

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: 858 9408 7095
Passcode: 285387

***Anyone interested in making a public comment at this meeting must sign up before 5 p.m.
Please arrive or log in (if attending virtually) early. Meeting room doors will open by 4:30 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

- 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
- 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 November 19, 2025 Board of Trustees meeting (p.3)
 2. Minutes of December 2, 2025 Board of Trustees work session (p.7)
 - B. Unfinished Business
 1. DECISION 25-12-1 URA: Moreno and Cascade
 - a. Updated Tax Increment Financing (TIF) agreement (p.8)
 - b. Original TIF agreement (p.17)
 2. DECISION 25-12-2 CEO Contract Addendum
 - C. New Business
 1. DECISION 25-12-3 Janitorial and Carpet Cleaning Services Vendor selection (p.26)
 2. DECISION 25-12-4 Pony Tracks Drive Property contract (p.27)
 3. DECISION 25-12-5 Source of funding for the purchase of the Pony Tracks Drive Property
 4. DECISION 25-12-6: 2023 – 2025 Strategic Plan extension through 2026 (p.50)
 5. DECISION 25-12-7: 2026 Original Adopted Budget and Resolution (p.52)
 6. DECISION 25-12-8: 2026 Resolution to set Mill Levies (p.192)
 7. DECISION 25-12-9: 2026 Contract and Vendor Resolution (p.193)
- VI. PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA (3 Minute Time Limit per Person)

VII. ADJOURNMENT

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

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REGULAR MEETING OF THE BOARD OF TRUSTEES

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

Chief Executive Officer (CEO) Teona Shainidze-Krebs, Chief Communications & Marketing Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Director of Programming Melody Alvarez, Chief Facilities & Security Officer Michael Brantner, Friends of PPLD Volunteer & Sales Operations Coordinator Beth Crumrine, Monument & Palmer Lake Library Manager Jean Doherty, Director of Regional History and Genealogy Michael Doherty, Executive Assistant Laura Foster, Website Administrator Clint Hager, Ruth Holley Library Supervisor Kimberly Hincapie, Chief Financial Officer (CFO) Kim Hoggatt, Assistant Director of Branches Gigi Holman, Penrose Library Manager Takiyah Jemison, Friends of the Pikes Peak Library District Board of Directors President Rita Jordan, Senior Director of Public Services Janina Karoub, Chief Operating Officer (COO) Heather Laslie, Library 21c Manager Jennifer Luebbert, AV Analyst and Photographer Logan Puente, Deputy CEO Tammy Sayles, Ruth Holley and Sand Creek Libraries Manager Sara Sharples, Chief Information Technology Officer Dan Stone, Manitou Springs & Ute Pass Library Supervisor Karin Swengel, Public Services Administrative Specialist Nicole Taylor, Senior Director of Development and Foundation Executive Director Courtney VanCleave, Internal Communications and Special Projects Manager Jeremiah Walter, Director of Patron Experience Abby Warren, Director of Security Tess Warren

CALL TO ORDER

President Julie Smyth called the November 19, 2025 regular meeting of the Pikes Peak Library District Board of Trustees to order at 5:02 p.m.

PLEDGE OF ALLEGIANCE

ITEMS TOO LATE FOR THE AGENDA

None

PRESENTATION

Library Experience and Website Surveys

Director of Patron Experience and Accessibility Abby Warren presented the results of the Library Experience Survey. Website Administrator Clint Hager presented the results of the Website Survey New ILS may fix some of the challenges with the catalog on the website.

REPORTS

Internal Affairs Committee

Chairperson Erin Bents shared that the Internal Affairs Committee met on November 4 and discussed the Foundation MOU, the Resolution Amending the 2025 Budget, the bundle of policies and the Strategic Plan extension.

Public Affairs Committee

Chairperson Debbie English stated that the Public Affairs Committee met on November 4. The Ruth Holley and Ute Pass Libraries celebrations were discussed, and a preview of the Library Experience and Website surveys was provided by Chief Communications & Marketing Director Denise Abbott.

Governance Committee

Chairperson Angela Dougan shared that the Governance Committee met on November 4 and discussed the Board bylaws and 2026 Officer positions. The Committee entered into Executive Session to discuss details of the upcoming CEO evaluation.

Trustee comments

Debbie English stated that she and Angela Dougan attended the PPLD Foundation meeting yesterday. Ms. English also thanked PPLD Foundation members for attending the Ruth Holley Library celebration on November 12.

Aaron Salt shared that he attended the Ruth Holley celebration and spoke with community members who are appreciative that PPLD is investing in their community.

Jule Smyth attended the Ruth Holley celebration and the PPLD Staff party.

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Rita Jordan shared that the fall book sale revenue totaled \$17,065. A formal tea was held for members as a celebration of the Friends 70-year anniversary. Members who attended the event could take home vintage tea cups and tea pots for a donation.

Pikes Peak Library District Foundation Report

The PPLD Foundation report was included in the Board packet. Senior Director of Development and Foundation Executive Director Courtney VanCleave stated the year-end mailer was distributed earlier this week and the PPLD Foundation Board held its final 2025 meeting yesterday.

Financial Report

The October 2025 Financial report was included in the Board packet. Chief Financial Officer Kim Hoggatt shared that PPLD received \$18,000 for the Intergovernmental Grant (eRate) and Specific ownership taxes are starting to be received. Expenses for all general fund accounts are on track for this time of the fiscal year. A noticeable increase in the IT capital budget is due to the firewall upgrade.

Public Services Report

The Public Services report was included in the Board packet. Deputy CEO Tammy Sayles shared that the Integrated Library System (ILS) transition is proceeding on schedule and staff training continues. The current ILS will be closed at the end of the day on November 29 and the new ILS will go live on December 12. PPLD will be closed December 10 and 11 in preparation. During the transition, patrons will be unable to pick up holds and all holds will be extended. Staff will be unable to check in returned materials until December 12. OverDrive and ematerials will continue to be available during the transition, and reserving computers and rooms will continue during the closure.

Notification of the closure is on the website landing page with a link for additional information. Signs will be posted at all locations, it will be announced in the newsletter, an email will be sent to all patrons who have signed up to receive messages, and the media will also be announcing the closure.

Support Services Reports: Communications; Facilities & Security; Human Resources; Information Technology, Strategy & Innovation

There were no questions.

CEO Report

CEO Teona Shainidze-Krebs presented the Technology Services Snapshot that was included in the Board packet. CEO Shainidze-Krebs thanked Councilmembers Nancy Henjum and David Leinweber for attending the Ruth Holley library celebration, and the Board of Trustees for allowing her to attend virtually today.

BUSINESS ITEMS

Consent Items

Minutes of October 15, 2025 Board of Trustees meeting

Consent granted with no questions

PUBLIC COMMENT REGARDING NEW BUSINESS ITEMS

Veronica Baker stated the Bylaws revisions have the appearance of the Board not wanting applicants who may be in opposition. The Board should ensure that community members feel heard, respected, and valued. Please begin discussing the Cheyenne Mountain Library with the public as the lease renewal occurs within the next year.

Kat Gayle shared that she believes the Board is actively working against state library law and does not believe the changes to the Bylaws are warranted.

New Business

DECISION 25-11-1 Foundation Board Memorandum Of Understanding (MOU)

The Foundation Board MOU was included in the Board packet. Courtney VanCleave stated the MOU reflects the current bylaws; updating the MOU may be necessary if changes are made to the bylaws.

Motion: Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees approve the Foundation Board MOU as presented.

Second: Debbie English seconded the motion.

Discussion: none

Vote: The motion was approved unanimously.

DECISION 25-11-2 Resolution for 2025 Supplemental Budget Adjustment

The Resolution for 2025 Supplemental Budget Adjustment was included in the packet. Kim Hoggatt explained that the adjustment is necessary in order to reflect the purchase of Ruth Holley and Ute Pass Libraries.

Motion: Kenny Kuniyuki made a motion that the Pikes Peak Library District Board of Trustees approve the Resolution for 2025 Supplemental Budget Adjustment as presented.

Second: Angela Dougan seconded the motion.

Vote: The motion was approved unanimously.

DECISION 25-11-3 Bylaws section update

The Bylaws section update was included in the Board packet. President Julie Smyth explained that the updates will now reflect the Joint Appointment Committee (JAC) having more involvement. The requested update has been approved by legal counsel. The discussion included clarification that although Colorado Library law includes qualifications for Board applicants, it does allow for the Board to modify requirements of applicants. The JAC follows the PPLD Board Bylaws when making their decision. Amended details include: El Paso County was updated to 'the PPLD service area of El Paso County'. A three (3) year moratorium was added for former employees who depart while under disciplinary action and community members who have been caught engaging in illegal activity on PPLD property. Individuals involved in current or pending legal action against PPLD shall be ineligible to serve on the Board.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees approve the Bylaws section update as amended.

Second: Angela Dougan seconded the motion.

Vote: The motion passed with six (6) aye votes and one (1) nay vote.

A suggestion was made to move Public Comment ahead of the Executive Session. All Board members agreed.

PUBLIC COMMENT NOT RELATED TO TODAY'S AGENDA

Anita Stuckey advocates for keeping Cheyenne Mountain Library in its current location and stated she is willing to do whatever is needed to help make this happen

Jeff Thorne stated that the Cheyenne Mountain Library is vital to the community and asked that it be kept open.

Athena Collins thanked the Board for their continued efforts in support of literacy and advocates for a library along the Powers corridor.

Frozie Abbot, a member of the Mill Street coalition, attended this meeting to speak in opposition of the Norwood development at Cascade and Moreno. The Mill Street neighborhood doesn't feel that they have a seat at the table and are worried about being pushed out of the area. There are many long-time residents in this working-class neighborhood and they take care of each other. A real partnership with Norwood would aid in identifying real solutions.

Mary Sprunger-Froese spoke of upscale development causing increased cost of living and is worried about being displaced. Renters in the neighborhood cannot afford to purchase in the neighborhood as prices have nearly doubled. She recounted being displaced from the Lowell neighborhood over 20 years ago and that the entire community was demolished to make room for new development.

Max Kronstad, President of the Mill Street Neighborhood Association is a 3-year resident of the community and met with Norwood in the spring, resulting in Norwood offering to meet to partner with the Association on a solution. After submitting a proposal to Norwood, the Association has received no response, resulting in the neighborhood presence at tonight's meeting.

Mary Quinn, a 47 year resident of the Mill Street neighborhood requested that the Board postpone a vote on this project until Norwood agrees to partner with the Mill Street Neighborhood Association.

Catherine Duarte doesn't feel a luxury hotel is the best use of property in a residential neighborhood that is struggling to remain in existence. Public financing should be used for projects that support the public's needs.

Savannah McDaniel supports the Mill Street Benefits All Coalition and believes public financing should benefit the public and involve community input, requesting that the Board not vote until Norwood is willing to partner with the community.

Belinda Gardner grew up in the Mill Street neighborhood and now lives near the Printer's Home where they are facing many of the same issues. Solutions to address displacement need to be found.

Susan Balduch is focused on preserving human dignity. This project will displace Mill Street residents who have nowhere else to go as comparable affordable housing is not available. Destabilizing people in order to support economic development is not the answer and asked that the board postpone the vote until Norwood comes to the table to be part of the solution.

Katie Miller thanked the Board for allowing the Mill Street neighbors' comments; they ask to be a part of that decision-making.

Craig Johnson stated that it has been 15 months since learning Rockrimmon was not going to be renewed, and patron visits across the district have dropped. He has not heard an explanation of why and how decisions are being made and a decision-making process has not been developed by the Board. Provide data analysis so the public can understand what the Board is doing.

Karla Powers shared that the Library Services and Website Survey volume of responses is not sufficient to accurately represent the PPLD service area, many patrons were not aware of the surveys and asked that notice be sent to patron emails in the future. Having requested survey results through a CORA request, it is noted that 28% of written responses to the first survey question indicated the patron is upset about PPLD not renewing the Rockrimmon lease. Reading at the Rock is now offering online services.

EXECUTIVE SESSION

President Julie Smyth called for a motion to move into Executive Session.

Motion Aaron Salt made a motion that the Pikes Peak Library District Board of Trustees move into Executive Session to discuss personnel matters related to the CEO's employment contract, including evaluation and contractual terms as authorized by C.R.S. §24-6-402(4)(f)(I).

Second: Kenny Kuniyuki seconded the motion.

Vote: The motion was approved unanimously.

Motion: Debbie English made a motion that the Pikes Peak Library District Board of Trustees return to the regular Board meeting.

Second: Aaron Salt seconded the motion.

Vote: The motion was approved unanimously.

BUSINESS ITEM (cont.)

DECISION 25-11-4: CEO contract addendum

Motion: Aaron Salt made a motion that this decision be adjourned to the next Board of Trustees' regular meeting. **Second:** Scott seconded the motion.

Vote: The vote was approved unanimously.

ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the November 19, 2025 regular meeting of the Pikes Peak Library District Board of Trustees at 7:22 pm.

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

Board of Trustees work session

Call in: 1 719 359 4580 or 1-253-215-8782 or 1-312-626-6799 or 1-669-900-6833

Meeting ID: 847 1247 0124

Passcode: 447276

BOARD OF TRUSTEES WORK SESSION

President Julie Smyth, Vice President Aaron Salt, Secretary/Treasurer Scott Taylor, Kenny Kuniyuki, Debbie English, Erin Bents, CEO Teona Shainidze-Krebs, Executive Assistant Laura Foster, Logan Puente

CALL TO ORDER

President Julie Smyth called the December 2, 2025 Board of Trustees Work Session to order at 4:01 p.m.

PUBLIC COMMENT

Craig Johnson encouraged the Board to include community input for the upcoming Strategic Plan and establish long term objectives and actionable goals.

AGENDA ITEMS

Strategic Plan Review

The discussion resulted in a plan to make minor changes to the 2023 – 2025 Strategic Plan and extend it for one year. This will allow further development of a plan for 2027. The expectation is to gather data from staff and community discussions and conduct a work session at the 2026 Board of Trustees Retreat to assess the current Strategic Plan status and compile a new plan.

ClearGov will be used to track the Strategic Plan progress, and a dashboard will be created for the PPLD website.

ADJOURNMENT

There being no further business to discuss, President Julie Smyth adjourned the December 2, 2025 Board of Trustees Work Session at 4:53 p.m.

PROPERTY TAX INCREMENT REVENUE AGREEMENT
(Pikes Peak Library District)
(Moreno and Cascade Urban Renewal Plan)

This Property Tax Increment Revenue Agreement (the “Agreement”) is entered into as of _____, 2025 (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 a hotel and attainable 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 “Moreno and Cascade 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 El Paso 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 Party described in Recital A to this Agreement, the City of Colorado Springs, Colorado.

1.6. “District Increment” means the portion of Property Tax Increment Revenues generated by the 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. “Library District” means the Party described in the Preamble to this Agreement, Pikes Peak Library District, a public body corporate and political subdivision of the State of Colorado.

1.13. “Party” or “Parties” means the Authority or the Library District or both and their lawful successors and assigns.

1.14. “Plan” means the urban renewal plan defined in Recital B above.

1.15. “Project” shall have the same meaning as Urban Renewal Project.

1.16. “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.

1.17. “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.

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

1.19. “Urban Renewal Area” means the area included in the boundaries of the Plan.

1.20. “Urban Renewal Plan” means the urban renewal plan defined in Recital B above.

1.21. “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. District 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 District Increment, commencing on the date of approval by the City of the Plan, and lasting for the Duration, provided that the Authority agrees to include in the annual fee that it charges to the developer of the Property an amount equal to fifty percent (50%) of the net amount of District Increment collected and upon collection of such fee thereafter remit such amount to the Library District.

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 District Increment. 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 District Increment, 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 District Increment, 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



PROPERTY TAX INCREMENT REVENUE AGREEMENT
(Pikes Peak Library District)
(Moreno and Cascade Urban Renewal Plan)

This Property Tax Increment Revenue Agreement (the “Agreement”) is entered into as of _____, 2025 (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 a hotel and attainable 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 “Moreno and Cascade 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 El Paso 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 Party described in Recital A to this Agreement, the City of Colorado Springs, Colorado.

1.6. “District Increment” means the portion of Property Tax Increment Revenues generated by the 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. “Library District” means the Party described in the Preamble to this Agreement, Pikes Peak Library District, a public body corporate and political subdivision of the State of Colorado.

1.13. “Party” or “Parties” means the Authority or the Library District or both and their lawful successors and assigns.

1.14. “Plan” means the urban renewal plan defined in Recital B above.

1.15. “Project” shall have the same meaning as Urban Renewal Project.

1.16. “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.

1.17. “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.

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

1.19. “Urban Renewal Area” means the area included in the boundaries of the Plan.

1.20. “Urban Renewal Plan” means the urban renewal plan defined in Recital B above.

1.21. “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. District Increment Revenues. The Library District and the Authority agree that the Authority may retain and expend in furtherance of the Urban Renewal Project fifty percent (50%) of the District Increment, commencing on the date of approval by the City of the Plan, and lasting for the Duration. The Authority shall annually deduct from the Property Tax Increment Revenues it receives any revenues attributable to the remaining fifty percent (50%) of the District Increment and shall remit such revenues to the Library District.

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 District Increment. 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 District Increment, 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 District Increment, 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



**Pikes Peak Library District
December 2, 2025**

**Pikes Peak Library District – Janitorial and Carpet Cleaning Services 2026
Contract**

In January of 2022, Pikes Peak Library District (PPLD) entered a contract for cleaning and carpet services approved by the PPLD Board. The vendor, Colorado Building Maintenance (CBM).

In September of 2025, Facilities staff met to discuss the current and upcoming needs of cleaning services across the district. The decision to advertise the cleaning contract as a new Request for Provider (RFP) was determined due to increased needs of service and to ensure the best cost for service to the District.

- The RFP was written and released on Friday, October 17th, 2025
- The Pre-Proposal Conference was on Thursday, October 23, 2025. Two prospective vendors attended this walk through. One vendor was not preset but sent a contract photographer.
- Deadline for Contractor final questions was Tuesday, October 28, 2025.
- Deadline for PPLD to return answered questions was Friday, October 31st, 2025.
- Proposals deadline to be submitted was Friday, November 14, 2025. We received three proposals, only two were certified by finance as valid, meeting all proposal requirements.
- Board Internal Affairs Review conducted on December 2nd, 2025.
- Board presentation and recommendation, December 9th, 2025.

Analysis

The two certified proposals were evaluated by the facilities and finance team in accordance with the general criteria defined within the RFP. Completeness of proposal, References, Pricing, Quality Control Program and Vendor qualifications and history on November 25, 2025.

Fiscal Impact

Company	Annual Service Costs
Colorado Building Maintenance (CBM)	\$ 467,280.00
CCS Facility Services	\$ 592,107.36

Summary

Based on review of all submitted proposals, the review committee believes Colorado Building Maintenance (CBM) remains the best overall choice for the RFP award.

Recommendation

It is recommended that the board award the 2026 Janitorial and Carpet cleaning services Contract to “Colorado Building Maintenance” at a cost of \$ 467,280.00.



NAI Highland, LLC
John P. Benson
Ph: 719 577 0044

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission. (CBS3-8-24) (Mandatory 8-24)

THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING.

CONTRACT TO BUY AND SELL REAL ESTATE (COMMERCIAL)

☒ **Property with No Residences)**
☐ **Property with Residences-Residential Addendum Attached)**

Date: 12/3/2025

AGREEMENT

1. **AGREEMENT.** Buyer agrees to buy and Seller agrees to sell the Property described below on the terms and conditions set forth in this contract (Contract).

2. **PARTIES AND PROPERTY.**

2.1. Buyer. Pikes Peak Library District (Buyer) will take title to the Property described below as

☐ Joint Tenants ☐ Tenants In Common ☒ Other TBD.

2.2. **No Assignability.** This Contract **IS NOT** assignable by Buyer unless otherwise specified in **Additional Provisions.**

2.3. Seller. Krause+ LLC (Seller) is the current owner of the Property described below.

2.4. **Property.** The Property is the following legally described real estate in the County of El Paso, Colorado (insert legal description):

LOT 2 PONY TRACKS COFFEE COMMERCIAL FIL NO 1

known as: **3924 Pony Tracks Drive, Colorado Springs, CO 80922**

together with the interests, easements, rights, benefits, improvements and attached fixtures appurtenant thereto and all interest of Seller in vacated streets and alleys adjacent thereto, except as herein excluded (Property).

2.5. **Inclusions.** The Purchase Price includes the following items (Inclusions):

2.5.1. **Inclusions – Attached.** If attached to the Property on the date of this Contract, the following items are included unless excluded under **Exclusions**: lighting, heating, plumbing, ventilating and air conditioning units, TV antennas, inside telephone, network and coaxial (cable) wiring and connecting blocks/jacks, plants, mirrors, floor coverings, intercom systems, built-in kitchen appliances, sprinkler systems and controls, built-in vacuum systems (including accessories) and garage door openers (including remote controls). If checked, the following are owned by the Seller and included: ☐ **Solar Panels** ☐ **Water Softeners** ☐ **Security Systems** ☐ **Satellite Systems** (including satellite dishes). Leased items should be listed under § 2.5.8. (Leased Items). If any additional items are attached to the Property after the date of this Contract, such additional items are also included in the Purchase Price.

2.5.2. **Inclusions – Not Attached.** If on the Property, whether attached or not, on the date of this Contract, the following items are included unless excluded under **Exclusions**: storm windows, storm doors,

window and porch shades, awnings, blinds, screens, window coverings and treatments, curtain rods, drapery rods, fireplace inserts, fireplace screens, fireplace grates, heating stoves, storage sheds, carbon monoxide alarms, smoke/fire detectors and all keys.

2.5.3. Other Inclusions. The following items, whether fixtures or personal property, are also included in the Purchase Price:

N/A

2.5.4. Encumbered Inclusions. Any Inclusions owned by Seller (e.g., owned solar panels) must be conveyed at Closing by Seller free and clear of all taxes (except personal property and general real estate taxes for the year of Closing), liens and encumbrances, except:

N/A

Buyer ☐ **Will** ☒ **Will Not** assume the debt and obligations on the Encumbered Inclusions subject to Buyer's review under §10.6. (Encumbered Inclusion Documents) and Buyer's receipt of written approval by such lender before Closing. If Buyer does not receive such approval this Contract terminates.

2.5.5. Personal Property Conveyance. Conveyance of all personal property will be by bill of sale or other applicable legal instrument.

2.5.6. Parking and Storage Facilities. The use or ownership of the following parking facilities: On site; and the use or ownership of the following storage facilities:

On Site

Note to Buyer: If exact rights to the parking and storage facilities is a concern to Buyer, Buyer should investigate.

2.5.7. Trade Fixtures. With respect to trade fixtures, Seller and Buyer agree as follows:

The trade fixtures to be conveyed at Closing will be conveyed by Seller free and clear of all taxes (except personal property taxes for the year of Closing), liens and encumbrances, except . Conveyance will be by bill of sale or other applicable legal instrument.

2.5.8. Leased Items. The following personal property is currently leased to Seller which will be transferred to Buyer at Closing (Leased Items):

Buyer ☐ **Will** ☒ **Will Not** assume Seller's debt and obligations under such leases for the Leased Items subject to Buyer's review under §10.6. (Leased Items Documents) and Buyer's receipt of written approval by such lender before Closing. If Buyer does not receive such approval this Contract terminates.

☐ **2.5.9. Solar Power Plan.** If the box is checked, Seller has entered into a solar power purchase agreement, regardless of the name or title, to authorize a third-party to operate and maintain a photovoltaic system on the Property and provide electricity (Solar Power Plan) that will remain in effect after Closing. Buyer ☐ **Will** ☐ **Will Not** assume Seller's obligations under such Solar Power Plan subject to Buyer's review under §10.6. (Solar Power Plan) and Buyer's receipt of written approval by the third-party before Closing. If Buyer does not receive such approval this Contract terminates.

2.6. Exclusions. The following items are excluded (Exclusions):

2.7. Water Rights/Well Rights.

☐ **2.7.1. Deeded Water Rights.** The following legally described water rights:

Any deeded water rights will be conveyed by a good and sufficient deed at Closing.

☐ **2.7.2. Other Rights Relating to Water.** The following rights relating to water not included in §§ 2.7.1., 2.7.3. and 2.7.4., will be transferred to Buyer at Closing:

☐ **2.7.3. Well Rights.** Seller agrees to supply required information to Buyer about the well. Buyer understands that if the well to be transferred is a "Small Capacity Well" or a "Domestic Exempt Water Well" used for ordinary household purposes, Buyer must, prior to or at Closing, complete a Change in Ownership form for the well. If an existing well has not been registered with the Colorado Division of Water Resources in the Department of Natural Resources (Division), Buyer must complete a registration of existing well form for the well and pay the cost of registration. If no person will be providing a closing service in connection with the transaction, Buyer must file the form with the Division within sixty days after Closing. The Well Permit # is .

☐ **2.7.4. Water Stock.** The water stock to be transferred at Closing are as follows:

2.7.5. Conveyance. If Buyer is to receive any rights to water pursuant to § 2.7.2. (Other Rights Relating to Water), § 2.7.3. (Well Rights), or § 2.7.4. (Water Stock Certificates), Seller agrees to convey such

rights to Buyer by executing the applicable legal instrument at Closing.

2.7.6. Water Rights Review. Buyer has a Right to Terminate if examination of the Water Rights is unsatisfactory to Buyer on or before the **Water Rights Examination Deadline**.

3. DATES, DEADLINES AND APPLICABILITY.

3.1. Dates and Deadlines.

Item No.	Reference	Event	Date or Deadline
1	§ 3	Time of Day Deadline	5:00 PM
2	§ 4	Alternative Earnest Money Deadline	5 days after MEC
		Title	
3	§ 8	Record Title Deadline (and Tax Certificate)	7 days after MEC
4	§ 8	Record Title Objection Deadline	30 days after MEC
5	§ 8	Off-Record Title Deadline	7 days after MEC
6	§ 8	Off-Record Title Objection Deadline	30 days after MEC
7	§ 8	Title Resolution Deadline	7 days after Objection
8	§ 8	Third Party Right to Purchase/Approve Deadline	n/a
		Owners' Association	
9	§ 7	Association Documents Deadline	N/A
10	§ 7	Association Documents Termination Deadline	N/A
		Seller's Disclosures	
11	§ 10	Seller's Property Disclosure Deadline	N/A
12	§ 10	Lead-Based Paint Disclosure Deadline (if Residential Addendum attached)	N/A
		Loan and Credit	
13	§ 5	New Loan Application Deadline	N/A
14	§ 5	New Loan Terms Deadline	N/A
15	§ 5	New Loan Availability Deadline	N/A
16	§ 5	Buyer's Credit Information Deadline	N/A
17	§ 5	Disapproval of Buyer's Credit Information Deadline	N/A
18	§ 5	Existing Loan Deadline	N/A
19	§ 5	Existing Loan Termination Deadline	N/A
20	§ 5	Loan Transfer Approval Deadline	N/A
21	§ 4	Seller or Private Financing Deadline	N/A
		Appraisal	
22	§ 6	Appraisal Deadline	N/A
23	§ 6	Appraisal Objection Deadline	N/A
24	§ 6	Appraisal Resolution Deadline	N/A
		Survey	
25	§ 9	New ILC or New Survey Deadline	25 days after MEC
26	§ 9	New ILC or New Survey Objection Deadline	30 days after MEC
27	§ 9	New ILC or New Survey Resolution Deadline	35 days after MEC

		Inspection and Due diligence	
28	§ 2	Water Rights Examination Deadline	N/A
29	§ 8	Mineral Rights Examination Deadline	N/A
30	§ 10	Inspection Termination Deadline	30 days after MEC
31	§ 10	Inspection Objection Deadline	30 days after MEC
32	§ 10	Inspection Resolution Deadline	35 days after objection
33	§ 10	Property Insurance Termination Deadline	N/A
34	§ 10	Due Diligence Documents Delivery Deadline	7 days after MEC
35	§ 10	Due Diligence Documents Objection Deadline	30 days after MEC
36	§ 10	Due Diligence Documents Resolution Deadline	35 days after MEC
37	§ 10	Environmental Inspection Termination Deadline	30 days after MEC
38	§ 10	ADA Evaluation Termination Deadline	N/A
39	§ 10	Conditional Sale Deadline	N/A
40	§ 10	Lead-Based Paint Termination Deadline (if Residential Addendum attached)	N/A
41	§ 11	Estoppel Statements Deadline	N/A
42	§ 11	Estoppel Statements Termination Deadline	N/A
		Closing and Possession	
43	§ 12	Closing Date	60 days after MEC
44	§ 17	Possession Date	Day of closing
45	§ 17	Possession Time	Time of closing
46	§ 27	Acceptance Deadline Date	12/12/2025 Friday
47	§ 27	Acceptance Deadline Time	5:00 PM
48			
49			

3.2. Applicability of Terms. If any deadline blank in § 3.1. (Dates and Deadlines) is left blank or completed with "N/A", or the word "Deleted," such deadline is not applicable and the corresponding provision containing the deadline is deleted. Any box checked in this Contract means the corresponding provision applies. If no box is checked in a provision that contains a selection of "None", such provision means that "None" applies.

The abbreviation "MEC" (mutual execution of this Contract) means the date upon which both parties have signed this Contract. The abbreviation "N/A" as used in this Contract means not applicable.

3.3. Day; Computation of Period of Days; Deadlines.

3.3.1. Day. As used in this Contract, the term "day" means the entire day ending at 11:59 p.m., United States Mountain Time (Standard or Daylight Savings, as applicable). Except however, if a **Time of Day Deadline** is specified in § 3.1. (Dates and Deadlines), all Objection Deadlines, Resolution Deadlines, Examination Deadlines and Termination Deadlines will end on the specified deadline date at the time of day specified in the **Time of Day Deadline**, United States Mountain Time. If **Time of Day Deadline** is left blank or "N/A" the deadlines will expire at 11:59 p.m., United States Mountain Time.

3.3.2. Computation of Period of Days. In computing a period of days (e.g., three days after MEC), when the ending date is not specified, the first day is excluded and the last day is included.

3.3.3. Deadlines. If any deadline falls on a Saturday, Sunday or federal or Colorado state holiday (Holiday), such deadline ☒ **Will** ☐ **Will Not** be extended to the next day that is not a Saturday, Sunday or Holiday. Should neither box be checked, the deadline will not be extended.

4. PURCHASE PRICE AND TERMS.

4.1. **Price and Terms.** The Purchase Price set forth below is payable in U.S. Dollars by Buyer as follows:

Item No.	Reference	Item	Amount	Amount
1	§ 4.1.	Purchase Price	\$ 936,000.00	
2	§ 4.3.	Earnest Money		\$ 25,000.00
3	§ 4.5.	New Loan		\$
4	§ 4.6.	Assumption Balance		\$
5	§ 4.7.	Private Financing		\$
6	§ 4.7.	Seller Financing		\$
7				\$
8				\$
9	§ 4.4.	Cash at Closing		\$ 911,000.00
10		Total	\$ 936,000.00	\$ 936,000.00

4.2. **Seller Concession.** At Closing, Seller will credit to Buyer \$N/A (Seller Concession). The Seller Concession may be used for any Buyer fee, cost, charge or expenditure to the extent the amount is allowed by the Buyer's lender and is included in the Closing Statement or Closing Disclosure at Closing. Examples of allowable items to be paid for by the Seller Concession include, but are not limited to: Buyer's closing costs, loan discount points, loan origination fees, prepaid items and any other fee, cost, charge, expense or expenditure. Seller Concession is in addition to any sum Seller has agreed to pay or credit Buyer elsewhere in this Contract.

4.3. **Earnest Money.** The Earnest Money set forth in this Section, in the form of a check, will be payable to and held by Land Title Guarantee Company (Earnest Money Holder), in its trust account, on behalf of both Seller and Buyer. The Earnest Money deposit must be tendered, by Buyer, with this Contract unless the parties mutually agree to an **Alternative Earnest Money Deadline** for its payment. The parties authorize delivery of the Earnest Money deposit to the company conducting the Closing (Closing Company), if any, at or before Closing. In the event Earnest Money Holder has agreed to have interest on Earnest Money deposits transferred to a fund established for the purpose of providing affordable housing to Colorado residents, Seller and Buyer acknowledge and agree that any interest accruing on the Earnest Money deposited with the Earnest Money Holder in this transaction will be transferred to such fund.

4.3.1. **Alternative Earnest Money Deadline.** The deadline for delivering the Earnest Money, if other than at the time of tender of this Contract, is as set forth as the **Alternative Earnest Money Deadline**.

4.3.2. **Disposition of Earnest Money.** If Buyer has a Right to Terminate and timely terminates, Buyer is entitled to the return of Earnest Money as provided in this Contract. If this Contract is terminated as set forth in § 24 and, except as provided in § 23 (Earnest Money Dispute), if the Earnest Money has not already been returned following receipt of a Notice to Terminate, Seller agrees to execute and return to Buyer or Broker working with Buyer, written mutual instructions (e.g., Earnest Money Release form), within three days of Seller's receipt of such form. If Seller is entitled to the Earnest Money, and, except as provided in § 23 (Earnest Money Dispute), if the Earnest Money has not already been paid to Seller, following receipt of an Earnest Money Release form, Buyer agrees to execute and return to Seller or Broker working with Seller, written mutual instructions (e.g., Earnest Money Release form), within three days of Buyer's receipt.

4.3.2.1. **Seller Failure to Timely Return Earnest Money.** If Seller fails to timely execute and return the Earnest Money Release Form, or other written mutual instructions, Seller is in default and liable to Buyer as set forth in "If Seller is in Default", § 20.2. and § 21, unless Seller is entitled to the Earnest Money due to a Buyer default.

4.3.2.2. **Buyer Failure to Timely Release Earnest Money.** If Buyer fails to timely execute and return the Earnest Money Release Form, or other written mutual instructions, Buyer is in default and liable to Seller as set forth in "If Buyer is in Default, § 20.1. and § 21, unless Buyer is entitled to the Earnest

Money due to a Seller Default.

4.4. Form of Funds; Time of Payment; Available Funds.

4.4.1. **Good Funds.** All amounts payable by the parties at Closing, including any loan proceeds, Cash at Closing and closing costs, must be in funds that comply with all applicable Colorado laws, including electronic transfer funds, certified check, savings and loan teller's check and cashier's check (Good Funds).

4.4.2. **Time of Payment.** All funds, including the Purchase Price to be paid by Buyer, must be paid before or at Closing or as otherwise agreed in writing between the parties to allow disbursement by Closing Company at Closing **OR SUCH NONPAYING PARTY WILL BE IN DEFAULT.**

4.4.3. **Available Funds.** Buyer represents that Buyer, as of the date of this Contract, ☒ **Does** ☐ **Does Not** have funds that are immediately verifiable and available in an amount not less than the amount stated as Cash at Closing in § 4.1.

4.5. **New Loan.** (Omitted as inapplicable)

4.6. **Assumption.** (Omitted as inapplicable)

4.7. **Seller or Private Financing.** (Omitted as inapplicable)

TRANSACTION PROVISIONS

5. FINANCING CONDITIONS AND OBLIGATIONS. (Omitted as inapplicable)

5.3. **Credit Information.** (Omitted as inapplicable)

5.4. **Existing Loan Review.** (Omitted as inapplicable)

6. APPRAISAL PROVISIONS.

6.1. **Appraisal Definition.** An "Appraisal" is an opinion of value prepared by a licensed or certified appraiser, engaged on behalf of Buyer or Buyer's lender, to determine the Property's market value (Appraised Value). The Appraisal may also set forth certain lender requirements, replacements, removals or repairs necessary on or to the Property as a condition for the Property to be valued at the Appraised Value.

6.2. **Appraised Value.** The applicable appraisal provision set forth below applies to the respective loan type set forth in § 4.5.3., or if a cash transaction (i.e., no financing), § 6.2.1. applies.

6.2.1. **Conventional/Other.** Buyer has the right to obtain an Appraisal. If the Appraised Value is less than the Purchase Price, or if the Appraisal is not received by Buyer on or before **Appraisal Deadline** Buyer may, on or before **Appraisal Objection Deadline**:

6.2.1.1. **Notice to Terminate.** Notify Seller in writing, pursuant to § 24.1., that this Contract is terminated; or

6.2.1.2. **Appraisal Objection.** Deliver to Seller a written objection accompanied by either a copy of the Appraisal or written notice from lender that confirms the Appraised Value is less than the Purchase Price (Lender Verification).

6.2.1.3. **Appraisal Resolution.** If an Appraisal Objection is received by Seller, on or before **Appraisal Objection Deadline** and if Buyer and Seller have not agreed in writing to a settlement thereof on or before **Appraisal Resolution Deadline**, this Contract will terminate on the **Appraisal Resolution Deadline**, unless Seller receives Buyer's written withdrawal of the Appraisal Objection before such termination, (i.e., on or before expiration of **Appraisal Resolution Deadline**).

6.3. **Lender Property Requirements.** If the lender imposes any written requirements, replacements, removals or repairs, including any specified in the Appraisal (Lender Property Requirements) to be made to the Property (e.g., roof repair, repainting), beyond those matters already agreed to by Seller in this Contract, this Contract terminates on the earlier of three days following Seller's receipt of the Lender Property Requirements, or Closing, unless prior to termination: (1) the parties enter into a written agreement to satisfy the Lender Property Requirements; (2) the Lender Property Requirements have been completed; or (3) the satisfaction of the Lender Property Requirements is waived in writing by Buyer.

6.4. **Cost of Appraisal.** Cost of the Appraisal to be obtained after the date of this Contract must be timely paid by ☒ **Buyer** ☐ **Seller**. The cost of the Appraisal may include any and all fees paid to the

appraiser, appraisal management company, lender's agent or all three.

7. OWNERS' ASSOCIATIONS. This Section is applicable if the Property is located within one or more Common Interest Communities and subject to one or more declarations (Association).

7.1. Common Interest Community Disclosure. THE PROPERTY IS LOCATED WITHIN A COMMON INTEREST COMMUNITY AND IS SUBJECT TO THE DECLARATION FOR THE COMMUNITY. THE OWNER OF THE PROPERTY WILL BE REQUIRED TO BE A MEMBER OF THE OWNERS' ASSOCIATION FOR THE COMMUNITY AND WILL BE SUBJECT TO THE BYLAWS AND RULES AND REGULATIONS OF THE ASSOCIATION. THE DECLARATION, BYLAWS AND RULES AND REGULATIONS WILL IMPOSE FINANCIAL OBLIGATIONS UPON THE OWNER OF THE PROPERTY, INCLUDING AN OBLIGATION TO PAY ASSESSMENTS OF THE ASSOCIATION. IF THE OWNER DOES NOT PAY THESE ASSESSMENTS, THE ASSOCIATION COULD PLACE A LIEN ON THE PROPERTY AND POSSIBLY SELL IT TO PAY THE DEBT. THE DECLARATION, BYLAWS AND RULES AND REGULATIONS OF THE COMMUNITY MAY PROHIBIT THE OWNER FROM MAKING CHANGES TO THE PROPERTY WITHOUT AN ARCHITECTURAL REVIEW BY THE ASSOCIATION (OR A COMMITTEE OF THE ASSOCIATION) AND THE APPROVAL OF THE ASSOCIATION. PURCHASERS OF PROPERTY WITHIN THE COMMON INTEREST COMMUNITY SHOULD INVESTIGATE THE FINANCIAL OBLIGATIONS OF MEMBERS OF THE ASSOCIATION. PURCHASERS SHOULD CAREFULLY READ THE DECLARATION FOR THE COMMUNITY AND THE BYLAWS AND RULES AND REGULATIONS OF THE ASSOCIATION.

7.2. Association Documents to Buyer. Seller is obligated to provide to Buyer the Association Documents (defined below), at Seller's expense, on or before **Association Documents Deadline**. Seller authorizes the Association to provide the Association Documents to Buyer, at Seller's expense. Seller's obligation to provide the Association Documents is fulfilled upon Buyer's receipt of the Association Documents, regardless of who provides such documents.

7.3. Association Documents. Association documents (Association Documents) consist of the following:

7.3.1. All Association declarations, articles of incorporation, bylaws, articles of organization, operating agreements, rules and regulations, party wall agreements and the Association's responsible governance policies adopted under § 38-33.3-209.5, C.R.S.;

7.3.2. Minutes of: (1) the annual owners' or members' meeting and (2) any executive boards' or managers' meetings; such minutes include those provided under the most current annual disclosure required under § 38-33.3-209.4, C.R.S. (Annual Disclosure) and minutes of meetings, if any, subsequent to the minutes disclosed in the Annual Disclosure. If none of the preceding minutes exist, then the most recent minutes, if any (§§ 7.3.1. and 7.3.2., collectively, Governing Documents); and

7.3.3. List of all Association insurance policies as provided in the Association's last Annual Disclosure, including, but not limited to, property, general liability, association director and officer professional liability and fidelity policies. The list must include the company names, policy limits, policy deductibles, additional named insureds and expiration dates of the policies listed (Association Insurance Documents);

7.3.4. A list by unit type of the Association's assessments, including both regular and special assessments as disclosed in the Association's last Annual Disclosure;

7.3.5. The Association's most recent financial documents which consist of: (1) the Association's operating budget for the current fiscal year, (2) the Association's most recent annual financial statements, including any amounts held in reserve for the fiscal year immediately preceding the Association's last Annual Disclosure, (3) the results of the Association's most recent available financial audit or review, (4) list of the fees and charges (regardless of name or title of such fees or charges) that the Association's community association manager or Association will charge in connection with the Closing including, but not limited to, any fee incident to the issuance of the Association's statement of assessments (Status Letter), any rush or update fee charged for the Status Letter, any record change fee or ownership record transfer fees (Record Change Fee), fees to access documents, (5) list of all assessments required to be paid in advance, reserves or working capital due at Closing and (6) reserve study, if any (§§ 7.3.4. and 7.3.5., collectively, Financial Documents);

7.3.6. Any written notice from the Association to Seller of a "construction defect action" under § 38-33.3-303.5, C.R.S. within the past six months and the result of whether the Association approved or disapproved such action (Construction Defect Documents). Nothing in this Section limits the Seller's obligation to disclose adverse material facts as required under § 10.2. (Disclosure of Adverse Material Facts; Subsequent Disclosure; Present Condition) including any problems or defects in the common elements or limited common elements of the Association property.

7.4. **Conditional on Buyer's Review.** Buyer has the right to review the Association Documents. Buyer has the Right to Terminate under § 24.1., on or before **Association Documents Termination Deadline**, based on any unsatisfactory provision in any of the Association Documents, in Buyer's sole subjective discretion. Should Buyer receive the Association Documents after **Association Documents Deadline**, Buyer, at Buyer's option, has the Right to Terminate under § 24.1. by Buyer's Notice to Terminate received by Seller on or before ten days after Buyer's receipt of the Association Documents. If Buyer does not receive the Association Documents, or if Buyer's Notice to Terminate would otherwise be required to be received by Seller after **Closing Date**, Buyer's Notice to Terminate must be received by Seller on or before Closing. If Seller does not receive Buyer's Notice to Terminate within such time, Buyer accepts the provisions of the Association Documents as satisfactory and Buyer waives any Right to Terminate under this provision, notwithstanding the provisions of § 8.6. (Third Party Right to Purchase/Approve).

8. TITLE INSURANCE, RECORD TITLE AND OFF-RECORD TITLE.

8.1. Evidence of Record Title.

☒ 8.1.1. **Seller Selects Title Insurance Company.** If this box is checked, Seller will select the title insurance company to furnish the owner's title insurance policy at Seller's expense. On or before **Record Title Deadline**, Seller must furnish to Buyer, a current commitment for an owner's title insurance policy (Title Commitment), in an amount equal to the Purchase Price, or if this box is checked, ☐ an **Abstract of Title** certified to a current date. Seller will cause the title insurance policy to be issued and delivered to Buyer as soon as practicable at or after Closing.

☐ 8.1.2. **Buyer Selects Title Insurance Company.** If this box is checked, Buyer will select the title insurance company to furnish the owner's title insurance policy at Buyer's expense. On or before **Record Title Deadline**, Buyer must furnish to Seller, a current commitment for owner's title insurance policy (Title Commitment), in an amount equal to the Purchase Price. If neither box in § 8.1.1. or § 8.1.2. is checked, § 8.1.1. applies.

8.1.3. **Owner's Extended Coverage (OEC).** The Title Commitment ☒ **Will** ☐ **Will Not** contain Owner's Extended Coverage (OEC). If the Title Commitment is to contain OEC, it will commit to delete or insure over the standard exceptions which relate to: (1) parties in possession, (2) unrecorded easements, (3) survey matters, (4) unrecorded mechanics' liens, (5) gap period (period between the effective date and time of commitment to the date and time the deed is recorded) and (6) unpaid taxes, assessments and unredeemed tax sales prior to the year of Closing. Any additional premium expense to obtain OEC will be paid by ☒ **Buyer** ☐ **Seller** ☐ **One-Half by Buyer and One-Half by Seller** ☐ **Other** . Regardless of whether the Contract requires OEC, the Title Insurance Commitment may not provide OEC or delete or insure over any or all of the standard exceptions for OEC. The Title Insurance Company may require a New Survey or New ILC, defined below, among other requirements for OEC. If the Title Insurance Commitment is not satisfactory to Buyer, Buyer has a right to object under § 8.7. (Right to Object to Title, Resolution).

8.1.4. **Title Documents.** Title Documents consist of the following: (1) copies of any plats, declarations, covenants, conditions and restrictions burdening the Property and (2) copies of any other documents (or, if illegible, summaries of such documents) listed in the schedule of exceptions (Exceptions) in the Title Commitment furnished to Buyer (collectively, Title Documents).

8.1.5. **Copies of Title Documents.** Buyer must receive, on or before **Record Title Deadline**, copies of all Title Documents. This requirement pertains only to documents as shown of record in the office of the clerk and recorder in the county where the Property is located. The cost of furnishing copies of the documents required in this Section will be at the expense of the party or parties obligated to pay for the owner's title insurance policy.

8.1.6. Existing Abstracts of Title. Seller must deliver to Buyer copies of any abstracts of title covering all or any portion of the Property (Abstract of Title) in Seller's possession on or before **Record Title Deadline**.

8.2. Record Title. Buyer has the right to review and object to the Abstract of Title or Title Commitment and any of the Title Documents as set forth in § 8.7. (Right to Object to Title, Resolution) on or before **Record Title Objection Deadline**. Buyer's objection may be based on any unsatisfactory form or content of Title Commitment or Abstract of Title, notwithstanding § 13, or any other unsatisfactory title condition, in Buyer's sole subjective discretion. If the Abstract of Title, Title Commitment or Title Documents are not received by Buyer on or before the **Record Title Deadline**, or if there is an endorsement to the Title Commitment that adds a new Exception to title, a copy of the new Exception to title and the modified Title Commitment will be delivered to Buyer. Buyer has until the earlier of Closing or ten days after receipt of such documents by Buyer to review and object to: (1) any required Title Document not timely received by Buyer, (2) any change to the Abstract of Title, Title Commitment or Title Documents, or (3) any endorsement to the Title Commitment. If Seller receives Buyer's Notice to Terminate or Notice of Title Objection, pursuant to this § 8.2. (Record Title), any title objection by Buyer is governed by the provisions set forth in § 8.7. (Right to Object to Title, Resolution). If Seller has fulfilled all Seller's obligations, if any, to deliver to Buyer all documents required by § 8.1. (Evidence of Record Title) and Seller does not receive Buyer's Notice to Terminate or Notice of Title Objection by the applicable deadline specified above, Buyer accepts the condition of title as disclosed by the Abstract of Title, Title Commitment and Title Documents as satisfactory.

8.3. Off-Record Title. Seller must deliver to Buyer, on or before **Off-Record Title Deadline**, true copies of all existing surveys in Seller's possession pertaining to the Property and must disclose to Buyer all easements, liens (including, without limitation, governmental improvements approved, but not yet installed) or other title matters not shown by public records, of which Seller has actual knowledge (Off-Record Matters). This Section excludes any **New ILC** or **New Survey** governed under § 9 (New ILC, New Survey). Buyer has the right to inspect the Property to investigate if any third party has any right in the Property not shown by public records (e.g., unrecorded easement, boundary line discrepancy or water rights). Buyer's Notice to Terminate or Notice of Title Objection of any unsatisfactory condition (whether disclosed by Seller or revealed by such inspection, notwithstanding § 8.2. (Record Title) and § 13 (Transfer of Title)), in Buyer's sole subjective discretion, must be received by Seller on or before **Off-Record Title Objection Deadline**. If an Off-Record Matter is received by Buyer after the **Off-Record Title Deadline**, Buyer has until the earlier of Closing or ten days after receipt by Buyer to review and object to such Off-Record Matter. If Seller receives Buyer's Notice to Terminate or Notice of Title Objection pursuant to this § 8.3. (Off-Record Title), any title objection by Buyer is governed by the provisions set forth in § 8.7. (Right to Object to Title, Resolution). If Seller does not receive Buyer's Notice to Terminate or Notice of Title Objection by the applicable deadline specified above, Buyer accepts title subject to such Off-Record Matters and rights, if any, of third parties not shown by public records of which Buyer has actual knowledge.

