



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
OCTOBER 9, 2018, 10 AM
PENROSE LIBRARY**

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND COMMUNICATIONS
 - A. Minutes (p. 1)
 - B. Correspondence
 - C. Events & Press Clippings (Communications Report) (p. 10)
 - D. Presentations
 - 1. Summer Adventure Report (N. Maday, J. Rendon, R. Philipsen)
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (p. 12)
 - B. Pikes Peak Library District Foundation Report (p. 13)
 - C. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Adopt-a-Department Reports
 - 5. Board President's Report
 - D. Financial Report (p. 14)
 - E. Public Services Report (p. 30)
 - F. Circulation Report (p. 32)
 - G. Chief Librarian's Report
- VI. BUSINESS ITEMS
 - A. Decision 18-10-1: Consent Items (p. 34)
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".
 - B. Unfinished Business
 - C. New Business
 - 1. Decision 18-10-2: Employee Benefits for 2019 (S. Jensen, M. Varnet) (p. 35)
 - 2. Discussion: Calhan Branch
- VII. EXECUTIVE SESSION
Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)
- VIII. JOINT BOARDS LUNCHEON & RETREAT
- IX. ADJOURNMENT

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 11, 2018
4 pm
Rockrimmon Branch Library

MEMBERS PRESENT

President Kathleen Owings, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

MEMBERS ABSENT

Vice President Wayne Vanderschuere

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Rockrimmon Branch Manager Steve Abbott, Director of Library Services Tim Blevins, Video Producer/Director Drew Cerino, Collection Management Librarian Nick Demetriades, Colorado Springs City Council Member Jill Gaebler, Fountain Branch Manager Alicia Gomori, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Controller Randy Green, Assistant to the Chief Librarian Sue Hammond, Old Colorado City Branch Manager Sandy Hancock, Development Officer & Foundation Executive Officer Lance James, Administrative Assistant Colleen Lark, Regional History & Genealogy Division Head Brett Lobello, Senior Library Associate Shannon Miller, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Adult Education Division Head Teona Shainidze-Krebs, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Library 21c Branch Manager Catie Tierney, Chief Finance Officer Michael Varnet, Marketing Specialist Jeremiah Walter, High Prairie Branch Manager Liz Willhoff, Ruth Holley Branch Manager Joelle Wren, Finance Specialist Merry Zumwalt, Applicants for the Position of PPLD Board of Trustees: Kirsten Akens, Bryan Blew, Darleen Daniels, Catherine Duarte, Mattie Gullixson, Chrystie Hopkins, Catherine Higley-Hopkinson, Angela Joslyn, Marjorie Mara, Jessica McMullen, Amy Rines, Cindy Schaefer, Ned Stoll, Rita Summers, Rosemary Taylor, Vickie Tonkins

President Owings called for a moment of silence in remembrance of those lost on September 11, 2001.

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2018 MID-YEAR BUDGET RESOLUTION

CALL TO ORDER

President Owings called the Public Hearing for the Pikes Peak Library District 2018 Mid-Year Budget Resolution to order at 4:04 pm.

PUBLIC COMMENT REGARDING THE 2018 MID-YEAR BUDGET RESOLUTION

There was not public comment regarding the 2018 Mid-Year Budget Resolution.

ADJOURNMENT

President Owings adjourned the Public Hearing for the Pikes Peak Library District 2018 Mid-Year Budget Resolution at 4:05 pm.

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the September 11, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:06 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

El Paso County Commissioner Longinos Gonzalez addressed the Board of Trustees as follows:

“An event at one of our public libraries last weekend got a little more publicity than normal so my comments (are) on that without saying pro or against. Once it became a controversial subject I think it made a whole lot sense that the elected officials would have been notified, and the elected officials were not notified, including liaisons to this Board who were not notified until it became controversial. I had to respond to comments and questions and actually the library put out a public statement before even notifying elected officials. A couple of elected officials have passed along some recommendations. One of the issues I had (was that) the name of the event possibly purposefully tied into our storytimes and therefore I believe was utilizing it as added publicity. To me that violates the PPLD policy and I simply ask that that name, if it happens in the future, be changed. I was told that that might happen and that’s my recommendation. I’ve also been told another elected official’s recommendation (is that) if you’re not willing to do that, why not put a disclaimer in front of every event so that everybody is treated the same, that says, ‘not a PPLD sponsored event’ and then the title of the event. And again, make sure everybody is treated exactly the same.”

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the August 14, 2018 meeting of the Board of Trustees were presented for review.

Motion: Scott Taylor moved to approve the minutes of the August 14, 2018 meeting of the Board of Trustees as presented.

Second: The motion was seconded by Keith Clayton.

Vote: The motion was approved unanimously.

Correspondence

There was no correspondence to report.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet. Chief Librarian Spears noted that PPLD's annual All Pikes Peak Reads (APPR) programming has begun. Some of the exciting programs that make up APPR in 2018 include author visits from Helen Thorpe and Matt de la Pena, Culture Fests, and a visit from American Library Association President Loida Garcia-Febo. Ms. Garcia-Febo will attend the Culture Mash at Sand Creek Branch Library on October 5 and will be one of the featured speakers at the annual Harvest Festival at the High Prairie Branch Library on October 6.

Presentations

Introduction of New Staff

The following new staff were introduced to the Board:

Video Producer/Director Drew Cerino

Fountain Branch Manager Alicia Gomori

Controller Randy Green

Old Colorado City Branch Manager Sandy Hancock

Development Officer & Foundation Executive Officer Lance James

Regional History & Genealogy Division Head Brett Lobello

Public Relations Specialist Kayah Swanson,

Library 21c Branch Manager Catie Tierney

High Prairie Branch Manager Liz Willhoff

Ruth Holley Branch Manager Joelle Wren

Rockrimmon Programming

Rockrimmon Senior Library Associate Shannon Miller provided information about the Rockrimmon Branch Library. She noted that volunteers are key to Rockrimmon's daily operations. At Rockrimmon print materials circulate more than any other media type. In 2017 Rockrimmon provided more than 600 public programs for adults, teens and children. The Branch also welcomed an average of 60 patrons per hour in 2017.

IFLA Kuala Lumpur

2018 marks the third consecutive year that PPLD has sent delegates to the International Federation of Library Associations and Institutions World Library and

Information Congress (IFLA WLIC). This year IFLA WLIC welcomed over 3,500 delegates from 112 countries to Kuala Lumpur, Malaysia. Delegates share best practices, learn about different perspectives on library service and work together to create a global vision for libraries. Through the participation of our delegates, PPLD has already developed a reputation internationally, and libraries from other countries are reaching out to us. One example is the public library of Berlin, Germany which is consulting with PPLD on how to work with multicultural patrons and immigrants. PPLD will host a mid-year meeting in Colorado Springs in 2019. Participation in IFLA WLIC is made possible through generous support from the Friends of the Pikes Peak Library District and the Pikes Peak Library District Foundation.

In 2018 the following staff represented PPLD at the conference: Chief Librarian John Spears, Director of Library Services Tim Blevins, Collection Management Librarian Nick Demetriades, Library Assistant Nawal Shahril, Adult Education Division Head Teona Shainidze-Krebs and Marketing Specialist Jeremiah Walter.

The IFLA delegates thanked the Board of Trustees for their support of this valuable program. They thanked the Pikes Peak Library District Foundation and the Friends of the Pikes Peak Library District for their financial support. They also thanked Assistant to the Chief Librarian Sue Hammond for her assistance in planning the trip and navigating the group through the scores of sessions offered at the conference.

Tim Blevins, Nick Demetriades, Teona Shainidze-Krebs, Jeremiah Walter and Chief Librarian Spears provided presentations on their unique IFLA experiences. Nawal Shahril will provide a presentation at the October 9, 2018 Board meeting.

Chief Librarian Spears stressed that PPLD's participation in IFLA has given us a seat at the world table and allowed us to see library service through a new, broader window. PPLD has a greater voice in the library world and is now part of international conversations on library services.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales stated that after hearing our staff report on the IFLA WLIC conference she is confident that the Friends are ready to support IFLA participation in the future, noting that because of IFLA PPLD is now sitting at the worldwide table. She thanked the staff who attended the conference for representing PPLD internationally.

Ms. Gonzales reported that the Friends online sales are doing very well, noting that a single book recently sold online for \$380.00

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Lance James thanked the Board for their warm welcome to PPLD. Mr. James reported that a recent follow-up meeting with Comcast on the Sand Creek

Makerspace had gone very well. He noted that the year-end appeal is a priority for the Foundation.

Mr. James reported that the Association of Fundraising Professionals of Southern Colorado will award Dee Cromeens their Lifetime Achievement Award later this month. This is a very prestigious and meaningful award of which Dee Cromeens is very deserving.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on August 22, 2018. The Committee discussed the revision of the Board Bylaws, plans for the Joint Boards Retreat, Board job shadowing, the vacancy process, the Board survey of competencies and the Chief Librarian's upcoming quarterly review.

Internal Affairs Committee

Internal Affairs Committee member Debbie English reported that the Internal Affairs Committee met on August 22, 2018. The Committee discussed the 2018 Mid-Year Budget Resolution. The Committee also heard information on the proposed replacement of PPLD copiers.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet in August.

Adopt-a-Trustee Reports

- Keith Clayton attended an Information Technology staff meeting and visited the Palmer Lake Branch Library as a patron.
- Cathy Grossman visited the Communications Department at Library 21c.
- Debbie English was present at Penrose Library on September 1, 2018 to help direct patron traffic and answer questions. She noted that she visited with patrons from many walks of life.

Board President

President Owings reported that she attended the Drag Queen Story Hour that was presented by an outside organization in one of PPLD's meeting rooms on September 1, 2018. She pointed out that it can sometimes be difficult to stand up for the rights of individuals, but that as representatives of the PPLD Board of Trustees, Board members cannot look at things through their personal lens.

President Owings thanked the seventeen applicants for the upcoming Board of Trustees vacancy for attending the meeting and asked them to introduce themselves. The applicants present were: Kirsten Akens, Bryan Blew, Darleen Daniels, Catherine Duarte, Mattie Gullixson, Chrystie Hopkins, Catherine Higley-Hopkinson, Angela

Joslyn, Marjorie Mara, Jessica McMullen, Amy Rines, Cindy Schaefer, Ned Stoll, Rita Summers, Rosemary Taylor, and Vickie Tonkins

Financial Report

The financial report for the period ending July 31, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported that revenues and expenditures are tracking well and are where they should be for this time of year.

