,308 Staff hours spent in the community at outreach events, the equivalent of 55 days.

71 Unique host organizations

756 New Library cards created at outreach events.

21,263 Conversations and interactions with attendees.

**As this data is only through October 2026, the Outreach team is on track to exceed 100 different outreach events in 2026, compared to 69 total outreach events in 2025.

Key Library Statistics - September 2026

PIKES PEAK LIBRARY DISTRICT ppld

Monthly Trends (September 2026 vs September 2025)

Technology

Computer Use
19,809 ↓ -3.1%

Unique Wi-Fi Users
14,062 ↑ +4.9%

Website Total Page Views
278,453 ↓ -3.9%

Services

Meeting/Study Room Use
2,797 ↓ -0.5%

New Cards
2,912 ↓ -11.8%

Reference Questions
8,261 ↑ +10.5%

Collections

Physical Checkouts
158,924 ↓ -8.0%

eResource Checkouts
350,371 ↑ +4.4%

Combined Checkouts
509,295 ↑ +0.2%

Programs & Outreach

Number of Programs
560 ↑ +40.7%

Program Attendance
9,893 ↑ +18.9%

Outreach Interactions
2,027 ↓ -40.3%

Spotlight on School Engagement 2025 - 2026 School Year (July 1, 2025 through June 30, 2026)*

Engagement extended from preschool through high school, with additional support for homeschool families and educators.

Visits included library tours, school events, and lessons on Library resources, STEM, art, and literacy.

272
School Visits



17,014
Interactions

Library staff connected with students, educators, and community members, averaging about 63 interactions per visit.

Educators reserved 31 book sets to support shared reading and classroom instruction.

549
Books for Classrooms

425
Library Cards

Cards were issued at school visits, January - September 2026. Students in six partner districts also used Library resources through PowerPass.

* School-year figures cover July 1, 2025 - June 30, 2026. Library card figures cover January - September 2026.

Key Library Statistics - October 2026

PIKES PEAK LIBRARY DISTRICT ppld

Monthly Trends (October 2026 vs October 2025)

Technology

Computer Use
19,908 ↓ -5.3%

Unique Wi-Fi Users
13,604 ↑ +0.4%

Website Total Page Views
293,150 ↑ +0.9%

Services

Meeting/Study Room Use
2,894 ↑ +0.3%

New Cards
3,133 ↑ +16.9%

Reference Questions
7,796 ↓ -13.7%

Collections

Physical Checkouts
161,420 ↓ -7.6%

eResource Checkouts
361,692 ↑ +5.1%

Combined Checkouts
531,112 ↑ +0.8%

Programs & Outreach

Number of Programs
520 ↑ +14.0%

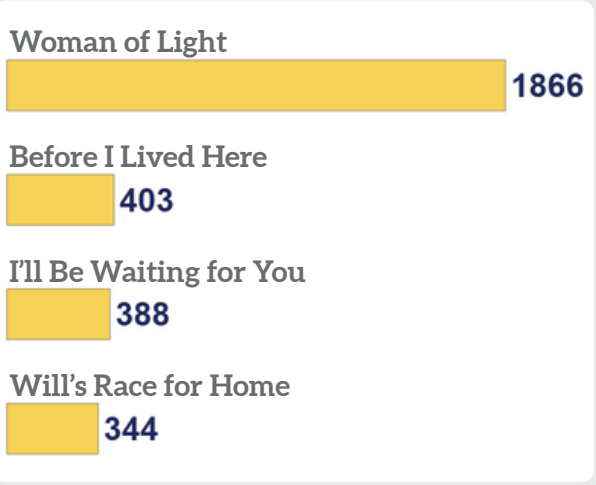
Program Attendance
10,812 ↑ +4.8%

Outreach Interactions
4,903 ↑ +135.9%

Spotlight on All Pikes Peak Reads (APPR)

Checkouts by title

Total of 3,001, July 15 - Oct. 31



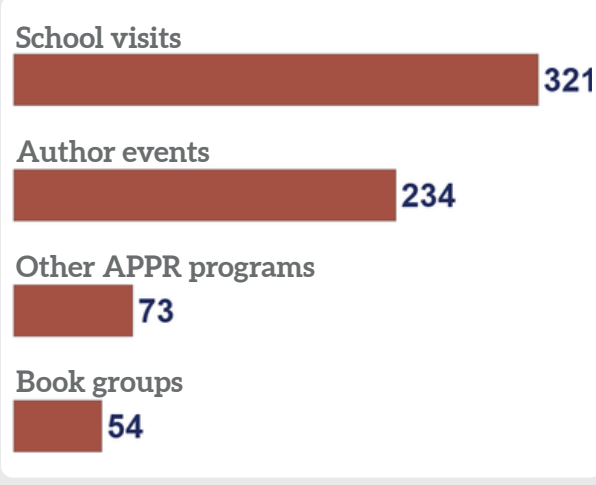
All Pikes Peak Reads 2026 celebrated Colorado's 150th and the nation's 250th anniversaries with four books for readers of all ages.

Stacy S. Jensen's *Before I Lived Here* drew on her experience living in Banning Lewis Ranch and research with PPLD's Regional History & Genealogy department. She visited five schools as a part of the program.

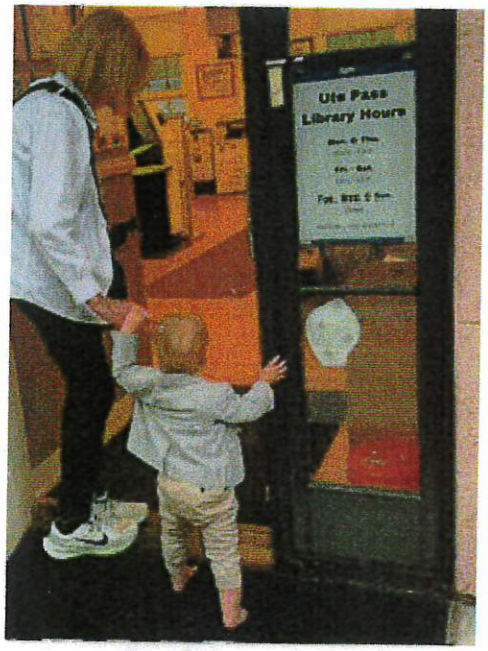
Kali Fajardo-Anstine's author visit was the largest public program. Interest in her novel, *Woman of Light*, continued beyond the program, with 137 patrons still waiting for the ebook at its close.

Program attendance

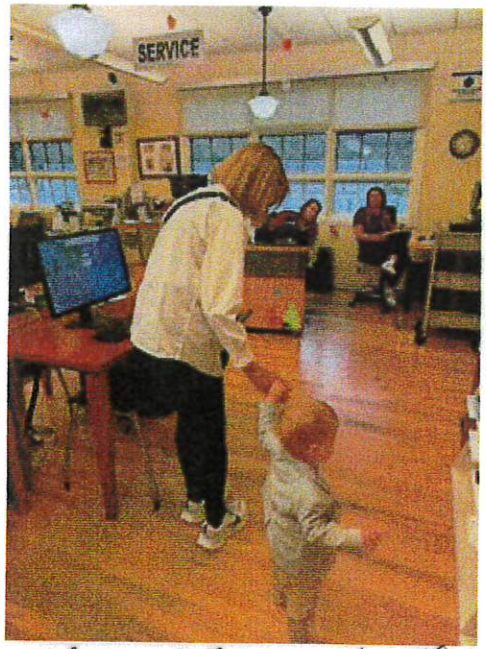
682 people at 20 APPR programs in 2026



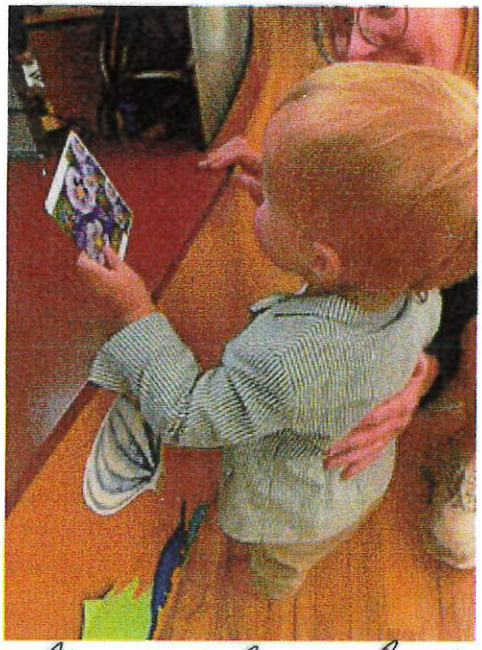
Pikes Peak Library District



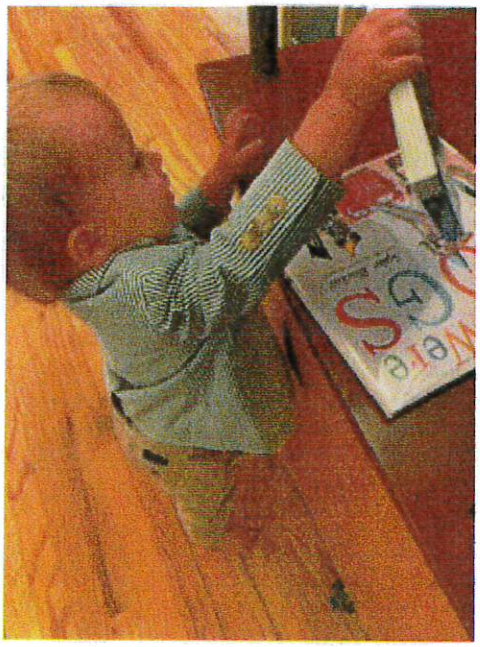
Arrived



Warm Library Greeting



Chose a Library Card



Checked out Books

Thank You

Memory book of her grandson getting his library card at Ute Pass Library. Presented to PPLD by Cavan Daly-McGrew at the Ute Pass Library Open House on Thu., Sept. 24, 2026

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
SEPTEMBER 16, 2026 5 PM
VIRTUAL

Cultivate spaces for belonging, personal growth, and strong communities

VIRTUAL MEETING (ZOOM)
Call in: **1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799**
Meeting ID: **818 6293 8095**
Passcode: **949486**

Anyone interested in making a public comment at this meeting must sign up before 5 p.m.
The virtual meeting will open by 4:45 p.m.
The Board President will invite agenda-related public comment(s) before Business Items are discussed.
One hour of public comment for items not on today's agenda will occur before the end of the meeting.
One public comment per person.

REGULAR MEETING OF THE BOARD OF TRUSTEES

President Aaron Salt, Vice President Erin Bents, Secretary/Treasurer Kenny Kuniyuki, Scott Taylor, Angela Dougan
Absent: Austin Jurgensmeyer

Teona Shainidze-Krebs, CEO; Tammy Sayles, Deputy CEO; Kim Hoggatt, Chief Financial Officer; Heather Laslie, Chief Operating Officer; Denise Abbott, Chief Marketing & Communications Officer; Timothy Allen, Chief Compliance & HR Officer; Michael Brantner, Chief Facilities & Security Officer; Dan Stone, Chief IT Officer; Janina Karoub, Senior Director of Public Services; Courtney VanCleave, Senior Director of Development; Shannan Pfoh, Controller; Melody Alvarez, Director of Programming; Becca Cruz, Director of Strategy & Innovation; Michael Doherty, Director of Regional History & Genealogy; Cameron Landreth, Director of IT; Joanna Nelson Reondon, Director of Organizational Development; Sandy Hancock, Director of Adult Education; Takiyah, Assistant Director of Branches; Gigi Holman, Assistant Director of Branches; Jennifer Luebbert, Library 21c Manager; Sara Sharples, East Library Manager; Taryn Malila, Manitou Springs, Ute Pass, and Old Colorado City Libraries Manager; Tim Morris, Fountain and Sand Creek Libraries Manager; Mikaela Fortune, High Prairie and Calhan Libraries Manager; Jeremiah Walter, Internal Communications and Special Projects Manager; David Burling, IT Systems Administrator; Yvette Dow-Rose, Senior Librarian; Christa Funke, Senior Librarian; Heidi Buljung, Senior Librarian; Nicole Taylor, Public Services Administrative Specialist; Rita Jordan, Friends of the Pikes Peak Library District; Nancy Henjum, Colorado Springs City Council

CALL TO ORDER
Aaron Salt called the September 16, 2026, regular meeting of the Pikes Peak Library District Board of Trustees to order at 5 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA
There were no items too late for the agenda.

REPORTS

Internal Affairs Committee
Angela Dougan shared that Chief IT Officer Daniel Stone presented the District's current needs for cloud printing. The full presentation will be provided for Decision 26-9-1.

Governance Committee
Aaron Salt explained that details of the Board Retreat were discussed. The Board will review the current plan for the Board Retreat under tonight's Discussion agenda item.

Friends of the Pikes Peak Library District Report
Rita Jordan reported on the successful old stock book sale at East Library. Over a few days, the Friends discounted and sold older books then replenished the shelves. Between the clearance sale and the new books sold, Friends raised $2,200 within five days. Jordan mentioned that the 2026 Big Fall Book Sale is coming up Oct. 8 - 11.

Pikes Peak Library District Foundation Report
Courtney VanCleave reported that the Pickleball Tournament Fundraiser on September 12, 2026 sold out. October 11 is the Annual Donor Appreciation event at Ruth Holley Library. Kenny Kuniyuki kicked off the Give campaign by donating to the Foundation. Kenny Kuniyuki congratulated the Foundation on a successful audit.

Financial Report
Kim Hoggatt reviewed financials for August. PPLD has collected 96% of the property tax for the year and revenues will not change much between now and the end of the year. The top three general fund expenditures continue to be employee salaries/benefits at 15.2 million, telecommunications at 1.7 million, and Collection Management materials at 3.186 million. There was a new format for general unassigned fund balances in this report. The self-insurance fund will come to the board for an adjustment. June, July, and August financials were all included in the packet.

Public Services Report
Tammy Sayles ceded her time to Director of Programming Melody Alvarez to present on 2026 Summer Adventure program results. Summer Adventure had 19,275 registrations and 8,190 program completions. Children made up 49% of participants and adults made up 32% of participants. Eight Summer Adventure Celebrations were held at five libraries--ice cream, performances, and programs were provided. Thank you to the Friends of Pikes Peak Library District for their sponsorship. Aaron Salt's family attended one of the Summer Adventure Celebrations.

CEO Report
Chief Executive Officer Teona Shainidze-Krebs reported that the first hybrid access library opened with Palmer Lake Library. Over 70 patrons have applied for their hybrid library badge. Special thanks to Chief Facilities & Security Officer Michael Brantner.
Director of Benefits and Compliance Critstina Jaramillo, Chief Compliance & Human Resources Officer Timothy Allen, and Chief Financial Officer Kim Hoggatt worked on finding a vendor for staff short term disability.
Strategy & Innovation compiled a snapshot on the facilities department. Facilities has 15 full-time staff members who work on various maintenance projects across the District. Recently, the department undertook a drainage project for Calhan Library and saved the District $30,000. Thank you to all of Facilities for their hard work.
Teona highlighted the facilities department which consists of 15 full-time staff who maintenance 15 buildings and three mobile libraries. The department tackled critical projects such as Cahlan Library's roof replacement and drainage issue, East Libraries elevator modernization project, and a Library 21c water main replacement while saving considerable funds.
Key Library Statistics show that physical material use is declining, and digital material use is increasing. The Summer Adventure celebrations in 2025 helped influence changes for the 2026 celebrations.
Teona asked Chief Communications & Marketing Officer Denise Abbott to present the annual report which is now live on PPLD.org and hard copies are available at library branches. This report is an overview of the previous year's impact. There are over 289,000 active library cards in 167,000 households across El Paso County. The collection circulated over 1 million physical and digital resources. An extremely successful community engagement campaign for a library card design contest took place, where over 800 designs were submitted. The first Rising Voices event happened in 2025 and it will happen again in November 2026. A newly redesigned website was launched.

BUSINESS ITEMS

Consent Items
Minutes of June 24, 2026, Board of Trustees meeting.

Consent items were accepted as presented.

New Business

DECISION 26-9-1: Multifunction Devices and Managed Print Services Recommendation

Chief Information Technology Officer Daniel Stone presented the Toshiba recommendation for their cloud printing options. The other vendors that were in the RFP such as All Copy and Axis did not include cloud printing in their response.

Motion: *Scott Taylor moved to approve the Toshiba recommendation as presented.*
Second: *Angela Dougan seconded the motion.*
Vote: *The motion was approved unanimously.*

DECISION 26-9-2: Taxpayer's Bill of Rights (TABOR) Emergency Reserve Policy

Chief Financial Officer Kim Hoggat presented the TABOR Emergency Reserve Policy which codifies the existing PPLD practice to the Board of Trustees per Colorado's constitutional requirements.

Motion: *Scott Taylor moved to approve the TABOR Emergency Reserve Policy as presented.*
Second: *Erin Bents seconded the motion.*
Vote: *The motion was approved unanimously.*

DISCUSSION: Board of Trustees Retreat

The topics for the Board of Trustees retreat taking place Oct. 2, 2026, were decided. PPLD's 2027-2030 Strategic Plan will be presented to the Board for review. The Board will discuss the 2027 budget, a Board member onboarding process, and enter an executive session for the CEO evaluation process.

PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA

Clae Thompson as the current president of Pikes Peak Library Workers United presented three demands to the Board of Trustees: PPLD should align with the American Library Association (ALA) for display polices, PPLD should allow the branches their own creativity instead of centralizing programming and communications, and PPLD should increase vacation and sick leave by 10% and be more lenient with unpaid time off.

Clae Thompson, Red Rogers, David Muka, Steph Vigil, Barb Huber, and Philip Krogmeier expressed frustration about PPLD's neutral stance on national initiative displays. Thompson, Krogmeier, and Rogers expressed concern over PPLD not being in alignment with ALA.

Jenny Mehta and Brittany Hosier spoke in support of PPLWU's demand for a 10% increase in vacation and sick leave and more lenient unpaid time off. They provided personal examples of why an increase would be beneficial to staff.

Karla Powers and Vernoica Baker noted the prevalence of virtual Board meetings and cancelled Board meetings for 2026. They expressed disappointment in both the frequency of cancellations and virtual meetings. Both desire to help with a new northwest location.

Kevin Tangney expressed concern over the solicitation policy and the inability to comment of PPLD's social media pages.

ADJOURNMENT

There being no further business to discuss, President Aaron Salt adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 6:20 p.m.

