



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
OCTOBER 10, 2017
PENROSE LIBRARY
2:30 PM

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT *(3 Minute Time Limit per Person)*
- IV. CORRESPONDENCE AND COMMUNICATIONS
 - A. Minutes *(p. 1)*
 - B. Correspondence *(p. 8)*
 - C. Events & Press Clippings *(p. 9)*
 - D. Presentations
 - 1. PPLD Services to the Business and Nonprofit Communities: Tammy Sayles, Terry Zarsky
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report *(p. 10)*
 - B. Pikes Peak Library District Foundation Report *(p. 11)*
 - C. Board Reports
 - 1. Governance Committee Report: K. Spicer
 - 2. Internal Affairs Committee Report: K. Beach
 - 3. Public Affairs Committee Report: K. Owings
 - 4. Board President's Report: C. Grossman
 - 5. Adopt-a-Department Reports
 - D. Financial Report: M. Varnet *(p. 12)*
 - E. Public Services Report: J. McPherson & L. Proctor *(p. 29)*
 - F. Circulation Report: J. Spears *(p. 31)*
 - G. Chief Librarian's Report: J. Spears
- VI. BUSINESS ITEMS
 - A. Consent Items: Decision 17-10-1
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. New Hires *(p. 34)*
 - B. Unfinished Business
 - C. New Business
 - 1. 2018 Employee Benefits: Decision 17-10-2: S. Jensen *(p. 35)*
 - 2. Contract for Café Services at Library 21c: Decision 17-10-3: S. Anglum *(p. 45)*
 - 3. Board Retreat
 - a. Panel Discussion *(p. 51)*
- VII. ADJOURNMENT

JOINT BOARDS RETREAT ACTIVITIES TO IMMEDIATELY FOLLOW THIS MEETING
5:30 –RECEPTION - KCH

Providing resources and opportunities that impact individual lives and build community.

**MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 12, 2017
4 pm
Penrose Library**

MEMBERS PRESENT

President Cathy Grossman, Vice President Keith Clayton, Secretary/Treasurer Molly Dippold, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Wayne Vanderschuere

MEMBERS ABSENT

Trustee Katherine Spicer

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer and Foundation Executive Officer Dolores Cromeens, El Paso County Commissioner Longinos Gonzalez, Executive Assistant Sue Hammond, Friends of the Pikes Peak Library District Board Vice President Carolena Jackson, Chief HR & OD Officer Sally Jensen, El Paso County Commissioner Peggy Littleton and friend Val, Children's Services Division Head Nancy Maday, Chief Information Officer Richard Peters, Teen Services Librarian Rebecca Philipsen, Director of Branches Lynne Proctor, Young Adult Services Division Head/East Adult Services Manager Joanna Rendon, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Financial Officer Michael Varnet, IFLA Attendees: Jamey Hastings, Tiffany Paisley, Teona Shainidze Krebs, Sara Sharples, PPLD Board of Trustees Applicants: Elizabeth Avera, Susan Burnett, Lorinda Langin, Mina Liebert, Michael Massik, Deirdre McCormack, Shannon Plechas, Scott Taylor,

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the September 12, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the August 8, 2017 meeting of the Board of Trustees were presented for review.

Motion: Keith Clayton moved that the minutes of the August 8, 2017 meeting of the Board of Trustees be approved as presented.

Second: The motion was seconded by Molly Dippold.

Vote: The motion was approved unanimously.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet. Chief Librarian John Spears highlighted several upcoming events. He encouraged everyone present to attend grand opening events for the new recording studio and makerspace at Sand Creek Branch on September 23.

Presentations

Summer Adventure Report

Nancy Maday, Joanna Rendon and Rebecca Philipsen reported on the 2017 Summer Adventure Program for children and teens. Staff used the results of surveys from past programs to help design a 2017 program that was responsive to patron feedback and that continued to promote life-long learning and combat summer reading loss. Studies indicate that children are motivated more by public recognition than material prizes, so in 2017, prizes were reduced and coupon sheets were no longer offered. PPLD did offer a book prize as an incentive to encourage literacy and the enjoyment of books. PPLD utilized the online program Beanstack for young patrons to track their progress digitally. It was noted that every activity available required reading.

3,018 teens and 12,413 children registered for the program. It was noted that the number of registrations for both the teen and the children's programs dropped from 2016.

PPLD again utilized the Public Library Association's Project Outcome tools to track outcomes for this year's programs. PPLD received 768 responses from caregivers and participants. The surveys indicated that children and teens learned something new from the program, read more often, enjoyed reading more and wanted to visit the library more often.

IFLA Reports

Early in 2017 the PPLD Leadership Team created an application/selection process for staff wishing to attend the International Federation of Libraries Association (IFLA) World Library and Information Congress to be held in Wroclaw, Poland in August. More than 30 staff applied. Two staff members were already committed to attend IFLA in 2017 based on their membership in various IFLA groups. Four additional staff members were selected to attend. The PPLD Foundation and the Friends of the Pikes Peak Library District helped to fund IFLA attendance.

IFLA 2017 attendees Tim Blevins, Jamey Hastings, Tiffany Paisley, Teona Shainidze Krebs, Sara Sharples and John Spears gave reports on their experiences. Each individual presented a unique perspective, and as a result of extensive pre-conference planning, the 6 PPLD representatives were able to attend a wide variety of sessions covering many aspects of library services. The IFLA attendees thanked the Board, the Foundation and the Friends of the Library for making it possible for them to have this extraordinary experience. All returned to PPLD with a new, broader perspective and a global vision for the future of libraries.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board Vice President Carolena Jackson gave the Friends report to the Board. Ms. Jackson noted that the Friends online sales continue to do very well, with a total this year of about \$21K. The Friends Board recently participated in a retreat focusing on teamwork to increase effectiveness and efficiency.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens reported that the Foundation has raised about \$700K so far this year. She thanked everyone for participating in the recent Wasted Wisdom fundraising trivia event and encouraged the Board to come out and celebrate the opening of the new makerspace and recording studio with the Sand Creek Branch community and staff on September 22 and 23.

Board Reports

Governance Committee

Governance Committee member Wayne Vanderschuere reported on the July 26, 2017 committee meeting. Topics included recruitment for upcoming Board vacancies and the upcoming Board retreat.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee had not met.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the committee had not met.

Board President

President Grossman commented on the great community engagement that PPLD accomplished through solar eclipse programs that took place across the District.

President Grossman welcomed 8 applicants for the two upcoming Board vacancies to the meeting.

Adopt-A-Department

- Kathleen Owings: Met with the Finance, HR and Foundation departments and attended a Dragon Theater presentation.
- Molly Dippold: Opened the festivities at the Wasted Wisdom trivia event.
- Cathy Grossman: Toured Fountain Branch and met the staff.

Financial Report

The financial report for the period ending July 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that revenues from specific ownership taxes are at a record high and interest income continues to do very well. He noted that at the current rate, PPLD will exceed its TABOR limit by up to \$290K this year, necessitating the need to refund the difference plus 10% to the citizens in 2018. Chief Librarian Spears began a discussion of the implications for an extended amnesty period for overdue fines on adult library materials to temper the impact of these increased revenues. Mr. Varnet estimated that adult fines come to about \$27K

per month. The Board agreed that with the proper messaging this would be a fiscally responsible approach and let management know that they support a plan for an extended amnesty period for fines on adult library materials.

Library Services and Branch Services Report

The Library Services and Branch Services Report was included in the Board packet. Director of Branches Lynne Proctor reported that PPLD had been busy wrapping up this year's Summer Adventure program with parties at various sites throughout the District. She announced that Ruth Holley Branch Manager Janet Cox will retire at the end of September.

Circulation Report

The circulation report for August 2017 was included in the Board packet.

Chief Librarian's Report

Chief Librarian & CEO John Spears announced that he has been asked to serve on the ALA President's Advisory Committee. This appointment will necessitate a few trips to Chicago in 2018. ALA will fund this travel.

Mr. Spears noted that PPLD management focused on the 2018 budget in August. Every branch and department has been involved in budget meetings. A draft of the 2018 budget will be delivered to the Board by October 15.

Senator Cory Gardner has nominated PPLD for the prestigious IMLS 2018 National Medal for Museum and Library Service. PPLD is incredibly honored by this nomination.

As libraries across the nation grapple with drug overdoses in library facilities, many libraries are taking a proactive approach to the opioid epidemic by providing Naloxone (brand name Narcan) kits for staff willing to administer the opioid-blocking drug. PPLD has discussed the implementation of Narcan at library facilities and will move forward with a pilot program in central, southeastern and western facilities. The pilot will eventually move out into all PPLD facilities. On September 29, 2017 staff at pilot facilities will hear a presentation from the head of security at Denver Public Library on how DPL has instituted Narcan use.

PPLD has entered the next phase of implementation of the Singer Group recommendations and is currently involved in the reclassification of all PPLD library assistants. A tool has been developed to aid in placing staff in positions that reflect the work they are doing.

Special Collections staff members have begun to move forward with plans to redistribute Special Collections materials to enable moving genealogy collections

into the Carnegie Reading Room and relocating all staff and staff functions to the lower level of the Carnegie. This plan is prefaced by the approaching availability of the main hall at KCH as a meeting room. Plans to construct 2 adjoining meeting rooms on the lower level of Penrose Library are moving forward, and approximately \$275K will be budgeted in 2018 for this purpose.

PPLD is exploring the possibility of utilizing modular homes in eastern El Paso County to serve as small branches in lieu of bookmobile service. Replacement costs, operating costs and downtime for repairs make the bookmobiles expensive to operate. For about \$200K, PPLD could open two modular branches with new circulating collections. The small branches would be open 30-40 hours weekly and provide small meeting rooms as well as programming and computers. Bookmobile staff could be redeployed to staff the new branches. Chief Librarian Spears met recently with the Ellicott superintendent of schools to discuss the idea. Ellicott School District staff was enthusiastic and the possibility of allowing PPLD to place one of the small branches on school property was discussed. Management will continue to move in the direction of replacing county bookmobile stops with modular branches.

BUSINESS ITEMS

Consent Items

Decision 17-9-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Kathleen Owings moved to approve the Consent Items as presented.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 17-9-2: Tyler Contract

PPLD has utilized Tyler Technologies' fully integrated Finance/Payroll/Human Resources computer system (MUNIS) since 2009. Beginning in 2014 MUNIS hosting moved from in-house to an off-site solution hosted by Tyler Technologies. Board approval is required to extend this agreement. The non-appropriation clause included in the original contract will remain in place for any extension.

Motion: Keith Clayton moved that the PPLD Board of Trustees authorize management to enter into a 3-year contract extension for the hosted solution currently being utilized through Tyler Technologies for the period 2018-2020 at a total cost of \$188,937 (\$62,979 annually).

Second: Molly Dippold seconded the motion.
Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 6:17 p.m.

Joanna Rendon left the meeting at 4:50 pm
Rebecca Philipsen left the meeting at 4:50 pm
Longinos Gonzalez left the meeting at 4:50 pm
Peggy Littleton and Val left the meeting at 4:55 pm
Susan Burnett left the meeting at 5:50 pm



September 27, 2017

Pikes Peak Library-Fountain Branch
Abigail Simpson, Manager
230 S. Main Street
Fountain, CO 80817

Dear Abby,

On behalf of the City of Fountain and its citizens, we would like to thank you for participating in Fountain's Community Night in the Park on Tuesday, September 19, 2017.

The Book Mobile and Book Trike were a great hit with the visitors to the event. Please extend our gratitude to all your employees and/or volunteers who attended and made a valuable contribution to our event.

You have supported our events in the past and we truly appreciate your support again and look forward to your participation in future events.

