

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 be open by 4:45 p.m. Public Comment will be limited to 2 hours (120 minutes).

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ITEMS TOO LATE FOR THE AGENDA
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. REPORTS
 - A. Internal Affairs Committee *Five minutes*
 - B. Public Affairs Committee *Five minutes*
 - C. Governance Committee *Five minutes*
 - D. Liaison comments
 - E. Trustee comments
 - F. Friends of the Pikes Peak Library District Report (Rita Jordan) *Five minutes* (p.3)
 - G. Pikes Peak Library District Foundation Report (Courtney Deuser) *Five minutes* (p.4)
 - H. Financial Report (Randy Green) *Five minutes* (p.6)
 - I. Public Services Report (Tammy Sayles) *Five minutes* (p.14)
 - J. Support Services Reports: Communications; Facilities; Human Resources; Information Technology, Safety, Social Services, & Security; Strategy & Innovation (p.21)
 - K. Chief Librarian and CEO Report (Teona Shainidze-Krebs) *Five minutes*
- VI. BUSINESS ITEMS
 - A. Consent Items
 - Consent items shall be acted upon as a whole unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
 - 1. Minutes of December 17, 2025 Board of Trustees Special meeting (p.41)
 - 2. Resolution Designating Posting Places for 2025 Board Meetings (p.42)
 - 3. 2025 Resolution Designating the Official Custodians of Records (p.43)
 - 4. 2025 Property Disposal Guidelines (p.45)
 - 5. 2025 Contract/Vendor Approval (p.49)
 - 6. 2025 Conflict of Interest Statements (p.55)
 - 7. 2025 Insurance Policies (p.63)
 - 8. Independent Auditors – 2024 Financial Records (p.65)
 - B. New Business
 - 1. DECISION 25-1-1: (Integrated Library System) ILS RFP Recommendation (p. 78)
(Jenny Pierce)
 - 2. DECISION 25-1-2: Ute Pass Building appraisal presentation and discussion

- (Heather Laslie)
3. DECISION 25-1-3: 2024 Supplemental Budget Adjustment (Randy Green) (p. 80)
 4. DECISION 25-1-4: 2025 Officer Appointments (p. 150)
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
 5. DECISION 25-1-5: 2025 Committee Chairperson Appointments
 - a. Governance Committee
 - b. Internal Affairs Committee
 - c. Public Affairs Committee
 - 6.

VII. ADJOURNMENT

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

Friends of the Pikes Peak Library District JANUARY 2025 Report

As we start the New Year, the Friends are focused on our Annual Membership Meeting, Saturday, 25 January, 10:30am @ 21c library. Additionally, we are collecting the 2025 goals for our various committees.

There were approximately 85 attendees at the December Sip-n-Shop for library staff and Friends volunteers. A good time was had by all, with wonderful door prize donations and nice holiday gifts available for purchase.

Sales for Dec.	(Gross)	
	Amazon	\$2,203
	eBay	\$4,625
	Web storefront	\$158
	East Bookstore	\$4,582
	Library 21C	\$2,280
	Penrose	\$322
	Sip n' Shop	\$937
TOTAL SALES		\$15,107

Rita Jordan, President
Friends of the Pikes Peak Library District



REPORT

Processed gifts from the year-end mail campaign that was mailed mid-month and for the Give! campaign that launched on November 1, 2024

Provided support for the Shivers event that was held on November 22, 2024

Attended a meeting to discuss signage on the Penrose fence project and to identify potential financial support opportunities for the signage

Continued discussion and coordination on the endowment from the Indian Community of Colorado Springs – the event was held on November 23, 2024 and they will determine the amount of the endowment in December 2024

Met with the Nonprofit Librarian to discuss the current grant and potential needs for the next grant cycle with El Pomar

Attended the Friends Board meeting on November 11, 2024

Reviewed the new Foundation webpage with Communications staff

Attended a mandatory session to fulfill requirements for the CrowdStrike grant program PPLD is participating in

Planned and prepared for the Foundation Board open house to be hosted on December 12, 2024

Attended the PPLD Trustee budget work session in an effort to provide information if needed

Presented a draft of a grant policy with Joanna Lindstrom from L Professional Writing to the Leadership Team on November 18, 2024



REPORT

Marcy McNulty started as the Individual Giving Coordinator on December 2, 2024

Held a Foundation Board recruitment event on December 12, 2024

Disbursed \$92,464.10 to reimburse PPLD for expenses pertaining to the operations of the PPLD Foundation through the end of September 2024

Disbursed \$124,296.51 to PPLD for outstanding grants and donations that were designated for specific programs and areas of support

Finalized and received the endowment for the Indian Community of Colorado Springs – \$21,250 is the initial endowment amount and will be used to support PPLD Autism and Mental Health Awareness efforts

Signed a new contract with Carl Bloom for 2025 mail, email, and texts campaigns

Attended the final District Friends and Branch Friends meetings of 2024 on December 11, 2024

Provided the Branch Friends a new sponsorship opportunity in an effort to promote equitable offerings of programming across PPLD

Provided support and training throughout the month to the new Individual Giving Coordinator

Met with Lauren Hug from HugSpeak to identify any areas that might still need attention after the strategic planning events held in September and October 2024 and how HugSpeak might be of support

Met with representatives from Latina Voices to discuss the future of the event and potential integration into PPLD programming

Worked internally to secure information that will be used to create more targeted fundraising efforts across El Paso County

Processed donations from the year-end mail, email, and text efforts and from the Give! campaign – over \$170,000 came in between November 1, 2024 and December 31, 2024



November 30, 2024
Monthly Financial Report

Board of Trustees Meeting
January 15, 2025



Monthly Financial Report - PPLD (as a whole)
As of November 30, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of November 30, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>				
Property Taxes (1)	35,557,471	35,556,345	35,706,025	149,680
Specific ownership taxes	3,500,000	3,208,333	3,134,070	(74,263)
Total Taxes	39,057,471	38,764,678	38,840,095	75,417
Intergovernmental - E-Rate	544,000	272,000	231,781	(40,219)
Intergovernmental - State Grant	169,766	169,766	0	(169,766)
Intergovernmental - AEFLA	84,002	0	7,593	7,593
Intergovernmental - IECLE	95,005	0	13,703	13,703
Intergovernmental - Other	162,707	0	0	0
Fines and fees	90,000	82,500	73,142	(9,358)
Interest income	500,000	458,333	1,474,909	1,016,576
Donations/fundraising	302,731	302,731	110,604	(192,127)
Miscellaneous- Copy sales	25,000	22,917	32,681	9,764
Miscellaneous- Parking lot collections	11,000	10,083	5,370	(4,714)
Miscellaneous- Other	46,962	43,049	2,113,593	2,070,544
Total Operating Revenue	2,031,173	1,361,379	4,063,375	2,701,995
Employee contributions	394,323	361,462	362,656	1,194
Total Other Revenue	394,323	361,462	362,656	1,194
Total Revenue	41,482,967	40,487,520	43,266,126	2,778,606
<u>EXPENDITURES</u>				
Personnel Expense	23,788,504	23,686,700	19,785,065	3,901,636
Operating Expense	15,769,960	12,644,335	11,662,234	982,101
Capital Outlay	6,039,093	5,197,695	2,053,299	3,144,396
Total Expenditures	45,597,557	41,528,730	33,500,598	8,028,132
Excess (deficiency) of Revenue over Expenditures	(4,114,591)	(1,041,211)	9,765,528	10,806,739
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	0	0	0	0
	0	0	0	0
Net Impact to Fund Balance	(4,114,591)	(1,041,211)	9,765,528	10,806,739
Unrestricted Beginning Fund Balance (2)	17,912,124	17,912,124	17,912,124	0
Ending Fund Balance (Projected)	13,797,533	16,870,913	27,677,652	10,806,739

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

(2) 2023 Final Audited Unassigned Fund Balance



Monthly Financial Report - GENERAL FUND

As of November 30, 2024

		Year to Date Activity as of November 30, 2024		
		<u>Revised</u>		
		<u>Annual</u>		
		<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
				<u>Variance</u>
<u>REVENUES</u>				
Property Taxes	30,189,870	30,188,914	30,352,312	163,398
Specific ownership taxes	3,500,000	3,208,333	3,134,070	(74,263)
Total Taxes	33,689,870	33,397,247	33,486,382	89,135
Intergovernmental	1,055,480	441,766	253,077	(188,689)
Donations/fundraising	302,731	302,731	110,604	(192,127)
Fines and fees	90,000	82,500	73,142	(9,358)
Other Operating	582,962	534,382	3,626,019	3,091,636
Total Operating Revenue	2,031,173	1,361,379	4,062,841	2,701,462
Total Revenue	35,721,043	34,758,626	37,549,223	2,790,597
<u>EXPENDITURES</u>				
Public Services Administrative	8,798,299	8,065,108	7,326,964	738,144
Programming Administration	1,767,905	1,620,579	1,270,401	350,178
Branch Administration	10,492,195	9,617,845	7,813,126	1,804,719
Total Public Services Expenditures	21,058,399	19,303,532	16,410,491	2,893,041
Chief Librarian and CEO Office	385,166	353,068	346,516	6,553
Support Services	8,086,470	7,412,598	6,568,467	844,130
Security	1,775,607	1,627,639	1,327,287	300,352
Finance Office	1,545,663	1,428,645	1,436,507	(7,862)
Communications Office	1,424,889	1,306,148	1,053,707	252,441
Development Office	322,158	295,312	196,617	98,694
Interdepartmental	979,582	897,950	714,914	183,036
Total Administration Expenditures	14,519,534	13,321,361	11,644,016	1,677,345
Designated Funds	708,735	649,674	464,316	185,358
Total Expenditures	36,286,668	33,274,567	28,518,823	4,755,744
Excess (deficiency) of Revenue over Expenditures	(565,625)	1,484,060	9,030,400	7,546,341
<u>OTHER FINANCING SOURCES (uses)</u>				
Transfer In/(Out)	(925,677)	0	0	0
	(925,677)	0	0	0
Net Impact to Fund Balance	(1,491,302)	1,484,060	9,030,400	7,546,341
Unrestricted Beginning Fund Balance *	14,127,260	14,127,260	14,127,260	0
Ending Fund Balance (Projected)	12,635,958	15,611,320	23,157,660	7,546,341



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of November 30, 2024

		Year to Date Activity as of November 30, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>					
Public Services	21,058,399	19,303,532	16,410,491	2,893,041	
Public Services Administrative	8,798,299	8,065,108	7,326,964	738,144	
Public Services Administration	197,978	181,480	160,837	20,643	
Collection Management	2,396,501	2,196,793	1,952,523	244,270	
Collection Management - Library Materials	4,591,626	4,208,991	3,933,766	275,224	
Regional History and Genealogy	765,410	701,626	659,996	41,630	
Adult Education	846,784	776,218	619,842	156,376	
Programming Administration	1,767,905	1,620,579	1,270,401	350,178	
Branch Administration	10,492,195	9,617,845	7,813,126	1,804,719	
Branch Administration	688,101	630,759	494,654	136,105	
Penrose Library	1,394,912	1,278,669	1,055,305	223,365	
East Library	1,759,926	1,613,265	1,268,916	344,349	
Library 21c	1,567,829	1,437,177	1,195,321	241,856	
Cheyenne Mountain Library	535,150	490,554	432,533	58,021	
Fountain Library	414,916	380,340	299,022	81,318	
High Prairie Library	425,736	390,258	324,448	65,810	
Manitou Springs Library	375,870	344,547	308,266	36,281	
Monument Library	602,505	552,297	473,907	78,390	
Old Colorado City Library	453,902	416,077	325,849	90,228	
Palmer Lake Library	-	-	-	-	
Rockrimmon Library	598,115	548,272	362,683	185,590	
Ruth Holley Library	461,131	422,703	324,321	98,382	
Sand Creek Library	560,866	514,127	471,268	42,859	
Ute Pass Library	-	-	15	(15)	
Calhan Library	74,766	68,536	66,109	2,427	
Mobile Library Services	499,938	458,276	400,089	58,187	
The Hall @ PPLD	78,531	71,987	10,421	61,566	
Administration	14,519,534	13,321,361	11,644,016	1,677,345	
Chief Librarian and CEO Office	385,166	353,068	346,516	6,553	



Monthly Financial Report - GENERAL FUND EXPENDITURE DETAIL

As of November 30, 2024

	<u>Revised Annual Budget</u>	<u>Year to Date Activity as of November 30, 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>General Fund</u>				
Support Services	8,086,470	7,412,598	6,568,467	844,130
Support Services Administration	180,525	165,481	138,485	26,996
Human Relations Office	745,129	683,035	611,359	71,675
Facilities	4,228,378	3,876,013	3,414,635	461,378
Facilities - District-wide	1,138,776	1,043,878	983,769	60,109
Facilities - Penrose Library	392,624	359,905	300,266	59,639
Facilities - East Library	245,305	224,863	197,792	27,071
Facilities - Library 21c	598,533	548,655	451,952	96,703
Facilities - Utilities / Rents	1,853,141	1,698,712	1,480,856	217,856
Information Technology	2,492,112	2,284,436	2,038,124	246,312
Strategy and Innovation	440,327	403,633	365,864	37,769
Security	1,775,607	1,627,639	1,327,287	300,352
Finance Office	1,545,663	1,428,645	1,436,507	(7,862)
Communications Office	1,424,889	1,306,148	1,053,707	252,441
Development Office	322,158	295,312	196,617	98,694
Interdepartmental	979,582	897,950	714,914	183,036
Interdepartmental - Other	1,579,582	1,447,950	460,486	987,465
ATTRITION SAVINGS	(600,000)	(550,000)	254,428	(804,428)
UNDESIGNATED	35,577,933	32,624,893	28,054,507	4,570,386
Designated Funds	708,735	649,674	464,316	185,358
DESIGNATED	708,735	649,674	464,316	185,358
TOTAL GENERAL FUND	36,286,668	33,274,567	28,518,823	4,755,744



Monthly Financial Report - CAPITAL PROJECTS FUND (CIP)

As of November 30, 2024

		Year to Date Activity as of November 30, 2024			
		<u>Revised Annual Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>REVENUES</u>					
Property Taxes	2,723,332	2,723,245	2,855,314	132,068	
Total Revenue	2,723,332	2,723,245	2,855,314	132,068	
<u>EXPENDITURES</u>					
Capital Fund- Facilities	2,546,638	2,119,638	1,233,165	886,473	
Capital Fund-Communication	118,429	104,730	13,375	91,355	
Capital Fund- Security	1,450,083	1,296,461	397,381	899,080	
Capital Fund- IT	1,773,033	1,585,175	312,793	1,272,382	
Capital Fund- Video Studio	5,000	4,375	0	4,375	
Capital Fund- Creative Services	38,419	33,617	10,593	23,023	
Capital Fund- Finance	43,700	43,700	0	43,700	
Capital Fund- Special Revenue Funds	63,791	10,000	7,390	2,610	
Total Expenditures	6,039,093	5,197,695	1,974,697	3,222,998	
Excess (deficiency) of Revenue over Expenditures	(3,315,761)	(2,474,449)	880,617	3,355,066	
<u>OTHER FINANCING SOURCES (uses)</u>					
Transfer In/(Out)	925,677	0		0	
	925,677	0	0	0	
Net Impact to Fund Balance	(2,390,084)	(2,474,449)	880,617	3,355,066	
Beginning Fund Balance*	2,390,084	2,390,084	2,390,084	0	
Ending Fund Balance (Projected)	0	(84,365)	3,270,701	3,355,066	



Monthly Financial Report - SELF-INSURANCE FUND (SIF)

As of November 30, 2024

		Year to Date Activity as of November 30, 2024		
		<u>Revised</u>		
		<u>Annual</u>	<u>Budget</u>	<u>Actual</u>
		<u>Budget</u>	<u>Budget</u>	<u>Variance</u>
REVENUES				
Property Taxes	2,644,269	2,644,185	2,498,399	(145,786)
Employee contributions	394,323	361,462	362,656	1,194
Other Revenue	0	0	533	533
Total Revenue	3,038,592	3,005,648	2,861,589	(144,059)
EXPENDITURES				
Personnel Expense	2,098,739	1,981,166	2,004,048	(22,882)
Operating Expense	1,173,058	1,075,303	1,003,030	72,273
Total Expenditures	3,271,797	3,056,469	3,007,078	49,391
Net Impact to Fund Balance	(233,205)	(50,821)	(145,489)	(94,668)
Beginning Net Position*	1,394,780	1,394,780	1,394,780	0
Ending Fund Balance (Projected)	1,161,575	1,343,959	1,249,291	(94,668)



2024 Budget
Budget Reconciliation

		General Fund	Capital Fund	Self- Insurance Fund	TOTAL BUDGET
<u>REVENUE</u>					
January 9, 2024	2024 OAB Budget Ratification	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
	TOTAL REVENUE	\$35,721,043	\$2,723,332	\$3,038,592	\$41,482,967
<u>EXPENDITURES</u>					
January 9, 2024	2024 OAB Budget Ratification	\$36,286,668	\$2,723,332	\$3,271,797	\$42,281,797
March 20, 2024	2024 OAB Budget Adjustment #1 CIP Rfwd		\$2,782,593		\$2,782,593
March 20, 2024	2024 OAB Budget Adjustment #2-SRF Rfwd		\$63,791		\$63,791
October 16, 2024	2024 OAB Budget Adjustment #3-CIP (Final Audit)		\$43,700		\$43,700
October 16, 2024	2024 OAB Budget Adjustment #3-CIP (PE & 21C)		\$425,677		\$425,677
	TOTAL EXPENDITURES	\$36,286,668	\$6,039,093	\$3,271,797	\$45,597,558
<u>OTHER FINANCING SOURCES</u>					
	TOTAL OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0
<u>TRANSFERS IN / (OUT)</u>					
October 16, 2024	2024 OAB Budget Adjustment #3-CIP (SEC)	(\$500,000)	\$500,000		\$0
October 16, 2024	2024 OAB Budget Adjustment #3-PE & 21C	(\$425,677)	\$425,677		\$0
	TOTAL TRANSFERS IN / (OUT)	(\$925,677)	\$925,677	\$0	\$0
	Net Change in Fund Balance	(\$1,491,302)	(\$2,390,084)	(\$233,205)	(\$4,114,591)
	<i>Final Audited</i> Beginning Fund Balance	\$14,127,260	\$2,390,084	\$1,394,780	\$17,912,124
	<i>Projected</i> Ending Fund Balance	\$12,635,958	\$0	\$1,161,575	\$13,797,533

Public Services Report November and December 2024

Adult Education

Accountability

The year is wrapping up nicely. The instruction team finished out the year with a 51% Measurable Skills Gain (MSG), which puts us in an excellent position to exceed the 44% required MSG at the end of the school year.

Community Connections

The culinary classes for the public are always full. Patrons are happy with these classes.

Staff

Alyona Beale joined the Adult Education team as the English as a Second Language (ESL) instructor.

Deb Hamilton is facilitating the redux of Finding Info classes for all staff training on a variety of training courses which will include topics such as the reference interview, understanding and using Pikes Peak Library District resources, and subject specific topics.

Ben Kegley has been working to train new staff on NorthStar. It is great that we are going to be able to ramp this up more for patrons.

Branches

Access

East, Library 21C, Ruth Holley and Sand Creek libraries served as polling locations for the 2024 elections. Staff and management from other locations, along with Security Officers, provided additional coverage for the extended open hours during the four days of voting.

Accountability

Manitou Springs Library staff packed up all materials and items at the Manitou Arts Center (MAC) for the move to the Carnegie. While Carnegie is being completed, the staff have been redistributed to several locations to maximize their support throughout the district.

Staff from Rockrimmon Library packed up all the materials to be shipped to other locations. Boxes went to East, Library 21C, Penrose, High Prairie, and Monument libraries. They also sorted through tables of office and programming supplies which were distributed to locations and departments.

Communications

The Communications Department arranged for two Rockrimmon staff to participate in interviews with *The Gazette* to discuss their experience at PPLD.

Mobile Libraries decorated one of the bookmobiles and participated in the annual Parade of Lights Parade. Fourteen people, staff and their families, participated in the parade attended by thousands of residents.

Students of all ages were visited by staff providing story times, educational lessons, book club support, and more. Staff from Sand Creek, Ruth Holley, East, Library 21C, Palmer Lake, Fountain, Cheyenne Mountain, and Old Colorado City libraries engaged with over 500 students in December.

Community Connections

Monument Library partnered with Tri-Lakes Cares to put up a Giving Tree at the library. The gifts will be given to children and older adults in need in the Tri-Lakes area. High Prairie Library partnered with the Exchange Club of Falcon to set up an Angel Tree to gather gift donations during the holiday season. The gifts were collected in mid-December and donated to those in need in the Falcon/Peyton area.

High Prairie and Calhan libraries renewed their partnership with Silver Key's extension program for 2025. Silver Key will continue to distribute meals weekly at both locations. Branches renewed the Safe Place partnership with The Place so the Library can continue to offer that service. Branches also renewed the American Association of Retired Persons (AARP) partnership to provide a space for AARP to facilitate 2025 Tax Aide.

Physical and Virtual Spaces

Old Colorado City Library hosted a 120th Anniversary birthday party. December 7th is the anniversary date of the opening of that Carnegie Library. Over 200 patrons joined in the celebration that was funded by the Friends of the Old Colorado City Library. A commemorative library card was designed by the staff and is available for a limited time.

Ruth Holley Library was closed for a week while the roof of the shopping center was replaced and staff worked at several other library locations. During the closure, small adjustments were made to the staff workroom to improve workflow and help create a better ergonomic environment. The public seating areas were also rearranged to create more room for maneuverability to better align with the Americans with Disabilities Act (ADA) guidelines which allows better access to library materials and increases sightlines in the building.

Staff

Library 21C children's staff accomplished a massive overhaul of their staff office space. They worked on consolidating supplies, reorganizing, and clearing out cabinets that will be repurposed elsewhere. They assessed and evaluated all supplies to reorder what is needed.

Collection Management

Access

Over 5,000 boxes of items for the library collection were received from vendors in 2024. The shelving needed for materials processed and made available for patrons would equal the length of 17 football fields or 60 blue whales, around 6,000 feet.

PPLD hit three million OverDrive checkouts on November 20th, a month earlier than it was done in 2023. The momentous checkout was *Winter Stroll* by Elin Hilderbrand.

In 2024, PPLD patrons checked out 3.4 million eBooks, eAudiobooks, and eMagazines combined.

- Top circulating eMagazines were, in order, *The New Yorker*, *US Weekly*, *New Scientist*, *The Week Magazine*, and *National Geographic Magazine*.
- Top circulating eBooks and eAudiobooks combined were, in order, *Fourth Wing* by Rebecca Yarros, *A Court of Thorns and Roses* by Sarah J. Maas, *Iron Flame* by Rebecca Yarros, *A Court of Mist and Fury* by Sarah J. Maas, and *The Women* by Kristin Hannah.

*Physical collection checkouts and top circulating titles for 2024 will be in next month's report.

Accountability

Interlibrary Loan (ILL) staff removed almost 7,000 old, unused accounts from the ILL software.

The Integrated Library System (ILS) team also continued cleaning old accounts and other old data from the ILS, which has been an ongoing project for several months.

In November, ILL achieved their fastest turnaround time ever for article requests. They averaged 2.5 days from receiving the patron request to delivering the article to the patron.

In December, the five-month long evaluation process for the ILS Request for Proposal (RFP) concluded with a review of scores by the project's Steering Committee. After 40+ staff from different functional areas of PPLD scored written criteria, onsite demonstrations, and other components of the evaluation, the Steering Committee agreed to recommend the vendor with the highest score. The recommendation will be presented to the Board of Trustees in January.

Physical and Virtual Spaces

Collection Management staff assisted with the closure of the Rockrimmon Library by determining which libraries could receive portions of the collection, based on shelving space. Staff also made changes in the ILS to manage the closure of the library.

Staff

Krista Meier has been selected as a judge for the 2025 Colorado Book Awards.

Programming

Access

The Programming Department has started a new procedure to test out programs prior to sending them to locations. A form was created to receive feedback so the program creator could make adjustments per the responses. This will provide better internal customer service for our branch staff.

In addition, Programming created Adaptive Items kits for locations. The Adaptive Items are to be available for all PPLD programs, so all patrons feel welcomed and encouraged to participate in the programs. Such items include hand grippers to better hold scissors, larger needles to help with the fine arts programs, and more! Kits will be available at locations beginning in January.

Accountability

The Programming Department receives a lot of requests from the public to present programs. We created guidelines for hiring presenters/performers and authors. This is to streamline the process and ensure all applications are evaluated the same.

Programming worked with the Foundation and received a grant for \$1,400 through the Mikkelson Foundation to fund an Estes Rocket camp for homeschoolers in 2025. This grant will provide programming for three different age groups. In addition, staff worked with Indian Community Colorado Springs (ICCS) to propose a program revamp for the Sensory Storytime program geared for children with autism. ICCS is working with the Foundation to establish an endowment for this project.

Communications

For the months of November and December, staff throughout the District visited 26 elementary schools and reached over 1,386 students through Lightning Lessons, in addition to promoting

PPLD resources. Six middle and high schools were visited, and 232 students were reached through resource classes and book talks.