8.4. Special Taxing and Metropolitan Districts. Intentionally Deleted

8.5. Tax Certificate. A tax certificate paid for by ☒ **Seller** ☐ **Buyer**, for the Property (Tax Certificate) must be delivered to Buyer on or before **Record Title Deadline**. If the content of the Tax Certificate is unsatisfactory to Buyer, in Buyer's sole subjective discretion, Buyer may terminate, on or before **Record Title Objection Deadline**. Should Buyer receive the Tax Certificate after **Record Title Deadline**, Buyer, at Buyer's option, has the Right to Terminate under § 24.1. by Buyer's Notice to Terminate received by Seller on or before ten days after Buyer's receipt of the Tax Certificate. If Buyer does not receive the Tax Certificate, or if Buyer's Notice to Terminate would otherwise be required to be received by Seller after **Closing Date**, Buyer's Notice to Terminate must be received by Seller on or before Closing. If Seller does not receive Buyer's Notice to Terminate within such time, Buyer accepts the content of the Tax Certificate as satisfactory and Buyer waives any Right to Terminate under this provision. If Buyer's loan specified in §4.5.3. (Loan Limitations) prohibits Buyer from paying for the Tax Certificate, the Tax Certificate will be paid for by Seller.

8.6. Third Party Right to Purchase/Approve. If any third party has a right to purchase the Property (e.g., right of first refusal on the Property, right to purchase the Property under a lease or an option held by a third party to purchase the Property) or a right of a third party to approve this Contract, Seller must promptly submit this Contract according to the terms and conditions of such right. If the third-party holder of such right exercises its right this Contract will terminate. If the third party's right to purchase is waived explicitly or

expires, or the Contract is approved, this Contract will remain in full force and effect. Seller must promptly notify Buyer in writing of the foregoing. If the third party right to purchase is exercised or approval of this Contract has not occurred on or before **Third Party Right to Purchase/Approve Deadline**, this Contract will then terminate. Seller will supply to Buyer, in writing, details of any Third Party Right to Purchase the Property on or before the Record Title Deadline.

8.7. Right to Object to Title, Resolution. Buyer has a right to object or terminate, in Buyer's sole subjective discretion, based on any title matters including those matters set forth in § 8.2. (Record Title), § 8.3. (Off-Record Title), § 8.5. (Tax Certificate) and § 13 (Transfer of Title). If Buyer exercises Buyer's rights to object or terminate based on any such title matter, on or before the applicable deadline, Buyer has the following options:

8.7.1. Title Objection, Resolution. If Seller receives Buyer's written notice objecting to any title matter (Notice of Title Objection) on or before the applicable deadline and if Buyer and Seller have not agreed to a written settlement thereof on or before **Title Resolution Deadline**, this Contract will terminate on the expiration of **Title Resolution Deadline**, unless Seller receives Buyer's written withdrawal of Buyer's Notice of Title Objection (i.e., Buyer's written notice to waive objection to such items and waives the Right to Terminate for that reason), on or before expiration of **Title Resolution Deadline**. If either the Record Title Deadline or the Off-Record Title Deadline, or both, are extended pursuant to § 8.2. (Record Title) or § 8.3. (Off-Record Title) the Title Resolution Deadline also will be automatically extended to the earlier of Closing or fifteen days after Buyer's receipt of the applicable documents; or

8.7.2. Title Objection, Right to Terminate. Buyer may exercise the Right to Terminate under § 24.1., on or before the applicable deadline, based on any title matter unsatisfactory to Buyer, in Buyer's sole subjective discretion.

8.8. Title Advisory. The Title Documents affect the title, ownership and use of the Property and should be reviewed carefully. Additionally, other matters not reflected in the Title Documents may affect the title, ownership and use of the Property, including, without limitation, boundary lines and encroachments, set-back requirements, area, zoning, building code violations, unrecorded easements and claims of easements, leases and other unrecorded agreements, water on or under the Property and various laws and governmental regulations concerning land use, development and environmental matters.

8.8.1. OIL, GAS, WATER AND MINERAL DISCLOSURE. THE SURFACE ESTATE OF THE PROPERTY MAY BE OWNED SEPARATELY FROM THE UNDERLYING MINERAL ESTATE AND TRANSFER OF THE SURFACE ESTATE MAY NOT NECESSARILY INCLUDE TRANSFER OF THE MINERAL ESTATE OR WATER RIGHTS. THIRD PARTIES MAY OWN OR LEASE INTERESTS IN OIL, GAS, OTHER MINERALS, GEOTHERMAL ENERGY OR WATER ON OR UNDER THE SURFACE OF THE PROPERTY, WHICH INTERESTS MAY GIVE THEM RIGHTS TO ENTER AND USE THE SURFACE OF THE PROPERTY TO ACCESS THE MINERAL ESTATE, OIL, GAS OR WATER.

8.8.2. SURFACE USE AGREEMENT. THE USE OF THE SURFACE ESTATE OF THE PROPERTY TO ACCESS THE OIL, GAS OR MINERALS MAY BE GOVERNED BY A SURFACE USE AGREEMENT, A MEMORANDUM OR OTHER NOTICE OF WHICH MAY BE RECORDED WITH THE COUNTY CLERK AND RECORDER.

8.8.3. OIL AND GAS ACTIVITY. OIL AND GAS ACTIVITY THAT MAY OCCUR ON OR ADJACENT TO THE PROPERTY MAY INCLUDE, BUT IS NOT LIMITED TO, SURVEYING, DRILLING, WELL COMPLETION OPERATIONS, STORAGE, OIL AND GAS, OR PRODUCTION FACILITIES, PRODUCING WELLS, REWORKING OF CURRENT WELLS AND GAS GATHERING AND PROCESSING FACILITIES.

8.8.4. ADDITIONAL INFORMATION. BUYER IS ENCOURAGED TO SEEK ADDITIONAL INFORMATION REGARDING OIL AND GAS ACTIVITY ON OR ADJACENT TO THE PROPERTY, INCLUDING DRILLING PERMIT APPLICATIONS. THIS INFORMATION MAY BE AVAILABLE FROM THE COLORADO OIL AND GAS CONSERVATION COMMISSION.

8.8.5. Title Insurance Exclusions. Matters set forth in this Section and others, may be excepted, excluded from, or not covered by the owner's title insurance policy.

8.9. Mineral Rights Review. Buyer has a Right to Terminate if examination of the Mineral Rights is unsatisfactory to Buyer on or before the **Mineral Rights Examination Deadline**.

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584 **9. NEW ILC, NEW SURVEY.**

585 **9.1. New ILC or New Survey.** If the box is checked, (1) ☐ **New Improvement Location Certificate**
586 **(New ILC);** or, (2) ☒ **New Survey** in the form of ; is required and the following will apply:

587 **9.1.1. Ordering of New ILC or New Survey.** ☐ **Seller** ☒ **Buyer** will order the New ILC or New
588 Survey. The New ILC or New Survey may also be a previous ILC or survey that is in the above-required form,
589 certified and updated as of a date after the date of this Contract.

590 **9.1.2. Payment for New ILC or New Survey.** The cost of the New ILC or New Survey will be paid, on
591 or before Closing, by: ☐ **Seller** ☒ **Buyer** or:

592
593 **9.1.3. Delivery of New ILC or New Survey.** Buyer, Seller, the issuer of the Title Commitment (or
594 the provider of the opinion of title if an Abstract of Title) and brokers will receive a New ILC or New Survey
595 on or before **New ILC or New Survey Deadline**.

596 **9.1.4. Certification of New ILC or New Survey.** The New ILC or New Survey will be certified by
597 the surveyor to all those who are to receive the New ILC or New Survey.

598 **9.2. Buyer's Right to Waive or Change New ILC or New Survey Selection.** Buyer may select a
599 New ILC or New Survey different than initially specified in this Contract if there is no additional cost to Seller
600 or change to the **New ILC or New Survey Objection Deadline**. Buyer may, in Buyer's sole subjective
601 discretion, waive a New ILC or New Survey if done prior to Seller incurring any cost for the same.

602
603 **9.3. New ILC or New Survey Objection.** Buyer has the right to review and object based on the New
604 ILC or New Survey. If the New ILC or New Survey is not timely received by Buyer or is unsatisfactory to
605 Buyer, in Buyer's sole subjective discretion, Buyer may, on or before **New ILC or New Survey Objection**
606 **Deadline**, notwithstanding § 8.3. or § 13:

607 **9.3.1. Notice to Terminate.** Notify Seller in writing, pursuant to § 24.1, that this Contract is
608 terminated; or

609
610 **9.3.2. New ILC or New Survey Objection.** Deliver to Seller a written description of any matter
611 that was to be shown or is shown in the New ILC or New Survey that is unsatisfactory and that Buyer
612 requires Seller to correct.

613 **9.3.3. New ILC or New Survey Resolution.** If a **New ILC or New Survey Objection** is received
614 by Seller, on or before **New ILC or New Survey Objection Deadline** and if Buyer and Seller have not
615 agreed in writing to a settlement thereof on or before **New ILC or New Survey Resolution Deadline**, this
616 Contract will terminate on expiration of the **New ILC or New Survey Resolution Deadline**, unless Seller
617 receives Buyer's written withdrawal of the New ILC or New Survey Objection before such termination (i.e., on
618 or before expiration of **New ILC or New Survey Resolution Deadline**).

619
620
621 **DISCLOSURE, INSPECTION AND DUE DILIGENCE**
622

623
624 **10. PROPERTY DISCLOSURE, INSPECTION, INDEMNITY, INSURABILITY, DUE DILIGENCE AND**
625 **SOURCE OF WATER.**

626 **10.1. Seller's Property Disclosure.** On or before **Seller's Property Disclosure Deadline** , Seller
627 agrees to deliver to Buyer the most current version of the applicable Colorado Real Estate Commission's
628 Seller's Property Disclosure form completed by Seller to Seller's actual knowledge and current as of the date
629 of this Contract.

630
631 **10.2. Disclosure of Adverse Material Facts; Subsequent Disclosure; Present Condition.** Seller
632 must disclose to Buyer any adverse material facts actually known by Seller as of the date of this Contract.
633 Seller agrees that disclosure of adverse material facts will be in writing. In the event Seller discovers an
634 adverse material fact after the date of this Contract, Seller must timely disclose such adverse fact to Buyer.
635 Buyer has the Right to Terminate based on the Seller's new disclosure on the earlier of Closing or five days
636 after Buyer's receipt of the new disclosure. Except as otherwise provided in this Contract, Buyer
637 acknowledges that Seller is conveying the Property and Inclusions to Buyer in an "**As Is**" condition, "**Where**
638 **Is**" and "**With All Faults.**"
639

10.3. Inspection. Unless otherwise provided in this Contract, Buyer, acting in good faith, has the right to have inspections (by one or more third parties, personally or both) of the Property, Leased Items, and Inclusions (Inspection), at Buyer's expense. If (1) the physical condition of the Property, including, but not limited to, the roof, walls, structural integrity of the Property, the electrical, plumbing, HVAC and other mechanical systems of the Property, (2) the physical condition of the Inclusions and Leased Items, (3) service to the Property (including utilities and communication services), systems and components of the Property (e.g., heating and plumbing), (4) any proposed or existing transportation project, road, street or highway, or (5) any other activity, odor or noise (whether on or off the Property) and its effect or expected effect on the Property or its occupants is unsatisfactory, in Buyer's sole subjective discretion, Buyer may:

10.3.1. Inspection Termination. On or before the **Inspection Termination Deadline**, notify Seller in writing, pursuant to § 24.1., that this Contract is terminated due to any unsatisfactory condition, provided the Buyer did not previously deliver an Inspection Objection. Buyer's Right to Terminate under this provision expires upon delivery of an Inspection Objection to Seller pursuant to § 10.3.2.; or

10.3.2. Inspection Objection. On or before the **Inspection Objection Deadline**, deliver to Seller a written description of any unsatisfactory condition that Buyer requires Seller to correct.

10.3.3. Inspection Resolution. If an Inspection Objection is received by Seller, on or before **Inspection Objection Deadline** and if Buyer and Seller have not agreed in writing to a settlement thereof on or before **Inspection Resolution Deadline**, this Contract will terminate on **Inspection Resolution Deadline** unless Seller receives Buyer's written withdrawal of the Inspection Objection before such termination (i.e., on or before expiration of **Inspection Resolution Deadline**). Nothing in this provision prohibits the Buyer and the Seller from mutually terminating this Contract before the Inspection Resolution Deadline passes by executing an Earnest Money Release.

10.4. Damage, Liens and Indemnity. Buyer, except as otherwise provided in this Contract or other written agreement between the parties, is responsible for payment for all inspections, tests, surveys, engineering reports, or other reports performed at Buyer's request (Work) and must pay for any damage that occurs to the Property and Inclusions as a result of such Work. Buyer must not permit claims or liens of any kind against the Property for Work performed on the Property. Buyer agrees to indemnify, protect and hold Seller harmless from and against any liability, damage, cost or expense incurred by Seller and caused by any such Work, claim, or lien. This indemnity includes Seller's right to recover all costs and expenses incurred by Seller to defend against any such liability, damage, cost or expense, or to enforce this Section, including Seller's reasonable attorney fees, legal fees and expenses. The provisions of this Section survive the termination of this Contract. This § 10.4. does not apply to items performed pursuant to an Inspection Resolution.

10.5. Insurability. Buyer has the Right to Terminate under § 24.1., on or before **Property Insurance Termination Deadline**, based on any unsatisfactory provision of the availability, terms and conditions and premium for property insurance (Property Insurance) on the Property, in Buyer's sole subjective discretion.

10.6. Due Diligence.

10.6.1. Due Diligence Documents. Seller agrees to deliver copies of the following documents and information pertaining to the Property and Leased Items (Due Diligence Documents) to Buyer on or before **Due Diligence Documents Delivery Deadline**:

10.6.1.1. Occupancy Agreements. All current leases, including any amendments or other occupancy agreements, pertaining to the Property. Those leases or other occupancy agreements pertaining to the Property that survive Closing are as follows (Leases):

N/A

10.6.1.2. Leased Items Documents. If any lease of personal property (§ 2.5.8., Leased Items) will be transferred to Buyer at Closing, Seller agrees to deliver copies of the leases and information pertaining to the personal property to Buyer on or before **Due Diligence Documents Delivery Deadline**.

10.6.1.3. Encumbered Inclusions Documents. If any Inclusions owned by Seller are encumbered pursuant to § 2.5.4. (Encumbered Inclusions) above, Seller agrees to deliver copies of the evidence of debt, security and any other documents creating the encumbrance to Buyer on or before **Due Diligence Documents Delivery Deadline**.

10.6.1.4. Solar Power Plan. Copy of any Solar Power Plan not included in Leased Items

(regardless of its name or title).

10.6.1.5. Septic Use Permit. If required by the local health department or other applicable government entity, on or before the local health department's applicable deadline, Seller must pay for and furnish to Buyer a Septic Use Permit.

10.6.1.6. Other Documents. If the respective box is checked, Seller agrees to additionally deliver copies of the following:

☒ **10.6.1.6.1.** All contracts relating to the operation, maintenance and management of the Property;

☒ **10.6.1.6.2.** Property tax bills for the last 2 years;

☒ **10.6.1.6.3.** As-built construction plans to the Property and the tenant improvements, including architectural, electrical, mechanical and structural systems; engineering reports; and permanent Certificates of Occupancy, to the extent now available;

☐ **10.6.1.6.4.** A list of all Inclusions to be conveyed to Buyer;

☐ **10.6.1.6.5.** Operating statements for the past years;

☐ **10.6.1.6.6.** A rent roll accurate and correct to the date of this Contract;

☐ **10.6.1.6.7.** A schedule of any tenant improvement work Seller is obligated to complete but has not yet completed and capital improvement work either scheduled or in process on the date of this Contract;

☒ **10.6.1.6.8.** All insurance policies pertaining to the Property and copies of any claims which have been made for the past 2 years;

☒ **10.6.1.6.9.** Soils reports, surveys and engineering reports or data pertaining to the Property (if not delivered earlier under § 8.3.);

☒ **10.6.1.6.10.** Any and all existing documentation and reports regarding Phase I and II environmental reports, letters, test results, advisories and similar documents respective to the existence or nonexistence of asbestos, PCB transformers, or other toxic, hazardous or contaminated substances and/or underground storage tanks and/or radon gas. If no reports are in Seller's possession or known to Seller, Seller warrants that no such reports are in Seller's possession or known to Seller;

☐ **10.6.1.6.11.** Any *Americans with Disabilities Act* reports, studies or surveys concerning the compliance of the Property with said Act;

☒ **10.6.1.6.12.** All permits, licenses and other building or use authorizations issued by any governmental authority with jurisdiction over the Property and written notice of any violation of any such permits, licenses or use authorizations, if any; and

☒ **10.6.1.6.13.** Other:

10.6.2. Due Diligence Documents Review and Objection. Buyer has the right to review and object based on the Due Diligence Documents. If the Due Diligence Documents are not supplied to Buyer or are unsatisfactory, in Buyer's sole subjective discretion, Buyer may, on or before **Due Diligence Documents Objection Deadline**:

10.6.2.1. Notice to Terminate. Notify Seller in writing, pursuant to § 24.1., that this Contract is terminated; or

10.6.2.2. Due Diligence Documents Objection. Deliver to Seller a written description of any unsatisfactory Due Diligence Documents that Buyer requires Seller to correct.

10.6.2.3. Due Diligence Documents Resolution. If a Due Diligence Documents Objection is received by Seller, on or before **Due Diligence Documents Objection Deadline** and if Buyer and Seller have not agreed in writing to a settlement thereof on or before **Due Diligence Documents Resolution Deadline**, this Contract will terminate on **Due Diligence Documents Resolution Deadline** unless Seller receives Buyer's written withdrawal of the Due Diligence Documents Objection before such termination (i.e., on or before expiration of **Due Diligence Documents Resolution Deadline**).

10.6.2.4. Automatic Due Diligence Extension. If a Due Diligence Document is not delivered on or before the Due Diligence Documents Deadline, Buyer has until the earlier of Closing or ten days after receipt by Buyer to review and object to such Due Diligence Document. If Buyer's right to review and object to such Due Diligence Document is extended due to such Due Diligence Document not being

delivered on or before the Due Diligence Documents Deadline, the Due Diligence Document Resolution Deadline will also be extended to the earlier of Closing or fifteen days after Buyer's receipt of such Due Diligence Document.

10.6.3. Zoning. Buyer has the Right to Terminate under § 24.1., on or before **Due Diligence Documents Objection Deadline**, based on any unsatisfactory zoning and any use restrictions imposed by any governmental agency with jurisdiction over the Property, in Buyer's sole subjective discretion.

10.6.4. Due Diligence – Environmental. Buyer has the right to obtain environmental inspections of the Property including a Phase I Environmental Site Assessment. ☐ Seller ☒ Buyer will order or provide a current Phase I Environmental Site Assessment (compliant with the most current version of the applicable ASTM E1527 standard practices for Environmental Site Assessments) and/or , at the expense of ☐ Seller ☒ Buyer (Environmental Inspection).

If the Phase I Environmental Site Assessment recommends a Phase II Environmental Site Assessment, the **Environmental Inspection Termination Deadline** will be extended by 60 days (Extended Environmental Inspection Termination Deadline) and if such Extended Environmental Inspection Termination Deadline extends beyond the **Closing Date**, the **Closing Date** will be extended a like period of time. In such event, ☐ Seller ☐ Buyer must pay the cost for such Phase II Environmental Site Assessment.

Notwithstanding Buyer's right to obtain additional environmental inspections of the Property in this § 10.6.4., Buyer has the Right to Terminate under § 24.1., on or before **Environmental Inspection Termination Deadline**, or if applicable, the Extended Environmental Inspection Termination Deadline, based on any unsatisfactory results of Environmental Inspection, in Buyer's sole subjective discretion.

10.6.5. Due Diligence – ADA. Buyer, at Buyer's expense, may also conduct an evaluation whether the Property complies with the *Americans with Disabilities Act* (ADA Evaluation). All such inspections and evaluations must be conducted at such times as are mutually agreeable to minimize the interruption of Seller's and any Seller's tenants' business uses of the Property, if any.

Buyer has the Right to Terminate under § 24.1., on or before **ADA Evaluation Termination Deadline**, based on any unsatisfactory ADA Evaluation, in Buyer's sole subjective discretion.

10.7. Conditional Upon Sale of Property. This Contract is conditional upon the sale and closing of that certain property owned by Buyer and commonly known as . Buyer has the Right to Terminate under § 24.1. effective upon Seller's receipt of Buyer's Notice to Terminate on or before **Conditional Sale Deadline** if such property is not sold and closed by such deadline. This Section is for the sole benefit of Buyer. If Seller does not receive Buyer's Notice to Terminate on or before **Conditional Sale Deadline**, Buyer waives any Right to Terminate under this provision.

10.8. Source of Potable Water (Residential Land and Residential Improvements Only).
[Intentionally Deleted - See Residential Addendum if applicable]

10.9. Existing Leases; Modification of Existing Leases; New Leases. Seller states that none of the Leases to be assigned to the Buyer at the time of Closing contain any rent concessions, rent reductions or rent abatements except as disclosed in the Lease or other writing received by Buyer. Seller will not amend, alter, modify, extend or cancel any of the Leases nor will Seller enter into any new leases affecting the Property without the prior written consent of Buyer, which consent will not be unreasonably withheld or delayed.

10.10. Lead-Based Paint. [Intentionally Deleted - See Residential Addendum if applicable]

10.11. Carbon Monoxide Alarms. [Intentionally Deleted - See Residential Addendum if applicable]

10.12. Methamphetamine Disclosure. [Intentionally Deleted - See Residential Addendum if applicable]

11. TENANT ESTOPPEL STATEMENTS.

11.1. Estoppel Statements Conditions. Buyer has the right to review and object to any Estoppel Statements. Seller must request from all tenants of the Property and if received by Seller, deliver to Buyer on or before **Estoppel Statements Deadline**, statements in a form and substance reasonably acceptable to Buyer, from each occupant or tenant at the Property (Estoppel Statement) attached to a copy of the Lease stating:

- 11.1.1. The commencement date of the Lease and scheduled termination date of the Lease;
- 11.1.2. That said Lease is in full force and effect and that there have been no subsequent modifications or amendments;
- 11.1.3. The amount of any advance rentals paid, rent concessions given and deposits paid to Seller;
- 11.1.4. The amount of monthly (or other applicable period) rental paid to Seller;
- 11.1.5. That there is no default under the terms of said Lease by landlord or occupant; and
- 11.1.6. That the Lease to which the Estoppel Statement is attached is a true, correct and complete copy of the Lease demising the premises it describes.
- 11.2. Seller Estoppel Statement.** In the event Seller does not receive from all tenants of the Property a completed signed Estoppel Statement, Seller agrees to complete and execute an Estoppel Statement setting forth the information and documents required §11.1. above and deliver the same to Buyer on or before **Estoppel Statements Deadline**.
- 11.3. Estoppel Statements Termination.** Buyer has the Right to Terminate under § 24.1., on or before **Estoppel Statements Termination Deadline**, based on any unsatisfactory Estoppel Statement, in Buyer's sole subjective discretion, or if Seller fails to deliver the Estoppel Statements on or before **Estoppel Statements Deadline**. Buyer also has the unilateral right to waive any unsatisfactory Estoppel Statement.

CLOSING PROVISIONS

12. CLOSING DOCUMENTS, INSTRUCTIONS AND CLOSING.

12.1. Closing Documents and Closing Information. Seller and Buyer will cooperate with the Closing Company to enable the Closing Company to prepare and deliver documents required for Closing to Buyer and Seller and their designees. If Buyer is obtaining a loan to purchase the Property, Buyer acknowledges Buyer's lender is required to provide the Closing Company, in a timely manner, all required loan documents and financial information concerning Buyer's loan. Buyer and Seller will furnish any additional information and documents required by Closing Company that will be necessary to complete this transaction. Buyer and Seller will sign and complete all customary or reasonably required documents at or before Closing.

12.2. Closing Instructions. Colorado Real Estate Commission's Closing Instructions ☐ **Are** ☒ **Are Not** executed with this Contract.

12.3. Closing. Delivery of deed from Seller to Buyer will be at closing (Closing). Closing will be on the date specified as the **Closing Date** or by mutual agreement at an earlier date. At Closing, Seller must provide Buyer with the ability to access the Property (e.g. keys, access code, garage door opener). The hour and place of Closing will be as designated by Title Company, Buyer, and Seller.

12.4. Disclosure of Settlement Costs. Buyer and Seller acknowledge that costs, quality and extent of service vary between different settlement service providers (e.g., attorneys, lenders, inspectors and title companies).

12.5. Assignment of Leases. Seller must assign to Buyer all Leases at Closing that will continue after Closing and Buyer must assume Seller's obligations under such Leases. Further, Seller must transfer to Buyer all Leased Items and assign to Buyer such leases for the Leased Items accepted by Buyer pursuant to § 2.5.8. (Leased Items).

13. TRANSFER OF TITLE. Subject to Buyer's compliance with the terms and provisions of this Contract, including the tender of any payment due at Closing, Seller must execute and deliver the following good and sufficient deed to Buyer, at Closing: ☒ special warranty deed ☐ general warranty deed ☐ bargain and sale deed ☐ quit claim deed ☐ personal representative's deed ☐ deed. Seller, provided another deed is not selected, must execute and deliver a good and sufficient special warranty deed to Buyer, at Closing.

Unless otherwise specified in § 30 (Additional Provisions), if title will be conveyed using a special warranty deed or a general warranty deed, title will be conveyed "subject to statutory exceptions" as defined

in §38-30-113(5)(a), C.R.S.

14. PAYMENT OF LIENS AND ENCUMBRANCES. Unless agreed to by Buyer in writing, any amounts owed on any liens or encumbrances securing a monetary sum against the Property and Inclusions, including any governmental liens for special improvements installed as of the date of Buyer's signature hereon, whether assessed or not, and previous years' taxes, will be paid at or before Closing by Seller from the proceeds of this transaction or from any other source.

15. CLOSING COSTS, FEES, ASSOCIATION STATUS LETTER AND DISBURSEMENTS, TAXES AND WITHHOLDING.

15.1. Closing Costs. Buyer and Seller must pay, in Good Funds, their respective closing costs and all other items required to be paid at Closing, except as otherwise provided herein.

15.2. Closing Services Fee. The fee for real estate closing services must be paid at Closing by ☐ Buyer ☐ Seller ☒ One-Half by Buyer and One-Half by Seller ☐ Other .

15.3. Association Fees and Required Disbursements. At least fourteen days prior to **Closing Date**, Seller agrees to promptly request that the Closing Company or the Association deliver to Buyer a current Status Letter, if applicable. Any fees associated with or specified in the Status Letter will be paid as follows:

15.3.1. Status Letter Fee. Any fee incident to the issuance of Association's Status Letter must be paid by Seller.

15.3.2. Record Change Fee. Any Record Change Fee must be paid by ☐ Buyer ☒ Seller ☐ One-Half by Buyer and One-Half by Seller ☐ N/A.

15.3.3. Reserves or Working Capital. Unless agreed to otherwise, all reserves or working capital due (or other similar cost not addressed in § 16.2. (Association Assessments)) at Closing must be paid by ☐ Buyer ☒ Seller ☐ One-Half by Buyer and One-Half by Seller ☐ N/A.

15.3.4. Other Fees. Any other fee listed in the Status Letter as required to be paid at Closing will be paid by ☐ Buyer ☒ Seller ☐ One-Half by Buyer and One-Half by Seller ☐ N/A.

15.4. Local Transfer Tax. Any Local Transfer Tax must be paid at Closing by ☐ Buyer ☐ Seller ☐ One-Half by Buyer and One-Half by Seller ☒ N/A.

15.5. Sales and Use Tax. Any sales and use tax that may accrue because of this transaction must be paid when due by ☐ Buyer ☐ Seller ☐ One-Half by Buyer and One-Half by Seller ☒ N/A.

15.6. Private Transfer Fee. Any private transfer fees and other fees due to a transfer of the Property, payable at Closing, such as community association fees, developer fees and foundation fees, must be paid at Closing by ☐ Buyer ☒ Seller ☐ One-Half by Buyer and One-Half by Seller ☐ N/A.

15.7. Water Transfer Fees. Water Transfer Fees can change. The fees, as of the date of this Contract, do not exceed \$n/a for:

☐ Water District/Municipality ☐ Water Stock

☐ Augmentation Membership ☐ Small Domestic Water Company ☐ n/a

and must be paid at Closing by ☐ Buyer ☐ Seller ☐ One-Half by Buyer and One-Half by Seller ☐ N/A.

15.8. Utility Transfer Fees. Utility transfer fees can change. Any fees to transfer utilities from Seller to Buyer must be paid by ☐ Buyer ☒ Seller ☐ One-Half by Buyer and One-Half by Seller ☐ N/A.

15.9. FIRPTA and Colorado Withholding.

15.9.1. FIRPTA. The Internal Revenue Service (IRS) may require a substantial portion of the Seller's proceeds be withheld after Closing when Seller is a foreign person. If required withholding does not occur, the Buyer could be held liable for the amount of the Seller's tax, interest and penalties. If the box in this Section is checked, Seller represents that Seller ☐ **IS** a foreign person for purposes of U.S. income taxation. If the box in this Section is not checked, Seller represents that Seller is not a foreign person for purposes of U.S. income taxation. Seller agrees to cooperate with Buyer and Closing Company to provide any reasonably requested documents to verify Seller's foreign person status. If withholding is required, Seller authorizes Closing Company to withhold such amount from Seller's proceeds. Seller should inquire with Seller's tax advisor to determine if withholding applies or if an exemption exists.

15.9.2. Colorado Withholding. The Colorado Department of Revenue may require a portion of

the Seller's proceeds be withheld after Closing when Seller will not be a Colorado resident after Closing, if not otherwise exempt. Seller agrees to cooperate with Buyer and Closing Company to provide any reasonably requested documents to verify Seller's status. If withholding is required, Seller authorizes Closing Company to withhold such amount from Seller's proceeds. Seller should inquire with Seller's tax advisor to determine if withholding applies or if an exemption exists.

16. PRORATIONS AND ASSOCIATION ASSESSMENTS.

16.1. Prorations. The following will be prorated to the **Closing Date**, except as otherwise provided:

16.1.1. Taxes. Personal property taxes, if any, special taxing district assessments, if any, and general real estate taxes for the year of Closing, based on

☐ **Taxes for the Calendar Year Immediately Preceding Closing**

☒ **Most Recent Mill Levy and Most Recent Assessed Valuation**, adjusted by any applicable qualifying seniors property tax exemption, qualifying disabled veteran exemption or ☐ **Other**

N/A

16.1.2. Rents. Rents based on ☐ **Rents Actually Received** ☐ **Accrued**. At Closing, Seller will transfer or credit to Buyer the security deposits for all Leases assigned to Buyer, or any remainder after lawful deductions, and notify all tenants in writing of such transfer and of the transferee's name and address.

16.1.3. Other Prorations. Water and sewer charges, propane, interest on continuing loan and

16.1.4. Final Settlement. Unless otherwise specified in Additional Provisions, these prorations are final.

16.2. Association Assessments. Current regular Association assessments and dues (Association Assessments) paid in advance will be credited to Seller at Closing. All Association Assessments accrued before Closing must be paid by Seller and all Association Assessments accrued after Closing must be paid by Buyer. Cash reserves held out of the regular Association Assessments for deferred maintenance by the Association will not be credited to Seller except as may be otherwise provided by the Governing Documents. Any special assessment assessed prior to **Closing Date** by the Association will be the obligation of ☐ **Buyer** ☒ **Seller**. Except however, any special assessment by the Association for improvements that have been installed as of the date of Buyer's signature hereon, whether assessed prior to or after Closing, will be the obligation of Seller unless otherwise specified in Additional Provisions. Seller represents there are no unpaid regular or special assessments against the Property except the current regular assessments and

N/A

Association Assessments are subject to change as provided in the Governing Documents.

17. POSSESSION. Possession of the Property and Inclusions will be delivered to Buyer on **Possession Date** at **Possession Time**, subject to the Leases as set forth in § 10.6.1.1.

If Seller, after Closing occurs, fails to deliver possession as specified, Seller will be subject to eviction and will be additionally liable to Buyer, notwithstanding § 20.2. (If Seller is in Default), for payment of \$ 500.00 per day (or any part of a day notwithstanding § 3.3., Day) from **Possession Date** and **Possession Time** until possession is delivered. Additionally, Buyer may pursue a claim against Seller for any of Buyer's actual additional damages incurred by Buyer in excess of such amount.

General Provisions

18. CAUSES OF LOSS, INSURANCE; DAMAGE TO INCLUSIONS AND SERVICES; CONDEMNATION; AND WALK-THROUGH. Except as otherwise provided in this Contract, the Property and Inclusions will be delivered in the condition existing as of the date of this Contract, ordinary wear and tear excepted.

18.1. Causes of Loss, Insurance. In the event the Property or Inclusions are damaged by fire, other perils or causes of loss prior to Closing (Property Damage) in an amount of not more than ten percent of the total Purchase Price and if the repair of the damage will be paid by insurance (other than the deductible to be paid by Seller), then Seller, upon receipt of the insurance proceeds, will use Seller's reasonable efforts to repair the Property before **Closing Date**. Buyer has the Right to Terminate under § 24.1., on or before

Closing Date, if the Property is not repaired before **Closing Date**, or if the damage exceeds such sum. Should Buyer elect to carry out this Contract despite such Property Damage, Buyer is entitled to a credit at Closing for all insurance proceeds that were received by Seller (but not the Association, if any) resulting from damage to the Property and Inclusions, plus the amount of any deductible provided for in the insurance policy. This credit may not exceed the Purchase Price. In the event Seller has not received the insurance proceeds prior to Closing, the parties may agree to extend the **Closing Date** to have the Property repaired prior to Closing or, at the option of Buyer, (1) Seller must assign to Buyer the right to the proceeds at Closing, if acceptable to Seller's insurance company and Buyer's lender; or (2) the parties may enter into a written agreement prepared by the parties or their attorney requiring the Seller to escrow at Closing from Seller's sale proceeds the amount Seller has received and will receive due to such damage, not exceeding the total Purchase Price, plus the amount of any deductible that applies to the insurance claim.

18.2. Damage, Inclusions and Services. Should any Inclusion or service (including utilities and communication services), system, component or fixture of the Property (collectively Service) (e.g., heating or plumbing), fail or be damaged between the date of this Contract and Closing or possession, whichever is earlier, then Seller is liable for the repair or replacement of such Inclusion or Service with a unit of similar size, age and quality, or an equivalent credit, but only to the extent that the maintenance or replacement of such Inclusion or Service is not the responsibility of the Association, if any, less any insurance proceeds received by Buyer covering such repair or replacement. If the failed or damaged Inclusion or Service is not repaired or replaced on or before Closing or possession, whichever is earlier, Buyer has the Right to Terminate under § 24.1., on or before **Closing Date**, or, at the option of Buyer, Buyer is entitled to a credit at Closing for the repair or replacement of such Inclusion or Service. Such credit must not exceed the Purchase Price. If Buyer receives such a credit, Seller's right for any claim against the Association, if any, will survive Closing.

18.3. Condemnation. In the event Seller receives actual notice prior to Closing that a pending condemnation action may result in a taking of all or part of the Property or Inclusions, Seller must promptly notify Buyer, in writing, of such condemnation action. Buyer has the Right to Terminate under § 24.1., on or before **Closing Date**, based on such condemnation action, in Buyer's sole subjective discretion. Should Buyer elect to consummate this Contract despite such diminution of value to the Property and Inclusions, Buyer is entitled to a credit at Closing for all condemnation proceeds awarded to Seller for the diminution in the value of the Property or Inclusions, but such credit will not include relocation benefits or expenses or exceed the Purchase Price.

18.4. Walk-Through and Verification of Condition. Buyer, upon reasonable notice, has the right to walk through the Property prior to Closing to verify that the physical condition of the Property and Inclusions complies with this Contract.

19. RECOMMENDATION OF LEGAL AND TAX COUNSEL. By signing this Contract, Buyer and Seller acknowledge that their respective broker has advised that this Contract has important legal consequences and has recommended: (1) legal examination of title; (2) consultation with legal and tax or other counsel before signing this Contract as this Contract may have important legal and tax implications; (3) to consult with their own attorney if Water Rights, Mineral Rights or Leased Items are included or excluded in the sale; and (4) to consult with legal counsel if there are other matters in this transaction for which legal counsel should be engaged and consulted. Such consultations must be done timely as this Contract has strict time limits, including deadlines, that must be complied with.

20. TIME OF ESSENCE, DEFAULT AND REMEDIES. Time is of the essence for all dates and deadlines in this Contract. This means that all dates and deadlines are strict and absolute. If any payment due, including Earnest Money, is not paid, honored or tendered when due, or if any obligation is not performed timely as provided in this Contract or waived, the non-defaulting party has the following remedies:

20.1. If Buyer is in Default:

☐ **20.1.1. Specific Performance.** Seller may elect to cancel this Contract and all Earnest Money (whether or not paid by Buyer) will be paid to Seller and retained by Seller. It is agreed that the Earnest Money is not a penalty, and the parties agree the amount is fair and reasonable. Seller may recover such additional damages as may be proper. Alternatively, Seller may elect to treat this Contract as being in full

force and effect and Seller has the right to specific performance or damages, or both.

20.1.2. Liquidated Damages, Applicable. This § 20.1.2. applies unless the box in § 20.1.1. is checked. Seller may cancel this Contract. All Earnest Money (whether or not paid by Buyer) will be paid to Seller and retained by Seller. It is agreed that the Earnest Money amount specified in § 4.1. is LIQUIDATED DAMAGES and not a penalty, which amount the parties agree is fair and reasonable and (except as provided in §§ 10.4. and 21), such amount is SELLER'S ONLY REMEDY for Buyer's failure to perform the obligations of this Contract. Seller expressly waives the remedies of specific performance and additional damages.

20.2. If Seller is in Default:

20.2.1. Specific Performance, Damages or Both. Buyer may elect to treat this Contract as canceled, in which case all Earnest Money received hereunder will be returned to Buyer and Buyer may recover such damages as may be proper. Alternatively, in addition to the per diem in § 17 (Possession) for failure of Seller to timely deliver possession of the Property after Closing occurs, Buyer may elect to treat this Contract as being in full force and effect and Buyer has the right to specific performance or damages, or both.

20.2.2. Seller's Failure to Perform. In the event Seller fails to perform Seller's obligations under this Contract, to include, but not limited to, failure to timely disclose Association violations known by Seller, failure to perform any replacements or repairs required under this Contract or failure to timely disclose any known adverse material facts, Seller remains liable for any such failures to perform under this Contract after Closing. Buyer's rights to pursue the Seller for Seller's failure to perform under this Contract are reserved and survive Closing.

21. LEGAL FEES, COST AND EXPENSES. Anything to the contrary herein notwithstanding, in the event of any arbitration or litigation relating to this Contract, prior to or after **Closing Date**, the arbitrator or court must award to the prevailing party all reasonable costs and expenses, including attorney fees, legal fees and expenses.

22. MEDIATION. If a dispute arises relating to this Contract (whether prior to or after Closing) and is not resolved, the parties must first proceed, in good faith, to mediation. Mediation is a process in which the parties meet with an impartial person who helps to resolve the dispute informally and confidentially. Mediators cannot impose binding decisions. Before any mediated settlement is binding, the parties to the dispute must agree to the settlement, in writing. The parties will jointly appoint an acceptable mediator and will share equally in the cost of such mediation. The obligation to mediate, unless otherwise agreed, will terminate if the entire dispute is not resolved within thirty days of the date written notice requesting mediation is delivered by one party to the other at that party's last known address (physical or electronic as provided in § 26). Nothing in this Section prohibits either party from filing a lawsuit and recording a *lis pendens* affecting the Property, before or after the date of written notice requesting mediation. This Section will not alter any date in this Contract, unless otherwise agreed.

23. EARNEST MONEY DISPUTE. Except as otherwise provided herein, Earnest Money Holder must release the Earnest Money following receipt of written mutual instructions, signed by both Buyer and Seller. In the event of any controversy regarding the Earnest Money, Earnest Money Holder is not required to release the Earnest Money. Earnest Money Holder, in its sole subjective discretion, has several options: (1) wait for any proceeding between Buyer and Seller; (2) interplead all parties and deposit Earnest Money into a court of competent jurisdiction (Earnest Money Holder is entitled to recover court costs and reasonable attorney and legal fees incurred with such action); or (3) provide notice to Buyer and Seller that unless Earnest Money Holder receives a copy of the Summons and Complaint or Claim (between Buyer and Seller) containing the case number of the lawsuit (Lawsuit) within one hundred twenty days of Earnest Money Holder's notice to the parties, Earnest Money Holder is authorized to return the Earnest Money to Buyer. In the event Earnest Money Holder does receive a copy of the Lawsuit and has not interpleaded the monies at the time of any Order, Earnest Money Holder must disburse the Earnest Money pursuant to the Order of the Court. The parties reaffirm the obligation of § 22 (Mediation). This Section will survive cancellation or termination of this Contract.

1107 **24. TERMINATION.**

1108 **24.1. Right to Terminate.** If a party has a right to terminate, as provided in this Contract (Right to
1109 Terminate), the termination is effective upon the other party's receipt of a written notice to terminate (Notice to
1110 Terminate), provided such written notice was received on or before the applicable deadline specified in this
1111 Contract. If the Notice to Terminate is not received on or before the specified deadline, the party with the
1112 Right to Terminate accepts the specified matter, document or condition as satisfactory and waives the Right
1113 to Terminate under such provision. Any Notice to Terminate delivered after the applicable deadline specified
1114 in the Contract is ineffective and does not terminate this Contract.

1116 **24.2. Effect of Termination.** In the event this Contract is terminated, all Earnest Money received
1117 hereunder must be timely returned to Buyer and the parties are then relieved of all obligations hereunder,
1118 subject to §§ 10.4. and 21.
1119

1120 **25. ENTIRE AGREEMENT, MODIFICATION, SURVIVAL; SUCCESSORS.** This Contract, its exhibits and
1121 specified addenda, constitute the entire agreement between the parties relating to the subject hereof and any
1122 prior agreements pertaining thereto, whether oral or written, have been merged and integrated into this
1123 Contract. No subsequent modification of any of the terms of this Contract is valid, binding upon the parties, or
1124 enforceable unless made in writing and signed by the parties. Any right or obligation in this Contract that, by
1125 its terms, exists or is intended to be performed after termination or Closing survives the same. Any successor
1126 to a party receives the predecessor's benefits and obligations of this Contract.
1127

1129 **26. NOTICE, DELIVERY AND CHOICE OF LAW.**

1130 **26.1. Physical Delivery and Notice.** Any document or notice to Buyer or Seller must be in writing,
1131 except as provided in § 26.2. and is effective when physically received by such party, any individual named in
1132 this Contract to receive documents or notices for such party, Broker, or Brokerage Firm of Broker working
1133 with such party (except any notice or delivery after Closing must be received by the party, not Broker or
1134 Brokerage Firm).

1136 **26.2. Electronic Notice.** As an alternative to physical delivery, any notice may be delivered in
1137 electronic form to Buyer or Seller, any individual named in this Contract to receive documents or notices for
1138 such party, Broker or Brokerage Firm of Broker working with such party (except any notice or delivery after
1139 Closing, cancellation or Termination must be received by the party, not Broker or Brokerage Firm) at the
1140 electronic address of the recipient by facsimile, email or [DocuSign](#).
1141

1142 **26.3. Electronic Delivery.** Electronic Delivery of documents and notice may be delivered by: (1) email
1143 at the email address of the recipient, (2) a link or access to a website or server provided the recipient
1144 receives the information necessary to access the documents, or (3) facsimile at the facsimile number (Fax
1145 No.) of the recipient.

1146 **26.4. Choice of Law.** This Contract and all disputes arising hereunder are governed by and construed
1147 in accordance with the laws of the State of Colorado that would be applicable to Colorado residents who sign
1148 a contract in Colorado for real property located in Colorado.
1149

1150 **27. NOTICE OF ACCEPTANCE, COUNTERPARTS.** This proposal will expire unless accepted in writing,
1151 by Buyer and Seller, as evidenced by their signatures below and the offering party receives notice of such
1152 acceptance pursuant to § 26 on or before **Acceptance Deadline Date** and **Acceptance Deadline Time**. If
1153 accepted, this document will become a contract between Seller and Buyer. A copy of this Contract may be
1154 executed by each party, separately and when each party has executed a copy thereof, such copies taken
1155 together are deemed to be a full and complete contract between the parties.
1156

1158 **28. GOOD FAITH.** Buyer and Seller acknowledge that each party has an obligation to act in good faith
1159 including, but not limited to, exercising the rights and obligations set forth in the provisions of **Financing**
1160 **Conditions and Obligations; Title Insurance, Record Title and Off-Record Title; New ILC, New Survey;**
1161 **and Property Disclosure, Inspection, Indemnity, Insurability and Due Diligence.**
1162

1164 **29. BUYER'S BROKERAGE FIRM COMPENSATION.** Buyer's brokerage firm's compensation will be paid,
1165

at Closing, as follows:

☒ **29.1.** 3.5% of the Purchase Price or \$ by Seller. Buyer's brokerage firm is an intended third-party beneficiary under this provision only. The amount paid by Seller under this provision is in addition to any other amounts Seller is paying on behalf of Buyer elsewhere in this Contract.

☐ **29.2.** % of the Purchase Price or \$ by Buyer pursuant to a separate agreement between Buyer and Buyer's brokerage firm. This amount may be modified between Buyer and Buyer's brokerage firm outside of this Contract.

☐ **29.3.** % of the Purchase Price or \$ by a separate agreement between Buyer's brokerage firm and Seller's brokerage firm.

ADDITIONAL PROVISIONS AND ATTACHMENTS

30. ADDITIONAL PROVISIONS. (The following additional provisions have not been approved by the Colorado Real Estate Commission.)

Buyer and Seller agree that Buyer shall have a forty five (45) day "Inspection Period" to study any and all aspects of the property. During this period, the earnest money deposit shall be fully refundable to the Buyer should they provide written notice to Seller of the unsuitability of the property for Buyer's intended use. Should no notice be given to Seller, the earnest money deposit shall become nonrefundable to Buyer but applicable to the purchase price at closing Closing shall occur fifteen (15) days following the expiration of the Inspection Period.

Notwithstanding anything else in this contract, Seller's obligation to deliver documents under paragraph 10.6.1.6 is limited to documents currently in Seller's possession or readily available to Seller.

31. OTHER DOCUMENTS.

31.1. Documents Part of Contract. The following documents are a part of this Contract:
Addendum to Contract to Buy and Sell Real Estate (Commercial)

31.2. Documents Not Part of Contract. The following documents have been provided but are **not** a part of this Contract:

Signatures

Buyer: _____ Date: _____

Pikes Peak Library District
By Teona Shainidze Krebs, CEO

[NOTE: If this offer is being countered or rejected, do not sign this document.]

Seller: _____ Date: _____

END OF CONTRACT TO BUY AND SELL REAL ESTATE

BROKER'S ACKNOWLEDGMENTS AND COMPENSATION DISCLOSURE.

A. Broker Working With Buyer

Broker ☐ Does ☒ Does Not acknowledge receipt of Earnest Money deposit. Broker agrees that if Brokerage Firm is the Earnest Money Holder and, except as provided in § 23, if the Earnest Money has not already been returned following receipt of a Notice to Terminate or other written notice of termination, Earnest Money Holder will release the Earnest Money as directed by the written mutual instructions. Such release of Earnest Money will be made within five days of Earnest Money Holder's receipt of the executed written mutual instructions, provided the Earnest Money check has cleared.

Broker is working with Buyer as a ☒ Buyer's Agent ☐ Transaction-Broker in this transaction.

☐ Customer. Broker has no brokerage relationship with Buyer. See § B for Broker's brokerage relationship with Seller.