Sincerely,

Gabriel P. Ortega
Mayor

Scott Trainor
City Manager

Upcoming Events & Press Clippings October 10, 2017

APPR Author Visit / Stacey Lee (*Under A Painted Sky*), Venue @ Library 21c – Thursday, October 12, 7:00 pm

PPLD @ Colorado Springs Science Festival/Carnival Day @ UCCS campus – Saturday, October 14, 10:00 am to 4:00 pm

Makers & Friends @ Pikes Peak Makerspace (part of Maker Faire week), 735 E. Pikes Peak - Wednesday, October 18, 6:00 to 8:30 pm

Colorado Springs Mini Maker Faire @ Library 21c – Saturday, October 21, 10:00 am to 4:00 pm

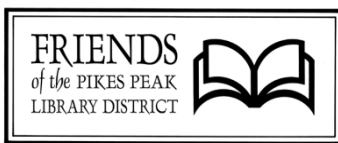
PPLD @ Malloween, Chapel Hills Mall – Tuesday, October 31 (Halloween), 4:00 pm to 6:00 pm

Press Clippings

New recording studio, makerspace now open at Sand Creek Library (FOX 21 News, Sept. 24, 2017)

Library 21c boasts amenities that make it the 'library of the future' (*The Gazette*, Sept. 26, 2017)

Sand Creek Library Celebrates Its New Makerspace with a Bang (Innovators Peak, Sept. 29, 2017)



Mission: To support, preserve, and promote our public library system.

Vision: Every person in our community values the critical role of the Pikes Peak Library District for the common good.

Online Book Sales Year to Date:

E-commerce SALES TOTALS, Amazon and eBay combined)

- MTD \$2,459
- YTD \$22,933

**Branch Library Friends Committee will be lead by Chair: Diane Pflazgraf;
Secretary: Rita Jordan**

Attended Sand Creek Library's Grand Opening.

Fall Book Sale—October 27 – 29, 2017 at East Library

Literary Awards Luncheon: April 21, 2018

Golden Quill Winner: Kay Esmiol, author of y of Fannie Mae Duncan, owner of the Cotton Club and a civil rights icon here in Colorado Springs

Frank Waters Winner: Mary Taylor Young award winning Rocky Mountain National Park Author. She is also an accomplished field naturalist and Resident Artist in K-12 schools throughout Colorado.

Bette Field Writing Contest committee has contacted 598 English Teachers in El Paso County; grades 6 -12. Essay writing occurs in the schools in February and is judged in March. Students receive awards in April and also recognized during the Literary Awards Luncheon.



The Sand Creek Maker Space Grand Opening events planned by a staff and community Team under the leadership of Branch Manager Abby Simpson, ran from Monday, September 18 through Saturday, September 23 attracted over 1500 participants. The count is not yet determined, but the Saturday Block Party counted 750+ hot dog giveaways alone. Thanks to the very generous support of Comcast, the District, Cheyenne, and Sand Creek Friends and the Foundation, each day's activities included giveaways, special make projects, and other fun experiences. The Donor night welcomed about 70 to Sand Creek. Many were visiting the Branch for the first time.

House Bill 1326 will potentially offer \$5.8 million over a three- year period for small business loans and grants in southeast Colorado Springs and north Aurora near Denver. The money was shifted from the Department of Corrections, as the DOC's budget was reduced thanks to a series of parole reforms, which included decreasing prison time for technical parole violators from up to 180 days to between 30 and 90 days. Money will be divided equally between Aurora and southeast Colorado Springs, two economically challenged areas. The Denver Foundation has been chosen as fiscal agent for the funds and Accion is a national nonprofit that make micro loans to small businesses and the Lane Legacy Fund has been named as the local grant fiscal agent. Grant guidelines will be developed by a locally designated committee, yet to be named. The Foundation will continue to monitor RFP opportunities as a PPLD Team meets to develop a possible list of possible projects. The Foundation will apply for these funds contingent on guidelines and projects.

Geeks 2018 welcomed 170 participants. One hundred twelve of the 170 or 35% were non PPLD staff or PPLD volunteer leadership, welcoming an important demographic to see many special program areas at Library 21c. Seven volunteers and 15 staff worked approximately 314. The event raised (netted) \$3,582.

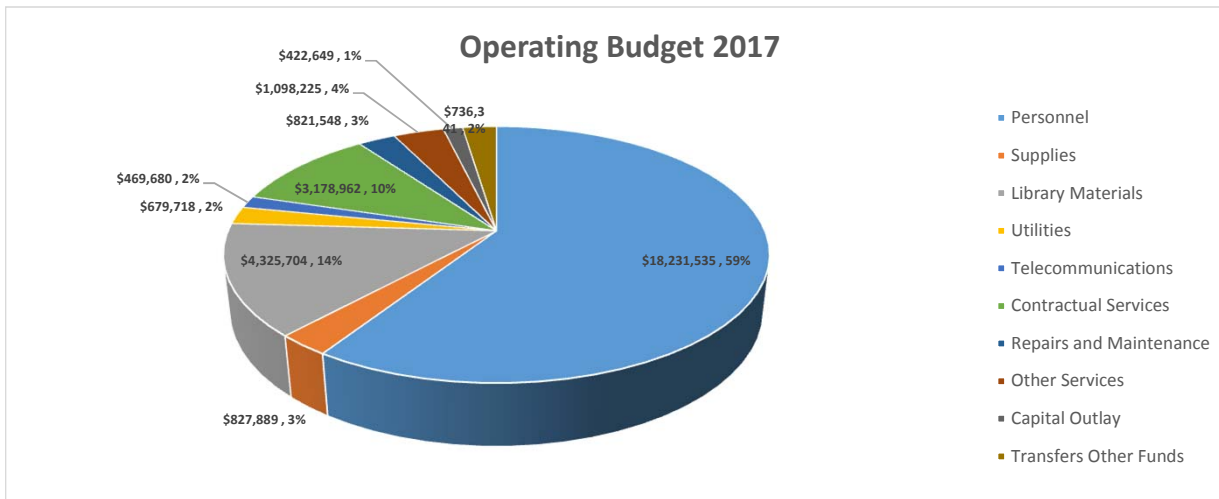
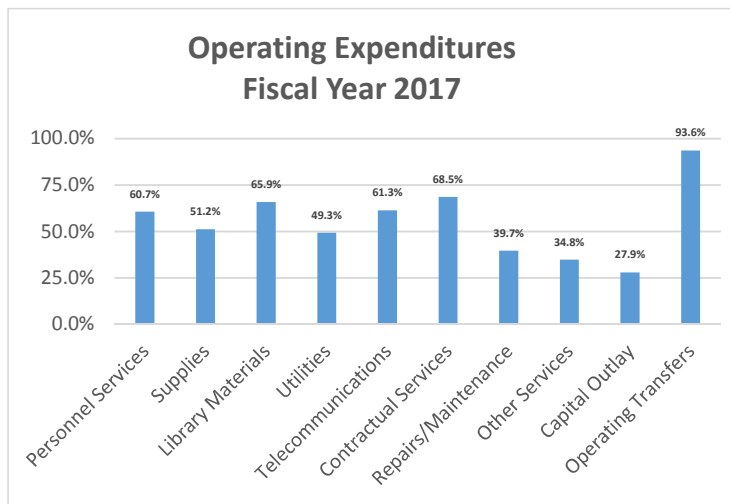
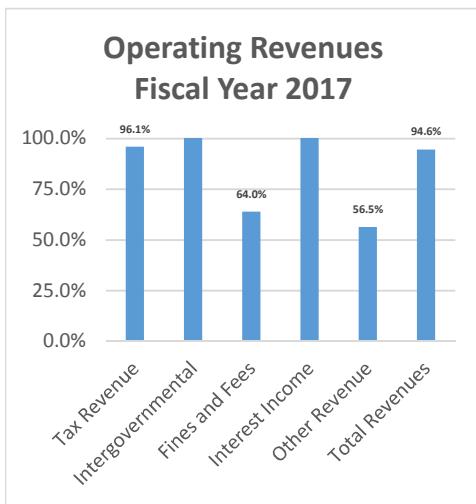
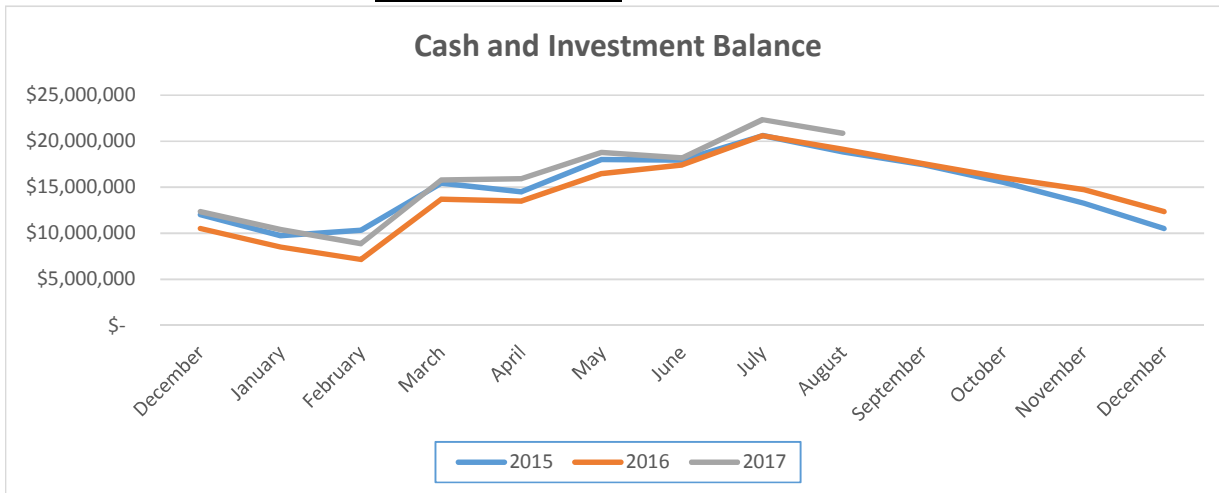
Now that Geeks and the Sand Creek events are behind us, Development staff will be focusing on end of year fundraising activities like Colorado Gives Day and end of year campaign solicitation.

The recently updated Foundation web page includes the following giving opportunities: Sand Creek Makerspace, Career Online High School, General Donation Page, Children's Programming, Mobile Maker Lab, Alex Gilmore Memorial Fund, KCH, Carnegie Society, 21c Bricks, East Bricks, Fountain Bricks.

Facebook page started the month with 1037 likes and ended with 1059. There were 33 posts for the month, about 8.25 per week.

Pikes Peak Library District Financial Dashboard

August 2017



Pikes Peak Library District

August 2017 Financial Report

Presented to Board of Trustees on October 10, 2017

Pikes Peak Library District
General Fund Summary
For the Eight-Month Period Ended August 31, 2017 and 2016

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
Revenues					
Property Taxes	\$ 25,516,914	\$ 24,535,398.31	\$ 981,516	4.0%	
Specific Ownership Taxes	2,282,605	1,861,570.51	421,034	22.6%	1
Fines and Fees	212,175	340,384.21	(128,209)	-37.7%	2
Interest Income	116,283	54,363.83	61,919	113.9%	3
Other Revenue	931,144	445,956.95	485,187	108.8%	4
Total Revenues	\$ 29,059,121	\$ 27,237,674	\$ 1,821,447	6.7%	

- 1 Specific ownership tax collections are higher than expected for the first eight months of the year. This in part is due to the continual growth on the local economy. We will monitor this trend over the next several months but it appears that actual collections will exceed the budget by about \$300,000 - \$350,000. Regardless of the amount, PPLD is not entitled to keep any revenue collected in excess of its legal limitations (TABOR), and this will also be monitored closely.
- 2 Fines and fees revenue will be lower in 2017 compared to 2016 primarily because PPLD no longer assesses fines on juvenile and teen materials (effective 1/1/2017). In addition, PPLD held a three-week amnesty period during the month of March. Outstanding fines and fees were waived during this period if overdue materials were returned. Total fines and fees forgiven was \$60,942.
- 3 Interest rates are higher in 2017 for various reasons.
- 4 In 2017, PPLD has received \$230,723 in eRate revenue. For 2016, the eRate revenue was received towards the end of the year.