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES RETREAT
Friday, October 2, 2026
9 a.m. – 3 p.m.
PENROSE HOUSE
1661 MESA AVE.
PPLD Board Retreat virtual link

PIKES PEAK LIBRARY DISTRICT ppld

Cultivate spaces for belonging, personal growth, and strong communities

PUBLIC ATTENDANCE IS VIRTUAL
DUE TO THE LIMITED CAPACITY AVAILABLE AT THE OFFSITE RETREAT LOCATION, THE LIBRARY DISTRICT IS PROVIDING A LIVESTREAM LINK FOR THE PUBLIC TO ATTEND THE BOARD RETREAT VIRTUALLY.

RETREAT AGENDA

TIME	*TOPIC*	*PRESENTER*	*ATTENDEES*
9 – 9:30 a.m.	**Arrival**		*Boards – PPLD, Foundation, Friends, and Leadership Team*
9:30 – 10:30 a.m.	**2027 Preliminary Balanced Budget**	*PPLD Administration*	*Boards – PPLD, Foundation, Friends, and Leadership Team*
10:30 – 10:40 a.m.	**Break**		*Boards – PPLD, Foundation, Friends, and Leadership Team*
10:40 – 11:20 a.m.	**2027 - 2030 Strategic Plan**	*PPLD Administration*	*Boards – PPLD, Foundation, Friends, and Leadership Team*
11:20 a.m. – noon	**New Trustee Onboarding**	*PPLD Administration*	*Boards – PPLD, Foundation, Friends, and Leadership Team*
noon – 12:45 p.m.	**Lunch**		*Boards – PPLD, Foundation, Friends, and Leadership Team*

After lunch, the PPLD Board of Trustees will enter Executive Session *to:*

a) *Discuss personnel matters related to the CEO's evaluation and compensation as authorized by C.R.S. §24-6-402(4)(f)(I).*
b) *Discuss purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest as authorized by C.R.S. § 24-6-402(4)(a) (particular matter: locations in Northwest area of Colorado Springs).*

Present

Board President Aaron Salt; Board Vice President Erin Bents; Board Secretary/Treasurer Kenny Kuniyuki, Trustee Austin Jurgensmeyer; Trustee Angela Dougan; Trustee Scott Taylor; Teona Shainidze-Krebs, CEO; Tammy Sayles, Deputy CEO; Kim Hoggatt, Chief Financial Officer; Heather Laslie, Chief Operating Officer; Denise Abbott, Chief Marketing & Communications Officer; Timothy Allen, Chief Compliance & HR Officer; Michael Brantner, Chief Facilities & Security Officer; Janina Karoub, Senior Director of Public Services; Courtney VanCleave, Senior Director of Development; Shannan Pfoh, Controller; Becca Cruz, Director of Strategy & Innovation; Abby Warren, Director of Patron Experience & Accessibility; Jeremiah Walter, Internal Communications & Special Projects Manager; Nicole Taylor, Public Services Administrative Specialist; Kathleen Owings, Foundation Board; Patricia Akkola, Foundation Board; Codi Stone, Foundation Board; Vickie Heffner, Friends of PPLD Board

2027 Preliminary Balanced Budget

Chief Financial Officer Kim Hoggatt presented the 2027 Preliminary Balanced Budget.

Estimated 2027 Revenue: $47,942,281
Total 2027 Expenditures: $48,096,785 (Includes recommended 5% cost of living increase for staff)
2027 General Fund: $42,674,259
2027 Capital Fund: $1,521,938
2027 Self-Insurance Fund: $3,293,022

Preliminary budget does not include any potential spending related to Energy Performance Contracting loans.

There was discussion on exploring the possibility of switching from self-funded insurance to fully insured health insurance due to the number of claims that exceed stop-loss coverage.

2027 - 2030 Strategic Plan

Director of Patron Experience & Accessibility Abby Warren presented a draft of the 2027 - 2030 Strategic Plan.

The Strategic Planning Committee consists of Tammy Sayles, Janina Karoub, Denise Abbott, Dan Stone, Becca Cruz, Joanna Rendon, Jeremiah Walter, Abby Warren, and Nicole Taylor. Support staff for the project included Becca Philipsen, Sarah Wylie, and Susan Bassett. The committee began meeting in March.

Key committee activities included research best practices, surveying staff and patrons, and developing a draft plan.

Patron and staff surveys were conducted April 15 - May 20, 2026. 5,762 responses were received from patrons, including eight in Spanish. 173 responses were received from staff.

Multiple inputs were considered in developing the draft:

- *Patron and staff survey findings*
- *PPLD's Mission, Vision, and Values*
- *Organizational needs and opportunities*
- *Examples and approaches from other libraries*
- *The need for a focused, measurable 2027 - 2030 plan*
- *Existing Strategic Plan and priorities*

Strategic Plan 2027 - 2030 Draft Areas of Focus: Community, Resources, Accountability, and Staff

Community – PPLD is a place where the community can come together to exercise their right to connect with Library services, resources, and experiences as they choose.
GOAL: Strengthen programming to provide activities and events the community desires in ways that are convenient to our patrons' lifestyles.
GOAL: Explore additional methods of promoting Library materials, resources, and services to the community.
GOAL: Enhance community outreach.
What is success? Increased engagement in Library services, resources, etc.

Resources – PPLD strives to provide quality programming; a strong, diverse collection; and valuable resources and services that serve the varied interests of the community in multiple fashions to meet their needs.
GOAL: Enhance literacy tools.
GOAL: Optimize physical and virtual spaces.
GOAL: Boost awareness of library services.
GOAL: Prioritize the collection to offer materials to meet the community's needs and interests.
What is success? The community's expanded use of our resources.

Accountability – PPLD upholds its fiscal responsibility through transparency and continuous evaluation.
GOAL: Uphold budget transparency for the public and staff.
GOAL: Maintain engagement with stakeholders to share the purpose and value of decisions and strategies.
GOAL: Ongoing evaluation and understanding of the library experience.
What is success? The community has the information it needs to understand PPLD operations. PPLD's budget remains balanced, transparent, and reflects community needs.

Staff – PPLD values staff and invests in its service excellence.
GOAL: Invest in service excellence to ensure optimal internal and external customer service experiences.
GOAL: Assess compensation and benefits.
GOAL: Emphasize internal communication for organizational awareness.
What is success? Staff have the resources they need to best serve the community.

Board requests looking at updating wording of Resources goal "Enhance literacy tools" to be more descriptive.

New Trustee Onboarding

Aaron Salt moderated a discussion on how to make Trustee onboarding more effective. Erin Bents suggested making the meet and greet night a jumping off spot. Scott Taylor would like to re-institute department and branch visits. Teona Sahinidze-Krebs would like Board to meet all of Leadership Team early in the onboarding process.

After some additional discussion, a tentative plan was made: have new Trustees attend at meet and greet that starts at 4 p.m. before their first Board meeting. The following Friday, have additional onboarding such as media training and introduction to Leadership Team members. Also introductions to Foundation and Friends board members at meet and greet or following onboard session.

When general onboarding information is collected, Aaron Salt suggests providing to Joint Appointment Committee in case they want to use it to inform prospective trustees as part of their process of filling vacancies.

Scott Taylor notes that the Board Bylaws indicate that the Vice President is in charge of facilitating onboarding.

Executive Session

President Aaron Salt called for a motion to move into Executive Session.

Motion: Kenny Kuniyuki made a motion that the Pikes Peak Library District Board of Trustees enter into Executive Session to:

1) *Discuss personnel matters related to the CEO's evaluation and compensation as authorized by C.R.S. §24-6-402(4)(f)(I).*
2) *Discuss purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest as authorized by C.R.S. § 24-6-402(4)(a) (particular matter: locations in Northwest area of Colorado Springs).*

Second: Austin Jurgensmeyer seconded the motion.
Vote: The motion was approved unanimously.

Motion: Scott Taylor made a motion that the Pikes Peak Library District Board of Trustees end its Executive Session
Second: Kenny Kuniyuki seconded the motion.
Vote: The motion was approved unanimously.

COLORADO SPRINGS
URBAN RENEWAL AUTHORITY

July 15, 2026

Via Email and Certified Mail, Return Receipt Requested

Pikes Peak Library District (Library 21 C)
1175 Chapel Hills Dr.
Colorado Springs, CO 80920
Attention: Kim Hoggatt, Chief Financial Officer
Teona Shainidze-Krebs, Chief Librarian and Chief Executive Officer

Re: Notice of Proposed Sugarbowl Urban Renewal Plan and Proposed Tax Sharing Agreement

Dear Ms. Hoggatt and Ms. Shainidze-Krebs:

The Board of Commissioners of the Colorado Springs Urban Renewal Authority ("CSURA") is considering a proposed urban renewal project in southeast Colorado Springs consisting of two vacant parcels with approximately 3.6 acres of land running East of Zebulon Dr., North of Chelton Rd. and West of Delta Dr., as more particularly described in the enclosures to this letter, for the redevelopment of the site into an affordable senior housing development. As of 2016, changes to the Colorado Urban Renewal Law require the CSURA to notify the taxing entities whose incremental property taxes would be allocated pursuant to any urban renewal plan before any such plan may be approved by the City Council. The area within the proposed Sugarbowl Urban Renewal Plan (the "Plan") is located within the jurisdiction of the Pikes Peak Library District ("PPLD") and would allocate property tax increment generated by the project of taxing entities including PPLD. This letter constitutes notice of the proposed Plan pursuant to CSURA's obligations under C.R.S. § 31-25-107(9.5)(a).

Enclosed herewith please find (i) a copy of the El Paso County Impact Report for the Sugarbowl Urban Renewal Area in Colorado Springs, Colorado prepared by EPS Consulting, (ii) the proposed Property Tax Increment Revenue Agreement between the CSURA and PPLD and (iii) a copy of the proposed Plan. I would like to arrange another meeting with you to discuss the proposed agreement and allocation of incremental property tax generated within the Plan area between the CSURA and PPLD. CSURA believes the implementation of the Plan would eliminate blight within the Plan area and be a significant benefit to the community.

Please let me know your availability to meet in the near future to discuss the Plan and the proposed agreement.

Sincerely,

Jariah Walker
Executive Director, Colorado Springs Urban Renewal Authority

Enclosures

PROPERTY TAX INCREMENT REVENUE AGREEMENT
(Pikes Peak Library District)
(Sugarbowl Urban Renewal Plan)

This Property Tax Increment Revenue Agreement (the "Agreement") is entered into as of _____, 2026 (the "Effective Date") by and between the COLORADO SPRINGS URBAN RENEWAL AUTHORITY, a body corporate and politic of the State of Colorado (the "Authority"), whose address is 30 South Nevada Avenue, Colorado Springs, Colorado 80903, and the PIKES PEAK LIBRARY DISTRICT, a political subdivision of the State of Colorado (the "Library District"), whose address is 12 North Cascade Avenue, Colorado Springs, Colorado 80903. The Authority and the Library District are referred to herein individually as a "Party" and collectively as the "Parties."

RECITALS.

The following recitals are incorporated in and made a part of this Agreement. Capitalized terms used herein and not otherwise defined are defined in Section 1 below.

A. Proposed Redevelopment. The Parties have been advised that the real property described in Exhibit A (the "Property") lying within the corporate limits of the City of Colorado Springs, Colorado (the "City") is being studied for designation as an urban renewal area to be redeveloped by one or more developers and/or property owner(s) as an affordable senior housing development that will eliminate existing blighted conditions which constitute threats to the health, safety and welfare of the community and barriers to development.

B. Urban Renewal and Tax Increment Financing. To accomplish the proposed redevelopment and to provide certain required public improvements, the Authority has recommended inclusion of the Property in a proposed urban renewal plan, entitled as the "Sugarbowl Urban Renewal Plan" (the "Plan" or "Urban Renewal Plan") authorizing and utilizing tax increment financing in accordance with the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S. (the "Act"), to pay Eligible Costs of the Improvements. The proposed Plan that includes the Property has been provided to the Library District under separate cover. The final Plan approved by the City Council of the City shall be the "Plan" for purposes of this Agreement.

C. Nature of Urban Renewal Project and Purpose of Agreement. The proposed Urban Renewal Project consists of designing, developing and constructing the Improvements (which includes paying the Eligible Costs of public improvements) necessary to serve the proposed Urban Renewal Area and to comply with §31-25-107(4)(g) of the Act that requires the Plan to afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the Urban Renewal Area by private enterprise. Approval of the Urban Renewal Plan is subject to recent legislation, including requirements imposed by HB 15-1348 for new urban renewal plans adopted after January 1, 2016.

D. Impact Report. The Authority has submitted to the Library District a copy of the Impact Report required to be submitted to the County by §31-25-107(3.5) of the Act, which includes a tax forecast for the Library District.

E. Colorado Urban Renewal Law. In accordance with the Act as amended to the date of this Agreement (including the requirements of HB 15-1348 and SB 18-248), the Parties desire to enter into this Agreement to facilitate adoption of the Plan and redevelopment of the proposed Urban Renewal Area described therein. The Agreement addresses, among other things, the estimated impacts of the Urban Renewal Plan on Library District services associated solely with the Urban Renewal Plan.

AGREEMENT

NOW, THEREFORE, in consideration of the covenants, promises and agreements of each of the Parties hereto, to be kept and performed by each of them, it is agreed by and between the Parties hereto as set forth herein.

1. DEFINITIONS. As used in this Agreement:

1.1. "Act" means the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S.

1.2. "Agreement" means this Agreement, as it may be amended or supplemented in writing. References to sections or exhibits are to this Agreement unless otherwise qualified.

1.3. "Authority" means the Party described in the Preamble to this Agreement, the Colorado Springs Urban Renewal Authority, a body corporate and politic of the State of Colorado.

1.4. "Bonds" shall have the same meaning as defined in §31-25-103 of the Act.

1.5. "City" means the City Of Colorado Springs, Colorado, a political subdivision of the State of Colorado.

1.6. "Library District Property Tax Increment Revenues" means the portion of Property Tax Increment Revenues generated by the Library District's mill levy received by the Authority from the El Paso County Treasurer and paid into the Special Fund as specified in Section 3.1.

1.7. "Duration" means the twenty-five (25) year period that the tax increment or tax allocation provisions will be in effect as specified in §31-25-107(9)(a) of the Act, the Plan, and the Impact Report.

1.8. "Eligible Costs" means those costs eligible to be paid or reimbursed from the Property Tax Increment Revenues pursuant to the Act.

1.9. "Future Mill Levy" has the meaning set forth in Section 3.2.

1.10. "Impact Report" means the impact report setting forth the burdens and benefits of the Urban Renewal Project previously submitted to the Library District.

1.11. "Improvements" means the public improvements and private improvements to be constructed on the Property pursuant to the Plan.

1.12. "Party" or "Parties" means the Authority or the Library District or both and their lawful successors and assigns.

1.13. "Plan" means the urban renewal plan defined in Recital B above.

1.14. "Project" shall have the same meaning as Urban Renewal Project.

1.15. "Property Tax Increment Revenues" means all the TIF revenues derived from ad valorem property tax levies described in §31-25-107(9)(a)(II) of the Act allocated to the Special Fund for the Duration of the Urban Renewal Project.

1.16. "Special Fund" means the fund described in the Plan and §31-25-107(9)(a)(II) of the Act into which the Property Tax Increment Revenues will be deposited.

1.17. "TIF" means the property tax increment portion of the property tax assessment roll described in §31-25-107(9)(a)(II) of the Act.

1.18. "Urban Renewal Area" means the area included in the boundaries of the Plan.

1.19. "Urban Renewal Plan" means the urban renewal plan defined in Recital B above.

1.20. "Urban Renewal Project" means all undertakings and activities, or any combination thereof, required to carry out the Urban Renewal Plan pursuant to the Act.

2. Impact Report. The Parties acknowledge and agree that the Impact Report addresses the following information and hereby make and adopt the following findings relating to the Impact Report:

(a) The Urban Renewal Project is projected to create significant new employment opportunities and other benefits as specified in the Impact Report that will benefit the Parties, the region, and the State of Colorado.

(b) The Duration of time estimated to complete the Urban Renewal Project is the twenty-five (25) year period of time specified in §31-25-107(9)(a) of the Act.

(c) The estimated annual Property Tax Increment Revenue to be generated by the Urban Renewal Project for the Duration of the Urban Renewal Project and the portion of such Property Tax Increment Revenue to be allocated to fund the Urban Renewal Project are set forth in this Agreement and the Impact Report.

(d) The nature and relative size of the revenue and other benefits expected to accrue to the City, the Library District, and other taxing entities that levy property taxes in the Urban Renewal Area are set forth in the Impact Report and include, without limitation:

(i) The increase in base value resulting from biennial general reassessments for the Duration in accordance with §31-25-107(9)(e) of the Act;

(ii) The benefit of improvements in the Urban Renewal Area to existing taxing entity infrastructure in accordance with §31-25-107(3.5) of the Act;

(iii) The estimate of the impact of the Urban Renewal Project on Library District and taxing entity revenues in accordance with §31-25-107(3.5) of the Act;

(iv) The cost of additional Library District and taxing body infrastructure and services required to serve development in the Urban Renewal Area in accordance with §31-25-107(3.5) of the Act;

(v) The capital or operating costs of the Parties, the City, and other taxing bodies that are expected to result from the Urban Renewal Project in accordance with HB 15-1348;

(vi) The legal limitations on the use of revenues belonging to the Parties, the City, and any taxing entity in accordance with HB 15-1348 and SB 18-248; and

(vii) The other estimated impacts of the Urban Renewal Project on Library District and other taxing body services or revenues in accordance with §31-25-107(3.5) of the Act.

3. RETENTION OF PROPERTY TAX INCREMENT REVENUES. In compliance with the requirements of HB 15-1348 and SB 18-248, the Parties have negotiated and agreed to the sharing of Property Tax Increment Revenues as set forth herein.

3.1. Library District Property Tax Increment Revenues. The Library District and the Authority agree that the Authority may retain and expend in furtherance of the Urban Renewal Project one hundred percent (100%) of the Library District Property Tax Increment Revenues, commencing on the date of approval by the City of the Plan, and lasting for the Duration.

3.2. Mill Levy Allocation. If the Library District's eligible electors approve a new or increased mill levy for any lawful purpose ("Future Mill Levy"), any revenue derived from the Future Mill Levy shall not be considered part of the Library District Property Tax Increment Revenues. Rather, upon approval by the eligible electors of the Library District of a Future Mill Levy, the Library District shall provide notification of the same to the Authority. From the date of such notice until the Duration has expired, the Authority shall annually deduct from the Property Tax Increment Revenue it receives any revenues attributable to the Future Mill Levy, as applicable, and shall remit such revenues to the Library District.