Brokerage Firm's compensation or commission is to be paid by as specified in §29 above.

This Broker's Acknowledgments and Compensation Disclosure is for disclosure purposes only and does NOT create any claim for compensation. Any compensation agreement between the brokerage firms must be entered into separately and apart from this provision.

Brokerage Firm's Name: **NAI Highland, LLC**

Brokerage Firm's License #: **EC.000083780**



Date: **12/3/2025**

Broker's Name: **John P. Benson**

Broker's License #: **FA.100088508**

Address: **2 N Cascade Ave Colorado Springs, CO 80903**

Phone No.: **719 577 0044**

Fax No.:

Email Address: **benson@highlandcommercial.com**

Broker's Name: _____ Date: _____

Broker's License #:
Brokerage Firm's Name: **NAI Highland, LLC**
Brokerage Firm's License #: **EC. 00083780**
Address: **2 N. Cascade Ave, Suite 300 Colorado Springs, CO 80903**
Ph: **719-577-0044** Fax: Email: **anderson@highlandcommercial.com**

B. Broker Working with Seller

Broker ☐ **Does** ☐ **Does Not** acknowledge receipt of Earnest Money deposit. Broker agrees that if Brokerage Firm is the Earnest Money Holder and, except as provided in § 23, if the Earnest Money has not already been returned following receipt of a Notice to Terminate or other written notice of termination, Earnest Money Holder will release the Earnest Money as directed by the written mutual instructions. Such release of Earnest Money will be made within five days of Earnest Money Holder's receipt of the executed written mutual instructions, provided the Earnest Money check has cleared.

Broker is working with Seller as a ☐ **Seller's Agent** ☐ **Transaction-Broker** in this transaction.

☐ **Customer.** Broker has no brokerage relationship with Seller. See § A for Broker's brokerage relationship with Buyer.

Brokerage Firm's compensation or commission is to be paid by ☐ **Seller** ☐ **Buyer** ☐ **Other** .

This Broker's Acknowledgments and Compensation Disclosure is for disclosure purposes only and does NOT create any claim for compensation. Any agreement to pay compensation must be entered into separately and apart from this provision.

Brokerage Firm's Name: **NAI Highland, LLC**
Brokerage Firm's License #: **EC. 000083780**

Broker's Signature _____ Date: _____

Broker's Name: **Mark Useman**

Broker's License #:

Address: **2 N Cascade Ave Suite 300 Colorado Springs, CO 80903**

Phone No.:

Fax No.:

Email Address:

CBS3-8-24. CONTRACT TO BUY AND SELL REAL ESTATE (COMMERCIAL)

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Strategic Plan 2023 - 2026

Areas of Focus & Strategies

Access

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

- Protect the right of all Library patrons to exercise intellectual freedom.
 - Protect the right of individuals to create and consume content without censorship.
 - Offer services and resources that meet the needs and wants of the community.
 - Provide spaces and hours of operation that meet the needs and wants of the community.
-

Accountability

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

- Evaluate and share the impact of Library resources, services, and spaces.
 - Evaluate and share the internal and external impacts within each area of focus.
 - Gather, evaluate, and share public input.
 - Maintain, track, and share practices of fiscal responsibility.
 - Conduct evaluations of what is offered in the community, where and when, to ensure the Library is not duplicating efforts.
-

Communications

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

- Improve the digital experience and interface for Library patrons, including functionality, usability, and accessibility.
- Enhance the in-person patron experience at Library locations and through community outreach.
- Support staff in serving as Library ambassadors.
- Develop and implement a public relations and marketing plan that demonstrates the Library's value and showcases what is offered in its physical and digital spaces.
- Enhance internal communications to ensure all staff are aware, knowledgeable, and using provided tools about the Library's value and what is offered to the community.
- Provide patrons with a consistent brand experience across all PPLD channels, including brand identity and messaging.

Community Connections

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

- Build, maintain, and strengthen community-based relationships that benefit local and regional communities.
- Build, maintain, and strengthen strategic partnerships to maximize areas of alignment that benefit local and regional communities.
- Expand existing partnerships and explore new opportunities for innovation.
- Maintain an ongoing presence in the community.
- Be responsive to current events and multi-cultural celebrations within our communities, serving as a hub and connector for residents and community groups.
- Participate and engage with local, regional, national, and international entities with staff serving as PPLD representatives.

Physical and Virtual Spaces

PPLD provides equal access to physical and virtual spaces in safe and inclusive environments.

- Identify and address current and future facility, safety, and accessibility needs across the District.
- Update the technology and equipment master plan to identify and address current and future information technology needs across the Library District.

Staff

PPLD values, trusts, and invests in staff.

- Support staff in their educational goals and growth.
- Build digital literacy skills among staff to best support the community's needs.
- Train staff to provide awareness of Library and community resources.
- Provide excellence in internal and external customer service.
- Align individual staff talents to meet the community's needs.
- Apply current Human Resources (HR) best practices in hiring and retention.
- Strengthen relationships within and among PPLD staff.
- Offer salary and benefits that are on par with local, state, and national standards and in compliance with legal requirements to recruit and retain an excellent workforce.
- Increase the skills, capabilities, and confidence of PPLD's direct supervisors and managers.



Pikes Peak Library District

Annual Budget for Fiscal Year 2026

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Prepared for:

The Pikes Peak Library District Board of Trustees and its Constituents

Julie Smyth, President

Aaron Salt, Vice President

Scott Taylor, Secretary/Treasurer

Erin Bents

Angela Dougan

Debbie English

Kenny Kuniyuki

Chief Executive Officer

Teona Shainidze-Krebs

Prepared by:

Chief Financial Officer

Kim Hoggatt

Designed by:

Finance Generalist

Lindsay Sosa

Introduction

Pikes Peak Library District



Fiscal Year 2026 Budget

Dear Pikes Peak Library District Board of Trustees,

I am pleased to present the proposed Fiscal Year 2026 Budget for Pikes Peak Library District (PPLD). This budget reflects our commitment to responsible stewardship of public resources, support for sustainable operations, and strategic investments that strengthen access to information, resources, and opportunities for residents across our service area.

For 2026, the District continues its focus on transparency and maintaining high-quality services while appropriately managing costs. TABOR requirements remain a central component of our fiscal planning. This mechanism ensures that our projected revenue aligns with statutory limits while maintaining stability for operations.

This year's budget incorporates several key financial components supporting both operational and long-term facility needs. In 2025, the District purchased two previously leased branches, Ruth Holley Library and Ute Pass Library, to help reduce year-over-year operational costs and align with the District's ongoing focus on long-term sustainability.

The 2026 Budget was prepared in accordance with the District's adopted financial policies and complies with all applicable Colorado budget laws and governmental accounting standards. Financial data is presented using the modified accrual basis of accounting and fund-based reporting, consistent with generally accepted accounting principles (GAAP) for governmental entities. This approach ensures transparency, statutory compliance, and responsible stewardship of public resources throughout the fiscal year.

The budget continues to prioritize:

- maintaining high-quality library services and programs across all locations.
- protecting the long-term fiscal health of the District; and
- providing clear and accessible financial information to the public.

Revenues

For 2026, total projected revenue is \$43,411,296, a 3% increase from the 2025 budget. Property tax revenue, the District's primary funding source, is projected to increase from \$33,949,371 in 2025 to \$37,832,865 in 2026, reflecting updated assessed valuation and growth factors. Specific ownership tax collections are expected to remain stable at \$3,300,000. Finally, operating revenue, including intergovernmental revenues, donations, interest income, fines, and other sources, is projected at \$1,854,431 in 2026.

The 2026 Budget includes the District's required TABOR refund of \$2,382,857 from excess 2024 revenues created by the passage of SB22-238 and SB23B-001 in 2022 and 2023, respectively. This refund will be provided as a flat credit to eligible residential property owners. To stay within the 2026 TABOR revenue limit, the District has applied a temporary mill levy reduction of 0.185 mills, which will result in lower property tax collections in 2026. Even with this adjustment, the District continues to have one of the lowest mill levies among comparable Colorado library districts. Current projections show that PPLD will remain under the TABOR revenue cap for both 2025 and 2026.

Expenditures

The 2026 General Fund expenditure budget totals \$40,235,196, supporting core library operations across all locations. Major categories include:

- Employee Salaries and Benefits - \$26,589,886
- Building and Vehicle Maintenance - \$2,821,762

- Collections Materials - \$5,262,905
- Telecommunications - \$2,641,691
- Contract Services - \$1,756,673
- Programming - \$294,090
- Supplies - \$531,760
- Designated Funds (grants) - \$311,429, supporting collections, training, and programming.

The 2026 Capital and Self-Insurance Fund budgeted Expenditures are:

- Capital Fund - \$1,323,666 for projects with Facilities and Information Technology
- Self-Insurance Fund - \$3,836,080

Investing in Our Workforce

Supporting and retaining our staff continues to be one of the District's most important priorities. As the cost of living and workforce pressures increase, it is essential that we invest in the people who provide daily service to our community. The 2026 Budget includes \$5.537 million for employee pay adjustments, which provides a cost-of-living increase of 4% to help keep salaries competitive. This investment ensures the District can continue to attract and retain talented employees who are committed to serving our residents. Strong, engaged staff are essential to delivering high-quality library services, and we will continue to make employee support a key part of future budgets.

Planning for a Sustainable Future

The District uses careful and conservative revenue planning, actively pursues federal and grant funding, and regularly reviews spending to identify savings where possible. This responsible approach helps the District navigate economic uncertainty while continuing to provide essential library services.

Our long-term priorities include maintaining healthy operational reserves, supporting ongoing staffing and day-to-day service needs, planning for future capital investments in library buildings and technology, and using fresh ideas and staying responsive to the community's changing needs.

We recognize the guidelines set by TABOR and will continue working to meet today's service needs while planning responsibly for the future. All department requests and goals follow the District's Strategic Plan, helping ensure our work stays coordinated, transparent, and focused on meaningful results for our community.

The 2026 Budget presents a balanced and responsible financial framework that supports our mission while positioning the District for future needs. I respectfully request the Board's review and adoption of this budget and its associated appropriations.

Respectfully,



Teona Shainidze-Krebs

Kim Hoggatt

Chief Executive Officer

Chief Financial Officer

Pikes Peak Library District Board of Trustees

Julie Smyth - President

Professional Life: Julie's professional experience includes work in publishing, nonprofits, and education.

Community Involvement: Julie has lived in Colorado Springs since 1992. She has worked as a volunteer at various local nonprofits and serves in youth and children's programs at her church.

Education: Julie holds a B.A. in Journalism and an M.A. in Applied Biblical Studies.

Family and Personal Life: Julie enjoys long walks with her dog adopted from The Humane Society of the Pikes Peak Region. On weekends she can be found volunteering, mentoring, hiking, attending community events, taking a class, visiting a museum, or curled up with a good book.

Current Term

First

Term Expires

Friday, December 31, 2027



Aaron Salt - Vice President

Professional Life: Currently serves as Chief Operating Officer for Woodland Park School District, overseeing district-wide operations and strategic initiatives. Previously founded and operated both consulting and marketing firms, bringing entrepreneurial and business expertise to his leadership roles.

Community Involvement: Serves as an elected member of Academy District 20's Board of Education. Played a key role as a founding board member of New Summit Charter Academy, where he served as Board Chair until September 2021.

Education: Master's degree in Social Work from Florida State University
Bachelor's degree in Psychology from Auburn University

Family and Personal Life: Has lived in the Pikes Peak region for 13 years with his wife and their four children. Enjoys family camping adventures in Colorado's outdoors. Known for his passionate defense of the Oxford comma and firm belief that "White Christmas" is the greatest Christmas movie ever made.

Current Term

First

Term Expires

Thursday, December 31, 2026



Scott Taylor - Secretary/Treasurer

Professional Life: Scott has worked at AT&T in a variety of positions for 20 years. He is a Senior Systems Engineer.

Community Involvement: Scott is involved in his local church, where he volunteers weekly in the children's ministry. He has served in various church ministries for over 17 years.

Education: Scott attended the University of Oklahoma in Norman, Oklahoma.

Family and Personal Life: Scott and his wife of 16 years, Tiffany, live in Peyton with their four boys. They enjoy watching movies and playing board games. They like to travel and visit libraries wherever they go.

Current Term

Second

Term Expires

Friday, December 31, 2027



Erin Bents

Professional Life: After graduating from Stevenson University in Baltimore, Maryland, with a degree in Visual Communications and Design, Erin Bents went on to work for Medifast, Inc. and then Philips, both in their Events Management departments. In 2013, Erin became a mom and took over the management of her household.

Community Involvement: Erin has made community engagement a priority and has served on the PTO board for her children's elementary school, volunteered in the classroom, and boosted for her children's sports teams. She has also served as precinct leader for local political election activities and is currently engaged as a board member for the El Paso County Community Corrections Board.

Education: In 2005, Erin Bents earned a Bachelor of Science degree from Stevenson University (formerly Villa Julie College)

Family and Personal Life: Erin is a proud wife and mom to her 2 children. Erin and her family moved to Colorado Springs in 2017 from Baltimore, Maryland. In her free time, she is an avid skier and crafter. Erin takes great pride in serving the El Paso County community and hopes to continue that legacy into the future.

Current Term

First

Term Expires

Thursday, December 31, 2026



Angela Dougan

Professional Life: Angela Dougan has been a Colorado resident since 1986. During this time, she has raised a family, graduated from UCCS, and her latest career change is becoming manager in commercial property projects. In 2010, after the citizens of Colorado Springs voted for a strong- mayor charter, Angela ran and was elected as the D2 City Councilwoman. As a town representative, she served on many committees including the City Finance, Pikes Peak Rural Transportation Authority, COS Utility Board, Oil and Gas Commission and participated in many other public policy working groups. Her greatest accomplishment was being a voice for D2 residents and a liaison to their local government.



Community Involvement: Since her elected term, Angela has worked with non-profits such as working with the Teen Court Board of Directors in which she provided programs to help students build stronger messaging skills. Angela has worked with multiple homeschool organizations/families, Heritage Girls, Young Americans Club, and many other education groups to help educate future generations on government processes. Angela has also served as an adjunct trainer to help break down barriers for all to find their highest potential. Serving and advocating for her community is Angela's greatest passion.

Education: Bachelors in Sociology from University of Colorado COS

Family and Personal Life: Previous to her elected experience, Angela was blessed to be a "stay at home mom" and able to raise her two girls. During this time, she was a substitute teacher in D11 and D20 school districts to stay connected to educational opportunities.

Angela also volunteered for both D20 and D38 school districts in many capacities and even received a Volunteer of the Year for D20, as well as served in many PTO/Parent Booster Board positions. This allowed her to hone her skills at working with volunteers, interact with school leadership, and build strong local relationships. Her greatest successes come when she can collaborate with families and businesses to ensure schools work to reach their highest potential and students can thrive.

Current Term

First

Term Expires

Sunday, December 31, 2028

Debbie English

Professional Life: Debbie has over 30 years of nonprofit experience as a volunteer, employee, and executive director. She was involved in establishing CASA and Teen Court in Colorado Springs.

Community Involvement: Debbie received the Lohman Award for Excellence in Service to Children from the El Paso County Bar Association in 2018. She currently coordinates a volunteer program to teach knitting skills to Teen Court defendants.

Education: Debbie holds a BBA in marketing from the University of Central Arkansas and a MPA in Public Administration from UCCS. She is a graduate of El Pomar's Nonprofit Executive Leadership Program.

Family and Personal Life: Debbie and her husband, Jim, love to travel and entertain. In her free time, Debbie loves to read, knit, and explore the Pikes Peak region.

Current Term

Second

Term Expires

Wednesday, December 31, 2025



Kenny Kuniyuki

Professional Life: Kenny is a retired U.S. Army colonel with over 24 years of military service. He currently works as a U.S. Army contractor. Kenny also created a small tabletop game company and crowdfunded a social deduction game with his oldest son.

Community Involvement: An avid swing dancer for over 20 years, Kenny and his wife have taught dance lessons to youth and adults in homeschool and church communities in Colorado Springs. Kenny has also volunteered with a couple non-profits in southern Colorado.

Education: Kenny holds a B.A. in Political Science and Chinese Language from the University of Michigan, an M.A. in International Relations from Webster University. He is currently pursuing a Doctor of Education in Organizational Leadership from the University of Dayton.

Family and Personal Life: This is Kenny's second time living in Colorado Springs; his first was from 2010 to 2012 when he was stationed at Fort Carson with his family. He and his family are happy to be back where their third child was born. The family enjoys hiking, traveling, dancing, playing board games, and creating things with their 3D printer and laser cutter.

Current Term

First

Term Expires

Tuesday, December 31, 2029



Basis of Accounting & Budgeting

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

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



The District uses the modified accrual basis of accounting for all governmental funds. This means revenues are recognized in the accounting period in which they become available and measurable. Property tax is reported as a receivable and deferred revenue when the levy is certified, and as revenue when due for collection in the subsequent year. Expenditures are recognized when the obligation is incurred. Encumbrances are not reported in the 2026 Budget.

The budget is prepared using Generally Accepted Accounting Principles (GAAP) for all funds. Depreciation of property and equipment is excluded from the budget. For the 2026 Budget, property tax will be allocated to the Capital Fund and Self-Insurance Fund as expenses require, instead of transferring funds as intergovernmental transfers. It is the belief of management that allocating the mill levy and its associated property tax instead of transferring funds eliminates budget duplication and provides a more transparent financial accounting of the District's operations.

On October 7, 2025, the Chief Executive Officer and the Chief Financial Officer submitted the 2026 Preliminary Balanced Budget to the Board of Trustees, as required by Colorado Statute 29-1-107 and 108. Subsequently, a "notice of budget" was issued to inform the citizens of the District of the availability of the proposed budget for inspection and comments.

On December 9, 2025, the Board of Trustees will vote to adopt the 2026 Budget, appropriate monies for all funds and accounts, and certify the District's Mill Levy. Each individual fund, as required by state statute, is balanced with new and existing carryover revenues equal to all planned and anticipated expenditures.

With the purchase of Ruth Holley and Ute Pass libraries on November 10, 2025, the District now owns eleven facilities: Calhan, East, Fountain, High Prairie, Old Colorado City, Ruth Holley, Sand Creek, and Ute Pass libraries, the Penrose Campus (including Penrose Library and The Hall at PPLD), and Library 21c. The District leases the other facilities: Cheyenne Mountain, Manitou Springs, Monument, and Palmer Lake libraries. Additionally, the Mobile Library Services fleet delivers library services to remote sites and non-mobile populations.

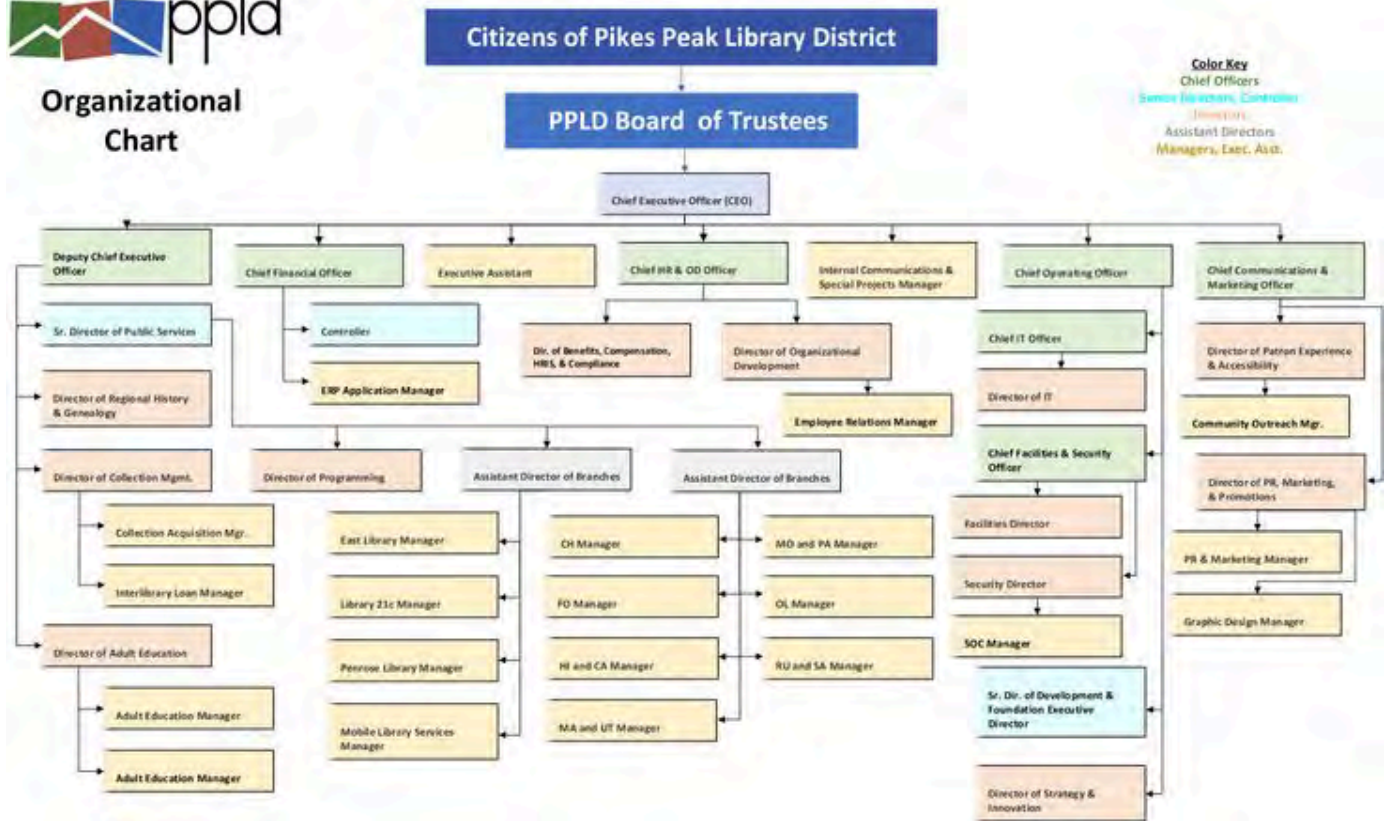
Budget Calendar

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

- **January 1, 2025**
Start of 2025 Fiscal Year
- **January 31, 2025**
Certified copy of 2025 Original Adopted Budget filed with DOLA [CRS 29-1-113 (1)]
- **June 25, 2025**
Present to Board of Trustees; Submit to State 2024 Audit/ACFR [CRS 29-1-606 (a)(1)]
- **August 18, 2025**
Department Budget Meetings with CEO, Leadership, and Controller
- **August 25, 2025**
Preliminary assessed valuation due from County [CRS 39-5-121]
- **October 2, 2025**
Notice of Public Budget Hearing #1 published in The Gazette [CRS29-1-606(1)]
- **October 7, 2025**
Budget Hearing #1 - Preliminary Balanced Budget presented to Board of Trustees [CRS 29-1-105]
Statutory Deadline October 15, 2025
- **October 15, 2025**
Statutory Deadline - Expenditures cannot exceed Revenues and available Fund Balances
- **December 9, 2025**
Final 2026 Budget Presented to the Board of Trustees
- **December 10, 2025**
Final Assessed Valuation due from County [CRS 39-1-111]
- **December 15, 2025**
2026 Mill Levy submitted to El Paso County
- **January 1, 2026**
Start of 2026 Fiscal Year
- **January 31, 2026**
Certified Copy of 2026 Original Adopted Budget filed with DOLA [CRS 29-1-113 (1)]



Organizational Chart



Colorado Library Districts



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

Overview of Pikes Peak Library District

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

PPLD is a nationally and internationally recognized system of public libraries, the second-largest library system in Colorado, serving an estimated population of 691,173 within El Paso County. PPLD serves all El Paso County except Widefield School District 3, which has approximately 56,000 residents.

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

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

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

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

History of the District

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

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



Penrose Library construction

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

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

An anonymous grant in 1954 allowed the library to purchase its first bookmobile to bring libraries to communities not easily served by its two

stationary locations. However, regional library service came from a 1962 vote to allow a tax levy and creation of the Pikes Peak Regional Library District in 1963. The District began operations in 1964, and included libraries in Palmer Lake, Ute Pass, and Black Forest. The addition of two more bookmobiles helped serve the towns of Peyton, Calhan, and Ramah.

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

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

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

In 1987, East Library and Information Center opened. The District's second major facility was constructed with funds from a \$100 million bond issue approved by the voters in 1983. The state-of-the-art facility included a computer learning center and video studio where video productions were created that were broadcast throughout the region and would win many regional, national, and international awards.

The emerging importance of the internet led the District to provide access to some databases via the web in 1994, followed soon by full internet access at all libraries.

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

PPLD continues to be innovative both in the use of technology and its spaces. Sand Creek Library recently added a recording studio and makerspace. East Library houses a makerspace and an Educational Resource Center, which provides hands-on materials for families desiring to enrich their children's education and improve their skills.

The need for accommodation to serve all abilities in the community has led to the addition of accessibility equipment and sensory kits for adults and children in locations, as well as assistive technology labs in the three largest locations, Penrose and East libraries and Library 21c.

A couple of the locations, Fountain and Manitou Springs libraries, now serve the community with after-hours spaces that can be reserved by the public for meetings and events.

As the needs of its patrons change, PPLD strives to adapt its services, offerings, and resources to best serve all the residents of the Pikes Peak region in the way they desire.



Head Librarian Margaret Reed, namesake of Maggie's Place, the first digital library catalog at PPLD.



Demographics

The demographics provided are for all of El Paso County including Security-Widefield. PPLD's legal service area does not include Security-Widefield.

Population

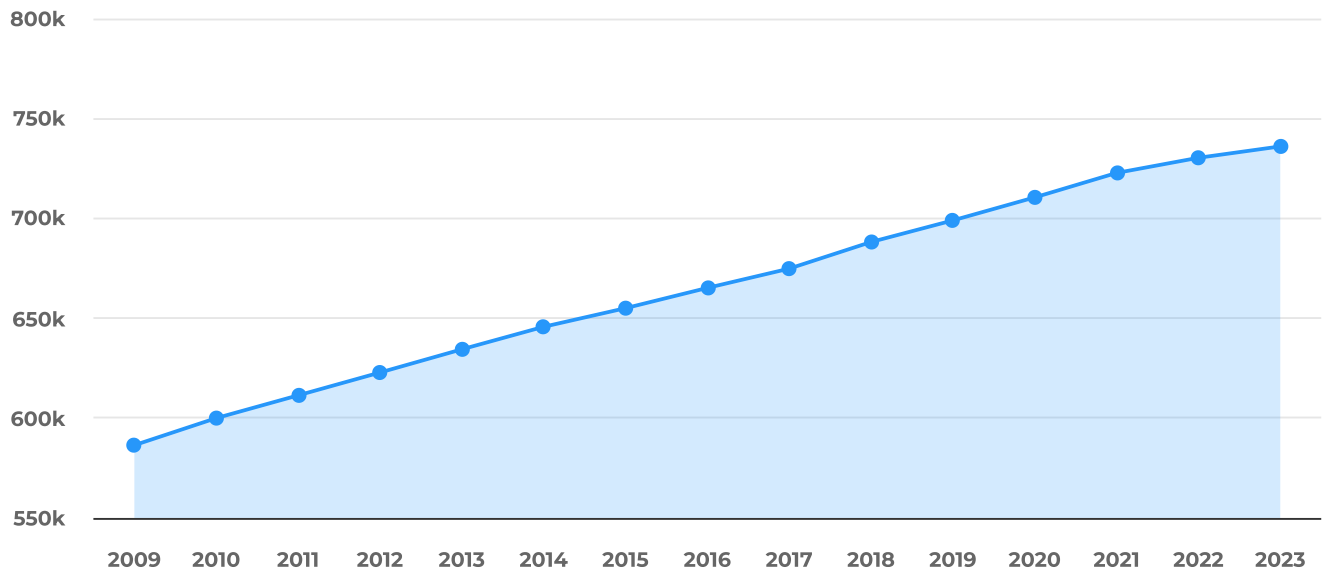


TOTAL POPULATION

736,008**0.78%**

vs. 2022

GROWTH RANK

17 out of **65** Counties in Colorado

** Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses*



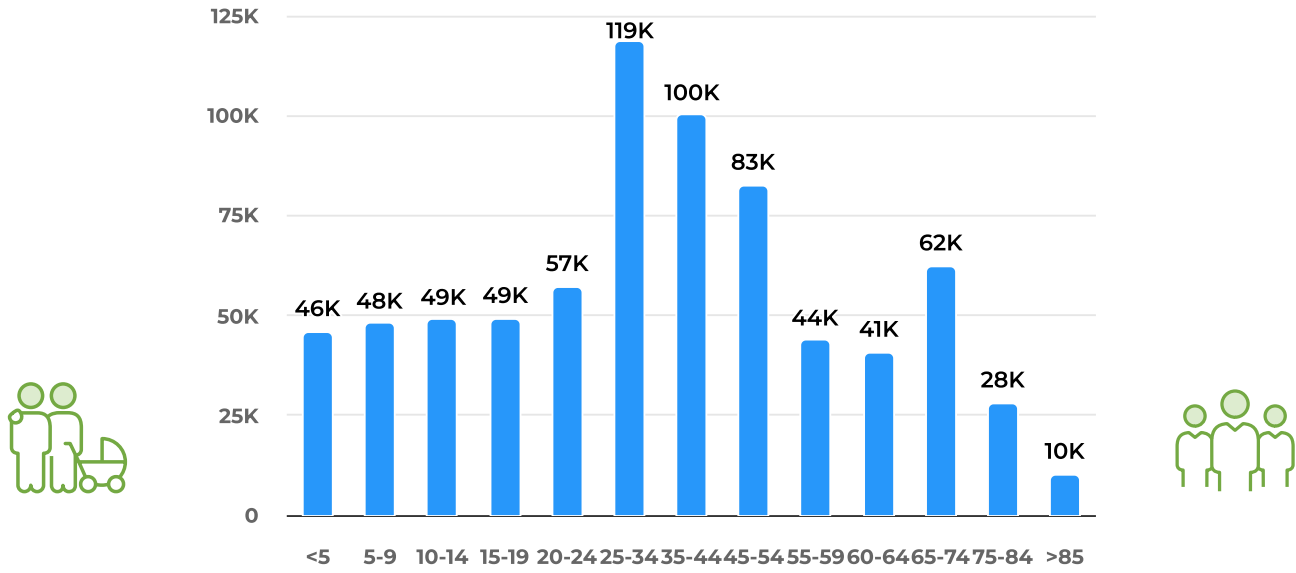
DAYTIME POPULATION

733,915

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

** Data Source: American Community Survey 5-year estimates*

POPULATION BY AGE GROUP



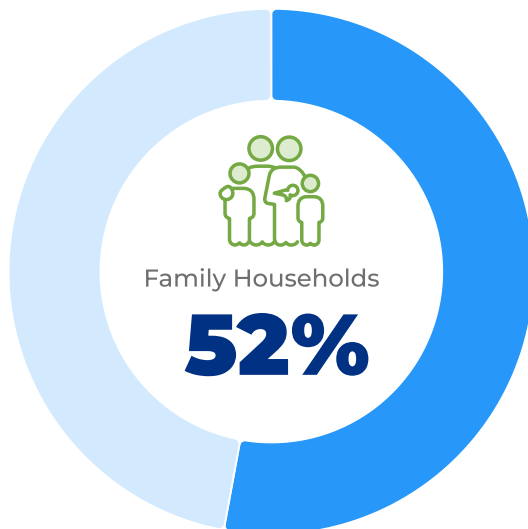
Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

** Data Source: American Community Survey 5-year estimates*

Household

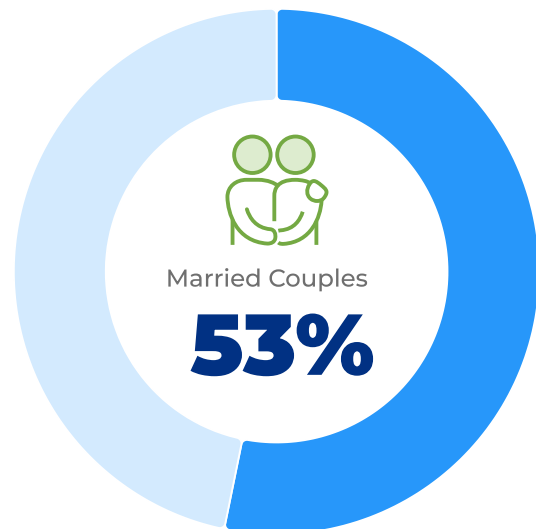
TOTAL HOUSEHOLDS
283,174

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



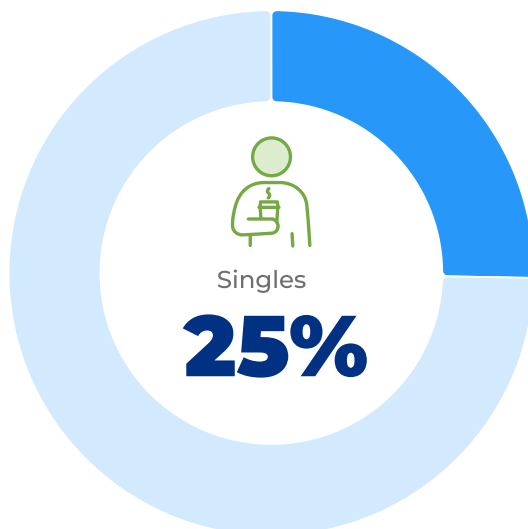
8%

higher than state average



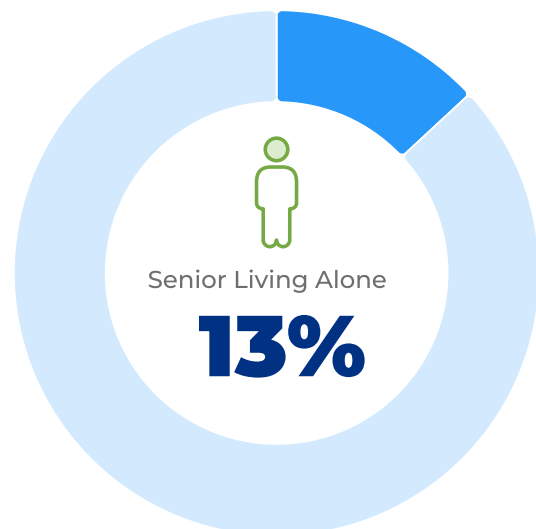
7%

higher than state average



-7%

lower than state average



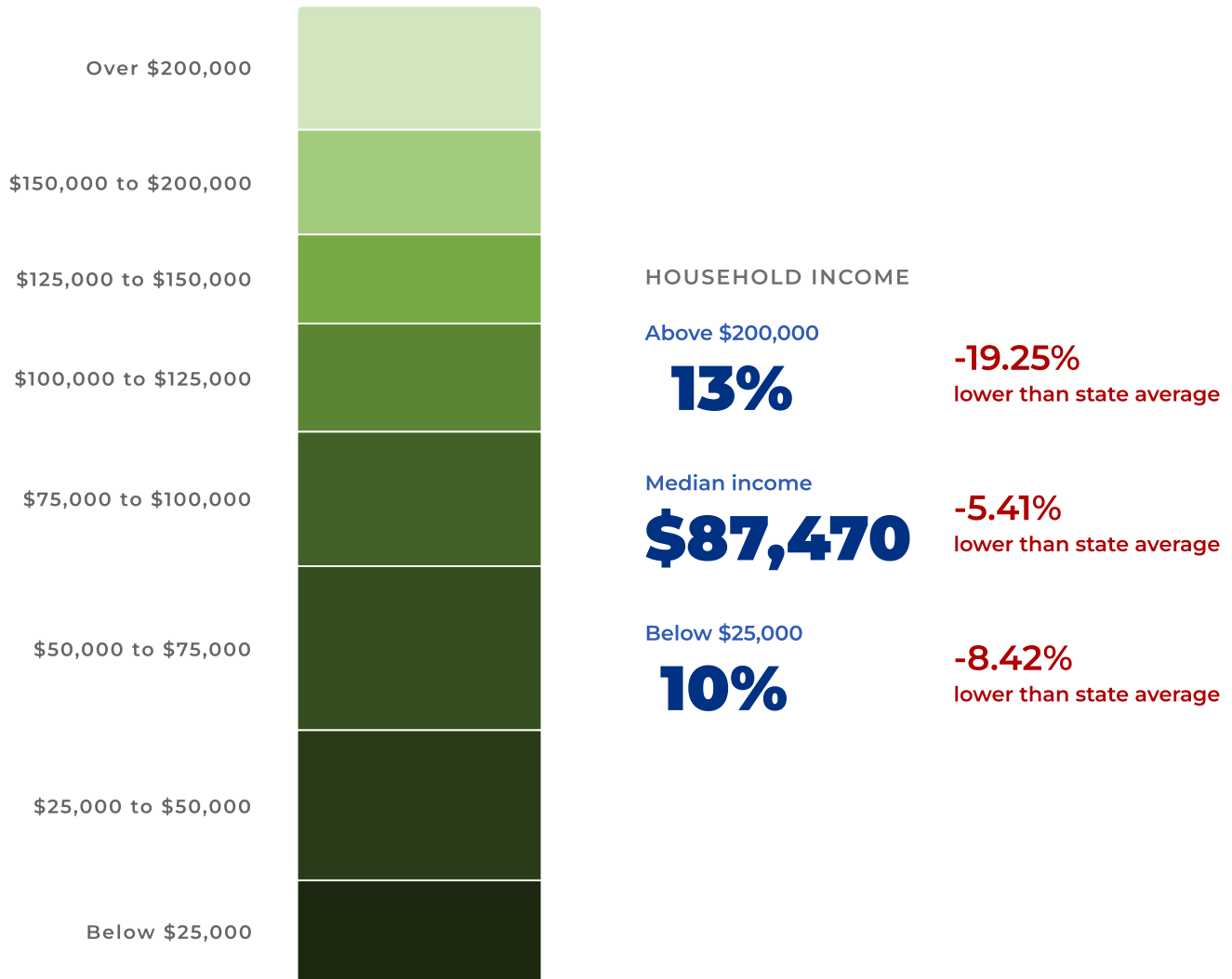
-10%

lower than state average

** Data Source: American Community Survey 5-year estimates*

Economic

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



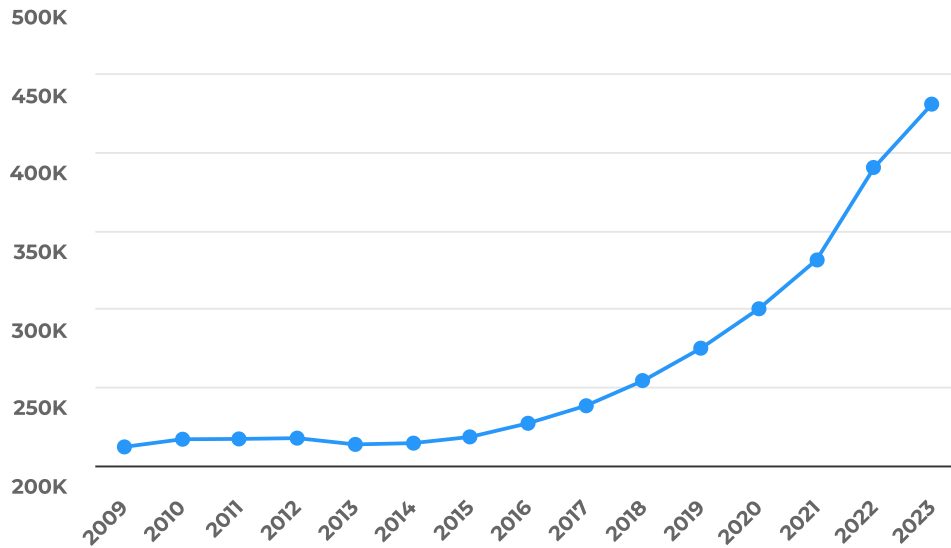
* Data Source: American Community Survey 5-year estimates

Housing



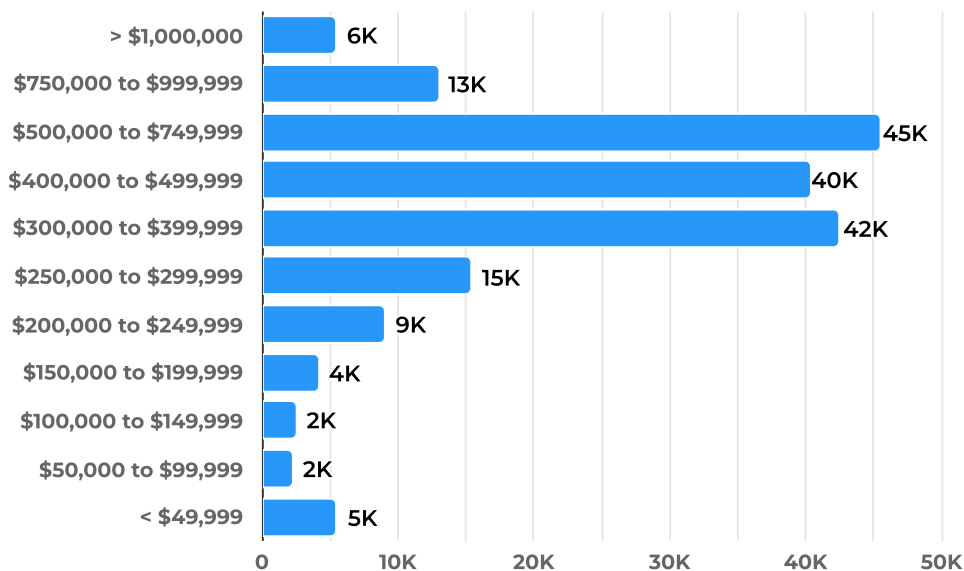
2023 MEDIAN HOME VALUE

\$431,000



* Data Source: 2023 [US Census Bureau](#), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME VALUE DISTRIBUTION

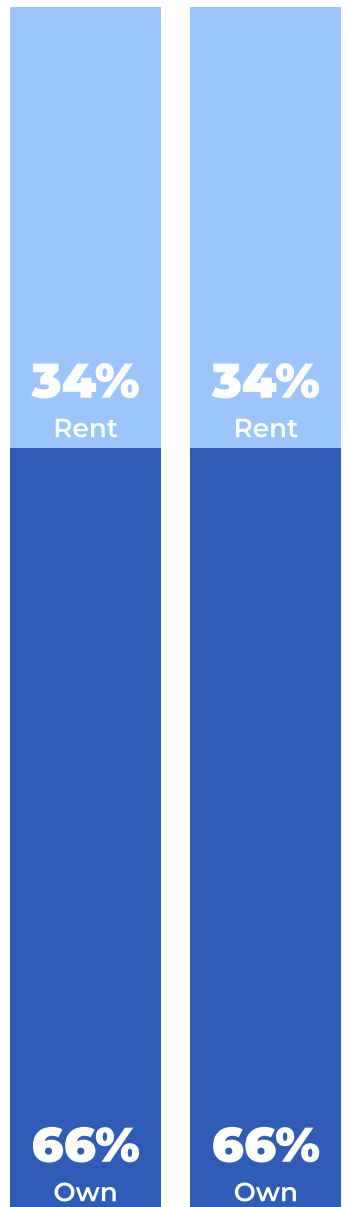


* Data Source: 2023 [US Census Bureau](#), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME OWNERS VS RENTERS

Pikes Peak
Library
District

State Avg.



* Data Source: 2023 [US Census Bureau](#), American Community Survey. Home value data includes all types of owner-occupied housing.

Executive Summary

The 2026 budget focuses on supporting the people, spaces, and technology that help PPLD serve the community every day. Our revenues are expected to grow moderately next year, mostly because property values have gone up. Property taxes remain the main way we fund library services across El Paso County.

Costs in 2026 are increasing, much like they are for families and businesses throughout the region. Prices for goods, services, and labor continue to rise, and this affects everything from electricity and books to equipment and employee wages. Because our staff provide the programs, help, and expertise that patrons rely on, most of the budget goes toward paying competitive wages and benefits. This helps us keep excellent employees and attract new ones in a very competitive job market.

We will also invest in the essential services that keep our libraries running – our collections, building maintenance, and technology systems. One of the biggest increases next year is in telecommunications as we strengthen our cybersecurity and upgrade our digital infrastructure. These improvements protect both the District and our patrons.

In all, the 2026 budget positions PPLD to sustain high-quality library services, enhance community safety, modernize technology, and support a dedicated workforce. These investments ensure that PPLD remains a trusted, accessible resource for the residents of El Paso County today and well into the future.

Expenditures

**Total budgeted expenditures district wide —
\$45,394,941**

General Fund

- The General Fund Budget increased by 17% from the prior year.
 - The increase in salaries (\$5.537M) was due to the 4% cost of living increase. This will help us stay competitive in the market and hire/retain qualified staff.
 - Large increase in telecommunications due to cybersecurity measures and infrastructure costs. (\$721.5K)
 - Supplies increase of \$131,731 is due to inflation and needs.
 - Small Increase across the board for Collection Management materials (9%) and Building & Vehicle Maintenance (5%) is keeping in line with inflation.
 - Contract Services, Mileage, and Programming projection to remain relatively consistent from prior years.

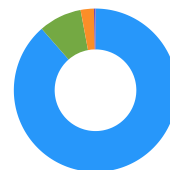
Capital Fund

- Capital Projects \$1,323,666
 - Security accounts for the majority of the budget at 47% in anticipation of hybrid models launching in 2026 and updates to District-wide buildings.
 - Followed by IT projects at 36%, most are made up of E-Rate projects and normal IT replacements.
 - Finally, Facilities projects at 10% as we wait for news of the Colorado Energy Office Project.

Self-Insurance Fund

- Total Cost \$3,836,080
 - Increase of \$1,451M due to change of medical providers for 2026.
 - Will use funds from the Fund Balance to help offset the costs of the move and to keep costs for the employees the same in 2026.

2026 Expenditures by Fund



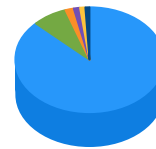
●	GENERAL FUND (Budgeted)	\$39,881,293.95
●	EMPLOYEE HEALTH PLAN FUND (Budgeted)	\$3,836,079.68
●	DISTRICT WIDE CAPITAL PROJECTS (Budgeted)	\$1,182,945.00
●	LIBRARY 21 CAPITAL PROJECTS (Budgeted)	\$140,721.00

Revenues

Total budgeted revenues district wide are \$43,411,296.

- Moderate growth is tied to the increased value of properties and known grants.
- General Fund - \$40,235,196
- Capital Fund - \$276,609
- Self-Insurance Fund - \$2,899,491
- Property tax remains the largest driver of the District.