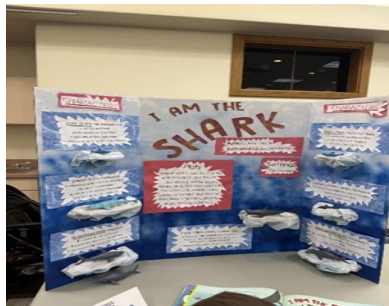
Community Connections

Programming met with Amy Bahlenhorst and Kate Brunner from the State Library to discuss the Memorandum of Understanding (MOU) between PPLD and Library Research Services (LRS) for Teen Workforce Readiness Training. They discovered that outdated links were pointing to old surveys. Programming has updated all the old surveys to direct participants to the correct website in addition to deactivating an old LibGuide that seemed to be the source of the outdated links.

The Programming Department worked with Colorado Springs Utilities and distributed 1,000 Water Warrior books throughout the District. Staff also received the English Yellow Books for Seniors and distributed those throughout the District.

Programming and Patron Experience met with Crumbl Cookies to discuss sponsorship for Winter Adult Reading. Crumbl has agreed to provide a free cookie coupon to give out with the WARP mugs.

The Programming Department hosted the Homeschool Book Blast at East Library on December 13th. To tell others about their favorite books, 31 students prepared creative reports ranging from dioramas, poster boards, games, and more! A total of 100 patrons were in attendance to celebrate books and reading. Comments from participating families included: “This is a great project to end the semester with.” and “This is a very fun experience. A great opportunity for my child to do public speaking.”



Physical and Virtual Spaces

The November mini Beanstack Challenge *Read Grateful* had 98 participants and 54 completions. The mini challenges are done solely through Beanstack, better utilizing this library resource and bringing reading challenges to patrons wherever they are in the community.

Arapahoe Library District met with Programming to discuss Tween Services at PPLD and visited the Tween space at East Library.

Programming oversees a staff Storytelling collection. Programming staff have started the weeding process of both physical and printed resources. The team is collaborating with Collection Management and East Family and Children's Services, where the collection is housed.

Staff

The Programming Department held their annual retreat in December. The team created a mission statement for the department, highlighted 2025 goals to achieve, and evaluated the past year. The second half of the retreat was combined with the Communications team. The two teams work closely together to brainstorm, learn from each other, and build relationships.

Programming hosted onboarding for new staff serving adult patrons. Onboarding for Young Adults and Family and Children will take place in January. Beginning in 2025, Programming will streamline the onboarding to have only one Programming onboarding for new staff. It will be offered quarterly.

Through the Buell Grant, Programming will hire a temporary LENA Start coordinator. This position will help run cohorts, increasing the number of cohorts offered in the grant cycle. The position will begin on January 6th.

Regional History & Genealogy

Access

Staff completed ingest of the handwritten books (2), and typed data, extracted from the El Paso Claim Club records (a new collection) into Digital Collections. The scanned individual pages look amazing in the digital collections and represent some of the earliest records we now host online, from 1859: [Colorado's Oldest Records, Compiled by Larry Obermesik](#)

Patrons are finding Digital Collections more and more as the number of articles requested for Pikes Peak NewsFinder has continued to increase.

In December, staff provided 90 images to the Myron Stratton Home for use in an award ceremony in January for Winfield Scott Stratton and other marketing/fundraising pieces. All Death Registry and Church records (baptism, marriage and burials from Good Shepard, St. Stephens and Grace Episcopal) have been added to Digital Collections.

Staff created descriptive metadata for the Randall Teeuwen Photograph collection – a lovely collection of photos taken in the late 1970s in Colorado Springs and on the plains. Images have been added to Digital Collections.

Accountability

During the months of November and December a team from Regional History & Genealogy investigated various platforms for potential use for Records Management at PPLD. Results have been returned and a report will be delivered to the Deputy Chief Librarian in early 2025.

Average genealogy class attendance for the fourth quarter, 2024, was eight (8) patrons per class. The average genealogy class attendance for 2024 was seven (7) patrons per class.

Community Connections

RH&G staff hosted 100+ patrons for their annual Spooky Stacks program, this year, over the course of two evenings this week. The program needed to have a limit on registrations due to popular demand.

RH&G Director met with the President of the OCC Historical Society and growing coalition of history-centered entities in the region, the Pikes Peak History Coalition, about a future partnership.

Work continues toward establishing the group of presenters for next year's Symposium, with some exciting ideas coming from the community around the theme of "History, Beyond the Written Word". The deadline for proposals for the June event(s) is in January 2025.

Staff spent time converting 45 Alexander Film Company films from an archival format (AVI) to a more access-friendly format. "The Alexander Film Company specialized in producing short advertisement clips shown in movie theaters. Founded by J. Don and Don M. Alexander, the company moved from Englewood, Colorado, to their 260-acre North Nevada Avenue plant in Colorado Springs in 1928" (Colorado Pioneer's Museum website, retrieved December 6th, 2024). The patron who requested film sent a photo of how he is using them: A refurbished antique television with Microsoft tablet inside as the screen to play clips of old film.

Physical and Virtual Spaces

Toward the end of December, the Digital Collections platform to which RH&G migrated to in 2024 reached the current one terabyte limit. Using funds in the 2025 budget, the memory available will be increased. We reached this milestone in less than six months, however the memory used was by and large taken by the migration of assets from our previous platform.

RH&G staff worked to rearrange the digitization lab in the archives to help facilitate scans for increased quality.

PPLD KPIs (Key Performance Indicators)

Month: **November**

	2024	2023	% Change	YTD 2024	YTD 2023	% Change
Door Count	134,114	151,749	-11.62%	1,784,017	1,745,154	2.23%
Circulation (physical materials)	165,389	175,802	-5.92%	2,025,623	2,147,717	-5.68%
Reference Questions	6,523	7,307	-10.73%	91,918	90,322	1.77%
Meeting Room/Study Room	2,673	2,551	4.78%	30,197	25,709	17.46%
Computer Usage	16,438	17,961	-8.48%	207,840	204,010	1.88%
Number of Programs	211	454	-53.52%	3,854	6,229	-38.13%
Programs Attendance	6,000	9,454	-36.53%	125,747	148,845	-15.52%
eResources (OverDrive/Libby, Hoopla, Kanopy)	296,570	275,519	7.64%	3,232,537	2,805,444	15.22%
Culture Passes	283	246	15.04%	3,377	2,941	14.82%
Unique Users *	57,941	58,380	-0.75%			

* Total number of patrons who used their library card during the month.

December Communications Board Report November stats

Access

Website Statistics for November

- Total pageviews: 331,407
- New Users: 86,338
- Most visited page: ppld.org/kids

Website Redesign

The website remains on track for its early 2025 launch, with January 13th set as the official "go-live" date. Recognizing that a brand-new site represents a significant change for both staff and patrons, the web team has outlined a plan to ease the transition. Staff will receive an exclusive preview link to the redesigned site, along with a tutorial video, ahead of the launch. To prepare patrons, the team is also creating engaging social media graphics announcing the upcoming website.

Throughout mid-December, the web team has planned a series of in-person and virtual testing events with staff and patrons. These sessions are focused on evaluating various aspects of the site to ensure an optimal user experience. Feedback gathered from these events will be carefully analyzed, and additional updates will be made to the website before its official debut.

Multicultural Outreach & Accessibility

- Attended the Indian Community of Colorado Springs (ICCS) Group at Mitchell High School for their annual Diwali event on November 23; there were 300+ attendees. Three library cards were issued and engaged with 127 patrons. Awaiting information about the donation (endowment) for PPLD from this event. The proceeds will be used in Children's programming for Sensory Storytime Kits.
- Accessible gaming control operating directions have been updated and several staff members will complete the next phase of testing. Once this is completed, the gaming systems will also be available for patrons with disabilities at Library 21c in the teen area and gaming area on the second floor.
- Started training Branch Librarians on the Fusion software that is in the accessibility labs in Penrose and East libraries and Library 21c.
- Communications and HR are continuing the conversation about continued ADA training for staff into 2025.

Communications

Media

- Number of stories – 274
- YTD stories – 1396
- Rockrimmon was discussed in 152 news segments, 45 articles, six radio segments, and 15 news aggregators. Here are highlights:

- TV news*:
 - About the protests at City Hall: [Fox21](#), [KRDO](#), [KKTV](#), [KRDO](#), [Fox21](#), [KRDO](#), [KOAA](#), [KKTV](#), [KOAA](#), [KOAA](#);
 - An upcoming union meeting: [Good Morning Colorado](#), [Fox21](#);
 - Before the city council meetings: [Fox21](#);
 - City Council's request to delay the closure: [Fox21](#), [KKTV](#), [KOAA](#), [KKTV](#), [KOAA](#), [KRDO](#);
 - After City Council meetings: [KOAA](#), [Fox21](#), [KRDO](#), [KKTV](#), [KKTV](#), [KKTV](#), [Fox21](#), [KOAA](#), [Fox21](#), [KKTV](#);
 - Last day or days: [Fox21](#), [KKTV](#), [KOAA](#), [Fox21](#), [KRDO](#);
- Articles: [Pikes Peak Bulletin](#), [KRDO](#), [The Gazette](#), [KRDO](#), [The Gazette](#), [Fox21](#), [KKTV](#), [The Gazette](#), [Fox21](#), [CS Indy](#), [Fox21](#), [The Gazette](#), [The Gazette](#), [KKTV](#), [The Gazette](#), [KOAA](#), [KKTV](#); [KRDO](#); [The Gazette](#); [Fox21](#); [KOAA](#); [The Gazette](#); [Fox21](#), [KKTV](#), [Pikes Peak Bulletin](#), [CS Indy](#), [Fox21](#), [The Gazette](#), [The Gazette](#);
- The Gazette Letters: [Letter](#), [Letter](#), [Letter](#), [Letter](#), [Letter](#), [Letter](#), [Letter](#), [Letter](#), [Letters](#), [Letters](#), [Letter](#), [Letter](#), [Letter](#), [Letter](#);
- Radio: [KRDO](#) (before protest at City Hall); [KRDO](#) (about an upcoming union meeting); [KRDO](#) (after City Council meeting)
- Always-available news segments posted as articles: [KKTV](#), [KKTV](#), [KKTV](#);
- The Manitou Springs Library move appeared in one radio ([KRDO](#)) and eight TV news ([Fox21](#), [KKTV](#), [KOAA](#)) segments.
- This month's [Library Limelight Column](#) highlighted Library offerings in the form of a holiday survival guide.
- Pikes Peak Culture Pass appeared in two [KKTV](#) news broadcasts.
- The OL anniversary appeared in one [KKTV](#) news broadcast.
- [KOAA](#) highlighted our in-person tutoring and online homework help tools in two news broadcasts.

* While active at the time of submission of this report, some links may now be expired. Please contact Denise Abbott at extension 6119 if there is a link you wish to review.

Social Media

Facebook (Districtwide account):

- Number of posts: 46
- Total page likes: 15,276 (37 new likes)
- Total page followers: 17,157 (75 new followers)
- Engagement: 2,633 Note that how this metric is reported has changed recently
- Post reach: 78,777 (Number of times our content was seen) (15% increase from last month)
- Clicks: 1,045
- Video minutes viewed: 495

Instagram:

- Content: 46 posts/videos/reels, 45 stories
- Total followers: 4,380 (34 new followers)
- Engagement: 1,701 (17% increase from prior month)
- Reach: 36,007 (number of times our content was seen) (9% higher than prior month)
- Link clicks: 123

X (formerly Twitter):

- Number of posts: 53
- Total followers: 5,075
- Engagement: 94
- Impressions: 6,638 (number of times our content was seen)

LinkedIn:

- Number of posts: 7
- Total followers: 1,741 (17 new followers)
- Impressions: 1,472 (number of times our content was seen)
- Engagement: 240
- Page visits: 159

Newsletter:

- Number sent (subscribers): 131,856
- Successful delivery: 119,809 (90% success rate)
- Opened: 60,335 (50% open rate)
- Clicks: 2,630 (2.2% click rate) (This is a lower click rate than usual)

NextDoor:

- Number of posts: 13
- Impressions: 199,170 (number of times our content was seen)
- Engagement: 421

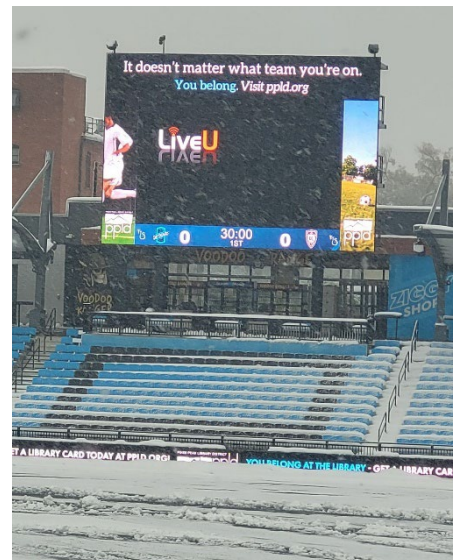
YouTube:

- Total Subscribers: 8,506 (increase of 68 subscribers)
- Total Views for November: 40,304
- Total Lifetime Views: 6,496,987

Community Connections

Outreach

- Number of November Outreaches: 2
 - Total Attendance: 390
 - Impressions: 245
 - Highlights:
 - PPLD supported two outreaches in November:
 - Lewis-Palmer Elementary Literacy Night (Nov. 20) that connected PPLD with 140 students and their families.
 - Diwali Celebration of Light (Nov. 23) that shared PPLD offerings with 250 attendees.
- PPLD was featured in a digital takeover at the Colorado Springs Switchbacks semi-finals game on Sun., Nov. 10; the Switchbacks offered patrons an opportunity to purchase discounted tickets by showing their library card at the box office. The digital takeover featured PPLD's You Belong campaign on the jumbotron, digital field boards, and sky cloud digital banner over the box seats. The photo shows a sample of the graphics that were displayed to thousands of fans during the game.



Culture Pass

- 283 Culture passes were issued to patrons in November.
- A total of 3,437 passes have been issued to date this year.
- PPLD will launch a new reservation system for the Culture Pass program to replace the current reservation system that sunsets on Dec. 31. The new system, which launches Dec. 16, will provide improved user experience and greater ability for patrons to manage their museum reservations. In tandem with our partner renewals for 2025, the Denver Museum of Nature & Science ended its participation Culture Pass as their free museum pass program sunsets on Dec. 31.

Service

- PPLD is finalizing the agreement to renew a partnership with The PLACE to maintain PPLD as a National Safe Place for youth experiencing homelessness.

January 2025 Communications Board Report

December stats

Access

Website Statistics for December

- Total pageviews: 308,623
- New Users: 80,920
- Most visited page: ppld.org/kids

Website Accessibility

The updated Q3 Accessibility Compliance Plan was posted in December. Ongoing accessibility efforts include ensuring the redesigned website is accessible, making documents accessible, and developing training paths on accessibility for staff who create content and documents.

Website Redesign

The website remains on track for its early 2025 website redesign launch, with Mon., Jan. 13 set as the official "go-live" date. The web team has worked to ensure the site meets the needs of both staff and patrons by conducting user testing sessions. Feedback from these sessions has been instrumental in implementing improvements to create a better user experience.

To help staff prepare for this significant transition, the web team has shared a development link, allowing them to preview the redesigned site ahead of the launch. Additionally, a shortcut link to the development site has been added to staff computers, enabling easy access for exploration and familiarization. These efforts aim to provide staff with the tools and confidence needed to navigate and support patrons on the new platform.

Recognizing the importance of a smooth transition, the web team has prioritized proofing content on the new website and fixing final bugs on the website to ensure that the launch will be as seamless as possible for everyone involved.

Multicultural Outreach & Accessibility

- Technology software was purchased for the Library Adventurers' iPads. It will be installed and the iPads ready for release by January 6, 2025.
- The Indian Community of Colorado Springs has provided a \$25,000 endowment from the proceeds of their November 2024 Diwali event. This endowment will support the sensory kits for the Children's department to be used by kids 0 to 5 years old.
- Staff training on how to use the accessibility equipment in each Library has started in Penrose and East libraries, and Library 21c.
- The timeline for staff ADA training on accessibility is being reviewed by HR and Communications for the 2025.

Communications

Media

- Number of stories – 253
- YTD stories – 1,649
- Rockrimmon Library appeared in 39 articles, six radio broadcasts, 159 TV news segments*, 17 news aggregates, and one blog post, including:

- TV news*:
 - 10 articles ([KRDO](#), [The Gazette](#), [KRDO](#), [KKTV](#), [Fox21](#), [CS Indy](#)), two radio broadcasts ([KRDO](#)), 30 TV news segments ([KKTV](#), [Fox21](#), [WPSD](#) in Kentucky, [WMTV](#) in Wisconsin, [KRDO](#), [KKCO](#) in Grand Junction, [KJCT](#) in Grand Junction, [KTVE](#) in Louisiana, [KNOP](#) in Nebraska, [KSN](#) in Kansas), seven news aggregators, and one blog **about the last day at RO**. (Web postings of some broadcasts are available: [KKTV](#), [KOAA](#), [KKTV](#), [KKTV](#))
 - RO was mentioned in seven **Letters to the Gazette** ([Letter 1](#), [Letter 2](#), [Letter 3](#), [Letter 4](#), [Letter 5](#), [Letter 6](#)), as well as a mention in an end-of-year wrap-up article from [The Gazette](#)
 - Five articles ([KOAA](#), [KKTV](#), [KKTV](#), [The Gazette](#), [Fox21](#)), one radio broadcast ([KRDO](#)), 31 TV news segments ([KKTV](#), [KOAA](#), [KRDO](#), [Fox21](#), [KOAA](#), [KKTV](#), [Fox21](#), [KRDO](#), [Fox21](#)), two news aggregates **about the upcoming revote** (web postings of some broadcasts are available: [KKTV](#))
 - One radio broadcast ([KRDO](#)) and 10 TV news segments ([KOAA](#), [KKTV](#), [KOAA](#), [Fox21](#), [Fox21](#), [KOAA](#), [KKTV](#)) **during and directly after the revote meeting**
 - Eight articles ([KKTV](#), [The Gazette](#), [Pikes Peak Bulletin](#), [KKTV](#), [Fox21](#), [KRDO](#), [Colorado Public Radio](#)), two radio broadcasts ([KRDO](#)), 33 TV news segments ([KRDO](#), [KOAA](#), [KKTV](#), [Fox21](#)), and two news aggregates **about the results of the revote**
 - Five [KOAA](#) TV news segments and one [KOAA](#) article highlighting the **comment about libraries not being community centers**
 - Eight articles ([CS Indy](#), [KOAA](#), [Fox21](#), [KKTV](#), [KKTV](#), [KVOR](#), [The Gazette](#)), 33 TV news segments ([Fox21](#), [KOAA](#), [KKTV](#)), and three news aggregates **about the lawsuit** (web postings of some of the broadcasts are available: [KKTV](#), [Fox21](#))
 - Two articles ([Pikes Peak Bulletin](#), [Fox21](#)), 22 TV news segments (All of them being [Fox21](#), [Fox21](#), [Fox21](#)), and three news aggregators about the council member's call for the Board to revote or resign
- Old Colorado City Library's 120th anniversary appeared in one [KRDO](#) article.
- A [Colorado Springs Magazine article](#) gave the PPLD Foundation a shoutout in a list of organizations to give to in December.
- The [Library Limelight Column](#) covered little moments of joy found at the Library and highlighted the PPLD Foundation's End of Year Giving campaign.
- Homeschool Bookblast appeared in one [KRDO](#) TV news segment.
- Repair Cafe was mentioned in two [KRDO](#) TV news segments.
- KOAA put out the special edition segment again talking about the incident at EA with the frightened autistic child and her mother being asked to leave ([part 1](#), [part 2](#))
- An article from [The Colorado Times Recorder](#) mentioned PPLD in its list of concerns for the Colorado LGBTQIA+ community.
- Ruth Holley roof repairs appeared in five TV news segments ([KRDO](#), [KOAA](#))

* While active at the time of submission of this report, some links may now be expired. Please contact Denise Abbott at extension 6119 if there is a link you wish to review.

Social Media

Facebook (Districtwide account):

- Number of posts: 346
- Total page likes: 15,311 (35 new likes)
- Total page followers: 17,308 (75 new followers)
- Engagement: 2,619 Note that how this metric is reported has changed recently
- Post reach: 66,376 (Number of times our content was seen) (Note that Facebook has changed how this stat is reported)
- Clicks: 644
- Video minutes viewed: 614

Instagram:

- Content: 27 posts/videos/reels, 30 stories
- Total followers: 4,399 (19 new followers)
- Engagement: 962
- Reach: 26,424 (number of times our content was seen)
- Link clicks: 22

X (formerly Twitter):

- Number of posts: 27
- Total followers: 5,073
- Engagement: 76
- Impressions: 1,962 (number of times our content was seen)

LinkedIn:

- Number of posts: 9
- Total followers: 1,767 (8 new followers)
- Impressions: 2,220 (number of times our content was seen)
- Engagement: 364
- Page visits: 105

Newsletter:

- Number sent (subscribers): 130,345
- Successful delivery: 119,809 (90% success rate)
- Opened: 60,335 (51% open rate)
- Clicks: 1,228 (1% click rate) (This is a lower click rate than usual)

NextDoor:

- Number of posts: 7
- Impressions: 121,419 (number of times our content was seen)
- Engagement: 296

YouTube:

- Total Subscribers: 8,569 (increase of 63 subscribers)
- Total Views for December: 33,497
- Total Lifetime Views: 6,524,147

Community Connections

Outreach

- Number of December Outreaches: 2
 - Total Attendance: 70,061
 - Impressions: 70,061
 - Highlights:
 - PPLD supported two outreaches in December:
 - Mobile Library Services and a hearty team of PPLD walkers were featured in the Festival of Lights Parade (Dec. 7) attended by 70,000 people.
 - Sand Creek Library reached 61 high school students at the Sierra High School Resource Fair (Dec. 12).

Culture Pass

- 211 Culture passes were issued to patrons in December.
- A total of 3,588 passes were reserved in 2024.

- The Denver Museum of Nature & Science (DMNS) ended its participation in the Culture Pass program as their free museum pass program sunset on Tue., Dec. 31. With patrons checking out 1,418 passes to DMNS in 2024, PPLD anticipates Culture Pass usage numbers will drop significantly. Conversations have started with Sangre de Cristo Children's Museum and the National World War II Aviation Museum about joining the Culture Pass program.
- The Culture Pass ticket management system was swapped out in December as our vendor was discontinuing that software as a service. Assabet Interactive was chosen as the new ticket management system and is also the service used for reserving equipment in our Makerspaces and Studios.

Sponsorships

Meininger Art Supply is the proud sponsor of PPLD's Library Card Design Contest and has donated \$500 in gift cards to be awarded to artists selected to have their original artwork featured on a new PPLD library card design.

Winter Adult Reading Program (WARP) offers exciting prize incentives for program completion. Thanks to our generous sponsors, patrons who log 30 days of reading during the program will receive a coupon for a free Crumbl dessert along with their WARP mug and will be entered to win a grand prize - one of five \$100 gift cards from Natural Grocers or one of four prizes of \$60 in Crazy Cash to spend at Brush Crazy.

Service

Penrose Library is coordinating a partnership agreement with the Colorado Springs Fire Department's Community Cares Team to help patrons apply for permanent housing through Colorado State's Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT). Colorado Springs Fire Department administering the intake process allows PPLD to continue to support this much-needed service to patrons without using staff resources.

Facilities Department Report November and December 2024

Districtwide: Facilities department ordered 172 pieces of furniture to replace worn, broken and outdated furniture.

Library 21c: Final revisions to the Water Main replacement Engineering Plans have been sent to Colorado Springs Utilities for approval.

East Library: Facilities team request bids for Fence installation for storage area.

Penrose Library: Facilities team prepared facility to begin remodel.
(No change) Fence Update: PPLD is waiting on the letter of final approval from the city of Colorado Springs following the architect's resubmittal. Completed interviews and candidate selection for PE Facility Supervisor.

Manitou Library: Items from the Manitou Arts Center collected, moved and stored in two box trucks. Review punch items and ensure completion with contractor (Francis Pittman).

Sandcreek Library: Receive bids to replace two RTU (Roof Top Units)

Facilities Master Plan:

Rockrimmon Library: Received quotes for interior painting and key and lock replacement. Worked with local contractor to remove frontage sign. Removed and relocated furniture for storage and reuse at other branches. Completed move and closed on December 30th.

Monthly Facilities Statistics:

Monthly Routine Maintenance Visits	Completed
November & December	338

Demand Work Orders	Completed	Hours
November & December	217	700.36
Emergency On-Call		
November & December	2	3.5
Total Work Orders	219	703.86

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

Human Resources Report December 2024

Accountability

The results of the 2024 Market Study were finalized and employees have been notified of the impact to their pay beginning in January 2025. All PPLD employees received a raise as a result of the market study which, when combined with the 3% cost of living increase approved by the Board of Trustees averaged 10% across the District.

Staff

Plans for the 2025 learning plan have been finalized including several new offerings for PPLD employees to enhance their education. Due to the great number of learning opportunities from various areas of PPLD and unique training needs that are anticipated, a somewhat less-rigorous schedule will be used than previously in order to allow for flexibility in required courses.