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2017 - 08/31/2017

Percent of Year 67%

Account Description	Original Approp	Ytd Received	Available Budget	% Received
Tax Revenue				
Property Taxes - Current	25,844,236	\$ 25,572,286	\$ (271,950)	99%
Property Taxes-Abatement	(95,000)	(96,643)	(1,643)	102%
Property Taxes - Omitted	3,150	4,033	883	128%
Property Taxes - Delinquent	15,000	9,175	(5,825)	61%
Penalty/Interest-Del Property	30,000	17,651	(12,349)	59%
Specific Ownership Taxes	3,125,000	2,282,605	(842,395)	73%
Local Gov In Lieu Of Tax	9,250	10,412	1,162	113%
Total Tax Revenue	28,931,636	27,799,519	(1,132,117)	96%
Intergovernmental				
State Grant - Library Materials	145,000	144,574	(426)	100%
Federal - eRate Funding	225,000	230,723	5,723	103%
State - Other grant	-	8,700	8,700	100%
Total Intergovernmental	370,000	383,997	13,997	104%
Fines and Fees				
Fines And Fees	326,420	207,505	(118,915)	64%
Collection Agency Fees	3,580	3,762	182	105%
Other Fees	1,500	908	(592)	61%
Total Fines and Fees	331,500	212,175	(119,325)	64%
Interest Income				
Interest Earnings	100,000	116,283	16,283	116%
Other Revenue				
Donations-PPLD Foundation	801,753	433,277	(368,476)	54%
Donations - Civic Organization	15,000	-	(15,000)	0%
Donations - Other Categories	20,000	727	(19,273)	4%
Copier Charges	30,450	26,726	(3,724)	88%
Patron Mgmt. System Printer	24,550	31,553	7,003	129%
Parking Lot Collections	34,000	20,974	(13,026)	62%
Merchandise Sales	5,500	3,324	(2,176)	60%
Meeting Room Rental	-	763	763	100%
Miscellaneous	13,000	21,961	8,961	169%
Sales Of Assets - Gen Capital	4,200	552	(3,648)	13%
Sales Of Assets-Lost Library Mat	20,800	7,290	(13,510)	35%
Total Other Revenue	969,253	547,147	(422,106)	56%
Total General Fund Revenues	\$ 30,702,389	\$ 29,059,121	\$ (1,643,268)	95%

**Pikes Peak Library District
General Fund Summary
For the Eight-Month Period Ended August 31, 2017 and 2016**

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
Expenditures					
Personnel	\$ 11,353,608	\$ 10,552,411	\$ 801,197	7.6%	
Supplies	444,130	416,222	27,908	6.7%	
Library Materials	2,969,876	2,983,937	(14,061)	-0.5%	
Utilities	335,331	299,357	35,974	12.0%	1
Telecommunication costs	316,814	188,768	128,046	67.8%	2
Contractual Services	2,213,064	2,167,170	45,894	2.1%	
Repairs and Maintenance	328,482	324,678	3,804	1.2%	
Other Services	364,387	364,670	(283)	-0.1%	
Capital Outlay	200,597	67,120	133,477	198.9%	
Operating Transfers To Other Funds	736,341	1,259,088	(522,747)	-41.5%	3
Total Expenditures	\$ 19,262,630	\$ 18,623,422	\$ 639,208	3.4%	

1 Electric charges is up about 25% IN 2017 as compared to 2016, or about \$35,000.
The increase is a result of both a rate increase after 7/31/2016 and an increase in use.

2 Certain costs that were previously classified under contractual services
have been reclassified to telecommunications costs (i.e., Internet - \$21,600, etc.)

3 Operating transfers have been made in accordance with the approved budgets.

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 08/31/2017

Percent of Year 67%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Personnel Services				
Regular Employees	\$ 14,300,651	\$ 8,566,315	\$ 5,734,336	60%
Temporary Employees	148,820	52,537	96,283	35%
Substitute Employees	531,636	327,171	204,465	62%
Work-Study And Internship	32,439	5,878	26,561	18%
Social Security Contributions	1,091,812	657,955	433,857	60%
Retirement Contributions	830,022	493,491	336,531	59%
Health Plan Contributions	1,467,000	1,062,536	404,464	72%
Unemployment Compensation	44,000	20,541	23,459	47%
Workers Compensation	97,000	74,861	22,139	77%
Vision Plan Ins Contributions	54,000	31,549	22,451	58%
Life A&D Ins Contributions	51,000	34,309	16,691	67%
Tuition Reimbursement	45,000	26,465	18,535	59%
Total Personnel Services	18,693,380	11,353,608	7,339,772	61%
Supplies				
General Supplies	229,956	96,601	133,355	42%
Microform Supplies	2,450	56	2,394	2%
Software Purchases	276,698	192,441	84,257	70%
Computer Supplies	46,000	17,912	28,088	39%
Processing Supplies	95,760	46,497	49,263	49%
Office Supplies	141,765	83,241	58,524	59%
Other Supplies	75,422	7,382	68,040	10%
Total Supplies	868,051	444,130	423,921	51%
Library Materials				
Audio-Visual Materials	884,251	451,196	433,055	51%
Books	1,492,045	796,704	695,341	53%
E-Materials	1,103,731	878,386	225,345	80%
Library Materials - Other	264,263	175,179	89,084	66%
Microforms	5,000	9,180	(4,180)	184%
Periodicals	212,087	109,992	102,095	52%
Serials	38,517	26,789	11,728	70%
Databases - On-Line Services	505,061	519,031	(13,970)	103%
Memorial Materials	154	3,419	(3,265)	100%
Total Library Materials	4,505,110	2,969,876	1,535,234	66%
Utilities				
Gas	99,713	36,951	62,762	37%
Electric	477,480	254,236	223,244	53%
Water And Sewer	103,655	44,144	59,511	43%
Total Utilities	680,848	335,331	345,517	49%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 08/31/2017

Percent of Year 67%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Telecommunications				
Data Telecommunications	355,880	233,791	122,089	66%
Voice Telecommunications	77,600	32,312	45,288	42%
Cellular Telecommunication	73,200	50,711	22,489	69%
Telecommunications Expansion	10,000	-	10,000	0%
Total Telecommunications	516,680	316,814	199,866	61%
Contractual Services				
Janitorial Services	401,200	254,876	146,324	64%
Rental-Library Facilities	527,287	388,454	138,833	74%
Common Area Mntn Costs	139,745	105,443	34,302	75%
Security contractual services	30,000	25,128	4,872	100%
Rental-Storage Area	16,200	12,150	4,050	75%
Audit	41,450	39,705	1,745	96%
Legal	50,000	33,508	16,492	67%
Consultant	213,487	129,753	83,734	61%
Cataloging	50,600	15,717	34,883	31%
Trash Removal	21,669	12,170	9,499	56%
Copier Services	45,000	44,213	787	98%
Courier Services	200,800	90,391	110,409	45%
Ins-Not Employee Benefit	181,000	160,907	20,093	89%
Collection Agency Fees	41,000	23,556	17,444	57%
Printing	100,200	52,275	47,925	52%
Programming	283,339	116,296	167,043	41%
Treasurer Fees	386,656	384,047	2,609	99%
Microfilming Services	24,550	10,405	14,145	42%
Computer Support Agreement	113,500	97,217	16,283	86%
Maintenance-Computer Equipment	208,882	183,672	25,210	88%
Software Licenses	94,000	-	94,000	0%
Employee Assistance Program	17,000	9,883	7,117	58%
Parking	42,375	23,298	19,077	55%
Total Contractual Services	3,229,940	2,213,064	1,016,876	69%
Repairs and Maintenance				
Grounds Maintenance	71,400	32,573	38,827	46%
Vehicle Operating Supplies	54,750	32,627	22,123	60%
Maintenance-Equipment	506,839	188,684	318,155	37%
Repairs-Equipment	21,210	5,903	15,307	28%
Repairs-Furniture	32,500	10,924	21,576	34%
Repairs-Buildings	140,850	57,771	83,079	41%
Total Repairs and Maintenance	827,549	328,482	499,067	40%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 08/31/2017

Percent of Year 67%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Other Services				
Translation Services	2,593	93	2,500	4%
Advertising	3,010	1,087	1,923	36%
Bank And Trustee Fees	26,600	14,984	11,616	56%
Information Listing	15,000	15,835	(835)	106%
Mileage/Travel Reimbursement	71,027	28,831	42,196	41%
Employee Recruitment	39,500	9,942	29,558	25%
Employee Testing	500	-	500	0%
Dues/Membership/Bus Functions	58,996	31,199	27,797	53%
Merchandising	5,000	152	4,848	3%
Employee Recognition/Excellence	20,525	3,882	16,643	19%
Board Of Trustees	5,000	819	4,181	16%
Community Outreach	70,000	36,885	33,115	53%
Training	229,815	87,385	142,430	38%
Signage	8,000	3,860	4,140	48%
Bindery	5,000	3,026	1,974	61%
Summer Reading Club	50,733	37,693	13,040	74%
Patron Reimbursement	1,000	-	1,000	0%
Postage	92,500	49,606	42,894	54%
Volunteer Program	5,900	1,846	4,054	31%
Safety & Wellness	18,500	6,676	11,824	36%
Other Grant Designated Fund Exp	285,527	17,156	268,371	6%
Administrative Support	10,500	264	10,236	3%
Rental-Equipment	1,000	-	1,000	0%
Other Expenses	21,789	13,166	8,623	60%
Total Other Services	1,048,015	364,387	683,628	35%
Capital Outlay				
Laptops	2,500	-	2,500	0%
Video Equip & Access	4,000	14	3,986	0%
Land Improvement	17,184	6,758	10,426	39%
Buildings	98,832	7,463	91,369	8%
Equipment	560,626	169,469	391,157	30%
Furniture	18,251	13,929	4,322	76%
Shelving	2,000	-	2,000	0%
Capital Outlay-Other Expenditures	15,000	2,964	12,036	20%
Total Capital Outlay	718,393	200,597	517,796	28%
Operating Transfers to Other Funds				
Fund Transfers Out	786,341	736,341	50,000	94%
Total Expenditures	\$ 31,874,306	\$ 19,262,630	\$ 12,611,676	60%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2017 - 05/31/2017**

Fund Balance - January 1, 2017	\$ 276,398
Budgeted Revenues	-
Budgeted Expenditures	-
Fund Balance - July 31, 2017	<u><u>\$ 276,398</u></u>

Fund Balance - By Fund

Annual Fund	\$ 7,000
Cheyenne Mountain Library Fund	9,067
Fountain Branch Library Fund	18,725
High Prairie Library Fund	174,574
Sand Creek Library Fund	60,546
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	999
Special Collections Support Fund	1,113
	<u><u>\$ 276,398</u></u>