2026 Budgeted Revenues

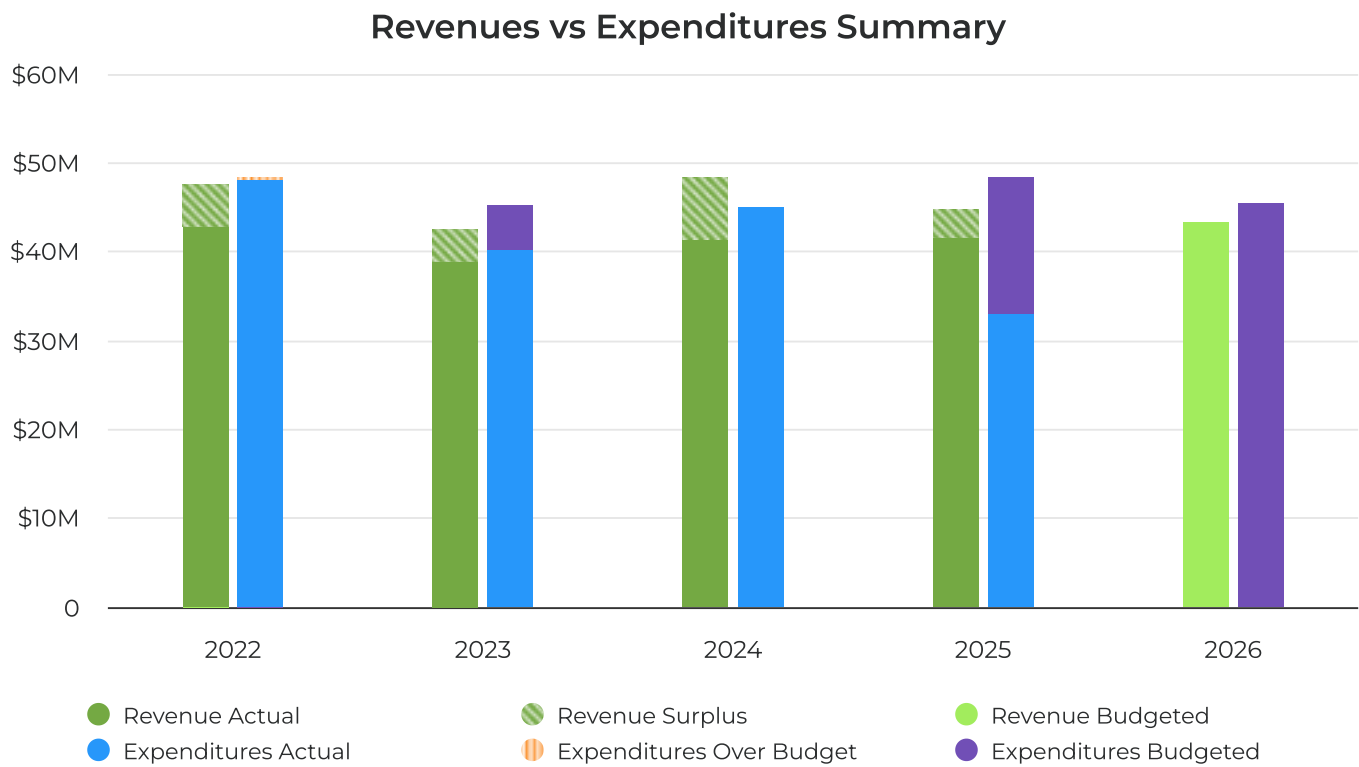


●	PROPERTY TAX (Budgeted)	\$37,832,865.00
●	SPECIFIC TAXES (Budgeted)	\$3,300,000.00
●	INTEREST REVENUE (Budgeted)	\$800,000.00
●	MISCELLANEOUS (Budgeted)	\$588,000.00
●	DONATIONS (Budgeted)	\$501,500.00
●	INTERGOVERNMENTAL (Budgeted)	\$388,930.80

Pikes Peak Library District Overall Budget

Summary

Historical view of Revenues vs Expenditures starting with fiscal year 2022-2026

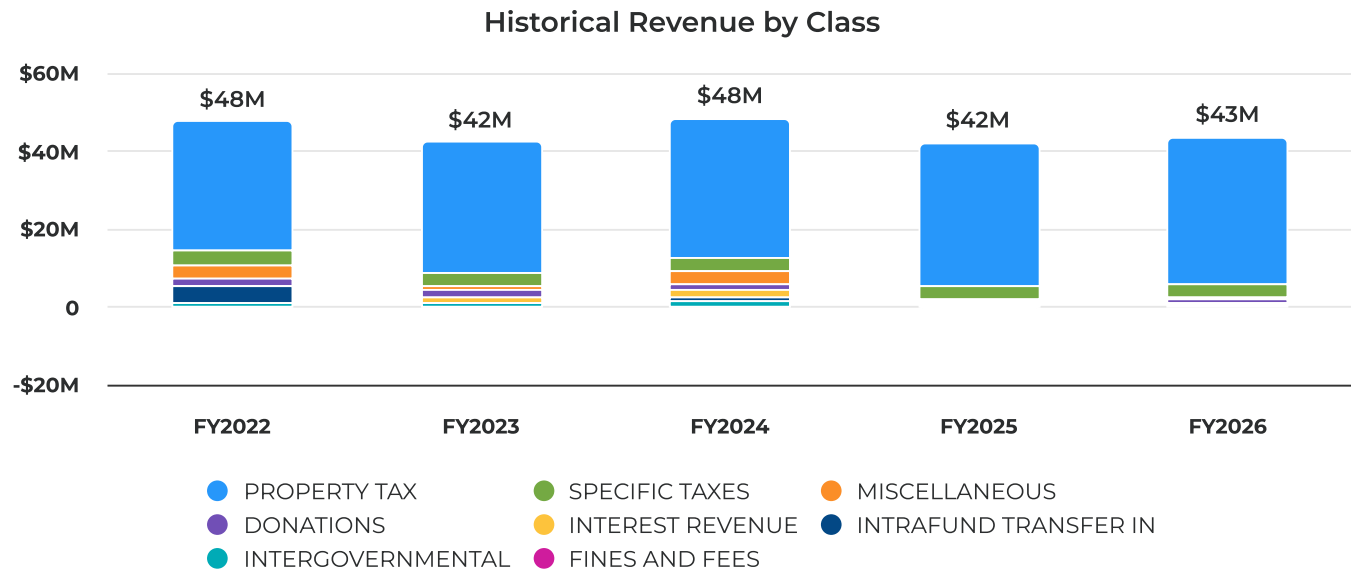


In the 2026 budget for the Pikes Peak Library District, total expenditures are budgeted at \$45.4 million, reflecting a decrease of 6.23% compared to the previous year's budget of \$48.4 million. This marks a reversal from the prior year's increase in expenditures.

On the revenue side, the 2026 budget projects \$43.4 million, which is an increase of 4.41% from the 2025 budgeted revenue of \$41.6 million. This continues the trend of revenue growth, following a smaller increase of 0.23% in the previous year.

Overall, the 2026 budget shows a narrowing gap between budgeted revenues and expenditures compared to 2025, with expenditures decreasing and revenues increasing, indicating a shift toward a more balanced budget position.

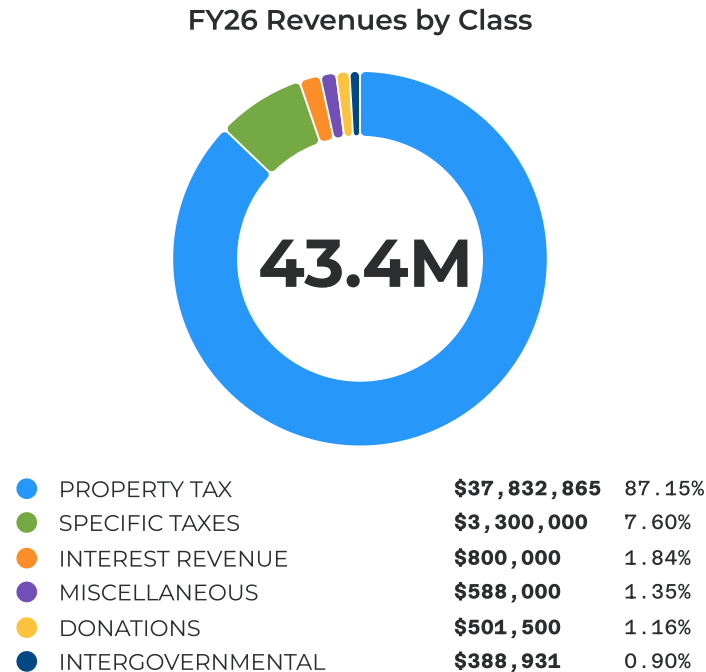
Revenues by Class



The Pikes Peak Library District's overall budget for FY2026 totals \$43.4 million, marking a 4.41% increase from the previous year's \$41.6 million. Property tax remains the largest revenue source at \$37.8 million, accounting for 87.15% of total revenue, and it increased by \$1.1 million or 3.11% compared to FY2025.

Specific taxes hold steady at \$3.3 million, representing 7.6% of the total, with no change from the prior year. Interest revenue shows a significant rise to \$800,000, up \$300,000 or 60%, now making up 1.84% of total revenue. Miscellaneous revenue also increased by \$120,505 or 25.78%, reaching \$588,000 and comprising 1.35% of the budget.

Intergovernmental revenue experienced a modest increase of \$28,147 or 7.8%, totaling \$388,931 and representing 0.9% of the overall budget. Donations decreased by \$103,500 or 17.11% to \$501,500, accounting for 1.16% of total revenue. Notably, fines and fees dropped to zero, a 100% decrease from \$90,000 the previous year.



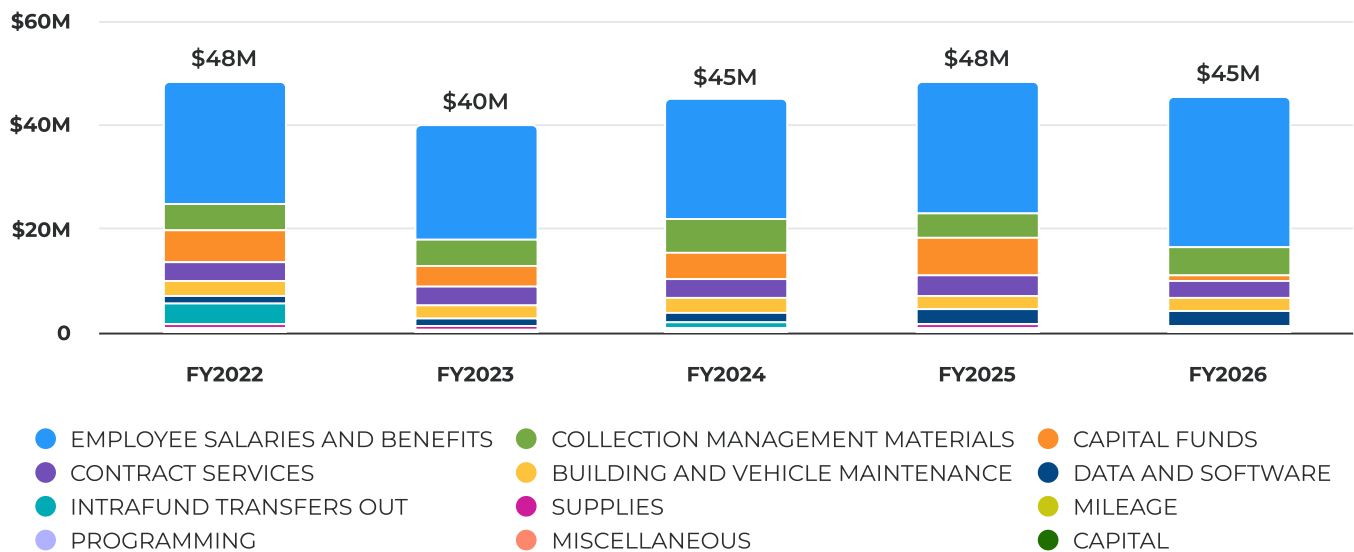
The FY26 Revenues by Class for the Pikes Peak Library District Overall Budget include PROPERTY TAX at \$37.8 million, which constitutes 87.15% of the total revenue. SPECIFIC TAXES contribute \$3.3 million, representing 7.6%. INTEREST REVENUE accounts for \$800,000 or 1.84%. MISCELLANEOUS revenue is \$588,000, making up 1.35%. DONATIONS total \$501,500, which is 1.16%, and INTERGOVERNMENTAL revenue is \$388,931, comprising 0.9% of the overall budget.

Revenues by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
PROPERTY TAX	\$36,418,445.52	\$36,691,264.98	\$37,832,865.00	3.11%
SPECIFIC TAXES	\$2,084,956.39	\$3,300,000.00	\$3,300,000.00	0.00%
INTERGOVERNMENTAL	\$405,206.48	\$360,784.00	\$388,930.80	7.80%
DONATIONS	\$515,813.96	\$605,000.00	\$501,500.00	-17.11%
FINES AND FEES	\$50,451.50	\$90,000.00	-	-
INTEREST REVENUE	\$1,004,161.68	\$500,000.00	\$800,000.00	60.00%
MISCELLANEOUS	\$392,139.41	\$467,495.00	\$588,000.00	25.78%
INTRAFUND TRANSFER IN	\$3,977,344.86	-\$434,994.00	-	-
Total Revenues	\$44,848,519.80	\$41,579,549.98	\$43,411,295.80	4.41%

Expenditures by Class

Historical Expenditures by Class



For FY2026, the Pikes Peak Library District's overall budget totals \$45.4 million, reflecting a 6.23% decrease from the previous year's \$48.4 million. Employee Salaries and Benefits remain the largest expenditure category, increasing by \$3.6 million or 14.23% to \$29.1 million, now representing 64.04% of the total budget, up from 52.57% in FY2025.

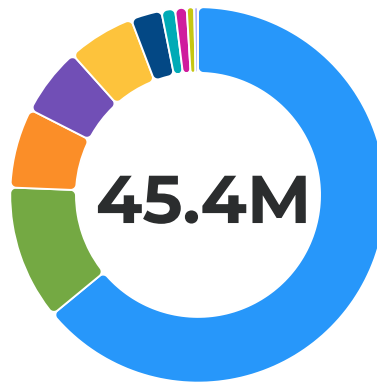
Collection Management Materials rose by \$418,545 or 8.64% to \$5.3 million, accounting for 11.59% of the budget, reversing the prior year's decline. Building and Vehicle Maintenance also increased by \$76,702 or 2.95% to \$2.7 million, making up 5.9% of the total.

Mileage expenses saw a modest increase of \$8,100 or 1.81% to \$455,405, representing 1% of the budget. A new category, Capital, appears at \$144,206, comprising 0.32% of the total budget.

Significant decreases include Capital Funds, which dropped sharply by \$5.8 million or 82.69% to \$1.2 million, now only 2.65% of the budget. Contract Services declined by \$957,658 or 23.53% to \$3.1 million, reducing its share to 6.85%. Data and Software expenditures decreased by \$354,171 or 11.82% to \$2.6 million, representing 5.82% of the total.

Supplies fell by \$122,970 or 18.78% to \$531,760, and Programming decreased by \$54,050 or 15.53% to \$294,090, now 1.17% and 0.65% of the budget respectively.

FY26 Expenditures by Class



● EMPLOYEE SALARIES AND BENEFITS	\$29,070,965	64.04%
● COLLECTION MANAGEMENT MATERIALS	\$5,262,905	11.59%
● CONTRACT SERVICES	\$3,111,673	6.85%
● BUILDING AND VEHICLE MAINTENANCE	\$2,677,787	5.90%
● DATA AND SOFTWARE	\$2,641,691	5.82%
● CAPITAL FUNDS	\$1,204,460	2.65%
● SUPPLIES	\$531,760	1.17%
● MILEAGE	\$455,405	1.00%
● PROGRAMMING	\$294,090	0.65%
● CAPITAL	\$144,206	0.32%

For FY26, the Pikes Peak Library District's expenditures by class are led by Employee Salaries and Benefits at \$29.1 million, representing 64.04% of the total budget. Collection Management Materials account for \$5.3 million or 11.59%. Contract Services follow with \$3.1 million, making up 6.85% of expenditures. Building and Vehicle Maintenance expenses total \$2.7 million, which is 5.9% of the budget. Data and Software costs are \$2.6 million, comprising 5.82%. Capital Funds are allocated \$1.2 million, or 2.65%. Supplies amount to \$531,760, representing 1.17%, while mileage expenses are \$455,405, or 1%. Programming is budgeted at \$294,090, accounting for 0.65%, and capital expenditures total \$144,206, which is 0.32% of the overall expenditures.

Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$15,287,170.86	\$25,450,425.18	\$29,070,965.24	14.23%
SUPPLIES	\$359,436.42	\$654,730.00	\$531,760.00	-18.78%
COLLECTION MANAGEMENT MATERIALS	\$3,167,142.16	\$4,844,359.50	\$5,262,904.83	8.64%

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
BUILDING AND VEHICLE MAINTENANCE	\$2,265,502.80	\$2,601,085.34	\$2,677,786.98	2.95%
CONTRACT SERVICES	\$3,286,721.86	\$4,069,330.72	\$3,111,672.83	-23.53%
PROGRAMMING	\$180,581.38	\$348,140.00	\$294,089.90	-15.53%
DATA AND SOFTWARE	\$2,023,220.82	\$2,995,861.44	\$2,641,690.90	-11.82%
MILEAGE	\$228,608.83	\$447,305.00	\$455,404.75	1.81%
CAPITAL FUNDS	\$2,169,401.11	\$6,958,073.45	\$1,204,460.00	-82.69%
CAPITAL	-	-	\$144,206.00	-
INTRAFUND TRANSFERS OUT	\$3,977,344.86	-	-	-
MISCELLANEOUS	\$41,253.04	\$40,250.00	-	-
Total Expenditures	\$32,986,384.14	\$48,409,560.63	\$45,394,941.43	-6.23%

Fund Balance Projects

FUND BALANCES PROJECTION					
	12/31/2024		12/31/2025		12/31/2026
	Audited Fund Balances	2025 Projected Impacts	Projected Fund Balance	2026 Budget Impacts	Projected Fund Balance
Nonspendable	1,520,897	(12,580)	1,508,317	(12,476)	1,495,840
Restricted Fund Balance	1,309,818	(55,074)	1,254,744	17,086	1,271,830
Restricted General Fund	2,830,715	(67,654)	2,763,061	4,610	2,767,670
Assigned	329,503	(32,303)	297,200	31,670	328,870
Committed	715,932	(715,932)		0	
Unassigned *	18,565,212	(5,977,745)	12,587,467	0	12,587,467
Unrestricted General Fund					
Unrestricted General Fund	19,610,647	(6,725,980)	12,884,667	31,670	12,916,337
General Fund	22,441,362	(6,793,634)	15,647,728	36,280	15,684,007
<i>Special Revenue Fund (Designated Purpose Fund)</i>	56,401	0	56,401	0	56,401
Capital Reserve- Facilities	1,990,333	(1,453,438)	536,895	(140,721)	396,174
Capital Reserve-Communi	63,398	(8,982)	54,416	(24,500)	29,916
Capital Reserve- Security	407,835	(137,385)	270,450	(633,000)	(362,550)
Capital Reserve- IT	1,160,930	(820,588)	340,342	(481,245)	(140,902)
Capital Reserve- Strategy	27,826	0	27,826	(44,200)	(16,374)
Capital Reserve- CFO Cor	304,164	(6,511)	297,653	(301,276)	(3,623)
Capital	3,954,486	(2,426,904)	1,527,582	(1,624,942)	(97,360)
Self- Insurance	1,056,653	(297,367)	759,286	(936,589)	(177,303)
TOTAL FUND BALANCE	26,452,249	(2,488,355)	17,990,996	(2,525,251)	15,465,746
Unassigned Fund Balan					
Beginning Balance			18,565,212		
3 Month Reserve (Board Ma			8,376,047		
2025 Capital Fund Allocation			3,977,745		
Purchase of Ute Pass and R			1,000,000		
Potential Purchase Land			1,000,000		
Available Funds			4,211,420		

- 2025 projected Impacts:
 - Restricted GF (Tabor Reserve and Grants) (\$67,654)
 - Assigned GF decrease (32,303) — Purchase Orders
 - Committed GF decrease of (\$715.932)- Release of the Manitou Springs Library lease and can be found in the prepaid expenses for the next 30 plus years.
 - Unassigned GF- decrease (\$5,977,745)
 - Cause by the purchases of Ruth Holley, Ute Pass, and the potential land purchase (board voting December 9) along with the funding of \$3,977,745 in capital projects.
- Capital Funds Projected Impacts (2,426,904) are driven by Capital Funds use.
- Self Insurance fund impact of (\$297,367).
- Overall Expected 2025 Fund Impact is \$(2,488,355)

Property Tax and Taxpayer's Bill of Rights (TABOR) Limitations

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

State of Colorado Property Tax Revenue Limitations: **Constitutional - TABOR:**

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

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

Legislative – 5.5% Property Tax Revenue Limit:

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

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

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

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

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

PPLD Mill Levy Limit:

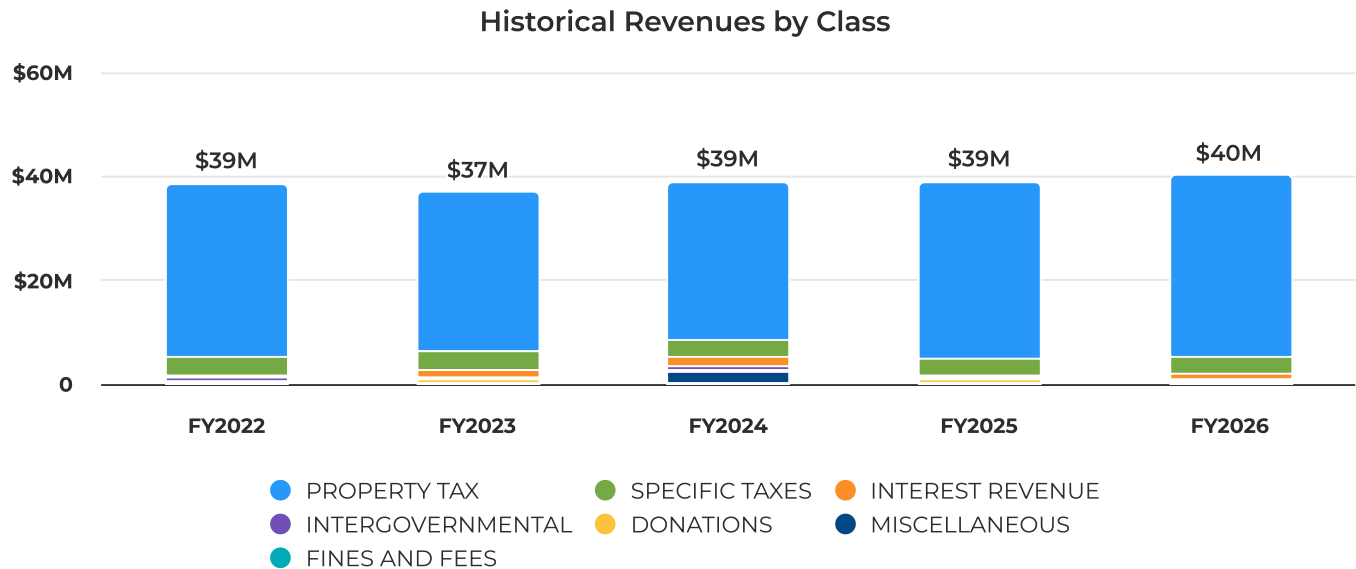
In 1986, citizens of the Library Service Area (LSA) authorized the District to set a mill levy for operating purposes of up to 4.000 mills.

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

General Fund

The General Fund is the primary fund used by a government entity. This fund is used to record all resource inflows and outflows not associated with special-purpose funds. Ordinary operations of the district are accounted for in this fund.

Revenues by Class

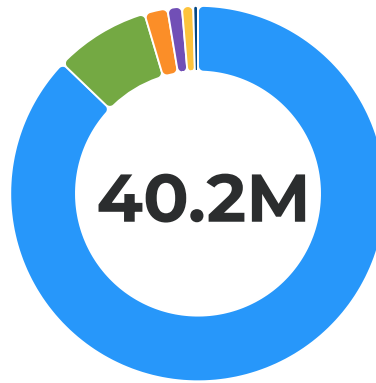


The General Fund's total revenue for FY2026 is budgeted at \$40.2 million, reflecting a 3.49% increase from the previous year's \$38.9 million. The largest revenue source remains Property Tax, accounting for 87.19% of the total at \$35.1 million, which is a \$1.1 million increase or 3.33% growth from FY2025.

Specific Taxes hold steady at \$3.3 million, representing 8.2% of total revenue with no change from the prior year. Interest Revenue shows a significant increase to \$800,000, up \$300,000 or 60%, now making up 1.99% of the total budget.

Donations decreased by \$103,500 or 17.11% to \$501,500, comprising 1.25% of the total. Intergovernmental revenue rises modestly by \$28,147 or 7.8% to \$388,931, which is 0.97% of the total. Miscellaneous revenue more than doubles, increasing by \$90,038 or 121.74% to \$164,000, now 0.41% of the total budget.

FY26 Revenues by Class



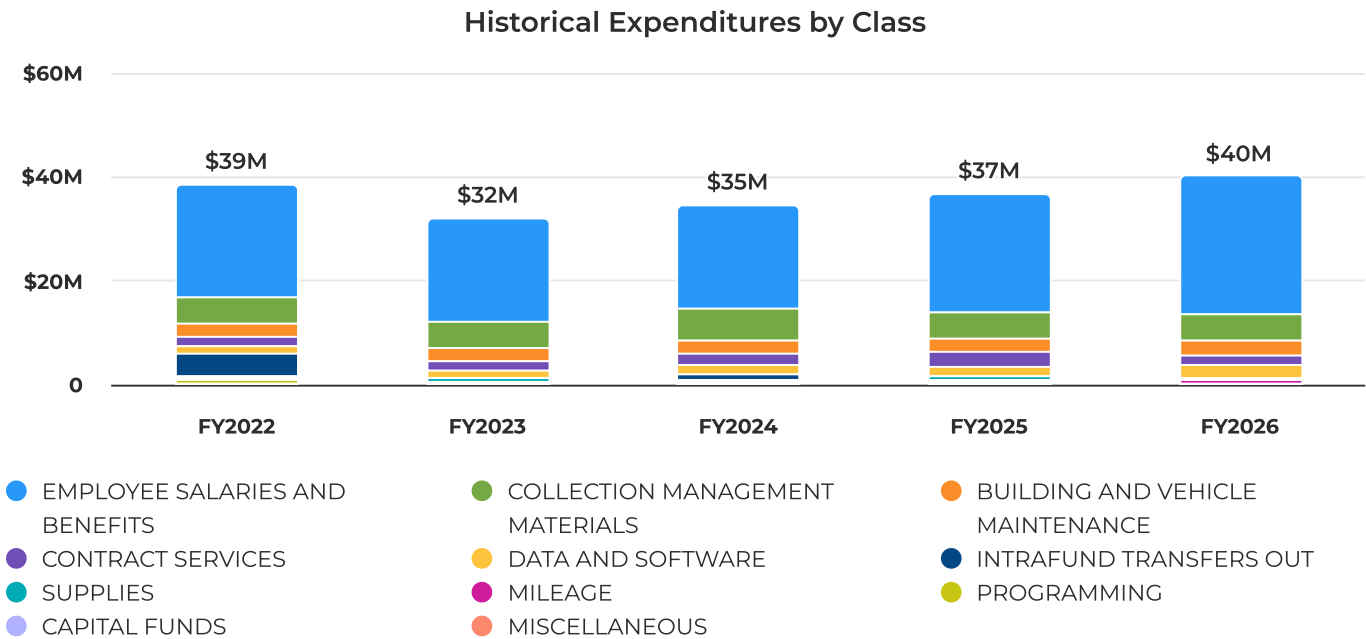
● PROPERTY TAX	\$35,080,765	87.19%
● SPECIFIC TAXES	\$3,300,000	8.20%
● INTEREST REVENUE	\$800,000	1.99%
● DONATIONS	\$501,500	1.25%
● INTERGOVERNMENTAL	\$388,931	0.97%
● MISCELLANEOUS	\$164,000	0.41%

For the General Fund in FY26, PROPERTY TAX contributes \$35.1 million, accounting for 87.19% of the total revenues. SPECIFIC TAXES provide \$3.3 million, which is 8.2%. INTEREST REVENUE amounts to \$800,000, representing 1.99%. DONATIONS total \$501,500, making up 1.25%. INTERGOVERNMENTAL revenue is \$388,931, or 0.97%. MISCELLANEOUS income is \$164,000, comprising 0.41% of the revenues.

Revenues by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
PROPERTY TAX	\$33,506,132.38	\$33,949,371.41	\$35,080,765.00	3.33%
SPECIFIC TAXES	\$2,084,956.39	\$3,300,000.00	\$3,300,000.00	0.00%
INTERGOVERNMENTAL	\$261,218.68	\$360,784.00	\$388,930.80	7.80%
DONATIONS	\$74,817.22	\$605,000.00	\$501,500.00	-17.11%
FINES AND FEES	\$50,451.50	\$90,000.00	-	-
INTEREST REVENUE	\$780,184.89	\$500,000.00	\$800,000.00	60.00%
MISCELLANEOUS	\$48,158.68	\$73,962.00	\$164,000.00	121.74%
Total Revenues	\$36,805,919.74	\$38,879,117.41	\$40,235,195.80	3.49%

Expenditures by Class



In FY2026, the General Fund's total expenditures increased by 9.21% to \$40.2 million compared to FY2025's \$36.8 million. The largest expenditure category remained Employee Salaries and Benefits, rising by \$3.5 million or 15.12% to \$26.6 million, now representing 66.09% of the total budget, up from 62.69% the previous year.

Collection Management Materials increased by \$418,545 or 8.64% to \$5.3 million, maintaining a similar share of 13.08% of total expenditures. Building and Vehicle Maintenance saw a modest increase of \$76,702 or 2.95%, reaching \$2.7 million and accounting for 6.66% of the budget.

Data and Software expenditures grew significantly by \$590,587 or 28.79%, totaling \$2.6 million and increasing their share to 6.57%. Conversely, Contract Services experienced a notable decrease of \$1 million or 36.95%, dropping to \$1.8 million and reducing its proportion to 4.37% of total expenditures.

Supplies decreased by \$118,970 or 18.28% to \$531,760, representing 1.32% of the budget, while Mileage increased slightly by \$20,325 or 4.67% to \$455,405, accounting for 1.13%. Programming expenditures declined by \$53,000 or 15.27% to \$294,090, now 0.73% of the total. Capital Funds decreased by \$3,300 or 11.66% to \$25,000, making up 0.06% of the budget.

FY26 Expenditures by Class



EMPLOYEE SALARIES AND BENEFITS	\$26,589,886	66.09%
COLLECTION MANAGEMENT MATERIALS	\$5,262,905	13.08%
BUILDING AND VEHICLE MAINTENANCE	\$2,677,787	6.66%
DATA AND SOFTWARE	\$2,641,691	6.57%
CONTRACT SERVICES	\$1,756,673	4.37%
SUPPLIES	\$531,760	1.32%
MILEAGE	\$455,405	1.13%
PROGRAMMING	\$294,090	0.73%
CAPITAL FUNDS	\$25,000	0.06%

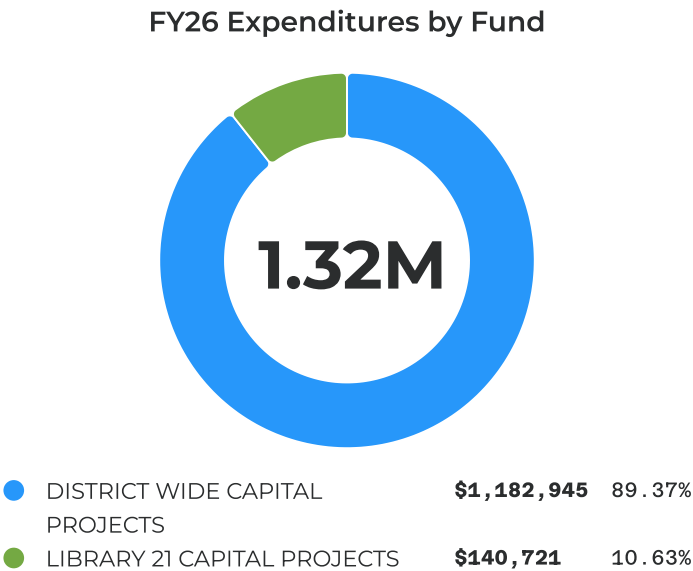
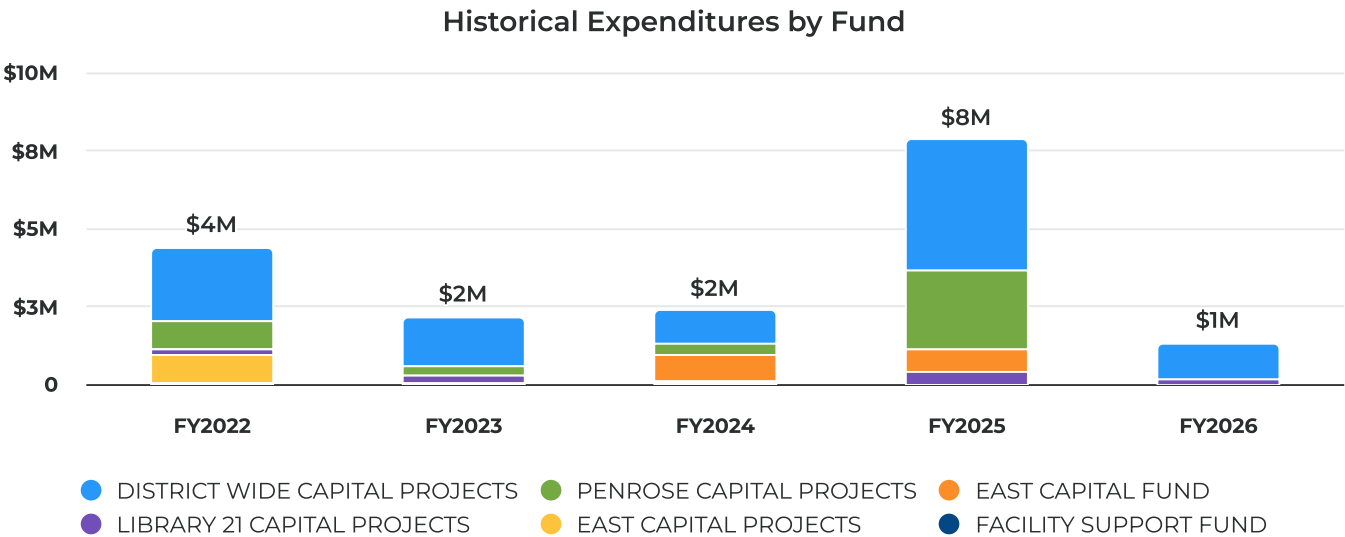
Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$13,754,476.11	\$23,097,202.18	\$26,589,885.56	15.12%
SUPPLIES	\$359,436.42	\$650,730.00	\$531,760.00	-18.28%
COLLECTION MANAGEMENT MATERIALS	\$3,167,142.16	\$4,844,359.50	\$5,262,904.83	8.64%
BUILDING AND VEHICLE MAINTENANCE	\$2,265,502.80	\$2,601,085.34	\$2,677,786.98	2.95%
CONTRACT SERVICES	\$2,109,734.16	\$2,786,327.72	\$1,756,672.83	-36.95%
PROGRAMMING	\$169,532.15	\$347,090.00	\$294,089.90	-15.27%
DATA AND SOFTWARE	\$1,859,558.50	\$2,051,104.17	\$2,641,690.90	28.79%
MILEAGE	\$228,040.58	\$435,080.00	\$455,404.75	4.67%
CAPITAL FUNDS	\$1,442.00	\$28,300.00	\$25,000.00	-11.66%
INTRAFUND TRANSFERS OUT	\$3,977,344.86	-	-	-
Total Expenditures	\$27,892,209.74	\$36,841,278.91	\$40,235,195.75	9.21%

Capital Funds

Capital funds are used to account for financial resources used in the acquisition or construction of capital projects such as facilities and information technology.

Expenditures by Fund



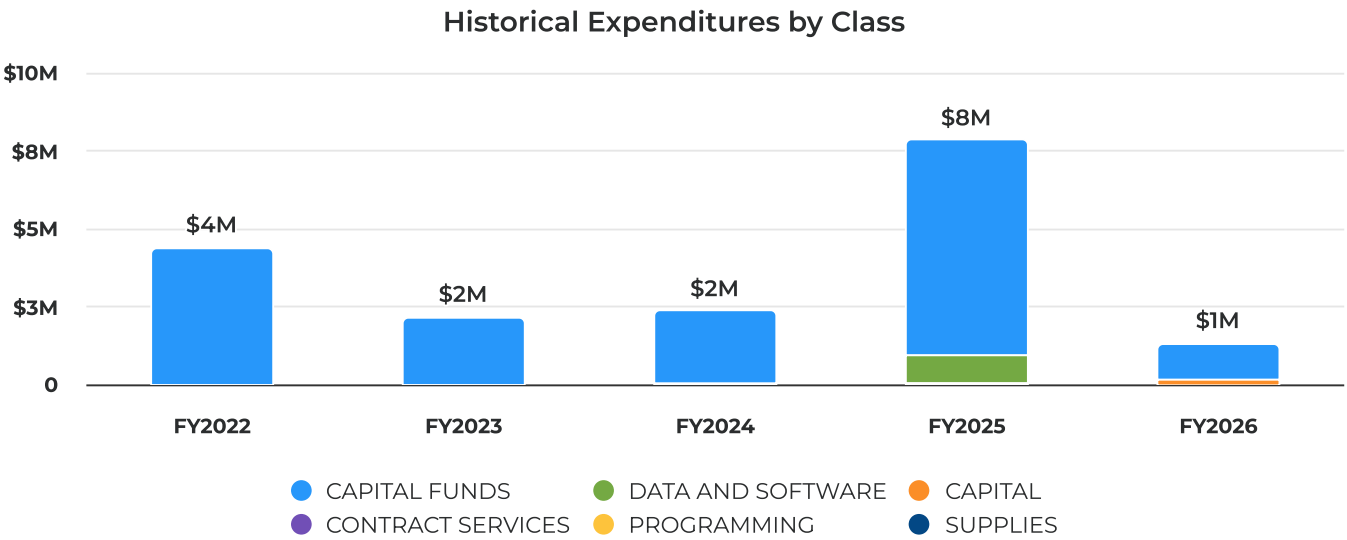
Capital Projects Include:

- \$140,721 is building improvements at 21C related to the Facilities Master Plan (FMP). To include repairing roof flashing, piping modifications, exterior doors, interior doors, and Repair erosion on the north side of the building.
- \$44,200 In equipment purchases like sewing machines, laser cutters and 3D printers.
- \$633,000 in security upgrades to buildings across the district. To include some hybrid model work at East, 21c, and Sand Creek.
- \$493,245 in Information Technology for new equipment and ERate projects.
- \$12,500 in contingency for the District.

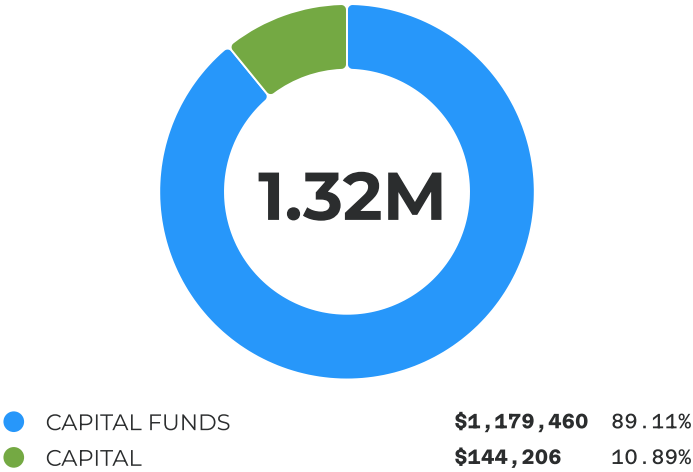
Expenditures by Fund

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
FACILITY SUPPORT FUND	\$3,235.00	-	-	-
DISTRICT WIDE CAPITAL PROJECTS	\$1,185,689.10	\$4,215,353.72	\$1,182,945.00	-71.94%
PENROSE CAPITAL PROJECTS	\$505,803.65	\$2,533,334.00	-	-
LIBRARY 21 CAPITAL PROJECTS	\$162,347.38	\$396,141.38	\$140,721.00	-64.48%
EAST CAPITAL FUND	\$451,489.23	\$708,601.62	-	-
Total Expenditures	\$2,308,564.36	\$7,853,430.72	\$1,323,666.00	-83.15%

Expenditures by Class



FY26 Expenditures by Class



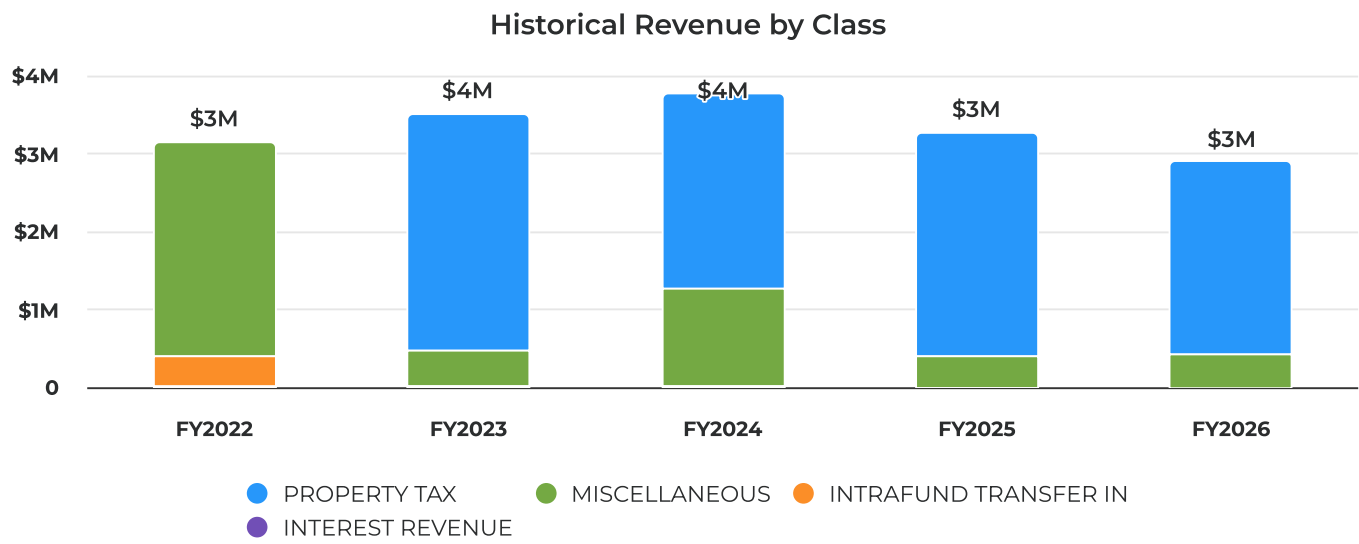
Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
SUPPLIES	-	\$1,000.00	-	-
CONTRACT SERVICES	-	\$3,000.00	-	-
PROGRAMMING	-	\$1,050.00	-	-
DATA AND SOFTWARE	\$141,625.74	\$919,507.27	-	-
CAPITAL FUNDS	\$2,166,938.62	\$6,928,873.45	\$1,179,460.00	-82.98%
CAPITAL	-	-	\$144,206.00	-
Total Expenditures	\$2,308,564.36	\$7,853,430.72	\$1,323,666.00	-83.15%

Self Insurance Fund

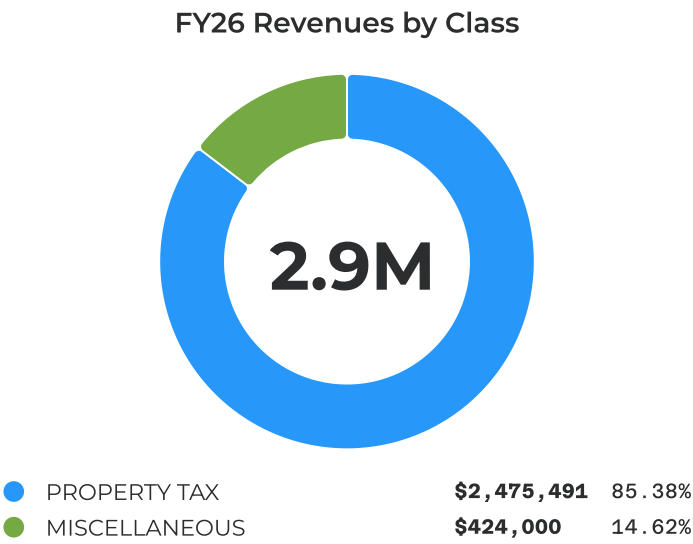
Self Insurance Fund accounts for the accumulation and allocation of costs associated with insurance claims and administration costs, as an Internal Service Fund, that provides services to other departments of the district on a cost-reimbursement basis.

Revenues by Class



In FY2026, the Self Insurance Fund's total revenue is budgeted at \$2.9 million, representing an 11.26% decrease from the previous year's total of \$3.3 million. The largest revenue source remains Property Tax, which is projected at \$2.5 million, accounting for 85.38% of total revenue. This reflects a decrease of \$398,460 or 13.86% compared to the prior year.

Miscellaneous revenue is budgeted at \$424,000 in FY2026, making up 14.62% of the total. This category shows an increase of \$30,467 or 7.74% from the previous year's \$393,533. Overall, the decrease in total revenue is primarily driven by the reduction in Property Tax revenue, partially offset by a modest increase in Miscellaneous revenue.



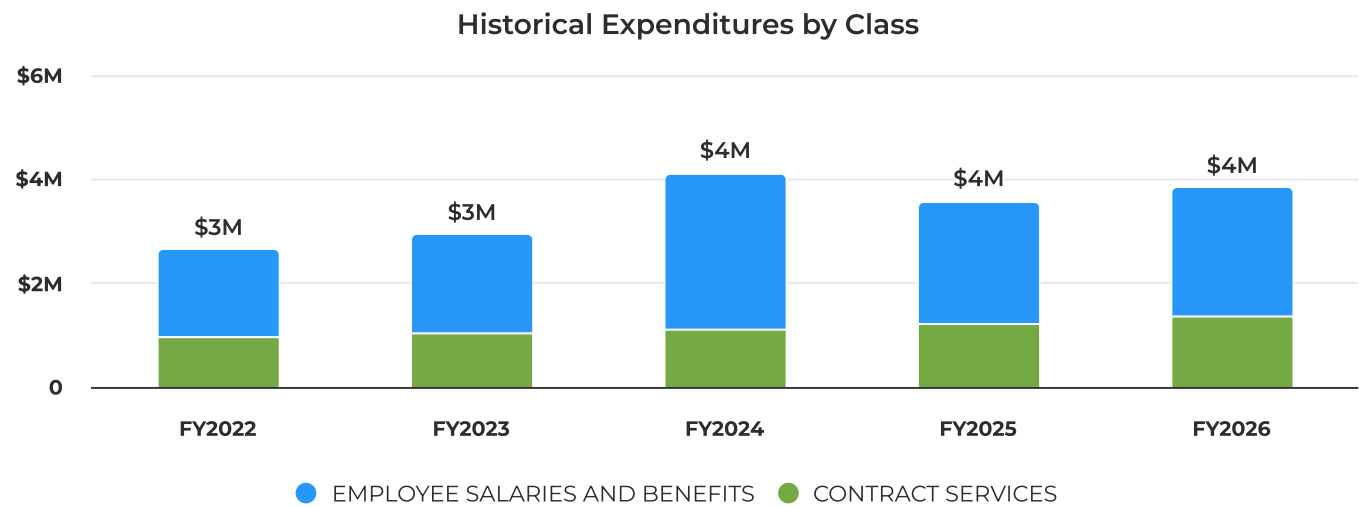
For the Self Insurance Fund in FY26, the revenues by class include PROPERTY TAX, which amounts to \$2.5 million and represents 85.38% of the total revenues. Additionally, Employee Contribution revenues total \$424,000, accounting for

14.62% of the revenues.

Revenues by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
PROPERTY TAX	\$2,912,313.14	\$2,873,951.29	\$2,475,491.00	-13.86%
INTEREST REVENUE	\$398.29	-	-	-
MISCELLANEOUS	\$260,999.06	\$393,533.00	\$424,000.00	7.74%
Total Revenues	\$3,173,710.49	\$3,267,484.29	\$2,899,491.00	-11.26%

Expenditures by Class

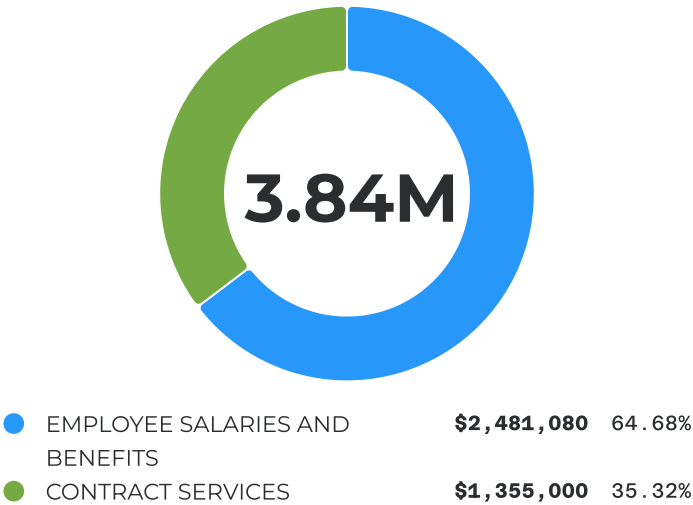


In FY2026, the Self Insurance Fund's total expenditures increased by 7.61% to \$3.8 million compared to the previous year. The largest expenditure category remained Employee Salaries and Benefits, which rose by 5.43% to \$2.5 million, representing 64.68% of the total budget. This follows a prior decrease of 21.99% in this category from the previous year.

Contract Services also saw a significant increase, growing by 11.83% to \$1.4 million and accounting for 35.32% of total expenditures. This category continued its upward trend from the previous year, which had an 11.26% increase.

