



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
OCTOBER 8, 2019, 2 PM  
SAND CREEK LIBRARY – 1821 S. ACADEMY BOULEVARD

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND PRESENTATIONS
  - A. Correspondence
  - B. Presentations
    - 1. Introduction of New Staff
      - a. Tammy Sayles: Director of Adult Education (T. Shainidze Krebs)
      - b. Jenna Metz: Individual Giving & Campaign Coordinator (L. James)
    - 2. IFLA Reports: Amber Cox, Amanda Marez-Frutchey, Deb Hamilton, Teona Shainidze Krebs, Antonia Krupicka-Smith, Jeremiah Walter, John Spears
- V. BUSINESS ITEMS
  - A. Decision 19-10-1: Minutes of the September 10, 2019 Meeting (p. 1)
  - B. Consent Items
    - Consent items shall be acted upon as a whole, unless a specific item is called for discussion.*
    - Any item called for discussion shall be acted upon separately as "New Business".*
  - C. Unfinished Business
  - D. New Business
    - 1. Decision 19-10-2: Resolution in Support of the 2020 United States Census (L. James) (p. 10)
    - 2. Decision 19-10-3: 2020 Employee Benefit Programs (H. Laslie, M. Varnet) (p. 12)
    - 3. Discussion: Preliminary Discussion of the 2020 Budget (BoT, J. Spears, M. Varnet, G. Syling, R. Peters)
- VI. REPORTS
  - A. Friends of the Pikes Peak Library District Report (D. Gonzales) (p. 21)
  - B. Pikes Peak Library District Foundation Report (L. James) (p. 22)
  - C. Financial Report (M. Varnet) (p. 23)
  - D. Public Services Report (T. Shainidze Krebs) (p. 39)
  - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (p. 46)
  - F. Chief Librarian's Report (J. Spears)
  - G. Welcome Guests (W. Vanderschuere)
  - H. Board Reports
    - 1. Governance Committee Report
    - 2. Adopt-a-Trustee Reports
    - 3. Board President's Report
- VII. ADJOURNMENT

**A Reception for Board Applicants Follows at 5 p.m.**

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

Providing resources and opportunities that impact individual lives and build community

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
September 10, 2019  
4 p.m.  
Penrose Library**

**BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT**

President Wayne Vanderschuere, Vice President Debbie English, Secretary/Treasurer Scott Taylor, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, Chief Public Services Officer Tim Blevins Friends of the Pikes Peak Library District Board of Directors President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Incumbent Teona Shainidze Krebs, Chief HR & OD Officer Heather Laslie, Library Instruction Designer Lacey Miller, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, Michelle Klohe, Britney Fredrickson and children Hawk, Hayes, and Samuel

**Attending by Telephone**

Trustee Keith Clayton

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**PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2019 MID-YEAR BUDGET RESOLUTION**

**CALL TO ORDER**

President Vanderschuere called the Public Hearing for the 2019 Mid-Year Budget Resolution to order at 4:03 p.m.

**PUBLIC COMMENT REGARDING THE 2019 MID-YEAR BUDGET RESOLUTION**

There was no public comment regarding the 2019 Mid-Year Budget Resolution.

**ADJOURNMENT**

President Vanderschuere adjourned the Public Hearing for the 2019 Mid-Year Budget Resolution at 4:04 p.m.

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Vanderschuere called the September 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 4:05 p.m.

## ITEMS TOO LATE FOR THE AGENDA

Chief Librarian Spears requested that the Board of Trustees consider amending the agenda by adding decision 19-9-7, a vote to apply for a grant, to the agenda. The grant is from the Colorado Department of Local Affairs for the Census 2020 Outreach Grant Program and would support the accurate counting of hard-to-count populations within the Library District for the 2020 Census. The deadline to submit the grant application is September 15, 2019.

Decision items have not been added to PPLD Board agendas in this manner in the past. Mr. Spears contacted Counsel for the Library District who advised that a decision item such as this one may be added to the agenda if two thirds of the members present approve of doing so.

**Motion:** Cathy Grossman moved that the Pikes Peak Library District Board of Trustees add decision item 19-9-7 to the agenda of the September 10, 2019 Board meeting to vote to apply for the Census 2020 Outreach program.

**Second:** Ned Stoll seconded the motion.

**Vote:** The motion was approved unanimously.

President Vanderschuere added *Decision 19-9-7: Application for 2020 Census Grant* to New Business.

## PUBLIC COMMENT

Michelle Klohe and Britney Fredrickson attended the meeting to comment to the Board of Trustees regarding PPLD's *Personal Belongings Policy* as it pertains to wagons not being allowed in PPLD facilities. Ms. Klohe and Ms. Fredrickson are nannies who utilize PPLD for children's programs. In the past, they were permitted to bring children into the Rockrimmon Library in a wagon. Since the enactment of the *Personal Belongings Policy*, wagons may no longer be brought into the facility and they have been asked to leave their wagon outside the facility. Ms. Klohe and Ms. Fredrickson pointed out that is difficult to handle several small children, some of whom are not yet walking, and also noted that they feel that leaving the wagon outside is neither practical nor safe. Ms. Klohe and Ms. Fredrickson asked the Board to consider allowing staff to utilize discretion in deciding when items like wagons may be brought into PPLD facilities.

President Vanderschuere thanked Ms. Klohe and Ms. Fredrickson for their comments and told them that their comments will be taken into consideration and staff will contact them.

## CORRESPONDENCE AND PRESENTATIONS

### Presentations

Library Instruction Designer Lacey Miller spoke to the Board about *Culinary Quick Start*. *Culinary Quick Start* is a four-week cooking skills certification program offered through Emily Griffith Technical College and made possible by a partnership of PPLD Adult Education, Pikes Peak Workforce Center, and the Manitou Art Center. Students learn the fundamentals of working as a line or prep cook and can earn a certificate. They are ready for the workforce at the end of the four-week program. Seven students graduated from the inaugural program that featured a hiring fair with area employers. The second *Culinary Quick Start* session will begin next week, with a graduation scheduled for October 11, 2019.

## BUSINESS ITEMS

### Board Minutes

#### Decision 19-9-1: Minutes of the August 13, 2019 Meeting

The minutes of the August 13, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Scott Taylor moved to approve the minutes of the August 13, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

**Second:** Ned Stoll seconded the motion.

**Vote:** The motion was approved unanimously.

### Consent Items

No consent items were presented.

### Unfinished Business

There was no unfinished business.

### New Business

#### Decision 19-9-2: Mid-Year Budget Resolution

A draft of the 2019 Mid-Year Budget Resolution was presented to the Board of Trustees for discussion at the August 13, 2019 meeting. Legal notice was posted in the local newspaper and a Public Hearing for the 2019 Mid-Year Budget Resolution took place immediately before today's meeting on September 10, 2019. There was no comment or inquiry from the public related to the 2019 Mid-Year Budget Resolution.

Chief Finance Officer Michael Varnet noted that two typos in the memo accompanying the 2019 Mid-Year Budget Resolution had been corrected.

Mr. Varnet reported that two changes were made to the draft document that the Board reviewed in August – a line item to purchase three wands for RFID equipment was added as well as some line item transfers that moved account balances from one category to another, but these did not change the budget.

The approved 2019 Mid-Year Budget Resolution will be submitted to the State.

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees approve Mid-Year budget resolutions as presented:

- Increasing the 2019 appropriation of the General Fund from \$35,505,009 to \$35,925,495
- Line item transfers of \$95,828 as presented
- Increasing the 2019 appropriation of the East Library Renovation Projection from \$144,627 to \$222,851

- Increasing the 2019 appropriation of the Penrose Library Renovation Project Fund from \$96,700 to \$1,100,068
- Increasing the 2019 appropriation of the Library 21c Capital Project Fund from \$1,156,100 to \$1,408,363
- Increasing the 2019 appropriation of the Capital Reserve Fund from \$1,158,984 to \$2,882,297 and increasing the total budget for revenues and other sources of funds from \$1,158,984 to \$1,173,984
- Adjusting the District's Special Revenue Funds for expenditures for fiscal year 2019 by fund as presented

**Second:** Mina Liebert seconded the motion.

**Vote:** The motion was approved unanimously.

### Decision 19-9-3: Teen Spaces Policy

PPLD's *Teen Spaces Policy* was reviewed and revised by staff. The Policy describes parent and caregiver responsibilities, adult and children's use of the teen collection, and expectations for conduct in Teen Spaces at PPLD.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Teen Spaces Policy.

**Second:** Ned Stoll seconded the motion.

**Vote:** The Board of Trustees approved the motion unanimously.

### Decision 19-9-4: Use of Force Policy

The *Use of Force Policy* is a new policy. This Policy describes situations when PPLD Security Officers may choose to use reasonable force to defend themselves, other PPLD patrons, and/or PPLD employees, the reporting required if force is utilized, and the review process to determine if actions are "reasonable".

The *Use of Force Policy* was driven by PPLD Security with extensive review by Counsel for the District. It does not change PPLD practices, but was written to clarify and codify practices already existing and provide staff with a clear understanding of the use of reasonable force at PPLD. The Policy intentionally references only Security staff, and there are not expectations on other staff to use reasonable force. PPLD Security officers are unarmed. They do not carry lethal or non-lethal weapons. Officers are trained in de-escalation techniques. The Colorado Springs Police Department is summoned if incidents rise to critical levels, and CSPD's response time is very good.

The discussion of armed security is ongoing in the library world. It is understood that arming security necessitates out-sourcing these positions and it has been observed that arms can cause more issues than they solve.

PPLD is currently providing CPI (crisis prevention) training and certification for non-Security staff. In 2019, over one hundred staff members completed the program.

**Motion:** Debbie English moved that the Pikes Peak Library District Board of Trustees approve Board Policy as written and presented in the Pikes Peak Library District Use of Force Policy.

**Second:** Scott Taylor seconded the motion.  
**Vote:** The motion was approved unanimously.

#### **Decision 19-9-5: Rescission of Board Decision 19-8-4: Copier RFP**

The PPLD Board of Trustees approved *Decision 19-8-4: Copier RFP* at its August 13, 2019 meeting. All Copy was the vendor selected.

Following vendor selection and approval, another vendor questioned why the figure used in the evaluation memo was significantly different from what they had proposed.

Upon review of the evaluation process, management determined that the process utilized to reach a recommendation raised questions about the fairness of the RFP.

- Scenarios that PPLD came up with differed significantly from what was asked in the RFP.
- PPLD did not take into consideration that vendors did not have the opportunity to bid on what we thought the solution should be.
- PPLD is still working on specs.

Management recommended that *Decision 19-8-4: Copier RFP* be rescinded and that management be authorized by the Board of Trustees to proceed with a new RFP for copiers that specifically states all requirements for each device needed across the District.

**Motion:** Ned Stoll moved that the Pikes Peak Library District Board of Trustees rescind approval of *Decision 19-8-4: Copier RFP* and authorize management to proceed with an RFP for copier equipment that specifically states all requirements for each device needed across the District.

**Second:** Scott Taylor seconded the motion.  
**Vote:** The motion was unanimously approved.

#### **Decision 19-9-6: IGA with Colorado Special Districts Property and Liability Pool**

The PPLD Board of Trustees approved the Library District's participation in the Colorado Special Districts Property and Liability Pool (the Pool) for property and liability insurance policies for 2019. PPLD recently learned that it is required that PPLD sign an Intergovernmental Agreement as part of participation with the Pool. A resolution and agreement for signature were provided by the Pool.

**Motion:** Cathy Grossman moved that the Pikes Peak Library District Board of Trustees approve the resolution and intergovernmental agreement with Colorado Special Districts Property and Liability Pool as presented.

**Second:** Debbie English seconded the motion.  
**Vote:** The motion was unanimously approved.

#### **Decision 19-9-7: Application for 2020 Census Grant**

The Colorado Department of Local Affairs Census Outreach Grant program will provide grants to support the accurate counting of all populations for the 2020 census. Funds are from the state of Colorado.

Five PPLD locations are either in the middle of or border hard-to-count census tracts. Grant funds will assist PPLD to engage these hard-to-count populations, making individuals aware of the census and the importance of being counted.

With or without grant assistance, PPLD will take an active role in the 2020 Census. Almost every department will be involved in some way to make the public aware of the census and assist individuals to participate and be counted. The 2020 Census is completely online.

Typically, the Pikes Peak Library District Foundation applies for grants. However, part of the scoring rubric of this grant involves the automatic loss of ten points if there is a pass-through of funds. For this reason, the Foundation has recommended that the grant application be made directly by PPLD.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve PPLD's application to the Colorado Department of Local Affairs Census Outreach Grant program.

**Second:** Mina Liebert seconded the motion.

**Vote:** The motion was unanimously approved.

## REPORTS

### Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales noted that *Latina Voices* will take place on September 21 at Library 21c. This year's event honors Connie Benavides, Dolores Martinez, and Katherine Latona.

The Friends big Fall Book Sale is scheduled for October 4, 5, and 6 at East Library.

Ms. Gonzales thanked Chief HR & OD Officer Heather Laslie for coaching her on posting positions.