Pikes Peak Library District
 East Library Capital Projects Fund
 Period 01/01/2017 - 08/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
Water Treatment System	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000	0.00
Roof Inspection And Repairs	3,500	2,375	5,875	650	1,840	3,385	42.40
Blinds For EsL Office	2,200	-	2,200	2,173	-	27	98.80
Blinds For Erc/Maker Space	4,500	-	4,500	3,541	-	959	78.70
Window Leak-2nd Floor	7,500	-	7,500	-	-	7,500	0.00
Additional Meeting Room Chairs	2,250	-	2,250	1,433	-	817	63.70
Teen Center-Interior Paint	4,000	-	4,000	3,243	-	757	81.10
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000	0.00
Paint Shelves	-	945	945	-	-	945	0.00
Furnishings/Barrier Tween Area	4,000	-	4,000	4,000	-	-	100.00
Mural	5,000	-	5,000	4,817	-	183	96.30
Chair Replacement	3,500	-	3,500	2,542	-	958	72.60
Educational Resource Center	-	160	160	272	-	(112)	170.10
It Equipment	-	2,071	2,071	-	-	2,071	0.00
Total Expenditures	36,450	13,551	50,001	22,670	1,840	25,491	49.0%
Sources of Funds							
Operating Transfer - General Fund	\$ -	\$ -	\$ -	-	\$ -	\$ -	0.0%
Excess Revenues over Expenditures				(22,670)			
Fund Balance - January 1, 2017				132,256			
Fund Balance - August 31, 2017				<u>\$ 109,586</u>			

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2017 - 08/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
Building Improvement - Penrose	\$ -	\$ 5,280	\$ 5,280	\$ -	\$ -	\$ 5,280	0.00
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280	0.00
Replace Floors In Elevators	-	3,500	3,500	-	-	3,500	0.00
Window Caulking	-	53,013	53,013	48,985	-	4,028	92.40
Additional Lighting	1,000	-	1,000	1,000	-	0	100.00
Roof Maintenance	3,500	-	3,500	650	2,280	570	83.70
Window Blinds For Ea	3,200	-	3,200	2,964	-	236	92.60
Replace Existing Parking Meter	50,000	-	50,000	-	-	50,000	0.00
Facade Repair	16,000	-	16,000	15,650	-	350	97.80
Elevator Modernization - Cab	45,000	-	45,000	18,043	18,043	8,914	80.20
Convert Pea Gravel Walk	2,000	-	2,000	-	2,000	-	100.00
Wood Repairs & Scaffolding	40,000	-	40,000	36,570	-	3,430	91.40
Shelving Signage	2,000	-	2,000	-	-	2,000	0.00
Replace 4 Staff Chairs	1,500	-	1,500	1,396	-	104	93.10
Capital Outlay-Other Expenses	-	464	464	-	-	464	0.00
Total Expenditures	164,200	64,537	228,737	125,257	22,323	81,157	64.5%
Sources of Funds							
Operating Transfer - General Fund	\$ 59,690	\$ -	\$ 59,690	59,690	-	-	100.0%
Excess Revenues over Expenditures				(65,567)			
Fund Balance - January 1, 2017				173,206			
Fund Balance - August 31, 2017				<u>\$ 107,639</u>			

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2017 - 08/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
Parking Repairs	\$ 570,000	\$ 80,000	\$ 650,000	\$ 642,553	\$ 3,458	\$ 3,988	99.40
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750	0.00
Sound Dampening Of Amh Space	-	3,000	3,000	-	-	3,000	0.00
Sound Attenuation	5,000	-	5,000	362	1,204	3,434	31.30
Improv Teen Gaming Room	30,000	-	30,000	7,500	-	22,500	25.00
Install Electrical Outlets	5,000	-	5,000	-	-	5,000	0.00
Ada Fixtures	10,000	-	10,000	9,964	-	36	99.60
Audio Booth	-	2,000	2,000	-	-	2,000	0.00
Contingency	-	35,868	35,868	-	-	35,868	0.00
Staging	-	4,675	4,675	-	-	4,675	0.00
Audio/Lighting	-	4,000	4,000	-	-	4,000	0.00
Signage	5,000	-	5,000	-	-	5,000	0.00
Patron Registration	3,000	-	3,000	-	-	3,000	0.00
Taz 3D Printer	10,000	(10,000)	-	-	-	-	0.00
Portable Projectors	13,000	-	13,000	-	-	13,000	0.00
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500	0.00
Munis Record Management Syst	30,000	-	30,000	-	-	30,000	0.00
Taz 3D Printer	-	10,000	10,000	-	10,783	(783)	107.80
Total Expenditures	681,000	132,793	813,793	660,379	15,445	137,969	83.0%
Sources of Funds							
Transfer from General Fund	-	50,000	50,000	-	-	-	100.00
Donations	30,000	-	30,000	35,000	-	5,000	116.7%
Total Sources of Funds	\$ 30,000	\$ 50,000	\$ 80,000	35,000	\$ -	\$ 5,000	43.8%
Excess Revenues over Expenditures				(625,379)			
Fund Balance - January 1, 2017				777,665			
Fund Balance - August 31, 2017				<u>\$ 152,286</u>			

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2017 - 08/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
Facilities							
Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	25,000	0.0%
Ch Carpet Replacement	-	30,000	30,000	25,018	-	4,982	83.4%
Ho - Rolling Wall Partition	-	2,200	2,200	-	-	2,200	0.0%
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000	0.0%
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000	0.0%
Mo-Drive Up Book Drop Improv	-	6,583	6,583	-	-	6,583	0.0%
Mo-Restroom Improvements	-	1,330	1,330	-	-	1,330	0.0%
Ho-Access Control	5,700	5,100	10,800	556	8,245	2,000	81.5%
Mo-Access Control	12,000	-	12,000	-	8,300	3,700	69.2%
Ro-Access Control	2,000	7,100	9,100	-	9,100	-	100.0%
Sa-Access Control	1,100	-	1,100	-	7,100	(6,000)	645.5%
Upgrade Intrusion Alarm System	20,000	-	20,000	20,000	-	-	100.0%
Mo-Carpet Replacement	30,000	-	30,000	-	-	30,000	0.0%
Dw- Concrete Replacement	12,000	7,171	19,171	-	6,065	13,106	31.6%
Dw - Asphalt Repairs	15,000	15,373	30,373	400	18,000	11,973	60.6%
Mo-Painting	10,000	-	10,000	-	-	10,000	0.0%
Staff Lounges Improvements	30,000	-	30,000	-	-	30,000	0.0%
Adult Ed Improvements	30,000	-	30,000	-	-	30,000	0.0%
Water Management System	25,000	-	25,000	-	-	25,000	0.0%
Dw-Card Reading Access Accesso	-	5,300	5,300	-	-	5,300	0.0%
Furniture Replacement	25,000	-	25,000	-	179	24,821	0.7%
Standing Workstation-Garage	1,000	-	1,000	-	-	1,000	0.0%
Ho-Study Table & Chairs	9,000	-	9,000	8,957	-	43	99.5%
Mo-Storage Cabinets	1,500	-	1,500	-	-	1,500	0.0%
Mo-Reupholster Mr Chairs	1,600	-	1,600	1,484	-	116	92.7%
Pa-Storage Shed	2,800	-	2,800	-	-	2,800	0.0%
Pa-Reupholster Patron Chairs	1,000	-	1,000	-	-	1,000	0.0%
Vehicles	50,000	10,300	60,300	-	-	60,300	0.0%

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2017 - 08/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Bo - Senior Van	75,000	-	75,000	-	-	75,000	0.0%
New Wrap For Bookmobile 702	-	5,000	5,000	-	-	5,000	0.0%
Replace Generator For Bo	-	1,915	1,915	-	-	1,915	0.0%
Contingency	25,000	71,879	96,879	26,842	50,266	19,771	79.6%
Total Facilities	384,700	205,251	589,951	83,257	107,255	399,440	32.3%
Information Technology							
Servers-Replacements	40,000	16,754	56,754	-	-	56,754	0.0%
Windows Server Cal'S	-	26,582	26,582	-	-	26,582	0.0%
Maintenance Hard&Soft	52,323	44,276	96,599	39,317	-	57,282	40.7%
Webcams For Server Rooms	-	403	403	-	-	403	0.0%
Sirsi Test Server	-	2,532	2,532	2,550	-	(18)	100.7%
Cloud Hosting Support	-	11,485	11,485	-	-	11,485	0.0%
Maintenance Datadomains	24,000	7,028	31,028	3,771	-	27,257	12.2%
Primary Storage	25,000	-	25,000	-	-	25,000	0.0%
Offsite Backup System	20,000	-	20,000	-	-	20,000	0.0%
Replace Computers	80,000	81,000	161,000	-	-	161,000	0.0%
Upgrades To Avid Liquid 7.0	1,000	-	1,000	-	-	1,000	0.0%
Laptops, Tablets, Netbooks	25,000	7,454	32,454	32,454	-	0	100.0%
Adult Literacy Depart Laptops	-	4,371	4,371	4,371	-	-	100.0%
Laptop Staff Lab - Pe	-	615	615	615	-	(0)	100.0%
Laptop Lab Cc	-	13,000	13,000	-	-	13,000	0.0%
Laptops - Ch	-	5,000	5,000	-	-	5,000	0.0%
Laptops-Ho	-	6,000	6,000	-	-	6,000	0.0%
Self-Check Stations	82,434	62,695	145,129	62,695	-	82,434	43.2%
Barcode Scanners	-	15,102	15,102	-	-	15,102	0.0%
Telecom Switches	60,000	-	60,000	48,895	-	11,105	81.5%
Tipping Point Replacements	-	5,270	5,270	-	-	5,270	0.0%
Firewall Replacement	45,000	-	45,000	-	-	45,000	0.0%
Update Security Equip - Pe	5,000	-	5,000	-	-	5,000	0.0%

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2017 - 08/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Mobile Device Management	-	5,200	5,200	-	-	5,200	0.0%
Archival Manag System	-	12,000	12,000	-	-	12,000	0.0%
Replace Data Domain	-	1,255	1,255	1,255	-	-	100.0%
Equip Init - Security	-	8,121	8,121	-	-	8,121	0.0%
Cash Drawer Project	-	5,000	5,000	-	-	5,000	0.0%
Network All Copiers	-	4,958	4,958	-	-	4,958	0.0%
Ut-Ceiling Projector	1,000	(1,000)	-	-	-	-	0.0%
Children'S-Ipads For Programmi	-	1,769	1,769	-	-	1,769	0.0%
Data Drops At Ho	-	1,000	1,000	-	-	1,000	0.0%
Wan Upgrades, Treaching	-	11,963	11,963	-	-	11,963	0.0%
Phone System	-	29,768	29,768	-	-	29,768	0.0%
Dibos And Camera Upgrades	50,000	-	50,000	-	-	50,000	0.0%
Bibframe Linked Data Project	-	12,500	12,500	-	-	12,500	0.0%
Launchpad Kids App/Games/Educa	-	40,000	40,000	-	-	40,000	0.0%
Laptop For Special Collection	-	2,000	2,000	-	-	2,000	0.0%
Small Nas For Special Collecti	-	1,250	1,250	-	-	1,250	0.0%
Ma-Downstairs Pac, Cabling	-	2,000	2,000	-	-	2,000	0.0%
Replace Jamex Boxes	-	15,786	15,786	-	-	15,786	0.0%
New Computers, Apps For Childr	-	10,000	10,000	-	-	10,000	0.0%
Children'S Equipment	52,000	-	52,000	-	-	52,000	0.0%
Computer Commons Equipment	26,000	-	26,000	-	-	26,000	0.0%
Special Collections Equip	29,000	-	29,000	-	-	29,000	0.0%
Cloud Computing Transition	15,000	-	15,000	-	-	15,000	0.0%
Mo Library It Infrastruct	50,000	(50,000)	-	-	-	-	0.0%
Ea Library Tween Computers	4,000	-	4,000	-	-	4,000	0.0%
Ch Patron Laptops	5,000	(5,000)	-	-	-	-	0.0%
Contingency I/T	-	8,427	8,427	-	-	8,427	0.0%
Total Information Technology	691,757	426,564	1,118,321	195,924	-	922,397	17.5%