Mr. Varnet mentioned that the Board will soon have the opportunity to learn about Urban Renewal and the role that PPLD is being asked to fulfill by the Colorado Springs Urban Renew Authority (CSURA). Mr. Varnet provided a handout introducing Urban Renewal and CSURA. A representative of CSURA will speak to the Board later this year.

Public Services Report

Director of Library Services Tim Blevins introduced Adult Education Division Head Teona Shainidze-Krebs who invited the Board of Trustees to attend the upcoming Culture Fest at Sand Creek Branch Library on September 21, 2018.

Director of Branches Lynne Proctor spoke about the diversity of programs provided by PPLD. From a singing zoologist, reading to kittens, and programs at local breweries, to programs about bees and fungi and Ute Prayer Trees, PPLD strives to have something that will engage and enrich the diverse population that we serve.

Wesley Owens Café will be leaving Library 21c soon. It seems that Library 21c is not a “destination food spot”, and the Café has not been able to make it work financially. Library management will look into installing some snack vending machines at Library 21c.

Rockrimmon Branch Library recently had a book returned that was thirty-eight years overdue.

Circulation Report

The Circulation Report for August 2018 was included in the Board packet. Chief Librarian Spears noted that circulation statistics at PPLD mirror those at libraries across the country in that they are up and down like a roller coaster. Use of electronic resources continues to grow.

Chief Librarian’s Report

Chief Librarian Spears provided commentary on two threads that recently occurred simultaneously. One on the local front – Drag Queen Story Hour and the other at the national level – the American Library Association’s Bill of Rights interpretation governing the use of meeting rooms in libraries.

Mr. Spears reiterated that the Library Bill of Rights is the cornerstone of library services in our nation and it guides the Pikes Peak Library District in delivering library services and materials to all members of our community. The American Library Association’s Bill of Rights protects our community from having one group or individual impress their beliefs

upon any other group or individual in the public library. The Library Bill of Rights is a blueprint for intellectual freedom. It was created in 1939 at a time when the need to protect intellectual freedom was obvious from what was happening in the world and it has remained largely unchanged since that time. The Bill of Rights protects every member of the community - a drag queen story hour and a Biblical story hour are protected equally under the Library Bill of Rights, allowing individuals in our community to choose programs/events/materials as their conscience leads them. Pikes Peak Library District's meeting rooms are used 40,000 times annually. Individuals may make the choice to host or to attend any of these programs. It is not the Library's role or the community's role to make that choice for them.

In a parallel event occurring at the national level, the American Library Association Council recently approved a new interpretation of the Library Bill of Rights that governs the use of meeting rooms. One of the changes made to the interpretation on meeting rooms was the addition of language that mentioned hate groups as being protected. The protection of hate speech within the confines of the library is controversial in the library profession. A task force of representatives from the ALA Intellectual Freedom Committee, the Committee on Diversity and the Office for Diversity, Literacy and Outreach Services is looking at how the concepts of equity, diversity and inclusion can be reconciled with the concepts of intellectual freedom in the meeting room policy. In serving on this taskforce, Chief Librarian Spears has found himself in the position of defending groups like the Family Policy Alliance - the same group that was telling him that another group should not meet at PPLD because they disagreed with that group. Intellectual Freedom exists for all and Chief Librarian Spears believes that social justice can't exist without intellectual freedom and vice versa. He pointed out that these are difficult issues and that while there may be assumptions that intellectual freedom is owned by one side or the other, intellectual freedom is a battle being waged on all fronts.

Chief Librarian Spears noted that PPLD received many suggestions from the community on how the Library should change drag queen story hour to make it work. However, he reiterated that the Library will not tell the public what they should call their events, how they should describe their events or what those events should be. Were the Library to do that, it would open a door that could overwhelm intellectual freedom in our community. Mr. Spears ended with the hope that there is understanding of the Library's role and that in any instance that might occur, whether it be from the left or from the right, PPLD will continue to be neutral in these instances and will stick to what has allowed the public library to exist for as long as it has - intellectual freedom.

Mr. Spears responded to Commissioner Gonzalez's public comment with an apology for not having contacted local elected officials in a more timely manner. He noted that the Library was not aware of the Family Policy Alliance's effort to protest the Drag Queen Story Hour until we heard about it from a City Council Member who was already receiving email generated from the Family Policy Alliance's website. The Family Policy Alliance never contacted the Library to ask about the program or about Library Meeting Room Policy. Once PPLD learned about the protest, PPLD reached out to the Family Policy Alliance in an attempt to provide information and increase understanding, but the Family Policy Alliance would not engage with PPLD. The Family Policy Alliance distributed much misinformation about the program and the Library.

BUSINESS ITEMS

Decision 18-9-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Cathy Grossman moved to approve all items in the consent agenda as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

Decision 18-9-2: 2018 Mid-Year Budget Resolution

After the 2018 mid-year adjustment was presented to the Board of Trustees at the August 14, 2018 meeting, a legal notice informing the community that the proposed resolutions were available for inspection was placed in the local newspaper. There were no inquiries as a result of that notice. A public hearing for the 2018 Mid-Year Budget Resolution was held at 4 pm on September 11, 2018. There was no public comment at that meeting.

Resolutions for 2018 mid-year adjustments are available in the September 11, 2018 PPLD Board of Trustees packet which is available online at https://ppld.org/sites/default/files/bot/September%2011%2C%202018_0.pdf

Motion: Debbie English moved that the Board of Trustees approve the Mid-Year Budget Resolution as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-9-3: Amendments to PPLD Board Bylaws

The Pikes Peak Library District Board of Trustees Bylaws were reviewed by legal counsel for the District and several amendments were suggested including changing all occurrences of "Executive Director" to "Chief Librarian & CEO"; changing the annual review of the Bylaws to a biennial review; explaining how Board Committee minutes will be kept; several grammatical changes; and changes to Article II, Section 8 relating to the removal of a Trustee.

Motion: Scott Taylor moved that the Board of Trustees approve the Pikes Peak Library District Board of Trustees Bylaws as presented.

Second: Mina Liebert seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 18-9-4: Guaranteed Maximum Price for Penrose Campus Project

The Guaranteed Maximum Price (GMP) for the Penrose Campus Project put forward as \$1,137,317 by NUNN Construction. Chief Facilities Management Officer Gary Syling reported to the Board of Trustees that the GMP has been revised to reflect the cost of a bypass system bringing the GMP to \$1,249,992.

Motion: Mina Liebert moved that the Board of Trustees approve the Guaranteed Maximum price for the Penrose Campus of \$1,249,992.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Decision 18-9-5: Library Bill of Rights

The American Library Association Library Bill of Rights is the cornerstone of library service in the United States. The Library Bill of Rights states that libraries are forums for information and ideas and it provides basic policies to guide libraries in their service to the public. By adapting the American Library Association Library Bill of Rights today, the Pikes Peak Library District Board of Trustees affirms that the Pikes Peak Library District holds to the tenets put forth in the Library Bill of Rights and continues to serve as a center for intellectual freedom in our community.

Motion: Keith Clayton moved that the Board of Trustees adapt the American Library Association Library Bill of Rights.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the September 11, 2018 meeting of the Pikes Peak Library District Board of Trustees at 5:56 p.m. President Owing announced that a reception for the Board applicants would follow immediately.

D. Cerino left the meeting at 5:00 pm

C. Lark left the meeting at 5:15 pm

M. Zumwalt left the meeting at 5:15 pm

V. Tonkins left the meeting at 5:25 pm

L. Gonzalez left the meeting at 5:50 pm

J. Walter left the meeting at 5:50 pm

N. Demetriades left the meeting at 5:50 pm

Communications Report October 9, 2018

PPLD compliments:

- [September 2018 Compliments](#) (Compiled by Antonia Krupicka-Smith, Penrose Library Manager)

Recent news coverage:

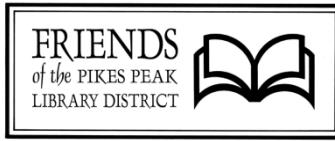
- [Fall brings All Pikes Peak Reads, return of some favorites](#) (Our Community News; Sept. 1, 2018)
- [3D Printing Pushes Boundaries, Propels Business](#) (Colorado Springs Business Journal; Sept. 7, 2018)
- [What really happens at drag queen story hours](#) (Family Policy Alliance Blog; Sept. 11, 2018)
- [A Reading Rainbow at PPLD](#) (Colorado Springs Independent; Sept. 12, 2018)
- [Thousands Kick Off Community Reading Program](#) (Cheyenne Edition; Sept. 12, 2018)
- [Thousands Kick Off Community Reading Program](#) (Woodmen Edition; Sept. 12, 2018)
- [Library 21c Hosts Death Café Discussions](#) (Woodmen Edition; Sept. 13, 2018)
- [New Manager Named at Falcon Library](#) (Ranchland News; Sept. 13, 2018)
- [PPLD Celebrates Creativity at Annual Mini Maker Faire](#) (Colorado Springs Gazette; Sept. 16, 2018)
- [Bob Woodward's Fear In High Demand](#) (Colorado Springs Independent; Sept. 19, 2018)
- [Woman Waits for Hours for Police After Being Assaulted](#) (KKTU; Sept. 19, 2018)
- [Manitou Springs Library Volunteer Opportunities](#) (Pikes Peak Bulletin; Sept. 20, 2018)
- [Drag Storytimes Bring Fierceness - and Fierce Opposition](#) (American Libraries Magazine; Sept. 20, 2018)
- [Will Hickenlooper Ascend to the Highest Office in the Land?](#) (Colorado Springs Business Journal; Sept. 21, 2018)
- [Therapy Dogs Provide Kids with Companionship while Helping Reading Skills](#) (Woodmen Edition; Sept. 26, 2018)
- [My Library, My Story: ALA president announces new social media initiative, six-city tour](#) (American Libraries Magazine; Oct. 1, 2018)

Community partnerships & other happenings:

- Celebration of Arts Month with the [Cultural Office of the Pikes Peak Region](#) (October 2018)
- East Library, Library 21c, and Sand Creek Library serving as [Voter Service & Polling Centers](#) (Oct. 22 - Nov. 6), with Sand Creek being one of only two locations in southeast Colorado Springs

Upcoming events & programs:

- [All Pikes Peak Reads](#), community read program (through Nov. 17), including a [supply drive for Urban Peak Colorado Springs](#) (through Nov. 5) and an [author visit from Matt de la Peña](#) at Library 21c (Nov. 8 @ 6:30 p.m.)
- [Career Online High School Graduation](#), honoring graduates for completion of their high school diplomas and career certificates, at East Library (Oct. 10 @ 6-7:30 p.m.)
- [Indie Author Day](#), a day to discuss the changing world of indie creation, including music, film-making, and self-publishing, at Library 21c (Oct. 13 @ 11 a.m. – 4 p.m.)
- [USCIS naturalization ceremony](#), where PPLD's Adult Education division and the U.S. Citizenship and Immigration Services will welcome new citizens, at Library 21c (Oct. 15 @ 10-11:30 a.m.)
- [Colorado Springs Mini Maker Faire](#), a day of hands-on experiences with makers and artists at Library 21c (Oct. 20 @ 10 a.m. – 4 p.m.)
- [Friends of PPLD's Fall Book Sale](#) taking place at East Library (Oct. 26 @ 4-7 p.m., Oct. 27 @ 10 a.m. – 4 p.m., Oct. 28 @ 11 a.m. – 3 p.m.)