October 20 – 26 is National Friends of the Library Week!

### Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation report was included in the Board packet. Development Officer & Foundation Executive Officer Lance James reported that the PPLD Foundation applied for and was awarded a National Endowment for the Humanities (NEH) conservation assessment grant for \$8,000. This is a planning grant for conservation of the collection within Special Collections. It provides a baseline for environmental measurements as well as developing security and disaster recovery plans for the collection. This grant will position PPLD for larger grant awards for preservation through NEH.

### Financial Report

The Financial Report for the period ending July 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that revenues are up by about 4.1% from last year. He noted that interest income is doing very well. Expenses are up by about 8.2% from last year, but we are within about 2% of where we should be for this time of year.

President Vanderschuere asked about large upcoming Capital projects. Mr. Varnet responded that the largest Capital projects will be security cameras at a cost of about \$700K and an integrated library system at approximately \$900K.

Chief Librarian Spears explained the role of an integrated library system (ILS).

## Public Services Report

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Tim Blevins reported on monthly circulation, noting that original circulation of physical materials (circulation without renewals) is down by twelve percent from August 2018 and visits to PPLD facilities are down by six percent from last year. Circulation of electronic materials continues to do very well. Mr. Blevins noted that many RBDigital Magazines check out automatically each month, much like a subscription, and this could be a factor in increased utilization of these online magazines.

Mr. Blevins provided a report on the Colorado Libraries Collaborative (CLC) that allows Coloradans to check out library materials at any public library in the State and many academic and other libraries. CLC checkouts equal about seven percent of PPLD's total circulation, with Fountain Library, Sand Creek Library and Ute Pass Library seeing the most CLC usage.

Mr. Blevins expressed his gratitude to John Spears, Sue Hammond, the PPLD Leadership Team, Special Collections, and the entire staff for providing him with "the best job I ever had". He added that PPLD is the best public library. Mr. Blevins will leave PPLD on October 4, 2019 after eighteen years with the District.

## Library Reports

Reports from the Communications, Facilities, Human Resources and Information Technology departments were included in the Board packet.

## Chief Librarian's Report

Chief Librarian & CEO John Spears recognized Chief Public Services Officer Tim Blevins. He praised Mr. Blevins for his integrity, knowledge and ability to work with people, adding that Tim is one of the most decent people with whom he has had the pleasure to work. Mr. Spears praised Tim for his work in Special Collections, creating the foundation to change Special Collections from a collection of materials to a living, breathing entity that celebrates the history of Colorado Springs and the Pikes Peak Region.

Chief Librarian Spears provided updates on the following:

- **Manitou Springs Library:** The Manitou Springs City Council voted to put a 0.3% tax increase on the November ballot. Revenues would be split between a bond for library building improvements/expansion, a share to be split between key cultural and arts organizations, and competitive grants for existing arts groups. The Council did not establish percentages for these three shares, and percentages will be key to the success of this funding plan. There has been discussion about moving the Library out of the building. The Mayor of Manitou Springs has suggested that the Library could relocate to Hiawatha Gardens, but Mr. Spears has said "no" to that suggestion. The agreement we have with the City of Manitou Springs is to provide library services in their library building. If they do not have a suitable location for the library, we still provide services to the residents of Manitou Springs at other PPLD locations. There is substantial support in Manitou Springs for funds to go towards the expansion of the library.



- Tesla Commons: The proposed project with Pikes Peak Community College to construct affordable housing has been taken off the table.
- CSU Water Tour: Chief Librarian Spears went on the CSU Water Tour last week. He thanked President Vanderschuere for the opportunity, noting that the tour provided an excellent opportunity for Mr. Spears to network with Colorado Springs City Council members and other key community members.
- Urban Renewal Authority Projects: Chief Finance Officer Varnet and Development Officer & Foundation Executive Officer James attended the last meeting of the Colorado Springs Urban Renewal Authority Board. The True North project is not a current topic of discussion at this time. It may be several years before the project begins and is completed. Two URA projects currently being discussed are the downtown stadium and the City Auditorium. The downtown stadium would include residential units and would have an impact on Penrose Library. Chief Librarian Spears will be meeting with CSURA Executive Director Walker to begin discussions, but to date we have received no notification of the stadium project from the CSURA. The City Auditorium project is an existing URA, and PPLD's approval would not be needed for them to move forward. However, there is some talk about establishing a new URA and expanding the borders for that project, in which case the project would need to come to PPLD for approval. Chief Librarian Spears has let Mr. Walker know that the Library will be looking at any project that includes residential much more critically than those that are strictly for business development.

## Board Reports

### Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on September 4, 2019. The Governance Committee discussed the response to the Board vacancy and decided to extend the deadline for applications to September 27, 2019. The Governance Committee suggests that all of the Trustees take an active role in reaching out to members of the community who they believe would be assets on the PPLD Board of Trustees. The reception for applicants was moved to the October 8, 2019 Board meeting.

The Committee continued to discuss dates for 2020 meetings, and after hearing from City and County Board Liaisons, has determined that the best time to hold meetings may be the fourth Wednesday of each month from five to seven p.m.

The Governance Committee reviewed plans for Board job shadowing. A list of the available job shadowing opportunities was distributed at today's meeting. Trustees should review them and be prepared to make selections at the October 8, 2019 meeting.

### Internal Affairs Committee

Internal Affairs Committee Chair Debbie English reported that the Committee met on August 28, 2019. The Committee reviewed the Mid-Year Budget Resolution, the Teen Spaces Policy, the Use of Force Policy, rescission of Decision 1908-4 and the intergovernmental agreement with Colorado Special districts Property and Liability Pool.

### **Public Affairs Committee**

The Public Affairs Committee did not meet in August.

### **Board President's Report**

President Vanderschuere did not have a report.

### **Adopt-a-Trustee Reports**

There was no Adopt-a-Trustee activity to report.

### **ADJOURNMENT**

There being no further business to conduct, President Vanderschuere adjourned the September 10, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:36 p.m.

*M. Klohe, B. Fredrickson and three children left the meeting at 4:10 p.m.*

*L. Gonzalez left the meeting at 4:55 p.m.*

*L. Miller left the meeting at 5:00 p.m.*

### Resolution in Support of the 2020 United States Census

On September 10, 2019 the Pikes Peak Library District Board of Trustees approved a grant application to the Colorado Department of Local Affairs to support the accurate counting of all populations for the 2020 Census.

This resolution declares the Pikes Peak Library District's support for the 2020 Census and achieving a complete count.

**Pikes Peak Library District Board of Trustees**  
**Resolution to Support Participation in the 2020 Census**

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, census data also helps determine how many seats each state will have in the U.S. House of Representatives and is used in the redistricting of state legislatures, county boards of supervisors and city councils; and

WHEREAS, the decennial census is a huge undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, the U.S. Census Bureau is facing several challenges with the 2020 Census, which include declining response rates, technological change, and fiscal constraints, thus support from local government is critical; and

WHEREAS, the Pikes Peak Library District, in partnership with other local governments, the State, businesses, and community organizations, is committed to ensuring every resident is counted;

THEREFORE BE IT RESOLVED, that the Pikes Peak Library District recognizes the importance of the 2020 Census and supports participation in helping to ensure a complete, fair, and accurate count.

ADOPTED this day 8<sup>th</sup> day of October 2019.

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Wayne Vanderschuere  
President  
Pikes Peak Library District Board of Trustees

## 2020 Employee Benefit Programs

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, Cristina Jaramillo, Kristin Brown, Rebecca Philipson, Daniel Collins, Juanita Lanaux, Larissa Powers, and Mike Varnet.

Moody Insurance, the Employee Benefits Consultant for the District, has handled the 2020 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 2020 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.

#### 2019 Health Plan Financial Data

The following chart depicts certain financial data for the period of January 1, 2019 through June 30, 2019:

Worst case expected (amount funded @120% of expected))	\$814,761
Expected claims to be paid	\$678,968
Paid claims	\$789,524
Ratio of claims paid to expected claims	116%

For this six-month period, the financial position of the Plan remains negative; meaning total claims paid by the Plan are more than the total expected claims to be paid 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 2019. This is congruent to catastrophic insurance coverage for specific claims. A total of \$97,459 in claims has exceeded the \$45k Individual Stop Loss level (SSL) through 06/30/2019.

#### District/Plan Participant Contribution Data – 2020 Plan Year

For 2020, the total cost of the Plan funded at the maximum liability is estimated at \$2,628,003 (assuming the current enrollment by plan option and by category remains the same in 2020 as it is in 2019).

The cost of the Plan is shared by District and eligible District employees who have elected to participate in the Plan. During 2020, the District will contribute about \$2,166,837 to the Plan for policy premiums, or about 82.45% of the total cost of policy premiums, and the employees will contribute about \$461,166 towards policy premiums, or about 17.55% of the total cost of policy premiums. In 2019, the District contributed 82.66% to the Plan for policy premiums, and the employees contributed about 17.34% of the total cost of policy premiums.

## 2020 Plan Options

For the 2020 renewal, Moody did not solicit proposals from other Medical Plan Carriers. Moody solicited proposals from other carriers in 2018 and they do not recommend soliciting proposals more often than every three years.

Instead, our current carrier, Cigna, submitted the following renewal proposals for 2020:

**Option 1** proposed minor increased benefits, including an increase in wellness benefits from \$4,000 to \$5,000, \$0 copay for telehealth, \$20 copay for urgent care, no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long term disability plans with 10.8% increase, or 8% as an Early Renewal Incentive without going to bid.

**Option 2** 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 an 8% increase was subsequently lowered to a 5% increase.

## 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 members 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 Open Access Plus High Plan (OAP)** 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 (HDHP)** with a Health Savings Account funding mechanism is a qualified high deductible health plan offered as an alternative to the High 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 2019 is \$3,500 for individuals and \$7,000 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 with 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.

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 High 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 OAP 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 OAP Plan but do not include the fees that would be charged the banking partner responsible for managing the savings accounts. Fees in 2020 will be \$2.45 per account per month with no change from 2019.

## Network Only Open Access Plus High 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 office visits for 2020. 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 for office visits in 2020. 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, Choice Plan participants pay \$10 for generic drugs, \$25 for preferred drugs and \$50 for non-preferred drugs. HDHP participants pay retail for the generic, preferred, non-preferred and mail order drugs, respectively, until they meet their annual deductible. This will remain the same for 2020. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- d. Emergency Room Co-Pays – Currently, plan participants pay \$200 per visit. This will remain the same for 2020. 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.

## Cigna Local Plus Network Only High Plan Option

The Plan Summary for this option is the same as listed above with the size of the network being the difference. Participants in this option can only utilize members of the Local Plus Network which consists primarily of Memorial Hospital and UC Health Partners. PPLD began offering the Local Plus (smaller) Network option in 2019 as a way to reduce costs to both the employee and the employer.

## Network Only Open Access Plus 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 OAP 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.
- 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.

## Cigna Local Plus High Deductible Health Plan with a Health Savings Account Option

The Plan Summary for this option is the same as listed above with the size of the network being the difference. Participants in this option can only utilize members of the Local Plus Network which consists primarily of Memorial Hospital and UC Health Partners. PPLD began offering the Local Plus (smaller) Network option in 2019 as a way to reduce costs to both the employee and the employer.

### Individual Specific Stop Loss (SSL)

The current Plan (for 2019) 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 2020, we recommend the Specific Stop Loss insurance remain the same.

### Premium Rates

Due to the proposed increase in Plan costs, the monthly premium rates for 2020 should be adjusted. As noted above, the renewal cost for 2020 is estimated at 5%. This equates to an estimated annual cost of \$2,166,837, assuming enrollment for 2020 is consistent as it was for 2019.



A comparison of the premium rates in place for 2019 - 2020 by classification under the current plan, along with a recommendation of monthly premium rates for 2020 that incorporates the recommendations and observations discussed above is included. Employee rates for all categories in the OAP and High Deductible OAP Plans will increase by 5.00% across the board. PPLD's rates will increase approximately 5.00% for each category with slight differences resulting from minor differences in underwriting rates from year to year.

In that this will be our second year of offering the Local Plus Network option, we have a better idea of how many employees will elect this option. The Employee rates for all categories in the Local Plus Network plans will increase by 5% from the 2019 rates.

### **Premium Relief**

Given the financial status of the health plan, we are not recommending any premium relief for 2020. We provided one month of premium relief in 2019, however, since the Plan reserves have dropped to a minimally accepted level (approximately \$400,000 minimum as recommended by the insurance company which equates to two month of plan runoff when we terminate the plan with CIGNA at a future date, we believe it does not make fiscal sense to offer a premium holiday in 2020.

### **PPACA Fees**

PPLD pays the following mandatory fees to comply with PPACA:

1. Patient-Centered Outcomes Research Institute (PCORI). The fee was \$2 per member per year in 2014 and will be indexed annually to national health expenditures through 2019, when it no longer applies. The fee was \$2.08 in 2017, \$2.39 in 2018, and \$2.45 in 2019 based upon the rate of medical inflation. This fee will no longer apply in 2020.