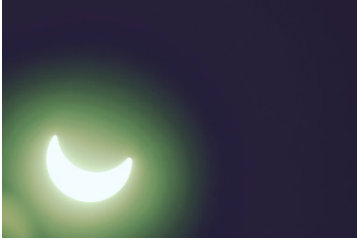
Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2017 - 08/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Creative Services							
Studio flooring	12,000	4,067	16,067	14,788	-	1,279	92.0%
Studio improvements	-	3,500	3,500	1,024	-	2,476	29.3%
Total Creative Services	12,000	7,567	19,567	15,812	-	3,755	80.8%
Total Expenditures	1,088,457	639,382	1,727,839	294,993	107,255	1,325,592	23.3%
Sources of Funds							
Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651	676,651	\$ -	\$ -	100.0%
Excess Revenues over Expend				381,658			
Fund Balance - January 1, 2017				1,051,188			
Fund Balance - August 31, 2017				<u>\$ 1,432,846</u>			

Pikes Peak Library District
Receipts and Disbursements by Cash Account
For the month ended August 31, 2017

	ColoTrust Investments	Wells Fargo Checking	Total Cash
Cash August 1, 2017	\$ 21,500,627	\$ 844,556	\$ 22,345,183
Receipts August 2017			
Property Taxes	578,652	-	578,652
Daily Cash Receipts	-	27,522	27,522
Credit Card Receipts	-	14,158	14,158
Foundation distribution	-	203,900	203,900
Interest	21,489	-	21,489
Disbursements August 2017			
Payment of Bills week of 8/1/17	-	(178,714)	(178,714)
Payment of Bills week of 8/7/17	-	(74,186)	(74,186)
Payment of Bills week of 8/14/17	-	(326,827)	(326,827)
Payment of Bills week of 8/21/17	-	(250,857)	(250,857)
Payment of Bills week of 8/28/17	-	(112,490)	(112,490)
Payroll 8/11/17	-	(589,706)	(589,706)
Payroll 8/25/17	-	(578,065)	(578,065)
EOM Payroll bills	-	(197,252)	(197,252)
Transfer between funds	(1,600,000)	1,600,000	-
Cash August 31, 2017	<u>\$ 20,500,768</u>	<u>\$ 382,039</u>	<u>\$ 20,882,807</u>

Library Services
October 10, 2017



Great American Eclipse: The viewing party at East had over 500 people. Library 21c had 135 viewers. Penrose had 425 viewers. The Colorado Springs Astronomical Society led 6 eclipse programs for PPLD with a total of 579 participants. There were many positive comments such as *"I appreciate all you guys do for the community. My wife and my son come to your library weekly."*



Special Collections hosted local author and historian, Steve Ruskin's solar eclipse presentation and book release for his latest publication, *America's First Great Eclipse: How Scientists, Tourists, and the Rocky Mountain Eclipse of 1878 Changed Astronomy Forever*. 180 attended.



Library Explorers enjoyed a self-defense workshop. Instructors from DuMyon Martial Arts, a non-profit devoted to working with individuals with intellectual and developmental disabilities, demonstrated how to pivot, release holds, and flee from dangerous situations. Fifty-five participants attended the program at East.

Top 3 LibGuides for 2017: Helping Hands El Paso County Community Resources 1,848; Automotive Resources 4,084; and Law and Legal Resources 31,302.

Antonia Krupicka-Smith and Becca Cruz finalized a plan to streamline service points and create a new staffing model between Adult Services/Teen Services and C3 at Library 21c. The plan follows the Singer recommendations.



The Homeschool Resource Fair was held at 21C with almost a thousand folks in attendance. The French Music Lingua at East was host to fifty parents and children. ERC continued to be consistently busy with 448 people! Penrose hosted 39 programs with 475 in attendance. Nearly 2000 people enjoyed the Penrose garden and play area.

Six ESL/HSE orientations were held, and 79 new students were tested and enrolled in PPLD ESL/HSE Adult Education classes.

Interlibrary Loan staff processed 4,920 items (3,294 borrowing and 1,626 lending).

Melissa Schloesser offered a muffin baking class in Culinary Connoisseurs. Attendees were able to make 12 blueberry muffins each.



Mother and daughter Make project



Branch Services October 10, 2017

CH: Our first Sidewalk Chalk Art Festival was a great success! It spanned the whole length of the shopping complex so people were coming to the library saying “Wow! I didn’t know the library did stuff like this.” We had artists and others sign up for particular spots in front of the businesses, as well as open spots and lots of chalk for families and anyone passing by to get creative.



HI: Staff attended an outreach for the High Prairie Seed Library at the showing of *Seed: The Untold Story* at the Stargazer’s Theater. A lot of the 120 people that they spoke to were surprised to find out the PPLD had a seed library. Our Seed Library Garden has been pretty bountiful this year. This patron grew her garden from our seeds.

HO: The property owners made improvements to the complex exterior just in time for the **Block Party** which the HO neighborhood presents yearly. It had more participation this year with 150 people, mostly families. Manager Janet Cox has retired and the position is posted.

MA/UT: Staff teamed up for back-to-school outreach at both elementary schools. Their robotics demonstration was a huge hit. Not only was the robotics kit a great enticement, it also became a great talking point for the parents, and it showed firsthand our new STEAM resources.

MLS: We have found that yard games work well for pop up programs at stops. The patrons enjoy participating and the informality work well for the patrons and staff. We purchased yard-sized Jenga, Connect Four and Bean Bag Toss. The patrons at Schriever Air Force Base appreciated the American Flag Bean Bag Toss.

MO/PA: MO had an extremely successful outreach at the middle school check-in day issuing and updating 170 library cards. PA held the ever popular community ice cream social with 60 gallons of scooped goodness going to happy people. The scoopers had sore arms.

OL: We are sprucing up the building having our antique chairs and tables refinished as well as other wooden tables. Facilities is working to get the lighting working properly. The landscapers cleared out a section of old dead juniper bushes so we can replant them.

MO: We had several popular eclipse programs and gave out over 1000 pairs of glasses. Our first (and very successful) Library Explorers program was with DuMyon Martial Arts.

SA/FO: Representatives from PLA came for a visit to SA with our interns. We were one of 3 libraries that were selected for a site visit. The Foundation hosted a STEAM Roundtable at SA. We talked about Maker trends in libraries with attendees and gave them a “hardhat” tour of the new spaces.

FO staff gave out over 1000 pairs of eclipse glasses and kept busy signing up people for library cards! Over 350 people attended the viewing party. Staff made their own event shirts.

**Who's Circulating What, Where
September 2017**

	% of Circ that is JUVENILE Materials	% of Circ that is PRINT Materials	% of Circ that is AV Materials (DVDs, CDs, Playaways, Games, Kits)	% of Circ that is from CLC Users (Users Living outside of PPLD's Service Area)
Penrose	23% (21%)	50% (49%)	50% (51%)	3% (3%)
Mobile Libs	30% (29%)	59% (54%)	41% (46%)	0.4% (0.4%)
Cheyenne	32% (29%)	61% (58%)	39% (42%)	1.6% (2%)
Fountain	39% (38%)	60% (59%)	40% (41%)	21% (20%)
High Prairie	48% (44%)	62% (62%)	38% (38%)	0.8% (0.6%)
Holley	25% (25%)	45% (46%)	54% (54%)	0.9% (1.1%)
Manitou	20% (19%)	44% (42%)	56% (58%)	1.27% (0.57%)
Monument	43% (42%)	68% (65%)	32% (35%)	0.83% (.88%)
OCCB	23% (23%)	49% (46%)	50.8% (54%)	2.0% (2.3%)
Palmer Lake	30% (34%)	56% (52%)	43% (48%)	5% (6%)
Rockrimmon	39% (37%)	64% (63%)	36% (37%)	0.27% (.93%)
Sand Creek	30% (28%)	46% (45%)	54% (55%)	7% (7%)
Ute Pass	18% (25%)	49% (56%)	51% (44%)	26% (38%)
East	39% (38%)	66% (65%)	33% (35%)	0.48% (.58%)
21c	50% (53%)	70% (70%)	30% (30%)	0.9% (1.2%)
Total	37% (35%)	60% (59%)	39% (41%)	2% (3%)

2017 Lowest %

2017 Highest %

(% Values for September 2016)

2017 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	283039	266674	312124	279236	296190	324773	310887	302840	285209	0	0	0	2660972
DVD	159192	145671	169020	153965	158498	157942	160779	156538	143885	0	0	0	1405490
CD Music	17304	15656	17412	15405	15058	15270	15743	17220	14804	0	0	0	143872
CD Book	17810	16935	19747	17681	19656	20753	20433	20095	18417	0	0	0	171527
Playaway	4995	4458	5564	4723	5545	7026	6553	6085	5461	0	0	0	50410
Kit	1735	1788	2235	2005	2102	2131	1797	1927	1960	0	0	0	17680
Game	3606	3774	4895	4201	4173	4727	4755	4319	3737	0	0	0	38187
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	487681	454956	530997	477216	501222	532622	520947	509024	473473	0	0	0	4488138
ILL	1708	2144	2221	2494	2105	2100	2091	2346	2332	0	0	0	19541
CyberShelf-OverDrive	121211	108639	123704	117877	123555	123952	129300	125764	119548	0	0	0	1093550
Zinio	5505	4090	4149	4202	3558	3369	3394	3774	3320	0	0	0	35361
eReader	64	38	25	39	59	53	31	34	36	0	0	0	379
OneClick Audio	527	499	619	527	521	536	541	557	485	0	0	0	4812
Hot Spots	53	67	70	69	70	72	62	64	58	0	0	0	585
TOTAL STATE Circ	616749	570433	661785	602424	631090	662704	656366	641563	599252	0	0	0	5642366
Freegal Music	11387	10388	10997	10336	10938	9890	11143	9899	9642	0	0	0	94620
Freeding	73	58	88	76	87	83	79	82	85	0	0	0	711
DVD Player	127	137	158	151	174	126	122	104	104	0	0	0	1203
Hoopla	1456	1404	1517	1440	1467	1403	1535	1475	1580	0	0	0	13277
ComicsPlus	243	169	215	274	113	155	469	290	0	0	0	0	1928
TOTAL STATE Circ	11560	10985	12915	11113	10872	11542	11724	10905	10960	0	0	0	102576
Laptop Use	1579	1581	1866	1709	1777	1393	1467	1728	1543	0	0	0	14643
Active Users	260189	259722	260272	259790	259453	260002	259962	260236	259773	0	0	0	

Monthly Circ by Format			
	2017	2016	Change
Print	285209	291523	-2%
DVD	143885	153161	-6%
CD Music	14804	18610	-20%
CD Book	18417	18975	-3%
Playaway	5461	5403	1%
Kit	1960	2079	-6%
Game	3737	3876	-4%
	0	0	
TOTAL Physical Items	473473	493627	-4.08%
ILL	2332	2547	-8%
CyberShelf-OverDrive	119548	104695	14%
Zinio	3320	3971	-16%
eReader	36	5	620%
OneClick Audio	485	607	-20%
Hot Spots	58	49	18%
Total e-materials	123447	109327	13%
TOTAL STATE Circ	599252	605501	-1%
Freegal Music	9642	11041	-13%
Freeding	85	80	6%
DVD Player	104	43	142%
Hoopla	1580	1371	15%
ComicsPlus	0	451	-100%
CLC	10960	12426	-12%
Laptop Use	1543	1342	15%
Active Users	259773	261133	-1%

MTD Total	2017	2016	Change
January	616749	654844	-6%
February	570433	606705	-6%
March	661785	674923	-2%
April	602424	651740	-8%
May	631090	651398	-3%
June	662704	729327	-9%
July	656366	675386	-3%
August	641563	652994	-2%
September	599252	605501	-1%
October		612921	-100%
November		598991	-100%
December		573544	-100%