4. PLEDGE OF PROPERTY TAX INCREMENT REVENUES. The Library District recognizes and agrees that in reliance on this Agreement and in accordance with the provisions of §31-25-109(12) of the Act, the adoption and approval of the Plan includes an irrevocable pledge of all of the Property Tax Increment Revenues, including the Library District Property Tax Increment Revenues, to pay the Authority's Bonds and other financial obligations in connection with the Urban Renewal Project. The Authority has elected to apply the provisions of §11-57-208, C.R.S., to this Agreement. The Property Tax Increment Revenues, when and as received by the Authority are and shall be subject to the lien of such pledge without any physical delivery, filing,

or further act and are and shall be an obligation of the Parties pursuant to §31-25-107(9) of the Act. The Parties agree that the creation, perfection, enforcement and priority of the pledge of the Property Tax Increment Revenues as provided herein shall be governed by §11-57-208, C.R.S. The lien of such pledge on the Property Tax Increment Revenues shall have priority over any of all other obligations and liabilities of the Parties with respect to the Property Tax Increment Revenues.

5. NOTIFICATION OF PROPOSED MODIFICATIONS OF THE PLAN; AGREEMENT NOT PART OF PLAN. The Authority agrees to notify the Library District of any intended modification of the Plan as required by §31-25-107(7) of the Act. This Agreement is not part of the Plan.

6. WAIVER. Except for the notices required by this Agreement, the Library District, as authorized by §31-25-107(9.5)(b) and §31-25-107(11) of the Act, hereby waives any provision of the Act that provides for notice to the Library District, requires any filing with or by the Library District, requires or permits consent from the Library District, and provides any enforcement right to the Library District for the Duration, provided, however, that the Library District shall have the right to enforce this Agreement.

7. LIMITATION OF AGREEMENT. This Agreement applies only to the Library District Property Tax Increment Revenues, as calculated, produced, collected and paid to the Authority from the Urban Renewal Area by the El Paso County Treasurer in accordance with §31-25-107(9)(a)(II) of the Act and the rules and regulations of the Property Tax Administrator of the State of Colorado, and does not include any other revenues of the City or the Authority.

8. MISCELLANEOUS.

8.1. Delays. Any delays in or failure of performance by any Party of its obligations under this Agreement shall be excused if such delays or failure are a result of acts of God; fires; floods; earthquake; abnormal weather; strikes; labor disputes; accidents; regulation or order of civil or military authorities; shortages of labor or materials; or other causes, similar or dissimilar, including economic downturns, which are beyond the control of such Party.

8.2. Termination and Subsequent Legislation or Litigation. In the event of termination of the Plan, including its TIF financing component, the Authority may terminate this Agreement by delivering written notice to the Library District. The Parties further agree that in the event legislation is adopted or a decision by a court of competent jurisdiction after the Effective Date of this Agreement that invalidates or materially effects any provisions hereof, the Parties will in good faith negotiate for an amendment to this Agreement that most fully implements the original intent, purpose and provisions of this Agreement, but does not impair any otherwise valid contracts in effect at such time.

8.3. Entire Agreement. This instrument embodies the entire agreement of the Parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the Parties hereto. No modification to this Agreement shall be valid unless agreed to in writing by the Parties.

8.4. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the Parties and their successors in interest.

8.5. No Third-Party Enforcement. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned Parties and nothing in this agreement shall give or allow any claim or right of action whatsoever by any other person not included in this Agreement. It is the express intention of the undersigned Parties that any person or entity other than the undersigned Parties receiving services or benefits under this Agreement shall be an incidental beneficiary only.

8.6. No Waiver of Immunities. Nothing in this Agreement shall be construed as a waiver of the rights and privileges of the Parties pursuant to the Colorado Governmental Immunity Act, § 24-10-101, et seq., C.R.S., as the same may be amended from time to time. No portion of this Agreement shall be deemed to have created a duty of care which did not previously exist with respect to any person not a party to this agreement.

8.7. Amendment. This Agreement may be amended only by an instrument in writing signed by the Parties.

8.8. Parties not Partners. Notwithstanding any language in this Agreement or any other agreement, representation, or warranty to the contrary, the Parties shall not be deemed to be partners or joint venturers, and no Party shall be responsible for any debt or liability of any other Party.

8.9. Interpretation. All references herein to Bonds shall be interpreted to include the incurrence of debt by the Authority in any form consistent with the definition of "Bonds" in the Act, including payment of Eligible Costs or any other lawful financing obligation.

8.10. Incorporation of Recitals and Exhibits. The provisions of the Recitals and the Exhibits attached to this Agreement are incorporated in and made a part of this Agreement.

8.11. No Assignment. No Party may assign any of its rights or obligations under this Agreement.

8.12. Section Captions. The captions of the sections are set forth only for the convenience and reference of the Parties and are not intended in any way to define, limit, or describe the scope or intent of this Agreement.

8.13. Execution in Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

8.14. Governing Law. This Agreement and the provisions hereof shall be governed by and construed in accordance with the laws of the State of Colorado.

8.15. No Presumption. The Parties to this Agreement and their attorneys have had a full opportunity to review and participate in the drafting of the final form of this Agreement.

Accordingly, this Agreement shall be construed without regard to any presumption or other rule of construction against the Party causing the Agreement to be drafted.

8.16. Notices. Any notice required by this Agreement shall be in writing. All notices, demands, requests and other communications required or permitted hereunder shall be in writing, and shall be (a) personally delivered with a written receipt of delivery; (b) sent by a nationally-recognized overnight delivery service requiring a written acknowledgement of receipt or providing a certification of delivery or attempted delivery; (c) sent by certified or registered mail, return receipt requested; or (d) sent by confirmed facsimile transmission or electronic delivery with an original copy thereof transmitted to the recipient by one of the means described in subsections (a) through (c) no later than 5 business days thereafter. All notices shall be deemed effective when actually delivered as documented in a delivery receipt; provided, however, that if the notice was sent by overnight courier or mail as aforesaid and is affirmatively refused or cannot be delivered during customary business hours by reason of the absence of a signatory to acknowledge receipt, or by reason of a change of address with respect to which the addressor did not have either knowledge or written notice delivered in accordance with this paragraph, then the first attempted delivery shall be deemed to constitute delivery. Each Party shall be entitled to change its address for notices from time to time by delivering to the other Party notice thereof in the manner herein provided for the delivery of notices. All notices shall be sent to the addressee at its address set forth in the Preamble to this Agreement.

8.17. Days. If the day for any performance or event provided for herein is a Saturday, a Sunday, a day on which national banks are not open for the regular transactions of business, or a legal holiday pursuant to C.R.S. § 24-11-101(1), such day shall be extended until the next day on which such banks and state offices are open for the transaction of business.

8.18. Authority. The persons executing this Agreement on behalf of the Parties covenant and warrant that each is fully authorized to execute this Agreement on behalf of such Party.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Authority and the Library District have caused their duly authorized officials to execute this Agreement effective as of the Effective Date.

PIKES PEAK LIBRARY DISTRICT, a political subdivision of the State of Colorado

By: _____
Title: _____

ATTEST:

By: _____

COLORADO SPRINGS URBAN RENEWAL AUTHORITY, a body corporate and politic of the State of Colorado

By: _____
Title: _____

ATTEST:

By: _____

Exhibit A

The Property:

Sugarbowl Urban Renewal Plan Area



Investment Grade Audit



Pikes Peak Library District

El Paso County, Colorado
November 13, 2026

TOGETHER, BUILDING A THRIVING PLANET

McKinstry
For The Life Of Your Building

November 13th, 2026

Re: Pikes Peak Library District Investment Grade Audit

Dear Mr. Brantner,

On behalf of McKinstry, we are pleased to submit the Investment Grade Audit (IGA) report for Pikes Peak Library District as part of the Colorado Energy Office's Energy Performance Contracting Program.

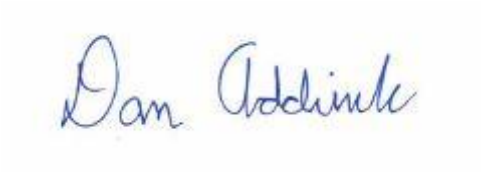
This report represents the culmination of a comprehensive technical and financial evaluation of the library district's facilities, utility consumption, and operational performance. Through detailed site investigations, utility data analysis, and collaboration with staff, we have identified practical and financially sound Energy Conservation Measures (ECMs) designed to reduce utility expenditures, address aging infrastructure, enhance occupant comfort, and improve long-term operational resiliency.

The recommended project represents an estimated total investment of approximately $8.4 million and includes strategic upgrades such as chiller replacements, controls upgrades, and lighting retrofits, along with others. These measures are structured within a performance contracting framework to provide guaranteed savings while supporting Pikes Peak Library District's fiscal stewardship goals.

This IGA provides detailed financial proformas, baseline utility analysis, Energy Use Index benchmarking, escalation assumptions, measurement and verification protocols, commissioning plans, and implementation scheduling. Upon project acceptance, McKinstry will continue to work closely with Pikes Peak Library District and the Colorado Energy Office to ensure compliance, performance verification, and successful project delivery.

We appreciate the opportunity to partner with Pikes Peak Library District on this important initiative and look forward to supporting the University in achieving its energy, operational, and sustainability objectives.

Sincerely,



Dan Addink – Senior Account Executive
303.868.8506 – dana@McKinstry.com

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Overview

CONTACTS

McKinstry

Name	Role	Phone Number	Email Address
Dan Addink	Senior Account Executive	303.868.8506	dana@McKinstry.com
Stephan Rank	Project Director	720.409.1925	StephanR@McKinstry.com
Aaron Skroch	Senior Building Energy Program Manager	720.550.1888	AaronSk@McKinstry.com
Ryan Witt	Lighting Regional Lead	720.726.9671	RyanWit@McKinstry.com
John McDonough	Building Energy Engineer	303.268.9168	JohnMcD@mckinstry.com
Karen Peters	Lead Technology Solutions Engineer	303.215.4074	KarenPe@McKinstry.com
Patrick Roemer	Senior Project Manager - Energy	303.957.7799	PatRo@McKinstry.com

Pikes Peak Library District

Name	Role	Phone Number	Email Address
Michael Brantner	Chief Facilities & Security Officer	719.531.6333 x6375	MBranter@ppld.org
Heather Laslie	Chief Operating Officer	719.531.6333 x6994	Hlaslie@ppld.org
Kim Hoggatt	Chief Financial Officer	719.531.6333 x6193	khoggatt@ppld.org
Kelly Merritt	Facilities Administrative Specialist	719.531.6333 x6438	kmerritt@ppld.org
Dean Whitman	Facilities Supervisor	719.232.3050	dwhitman@ppld.org
Dan Collins	Facilities Supervisor	719.205.4306	dacollins@ppld.org
Dan Quine	Facilities Supervisor	719.531.6333	Dquine@ppld.org

Colorado Energy Office

Charlie Stevens
Program Engineer – Colorado Energy Office
charlie.stevens@state.co.us

Arin Chakraverty
Program Engineer – Colorado Energy Office
arin.chakraverty@state.co.us

1

Executive Summary

1. Executive Summary
2. Buildings in Scope
3. Proforma
4. Preliminary Construction Schedule

Executive Summary

EXECUTIVE SUMMARY

McKinstry is pleased to present this Investment Grade Audit (IGA) report to Pikes Peak Library District (PPLD). Officially established in 1962, the Library District has grown to become the second largest library system in Colorado, serving a population of nearly 700,000 people spread across El Paso County's area of 2,070 square miles. Pikes Peak Library District currently operates 15 public library locations, 11 of which are buildings that the Library owns. The Library District competitively selected McKinstry to perform an IGA under the State of Colorado's Energy Performance Contracting program. In May 2026, Pikes Peak Library District and McKinstry kicked off the Investment Grade Audit (IGA) as part of the Colorado Energy Office Energy Performance Contracting program to investigate energy conservation and facility improvement opportunities at the District's facilities. This IGA report will present Energy Conservation Measures along with their costs & savings that are designed to achieve the client's following goals:

- Upgrade and/or replace aging controls systems.
- Replace aging lighting and HVAC systems.
- Utilize utility and operational savings to address capital and maintenance needs.
- Address capital and maintenance needs.
- Improve occupant comfort, reliability and resiliency of buildings while streamlining facility management activities.

Conducting the Investment Grade Audit uncovered opportunities to reduce utility and operational costs while addressing capital and maintenance needs, improve occupant comfort, and improve reliability and resiliency throughout the Library District's facilities.

McKinstry has fully developed an Energy Performance Contracting project that results in a total project investment of $8.4M. This project includes lighting retrofits, Building Automation System (BAS) retrofits, HVAC retrofits, building envelope sealing/weatherization, domestic and irrigation water conservation and existing controls optimization.

A more detailed description of the proposed project is outlined within this Investment Grade Audit report. Construction of the project is anticipated to begin in spring of 2027 with an estimated implementation period of around 12 months. After final completion and project acceptance, a post-install report for all energy savings will be submitted and reviewed by the Colorado Energy Office (CEO). Through the subsequent Energy Performance Contracting process, the CEO will continue third party technical review and comment on significant project milestones for a minimum of three years post-construction to assure that McKinstry's proposed solutions meet the State program's requirements and Pikes Peak Library District's needs.

Buildings in Scope

Below in Table 1: Buildings included in IGA are the buildings owned by Pikes Peak Library District that were included in McKinstry's Investment Grade Audit.

Executive Summary

Table 1: Buildings included in IGA

Building	Acronym	Address	Square Footage	Year Built	Building Age
Library 21C	21C	1175 Chapel Hills Drive, Colorado Springs, CO 80921	115,058	1985	41
Calhan Library	CA	600 Bank Street, Calhan, CO 80808	2400	2006	20
East Library	EA	5550 N. Union Blvd, Colorado Springs, CO 80918	70153	1986	40
Fountain Library	FO	230 S. Main Street, Fountain, CO 80817	9582	1979	47
The Hall	HALL	25 W. Kiowa, Colorado Springs, CO 80903	11988	1928	98
High Prairie Library	HI	7035 Old Meridan Road, Falcon, CO 80831	6008	2010	16
Old Colorado City Library	OL	2418 W. Pikes Peak Ave., Colorado Springs, CO 80904	4909	1904	122
Penrose Library	PE	20 N. Cascade Avenue, Colorado Springs, CO 80903	66684	1968	58
Regional History	RH	21 W. Kiowa, Colorado Springs, CO 80903	12147	1905	121
Ruth Holley Library	RU	685 N. Murray Blvd, Colorado Springs, CO 80915	10469	1978	48
Sand Creek Library	SA	1821 S. Academy Blvd, Colorado Springs, CO 80916	14060	1988	38
Ute Pass Library	UT	8010 Severy Road, Cascade, CO 80809	2123	1935	91

Executive Summary

Summary of Energy Conservation Measures

Table 2: Summary of Energy Conservation Measures depicts the Energy Conservation Measures included in the project. Costs shown are the full turn-key costs required to implement the measures including all design engineering, construction management, site supervision, commissioning, permits, bonds, general conditions and warranty. *Table 3: Costs and Pricing Elements* depicts McKinstry's project fees and mark-ups as well as the maximum allowed percentages per the Investment Grade Audit. *Table 4: Project Cash Flow/Pro Forma* depicts the project cashflow including all financial parameters (capital contribution, amount financed, interest rate, escalation factors, etc.)

Table 2: Summary of Energy Conservation Measures

Pikes Peak Library District Energy Performance Contract
Energy Conservation Measures - Recommended Project

FIM Name	Facility(s)	Energy Conservation Measure Description	Construction Cost	Annual Utility Savings	Annual CO2 Savings (Metric Tons)	Annual Operational & Maintenance Savings	Total Annual Savings	Rebates
02.01 - Chiller Replacement	21C, EA, PE	- Replace air-cooled chiller - at 21C Library - Replace air-cooled chiller - at East Library - Replace water-cooled chiller - at Penrose Library - Replace three (3) chilled water pumps at Penrose Library	$2,962,577	$11,052	37	$26,221	$37,273	$62,600
04.01 - Controls Upgrades	21C, PE, HALL, RH	- Upgrade the automation systems that control the heating, ventilation and cooling (HVAC) equipment. - Optimize operation to maximize occupant comfort and energy savings	$2,449,357	$33,509	390	$0	$33,509	$55,520
04.02 - Controls Integration	EA	- Integrate temperature control system at the East Library into the same user interface that will be used to view/operate the control systems at Penrose, 21C and the smaller libraries. - Optimize operation to maximize energy savings and occupant comfort.	$182,718	$5,037	161	$0	$5,037	$32,880
04.03 - Network Smart Thermostats	CA, FO, HI, RU, SA, UT	- Install smart thermostats in smaller facilities to allow for remote control, scheduling and monitoring of HVAC systems.	$129,017	$0	0	$0	$0	$0
05.01 - Test and Balance	21C, PE, HALL, RH	- Adjust HVAC system airflows to improve occupant comfort and ventilation	$390,563	$0	0	$0	$0	$0
08.01 - Install VFDs on HW Pumps	21C	- Install Variable Frequency Drives (VFDs) on hot water pumps to vary water flow and reduce energy use during part-load conditions.	$15,146	$391	7	$0	$391	$0
09.01 - LED Lighting Upgrades	All Facilities	- Replace existing non-LED lamps/fixtures with new high-efficiency, long-lasting LED Lamps/Fixtures.	$1,457,537	$98,095	549	$15,484	$113,579	$0
09.02 - LED Lighting Add Alt	21C, EA, HALL, HI, PE, SA	'- Additional lighting scope to address specific problematic areas, including removal of difficult-to-service fixtures, increase of lamp wattages in dim areas, and installation of additional fixtures and controls.	$201,137	-$193	1	$0	($193)	$0
13.01 - Building Envelope Improvements	All Facilities	- Air-sealing, weather-stripping, and other weatherization measures to reduce infiltration through the building envelope, reduce energy use and improve occupant comfort.	$212,952	$4,894	61	$0	$4,894	$0
18.01 - Indoor Domestic Water Conservation	All Facilities	- Replace designated flush valve kits on toilets and urinals and recommission to provide optimal water use when used. - Install water saving aerators on sinks.	$119,042	$5,240	5	$408	$5,648	$0
18.02 - Smart Irrigation Controls	21C, EA, PE, HALL, RH	- Replace or upgrade existing irrigation controllers to facilitate remote access and operation based on local weather data.	$14,980	$8,451	0	$0	$8,451	$1,600
			$8,135,026	$166,476	1,211	$42,113	$208,589	$152,600
Audit Fee			$73,256					
Contingency			$223,900					
Maximum Contract Price			$8,432,182					