Mission: To support, promote, and advocate for the Pikes Peak Library District's dynamic and evolving role.

Vision: Expand and enhance the Pikes Peak Library District's ability to positively impact our community

Latina Voices

Had a nice turnout. I consider it a success once again. Thank you to PPLD staff for their support and their attendance.

Coordinators Space & Book Storage

Friends of PPLD approved the purchase of the security device for the online sales space.

Board of PPLD

Excited to attend the Board retreat.
Revised By-Laws approved.



October 9, 2018

Lance James submitted the State Historical Fund final report and payment request (\$15,000) from the Historic Structure Assessment of the Knights of Columbus building.

Held All Pikes Peak Reads VIP reception prior to Helen Thorpe's Author Talk on 2 October for 45 Carnegie Society members, PPLD VIPs and community leaders.

In addition, Nancy Maday and Lance James had an introductory telephone conversation with Children's Hospital of Colorado representatives to begin a dialog on an expanded partnership renewal in the run up to the hospital's opening in spring 2019.

Lance James continues meetings with PPLD Leadership, Branch and Program Managers to become better acquainted with PPLD's needs, offerings and programs (see below).

Lance James and Isabel Soto-Luna continue moving plans forward for the year end, direct and electronic mail appeals, as well as formulating strategies for #GivingTuesday (27 November) and 2018 ColoradoGives Day (4 December). Since social media is a key driver of #GivingTuesday and ColoradoGives, we will be coordinating with the Communications Department to formulate strategies and plans to raise awareness and encourage participation.

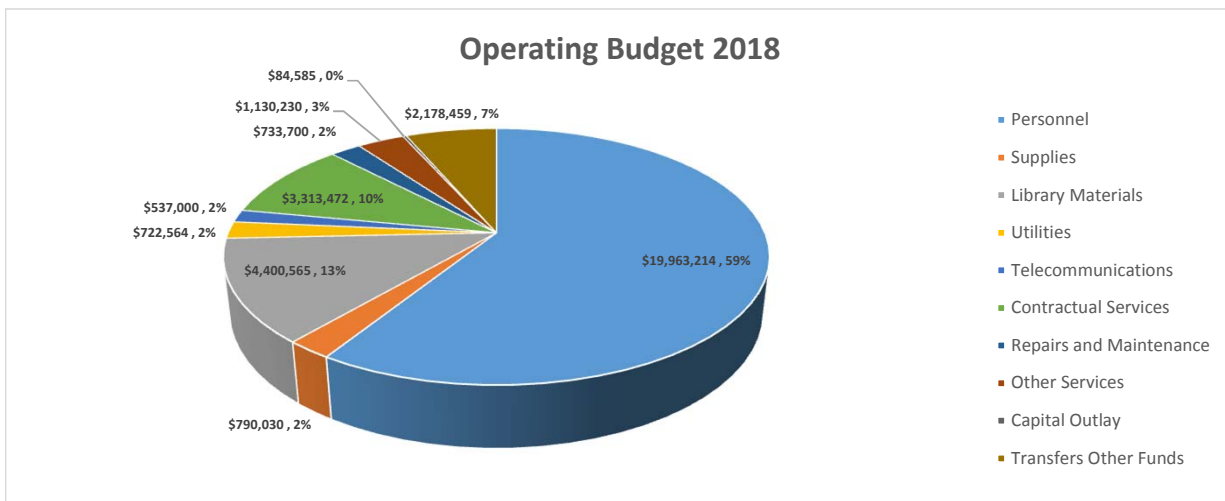
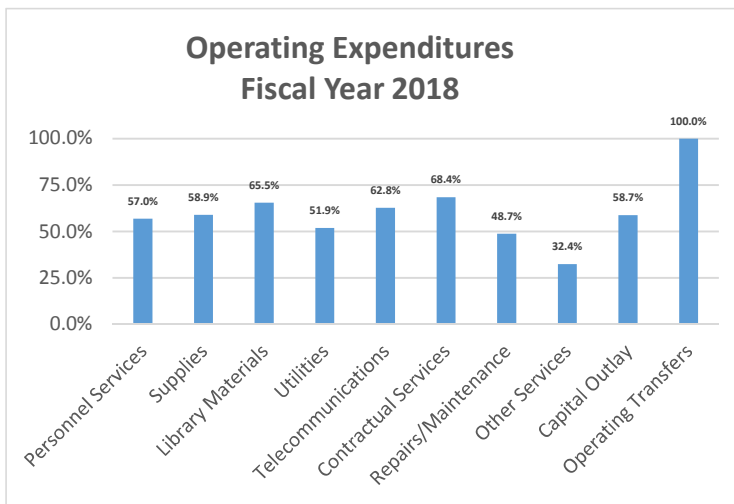
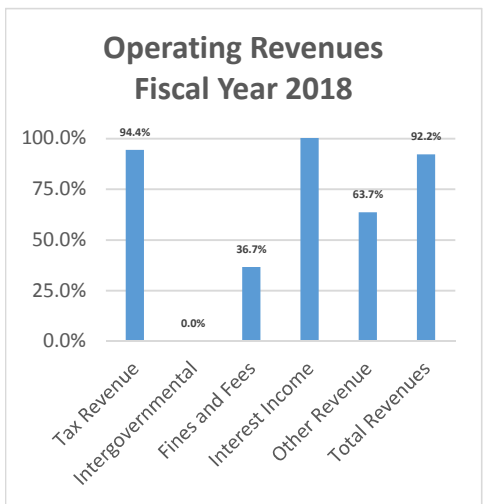
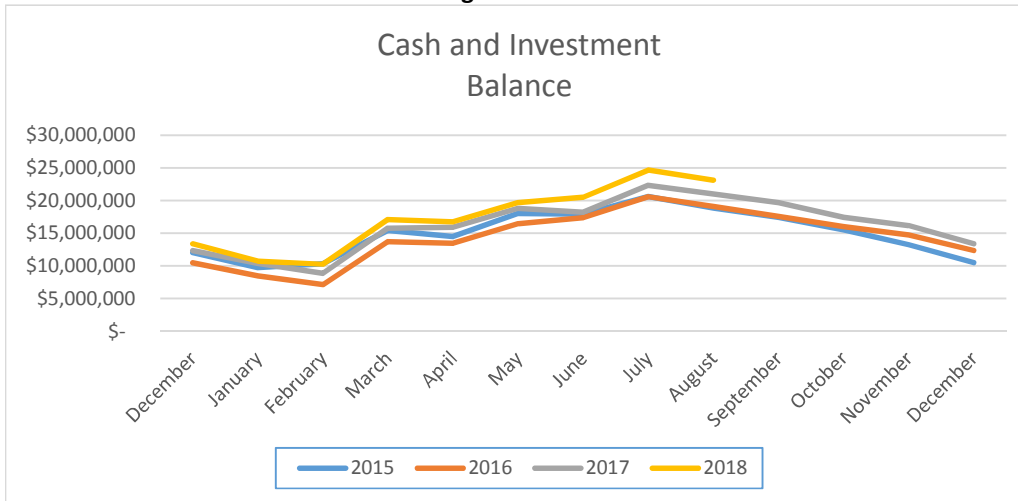
We continue monitoring the effects income tax reform on charitable giving announced on 23 August and are raising awareness on the IRS' comments period on the regulations through October 11, 2018.

Questions to seed conversations with Branch and Program Managers

1. If you were handed a winning lottery ticket for \$300,000, where are the five places you would spend it e.g. personnel, programs, services, capital improvements (technology included)?
2. Following up question one, what are your top five needs at the building/program level?
3. What do you believe your "niche" is? What kind of patrons and families thrive in your building/programs?
4. What excites your patrons most about your building/programs?
5. What excites you and your staff most?
6. What do you believe are your best kept secrets? If the news editors of the three television stations and The Gazette came to visit, what stories would you share with them? Think "goosebump moments!"

Pikes Peak Library District Financial Dashboard

August 2018



Pikes Peak Library District

August 2018 Financial Report

Presented to Board of Trustees October 9, 2018

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

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Revenues					
Property Taxes	\$ 26,572,143	\$ 25,516,914	\$ 1,055,229	4.1%	
Specific Ownership Taxes	2,157,107	2,282,605	(125,498)	-5.5%	
Fines and Fees	80,979	212,175	(131,196)	-61.8%	1
Interest Income	235,992	116,283	119,709	102.9%	2
Other Revenue	533,474	931,144	(397,670)	-42.7%	3
Total Revenues	\$ 29,579,695	\$ 29,059,121	\$ 520,574	1.8%	

- 1 Beginning in October 2017, PPLD temporarily stopped collecting fines for all library materials. At its April Board meeting, the Board of Trustees approved to permanently stop assessing/collecting fines on substantially all materials that can be checked out to the public.
- 2 Interest rates are higher in 2018 than they were during the same period of 2017.
- 3 In 2017, PPLD had received \$230,723 in eRate revenue. The 2018 revenue from eRate will be received later during 2018.