Statistics

- Volunteer

November 2024	Total # of Volunteers	Total # of Hours
Adult Volunteers	124	889
Teen Volunteers	21	48
Friends of the Library	68	605

- Recruitment

Recruitment / Selection Activity	November 2024
Jobs Posted	15
Newly Hired Employees	28
Promoted Employees	9
Transferred Employees	5
Separated Employees	9

- Staffing

Staffing Stats	November 2024
Total Permanent Employees	381
Total Active Positions	438

Information Technology November 2024 Monthly Report

Accountability

Justin Goodwin and Daniel Stone worked with our E-Rate consultant, Karen Pulliam, to apply for the Cybersecurity Pilot Program, entering over \$700,000 of services and equipment on FCC form 484 Part 1. The Cybersecurity Pilot Program is separate from the E-Rate program, but the FCC considers the E-Rate funding year timeframe when implementing the Pilot Program. Pilot participants can receive funding commitment decisions and purchase cybersecurity equipment and services as soon as they meet the necessary requirements. We are hoping to hear back on what PPLD qualifies for in January 2025.

Communications

Work has begun implementing a new Mobile Device Management system through Verizon. This will keep iPhones, Samsung phones, iPads, MacBook's, etc all up to date on the latest software patches for cybersecurity purposes. This also gives PPLD control over what apps can be installed on these devices, while also keeping the apps up to date.

Community Connections

Members of the IT team are now regularly attending the Microsoft 365 Admin Group; a local administrators group here in Colorado Springs where they exchange information and cybersecurity best practices.

On November 22, Dr. Shawn Murray did a special presentation for PPLD staff titled Artificial Intelligence, Disinformation, Deepfakes and the Complex Legal Terrain: A New Era of Business Risk. This presentation was required for all PPLD staff members as part of their cybersecurity training program.

Physical and Virtual Spaces

SmartDeploy, a new remote imaging software for PPLD, is being set up and rolled out. This new technology will allow IT staff to remotely image staff and patron computers, saving days of work and travel while providing a better customer service experience for staff.

Assisted Programming staff in moving their computer equipment and desks to the new location at The Hall.

Several systems continue to be updated and hardened for cybersecurity purposes.

As a continuation from last month, more laptops have been rolled out with Microsoft Intune and Windows 11 while removing staff admin access and getting set up on our staff software library.

Network closets across the district continue to be cleaned up, organized, and documented.

Staff

Shannon Reinthaler and Marcia Bathea joined the IT team in November as Technical Support Analysts.

Information Technology December 2024 Monthly Report

Accountability

Justin Goodwin and Daniel Stone worked with our E-Rate consultant, Karen Pulliam, to apply for E-Rate funding, submitting 470s for the following items:

Palo Alto firewalls with redundancy for 21c, East, Penrose, and Data 102 (data center)

Palo Alto firewalls for the remaining locations

Uninterruptible Power Supplies (batter backups) for several locations

Cisco switches for several locations

New Internet Service Provider for the District (contract with Zayo is up in 2024)

Mobile Library Services internet services

Cisco Smartnet warranties for all Cisco equipment across the District

Communications

Work continues with the new Mobile Device Management system through Verizon. This will keep iPhones, Samsung phones, iPads, MacBook's, etc all up to date on the latest software patches for cybersecurity purposes. This also gives PPLD control over what apps can be installed on these devices, while also keeping the apps up to date.

Community Connections

Justin Goodwin attended the Cyber Future Summit conference at Cheyenne Mountain Resort here in Colorado Springs and will be attending annually in the future.

Justin Goodwin has joined the Colorado Springs chapter of ISSA – Information Systems Security Association – and will be attending monthly chapter meetings moving forward in the future.

Justin Goodwin continues to attend the monthly Cybersecurity First Friday events held at the National Cybersecurity Center here in Colorado Springs.

Physical and Virtual Spaces

IT assisted in moving the phone room to a new location at Penrose while helping set up the office for Nicole Taylor, the new Public Services Administrative Assistant.

IT removed equipment from the leased Rockrimmon building.

Several systems continue to be updated and hardened for cybersecurity purposes.

As a continuation from last month, more laptops have been rolled out with Microsoft Intune and Windows 11 while removing staff admin access and getting set up on our staff software library.

Network closets across the district continue to be cleaned up, organized, and documented.

Safety/Security **November 2024**

Security

Access

Charger Station Usage Totals: East 60, Fountain 71, Penrose 1811, High Prairie 10, Library 21c 3, Ruth Holley 13

At Penrose, the Appeals Panel met with five individuals and lifted suspensions for four of those cases.

Accountability

The Security Department has continued a comprehensive review of the Personal Belongings Policy and the Food and Drink Policy to ensure these guidelines align with PPLD's current operational standards and effectively address the needs of both staff and patrons.

Penrose Security and Library Staff worked together to facilitate the return of two Dell Laptops which were checked out by patrons and then removed from the Library. Theft charges were dropped when the property was returned, demonstrating the Library's commitment to offering services to the community and providing fair review of incidents.

Security Leadership as well as Library 21c Senior Security Officer Eric Scott provided security detail at a high public interest Board Meeting to ensure that the public was able to comment respectfully and safely according to PPLD Code of Conduct. The Security Operations Center (SOC) completed the badging project for the District, all staff now have a uniform badge sticker and format.

Communications

The SOC started implementing the Hytera Radios within the Security department. SOC Supervisor Joe Vickous sent a roll-out schedule to all locations for 2025.

Community Connections

Security Staff assisted the community and the District by providing additional security at ballot box and voting locations. Granting access to some locations outside of the normal hours so the community could cast their vote in the 2024 election. Security Officers assisted staff members by staying late and arriving early to ensure election staff entered and left safely and without incident during voting period.

Security Supervisor Sam Howard worked with Manager Jennifer Luebbert about rolling out a revised lost and found system at Library 21c that would keep staff involved in logging lost and found items ensuring the community receives accurate updates when inquiring about lost items.

Physical and Virtual Spaces

Security Officer Stephen Smith alerted Travis Thiele to sharp edges on bathroom entrance doors across the District. Travis Thiele made modifications to the signs to ensure safe access for patrons and staff.

Staff

The Security Department developed a comprehensive onboarding program for new security officers, aimed at enhancing operational readiness and promoting professionalism.

Demonstrating a commitment to equity, diversity, and inclusion best practices in hiring, the Security Department welcomed two new security officers: Riley Rhyne, Heather Alcauter.

Safety

Communications

Travis Thiele hosted a CPR/AED/First Aid class for PPLD Staff, aimed to provide the appropriate identification and response to cardiac related emergencies.

Community Connections

Travis Thiele hosted a Narcan Training to educate PPLD Security Officers, staff, and patrons on the identification and response to opioid overdoses.

Physical and Virtual Spaces

Travis Thiele hosted an Evacuscape Training aimed to prepare PPLD staff for evacuating patrons' downstairs in the event of a power outage emergency.

Staff

Travis Thiele conducted five fire drills across the district as part of our commitment to ensuring the safety and preparedness of staff and patrons in a fire emergency.

Travis Thiele conducted a weeklong comprehensive Training program for new security officers, aimed at enhancing operational readiness and promoting professionalism.

Safety/Security **December 2024**

Security

Access

Charger Station Usage Totals: East 44, Fountain 72, Penrose 1902, High Prairie 12, Library 21c (totals could not be reported due to malfunction), Ruth Holley 0

At Penrose, the Appeals Panel met with six people and lifted suspensions of three of those cases.

Accountability

The Security Operations Center (SOC) took accountability of access within the district. The SOC is printing new badge stickers for volunteers across PPLD.

To provide a more fiscally sustainable long-term plan and to reduce mileage payout costs year over year, the Security department purchased three fleet vehicles to be used for Security travel.

The Security Department continued a comprehensive review of the Code of Conduct Policy to ensure the guidelines align with PPLD's current operational standards and effectively address the needs of both staff and patrons.

Communications

Library 21c Security staff partnered with CSPD to start a case on a suspended individual who made threats towards staff, demonstrating the importance of effective communication to maintain a safe environment for staff and patrons.

The SOC continues to implement the Hytera Radio System roll-out across the District. Currently three locations are all online and more locations will be going online each month.

To improve internal communications, the Security Administration is collaborating with the Information Technology (IT) Department to consolidate employee security-related needs into the IT ticketing system. This tool will provide Library staff with a streamlined way to access and request security maintenance tasks.

Brandon Cedeno provided interpreting assistance to several patrons throughout the month, helping bridge the communication gap and continue the effort to connect the community to Library resources.

To ensure a consistent brand experience for patrons across the District, the Security Administration partnered with the Communications Department to develop signage to be introduced alongside the updated Personal Belongings Policy.

Community Connections

Brandon Cedeno and Brett Johnston demonstrated dedication to the wellbeing of the community by pulling an intoxicated patron out of the street before the individual was almost hit by oncoming traffic. These small acts make an impact on community welfare and build trust.

Physical and Virtual Spaces

The lower public entrance door at Library 21c was upgraded to a Security system that allows offsite door programming to prevent door malfunctions when the Library is closed. This type of upgrade is already used across the District and is being implemented incrementally to enhance access control and improve the safety of our physical property.

Staff

Michael Brantner has been promoted to Chief Facilities & Security Officer, and Tess Warren has been promoted to Director of Security.

Demonstrating a commitment to equity, diversity, and inclusion best practices in hiring, the Security Department welcomed three new security officers: Ricardo Camacho, Robb Underwood, and Kurt Thompson.

In conjunction with Director of Security, Tess Warren, Supervisor Joe Vickous started putting together an installation team. The purpose of this team is to install new security cameras and other devices across the district.

Safety
Access

Travis Thiele scheduled 106 various training classes across the District for the 2025 calendar year.

Communications

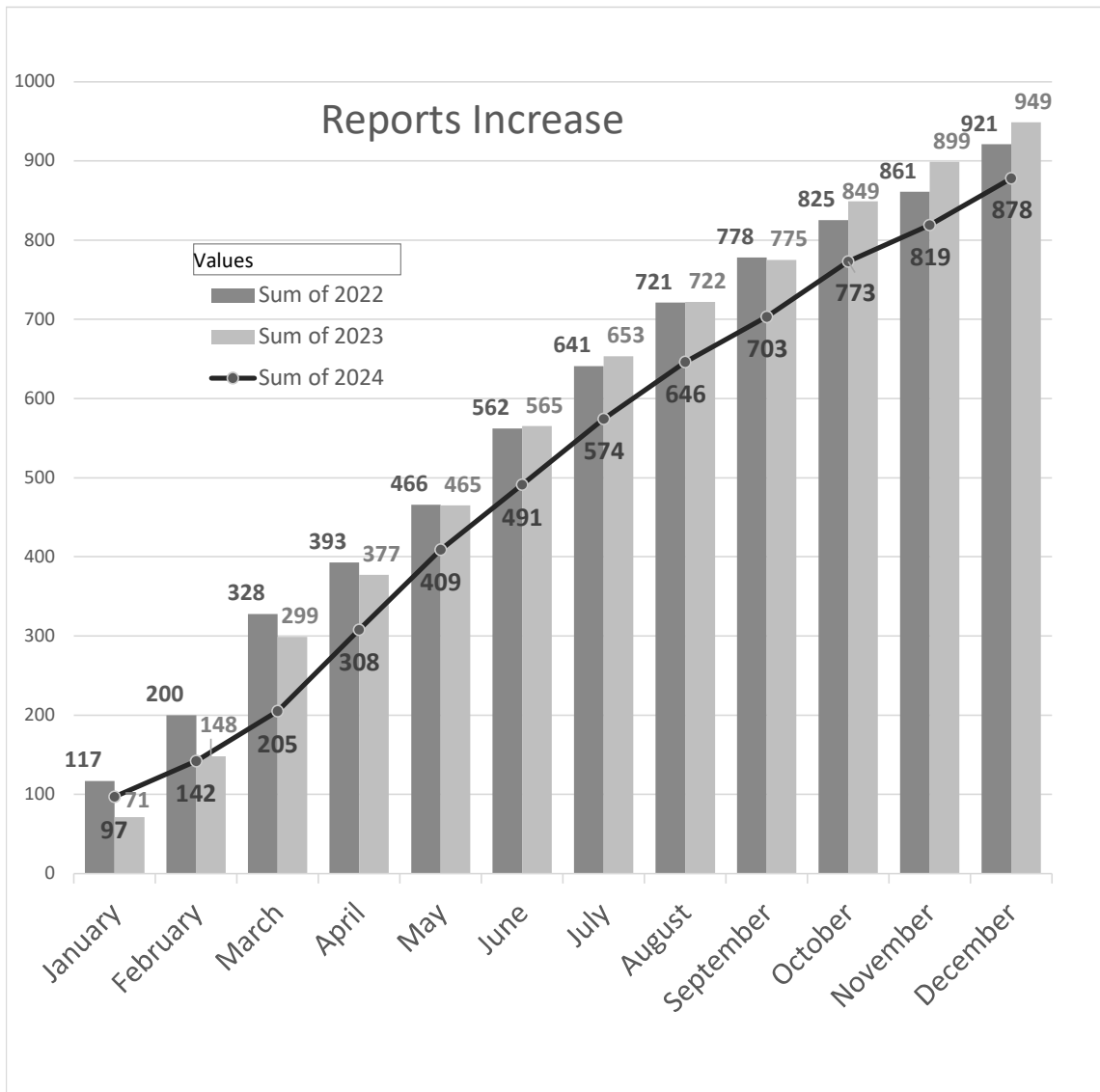
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Staff

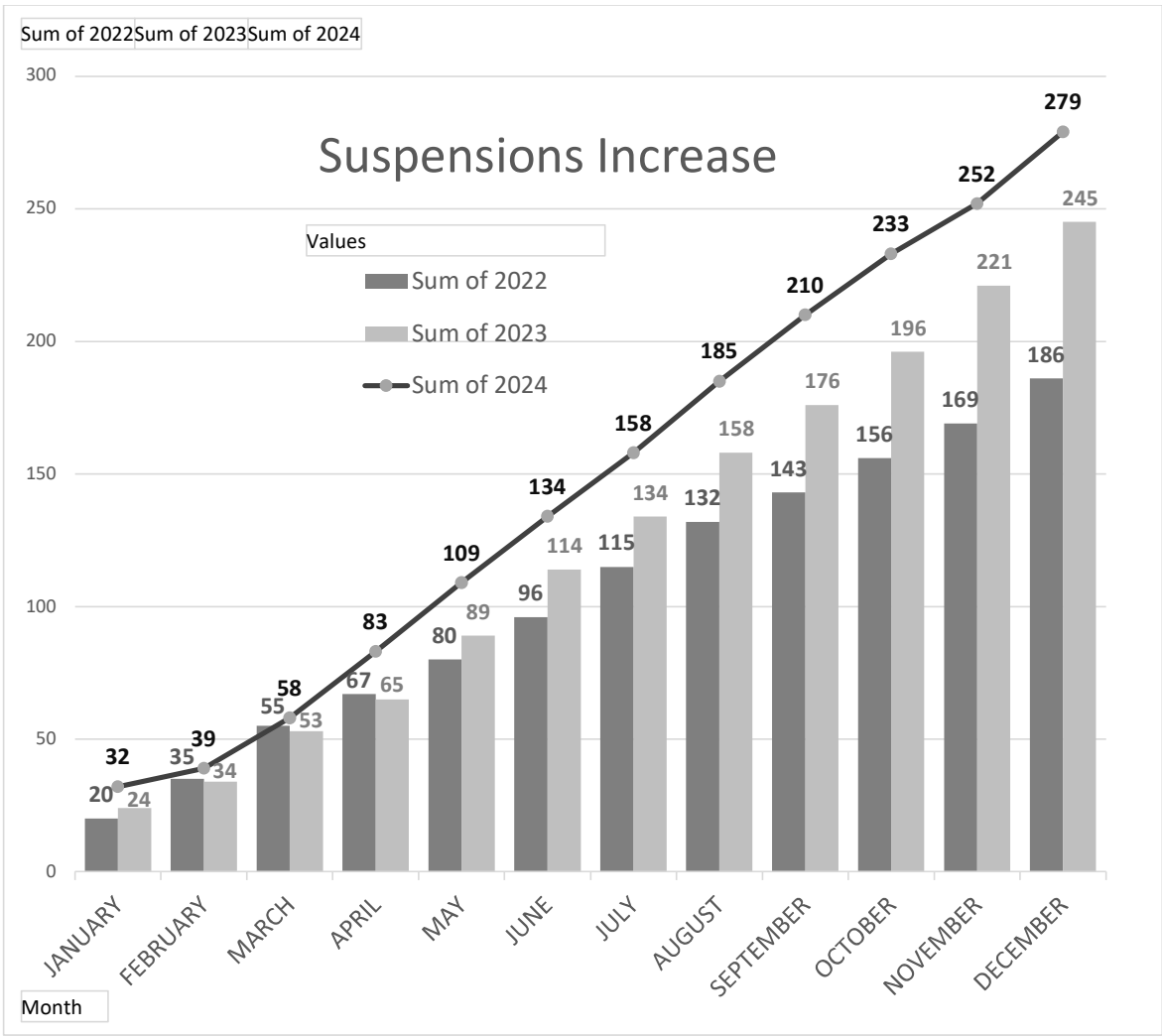
Travis Thiele hosted a CPR/AED/First Aid class for PPLD Staff, aimed to provide the appropriate identification and response to cardiac related emergencies.

Travis Thiele conducted a weeklong comprehensive Training program for new security officers, aimed at enhancing operational readiness and promoting professionalism.



Reports Location Monthly Comparison

Library	October	November	December
Calhan	0	1	0
Cheyenne Mountain	1	0	1
East Library	6	3	4
Fountain	1	0	1
High Prairie	1	1	0
Library 21c	5	4	8
Manitou Springs	3	0	0
Mobile Libraries	1	0	0
Monument	2	1	0
Old Colorado City	4	5	8
Palmer Lake	1	0	0
Penrose Library	25	26	32
Rockrimmon	4	1	0
Ruth Holley	12	3	4
Sand Creek	2	1	1
The Hall	1	0	0
Ute Pass	1	0	0
Grand Total	70	46	59



Suspensions Location Monthly Comparison

Library	October	November	December
Calhan	0	0	0
Cheyenne Mountain	0	0	0
East Library	0	1	1
Fountain	0	0	0
High Prairie	0	0	0
Library 21c	3	1	3
Manitou Springs	1	0	0
Mobile Libraries	0	0	0
Monument	0	0	0
Old Colorado City	0	2	4
Palmer Lake	0	0	0
Penrose Library	17	14	19
Rockrimmon	0	1	0
Ruth Holley	2	0	0
Sand Creek	0	0	0
The Hall	0	0	0
Ute Pass	0	0	0
Grand Total	23	19	27

Strategy & Innovation November & December 2024 Monthly Report

Access

Jen Hernandez and Cameryn Broin made a new resource guide for Ink/Stitch, which is free, open-source software for embroidery designs. Now staff and patrons can download and use Ink/Stitch to create designs they can then embroider using the makerspace equipment.

Strategy & Innovation staff helped Communications with the addition of the museum pass module to Assabet Interactive, the system that allows reservations for makerspace and studio equipment. In particular, Dustin Booth added and updated all the needed accounts in the software so that library staff can assist patrons with museum pass reservations.

Cameryn Broin replaced the laser tube in the laser engraver at Library 21c, restoring cutting power that had decreased due to the age of the machine and making the machine more reliable.

Notable 2024 Stats:

- The Laser Engraving and Cutting Subject Guide remains the most popular with over 24,000 views, almost 15,000 more views than the next best performing subject guide.
- The 3D printers, with the highest number of reservations by equipment type, and laser cutters, with the highest use by number of machines, remain the most popular pieces of equipment in the makerspaces.
- DSLR and video cameras were the most popular studio equipment for checkout.
- Audio projects focusing on music were the most popular reason for patrons to reserve both studios.

Accountability

Sarah Holland and Becca Philipsen met with Programming to share drafts of program evaluations. Afterwards, the requested changes were made to the forms, and they delivered two customized evaluations, one for staff-led and recurring programs and one for presenter-led programs. They also delivered a standard operating procedure with the context of the project, best practices for implementation, and logistical explanations for utilizing the surveys.

Presentations on the district-wide data audit and Strategy & Innovation's plans for moving forward were done for the Public Services Directors and Library Managers.

Community Connections

Cameryn Broin has continued to help with the Repair Café program, including staffing the event, coordinating with volunteers, and helping to prepare for 2025.

Staff

The most recent Makerspace Training Program cohort completed the rest of the in-person classes. Jen Hernandez also created an interactive training on the Makerspace Reference Interview that was shared with the staff going through the program.

Cameryn Broin finished editing the 3D scanner training, ensuring staff will have easy access to a step-by-step guide to using the machine.

PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
DECEMBER 17, 2024 4:30 pm
VIRTUAL ONLY



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

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

Meeting ID: 837 1958 5376

Passcode: 940463

SPECIAL MEETING OF THE BOARD OF TRUSTEES

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

Chief Librarian and CEO Teona Shainidze-Krebs, Chief Communications Officer Denise Abbott, Chief Human Resources & Organizational Development Officer Timothy Allen, Chief Facilities & Security Officer Michael Brantner, Senior Director of Development and Foundation Executive Director Courtney Deuser, Executive Assistant Laura Foster, Chief Information Technology Officer Justin Goodwin, Chief Financial Officer Randy Green, Controller Kim Hoggatt, Chief Operating Officer Heather Laslie, Chief Public Services Officer and Deputy Chief Librarian Tammy Sayles, Internal Communications and Special Projects Manager Jeremiah Walter, Legal Counsel Debbie Menkins,

CALL TO ORDER

President Dora Gonzales called the December 17, 2024 Special meeting of the Board of Trustees to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION

President Dora Gonzales called for a Motion to move to Executive Session.

Motion: Julie Smyth made a motion that the Pikes Peak Library District Board of Trustees enter into Executive Session to conference with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b)

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

The Pikes Peak Library District Board of Trustees moved into Executive Session at 4:33 p.m.

The Pikes Peak Library District Board of Trustees returned to regular meeting at 5:07 p.m.

BUSINESS ITEMS

CONSENT ITEMS

Minutes of the September 27, 2024 Board of Trustees Retreat
Minutes of the November 20, 2024 Board of Trustees meeting
Minutes of the December 4, 2024 Board of Trustees meeting
Minutes of the December 10, 2024 Board of Trustees Special Budget Meeting
There were no comments or requested changes.

ADJOURNMENT

There being no further business to discuss, President Dora Gonzales adjourned the regular meeting of the Pikes Peak Library District Board of Trustees at 5:10 p.m.

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

**Pikes Peak Library District
January 15, 2025**

Pikes Peak Library District Board of Trustees
Resolution approving all designated posting places of notices for all meetings of the
Pikes Peak Library District Board of Trustees, as required by State statutes.

Whereas, the Board of Trustees must designate and post the time and place for all Board meetings; and

Whereas, the Board of Trustees must pass a resolution at the first regular meeting of each year as to the posting place of the agenda notice; and

Whereas, the Board of Trustees must designate at least one place to post the notice of all meetings of a quorum of the Board at which public business is discussed in a designated public place no less than 24 hours prior to said meeting, the notice of which must include specific agenda items when possible (C.R.S. 24-6-402(2)(c)).

Now, therefore, be it resolved by the Board of Trustees of the Pikes Peak Library District that:

1. The public bulletin board located on the main floor at the Penrose Public Library is the designated place to post the 24-hour notices as required by State Statute for all meetings of the Board of Trustees during 2025.
2. In addition, meeting notices and agendas are to be posted in at least three other District facilities no later than 24 hours prior to the meeting.
3. In addition, meeting notices, agendas and meeting documents are to be posted on the District's web site no later than 24 hours prior to the meeting.

Adopted, this 15th day of January 2025

Dora Gonzales
President
Board of Trustees

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pikes Peak Library District that for calendar year 2025:

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

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

The foregoing Resolution was approved and adopted this 15th day of January, 2025.

PIKES PEAK LIBRARY DISTRICT

By _____
Dora Gonzales
President
Board of Trustees

Pikes Peak Library District January 15, 2025

Resolution Approving Property Disposal Guidelines, Pursuant To State Statutes

Whereas, State Statutes dictate the responsibilities for library Board of Trustees in terms of disposing library property; and

Whereas, the Board of Trustees of the Pikes Peak Library District (PPLD) should adopt a policy during January of each year that dictates how library property shall be disposed of during the year; and

Whereas, Colorado Revised Statute 24-90-109(1) states:

“The Board of Trustees shall:

Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The Board, prior to conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of the state.”

Whereas, other library districts throughout Colorado have adopted a similar resolution on an annual basis to clearly dictate how property shall be disposed of during the year to comply with the State Statutes; and.

Whereas, the Library has several classes of assets the staff may identify for disposal, at such times PPLD may not need assets for library purposes in the near future, including:

- a. Library materials (books, CD’s, etc.)
- b. Information Technology (IT) and Audio/Visual (A/V) equipment (PC’s, printers, monitors, servers, overhead projection system, large screen displays, telephones, etc.)
- c. Furniture and equipment (including, but not limited to, chairs, tables, shelving, other office items such as filing cabinets, bookcases, cash registers, etc.)
- d. District fleet vehicles
- e. Real property (land and buildings owned by the Library)

Now, therefore, the Board of Trustees of the Pikes Peak Library District resolves that the library staff will use the following guidelines for disposal of Library property during the year 2025:

1. Any disposal of an item/system that has a value of \$10,000 or more requires specific approval by the Board of Trustees before the asset can be disposed of in any manner.
2. PPLD staff may dispose of discarded or weeded library materials (books/materials weeded during 2025 calendar year which are no longer needed by PPLD) in one of the following methods:
 - a. Donated to the Friends of the Pikes Peak Library District for sale to the public.
 - b. Taken to and sold at an auction house or sold through an on-line vendor service or some other establishment that sells used books to the public. The Library receives the proceeds less a commission to the establishment for their services.
 - c. The Chief Librarian and Chief Executive Officer (CL&CEO) or CL&CEO designated representative may direct donating assets to charities or other non-profit organizations.