Executive Summary

Table 3: Cost and Pricing Elements

A.	Investment Grade Audit					
B.	Total Facility Area *(Gross Square Footage)*	325,581	*Per IGA Contract*			
C.	$ / SqFt	$ 0.225	*Per IGA Contract*		$	73,256
D.				*Investment Grade Audit Cost*	$	73,256
E.	Implementation Costs	Actual % of Total Project Cost	% Maximum Per IGA Contract			
F.	**Pre-Construction Costs**					
G.	Design and Engineering	7.9%	9.0%	*[Percent of Estimated Project Amount U]*	$	589,603
H.	Pre-Construction Services	4.00%	5.0%	*[Percent of Estimated Project Amount U]*	$	298,533
I.	Other Pre-Construction Costs	3.0%	4.0%	*[Percent of Estimated Project Amount U]*	$	223,900
J.				***Pre-Construction Cost Subtotal***	**$**	**1,112,036**
K.	**Construction Costs**					
L.	Subcontracts and Material Procurement	65.3%	-	*[Percent of Estimated Project Amount U]*	$	4,876,252
	Trade Sub Costs	*$ 4,876,252*			*$*	*4,876,252*
	Design/Build Sub Costs	*$ -*			*$*	*-*
O.	Construction Management	7.8%	9.0%	*[Percent of Estimated Project Amount U]*	$	582,140
P.	Project Engineering	2.4%	5.0%	*[Percent of Estimated Project Amount U]*	$	179,120
Q.	General Conditions	2.0%	2.0%	*[Percent of Estimated Project Amount U]*	$	149,267
R.	Construction Completion	6.6%	7.0%	*[Percent of Estimated Project Amount U]*	$	489,881
S.	Other Construction Costs	1.0%	5.0%	*[Percent of Estimated Project Amount U]*	$	74,633
T.				***Construction Costs Subtotal***	**$**	**6,351,293**
U.	Estimated Project Amount			*Estimated Project Amount [J + T]*	$	7,463,329
V.	Profit	9.0%	9.0%	*[Percent Profit * U]*	$	671,700
W.	Contingency	3.0%	5.0%	*[Percent Contingency * U]*	$	223,900
Y.	Base EPC Price			*Includes IGA Cost* *[D + U + V + W + X]*	$	8,432,184
Z.	M&V Years 1-3*				$	51,456
AA.	Base EPC Price + M&V			*[Y+Z]*	$	8,483,640
AB.	Taxes (applicable taxes included)	0%		*[Taxes* AA]*	$	-
AC.	Additional Line Item				$	-
AH.	Maximum Contract Price			*[AA + AB + AC + AD + AE + AF + AG]*	$	8,483,640

Executive Summary

Table 4: Project Cash Flow/Proforma

Pikes Peak Library District

Energy Performance Contract Cash Flow

General Inputs	
EPC Project Total (Includes IGA Fee)	$ 8,432,184
PPLD Capital	$ 3,369,181
PPLD Financed Amount	$ **5,063,003**
Inflation Reduction Act (IRA) Benefit	$ -
Grants (DOLA etc.)	$ -
CO GETCO Tax Credit	$ -
Net Project Cost (after incentives & buydowns)	$ 8,432,184
Rebates	$ 152,600
Other Capital Funding (full term)	$ -
Current Unfunded Amount	$ -
Years of Analysis	19
Finance Term (Yrs)	19
Payment Type	Stepped
Interest Rate	4.878%

Annual Savings (2026 basis)	
Baseline Utility Spend	$ 650,000
Total Project Utility Savings	$ 166,476
	$ -
	$ -
Years of Energy Savings	19
	$ -
Tons of Carbon Saved	-
O&M (Avoided material replacement costs etc.)	$ 42,113
Yrs of Annual Capital Cont./Capital Cost Avoidance	19
	$ -

Service Costs	
O&M Cost (Annual Allowance)	$ -
	$ -
	1
Misc. Service Costs (non-PV)	$0
Misc. Service Costs Term (yrs)	0

Measurement & Verification	
Year 1 M&V Cost	$ 16,648
Year 2 M&V Cost	$ 17,147
Year 3 M&V Cost	$ 17,661
M&V Escalation Rate	3.0%
M&V End Year	3

Year (yr 0 = 2027)	Annual Savings			Annual Costs	Net Total Savings	Financed Project Cash Flow Analysis						
	Total Utilities	O&M	Total Savings	M&V Costs		Interest Payment	Principal Payment	Principal & Interest Payment	PPLD Annual Contribution	Other PPLD Funding	Loan Balance	Annual Cash Flow
0	$ 108,875	$ -	$ 108,875	$ -	$ **108,875**	$0	($108,875)	$0	$ -	$ 3,369,181	$ 4,954,128	$ (3,369,181)
1	$ 197,790	$ 46,430	$ 244,220	$ (16,648)	$ **227,572**	($241,662)	$14,091	($227,571)	$ -	$ 152,600	$ 4,815,619	$ 152,601
2	$ 215,591	$ 48,751	$ 264,342	$ (17,147)	$ **247,195**	($234,906)	($12,288)	($247,194)	$ -	$ -	$ 4,803,331	$ 1
3	$ 234,994	$ 51,189	$ 286,183	$ (17,661)	$ **268,522**	($234,306)	($34,214)	($268,521)	$ -		$ 4,769,117	$ 1
4	$ 256,144	$ 53,748	$ 309,892	$ -	$ **309,892**	($232,638)	($77,253)	($309,891)	$ -		$ 4,691,863	$ 1
5	$ 268,951	$ 56,435	$ 325,387	$ -	$ **325,387**	($228,869)	($96,517)	($325,386)	$ -		$ 4,595,347	$ 1
6	$ 282,399	$ 59,257	$ 341,656	$ -	$ **341,656**	($224,161)	($117,494)	($341,655)	$ -		$ 4,477,853	$ 1
7	$ 296,519	$ 62,220	$ 358,739	$ -	$ **358,739**	($218,430)	($140,308)	($358,738)	$ -		$ 4,337,545	$ 1
8	$ 311,345	$ 65,331	$ 376,676	$ -	$ **376,676**	($211,585)	($165,089)	($376,675)	$ -		$ 4,172,456	$ 1
9	$ 326,912	$ 68,598	$ 395,509	$ -	$ **395,509**	($203,532)	($191,976)	($395,508)	$ -		$ 3,980,480	$ 1
10	$ 343,257	$ 72,028	$ 415,285	$ -	$ **415,285**	($194,168)	($221,116)	($415,284)	$ -		$ 3,759,364	$ 1
11	$ 360,420	$ 75,629	$ 436,049	$ -	$ **436,049**	($183,382)	($252,666)	($436,048)	$ -		$ 3,506,697	$ 1
12	$ 378,441	$ 79,410	$ 457,852	$ -	$ **457,852**	($171,057)	($286,794)	($457,851)	$ -		$ 3,219,903	$ 1
13	$ 397,363	$ 83,381	$ 480,744	$ -	$ **480,744**	($157,067)	($323,676)	($480,743)	$ -		$ 2,896,227	$ 1
14	$ 417,232	$ 87,550	$ 504,781	$ -	$ **504,781**	($141,278)	($363,502)	($504,780)	$ -		$ 2,532,724	$ 1
15	$ 438,093	$ 91,927	$ 530,020	$ -	$ **530,020**	($123,546)	($406,473)	($530,019)	$ -		$ 2,126,251	$ 1
16	$ 459,998	$ 96,524	$ 556,522	$ -	$ **556,522**	($103,719)	($452,802)	($556,521)	$ -		$ 1,673,449	$ 1
17	$ 482,998	$ 101,350	$ 584,348	$ -	$ **584,348**	($81,631)	($502,716)	($584,347)	$ -		$ 1,170,733	$ 1
18	$ 507,148	$ 106,417	$ 613,565	$ -	$ **613,565**	($57,108)	($556,456)	($613,564)	$ -		$ 614,278	$ 1
19	$ 532,505	$ 111,738	$ 644,243	$ -	$ **644,243**	($29,964)	($614,278)	($644,242)	$ -		$ **0**	$ 1
20				$ -	$ -			$0	$ -			
21				$ -								
22				$ -								
23				$ -								
24				$ -								
25				$ -								
26				$ -								
27				$ -								
28				$ -								
29				$ -								
30				$ -								
Totals	**$6,708,100**	**$1,417,913**	**$8,126,013**	**$ (51,456)**	**$8,074,557**	**($3,273,009)**	**($4,801,528)**	**($8,074,538)**	**$ -**	**$ 3,521,781**		**$ (3,216,562)**

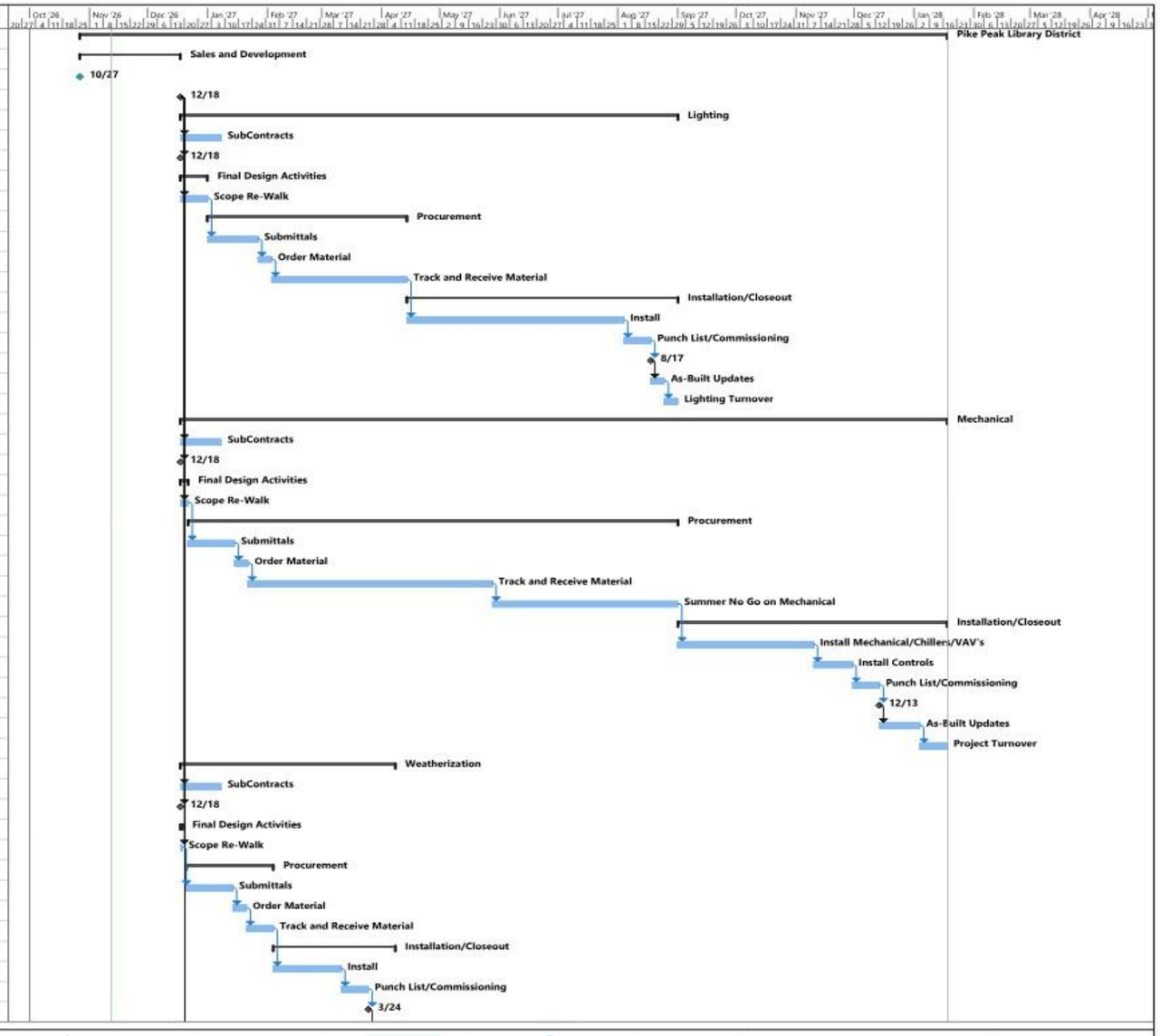
Notes:

Executive Summary

Preliminary Construction Schedule

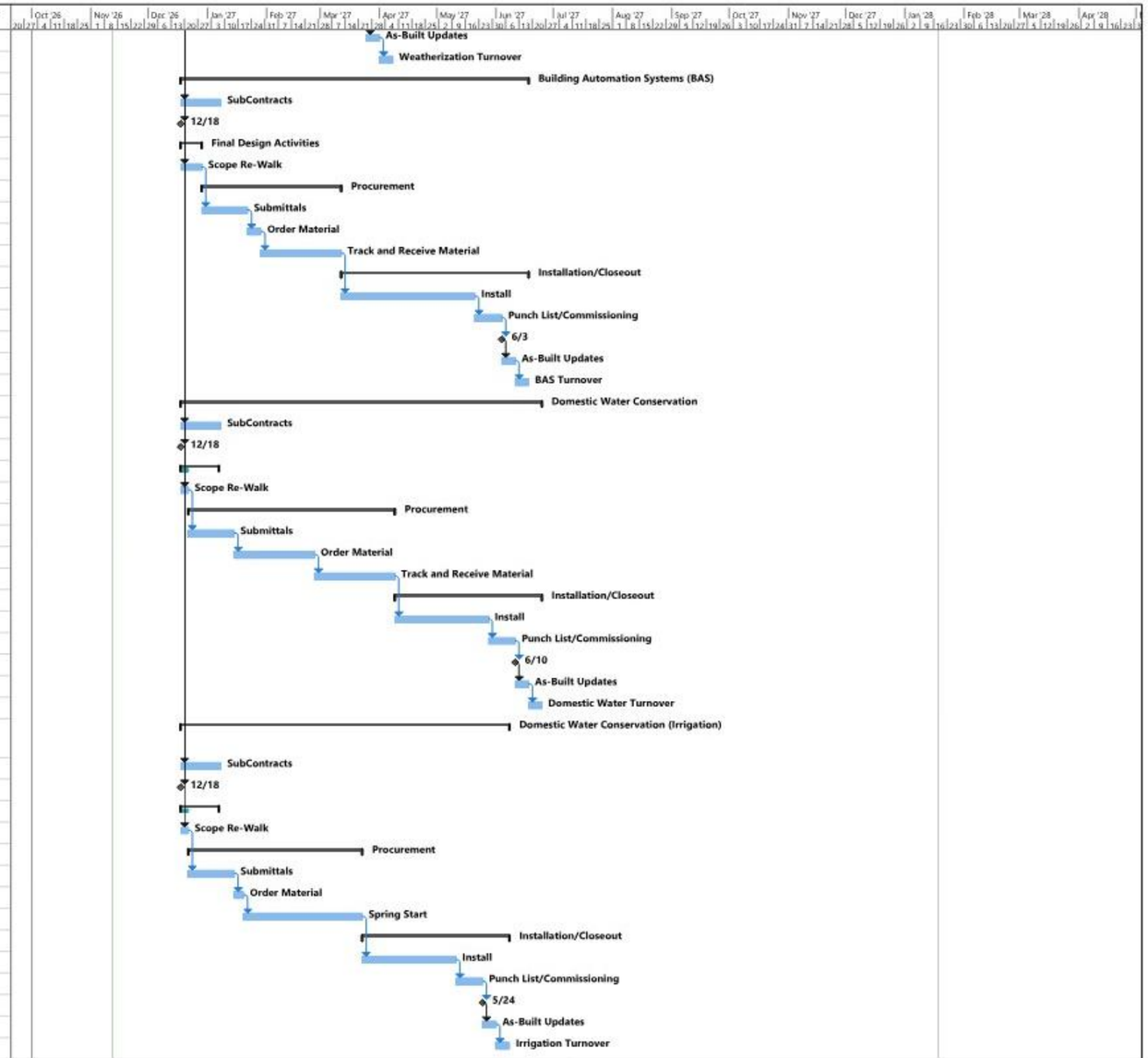
Figure 1: Preliminary Construction Schedule

ID	Task Name	Duration	Start	Finish	Resource Names
1	**Pike Peak Library District**	**320 days**	**Tue 10/27/26**	**Mon 1/17/28**	
2	**Sales and Development**	**38 days**	**Tue 10/27/26**	**Fri 12/18/26**	
3	90% Review	0 days	Tue 10/27/26	Tue 10/27/26	
4	Contract Award	0 days	Fri 12/18/26	Fri 12/18/26	
5	**Lighting**	**183 days**	**Fri 12/18/26**	**Tue 8/31/27**	
6	SubContracts	15 days	Fri 12/18/26	Thu 1/7/27	
7	NTP PPLD	0 days	Fri 12/18/26	Fri 12/18/26	
8	**Final Design Activities**	**10 days**	**Fri 12/18/26**	**Thu 12/31/26**	
9	Scope Re-Walk	10 days	Fri 12/18/26	Thu 12/31/26	
10	**Procurement**	**73 days**	**Fri 1/1/27**	**Tue 4/13/27**	
11	Submittals	18 days	Fri 1/1/27	Tue 1/26/27	
12	Order Material	5 days	Wed 1/27/27	Tue 2/2/27	
13	Track and Receive Material	50 days	Wed 2/3/27	Tue 4/13/27	
14	**Installation/Closeout**	**100 days**	**Wed 4/14/27**	**Tue 8/31/27**	
15	Install	80 days	Wed 4/14/27	Tue 8/3/27	
16	Punch List/Commissioning	10 days	Wed 8/4/27	Tue 8/17/27	
17	Substantial Completion	0 days	Tue 8/17/27	Tue 8/17/27	
18	As-Built Updates	5 days	Wed 8/18/27	Tue 8/24/27	
19	Lighting Turnover	5 days	Wed 8/25/27	Tue 8/31/27	
20	**Mechanical**	**282 days**	**Fri 12/18/26**	**Mon 1/17/28**	
21	SubContracts	15 days	Fri 12/18/26	Thu 1/7/27	
22	NTP PPLD	0 days	Fri 12/18/26	Fri 12/18/26	
23	**Final Design Activities**	**2 days**	**Fri 12/18/26**	**Mon 12/21/26**	
24	Scope Re-Walk	2 days	Fri 12/18/26	Mon 12/21/26	
25	**Procurement**	**181 days**	**Tue 12/22/26**	**Tue 8/31/27**	
26	Submittals	18 days	Tue 12/22/26	Thu 1/14/27	
27	Order Material	5 days	Fri 1/15/27	Thu 1/21/27	
28	Track and Receive Material	90 days	Fri 1/22/27	Thu 5/27/27	
29	Summer No Go on Mechar	68 days	Fri 5/28/27	Tue 8/31/27	
30	**Installation/Closeout**	**99 days**	**Wed 9/1/27**	**Mon 1/17/28**	
31	Install Mechanical/Chillers/	50 days	Wed 9/1/27	Tue 11/9/27	
32	Install Controls	14 days	Wed 11/10/27	Mon 11/29/27	
33	Punch List/Commissioning	10 days	Tue 11/30/27	Mon 12/13/27	
34	Substantial Completion	0 days	Mon 12/13/27	Mon 12/13/27	
35	As-Built Updates	15 days	Tue 12/14/27	Mon 1/3/28	
36	Project Turnover	10 days	Tue 1/4/28	Mon 1/17/28	
37	**Weatherization**	**79 days**	**Fri 12/18/26**	**Wed 4/7/27**	
38	SubContracts	15 days	Fri 12/18/26	Thu 1/7/27	
39	NTP PPLD	0 days	Fri 12/18/26	Fri 12/18/26	
40	**Final Design Activities**	**1 day**	**Fri 12/18/26**	**Fri 12/18/26**	
41	Scope Re-Walk	1 day	Fri 12/18/26	Fri 12/18/26	
42	**Procurement**	**33 days**	**Mon 12/21/26**	**Wed 2/3/27**	
43	Submittals	18 days	Mon 12/21/26	Wed 1/13/27	
44	Order Material	5 days	Thu 1/14/27	Wed 1/20/27	
45	Track and Receive Material	10 days	Thu 1/21/27	Wed 2/3/27	
46	**Installation/Closeout**	**45 days**	**Thu 2/4/27**	**Wed 4/7/27**	
47	Install	25 days	Thu 2/4/27	Wed 3/10/27	
48	Punch List/Commissioning	10 days	Thu 3/11/27	Wed 3/24/27	
49	Substantial Completion	0 days	Wed 3/24/27	Wed 3/24/27	