YTD Total	2017	2016	Change
January	616749	654844	-6%
February	1187182	1261549	-6%
March	1848967	1936472	-5%
April	2451391	2588212	-5%
May	3082481	3239610	-5%
June	3745185	3968937	-6%
July	4401551	4644323	-5%
August	5043114	5297317	-5%
September	5642366	5902818	-4%
October		6515739	-100%
November		7114730	-100%
December		7688274	-100%

Comics Plus=No data Sept 2017

Circulation by Item Type - September 2017

2017 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	65426	56029	65899	60703	60582	62168	62012	59067	55307	0	0	0	547193
Mobile Libraries Total	13662	13144	13896	13300	13323	12170	12148	12960	13566	0	0	0	118169
Cheyenne	26625	31084	36349	31514	33759	34986	33962	33910	31434	0	0	0	293623
Fountain	14826	13830	17458	15818	16053	18364	17800	17338	15912	0	0	0	147399
High Prairie	24970	23044	27635	23106	24943	25433	24214	24943	23703	0	0	0	221991
Holley	30802	27612	31993	29414	31479	32586	32182	31871	29209	0	0	0	277148
Manitou	4328	3945	5079	4356	4598	3755	4127	3784	3298	0	0	0	37270
Monument	32089	29776	34975	31421	34001	35938	34888	34608	31646	0	0	0	299342
Old Colorado City	18979	17241	20090	17611	18810	17945	17596	18597	17527	0	0	0	164396
Palmer Lake	3665	3770	4231	3582	3858	3881	3751	3652	3627	0	0	0	34017
Rockrimmon	30019	28473	32396	28694	32047	33539	32698	33692	30351	0	0	0	281909
Sand Creek	30571	29847	33347	31028	31096	33871	33252	31006	29983	0	0	0	284001
Ute Pass	2727	2510	3095	2507	2606	2665	2461	2529	2493	0	0	0	23593
Senior Van	1993	1650	1901	1672	1704	1882	1849	1808	1931	0	0	0	16390
Bookmobiles	11669	11494	11995	11628	11619	10288	10299	11152	11635	0	0	0	101779
East	115150	101730	115308	106561	111657	119108	116171	112358	104809	0	0	0	1002852
Library 21c	73374	72496	88727	77305	82107	95881	93152	88335	80491	0	0	0	751868
Dispensers	332	321	388	193	212	228	422	267	0	0	0	0	2363
Parenting	136	104	131	103	91	104	111	107	117	0	0	0	1004
Total Physical Materials	487681	454956	530997	477216	501222	532622	520947	509024	473473	0	0	0	4488138

YTD CIRC Comparison	2017	2016	% Change
Penrose	547193	598144	-8.5%
Mobile Libraries Total	118169	125510	-5.8%
		0	
Cheyenne	293623	338026	-13.1%
Fountain	147399	154527	-4.6%
High Prairie	221991	235232	-5.6%
Holley	277148	304660	-9.0%
Manitou	37270	35393	5.3%
Monument	299342	320787	-6.7%
Old Colorado City	164396	189607	-13.3%
Palmer Lake	34017	32921	3.3%
Rockrimmon	281909	295200	-4.5%
Sand Creek	284001	323619	-12.2%
Ute Pass	23593	24696	-4.5%
Senior Van	16390	17393	-5.8%
Bookmobiles	101779	108117	-5.9%
East	1002852	1181292	-15.1%
Library 21c	751868	684946	9.8%
Dispensers	2363	19525	-87.9%
Parenting	1004	977	2.8%
Total Physical Materials	4488138	4865062	-7.7%

Current Month Comparison CIRCULATION	2017	2016	% Change
Penrose	55307	60121	-8.0%
Mobile Libraries Total	13566	13808	-1.8%
Cheyenne	31434	34180	-8.0%
Fountain	15912	15715	1.3%
High Prairie	23703	24277	-2.4%
Holley	29209	30966	-5.7%
Manitou	3298	3486	-5.4%
Monument	31646	32482	-2.6%
Old Colorado City	17527	19134	-8.4%
Palmer Lake	3627	3667	-1.1%
Rockrimmon	30351	29838	1.7%
Sand Creek	29983	32828	-8.7%
Ute Pass	2493	2674	-6.8%
Senior Van	1931	1965	-1.7%
Bookmobiles	11635	11843	-1.8%
East	104809	118621	-11.6%
Library 21c	80491	70805	13.7%
Dispensers	0	917	-100.0%
Parenting	117	108	8.3%
Total Physical Materials	473473	493627	-4.08%

Circulation by Facility - September 2017

Current Month Comparison VISITORS	2017	2016	% Change
Penrose	44098	42459	3.9%
Mobile Libraries Total	4080	3869	5.5%
Cheyenne	17426	18168	-4.1%
Fountain	9463	11648	-18.8%
High Prairie	9459	9345	1.2%
Holley	17700	17565	0.8%
Manitou	4074	3991	2.1%
Monument	15199	18503	-17.9%
Old Colorado City	12044	13438	-10.4%
Palmer Lake	2004	1998	0.3%
Rockrimmon	16060	16636	-3.5%
Sand Creek	23162	21645	7.0%
Ute Pass	1456	1556	-6.4%
Knights of Columbus Hall	209		
East	48001	53125	-9.6%
Library 21c	43383	43216	0.4%
TOTAL	267818	277162	-3.4%
Special Collections	2877	2945	-2.3%

Consent Agenda: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of September 1, 2017 – September 30, 2017.

Ariel Herrera: Security Officer (40 hrs)

Amy Seipel: EA, Shelver (20 hrs)

Emma Weinberg: PE, Library Associate (40 hrs)

2018 Employee Benefit Programs

BENEFIT AND POLICY REVIEW TEAM

The Benefits and Policy Review Team reviews employee benefit programs and makes recommendations to the Pikes Peak Library District’s Chief Librarian & CEO and Leadership Team. Team members are: Heather Laslie, Nancy Hockersmith, Sally Jensen, Kristin Brown, Rebecca Philipson, Daniel Collins, Juanita Lanaux, and Mike Varnet.

Moody Insurance, the Employee Benefits Consultant for the District, has handled the 2018 benefits renewal process.

This memo outlines the District’s health plan, life and long term disability, dental and vision benefit programs and presents recommendations to the Board of Trustees for the District’s 2018 benefit programs.

HEALTH PLAN

The Health Plan is offered to District employees with a regularly scheduled workweek of 30 – 40 hours and in accordance with the provisions of the Patient Protection and Affordable Care Act.

2017 Health Plan Financial Data

The following chart depicts certain financial data for the period of January 1, 2017 through July 31, 2017:

Worst case expected (amount funded @120% of expected))	\$839,911
Expected claims to be paid	\$699,926
Paid claims	\$701,128
Ratio of claims paid to expected claims	100.2%

For this seven-month period, the financial position of the Plan remains positive; meaning total claims paid by the Plan are less than the total funding for the Plan. The Plan is funded at a level that approximates the worst-case scenario, and the Plan has the resources to cover substantially ALL potential liabilities including incurred-but-not-reported claims. The Plan is liable for up to 120% of expected claims. The Plan has an insurance policy in place to cover claims paid in excess of the 120% maximum liability both on a monthly basis and on an annual basis. In addition, the Plan is covered for specific claims that exceed \$45,000 during 2017. This is congruent to catastrophic insurance coverage for specific

claims. A total of \$74,550 in claims has exceeded the \$45k Individual Stop Loss level (SSL) through 7/31/17.

District/Plan Participant Contribution Data – 2018 Plan Year

For 2018, the total cost of the Plan funded at the maximum liability is estimated at \$2,301,619 (assuming the current enrollment by plan option and by category remains the same in 2018 as it is in 2017).

The cost of the Plan is shared by the District and eligible District employees who have elected to participate in the Plan. During 2018, the District will contribute \$1,875,958 to the Plan, or 81.94% of the total cost, and the employees will contribute 18.06% of the total cost. In 2017, the District contributed 81.94% to the Plan, and the employees contributed 18.06% of the total cost.

2018 Plan Options

For the 2018 renewal, Moody solicited proposals from several Medical Plan Carriers requesting:

- a. Renewal rates using the same benefit structure as 2017 which includes a High Deductible Health Plan with an HSA funding mechanism and a PPO Plan
- b. Renewal rates using the current \$45,000 Individual Specific Stop Loss amount

The Medical Plan carriers included Humana, Kaiser, United Healthcare, Colorado Choice Health Plan, Aetna and Anthem, in addition to Cigna. Aetna and Anthem declined to quote.

Humana and Kaiser offered fully insured plans offering decreases from the current Cigna Plan of 15.4% and 10.4% respectively. Many years ago PPLD made the decision to adopt a partially self-funded medical plan structure that provides plan design flexibility and more detailed reporting and builds medical plan reserves in years when claims experience is less than expected. We continue to believe this structure is best for PPLD and as a result did not pursue either of these proposals.

United Healthcare and Colorado Choice Health Plan offered self-funded plans with initial decreases from the current Cigna Plan of 13% and 0.2% respectively. While United Healthcare offers a similar size network to Cigna's, Moody reports that there has been dissatisfaction in the areas of billing and claims reporting. Colorado Choice Health Plan offers a smaller network than currently available and earlier this year was downgraded by A.M. Best in their Financial Strength and Long Term Issuer Credit Ratings. Additionally, Moody has indicated that, while these initial proposals offered a decrease in plan costs, all potential new carriers reserve the right to adjust their final proposal after evaluating the health questionnaires required from each plan participant. Moody's experience with the marketplace indicates final proposals are higher and less competitive than the initial proposals and do not justify a change in carriers when the incumbent's customer

satisfaction is high and the renewal rate is competitive. Based upon this information, neither of these proposals was pursued.

Cigna, our current carrier, initially submitted two renewal proposals for 2017.

Option 1 proposed no change to the plan design, including no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long term disability plans. The original renewal proposal of a 7.5% increase was subsequently lowered to a 2% increase. Ultimately, Cigna presented a final proposal of -0.11% after analyzing another month of claims experience.

Option 2 proposed only one plan design change: Add a fourth tier to the prescription drug plan with a \$100.00 copay for Specialty Drugs. Specialty drugs are high cost prescription medications used to treat complex, chronic conditions. They often require special handling (like refrigeration during shipping) and administration (such as injection or infusion). This option kept the same Individual Stop Loss amount and the bundling of dental, life insurance and long term disability. This renewal option is -0.11%.

Network Only Plan Key Provisions

We have been offering a Network Only Plan since 2016. This plan provides access to the large, nationwide, Open Access Plus network of Cigna providers. While member do not have coverage for non-emergency services from Out-of-Network providers, Emergency Care is always treated as In-Network regardless of the facility's Network status.

The **Cigna Network Only Choice Plan** is a PPO Plan with a \$750/\$1,500 Calendar Year Deductible for single/family respectively, \$30.00 office co-pay, \$40.00 specialist co-pay and a \$10/\$25/\$50 prescription drug co-pay. Coinsurance for network services is paid at 80% once the deductible has been met.

The **Cigna Network Only High Deductible Health Plan** with a Health Savings Account funding mechanism is a qualified high deductible health plan offered as an alternative to the Choice Plan. The HSA is like a flexible spending account without the "use it or lose it" aspect. This Network Only plan offers a calendar year deductible of \$2,000 for individual and \$4,000 for family. Network Only coinsurance for services is paid at 80% once the deductible has been met. Participants in this plan access the same network as the Choice Plan participants. Network Only Preventive care is unlimited and is paid at 100%. The maximum contribution for 2018 is \$3,450 for individuals and \$6,900 for families, with participants over the age of 55 eligible to contribute an additional \$1,000 per year (catch-up contributions).