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2018 - 08/31/2018

Percent of Year 66.7%

Account Description	2018 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property Taxes - Current	\$ 27,082,219	\$ 26,617,595	\$ 464,624	98.3%
Property Taxes-Abatement	(110,000)	(88,992)	(21,008)	80.9%
Property Taxes - Omitted	4,000	3,740	260	93.5%
Property Taxes - Delinquent	15,000	12,150	2,850	81.0%
Penalty/Interest-Del Property	33,000	18,545	14,455	56.2%
Specific Ownership Taxes	3,400,000	2,157,107	1,242,893	63.4%
Local Gov In Lieu Of Tax	10,500	9,105	1,395	86.7%
Total Tax Revenue	30,434,719	28,729,250	1,705,469	94.4%
Intergovernmental				
Federal - eRate Funding	225,000	-	225,000	0.0%
State Grant - Library Materials	145,000	-	145,000	0.0%
Total Intergovernmental	370,000	-	370,000	0.0%
Fines and Fees				
Fines And Fees	220,800	80,979	139,821	36.7%
Interest Income				
Interest Earnings	210,000	235,992	(25,992)	112.4%
Other Revenue				
Donations-PPLD Foundation	659,725	428,122	231,603	64.9%
Donations - Civic Organization	15,000	10,000	5,000	66.7%
Donations - Other Categories	20,000	438	19,562	2.2%
Copier Charges	36,600	28,521	8,079	77.9%
Patrn Mgmt System Printer	48,400	37,036	11,364	76.5%
Parking Lot Collections	34,000	17,351	16,649	51.0%
Merchandise Sales	4,800	3,556	1,244	74.1%
Miscellaneous	15,200	5,800	9,400	38.2%
Sales Of Assets - Gen Capital	4,200	2,650	1,550	63.1%
Total Other Revenue	837,925	533,474	304,451	63.7%
Total General Fund Revenues	\$ 32,073,444	\$ 29,579,695	\$ 2,493,749	92.2%

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

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Expenditures					
Personnel	\$ 11,370,586	\$ 11,353,608	\$ 16,978	0.1%	
Supplies	462,263	444,130	18,133	4.1%	
Library Materials	2,884,149	2,969,876	(85,727)	-2.9%	
Utilities	375,493	335,331	40,162	12.0%	
Telecommunication costs	336,978	316,814	20,164	6.4%	
Contractual Services	2,271,346	2,213,064	58,282	2.6%	
Repairs and Maintenance	357,624	328,482	29,142	8.9%	
Other Services	362,803	364,387	(1,584)	-0.4%	
Capital Outlay	50,859	200,597	(149,738)	-74.6%	1
Operating Transfers To Other Funds	2,178,459	736,341	1,442,118	195.8%	2
Total Expenditures	\$ 20,650,560	\$ 19,262,630	\$ 1,387,930	7.2%	

1 In 2017, the Sand Creek Library MakerSpace and Studio project was in progress. This large one-time capital expenditure was not repeated in 2018.

2 The total for operating transfers to other funds have been made in accordance with the approved

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 08/31/2018

Percent of Year 66.7%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular Employees	\$ 15,810,758	\$ 8,527,678	\$ 7,283,080	53.9%
Temporary Employees	51,934	17,347	34,587	33.4%
Substitute Employees	217,911	276,435	(58,524)	126.9%
Work-Study And Internship	30,439	1,763	28,676	5.8%
Social Security Contributions	1,096,789	646,862	449,927	59.0%
Retirement Contributions	831,126	511,101	320,025	61.5%
Health Plan Contributions	1,650,000	1,204,452	445,548	73.0%
Unemployment Compensation	45,000	33,661	11,339	74.8%
Workers Compensation	85,000	61,000	24,000	71.8%
Vision Plan Ins Contributions	55,000	32,814	22,186	59.7%
Life A&D Ins Contributions	51,000	37,502	13,498	73.5%
Tuition Reimbursement	40,000	19,971	20,029	49.9%
Total Personnel Services	19,964,957	11,370,586	8,594,371	57.0%
Supplies				
General Supplies	193,494	106,699	86,795	55.1%
Microform Supplies	2,450	-	2,450	0.0%
Software Purchases	252,000	187,973	64,027	74.6%
Computer Supplies	36,000	24,682	11,318	68.6%
Processing Supplies	95,000	12,728	82,272	13.4%
Office Supplies	146,450	90,934	55,516	62.1%
Other Supplies	58,936	39,247	19,689	66.6%
Total Supplies	784,330	462,263	322,067	58.9%
Library Materials				
Audio-Visual Materials	767,300	393,608	373,692	51.3%
Books	1,385,979	732,648	653,331	52.9%
E-Materials	1,392,100	959,209	432,891	68.9%
Library Materials - Other	261,000	139,337	121,663	53.4%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	100,578	9,672	91.2%
Serials	25,000	20,029	4,971	80.1%
Databases - On-Line Services	455,043	535,900	(80,857)	117.8%
Memorial Materials	-	2,840	(2,840)	100.0%
Total Library Materials	4,401,672	2,884,149	1,517,523	65.5%
Utilities				
Gas	103,558	33,777	69,781	32.6%
Electric	509,688	276,101	233,587	54.2%
Water And Sewer	110,602	65,615	44,987	59.3%
Total Utilities	723,848	375,493	348,355	51.9%
Telecommunications				
Data Telecommunications	356,000	265,709	90,291	74.6%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 08/31/2018

Percent of Year 66.7%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Voice Telecommunications	100,000	38,086	61,914	38.1%
Cellular Telecommunicati	76,000	33,183	42,817	43.7%
Telecommunications Expansion	5,000	-	5,000	0.0%
Total Telecommunications	537,000	336,978	200,022	62.8%
Contractual Services				
Janitorial Services	282,000	184,077	97,923	65.3%
Carpet Cleaning Services	117,000	77,197	39,803	66.0%
Rental-Library Facilitie	556,434	401,573	154,861	72.2%
Common Area Mntn Costs	152,485	98,912	53,573	64.9%
Rental-Storage Area	16,800	12,150	4,650	72.3%
Audit	43,500	40,500	3,000	93.1%
Legal	50,000	39,533	10,467	79.1%
Consultant	204,500	63,940	140,560	31.3%
Cataloging	50,600	18,960	31,640	37.5%
Trash Removal	20,819	13,388	7,431	64.3%
Copier Services	51,000	28,729	22,271	56.3%
Courier Services	211,850	110,987	100,863	52.4%
Ins-Not Employee Benefit	185,000	166,447	18,553	90.0%
Collection Agency Fees	35,000	21,766	13,234	62.2%
Printing	101,200	51,103	50,097	50.5%
Programming	345,104	139,328	205,776	40.4%
Treasurer Fees	402,122	392,391	9,731	97.6%
Microfilming Services	19,600	7,635	11,965	39.0%
Computer Support Agreement	292,500	272,464	20,036	93.2%
Maintenance-Computer Equipment	104,000	91,181	12,819	87.7%
Software Licenses	19,000	2,752	16,248	14.5%
Employee Assistance Program	20,000	8,648	11,352	43.2%
Parking	42,375	27,685	14,690	65.3%
Total Contractual Services	3,322,890	2,271,346	1,051,544	68.4%
Repairs and Maintenance				
Grounds Maintenance	73,500	46,598	26,902	63.4%
Vehicle Operating Supplies	57,000	40,744	16,256	71.5%
Maintenance-Equipment	380,000	202,718	177,282	53.3%
Repairs-Equipment	54,350	12,835	41,515	23.6%
Repairs-Furniture	31,000	14,223	16,777	45.9%
Repairs-Buildings	137,850	40,506	97,344	29.4%
Total Repairs and Maintenance	733,700	357,624	376,076	48.7%
Other Services				
Translation Services	2,500	-	2,500	0.0%
Advertising	3,250	571	2,679	17.6%
Bank And Trustee Fees	16,600	3,871	12,729	23.3%
Information Listing	15,000	11,220	3,780	74.8%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 08/31/2018

Percent of Year 66.7%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Mileage/Travel Reimbursemant	71,509	26,517	44,992	37.1%
Employee Recruitment	42,500	17,219	25,281	40.5%
Employee Testing	500	-	500	0.0%
Dues/Membership/Bus Functions	64,619	30,356	34,263	47.0%
Merchandising	5,000	221	4,779	4.4%
Employee Recognition/Excellence	20,525	4,256	16,269	20.7%
Board Of Trustees	3,000	1,146	1,854	38.2%
Community Outreach	70,000	40,645	29,355	58.1%
Training	231,250	132,027	99,223	57.1%
Signage	8,000	1,927	6,073	24.1%
Bindery	5,000	2,961	2,039	59.2%
Summer Reading Club	41,806	28,255	13,551	67.6%
Patron Reimbursement	1,000	-	1,000	0.0%
Postage	92,500	37,365	55,135	40.4%
Volunteer Program	5,900	3,053	2,847	51.7%
Safety & Wellness	18,500	5,331	13,169	28.8%
Other Grant Designated Fund Exp	366,425	7,293	359,132	2.0%
Administrative Support	10,500	-	10,500	0.0%
Rental-Equipment	1,000	28	972	2.8%
Other Expenses	23,489	8,541	14,948	36.4%
Total Other Services	1,120,373	362,803	757,570	32.4%
Capital Outlay				
Buildings	47,200	19,397	27,803	41.1%
Equipment	8,000	31,189	(23,189)	389.9%
Furniture	14,600	-	14,600	0.0%
Capital Outlay-Other Expenditures	16,785	273	16,512	1.6%
Total Capital Outlay	86,585	50,859	35,726	58.7%
Operating Transfers to Other Funds				
Fund Transfers Out	2,178,459	2,178,459	-	100.0%
Total Expenditures	\$ 33,853,814	\$ 20,650,560	\$ 13,203,254	61.0%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2018 - 08/31/2018**

Fund Balance - January 1, 2018	\$ 231,582
Expenditures	29,233
Fund Balance - August 31, 2018	<u>\$ 202,349</u>

Fund Balance - By Fund - August 31, 2018

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,561
High Prairie Library Fund	152,507
Sand Creek Library Fund	30,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 202,349</u>