### **Employee Meetings**

The Human Resources Department will conduct Open Enrollment Meetings for employees during late November to discuss the OAP and HDHP with a HSA funding mechanism and the two network options. It will provide plan design comparisons; describe both Networks, the employee premium rate changes for 2020, 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 2020 to provide health care insurance to PPLD employees based on the plan provisions discussed above.
2. Approve a premium rate plan that is discussed above as "Option 2" 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. Our current plan offers a benefit equal to 50% of monthly earnings which is available after 120 days and until Social Security Normal Retirement Age (SSNRA).

For 2019, Moody solicited proposals for Basic Life, Voluntary Life and LTD insurance benefits. Cigna, Lincoln National Life Insurance and The Standard provided proposals. All three proposals were very similar in benefit plan design and premiums. We are in the third of a 3-year rate guarantee with Cigna for our current plans. Cigna's monthly premium rates for 2020 are presented below:

Basic Life – \$0.115 per month for each \$1,000 of insurance net premium LTD - \$0.135 per \$100.00 of salary net premium

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

### **Recommendation**

Management recommends that the Board of Trustees authorize PPLD to continue to offer Life/LTD and Voluntary Life Insurance with Cigna, our current carrier.

**DENTAL PLAN**

In 2019 the District offered two 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 2020 include a premium increase of 2% for each plan. Moody indicates the trend for dental plan increases for 2020 is 5%.

**Premium Rates Comparisons for 2019**

***Cigna D-PPO OPTION***

	<u>2019 Employee Cost</u>	<u>2020 Employee Cost</u>
Employee Only	\$34.69	\$35.38
Employee + 1	\$68.24	\$69.60
Employee +2 or more	\$117.88	\$120.24

***Cigna D-HMO OPTION***

	<u>2019 Employee Cost</u>	<u>2020 Employee Cost</u>
Employee Only	\$8.66	\$8.83
Employee + 1	\$14.37	\$14.66
Employee + 2 or more	\$22.13	\$22.57

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 2019 will see a 2% increase in premiums this is lower than the trend of 5% for dental plan increases for 2020 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. Over the years, PPLD employees have expressed high satisfaction with the vision plan and its network of providers.

Moody requested options from VSP for 2019 and the following plan was approved by the Board.

Increase in premiums of 17.4% for all three tiers with plan design changes that include improving the frequency of frames benefit to 12 months and frames and contact allowances from \$130 to \$180. No required co-pays for exams or materials.

Considering this is a benefit that impacts approximately 440 of our 475 staff members and that the premiums changed for 2019, we did not seek out any changes to the VSP benefit plan.

**Premium Rates Comparisons for 2019**

	<b>Total Cost</b>	<b>Employee Cost</b>	<b>District Cost</b>
<b>Employee Only</b>	\$12.07/month	\$0.00/month	\$12.07/month
<b>Employee + 1</b>	\$17.52/month	\$5.45/month	\$12.07/month
<b>Employee + 2 or more</b>	\$31.40/month	\$19.33/month	\$12.07/month

**Recommendation**

calendar year 2020 to continue the current vision coverage plan as discussed above.

## **VOLUNTARY BENEFIT OFFERINGS**

The Employee Benefits Team routinely assesses PPLD's voluntary benefit plan offerings to help ensure meaningful voluntary benefit plans are offered. In 2018, the Employee Benefits Team discussed current participation requested information on voluntary Long Term Care and voluntary Pet Insurance. Our desire is to offer voluntary programs that reflect current interests and needs of PPLD staff. The following information reflects the Benefits Team's assessment voluntary Long Term Care and Pet Insurance to our benefit plan offerings.

### **Supplemental Medical Insurance**

For many years PPLD has offered 20+ hour per week staff the opportunity to purchase four voluntary supplemental medical plans: Accident Insurance, Cancer Insurance, Hospital Confinement (Medical Bridge) and Critical Illness Insurance through Colonial Life. These plans are designed to provide some protection against serious medical conditions that may not be fully covered under other medical insurance options. Employees may purchase for themselves and their dependents. Over the years, participation/interest in these offerings has dwindled to the point where there are only four employees participating in one or more of these plans. We continue to introduce the Colonial offerings at both our Annual Open Enrollment meetings and monthly QuickStart meetings, however participation levels have continued to decrease and we believe that there is limited interest in these plans.

### **Long Term Care Insurance**

In 2018, the Benefits Team inquired about the possibility of PPLD offering voluntary, employee paid Long Term Care Insurance. Long-term Care insurance is an insurance product that helps pay for the costs associated with long-term care. Long-term care insurance covers care generally not covered by health insurance, Medicare, or Medicaid. The Board approved in 2018 that we move forward with securing a vendor in 2019, however the selected vendor (TransAmerica) has discontinued offering Long-term care insurance.

### **Pet Insurance**

Over the course of the last several years, staff members have inquired about the possibility of offering voluntary Pet Insurance. This is an increasingly popular employer offered/employee paid benefit according to Moody and the State of Colorado is very pet friendly. Moody has presented 2 options through Nationwide Insurance - Basic Protection and Protection with a Wellness Component. There are rates for Dogs, Cats and Avian & Exotic Pets. The annual maximum benefit paid is \$7,500. Rates are based upon 26 pay periods for Dogs and Cats and a Monthly premium for exotic pets. Premiums range from \$9.86/\$16.44 per pay period for Basic Insurance for Cats and Dogs respectively and \$16.49/\$27.48 per pay period for Basic + Wellness Insurance for Cats and Dogs respectively. Avian and exotic pet plans range from \$6.65 to \$15.68 per month depending upon the category of animal/bird and provide reimbursement for accidents, illnesses and diseases, including cancer. These rates are very competitive against individual policies.

### **Recommendations**

**Long Term Care Insurance:** We recommend that we discontinue seeking Long-term care vendors at this time.

**Pet Insurance:** We recommend continuing to offer voluntary Pet Insurance for 2020 with the provisions noted above (no cost to PPLD).







## REPORT

Welcome Jenna Metz! PPLD's new Individual Giving and Campaign Coordinator (formerly Development Associate).

Submitted \$52,000 grant application to State of Colorado's Dept. of Local Affairs in support of the 2020 Census Complete Count efforts

Met with Matt Carpenter and Erica Oakley-Courage to discuss El Pomar's potential Rob Hillbert Non Profit Resource Center support for the next three-year cycle

Reopened Corporate and Foundation Relations Manager search and began reviewing applicants

Planning for year-end appeal, Give! campaign and screening of *The Public*, and Colorado Gives Day

Scheduled film screening of *Ulam*, Asian/Pacific American Collection fundraiser (26 Oct) with Dennis Apuan

Arranged speaking engagements for John Spears at Colorado Springs Sertoma and The Pikes Peak Club

Attended Association of Fundraising Professional's annual Summit on Philanthropy

Attended branch Friends and Friends of PPLD board meetings

Held PPLD Foundation Leadership and Development Committee meetings

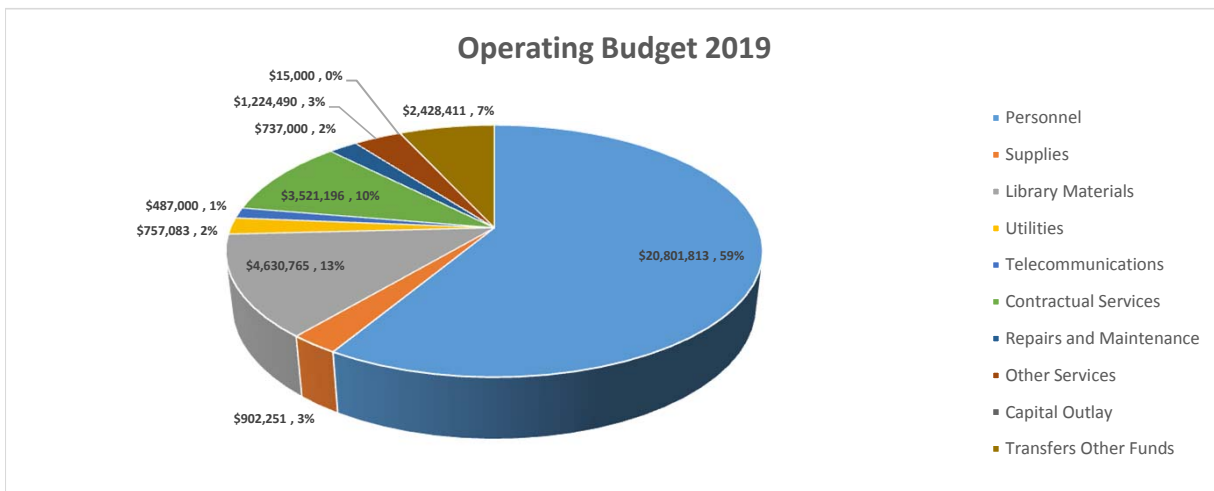
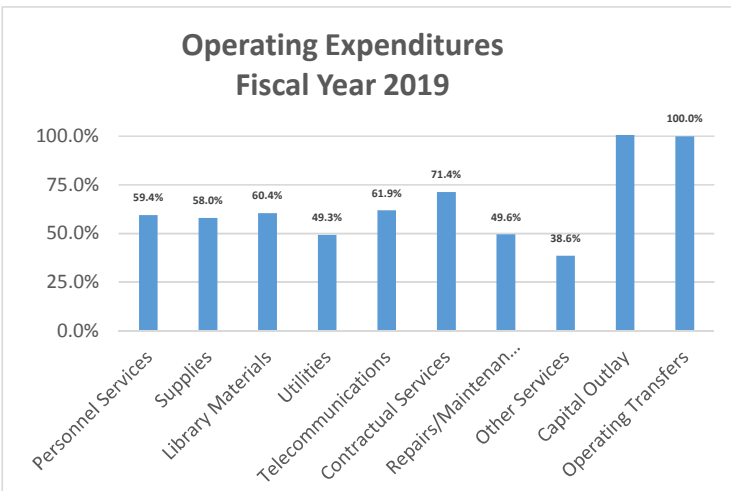
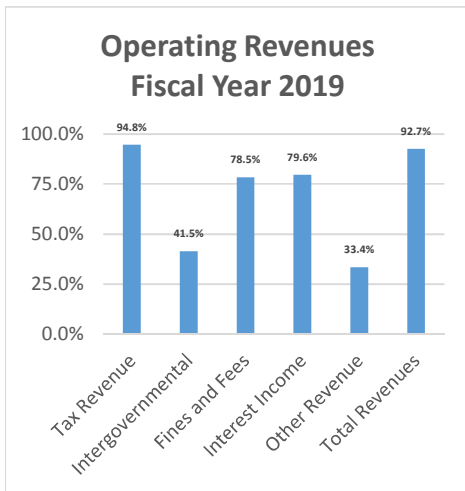
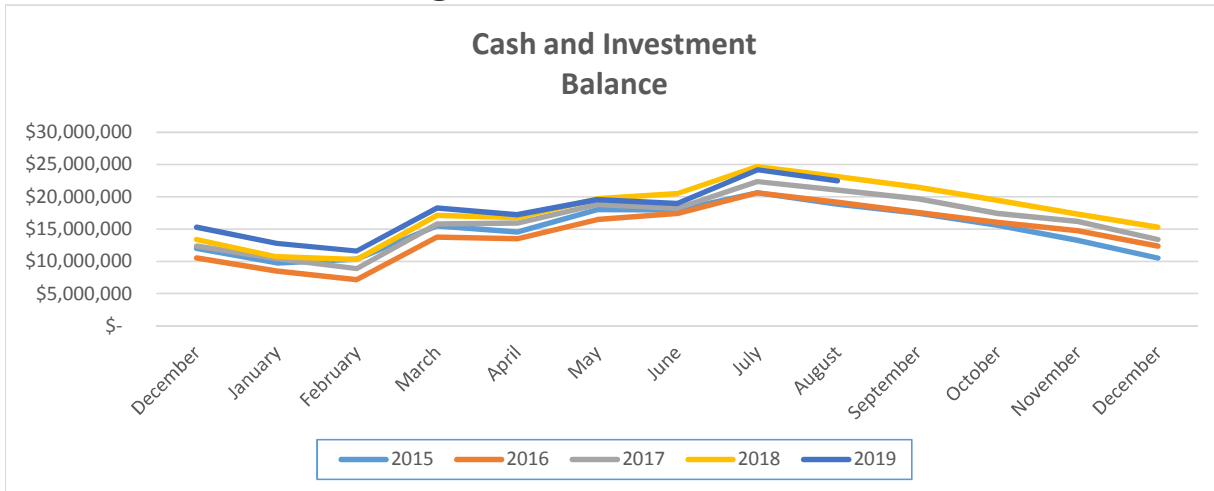
### DID YOU KNOW?

Pikes Peak Library District has so much more than books. There are 3D printers, laser cutters, recording studios, cameras, digital content, Colorado State Park Passes, movies, Vibes tickets, and so much more! The possibilities are endless!