- d. The CL&CEO or CL&CEO designated representative may direct giving assets to other political subdivisions of the State of Colorado.
 - e. Recycled when the PPLD staff has exhausted other methods of disposal. PPLD staff may dispose of items that are broken, destroyed or otherwise have no value in the same manner.
3. PPLD staff may dispose of IT and A/V equipment with a value less than \$10,000 that the Chief Information Technology Officer (CITO) has certified is no longer needed, obsolete or have no retail value in the following manner:
- a. For IT and AV equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the CITO estimates proceeds from the sale exceeds the estimated cost of conducting the public sale by more than \$1,000.
 - b. IT staff may take the equipment to an auction house or sell assets through an on-line vendor service or some other establishment selling used IT equipment. The Library receives the proceeds less a commission to the establishment for their services.
 - c. CITO shall place surplus IT and AV equipment with an estimated value less than \$1,000 (per item) on the Library's Internet web site or other similar on-line options available through the Internet (i.e., E-bay, Craigslist, etc.) for a period not less than 1 week for sale to the public and staff. CITO or IT staff shall establish a sale price based on comparable sales of similar items on internet sale sites. CITO or IT staff may group items together for sale as necessary to ensure quick removal from inventory. The CFO may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
 - d. CITO may return to the supplier for credit any equipment excess to the needs of the district.
 - e. CITO with CL&CEO or CL&CEO designated representative approval may donate IT and A/V equipment to charities or other non-profit organizations.
 - f. CITO with CL&CEO or CL&CEO designated representative approval may transfer IT and A/V equipment to other political subdivisions of the State of Colorado.
 - g. CITO may dispose of IT and A/V equipment through regulated IT and A/V disposal companies after other methods of disposal listed in previous paragraphs are exhausted. Items that are broken or otherwise have no value may be disposed of in the same manner. The CITO has the authority to transfer non-functioning IT and AV equipment to the public should the CITO determine it is beneficial to PPLD versus paying the recycling costs.
 - h. The CL&CEO or CL&CEO designated representative may direct the CITO to dispose of IT and A/V assets to other state or local government entities (i.e., public schools, etc.).
 - i. The CITO will determine the cost effectiveness of selling items, recycling items or giving items away against the overall staff resources associated with executing a "retail" sale of IT and A/V equipment. If the CITO determines it is not cost effective to conduct retail sales, then the CITO will request CL&CEO or CL&CEO designated representative approval to bypass retail sales and proceed to equipment disposal.
 - j. The CITO or IT staff shall send to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment computer equipment, when obsolete and

not subject to donation or sale. The CITO or IT staff will record the reduction of assets and accumulated depreciation in the financial records upon disposal of capital assets.

4. Surplus furniture and equipment with a value less than \$10,000 that is no longer needed or obsolete shall be disposed of in the following manner:
 - a. For furniture and equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than \$1,000.
 - b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.
 - c. PPLD staff shall place surplus furniture and equipment with an estimated value less than \$1,000 (per item) on the Library's Internet web site or other similar on-line options available through the Internet (i.e., E-bay, Craigslist, etc.) for a period not less than 1 week for sale to the public and staff. PPLD staff shall establish a sale price based on comparable sales of similar items on internet sale sites. PPLD staff may group items together for sale as necessary to ensure quick removal from inventory. The CFO may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
 - d. PPLD staff may donate surplus furniture and equipment, with CL&CEO approval, to charities or other non-profit organizations.
5. Surplus furniture and equipment with a value less than \$10,000 that is no longer needed or obsolete shall be disposed of in the following manner:
 - a. For furniture and equipment with an estimated value of greater than \$1,000 (per item), PPLD staff shall hold a public sale, only if the estimate of proceeds will exceed the estimated cost of conducting the garage sale by more than \$1,000.
 - b. PPLD staff can take surplus furniture and equipment to an auction house, sold through an on-line vendor service, or some other establishment that sells surplus furniture and equipment to the public. The Library receives the proceeds less a commission to the establishment for their services.
 - c. PPLD staff shall place surplus furniture and equipment with an estimated value less than \$1,000 (per item) on the Library's Internet web site or other similar on-line options available through the Internet (i.e., E-bay, Craigslist, etc.) for a period not less than 1 week for sale to the public and staff. PPLD staff shall establish a sale price based on comparable sales of similar items on internet sale sites. PPLD staff may group items together for sale as necessary to ensure quick removal from inventory. The CFO may place a legal notice in the local newspaper that promotes the item for sale, as deemed appropriate.
 - d. PPLD staff may donate surplus furniture and equipment, with CL&CEO approval, to charities or other non-profit organizations.
 - e. PPLD staff may give surplus furniture and equipment, with CL&CEO approval, to other political subdivisions of the State of Colorado.

- f. Surplus furniture and equipment may be disposed of through recycling when other methods of disposal have been exhausted. Items that are broken, destroyed or otherwise have no value may be disposed of in the same manner.
 - g. The CL&CEO may direct disposal of surplus furniture and equipment to other state or local government entities (i.e., public schools, etc.)
6. Library fleet vehicles and real property (land and buildings) owned by the Library requires approval by the Board of Trustees prior to disposal in any manner.

Adopted, this 15th day of January 2025.

Dora Gonzales
President
Board of Trustee

**Pikes Peak Library District Board of Trustees
Resolution Approving Contracts and Vendors with Projected 2025 Activity Greater Than
\$100,000**

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 2025; and

Whereas, the Board of Trustees legally approved the expenditures when they approved the 2025 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 2025 for the purposes stated and at the specified amounts.

Adopted, this 15th day of January 2025.

President
Board of Trustees

Attachment A

List of Contracts/Vendors with Projected 2025 Activity greater than \$100,000

1. Contract Purpose: Rent charges – Cheyenne Mountain Library.

Vendor: Monitor Cheyenne LLC

Status: This amount represents the total rent due for all of 2025 in accordance with the lease agreement.

Amount: \$137,003

2. Contract Purpose: CAM charges – Cheyenne Mountain Library

Vendor: Monitor Cheyenne LLC

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: \$30,906

3. Contract Purpose: Rent charges – Monument Library

Vendor: Woodmoor Village, LLC

Status: This amount represents the total rent due for all of 2025 in accordance with the lease agreement.

Amount: \$149,866

4. Contract Purpose: CAM charges – Monument Library.

Vendor: Woodmoor Village, LLC

Status: This amount represents an estimate of the CAM charges for the Monument Library for 2025. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$28,350

5. Contract Purpose: Rent charges – Ruth Holley Library

Vendor: Murray Square Investments

Status: This amount represents the total rent due for all of 2025 in accordance with the lease agreement.

Amount: \$154,313

6. Contract Purpose: CAM charges – Ruth Holley Library.

Vendor: Murray Square Investments

Status: This amount represents an estimate of the CAM charges for the Ruth Holley Library for 2025. The amount is calculated in accordance with the provisions of the lease agreement.

Amount: \$60,903

7. Contract Purpose: Estimated utilities costs for 2025 – various District facilities.

Vendor: Colorado Springs Utilities

Status: It is recommended that an open purchase order be prepared for the following estimated utility costs:

Penrose	Water and Sewer charges	30,000
Penrose	Electricity charges	140,491
Penrose	Gas charges	15,000
East	Water and Sewer charges	37
East	Electricity charges	155,747
East	Gas charges	1,800
Chy. Mtn	Electricity charges	11,928
Chy. Mtn	Gas charges	4,500
Library 21C	Water and Sewer charges	27,000
Library 21C	Electricity charges	165,000
Library 21C	Gas charges	25,000
Ute Pass	Water and Sewer charges	3,201
Ute Pass	Electricity charges	2,946
Ruth Holley	Electricity charges	12,500
Ruth Holley	Gas charges	3,000
OCCB	Water and Sewer charges	1,900
OCCB	Electricity charges	7,273
OCCB	Gas charges	2,900
Sand Creek	Water and Sewer charges	2,300
Sand Creek	Electricity charges	14,685
Sand Creek	Gas charges	3,000

Amount: The total of all open purchase orders listed above is \$630,208.

8. Contract Purpose: Payment of the El Paso County Treasurer's Office fees during 2025, 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: \$512,989

9. Contract Purpose: Broadband services

Vendor: Zayo (formally Allstream)

Status: Zayo provides broadband service for PPLD to meet requirements for internet wide area network services. The Federal E-Rate program subsidizes 80% of this service.

Amount: \$303,600

10. Contract Purpose: Upgrade 201 district computers for use by patrons and service desks.

Vendor: Bytespeed, Inc.

Status: The District needs to replace computers across the district for patrons due to cybersecurity vulnerabilities and the computers can no longer receive security updates or be upgraded to Windows 11.

Amount: \$137,685

11. Contract Purpose: Maintain the District's security gates in all branches.

Vendor: Bibliotheca

Status: This amount represents the maintenance agreement to maintain the security gates at all branches across the District.

Amount: \$120,561

12. Contract Purpose: Replenish and replace staff laptops

Vendor: Dell Inc.

Status: The District has several laptops being used by staff that are getting ready to age out (3 years) and can no longer be up-to-date with security updates and windows upgrades.

Amount: \$163,901.19

13. Contract Purpose: The District's share of the estimated 2025 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 2025.

Amount: \$2,100,000

14. Contract Purpose: Purchases of library materials (CD's, DVD's or other items) – 2025 estimate.

Vendor: Midwest Tape

Status: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2025. It is based on total annual amounts spent with this vendor during prior years. The District's Collection Management Department determines which vendor to use to purchase selected items, and it generally selects the vendor that offers the best price.

Amount: \$350,000

15. Contract Purpose: Purchase of periodicals and serials for 202 and certain databases

Vendor: EBSCO

Status: The amount below represents an estimate of what the Library will pay during 2025 for the purchase of periodicals and serials (subscriptions) and databases. The District has used this vendor in the past because they provided the best services at the most competitive price rates.

Amount: \$152,000

16. Contract Purpose: Purchases of library materials and Kanopy streaming services– 2025 “not to exceed” estimate.

Vendor: Overdrive, Inc.

Status: The amount below is simply an estimate of how much the District will spend on digital library materials with this vendor during 2025. It is based on total annual amounts spent with this vendor during prior years.

Amount: \$2,800,000

17. Contract Purpose: Office supplies - 2025

Vendor: Amazon Business Solutions

Status: This amount covers an estimated amount of office and other supply purchases from Amazon.

Amount: \$170,000

18. Contract Purpose: Courier services

Vendor: Stat Courier Services

Status: This amount covers delivery services for all district facilities during 2025.

Amount: \$253,000

19. Contract Purpose: Library book purchases, processing, and cataloging – an estimate for 2025

Vendor: Ingram Content Group

Status: Due to the results of an RFP for processing services, Ingram is the District's primary vendor for book

purchases for most materials. Ingram has shown to have the best discounts for materials, as well as superior processing, cataloging, and shipping services.

Amount: \$950,000

20.Contract Purpose: Janitorial and carpet cleaning services

Vendor: Frank Martin

Status: This vendor is used to provide janitorial and carpet cleaning services throughout the District.

Amount: \$430,000

21. Contract Purpose: Purchase of library materials.

Vendor: Baker & Taylor

Status: The amount below is simply an estimate of how much the District will spend on library materials with this vendor during 2025. It is based on total annual amounts spent with this vendor during prior years

Amount: \$100,000

22.Contract Purpose: Purchase of library databases and large print books.

Vendor: Cengage Group (Gale)

Status: With annual database price increases, it is likely that the 2025 total spend with this vendor will hit the \$100,000 amount.

Amount: \$100,000

23. Contract Purpose: Library Services

Vendor: OCLC, Inc.

Status: Library services including catalog records, Interlibrary Loan software and resource sharing services, Worldcat

Amount: \$134,000

24.Contract Purpose: Integrated library system license, hosting, and support.

Vendor: SirsiDynix

Status: This amount covers the off-site hosting charges for the integrated library system, the annual maintenance, connectivity with 3rd party equipment and services, and test system.

Amount: \$230,000



**Conflict of Interest Statement – Board of Trustees
Pikes Peak Library District**

- I. Certain activities sponsored by Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between a member of the PPLD Board of Trustees and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Board President or his/her designee:
- To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
 - To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.
 - To render managerial or consultative services to any outside concern that does business with, or directly competes with PPLD.
 - To accept gifts, entertainment, or other favors in excess of \$50.00 from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.
 - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.

- II. Members of the PPLD Board of Trustees asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
- Service as an elected or appointed officer.
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 - Discussion and evaluation of standards for services received from suppliers and other vendors.
 - Awarding of contracts to investment firms or consultants.
 - Participation in programs or presentations to the membership as a whole.
 - Other activities that may influence or have financial implications on one's work or personal life.
- III. No member of the PPLD Board of Trustees should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
- If a member of the PPLD Board of Trustees determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.
 - In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.
 - In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.
 - In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.
 - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
- IV. Any member of the PPLD Board of Trustees who is unsure of his/her responsibilities in this area may request assistance from Board President or his/her designee.
- V. If a member of the PPLD Board of Trustees fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Board President or his/her designee may recommend appropriate and or corrective action, up to and including termination of appointment.

(This statement is to be readopted by the PPLD Board of Trustees each year.)

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

Updated and Readopted January 2025

Pursuant to the purposes and intent of the Pikes Peak Library District (PPLD) Board of Trustees requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

1. Financial and Business Arrangements

() NONE

Describe any financial arrangements or other continuing financial, business or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

2. Organizational Loyalties

() NONE

List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

3. Investments and Other Obligations

() NONE

List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

4. Business Relationships

() NONE

Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.

5. Fiduciary Relationships

() NONE

List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney or consultant.

6. Disciplinary Actions

() NONE

Please provide full details of any disciplinary action or citation for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group?

7. Acceptance of Gifts

() NONE

List and describe, with respect to yourself or your immediate family, any accepted gifts, entertainment or other favors in excess of \$50.00; that might influence your judgment or actions concerning business of PPLD.

8. Library Information

() NONE

List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD's business for the personal profit or advantage of yourself or any members of your immediate family.

I hereby agree to report to the Board President or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.

SIGNATURE _____

DATE _____



**Conflict of Interest Statement – Leadership Team
Pikes Peak Library District**

- I. Certain activities sponsored by Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between a member of the PPLD Leadership Team and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Chief Librarian and CEO or his/her designee:
- To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
 - To hold, directly or indirectly, a position or financial interest in any outside concern that competes, directly or indirectly, with PPLD.
 - To render managerial or consultative services to any outside concern that does business with, or directly competes with PPLD.
 - To accept gifts, entertainment, or other favors in excess of \$50.00 from any outside concern that does, or is seeking to do, business with, or is a competitor of PPLD.
 - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.

- II. Members of the PPLD Leadership Team asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
- Service as an elected or appointed officer.
 - Service on nominating committees; service on award committees.
 - Service as a liaison from PPLD to other organizations within or beyond Pikes Peak Library District.
 - Discussion and evaluation of standards for services received from suppliers and other vendors.
 - Awarding of contracts to investment firms or consultants.
 - Participation in programs or presentations to the membership as a whole.
 - Other activities that may influence or have financial implications on one's work or personal life.
- III. No member of the PPLD Leadership Team should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
- If a member of the PPLD Leadership Team determines that he/she should not participate in a decision due to an actual or potential conflict of interest, disclosure should be made to either the group chair or group as a whole.
 - In the case of a voting body, the determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict.
 - In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer.
 - In the case of disclosure of potential conflicts of interest, written or verbal, by committee appointees, written response should be received from the appropriate appointing officer or nominating committee.
 - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
- IV. Any member of the PPLD Leadership Team who is unsure of his/her responsibilities in this area may request assistance from the Chief Librarian and CEO or his/her designee.
- V. If a member of the PPLD Leadership Team fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Chief Librarian and CEO or his/her designee may recommend appropriate and or corrective action, up to and including termination of appointment.

(This statement is to be readopted by the PPLD Board of Trustees each year.)

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

created October 2023 – readopted January 2025

Pursuant to the purposes and intent of the Pikes Peak Library District (PPLD) Leadership Team requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

1. Financial and Business Arrangements

() NONE

Describe any financial arrangements or other continuing financial, business, or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

2. Organizational Loyalties

() NONE

List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

3. Investments and Other Obligations

() NONE

List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

4. Business Relationships

() NONE

Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.

5. Fiduciary Relationships

() NONE

List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney, or consultant.

6. Disciplinary Actions

() NONE

Please provide full details of any disciplinary action or citation for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group?

7. Acceptance of Gifts

() NONE

List and describe, with respect to yourself or your immediate family, any accepted gifts, entertainment or other favors in excess of \$50.00, that might influence your judgment or actions concerning business of PPLD.

8. Library Information

() NONE

List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD’s business for the personal profit or advantage of yourself or any members of your immediate family.

I hereby agree to report to the Chief Librarian and CEO or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.

SIGNATURE _____

DATE _____



**Conflict of Interest Statement - Foundation
Pikes Peak Library District**

-
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- I. Certain activities sponsored by Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between a member of the PPLD Foundation Board of Directors and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Senior Director of Development and Foundation Executive Director or his/her designee:
- To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe PPLD secures goods or services.
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(This statement is to be readopted by the PPLD Board of Directors each year.)

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

created October 2023 – readopted January 2025

Pursuant to the purposes and intent of the Pikes Peak Library District (PPLD) Foundation Board of Directors requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

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6. Disciplinary Actions

() NONE

Please provide full details of any disciplinary action or citation for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group?

7. Acceptance of Gifts

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I hereby agree to report to the Senior Director of Development and Foundation Executive Director or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.

SIGNATURE _____

DATE _____



**Conflict of Interest Statement - Friends
Pikes Peak Library District**

-
-
- I. Certain activities sponsored by Pikes Peak Library District (PPLD) may pose an actual or potential “conflict of interest” between a member of the PPLD Friends Board of Directors and his or her participation in that association. The following will serve as a guide to the possible types of activities that might cause conflicts of interest and that should be fully reported to the Senior Director of Development and Foundation Executive Director or his/her designee:
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 - To participate, directly or indirectly, in any matter involving the District where they or a member of their family has a direct or indirect financial interest.
- Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination.
- II. Members of the PPLD Friends Board of Directors asked to serve as officers or on committees must be aware of potential conflicts of interest and the possible effects of such conflicts on PPLD. Such activities include, but are not limited to:
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 - Participation in programs or presentations to the membership as a whole.
 - Other activities that may influence or have financial implications on one's work or personal life.
- III. No member of the PPLD Friends Board of Directors should make, participate in making, or use his/her PPLD position to influence the making of any committee, section or division decision in which the member has a direct or indirect financial or personal interest.
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 - Potential conflicts of interest should be disclosed to nominating committees prior to agreeing to run for office.
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- V. If a member of the PPLD Friends Board of Directors fails to identify a conflict of interest that may reflect negatively on the actions of PPLD, following appropriate review the Senior Director of Development and Foundation Executive Director or his/her designee may recommend appropriate and or corrective action, up to and including termination of appointment.

(This statement is to be readopted by the PPLD Board of Trustees each year.)

PIKES PEAK LIBRARY DISTRICT STATEMENT OF ECONOMIC INTEREST

created October 2023

Pursuant to the purposes and intent of the Pikes Peak Library District (PPLD) Friends Board of Directors requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I, or members of my immediate family have the following affiliations of interest, and/or have taken part in the following transactions that, when considered in conjunction with my position, may constitute a conflict of interest. (Check NONE where applicable).

1. Financial and Business Arrangements

() NONE

Describe any financial arrangements or other continuing financial, business, or professional dealings with business associates, clients or customers who may be affected by policies/work product that you will influence through the duties of the position you hold.

2. Organizational Loyalties

() NONE

List and describe, with respect to yourself or your immediate family, any affiliation with any organizational entity that might affect how you vote or make decisions for the PPLD. Examples might be other board positions or professional organizations to which you belong.

3. Investments and Other Obligations

() NONE

List any investments, obligations, liabilities, or other financial relationships, including real estate holdings, which constitute potential conflicts of interest through the duties of the position you hold.

4. Business Relationships

() NONE

Describe any business relationship, dealing or financial transaction during the last five years whether for yourself, on behalf of a client, or acting as an agent, that constitutes a potential conflict of interest with the duties of the position which you hold.

5. Fiduciary Relationships

() NONE

List names of all corporations, firms, partnerships or other business enterprises, and all nonprofit organizations, and other institutions with which you are now, or during the past five years have been, affiliated as an officer, owner, director, trustee, partner, advisor, attorney, or consultant.

6. Disciplinary Actions

() NONE

Please provide full details of any disciplinary action or citation for a breach of ethics or unprofessional conduct by, or are currently the subject of a formal complaint procedure in any court, administrative agency, professional association, disciplinary committee, or other professional group?

7. Acceptance of Gifts

() NONE

List and describe, with respect to yourself or your immediate family, any accepted gifts, entertainment or other favors in excess of \$50.00, that might influence your judgment or actions concerning business of PPLD.

8. Library Information

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List and describe, with respect to yourself or your immediate family, any instances in which you have disclosed or used information relating to PPLD's business for the personal profit or advantage of yourself or any members of your immediate family.

I hereby agree to report to the Senior Director of Development and Foundation Executive Director or his/her designee any change in the responses to each of the foregoing questions that may result from changes in circumstances before completion of my next questionnaire.

SIGNATURE _____









DATE _____

Insurance Policies - 2025

During 2015, the District completed a formal RFP process to select an insurance consultant for all non-employee benefit-related insurance policies. The consultant selected was HUB International (HUB).

HUB obtained renewal quotes for 2025 from our current carriers, as follows (including 2024 insurance policies/premiums for comparative purposes):

Premium Summary

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
Property including Equipment Breakdown		\$144,126		\$177,197
Inland Marine		Included		Included
General Liability		\$17,716		\$19,208
Business Automobile		\$4,434		\$5,697
Umbrella Liability		\$9,055		\$9,267
Abuse & Molestation		Included		Included
Workers Compensation & Employers Liability*		\$58,953		\$65,408
Public Officials Liability		\$17,044		\$16,319
Volunteer/Accident		\$35		\$50
				\$251,363
Crime		\$4,000		\$5,307
Cyber (renewal date aligned to 1/1)		\$10,218.43		\$10,290.53
Brokerage Consulting Fee		\$18,500		\$18,500
		\$284,081.43		\$327,243.53

The policy coverage is substantially the same between 2024 (Expiring) and 2025 (Renewal). Overall, the District will experience an 18% cost increase of \$40,701. Our coverage costs can be broken down into five groups: Property, Worker’s Compensation, Crime, Cyber and Consulting Fees.

Overall, Property related coverage increased 17.7%. Factors that contributed to this increase would include inflationary pressure (Property Value increase and Operating Expense increase), and our overall claims experience for a rolling 8-year period. Colorado Special District (CSD), our insurer, does however, limit the impact of large claims by capping the claim incurred to 25% of contributions.

Overall, our Worker’s Compensation & Employers Liability increased by 1.0%. This increase is due to inflation and the increase in personnel costs for the district from 2024.

Coverage for Crime increased by \$1,307 due to increased coverage for social engineering crimes.

Coverage for Cyber Liability saw a small increase of \$72. This coverage remaining fairly flat can be contributed to the District successfully implementing Multi-Factor Authentication (MFA) processes and procedures last year and that the industry has eased higher rates brought on by the COVID pandemic.

HUB’s consulting fee for 2025 is \$18,500, which is the same as the 2024 fee. This fee is included in the totals above. Please note the District elected to pay the consultant fee directly to HUB.

Recommendation

Management recommends the Board of Trustees approve the renewal policy premiums listed above for the District's 2025 insurance policies, along with HUB's consulting fee of \$18,500, for a total cost of \$327,244

January 15, 2025

Forvis Draft

Dora Gonzales, Board President
Randall A. Green, Chief Financial Officer
Pikes Peak Library District
Library 21C
1175 Chapel Hills Drive
Colorado Springs, Colorado 80920

We appreciate your selection of **Forvis Mazars, LLP** as your service provider and are pleased to confirm the arrangements of our engagement in this contract. Within the requirements of our professional standards and any duties owed to the public, regulatory, or other authorities, our goal is to provide you an **Unmatched Client Experience**.

In addition to the terms set forth in this contract, including the detailed **Scope of Services**, our engagement is governed by the following, incorporated fully by this reference:

- Terms and Conditions Addendum

Summary Scope of Services

As described in the attached **Scope of Services**, our services will include the following:

- Pikes Peak Library District
- Audit Services for the year ended December 31, 2024

You agree to assume full responsibility for the substantive outcomes of the contracted services and for any other services we may provide, including any findings that may result.

You also acknowledge these services are adequate for your purposes, and you will establish and monitor the performance of these services to ensure they meet management's objectives. All decisions involving management responsibilities related to these services will be made by you, and you accept full responsibility for such decisions.

We understand you have designated a management-level individual(s) to be responsible and accountable for overseeing the performance of nonattest services, and you have determined this individual is qualified to conduct such oversight.

Engagement Fees

The fee for our services will be \$56,000.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. Payment of our invoices is due upon receipt.