Executive Summary

ID	Task Name	Duration	Start	Finish	Resource Names
50	As-Built Updates	5 days	Thu 3/25/27	Wed 3/31/27	
51	Weatherization Turnover	5 days	Thu 4/1/27	Wed 4/7/27	
52	**Building Automation Systems (I**	**130 days**	**Fri 12/18/26**	**Thu 6/17/27**	
53	SubContracts	15 days	Fri 12/18/26	Thu 1/7/27	
54	NTP PPLD	0 days	Fri 12/18/26	Fri 12/18/26	
55	**Final Design Activities**	**7 days**	**Fri 12/18/26**	**Mon 12/28/2**	
56	Scope Re-Walk	7 days	Fri 12/18/26	Mon 12/28/2	
57	**Procurement**	**53 days**	**Tue 12/29/2**	**Thu 3/11/27**	
58	Submittals	18 days	Tue 12/29/26	Thu 1/21/27	
59	Order Material	5 days	Fri 1/22/27	Thu 1/28/27	
60	Track and Receive Material	30 days	Fri 1/29/27	Thu 3/11/27	
61	**Installation/Closeout**	**70 days**	**Fri 3/12/27**	**Thu 6/17/27**	
62	Install	50 days	Fri 3/12/27	Thu 5/20/27	
63	Punch List/Commissioning	10 days	Fri 5/21/27	Thu 6/3/27	
64	Substantial Completion	0 days	Thu 6/3/27	Thu 6/3/27	
65	As-Built Updates	5 days	Fri 6/4/27	Thu 6/10/27	
66	BAS Turnover	5 days	Fri 6/11/27	Thu 6/17/27	
67	**Domestic Water Conservation**	**135 days**	**Fri 12/18/26**	**Thu 6/24/27**	
68	SubContracts	15 days	Fri 12/18/26	Thu 1/7/27	
69	NTP PPLD	0 days	Fri 12/18/26	Fri 12/18/26	
70	**Final Design Activities**	**14 days**	**Fri 12/18/26**	**Wed 1/6/27**	
71	Scope Re-Walk	2 days	Fri 12/18/26	Mon 12/21/2	
72	**Procurement**	**78 days**	**Tue 12/22/2**	**Thu 4/8/27**	
73	Submittals	18 days	Tue 12/22/26	Thu 1/14/27	
74	Order Material	30 days	Fri 1/15/27	Thu 2/25/27	
75	Track and Receive Material	30 days	Fri 2/26/27	Thu 4/8/27	
76	**Installation/Closeout**	**55 days**	**Fri 4/9/27**	**Thu 6/24/27**	
77	Install	35 days	Fri 4/9/27	Thu 5/27/27	
78	Punch List/Commissioning	10 days	Fri 5/28/27	Thu 6/10/27	
79	Substantial Completion	0 days	Thu 6/10/27	Thu 6/10/27	
80	As-Built Updates	5 days	Fri 6/11/27	Thu 6/17/27	
81	Domestic Water Turnover	5 days	Fri 6/18/27	Thu 6/24/27	
82	**Domestic Water Conservation (Irrigation)**	**122 days**	**Fri 12/18/26**	**Mon 6/7/27**	
83	SubContracts	15 days	Fri 12/18/26	Thu 1/7/27	
84	NTP PPLD	0 days	Fri 12/18/26	Fri 12/18/26	
85	**Final Design Activities**	**14 days**	**Fri 12/18/26**	**Wed 1/6/27**	
86	Scope Re-Walk	2 days	Fri 12/18/26	Mon 12/21/2	
87	**Procurement**	**65 days**	**Tue 12/22/2**	**Mon 3/22/27**	
88	Submittals	18 days	Tue 12/22/26	Thu 1/14/27	
89	Order Material	3 days	Fri 1/15/27	Tue 1/19/27	
90	Spring Start	44 days	Wed 1/20/27	Mon 3/22/27	
91	**Installation/Closeout**	**55 days**	**Tue 3/23/27**	**Mon 6/7/27**	
92	Install	35 days	Tue 3/23/27	Mon 5/10/27	
93	Punch List/Commissioning	10 days	Tue 5/11/27	Mon 5/24/27	
94	Substantial Completion	0 days	Mon 5/24/27	Mon 5/24/27	
95	As-Built Updates	5 days	Tue 5/25/27	Mon 5/31/27	
96	Irrigation Turnover	5 days	Tue 6/1/27	Mon 6/7/27	



Project: PPLD High Level Sched
Date: Thu 11/12/26

Task · Split · Milestone · Summary · Project Summary · Inactive Task · Inactive Milestone · Inactive Summary · Manual Task · Duration-only · Manual Summary Rollup · Manual Summary · Start-only · Finish-only · External Tasks · External Milestone · Deadline · Progress · Manual Progress

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Utility Data

1. Current Rate Schedules
2. Escalation Rates
3. Base Year Annual Summary Per Building
4. Building Performance – Energy Use Index

Utility Data

UTILITY DATA

Current Rate Schedules

Table 5: Building Electric Rate Schedules

Facility	Electric Rate Schedule					Natural Gas Rate Schedule				Water/Sewer Rate Schedule				
	CSU - ETL	CSU - E2C	MVEA - 18.40	MVEA - 18.60	Fountain - Commercial Demand	CSU - G1CL	CSU - G1CS	Black Hills - GC-SV	Ed Glaser Propane	CSU Water/Sewer	City of Fountain	Town of Calhan	Woodmen Hills	Cascade Metro
Library 21C	X					X				X				
Calhan Library			X						X			X		
East Library	X					X				X				
Fountain Library					X			X			X			
The Hall	X					X				X				
High Prairie Library				X		Building does not use natural gas							X	
Old Colorado City Library		X				X				X				
Penrose Library	X					X				X				
Regional History	X					X				X				
Ruth Holley Library		X				X				X				
Sand Creek Library		X				X				X				
Ute Pass Library		X						X						X

ELECTRIC RATE DESCRIPTIONS

COLORADO SPRINGS UTILITIES INDUSTRIAL SERVICE – ETL

The largest three buildings in scope, East Library, Penrose Library, and Library 21C, are currently on Colorado Springs Utilities' Industrial Service (ETL) rate schedule. The rate includes an Electric Capacity Charge (ECC) of approximately $0.0048/kWh, an Electric Cost Adjustment (ECA) of approximately $0.0411/kWh during On-Peak periods and $0.0206/kWh during Off-Peak periods, and demand charges of approximately $0.8954/kW for On-Peak demand and $0.5820/kW for Off-Peak demand. The ECC and demand rates are effective January 1, 2026, while the ECA rates shown are effective September 1, 2026. On-Peak hours are 5:00 PM to 9:00 PM Monday through Friday, with all other hours considered Off-Peak. The ETL rate was used for savings calculations for applicable buildings.

COLORADO SPRINGS UTILITIES INDUSTRIAL SMALL SERVICE – EIS

Buildings in scope on Colorado Springs Utilities' Industrial Small Service (EIS) rate schedule are billed an Electric Capacity Charge (ECC) of less than $0.01/kWh, an Electric Cost Adjustment (ECA) of approximately $0.04/kWh during On-Peak periods and $0.02/kWh during Off-Peak periods, and demand charges of approximately $0.88/kW for On-Peak demand and $0.57/kW for Off-Peak demand. The ECC and demand rates are effective January 1, 2026, while the ECA rates shown are effective September 1, 2026. On-Peak hours are 5:00 PM to 9:00 PM Monday through Friday, with all other hours considered Off-Peak. The EIS rate was used for savings calculations for applicable buildings.

COLORADO SPRINGS UTILITIES GENERAL COMMERCIAL SERVICE – E2C

Buildings in scope on Colorado Springs Utilities' General Commercial Service (E2C) rate schedule are billed an energy charge of approximately $0.11/kWh. The rate also includes an Electric Cost Adjustment (ECA) and an Access and Facilities (A&F) charge, each of less than $0.01/kWh. All rates are effective January 1, 2026. The E2C rate was used for savings calculations for applicable buildings.

Utility Data

COLORADO SPRINGS UTILITIES COMMERCIAL - MEDIUM - ECM

Buildings in scope on Colorado Springs Utilities' Commercial Service – Medium (ECM) rate schedule are billed seasonal time-of-day energy rates that include the Access and Facilities (A&F) charge. Winter rates are approximately $0.10/kWh during On-Peak periods and $0.07/kWh during Off-Peak periods, and summer rates are approximately $0.12/kWh during On-Peak periods and $0.07/kWh during Off-Peak periods. All rates are effective January 1, 2026. On-Peak hours are 5:00 PM to 9:00 PM Monday through Friday, with all other hours considered Off-Peak. The ECM rate was used for savings calculations for applicable buildings.

MOUNTAIN VIEW ELECTRIC ASSOCIATION - COMMERCIAL SMALL POWER - 18.40

Buildings in scope on Mountain View Electric Association's Commercial Small Power (18.40) rate schedule are billed an energy charge of approximately $0.14/kWh, effective January 1, 2026. The 18.40 rate was used for savings calculations for applicable buildings.

MOUNTAIN VIEW ELECTRIC ASSOCIATION - COMMERCIAL LARGE POWER - 18.60

Buildings in scope on Mountain View Electric Association's Commercial Large Power (18.60) rate schedule are billed an energy charge of approximately $0.05/kWh and a demand charge of approximately $19.33 per kVA, both effective January 1, 2026. The 18.60 rate was used for savings calculations for applicable buildings.

NATURAL GAS RATE DESCRIPTIONS

ED GLASER PROPANE (VOLUME OF PROPANE CONVERTED TO THERMS)

Buildings in scope in Calhan are served by propane delivered by Ed Glaser Propane. Propane volumes are converted to therms for comparison with natural gas, at an approximate cost of $1.09/therm, effective January 1, 2026. The propane rate was used for savings calculations for applicable buildings.

COLORADO SPRINGS UTILITIES COMMERCIAL - LARGE - G1CL

Buildings in scope on Colorado Springs Utilities' Commercial Service – Large (G1CL) natural gas rate schedule are billed approximately $0.46/therm, effective January 1, 2026. The G1CL rate was used for savings calculations for applicable buildings.

COLORADO SPRINGS UTILITIES COMMERCIAL - SMALL - G1CS

Buildings in scope on Colorado Springs Utilities' Commercial Service – Small (G1CS) natural gas rate schedule are billed approximately $0.49/therm, effective January 1, 2026. The G1CS rate was used for savings calculations for applicable buildings.

BLACK HILLS ENERGY - COMMERCIAL - CG-SV

Buildings in scope on Black Hills Energy's Commercial (CG-SV) natural gas rate schedule are billed approximately $0.55/therm, effective January 1, 2026. The CG-SV rate was used for savings calculations for applicable buildings.

WATER RATE DESCRIPTIONS

COLORADO SPRINGS UTILITIES WATER AND SEWER

Utility Data

Buildings in scope on Colorado Springs Utilities' water and sewer service are billed a combined rate of approximately $14.63/kgal, effective January 1, 2026. The rate was used for savings calculations for applicable buildings.

TOWN OF CALHAN WATER AND SEWER

Buildings in scope served by the Town of Calhan are billed a combined water and sewer rate of approximately $7.92/kgal, effective January 1, 2026. The rate was used for savings calculations for applicable buildings.

CITY OF FOUNTAIN WATER AND SEWER

Buildings in scope served by the City of Fountain are billed a combined water and sewer rate of approximately $17.68/kgal, effective January 1, 2026. The rate was used for savings calculations for applicable buildings.

WOODMEN HILLS METRO DISTRICT WATER AND SEWER

Buildings in scope served by the Woodmen Hills Metro District are billed a combined water and sewer rate of approximately $15.00/kgal, effective January 1, 2026. The rate was used for savings calculations for applicable buildings.

COLORADO SPRINGS UTILITIES WATER AND CASCADE METRO DISTRICT SEWER

Buildings in scope served by Colorado Springs Utilities for water and the Cascade Metro District for sewer are billed a combined rate of approximately $14.55/kgal, effective January 1, 2026. The rate was used for savings calculations for applicable buildings.

Escalation Rates

ELECTRICITY

An electricity escalation of 9.0% in the first 5 years and 5.0% after the first 5 years is used in the Cash Flow.

NATURAL GAS

A natural gas escalation of 9.0% in the first 5 years and 5.0% after the first 5 years is used in the Cash Flow.

WATER/SEWER

A water and sewer escalation of 9.0% in the first 5 years and 5.0% after the first 5 years is used in the Cash Flow.

OPERATION AND MAINTENANCE (O&M)

An operation and maintenance escalation of 5.0% is used in the Cash Flow.

MEASUREMENT AND VERIFICATION (M&V)

A measurement and verification escalation of 3.0% is used in the Cash Flow.

Utility Data

Base Year Annual Summary Per Building

The baseline energy usage for each building is summarized below in **Error! Not a valid bookmark self-reference.**. Reference *Appendix B: Utilities Building by Building* for detailed breakdowns of utility usage as well as base year determination for each individual building.

Table 3: Annual Utility Summary Per Building

Average Annual Utilities	Acronym	Total Utilities	Electric			Natural Gas		Water Sewer	
Facility		$	Use kWh	Demand kW	Cost $	Use Therms	Cost $	Use kgal	Cost $
Totals		$ 637,959	4,142,070	12,665	$483,563	116,529	$64,569	5,968	$89,828
Library 21C	21C	$ 188,488	1,105,697	3,480	$146,509	45,868	$ 23,187	1,630	$18,792
Calhan Library*	CA	$ 7,950	20,898	-	$ 3,471	1,278	$ 2,856	-	$ 1,623
East Library	EA	$ 188,632	1,353,237	4,103	$147,052	21,925	$ 11,245	2,066	$30,335
Fountain Library	FO	$ 18,209	95,329	325	$ 11,829	3,300	$ 3,051	152	$ 3,329
High Prairie Library**	HI	$ 15,992	88,523	242	$ 10,581	-	$ -	554	$ 5,411
Old Colorado City Library	OL	$ 9,765	35,262	105	$ 6,379	2,894	$ 1,763	40	$ 1,622
The Hall***	HALL	$ 170,471	1,223,300	3,561	$131,264	31,194	$ 16,012	121	$ 2,734
Penrose Library***	PE							1,259	$19,202
Regional History***	RH							12	$ 1,259
Ruth Holley Library	RU	$ 14,915	96,202	295	$ 11,277	4,305	$ 2,496	33	$ 1,142
Sand Creek Library	SA	$ 16,933	103,802	379	$ 12,610	4,243	$ 2,443	60	$ 1,880
Ute Pass Library	UT	$ 6,604	19,820	174	$ 2,590	1,523	$ 1,516	43	$ 2,497

Utility Data

Building Performance – Energy Use Index

Figure 2: Total Utility Cost Breakdown shows a breakdown of the annual utility expenses for Pikes Peak Library District's facilities in scope. Electricity accounts for about 76% of the total utility cost and natural gas accounts for about 10% of the total utility cost.

Figure 2: Total Utility Cost Breakdown

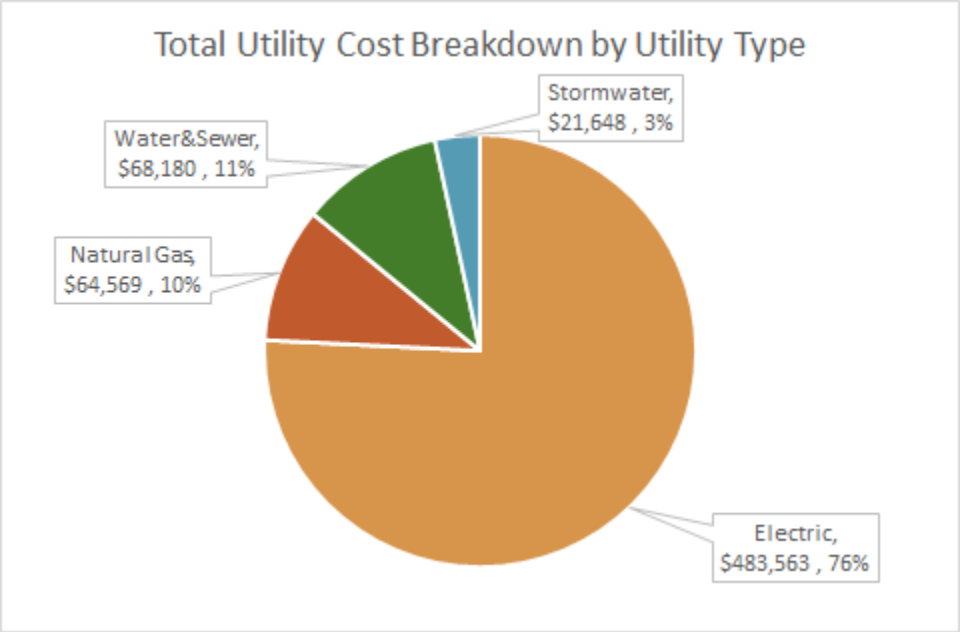


Table 4: Energy Use Intensity and Cost Index shows a summary of the Energy Use Intensity (EUI) for total energy consumed and total energy billed as well as the Energy Cost Index (ECI) for all facilities in scope. The following definitions are important to understand for this annual baseline analysis:

Energy Use Index (EUI): Total electricity and natural gas consumed per year (in kBtu) divided by facility square footage (does not include water and sewer).