# Pikes Peak Library District Financial Dashboard

## August 2019





# **Pikes Peak Library District**

## **August 2019 Financial Report**

Presented to Board of Trustees October 8, 2019

**Pikes Peak Library District  
 General Fund Summary  
 For the Eight-Month Period Ended August 31, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 27,949,326	\$ 26,572,143	\$ 1,377,183	5.2%	
Specific ownership taxes	2,248,834	2,157,107	91,727	4.3%	
Fines/fees	78,464	80,979	(2,514)	-3.1%	
Investment earnings	302,612	235,992	66,620	28.2%	1
Other	385,219	533,474	(148,255)	-27.8%	2
<b>Total Revenues</b>	<b>\$ 30,964,455</b>	<b>\$ 29,579,695</b>	<b>\$ 1,384,760</b>	<b>4.7%</b>	

- 1 Interest rates continue to rise, and that is reflective in the difference from year to year.
- 2 The total amount received from donations vary from year to year.

Pikes Peak Library District  
Statement of Revenues  
General Fund  
For the Eight-Month Period Ended August 31, 2019

Percent of Year 66.7%

Account Description	2019 Budget	YTD Actual	Variance	% Collected
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 28,477,334	\$ 27,948,528	\$ 528,806	98.1%
Abatements/refunds	(140,000)	(48,902)	(91,098)	34.9%
Omitted properties	6,000	3,093	2,907	51.6%
Delinquent	17,000	16,865	135	99.2%
Penalties/interest	36,000	20,552	15,448	57.1%
Specific ownership taxes	3,450,000	2,248,834	1,201,166	65.2%
Local government in lieu of prop. taxes	10,500	9,190	1,310	87.5%
<b>Total Tax Revenue</b>	<b>31,856,834</b>	<b>30,198,160</b>	<b>1,658,674</b>	<b>94.8%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	200,000	-	200,000	0.0%
State Grant - library materials	145,000	143,024	1,976	98.6%
<b>Total Intergovernmental</b>	<b>345,000</b>	<b>143,024</b>	<b>201,976</b>	<b>41.5%</b>
<b>Fines and Fees</b>	<b>100,000</b>	<b>78,464</b>	<b>21,536</b>	<b>78.5%</b>
<b>Interest Income</b>	<b>380,000</b>	<b>302,612</b>	<b>77,388</b>	<b>79.6%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	567,559	150,679	416,880	26.5%
Other	18,000	264	17,736	1.5%
Copier charges/PMS charges	96,000	64,133	31,867	66.8%
Parking lot collections	33,000	13,867	19,133	42.0%
Merchandise sales	-	3,391	(3,391)	100.0%
Miscellaneous	4,500	7,563	(3,063)	168.1%
Asset sales proceeds	5,000	2,298	2,702	46.0%
<b>Total Other Revenue</b>	<b>724,059</b>	<b>242,195</b>	<b>481,864</b>	<b>33.4%</b>
<b>Total General Fund Revenues</b>	<b>\$ 33,405,893</b>	<b>\$ 30,964,455</b>	<b>\$ 2,441,438</b>	<b>92.7%</b>

**Pikes Peak Library District  
General Fund Summary  
For the Eight-Month Period Ended August 31, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 12,363,123	\$ 11,370,586	\$ 992,537	8.7%	
Supplies	523,632	462,263	61,369	13.3%	
Library materials	2,797,893	2,884,149	(86,256)	-3.0%	
Utilities	373,001	375,493	(2,492)	-0.7%	
Telecommunication costs	301,462	336,978	(35,516)	-10.5%	
Contractual services	2,513,345	2,271,346	241,999	10.7%	1
Repairs and maintenance	365,483	357,624	7,859	2.2%	
Other services	472,240	362,803	109,437	30.2%	2
Capital outlay	48,105	50,859	(2,754)	-5.4%	
Operating transfers - other funds	2,428,411	2,178,459	249,952	11.5%	3
<b>Total Expenditures</b>	<b>\$ 22,186,694</b>	<b>\$ 20,650,560</b>	<b>\$ 1,536,134</b>	<b>7.4%</b>	

- 1 Activity in 2019 is greater than 2018 by more than \$25,000 in the following accounts: janitorial services, consulting, printing, programming, Treasurer's fees and maintenance - computer equipment. In most cases, there has been more activity in these accounts versus the activity during the same period in 2018.
- 2 Training costs for 2019 exceeds 2018 by \$44,000. Costs for community outreach for 2019 exceeds 2018 costs by \$35,000.
- 3 Operating transfers to other funds have been made in accordance with the approved budgets for both 2019 and 2018.

Pikes Peak Library District  
Statement of Expenditures  
General Fund

Percent of Year **66.7%**

For the Eight-Month Period Ended August 31, 2019

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
<b>Personnel Services</b>				
Regular employees	\$ 16,206,332	\$ 9,392,553	\$ 6,813,779	58.0%
Temporary employees	12,000	13,310	(1,310)	110.9%
Substitute employees	327,594	220,725	106,869	67.4%
Work-Study And internship	9,000	1,995	7,005	22.2%
Social security contributions	1,222,809	706,283	516,526	57.8%
Retirement contributions	976,828	563,562	413,266	57.7%
Health Plan contributions	1,750,000	1,296,003	453,997	74.1%
Unemployment insurance	47,250	23,612	23,638	50.0%
Workers compensation	85,000	42,445	42,555	49.9%
Vision Plan insurance	62,000	37,307	24,693	60.2%
Life A&D insurance	63,000	39,837	23,163	63.2%
Tuition assistance	40,000	25,491	14,509	63.7%
<b>Total Personnel Services</b>	<b>20,801,813</b>	<b>12,363,123</b>	<b>8,438,690</b>	<b>59.4%</b>
<b>Supplies</b>				
General	304,965	134,793	170,172	44.2%
Microform	950	-	950	0.0%
Software purchases/licenses	322,000	278,293	43,707	86.4%
Computer supplies	42,000	39,121	2,879	93.1%
Processing	95,000	9,075	85,925	9.6%
Office	92,250	44,792	47,458	48.6%
Other	45,086	17,557	27,529	38.9%
<b>Total Supplies</b>	<b>902,251</b>	<b>523,632</b>	<b>378,619</b>	<b>58.0%</b>
<b>Library Materials</b>				
Audio-visual materials	762,300	344,696	417,604	45.2%
Books	1,364,400	714,797	649,603	52.4%
e-materials	1,584,700	1,069,966	514,734	67.5%
Library materials - other	266,000	126,241	139,759	47.5%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,000	100,918	9,082	91.7%
Serials	25,000	12,950	12,050	51.8%
Databases - online services	513,365	425,987	87,378	83.0%
Memorials	-	2,339	(2,339)	0.0%
<b>Total Library Materials</b>	<b>4,630,765</b>	<b>2,797,893</b>	<b>1,832,872</b>	<b>60.4%</b>
<b>Utilities</b>				
Gas	109,168	46,751	62,417	42.8%
Electric	526,656	264,165	262,491	50.2%
Water/sewer	113,415	57,509	55,906	50.7%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eight-Month Period Ended August 31, 2019

Percent of Year 66.7%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	4,576	3,269	58.3%
<b>Total Utilities</b>	<b>757,083</b>	<b>373,001</b>	<b>384,082</b>	<b>49.3%</b>

**Telecommunications**

Data	300,000	216,776	83,224	72.3%
Voice	104,000	46,032	57,968	44.3%
Cellular	78,000	37,444	40,556	48.0%
Expansion	5,000	1,209	3,791	24.2%
<b>Total Telecommunications</b>	<b>487,000</b>	<b>301,462</b>	<b>185,538</b>	<b>61.9%</b>

**Contractual Services**

Janitorial services	330,000	212,192	117,808	64.3%
Carpet cleaning services	117,000	81,280	35,720	69.5%
Library facility rental	566,473	408,991	157,481	72.2%
Common area maintenance	156,052	118,389	37,663	75.9%
Storage rental	16,800	12,150	4,650	72.3%
Audit	45,000	45,585	(585)	101.3%
Legal	65,000	46,112	18,888	70.9%
Consultant	216,500	102,870	113,630	47.5%
Cataloging	50,600	19,671	30,929	38.9%
Trash removal	24,229	14,128	10,101	58.3%
Copier services	56,000	32,241	23,759	57.6%
Courier services	222,231	111,408	110,823	50.1%
Liability/property insurance	184,500	153,249	31,251	83.1%
Collection agency fees	30,000	16,853	13,147	56.2%
Printing	125,000	67,201	57,799	53.8%
Programming	357,065	193,937	163,128	54.3%
Treasurer fees	420,000	417,919	2,081	99.5%
Microfilming services	19,600	2,474	17,126	12.6%
Computer support agreements	301,500	274,448	27,052	91.0%
Computer equipment maintenance	135,000	146,955	(11,955)	108.9%
Software licenses	19,000	-	19,000	0.0%
Employee Assistance Program	20,000	6,320	13,680	31.6%
Parking	43,646	28,972	14,675	66.4%
<b>Total Contractual Services</b>	<b>3,521,196</b>	<b>2,513,345</b>	<b>1,007,850</b>	<b>71.4%</b>

**Repairs and Maintenance**

Grounds maintenance	75,500	43,322	32,178	57.4%
Vehicle operating costs	61,000	201,066	(140,066)	329.6%
Equipment maintenance	382,300	44,962	337,338	11.8%
Equipment repairs	42,450	4,862	37,588	11.5%
Furniture repairs	33,000	10,970	22,030	33.2%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Eight-Month Period Ended August 31, 2019

Percent of Year 66.7%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	60,301	82,449	42.2%
<b>Total Repairs and Maintenance</b>	<b>737,000</b>	<b>365,483</b>	<b>371,517</b>	<b>49.6%</b>
<b>Other Services</b>				
Translation services	500	412	88	82.4%
Advertising	1,000	372	628	37.2%
Bank And trustee Fees	11,600	7,347	4,253	63.3%
School engagement	1,000	230	770	23.0%
Mileage/Travel reimbursement	73,800	41,857	31,943	56.7%
Employee recruitment	50,500	12,025	38,475	23.8%
Employee testing	500	-	500	0.0%
Dues and memberships	74,000	33,053	40,947	44.7%
Merchandising	1,000	2,743	(1,743)	274.3%
Employee recognition	20,525	5,425	15,100	26.4%
Board of Trustees	7,000	1,754	5,246	25.1%
Community outreach	110,000	75,914	34,086	69.0%
Training	287,534	176,499	111,035	61.4%
Signage	16,000	8,714	7,286	54.5%
Bindery	5,000	2,433	2,567	48.7%
Summer Reading Club	34,306	16,390	17,916	47.8%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	37,848	24,652	60.6%
Volunteer program	5,900	1,823	4,077	30.9%
Safety and wellness	18,500	2,914	15,586	15.8%
Other grant/donation expenditures	411,125	40,341	370,784	9.8%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	1,000	473	527	47.3%
Other	20,200	3,674	16,526	18.2%
<b>Total Other Services</b>	<b>1,224,490</b>	<b>472,240</b>	<b>752,250</b>	<b>38.6%</b>
<b>Capital Outlay</b>				
Other	15,000	48,105	(33,105)	320.7%
<b>Total Capital Outlay</b>	<b>15,000</b>	<b>48,105</b>	<b>(33,105)</b>	<b>320.7%</b>
<b>Operating Transfers to Other Funds</b>				
Fund transfers out	2,428,411	2,428,411	-	100.0%
<b>Total Expenditures</b>	<b>\$ 35,505,009</b>	<b>\$ 22,186,694</b>	<b>\$ 13,318,315</b>	<b>62.5%</b>

**Pikes Peak Library District  
Special Revenue Funds  
For the Eight-Month Period Ended August 31, 2019**

<b>Fund Balance - January 1, 2019</b>	\$ 160,757
<b>Expenditures</b>	9,323
<b>Fund Balance - August 31, 2019</b>	<u>\$ 151,434</u>

**Fund Balance - By Fund - August 31, 2019**

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	112,385
Sand Creek Library Fund	27,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 151,434</u>



Pikes Peak Library District  
 East Library Capital Projects Fund  
 For the Eight-Month Period Ended August 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Fund Transfers In	139,627	-	139,627	139,627	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>	<b>139,627</b>	<b>-</b>	<b>5,000</b>
<b>Expenditures</b>						
<b>2019 Budget</b>						
Chiller Roof Structure Over Pit	19,000	-	19,000	3,160	-	15,840
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Children	1,627	-	1,627	-	-	1,627
External Filtration System	10,000	-	10,000	-	-	10,000
Replace Emergency Generator	60,000	-	60,000	1,950	650	57,400
Reading Bay Area Furniture	15,000	-	15,000	-	-	15,000
Patio Furniture (Fundraising)	5,000	-	5,000	-	-	5,000
Shared Workstation - 4-Person	4,000	-	4,000	2,765	-	1,235
<b>Sub-total</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>	<b>7,875</b>	<b>650</b>	<b>136,102</b>
<b>Carryover From 2018</b>						
Roof Inspection and Repairs	-	6,235	6,235	-	-	6,235
Window Leak-2nd Floor	-	7,500	7,500	-	-	7,500
Replace Public Water Fountains	-	494	494	-	-	494
Replace Staff Lounge Blinds	-	142	142	-	-	142
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Laminator	-	205	205	-	-	205
Enclose Chiller Pit	-	38,463	38,463	-	-	38,463
Additional Study Room Chairs	-	3,500	3,500	3,547	-	(47)
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Children's Cabinets	-	5,478	5,478	-	-	5,478
Tractor Replacement	-	2,001	2,001	-	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT Equipment	-	2,071	2,071	-	-	2,071
<b>Sub-total</b>	<b>-</b>	<b>78,224</b>	<b>78,224</b>	<b>3,547</b>	<b>-</b>	<b>74,677</b>
<b>Total Expenditures</b>	<b>\$ 144,627</b>	<b>\$ 78,224</b>	<b>\$ 222,851</b>	<b>11,422</b>	<b>\$ 650</b>	<b>\$ 210,779</b>
<b>Excess Revenues over Expenditures</b>				<b>128,205</b>		
<b>Fund Balance - January 1, 2019</b>				<b>78,224</b>		
<b>Fund Balance - August 31, 2019</b>				<b>\$ 206,429</b>		