Pikes Peak Library District
 East Library Capital Projects Fund
 Period 01/01/2018 - 08/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ 650	\$ -	\$ 2,850
Canvas Roll-Up Awning Mater	6,000	-	6,000	6,000	-	-
Replace Public Water Fountains	5,200	-	5,200	4,706	494	-
Replace Staff Lounge Blinds	5,500	-	5,500	5,358	-	142
Replace Storytime Room Divider	18,000	-	18,000	17,999	-	1
Laminator	2,000	-	2,000	1,795	-	205
Additional Study Room Chairs	3,500	-	3,500	-	-	3,500
Reface Cabinets In Story Office	15,000	-	15,000	-	-	15,000
Tractor Replacement	12,000	-	12,000	9,999	-	2,001
Sub-Total	70,700	-	70,700	46,507	494	23,699
Carryover From 2017						
Water Treatment System	-	3,000	3,000	-	-	3,000
Roof Inspection And Repairs	-	3,385	3,385	-	-	3,385
Blinds For Esl Office	-	27	27	-	-	27
Blinds For Erc/Maker Space	-	959	959	-	-	959
Window Leak-2nd Floor	-	7,500	7,500	-	-	7,500
Additional Meeting Room Chairs	-	817	817	-	-	817
Teen Center-Interior Paint	-	757	757	-	-	757
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000
Paint Shelves	-	945	945	-	-	945
Mural	-	183	183	-	-	183
Chair Replacement	-	443	443	-	-	443
It Equipment	-	2,071	2,071	-	-	2,071
Sub-Total	-	25,088	25,088	-	-	25,088
Total Expenditures	70,700	25,088	95,788	46,507	494	48,787
Sources of Funds						
Findraising	-	-	-	32,501	-	(32,501)
Excess Revenues over Expenditures	\$ (70,700)	\$ (25,088)	\$ (95,788)	(14,006)	\$ (494)	\$ (81,288)
Fund Balance - January 1, 2018				107,231		
Fund Balance - August 31, 2018				<u>\$ 93,225</u>		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2018 - 08/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Roof Inspection And Repairs	\$ 3,500	\$ -	\$ 3,500	\$ 650	\$ -	\$ 2,850
Penrose entry	2,500	-	2,500	2,130	-	370
Meeting Room - Lower Level	275,000	-	275,000	63,470	-	211,530
Additional Power/Data In Readi	15,000	-	15,000	-	-	15,000
Uv Film On Reading Room	13,000	-	13,000	-	-	13,000
Carpet Repl - Reading Room	15,000	-	15,000	-	-	15,000
Upgrade Two Interior Elevators	55,500	-	55,500	50,923	-	4,577
Chiller Replacement	55,000	-	55,000	-	-	55,000
27" Laminator	2,500	-	2,500	1,795	-	705
Hvac Heating Loop & Glycol	17,000	-	17,000	-	-	17,000
Reconfigure Children'S Desk	5,000	-	5,000	-	-	5,000
Furniture Children'S Area	7,000	-	7,000	-	-	7,000
End Caps & Canopies For Shelvi	20,000	-	20,000	-	-	20,000
Koc Renovation	865,000	-	865,000	7,676	78,057	779,267
Sub-Total	1,351,000	-	1,351,000	126,644	78,057	1,146,299
Carryover From 2017						
Building Improvement - Penrose	-	5,280	5,280	-	-	5,280
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280
Replace Floors In Elevators	-	108	108	-	-	108
Window Caulking	-	4,028	4,028	-	-	4,028
Roof Maintenance	-	985	985	-	-	985
Window Blinds For Ea	-	236	236	-	-	236
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Facade Repair	-	350	350	-	-	350
Elevator Modernization - Cab	-	8,914	8,914	-	-	8,914
Convert Pea Gravel Walk	-	2,000	2,000	-	-	2,000
Wood Repairs & Scaffolding	-	3,430	3,430	-	-	3,430
Shelving Signage	-	2,000	2,000	-	-	2,000
Replace 4 Staff Chairs	-	104	104	-	-	104
Capital Outlay-Other Expenses	-	464	464	-	-	464
Sub-Total	-	80,179	80,179	-	-	80,179
Total Expenditures	1,351,000	80,179	1,431,179	126,644	78,057	1,226,478
Sources of Funds						
Fundraising	11,000	-	11,000	426,291	-	(415,291)
Operating Transfer - General Fund	1,335,841	-	1,335,841	1,335,841	-	-
Total Sources of Funds	1,346,841	-	1,346,841	1,762,132	-	(415,291)
Excess Revenues over Expenditures	\$ (4,159)	\$ (80,179)	\$ (84,338)	\$ 1,635,488	\$ (78,057)	\$ (1,641,769)
Fund Balance - January 1, 2018				84,338		
Fund Balance - August 31, 2018				<u>\$ 1,719,826</u>		

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2018 - 08/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Concrete Walkway Ea To South	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ -	\$ 19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof Repairs	3,000	-	3,000	650	-	2,350
Ent & Make li Window Treatment	9,000	-	9,000	4,368	-	4,632
Roof Replacement (Fully Adhere	60,000	-	60,000	-	29,900	30,100
New Teen Service Desk	1,200	-	1,200	-	-	1,200
Cafe Table Public Area	19,500	-	19,500	18,949	-	551
Install Additional Can Lights	1,200	-	1,200	-	-	1,200
New Display Case With Lighting	3,500	-	3,500	3,461	-	39
Av Equipment Maintenance	12,000	-	12,000	3,207	-	8,793
Increase Stage Size	15,000	-	15,000	-	-	15,000
Studio Noise Mitigation	25,000	-	25,000	-	-	25,000
Venue Led Lighting	10,000	-	10,000	-	-	10,000
Production Music	1,600	-	1,600	1,600	-	-
Public Equipment Eol Replacem	4,000	-	4,000	450	-	3,550
New Public Equipment Inventory	4,000	-	4,000	1,088	-	2,912
Sub-Total	208,500	-	208,500	33,773	32,080	142,647
Carryover From 2017						
Parking Repairs	-	7,446	7,446	-	-	7,446
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750
Sound Dampening Of Amh Space	-	3,000	3,000	-	-	3,000
Improv Teen Gaming Room	-	18,134	18,134	8,725	-	9,409
ADA Fixtures	-	36	36	-	-	36
Audio Booth	-	2,000	2,000	-	-	2,000
Contingency	-	35,085	35,085	-	-	35,085
Staging	-	4,675	4,675	-	-	4,675
Audio/Lighting	-	4,000	4,000	-	-	4,000
Signage	-	5,000	5,000	-	-	5,000
Patron Registration	-	3,000	3,000	-	-	3,000
Portable Projectors	-	13,000	13,000	-	-	13,000
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500
Munis Record Management Syst	-	30,000	30,000	-	-	30,000
Sub-Total	-	128,626	128,626	8,725	-	119,901
Total Expenditures	208,500	128,626	337,126	42,498	32,080	262,548
Sources of Funds						
Donations	167,128	-	167,128	167,128	-	-
Excess Revenues over Expenditures	\$ (41,372)	\$ (128,626)	\$ (169,998)	124,630	\$ (262,548)	
Fund Balance - January 1, 2018				177,499		
Fund Balance - August 31, 2018			\$ 302,129			

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 08/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Upgrade Children's Area Lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
DW- Concrete Replacement	12,000	-	12,000	-	-	12,000
DW - Asphalt Repairs	15,000	-	15,000	-	-	15,000
Upgrade Fire System Dialers	15,000	-	15,000	-	-	15,000
Furniture Replacement	10,600	-	10,600	7,669	-	2,931
Childr&Teen Area Furnit	7,000	-	7,000	-	-	7,000
Eastern EPC structures	125,000	-	125,000	2,500	7,350	115,150
Replace Generator For Bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	-	50,000	23,582	2,234	24,184
Contingency - Furniture Replac	25,000	-	25,000	-	-	25,000
AMH bin project	20,000	-	20,000	-	-	20,000
Copiers & Printers Repl	200,000	-	200,000	-	-	200,000
Telephone project	150,000	-	150,000	-	-	150,000
Equipment Initiatives Security	42,000	-	42,000	-	-	42,000
Replace Evanced Room Booking	50,000	-	50,000	-	-	50,000
Av Equip For Audio Visual Dw	50,000	-	50,000	-	-	50,000
Contingency I/T	23,000	-	23,000	-	-	23,000
Video Projector Repl & Addit	5,000	-	5,000	-	-	5,000
Equipment Replacement Fund	13,586	-	13,586	-	-	13,586
New Machinery	12,932	-	12,932	-	-	12,932
Sub-Total	842,618	-	842,618	33,751	9,584	799,283

Carryover From 2017

Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	25,000
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2018 - 08/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Ho-Access Control	-	2,473	2,473	-	-	2,473
Mo-Access Control	-	12,000	12,000	7,928	-	4,072
Ro-Access Control	-	267	267	-	-	267
Sa-Access Control	-	1,100	1,100	-	-	1,100
Dw- Concrete Replacement	-	11,560	11,560	-	-	11,560
Dw - Asphalt Repairs	-	20,973	20,973	2,247	17,654	1,072
Mo-Painting	-	3,388	3,388	-	-	3,388
Staff Lounges Improvements	-	30,000	30,000	84	55	29,861
Adult Ed Improvements	-	30,000	30,000	28,907	-	1,093
Water Management System	-	25,000	25,000	6,627	8,373	10,000
Furniture Replacement	-	15,036	15,036	-	-	15,036
Standing Workstation-Garage	-	42	42	-	-	42
Ho-Study Table & Chairs	-	43	43	-	-	43
Mo-Storage Cabinets	-	634	634	-	-	634
Mo-Reupholster Mr Chairs	-	116	116	-	-	116
Pa-Storage Shed	-	2,800	2,800	-	-	2,800
Vehicles	-	49,954	49,954	41,329	-	8,625
Eastern EPC structures	-	75,000	75,000	-	-	75,000
Contingency	-	55,760	55,760	-	-	55,760
Servers-Replacements	-	25,000	25,000	-	-	25,000
Maintenance Hard&Soft	-	13,079	13,079	-	-	13,079
Replace Computers	-	161,000	161,000	77,335	35,270	48,395
Technology Refresh (Patrons)	-	68,795	68,795	-	-	68,795
Self-Check Stations	-	5,876	5,876	5,876	-	-
Barcode Scanners	-	15,102	15,102	-	-	15,102
Tipping Point Replacements	-	5,270	5,270	-	-	5,270
Firewall Replacement	-	45,000	45,000	-	-	45,000
Archival Manag System	-	12,000	12,000	-	-	12,000
Equip Init - Security	-	58,121	58,121	-	-	58,121
Phone System	-	29,768	29,768	-	-	29,768
Children'S Equipment	-	94,000	94,000	93,357	-	643