Energy Cost Index (ECI): Total cost of billed electricity and natural gas per year divided by facility square footage (does not include water and sewer).

Utility Cost Index: Total cost for all consumed utilities per year divided by facility square footage (includes water and sewer).

Utility Data

Table 4: Energy Use Intensity and Cost Index

Energy Use Intensity (EUI)					
Facility	Area	Electric	Natural Gas	Total	Energy Cost Index
	SF	kBtu/SF	kBtu/SF	kBtu/SF	$/SF
Total	325,581	43.4	35.8	79.2	$1.96
Library 21C	115,058	32.8	39.9	72.7	$1.64
Calhan Library	2,400	29.7	53.2	82.9	$3.31
East Library	70,153	65.8	31.3	97.1	$2.69
Fountain Library	9,582	33.9	34.4	68.4	$1.90
High Prairie Library	6,008	50.3	0.0	50.3	$2.66
Old Colorado City Library	4,909	24.5	59.0	83.5	$1.99
The Hall	90,819	46.0	34.3	80.3	$1.88
Penrose Library					
Regional History					
Ruth Holley Library	10,469	31.4	41.1	72.5	$1.42
Sand Creek Library	14,060	25.2	30.2	55.4	$1.20
Ute Pass Library	2,123	31.9	71.8	103.6	$3.11

Note: Penrose Library, Regional History and The Hall are all part of the same campus that is served by the same central heating and cooling plants. For this reason, the EUI shown represents the overall campus EUI.

3

ECM Descriptions

1. Matrix
2. Measure Descriptions
3. Exclusions and Clarifications
4. Energy Savings
5. Measures Investigated but not Pursued

ECM Descriptions

ECM DESCRIPTIONS

This section describes the Energy Conservation Measures (ECMs) identified through the site audit, utility data analysis, and staff interview process. Each recommended measure has been carefully evaluated for its feasibility and potential impact. The tables in this section list the recommended ECMs including a brief description, construction costs, energy and maintenance savings, CO2 savings, utility rebates, grants and the simple payback for each measure. Additionally, measures that were investigated but are no longer being pursued are listed and explained.

The Energy Conservation Measures Descriptions document the existing conditions, proposed ECM description, savings calculation methodology, measurement and verification plan, training plan, commissioning plan and warranty for each measure. For more information on the buildings, please refer to *Appendix A: Facility Descriptions*.

ECM Descriptions

Matrix

Energy Conservation Measures included in the project for each facility can be seen in the ECM Matrix below.

Figure 3: ECM Matrix

Pikes Peak Library District - Investment Grade Audit
Energy Conservation Measures

ECM Number	Energy Conservation Measure (ECM)	ECM Description	21C	Calhan	East	Fountain	The Hall	High Prairie	Old Colorado City	Penrose	Regional History	Ruth Holley	Sand Creek	Ute Pass
2.01	Chiller Replacement	Replace existing End of Life chillers with like-for-like units.	X		X					X				
4.01	Controls Upgrades	Provide complete overhaul of existing controls system and convert from pneumatic controls to DDC. Also, replace pneumatic control valves and integrate controls into a new BAS system. Includes installation of VFDs on AHU fans, installation of VAV conversion kits on VAV boxes with pneumatic valves, and integration of pneumatic HW baseboard heaters at Library 21C.	X				X			X	X			
4.02	Controls Integration	Utilize the current BACnet system and integrate to new BAS front end that contains 21C, Penrose and the smaller libraries through the district. Also, recalibrate and/or replace CO_2 sensors to ensure proper regulation of ventilation air and perform RCx controls optimization measures.			X									
4.03	Network Smart Thermostats	Install network thermostats in small facilities to allow for remote control, scheduling and monitoring of HVAC systems. Includes relocation of thermostats at Ute Pass.		X		X		X				X	X	X
5.01	Test and Balance	Test and balance airside & waterside equipment to ensure proper flow rates as per design intent. Investigate chilled water flow issues at Penrose complex.	X		X		X			X	X			
8.01	Install VFDs on HW Pumps	Install VFDs on hot water pumps to provide variable flow pumping to reduce energy use during part load conditions.	X											
9.01	LED Lighting Upgrades	Replace existing non-LED lamps/fixtures with new LED Lamps/Fixtures. Evaluate spaces for under or over lit areas.	X	X	X	X	X	X	X	X	X	X	X	X
9.02	LED Lighting Add Alt	Additional lighting scope measures to address lighting pain points, including removal of difficult-to-service fixtures, increase of lamp wattages in dim areas, and installation of additional fixtures and controls.	X		X		X	X		X			X	
13.01	Building Envelope Improvements	Air sealing, weather stripping, and weatherization measures to reduce infiltration through the building envelope and improve occupant comfort.	X	X	X	X	X	X	X	X	X	X	X	X
18.01	Indoor Domestic Water Conservation	Replace or recommission valve kits and install low flow fixtures and devices on sinks, toilets and urinals to reduce water consumption.	X	X	X	X	X	X	X	X	X	X	X	X
18.02	Smart Irrigation Controls	Upgrade existing irrigation controllers to have remote access and smart capabilities with evapotranspiration control.	X		X		X			X	X			

X Included in Energy Performance Contract

ECM Descriptions

Measure Descriptions

CHILLER REPLACEMENTS

Existing Conditions

Aging chillers are often a source of disruption, discomfort, and unnecessary expenses as they inevitably begin to fail. Proactively replacing chillers as they approach their end of useful life (EUL) helps avoid those unnecessary issues and expenses while improving the cooling efficiency of the overall building.

Currently, Pikes Peak Library District has three aging/near-end-of-life chillers at the largest three buildings: Library 21C, East Library, and Penrose Library. At Library 21C, there is a 200-ton 38-year-old air-cooled scroll chiller used for backup cooling. At East Library, there is a 23-year-old air-cooled screw chiller serving as the primary source of cooling at the building. At Penrose Library, there is a 27-year-old water-cooled screw chiller that is fed by a cooling tower and supplies chilled water to all three buildings in the Penrose complex (Regional History, the Hall, and Penrose Library).

Proposed Modifications

The proposed chiller replacement measures would include the replacement of the air-cooled chiller at East Library (EA), the older CH-1 air-cooled chiller at Library 21C (21C) and the existing water-cooled chiller at Penrose Library (PE) with modern high efficiency chillers. This chiller upgrade will provide more consistent comfort for occupants during summer months, renew each chillers life cycle, reduce maintenance costs associated with repairs, and save energy costs thanks to the improved cooling efficiency of the new chillers.

At Library 21C, the existing backup chiller CH-1 is to be removed and replaced with a new 200-ton Daikin AGZ scroll-compressor chiller.

At East Library, the existing 200-ton air-cooled chiller in the parking lot enclosure will be replaced by a 181-ton Daikin AGZ scroll-compressor chiller. The size of the proposed chiller necessitates an expansion of the concrete and acoustic CMU block enclosure wall. The lateral walls of the enclosure would be expanded 48 inches to the north to accommodate the new chiller.

At Penrose Library, the water-cooled chiller serving Penrose Library, the Hall, and the Regional History building would be replaced with a 293-ton Multistack modular water-cooled scroll-compressor chiller. Due to the compact and hard-to-reach location of the existing chiller, a modular chiller was proposed to reduce installation costs and avoid the demolition of any walls or roofs. Also included in this scope is the replacement of three circulation pumps – two (2) chilled water distribution pumps and one (1) chilled water circulation pump.

Refer to *Appendix C: Scopes of Work* for detailed scopes of work.

Savings Calculations

McKinstry's "McK8760" whole-building, 8760-hour energy simulation tool was utilized to model the baseline energy use of the three buildings where chiller replacements are proposed and to calculate both

the energy impact for the ECMs. The tool considers all energy use in the building and is calibrated to baseline utility data using TMY3 data. This is a true 8760 hourly calculation that uses TMY3 weather data for one year's worth of energy consumption. McKinstry's 8760 Calculation has been created to be flexible so it can quickly and accurately model a wide variety of energy conservation measures. This tool is Excel based, and because it was created in-house, modifications are possible if a non-standard system requires analysis - this is not possible with commercially available programs. McKinstry's Standard 8760 Calculation accounts for internal heat gains, building insulation values, infiltration, solar loads, night setback and outside air damper minimum shut down and air-side economizer operation, reheat systems such as VAV, fuel type, heating and cooling efficiency, fan energy, chilled water, heating water and condenser water plants. It is set up so that all inputs can be varied between the base and the proposed system. The calculated energy use for each measure is subtracted from the energy use of the previously modeled measure (stacking) to capture the interactive effects between the ECMs.

Savings were calculated from the difference in chiller efficiency between the new and old models. The McK8760 tool models chiller efficiency by receiving the specified full load EER as an input and calculating the efficiency curves based on input parameters such as compressor type and chilled water temperature delta.

For the Penrose Library, the selected replacement chiller has a capacity of 293 tons, while the existing chiller nameplate full-load capacity is 267 tons. To simulate the run conditions of the proposed chiller, a chiller efficiency curve was generated from the manufacturer-specified part-load values. Then, the efficiency of the new chiller at 267 tons was estimated using the curve. This new efficiency, an EER of 17.15, was used as the full load efficiency for the building.

Detailed savings calculations can be provided upon request.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

There is staff training and commissioning support included in scope for this measure. Facility staff will be responsible for maintenance of the new chillers. The new chillers are expected to save facility staff time and costs due to reduced O&M requirements.

CONTROLS UPGRADES

Existing Conditions

Penrose Library currently operates with a Building Automation System (BAS) consisting of Reliable Controls devices and pneumatic components, while Library 21C utilizes aging Delta devices along with a mix of pneumatic and Direct Digital Controls (DDC) controls and actuators. Both systems have existing controllers, sensors, actuators, wiring, and communications infrastructure that are outdated and/or obsolete, requiring replacement or verification to ensure the buildings are operating efficiently. The Reliable Control system cannot be accessed remotely requiring maintenance staff to be on site in order to operate it. Numerous operational deficiencies (failed components, over-ridden setpoints, etc.) contributing to inefficient operation and poor occupant comfort were identified during the Retro-commissioning Study.

Proposed Modifications

This scope of work includes the Penrose complex and Library 21C and involves controls upgrades from pneumatic to DDC at these buildings, as well as controls optimization through McKinstry's retro-commissioning (RCx) service, installation of VFDs on two multizone air handling units at Library 21C, installation of VAV conversion kits on obsolete pneumatic VAV boxes, and the installation/integration of a new BAS server. The existing BAS controllers are to be removed and replaced with modern BACnet/IP or BACnet MS/TP controllers to improve centralized visibility and control of the mechanical systems.

The following energy conservation measures were identified in an initial RCx investigation at Penrose Library. See the included RCx Scope of Work in Appendix J for more details about each measure:

- ECM 1: Equipment Repair
- ECM 2: Schedule Programming/Optimization
- ECM 3: Duct Static Pressure Reset
- ECM 4: Economizing Optimization
- ECM 5: Zone Temperature Setpoint Optimization
- ECM 6: Heating Lockout
- ECM 7: Chilled Water System Optimization and Repair

The following measures are also recommended, but do not have any associated energy impact:

- Chilled Water Pump Current Transducer Replacement

ECM Descriptions

The following energy conservation measures were identified in an initial RCx investigation at Library 21C. See the included RCx Scope of Work in Appendix J for more details about each measure:

- ECM 1: AHU Repair
- ECM 2: Schedule Programming/Optimization
- ECM 3: Hot Deck/Cold Deck Reset Optimization
- ECM 4: Economizing Optimization
- ECM 5: Zone Temperature Setpoint Optimization
- ECM 6: Simultaneous Heating and Cooling / Heating and Cooling Lockout
- ECM 7: Chilled Water Balancing and DP Reset
- ECM 8: Baseboard Heating Control

The following measures are also recommended, but do not have any associated energy impact:

- Air Balancing and IAQ
- AHU-4 Fan Belt Replacement
- AHU-1 IGV Calibration
- AHU-2 Damper Calibration

Savings Calculations

McKinstry's "McK8760" whole-building, 8760-hour energy simulation tool was utilized to model the baseline energy use of the three buildings where chiller replacements are proposed and to calculate both the energy impact for the ECMs. The tool considers all energy use in the building and is calibrated to baseline utility data using TMY3 data. This is a true 8760 hourly calculation that uses TMY3 weather data for one year's worth of energy consumption. McKinstry's 8760 Calculation has been created to be flexible so it can quickly and accurately model a wide variety of energy conservation measures. This tool is Excel based, and because it was created in-house, modifications are possible if a non-standard system requires analysis - this is not possible with commercially available programs. McKinstry's Standard 8760 Calculation accounts for internal heat gains, building insulation values, infiltration, solar loads, night setback and outside air damper minimum shut down and air-side economizer operation, reheat systems such as VAV, fuel type, heating and cooling efficiency, fan energy, chilled water, heating water and condenser water plants. It is set up so that all inputs can be varied between the base and the proposed system. The calculated energy use for each measure is subtracted from the energy use of the previously modeled measure (stacking) to capture the interactive effects between the ECMs.

Each RCx-recommended controls measure was implemented iteratively into the associated McK8760 building model. Please see the attached RCx report for detailed breakdowns of each proposed measure with savings calculation descriptions.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

Training will be provided to ensure proper operation of the optimized control system. Building operators can expect a more streamlined, user friendly, and effective building automation system that allows for access to view and control the HVAC systems at all three large buildings, both on-site and remotely, from a single interface. Additionally, multiple users will be able to access and control the system simultaneously. This will save building operators time and resources that would have been previously spent troubleshooting and overriding systems.

CONTROLS INTEGRATION

Existing Conditions

At East Library, there are currently CO2 sensors in the return ducts of each air handling unit that are old and need of replacement. Additionally, the existing DDC BAS system is not operating in the most efficient manner and there are several opportunities identified by the retro-commissioning (RCx) team to improve the performance of the controls system and mechanical equipment.

Proposed Modifications

The proposed measure is to replace the existing CO2 sensors with new models to ensure that the amount of outside air provided meets ASHRAE 62.1 requirements. This will also automatically reduce outside air provided during unoccupied or low occupancy times to reduce unnecessary energy consumption. The scope also includes integration of the existing BAS system into the central server and main BAS front-end (user interface), as well as controls optimization through McKinstry's RCx service. An RCx investigation identified the following Energy Conservation Measures recommended for implementation at East Library. See the included RCx Scope of Work in Appendix J for more details about each measure:

- ECM 1: Equipment Repair

ECM Descriptions

- ECM 2: Schedule Programming/Optimization
- ECM 3: Discharge Air Temperature Reset
- ECM 4: Duct Static Pressure Reset
- ECM 5: Economizing Optimization
- ECM 6: Zone Temperature Setpoint Optimization
- ECM 7: Heating and Cooling Lockout

The following measures are also recommended, but do not have any associated energy impact:

- Air Balancing and IAQ
- AHU Damper Calibration/Repair
- AHU 3 Return Fan Display
- PID Loop Calibration
- DSP Sensor Calibration

See the included RCx Scope of Work for East Library for more details about each measure.

Savings Calculations

Each RCx-recommended controls measure was implemented iteratively into the associated McK8760 building model. Please see the attached RCx report for detailed breakdowns of each proposed measure with savings calculation descriptions.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

Training will be provided to ensure proper operation of the optimized control system.

NETWORK SMART THERMOSTATS

Existing Conditions

At six of the smaller library buildings (Calhan, Fountain, High Prairie, Ruth Holley, Sand Creek, and Ute Pass Libraries), there are currently programmable thermostats with programmed scheduled setbacks. There are often complaints about temperature and comfort from both staff and visitors, and to address these complaints, facility staff must travel to the sites to adjust the thermostats in person. Some of these buildings (Ute Pass, Calhan, and Fountain in particular) are physically distant from the other locations, requiring longer drives. Also, the two programmable thermostats at the Ute Pass library are both located in the kitchen/break room area instead of the rooms their respective HVAC systems actually serve. This results in inaccurate operation due to the remote location and the impact on the measured air temperature by kitchen equipment. These thermostats do not provide accurate temperature control for the building as a result.

Proposed Modifications

This proposed measure includes the replacement of existing thermostats at six (6) smaller library buildings (Calhan, Fountain, High Prairie, Ruth Holley, Sand Creek, and Ute Pass Libraries) with network-integrated smart thermostats to allow for remote control, scheduling, and monitoring of HVAC systems and reduce the number of trips Facility Management employees need to take to the buildings. The smart thermostat systems at each building would be integrated into the new BAS front end proposed as part of the Controls Upgrade/Integration measures at Library 21C, East Library, and Penrose Library. This would allow access to view and control the HVAC systems at all these buildings from a single interface, remotely or onsite, improving Facility Management staff response times. These measures would also likely lead to increased occupant comfort and fewer temperature complaints.

The smart thermostat scope at Ute Pass Library would also include relocation of the two thermostats to the spaces served by the HVAC system associated with each thermostat.

Savings Calculations

At the buildings where this measure is being implemented, there are already programmable thermostats with schedules programmed, so energy savings are not being guaranteed for this measure.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

This measure is expected to decrease Facility staff travel and troubleshooting time by allowing remote access to each building's HVAC system through a single front-end interface. Additionally, this measure is expected to help improve comfort for both staff and visitors by decreasing the temperature control response time.

TEST AND BALANCE

Existing Conditions

At Penrose Library and Library 21C, there are complaints about the space temperature in specific spaces. Facilities personnel often have to manually override controls or physical dampers to ensure that spaces are receiving the necessary heating and cooling airflow they need.

Proposed Modifications

As part of a comprehensive approach to addressing the comfort issues at Library 21C and Penrose, McKinstry recommends Test and Balance for the existing and proposed airside and waterside equipment at the Penrose Library campus and Library 21C. This includes pre- and post-installation testing of airflow and water flow rates for existing equipment as well as other performance indicators for proposed equipment like the chiller replacements. Test and Balance will be focused on the balancing of existing mechanical equipment like control valves, airflow dampers, baseboard heaters, and terminal devices like variable air volume (VAV) boxes that have the greatest impact on occupant comfort.