Participation in the High Deductible Health Plan w/HSA funding mechanism has been steady and is attractive to staff because the savings are portable, permit a carry-over of unused balances, the savings account is funded by the employee, and the savings are tax deductible. 2012 was the first year PPLD offered this benefit plan option and in 2017, 31 employees or 16% of those electing coverage selected this plan.

Some of the HSA provisions presenting some disadvantages include: employees who participate cannot be eligible for Medicare or be covered by a spouse's medical or pharmacy plan, and cannot be a dependent on another's tax return. The maximum out of pocket is considerably higher than the Choice Plan. No prescription co-pay is allowed so participants must pay all prescription costs up to the calendar year deductible before 80% coinsurance kicks in. The relatively small difference between the employee only premium for the HDHP and Choice PPO but a significant difference in the deductible coupled with no employer contribution to Health Savings Accounts may help to explain the relatively low HDHP participation rate.

The monthly premium rates for the High Deductible Health Plan with an HSA funding mechanism are less than the Choice Plan but do not include the fees that would be charged the banking partner responsible for managing the savings accounts. 2018 fees will be \$2.50 per account per month with no change from 2017.

2018 Plan Summary

Network Only Choice Plan Option

The significant provisions of the Plan are summarized below. This is a Network Only Plan and there is no benefit coverage/schedule for non-emergency services from Out-Of-Network providers.

- a. Network Only Physician Office Co-Pay – Office co-pays remain at \$30.00 office visits for 2018. Total charges for an office visit to a non-network provider are the responsibility of the member. Specialist Office Co-Pay will remain at \$40.00 for office visits in 2018. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- b. Coinsurance Percentages and Deductibles – The coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket the total charges for non-network services. The annual deductible – Remains at \$750 for single coverage and \$1,500 for family coverage. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c. Network Prescription Co-Pays – Currently, plan participants pay \$10 for generic drugs, \$25 for preferred drugs, \$50 for non-preferred drugs, and two times retail for the generic, preferred, non-preferred and mail order drugs, respectively. This will remain the same for 2018. The member will be responsible for paying out-of-pocket, the total charges for non-network services. Specialty Rx supply limits of a 30-day supply (including home delivery) continues in 2018. Impacted members will be notified via letter.
- d. Emergency Room Co-Pays – Currently, plan participants pay \$200 per visit. This will remain the same for 2018. Emergency Care is always treated as Network regardless of the facility's Network status.

- e. Preventive Care – Paid at 100% when services rendered by a Network provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- f. Network Prescription Co-Pays accumulate towards the calendar year out-of-pocket maximum as required by PPACA.
- g. Mental Health Parity – minor procedural changes in plan language to insure PPACA compliance. Co-Pays and Coinsurance changes already in effect.
- h. Autism Coverage has been changed so that benefits for the treatment of mental health conditions, including autism spectrum disorders, will no longer be subject to age, visit or dollar limits. Additionally, Cigna will be standardizing coverage for Applied Behavior Analysis (ABA), an intensive behavior intervention program used to treat Autism spectrum disorders.

Network Only High Deductible Health Plan with a Health Savings Account Option

The High Deductible Health Plan with an HSA option does not offer the co-pay feature of the Choice Plan. This is a Network Only Plan and there is no benefit coverage/schedule for non-emergency services from Out-Of-Network providers.

- a) Network Only Calendar Year Deductible - \$2,000 individual and \$4,000 family. The entire family deductible must be met before coinsurance benefits apply to any individual within the family. Calendar Year Deductible accumulates toward the Out-of-Pocket Maximum and is not applied after the Out-of-Pocket maximum has been met. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- b) The Network only coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c) Out of Pocket Maximum – Network Only: \$3,000 individual and \$6,000 family. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- d) Network Only Preventive Care - Paid at 100% when services rendered by a Network Provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- e) Emergency Room Care – Paid by participant and goes towards Calendar Year Deductible. Emergency Care is always treated as Network regardless of the facility's Network status.

- f) Network Only Prescription Drugs - Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services. Specialty Rx supply limits of a 30-day supply (including home delivery) continues in 2018.
- g) Network Only Lab and X-Rays – Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- h) Mental Health Parity – minor procedural changes in plan language to insure PPACA compliance. Co-Pays and Coinsurance changes already in effect.
- i) Autism Coverage has been changed so that benefits for the treatment of mental health conditions, including autism spectrum disorders, will no longer be subject to age, visit or dollar limits. Additionally, Cigna will be standardizing coverage for Applied Behavior Analysis (ABA), an intensive behavior intervention program used to treat Autism spectrum disorders.

Individual Specific Stop Loss (SSL)

The current Plan (for 2017) includes Individual Specific Stop Loss (SSL) insurance for individual claims in excess of \$45,000. This means the insurance company pays all costs for claims that exceed \$45,000. Prescription drug costs are included under this individual (specific) stop loss. For 2018, we recommend the Specific Stop Loss insurance remain the same.

Premium Rates

Due to the proposed decrease in Plan costs, the monthly premium rates for 2018 should be adjusted. As noted above, the renewal cost for 2018 is estimated at a -0.11%. This equates to an estimated annual cost of \$2,301,619, assuming enrollment for 2018 is consistent as it was for 2017.

A comparison of the premium rates in place for 2017 - 2018 by classification under the current plan, along with a recommendation of monthly premium rates for 2018 that incorporates the recommendations and observations discussed above is included. Employee rates for all categories will decrease by 0.11% across the board. PPLD's rates will decrease approximately 0.11% for each category with slight differences resulting from minor differences in underwriting rates from year to year.

Premium Relief

Given the financial status of the health plan, we are recommending one month of premium relief for 2018. This will be incorporated into the 2018 budget proposal, if approved. We provided two months of premium relief in 2017.

PPACA/State of Colorado Fees

PPLD pays the following mandatory fees to comply with PPACA/ State of Colorado:

1. Comparative Effectiveness Research Fee – The fee was \$2.00 per member per year in 2014 and will be indexed annually to national health expenditures until 2019, when it no longer applies. The fee in 2018 will be based upon the rate of medical inflation.
2. “Connect for Health Colorado” fee - The fee of \$1.25 per member per month helps to sustain “Connect for Health Colorado” public marketplace.

Employee Meetings

The Human Resources Department will conduct Open Enrollment Meetings for employees during late October to discuss the Choice and High Deductible Health plan with a HSA funding mechanism. It will provide plan design comparisons, employee premium rate changes for 2018, and instruction for completing an improved benefits enrollment process. The goal of these meetings is always to explain to eligible employees the benefit plans available through PPLD so they can make informed enrollment decisions that best meet their healthcare insurance needs.

Recommendation

Management recommends that the Board of Trustees:

1. Authorize Management to renew PPLD’s contract with Cigna for calendar year 2018 to provide health care insurance to PPLD employees based on the plan provisions in Option 1 discussed above.
2. Approve the premium rate plan that is discussed above and presented within the included schedule.

BASIC LIFE, VOLUNTARY LIFE & LONG TERM DISABILITY INSURANCE PLANS

Basic Life & Voluntary Life

PPLD purchases term life insurance benefits for employees working 20 – 40 hours per week. The face value is equal to twice an employee's annual salary up to a maximum of \$250,000.

Basic Life & Long Term Disability premiums are 100% employer paid and voluntary life premiums are 100% employee paid.

Long Term Disability Insurance

LTD insurance provides income protection when an employee working 20 – 40 hours per week is unable to work due to a long-term illness or injury. A benefit equal to 50% of monthly earnings is available after 120 days and until Social Security Normal Retirement Age (SSNRA).

We are in the second of a 3 year rate guarantee with Cigna for these three plans. Cigna's monthly premium rates for 2018 are presented below:

Basic Life – \$0.12 per month for each \$1,000 of insurance net premium (same as 2017).

LTD - \$0.165 per \$100.00 of salary net premium (same as 2017).

Voluntary Life – Age Based Rate Table with no changes to the age banding tiers.

Recommendation

Management recommends that the Board of Trustees authorize the renewal of these plans for 2018 at the premium rates described above.

DENTAL PLAN

Background/Plan Summary

In 2017 the District offered 2 dental plans provided by Cigna. This is a 100% employee paid dental benefit that offers a choice between a Dental PPO and Dental HMO plan. These plans are fully insured plans and the renewals for Dental PPO and Dental HMO plans for 2018 include a premium increase of 7% and 2.99% respectively with no changes to plan design. Moody indicates the range of dental plan increases for 2018 are from 6-8%.

Premium Rates Comparisons for 2018

Cigna D-PPO OPTION

	<u>2017 Employee Cost</u>	<u>2018 Employee Cost</u>
Employee Only	\$31.03	\$33.20
Employee + 1	\$61.03	\$65.30
Employee +2 or more	\$105.42	\$112.80

Cigna D-HMO OPTION

	<u>2017 Employee Cost</u>	<u>2018 Employee Cost</u>
Employee Only	\$8.05	\$8.29
Employee + 1	\$13.35	\$13.75
Employee + 2 or more	\$20.55	\$21.17

The Cigna D-HMO plan does not have deductibles and discounts apply to preventive, basic, endodontics and major services. Participants must go to network providers.

The plan design for the Cigna D-PPO is a true insurance product with deductibles, calendar year limits, and employees having the option of using in and out of network providers

Recommendation

Although employee participants in 2018 will see a 7% or 2.99% increase in premiums depending upon the plan selected, this is in the range of dental plan trend for fully insured plan. Management recommends the Board of Trustees approve the premium rates and plans discussed above.

VISION PLAN

The District has been using Vision Service Plan (VSP) for several years for employee vision benefits. The District covers all employees with a regularly scheduled workweek of 20 to 40 hours.

For 2018, VSP offered a 0% increase over the 2017 rates with no changes in plan design.

Over the years, PPLD employees have expressed high satisfaction with the vision plan and its network of providers.

Premium costs:

	Total Cost	Employee Cost	District Cost
Employee Only	\$10.28/month	\$0.00/month	\$10.28/month
Employee + 1	\$14.93/month	\$4.65/month	\$10.28/month
Employee + 2 or more	\$26.75/month	\$16.47/month	\$10.28/month

Recommendation

Management recommends that the Board of Trustees authorize the contract renewal with Vision Plan Services (VSP) for calendar year 2018 to provide vision coverage to Plan participants as discussed above. It is also recommended that the Board of Trustees approve a premium rate plan that is discussed above.

**Proposal to Supply Café Concessions for Library 21c
for the Pikes Peak Library District
PPLD Ref: 540-17-02**

**Supplied by Beans & Milk LLC,
dba Wesley Owens Coffee and Café
Monument, CO**

Background

We are Fabian and Lindsey Leite, owners of Wesley Owens Coffee and Café in Monument, CO. We moved our family to Colorado from London, England in 2012 and began actively managing Wesley Owens Coffee on December 1st of the same year.

Our business, Wesley Owens, is a boutique-style coffee shop serving high-end, sustainably and ethically sourced espresso-based drinks, teas, frappes, smoothies, breakfast and lunch foods as well as snack and treat items. The shop serves as a popular local spot, with an emphasis on community. The store services the Woodmoor, Monument, Palmer Lake and the surrounding areas where it acts as a meeting place, business hub, and community event location.

Wesley Owens offers an extensive menu which includes hot and cold beverages, a variety of “grab and go” items, in-house baked goods, sandwiches and salads. We also highlight some specialty items such as Scotch Eggs.

In addition to in store service, we undertake catering events for local businesses and church groups. We also offer an English Tea Experience and have catered for birthday, wedding and other groups.

All Wesley Owens Coffee and Café staff undergo rigorous training. Our recruitment policy does not discriminate on any basis. All staff are provided with an employment contract detailing the mutual expectations and responsibilities of the staff member and the employer. Ultimately staff are required to undertake a written assessment. This method has contributed to staff retention and the ability to maintain staffing levels with staff of the highest caliber. Staff retention is assisted by offering untipped minimum wage to qualified staff, plus tips.