Overall, both major expenditure categories increased in FY2026, with Contract Services showing the largest percentage growth, contributing to the total budget increase from \$3.6 million to \$3.8 million.

FY26 Expenditures by Class



For the Self Insurance Fund in FY26, expenditures by class include Employee Salaries and Benefits, which account for \$2.5 million or 64.68% of the total. Contract Services make up the remaining \$1.4 million or 35.32% of the expenditures.

Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$1,321,106.01	\$2,353,223.00	\$2,481,079.68	5.43%
CONTRACT SERVICES	\$812,701.46	\$1,211,628.00	\$1,355,000.00	11.83%
Total Expenditures	\$2,133,807.47	\$3,564,851.00	\$3,836,079.68	7.61%

Authorized Positions & FTE Counts



PPLD Staff

Department	2025 Current Authorized Positions	2026 Budgeted Changes	2026 Budgeted Positions
Public Services	379	-1	378
Public Services Administration	2	1	3
Collection Management	24	-1	23
Regional History & Genealogy	13	-2	11
Adult Education	11	0	11
Programming	17	2	19
Branches	262	-1	261
Administration	96	15	111
CEO Office	4	0	4
Support Services Administration	2	0	2
Facilities	12	8	20
Information Technology	12	2	14

Department	2025 Current Authorized Positions	2026 Budgeted Changes	2026 Budgeted Positions
Strategy and Innovation	7	0	7
Security	25	4	29
Human Relations Office	8	1	9
Finance Office	11	2	13
Communicatio ns Office	13	3	16
Development Office	2	0	2
Total Positions	425	14	439

Departments Summary

On the following pages, we invite you to get to know the unique teams within Pikes Peak Library District.

Office of the Chief Executive Officer

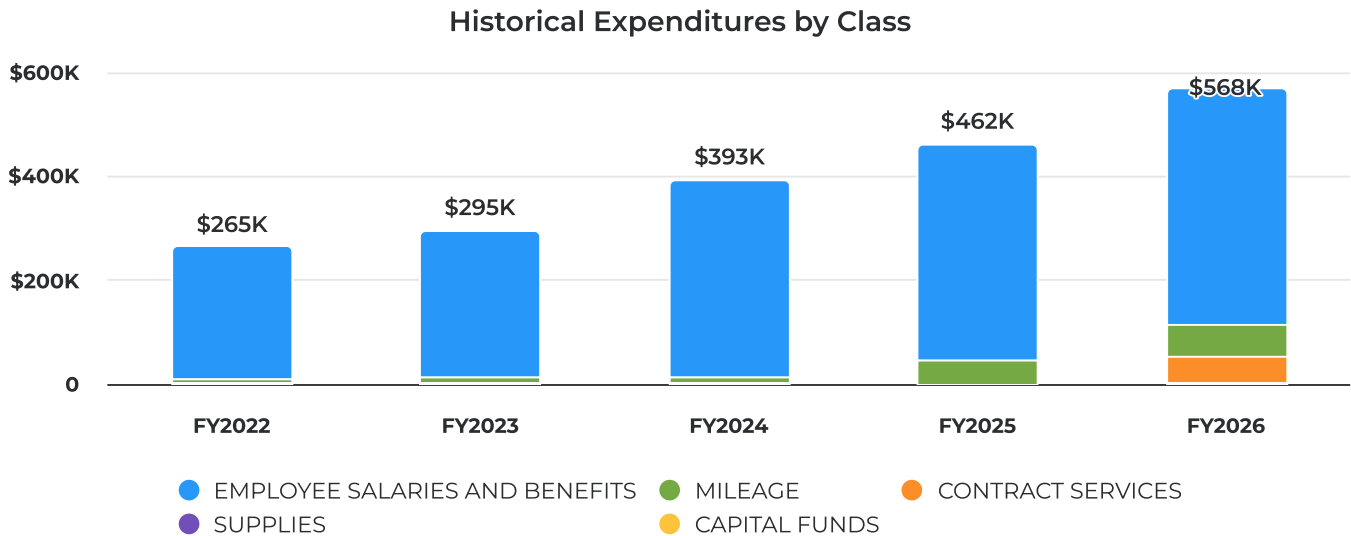
Under the supervision of the Board of Trustees, the office supports the District's mission by formulating and implementing short and long-range goals in alignment with the District's Strategic Plan. The office has responsibility for assuring the integrity and excellence of customer service, community engagement, and the use of District staff, collections, and resources through the direction of all library operations and has responsibility for establishing budgets and ensuring effective and efficient management practices throughout the District.



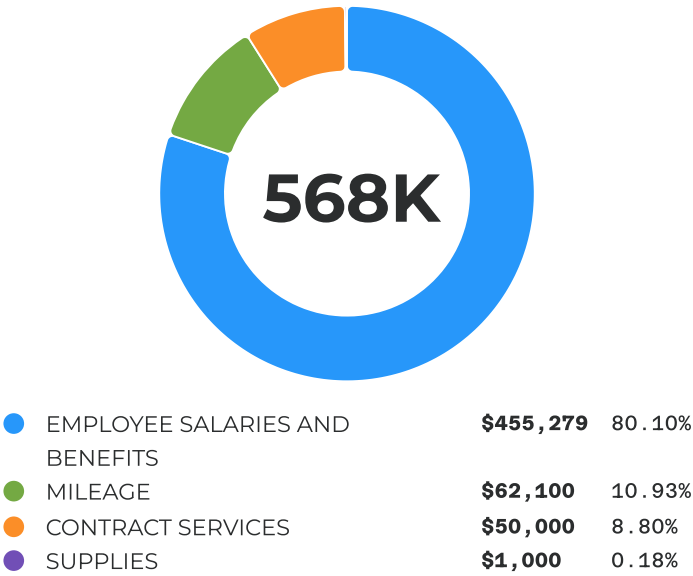
PPLD Leadership Team

The Office of the CEO keeps the Board of Trustees informed of matters affecting the District and aware of best practices in library services. They provide the Board of Trustees with policy and action recommendations, including potential benefits, challenges, and legal requirements. They respond to patron feedback and questions on library experiences and services and coordinate responses to patron questions that are sent to PPLD through its website's Contact Us page.

Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$263,536.46	\$417,612.06	\$455,279.16	9.02%
SUPPLIES	-	-	\$1,000.00	-
CONTRACT SERVICES	-	-	\$50,000.00	-
MILEAGE	\$24,526.88	\$44,010.00	\$62,100.00	41.10%
Total Expenditures	\$288,063.34	\$461,622.06	\$568,379.16	23.13%

Authorized Positions

- Chief Executive Officer (FT)
- Executive Assistant (FT)
- Internal Communications and Special Projects Manager (FT)
- Communications Specialist (FT)

2025 Accomplishments

The PPLD Board of Trustees approved these two goals for the CEO in 2025.

Goal #1: The CEO will implement priority aspects of the Facilities Master Plan (FMP) by:

- Proposing one conversion of a branch into a hybrid model to increase community access by December 2025.
- Providing a proposal by December 2025 that provides a staffing model for projected District growth in underserved areas over the next 12-18 months.

These plans were completed and presented at the 2025 Board retreat.

Goal #2: The CEO will improve community engagement by updating data collection processes to better track and analyze patron demographics, ratios, and other PPLD system statistics to allow for improved data-driven analytics and decision-making, reporting to the Board quarterly regarding progress.

This information was regularly included in the Board packets, and in depth demographic information was presented at the 2025 Board retreat.

Other significant accomplishments included the purchase of the Ruth Holley Library and Ute Pass Library locations.

Communications

The Communications department works to unify and strengthen PPLD's brand to ensure cohesion, consistency, and accountability. It strives to increase awareness, understanding, and use of the Library's resources, services, and facilities. It fosters strong community engagement through outreach and partnerships, using input from community members and entities to position Pikes Peak Library District as a key asset, partner, and thought leader in the community and among library systems. It aspires to make Library materials, resources, and services accessible to everyone's abilities.

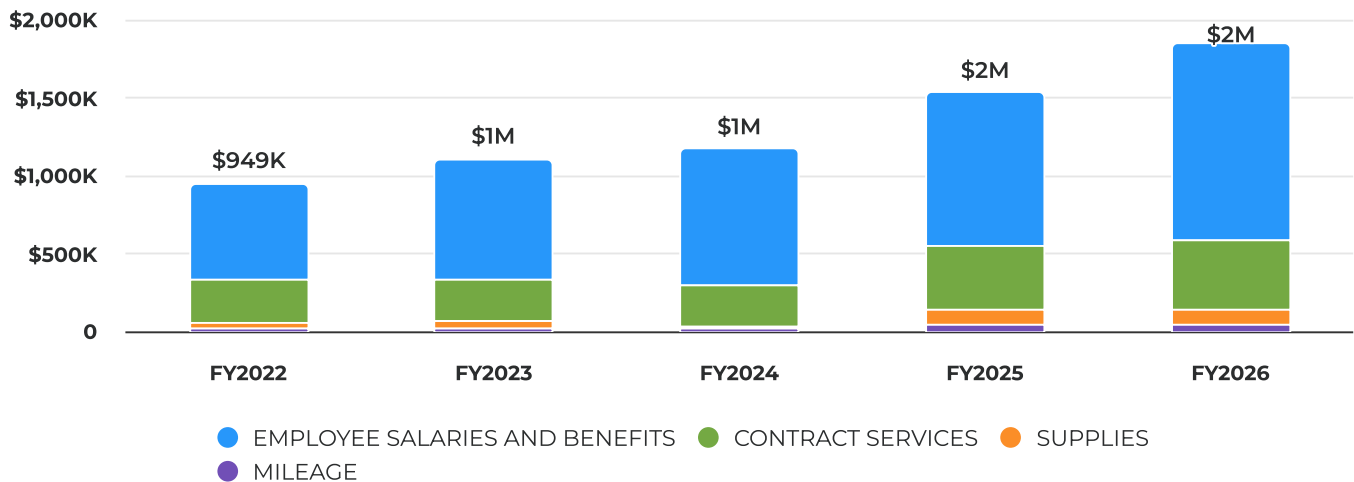
PPLD's Communications department is the hub that handles PPLD's public relations and marketing campaigns, social media messaging, website management, community partnerships and outreach, patron experiences with the Library locations, brand management, videos and event production, and accessibility compliance for the entire Library District.



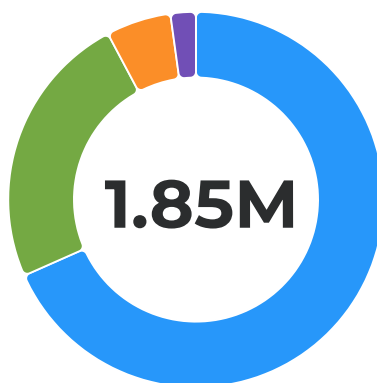
Communications Team

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



EMPLOYEE SALARIES AND BENEFITS	\$1,261,783	68.37%
CONTRACT SERVICES	\$440,200	23.85%
SUPPLIES	\$103,000	5.58%
MILEAGE	\$40,500	2.19%

Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$591,557.28	\$985,849.24	\$1,261,783.27	27.99%
SUPPLIES	\$33,533.09	\$101,000.00	\$103,000.00	1.98%
CONTRACT SERVICES	\$247,924.72	\$404,000.00	\$440,200.00	8.96%
MILEAGE	\$19,890.18	\$40,000.00	\$40,500.00	1.25%
Total Expenditures	\$892,905.27	\$1,530,849.24	\$1,845,483.27	20.55%

Authorized Positions

Chief Communications & Marketing Officer (FT)
 Director, PR, Marketing & Promotions (FT)
 Director, Patron Experience & Accessibility (FT)
 PR & Marketing Manager (FT)
 Community Engagement Manager (FT)
 (2) School Engagement Senior Librarian (FT)
 Graphic Design Manager (FT)
 Graphic Designer (FT)
 Marketing & Promotions Coordinator (FT)
 (2) Website Administrators (1 FT, 1 PT)
 Video Director (FT)
 A/V Analyst & Photographer (FT)
 (2) Outreach Specialists (PT)
 Communications Generalist (PT)
 Communications Administrative Specialist (FT)

2025 Accomplishments

- Launched a fully redesigned website.
- Conducted a Library Card Design Contest to create new designs for the District.
 - The community engagement was overwhelming with 814 entries.
- Completed a yearlong campaign to increase library card sign-ups.
 - At the end of October 2025, the Library District saw a more than 13% increase in new library cards through this date in October 2024, nearly 3,500 new cards over the previous year.
- Executed a Library Experience Survey and a Website Survey.
- Devised and executed marketing strategies to increase participation in PPLD's premier programs: Winter Adult Reading Program (5,781 participants – 707 more than 2024), Summer Adventure reading program (18,833 participants – 529 more than 2024), All Pikes Peak Makes, Mountain of Authors, Regional History Symposium (240 participants, 35% more than in 2024), All Pikes Peak Reads.
- Launched a reimagined Latina Voices program called Rising Voices, that welcomed 216 participants between a Panel Discussion and intimate Festival Celebration.
- Executed a Back-to-School campaign to increase use of PPLD's school resources and databases.

2026 Goals

- With the expansion of the outreach department, strategize and organize outreach activities to increase library card sign-ups, understand and refine the school outreach process, target penetration into the cultural sectors of El Paso County to broaden the reach of PPLD's messaging to a variety of communities, recruit additional Culture Pass partners.
- Increase patron participation in premier PPLD events, to include Winter Adult Reading program, Mountain of Authors, Summer Adventure reading program, All Pikes Peak Reads, Regional History Symposium, and All Pikes Peak Makes by expanding the reach of marketing and advertising campaigns through data-driven strategies.
- Research and identify opportunities to implement AI technology into PPLD's marketing and communications activities.
- Continue refining the PPLD website to ensure it meets the national accessibility requirements and remains updated to industry advancements.
- Identify and address accessibility opportunities in our locations.
- Launch a new Brand & Style Guidelines Handbook to update and manage PPLD's brand.
- Finalize all A/V updates to event rooms across the District.
- Update or create new videos to promote PPLD.

Finance

The Finance Department is crucial to providing clear financial information to departments, leaders, and taxpayers for decision-making. Finance helps keep the daily operations ongoing by paying our vendors and employees. Finance also ensures our accounting is in order, meets statutorily enforced reporting deadlines, and provides business advice and information to help guide sound decisions by Library management.

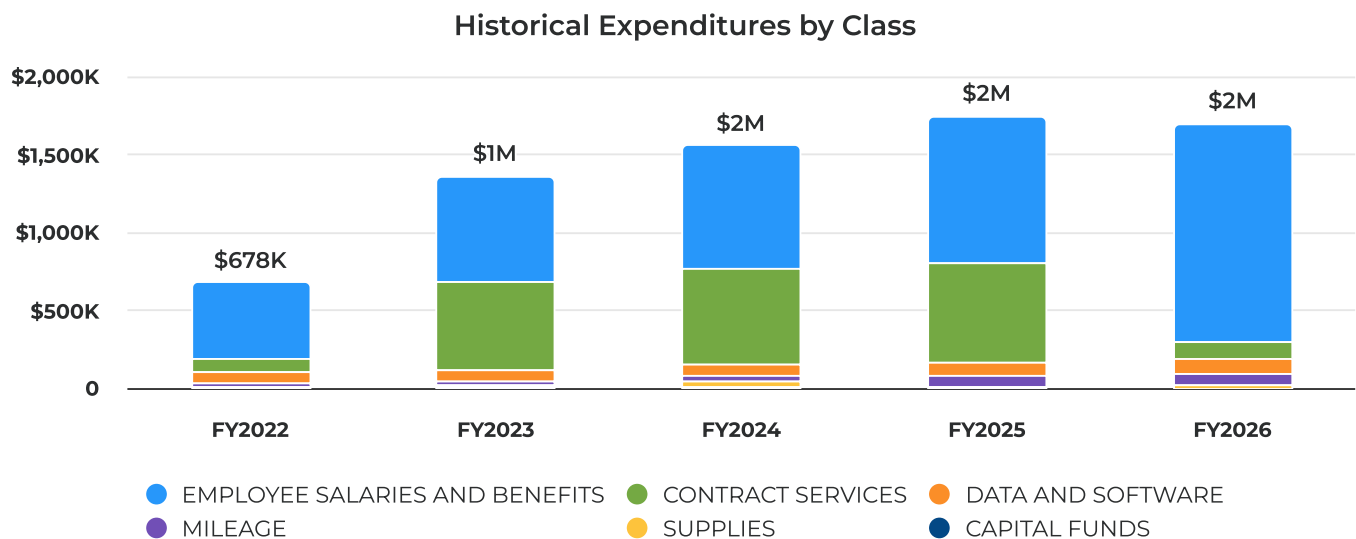
PPLD's accountants review and approve all purchase requests in the District for all programs, branches, grants, facilities, IT, departments, etc.; track cash revenue from all branches; track PPLD Foundation donations and distributions; record changes; and assist with common ERP (finance software) issues. The payroll team runs biweekly payroll for 400+ Library staff.

The department also facilitates all Request for Proposal (RFP) processing, budget productions and processing, the Annual Comprehensive Report (ACFR), and the Finance Audit.

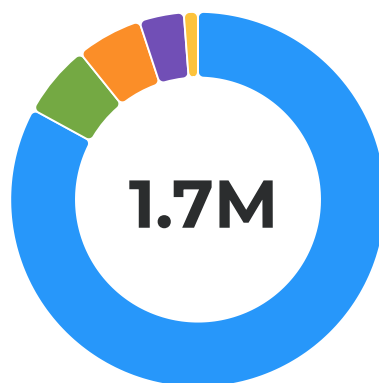


Finance Team for PPLD

Expenditures by Class



FY26 Expenditures by Class



EMPLOYEE SALARIES AND BENEFITS	\$1,408,100	82.96%
CONTRACT SERVICES	\$106,200	6.26%
DATA AND SOFTWARE	\$97,006	5.71%
MILEAGE	\$65,606	3.87%
SUPPLIES	\$20,510	1.21%

Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$590,808.95	\$939,780.47	\$1,408,099.86	49.83%
SUPPLIES	\$18,664.19	\$7,975.00	\$20,510.00	157.18%
CONTRACT SERVICES	\$593,580.71	\$644,048.91	\$106,200.00	-83.51%
DATA AND SOFTWARE	\$93,906.94	\$81,015.98	\$97,006.31	19.74%
MILEAGE	\$41,421.37	\$66,200.00	\$65,605.75	-0.90%
CAPITAL FUNDS	\$1,389.76	\$2,000.00	-	-
Total Expenditures	\$1,339,771.92	\$1,741,020.36	\$1,697,421.92	-2.50%

Authorized Positions

Chief Financial Officer (FT)
 Controller (FT)
 (2) Sr. Staff Accountants (FT)
 Staff Accountant (FT)
 Finance Generalist (FT)
 Payroll Supervisor (FT)
 ERP Application Manager (FT)
 Accounts Payable Supervisor (FT)
 Accounts Payable Clerk (FT)
 Payroll Clerk (FT)
 ERP Applications Administrator (FT)
 ERP Systems Analyst (FT)

2025 Accomplishments

- Completing the ACFR and Audit by June 2025
- By the end of 2025, reviewing and updating the Financial Policy and Procedures with best practices and industry standards
- Producing and providing a balanced budget to the Board of Trustees by October 15, 2025, and an adopted budget by December 15, 2025

2026 Goals

The overarching goal for 2026 is for the Finance team to be primarily focused on providing good customer service and financial details to external and internal customers.

By the Numbers

2,797 Purchase Orders processed

8,767 invoices paid

Human Resources



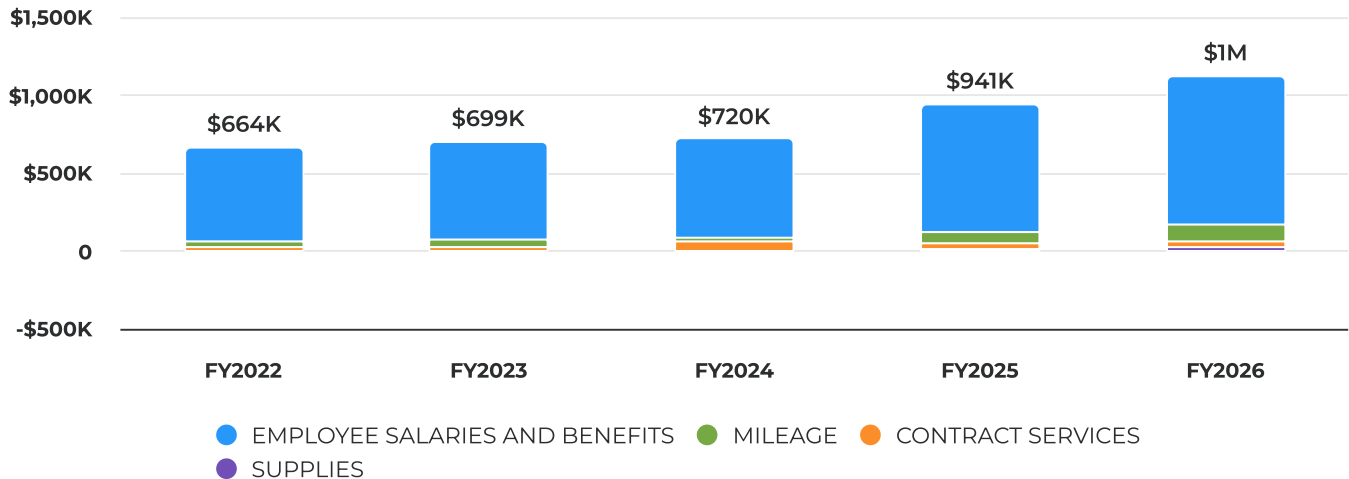
PPLD HR Staff

Human Resources (HR) exists to take care of the people who take care of the community. They hire great talent, help staff develop their skills, and maintain a workplace built on respect, equal access, and service. HR strives to make the employee experience better by ensuring employees have the tools and support needed to serve the community effectively.

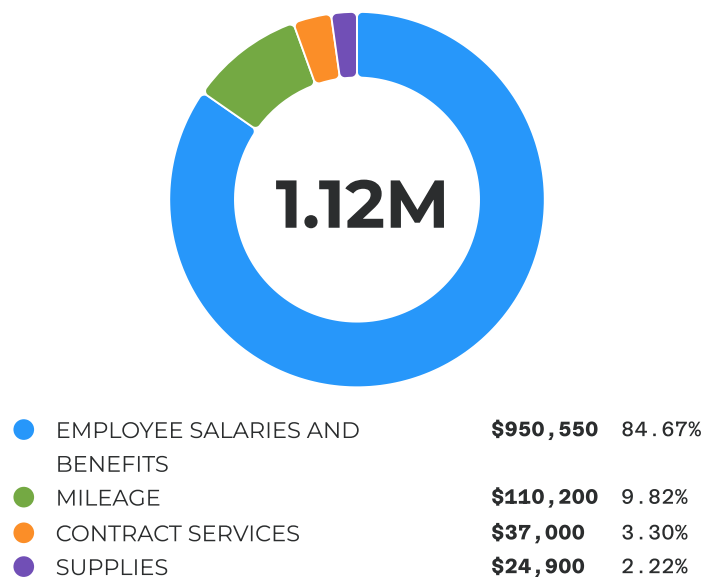
HR plans, directs, and coordinates administrative functions of PPLD. They oversee the entire employee life cycle – from recruiting to benefits and compensation to training to performance management – and they coordinate volunteers throughout the District. HR also consults on strategic planning as well as cultural initiatives and serves as a link between PPLD's management and its employees. They are here to support the employees so they have the skills, resources, and environment needed to thrive and carry out PPLD's mission.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$527,699.35	\$819,567.65	\$950,549.50	15.98%
SUPPLIES	\$3,706.41	\$8,800.00	\$24,900.00	182.95%
CONTRACT SERVICES	\$34,319.91	\$34,632.00	\$37,000.00	6.84%
MILEAGE	\$27,243.62	\$78,100.00	\$110,200.00	41.10%
Total Expenditures	\$592,969.29	\$941,099.65	\$1,122,649.50	19.29%

Authorized Positions

Chief Human Resources & Organizational Development Officer (FT)

Director of Benefits, Compensation, HRIS & Compliance (FT)

Director of Organizational Development (FT)

Employee Relations Manager (FT)

Volunteer Program Supervisor (FT)

Training Supervisor (FT)

Compensation & Talent Strategy Supervisor (FT)

Human Resources Generalist (FT)

Human Resources Administrative Specialist (FT)

2025 Accomplishments

- Implemented results from the 2024 market study.
- People manager skill development
 - Manager Training Camp – all people managers attended (ongoing for new people managers as well)
 - Management Team meetings included training on appreciation and misinformation/gossip.
- ERP HR reimplementation
- All new hires/promotions/transfers receive an offer letter with pay calculated.
- Went to market for health insurance.
- Employees who volunteer for District-wide teams were offered a new incentive of floating holiday hours to participate. This increased interest and engagement on the teams.
- Formal performance evaluations were restarted after a few years of informal feedback sessions.
- Supported Collection Management with training staff on the new ILS.
- Updated and relaunched the train-the-trainers program to help ensure high-quality training for our employees.
- National Volunteer Week was celebrated April 20-25, 2025, and PPLD recognized volunteers with a small gift, and a variety of celebrations at individual branches.
- All position descriptions were updated to be in an accessible format to comply with the Colorado Laws for Persons with Disabilities (HB 21-1110) act.
- PPLD employees completed more than 7,000 training programs in total.

2026 Goals

- Conducting a review of all employee job descriptions
- Establishing a Learning & Development Philosophy for the District
- Successful implementation of a Welcome Circle program to orient and socialize new employees
- Expanding the Manager Training programs

By the Numbers

- Number of employees on January 2, 2025 – 390
- Number of employees on November 30, 2025 – 400
- Number of postings between January 2, 2025, and November 30, 2025 – 130
- Number of applicants between January 2, 2025, and November 30, 2025 – 2,511
- 4 staff members completed 11 hours of job shadow experience.
- 8 staff members participated in the mentor program.

Support Services Administration

The Chief Operating Officer oversees several support service functions within the District. The department consists of Information Technology, Facilities & Security, Strategy & Innovation, and the Development Team for the Foundation. The support services strengthen the District by ensuring that infrastructural needs are met to support both our staff and library patrons. These departments work, often behind the scenes, to ensure a high-functioning, safe, and comfortable experience for library users. Additionally, this department supports the library's mission through data compilation to inform leadership and help make data-driven decisions in financial and operational prioritization.

Information Technology – The IT department supports the Library's mission by keeping technology dependable, secure, and responsive to the needs of staff and patrons.

Facilities & Security – These departments work to provide functional, safe, and clean library facilities.

Strategy & Innovation – Through data, evaluation, collaboration, and creative problem-solving, Strategy & Innovation uses a District-wide perspective to help optimize resources and to equip staff to shape the future of library services and meet community needs.

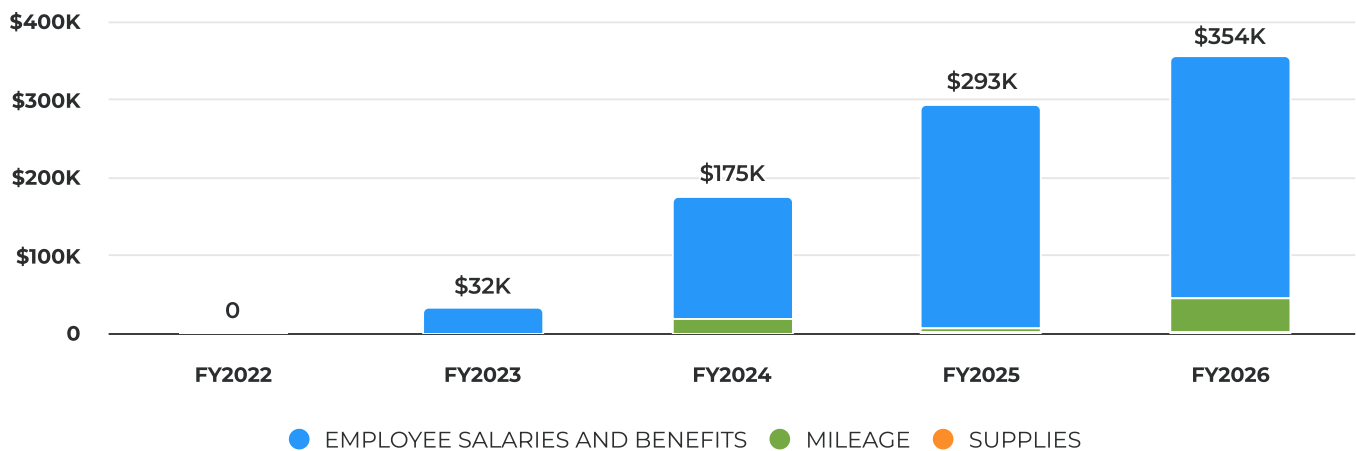
Development – To raise and steward funds and resources to support Pikes Peak Library District.



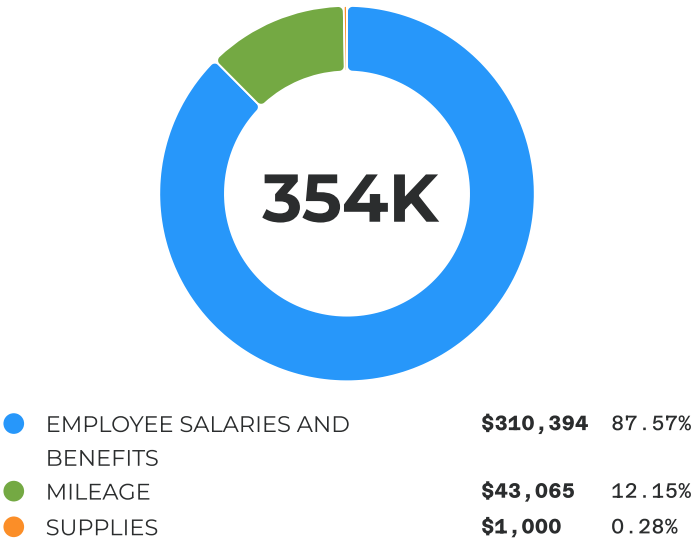
Support Services Administration Staff

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$182,380.29	\$286,376.08	\$310,394.26	8.39%
SUPPLIES	-	\$1,000.00	\$1,000.00	0.00%
MILEAGE	\$17,469.41	\$5,500.00	\$43,065.00	683.00%
Total Expenditures	\$199,849.70	\$292,876.08	\$354,459.26	21.03%

Authorized Positions

Chief Operating Officer (FT)
Chief Facilities and Security Officer (FT)

2025 Accomplishments

- Presented to the Board of Trustees and collaborated with internal stakeholders on prospective property opportunities to ensure equitable distribution of resources across the PPLD service area and to implement the 2024 Facilities Master Plan.
- Assisted with the acquisition of 2 library properties, converting rental locations to owned locations.

2026 Goals

- Support the leadership of the District and the leadership of the COO's support services functions.
- Collaborate with the Development team to fundraise for property developments, renovations, and modifications to hybrid services.
- Successful implementation of hybrid services and holds lockers (from the IT and Facilities & Security infrastructural perspectives).
- Guide the Strategy & Innovation team in their adaptation of guidance from the Board regarding the Strategic plan for the upcoming year.

Facilities and Security

Our vision and purpose are to anticipate and proactively meet the needs of our District's patrons and employees through professionalism and collaborative teamwork. As an internal service department, Facilities & Security works to provide functional, safe, and clean library facilities.

Facilities & Security encompasses the key divisions of Facilities Management, Security/Safety Management, Facilities Special Projects, and Security Operations Center (SOC) functions.

With a dedicated focus on operational efficiency, the department oversees the operation and maintenance of all District facilities, capital improvements to District facilities, security prevention and response, and safety education. The Facilities Management department maintains 14 owned or leased branches covering 16 buildings, totaling nearly 338,495 square feet. It also provides essential services such as janitorial, pest management, building maintenance, security patrols, policy enforcement, and internal district courier services.



PPLD Security Personnel

Authorized Positions



PPLD Facilities Staff

Facilities & Security is under the direct supervision of the Chief of Facilities & Security and is also part of the Chief Operating Officer's team.

- Director of Security (FT)
- Director of Facilities (FT)
- Facilities/Security Admin (FT)
- Facilities/Security Generalist (FT)
- Special Projects Manager (FT)
- Internal Courier (FT)
- (3) Facilities Supervisors (FT)
- (2) Facilities Special Project Technicians (FT)
- (6) Facilities Technicians (FT)
- (2) Facilities Floater Technicians (FT)
- Security Operations Center Manager (FT)
- (3) Security Supervisor (FT)
- (3) Senior Security Officers (FT)
- (15) Security Officers (FT)
- Security Officer (PT)
- Safety and Security Training Coordinator (FT)
- (4) Security Operations Center Officers (FT)

2025 Accomplishments

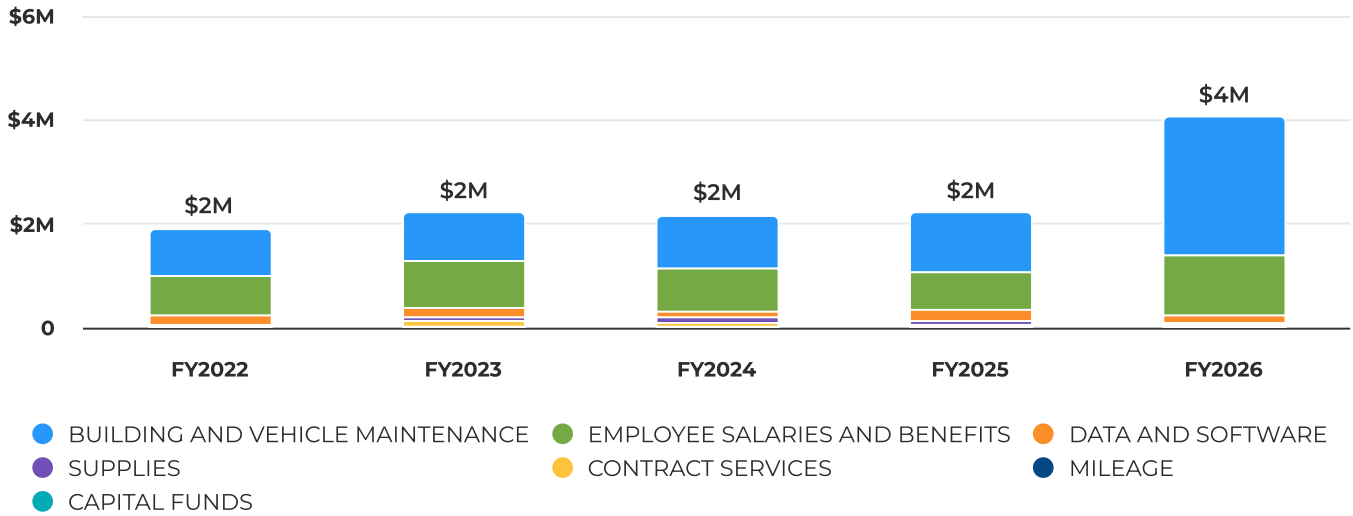
- Completion of phase 2 and 3 of Penrose Library's Safety and Security Renovations
- Reopening of Manitou Springs Library after the city's renovations and ADA upgrades
- Library 21c's main water line replacement and repair
- East Library's elevator modernization
- District safety improvements of Emergency Operations Reference Guide and SOC renovations/expansion
- East Library's Automatic Materials Handler Upgrade and Installation

2026 Goals

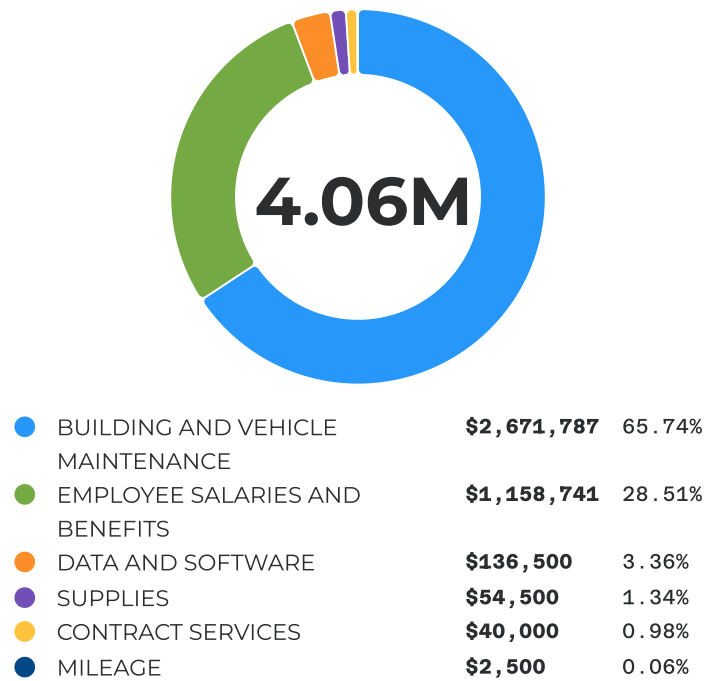
- Districtwide Colorado Energy Performance Contracting Review
- Launch of hybrid proof of concept location
- Install a fire suppression system in the Carnegie Library on the Penrose Library campus
- Complete Security/Safety Technology upgrades at four Library locations.
- Facilitate 220+ Safety and Security Training events Districtwide for staff and patrons

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class

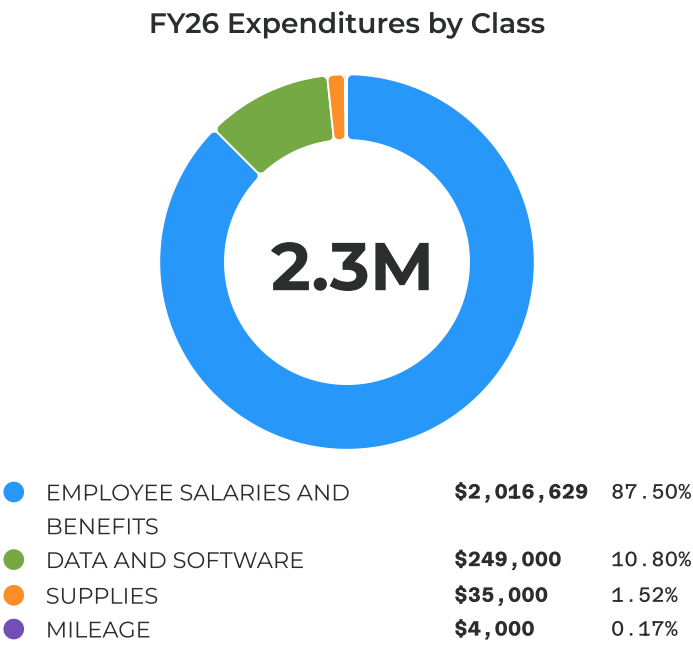
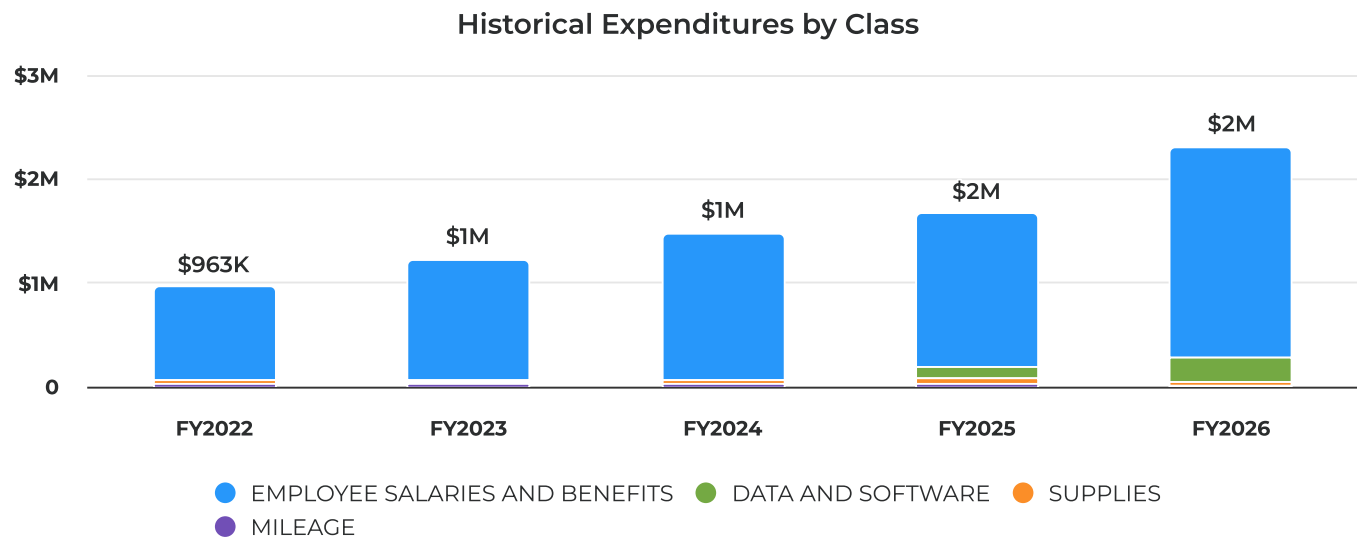


Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$519,342.30	\$747,168.35	\$1,158,741.28	55.08%
SUPPLIES	\$79,222.99	\$98,350.00	\$54,500.00	-44.59%
BUILDING AND VEHICLE MAINTENANCE	\$971,788.74	\$1,133,450.00	\$2,671,786.98	135.72%

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
CONTRACT SERVICES	\$43,267.09	\$30,000.00	\$40,000.00	33.33%
DATA AND SOFTWARE	\$163,418.22	\$189,400.00	\$136,500.00	-27.93%
MILEAGE	\$133.70	\$9,500.00	\$2,500.00	-73.68%
Total Expenditures	\$1,777,173.04	\$2,207,868.35	\$4,064,028.26	84.07%

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$822,362.53	\$1,483,858.45	\$2,016,628.67	35.90%
SUPPLIES	\$15,542.80	\$60,000.00	\$35,000.00	-41.67%
DATA AND SOFTWARE	\$84,202.08	\$93,000.00	\$249,000.00	167.74%
MILEAGE	\$2,534.07	\$29,000.00	\$4,000.00	-86.21%
Total Expenditures	\$924,641.48	\$1,665,858.45	\$2,304,628.67	38.34%

Foundation

PPLD Foundation's purpose is to raise and steward funds and resources to support Pikes Peak Library District.

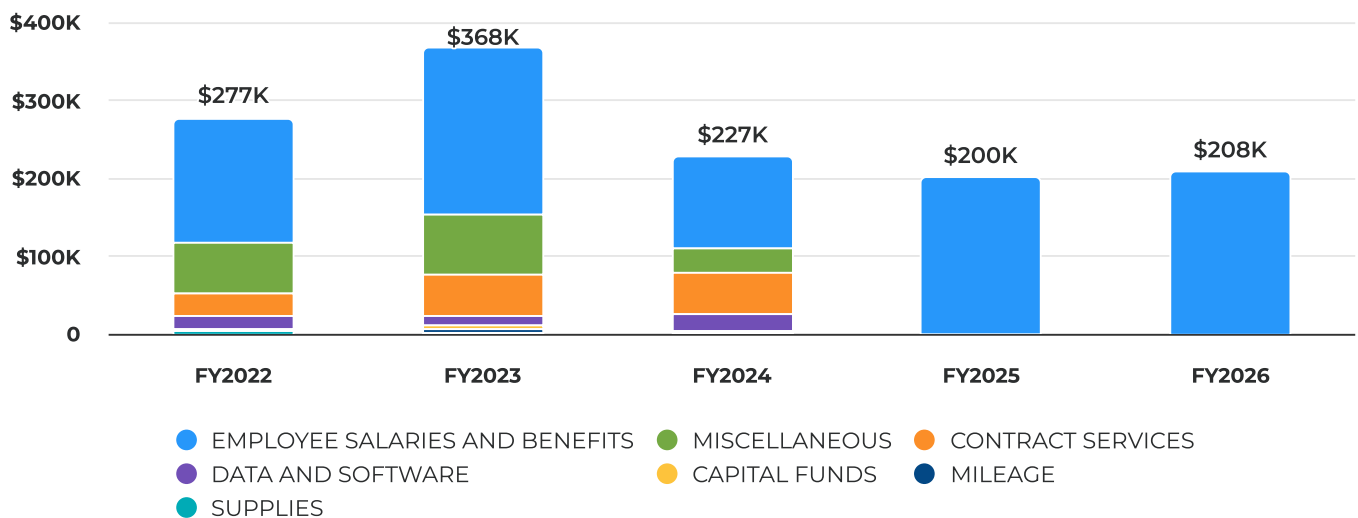
The Foundation is the 501 (c) (3) arm of PPLD. Tax deductible donations and grants that require a 501 (c) (3) status go through the Foundation. The team also handles all donation solicitation and processing.



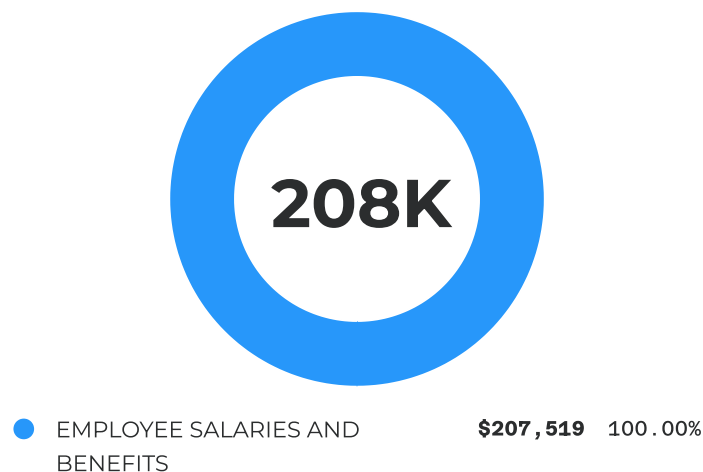
Foundation Staff

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$107,122.06	\$200,070.00	\$207,518.86	3.72%
CAPITAL FUNDS	\$0.20	-	-	-
Total Expenditures	\$107,122.26	\$200,070.00	\$207,518.86	3.72%

Authorized Positions

PPLD Foundation is under the direct supervision of the Senior Director of Development and Foundation Executive Director and is also part of the Chief Operating Officer's team.

Senior Director of Development and Foundation Executive Director (FT)
Individual Giving Coordinator (FT)

2025 Accomplishments

The Foundation had a goal to raise \$250,000 dollars from donations in 2025. At the time of this report, \$196,693 has been raised. A mail campaign encouraging year-end giving was launched in late November with additional donations expected by the end of 2025.

In August of 2025 the Foundation fulfilled a request from the Library District for \$1 million to assist in the purchase of Ruth Holley Library.

2026 Goals

- Reinstate the signature Night at the Library gala.
- Increase the fundraising goal for all mail campaigns.
- Fulfill any funding requests from the District.