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 08/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Special Collections Equip	-	29,000	29,000	-	-	29,000
Ea Library Tween Computers	-	4,000	4,000	-	-	4,000
Comp & Print Reservation	-	101,000	101,000	100,282	-	718
Telephone System Repl Project	-	100,000	100,000	-	-	100,000
Contingency I/T	-	85,050	85,050	1,515	-	83,535
Upgrades To Avid Liq 7.0	-	1,000	1,000	-	-	1,000
Studio Improvement	-	2,540	2,540	-	-	2,540
Studio Flooring	-	1,259	1,259	-	-	1,259
Equipment Replacement	-	26,000	26,000	4,061	-	21,939
Sub-Total	-	1,255,006	1,255,006	369,548	61,352	824,106
Total Expenditures	842,618	1,255,006	2,097,624	403,299	70,936	1,623,389
Sources of Funds						
Fundraising	-	-	-	85,351	-	(85,351)
Operating transfer - General Fund	842,618	-	842,618	842,618	-	-
Excess Revenues over Expenditures	<u>\$ -</u>	<u>\$ (1,255,006)</u>	<u>\$ (1,255,006)</u>	<u>\$ 524,670</u>	<u>\$ (70,936)</u>	<u>\$ (1,623,389)</u>
Fund Balance - January 1, 2018				1,254,357		
Fund Balance - August 31, 2018				<u>\$ 1,779,027</u>		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month Ended August 31, 2018**

	ColoTrust Investments	US Bank Checking	Total Cash
Cash August 1, 2018	\$ 24,663,378	\$ 7,200	\$ 24,670,578
Receipts August 2018			
Property Taxes	614,613	-	614,613
Daily Cash Receipts	-	26,570	26,570
Credit Card Receipts	-	8,246	8,246
Interest	44,480	-	44,480
Disbursements August 2018			
Payment of Bills week of 08/03/2018	-	(193,561)	(193,561)
Payment of Bills week of 08/10/2018	-	(185,028)	(185,028)
Payment of Bills week of 08/17/2018	-	(153,929)	(153,929)
Payment of Bills week of 08/24/2018	-	(128,546)	(128,546)
Payment of Bills week of 08/31/2018	-	(172,033)	(172,033)
Payroll 08/10/2018	-	(621,592)	(621,592)
Payroll 08/24/2018	-	(786,428)	(786,428)
Transfer between funds	(2,400,000)	2,400,000	-
Cash August 31, 2018	<u>\$ 22,922,471</u>	<u>\$ 200,899</u>	<u>\$ 23,123,370</u>

Public Services Report October 9, 2018

Community

Terry Zarsky won the Southern Colorado Women's Chamber of Commerce Member of the Year Award. Supporting comments included "Terry is a true treasure in our community!" and "Terry Zarsky is a great resource for the COS business community."

Pikes Peak Library District and Pikes Peak Community College (PPCC) cooperated on the Hidden Figures STEAM Fest at the Sand Creek Library—a joint effort to promote Science, Technology, Engineering, Arts, and Math to middle and high school students, though everyone was welcome. About 375 people attended with 200 youth completing the challenge to win school supplies donated by PPCC. Groups from all over the community were involved, including Cool Science, Wild Things, and the Space Foundation.

Resources

Three Medicare 101 classes taught by Pikes Peak Area Agency on Aging were well attended again this month. This class was offered at Old Colorado City, East, and Sand Creek branches during August with a total attendance of 61. Every class thanked the library for hosting these classes. It is clear that this class is needed and we hope to offer it on a regular basis across the district in 2019. The Area Agency on Aging has also offered to coordinate a Social Security 101 class.

School Engagement Librarian Betty McDonald presented a retreat on August 27 for all School District 20 teacher-librarians—showing them Novelist K-8 in detail and Brainfuse HelpNow. Betty also developed a template for staff to use in school emails and contacted all of the major school districts in our service area.

Innovation/Creativity

Library Assistant Lourdes Chinaea, at Fountain Branch, created a cosplay program. She made an amazing costume of the manga character, Koro Sensei. Lourdes wore it to Denver's Nan Desu Kan (NDK) convention and she could not walk two feet without someone taking a photo!

Rockrimmon had a successful month of arts programs, including a very popular Upcycled Art/Book Folding Workshop.

Evan Kendrick created a STEM activity in the Judy Noyes Children's Garden at Penrose Library using the new blocks. Evan incorporated math (the toughest letter in STEM) into the organization of the blocks so that patrons would keep the space picked up and still have fun.

At the 5th year Mini Maker Faire planning meeting, Jeremiah Walter presented the people who had applied to be a part of the Art Technica art contest as a part of the Faire this year. Everything is coming together to provide some really exciting new activities!

Service

The Homeschool Resource Fair provided an important and much appreciated opportunity for the PPLD homeschooling community to gather information about local resources, make connections, and learn more about PPLD and its services. August 17th at Library 21c, over 50 vendors and 550 people from across the district attended.

From Mobile Library Services: “Thanks so much, Pam. I am rather pleased to tell you that I managed to navigate borrowing an eBook a few days ago and actually getting it on the Kindle! I have placed two others on hold for whenever the eBooks become available. Guess that’s progress, huh?”

English as a Second Language and High School Equivalency classes resumed for the fall semester and volunteer-facilitated Speak English and Path to Citizenship groups resumed at multiple library locations.

Julie Griffiths held 10 device labs at Penrose Library where she helped patrons with a range of questions from graphing calculators to printer drivers.

Internal/Staff

Manitou Springs was the big winner for the Summer Adventure program’s most increased enrollment—totaling 146 percent. As a result, Zeb the Yeti made a surprise visit to the monthly staff meeting, bringing breakfast burritos for everyone.

August brought two librarians to Creative Services, Amber Cox and Sarah Nagle. Storage was moved around and a brand new office space was set up for CS staff at Library 21c.

The Collection Management Selection Librarians attended the Area Collection Development Crew (ACDC) meeting in Littleton, where Colorado library staff shared ideas and information about policies, formats, contracts, and other issues pertaining to collection development.

Six PPLD staff traveled to Kuala Lumpur, Malaysia, to the International Federation of Library Associations and Institutions (IFLA) World Library and Information Congress (WLIC). Teona Shainidze-Krebs co-presented with John Spears in the session Library Services: Empowering People to Develop Their Inter-Cultural Identities, sponsored by the Library Services to Multicultural Populations section.

Accountability

Children’s Services staff is hard at work on 56 new storytime kits designed to save staff preparation and travel time.

Adult Education’s 2018-2019 Adult Education and Family Literacy Act (AEFLA) budget was approved and the official Grant Award Letter was signed and received.

2018 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	55637	49928	55956	52744	52188	53349	56127	54306	49269	0	0	0	479504
Mobile Libraries Total	13901	12062	13957	13710	11690	12015	11460	11658	11745	0	0	0	112198
Cheyenne	30917	28753	33393	32142	31159	32868	33530	31319	29633	0	0	0	283714
Fountain	15729	13797	16565	15493	16115	17411	17335	16812	14946	0	0	0	144203
High Prairie	23625	22093	26503	22570	22658	25679	25728	25527	22354	0	0	0	216737
Holley	29729	27033	30440	29081	28513	29647	30334	28623	25983	0	0	0	259383
Manitou	3645	3358	3861	3199	3317	3520	3301	3458	3374	0	0	0	31033
Monument	31541	29281	33553	31404	32187	37203	35850	33789	30413	0	0	0	295221
Old Colorado City	17079	15944	17376	16153	16069	16933	16176	16004	14416	0	0	0	146150
Palmer Lake	3431	3335	3949	3115	3563	3571	3092	3143	3108	0	0	0	30307
Rockrimmon	30015	27917	30805	29662	31235	32957	32441	32065	28236	0	0	0	275333
Sand Creek	28798	26562	30112	28959	27825	28930	28984	28427	25875	0	0	0	254472
Ute Pass	2331	2404	2739	2610	2342	2619	2282	2175	2020	0	0	0	21522
Senior Van	2103	1868	1814	1943	1836	1970	1889	1810	1506	0	0	0	16739
Bookmobiles	11798	10194	12143	11767	9854	10045	9571	9848	10239	0	0	0	95459
East	106165	95633	107240	109113	113983	128082	126396	115046	106710	0	0	0	1008368
Library 21c	78418	73553	83841	73274	73776	84743	84426	78060	68896	0	0	0	698987
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	138	178	164	148	143	159	165	148	0	0	0	1333
Total Physical Materials	471051	431791	490468	463393	466768	509670	507621	480577	437126	0	0	0	4258465

YTD CIRC Comparison	2018	2017	% Change
Penrose	479504	547193	-12.4%
Mobile Libraries Total	112198	118169	-5.1%
Cheyenne	283714	293623	-3.4%
Fountain	144203	147399	-2.2%
High Prairie	216737	221991	-2.4%
Holley	259383	277148	-6.4%
Manitou	31033	37270	-16.7%
Monument	295221	299342	-1.4%
Old Colorado City	146150	164396	-11.1%
Palmer Lake	30307	34017	-10.9%
Rockrimmon	275333	281909	-2.3%
Sand Creek	254472	284001	-10.4%
Ute Pass	21522	23593	-8.8%
Senior Van	16739	16390	2.1%
Bookmobiles	95459	101779	-6.2%
East	1008368	1002852	0.6%
Library 21c	698987	751868	-7.0%
Dispensers	0	2363	
Parenting	1333	1004	32.8%
Total Physical Materials	4258465	4488138	-5.12%

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	49269	55307	-10.9%
Mobile Libraries Total	11745	13566	-13.4%
Cheyenne	29633	31434	-5.7%
Fountain	14946	15912	-6.1%
High Prairie	22354	23703	-5.7%
Holley	25983	29209	-11.0%
Manitou	3374	3298	2.3%
Monument	30413	31646	-3.9%
Old Colorado City	14416	17527	-17.7%
Palmer Lake	3108	3627	-14.3%
Rockrimmon	28236	30351	-7.0%
Sand Creek	25875	29983	-13.7%
Ute Pass	2020	2493	-19.0%
Senior Van	1506	1931	-22.0%
Bookmobiles	10239	11635	-12.0%
East	106710	104809	1.8%
Library 21c	68896	80491	-14.4%
Dispensers	0	0	
Parenting	148	117	26.5%
Total Physical Materials	437126	473473	-7.68%