Our timely completion of services and the fees thereon depends on the assistance you provide us in accumulating information and responding to our inquiries. Inaccuracies or delays in providing this information or the responses may result in additional billings, untimely filings, or inability to meet other deadlines. Our fees do not contemplate the following transactions or activities during the period of this engagement:

- Substantial delays in the timing of receipt of information
- Unreconciled or inaccurate accounts requiring significant adjustment
- Significant internal control findings or observations
- Change in accounting principles
- Substantial doubt about the entity's ability to continue as a going concern
- Indications of fraudulent financial reporting or misappropriation of assets

If there are changes in circumstances where these or other conditions become known and significant additional time is necessary or additional services are requested, we reserve the right to revise our fees.

Assistance with New Standards

Assistance and additional time as a result of the adoption of the following new standards are not included within our standard engagement fees. These fees will be based on time expended and will vary based on the level of assistance and procedures required.

Contract Agreement

Please sign and return this contract to indicate your acknowledgment of, and agreement with, the arrangements for our services including our respective responsibilities.

Acknowledged and agreed to as it relates to the entire contract, including the **Scope of Services and Terms and Conditions Addendum**, on behalf of Pikes Peak Library District.

BY _____
 , Board President

DATE _____

BY _____
 Randall A. Green, Chief Financial Officer

DATE _____

Scope of Services – Audit Services

We will audit the governmental activities, each major fund, and any aggregate remaining fund information and related disclosures, which collectively comprise the basic financial statements for the following entity:

Pikes Peak Library District as of and for the year ended December 31, 2024

The audit has the following broad objectives:

- Obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- Expressing opinions on the financial statements
- Issuing a report on your internal control over financial reporting and compliance and other matters based on the audit of your financial statements in accordance with *Government Auditing Standards*

We will also express an opinion on whether supplementary information (“supplementary information”) is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will also provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes

You agree to assume all management responsibilities and to oversee the nonattest services we will provide by designating an individual possessing suitable skill, knowledge, and/or experience. You acknowledge that nonattest services are not covered under *Government Auditing Standards*. You are responsible for:

- Making all management decisions and performing all management functions
- Evaluating the adequacy and results of the services performed
- Accepting responsibility for the results of such services
- Designing, implementing, and maintaining internal controls, including monitoring ongoing activities

Steven W. Sauer, Managing Director, is responsible for supervising the engagement and authorizing the signing of the report or reports.

We will issue a written report(s) upon completion of our audit(s), addressed to the following parties:

Entity Name	Party Name
Pikes Peak Library District	Board of Trustees

You are responsible to distribute our reports to other officials who have legal oversight authority or those responsible for acting on audit findings and recommendations, and to others authorized to receive such reports.

The following apply for the audit services described above:

Our Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit of the financial statements to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error.

We will exercise professional judgment and maintain professional skepticism throughout the audit.

We will identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

We will obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will also conclude, based on audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

We will identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the entity's compliance with compliance requirements subject to audit and performing such other procedures as the auditor considers necessary in the circumstances.

We are required to communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that the auditor identified during the audit.

Limitations & Fraud

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit that is planned and conducted in accordance with GAAS will always detect a material misstatement or material noncompliance with federal award programs when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Our understanding of internal control is not for the purpose of expressing an opinion on the effectiveness of your internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement

acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate contract to be signed by you and Forvis Mazars.

Opinion

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter paragraph or other-matter paragraph(s) to our auditor's report, or if necessary, decline to express an opinion or withdraw from the engagement.

If we discover conditions that may prohibit us from issuing a standard report, we will notify you. In such circumstances, further arrangements may be necessary to continue our engagement.

Your Responsibilities

Management and, if applicable, those charged with governance acknowledge and understand their responsibility for the accuracy and completeness of all information provided and for the following:

- **Audit Support** – to provide us with:
 - Unrestricted access to persons within the entity or within components of the entity (including management, those charged with governance, and component auditors) from whom we determine it necessary to obtain audit evidence
 - Information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including access to information relevant to disclosures
 - Information about events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements
 - Information about any known or suspected fraud affecting the entity involving management, employees with significant role in internal control, and others where fraud could have a material effect on the financials
 - Identification and provision of report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented
 - Additional information that we may request for the purpose of the audit
- **Internal Control and Compliance** – for the:
 - Design, implementation, and maintenance of internal control relevant to compliance with laws and regulations and the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
 - Alignment of internal control to ensure that appropriate goals and objectives are met; that management and financial information is reliable and properly reported; and that compliance with and identification of the laws, regulations, contracts, grants, or agreements (including any federal award programs) applicable to the entity's activities is achieved
 - Remedy, through timely and appropriate steps, of fraud and noncompliance with provisions of laws, regulations, contracts, or other agreements reported by the auditor
 - Establishment and maintenance of processes to track the status and address findings and recommendations of auditors
- **Accounting and Reporting** – for the:

- Maintenance of adequate records, selection and application of accounting principles, and the safeguard of assets
- Adjustment of the financial statements to correct material misstatements and confirmation to us in the representation letter that the effects of any uncorrected misstatements aggregated by us are immaterial, both individually and in the aggregate, to the financial statements taken as a whole
- Preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (or other basis if indicated in the contract)
- Inclusion of the auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us
- Distribution of audit reports to any necessary parties

The results of our tests of compliance and internal control over financial reporting performed in connection with our audit of the financial statements may not fully meet the reasonable needs of report users. Management is responsible for obtaining audits, examinations, agreed-upon procedures, or other engagements that satisfy relevant legal, regulatory, or contractual requirements or fully meet other reasonable user needs.

**Required
Supplementary
Information**

Accounting principles generally accepted in the United States of America provide for certain required supplementary information ("RSI") to accompany the basic financial statements. We understand the following RSI will accompany the basic financial statements:

1. Management's Discussion and Analysis ("MD&A")
2. Budgetary comparison
3. Pension and Other Postemployment Benefit information

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management is responsible for the fair presentation of the RSI. As part of our engagement, we will apply certain limited procedures to the RSI in GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary
Information**

With regard to any supplementary information that we are engaged to report on:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement

- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

Such information is:

- Presented for the purpose of additional analysis of the financial statements
- Not a required part of the financial statements
- The responsibility of management
- Subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS

**Written
Confirmations
Required**

As part of our audit process, we will request from management and, if applicable, those charged with governance written confirmation acknowledging certain responsibilities outlined in this contract and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

**Peer Review
Report**

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract, upon request. If you would like a copy, please request from your engagement executive.

Forvis Mazars, LLP Terms and Conditions Addendum

GENERAL

1. **Overview.** This addendum describes **Forvis Mazars, LLP's** standard terms and conditions ("Terms and Conditions") applicable to Our provision of services to the Client ("You"). The Terms and Conditions are a part of the contract between You and Forvis Mazars, LLP. For the purposes of the Terms and Conditions, any reference to "Firm," "We," "Us," or "Our" is a reference to Forvis Mazars, LLP ("Forvis Mazars"), and any reference to "You" or "Your" is a reference to the party or parties that have engaged Us to provide services and the party or parties ultimately responsible for payment of Our fees and costs.

BILLING, PAYMENT, & TERMINATION

2. **Billing and Payment Terms.** We will bill You for Our professional fees and costs as outlined in Our contract. Unless otherwise provided in Our contract, payment is due upon receipt of Our billing statement. Interest will be charged on any unpaid balance after 30 days at the rate of 10 percent per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10 percent. All fees, charges, and other amounts payable to Forvis Mazars hereunder do not include any sales, use, excise, value-added, or other applicable taxes, tariffs, or duties, payment of which shall be Your sole responsibility, and do not include any applicable taxes based on Forvis Mazars' net income or taxes arising from the employment or independent contractor relationship between Forvis Mazars and Forvis Mazars' personnel.

We reserve the right to suspend or terminate Our work for this engagement or any other engagement for nonpayment of fees. If Our work is suspended or terminated, You agree that We will not be responsible for Your failure to meet governmental and other deadlines, for any penalties or interest that may be assessed against You resulting from Your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the suspension or termination of Our services.

Our fees may increase if Our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards. Our engagement fees do not include any time for post-engagement consultation with Your personnel or third parties, consent letters and related procedures for the use of Our reports in offering documents, inquiries from regulators, or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

3. **Billing Records.** If these services are determined to be within the scope and authority of Section 1861(v)(1)(I) of the Social Security Act, We agree to make available to the Secretary of Health and Human Services, or to the U.S. Comptroller General, or any of their duly authorized representatives, such of Our books, documents, and records that are necessary to certify the nature and extent of Our services, until the expiration of four (4) years after the furnishing of these services. This contract allows access to contracts of a similar nature between subcontractors and related organizations of the subcontractor, and to their books, documents, and records.

4. **Termination.** Either party may terminate these services in good faith at any time for any reason, including Your failure to comply with the terms of Our contract or as We determine professional standards require. Both parties must agree, in writing, to any future modifications or extensions. If services are terminated, You agree to pay Forvis Mazars for time expended to date. In addition, You will be billed costs and fees for services from other professionals, if any, as well as an administrative fee of five (5) percent to cover certain technology and administrative costs associated with Our services. Unless terminated sooner in accordance with its terms, this engagement shall terminate upon the completion of Forvis Mazars' services hereunder.

DISPUTES & DISCLAIMERS

5. **Mediation.** Any dispute arising out of or related to this engagement will, prior to resorting to litigation, be submitted for nonbinding mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The mediator will be selected by agreement of the parties. The mediation proceeding shall be confidential. Each party will bear its own costs in the mediation, but the fees and expenses of the mediator will be shared equally.
6. **Indemnification.** Unless disallowed by law or applicable professional standards, You agree to hold Forvis Mazars harmless from any and all claims which arise from knowing misrepresentations to Forvis Mazars, or the intentional withholding or concealment of information from Forvis Mazars by Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. You also agree to indemnify Forvis Mazars for any claims made against Forvis Mazars by third parties, which arise from any wrongful actions of Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. The provisions of this paragraph shall apply regardless of the nature of the claim.
7. **Statute of Limitations.** You agree that any claim or legal action arising out of or related to this contract and the services provided hereunder shall be commenced no more than one (1) year from the date of delivery of the work product to You or the termination of the services described herein (whichever is earlier), regardless of any statute of limitations prescribing a longer period of time for commencing such a claim under law. This time limitation shall apply regardless of whether Forvis Mazars performs other or subsequent services for You. A claim is understood to be a demand for money or services, demand for mediation, or the service of suit based on a breach of this contract or the acts or omissions of Forvis Mazars in performing the services provided herein. This provision shall not apply if enforcement is disallowed by applicable law or professional standards.
8. **Limitation of Liability.** You agree that Forvis Mazars' liability, if any, arising out of or related to this contract and the services provided hereunder, shall be limited to the amount of the fees paid by You for services rendered under this contract. This limitation shall not apply to the extent it is finally, judicially determined that the liability resulted from the intentional or willful misconduct of Forvis Mazars or if enforcement of this

provision is disallowed by applicable law or professional standards.

9. **Waiver of Certain Damages.** In no event shall Forvis Mazars be liable to You or a third party for any indirect, special, consequential, punitive, or exemplary damages, including but not limited to lost profits, loss of revenue, interruption, loss of use, damage to goodwill or reputation, regardless of whether You were advised of the possibility of such damages, regardless of whether such damages were reasonably foreseeable, and regardless of whether such damages arise under a theory of contract, tort, strict liability, or otherwise.
10. **Choice of Law.** You acknowledge and agree that any dispute arising out of or related to this contract shall be governed by the laws of the State of Texas, without regard to its conflict of laws principles.
11. **WAIVER OF JURY TRIAL. THE PARTIES HEREBY AGREE NOT TO ELECT A TRIAL BY JURY OF ANY ISSUE TRIABLE OF RIGHT BY JURY, AND WAIVE ANY RIGHT TO TRIAL BY JURY FULLY TO THE EXTENT THAT ANY SUCH RIGHT SHALL NOW OR HEREAFTER EXIST WITH REGARD TO THIS AGREEMENT, OR ANY CLAIM, COUNTERCLAIM, OR OTHER ACTION ARISING IN CONNECTION THEREWITH. THIS WAIVER OF RIGHT TO TRIAL BY JURY IS GIVEN KNOWINGLY AND VOLUNTARILY BY THE PARTIES, AND IS INTENDED TO ENCOMPASS INDIVIDUALLY EACH INSTANCE AND EACH ISSUE AS TO WHICH THE RIGHT TO A TRIAL BY JURY WOULD OTHERWISE ACCRUE.**
12. **Severability.** In the event that any term or provision of this agreement shall be held to be invalid, void, or unenforceable, then the remainder of this agreement shall not be affected, and each such term and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.
13. **Assignment.** You acknowledge and agree that the terms and conditions of this contract shall be binding upon and inure to the parties' successors and assigns, subject to applicable laws and regulations.
14. **Disclaimer of Legal or Investment Advice.** Our services do not constitute legal or investment advice. You should seek the advice of legal counsel in such matters. Regulatory authorities may interpret circumstances differently than We do. In addition, the applicable laws, regulations, and regulators' enforcement activities may change over time.

RECORDS, WORKPAPERS, DELIVERABLES, & PROPRIETARY INFORMATION

15. **Maintenance of Records.** You agree to assume full responsibility for maintaining Your original data and records and that Forvis Mazars has no responsibility to maintain this information. You agree You will not rely on Forvis Mazars to provide hosting, electronic security, or backup services, *e.g.*, business continuity or disaster recovery services, to You unless separately engaged to do so. You understand that Your access to data, records, and information from Forvis Mazars' servers, *i.e.*, Forvis Mazars portals used to exchange information, can be terminated at any time and You will not rely on using this to host Your data and records.

16. **Forvis Mazars Workpapers.** Our workpapers and documentation retained in any form of media for this engagement are the property of Forvis Mazars. We can be compelled to provide information under legal process. In addition, We may be requested by regulatory or enforcement bodies (including any State Board) to make certain workpapers available to them pursuant to authority granted by law or regulation. Unless We are prohibited from doing so by law or regulation, Forvis Mazars will inform You of any such legal process or request. You agree We have no legal responsibility to You in the event We determine We are obligated to provide such documents or information.
17. **Subpoenas or Other Legal Process.** In the event Forvis Mazars is required to respond to any such subpoena, court order, or any government regulatory inquiry or other legal process relating to You or Your management for the production of documents and/or testimony relative to information We obtained or prepared incident to this or any other engagement in a matter in which Forvis Mazars is not a party, You shall compensate Forvis Mazars for all time We expend in connection with such response at normal and customary hourly rates and to reimburse Us for all out-of-pocket expenses incurred in regard to such response.
18. **Use of Deliverables and Drafts.** You agree You will not modify any deliverables or drafts prepared by Us for internal use or for distribution to third parties. You also understand that We may on occasion send You documents marked as draft and understand that those are for Your review purpose only, should not be distributed in any way, and should be destroyed as soon as possible.

Our report on any financial statements must be associated only with the financial statements that were the subject of Our engagement. You may make copies of Our report, but only if the entire financial statements (exactly as attached to Our report, including related footnotes) and any supplementary information, as appropriate, are reproduced and distributed with Our report. You agree not to reproduce or associate Our report with any other financial statements, or portions thereof, that are not the subject of Our engagement.

19. **Proprietary Information.** You acknowledge that proprietary information, documents, materials, management techniques, and other intellectual property are a material source of the services We perform and were developed prior to Our association with You. Any new forms, software, documents, or intellectual property We develop during this engagement for Your use shall belong to Us, and You shall have the limited right to use them solely within Your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements, and other documents which We make available to You are confidential and proprietary to Us. Neither You, nor any of Your agents, will copy, electronically store, reproduce, or make any such documents available to anyone other than Your personnel. This provision will apply to all materials whether in digital, "hard copy" format, or other medium.

REGULATORY

20. **U.S. Securities and Exchange Commission ("SEC") and other Regulatory Bodies.** Where We are providing services either for (a) an entity that is registered with the SEC, (b) an affiliate of such registrant, or (c) an entity or affiliate that is

subject to rules, regulations, or standards beyond those of the American Institute of Certified Public Accountants (“AICPA”), any term of this contract that would be prohibited by or impair Our independence under applicable law or regulation shall not apply to the extent necessary only to avoid such prohibition or impairment.

21. **Offering Document.** You may wish to include Our report(s) on financial statements in an exempt offering document. You agree that any report, including any auditor’s report, or reference to Our firm, will not be included in any such offering document without notifying Us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor’s report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by You with which We are not involved will clearly indicate that We are not involved by including a disclosure such as, “Forvis Mazars, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Forvis Mazars, LLP also has not performed any procedures relating to this offering document.”

22. **Forvis Mazars Not a Municipal Advisor.** Forvis Mazars is not acting as Your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, Forvis Mazars is not recommending any action to You and does not owe You a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such matters with internal or external advisors and experts You deem appropriate before acting on any such information or material provided by Forvis Mazars.

23. **Forvis Mazars Not a Fiduciary.** In providing Our attest services, We are required by law and our professional standards to maintain our independence from You. We take this mandate very seriously and thus guard against impermissible relationships which may impair the very independence which You and the users of Our report require. As such, You should not place upon Us special confidence that in the performance of Our attest services We will act solely in Your interest. Therefore, You acknowledge and agree We are not in a fiduciary relationship with You and We have no fiduciary responsibilities to You in the performance of Our services described herein.

TECHNOLOGY

24. **Electronic Sites.** You agree to notify Us if You desire to place Our report(s), including any reports on Your financial statements, along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that We have no responsibility to review information contained in electronic sites.
25. **Electronic Signatures and Counterparts.** This contract and other documents to be delivered pursuant to this contract may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same

agreement or document, and will be effective when counterparts have been signed by each of the parties and delivered to the other parties. Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this contract or any other document contemplated hereby, bearing an original manual or electronic signature by facsimile transmission (including a facsimile delivered via the internet), by electronic mail in “portable document format” (“.pdf”) or similar format intended to preserve the original graphic and pictorial appearance of a document, or through the use of electronic signature software, will have the same effect as physical delivery of the paper document bearing an original signature.

26. **Electronic Data Communication and Storage.** In the interest of facilitating Our services to You, We may send data over the internet, temporarily store electronic data via computer software applications hosted remotely on the internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, We employ measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with Our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that We have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by Us. You consent to Our use of these electronic devices and applications during this engagement.

OTHER MATTERS

27. **Cooperation.** You agree to cooperate with Forvis Mazars in the performance of Forvis Mazars’ services to You, including the provision to Forvis Mazars of reasonable facilities and timely access to Your data, information, and personnel. You shall be responsible for the performance of Your employees and agents.
28. **Third-Party Service Providers.** Forvis Mazars may from time to time utilize third-party service providers, including but not limited to domestic software processors or legal counsel, or disclose confidential information about You to third-party service providers in serving Your account. Forvis Mazars maintains, however, internal policies, procedures, and safeguards to protect the confidentiality and security of Your information. In addition, Forvis Mazars will secure confidentiality agreements with all service providers to maintain the confidentiality of Your information. If We are unable to secure an appropriate confidentiality agreement, You will be asked to consent prior to Forvis Mazars sharing Your confidential information with the third-party service provider.
29. **Independent Contractor.** When providing services to You, We will be functioning as an independent contractor; and in no event will We or any of Our employees be an officer of You, nor will Our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar

relationship giving rise to a fiduciary duty to You. Decisions regarding management of Your business remain the responsibility of Your personnel at all times. Neither You nor Forvis Mazars shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

30. **Hiring of Forvis Mazars Personnel.** We ask that You respect the employment relationship that Our personnel have with Our firm and to refrain from any employment offers to Forvis Mazars personnel. However, if You find it necessary to make an offer of employment and if it is accepted, during the term of this engagement and for a period of 18 months after Forvis Mazars stops providing services, You agree that We will be paid a one-time employment fee equal to 100 percent of the employee's highest annual salary. This fee will be payable prior to Our personnel commencing employment with You. Provided, however, You shall not be in violation of the nonsolicitation covenant set forth herein with respect to any position You advertise in the form of a general solicitation not delivered to or focused upon any single individual.
31. **Use of Forvis Mazars Name.** Any time You intend to reference Forvis Mazars' firm name in any manner in any published materials, including on an electronic site, You agree to provide Us with draft materials for review and approval before publishing or posting such information.
32. **Network.** Forvis Mazars, LLP is a Delaware limited liability partnership and an independent member of Forvis Mazars Global Ltd., a leading global professional services network. Forvis Mazars Global Ltd. is a United Kingdom company limited by guarantee and does not provide any services to clients.
33. **Entire Agreement.** The contract, including this Terms and Conditions Addendum and any other attachments or addenda, encompasses the entire agreement between You and Forvis Mazars and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this contract must be made in writing and signed by both You and Forvis Mazars.
34. **Force Majeure.** We shall not be held responsible for any failure to fulfill Our obligations if such failure was caused by circumstances beyond Our control, including, without limitation, fire or other casualty, act of God, act of terrorism, strike or labor dispute, war or other violence, explosion, flood or other natural catastrophe, epidemic or pandemic, or any law, order, or requirement of any governmental agency or authority affecting either party, including without limitation orders incident to any such epidemic or pandemic, lockdown orders, stay-at-home orders, and curfews.

Independent Auditors – 2024 Financial Records

The Local Government Audit Law (Section 29-1-601 et seq., C.R.S.) requires Colorado local governments such as the Pikes Peak Library District (the District) to have an annual audit of their financial statements. The law states that the audit must be performed by an independent Certified Public Accountant, and be in accordance with Generally Accepted Accounting Standards.

The District completed a formal Request for Proposal process for auditing services related to the District's financial records in 2019/2020, and Forvis, LLP (formerly BKD, LLP) was selected as the District's independent auditors for financial fiscal years 2019 – 2024. The Internal Affairs Committee previously indicated they were pleased with the outcome of the 2023 audit, and that they expressed no concerns related to the work done by Forvis, LLP.

Attached is a copy of their Engagement Letter, which complies with the terms of their proposal, with an exception that the negotiated price increase in the 2024 audit fees to \$56,000.

Recommendation

Management recommends Forvis's Engagement Letter be executed for their audit of PPLD's 2024 financial records at a fee of \$56,000, which represents an extension for a sixth year of the 5 year audit engagement.

**Pikes Peak Library District
January 7, 2025**

Integrated Library System RFP Recommendation

The Integrated Library System (ILS) is the core software that maintains circulation functions of the Library, including patron accounts, holds and checkouts, location and status of collection materials, and the acquisition, cataloging, and deaccession of collection materials. The ILS also provides the online catalog that allows patrons to search for and place holds on library materials. Additionally, numerous online resources such as Libby/OverDrive, research databases, Pikes Peak Culture Pass, and streaming media providers must authenticate PPLD patrons through the ILS to allow access to their resources. Equipment that decreases staff handling of materials, particularly self-checkout kiosks and automated material handlers, also interacts with the ILS.

Background

Prior to the COVID pandemic, PPLD began planning to initiate an ILS RFP to evaluate ILS products and determine if a change was warranted. Due to the uncertainty and challenges of that time, the RFP was delayed until 2024. It was released at the end of April 2024 and responses were due in June.

Analysis

A five-month evaluation process began in June, which directly involved over 40 staff from different functional areas of the Library. Because the ILS impacts the patrons and staff of PPLD every day, functionality, ease of use, and vendor support are hugely important factors. The evaluation included scoring responses to 238 written criteria for each vendor and scoring two-day onsite demonstrations from each vendor, a comparison of bids, and reference calls. The RFP steering committee met in December to review the evaluation results and agreed to recommend the highest scoring product for implementation.

The four vendors that submitted complete proposals were all selected to participate in onsite demonstrations based on initial scoring of written criteria.

- SirsiDynix proposed PPLD’s current ILS, Symphony
- The Library Corporation (TLC) proposed their ILS product, CARL Solution
- ByWater proposed the Koha open-source ILS which they support
- Clarivate proposed their ILS product, Polaris

Fiscal Impact

The current annual ILS cost is \$233,536.85.

Company	Year 2 Cost	Implementation Cost
SirsiDynix	\$199,601	\$33,163
The Library Corporation	\$226,115	\$117,115
ByWater	\$182,790	\$129,900
Clarivate	\$195,573	\$176,220-\$201,220**

****Clarivate's implementation cost for the Polaris ILS includes all data extraction which none of the other vendors provide. Their expertise in extracting data from PPLD's current ILS and formatting it for Polaris will save PPLD staff time and ensure an error-free migration. Clarivate's cost for customization varies depending on the complexity of the work with a range of \$250-\$500 per hour for 100 hours (\$25,000-\$50,000).**

Summary

Vendor Clarivate's Polaris ILS is the top scorer in the written criteria, onsite demonstrations, and reference checks, and has the second lowest bid for Year 2 cost. Comparing the Year 2 cost of the products presents a better assessment of the ongoing annual cost of the ILS because of the large variation in one-time costs (due to the incumbent vendor not needing to perform or charge for a migration and variable cost of customization work).

Recommendation

The ILS RFP Steering Committee recommends that the Clarivate proposal for the Polaris ILS be awarded a contract.

Timeline

The timeframe to change an ILS (requiring migration to a different system), with adequate training for staff and a patron information campaign, is estimated to be nine months to a year.