Information Technology

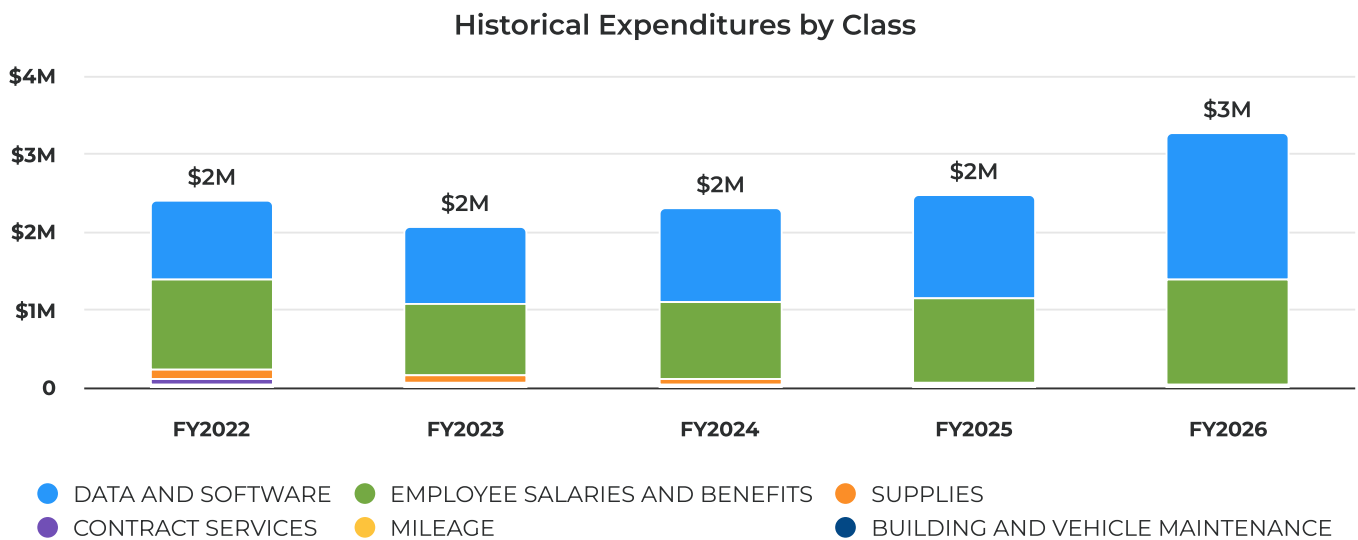


IT staff working

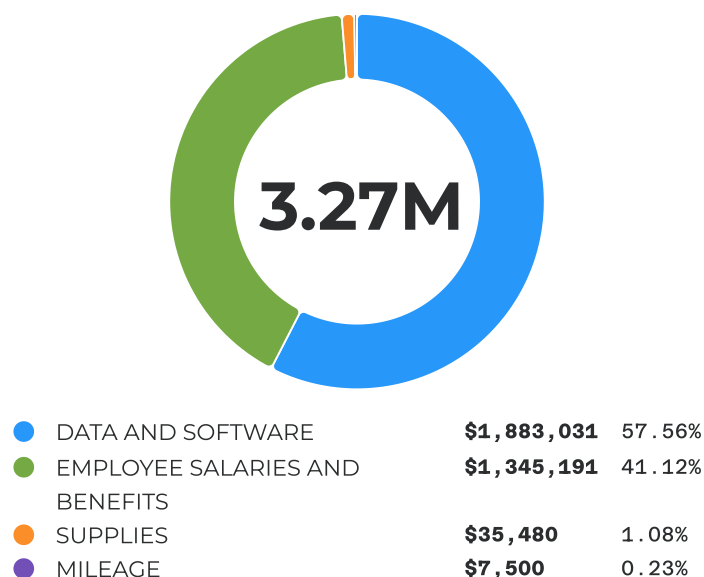
The IT department supports the Library's mission by keeping technology dependable, secure, and responsive to the needs of staff and patrons. They maintain reliable systems, protect District data, and ensure access to digital resources that connect our community to information and opportunities. While supporting today's operations, they also plan for tomorrow by adapting to new tools and innovations that strengthen Library services and help the District grow.

The IT department is divided into two groups that work side by side to achieve their purpose. End User Services handles computers, printers, and the bulk of daily tickets. The Infrastructure team helps all data in the Library District safely travel to where it needs to go in each location.

Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$629,124.83	\$1,070,056.41	\$1,345,190.64	25.71%
SUPPLIES	\$12,738.94	\$34,460.00	\$35,480.00	2.96%
BUILDING AND VEHICLE MAINTENANCE	-	\$12,500.00	-	-
DATA AND SOFTWARE	\$1,226,614.02	\$1,331,991.19	\$1,883,030.94	41.37%
MILEAGE	\$3,222.66	\$23,000.00	\$7,500.00	-67.39%
Total Expenditures	\$1,871,700.45	\$2,472,007.60	\$3,271,201.58	32.33%

Authorized Positions

Information Technology is under the direct supervision of the Chief Information Technology Officer and is also part of the Chief Operating Officer's team.

Chief Information Technology Officer (FT)
 Director of Information Technology (FT)
 Systems Administrator (FT)
 Server and Cloud Administrator (FT)
 Network Administrator (FT)
 Server Analyst (FT)
 Network Analyst (FT)
 Project Coordinator (FT)
 (3) Technical Analysts (FT)
 Voice Analyst (FT)
 Tech Support Specialist (FT)
 Information Technology Administrative Specialist (FT)

2025 Accomplishments

IT's biggest project for 2025 was moving all branches from shared internet to each building having their own internet. This move was accomplished due to cohesive planning and coordination. The IT department had to increase its output as it averaged 200 more tickets a month than the year before. The team accomplished this via new processes allowing for faster and more seamless results.

2026 Goals

- Incorporate more process solutions for regularly occurring tasks
- Incorporate different AI solutions into library systems

By the Numbers

Computers - 962

Servers - 26

Staff accounts - 415

Strategy & Innovation



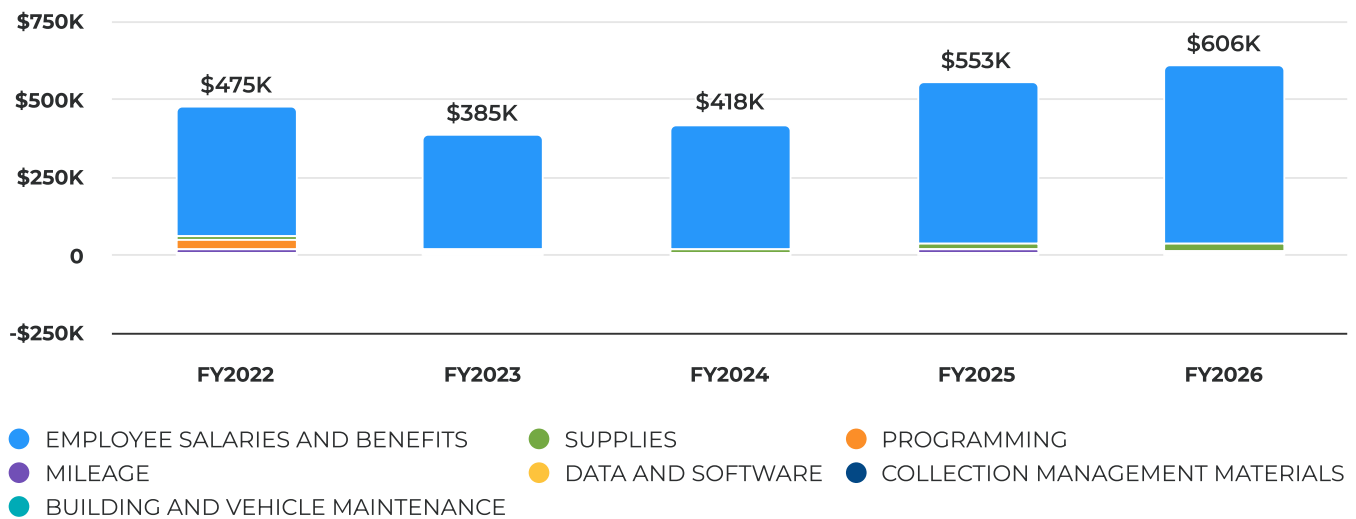
Studio at Library 21c

Through data, evaluation, collaboration, and creative problem-solving, PPLD's Strategy & Innovation (S&I) department uses a Districtwide perspective to help optimize resources and to equip staff to shape the future of Library services and meet community needs.

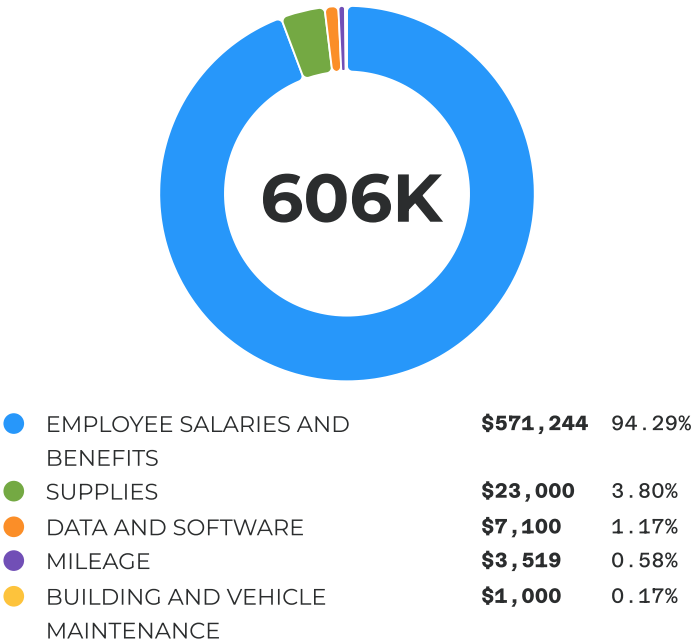
Strategy & Innovation has two areas of focus for PPLD. First, the department is responsible for Districtwide data, including analyses and evaluations to help ensure best use of resources and the creation of data visualizations to help make data more accessible. The second area of focus is on the equipment in the three makerspaces and two studios. Both areas of responsibility include providing training for staff on the topics, as well as oversight of related policy.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$293,320.19	\$517,150.36	\$571,244.32	10.46%
SUPPLIES	\$3,928.57	\$19,000.00	\$23,000.00	21.05%
BUILDING AND VEHICLE MAINTENANCE	\$301.27	\$4,000.00	\$1,000.00	-75.00%
DATA AND SOFTWARE	-	\$4,100.00	\$7,100.00	73.17%
MILEAGE	\$251.05	\$8,800.00	\$3,519.00	-60.01%
Total Expenditures	\$297,801.08	\$553,050.36	\$605,863.32	9.55%

Authorized Positions

Strategy & Innovation is under the direct supervision of the Director of Strategy & Innovation and part of the Chief Operating Officer's team.

- Director of Strategy & Innovation (FT)
- Studio Services Coordinator (FT)
- (3) Data Analysts (FT)
- Strategy & Innovation Training Coordinator (FT)
- Creative Technology Specialist (FT)

2025 Accomplishments

Strategy & Innovation had several goals around training in 2025. They started offering professional development opportunities for makerspace and studio staff every other month, that covered a variety of software used in the makerspaces and studios. New makerspace staff continued to go through training to learn all the equipment, and a training program is in development for new studio staff. All PPLD staff went through a class on the basics of data and how the Library uses it, while supervisors and above also went through a more in-depth data class.

Multiple data analyses were delivered to applicable parties and data info sheets were provided for the CEO and Board of Trustees on a variety of topics. Working with the Communications department, the S&I team developed a way to bring in more qualitative data through patron impact stories. They also worked with an interdepartmental team to start a data manual for the District.

Work continued to ensure a seamless experience among the various makerspaces and studios throughout the District, including maintenance schedules to keep equipment in good condition.



Makerspace

2026 Goals

In 2026, Strategy & Innovation plans to continue focusing on training and professional development for the makerspaces, studios, and data. They will be taking over more of the Districtwide data responsibilities, looking at how they can be updated and adjusted for current needs, as well as working on centralizing District data.

By the Numbers

From January - October 2025, the three makerspaces had 3,917 equipment reservations. The two studios had 629 reservations of the spaces and 338 checkouts of studio equipment.

Public Services



Public Services Staff

Public Services consists of Programming, Branches, Regional History & Genealogy, Adult Education, and Collection Management. The department supports the District's mission by providing all aspects of public-facing services via integrating services, collection, and technology to meet the various needs of the entire community. Public Services ensures that intellectual freedom remains at the forefront of all services and that the District provides the broadest possible access to information and resources.

Adult Education – Provides education, language learning, and citizenship resources for adults across the Pikes Peak region.

Branches – Operates the numerous Library locations that make up Pikes Peak Library District.

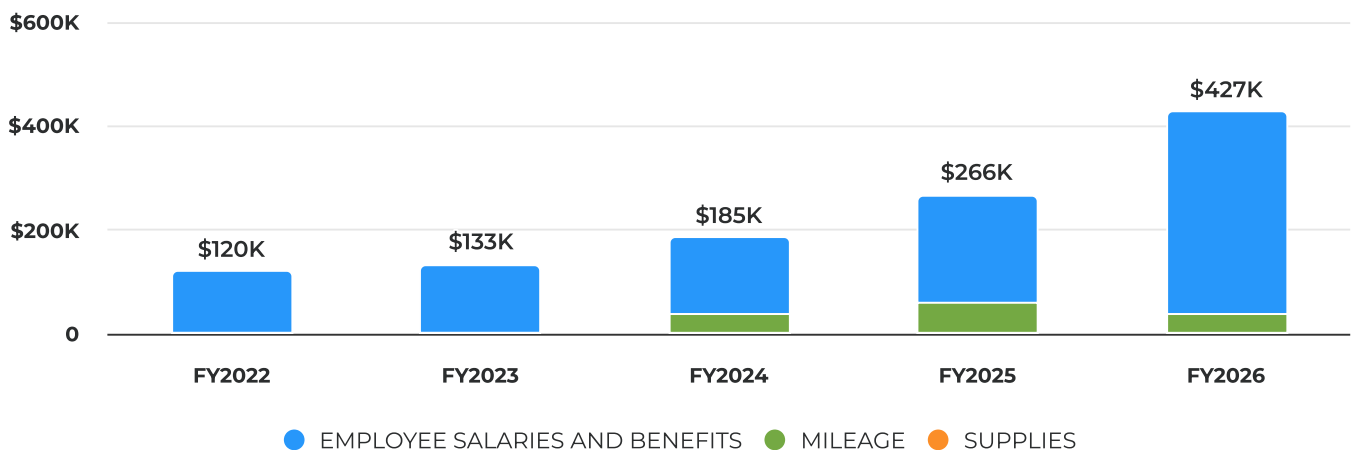
Collection Management – Acquires digital and physical materials (books, DVDs, CDs, games, etc.) for patrons to borrow from the Library.

Programming – Develops engaging, entertaining, and educational programming for the El Paso County community.

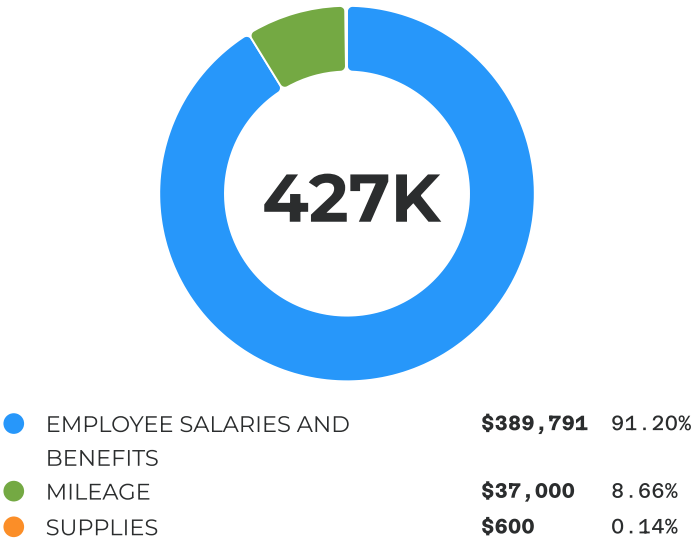
Regional History & Genealogy – Preserves the history of the Pikes Peak region through collections, genealogy programs, and archives.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$133,549.48	\$206,646.23	\$389,790.70	88.63%
SUPPLIES	\$372.12	\$1,500.00	\$600.00	-60.00%
MILEAGE	\$40,554.54	\$57,900.00	\$37,000.00	-36.10%
Total Expenditures	\$174,476.14	\$266,046.23	\$427,390.70	60.65%

Authorized Positions

Deputy Chief Executive Officer (FT)
Senior Director of Public Services (FT)
Administrative Specialist (FT)

2025 Accomplishments

- Continuously reviewed outputs and outcomes to ensure excellent service within our budgetary and staffing level capacity.
- Improved communication and procedures with the Friends of the Pikes Peak Library District.
- Streamlined processes to meet staff development needs.

2026 Goals

- Combine Branches and Programming departments to ensure a seamless implementation of programming and services from start to finish.
- Successful implementation of hybrid services and holds lockers.

Adult Education

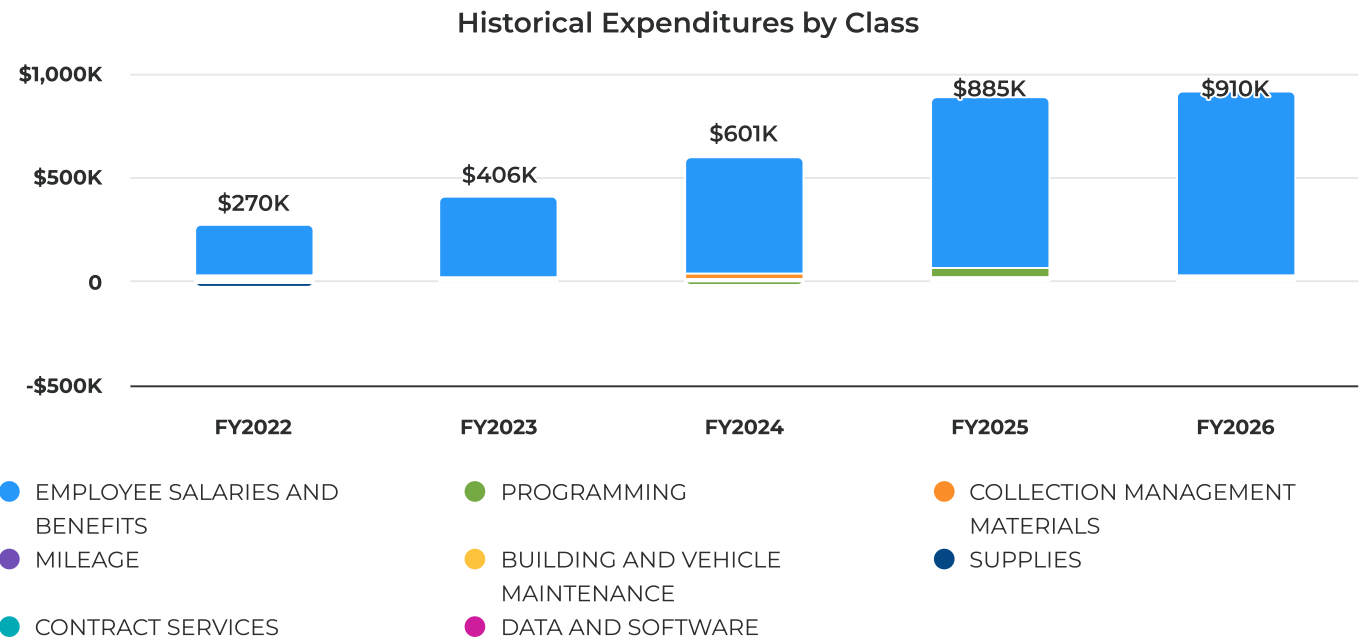
The Adult Education department is dedicated to empowering our community through lifelong learning and personal growth. We provide accessible, high-quality educational resources and support services tailored to adult learners' diverse needs. By fostering an inclusive and engaging environment, we strive to enhance literacy, promote self-sufficiency, and inspire a love for learning in all individuals.

PPLD's Adult Education program provides a variety of learning opportunities for adults in the community. The Strategic Services Librarians provide services, workshops, classes, and resources in the subject areas of Legal Resources, Business Resources, and Nonprofit Resources, and the Career Navigator assists patrons wishing to obtain or improve employment. Conversational skills classes and Pathway to Citizenship classes are also offered. Adult Education also coordinates NorthStar Digital Literacy classes. Adult Education has opportunities for students wishing to obtain a GED by providing classes to increase their skills and knowledge to pass the tests. Classes for English Language learners are also offered

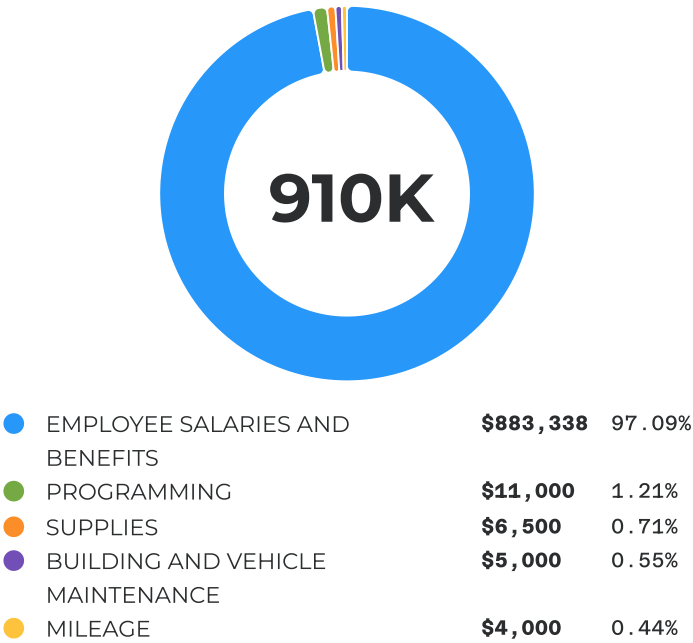


Library 21c Kitchen

Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$354,360.70	\$824,318.65	\$883,338.09	7.16%
SUPPLIES	\$1,461.72	\$6,000.00	\$6,500.00	8.33%
BUILDING AND VEHICLE MAINTENANCE	-	\$5,000.00	\$5,000.00	0.00%
CONTRACT SERVICES	-	\$300.00	-	-100.00%
PROGRAMMING	\$6,489.15	\$44,000.00	\$11,000.00	-75.00%
MILEAGE	-\$4,554.93	\$5,000.00	\$4,000.00	-20.00%
Total Expenditures	\$357,756.64	\$884,618.65	\$909,838.09	2.85%

Authorized Positions

Director of Adult Education (FT)
Manager – Instruction (FT)
Manager – Programs (FT)
High School Equivalency Instructor (FT)
English as a Second Language Instructor (FT)
Career Navigator (FT)
Strategic Services Librarian – Law Resources (FT)
Strategic Services Librarian – Business (FT)
Strategic Services Librarian – Nonprofit (FT)
Kitchen Supervisor (FT)
Administrative Specialist (FT)



Adult Education Staff

2025 Accomplishments

- Strengthened the community involvement for Strategic Services Librarians.
- Increased awareness of Adult Education to PPLD staff.
- Introduced kitchen/culinary programs to public.
- Met and/or exceeded grant mandated measurable skills gain (MSG) for GED prep and ESL classes.

2026 Goals

- Secure funding, partnerships, and staffing models that sustain long-term program success.
- Use data and storytelling to show the department's measurable outcomes and inform strategic decisions.
Position the department as a leader in adult learning and strategic services focus areas as leaders of community engagement within the region.
- Create seamless connections between literacy, digital skills, career development, and library services to support adults in achieving personal and professional goals.
- Build a strong internal team culture that encourages shared learning, experimentation, and reflection.

By the Numbers

The Culinary programs for the public were very popular with 45 programs and 481 patrons participating.

Strategic Services:

Law – 15 programs with 79 patrons participating

Business – 25 programs with 184 patrons participating

Nonprofit – 4 programs with 33 patrons participating (This position was vacant for about 6 months this year, that is why there wasn't much programming.)

Additionally, strategic services librarians, managers, the career navigator, and the chef had 929 patron interactions, which include responding to reference questions, meeting with COHS students, meeting with patrons one on one, and providing tours. There were also 731 virtual transactions, which would include providing services and sharing resources via phone calls, mail, and virtual meetings for patrons.

Collection Management

Collection Management at PPLD includes a broad range of activities focused on providing an excellent collection of physical materials and eMaterials for patrons.

Collection Management has workgroups devoted to six different but interconnected functions: Acquisitions, Cataloging, Materials Processing, Interlibrary Loan, the Integrated Library System, and the coordination of circulation services.

The Acquisitions staff select and order books, audiobooks, DVDs, magazines, and other materials that patrons check out, as well as eBooks and eAudios. They review patron requests for specific titles and local author book submissions.

Complementary to adding items to the collection is removing items from the collection, and this group reviews and selects those items as well. They interact with vendors and help bring new options or formats forward for consideration.

The Cataloging and Materials Processing workgroups make items in the collection accessible to patrons. Catalogers select and edit catalog records that provide information about each title in the catalog, which patrons use to search for, and place holds on titles. They assign the call numbers that indicate exactly where on the shelves a particular title will be. Materials Processing staff add individual copies to the catalog records and prepare items for circulation by applying call number labels and other identifying features.

The Interlibrary Loan staff provide patrons with access to titles not owned by PPLD by borrowing them from other libraries and reciprocate by sharing items in PPLD's collection with other libraries. Interlibrary Loan is often the avenue for patrons who request unique, older, or regionally specific titles outside of the scope of the Library's collection.

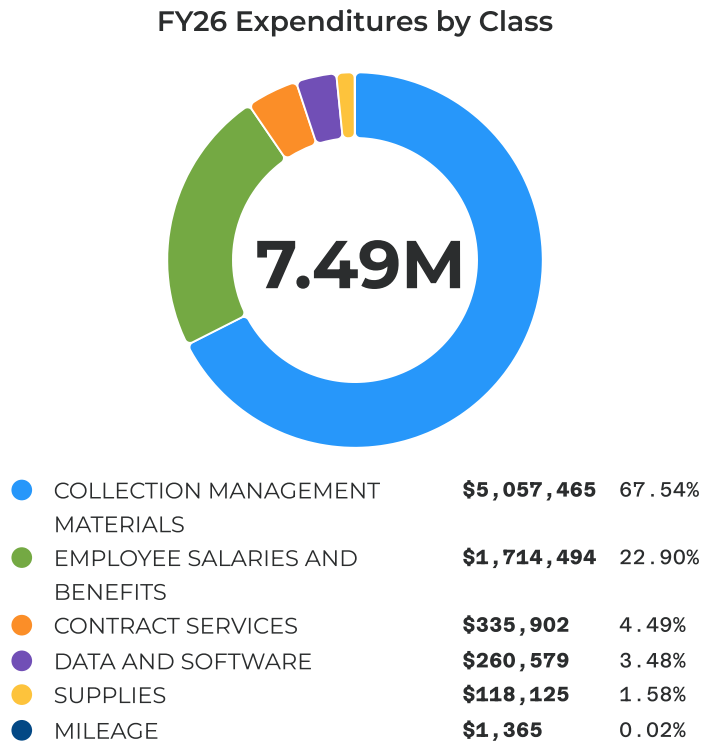
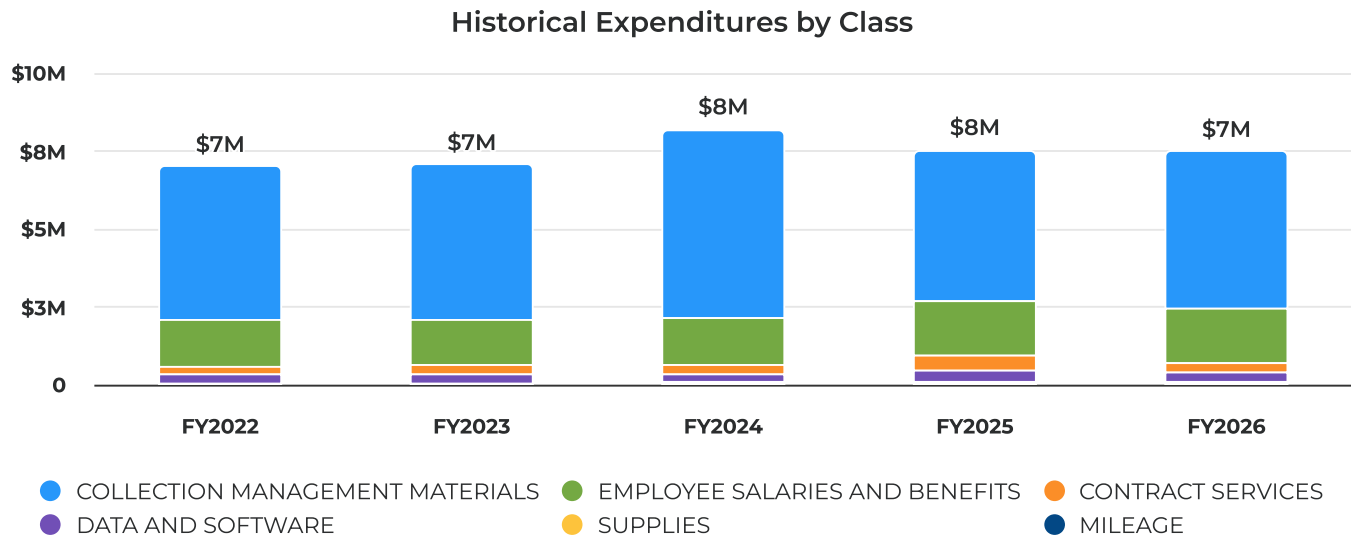
The Integrated Library System (ILS) is essential library software that provides the ability to acquire, catalog, and keep track of items in the collection. It maintains patrons' library card accounts, checkouts, and holds. The ILS is also used by numerous library vendors to authenticate patrons for access to other online resources or services in the library. The ILS team configures, troubleshoots, tests, and optimizes the ILS for patron and staff use. They administer the catalog and PPLD Mobile app as well.

Centralized circulation services, including coordinating circulation procedures and best practices, planning shelving projects, and oversight of materials movement through the District, are included in Collection Management.



Collection Management Staff

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$1,010,127.33	\$1,761,787.27	\$1,714,494.49	-2.68%
SUPPLIES	\$79,497.27	\$112,500.00	\$118,125.00	5.00%
COLLECTION MANAGEMENT MATERIALS	\$2,988,083.76	\$4,825,235.00	\$5,057,464.83	4.81%
CONTRACT SERVICES	\$461,615.17	\$476,446.00	\$335,902.40	-29.50%

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
DATA AND SOFTWARE	\$283,837.24	\$351,597.00	\$260,578.65	-25.89%
MILEAGE	\$650.10	\$1,500.00	\$1,365.00	-9.00%
Total Expenditures	\$4,823,810.87	\$7,529,065.27	\$7,487,930.37	-0.55%

Authorized Positions

Director of Collection Management (FT)
Circulation Services Coordinator (FT)

Acquisitions

Collection Acquisitions Manager (FT)
(3) Senior Librarians (FT)
(2) Senior Library Associates (FT)
Library Associate (FT)

Cataloging

Senior Librarian (FT)
Librarian (FT)
Senior Library Associate (PT)

Materials Processing

Collection Management Supervisor (FT)
(3) Collection Management Assistants (FT)

Interlibrary Loan

Interlibrary Loan Manager (FT)
(3) Library Associates (FT)

Integrated Library System (ILS)

ILS Administrator (FT)
ILS Analyst (FT)

2025 Accomplishments

The major 2025 goal for Collection Management was the migration to a new Integrated Library System. This was an enormous task that involved significant effort from staff all over the District. It began with the creation of a detailed request for proposal that was released in 2024 and followed by onsite vendor demonstrations. A recommendation was made to the Board of Trustees, and the Polaris ILS was granted the contract. In May 2025, work began to configure and migrate data from the existing ILS to Polaris. Testing began in August, and staff training moved into high gear in October.

The goal is on track with a go-live date of December 12, 2025, for the new Polaris ILS.

2026 Goals

The first 2026 goal is to optimize the new ILS for patron and staff use. It will take several months to tailor new features and finesse processes that are new to staff.

In the first quarter of 2026, Collection Management will have a backlog of materials to catalog and prepare for patron use, due to being unable to order physical materials in the last quarter of 2025 because of the ILS migration. If vendor shipments are timely, we hope to catch up to a normal workflow and turnaround time in the second quarter.

By the Numbers

PPLD's circulating collection of physical materials includes 240,000 titles, and the collection of eBooks, eAudios, and eMagazines includes more than 300,000 titles. Many titles have multiple copies. Between the physical and electronic collections, PPLD circulates about 7,000,000 items a year. Circulation is almost an even split between physical and digital formats. There are typically around 200,000 holds on eMaterials and 80,000 - 90,000 holds on physical materials.

Interlibrary Loan handles approximately 32,000 items a year between borrowing and lending materials.

Collection Management staff typically receive 4,500 - 5,000 boxes of library materials during the year, adding about 80,000 items, plus approximately 10,000 magazine issues to the physical collection.

Mobile Library Services

The purpose of Mobile Library Services is to remove barriers to knowledge and opportunity by delivering essential Library resources, technology, and programs to underserved communities.

Library Services:

- We bring library materials, resources, and training to locations throughout El Paso County that are underserved, have transportation challenges, or are a significant distance from the nearest Library. Examples of locations we serve are senior facilities, low-income apartments, city parks, and schools.

Reference:

- We provide reference services for patrons who have limited access to computers, are unable to get to a Library, or need assistance locating resources.
- We provide resource classes to local area schools to assist students in navigating library resources and databases.

Programming:

- We utilize programming resources to present programs and activities in parks, retirement homes, military bases, and schools. This service allows community members to access Library spaces throughout our coverage area.
- We provide reoccurring programs, such as Storytimes and "Springmobile" and "Boomobile" at various schools and parks.

Outreach:

- We partner with other PPLD departments to assist at various outreaches promoting the Library's resources and materials to children, young adults, adults, and families.

Spaces:

- With the addition of a new vehicle with a lift and removable carts, we look forward to servicing patrons who otherwise would not be able to access services.
- Through our Lobby Stop service we provide senior patrons a place they can access library services as well as find belonging in a community.

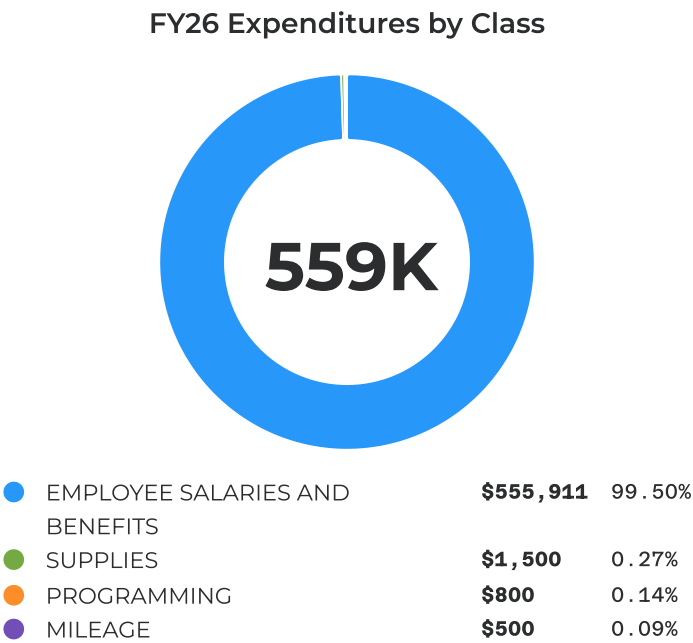
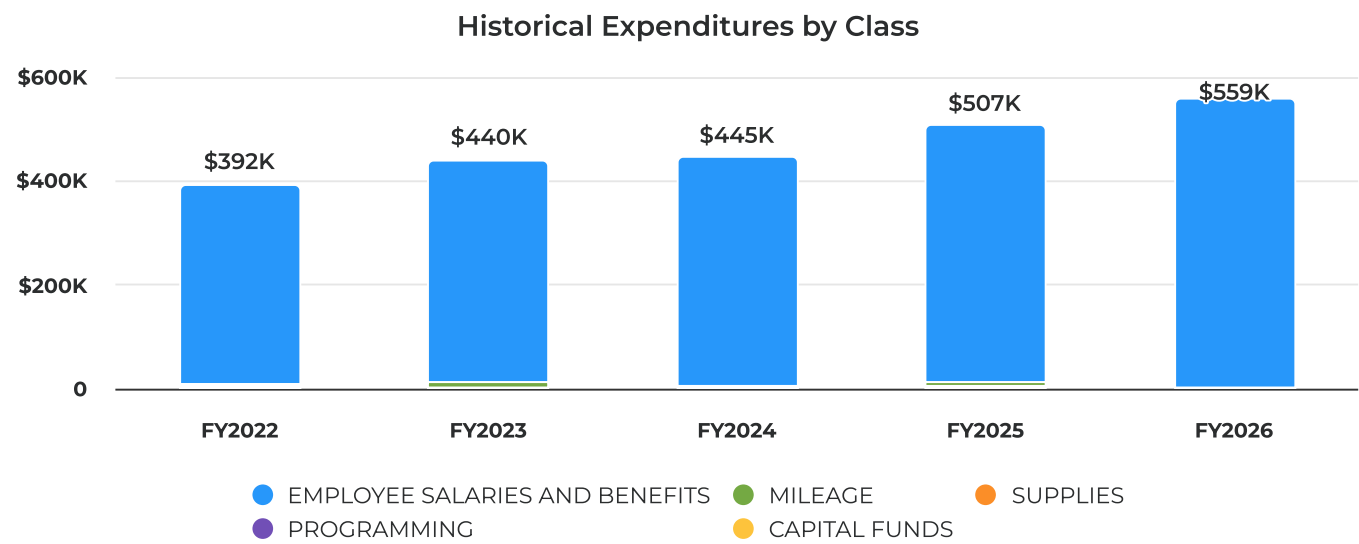


PPLD Lobby Stop Van



PPLD Bookmobiles

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$274,184.22	\$495,211.70	\$555,911.47	12.26%
SUPPLIES	\$901.04	\$2,000.00	\$1,500.00	-25.00%
PROGRAMMING	\$485.17	\$1,200.00	\$800.00	-33.33%
MILEAGE	\$3,003.00	\$7,500.00	\$500.00	-93.33%
CAPITAL FUNDS	-	\$1,300.00	-	-
Total Expenditures	\$278,573.43	\$507,211.70	\$558,711.47	10.15%

Authorized Positions

Library Manager (FT)
Senior Library Associate Adult Services (FT)
Senior Library Associate Lobby Stop Van (FT)
Senior Library Associate Young Adult Services (PT)
Senior Library Associate Family and Children's Services (FT)
Senior Library Associate Circulation Trainer (FT)
(5) Senior Library Associates (PT)
(2) Library Assistants (PT)

2025 Accomplishments

- Completion and delivery of the new bookmobile: The completion of this process will allow us to utilize a more consistent vehicle to service patrons.
- Evaluation of mobile service points: Ongoing evaluation of locations, demographics, and service needs allows us to strategically offer services that align with PPLD's mission, vision, and values.
- Began a bookmobile stop in the Rockrimmon area: With the closure of the branch on this side of town, providing bookmobile services has allowed community members to access library services closer to their homes.
- Hired and trained four new people (1 full-time; 3 part-time) to provide library services on the bookmobile. This includes driver's training on the bookmobile: Being fully staffed and trained to operate the vehicles is a high priority in the mobile libraries as this contributes to consistent service across the county.

2026 Goals

- Identify and evaluate potential service areas: As part of our ongoing evaluation process, we will identify potential service areas that fit within our location criteria.
- Add specific recurring programs to our schedule: As we continue to provide consistent services throughout El Paso County, we plan to implement additional recurring programs – Storytimes, Resource Classes, and Technology Training.
- Evaluation/Investment of staff: Mentor staff to assist them in reaching their career goals. This could consist of utilizing the shadowing program, assigning them duties in their areas of interest, and conducting regular evaluations.
- Become a valued resource for our assigned schools: Increase the number of interactions we have with our Mobile Library Services schools. This will consist of Resource Classes, Lightning Lessons, and service opportunities.

By the Numbers

Mobile Library Services has provided programs to 1661; serviced 22,526 patrons, placed 5,462 holds, and answered 1,882 reference questions to date. Our busiest weekly stop is at Bonforte Park, which has serviced 2,529 patrons at the time of this printing.

Mobile Library Services began servicing Colorado School for the Deaf and Blind with targeted programming designed to assist deaf and blind students in accessing Library materials. We visit this location once a month, working closely with staff and students to provide materials, teach technology, and answer reference questions.

Programming

The Programming Department extends the Library's mission beyond its physical collections, connecting people to information, ideas, and each other through engaging experiences. It also provides strategic coordination and staff support to ensure that programs reflect community needs, align with library goals, and use resources efficiently while measuring outcomes and impact.

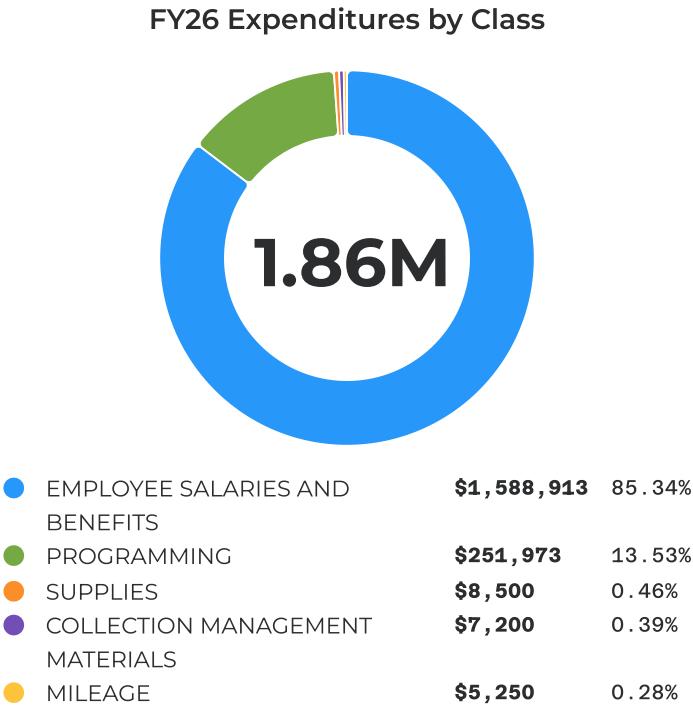
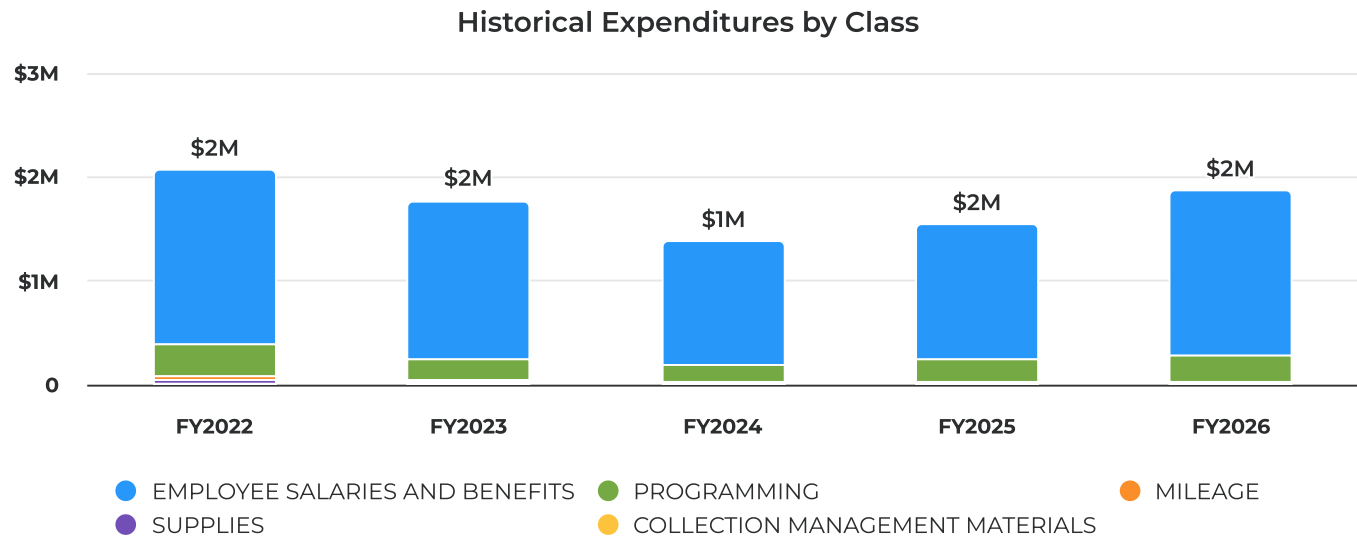
The Programming department manages and coordinates library services, programs, and resources for all age groups, from prenatal through senior citizens. It oversees programs and resources for the makerspaces, studios, and the Educational Resource Center, ensuring that each provides engaging, age appropriate, and educational experiences.

- Children's, Teen, and Adult Services: Plans and implements developmentally appropriate programs and resources Districtwide, updates reading lists, and provides reference support at all Library locations.
- Makerspace and Studios: Offers creative and maker-centric learning opportunities for patrons 9 and up.
- Educational Resource Center and Homeschool Support: Develops resources and programs to assist homeschool families.
- The department coordinates and implements PPLD's signature events, including Winter Adult Reading Program, Summer Adventure reading program, All Pikes Peak Reads, All Pikes Peak Makes, Mountain of Authors, and more.
- The team manages the PPLD Kids Facebook page, as well as the Homeschool quarterly newsletter, and the Maker and Adult newsletters to communicate programs and resources.
- The department ensures Library location staff are trained to work effectively with different age groups, provides onboarding to new branch staff, and oversees teen volunteers and volunteer-led programs. The team oversees the staff Storytelling Collection for early literacy programs.
- The department also reviews and evaluates online databases, makes updates to the PPLD webpages and resource guides, and coordinates professional development to maintain consistent, high-quality programming throughout the District.
- The department maintains Districtwide licensing for Beanstack, music licensing, and movie licensing.
- This department creates partnerships with organizations throughout El Paso County, including Colorado Springs Police Department, UCCS, Colorado College, K-12 school districts, El Paso County Health, and more for programming and activities for the Library District.



Summer Adventure Party

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$734,963.62	\$1,299,706.83	\$1,588,912.53	22.25%
SUPPLIES	\$4,259.64	\$9,500.00	\$8,500.00	-10.53%
COLLECTION MANAGEMENT MATERIALS	\$7,192.50	\$7,192.50	\$7,200.00	0.10%
PROGRAMMING	\$128,924.27	\$219,040.00	\$251,972.90	15.04%
MILEAGE	\$2,771.27	\$7,700.00	\$5,250.00	-31.82%

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
Total Expenditures	\$878,111.30	\$1,543,139.33	\$1,861,835.43	20.65%

Authorized Positions

Full-time Director of Programming (FT)
 Strategic Librarian focusing on Early Literacy (FT)
 Senior Librarian focusing on Homeschool (FT)
 Senior Librarian focusing on ages 9-15 (FT)
 Senior Librarian focusing on all ages (FT)
 (2) Senior Librarians focusing on teens ages 13-18 (FT)
 (2) Senior Librarians focusing on adults (FT)
 Senior Librarian focusing on Makerspaces and Studios (FT)
 Senior Librarian focusing on Seniors (55+) and Accessibility (FT)
 Senior Associate focusing on Family and Children's Services (FT)
 Senior Associate focusing on Early Literacy (FT)
 Senior Associate focusing on Homeschool and Educational Resource Center (PT)
 Senior Associate focusing on teens ages 13-18 (FT)
 Senior Associate focusing on teens and adults ages 16-+ (FT)
 Senior Associate focusing on adults (FT)
 Senior Associate focusing on Makerspaces and Studios (FT)
 Administrative Specialist (FT)

2025 Accomplishments

- To align with the District's centralized programming model and follow new accessibility laws, the department developed a new Block Menu and Recurring Menu format. A new training course was created for staff to learn how to use the new format.
- Created centralized criteria for hiring presenters and authors.
- Created a presenter database.
- Created an Accessible Toolkit for each location and an Accessibility glossary for programming staff to incorporate into their program guides for staff to use. This allows all patrons with all abilities to attend PPLD programs.
- Collaborated with the Volunteer Coordinator to establish a training for volunteers who lead programs to ensure all PPLD programs follow the same expectations. Through this process, the Programming Department started meeting with volunteers to learn about the programs they lead.
- As part of our program evaluation process, the department created a checklist to observe PPLD programs in action. This will help the department learn how the program is executed and how patrons like the programs we offer.
- Expanded Makerspace programs to include Tweens, Teens, and Seniors (55+) Brought back the MakerCamps for teens.
- Created two new Signature programs: Rising Voices and Teen Glow Extravaganza
- Received a two-year grant from the Buell Foundation to fund LENA Start, received funding from the Mikkelson Foundation to fund three Homeschool programs provided by Estes Rockets.
- Provided All Pikes Peak Reads for all ages. Titles and author visits were available for children, teens, and adults.

2026 Goals

- Continue interviewing and observing volunteer led programs
- Evaluate programs and increase engagement
- Evaluate usage of checklists at programs
- Expand Specialized Programs
 - Senior programs
 - Studios
 - Expanded homeschool programs
 - Literacy
 - Bridge learning plans for staff
 - Programs for social initiatives
 - Increasing programs for additional groups
 - Teens
 - Military
 - Working community - work with locations to provide programs in the evening and weekends

By the Numbers

2025 Winter Adult Reading Program (February 1, 2025 - March 31, 2025)

- 5,781 adults registered
- 3,515 adults completed

2025 Summer Adventure (all ages, June 2, 2025 – July 31, 2025)

- 18,304 registered
- 7,451 completed

Regional History & Genealogy



Regional History & Genealogy Staff

Regional History & Genealogy (RH&G) preserves the collective memory of the Pikes Peak region by the creation and maintenance of community-based archives and collections, providing topic-specific reference services and educational programs.