Proposal

Proposed Timeline for Implementation

October 10 th , 2017	Board of Trustees approval and award
By October 31 st , 2017	Agree contract and advertise vacancies
	Begin store renovation, freshen paint, deep clean etc.
	Order equipment and begin stocking

By November 27th, 2017	Interview and recruit staff, begin training in the Monument store
	Complete store renovation, add décor, install all equipment, complete stocking
By December 7th, 2017	Obtain and pass Health Inspection
December 18th, 2017	Open at Library 21c

This timeline is based on the owner’s current commitment to return to the UK to renew his E2 visa; should this undertaking prove quicker than expected, it is possible the opening date may be brought forward. However, this timeline is realistic at this time.

Staffing

The owner will need to employ additional staff to service the 21c site.

An additional three to four baristas will be employed to serve customers and prepare orders.

It is the intention that our full time, Assistant Manager, Matthew Dickson who is currently at the Monument location, will be transferred to the 21c location.

Fabian and Lindsey Leite live locally in Monument and practice a hands-on approach to their business ventures; this will continue with the 21c location.

At all times, Fabian and Lindsey Leite will be available to assist with managing and running the 21c location. Fabian will be present initially for some weeks as needed upon opening to ensure the smooth running and operation of this concession service to Library 21c staff and patrons.

Menu and Hours of Operation

It is our intention to offer the same great quality and variety of food and drinks that we currently offer in Monument store, with a few changes that better suit the needs of the Library 21c staff and patrons.

We therefore propose the following menu options and times:

Daily Monday to Thursday

Breakfast service offered 9am to 10.30am

To include: Burritos, biscuits and gravy, breakfast sandwiches and bagels.

A selection of “grab and go” items such as yoghurt and granola, muffins, pastries and oatmeal.

We will initiate a Coffee Cart at 8:45am which will travel the building offering drip coffee and hot tea options, muffins, pastries and “grab and go” style breakfast items, as well as a limited supply of burritos.

Lunch service offered 11am to 2pm

To include: Panini sandwiches, Scotch Eggs, Armadillo Eggs, a fresh soup and bagel, and one variable hot food entrée option which will change daily, to include but not limited to chili, cottage pie, pasta bakes, curry and rice etc.

A selection of “grab and go” items to include Chicken Salad, South West Salad, Greek Salad, Wesley’s Caesar Salad and a selection of cold sandwiches.

Afternoon Coffee Cart offered at 3pm

Offering a selection of hot coffee and tea, a limited selection of “grab and go” sodas and a selection of baked goods such as cookies, muffins or coffee cake, potato chips or healthier candy or treat options.³

It is our intention to potentially offer a Dinner Service from 4:30pm – 7pm in the future, however in order to ensure we can offer a good breakfast and lunch service initially, it is our intention to review this once in situ and revise as needed. Dinner service would offer the same hot food entrée available at lunch service as well as a selection of the lunch items, and of course all the “grab and go” options.

All items designated as “grab and go” would be prepared and packaged (in store), and therefore available all day.

We anticipate closing at 7pm, however this would be subject to review. Should it become apparent that there is additional demand after this time, the owner is open to extending opening hours to meet this need.

Friday and Saturday

Breakfast service offered 10am to 11am

We will initiate a Coffee Cart at 9:45am.

Lunch service offered 11am to 2pm

Afternoon Coffee Cart offered at 3pm

We anticipate closing at 6pm.

Sunday

No Breakfast service offered

We will not operate a Coffee Cart on a Sunday initially, but will again review demand with the view to adjusting availability as necessary.

Lunch service offered 11am to 2pm

We will close at 5pm on Sundays.

At this time, our menu options are all under the \$10 price point (before tax and subject to future inflationary or other increases.). We endeavor to offer the best quality menu items for a reasonable price.

Drinks

Initially it is our intention to offer a good quality, sustainably sourced drip coffee option, a selection of hot teas (black, white, green and red and herbal options), a selection of freshly made loose leaf iced teas, frappes and smoothies and Italian sodas.

Once the café is established and we can determine need, we intend to purchase an espresso maker best suited to the requirements of the staff and patrons of Library 21c.

Services and Education

In addition to offering the new Coffee Cart option, and later opening times, Wesley Owens Coffee and Café are excited to be able to offer the following services:

Coffee Tasting Class – In this class we introduce the story of coffee from farm to cup, detailing the many processes and stages a bean goes through before making the beverage everyone loves!

Tea Tasting Class – following a similar format to our coffee class, this informative tea class aims to educate, amuse and entertain those who prefer tea to coffee! Hosted approximately once per quarter, from 2018.

Cream Tea – Enjoyed as a special treat and fun for groups, we offer English scones with jam and cream and tea. Available from January 2018.

Cooking Classes – Currently our number one requested class in the Monument store, we are developing cooking classes to help customers make healthier and better choices for themselves and their families. Classes will likely operate in blocks of six and cover such things as budgeting, food choices, organic versus not, basic cooking techniques and jargon, planning a menu and preparing a dish from start to serving. Themed British cookery is another popular suggestion. We would aim to offer these classes in the Spring of 2018.

Job Seeker Seminars – As employers, we encounter a lot of prospective employees/applicants. Many do not make it to the interview stage due to poor habits in submitting their resume. Of those that do attend interview, many again will not succeed due to poor interview responses. Hosted once per quarter, from 2018.

Summer Passport Event - Each week we “travelled” to a new country and offered a new coffee and or tea drink unique to that area, on the menu. Customers received a passport and each time they “travelled” to a new destination and tried a new drink, we stamped their passport! Those collecting 7/10 or more stamps were entered into a draw to win a \$100 gift card. Runs for ten weeks in the summer months.

Special Orders – We would like to offer PPLD staff initially, and later all patrons, the opportunity to order muffins, baked goods, cakes etc. to take home. Initially available to PPLD staff in February 2018, available to patrons as well from April 2018.

We have hosted Coffee with a Cop and Coffee with the Chief on behalf of El Paso County Sheriff’s Department and Tri Lakes Fire Department. These are popular events that encourage community engagement and offer an informal, agenda-free time for first responders to interact with the community. As arranged.

In addition, we are always delighted to create special presentations of subjects that may be of interest in Homeschool or children’s programs, and which naturally tie in with our business. This has been something we have done previously at Monument Library with much success. The owner’s wife has also been asked to speak at a local D38 homeschool enrichment program about life in England, living there and how it compares with Colorado. The class was provided with English scones with cream and jam to enjoy after the presentation.

We would look to review your calendar and scheduled events to see how we might offer additional opportunities or events that support those already scheduled.

Retail Options

In December 2016, we introduced a retail range into our Monument store. Primarily made up of novelty gift items and inexpensive jewelry options, these retail options joined our fresh coffee bean, tinned teas and local Colorado honey as an extended retail selection. These items are popular as they are unique and make great easy gifts. We would propose to put a selection of similar retail items into the Library 21c location, making this a convenient means by which staff and patrons can purchase a unique and desirable gift with convenience and at a great price.

Fiscal Impact

Proposed Equipment Investment

In order to implement our menu and offer the best quality food and service, we estimate the following items will be required for investment. At this time we propose that Wesley Owens will provide the majority of these items. Points for consideration on bigger equipment, such as the batch brewer, grinder, display fridge and oven, is whether PPLD would prefer to purchase and manage this equipment directly (according to our specifications). Should the decision be made that this is not desirable, Wesley Owens would make this purchase. Any equipment introduced to the site remains the property of Wesley Owens Coffee and Café.

Immediately to open:

Batch brewer	up to \$3000
Batch brewer grinder	up to \$2500
2 x Commercial Microwaves	approx. \$800 for both
¼ to ½ size Commercial baking oven	up to \$4000
Display fridge for “grab and go”	up to \$2000
1 x Smoothie / frappe blender	approx. \$1000
Food processor, plus additional bowls	approx. \$250
Food Mixer	approx. \$350

Later:

Espresso maker and milk steamer	up to \$8000
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Wesley Owens Coffee and Café views this investment as an indication of our intent and our confidence in making this a viable and successful venture.

In addition we would intend to freshen the paint in the retail area, and decorate to provide a warm and welcoming space.

PPLD Staff Reward Program

In order to offer good value to the PPLD staff, we propose to introduce a reward program specifically for PPLD staff.

Wesley Owens Coffee and Café currently offers a customer loyalty program, whereby customers receive a stamp for each drink purchased and may then exchange these for beverages or a muffin etc. We would propose to offer this scheme to PPLD patrons and staff.

In addition, on a selected day per month (which will vary to accommodate staff with differing shifts), we propose to offer an additional 10% of all purchases to PPLD staff only.

We would also like to offer a gift basket reward to PPLD staff during seasonal times of the year. Wesley Owens Coffee and Café will prepare a gift basket containing a selection of treat items, coffee or tea gifts and make this available as a free raffle.

Recommendation

On Monday, October 2, PPLD invited the Leites in for a stimulating and wide-ranging interview with PPLD representatives John Spears, Gary Syling and Sean Anglum. After talking at length on the Wesley Owens proposal, the representative team recommends that Beans & Milk LLC dba Wesley Owens Coffee and Café be awarded the contract to operate a café operation at Library 21c. This contract shall not include any exclusivity of catering or business inclusion within the Library District. Implementation recommendation is to follow the proposed schedule submitted.

George Preston joined the staff of KCME as the General Manager on June 17, 2013. George came to KCME from WFMT in Chicago, where he served as afternoon drive host and host and producer of the internationally syndicated "Lyric Opera of Chicago Broadcasts." He previously worked at WNYC in New York and WBUR in Boston. George holds music degrees from Oberlin Conservatory, New England Conservatory, and Boston University, and has performed widely as a singer and actor.



GEORGE PRESTON

Erin serves as the Director of the Colorado Springs Fine Arts Center at Colorado College. She is a past president of the Citizens Project Board of Directors, Leadership Pikes Peak Board of Trustees, and the Pikes Peak Advertising Federation. Erin is a past board member and member of the year of the National Association of Women Business Owners, and has served on the Pioneers Museum marketing committee, the Fund for the Arts committee of the Pikes Peak Community Foundation, and as a member of the Colorado Springs Fine Arts Center Board of Trustees.



ERIN HANNAN

Pikes Peak Library District
Board of Trustees Annual Retreat – October 10, 2017

Panel Discussion: The Role of the Arts in our Communities



STEVEN HAYWARD



Steven Hayward is an Associate Professor of English at Colorado College. He is the bestselling author of four books of fiction, a founding member of the Critical Karaoke Collective, and Editor-at-Large of Springs Magazine.



ANDY VICK

As the Executive Director of the Cultural Office of the Pikes Peak Region, Andy oversees the daily operation and management of a non-profit, local arts agency serving a two-county region with a population of almost 700,000. In conjunction with his work at the Cultural Office, Andy serves on the Colorado Springs Convention & Visitor's Bureau Board of Directors, is an *Ex-Officio* Board member of the Colorado Springs Chamber and EDC, and is on the Executive Committee for the United States Urban Arts Federation.

David has served as the executive director of the Bee Vradenburg Foundation since 2013. In this capacity he works with businesses, arts organizations, and community leaders to continue the success of the arts in the Pikes Peak Region. David is a trustee of the Pikes Peak Community College Foundation, serves on the Cultural Office of the Pikes Peak Region (COPPeR) board of directors, and co-chairs the Pikes Peak Funder's Forum. An artist in his own right, David maintains an active performance schedule and holds a degree in Violin Performance from the Manhattan School of Music in New York City.

DAVID SIEGEL