REAL ESTATE RESTRICTED APPRAISAL REPORT
of the
CASCADE LIBRARY BUILDING



8010 Severy Avenue,
Cascade, El Paso County, CO, 80809

As of
December 31, 2024

Prepared For
Mr. Randall Green, Pikes Peak Library District; and
Mr. Michael Whittemore, Cascade Fire Protection District

Prepared by
ASCENT VALUATION
John Noll, MAI, CO-100029678
Ascent Valuation File No: 24-1217

ASCENT VALUATION

4220 Basswood Drive
Colorado Springs, CO, 80920

(719) 244-3465
jnoll@ascentvaluation.com
www.ascentvaluation.com

January 3, 2025

Randall Green
Pikes Peak Library District
20 N. Cascade Avenue
Colorado Springs, CO 80903; and

Michael Whittemore
Cascade Fire Protection District
614 N. Tejon Street
Colorado Springs, CO 80903

Re: Real Estate Restricted Appraisal Report
Cascade Library Building
8010 Severy Avenue,
Cascade, El Paso County, CO, 80809

Ascent Valuation File No: 24-1217

Mr. Green and Mr. Whittemore:

In fulfillment of the agreement specified in the Letter of Engagement, Ascent Valuation has prepared a restricted appraisal report for the above referenced property. As such, the appraisal may only be used by the client for the intended use. The rationale for how the appraiser arrived at the opinions and conclusions in the report may not be understood properly without additional information in the appraiser's workfile. The purpose of the appraisal is to provide an "as is" market value opinion of the Fee Simple interest of the subject, which are described as follows:

The subject consists of a roughly 2,273 square foot commercial building situated along Severy Avenue in Cascade, Colorado, which is currently leased by the Pikes Peak Library District and operated as a community library location. The situs address is reported as 8010 Severy Road, Cascade, Colorado, 80809. The improvements are currently situated on a portion of a larger 0.93-acre site. It is our understanding that the larger parcel will be replatted with the subject to include the library building and roughly 0.38-acres of land to facilitate a proposed near term sale.



The report has been conducted in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP), the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute. Please reference page 18 of this report for important information regarding the scope of research and analysis for this appraisal, including property identification, observations, highest and best use analysis and valuation methodology.

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 15). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, we note the following:

Extraordinary Assumptions:

- At the client's request, the property has been valued on a fee simple basis with no consideration given to any existing lease obligations.
- We assume that any deed restrictions would allow for multiple public uses (churches, fire stations, schools, libraries, public administration offices, etc.) and is not restricted to a library use only.

Hypothetical Conditions:

- Our understanding is that the larger subject property would be replatted as part of the potential sale of the library improvements. The appraisal includes a hypothetical condition that assumes the proposed sub-division is complete and that the subject represents a separate legal parcel that could be sold separately.

Based on the appraisal described in the accompanying report, subject to the Limiting Conditions and Assumptions, Extraordinary Assumptions and Hypothetical Conditions (if any), we have made the following value conclusion:

MARKET VALUE CONCLUSIONS			
Appraisal Premise	Interest Appraised	Effective Date of Value	Value Conclusion
As Is	Fee Simple	December 31, 2024	\$490,000
Compiled by Ascent Valuation			

The market exposure time preceding December 31, 2024 would have been 12 months or less and the estimated marketing period as of December 31, 2024 is 12 months or less.

The report, including all assumptions and limiting conditions is an integral part of, and inseparable from this letter.



Michael Whitemore and Randall Green

January 3, 2025

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Respectfully submitted,

Ascent Valuation



John Noll, MAI

Principal

Colorado Certified General Real Estate

Appraiser No. 100029678

Phone: (719) 244-3465

Email: jnoll@ascentvaluation.com



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SUBJECT PHOTOGRAPHS



AERIAL PHOTOGRAPH OF SUBJECT AREA



SUBJECT LOOKING NORTHWEST



SUBJECT LOOKING SOUTHWEST



SUBJECT LOOKING SOUTHEAST



SUBJECT LOOKING NORTHEAST



TYPICAL INTERIOR FINISH



TYPICAL INTERIOR FINISH



TYPICAL INTERIOR FINISH



TYPICAL INTERIOR FINISH



TYPICAL INTERIOR FINISH



TYPICAL INTERIOR FINISH



TYPICAL INTERIOR FINISH



TYPICAL INTERIOR FINISH



SEVERY AVENUE LOOKING NORTH – SUBJECT ON LEFT



SEVERY AVENUE LOOKING NORTH

SUMMARY OF IMPORTANT FACTS AND CONCLUSIONS

GENERAL

Subject: Cascade Library Building
8010 Severy Avenue,
Cascade, El Paso County, CO, 80809

Owner: Cascade Fire Protection District

Legal Description: Portion of LOTS 25 TO 33 INC, S2 OF VAC ALLEY ADJ BLK 22 CASCADE ADD 1, EX THE NLY 38.00 FT OF LOTS 25-29 AND ADJS2 OF VAC ALLEY BLK 22 CASCADE ADD 1, Cascade, El Paso County, Colorado

Salient Dates: The following chart illustrates the salient dates of the assignment:

SUMMARY OF SALIENT DATES	
Premise	Date
Site Visit	December 31, 2024
Report	January 3, 2025
As Is	December 31, 2024
Compiled by Ascent Valuation	

Intended Use: The intended use is for internal decision making purposes.

Intended User: Cascade Fire Protection District and Pikes Peak Library District. No other user may rely on the report unless specifically indicated in the report.

Exposure/Market Time The market exposure time¹ preceding December 31, 2024 would have been 12-months or less and the estimated marketing period² as of December 31, 2024 is 12-months or less.

¹ Exposure Time: see definition on page 13.
² Marketing Time: see definition on page 13.



Sale History: According to the El Paso County Assessor’s Office, title to the larger site is currently vested in the name of Cascade Fire Protection District. That entity has owned the property for an extended period of time and, per County records, there have been no sales of the larger subject site within the past three years.

Current Listing/Contract(s): To the best of our knowledge, the subject property is not currently listed for sale. Rather, the current owner and tenant have agreed to replat the larger parcel to create two parcels; each of which will contain one of the two commercial buildings current included on the site. Upon completion of the replatting process, this appraisal will be utilized in a negotiation process wherein the Pikes Peak Library District will purchase the library building and roughly 0.38-acre replatted land area from the Cascade Fire Protection District.

Land: The following chart illustrates the salient characteristics of the subject site.

SUMMARY OF LAND CHARACTERISTICS		
Parcel ID	Gross Land Area (Acres)	Gross Land Area (SF)
Portion of Parcel #83262-05-014	0.38	16,500
Compiled by Ascent Valuation		

See area definitions, page 13.

Zoning: R-T – Residential Terrain

Current Use: Commercial Building (Library)

Highest and Best Use of the Site: Residential

Type of Value: Market Value

SUMMARY OF VALUE OPINIONS	
Method	As Is
As Is	\$490,000
Compiled by Ascent Valuation	



DEFINITIONS

Market Value

Per Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989. (Source: 12 C.F.R. Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994.)

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, and acting in what they consider their own best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

A **Fee Simple** estate is defined³ as:

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.

A **Leased Fee** interest is defined³ as:

A freehold (ownership interest) where the possessory interest has been granted to another party by the creation of a contractual landlord-tenant relationship (i.e., a lease).

Marketing Time is defined ³ as:

An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of the appraisal.

Marketing time differs from exposure time, which is always presumed to precede the effective date of the appraisal. (Advisory Opinion 7 of the Appraisal Standards Board of The Appraisal Foundation and Statement on Appraisal Standards No. 6, "Reasonable Exposure Time in Real Property and Personal Property Market Value Opinions" address the determination of reasonable exposure and marketing time.)

Exposure Time is defined ³ as:

1. The time a property remains on the market.
2. The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market.

Gross Building Area (GBA): Total floor area of a building, excluding unenclosed areas, measured from the exterior of the walls of the above-grade area. This includes mezzanines and basements if and when typically included in the region.³

Rentable Area (RA): For office buildings, the tenant's pro rata portion of the entire office floor, excluding elements of the building that penetrate through the floor to the areas below. The rentable area of a floor is computed by measuring the inside finished surface of the dominant portion of the permanent building walls, excluding any major permanent penetrations of the floor. Alternatively, the amount of space on which the rent is based; calculated according to local practice. ³

Gross Leasable Area (GLA): Total floor area designed for the occupancy and exclusive use of tenants, including basements and mezzanines; measured from the center of joint partitioning to the outside wall surfaces. ³

As Is Market Value

The estimate of the market value of the real property in its current physical condition, use and zoning as of the appraisal date.³

Stabilized Value

Stabilized value is the prospective value of a property after construction has been completed and market occupancy and cash flow have been achieved.³

As Complete Value

The prospective value of a property after all construction has been completed. This value reflects all expenditures for lease-up and occupancy that may be expected to have occurred at that point in time, which may or may not put the property at stabilized value.³

³Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 5th ed.

STANDARD ASSUMPTIONS AND LIMITING CONDITIONS

1. Disclosure of the contents of the appraisal report is governed by the bylaws and regulations of the professional organizations with which the appraiser is affiliated: specifically the Appraisal Institute.
2. When the signatory of this appraisal report is a candidate or member of the Appraisal Institute, its bylaws and regulations require the member or candidate to control the use and distribution of the report. Therefore, except as herein provided, the party for whom this appraisal report was prepared may distribute copies of the report, in its entirety, to such third parties as may be selected by the party for whom this appraisal report was prepared. However, selected portions of this appraisal report shall not be given to third parties without the prior written consent of the signatory of the report. Further, neither all nor any part of this appraisal report shall be disseminated to the general public by the use of advertising media, public relations media, news media, sales media or other media for public communication without prior written consent of the signatory of this report. Nor shall the appraiser, firm or professional organization of which the appraiser is a member be identified without written consent of the appraiser.
3. The appraiser will not be required to give testimony or appear in court because of having made this report, unless arrangements have previously been made.
4. The distribution of the total valuation in this report between land and improvements applies only under the stated highest and best use of the property. The separate allocation of value for land and improvements must not be used in conjunction with any other appraisal and is invalid if so used.
5. The legal description used in this report is assumed to be correct.
6. No survey of the property has been made by the appraiser and no responsibility is assumed in connection with such matters. Maps and sketches contained in the report are included only to assist the reader in visualizing the property.
7. No responsibility is assumed for matters of a legal nature affecting title to the property, nor is an opinion of title rendered. The title is assumed to be good and merchantable unless otherwise stated.
8. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, (including termite infestations) or structures which would render it more or less valuable. No

responsibility is assumed for such conditions or for engineering which may be required to discover such.

9. All mechanical components are assumed to be in operable condition as would be considered standard for properties similar to the subject in type and age. The heating, cooling, ventilation, plumbing and electrical equipment are considered to be in similar condition to the observable elements of the improvements unless otherwise stated. The insulation and energy efficiency of the improvements are assumed to be adequate and standard for the subject type and age unless otherwise noted.
10. Information furnished by others is assumed to be true, correct and reliable. A reasonable effort has been made to verify such information; however, no responsibility for its accuracy is assumed by the appraiser.
11. The opinion of value assumes responsible ownership and competent management.
12. Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyls, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, or other environmental conditions, were not called to the attention of nor did the appraiser become aware of such during the appraiser's site visit. The appraiser has no knowledge of the existence of such materials on or in the property unless otherwise stated. The appraiser, however, is not qualified to test such substances or conditions. If the presence of such substances, such as asbestos, urea formaldehyde foam insulation, or other hazardous substances or environmental conditions, may affect the value of the property, the opinion of value is predicated on the assumption that there is no such condition on or in the property or in such proximity thereto that it would cause a loss in value. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them.
13. The values reported in this report are opinions. There is no guarantee, written or implied, that the subject property will sell or lease for the indicated amounts.
14. The appraisers of Ascent Valuation, LLC reserve the right to amend and/or alter statements, analyses, conclusions and opinions of value if information pertinent to this assignment is made known to us after the completion of the report.
15. Ascent Valuation, LLC, as well as any employee, agent, or officer thereof, shall be completely indemnified against any and all losses, claims, damages, liabilities, costs or expenses to which the recipient and/or third party user may become subject, but only if neither Ascent Valuation, LLC nor any other indemnified person shall have been grossly

negligent or shall have taken or omitted to take any action in bad faith in connection with the preparation of this report.

16. The Americans with Disabilities Act (“ADA”) became effective January 26, 1992. We have not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value of the property. Since we have no direct evidence relating to this issue, we did not consider possible noncompliance with the requirements of ADA in estimating the value of the property.
17. Unless otherwise noted, all prospective values, if any, in this appraisal, are based on the market conditions which exist at the date of the site visit combined with an informed forecast, based on current trends in supply and demand for the property type under appraisal, as to what such conditions will be at the future date of property completion and/or stabilization. The appraiser cannot be held responsible for unforeseen events, such as unexpected new construction, unanticipated changes in economic conditions, or any such events which might occur and which would alter market conditions prior to the effective date of the appraisal.
18. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless non-conformity has been specified, defined and considered in this report.
19. Unless stated herein, the property is assumed to be outside of areas where flood hazard insurance is mandatory. Maps used by public and private agencies to determine these areas are limited with respect to accuracy. Due diligence has been exercised in interpreting these maps, but no responsibility is assumed for misinterpretation.
20. No opinion is expressed as to the value of subsurface oil, water, gas or mineral rights, if any, and we have assumed that the property is not subject to surface entry for the exploration or removal of such materials, unless otherwise noted in the report.
21. There are no existing or pending or threatened litigation that could affect the value of the property.
22. Acceptance and/or use of this report constitutes acceptance of the foregoing assumptions and limiting conditions.

SCOPE OF WORK

According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser’s responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and intended user(s). Therefore, the appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value;
- the effective date of value;
- assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

Purpose of Appraisal

This appraisal is prepared for Cascade Fire Protection District and Pikes Peak Library District. The problem to be solved is to estimate the 'as is' market value of the subject property as replatted. The intended use is for internal decision making purposes related to a potential purchase agreement. This appraisal is intended for the use of Cascade Fire Protection District and Pikes Peak Library District. No other user may rely on the report unless specifically indicated in the report.

SCOPE OF WORK

Report Type:	This is a Restricted Appraisal Report as defined by Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2(b). This format provides for only basic property identification, appraisal statements and value conclusion(s). The appraisal may only be used by the client for the intended use. The rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser’s workfile.
Property Identification:	The subject (prior to any replatting) has been identified by the street address, legal description and/or the Assessor's parcel number.



Observations:	Ascent Valuation completed a physical tour of the subject on December 31, 2025. The photographs contained herein were also taken on that date. During the site visit, the subject was not open and no employees were available to provide interior access. As such, all photos herein were taken from the exterior of the building. In addition, we also observed the conditions of the surrounding neighborhood on the effective date of the appraisal.
Market Area and Analysis of Market Conditions:	A restricted analysis of market conditions has been made. The appraiser maintains and has access to comprehensive databases for this market area and has reviewed the market for sales and listings relevant to this analysis.
Highest and Best Use Analysis:	A restricted as vacant and as improved highest and best use analysis for the subject has been made. Physically possible, legally permissible and financially feasible uses were considered, and the maximally productive use was concluded.
Type of Value:	Market Value
<u>Valuation Analyses</u>	
Cost Approach:	A cost approach was not applied due to the age of the improvements and difficulty in accurately estimating all forms of accrued depreciation (physical and obsolescence).
Sales Comparison Approach:	A sales approach was applied as there is adequate data to develop a value estimate and this approach reflects market behavior for this property type.
Income Approach:	An income approach was not applied as similar use properties are almost exclusively owner-occupied and seldom leased on the open market.

Hypothetical Conditions:

- Our understanding is that the larger subject property would be replatted as part of the potential sale of the library improvements. The appraisal includes a hypothetical condition that assumes the proposed subdivision is complete and that the subject represents a separate legal parcel that could be sold separately.

Extraordinary Assumptions:

- At the client's request, the property has been valued on a fee simple basis with no consideration given to any existing lease obligations.
- We assume that any deed restrictions would allow for multiple public uses (churches, fire stations, schools, libraries, public administration offices, etc.) and is not restricted to a library use only.

SITE ANALYSIS



EL PASO COUNTY PARCEL MAP – LARGER SITE



ILLUSTRATION OF PROPOSED SUB-DIVISION



AERIAL PHOTOGRAPH OF THE CASCADE AREA

SITE	
Location:	The subject parcel is located within the northern portion of the town of Cascade, Colorado. The situs address of the subject parcel (upon replatting) will be 8010 Severy Avenue.
Current Use of the Property:	Commercial
Site Size:	As is, the subject consists of a 0.93-acre (40,564 square feet) parcel improved with two commercial buildings (a library and fire station). The site size is based upon data derived from El Paso County Assessor’s Office (Parcel #83230-00-028). Upon completion of the proposed replatting, we have estimated that the subject tract would include roughly 0.38-acres or 16,500 square feet of land area.
Shape:	Based upon provided illustrations, the replatted subject property will be roughly rectangular in shape with no loss of utility is considered to exist due to the site shape.
Access:	Primary access to the subject parcel is provided via Severy Avenue, which is a two-lane, asphalt paved roadway the dead-ends just north of the subject and connects with U.S. Highway 24 less than one-quarter mile to the south. U.S. Highway 24 is divided in proximity to the subject, however, a full movement signalized intersection and turning lanes exists allowing convenient access from both directions of travel. It is noted that the entrance to the Pikes Peak Highway (a primary summer tourist attraction in the Colorado Springs area) is located just south of that intersection. The streets providing access to the site are illustrated in the previous plat and aerial maps.
Topography/Drainage:	The topography of the site slopes slightly downward to the southeast with the improvement at grade with surrounding roadways.
Soil Conditions:	The soil conditions observed at the subject appear to be typical of the region and adequate to support development.

Utilities: The subject's utilities are assumed to be typical and adequate for the market area and sufficient to support the existing development (as re-platted).

Flood Zone: The subject is located in Federal Emergency Management Agency (FEMA) flood zone D, which is not classified as a flood hazard area. A copy of the flood map is included in the Addenda.

FEMA Map Number: 08041C0488G

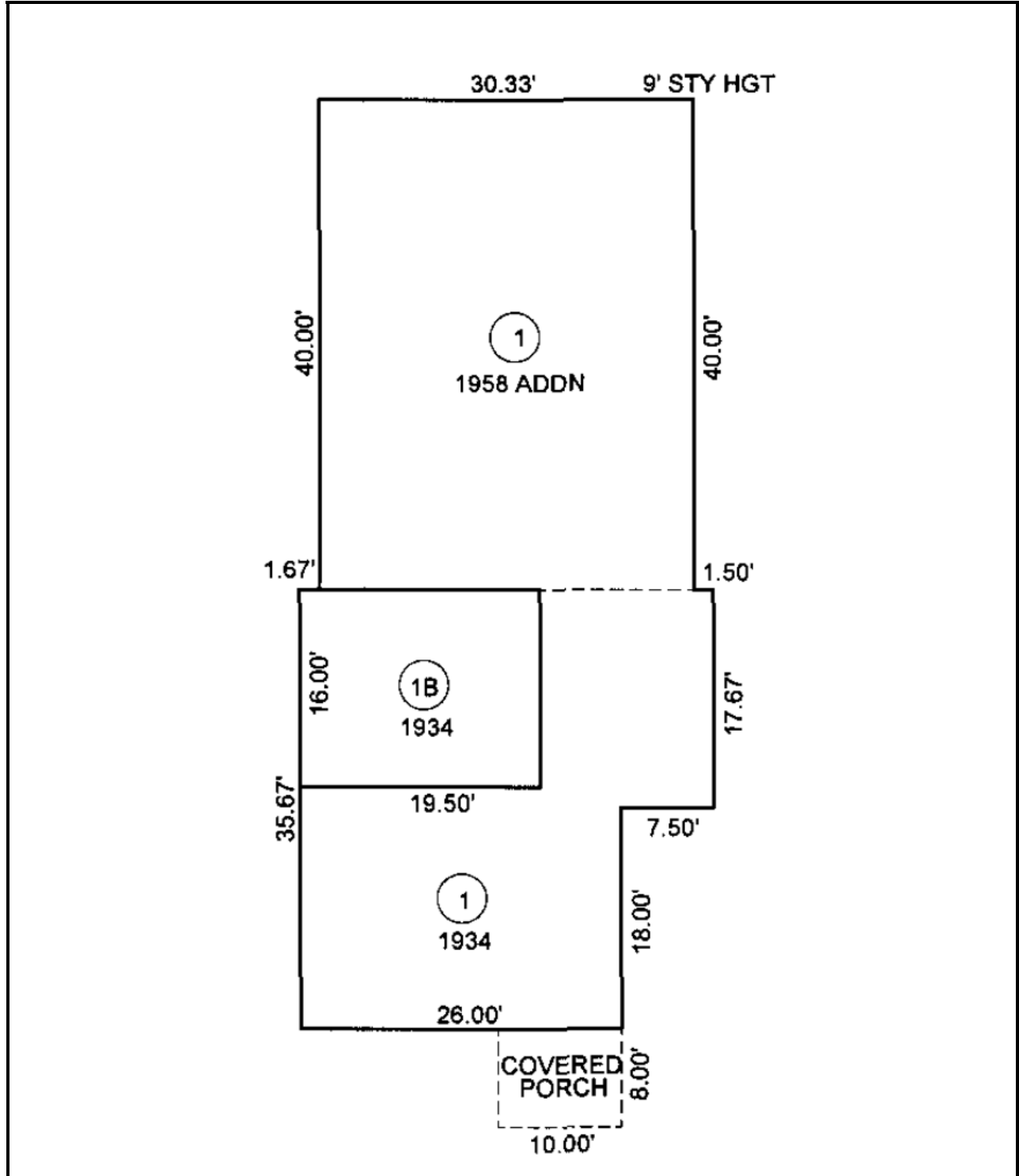
FEMA Map Date: December 7, 2018

Zones C and X (unshaded) are flood insurance rate zones used for areas outside the 0.2-percent-annual-chance floodplain. No Base Flood Elevations (BFEs) or depths are shown in this zone, and insurance purchase is not required.

Environmental Issues: Ascent Valuation was not provided with a Phase 1 Environmental Assessment or any other documentation with regard to any potential environmental concerns. It is noted that Ascent Valuation is not qualified to detect the presence of hazardous materials. Is it specifically assumed that there are no environmental issues associated with the subject or adjacent sites that would adversely affect the value of the property.

Encumbrance Easements: A title policy for the property has not been provided. We have assumed that the property is not adversely affected by any easements or encroachments. It is recommended that the client/reader obtain a current title policy outlining all easements and encroachments on the property, if any, prior to making a business decision.

IMPROVEMENTS ANALYSIS



ASSESSOR SKETCH

The following chart shows a summary of the improvements.

DESCRIPTION OF IMPROVEMENTS	
Building Characteristics	
Property Type	Commercial
Building Class	D
Floor Plan Layout	Single-tenant
Number of Buildings	1
Number of Stories	1
Gross Building Area (SF)	2,273
Occupied Area (SF)	2,273
Current Occupancy Rate	100.0%
Land to Building Ratio (Primary Site Only)	7.26
Age Characteristics	
Year Built	1934
Actual Age (Years)	90
Estimated Effective Age (Years)	20
Estimated Economic Life (Years)	45
Remaining Economic Life (Years)	25
Effective Age/Economic Life Depreciation	44.4%
Compiled by Ascent Valuation	
DESCRIPTION OF IMPROVEMENTS (CONTINUED)	
Foundation	Reinforced footers and slab on grade
Structural Frame	Wood framing and roof supports
Basement	None
Exterior Walls	Stucco
Exterior Lighting	High-intensity building mounted fixtures
Roof	Fiberglass dimensional shingles on pitched sections and assumed EPDM of flat portions
Windows	Fixed panes in aluminum frames
HVAC	Forced air heating and cooling
Electrical	Standard, assumed adequate
Plumbing	Restroom with standard fixtures and amenities
Stairs/Elevators	None
Fire Protection	Smoke detectors; no overhead sprinkler system - assumed adequate
Interior Walls	Painted and textured drywall
Ceilings	Combination of painted and textured drywall and suspended acoustical tiles
Floors	Primarily ceramic/vinyl tile and carpet
Interior Lighting	Primarily standard flourescent/LED fixtures
Site/Building Amenities	None
Personal Property/FF&E	Not included
Compiled by Ascent Valuation	

Our estimate of the subject’s current building area of 2,273 square feet is based upon indications provided by the El Paso County Assessor’s department, which is consistent with field measurement.



Deferred Maintenance

The improvements were constructed circa 1934 and has been well maintained. Overall, the improvements are considered to be in average condition with no significant items of deferred maintenance noted during the site tour. As such, we have not applied any deductions for deferred maintenance in the approaches to value contained herein.

Americans With Disabilities Act

Please reference the Limiting Conditions and Assumptions section of this report on page 15.

Hazardous Substances

Please reference the Limiting Conditions and Assumptions section of this report on page 15.

Assessment and Taxes

The following summarizes the El Paso County Assessor’s estimate of the market and assessed values, as well as the tax liability.

Assessment Year 2024 Payable 2025

REAL ESTATE ASSESSMENT AND TAXES								
Tax ID	Market			Assessed			Tax Rate	Taxes
	Land	Improvements	Total	Land	Improvements	Total		
Portion of Parcel #83262-05-014	\$75,855	\$276,428	\$352,283	\$0	\$0	\$0	70.309	\$0.00
Compiled by Ascent Valuation								

The subject is currently tax exempt and will continue to be upon completion of the replatting.

Zoning

The subject parcel is zoned R-T (Residential Terrain), which consists primarily of allowable residential uses.