RH&G is open to the public Tuesday - Saturday 10 a.m. - 5 p.m. to assist patrons with research in-person, and via phone, email, through PPLD Digital Collections, and the PPLD website. Appointments aren't necessary, and all aspects of the collections are accessible during our open hours. Reference questions range from obituary and newspaper article requests, historic home research, and in-depth historical and genealogical inquiries. RH&G's staff are experts at searching high and low across multiple platforms and formats for answers to patron's

questions using resources including reference books, maps, microfilm, digitized and non-digitized archival collections, and databases.

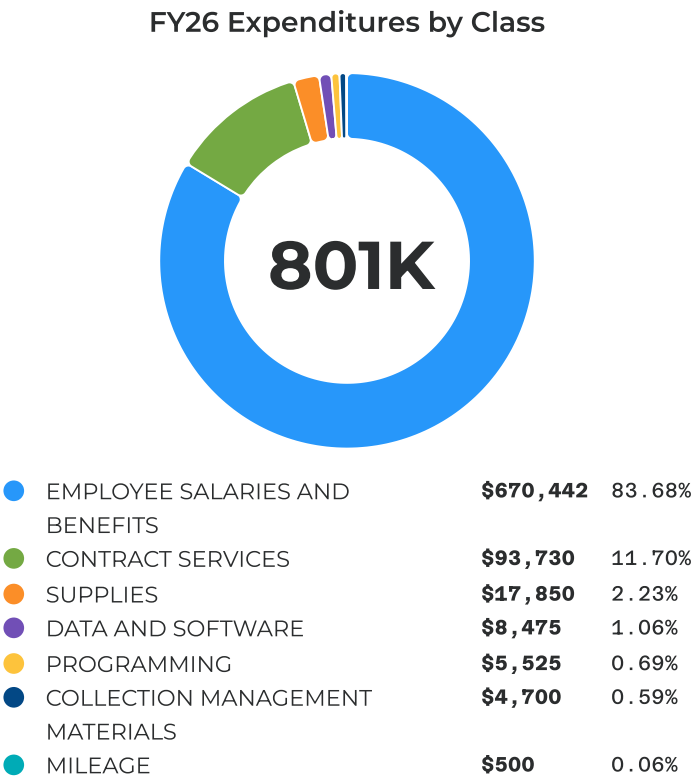
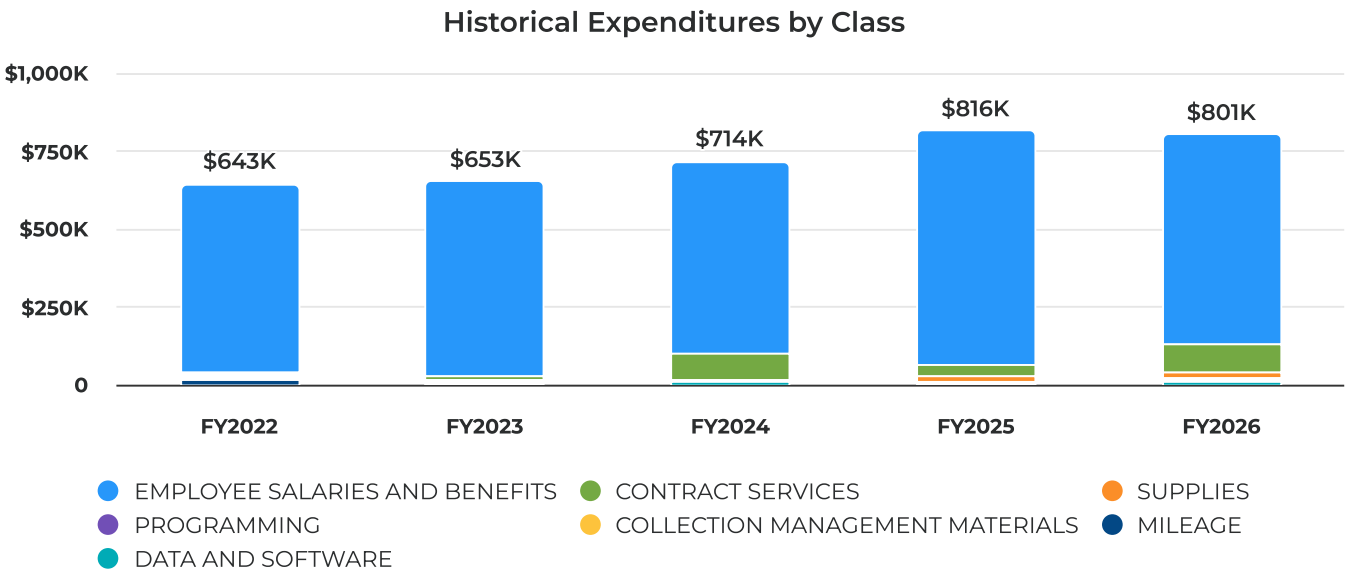
The RH&G team is committed to the preservation of unique archival materials in the collections held in the department, including formats such as photographs, maps, blueprints, manuscripts, correspondence, and journals. Archivists oversee both physical and digital material donations and ensure that they are properly organized, described, and stored for preservation and access. These practices include housing materials in proper archival containers, monitoring environmental conditions, and cataloging materials in publicly accessible archival databases. The work of RH&G's digitization staff is an ongoing process of digitizing and describing materials online to increase the discoverability of and access to archival holdings.



Carnegie Building at Penrose Library

In addition to a robust offering of virtual genealogy classes ranging from Genealogy Basics to more advanced research topics, RH&G offers several highly anticipated annual programs. The Pikes Peak Regional History Symposium, which has been hosted every year for more than 20 years, invites scholars, historians, researchers, and enthusiasts to present research corresponding to each year's theme, such as the 2025 theme "Histories Beyond the Written Word." The symposium includes a multi-day program featuring presentations and short films, as well as submissions to our online Journal of Pikes Peak Regional History. Every Halloween, RH&G hosts Spooky Stacks, welcoming patrons to a behind the scenes tour of the historic library and staff-only spaces to hear spooky historical stories of the region and learn about the work of the department. The RH&G programming staff excels at highlighting the gems in the archival collections and connecting the community with their history.

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$373,306.41	\$750,684.61	\$670,441.85	-10.69%
SUPPLIES	\$4,795.93	\$17,000.00	\$17,850.00	5.00%

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
COLLECTION MANAGEMENT MATERIALS	\$2,012.50	\$5,000.00	\$4,700.00	-6.00%
CONTRACT SERVICES	\$54,603.15	\$37,000.00	\$93,730.00	153.32%
PROGRAMMING	\$4,700.00	\$5,500.00	\$5,525.00	0.45%
DATA AND SOFTWARE	\$7,580.00	-	\$8,475.00	-
MILEAGE	\$35.00	\$1,000.00	\$500.00	-50.00%
Total Expenditures	\$447,032.99	\$816,184.61	\$801,221.85	-1.83%

Authorized Positions

Director of Regional History & Genealogy (FT)

(2) Archivists (FT)

Program Coordinator (FT)

(2) Digital Archives Specialists (FT)

Senior Library Associate (FT)

(2) Library Associates (PT)

(2) Regional History & Genealogy Assistants (PT)

2025 Accomplishments

- Public launch of PPLD Digital Collections hosted on a more comprehensive and user-friendly online platform.
- Continued to enter archival collections and inventories into ArchivEra (archival collection management database), making them discoverable and more accessible to the public.
- Drafted and refined a Standard Operating Archival Procedures manual.
- Wrote and implemented an Institutional Archives Policy for PPLD internal records.
- Implemented a collection survey to document the status of nearly 1,000 archival collections.
- Entered old accession records and correspondence into RH&G's Collection Management Software (ArchivEra) so all acquisition data is stored and searchable in one location.
- Continued to capitalize on the success of the annual Regional History Symposium and by creating a program with a broader appeal to solicit participation from a wider group of history enthusiasts.

2026 Goals

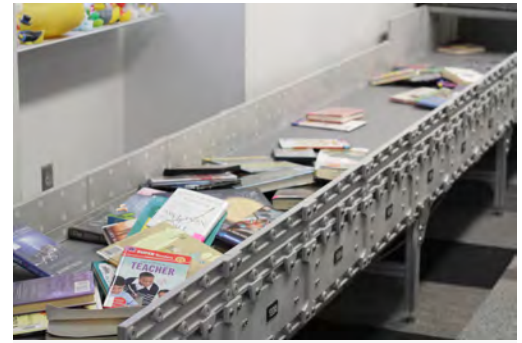
- Districtwide success with the Colorado 150 & United States 250 celebrations in 2026 at PPLD, including the Regional History Symposium, and supporting Library history and events throughout the year.
- Regional History & Genealogy will launch its first large-scale manuscript digitization project in partnership with the Internet Archive. This initiative will digitize more than 3,000 pages of primary source material from three archival manuscript collections. Materials will be available through PPLD Digital Collections, where they can be explored and used for research, education, and community engagement.
- To reduce the backlog of uncatalogued cartographic material, Regional History & Genealogy is scanning more than 200 maps to be made available in digital collections.
- To reduce the number of uncatalogued books and periodicals, Regional History & Genealogy may contract with an external cataloging service that will enable these titles to be accessible on shelves in the reference collection.
- Process backlogged archival material belonging to existing collections. Processing these accruals will result in current and completed archival collections.
- Plan for complete digitization of the Oral History collections. RH&G is reapplying for a grant to have the entire collection digitized. From there, the recordings can be transcribed and added to the Digital Collections. Even if the grant is not received, plans will be made to budget for this work to be done in the coming years.
- In 2026, all backlogged newspapers will have been microfilmed, potentially for the first time in modern history of the department.
- Having taken responsibility for the District's fine art collection in 2018, all PPLD fine art will be catalogued, with digital images, in PPLD Digital Collections. Steps will also be taken toward preservation of these unique pieces.
- Continue to capitalize on the success of the annual Regional History Symposium and create a program, mirroring the Colorado 150 & USA 250 celebration theme, with a continued broad appeal to solicit participation from a wider group of history enthusiasts.

By the Numbers

An essential part of preserving and sharing our region's history is ensuring that our unique materials are accessible to everyone through PPLD Digital Collections. With more than 976,000 unique items, these collections provide broad public access to historic news articles, photographs, genealogical records, oral histories, maps, and research indices that document the stories and development of the Pikes Peak region. As community interest in virtual access continues to grow, RH&G is committed to expanding the Library's digitization efforts.

Branches

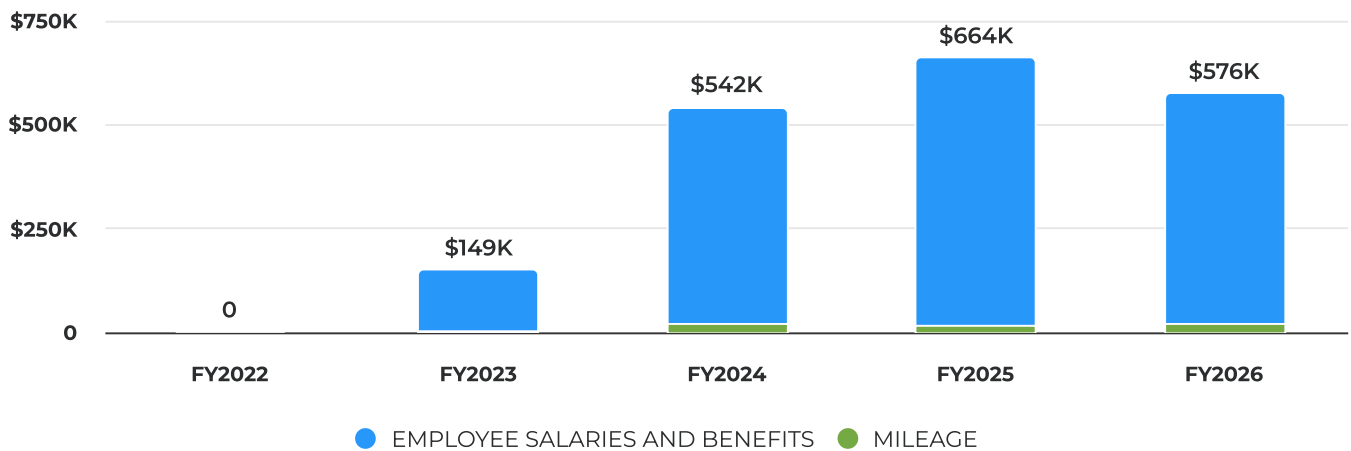
The Branches department oversees the operations of 14 facilities and the Mobile Library Services, providing essential access across 2,070 square miles of El Paso County. These facilities serve as community hubs, offering resources that go beyond traditional services. Specifically, the facilities include makerspaces, computer labs, and meeting and study rooms. Our aim is to provide every patron with a positive and transformative experience by delivering the necessary resources and support to engage, learn, and grow.



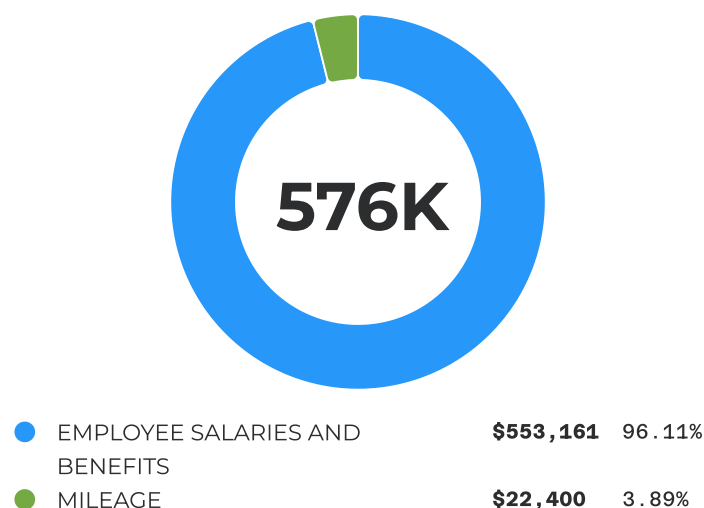
Automated Materials Handler

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$318,158.26	\$647,796.89	\$553,160.67	-14.61%
MILEAGE	\$14,718.95	\$16,000.00	\$22,400.00	40.00%
Total Expenditures	\$332,877.21	\$663,796.89	\$575,560.67	-13.29%

Authorized Positions

(2) Assistant Director of Branches (FT)

(5) Senior Library Associates (FT)

(1) Senior Library Associate (PT)

2025 Accomplishments

- Outreach Team: Assigned branch staff to an outreach team to support community outreach events.
- Best Practices and Standard Operating Procedures for Branches: Developed Operating procedures for branches that include Employee Training and Development, Floater Scheduling and Staffing Requests, Reporting Patron and Volunteer Injuries, Hiring Process for Branches, and Unexpected Closures and Delays.
- Internal Communications: Defined clear best practices for communicating information across all locations simultaneously, including expectations for different Teams Chats and emails. This resulted in the implementation of a weekly update for managers and supervisors that discusses the priority of information and methods for sharing it with staff.
- Finding Info: In partnership with Adult Education, we reinstated and launched the "Finding Info" course for staff supporting reference services this year. This involved reviving course content, training new instructors, and initiating staff training. The goal will continue into 2026 to train all relevant staff, culminating in its full transition to Branches.

2026 Goals

- Support District hybrid models.
- Continue developing and implementing necessary training.
- Continue working with the Patron Experience team to build relationships with community organizations.
- Continue to build and define best practices and standard operating procedures for Branches.

East Library



East Library Exterior entrance

East Library is a fixture in central Colorado Springs, serving individuals from all over El Paso County. With the largest collection of physical materials, East is a reader's library, and even features a Reading Bay with an incredible panoramic view of Pikes Peak. East Library offers a Makerspace, Computer Lab, Tween, Teen, and Children's spaces, and has PPLD's only Educational Resource Center. The East Library team is committed to exceptional customer service, connecting every patron with the resources and opportunities that help them learn, create, and grow.

Customer Service and Circulation – East Library staff are happy to help connect people with the materials and resources they are looking for.

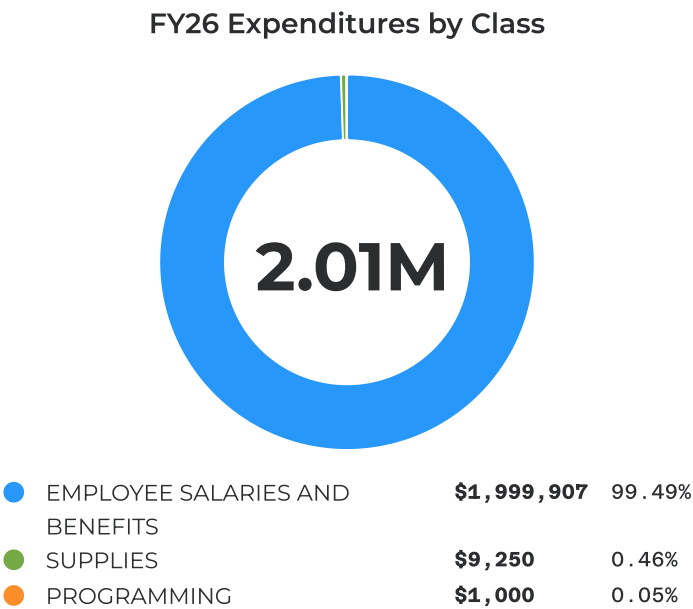
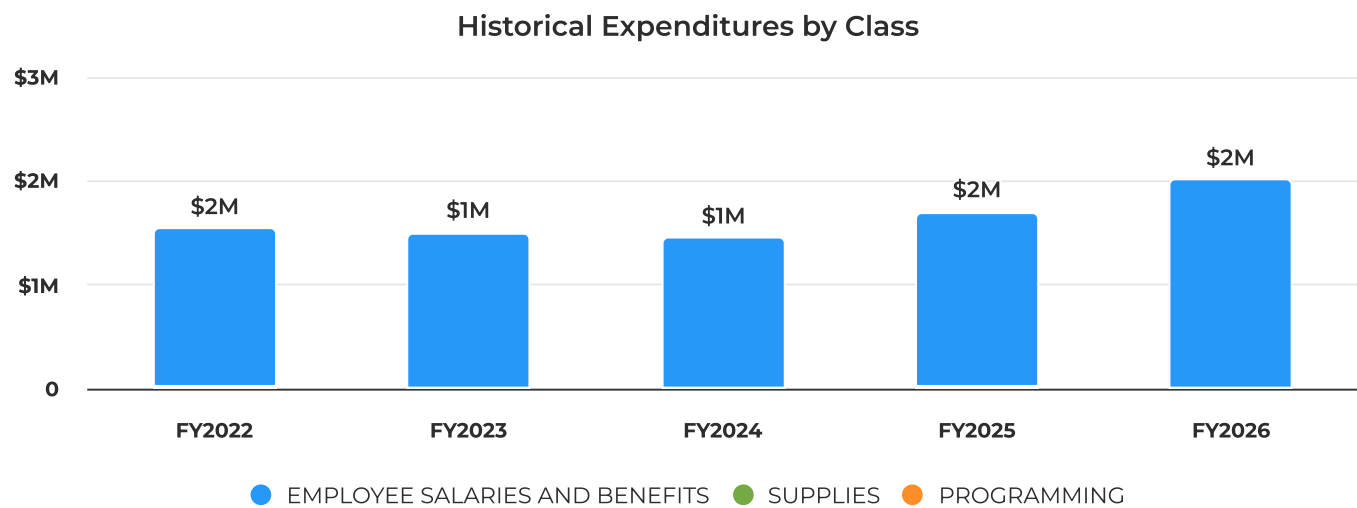
Programs for All Ages - East Library offers activities for every age group, including Early Literacy, Homeschool, Teen, Adult, and Senior programs, as well as Makerspace services and Library Explorers events that spark curiosity and creativity.

Community Outreach – The Library participates in local events and school visits to connect with the community about library resources.

Technology and Digital Access – East Library offers public computers, free Wi-Fi, and printing, copying, faxing, and scanning services. Staff can provide support with tech questions and guidance using digital tools and online resources.

Library Spaces – From a large Community Room to several study rooms, an Educational Resource Center, and a space to access Assistive Technology, East Library offers a variety of spaces to satisfy a variety of needs in addition to comfortable reading areas with a view.

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$1,079,551.82	\$1,678,504.13	\$1,999,906.82	19.15%
SUPPLIES	\$5,679.99	\$18,500.00	\$9,250.00	-50.00%
PROGRAMMING	\$290.54	\$1,500.00	\$1,000.00	-33.33%
Total Expenditures	\$1,085,522.35	\$1,698,504.13	\$2,010,156.82	18.35%

Authorized Positions

Branch Manager (FT)
(2) Branch Supervisors (FT)
Adult Services Librarian (FT)
Young Adult Services Librarian (FT)
Makerspace Librarian (FT)
Family and Children's Services Librarian focused on Early Literacy (FT)
Family and Children's Services Librarian focused on Tweens (FT)
Adult Services Senior Associate (FT)
(2) Adult Services Associates (FT)
(2) Part-time Adult Services Associates (PT)
Young Adult Services Senior Associate (FT)
Makerspace Senior Associates (FT)
(2) Family and Children's Services Senior Associates (FT)
Family and Children's Services Associate (FT)
(2) Family and Children's Services Associates (PT)
(5) Senior Assistants (FT)
(16) Assistants (PT)
(3) Shelves (PT)
(2) Program Logistics Support Assistants (PT)

2025 Accomplishments

- The East Library elevator was modernized
- East Library upgraded its Automated Material Handling machine in 2025, which will return and sort materials into the location.

2026 Goals

- Provide holds checkout via a drive-up window.
- Increase the number of Toddler Time Programs to expand opportunities to attend.
- Increase Makerspace programs to include Saturday options.

Library 21c

Library 21c serves as a vibrant community hub, offering dynamic programs, events, learning opportunities, and creative resources for the surrounding area. It also supports the broader PPLD community with extensive Makerspaces and Studio access, a fully equipped business center and computer lab, and dedicated Teen, Tween, and Children's spaces. The Library 21c team is committed to exceptional customer service, connecting every patron with the resources and opportunities that help them learn, create, and grow.

Customer Service and Circulation - We help patrons discover everything the Library has to offer - from books and digital resources to technology and programs. Staff assist with printing, copying, computer use, and maintaining Library accounts. We also handle checkouts, renewals, and returns; answer questions; and offer Book-a-Librarian appointments for one-on-one help.

Collections and Displays - We care for the Library's physical collection, keeping it well-organized and up to date. Staff create eye-catching book displays to inspire reading and highlight new or timely materials, library programs, and resources.

Programs for All Ages - The Library offers programs that educate, enrich, and entertain our community. We host activities for every age group, including Early Literacy, Homeschool, Teen, Adult, and Senior programs, as well as Makerspace and Studio services and Library Explorers events that spark curiosity and creativity.

Community Outreach - We take the Library beyond our walls by attending local events and school visits. Outreach helps us connect with new patrons, promote Library resources, and build partnerships throughout the community.

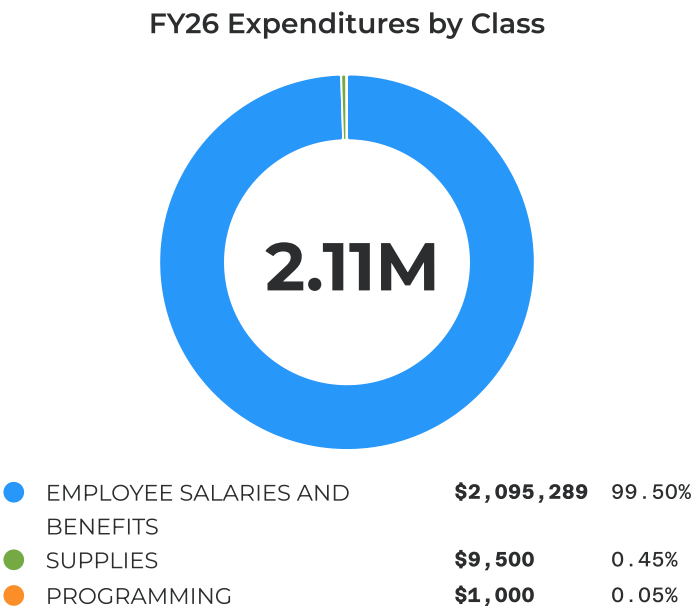
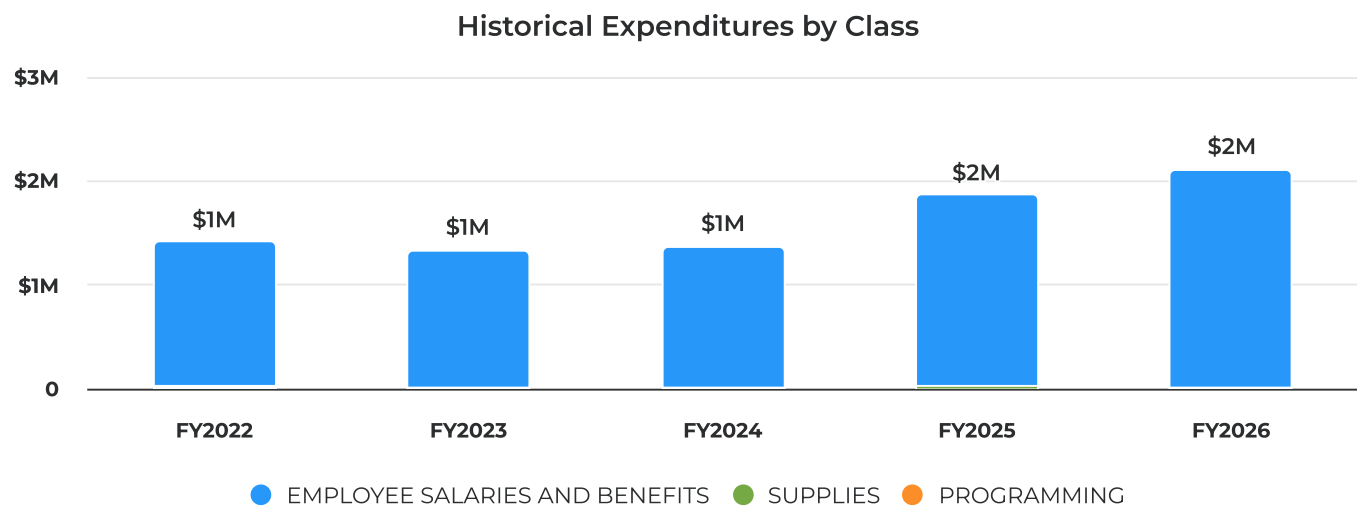
Technology and Digital Access - We make technology accessible to everyone by offering public computers; free Wi-Fi; and printing, copying, faxing, and scanning services. Staff are available to help with tech questions and provide guidance using digital tools and online resources.

Library Spaces - In addition to our Library housing a wide array of books, it's also a community gathering space. We offer comfortable areas for reading, studying, and meeting, as well as event spaces for local groups and organizations.



Library 21c

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$1,010,779.37	\$1,843,883.79	\$2,095,288.52	13.63%
SUPPLIES	\$3,520.60	\$18,500.00	\$9,500.00	-48.65%
PROGRAMMING	\$279.98	-	\$1,000.00	-
Total Expenditures	\$1,014,579.95	\$1,862,383.79	\$2,105,788.52	13.07%

Authorized Positions

Full-time Branch Manager (FT)
(2) Full-time Branch Supervisors (FT)
Adult Services Librarian (FT)
Young Adult Services Librarian (FT)
Makerspace and Studio Librarian (FT)
Family and Children's Services Librarian (FT)
Family and Children's Services (Tween) Librarian (PT)
Adult Services Senior Associate (FT)
Adult Services Associate (FT)
(2) Adult Services Associates (PT)
Young Adult Services Senior Associate (FT)
(3) Makerspace Senior Associates (FT)
(2) Studio Specialists (FT)
(2) Family and Children's Services Senior Associates (FT)
Family and Children's Services Associate (FT)
(2) Family and Children's Services Associates (PT)
(4) Senior Assistants (FT)
Senior Assistant (PT)
(14) Assistants (PT)
(2) Program Logistics Support Assistants (PT)

2025 Accomplishments

- Expanded Makerspace class offerings and introduced Saturday open hours to enhance accessibility.
- Realigned the Adult stacks to improve browsability and ensure better safety and security visibility.
- Created a dedicated Tween area in the Children's room, offering a more engaging space for this age group.
- Installed mountain graphic decals in the Children's entrance to both enhance the space's visual appeal and improve safety by marking glass partitions.
- Streamlined the program scheduling process, reducing strain on building schedules and improving efficiency.
- Adjusted staff schedules to provide comprehensive Saturday coverage, ensuring full patron service.
- Instituted monthly staff trainings to ensure all staff receive the same information and relevant trainings.

2026 Goals

- Revamp Studio hours to better align with Makerspace hours, including adding Saturday access for increased availability.
- Fully integrating Studio staff into Library operations to create a seamless connection with Makerspace and daily Library functions.
- Enhance Friday morning staff meetings for more effective communication and team collaboration.
- Reorganize the Circulation Workroom to improve workflow and usability, while evaluating and optimizing Circulation practices for greater efficiency.
- Enhance Library 21c's staff appreciation and morale initiatives by establishing a dedicated committee.

By the Numbers

2025 Library 21c Highlights:

- Programs: In 2025, Library 21c hosted a total of 848 programs, with 20,646 attendees through October.
- Visitor Engagement: From January to October, Library 21c welcomed 313,184 visitors through its doors.

Circulation Stats (January – October):

- Holds: 140,794
- Check Outs: 364,529
- Check Ins: 414,367

Volunteer Contributions: Dedicated Circulation volunteers have contributed a total of 3,399 hours to date.

Penrose Library

Penrose Library, a central branch within the Pikes Peak Library District, serves as a vital cultural and informational hub for the Colorado Springs community. Located in the heart of downtown, the library offers a comprehensive range of services including an extensive circulating collection, dedicated spaces for youth and adult learning, publicly accessible technology, and robust reference and community resources assistance. As one of the district's highest-traffic locations, Penrose Library provides essential resources such as computer labs, meeting rooms, research support, and inclusive programming for all ages. The branch also hosts unique community assets, including the Regional History & Genealogy Department.



Penrose Library

Material Collection- Penrose offers a comprehensive circulating collection of print, media, and digital materials along with an extensive law reference collection.

Customer Service- Staff are trained in providing consistent, high-quality customer service rooted in inclusivity, empathy, and responsiveness to diverse patron needs.

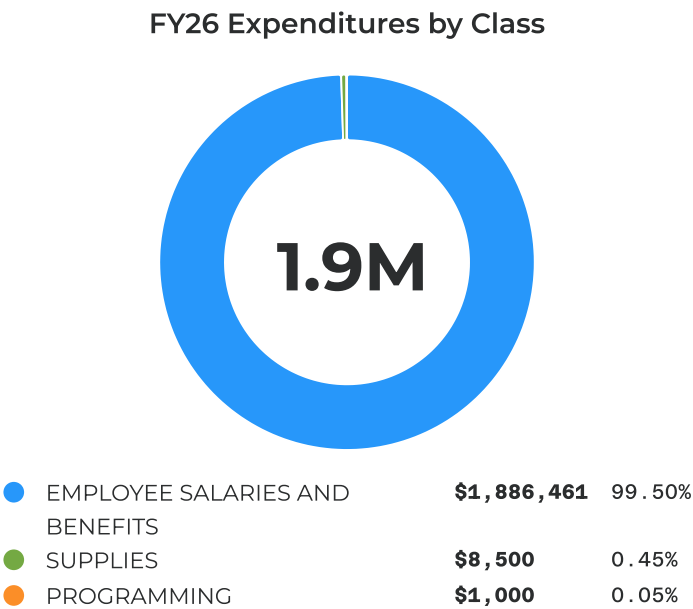
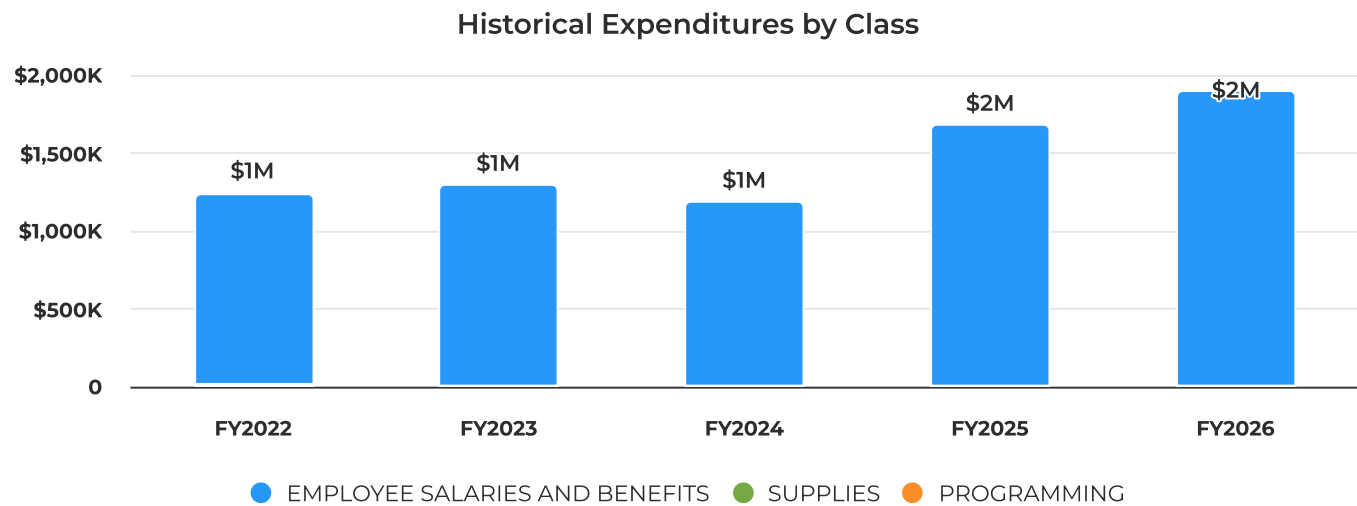
Programs for all ages- Penrose Library offers activities for every age group, including Early Literacy, Teen, and Adult as well as a Community Exchange where local organizations such as DMV to Go, can provide real-time assistance.

Library Spaces- Penrose maintains clean, safe, and welcoming spaces for study, collaboration, reading, and community gatherings including enclosed Children's area.

Community Engagement and Resources- Penrose staff demonstrates community engagement through school outreach events and partnerships with local organizations such the Colorado Springs Fire Department. Staff also connect patrons to social services and community support networks, such as workforce development programs, housing resources, educational services, and local agencies.

Technology and Digital Access- Penrose provides equitable technology, including ADA, access through computer labs, Wi-Fi, printing, scanning, and device support.

Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$895,942.42	\$1,668,670.79	\$1,886,461.14	13.05%
SUPPLIES	\$6,511.23	\$9,000.00	\$8,500.00	-5.56%
PROGRAMMING	\$1,007.32	\$1,500.00	\$1,000.00	-33.33%
Total Expenditures	\$903,460.97	\$1,679,170.79	\$1,895,961.14	12.91%

Authorized Positions

Branch Manager (FT)
(2) Branch Supervisors (FT)
Adult Services Librarian (FT)
Young Adult Services Librarian (FT)
Family and Children's Services Librarian (FT)
(2) Community Resources Librarian (FT)
Adult Services Librarian (PT)
(2) Adult Services Senior Associates (FT)
Young Adult Services Senior Associate (FT)
(2) Family and Children's Services Senior Associates (FT)
(3) Adult Services Associate (FT)
(3) Adult Services Associates (PT)
(2) Family and Children's Services Associates (PT)
Community Resources Associate (PT)
(3) Senior Assistants (FT)
Community Resources Senior Assistants (PT)
(3) Assistants (FT)
(7) Assistants (PT)
(2) Program Logistics Support Assistants (PT)
(3) Shelves (PT)

2025 Accomplishments

- Fully staffed the Community Resources Department
- Phase II of the safety renovations was completed to include two new service points and the enclosure of the Children's area.
- Increased attendance in programming including Early Literacy and Adult Programming
- Created a partnership with Colorado Springs Fire Department to do assessments on the needs of individuals experiencing homelessness
- Installed Chromebook Kiosk
- Reconfiguration of the computer lab and installation of new cubicle workstations for patrons

2026 Goals

- Increase program attendance and offerings especially with Library Explorers and Early Literacy
- Strengthen partnerships with local nonprofits, housing agencies, and schools to address literacy, homelessness, and digital inequity
- Finish the cosmetic upgrades on the basement level of the Library
- Increase usage documentation of Patron Impact Stories
- Invest in staff training around trauma-informed service, cultural competency, and emerging technologies

Cheyenne Mountain Library



Cheyenne Mountain Library

Cheyenne Mountain Library provides service to the Cheyenne Mountain community and surrounding areas by offering space, a robust collection, and programming crafted to meet the majority of users' needs.

Circulation

- Loan materials to the public.
- Answer reference and non-reference questions.
- Troubleshoot access to the Library's online resources.

Programming

- Offer event programming that educates, enriches, and entertains visitors of all ages.

Outreach

- Promote library services and resources at local events institutions.

Digital Access

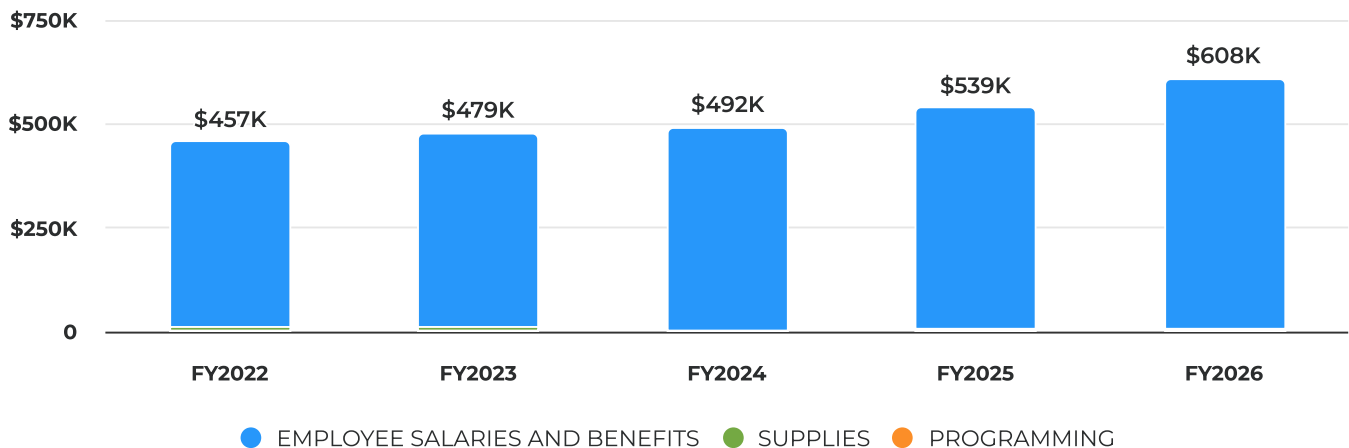
- Provide computer and internet access via a public use computer lab.
- Provide free wireless access to all users.
- Provide printer, copier, fax, and scan services to the community.

Spaces

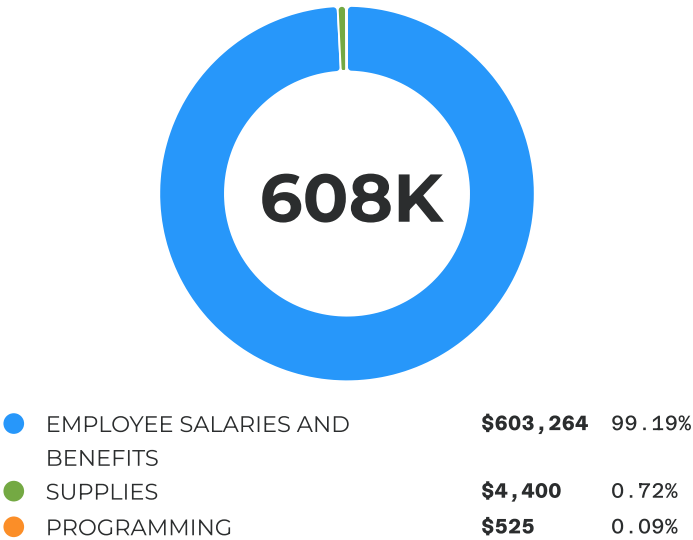
- Offer spaces where local institutions and the community can hold events.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$307,938.82	\$533,093.98	\$603,264.49	13.16%
SUPPLIES	\$2,810.01	\$5,000.00	\$4,400.00	-12.00%
PROGRAMMING	\$91.14	\$500.00	\$525.00	5.00%
Total Expenditures	\$310,839.97	\$538,593.98	\$608,189.49	12.92%

Authorized Positions

- Library Manager (FT)
- Library Supervisor (FT)
- Senior Library Associate Family and Child Services (FT)
- Senior Library Associate Young Adult Services (FT)
- Senior Library Associate Adult Services (FT)
- Library Associate (PT)
- Senior Library Assistant (FT)
- (6) Library Assistants (PT)

2025 Accomplishments

- Hire a student worker from the Colorado School of the Deaf and Blind
- Fill vacancies
- Ensure all staff are trained and prepared for the Integrated Library System migration.

2026 Goals

- Increase adult programming and outreach.
- Increase young adult programming and outreach.
- Launch a reoccurring Saturday Baby Time program.
- Offer two Toddler Time programs.
- Become a location for work study opportunities for Colorado School of the Deaf and Blind students.

By the Numbers

Cheyenne Mountain Library is the fourth most visited Library in the District in 2025 with 116,136 visits (Jan. - Sept.). It is also the fifth most used Library location for printing with 190,295 copies this year (Jan. - Oct.) and ranks the sixth highest in computer usage in the District with 16,478 log ins in 2025 (Jan. - Oct.)

As of October 2025, Cheyenne Mountain Library has held 176 programs with a total number of 4,965 attendees.

Fountain Library



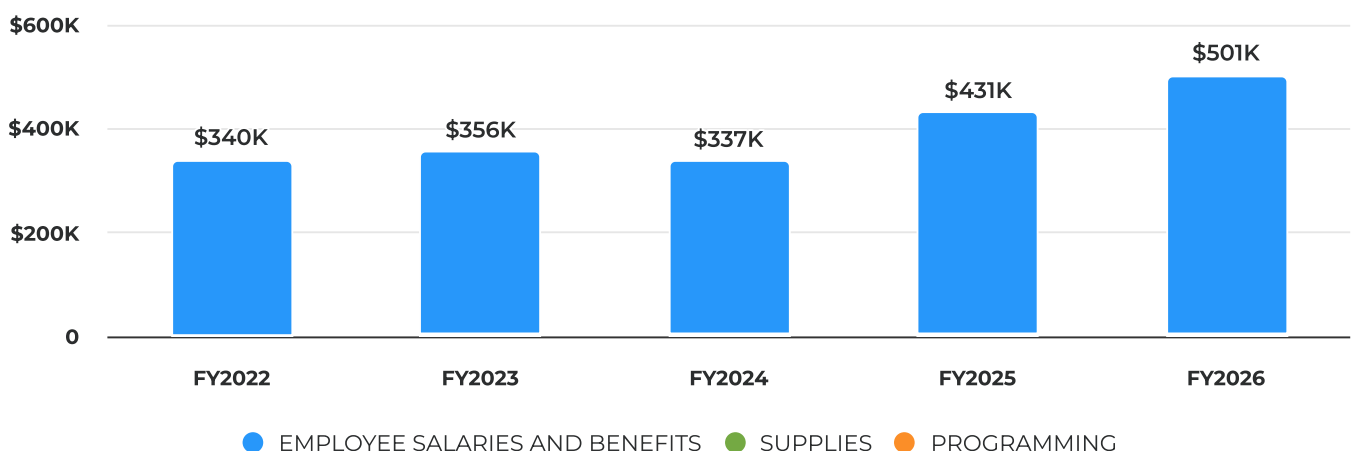
Fountain Library

Fountain Library serves as a local gateway to knowledge, culture, and opportunity, ensuring every member of our community can benefit from the District's numerous resources while experiencing the personalized support and belonging of a community library.

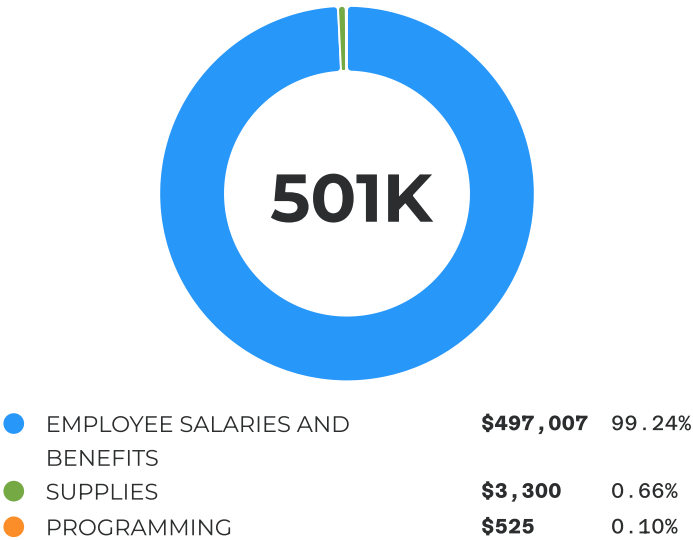
- Maintain and develop the physical collection by shelving, assessing its condition, and ensuring materials are accessible and aligned with community interests.
- Design and curate engaging book displays that highlight relevant topics, seasonal themes, and reading recommendations to spark patron discovery.
- Provide welcoming, knowledgeable customer service by helping patrons locate information and materials, offering support with computers, printing, and technology, and assisting with account services such as checkouts, holds, and library card inquiries.
- Plan and deliver a variety of library programs including Early Literacy, Homeschool programming, Teen engagement, Adult and Senior enrichment, and Library Explorers to support lifelong learning and community connections.
- Represent the Library at community and school outreach events to build partnerships, raise awareness of library services, and directly engage with residents of all ages.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$250,451.47	\$426,802.61	\$497,006.72	16.45%
SUPPLIES	\$3,027.00	\$4,000.00	\$3,300.00	-17.50%
PROGRAMMING	\$383.51	\$500.00	\$525.00	5.00%
Total Expenditures	\$253,861.98	\$431,302.61	\$500,831.72	16.12%

Authorized Positions

- Branch Manager (FT)
- Branch Supervisor (FT)
- Children’s Senior Associate (FT)
- Young Adult Senior Associate (PT)
- (2) Adult Associates (PT)
- Senior Assistant (FT)
- (4) Assistants (PT)

2025 Accomplishments

- Fill vacant positions.
- Complete training courses.
- Participate in community outreach opportunities.
- Encourage participation in Library events, programs, and happenings.

2026 Goals

- Ensure staff are comfortable and proficient in using the new Integrated Library System.
- Host a successful Open House for the Fountain Library's 20th anniversary in March.
- Continue to offer excellent programs, resources, and services to the community.

By the Numbers

January 2025 to October 2025, Fountain has offered:

- 21 Adult Services programs with 340 attendees.
- 27 Young Adult Services programs with 291 attendees.
- 183 Family & Children Services programs with 7,064 attendees.

High Prairie Library & Calhan Library

High Prairie Library

High Prairie Library serves patrons in the Falcon, Peyton, and surrounding Eastern Plains communities.

Staff at High Prairie Library serve patrons at the front desk in the library and via our drive-up window. Staff implement a variety of programs to engage patrons of all ages and assist patrons with technology support, printing, copying, and other library services. High Prairie Library also has one of three Seed Libraries throughout the District.