Savings Calculations

There are no energy savings associated with this measure.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

This measure is expected to improve comfort by adjusting flow in airside distribution systems and waterside equipment.

INSTALL VFDS ON HW PUMPS

Existing Conditions

Currently, the hot water distribution pumps at Library 21C are constant volume without variable frequency drives (VFDs). The pumps operate at a constant flow, using more energy than necessary during part-load heating conditions.

Proposed Modifications

Variable-frequency drives (VFDs) vary pump motor speed as the load requires hot water in the system. A modest reduction in pump speed can generate significant energy savings. VFD installation is recommended for the distribution pumps at Library 21C to allow the motor speed to modulate with load, reducing energy use during part-load conditions.

Savings Calculations

McKinstry's "McK8760" whole-building, 8760-hour energy simulation tool was utilized to model the baseline energy use of the three buildings where chiller replacements are proposed and to calculate both the energy impact for the ECMs. The tool considers all energy use in the building and is calibrated to baseline utility data using TMY3 data. This is a true 8760 hourly calculation that uses TMY3 weather data for one year's worth of energy consumption. McKinstry's 8760 Calculation has been created to be flexible so it can quickly and accurately model a wide variety of energy conservation measures. This tool is Excel based, and because it was created in-house, modifications are possible if a non-standard system requires analysis - this is not possible with commercially available programs. McKinstry's Standard 8760 Calculation accounts for internal heat gains, building insulation values, infiltration, solar loads, night setback and outside air damper minimum shut down and air-side economizer operation, reheat systems such as VAV, fuel type, heating and cooling efficiency, fan energy, chilled water, heating water and condenser water plants. It is set up so that all inputs can be varied between the base and the proposed system. The calculated energy use for each measure is subtracted from the energy use of the previously modeled measure (stacking) to capture the interactive effects between the ECMs.

In the baseline case, the hot water pumps at 21C are modeled as constant volume with a minimum pump speed of 100%. In the proposed case, the minimum pump speed for the hot water pumps was modeled at an estimated 50%. The model then takes into account changing heating loads in the building to calculate heating demand at AHUs and terminal devices and thus the pump speed. Energy savings are realized by these pump speed reductions at part-load conditions.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

There are no post installation facility impacts expected for this measure. PPLD has other pumping systems with variable frequence drives so they are familiar with the associated operation and maintenance.

LED LIGHTING UPGRADES

Existing Conditions

The majority of the existing lighting fixtures in Pikes Peak Library District are fluorescent fixtures. Fluorescent lighting uses more energy and does not last as long as modern LED lighting which leads to higher than necessary energy use and higher maintenance costs due to more frequent replacements. The State of Colorado banned the manufacture, distribution, sale or offering of fluorescent lighting in 2025 as part of the Clean Lighting Act (House Bill 23-1161). Refer to Appendix C1 for list of existing lighting fixtures by space by facility.

Proposed Modifications

Reduce energy and maintenance costs by replacing existing fixtures with modern, high-efficiency, long lasting LED lighting. By replacing any remaining non-LED fixtures with new LED lighting, PPLD will significantly reduce the energy use in each facility, reduce staff maintenance time and reduce equipment replacement costs. The new LED lighting will also significantly reduce the heat added to the spaces by the less efficient fluorescent lighting. This will reduce the overall cooling load on the building which will reduce the load on the chiller used to cool each facility.

ECM Descriptions

Included in the propose scope of work is addressing the problematic areas (underlit, over lit, difficult to service) identified by PPLD staff as part of the investment grade audit.

Refer to Appendix C for detailed scope of work.

Savings Calculations

The energy savings for this ECM are based on the installation of higher efficiency LED lighting retrofits that reduce lighting power consumption and, in some cases, reduce runtime hours via lighting controls. Heating and cooling system impacts are based on equipment efficiencies at each site. Hours of operation were determined through staff interviews and schedule observations.

1. Determine Wattage Reduction

   Subtracting the post-retrofit power consumption to the pre-retrofit power consumption yields the wattage reduction per fixture. Pre- and post-retrofit fixture quantities and input wattages are provided in electronic calculation file.
2. Operating Hours
   The next step is to evaluate the fixture runtime. Operating hours are based on lighting site surveys and historical data of similar facility types. In most cases, the pre- and post-retrofit operating hours will be the same. Where controls will be installed, the post-retrofit operating hours will be less than the pre-retrofit operating hours. Refer to Appendix B for the M&V plan.
3. Calculate Energy Reduction
   The energy and demand savings generated by the lighting retrofit is calculated using the basic formulas below. However, these savings are adjusted in step 4 for heating and cooling impacts.

$$\text{kWh saved} = (\text{kW}_{\text{existing}} * \text{Runtime}_{\text{existing}}) - (\text{kW}_{\text{proposed}} * \text{Runtime}_{\text{proposed}})$$

$$\text{kW saved} = (\text{kW}_{\text{existing}} - \text{kW}_{\text{proposed}})$$

4. Determine HVAC Interaction
   Lighting fixtures take electricity and produce both light and heat. As energy efficiency increases, more of the ingoing electricity is used to produce light as opposed to heat. This results in a reduction in cooling energy during the cooling season as less heat needs to be removed (called a “cooling credit”) and into a small increase in heating energy during the heating season (called a “heating penalty”).

   The method used to determine the effects of energy efficient lighting designs on HVAC energy and installation costs is based on the ASHRAE journal's November 1993 article "Calculating Lighting and HVAC Interactions.

$$\text{Cooling Credit} = A * B_{\text{cooling}} / C_{\text{cooling}}$$

$$\text{Heating Penalty} = A * B_{\text{heating}} / C_{\text{heating}}$$

Where:

A = Lighting energy savings (kWh)

$B_{cooling}$ = Fraction based on whether the building has economization or not, and the percent of floor area that is mechanically cooled

$B_{heating}$ = Fraction based on the climate zone (unitless, provided in ASHRAE article), and the percent of floor area along the perimeter of the building

$C_{cooling}$ = Marginal coefficient of performance of cooling equipment (unitless).

$C_{heating}$ = Marginal coefficient of performance of heating equipment (unitless). In addition, this will be divided by 0.03412 to convert kWh to therms or divided by 0.4074 to convert kWh to klbs steam as appropriate.

5. Determine Operational Savings
   Operational savings were calculated based on subtracting baseline minus proposed calculated maintenance costs. Only equipment costs were accounted for, no labor savings were calculated. Maintenance costs were calculated based on the cost per hour to operate a fixture:

   Maintenance $ / run hr =

   = qty lamps * replacement cost per lamp / lamp lifetime (hrs)

   + qty ballasts * replacement cost per ballast / ballast lifetime (hrs)

   Baseline costs were based on industry accepted run hours for the existing equipment (for example 23,000 hours for T8 fluorescent lamps and 40,000 hours for ballasts). Industry accepted run hours were determined based on past experience and review of cut sheets of similar products. Proposed hours were based on equipment lives and replacement costs were based on the costs proposed in the project.

6. Determine Total Annual Savings
   The total savings generated by the lighting retrofit is determined by combining the lighting energy savings with the HVAC interaction results and the operational savings.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

Reduced maintenance and improved lighting quality without impacting operations.

BUILDING ENVELOPE IMPROVEMENTS

Existing Conditions

For many of the buildings owned by Pikes Peak Library District, energy use and occupant comfort is a concern due to the degrading weatherization on doors, windows, inserts, and walls. Gaps in ceiling and wall junction, gaps around the perimeter of doors, and worn or missing door weather strips in the exterior facade of the building were found after a thorough building envelope survey.

Proposed Modifications

In general, this measure consists of replacing weather-stripping around man-doors, overhead doors and sealing gaps and cracks around windows and between roof-wall assemblies. Refer to Appendix C and C3 for Scope of Work details. Numerous facilities are impacted by this scope of work. Refer to ECM Matrix in Section 3.1 to see which facilities are affected.

Savings Calculations

The savings for this ECM were:

Non-Electric Heating Savings = ((Bldg. Leakage sq mtrs) x (bldg k factor) x (Wind P Factor) x (HDD) x (9/5) x 0.075 x .243 x 60 x 24) / (100,000 x Eff %),

Electrical Heating Savings = ((Bldg. Leakage sq mtrs) x (bldg k factor) x (Wind P Factor) x (HDD) x (.075 x .243 x 60 x 24) x (conversion to kwh)

Cooling Savings = ((Bldg. Leakage sq mtrs) x (bldg k factor) x (Wind P Factor) x (CDD) x (.075 x .243 x 60 x 24)/Cooling COP x (conversion to kwh)

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

Facility personnel will need to maintain the new equipment and associated systems. Building staff and visitors can expect improved comfort in perimeter areas on hot or cold days.

INDOOR DOMESTIC WATER CONSERVATION

Existing Conditions

An audit of the library district facilities revealed that some of the toilets, urinals, and sinks are using more water than necessary, thus resulting in higher than necessary water, sewer, and domestic water heating costs. This audit was conducted at all 12 facilities in scope, and opportunities to reduce water usage were discovered at each building. Refer to Appendix C2 - Water Conservation Audit for a list of existing fixtures by facility.

Proposed Modifications

This measure reduces water use and water heating energy through the replacement of flushometer valve internal components, fixture tuning, replacement of diaphragm kits, tank toilet valve and flapper retrofits, and other measures. Refer to Appendix C2 - Water Conservation Audit for list of proposed fixture retrofits by facility.

Savings Calculations

Calculation Methodology – Standard Domestic Fixtures

Savings calculations are based on the following equations. All inputs, except for flow and flush volumes, are held constant between the base case and proposed case.

$$Water\ Savings\ \left(\frac{gal}{yr}\right) = \frac{Uses}{day} * \frac{days}{year} * [Baseline\ (gpm\ or\ gpf) - Proposed\ (gpm\ or\ gpf)]$$

$$Energy\ Savings\ = Water\ Savings\ \left(\frac{gal}{yr}\right) * (Tmixed - Tcold\ F) * \left(1\frac{Btu}{lb * F} * 8.34\frac{lb}{gal}\right)$$

See the attached water conservation audit report for more details on fixtures being retrofitted and savings calculations.

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

Facility personnel will need to maintain the new equipment and associated systems. By standardizing the flush valve components and aerators, the number of parts and inventory PPLD will need to track/store can be reduced.

SMART IRRIGATION CONTROLS

Existing Conditions

The current irrigation systems at East Library and Penrose Library are time-clock based controllers. The Penrose campus has three existing irrigation controllers, one of which provides control for a drip irrigation system serving the Regional History garden. The existing irrigation controller at Library 21C is a Rain Bird model that is capable of smart evapotranspiration (ET) control, but is currently operating on a time-clock based schedule and is not connected to a network.

Proposed Modifications

The proposed modification is to upgrade the existing Rain Bird controller at 21C to have WiFi network connection and ET based control, and to replace the four (4) existing timeclock-based controllers at East and Penrose. These controllers will then be connected to the WiFi network at each building via a LNK2 module and integrated into the Rain Bird 2.0 app with the intention of providing a centralized interface where the systems at all three buildings can be viewed and controlled. This service and tool can create water irrigation schedules daily using evapotranspiration (ET) technology to save water and adjust based on weather data automatically.

ECM Descriptions

Savings Calculations

The Landscape Water Demand was evaluated by applying the SLIDE (Simplified Landscape Irrigation Demand Estimation) method to ANSI/ASABE Standard 623 for calculating landscape watering requirements.

This SLIDE equation is defined as:

$$\textit{Landscape Water Demand (gal.)} = ET_o \times PF \times LA \times 0.623$$

Where:

- ET_o is inches of historical average site evapotranspiration data (inches of water).
- *PF* is the Plant Factor based on the vegetation type
- *LA* is the landscape area (ft^2)
- *0.623* is the conversion factor for gallons per inch-ft^2 of water

The proposed/optimal water use was evaluated as:

$$Irrigation\ Load\ (gal) = \frac{\sum_{n=May}^{Sept.}\{(ET_n\ x\ PF - 0.5P_n\ x\ 0.623\ )\ x\ days/month)\}}{DU\ x\ Sprinkler\ Eff.}$$

Where:

- ET_n is inches of average site evapotranspiration data (inches of water per day) for the month.
- *PF* is the Plant Factor based on the vegetation type (where the applicable values of 1.1 for the High School sports fields, and 0.7 for the irrigated sod at Castle Heights were used)
- *LA* is the landscape area (ft^2)
- *0.623* is the conversion factor for gallons per inch-ft^2 of water
- $0.5P_n$ is the historical daily average precipitation for the month, scaled by an effective precipitation factor of 50%.
- *Days/month* in the number of days for the month
- *DU* is the distribution uniformity of irrigation in the landscape area (70%), and
- *Sprinkler Eff.* is the sprinkler system's efficiency (75%)
- The annual irrigation load is evaluated on a monthly basis over the irrigation season (May through September).

Equipment Service Life

Refer to *Cost-Weighted Life Expectancy* section.

Commissioning Plan

Refer to Appendix D – Preliminary Commissioning Plan for commissioning for details.

Measurement & Verification Plan

Refer to Appendix E – M&V Plan for Measurement and Verification Plan for details.

ECM Descriptions

Warranty

The workmanship and materials installed under this ECM will be covered under the standard 1-year warranty provisions of the Energy Saving Performance Contract. If any installed materials have warranties that extend beyond the terms of the standard warranty, they will be transferred to the Owner at project closeout.

Post Installation Facility Impacts

Facility personnel will need to maintain the new equipment and associated systems, and are responsible for continuing to implement the recommended ET control method. Commissioning assistance will include setup of the Rain Bird 2.0 App, which will allow control and analysis of all installed smart irrigation controllers in one interface.

Exclusions and Clarifications

For all measures, refer to *Appendix C: Scopes of Work* for detailed list of exclusions and clarification associated with the EPC Project.