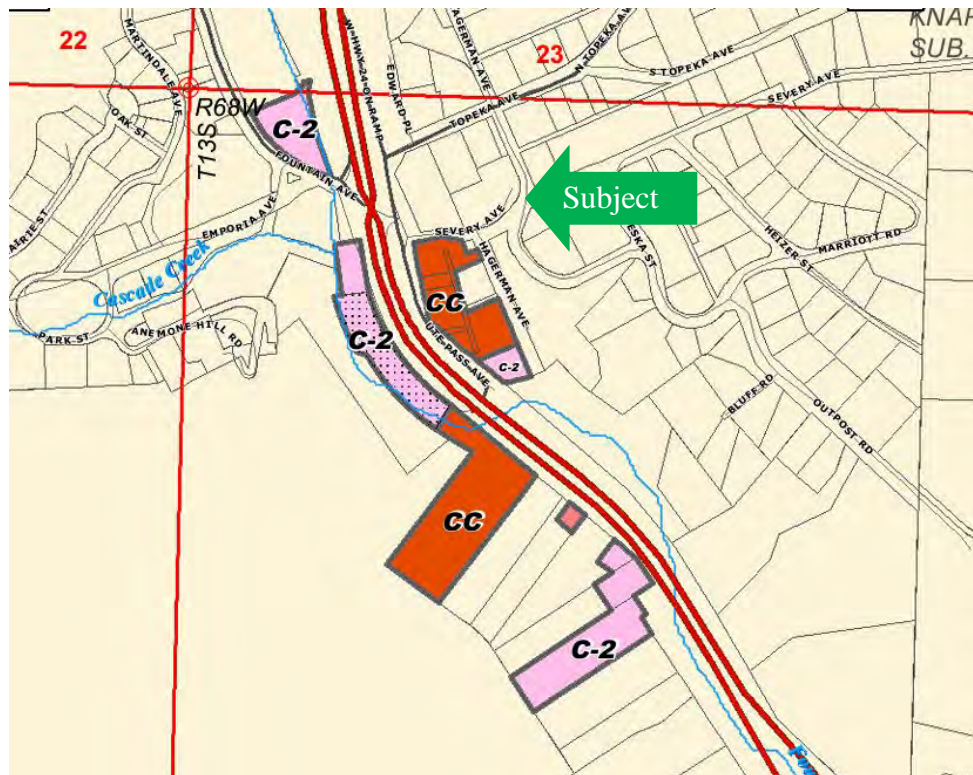
ZONING CHARACTERISTICS

Zoning Authority	El Paso County
Zoning Code	R-T
Zoning Description	Residential - Terrain
Zoning Change	Upon request and municipal approval
Minimum Lot Area	5.0-acres
Maximum Building Height	30-feet
Set Back Distance - Front	25-feet
Set Back Distance - Side	5-feet
Set Back Distance - Rear	25-feet
Maximum Lot Coverage	30%
Zoning Comments	The R-T District is intended to accommodate residential use in regions of extreme topographical conditions. Allowable uses (either by right or approval) include most residential, community/public buildings, churches, schools, emergency facility, home care, etc.

Compiled by Ascent Valuation

Zoning Map

The following map illustrates the zoning designation of the subject and nearby properties.



HIGHEST AND BEST USE

Highest and best use may be defined as:

The reasonably probable and legal use of vacant land or improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value.³

1. **Legally Permissible:** What uses are permitted by zoning and other legal restrictions?
2. **Physically Possible:** To what use is the site physically adaptable?
3. **Financially Feasible:** Which possible and permissible use will produce any net return to the owner of the site?
4. **Maximally Productive.** Among the feasible uses which use will produce the highest net return, (i.e., the highest present worth)?

Highest and Best Use of the Site As Vacant

The property is zoned R-T (Residential - Terrain), which allows for most detached residential along with a limited number of attached residential and commercial uses by right or municipal approval. Upon replatting, the subject site size will be average in comparison to adjacent and nearby users and large enough to accommodate a variety of uses. Uses in close proximity to the subject are primarily in the form of residential product, with retail uses concentrated along U.S. Highway 24 to the south. Based upon the surrounding land uses, zoning restrictions and the physical characteristics of subject site, a residential use would be reasonable and appropriate. Based on that and upon information contained in the Market Analysis section, we conclude that the highest and best use of the subject, as vacant, would be for a residential use. Given the subject's physical characteristics, the most likely buyer would be an owner-user.

Highest and Best Use of the Site As Improved

The site is improved with a stucco commercial (library) building. The use is legally permissible, physically possible and consistent with adjoining uses. Given the owner-user nature of similar facilities, the use is considered to be financially feasible and maximally productive. We are not aware of any similarly situated properties located in the area that have been converted to an alternate use. The Colorado Springs area commercial markets had experienced significant improvements in absorption activity and achievable price points due to increasing user demand and rapidly escalating construction costs for similar properties; before flattening into 2023. In addition, single-tenant, owner-user oriented properties have fared comparatively better, versus larger, multi-tenant, for-lease buildings. Therefore, the most likely scenario for the subject is for utilization as a commercial property. Given the improvement size as re-platted, the property would most likely be marketed to an owner-user.

SALES COMPARISON APPROACH

The Sales Comparison Approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a replacement with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the Sales Comparison Approach.

- The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
- The most pertinent data is further analyzed and the quality of the transaction is determined.
- The most meaningful unit of value for the subject property is determined.
- Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
- The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the Sales Comparison Approach.

Comparables

As illustrated in the below table, we have researched five comparables for this analysis; which are documented on the following pages.

SUMMARY OF COMPARABLE SALES				
Comp	Address	Grantor	Price	Price Per SF
	City	Grantee	Date	Rentable Area
Subject	8010 Severy Avenue Cascade	Cascade Fire Protection District --	-- 1/5/2025	-- 2,273
1	108 Widefield Boulevard Colorado Springs	Security Public Library Tracy Lynn & Shawn Dean Johnson	\$299,000 11/2/2023	\$231.07 1,294
2	628 North Weber Street Colorado Springs	Robert F. Pribila 628 North Weber Reverse, LLC	\$750,000 11/23/2023	\$209.85 3,574
3	716 North Tejon Street Colorado Springs	Eleven Eagles, LLC Land & Sea Realty, LLC	\$860,000 3/21/2024	\$253.61 3,391
4	806 South Tejon Street Colorado Springs	Veda State, LLC 806 South Tejon, LLC	\$850,000 10/4/2024	\$219.07 3,880
5	320 South Cascade Avenue Colorado Springs	Bradford Pelton TBD	\$850,000 12/1/2024	\$195.31 4,352
6	711 N. Cascade Street Colorado Springs	Big Box, LLC TBD	\$890,000 12/15/2024	\$248.60 3,580
Compiled by Ascent Valuation				



Comparable 1



Transaction

Name	Widefield Office	Date	11/2/2023
Address	108 Widefield Boulevard	Price	\$299,000
City	Colorado Springs	Price Per SF	\$231.07
State	CO	Transaction Type	Closed Sale
Tax ID	6524105036	Property Rights	Fee Simple
Grantor	Security Public Library	Marketing Period	2 months
Grantee	Tracy Lynn & Shawn Dean	Verification Source	Costar/Assessor

Site

Acres	0.18	Topography	Moderately Level
Land SF	7,841	Zoning	C
Road Frontage	Widefield Blvd	Zoning Type	Commercial
Shape	Roughly rectangular	Utilities	All Utilities Available

Improvements & Financial Data

Source For SF Area	Assessor	Percent Office	--
Rentable Area	1,294	EGI	--
Year Built	1968	NOI	--
Occupancy	0%	Cap Rate	--
Condition	Average	EGIM	--

Comments

This property represents a small, freestanding office building that was vacant and in average condition prior to the sale. The building was marketed for just under 2-months.

Comparable 2



Transaction

Name	628 Weber Street Office	Date	11/23/2023
Address	628 North Weber Street	Price	\$750,000
City	Colorado Springs	Price Per SF	\$209.85
State	CO	Transaction Type	Closed Sale
Tax ID	64074-16-022	Property Rights	Fee Simple
Grantor	Robert F. Pribila	Marketing Period	N/A
Grantee	628 North Weber Reverse, LLC	Verification Source	Costar/Assessor

Site

Acres	0.16	Topography	Generally level
Land SF	6,970	Zoning	FBZ
Road Frontage	Weber Street	Zoning Type	Commercial
Shape	Rectangular	Utilities	All to improvements

Improvements & Financial Data

Source For SF Area	Assessor	Percent Office	--
Rentable Area	3,574	EGI	--
Year Built	1948	NOI	--
Occupancy	0%	Cap Rate	--
Condition	Average	EGIM	--

Comments

This property consists of a two-story office building located in the downtown area of Colorado Springs. The building was purchased for owner-occupancy.

Comparable 3



Transaction

Name	North Tejon Office Facility	Date	3/21/2024
Address	716 North Tejon Street	Price	\$860,000
City	Colorado Springs	Price Per SF	\$253.61
State	CO	Transaction Type	Closed Sale
Tax ID	6407305011	Property Rights	Fee Simple
Grantor	Eleven Eagles, LLC	Marketing Period	6 months
Grantee	Land & Sea Realty, LLC	Verification Source	Broker/Assessor

Site

Acres	0.22	Topography	Generally level
Land SF	9,583	Zoning	FBZ
Road Frontage	Colorado Avenue	Zoning Type	Commercial
Shape	Rectangular	Utilities	All to improvements

Improvements & Financial Data

Source For SF Area	Assessor	Percent Office	--
Rentable Area	3,391	EGI	--
Year Built	1924 & 1970	NOI	--
Occupancy	0%	Cap Rate	--
Condition	Average	EGIM	--

Comments

This property consists of an office facility (converted residence) located in the CBD neighborhood of Colorado Springs. The building was marketed for approximately 6-months before going under contract and selling to an owner-user in March 2024 for \$860,000 or \$253.61 PSF. The building was in average condition.

Comparable 4



Transaction

Name	Tejon Office Building - 806	Date	10/4/2024
Address	806 South Tejon Street	Price	\$850,000
City	Colorado Springs	Price Per SF	\$219.07
State	CO	Transaction Type	Closed Sale
Tax ID	64192-09-020	Property Rights	Fee Simple
Grantor	Veda State, LLC	Marketing Period	2 months
Grantee	806 South Tejon, LLC	Verification Source	Costar/Assessor

Site

Acres	0.26	Topography	Generally level
Land SF	11,500	Zoning	FBZ - Cen
Road Frontage	Tejon Street	Zoning Type	Commercial
Shape	Rectangular	Utilities	All to site

Improvements & Financial Data

Source For SF Area	Assessment Records	Percent Office	--
Rentable Area	3,880	EGI	--
Year Built	1966	NOI	--
Occupancy	0%	Cap Rate	--
Condition	Average	EGIM	--

Comments

Property consists of a 3,880 SF office building located along Tejon Street just south of the CBD. Built in 1966, the building has been renovated and is considered to be in average overall condition. The property was listed for 2 months and acquired at full price for \$850,000 or \$219.07 PSF by an owner-user.

Comparable 5



Transaction

Name	Cascade Office Building - 320	Date	12/1/2024
Address	320 South Cascade Avenue	Price	\$850,000
City	Colorado Springs	Price Per SF	\$195.31
State	CO	Transaction Type	Pending Contract
Tax ID	64183-12-016	Property Rights	Fee Simple
Grantor	Bradford Pelton	Marketing Period	5 months
Grantee	TBD	Verification Source	Broker/Assessor

Site

Acres	0.11	Topography	Generally Level
Land SF	4,792	Zoning	FBZ - CEN
Road Frontage	Cascade Avenue	Zoning Type	Commercial
Shape	Rectangular	Utilities	All to site

Improvements & Financial Data

Source For SF Area	Assessor	Percent Office	--
Rentable Area	4,352	EGI	--
Year Built	1978	NOI	--
Occupancy	0%	Cap Rate	--
Condition	Average	EGIM	--

Comments

Property consists of a 4,352 SF two story office building located along Cascade Ave just south of Vermijo Ave in the Colorado Springs CBD and one block south of the County Courthouse. Built circa 1978, the property is in average condition and is under contract for purchase in the amount of \$850,000 or \$195.31 PSF after a 5 month marketing period at \$885,000. The property was economically vacant and in average condition.

Comparable 6



Transaction

Name	Cascade Office Building - 711	Date	12/15/2024
Address	711 N. Cascade Street	Price	\$890,000
City	Colorado Springs	Price Per SF	\$248.60
State	CO	Transaction Type	Listing
Tax ID	64073-05-014	Property Rights	Fee Simple
Grantor	Big Box, LLC	Marketing Period	3 months
Grantee	TBD	Verification Source	Broker

Site

Acres	0.22	Topography	Level
Land SF	9,500	Zoning	MX-T
Road Frontage	Cascade Avenue	Zoning Type	Commercial
Shape	Roughly rectangular	Utilities	All Utilities Available

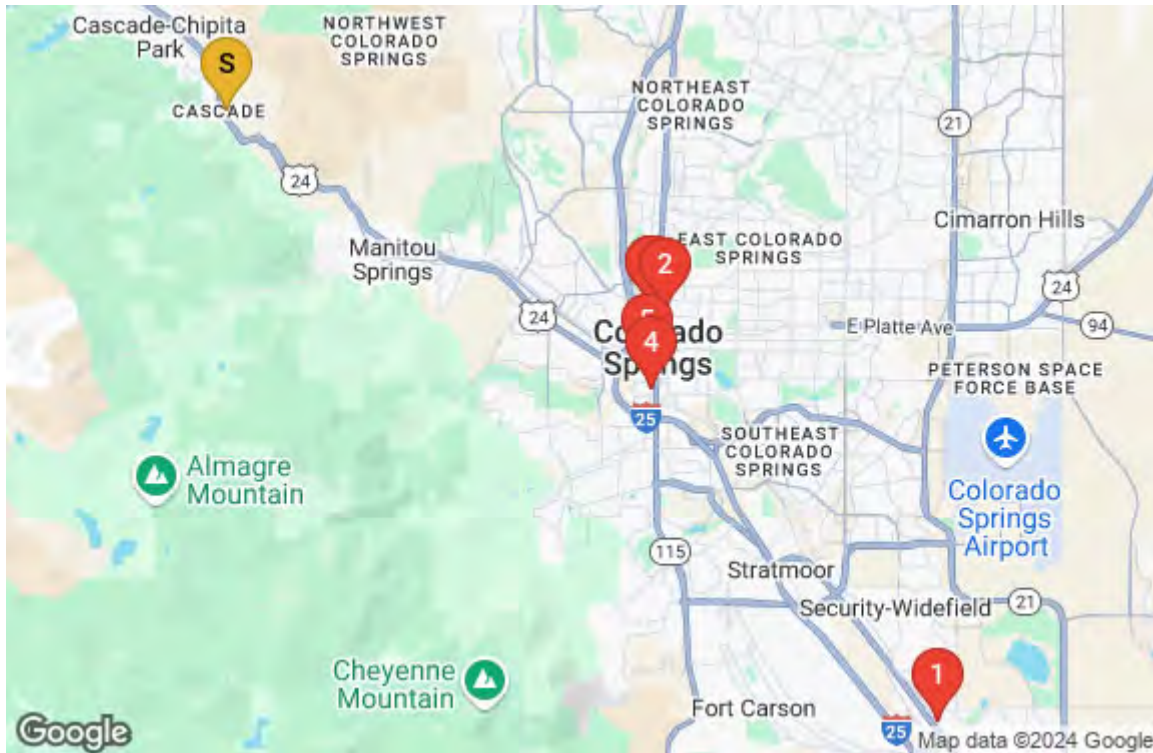
Improvements & Financial Data

Source For SF Area	Assessor	Percent Office	--
Rentable Area	3,580	EGI	--
Year Built	1937	NOI	--
Occupancy	0%	Cap Rate	--
Condition	Average	EGIM	--

Comments

Property consists of a 3,580 SF office building in the northern CBD fringe. Built in 1937 and fully renovated in 2005, the building has been listed for sale at \$890,000 or \$248.60 PSF for 3 months.

Comparables Map



Comparable Sale Discussion

As noted, the subject consists of a small commercial building located in Cascade that is currently utilized as a Pikes Peak Library location. Given the physical characteristics and reported deed restrictions, the most likely buyer would be an owner user for public related uses, which could range from religious organizations, schools, municipal administration or other government users, non-profits, etc. Based on our review of recent sales activity within the Colorado Springs area, no truly similar properties were identified. As such, we have utilized smaller fee simple office oriented sales in the local market with a corresponding downward property rights adjustment to account for the reduced marketability associated with the deed restriction. We identified four closed transactions of office oriented facilities that sold from November 2023 to October 2024; plus a current contract and current listing. Each of the surveyed properties are smaller office buildings located in the Colorado Springs market and considered to provide similar overall utility versus the subject. To the best of our knowledge, each property consists of an arm’s length, owner-user transaction similar to the concluded highest and best use of the subject property and no adjustments were deemed necessary for financing terms or conditions of sale. However, as noted, downward property rights adjustments were applied to each property in consideration of the existing deed restrictions on the subject’s use.

As discussed in the Market Analysis section, the Colorado Springs commercial real estate fundamentals had improved noticeably in the past several years. There is no supportable data suggesting that prices for improved commercial properties have decreased in light of increases in inflationary pressures and/or interest rates, which considers currently inflated replacement costs and the lack of similar inventory available within the local market. As such, no market condition adjustments have been applied. It is noted that our search identified several additional recent sales; however, the selected properties represent those considered to be the most representative of the subject in terms of the employed elements of comparison.

Comparable Sale Adjustments

The required adjustments for differences in the elements of comparison are illustrated in the following grid:

IMPROVED SALES ANALYSIS GRID													
Analysis Grid	Comp 1		Comp 2		Comp 3		Comp 4		Comp 5		Comp 6		
Address	8010 Severy Avenue	108 Widefield Boulevard	628 North Weber Street	716 North Tejon Street	806 South Tejon Street	320 South Cascade Avenue	711 N. Cascade Street						
City	Cascade	Colorado Springs	Colorado Springs	Colorado Springs	Colorado Springs	Colorado Springs	Colorado Springs						
State	CO	CO	CO	CO	CO	CO	CO						
Date	1/5/2025	11/2/2023	11/23/2023	3/21/2024	10/4/2024	12/1/2024	12/15/2024						
Price	--	\$299,000	\$750,000	\$860,000	\$850,000	\$850,000	\$890,000						
Rentable Area	2,273	1,294	3,574	3,391	3,880	4,352	3,580						
Rentable Area Unit Price	--	\$231.07	\$209.85	\$253.61	\$219.07	\$195.31	\$248.60						
Transaction Adjustments													
Property Rights	Fee Simple	Fee Simple	-5.0%	Fee Simple	-5.0%	Fee Simple	-5.0%	Fee Simple	-5.0%	Fee Simple	-5.0%	Fee Simple	-5.0%
Financing	Conventional	Conventional	0.0%	Conventional	0.0%	Cash to seller	0.0%	Cash to seller	0.0%	Conventional	0.0%	Cash to seller	0.0%
Conditions of Sale	Cash	Arm's length	0.0%	Arm's length	0.0%	Arm's length	0.0%	Arms Length	0.0%	Arm's Length	0.0%	Listing	-5.0%
Adjusted Rentable Area Unit Price		\$219.51	\$199.36	\$240.93	\$208.12	\$185.55	\$224.36						
Market Trends Through	1/5/2025	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
Adjusted Rentable Area Unit Price		\$219.51	\$199.36	\$240.93	\$208.12	\$185.55	\$224.36						
Location	Average	Inferior	Superior	Superior	Superior	Superior	Superior						
% Adjustment		5%	-5%	-5%	-5%	-5%	-5%						
\$ Adjustment		\$10.98	-\$9.97	-\$12.05	-\$10.41	-\$9.28	-\$11.22						
GBA	2,273	1,294	3,574	3,391	3,880	4,352	3,580						
% Adjustment		0%	0%	0%	0%	5%	0%						
\$ Adjustment		\$0.00	\$0.00	\$0.00	\$0.00	\$9.28	\$0.00						
Age/Condition	Average	Similar	Similar	Similar	Similar	Similar	Inferior						
% Adjustment		0%	0%	0%	0%	5%	0%						
\$ Adjustment		\$0.00	\$0.00	\$0.00	\$0.00	\$9.28	\$0.00						
Construction	Average	Similar	Inferior	Inferior	Inferior	Inferior	Similar						
% Adjustment		0%	5%	5%	5%	5%	0%						
\$ Adjustment		\$0.00	\$9.97	\$12.05	\$10.41	\$9.28	\$0.00						
Frontage/Access	Average	Superior	Similar	Similar	Similar	Similar	Similar						
% Adjustment		-5%	0%	0%	0%	0%	0%						
\$ Adjustment		-\$10.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Adjusted Rentable Area Unit Price		\$219.51	\$199.36	\$240.93	\$208.12	\$204.10	\$213.15						
Net Adjustments		0.0%	0.0%	0.0%	0.0%	10.0%	-5.0%						
Gross Adjustments		10.0%	10.0%	10.0%	10.0%	20.0%	5.0%						
Compiled by Ascent Valuation													



Sales Comparison Approach Conclusion

In estimating the market value of the subject, equal consideration was provided to each of the surveyed comparables, which consist of recent transactions of office-oriented facilities considered to be generally similar to the subject in terms of overall utility. The required adjustments are considered to be reasonable in direction and magnitude. The adjusted values of Comparables One through Six ranged from \$199.36 to \$240.93 per square foot; with a simple mean of \$214.19 per square foot. Given the overall physical characteristics of the improvements, a market value generally consistent with the midpoint of the range of adjusted comparable prices is considered to be reasonable and consistent with market expectations. The concluded value is generally consistent with the average indication of the comparable set prior to line item adjustments; or \$212.97 per square foot. Our conclusions are presented in the following chart.

RANGES & RECONCILED VALUES	
Low (SF):	\$199.36
High (SF):	\$240.93
Average (SF):	\$214.19
Reconciled Value Per SF:	\$214.00
Number of SF:	2,273
Market Value - As Is:	\$486,422
Rounded:	\$490,000

Compiled by Ascent Valuation

Additional Comparables – Special Use

As additional support to our conclusions herein regarding the subject’s sales price per square foot, we researched other special use properties across the larger Colorado market. Details regarding those properties is included in the following chart.

Additional Comprables						
Location	Property Use	Yr Built	Area (SF)	Sale Date	Sold Price	Sold Price PSF
Del Norte, CO	Lodge/Meeting Hall	1939	3,748	Jan-23	\$695,000	\$185.43
Frederick, CO	Library	1990	3,958	Mar-23	\$1,150,000	\$290.55
Greeley, CO	Church	1987	3,081	Jul-23	\$550,000	\$178.51
Englewood, CO	Church	1981	9,840	Aug-23	\$2,200,000	\$223.58
Lyons, CO	Church	1980	5,169	Nov-23	\$776,000	\$150.13
Clark, CO	Lodge/Meeting Hall	1995	5,792	Dec-23	\$1,327,660	\$229.22
Eaton, CO	Church	2020	6,828	Feb-24	\$1,900,000	\$278.27
Loveland, CO	School	1982	3,218	Mar-24	\$565,000	\$175.57
New Castle, CO	Post Office	1984	3,024	Mar-24	\$470,000	\$155.42
Kremmling, CO	Post Office	1986	4,468	Apr-24	\$850,000	\$190.24
Evans, CO	Fire Station	1992	3,003	May-24	\$850,000	\$283.05
Commerce City, CO	Church	1974	5,710	Jun-24	\$995,000	\$174.26
Denver, CO	Post Office	1965	5,006	Jun-24	\$1,345,000	\$268.68
Aurora, CO	Church	1914	1,482	Jun-24	\$360,000	\$242.91
Delta, CO	Theatre/Concert Hall	1956	1,408	Sep-24	\$265,000	\$188.21
Averages		1976	4,382		\$953,244	\$214.27
Compiled by Ascent Valuation						

The above chart reflects 15 sales of special use properties that have occurred since January 2023 across the larger Colorado market (outside the Colorado Springs area). The data points included an average sales price of \$214.27 per square foot, which is generally consistent with our concluded value herein and provides additional support to the value estimate.

VALUE CONCLUSION

Based on the data and analyses developed in this appraisal, we have reconciled to the following value conclusions, subject to the Limiting Conditions and Assumptions of this appraisal.

MARKET VALUE CONCLUSIONS			
Appraisal Premise	Interest Appraised	Effective Date of Value	Value Conclusion
As Is	Fee Simple	December 31, 2024	\$490,000
Compiled by Ascent Valuation			



CERTIFICATION STATEMENT

We certify that, to the best of our knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions and conclusions.
- We have no present or prospective future interest in the property that is the subject of this report, and have no personal interest with respect to the parties involved.
- The appraiser has not performed any appraisal services regarding the subject within the previous three years of the effective date of this report.
- We have no bias with respect to the property that is the subject of this report, or to the parties involved with this assignment.
- Our engagement in this assignment was not contingent upon developing or reporting predetermined results.
- Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).
- John Noll, MAI has made a personal tour of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person(s) signing this certification.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, John Noll, MAI has completed the continuing education program for Designated Members of the Appraisal Institute.

- We certify sufficient competence to appraise this property through education and experience, in addition to the internal resources of the appraisal firm.