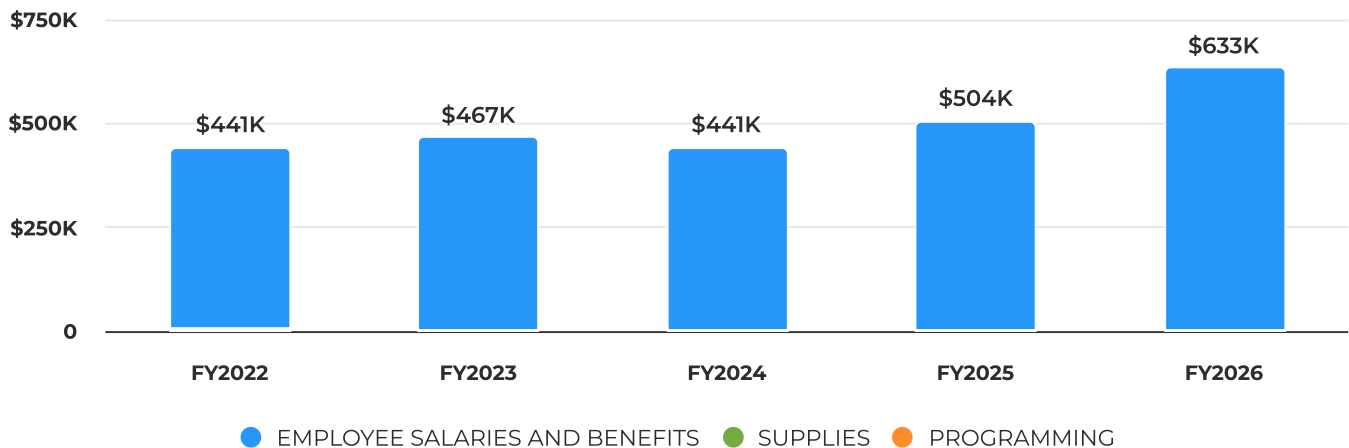
High Prairie Library

Calhan Library

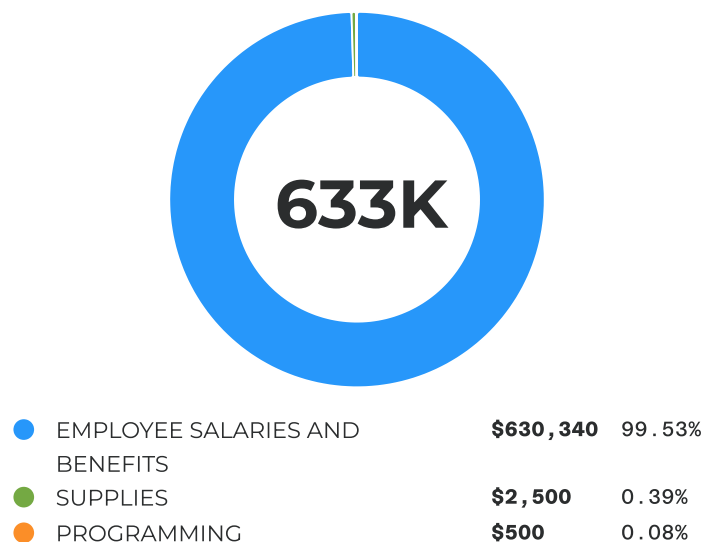
Calhan Library provides library services to the Eastern Plains communities. Staff serve patrons at the front desk, implement a variety of programs to engage patrons of all ages, and assist patrons with technology support, printing, copying, and other library services. Calhan Library also has one of three Seed Libraries throughout the District.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$288,753.77	\$502,942.53	\$630,339.94	25.33%
SUPPLIES	\$1,543.60	\$1,212.00	\$2,500.00	106.27%
PROGRAMMING	\$295.43	\$150.00	\$500.00	233.33%
Total Expenditures	\$290,592.80	\$504,304.53	\$633,339.94	25.59%

Authorized Positions



Calhan Library

All staff listed below also work at Calhan Library.

- Branch Manager (FT)
- Supervisor (FT)
- Senior Library Associate – Children's (FT)
- Senior Library Associate – Children's (PT)
- Senior Library Associate – Teen's (FT)
- Senior Library Associate – Adult's (FT)
- Library Associate (FT)
- Library Associate (PT)
- Senior Library Assistant (PT)
- (6) Library Assistants (PT)

2025 Accomplishments

High Prairie Library

The majority of 2025 was spent integrating staff at Calhan and High Prairie libraries into a shared staffing model. Before 2025, Calhan and High Prairie libraries shared a manager, but the rest of the staff were separate based on location. By the end of 2025, all staff were integrated, and all staff work at both locations. A staffing rotation and schedule audit were completed in 2025 to make staffing equitable across both locations.

Calhan Library

A significant amount of 2025 was dedicated to adjusting staff and patron spaces at Calhan Library to improve the experience for all. Staff areas improved significantly throughout the year as staff evaluated, inventoried, organized, and redistributed supplies. Staff now have comfortable, clean environments in which to work. The patron experience was modified in subtle ways as well – furniture and moveable shelving units shifted to improve the traffic patterns and flow. These adjustments also make finding holds, children's materials, and new/rapid reads more intuitive for patrons.

2026 Goals

High Prairie Library

In 2026, we hope to add additional programs to support our community and maintain our connections with outside organizations via our outreach efforts. Most notably, we hope to grow teen programming, add a Playgroup to High Prairie Library's schedule, and execute a successful Open House event in October of 2026.

Calhan Library

In 2026, the Library hopes to continue improving the patron areas. We hope to add at least one Children's PC and one Teen's PC to the space to provide dedicated resources for these age groups, per Colorado's internet use policies. Calhan Library is also slated to become a hybrid location in 2026. We intend to continue assessing patron traffic, library flow, and available furniture to make using the Library as seamless as possible for patrons with after-hours access.

By the Numbers

High Prairie Library

Program and door count statistics from January to October 2025

Program Attendance

- Adult – 141
- Young Adult – 13
- Children's – 3,357

Door Count – 91,272

Calhan Library

Program and door count statistics from January to October 2025

Program Attendance

- Adult – 46
- Young Adult – 12
- Children's – 495

Door Count – 5,019

Manitou Springs Library & Ute Pass Library

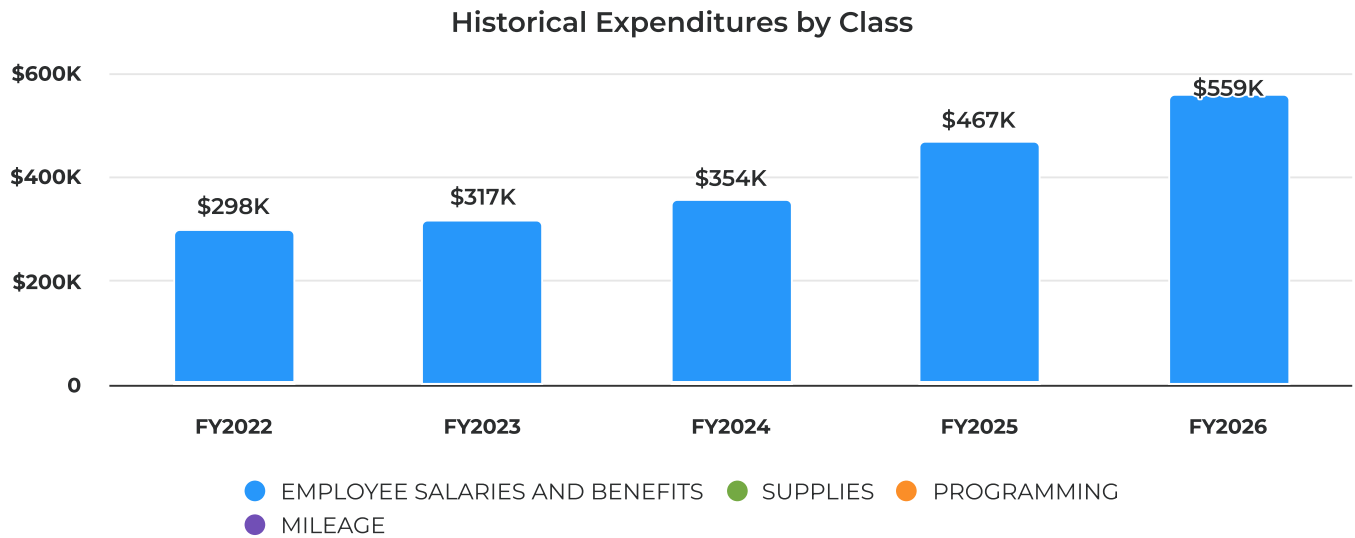


Manitou Springs Library

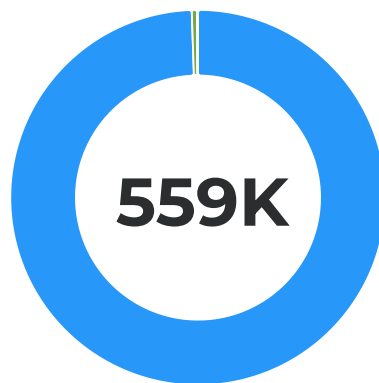
Manitou Springs Library and Ute Pass Library are focused on serving the communities of Manitou Springs and Green Mountain Falls and the surrounding areas while they work in tandem with the rest of PPLD's locations to fulfill the Library District's mission and vision.

Staff are tasked with providing customer service, supplying technological assistance, maintaining the libraries physical collections, and offering services such as copying, faxing, printing, and Book a Library appointments.

Expenditures by Class



FY26 Expenditures by Class



● EMPLOYEE SALARIES AND BENEFITS	\$555,574	99.46%
● SUPPLIES	\$2,500	0.45%
● PROGRAMMING	\$500	0.09%

Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$256,064.58	\$459,716.81	\$555,573.55	20.85%
SUPPLIES	\$1,409.02	\$6,000.00	\$2,500.00	-58.33%
CONTRACT SERVICES	\$3,000.00	-	-	-
PROGRAMMING	\$220.09	\$850.00	\$500.00	-41.18%
Total Expenditures	\$260,693.69	\$466,566.81	\$558,573.55	19.72%

Authorized Positions

Manitou Springs Library and Ute Pass Library share staff

Branch Manager (FT)
 Branch Supervisor (FT)
 Library Assistant (PT)
 Senior Library Associate (FT)
 Senior Library Assistant (FT)
 Senior Library Associate - All ages(FT)
 Senior Library Associate - Family & Children's Services (FT)
 Senior Library Associate - Young Adult Services (PT)
 Senior Library Associate - Adult Services (PT)



Ute Pass Library

2025 Accomplishments

Manitou Springs Library

- Host a Grand Opening event on February 7, 2025, as the Manitou Springs Library returned its original Carnegie Library building.
- Facilitate the relocation of the Manitou Springs Library from the Manitou Art Center to the newly renovated Carnegie Library building.
- Rebuild the Library's patron and program base in its permanent location.
- Manitou Springs Library added Toddler Time to its program offerings. It has been very successful.
- Since Manitou Springs Library is near Manitou Springs Elementary again, a stronger partnership has developed. Teachers often bring students to the Library for tours and special Storytimes.
- Hosted Summer Lawn Concerts at the Library again.
- With the remodel, Manitou Springs Library was able to add a Teen Space and a study room and expand the Children's Area.
- Added a Teen Gaming space within the Teen Area.
- The Library held its first Homeschool program in October.
- Now the Library provides after-hours Meeting Room options to the community.
- Created "Open Hours" for the upstairs Community room for co-working.

Ute Pass Library

- Became a PPLD owned property
- Hosted a celebration gathering once the purchase is complete.
- Provided age specific programming

2026 Goals

Manitou Springs Library

- Continue to grow Teen and Adult programming.
- Work closely with the new Manitou Springs Community Center to provide resources and outreach.
- Create a Stroll a Story in the park in front of the Library.
- Host a successful Open House in February 2026.

Ute Pass Library

- Continue to grow Teen and Adult programming.
- Work closely with other PPLD departments to make improvements to the building.
- Host a successful Open House in September 2026.
- Work with local artists to display continuous art exhibits in the Library's Art Gallery.

By the Numbers

Manitou Springs Library

Program attendance from February to October 2025:

- Adult Programming – 1, 788 (1,498 from Summer Lawn Concerts)
- Young Adult Programming – 12
- Family Children Services – 1,981

Door Count

- 20,996 (Feb. - Oct.)

Ute Pass Library

Program attendance from February to October 2025:

- Adult Programming – 17
- Young Adult Programming – 13
- Family Children Services – 333

Door Count

- 5,760 (Feb. - Oct.)

Monument Library & Palmer Lake Library



Monument Library

Monument Library

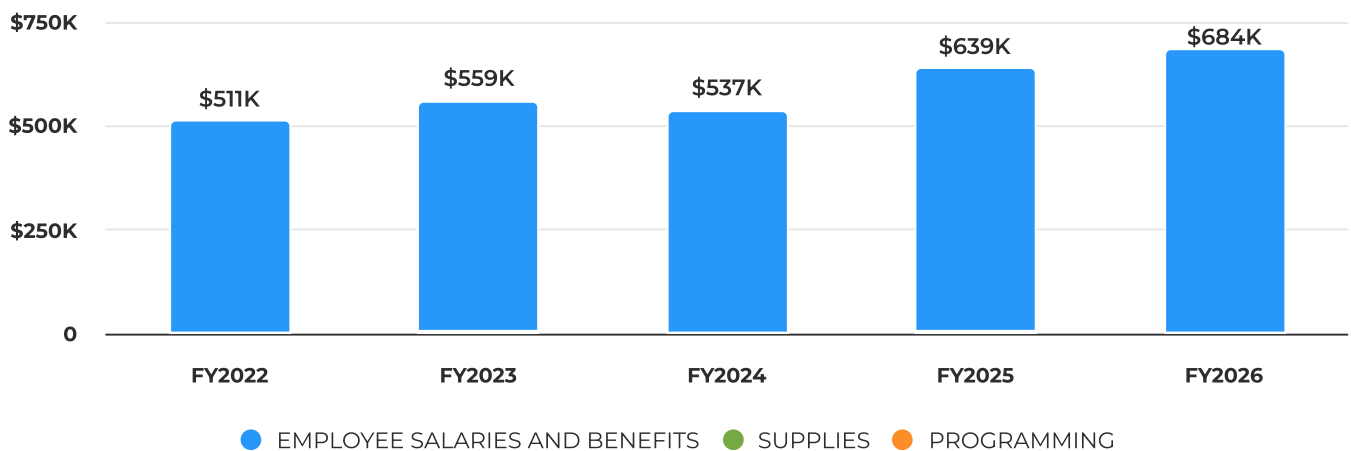
Monument Library provides library services such as physical materials, reference help, computer and device help, printing services, vibrant library programs, community meeting space, study space, and community connections to other resources for the Monument, Palmer Lake, Woodmoor, Black Forest, parts of Southern Douglas County, Northgate, Flying Horse, Air Force Academy, and Gleneagle communities.

Palmer Lake Library

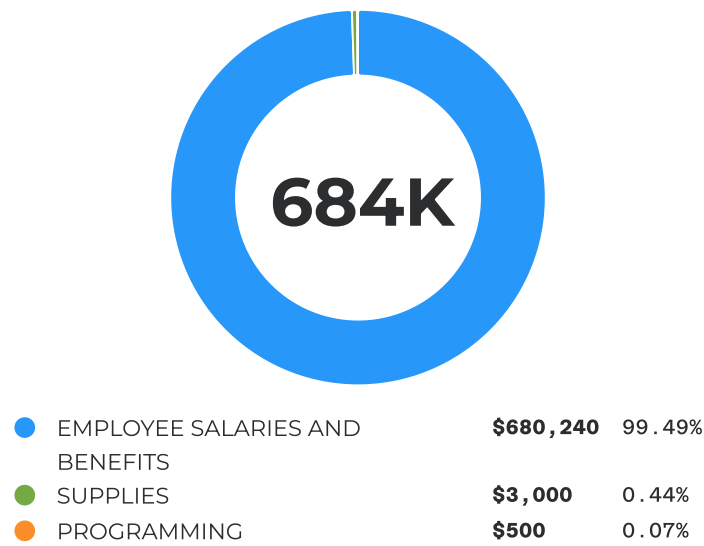
Palmer Lake Library provides library services such as physical materials, reference help, computer and device help, printing services, vibrant library programs, community meeting space, study space, and community connections to other resources for the Palmer Lake and parts of Southern Douglas County communities.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$388,891.06	\$634,060.07	\$680,239.96	7.28%
SUPPLIES	\$2,038.28	\$4,000.00	\$3,000.00	-25.00%
PROGRAMMING	\$790.35	\$850.00	\$500.00	-41.18%
Total Expenditures	\$391,719.69	\$638,910.07	\$683,739.96	7.02%

Authorized Positions

Monument Library and Palmer Lake Library share staff

- Branch Manager (FT)
- Branch Supervisor (FT)
- Children's Senior Associate (FT)
- Children's Associate (FT)
- Young Adult Senior Associate (FT)
- Adult Services Senior Associate (FT)
- Generalist Associate (PT)
- Senior Library Assistant (Circulation Trainer) (FT)
- Senior Library Assistant (Billing & Materials Review) (PT)
- (7) Library Assistants (PT)



Palmer Lake Library

2025 Accomplishments

Monument Library

- Hosted a successful 50th Anniversary event
- Provided access and resources to the communities

Palmer Lake Library

- Held three successful Summer Concerts

2026 Goals

Monument Library

- Create welcome packets for new library card holders.

Palmer Lake Library

- To further community connections in the area

By the Numbers

Monument Library

Had the following number of participants from January 2025 - October 2025:

- 4,300 participants at Early Literacy programs
- 785 participants at Children's programs
- 73 participants at Teen programs
- 1,275 participants at Adult programs

The staff also provided an average of 20 - 30 cups of duck food a day to feed the ducks at the pond behind the Library. This is 7,300 - 10,950 cups a year.

Palmer Lake Library

Had the following number of participants from January – October 2025:

- 87 participants at Storytime (held every other week)
- 230 participants during the Summer Concert series

Old Colorado City Library

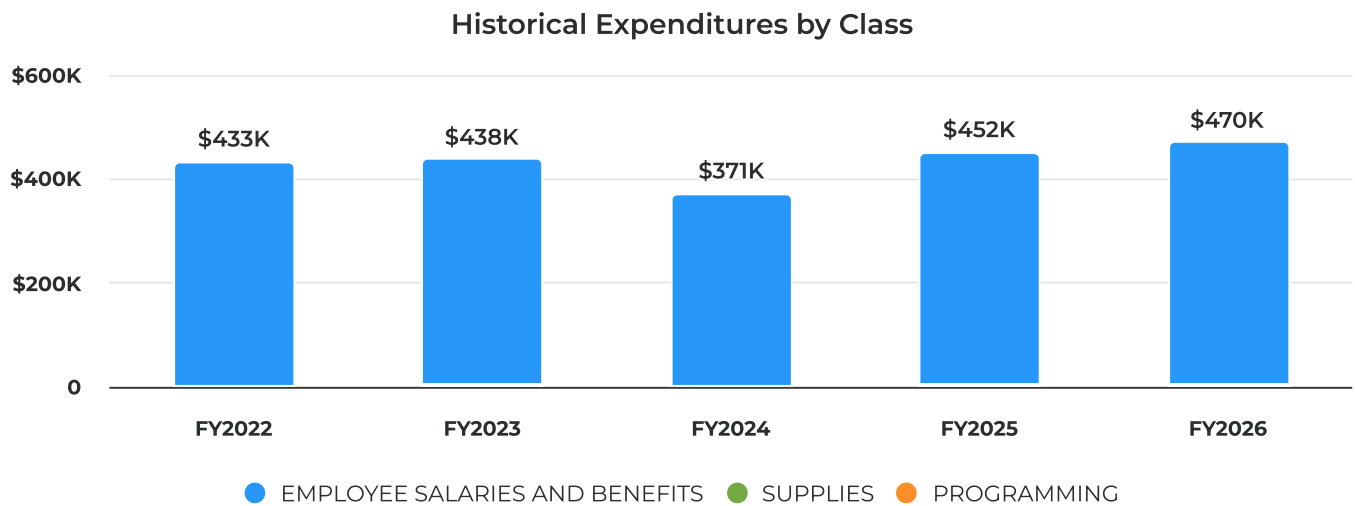
Old Colorado City Library is an integral part of the Old Colorado City community, serving the westside and the District as a whole.

Old Colorado City Library provides a space where all people can connect with library services and resources to fulfill their interests, needs, and goals.

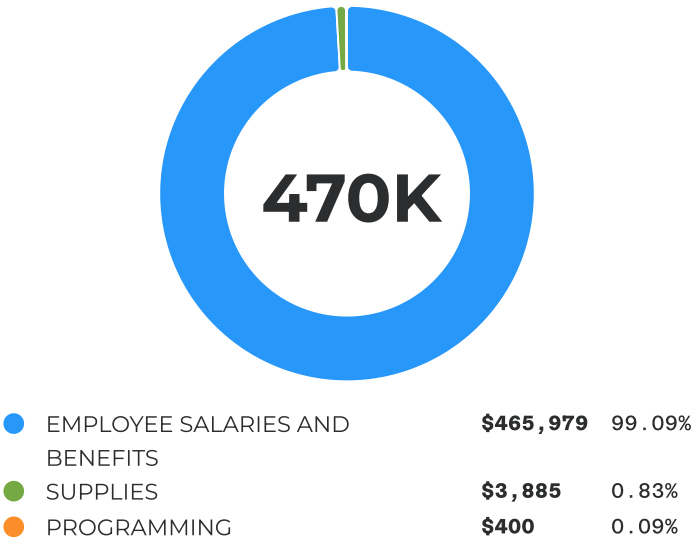


Old Colorado City Library

Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$263,781.30	\$447,539.28	\$465,979.10	4.12%
SUPPLIES	\$2,387.26	\$3,700.00	\$3,885.00	5.00%
PROGRAMMING	\$87.92	\$500.00	\$400.00	-20.00%
Total Expenditures	\$266,256.48	\$451,739.28	\$470,264.10	4.10%

Authorized Positions

- Branch Manager (FT)
- Branch Supervisor (FT)
- Children's Senior Library Associate (FT)
- Young Adult Senior Library Associate (FT)
- Adult Senior Library Associate (FT)
- Senior Library Assistant (FT)
- (4) Library Assistants (PT)

2025 Accomplishments

- Our Spooky Stroll -a- Story program experienced a 65% increase in participation over 2024.
- Old Colorado City Library's visits and circulation each increased approximately 10% over 2024.

2026 Goals

Old Colorado City Library will increase teen participation in programs and Library activities by 10%.

By the Numbers

Through October 2025, Old Colorado City Library:

- Hosted 209 programs for 3,617 participants
- Welcomed 84,659 visitors to the Library
- Circulated 64,438 items

Ruth Holley Library

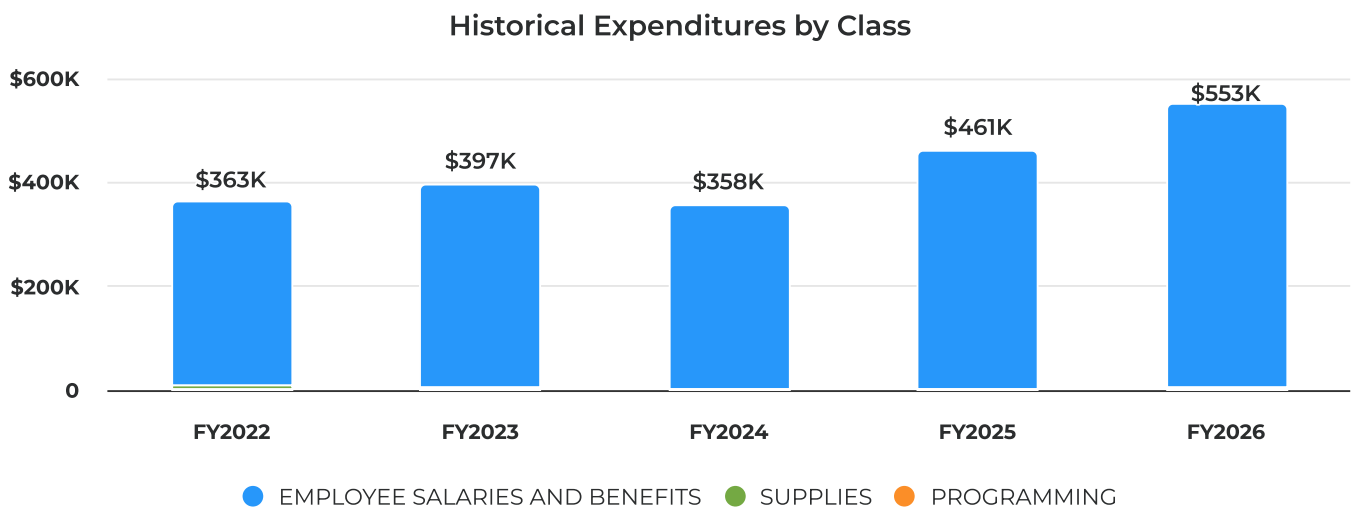
Ruth Holley Library maintains a welcoming environment and provides equitable access to resources that reflect the needs of the southeast community.

The Library staff works diligently to maintain the physical collection, create book displays, and provide customer service by connecting patrons to resources, offering computer and printing assistance, and maintaining patron accounts. The staff also executes a variety of programs for children, teens, and adults, as well as activities that feature creative services, early literacy, and homeschool resources. Connecting with the public through outreach events in the community and at schools is also one of the staff's priorities.

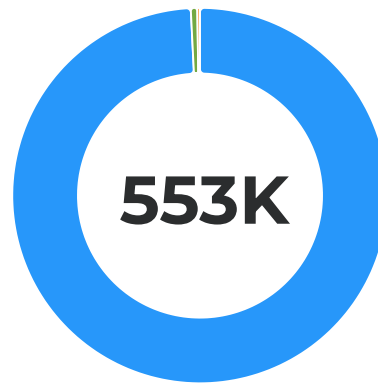


Ruth Holley Library

Expenditures by Class



FY26 Expenditures by Class



● EMPLOYEE SALARIES AND BENEFITS	\$548,483	99.21%
● SUPPLIES	\$3,150	0.57%
● PROGRAMMING	\$1,225	0.22%

Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$233,193.07	\$457,633.89	\$548,482.64	19.85%
SUPPLIES	\$1,880.35	\$3,000.00	\$3,150.00	5.00%
PROGRAMMING	\$202.48	\$500.00	\$1,225.00	145.00%
Total Expenditures	\$235,275.90	\$461,133.89	\$552,857.64	19.89%

Authorized Positions

Branch Manager (FT)
 Branch Supervisor (FT)
 Senior Library Associate – Family & Children's Services
 Senior Library Associate – Young Adult Services
 Senior Library Associate – Adults Services
 Senior Library Assistant (FT)
 Library Associate (PT)
 (6) Library Assistants (PT)

2025 Accomplishments

- Fill vacancies and complete new staff training
- Improve staff work areas to address safety, accessibility, and ergonomic issues.
- Adjust furniture and shelving layouts in public areas to maximize seating and address accessibility issues.

2026 Goals

- Improve the Senior Associate workspace to address safety, accessibility, and ergonomic issues.
- Adjust layout of Children's Area to maximize play area space.
- Expand programming.

By the Numbers

- Ruth Holley houses the Adult Education Classroom for GED and Speak English classes, and the Adult Education Office for Career Navigation services.
- The Library also offers a Teen Area with a gaming console and interactive bulletin boards.
- Usage Statistics
 - Computer usage
 - 2025 stats (Jan-Sept): 14,795 sessions
 - 2024 stats: 19,121 sessions (fifth highest in District)
 - Printing volume
 - 2025 stats (Jan-Sept): 170,518 pages
 - 2024 stats: 212,876 pages (fourth highest in District)

Sand Creek Library



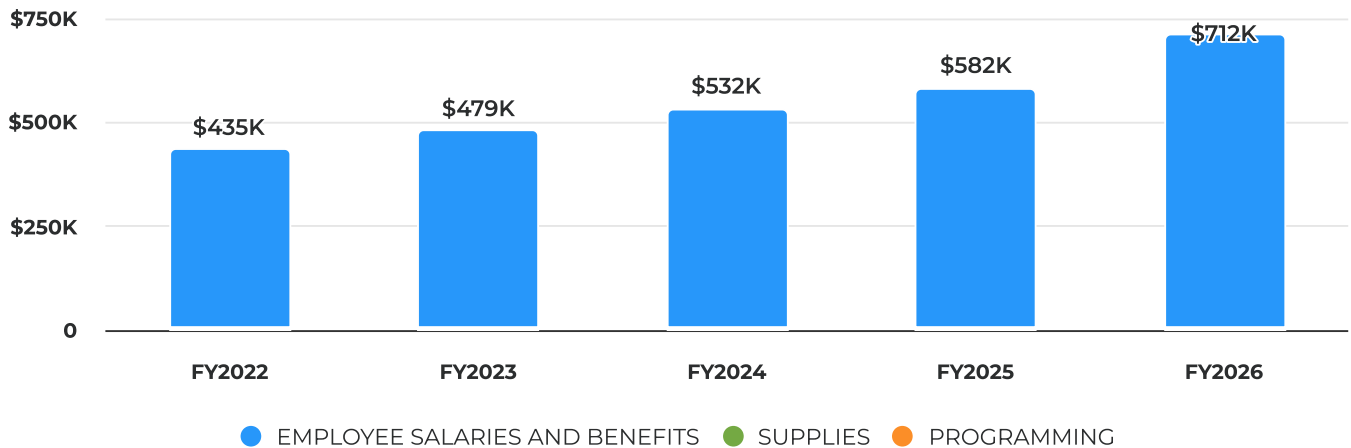
Sand Creek Library

Sand Creek Library maintains a welcoming environment and provides equitable access to resources that reflect the needs of the southeast community.

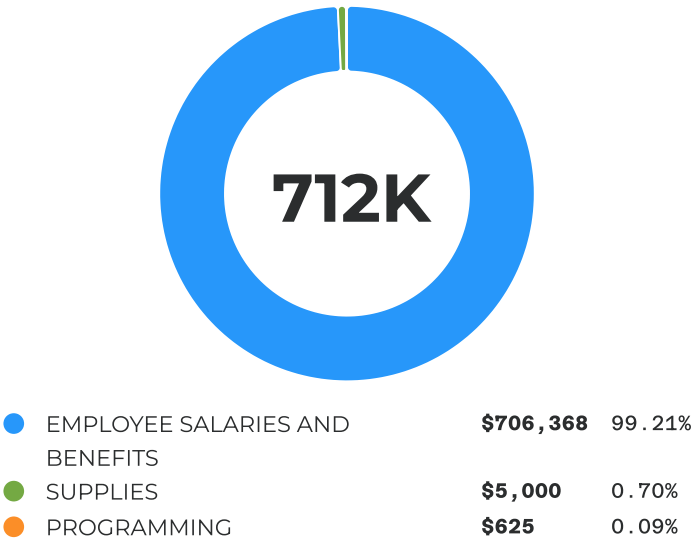
The Library staff works diligently to maintain the physical collection, create book displays, and provide customer service by connecting patrons to resources, offering computer and printing assistance, and maintaining patron accounts. The staff also executes a variety of programs for children, teens, and adults, as well as activities that feature creative services, early literacy, and homeschool resources. Connecting with the public through outreach events in the community and at schools is also one of the staff's priorities.

Expenditures by Class

Historical Expenditures by Class



FY26 Expenditures by Class



Expenditures by Class

Category	FY 2025 Actual	FY 2025 Original	FY 2026 Budgeted	FY 2025 Original vs. FY 2026 Budgeted (% Change)
EMPLOYEE SALARIES AND BENEFITS	\$405,299.86	\$575,409.20	\$706,368.06	22.76%
SUPPLIES	\$3,631.76	\$6,000.00	\$5,000.00	-16.67%
PROGRAMMING	\$354.47	\$500.00	\$625.00	25.00%
Total Expenditures	\$409,286.09	\$581,909.20	\$711,993.06	22.35%

Authorized Positions

- Branch Manager (FT)
- Librarian – Creative Services (FT)
- Branch Supervisor (FT)
- Full-time Senior Library Associate – Creative Service (FT)
- Senior Library Associate – Family & Children’s Services (FT)
- Senior Library Associate – Young Adult Services (FT)
- Senior Library Associate – Adult Services and Creative Services (FT)
- Senior Library Associate – Creative Services (FT)
- Senior Library Assistant (FT)
- (3) Library Associates (PT)
- (3) Part-time Library Assistants (PT)

2025 Accomplishments

- Fill employee vacancies
- Complete new staff training and Person in Charge training
- Make community outreach connections

2026 Goals

- Expand makerspace hours
- Increase Adult Programming
- Continue community outreach and Library awareness

By the Numbers

- This location offers a Makerspace with a laser engraver, 3D printer, sewing machines, Silhouette, and kiln.
- The Library also has a recording studio.
- Usage Statistics
 - Drive-through holds pickup window:
 - 2025 stats (Jan-Sept): 2,562 patrons
 - 2024 stats: 3,200 patrons
 - Computer usage
 - 2025 stats (Jan-Sept): 20,167 sessions
 - 2024 stats: 20,452 (fourth highest in District)
 - Printing volume
 - 2025 stats (Jan-Sept): 237,593 pages
 - 2024 stats: 249,063 pages (third highest in District)

Resolution to Adopt and Appropriate the 2026 Budget

Will be updated with sign copy after the board approval.

RESOLUTION TO ADOPT AND APPROPRIATE THE 2026 BUDGET

A resolution summarizing expenditures and revenue for each fund, adopting a budget, and appropriating funds as outlined below for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2026 and ending on the last day of December 2026.

WHEREAS, pursuant to Colorado Local Government Budget Law, the Board of Trustees of the Pikes Peak Library District must adopt the annual budget for 2026 by December 9, 2025; and

WHEREAS, the 2026 Original Adopted Budget must recognize revenues and have available fund balance sufficient to cover the appropriated expenditures set forth in the annual budget; and

WHEREAS, a Preliminary Balanced Budget for 2026 was submitted by the Chief Financial Officer to the Board of Trustees on October 7, 2025, as required by Colorado Local Government Budget Law; and

WHEREAS, pursuant to the notice published in accordance with Colorado Local Government Budget Law, the proposed 2026 budget has been open for inspection by the public since October 7, 2025; and

WHEREAS, public hearings were held by the Board of Trustees on October 7, 2025 in order to provide interested citizens an opportunity to file or register any comments or objections, and to review evidence and hear testimony as presented to the Board on the proposed 2026 budget; and

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

WHEREAS, Attachment A outlines the revenue, expenditures and fund balance details of the 2026 budget; and

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

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

Section 1. That the budget as submitted, amended and summarized in Attachment A, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year 2026. The following sums are hereby appropriated from the revenues and available fund balances of each fund to each fund, for the stated purpose:

General Fund	\$ 40,235,196
Capital Fund	\$ 1,323,666
Self-Insurance Fund	<u>\$ 3,836,080</u>
Total	\$ 45,394,942

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

ADOPTED, this 9th day of December 2025.

Julie Smyth, President

Board of Trustees

Resolution to Set Mill Levies

Will be updated with sign copy after the board approval.

RESOLUTION TO SET MILL LEVIES

A resolution to establish and approve the certification of the Pikes Peak Library District's mill levy for the 2025 property taxes payable in 2026 and allocating revenues from such property taxes and the specific ownership tax among the District's various Funds.

WHEREAS, the El Paso County, County Assessor has certified the value of all real property in the Pikes Peak Library District for the year 2025 (for taxes to be collected in the year 2026) in the total net assessed valuation amount of \$11,802,303,670; and

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

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

WHEREAS, the District is authorized to recover revenues lost through abatements, said amounts to the District, being 0.021 mills in the amount of \$266,345; and a temporary tax credit revenue adjustment being .185 mills in the amount of \$2,382,857;

WHEREAS, the Board of Trustees has the discretion to allocate the levy of 3.102 mills plus 0.021 mills from abatements minus the temporary tax credit adjustment of .185 mills for a total of 2.938 mills among the various funds of the District, which funds for the year 2026 are the General Fund, Capital Fund, and Self-Insurance Fund as follows; and

General Fund	2.604
Capital Fund	0.086
Self-Insurance Fund	<u>0.248</u>
Total	2.938

WHEREAS, in addition to revenues collected from the levy upon all such taxable property in the amount of \$37,832,865, the Board of Trustees desires to allocate to the General Fund those revenues anticipated to be collected from the Specific Ownership Tax, which revenues for the year 2026 are anticipated in the amount of \$3,300,000; and

WHEREAS, the Board of Trustees of the Library District has adopted the annual budget in accordance with Local Government Budget Law on December 9, 2025, and:

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

Section 1. That for the purpose of meeting general operating expenses and to help defray the costs of government for the Pikes Peak Library District for the year 2026, there is hereby levied a tax of 3.102 mills (comprised of a general operating mill

levy of 3.102 mills and an abatement mill of 0.021 minus the temporary tax credit of .185 mills) upon each dollar of the total valuation for assessment of all taxable property within the District for the 2025 assessment year.

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

ADOPTED, this 9th day of December 2025.

Julie Smyth, President

Board of Trustees

RESOLUTION TO ADOPT AND APPROPRIATE THE 2026 BUDGET

A resolution summarizing expenditures and revenue for each fund, adopting a budget, and appropriating funds as outlined below for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2026 and ending on the last day of December 2026.

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WHEREAS, a Preliminary Balanced Budget for 2026 was submitted by the Chief Financial Officer to the Board of Trustees on October 7, 2025, as required by Colorado Local Government Budget Law; and

WHEREAS, pursuant to the notice published in accordance with Colorado Local Government Budget Law, the proposed 2026 budget has been open for inspection by the public since October 7, 2025; and

WHEREAS, public hearings were held by the Board of Trustees on October 7, 2025 in order to provide interested citizens an opportunity to file or register any comments or objections, and to review evidence and hear testimony as presented to the Board on the proposed 2026 budget; and

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

WHEREAS, Attachment A outlines the revenue, expenditures and fund balance details of the 2026 budget; and

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

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

Section 1. That the budget as submitted, amended and summarized in Attachment A, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year 2026. The following sums are hereby appropriated from the revenues and available fund balances of each fund to each fund, for the stated purpose:

General Fund	\$ 40,235,196
Capital Fund	\$ 1,323,666
Self-Insurance Fund	<u>\$ 3,836,080</u>
Total	\$ 45,394,942

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

ADOPTED, this 9th day of December 2025.

Julie Smyth, President
Board of Trustees

RESOLUTION TO SET MILL LEVIES

A resolution to establish and approve the certification of the Pikes Peak Library District's mill levy for the 2025 property taxes payable in 2026 and allocating revenues from such property taxes and the specific ownership tax among the District's various Funds.

WHEREAS, the El Paso County, County Assessor has certified the value of all real property in the Pikes Peak Library District for the year 2025 (for taxes to be collected in the year 2026) in the total net assessed valuation amount of \$11,802,303,670; and

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

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

WHEREAS, the District is authorized to recover revenues lost through abatements, said amounts to the District, being 0.021 mills in the amount of \$266,345; and a temporary tax credit revenue adjustment being .185 mills in the amount of \$2,382,857;

WHEREAS, the Board of Trustees has the discretion to allocate the levy of 3.102 mills plus 0.021 mills from abatements minus the temporary tax credit adjustment of .185 mills for a total of 2.938 mills among the various funds of the District, which funds for the year 2026 are the General Fund, Capital Fund, and Self-Insurance Fund as follows; and

General Fund	2.604
Capital Fund	0.086
Self-Insurance Fund	<u>0.248</u>
Total	2.938

WHEREAS, in addition to revenues collected from the levy upon all such taxable property in the amount of \$37,832,865, the Board of Trustees desires to allocate to the General Fund those revenues anticipated to be collected from the Specific Ownership Tax, which revenues for the year 2026 are anticipated in the amount of \$3,300,000; and

WHEREAS, the Board of Trustees of the Library District has adopted the annual budget in accordance with Local Government Budget Law on December 9, 2025, and:

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

Section 1. That for the purpose of meeting general operating expenses and to help defray the costs of government for the Pikes Peak Library District for the year 2026, there is hereby levied a tax of 3.102 mills (comprised of a general operating mill levy of 3.102 mills and an abatement mill of 0.021 minus the temporary tax credit of .185 mills) upon each dollar of the total valuation for assessment of all taxable property within the District for the 2025 assessment year.

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

ADOPTED, this 9th day of December 2025.

Julie Smyth, President Board of Trustees

**Pikes Peak Library District Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2026 Activity Greater Than
\$100,000 (Approximate Projections)**

Whereas, the Financial Guidelines) dictate that the Board of Trustees must approve all contracts and purchases (singularly and in aggregate) in excess of \$100,000 annually; and

Whereas, Attachment A to this resolution includes the list of contracts, other estimated obligations and estimated purchases with vendors that either are or may be in excess of \$100,000 during 2026; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2026 budget.

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

The list of contracts and all other obligations included under Attachment A to this resolution are approved for 2026 for the purposes stated and at the specified amounts.

Adopted, this 9th day of December 2025.

Julie Smyth,
President Board
of Trustees

Attachment A

List of Contracts/Vendors with Estimated 2026 Activity greater than \$100,000 (Approximate Projections)

1. Contract Purpose: Rent charges and CAM charges– Cheyenne Mountain Library.

Vendor: Monitor Cheyenne LLC

Status: This amount represents the total rent due for all of 2026 in accordance with the lease agreement that expires 8/2026. The new lease options have not yet been presented to the board for decision; the rent below includes the highest cost of all the options.

Amount: \$138,597

Status: This amount represents an estimate of the CAM charges for the Cheyenne Mountain Library for 2025. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$33,000

Vendor Total: \$171,597

2. Contract Purpose: Rent charges and CAM charges– Monument Library

Vendor: Woodmoor Village, LLC

Status: This amount represents the total rent due for all of 2026 in accordance with the lease agreement.

Amount: \$154,362

Status: This amount represents an estimate of the CAM charges for the Monument Library for 2026. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$30,500

Vendor Total: \$184,862

3. Contract Purpose: Estimated utilities costs for 2026 – various District facilities.

Vendor: Colorado Springs Utilities

Status: It is recommended that an open purchase order be prepared for the following estimated utility costs:

Location	Utility	\$Amount
Penrose Library	Water and Sewer Charges	32,000
Penrose Library	Electricity Charges	145,000
Penrose Library	Gas Charges	15,800
East Library	Water and Sewer Charges	39,300
East Library	Electricity Charges	152,000
East Library	Gas Charges	18,000
Cheyenne Mtn Library	Electricity Charges	12,500
Cheyenne Mtn Library	Gas Charges	4,725
Library 21C	Water and Sewer Charges	28,300
Library 21C	Electricity Charges	160,000
Library 21C	Gas Charges	26,250

Ute Pass Library	Water and Sewer Charges	3,450
Ute Pass Library	Electricity Charges	3,100
Ruth Holley Library	Water and Sewer Charges	2,500
Ruth Holley Library	Electricity Charges	14,000
Ruth Holley Library	Gas Charges	3,150
Old Colorado City Library	Water and Sewer Charges	1,975
Old Colorado City Library	Electricity Charges	7,500
Old Colorado City Library	Gas Charges	3,050
Manitou Library	Electricity Charges	11,000
Manitou Library	Gas Charges	4,000
Sand Creek Library	Water and Sewer Charges	2,000
Sand Creek Library	Electricity Charges	15,000
Sand Creek Library	Gas Charges	3,150

Amount: The total of all open purchase orders listed above is \$707,750.

4. Contract Purpose: Payment of the El Paso County Treasurer's Office fees during 2026, as mandated by State Statute.

Vendor: El Paso County Treasurer's Office

Status: State Statutes authorize all County Treasurers to withhold 1.5% of all property tax collections made on behalf of other governmental entities within their jurisdiction. This charge has been imposed on the District since inception.

Amount: \$550,000

5. Contract Purpose: Broadband services

Vendor: Comcast

Status: Comcast provides broadband (internet) service for PPLD to meet requirements for internet wide-area network services. The Federal E-Rate program subsidizes 80% of this service.

Amount: \$300,000

6. Contract Purpose: Maintain the District's security gates in all branches.

Vendor: Bibliotheca

Status: This amount represents the maintenance agreement to maintain 18 security gates, 43 self-check kiosks, and 23 payment terminals across the District.

Amount: \$126,313.58

7. Contract Purpose: Microsoft licensing for PPLD (3-years)

Vendor: Crossconnect

Status: This is needed to bring the licensing for our Microsoft product usage into compliance. Support is ending in 2025 and that requires us to buy new licenses for a version that will continue receiving security patches. We qualify for reduced costs with Academic licensing, but that is only sold in 3-year terms.

Amount: \$190,350.91

8. Contract Purpose: Renewal for Palo Alto firewalls and MIBs replacements.

Vendor: Crossconnect

Status: This is for the software licenses required for the Palo Alto firewalls that were replaced in 2025. These licenses facilitate antivirus scanning, URL filtering, retroactive virus detection, and ensure that the latest security features are implemented. Management Information Bases (MIBs) serve as databases to verify the continued functionality of protocols essential for district operations, including user VPNs, site-to-site VPNs, Tyler, Solarwinds, and related systems.

Amount: \$154,718.24

9. Contract Purpose: The District's share of the estimated 2026 contribution to the El Paso County Retirement Plan.

Vendor: El Paso County Pension Trust

Status: The District offers a retirement plan benefit for all of its full time employees. The District contributes 12% of all full time employee salary to the El Paso County Retirement Plan. The District has participated in this plan for many years. The amount below is an estimate of the District's cost (only) for 2026.

Amount: \$2,300,000

10. Contract Purpose: Purchases of library audio-visual materials (CD's, DVD's or other items) and Hoopla streaming services.

Vendor: Midwest Tape

Status: The amount below is an estimate of how much the District will spend on Hoopla streaming content and library materials with this vendor during 2026. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$420,000

11. Contract Purpose: Purchase of periodicals, serials, and research databases

Vendor: EBSCO

Status: The amount below represents an estimate of what the Library will pay during 2026 for the purchase of periodicals and serials (subscriptions) and databases.

Amount: \$162,000

12. Contract Purpose: Purchases of library materials and Kanopy streaming services

Vendor: Overdrive, Inc.

Status: The amount below is an estimate of the maximum amount the District could spend on digital library materials with this vendor. It is based on total annual amounts spent with this vendor during prior years. OverDrive is the District's primary vendor for eBooks, eAudios, and eMagazines.

Amount: \$3,400,000

13. Contract Purpose: Office supplies - 2026

Vendor: Amazon Business Solutions

Status: This amount covers an estimated amount of office and other supply purchases from Amazon.

Amount: \$200,000

14. Contract Purpose: Courier services

Vendor: Stat Courier Services

Status: This amount covers library materials pickup and delivery to fill patron holds and move items where shelving is available for all district facilities during 2026.

Amount: \$204,000

15. Contract Purpose: Library book purchases, processing, and cataloging

Vendor: Ingram Content Group

Status: The amount below is an estimate of how much the District will spend on physical library materials with this vendor. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$1,300,000

16.Contract Purpose: Janitorial and carpet cleaning services

Vendor: Frank Martin/Colorado Building Maintenance

Status: This vendor is used to provide janitorial and carpet cleaning services throughout the District.

Janitorial Amount: \$467,280

Carpet Cleaning Amount: \$160,000

Total Vendor: \$627,280

17.Contract Purpose: Purchase of library databases and large print books.

Vendor: Cengage Group (Gale)

Status: The amount below is an estimate of how much the District will spend on physical library materials and library databases with this vendor. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$125,000

18. Contract Purpose: Purchase of library services including catalog records, interlibrary loan software, and subscription to the Worldcat resource sharing catalog

Vendor: OCLC, Inc.

Status: The amount below is an estimate of how much the District will spend on physical library materials and library databases with this vendor, as well as the EZProxy database authentication service, with this vendor. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$131,000

19.Contract Purpose: Purchase of Integrated library system, catalog, and mobile app license, hosting, and support, and Proquest databases.

Vendor: Clarivate subdivision Innovative Interfaces is the vendor for the Library's integrated library system. Clarivate subdivision Proquest is the vendor for several research databases.

Status: This amount is an estimate of the off-site hosting and annual maintenance charges for the Polaris integrated library system, the Vega catalog, and the mobile app, as well as connectivity with 3rd party equipment and services, and a test system. This estimate also includes Proquest databases that provide genealogical research resources, online access to major US newspapers, military records, and country research sources.

Amount: \$262,000

20.Contract Purpose: Purchase of law print resources and law database.

Vendor: Thomson Reuters

Status: This amount is an estimate of how much the District will spend on physical library materials and library databases with this vendor. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$110,000

21.Contract Purpose: Purchase of streaming music, eBooks, and children's talking books

Vendor: Library Ideas, Inc.

Status: This amount is an estimate of how much the District will spend on digital and physical materials with this vendor. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$110,000

22. Contract Purpose: This is the Enterprise Planning Resource (ER) system used by the district.

Vendor: Tyler Technologies

Status: Tyler systems are comprised of our Enterprise ERP Financial and Human Resources applications, web-based Employee Access self-service application, Hub Dashboard, Enterprise Content Management solutions, Cashiering, and Reporting applications.

Amount: \$130,000