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Eight-Month Period Ended August 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 96,700	\$ -	\$ 96,700	\$ 96,700	\$ -	\$ -
<b>Expenditures</b>						
<b>2019 Budget</b>						
Asphalt Crack Fill	15,500	-	15,500	15,764	-	(264)
Roofing Evaluation Pe	30,000	-	30,000	-	-	30,000
Replace Lobby Rooftop Unit	23,500	-	23,500	20,544	-	2,956
Replace Existing Fire Panel	18,500	-	18,500	16,921	-	1,579
Charging Station Outlets	2,000	-	2,000	-	-	2,000
Larger Trash Receptacles	3,600	-	3,600	852	-	2,748
Adjustable Height Desks	3,600	-	3,600	-	-	3,600
<b>Sub-total</b>	<u>96,700</u>	<u>-</u>	<u>96,700</u>	<u>54,081</u>	<u>-</u>	<u>42,619</u>
<b>Carryover from 2018</b>						
Penrose Entry Way	-	370	370	-	-	370
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Upgrade Two Interior Elevators	-	4,577	4,577	-	-	4,577
Chiller Replacement	-	55,000	55,000	-	-	55,000
27" Laminator	-	705	705	-	-	705
HVAC Heating Loop & Glycol	-	9,324	9,324	-	-	9,324
Penrose Renovation Contingency	-	18,985	18,985	-	2,514	16,471
Pe Campus Project	-	850,363	850,363	554,716	8,652	286,995
<b>Sub-total</b>	<u>-</u>	<u>1,003,368</u>	<u>1,003,368</u>	<u>554,716</u>	<u>11,166</u>	<u>437,486</u>
<b>Total Expenditures</b>	<u>\$ 96,700</u>	<u>\$ 1,003,368</u>	<u>\$ 1,100,068</u>	<u>608,797</u>	<u>\$ 11,166</u>	<u>\$ 480,105</u>
<b>Excess Revenues over Expenditures</b>				(554,716)		
<b>Fund Balance - January 1, 2019</b>				1,003,368		
<b>Fund Balance - August 31, 2019</b>				<u>\$ 448,652</u>		

Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Eight-Month Period Ended August 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 1,156,100	\$ -	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -
<b>Expenditures</b>						
<b>2019 Budget</b>						
Roof Replacement	1,035,000	-	1,035,000	663,879	192,056	179,065
Replace Skylight/Repairs	108,000	-	108,000	104,560	-	3,440
Re-Bulb Children's Area	1,200	-	1,200	-	-	1,200
Children's Shelf Movers	2,500	-	2,500	-	-	2,500
Studio Column, Make Space	1,000	-	1,000	-	-	1,000
Office Chairs-Meeting Room	7,200	-	7,200	-	6,000	1,200
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
<b>Sub-total</b>	<b>1,156,100</b>	<b>-</b>	<b>1,156,100</b>	<b>768,439</b>	<b>198,056</b>	<b>189,605</b>
<b>Carryover from 2018</b>						
Venue Improv & Equip	-	33,676	33,676	-	-	33,676
Concrete Walkway Ea To South	-	19,500	19,500	-	-	19,500
Courtyard Improvements	-	20,000	20,000	19,916	-	84
Roof Repairs	-	2,350	2,350	-	-	2,350
Improv Teen Gaming Room	-	9,409	9,409	-	-	9,409
Ent & Make li Window Treatment	-	4,152	4,152	-	-	4,152
Roof Replacement	-	40,200	40,200	4,838	5,262	30,100
Audio Booth	-	2,000	2,000	-	-	2,000
New Teen Service Desk	-	1,200	1,200	-	-	1,200
Cafe Table Public Area	-	551	551	-	-	551
Contingency	-	47,317	47,317	1,989	-	45,328
Install Additional Can Lights	-	1,200	1,200	-	-	1,200
New Display Case With Lighting	-	39	39	-	-	39
Signage	-	5,000	5,000	-	-	5,000
Av Equipment Maintenance	-	4,686	4,686	2,037	1,500	1,149
Increase Stage Size	-	4,908	4,908	1,788	-	3,120
Studio Noise Mitigation	-	21,979	21,979	1,417	-	20,562
Venue Led Lighting	-	3,572	3,572	3,095	-	332
Public Equipment end of life Replacement	-	154	154	-	-	154
New Public Equipment Inventory	-	369	369	-	-	369
Munis Record Management System	-	30,000	30,000	-	-	30,000
<b>Sub-total</b>	<b>-</b>	<b>252,263</b>	<b>252,263</b>	<b>35,080</b>	<b>6,762</b>	<b>210,276</b>
<b>Total Expenditures</b>	<b>\$ 1,156,100</b>	<b>\$ 252,263</b>	<b>\$ 1,408,363</b>	<b>803,519</b>	<b>\$ 204,818</b>	<b>\$ 399,881</b>
<b>Excess Revenues over Expenditures</b>				352,581		
<b>Fund Balance - January 1, 2019</b>				252,263		
<b>Fund Balance - August 31, 2019</b>				<u>\$ 604,844</u>		

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Eight-Month Period Ended August 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 123,000	\$ -	\$ 123,000	\$ -	\$ -	\$ (123,000)
Fund Transfers In	1,035,984	-	1,035,984	1,035,984	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>1,158,984</b>	<b>-</b>	<b>1,158,984</b>	<b>1,035,984</b>	<b>-</b>	<b>(123,000)</b>

**Expenditures**

**2019 Budget**

**Facilities**

Dw- Asphalt Maintenance	7,500	-	7,500	7,628	-	(128)
Fo-Window Tint - Children's	3,000	-	3,000	-	-	3,000
Ho-Replace Meeting Room Carpet	13,000	-	13,000	1,001	-	11,999
Ho-Repaint Interior	10,000	-	10,000	7,008	-	2,992
Update Service Points	5,000	-	5,000	2,840	1,333	827
Ho-Add Electricity In Storage	2,000	-	2,000	-	-	2,000
Mo-Replace Bulbs	1,200	-	1,200	864	-	336
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicott Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Ch-Work Room Cabinets&Storage	2,000	-	2,000	-	-	2,000
Fo-Av Closet - Meeting Room	3,000	-	3,000	-	-	3,000
Ho-Meeting Room Furniture	15,000	-	15,000	14,764	412	(176)
Ho-Study Room Furniture	3,000	-	3,000	2,281	646	73
Ro-Redesign Children's Area	2,500	-	2,500	-	-	2,500
Contingency	50,000	-	50,000	10,775	21,777	17,448
<b>Sub-total</b>	<b>402,200</b>	<b>-</b>	<b>402,200</b>	<b>47,161</b>	<b>24,168</b>	<b>330,871</b>

**Information Technology**

Servers-Ea Data Updates	2,000	-	2,000	-	-	2,000
Data Center Redesign Servers	75,000	-	75,000	-	-	75,000
Technology Refresh (Staff)	19,000	-	19,000	1,491	12,845	4,664
Technology Refresh (Patrons)	131,000	-	131,000	130,845	-	155
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	5,897	-	103
Laptops-Children's iPad	6,000	-	6,000	5,980	-	20
Self-Check- Data Ports	2,500	-	2,500	-	-	2,500
Scanners-Collect Management	2,080	-	2,080	-	-	2,080
Network Switches/Ups	100,000	-	100,000	-	56,667	43,333
Surveillance System Redesign	30,000	-	30,000	-	-	30,000
Surveillance System	125,000	-	125,000	-	-	125,000
Isoc - A/V Standardization	75,000	-	75,000	-	-	75,000
It Management Reserve	47,500	-	47,500	-	-	47,500
<b>Sub-total</b>	<b>642,194</b>	<b>-</b>	<b>642,194</b>	<b>144,213</b>	<b>69,512</b>	<b>428,469</b>

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Eight-Month Period Ended August 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Creative Services/Video Studio</b>						
Wireless Mic Kit	1,300	-	1,300	-	-	1,300
Audio Recorder	300	-	300	-	-	300
Audio Recorder Kit	1,200	-	1,200	-	-	1,200
Cameras - Studio21C	37,500	-	37,500	-	-	37,500
Dslr Cameras - Checkout	5,700	-	5,700	-	-	5,700
Teleprompter	1,550	-	1,550	-	-	1,550
Video Cam Kit - Checkout	3,000	-	3,000	-	-	3,000
Gopro Kits	1,500	-	1,500	-	-	1,500
Tripod System	320	-	320	-	-	320
Photo Roller System	1,000	-	1,000	-	-	1,000
Checkout Equip 21C	3,900	-	3,900	-	-	3,900
Chargeable Batteries	1,620	-	1,620	-	-	1,620
Isolation Booth 21C Studio	20,000	-	20,000	20,000	-	-
Cricut Machines	1,200	-	1,200	-	-	1,200
Sa-Vinyl Record Cutter	9,000	-	9,000	-	-	9,000
Sa-Larger Kiln	3,000	-	3,000	-	-	3,000
Ea-Larger Laser Cutter	18,000	-	18,000	17,440	-	560
New Maker Kits	1,000	-	1,000	-	-	1,000
Equipment Replacement	3,500	-	3,500	680	-	2,820
<b>Sub-total</b>	<b>114,590</b>	<b>-</b>	<b>114,590</b>	<b>38,120</b>	<b>-</b>	<b>76,470</b>
<b>Total Expenditures 2019 Budget</b>	<b>1,158,984</b>	<b>-</b>	<b>1,158,984</b>	<b>229,494</b>	<b>93,680</b>	<b>835,810</b>

**Carryover from 2018**

**Facilities**

Mo-Access Control	-	150	150	-	-	150
Dw- Concrete Replacement	-	23,560	23,560	-	2,390	21,170
Dw - Asphalt Repairs	-	15,072	15,072	466	-	14,606
Staff Lounges Improvements	-	29,916	29,916	2,574	-	27,342
Water Management System	-	18,373	18,373	685	9,315	8,373
Upgrade Fire System Dialers	-	23,500	23,500	-	-	23,500
Furniture Replacement	-	19,259	19,259	-	-	19,259
Childrens&Teen Area Furniture	-	7,000	7,000	-	-	7,000
Vehicles	-	8,625	8,625	-	-	8,625
Calhan Project	-	515,642	515,642	120,047	75,486	320,109
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	-	118,229	118,229	12,142	13,353	92,734
Contingency - Furniture Replacement	-	24,253	24,253	-	-	24,253
<b>Sub-total</b>	<b>-</b>	<b>816,078</b>	<b>816,078</b>	<b>135,914</b>	<b>100,544</b>	<b>579,620</b>

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Eight-Month Period Ended August 31, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Information Technology</b>						
Replace Computers	-	39,485	39,485	-	1,940	37,545
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Barcode Scanners	-	15,102	15,102	-	-	15,102
Copier Replacement	-	200,718	200,718	-	-	200,718
Telephone Switches	-	94,834	94,834	61,502	-	33,332
Firewall Replacement	-	45,000	45,000	14,455	-	30,545
Switches/Ups Replacement	-	40,000	40,000	-	10,207	29,793
Archival Manag System	-	13,400	13,400	-	-	13,400
Am Bins (2)	-	20,000	20,000	-	-	20,000
Surveillance System Redesign	-	100,121	100,121	-	6,922	93,199
Children's Equipment	-	643	643	-	-	643
Special Collections Equip	-	29,000	29,000	15,380	-	13,620
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Datacenter Project	-	111,399	111,399	-	-	111,399
Av Equip For Audio Visual Dw	-	50,000	50,000	-	-	50,000
Contingency I/T	-	5,852	5,852	2,320	-	3,532
<b>Sub-total</b>	-	<b>838,349</b>	<b>838,349</b>	<b>93,657</b>	<b>19,069</b>	<b>725,623</b>
<b>Creative Services/Video Studio</b>						
Video Projector Repl & Additional	-	5,000	5,000	-	-	5,000
Maker Machinery Purchases	-	40,015	40,015	-	-	40,015
New Machinery	-	8,871	8,871	-	-	8,871
<b>Sub-total</b>	-	<b>53,886</b>	<b>53,886</b>	-	-	<b>53,886</b>
<b>Total Carryover from 2018</b>	-	<b>1,708,313</b>	<b>1,708,313</b>	<b>229,571</b>	<b>119,613</b>	<b>1,359,129</b>
<b>Total Expenditures</b>	<b>\$ 1,158,984</b>	<b>\$ 1,708,313</b>	<b>\$ 2,867,297</b>	<b>459,065</b>	<b>\$ 213,293</b>	<b>\$ 2,194,939</b>
<b>Excess Revenues over Expenditures</b>				576,919		
<b>Fund Balance - January 1, 2019</b>				1,708,313		
<b>Fund Balance - August 31, 2019</b>				<u>\$ 2,285,232</u>		