John Noll, MAI
Principal
Colorado Certified General Real Estate
Appraiser No. 100029678

ADDENDA

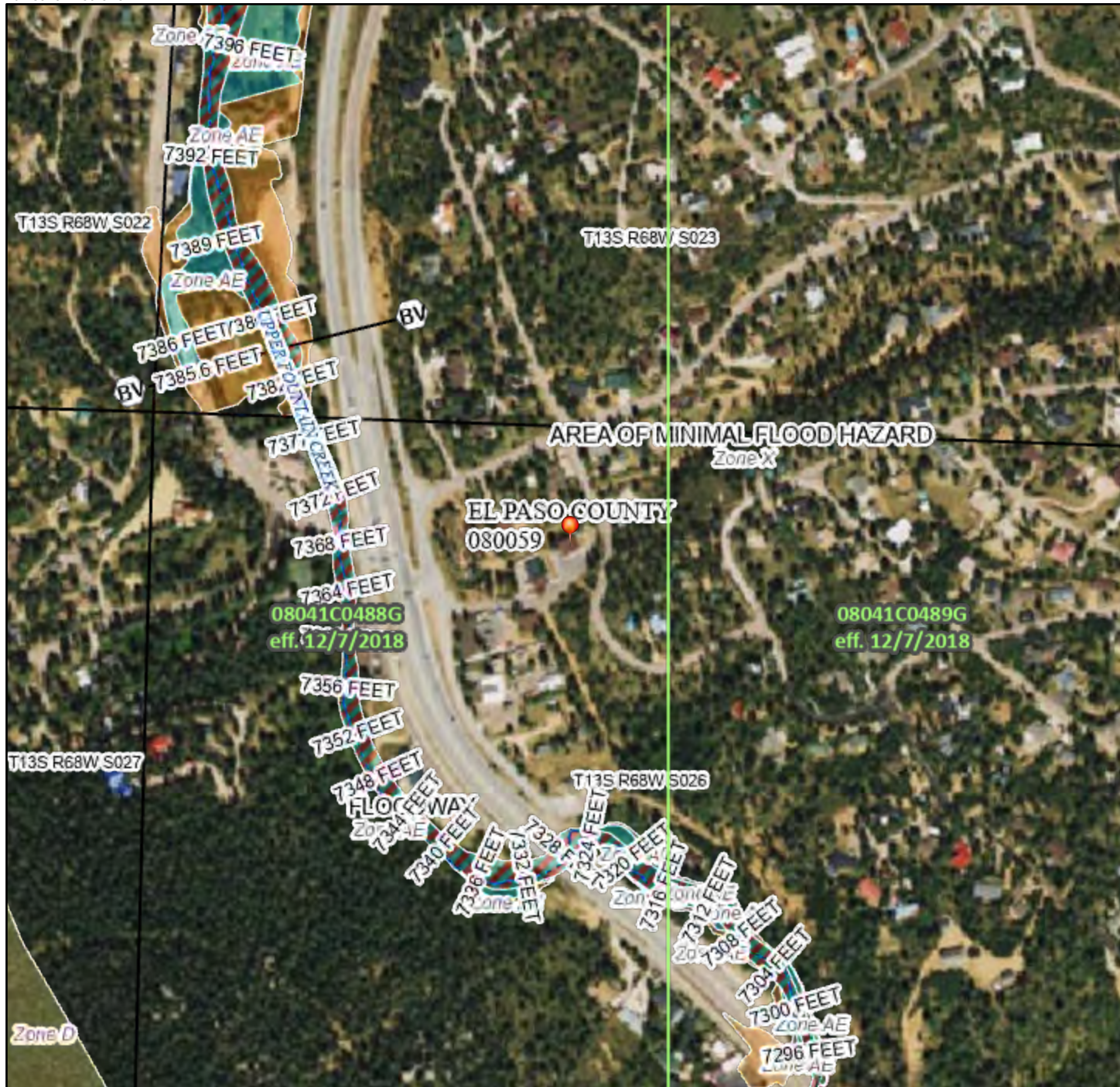


ADDENDUM A – PROPERTY DATA

National Flood Hazard Layer FIRMMette



104°58'29"W 38°54'3"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/2/2025 at 7:06 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

EL PASO COUNTY - COLORADO

8326205014
8008 SEVERY AVE, 8010 SEVERY AVE

Total Market Value
\$352,283

OVERVIEW

Owner:	CASCADE FIRE PROTECTION DISTRICT
Mailing Address:	614 N TEJON ST COLORADO SPRINGS CO, 80903-1010
Location:	8008 SEVERY AVE, 8010 SEVERY AVE
Tax Status:	Exempt
Zoning:	R-T
Plat No:	R00560
Legal Description:	LOTS 25 TO 33 INC, S2 OF VAC ALLEY ADJ BLK 22 CASCADE ADD 1, EX THE NLY 38.00 FT OF LOTS 25-29 AND ADJ S2 OF VAC ALLEY BLK 22 CASCADE ADD 1

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value
Land	\$75,855	\$0
Improvement	\$276,428	\$0
Total	\$352,283	\$0

LIBRARY - PUBLIC (1)

Market Value **\$166,906**

Assessment Rate	27.900	Sprinkler	N
Bldg #	1	Elevator	
Use	LIBRARY - PUBLIC	Occup 1	337
Year Built	1934	Occup 2	
Area	2273	HVA 1	Forced Air
Class	D	HVA 2	
Quality	Average	Wall Height	9
Stories	1	Land Size	
Perimeter	218	Neigh #	212
# Units			

STORAGE GARAGE (2)

Market Value **\$109,522**

Assessment Rate	27.900	Sprinkler	N
Bldg #	2	Elevator	
Use	STORAGE GARAGE	Occup 1	326
Year Built	1999	Occup 2	
Area	1600	HVA 1	Space Heater
Class	D	HVA 2	
Quality	Average	Wall Height	14
Stories	1	Land Size	
Perimeter	160	Neigh #	212
# Units			

LAND DETAILS

Sequence Number	Land Use	Assessment Rate	Area	Market Value
1	EXEMPT NONRESIDENTIAL LAND - POLITICAL SUBDIVISION	27.900	40564 SQFT	\$75,855

TAX ENTITY AND LEVY INFORMATION

County Treasurer Tax Information

Tax Area Code: **HBN** Levy Year: **2023** Mill Levy: **70.309**

Taxing Entity	Levy	Contact Name/Organization	Contact Phone
EL PASO COUNTY	6.862	FINANCIAL SERVICES	(719)520-6400
EPC ROAD & BRIDGE (UNSHARED)	0.330	-	(719)520-6498
MANITOU SPRINGS SCHOOL DISTRICT #14	49.208	SUZI THOMPSON	(719)685-2011
PIKES PEAK LIBRARY DISTRICT	3.061	RANDALL A GREEN	(719)531-6333
CASCADE FIRE PROTECTION DISTRICT	10.848	WALKER SCHOOLER DISTRICT MANAGERS	(719)447-1777
CASCADE METRO DISTRICT #1	0.000	WALKER SCHOOLER DISTRICT MANAGERS	(719)447-1777



No Photo Available



Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.

ADDENDUM B – ENGAGEMENT LETTER

ASCENT VALUATION

4220 Basswood Drive
Colorado Springs
Colorado, 80920

719-244-3465
jnoll@ascentvaluation.com
www.ascentvaluation.com

November 7, 2024

PARTIES TO AGREEMENT:

Clients:

Randall Green
Pikes Peak Library District
20 N. Cascade Avenue
Colorado Springs, CO 80903; and

Michael Whittemore
Cascade Fire Protection District
614 N. Tejon Street
Colorado Springs, CO 80903

Appraiser:

John Noll, MAI
Ascent Valuation, LLC
4220 Basswood Drive
Colorado Springs, CO 80920
Phone: 719-244-3465
E-mail: jnoll@ascentvaluation.com

Clients hereby engage the Appraiser to complete a restricted appraisal report for the subject property as follows:

PROPERTY IDENTIFICATION

The subject consists of a roughly 2,273 square foot commercial building situated along Severy Avenue in Cascade, Colorado, which is currently leased by the Pikes Peak Library District and operated as a community library location. The situs address is reported as 8010 Severy Road, Cascade, Colorado, 80809. The improvements are situated on a portion of a larger 0.93-acre site and it is our understanding that the parcel will be replatted into two tracts to facilitate a near term sale of the library building. An illustration of that sub-divided property is provided below:



PROPERTY TYPE

Commercial

INTEREST VALUED

Fee Simple

INTENDED USERS

Pikes Peak Library District and the Cascade Fire Protection District

Note: No other users are intended by Appraiser. Appraiser shall consider the intended users when determining the level of detail to be provided in the Appraisal Report.

INTENDED USE

To assist Client and intended users in determining market values for a potential purchase.

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TYPE OF VALUE

Market value as defined by appraisal requirements of USPAP.

DATE OF VALUE

Date of inspection

HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS

- 1) Our understanding is that the larger subject property would be replatted as part of the potential sale of the library improvements. The appraisal would include a hypothetical condition assuming that sub-division is complete and that the subject represents a separate legal parcel that could be sold separately.
- 2) The property would be valued on a fee simple basis with no consideration given to any existing lease obligations.
- 3) We assume that any deed restrictions would allow for multiple public uses (churches, fire stations, schools, libraries, public administration offices, etc.) and is not restricted to a library use only.

APPLICABLE REQUIREMENTS OTHER THAN THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)

The Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute

ANTICIPATED SCOPE OF WORK

Site visit

Exterior and interior inspection

Valuation approaches

Sales comparison approach

APPRAISAL REPORT

Report option

Restricted Appraisal Report

CONTACT FOR PROPERTY, IF APPLICABLE

Craig Anderson

DELIVERY DATE

4.0 weeks from receipt of signed engagement and appraisal fee

DELIVERY METHOD

E-mail

NUMBER OF COPIES

1 pdf copy via email unless otherwise requested

PAYMENT TO APPRAISER

PROPOSED IMPROVEMENTS

If the property appraised consists of proposed improvements, Client shall provide to Appraiser plans, specifications, or other documentation sufficient to identify the extent and character of the proposed improvements.

PROPERTIES UNDER CONTRACT FOR SALE

If the property appraised is currently under contract for sale, Client shall provide to Appraiser a copy of said contract including all addenda.

CONFIDENTIALITY

Appraiser shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement with, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

CHANGES TO AGREEMENT

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended use; the date of value; type of value; or property appraised cannot be changed without a new Agreement.

CANCELLATION

Client may cancel this Agreement at any time prior to the Appraiser's delivery of the Appraisal Report upon written notification to the Appraiser. Client shall pay Appraiser for work completed on assignment prior to Appraiser's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser and Client in writing.

NO THIRD PARTY BENEFICIARIES

Nothing in this Agreement shall create a contractual relationship between the Appraiser or the Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS

Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.

TESTIMONY AT COURT OR OTHER PROCEEDINGS

Unless otherwise stated in this Agreement, Client agrees that Appraiser’s assignment pursuant to this Agreement shall not include the Appraiser’s participation in or preparation for, whether voluntarily or pursuant to subpoena, any oral or written discovery, sworn testimony in a judicial, arbitration or administrative proceeding, or attendance at any judicial, arbitration, or administrative proceeding relating to this assignment.

APPRAISER INDEPENDENCE

Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot insure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective by Client or others or advance any particular cause. Appraiser’s opinion of value will be developed competently and with independence, impartiality and objectivity.

EXPIRATION OF AGREEMENT

This Agreement is valid only if signed by both Appraiser and Client within 5 days of the Date of Agreement specified.

GOVERNING LAW & JURISDICTION

The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Colorado, exclusive of any choice of law rules.

By Appraiser:

John Noll
(Signature)

John Noll
(Printed name)

11/7/2024
(Date)

By Client:

Randall A. Green
(Signature)

Randall A. Green, CFO
(Printed name)

11/07/24
(Date)

ADDENDUM C - QUALIFICATIONS

QUALIFICATIONS of

JOHN C. NOLL, MAI

Ascent Valuation
4220 Basswood Drive
Colorado Springs, Colorado 80920
Cell: 719-244-3465
Email: jnoll@ascentvaluation.com

EDUCATION

Bachelor of Arts Degree, Business Management, Benedictine College, Atchison, Kansas
Masters of Business Administration, University of Kansas, Lawrence, Kansas

LICENSE(S)/CERTIFICATION(S)

Certified General Real Estate Appraiser: State of Colorado (No. 100029678) – Expires 12/31/2023
Licensed Real Estate Broker, State of Colorado (No. IA40025840 - Inactive)

PROFESSIONAL AFFILIATIONS

Appraisal Institute - Designated Member (MAI)

EMPLOYMENT EXPERIENCE

1997-2000	PNC Bank, Kansas City, Missouri
2001-2004	Piedmont Financial, Colorado Springs, Colorado
2005-2006	Noll Capital Funding, Colorado Springs, Colorado
2007-2009	Mortgage Banker, CBRE Capital Markets, Colorado Springs, Colorado
2009-2013	Appraiser, CBRE, Inc., Colorado Springs, Colorado
2013 – Present	Principal, Ascent Valuation, Colorado Springs, Colorado

Professional experience has been in the fee preparation of real estate appraisals, market studies and mortgage brokerage of commercial and multi-family properties. Primary experience encompasses a wide variety of property types including office, retail, industrial, multi-family, medical office, restaurant, commercial condominiums, hotel/motel, net leased investments, land, agricultural properties, religious and other special purpose properties.

Primary geographical experience consists of Front Range areas, such as Colorado Springs and Pueblo; plus numerous communities throughout southern Colorado, mountain and resort properties, rural agricultural areas of Colorado and the entire West Slope.

COMMUNITY AFFILIATIONS

Pikes Peak Search and Rescue – 2001 to Present



COLORADO

Department of
Regulatory Agencies

Division of Real Estate

1560 Broadway, Suite 925
Denver, CO 80202-5111

Dear John C Noll

Congratulations! Below are your electronic wallet cards and a larger wall license to use as proof of your licensure. You may also print your license any time through your Online E-Services account by visiting our homepage at dora.colorado.gov/dre and selecting "Online E-Services" from our "Quick Links".

If you have any questions about your credential, or if you require any additional assistance, please contact our Customer Support Team at (303) 894-2166 or by email at dora_realestate_website@state.co.us.

John C Noll Po Box 1910 Colorado Springs, CO 80901	State of Colorado Department of Regulatory Agencies Division of Real Estate	
 Director: Marcia Waters	 Board of Real Estate Appraisers John C Noll Certified General Appraiser	License #: CG100029678 Status: Active Expires: 12/31/2023
For the most up to date information regarding this credential, visit http://dora.colorado.gov/dre		

Colorado Department of Regulatory Agencies Division of Real Estate John C Noll Certified General Appraiser	
<u>CG100029678</u>	<u>12/15/2021</u>
License Number	Issue Date
<u>Active</u>	<u>12/31/2023</u>
License Status	Expiration
Verify this license at http://dora.colorado.gov/dre	
 Director: Marcia Waters	 Licensee Signature

1560 Broadway, Suite 925 Denver, CO 80202-5111 P 303.894.2166 F 303.894.2683 www.dora.colorado.gov/dre



Ute Pass Library Appraisal Discussion

PPLD Board of Trustees Meeting

January 15, 2025

Background

- 1956 - Ute Pass Library was founded (not as part of PPLD Regional Library yet).
- 1964 - Ute Pass Library became part of PPLD, along with Palmer Lake.
- 1968 - Ute Pass Library moved to Cascade, "above the firehouse".
- 1975 - Ute Pass Library moved to the Cascade Elementary School Building [the current building].
- In 2004, PPLD spent around \$164k in major renovations
- According to the facilities master plan:
 - It was constructed in 1935
 - Is 2,123 square feet
 - 47,362 people live within a 15-minute drive
- It is currently a leased building from the Cascade Fire Protection District

Hybrid Model

- Facilities Master Plan recommended we consider “unstaffed controlled access self-serve model, allowing access to the facility during unstaffed hours.” Rethinking Libraries has seen this model in rural libraries as well as urban, such as in Los Angeles.
- PPLD proposes that a hybrid model allows us to serve the County better and lowers the ongoing cost of increasing staff by having some hours staffed and others unstaffed
- Staffing comparisons:
 - Douglas County Libraries has about 326 staff for 7 branches (one is only open 2.5 days per week).
 - Arapahoe Libraries has around 360 employees for 8 libraries.
 - PPLD has roughly 386 staff for 14 buildings.
- Estimated cost of adjusting doors for self-serve access and increased accessibility is estimated \$70,000

Building Condition

From PPLD Facilities Master Plan (pages 36 – 38)

Table 3.7
Current (2024) Facility Condition Indexes

Facility	Status (Leased/Owned)	Year Constructed	Age	Area (SF)	Facility Replacement Value (FRV)	FRV (\$/SF)	Deferred Maintenance Value	FCI
Ute Pass Library	Leased	1935	89	2,123	\$301,296	\$142	\$-	0.000

$$FCI = \left(\frac{\text{Total Facility Deferred Maintenance Cost (\$)}}{\text{Facility Replacement Value (\$)}} \right)$$

Table 3.6 Facility Condition Index Scale

Condition Rating:	FCI
New Facility	FCI = 0.0
Excellent Condition: Facility is maintained and has kept up with capital requirements. Target of an FCI = 0.10 is best in class for most facilities and organizations.	0.00 < FCI ≤ 0.10

Property Appraisal Summary

- Ascent Valuation completed a Market Value appraisal
- As of December 31, 2024
- Property is currently owned by the Cascade Fire Protection District
- No consideration was given to any existing lease obligations
- Deed restriction allows only for public uses
- As Is, Fee Simple of \$490,000 includes Commercial Building and surrounding 16,500 square feet (0.38 acres) of gross land area

Questions?



Pikes Peak Library District
Supplemental Budget
 Fiscal Year 2024

Category

Approved 2024 Budget - Revenues

		2024 Budget Adjustments		
		General Fund	Capital Fund	Self Insurance Fund
		Amount	Amount	Amount
<i>January 9, 2024</i>	Original Approved Budget - Revenue, As Approved	\$ 35,721,043	\$ 2,723,332	\$ 3,038,592
<i>October 16, 2024</i>	Original Approved Budget Adj #3 (CIP-Security Upgrades)		\$ 500,000	
<i>October 16, 2024</i>	Original Approved Budget Adj #4 (PE, 21C Capital needs)		\$ 425,677	
	Original Approved Budget - Revenues, as Approved	<u>35,721,043</u>	<u>3,649,009</u>	<u>3,038,592</u>

Adjustments:

Revenue

Specific ownership taxes	(87,000)		
Federal - Erate Funding	(58,000)		
Fines and Fees	(10,000)		
Miscellaneous - Other Tax Revenue	2,086,606		
Investment income / Interest Income	1,087,457		
Total Revenue	<u>3,019,063</u>	<u>-</u>	<u>-</u>

Grants/Designated Funds

COS Digital Equity Grant	(100,000)		
Buell Foundation - LENA Grant	30,000		
Children's Hospital Summer Read Sponsorship	13,500		
Consortium of SOCO Grant-Video Production	30,000		
Golbey Trust- All Pikes Peak Read (APPR)	19,000		
Friends of PPLD, Support for APPR and multiple library programs	58,000		
Shiver's Fund	15,000		
Can'd Aid Foundation - Recycling equipment and consulting grant	(7,000)		
Total Grants/Designated Funds	<u>58,500</u>	<u>-</u>	<u>-</u>

Transfers In

Operating Fund Transfer to CAP Fund-Finance DW Cash Register Upgrade		60,000	
Operating Fund Transfer to CAP Fund-Facilities Calhan Roof Replacment		40,000	
Operating Fund Transfer to CAP Fund-Facilities PE Computer Lab Remodel		100,000	
Total Transfers In	<u>-</u>	<u>200,000</u>	<u>-</u>

Total Adjustments

2024 General Fund Revenue Budget, As Amended	<u>\$ 38,798,606</u>	<u>\$ 3,849,009</u>	<u>\$ 3,038,592</u>
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Pikes Peak Library District
 Supplemental Budget
 Fiscal Year 2024

Category

Approved 2024 Budget - Expenditures

		2024 Budget Adjustments		
		General Fund	Capital Fund	Self Insurance Fund
		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
<i>January 9, 2024</i>	Original Approved Budget - Expenditures	\$ 36,286,668	\$ 2,723,332	\$ 3,271,797
<i>March 20, 2024</i>	Original Approved Budget - Expenditures - Adj #1 (CIP Rfwd)		\$ 2,782,593	
<i>March 20, 2024</i>	Original Approved Budget - Expenditures - Adj #2 (SRF Rfwd)		\$ 63,791	
<i>October 16, 2024</i>	Original Approved Budget Adj #3 (CIP-Security Upgrades)	\$ 500,000		
<i>October 16, 2024</i>	Original Approved Budget Adj #4 (PE, 21C Capital needs)	\$ 425,677		
<i>October 16, 2024</i>	Original Approved Budget - Expenditures - Adj #3 (CIP-Final Audit)		\$ 43,700	
<i>October 16, 2024</i>	Original Approved Budget - Expenditures - Adj #4 (PE, 21C)		\$ 425,677	
	Original Approved Budget - Expenditures, as Approved	<u>37,212,345</u>	<u>6,039,093</u>	<u>3,271,797</u>

Encumbrances - Utilization of Prior Year Reserves

Library materials	174,031		
Other encumbrances	307,049		
Total Encumbrances Roll Forward	<u>481,080</u>	<u>-</u>	<u>-</u>

Grants/Designated Funds

COS Digital Equity Grant	(100,000)		
Buell Foundation - LENA Grant	3,000		
Children's Hospital Summer Read Sponsorship	13,500		
Friends of PPLD, Support for APPR and multiple library programs	58,000		
Golbey Trust- All Pikes Peak Read (APPR)	25,000		
Shiver's Fund	15,000		
Can'd Aid Foundation - Recycling equipment and consulting grant	(7,000)		
Total Grants/Designated Funds	<u>7,500</u>	<u>-</u>	<u>-</u>

Transfers Out

Operating Fund Transfer to CAP Fund-Finance DW Cash Register Upgrade	60,000		
Operating Fund Transfer to CAP Fund-Facilities Calhan Roof Replacment	40,000		
Operating Fund Transfer to CAP Fund-Facilities PE Computer Lab Remodel	100,000		
Total Transfers Out	<u>200,000</u>	<u>-</u>	<u>-</u>

Other Items

Vacant position savings	(1,873,091)	-	-
Operating Fund Transfer to CAP Fund-Finance DW Cash Register Upgrade		60,000	
Operating Fund Transfer to CAP Fund-Facilities Calhan Roof Replacment		40,000	
Operating Fund Transfer to CAP Fund-Facilities PE Computer Lab Remodel		100,000	
Total Other Items	<u>(1,873,091)</u>	<u>200,000</u>	<u>-</u>

Total Adjustments

2024 General Fund Revenue Budget, As Amended

(1,184,511)	200,000	-
<u>36,027,834</u>	<u>6,239,093</u>	<u>3,271,797</u>

Excess Revenues Over (Less Than) Expenditures

2,770,772	(2,390,084)	(233,205)
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Fund Balance - Beginning of Year

<u>16,868,173</u>	<u>2,390,084</u>	<u>1,394,780</u>
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Fund Balance - End of Year

<u>\$ 19,638,945</u>	<u>\$ -</u>	<u>\$ 1,161,575</u>
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RESOLUTION FOR 2024 SUPPLEMENTAL BUDGET ADJUSTMENTS

A Resolution appropriating additional sums of money to defray expenditures in excess of the amounts budgeted for Pikes Peak Library District, Colorado Springs, Colorado.

WHEREAS, this resolution is adopted for the following causes:

Revenues and Other Financing Sources

1. To decrease revenue for Specific Ownership Taxes (\$87,000) to address lower than expected revenue levels for the 2024 budget.
2. To decrease revenue for the Federal eRate program (\$58,000) due to the delay of reimbursement for a year-end invoice submittal for WAP's and Smartnet spending.
3. To decrease revenue for Fines and Fees (\$10,000) due to lower-than-expected Fine activity during 2024.
4. To increase revenue for Miscellaneous Other Tax Revenue \$2,086,606 for an unanticipated distribution of Backfill funds from the Colorado State Treasurer's Office as prescribed by SB22-238 and SB23B-001.
5. To increase revenue for Investment Income / Interest Income \$1,087,457 due to better-than-expected long-term investment account performance during 2024.
6. To increase revenues by \$58,500 for net grant activity not originally anticipated in the 2024 budget.
7. To increase revenues for capital funds by \$200,000 for district-wide upgrade of Cash Registers, Calhan Library Roof replacement, and PE Computer Lab Remodel.

Expenditures and Other Financing Uses

1. To increase the 2024 General Fund budget for the utilization of Fund Balance-Reserved for Encumbrances, as follow:

a.	Library Materials	\$174,031
b.	Other Encumbrances	<u>307,049</u>
	Total Encumbrances	\$481,080
2. To increase the 2024 Budget by \$7,500 for various grants not originally anticipated in the 2024 budget.
3. To decrease the 2024 General Fund budget and increase the Capital Funds budget, by \$200,000 each for activities described in Item 7 above.
4. To decrease the 2024 Budget (\$1,873,091) for personnel costs appropriation savings (wages, applicable taxes, and required district retirement contributions) with the elimination of vacant positions and recalibrating personnel costs based on final personnel levels as of the final working day of 2024, December 31, 2024.

NOW THEREFORE, it is resolved by the Board of Trustees of Pikes Peak Library District, Colorado Springs, Colorado:

1. That the 2024 appropriation of the General Fund is hereby decreased from \$37,212,345 to \$36,027,834, as presented in Attachment A.
2. That the 2024 appropriation of the Capital Funds is hereby increased from \$6,039,093 to \$6,239,093, as presented in Attachment A.

ADOPTED, this 15th day of January, 2024.

Attest: _____
President
Board of Trustees