Circulation Report By Facility September 2018

New software for gate counter was overcounting in 2017

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	47764	44098	8.3%
Mobile Libraries Total	3586	3980	-9.9%
Cheyenne	16303	17426	-6.4%
Fountain	8369	9463	-11.6%
High Prairie	8565	9459	-9.5%
Holley	15174	17700	-14.3%
Manitou	3573	4074	-12.3%
Monument	16188	15199	6.5%
Old Colorado City	10733	12044	-10.9%
Palmer Lake	1338	2004	-33.2%
Rockrimmon	14242	16060	-11.3%
Sand Creek	21317	23162	-8.0%
Ute Pass	1536	1456	5.5%
Knights of Columbus Hall	124	209	-40.7%
East	46703	48001	-2.7%
Library 21c	42602	43383	-1.8%
TOTAL	258117	267718	-3.6%
Special Collections	2702	2877	-6.1%

2018 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	282740	262364	295271	280394	284984	322408	316313	297005	274938	0	0	0	2616417
DVD	144635	130072	150079	141449	140069	141875	145547	140806	123947	0	0	0	1258479
CD Music	15390	13395	15351	14009	13385	13588	14676	14415	12607	0	0	0	126816
CD Book	17438	16193	18433	16689	17515	18624	18289	17414	15774	0	0	0	156369
Playaway	5120	4912	5911	5480	5720	7518	7251	6089	5550	0	0	0	53551
Kit	1657	1723	1843	1801	1615	2215	2104	1683	1639	0	0	0	16280
Game	4071	3132	3580	3571	3480	3442	3441	3165	2671	0	0	0	30553
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	471051	431791	490468	463393	466768	509670	507621	480577	437126	0	0	0	4258465
ILL	2092	2112	2280	2462	2056	2382	2246	2495	2378	0	0	0	20503
CyberShelf-OverDrive	134584	122184	138406	131807	135822	136913	145238	145361	141575	0	0	0	1231890
Zinio	3787	4023	3343	3112	2670	2930	2589	3114	2470	0	0	0	28038
eReader	27	23	25	38	22	25	20	14	8	0	0	0	202
OneClick Audio	491	440	450	442	481	450	424	406	372	0	0	0	3956
Hot Spots	74	74	76	68	75	74	72	68	51	0	0	0	632
Cameras & Equipment	46	69	72	73	65	70	93	60	53	0	0	0	601
													0
TOTAL STATE Circ	612106	560647	635048	601395	607959	652514	658303	632095	584033	0	0	0	5544100
One Play				42	1	45	29	0	0	0	0	0	117
Freegal Music	9425	7672	8130	7356	7037	6526	7133	7154	8456	0	0	0	68889
Freeding	105	81	52	66	88	58	54	68	43	0	0	0	615
DVD Player	94	149	175	150	121	110	184	164	184	0	0	0	1331
Hoopla	1851	1585	1870	1812	1697	1911	1846	1925	1796	0	0	0	16293
ComicsPlus	475	0	240	274	284	366	431	495	258	0	0	0	2823
Kanopy	122	291	278	284	251	289	469	557	401	0	0	0	2942
													0
CLC	10955	9852	10789	10398	10623	10398	11357	11753	10296	0	0	0	96421
Laptop Use	1434	1467	1592	1570	1487	1438	1718	1751	1801	0	0	0	14258
Active Users	258251	257716	257950	257274	256986	257608	257560	257751	257098	0	0	0	

Monthly Circ by Format			
	2018	2017	Change
Print	274938	285209	-4%
DVD	123947	143885	-14%
CD Music	12607	14804	-15%
CD Book	15774	18417	-14%
Playaway	5550	5461	2%
Kit	1639	1960	-16%
Game	2671	3737	-29%
	0	0	
TOTAL Physical Items	437126	473473	-7.68%
ILL	2378	2332	2%
CyberShelf-OverDrive	141575	119548	18%
Zinio	2470	3320	-26%
eReader	8	36	-78%
OneClick Audio	372	485	-23%
Hot Spots	51	58	-12%
Cameras & Equipment	53		
Total e-materials	144476	123447	17%
TOTAL Monthly Circ	584033	599252	-2.54%
OnePlay			
Freegal Music	8456	9642	-12%
Freeding	43	85	-49%
DVD Player	184	104	77%
Hoopla	1796	1580	14%
ComicsPlus*	258	101	155%
Kanopy	401		
CLC	10296	10960	-6%
Laptop Use	1801	1543	17%
Active Users	257098	259773	-1%

Data for ComicsPlus is 1 month behind
OnePlay no longer providing resources to PPLD

Circulation Report By Item Type September 2018

MTD Total	2018	2017	Change
January	612106	616749	-0.75%
February	560647	570433	-1.72%
March	635048	661785	-4.04%
April	601395	602424	-0.17%
May	607959	631090	-3.67%
June	652514	662704	-1.5%
July	658303	656366	0.295%
August	632095	641563	-1.476%
September	584033	599252	-2.54%
October		608892	-100%
November		588463	-100%
December		559133	-100%

YTD Total	2018	2017	Change
January	612106	616749	-0.8%
February	1172753	1187182	-1.2%
March	1807801	1848967	-2%
April	2409196	2451391	-2%
May	3017155	3082481	-2%
June	3669669	3745185	-2%
July	4327972	4401551	-2%
August	4960067	5043114	-2%
September	5544100	5642366	-2%
October		6251258	-100%
November		6849721	-100%
December		7408854	-100%

Consent Agenda: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of September 1, 2018 – September 30, 2018.

Brett Lobello: Regional History & Genealogy Division Head, PE (40 hrs)

Drew Cerino: Video Producer/Director, 21c (40 hrs)

Sandra Hancock: Branch Manager 1, OL (40 hrs)

Daniel Selk: Sr. Library Assistant, SA (20 hrs)

Colleen Medling: ILS Administrator, 21c (40 hrs)

Sarah McDowell: Security Officer (20 hrs)

Melissa Leftwich: Library Assistant, CH (20 hrs)

Laura Broderick: Sr. Librarian, PE (40 hrs)

David Wendel: Sr. Library Associate, CH (40 hrs)

Pikes Peak Library District

2019 Employee Benefit Programs

BENEFIT AND POLICY REVIEW TEAM

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

Moody Insurance, the Employee Benefits Consultant for the District, has handled the 2019 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 2019 benefit programs, including two new voluntary offerings: Long Term Care and Pet Insurance.

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.

2018 Health Plan Financial Data

The following chart depicts certain financial data for the period of January 1, 2018 through July 31, 2018:

Worst case expected (amount funded @120% of expected))	\$852,960
Expected claims to be paid	\$710,800
Paid claims	\$625,935
Ratio of claims paid to expected claims	. 88%

For this seven-month period, the financial position of the Plan remains positive; meaning total claims paid by the Plan are less than the total funding for the Plan. The Plan is funded at a level that approximates the worst-case scenario, and the Plan has the resources to cover substantially ALL potential liabilities including incurred-but-not-reported claims. The Plan is liable for up to 120% of expected claims. The Plan has an insurance policy in place to cover claims paid in excess of the 120% maximum liability both on a monthly basis and on an annual basis. In addition, the Plan is covered for specific claims that exceed \$45,000 during 2018. This is congruent to catastrophic insurance coverage for specific claims. A total of \$288,423 in claims has exceeded the \$45k Individual Stop Loss level (SSL) through 7/31/18.

District/Plan Participant Contribution Data – 2019 Plan Year

For 2019, the total cost of the Plan funded at the maximum liability is estimated at \$2,288,671 (assuming the current enrollment by plan option and by category remains the same in 2019 as it is in 2018).

The cost of the Plan is shared by District and eligible District employees who have elected to participate in the Plan. During 2019, the District will contribute about \$1,882,763 to the Plan, or about 82.26% of the total cost, and the employees will contribute about 17.74% of the total cost. In 2018, the District contributed 82.26% to the Plan, and the employees contributed about 17.74% of the total cost.

2019 Plan Options

For the 2019 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 annually.

Instead, our current carrier, Cigna, submitted the following renewal proposals for 2019:

Option 1 proposed no change to the plan design, including no change in the Individual Specific Stop Loss amount and continuing to bundle the dental, life insurance and long term disability plans. The original renewal proposal of a 11.84% increase was subsequently lowered to a 5% increase.

Option 2 proposed offering the 2 current plans with no change in plan design – HSA High Deductible Plan with Open Access Plus In Network Only and Cigna Choice Plan with Open Access Plus In Network Only. They then proposed adding two additional plans offering the same plan design but a more limited network instead of the Open Access Plus: a HSA High Deductible Plan with Local Plus Network and a Cigna Choice Plan with Local Plus Network. The Local Plus Network is limited to UC Health Providers and Memorial Hospital. This option would represent a 1.93% decrease for the Local Plus Plans with an overall increase of 0.43% for all four Plans in 2019.

Option 3 proposed offering the four plans described in Option 2 but with a true Health Maintenance Organization managed care design and an even smaller Network of Providers – SureFit. While this option represented a -0.86 reduction for 2019, it is the Benefit Team's opinion that this option represents too significant of a change for our staff at this time.

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

The **Cigna Network Only High Deductible Health Plan** with a Health Savings Account funding mechanism is a qualified high deductible health plan offered as an alternative to the Choice Plan. The HSA is like a flexible spending account without the "use it or lose it" aspect. This Network Only plan offers a calendar year deductible of \$2,000 for individual and \$4,000 for family. Network Only coinsurance for services is paid at 80% once the deductible has been met. Participants in this plan access the same network as the Choice Plan participants. Network Only Preventive care is unlimited and is paid at 100%. The maximum contribution for 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 and in 2018, thirty-two employees or 17.3% of those electing coverage selected this plan.