**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month of August 2019**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash and Investments Balance August 1, 2019</b>	\$ 24,184,307	\$ (12,219)	\$ 24,172,088
<b>Receipts August 2019</b>			
Property Taxes	658,853	-	658,853
Daily Cash Receipts	-	17,169	17,169
Credit Card Receipts	-	6,577	6,577
Interest	45,129	-	45,129
<b>Disbursements August 2019</b>			
Payment of Bills week of 08/02/2019	-	(41,285)	(41,285)
Payment of Bills week of 08/09/2019	-	(219,019)	(219,019)
Payment of Bills week of 08/16/2019	-	(69,268)	(69,268)
Payment of Bills week of 08/23/2019	-	(261,156)	(261,156)
Payment of Bills week of 08/30/2019	-	(298,773)	(298,773)
Payroll 08/09/2019	-	(656,286)	(656,286)
Payroll 08/23/2019	-	(654,629)	(654,629)
End of Month Payroll Payments	-	(220,552)	(220,552)
Transfer to FSA Fund	-	(29,236)	(29,236)
<b>Transfer between funds</b>	(2,400,000)	2,400,000	-
<b>Cash and Investments Balance August 31, 2019</b>	<u>\$ 22,488,289</u>	<u>\$ (38,677)</u>	<u>\$ 22,449,612</u>

**Public Services Report  
October 8, 2019**

## **Community**

The PowerPass partnership with Colorado Springs School District 11 officially launched on August 26, and PPLD has 27,000 new library cards! In order to promote the partnership, Young Adult Services attended all 14 of the open houses for D11 Middle Schools and High Schools. Children's staff attended 26 D11 elementary school open houses and spoke to 2,500 parents, caregivers and students about the PowerPass. The D11 PowerPass was an effort by Children's Services, Collection Management, Information Technology, and Young Adult Services.

Whitney Springer and Lauren Fellers represented Young Adult Services at the Pikes Peak Workforce Center Immersion event. PPLD was well represented by many departments! There was a lot of excellent work being done at PPWC, and we are interested in dovetailing more with what we can offer.

Cheyenne Mountain Library Supervisor Christy Holton-Johnson led the third and most successful Chalk Art Festival on August 3. "The library had 900+ through the door and we are estimating 500+ at the actual event. We partnered with Ivywild Improvement Society to pull off this awesome event."

Ute Pass Library staff helped Ute Pass Elementary School celebrate its 50th anniversary in August. Visitors were invited to the library to see how the old schoolhouse has changed since they were students. Everyone had a great time looking at old school photos and scrapbooks, visiting, and making new acquaintances.

Liz Willhoff attended the Lions Club meeting in Calhan with John Spears to talk about the upcoming Calhan Library and answer questions. The community is very excited to have the library coming and is very welcoming to PPLD and all that it will bring to Calhan.

Mobile Library Service patrons at the Myron Stratton Home enjoyed judging the teen writing contest. They worked diligently reading and scoring the stories and were "so happy to be connected to the younger generation."

## **Resources**

Adult Education Supervisor Scott Maxon and Alicia Gomori, Fountain Library Manager, met with two ELD teachers from Eagleside and Aragon Elementary schools in Fountain to determine level of interest for a Speak English or ESL class in Fountain.

Fountain Library collaborated with FFC8 and the Fountain Valley YMCA for the annual back to school event! This program brought out 800 folks. Fountain Library also collaborated with Fort Carson's Exceptional Family Member Program for a Critter Day at Fountain Library, which was held on August 1st. This program brought in 350 patrons.

Sand Creek Library Supervisor Lisa Garcia and Sr. Assistant Johana Pacheco host a Library Explorers program every other Monday. In one Library Explorers program, over 80 individuals made a dragonfly craft. The success of this program shows that providing adults with disabilities an opportunity to be creative serves an important need.

Library 21c held a successful Masquerade Murder Mystery as part of Young Adult Services summer menu. All 19 teens who registered for the event attended, and a few teens even dressed for the occasion. Everyone had a great time portraying their characters (a couple of accents were overheard) and trying to puzzle out who committed the "murder."

David Rasmussen (Old Colorado City Library) promoted the Shakespeare in the Park with First Friday Artwalk. The performance went great with over 80 people attending.



Rockrimmon Library now has about 40 linear feet of display hanging space for community and student art, with the addition of more display systems purchased by the Friends of the Library.

Deb Hamilton attended three sessions of the Re-entry Orientation at the Colorado Department of Corrections this month to share information about PPLD resources. There was a combined total of 49 people at these sessions.

## Accountability

In January 2019, Brett Lobello and Tim Morris submitted a grant application to the National Endowment for the Humanities. The requested grant monies would fund a general preservation assessment conducted by an independent consultant. In August, confirmation arrived that the PAG grant was awarded to PPLD and work will commence in January 2020.

Allison Presley (High Prairie Library), Tina Matiatos (Rockrimmon Library), and Athena Cazier (Monument Library) created a collaborative spreadsheet of shareable children's resources throughout the North Region branches.

## Innovation / Creativity

Jenny Gaechter, Senior Library Associate at Manitou Springs Library, and Karin Swengel, Senior Associate at Old Colorado City Library, hosted their first Build-a-Better-Book event at Manitou. Families tried to communicate stories using textures so someone who is visually impaired might have a better storytelling experience.

Lacey Miller, Library Instruction Designer in Adult Education, attended the Grow with Google event in Pueblo with Sandy Hancock, Old Colorado City Library Manager, to learn more about Google's resources, specifically, Digital Tools for Everyday Tasks, Discover Digital Resources to Empower Your Community, and Google My Business.

Meagan Huber and Bryan Matthews attended the Front Range Programming Summit. They learned some social media tips and collected some great ideas for future programs.

Creative Services staff helped develop and implement a workshop for a group of Academy School District 20 librarians.

Rockrimmon Library volunteer and professional artist, Deb Ross, completed a Colorado Outdoors/Mountain themed mural in the Tween Reading Nook and the Children's Area.

## Service

This year's summer reading program, Summer Adventure, was sponsored by Children's Hospital.

- 12,799 patrons registered for the Children's Summer Adventure, which was up 4.9% from 2018.
- 6,085 (48%) completed the program, which was a 14% increase over last year.
- 355 teen volunteers contributed 8,412 hours during the summer! These awesome teens helped both the teen and children's programs.

There were 945 children's programs offered in June and July throughout the district, with 37,861 people attending. These included 77 programs offered by Children's Services through the new menu process, with 2,023 attending these special offerings.

Heidi Buljung hosted the last Mobile Shakespeare performance at East on August 3. The audience was great and we had about 115 people attend. All of the performances were well attended.

PPLD formalized a partnership with the University of Colorado/Colorado Springs to allow UCCS students access to PPLD's online resources.

## **Internal – Staff**

Ruth Holley Supervisor Fran Toledo attended a Women's Chamber of Commerce Seminar called "How to Supervise People and Lead a Team." Manager Joelle Wren attended Mental Health First Aid training at Aspen Pointe.

Heather Owens, Manitou Springs Library Assistant, made some awesome bulletin boards for our young patrons who are heading back to school.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	31,554	27,860	29,669	29,409	29,647	29,602	29,333	26,292	25,784				259,150
Mobile Libraries	7,615	8,515	8,461	8,291	7,099	8,418	7,311	7,620	7,891				71,221
Calhan													0
Cheyenne	24,795	22,725	23,122	22,970	24,524	23,580	23,712	22,628	19,820				207,876
Fountain	10,692	9,334	9,994	8,361	10,246	12,298	12,456	10,393	9,023				92,797
High Prairie	18,507	16,493	17,506	16,384	16,363	18,101	17,677	16,855	15,264				153,150
Ruth Holley	20,746	18,659	18,548	18,944	18,253	18,809	20,024	18,467	16,770				169,220
Manitou Springs	2,972	2,914	3,177	2,991	2,924	2,843	3,252	2,520	2,351				25,944
Monument	22,829	21,025	23,750	21,161	22,642	25,160	25,059	22,521	21,244				205,391
Old Colorado City	13,187	11,563	12,519	12,626	12,740	12,023	11,986	11,747	10,365				108,756
Palmer Lake	2,210	2,184	2,217	2,482	2,578	2,886	3,157	2,485	2,443				22,642
Rockrimmon	22,716	19,817	21,781	20,629	21,545	23,248	22,900	20,397	18,190				191,223
Sand Creek	20,906	19,089	19,852	18,239	19,054	20,506	19,119	17,511	16,483				170,759
Ute Pass	1,708	1,584	2,083	1,527	1,383	1,397	1,472	1,405	1,213				13,772
Senior Van	1,464	1,670	1,265	1,712	1,525	1,598	1,415	1,561	1,372				13,582
East	83,737	73,242	83,606	74,752	79,030	92,223	88,352	79,755	75,581				730,278
Library 21c	56,576	50,524	55,580	49,844	52,530	62,436	62,031	55,048	49,946				494,515
<b>Total</b>	<b>342,214</b>	<b>307,198</b>	<b>333,130</b>	<b>310,322</b>	<b>322,083</b>	<b>355,128</b>	<b>349,256</b>	<b>317,205</b>	<b>293,740</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,930,276</b>

YTD CIRC Comparison	2019	2018	% Change
Penrose	259150	321894	-19%
Mobile Libraries	71221	76862	-7%
Calhan	0		
Cheyenne	207876	224625	-7%
Fountain	92797	110215	-16%
High Prairie	153150	165344	-7%
Ruth Holley	169220	197304	-14%
Manitou Springs	25944	25261	3%
Monument	205391	221623	-7%
Old Colorado City	108756	115566	-6%
Palmer Lake	22642	21455	6%
Rockrimmon	191223	203705	-6%
Sand Creek	170759	202239	-16%
Ute Pass	13772	16375	-16%
Senior Van	13582	15976	-15%
East	730278	733469	0%
Library 21c	494515	546605	-10%
<b>Total Physical Materials</b>	<b>2930276</b>	<b>3198518</b>	<b>-8%</b>

Current Month CIRCULATION Comparison by Facility	2019	2018	% Change
Penrose	25784	32747	-21%
Mobile Libraries	7891	8368	-6%
Calhan			
Cheyenne	19820	23447	-15%
Fountain	9023	11156	-19%
High Prairie	15264	16649	-8%
Ruth Holley	16770	19557	-14%
Manitou Springs	2351	2718	-14%
Monument	21244	22779	-7%
Old Colorado City	10365	11418	-9%
Palmer Lake	2443	2100	16%
Rockrimmon	18190	20579	-12%
Sand Creek	16483	20791	-21%
Ute Pass	1213	1536	-21%
Senior Van	1372	1434	-4%
East	75581	78225	-3%
Library 21c	49946	52274	-4%
<b>Total Physical Materials</b>	<b>293740</b>	<b>325778</b>	<b>-10%</b>

Current Month e-materials & Summary	2019	2018	% Change
Overdrive	162345	141575	15%
RB Digital Mags	6554	2470	165%
eReaders	2	8	-75%
1-Click Audio	388	372	4%
Hot Spots	38	51	-25%
<b>Total e-materials</b>	<b>169327</b>	<b>144476</b>	<b>17%</b>
ILL	1877	2378	-21%
Cameras/Equip	99	53	87%
<b>Physical Materials</b>	<b>293740</b>	<b>325778</b>	<b>-10%</b>
<b>Total Monthly Circ</b>	<b>465043</b>	<b>472685</b>	<b>-1.6%</b>

Circulation without Renewals  
September 2019

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	38982	47764	-18.4%
Mobile Libraries	3404	3586	-5.1%
Calhan			
Cheyenne	15481	16303	-5.0%
Fountain	8345	8369	-0.3%
High Prairie	8111	8565	-5.3%
Ruth Holley	12061	15174	-20.5%
Manitou	4070	3573	13.9%
Monument	15382	16188	-5.0%
Old Colorado City	11408	10733	6.3%
Palmer Lake	1195	1338	-10.7%
Rockrimmon	13745	14242	-3.5%
Sand Creek	21024	21317	-1.4%
Ute Pass	1371	1536	-10.7%
East	47669	46703	2.1%
21c	41107	42602	-3.5%
KCH	230	124	85.5%
<b>TOTAL Visitors</b>	<b>243585</b>	<b>258117</b>	<b>-5.6%</b>
Special Collections	1660	2702	-38.6%