ECM Descriptions

Table 5: ECM Energy Savings Summary

		kWh	kW	Therm	kGal	kGal	kWh ($)	kW ($)	Therm ($)	kGal ($)	kGal ($)	$	%	($)
FIM Name	Facility	Electric Consumption	Electric Demand	Natural Gas	Water	Sewer	Electric Consumption	Electric Demand	Gas	Water	Sewer	O&M Savings (Annual Operational Savings)	Net Effective Guarantee Multiplier	Total 1st Year Savings
02.01 - 21C Chiller Replacement	Library 21C	24,703	6,620	0	0	0	$676	$5,065	$0	$0	$0	12,945	95%	$18,686
02.01 - EA Chiller Replacement	East Library	23,114	5,140	0	0	0	$634	$4,129	$0	$0	$0	3,132	95%	$7,895
02.01 - PE Chiller Replacement	Penrose Library	5,980	190	0	0	0	$165	$383	$0	$0	$0	10,144	95%	$10,692
04.01 - 21C Controls Upgrade	Library 21C	115,942	7,961	21,000	0	0	$3,050	$5,750	$9,609	$0	$0	0	95%	$18,410
04.01 - PE Controls Upgrade	Penrose Library	202,034	9,615	11,049	0	0	$5,683	$4,360	$5,056	$0	$0	0	95%	$15,099
04.02 - EA Controls Integration	East Library	206,797	(5,392)	3,323	0	0	$5,782	-$2,266	$1,521	$0	$0	0	95%	$5,037
04.03 - CA Network Smart Thermostats	Calhan Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
04.03 - FO Network Smart Thermostats	Fountain Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
04.03 - HI Network Smart Thermostats	High Prairie Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
04.03 - RU Network Smart Thermostats	Ruth Holley Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
04.03 - SA Network Smart Thermostats	Sand Creek Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
04.03 - UT Network Smart Thermostats	Ute Pass Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
05.01 - 21C Test and Balance	Library 21C	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
05.01 - PE Test and Balance	Penrose Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
08.01 - 21C Install VFDs on Motors	Library 21C	9,985	92	0	0	0	$279	$113	$0	$0	$0	0	95%	$391
09.01 - 21C LED Lighting Upgrades	Library 21C	157,056	26,626	(184)	0	0	$4,848	$19,426	-$84	$0	$0	3,307	95%	$27,498
09.01 - CA LED Lighting Upgrades	Calhan Library	171	0	0	0	0	$23	$0	$0	$0	$0	2	95%	$25
09.01 - EA LED Lighting Upgrades	East Library	334,167	37,856	(332)	0	0	$10,260	$27,895	-$152	$0	$0	6,004	95%	$44,007
09.01 - FO LED Lighting Upgrades	Fountain Library	17,767	1,386	(18)	0	0	$1,261	$480	-$10	$0	$0	504	95%	$2,235
09.01 - HALL LED Lighting Upgrades	The Hall	21,712	2,522	(29)	0	0	$668	$1,824	-$13	$0	$0	325	95%	$2,804
09.01 - HI LED Lighting Upgrades	High Prairie Library	13,431	40	0	0	0	$730	$771	$0	$0	$0	316	95%	$1,818
09.01 - OL LED Lighting Upgrades	Old Colorado City Library	9,680	0	(5)	0	0	$1,047	$0	-$2	$0	$0	306	95%	$1,351
09.01 - PE LED Lighting Upgrades	Penrose Library	179,821	22,815	(248)	0	0	$5,534	$16,370	-$113	$0	$0	3,072	95%	$24,862
09.01 - RH LED Lighting Upgrades	Regional History	12,135	1,480	(17)	0	0	$373	$1,070	-$8	$0	$0	740	95%	$2,176
09.01 - RU LED Lighting Upgrades	Ruth Holley Library	29,088	0	(26)	0	0	$3,147	$0	-$12	$0	$0	471	95%	$3,606
09.01 - SA LED Lighting Upgrades	Sand Creek Library	17,331	0	(21)	0	0	$1,875	$0	-$10	$0	$0	343	95%	$2,209
09.01 - UT LED Lighting Upgrades	Ute Pass Library	8,322	0	(12)	0	0	$900	$0	-$6	$0	$0	94	95%	$988
09.02 - 21C LED Lighting Add Alt	Library 21C	(371)	(485)	0	0	0	-$11	-$351	$0	$0	$0	0	95%	-$362
09.02 - EA LED Lighting Add Alt	East Library	5,947	493	0	0	0	$183	$357	$0	$0	$0	0	95%	$539
09.02 - HALL LED Lighting Add Alt	The Hall	(34)	0	0	0	0	-$1	$0	$0	$0	$0	0	95%	-$1
09.02 - HI LED Lighting Add Alt	High Prairie Library	(32)	0	0	0	0	-$2	$0	$0	$0	$0	0	95%	-$2
09.02 - PE LED Lighting Add Alt	Penrose Library	(1,247)	(121)	0	0	0	-$38	-$87	$0	$0	$0	0	95%	-$126
09.02 - SA LED Lighting Add Alt	Sand Creek Library	(2,227)	0	0	0	0	-$241	$0	$0	$0	$0	0	95%	-$241
13.01 - 21C Building Envelope Improvements	Library 21C	11,870	0	4,126	0	0	$366	$0	$1,888	$0	$0	0	95%	$2,254
13.01 - CA Building Envelope Improvements	Calhan Library	324	0	143	0	0	$44	$0	$156	$0	$0	0	95%	$201
13.01 - EA Building Envelope Improvements	East Library	3,879	0	1,430	0	0	$119	$0	$654	$0	$0	0	95%	$773
13.01 - FO Building Envelope Improvements	Fountain Library	467	0	180	0	0	$33	$0	$99	$0	$0	0	95%	$132
13.01 - HALL Building Envelope Improvements	The Hall	338	0	128	0	0	$10	$0	$59	$0	$0	0	95%	$69
13.01 - HI Building Envelope Improvements	High Prairie Library	16,757	0	0	0	0	$911	$0	$0	$0	$0	0	95%	$911
13.01 - OL Building Envelope Improvements	Old Colorado City Library	321	0	122	0	0	$35	$0	$56	$0	$0	0	95%	$90
13.01 - PE Building Envelope Improvements	Penrose Library	1,055	0	398	0	0	$32	$0	$182	$0	$0	0	95%	$215
13.01 - RH Building Envelope Improvements	Regional History	51	0	19	0	0	$2	$0	$9	$0	$0	0	95%	$10
13.01 - RU Building Envelope Improvements	Ruth Holley Library	586	0	221	0	0	$63	$0	$101	$0	$0	0	95%	$165
13.01 - SA Building Envelope Improvements	Sand Creek Library	265	0	100	0	0	$29	$0	$46	$0	$0	0	95%	$74
13.01 - UT Building Envelope Improvements	Ute Pass Library	0	0	0	0	0	$0	$0	$0	$0	$0	0	95%	$0
18.01 - 21C Domestic Water Conservation	Library 21C	0	0	186	59	0	$0	$0	$85	$862	$0	169	95%	$1,116
18.01 - CA Domestic Water Conservation	Calhan Library	140	0	0	2	0	$19	$0	$0	$15	$0	5	95%	$39
18.01 - EA Domestic Water Conservation	East Library	0	0	81	84	0	$0	$0	$37	$1,223	$0	88	95%	$1,348
18.01 - FO Domestic Water Conservation	Fountain Library	919	0	0	10	0	$65	$0	$0	$168	$0	15	95%	$248
18.01 - HALL Domestic Water Conservation	The Hall	251	0	0	2	0	$8	$0	$0	$28	$0	17	95%	$53
18.01 - HI Domestic Water Conservation	High Prairie Library	473	0	0	4	0	$26	$0	$0	$57	$0	2	95%	$85
18.01 - OL Domestic Water Conservation	Old Colorado City Library	0	0	48	10	0	$0	$0	$22	$153	$0	5	95%	$180
18.01 - PE Domestic Water Conservation	Penrose Library	0	0	124	125	0	$0	$0	$57	$1,835	$0	50	95%	$1,941
18.01 - RH Domestic Water Conservation	Regional History	195	0	0	3	0	$6	$0	$0	$42	$0	4	95%	$52
18.01 - RU Domestic Water Conservation	Ruth Holley Library	1,197	0	0	13	0	$130	$0	$0	$195	$0	21	95%	$345
18.01 - SA Domestic Water Conservation	Sand Creek Library	362	0	0	10	0	$39	$0	$0	$139	$0	27	95%	$205
18.01 - UT Domestic Water Conservation	Ute Pass Library	0	0	7	2	0	$0	$0	$4	$28	$0	5	95%	$36
18.02 - 21C Smart Irrigation Controls	Library 21C	0	0	0	237	0	$0	$0	$0	$3,461	$0	0	95%	$3,461
18.02 - EA Smart Irrigation Controls	East Library	0	0	0	280	0	$0	$0	$0	$4,100	$0	0	95%	$4,100
18.02 - PE Smart Irrigation Controls	Penrose Library	0	0	0	61	0	$0	$0	$0	$890	$0	0	95%	$890
Grand Total		**1,430,723**	**116,837**	**41,791**	**901**	**0**	**$48,765**	**$85,289**	**$19,229**	**$13,193**	**$0**	**42,113**		**$208,589**

ECM Descriptions

Cost Weighted Life Expectancy

Table 60: Cost Weighted Life Expectancy

FIM Name	Construction Cost	Service Life	Weighted Service Life *	Notes
02.01 - Chiller Replacement	$2,962,577	20	7.28	20 yrs for scroll chiller per ASHRAE
04.01 - Controls Upgrades	$2,449,357	20	6.02	Average life for valves, dampers, wiring & controls
04.02 - Controls Integration	$182,718	20	0.45	Average life for wiring & controls
04.03 - Network Smart Thermostats	$129,017	15	0.24	15 years for electronic controls per ASHRAE
05.01 - Test and Balance	$390,563	20	0.96	When left as set
08.01 - Install VFDs on HW Pumps	$15,146	16.5	0.03	15 yrs for VFD, 18 years for motors, per ASHRAE
09.01 - LED Lighting Upgrades	$1,457,537	20	3.58	20 years per Colorado Springs Utilities
09.02 - LED Lighting Add Alt	$201,137	20	0.49	20 years per Colorado Springs Utilities
13.01 - Building Envelope Improvements	$212,952	21.5	0.56	25 yrs for sealants, 10 years for weather stripping
18.01 - Indoor Domestic Water Conservation	$119,042	17.5	0.26	20-years for flushometers, 10-years for valve wear components & aerators
18.02 - Smart Irrigation Controls	$14,980	15	0.03	15 years for electronic controls per ASHRAE
Total Construction Cost	**$8,135,026**	**Average**	**19.9**	Excludes Audit and Contingency

* Weighted Service Life = ECM Construction Cost x Service Life / Total Construction Cost

Measures Investigated but not Included

The following is a list of measures that were investigated but are not included in the recommended scope for this phase of the Investment Grade Audit:

Battery Energy Storage System

Install battery energy storage system to offset electrical consumption during on-peak periods and provide peak kW shaving during peak demand windows. This measure was removed from the project due to the long payback and prioritization of other capital intensive ECMs.

Water Wise Landscaping

Investigate sites to implement native plants, drought-tolerant species, and other water-efficient practices to reduce the need for irrigation and conserve water. This measure was not pursued because smart irrigation controllers were determined to be a better solution to save costs on irrigation, partially because there is already smart irrigation hardware in place at Library 21C that is not being utilized.

Daylighting Controls

Install lighting sensors to measure amount of natural daylight available and automatically reduce artificial lighting to save energy when adequate natural light is adequate. Due to the nature of the lighting retrofits, this measure is not a code requirement, had a long payback and the added complexity of the controls was not desired by PPLD.

PC Plug Load Management

Install plug load management hardware and/or implement Green IT procedures to reduce power usage of PCs and other devices. This measure was removed from scope due to the fact that PPLD already had plans to remove over half of their computers from their facilities, yielding far more energy and operational savings.

ECM Descriptions

Schedule Setbacks on Programmable Thermostats

Program setback schedules and setpoints on existing programmable thermostats. Instead of simply reprogramming existing thermostats at the smaller libraries, the thermostats will be replaced as part of the Network Smart Thermostat ECM, which will allow them to be integrated into the same BAS front end as the HVAC systems at the big three buildings.

RTU Replacement

Replace existing End of Life RTUs and rooftop MAUs with like-for-like Gas/DX units. (All-electric MAU on 21C rooftop and end of life Gas/DX RTU). This measure was deemed a low priority item compared to other capital HVAC upgrades like the chiller replacements.

Downsize Computer Room A/C (CRAC) Unit

Replace oversized IT Room split system with a smaller model sized to the load. This measure was deemed a low priority item compared to other capital HVAC upgrades like the chiller replacements. When this unit eventually hit's it's end of life, PPLD will replace it with a right-sized unit.

Remove Obsolete Exhaust Fans

Evaluate operation of existing exhaust fans and decommission/remove any obsolete exhaust fans. During development, this measure was estimated to be a long payback period item, and it was a low priority for the client compared to other capital measures.

High Efficiency Furnaces

Replace existing gas furnaces with equivalent high efficiency condensing furnaces. The development team determined that there would be very little energy and operations savings associated with upgrading the furnaces at Ute Pass Library (the smallest library in the project's scope), and this measure was not a priority for the client, so it was dropped from development.

Ground Source Heat Pumps

Install ground source heat pumps and a geothermal exchange loop to replace existing hydronic heating and cooling systems. Based on the McKinstry development team's experience with past and present ground source heat pump and geothermal exchange loop projects, it was determined during initial site audits that there was insufficient potential space for a traditional geothermal well field at any of the buildings. The most promising candidate was the Penrose complex, as the potential to interconnect the three buildings into a central geothermal network likely would have qualified the project for additional grant funding. However, there was not sufficient space at the site to accommodate the number of wells necessary to meet the heating and cooling loads at the buildings. An alternative option involving a Darcy Solutions ground-water-enabled (closed-loop heat exchangers submerged in groundwater wells) was also investigated because it requires a far smaller footprint for the same building loads. However, Darcy Solutions determined through their preliminary research process that there was not enough groundwater flow at the site to take advantage of this technology.

ECM Descriptions

Multizone AHU Conversions

Convert existing multizone CV AHU units into zoned VAV systems with reheat. This measure was deemed a low priority item compared to other capital HVAC upgrades like the chiller replacements.

Other HVAC Replacements Noted in FCA

There are numerous other HVAC replacements/refurbishments listed in the client's FCA. These measures were not pursued further because O&M savings were not significant enough to replace other high priority HVAC measures such as the chiller and pump replacements.

Window Sealing/Caulking

Remove existing window sealing/caulking around leaky windows at East Library and apply new caulking. PPLD is considering window replacements at East Library in lieu of replacing the caulking.

Window Replacements

Replace existing single pane windows with double pane windows. This measure was not pursued past ROM development due to its high cost and long payback period. The work required to replace the single pane windows at Ute Pass Library was determined to be invasive and would involve extensive stucco and drywall removal/patching. McKinstry is in the process of evaluating window replacements at East Library after it was deemed a high-priority measure by PPLD staff and board members. The cost of the window replacement at East Library was not known at the time the IGA Report was published. McKinstry will present this cost to PPLD for consideration at a future date with the option of adding it to the Energy Performance Contract via change order if desired.

Window Inserts

Install window inserts to reduce solar heat gain and improve comfort. This measure was not investigated further because the client prioritized window replacements and window films at critical building locations over window inserts.

Window Film

Add or replace window film in high solar gain areas to reduce comfort issues and energy use associated with overheating of spaces. This measure was investigated to address comfort issues at the 21C, Fountain, Old Colorado City, Penrose, and Regional History library buildings, but was not pursued due to its lack of energy savings and high cost..

Staff Work Area Relocation

Relocate staff desks/workspaces to areas better served by HVAC systems to improve comfort and productivity. This measure was removed from scope to prioritize measures that drive energy and O&M savings.

Regional History Mezzanine Mechanical Room Railings

Add safety railings in the mezzanine mechanical spaces of the Carnegie/Regional History building to help

mitigate fall related hazards. PPLD agreed to address this safety-related measure outside of the Energy Performance Contract.

Safety Railing for RTU

Install safety railing at the Carrier RTU near the south edge of the Penrose roof to help mitigate fall related hazards. This measure is a safety recommendation that does not drive energy or O&M cost savings. PPLD agreed to address this safety-related measure outside of the Energy Performance Contract.

Boiler Combustion Air Dampers

Verify that the 21C boiler room combustion air dampers operate when boilers are firing. If not, add the boiler room combustion air damper controllers to the BAS system and integrate with boilers to allow for the proper supply of combustion air for optimal fuel/air ratio. PPLD agreed to address this safety-related measure outside of the Energy Performance Contract.

Roof Mounted Solar PV System

Install roof-mounted solar photovoltaic systems (pending assessment of roof age/condition and structural capacity of existing roofs). McKinstry's internal Distributed Energy Resources (DER) team performed an initial investigation on rooftop solar for High Prairie Library, which was determined to be the most promising candidate during initial site audits. Ultimately, this measure was estimated to have approximately a 25-year payback and was removed from consideration for further development.

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Appendices

1. Appendix A: Facility Descriptions
2. Appendix B: Utilities Building by Building
3. Appendix C: Scopes of Work
4. Appendix D: Preliminary Commissioning Plan
5. Appendix E: M&V Plan
6. Appendix F: Draft QC Plan
7. Appendix G: Maintenance Coordination Matrix
8. Appendix H: Owner Acknowledge Form
9. Appendix I: Summary of Q&A from CEO
10. Appendix J: RCx Study (to be provided at future date)

RESOLUTION AUTHORIZING AN ENERGY PERFORMANCE CONTRACT WITH MCKINSTRY

WHEREAS, Pikes Peak Library District (the "District") has partnered with the Colorado Energy Office to evaluate energy efficiency improvements and facility infrastructure needs throughout the District; and

WHEREAS, McKinstry has conducted an evaluation of District facilities and identified energy conservation measures and improvements intended to reduce energy consumption, improve building performance, and support long-term operational efficiencies; and

WHEREAS, the District has determined that implementing the recommended improvements is in the best interest of the District and supports its commitment to responsible stewardship of public resources; and

WHEREAS, the District desires to enter into an Energy Performance Contract with McKinstry for the implementation of the approved improvements at a total contract amount not to exceed $8,500,000;

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

The Board of Trustees hereby approves the Energy Performance Contract with McKinstry in an amount not to exceed $8,500,000, substantially in the form presented to the Board.

The Chief Executive Officer and Chief Financial Officer are authorized to execute the agreement and any necessary related documents on behalf of the District, subject to final legal review and without materially increasing the approved contract amount or scope.

Commencement of work requiring project financing is contingent upon approval and availability of the necessary financing.

APPROVED AND ADOPTED this _____ day of _____, 2026, by the Board of Trustees of the Pikes Peak Library District.

Aaron Salt, President

Board of Trustees

Energy Performance Financing Recommendation

Pikes Peak Library District issued an RFP to solicit proposals for Energy Performance Financing.

Analysis

The RFP was released on October 21, 2026, with responses due on November 4, 2026. PPLD received 4 responses. Proposals were evaluated on the following criteria:

- Proposed financing terms and conditions, including repayment structure, prepayment provisions, and flexibility.
- Interest rate and total cost of financing, including any applicable fees.
- Lendor qualifications and experience with public-sector financing.
- Ability to meet the District's financing requirements and anticipated closing schedule.
- Any other items deemed in the best interest of PPLD.

The evaluation committee independently scored each proposal.

Recommendation

Following evaluation of the four proposals received, the evaluation committee recommends selecting Bank of America. Bank of America was able to model future cash flows more closely aligned with McKinstry's projections and allowed the District a lower period 0 payment for 2027 and added a small $39,000 payment for year 20.

Vendor	Interest Rate	Amount	Term	Payments	Additional Info
Bank Of America	4.878%	$5,101,732	19 Years	Semi-Annual	Additional $39K in year 20
Huntington	4.89%	$5,101,732	19 Years	Semi-Annual	2 payments in 2027- before savings. $2K in closing fee
US Bank	5.235%	$5,101,732	20 Years	Semi-Annual	
Holman	6.420%	$4,134,979.45	19 Years	Semi-Annual	$5K closing fee, need for $967K from District

RESOLUTION AUTHORIZING FINANCING WITH BANK OF AMERICA FOR THE COLORADO ENERGY OFFICE PROJECT

WHEREAS, Pikes Peak Library District (the "District") has identified energy efficiency and facility improvements through its participation in the Colorado Energy Office's energy performance contracting program; and

WHEREAS, the District intends to enter into an Energy Performance Contract with McKinstry to implement the identified improvements; and

WHEREAS, the District has evaluated financing options for the project and determined that financing through Bank of America is an appropriate means of funding the improvements; and

WHEREAS, the proposed financing will provide funding for the project in an amount not to exceed $5,101,732, with a financing term not to exceed 20 years and an interest rate not to exceed 4.878%; and

WHEREAS, the Board of Trustees finds that securing financing for the project supports the District's long-term facility needs and responsible financial management;

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

The Board of Trustees hereby approves financing through Bank of America for the Colorado Energy Office project in a principal amount not to exceed $5,101,732, subject to the financing terms presented to the Board.

The Chief Executive Officer and Chief Financial Officer are authorized to execute the financing agreement and necessary related documents on behalf of the District, subject to final legal review and confirmation of compliance with applicable Colorado law.

The District's financial obligations under the financing agreement shall be governed by the terms of the final financing documents as approved by the District and its legal counsel.

APPROVED AND ADOPTED this _____ day of _____, 2026, by the Board of Trustees of the Pikes Peak Library District.

Aaron Salt, President

Board of Trustees

RESOLUTION AUTHORIZING THE TRANSITION FROM SELF-FUNDED TO FULLY INSURED HEALTH INSURANCE

WHEREAS, Pikes Peak Library District (the "District") currently provides employee health insurance benefits through a self-funded health insurance model; and

WHEREAS, the District has experienced significant increases in medical claims over the past several years, resulting in increased financial pressure on the District's self-insurance fund and greater uncertainty in forecasting future healthcare expenditures; and

WHEREAS, District administration, in consultation with its benefits brokers, has evaluated the financial implications of continuing the self-funded model compared with transitioning to a fully insured health insurance model for the 2027 plan year; and

WHEREAS, transitioning to a fully insured model would provide greater budget predictability, reduce the District's exposure to unexpected medical claims, and support the long-term financial sustainability of employee health benefits; and

WHEREAS, the Board of Trustees has determined that transitioning to a fully insured health insurance model is in the best interest of the District and its employees;

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

The Board of Trustees hereby approves transitioning the District's employee health insurance program from a self-funded model to a fully insured model, effective January 1, 2027.

District administration is authorized to take the necessary steps to facilitate the transition, including coordinating with the District's benefits brokers and insurance carrier, communicating changes to employees, and addressing outstanding obligations associated with the existing self-funded plan.

APPROVED AND ADOPTED this _____ day of _____, 2026, by the Board of Trustees of the Pikes Peak Library District.

Aaron Salt, President

Board of Trustees