2019 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	47527	46142	52535	50649	51985	49496	50882	46837	44952	0	0	0	441005
Mobile Libraries Total	11278	13161	13478	13937	12066	13295	12060	12189	12357	0	0	0	113821
Calhan													0
Cheyenne	30604	33278	37279	36480	38250	37297	38553	35662	33656	0	0	0	321059
Fountain	13965	14601	17060	14669	16930	19381	21001	17838	15730	0	0	0	151175
High Prairie	24346	25660	29705	28079	27831	28954	30225	28070	27101	0	0	0	249971
Holley	27152	28984	32016	31869	30667	30742	33669	30728	28569	0	0	0	274396
Manitou	3756	4166	4943	4804	4638	4450	5027	4121	3943	0	0	0	39848
Monument	30228	32367	39250	34970	36376	39476	41589	37105	35627	0	0	0	326988
Old Colorado City	16491	17317	19837	20086	20299	18906	19284	18253	17422	0	0	0	167895
Palmer Lake	2970	3458	3566	3931	4076	4372	5040	4237	4140	0	0	0	35790
Rockrimmon	30572	30602	34924	34000	34203	36208	36897	33460	30726	0	0	0	301592
Sand Creek	25926	28975	34099	31904	31664	33984	32402	29466	29376	0	0	0	277796
Ute Pass	2081	2248	3108	2325	2265	2104	2295	2219	2036	0	0	0	20681
Senior Van	1567	1970	1750	2287	1930	2080	1882	1963	1805	0	0	0	17234
Bookmobiles	9711	11191	11728	11650	10136	11215	10178	10226	10552	0	0	0	96587
East	112093	115913	141935	132781	133296	149381	151444	137820	131926	0	0	0	1206589
Library 21c	72298	77951	94214	86948	87996	99958	104348	94927	87383	0	0	0	806023
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	122	112	120	145	128	122	128	120	0	0	0	1177
<b>Total Physical Materials</b>	<b>451467</b>	<b>474945</b>	<b>558061</b>	<b>527552</b>	<b>532687</b>	<b>568132</b>	<b>584838</b>	<b>533060</b>	<b>505064</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4735806</b>

YTD CIRC Comparison	2019	2018	% Change
Penrose	441005	479504	-8.0%
Mobile Libraries Total	113821	112198	1.4%
Calhan	0	0	
Cheyenne	321059	283714	13.2%
Fountain	151175	144203	4.8%
High Prairie	249971	216737	15.3%
Holley	274396	259383	5.8%
Manitou	39848	31033	28.4%
Monument	326988	295221	10.8%
Old Colorado City	167895	146150	14.9%
Palmer Lake	35790	30307	18.1%
Rockrimmon	301592	275333	9.5%
Sand Creek	277796	254472	9.2%
Ute Pass	20681	21522	-3.9%
Senior Van	17234	16739	3.0%
Bookmobiles	96587	95459	1.2%
East	1206589	1008368	19.7%
Library 21c	806023	698987	15.3%
Dispensers	0	0	
Parenting	1177	1333	-11.7%
<b>Total Physical Materials</b>	<b>4735806</b>	<b>4258465</b>	<b>11.21%</b>

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose	44952	49269	-8.8%
Mobile Libraries Total	12357	11745	5.2%
Calhan			
Cheyenne	33656	29633	13.6%
Fountain	15730	14946	5.2%
High Prairie	27101	22354	21.2%
Holley	28569	25983	10.0%
Manitou	3943	3374	16.9%
Monument	35627	30413	17.1%
Old Colorado City	17422	14416	20.9%
Palmer Lake	4140	3108	33.2%
Rockrimmon	30726	28236	8.8%
Sand Creek	29376	25875	13.5%
Ute Pass	2036	2020	0.8%
Senior Van	1805	1506	19.9%
Bookmobiles	10552	10239	3.1%
East	131926	106710	23.6%
Library 21c	87383	68896	26.8%
Dispensers	0	0	
Parenting	120	148	-18.9%
<b>Total Physical Materials</b>	<b>505064</b>	<b>437126</b>	<b>15.54%</b>

**Circulation Report  
By Facility  
September 2019**

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	38982	47764	-18.4%
Mobile Libraries Total	3404	3586	-5.1%
Calhan			
Cheyenne	15481	16303	-5.0%
Fountain	8345	8369	-0.3%
High Prairie	8111	8565	-5.3%
Ruth Holley	12061	15174	-20.5%
Manitou	4070	3573	13.9%
Monument	15382	16188	-5.0%
Old Colorado City	11408	10733	6.3%
Palmer Lake	1195	1338	-10.7%
Rockrimmon	13745	14242	-3.5%
Sand Creek	21024	21317	-1.4%
Ute Pass	1371	1536	-10.7%
Knights of Columbus Hall	230	124	85.5%
East	47669	46703	2.1%
Library 21c	41107	42602	-3.5%
<b>TOTAL</b>	<b>243585</b>	<b>258117</b>	<b>-5.6%</b>
Special Collections	1660	2702	-38.6%

2019 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	277784	285529	332088	316010	321416	357225	367785	333759	320137	0	0	0	2911733
DVD	134871	147462	176680	165284	164741	162650	167963	154746	142946	0	0	0	1417343
CD Music	12862	15085	16143	15359	14810	13949	14631	13962	13717	0	0	0	130518
CD Book	14932	15071	18322	16817	17362	18036	18285	17031	15608	0	0	0	151464
Playaway	6258	6686	8369	7703	7887	9129	9015	7507	7146	0	0	0	69700
Kit	1582	1571	1723	1986	1993	2252	2309	1976	1784	0	0	0	17176
Game	3178	3541	4736	4393	4478	4891	4850	4079	3726	0	0	0	37872
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>451467</b>	<b>474945</b>	<b>558061</b>	<b>527552</b>	<b>532687</b>	<b>568132</b>	<b>584838</b>	<b>533060</b>	<b>505064</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4735806</b>
ILL	2037	1983	2307	2123	2201	2007	2336	2081	1877	0	0	0	18952
CyberShelf-OverDrive	167140	148668	167363	154120	164499	164282	173056	169934	162345	0	0	0	1471407
RB Digital Magazines	5910	5611	6620	6885	6949	6276	5715	7083	6554	0	0	0	57603
eReader	4	7	6	3	3	10	13	11	2	0	0	0	59
OneClick Audio	460	387	415	415	458	492	454	442	388	0	0	0	3911
Hot Spots	58	56	56	57	54	53	53	46	38	0	0	0	471
Cameras & Equipment	65	84	64	89	66	84	79	100	99	0	0	0	730
													0
<b>TOTAL STATE Circ</b>	<b>627141</b>	<b>631741</b>	<b>734892</b>	<b>691244</b>	<b>706917</b>	<b>741336</b>	<b>766544</b>	<b>712757</b>	<b>676367</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6288939</b>
Freegal Music	7065	6521	6835	6876	6744	6804	6798	6345	6814	0	0	0	60802
Freeding	108	109	132	124	117	89	112	117	101	0	0	0	1009
DVD Player	160	137	95	152	151	155	147	109	135	0	0	0	1241
Hoopla	1948	1767	2059	1792	1922	1896	1858	1948	1887	0	0	0	17077
Comics	341	368	405	323	308	309	394	376	425	0	0	0	3249
Kanopy	838	828	844	1040	1449	1677	1601	1838	1526	0	0	0	11641
													0
CLC	9990	10628	12635	11322	11442	11830	12479	11432	10899	0	0	0	102657
Laptop Use	1373	1336	1519	1626	1635	1153	1187	1237	1145	0	0	0	12211
Active Users	255131	254818	254774	253569	253425	254251	254279	279930	279102	0	0	0	

Monthly Circ by Format			
	2019	2018	Change
Print	320137	274938	16%
DVD	142946	123947	15%
CD Music	13717	12607	9%
CD Book	15608	15774	-1%
Playaway	7146	5550	29%
Kit	1784	1639	9%
Game	3726	2671	39%
	0	0	
<b>TOTAL Physical Items</b>	<b>505064</b>	<b>437126</b>	<b>15.54%</b>
ILL	1877	2378	-21%
CyberShelf-OverDrive	162345	141575	15%
RB Digital Magazines	6554	2470	165%
eReader	2	8	-75%
OneClick Audio	388	372	4%
Hot Spots	38	51	-25%
Cameras & Equipment	99	53	87%
<b>Total e-materials</b>	<b>169327</b>	<b>144476</b>	<b>17%</b>
Freegal Music	6814	8456	-19%
Freeding	101	43	135%
DVD Player	135	184	-27%
Hoopla	1887	1796	5%
Comics	425	258	65%
Kanopy	1526	401	281%
CLC	10899	10296	6%
Laptop Use	1145	1801	-36%
Active Users	279102	257098	

MTD Total	2019	2018	Change
January	627141	612152	2%
February	631741	560716	13%
March	734892	635120	16%
April	691244	601395	15%
May	706917	607959	16%
June	741336	652514	14%
July	766544	658303	16%
August	712757	632095	13%
September	676367	584033	16%
October		627088	-100%
November		588931	-100%
December		559962	-100%

YTD Total	2019	2018	Change
January	627141	612152	2%
February	1258882	1172868	7%
March	1993774	1807988	10%
April	2685018	2409383	11%
May	3391935	3017342	12%
June	4133271	3669856	13%
July	4899815	4328159	13%
August	5612572	4960254	13%
September	6288939	5544287	13%
October		6171375	-100%
November		6770306	-100%
December		7330268	-100%

Circulation Report  
Item Type  
September 2019

September 2019 - YTD Comparisons - Physical Circulation

Percentage of District's Total Circulation	
East	25.39%
Library 21c	16.96%
Penrose	9.28%
Monument	6.88%
Cheyenne	6.76%
Rockrimmon	6.35%
Sand Creek	5.85%
Holley	5.77%
High Prairie	5.26%
Old Colorado City	3.53%
Fountain	3.18%
Mobile Libraries	2.40%
Manitou	0.84%
Palmer Lake	0.75%
Ute Pass	0.44%
Senior Van	0.36%

Percentage of District's Juvenile Circulation	
East	26.84%
Library 21c	23.40%
Monument	7.92%
Rockrimmon	6.82%
High Prairie	6.56%
Penrose	5.73%
Cheyenne	5.69%
Sand Creek	4.76%
Holley	3.73%
Fountain	3.35%
Old Colorado City	2.11%
Mobile Libraries	1.64%
Palmer Lake	0.71%
Manitou	0.50%
Ute Pass	0.24%
Senior Van	

Percentage of District's Print Circulation	
East	27.65%
Library 21c	19.89%
Monument	7.79%
Penrose	7.34%
Cheyenne	6.60%
Rockrimmon	6.56%
High Prairie	5.30%
Sand Creek	4.50%
Holley	4.44%
Fountain	3.11%
Old Colorado City	2.84%
Mobile Libraries	1.82%
Palmer Lake	0.78%
Manitou	0.65%
Ute Pass	0.39%
Senior Van	0.33%

*Calculated on Checkout + Renewals*



## Communications Department: Report for October 2019

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News coverage and media highlights (compiled by Kayah Swanson, Public Relations Specialist):

- Total features:
  - 82 during the month, bringing the year-to-date total to 745 (average of almost 83 per month!)
  
- Highlighted coverage:
  - All Pikes Peak Reads' selected adult title *TransAtlantic* was [covered by KKTU](#). Plus, one of their [Facebook posts](#) asked viewers to read it alongside meteorologist Lucy Bergemann.
  - The All Pikes Peak Reads event focused on **Cambodian genocide survivors** Mac and Simone Leng was featured in the [Gazette](#), [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#).
  - The Friends of PPLD's ninth annual **Latina Voices** received pre-event coverage in the [Gazette](#), as well as post-even coverage in the [Tri-Lakes Tribune](#), [Woodmen Edition](#), and [Cheyenne Edition](#).
  - **Fountain Library's The Longest Table** event was featured on the front page of the [El Paso County & Fountain Valley News](#).
  - Laura Broderick, senior children's librarian and panelist on intellectual freedom at the 2019 American Library Association conference, was featured as part of an [article about censorship in American Libraries Magazine](#).
  - PPLD's **partnership with PILLAR Institute** was featured in the [Woodmen Edition](#), and our **partnership with the Rocky Mountain Vibes** was featured in a column in the [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#).
  - The **Manitou Arts, Culture, and Heritage initiative** and efforts to fund a renovation of the Manitou Springs Library were covered in the *Pikes Peak Bulletin*, along with a profile about recently retired librarian Susan Griswold (articles in print only).

Digital marketing statistics and highlights (compiled by marketing, Studio 21c, and IT website staff):

- PPLD.org website statistics (monthly):
  - **Totals:** 122,095 users, with 101,425 being new; 226,667 sessions; and 415,430 pageviews
  - **Most popular web page**, besides the home page: [ppld.org/cybershelf](http://ppld.org/cybershelf)
  
- District-wide social media statistics:
  - **Facebook:** 7,034 total page likes, with 186 new likes in Sept.; 10,256 for total daily engagements
  - **Twitter:** 5,067 total followers; 995 for monthly engagement
  - **Instagram:** 1,272 total followers; 1,100 for monthly engagement
  - **LinkedIn:** 887 total followers; 73 for monthly engagement

- Social media highlights:

- **On Facebook:** [Calhan Library](#) already has a following, with more than 115 likes; follow along for progress photos. Our [postcrossing post](#) reached more than 4,900 people and had 336 clicks.
- **On Twitter:** Don't have a bookmark? Our responses to the trend resulted in [our top tweet for the month](#) and another being featured by [Yahoo! News](#).
- **On LinkedIn:** Our monthly [engagement rate](#) was high at 6.9%, well above the average of .054%. PPLD topped the Pikes Peak Workforce Center (5.97%) and Children's Hospital Colorado (3.74%).
- **On Instagram:** People continue to love [quotes and photos](#) from Special Collections of Regional History & Genealogy! We also saw an increase of 63 followers, which is almost five times more than the previous month.



### Video production statistics & highlights *(compiled by Studio 21c team)*

- Totals (since June 2019):
  - **Online video views:** 231,403
  - **Content production:** 19 produced by PPLD, plus 2 community-produced features on PPLD TV
  - **PPLD TV:** 12 hours of new programming
- New videos:
  - Watch the **promo videos** for [Get Real with PPLD](#), our fall marketing campaign, as well as the [Colorado Springs Mini Maker Faire](#).
  - As part of celebrating **Banned Books Week**, PPLD filmed and shared [17 virtual read-outs](#).
  - [Latina Voices](#) was filmed, and the video is available for viewing online.
- Other updates:
  - Since last September, the **Studio 21c team has produced [six feature videos](#)** that document the culture and history of the Pikes Peak Region, including Manitou Springs' famous Coffin Races, the U.S. Air Force Academy's Cadet Chapel, The North Pole, local photographer David Soldano, Uncle Wilbur Fountain, and KKTV's morning news team. These six videos alone have **reached more than 200,000 people on Facebook** and been viewed for a total of **887 hours**. That's **5 weeks of non-stop viewing** of PPLD content!
  - The [USAFA Cadet Chapel video](#) alone has **reached more than 97,000 people** on Facebook. More than 19,000 people have actively engaged with the video, and over 800 people have shared it with others.

### Community partnerships, events & other happenings *(compiled by Elyse Jones, Community Partnership Coordinator, and other Communications staff)*

- Totals (as of January 2019):
  - **Community partnerships:** 112
  - **Outreach activities:** 103 (excludes school visits)



- **Known outreach impressions:** 10,860
- Kraemer Family Library at University of Colorado-Colorado Springs (UCCS) and PPLD have **partnered to create [PPLD College Accounts](#) for authorized users of UCCS**—current students, faculty, and staff—to access the Library’s online resources. Authorized users can register and be verified through the Kraemer Family Library.
- The [Get Real with PPLD](#) marketing campaign continues **through October**. The first installment of the fall campaign aims to remind community members that they can find programs, spaces, and resources that foster hard conversations and civic engagement within our Libraries. By challenging themselves to talk about difficult topics, we all can become better neighbors, friends, partners, and community members—and this can all be done at the Library. It ties in directly with All Pikes Peak Reads.
- [All Pikes Peak Reads](#) is underway until **Nov. 15**, exploring the themes of crossings, peace, multiculturalism, identity, friendship, generational lines, and memory through selected titles and scheduled events. Here are a few notable events:
  - [Culture Fest](#): Come and celebrate different cultures of the Pikes Peak region! Activities will include food, music, dancing, fellowship, and more. It will take place on Fri., Oct. 18, from 5:30 - 8 p.m., at Cheyenne Mountain Library.
  - [Author visit with Katherine Marsh](#): The author of our selected young adult title, *Nowhere Boy*, will present and sign books on Thu., Oct. 24, from 7 - 8 p.m. at Library 21c.
  - [Author visit with Jose Oliveraz](#): Hear a poetry presentation from the award-winning poet and author of our selected title, *Citizen Illegal*, on Thu., Nov. 7, from 7 - 9 p.m. at Penrose Library.
- **Celebrate [Arts Month!](#)** PPLD partners with the Cultural Office of the Pikes Peak Region each October to elevate the visibility and importance of arts and culture in our community. Find opportunities and events [here](#).
- [Indie Author Day](#) welcomes local independent authors, writers, filmmakers and their communities to come together for a day of education, networking, mingling, and more. The fourth annual event takes place on Sat., Oct. 12, from 11 a.m. - 4 p.m. at Library 21c.
- The [Colorado Springs Mini Maker Faire](#), a collaborative effort of many local organizations, is a family-friendly showcase of invention, creativity, and resourcefulness. The fifth annual event takes places on Sat., Oct. 19 from 10 a.m. - 4 p.m. at Library 21c.
- PPLD’s Adult Education will host a [USCIS Naturalization Ceremony](#) at Library 21c on Mon., Oct. 21, beginning at 10:30 a.m. Join us and honoring individuals becoming naturalized United States citizens!
- The **Shivers Concert Series** presents [From Chopin to the Great American Song Book](#) on the evening of Fri., Oct. 25, at The Antlers Hotel. Tickets are \$55/person, and all proceeds benefit the Shivers Fund at Pikes Peak Library District. A sponsored **music workshop for students** will take place on Sat., Oct. 26, at 2:30 p.m.



- Save the date! **Calhan Library's grand opening** is set for Monday, Nov. 4, with a ribbon-cutting ceremony from 10:30-11 a.m.
- Knights of Columbus Hall will host a **new social services partnership with the [In]Rich Project**, beginning in October. The art therapy-like program, run by Jansen Howard, is geared towards those who experiencing homelessness and will run through March.

**Meeting and study room statistics** (compiled by Nana Lee, Meeting Room Specialist, and Virginia Franklin, Website Manager and Library Market Administrator):

- Room usage:
  - **Patrons reservations:** 3,564 during the month, bringing the year-to-date total to 30,297
  - **Staff-hosted programs:** 1,215 public programs, bringing the year-to-date total to 10,856
- Library Market and other related use (reservations and cancellations):
  - **Monthly use of [PPLD.LibraryMarket.com](http://PPLD.LibraryMarket.com):** 13,374 users; 27,470 sessions; and 161,148 pageviews
  - **Online requests:** 5,141, bringing the year-to-date total to 40,945
  - **Phone and email inquiries:** 406, bringing the year-to-date total to 3,989

**Other key updates: Community needs assessment** (compiled by Michelle Ray, Chief Communications Officer):

- The second phase, which focused on community engagement and data collection, has concluded the following:
  - Hosting a total of eight **focus groups with a total of 64 participants** of library patrons as well as non-users and lapsed users
  - Receiving **more than 1,000 responses to the Library experience survey**, where any library patron could provide real-time feedback online and by paper
  - Hosting three **community listening and sharing sessions with nearly 30 local leaders and influencers**
  - **Training more than 25 staff** on best practices regarding focus group facilitation and survey data analysis
- Now the third phase will focus on quantitative research that incorporates and builds off of the qualitative research from prior phases by:
  - Conducting a **broader community survey, beginning Oct. 15**, that's open to all in El Paso County; includes random postcard mailing to 2,500 residents.

## Facilities Department Report October 8, 2019

### Projects

Calhan Library building renovation is progressing. All demo is complete as well as drywall repairs and interior paint. Meeting room is framed and sheet rocked, doors are set in meeting room, study room and in the staff work area. Millwork (service desk and computer lab counter) has been installed. Site work (fencing and concrete) is 90% complete. VCT flooring is being installed this week. Carpet shipment was delayed and now target ship date is October 4 with an anticipated lead time of 5-days. Deferred maintenance repairs are planned for the week of October 7. At this time, FF&E is planned to begin arriving and being installed starting October 23. IT cabling and equipment is targeted to begin October 15.

The new offices in the Human Resources and IT spaces are complete. Desks, chairs and drawer pedestal are anticipated to be installed the week of September 30.

High Prairie service desk production is still in process with completion anticipated the first week of October. Installation will be delayed until after the annual High Prairie Harvest Festival held this year on Saturday October 5<sup>th</sup>.

The East Library back-up generator replacement project is progressing. Some questions arose concerning remote fueling station that are being addressed by the mechanical and electrical engineer. Scheduling and contract is being developed.

The project for installation of a roof structure on the old chiller pit at East Library is underway. Contracts were completed and the site kickoff meeting is scheduled for Monday, October 7. Anticipated duration of project is not to exceed 3-weeks.

Discussions are still in process with Sandy Hancock in regards to the wood floor replacement at Old Colorado City. Some additional plans concerning layout and built-in millwork will need to be complete as these may impact the flooring replacement as well as involve millwork rework.

An RFQ is being developed for architectural services for the construction of a new classroom at the Ruth Holley Library. Facilities Department plans release by October 10<sup>th</sup>.

### Facilities Staff

Rob Giles, Facilities Specialist with the East Facilities Department will be leaving PPLD on October 11 to pursue other opportunities. We are targeting posting of the position by October 4 with a closing date of October 21. Interviews to be conducted soon after review and evaluations of applications are complete.

### Monthly Statistics

Over the previous month the Facilities department completed a total of (75) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests. Also the previous month, Facilities completed a total of (173) demand work orders (work orders submitted by PPLD staff) accounting for (229.69) of staff time and (175) preventive maintenance work orders (work orders scheduled for equipment, etc.) account for (264.99 hours) of staff time for a total of (348) work orders. Along with work orders, Facilities on-call personnel responded to (1) after hours calls. These are emergency calls to address issues that cannot wait until the next business day. Lastly, over the past month, Facilities completed at total of (58) meeting room set-ups.

**Human Resources Report  
October 8, 2019**

**Human Resources:**

Major projects included the following:

- Organizational Development
  - Kicked off the PPLD Leadership Program on September 10<sup>th</sup> with 10 participants.
  - Facilitated team building exercises with new Calhan staff members.
  - The Organizational Excellence team has made updates to the WIZ award and will start taking staff nominations next month.
- HRIS/Benefits/Compliance update
  - EEO-4 report was filed September 26<sup>th</sup>
- Wellness program
  - Fall Nutrition Challenge October 1<sup>st</sup> -November 26<sup>th</sup>
- Volunteer program
  - We will post for this replacement this week
  - In September, we placed 18 volunteers and have placed 1 unpaid intern
- Workers Compensation
  - One new injury was reported in September
- Recruitment
  - We have completed the Recruiting interviews and hope to make an offer soon

Recruitment / Selection Activity	September 2019
Jobs Posted	7
Newly Hired Employees	7
Promoted Employees	4
Transferred Employees	4
Separated Employees	4

- Training

Training Title	Date	Time	# of Attendees
Windows 10 – MO & PA	9-4-2019	9:00 a.m. – 10:00 a.m.	4
Windows 10 – RU	9-12-2019	3:00 p.m. – 4:00 p.m.	5
Windows 10 – SA	09-13-2019	9:00 a.m. -10:00 a.m.	14
Windows 10 – RO	09-25-2019	9:00 a.m. – 10:00 a.m.	1
Windows 10 – MA & UT	09-30-2019	8:00 a.m. – 10:00 a.m.	6
Lunch & Learn – Program Evaluation	09-26-2019	Noon – 1:00 p.m.	10

- Miscellaneous
  - Construction completed on the building of 2 offices for the HR Managers; we are awaiting furniture delivery

## Information Technology Department Report October 8, 2019

### Projects

- **Broadband Internet Service Increase**  
Provisioning issues with vendor are delaying service increase to Library 21c and East Library. The estimated completion date (ECD) for this project is November.
- **Core Switch Acquisition and E-Rate Program**  
We have received the equipment. The E-Rate administrator has confirmed that the project will receive funding. Installation is delayed due to staff availability. November is the ECD for this project.
- **Transition to Windows 10/Office 2016**  
Windows 7 support ends December 31, 2019. IT began this project in July with a test at Sand Creek Library. Sand Creek Library staff computers, Palmer Lake Library, Monument Library, and Rockrimmon Library were all completed in September. Manitou Library and Ute Pass Library were completed October 1, 2019 and three more libraries are scheduled for October. The project is on schedule to end with Library 21c transition scheduled to begin December 17.
- **Technology Refresh Patrons**  
Project is in execution phase to replace 143 patron computers throughout the District in conjunction with the Windows 10 upgrade. Replacements began with seven computers at Manitou Springs Library on October 1, 2019. Replacing public access computers that are not compatible with Windows 10.
- **Multifunction Device RFP**  
Requirements for all libraries were gathered in September. The project team is working on the printing strategy and requirements. Finance staff will incorporate requirements in RFP.
- **Calhan**  
IT support for Calhan progressing on schedule. Some equipment arrived, the IT staff is staging and testing the equipment prior to deployment scheduled for October 28, 2019.

### Monthly Statistics

- **Computer Usage Statistics:** Decreased 46.32% year-to-date from 2018 (382,756/712,996).
- **AWE Children's Early Literacy Computer Usage:** Decreased 9.51% from 2018 (46,226/51,086)
- **Laptop Circulation:** Decreased 11.85% year-to-date from 2018 (12,211/13,852)
- **Hotspot Circulation:** Decreased 28.64% year-to-date from 2018 (471/660).
- **Help Desk Calls –** Decreased 51.39% year-to-date from 2018 (873/1,796). Process automation is a major factor.