Some of the HSA provisions presenting some disadvantages include: employees who participate cannot be eligible for Medicare or be covered by a spouse's medical or pharmacy plan, and cannot be a dependent on another's tax return. The maximum out of pocket is considerably higher than the Choice Plan. No prescription co-pay is allowed so participants must pay all prescription costs up to the calendar

year deductible before 80% coinsurance kicks in. The relatively small difference between the employee only premium for the HDHP and Choice PPO but a significant difference in the deductible coupled with no employer contribution to Health Savings Accounts may help to explain the relatively low HDHP participation rate.

The monthly premium rates for the High Deductible Health Plan with an HSA funding mechanism are less than the Choice Plan but do not include the fees that would be charged the banking partner responsible for managing the savings accounts. Fees in 2019 will be \$2.45 per account per month with no change from 2018.

2019 Plan Summary

Network Only Open Access Plus 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 2018. Total charges for an office visit to a non-network provider are the responsibility of the member. Specialist Office Co-Pay will remain at \$40 for office visits in 2018. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- b. Coinsurance Percentages and Deductibles – The coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket the total charges for non-network services. The annual deductible remains at \$750 for single coverage and \$1,500 for family coverage. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c. Network Prescription Co-Pays – Currently, 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 2019. The member will be responsible for paying out-of-pocket, the total charges for non-network services. Specialty Rx supply limits of a 30-day supply (including home delivery).
- d. Emergency Room Co-Pays – Currently, plan participants pay \$200 per visit. This will remain the same for 2018. Emergency Care is always treated as Network regardless of the facility's Network status.
- e. Preventive Care – Paid at 100% when services rendered by a Network provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- f. Network Prescription Co-Pays accumulate towards the calendar year out-of-pocket maximum as required by PPACA.

Cigna Local Plus Network Only 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 of Memorial Hospital and UC Health Partners.

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 Choice Plan. This is a Network Only Plan and there is no benefit coverage/schedule for non-emergency services from Out-Of-Network providers.

- a) Network Only Calendar Year Deductible - \$2,000 individual and \$4,000 family. The entire family deductible must be met before coinsurance benefits apply to any individual within the family. Calendar Year Deductible accumulates toward the Out-of- Pocket Maximum and is not applied after the Out- of- Pocket maximum has been met. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- b) The Network only coinsurance percentage for network services is 80% (the percentage of cost to be borne by the insurance company). The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- c) Out of Pocket Maximum – Network Only: \$3,000 individual and \$6,000 family. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- d) Network Only Preventive Care - Paid at 100% when services rendered by a Network Provider. The member will be responsible for paying out-of-pocket, the total charges for non-network services.
- e) Emergency Room Care – Paid by participant and goes towards Calendar Year Deductible. Emergency Care is always treated as Network regardless of the facility’s Network status.
- f) Network Only Prescription Drugs - Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services. Specialty Rx supply limits of a 30-day supply (including home delivery) continues in 2018.
- g) Network Only Lab and X-Rays – Paid by participant and goes towards Calendar Year Deductible, once met paid at 80%. The member will be responsible for paying out-of-pocket, the total charges for non-network services.

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 of Memorial Hospital and UC Health Partners.

Individual Specific Stop Loss (SSL)

The current Plan (for 2018) 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 2019, 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 2019 should be adjusted. As noted above, the renewal cost for 2019 is estimated at 5%. This equates to an estimated annual cost of \$2,288,671, assuming enrollment for 2019 is consistent as it was for 2018.

A comparison of the premium rates in place for 2018 - 2019 by classification under the current plan, along with a recommendation of monthly premium rates for 2019 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 first year of offering the Local Plus Network option, we do not know how many employees will elect this option. The Employee rates for all categories in the Local Plus Network plans will decrease by 2% from the 2018 rates. Additionally, for 2019, we are proposing an additional 8% reduction in premium for a total of a 10% reduction from 2018 premiums for employees electing the Local Plus Network. This is to incentivize staff to enroll in the Local Plus Network which results in a savings to both the employees and PPLD.

Premium Relief

Given the financial status of the health plan, we are recommending one month of premium relief for 2019. This will be incorporated into the 2019 budget proposal, if approved. We provided one month of premium relief in 2018.

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 until 2019, when it no longer applies. The fee was \$2.08 in 2017, \$2.39 in 2018 and the amount of increase in 2019 will be based upon the rate of medical inflation.

Employee Meetings

The Human Resources Department will conduct Open Enrollment Meetings for employees during late October to discuss the Choice and High Deductible Health plan with a HSA funding mechanism and introduce the additional two plans with the Local Plus Network. It will provide plan design comparisons; describe Local Plus Networks, the employee premium rate changes for 2019, 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 2019 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 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.

The Lincoln National Life Insurance LTD Plan matches the current premium, while offering an improved LTD benefit to 60% of monthly earnings with a maximum of \$6,000 per month (10% increase and \$1,000 increase respectively from our current plan). The Lincoln National Life Insurance Plan also offers a higher Guarantee Issue of \$250,000 compared to the \$130,000 with the current plan. The Lincoln National Life Insurance Plan represents an increase in premium to \$0.14 per \$1,000 of compared to the \$0.115 per \$1,000 for the current plan. It also offers a 2-year rate guarantee.

At this point, we have unresolved service issues with Cigna. While we expect these issues to be resolved before Benefits Open Enrollment, we are providing the following Cigna renewal information:

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

Basic Life – \$0.115 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

Due to the status of the unresolved service issues, Management recommends that the Board of Trustees authorize PPLD to continue to offer Life/LTD and Voluntary Life Insurance with the possibility of changing providers to receive the enhanced benefits described above at an increased annual premium cost of \$7,995.

DENTAL PLAN

Background/Plan Summary

In 2018 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 2019 include a premium increase of 4.5% for each plan. Moody indicates the trend for dental plan increases for 2019 is 5%.

Premium Rates Comparisons for 2019

Cigna D-PPO OPTION

	<u>2018 Employee Cost</u>	<u>2019 Employee Cost</u>
Employee Only	\$33.20	\$34.69
Employee + 1	\$65.30	\$68.24
Employee +2 or more	\$112.80	\$117.88

Cigna D-HMO OPTION

	<u>2018 Employee Cost</u>	<u>2019 Employee Cost</u>
Employee Only	\$8.29	\$8.66
Employee + 1	\$13.75	\$14.37
Employee + 2 or more	\$21.17	\$22.13

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 4.5% increase in premiums this is lower than the trend of 5% for dental plan increases for 2019 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. Recently, staff members have requested consideration for improving the frequency of frame benefit to 12 months from the 24-month provision in our current plan and also increasing the frame allowance from \$130 in the current plan. Moody requested options from VSP for 2019 and here are the four options they presented:

- 1) No plan design changes with an 8% decrease in premiums.
- 2) No premium changes but plan design changes that include improving the frequency of frames benefit to 12 months and frames allowance from \$130 to \$180. No change to contacts allowance at \$130. This plan requires a \$15 co-pay for exams and \$20 co-pay for materials.
- 3) Increase in premiums of 12.6% for all three tiers with plan design changes that include improving the frequency of frames benefit to 12 months, but no change to frames and contact allowances. No required co-pays for exams or materials.
- 4) 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 have been unchanged for many years, Management believes Option 4 is the best choice for 2019,

Premium Rates Comparisons for 2019

2018 Plan (Current)	Total Cost	Employee Cost	District Cost
Employee Only	\$10.28/month	\$0.00/month	\$10.28/month
Employee + 1	\$14.93/month	\$4.65/month	\$10.28/month
Employee + 2 or more	\$26.75/month	\$16.47/month	\$10.28/month

2019 Option 4 Proposed	Total Cost	Employee Cost	District Cost
Employee Only	\$12.07/month	\$0.00/month	\$12.07/month
Employee + 1	\$17.52/month	\$5.45/month	\$12.07/month
Employee + 2 or more	\$31.40/month	\$19.33/month	\$12.07/month

Recommendation

Management recommends that the Board of Trustees authorize the contract renewal with Vision Plan Services (VSP) for calendar year 2019 to provide Option 4 vision coverage to Plan participants as discussed above. This represents an increase in premiums for PPLD of \$9,666.00 for 2019. It is also recommended that the Board of Trustees approve a premium rate plan that is 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. This year the Employee Benefits Team discussed current participation in the Colonial Life voluntary supplemental medical plans and also 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 of the current Colonial Life Plans and their interest in adding 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

Over the course of the year, several employees have 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.

Moody Insurance presented a proposal for Long Term Care Insurance from Transamerica Life Insurance Company. Transamerica has been in Long Term Care for 31 years. With 30+ years of claims experience in this market, they have confidence that the premiums quoted now should be stable and they offer a 5-year rate guarantee. These plans are individually underwritten and would require a minimum of 5 participants. Eligible employees must work 30+ hours per week.

Long-term care insurance (LTCI) is designed to help provide coverage for clients receiving care for a long physical illness, chronic condition or disability causing them to need care with at least 2 of their 6 Activities of Daily Living (ADLs) (transferring, continence, toileting, bathing, dressing & eating) or causing them cognitive impairment.

LTC services can be received at home, at an adult day care, in an assisted living facility, nursing home or hospice facility. Care provided for these types of services are generally not covered by health insurance or Medicare as they are chronic conditions for which the client is not recovering from.

LTCI policies are broken down into four key coverage options:

1. Daily or Monthly benefit- the dollar amount for which the client can be reimbursed for care
2. Benefit period or pool- the minimum length of time a policy will last and/or the total amount of money a client has access to throughout the time of receiving care until it's exhausted
3. Elimination Period- the "deductibility" period of the policy for which the client will cover the costs of care during
4. Inflation Option- this option allows the client's benefits to grow as they own the policy to help keep up with the increasing costs of care

Beyond that, there are riders and additional options available to customize coverage for clients- both individuals and couples applying together.

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.

Recommendation

Colonial Life Voluntary Health Plans: Based upon this limited participation, we recommend discontinuing the ability to enroll but to allow current participants to continue to be enrolled and use payroll deduction for premium payments. Participation for these four staff members will continue to be voluntary (no cost to PPLD).

Long Term Care Insurance: We recommend further investigation into offering a voluntary Long Term Care Insurance Plan for 2019 to employees scheduled to work 30+hours per week (no cost to PPLD). We would finalize the summary plan description before moving forward and if offered to staff, we would see that significant training to thoroughly explain this benefit would occur during Open Enrollment Meetings. Staff would be given the opportunity to express interest in this benefit, be contacted by Transamerica to discuss the plan offering in greater detail and submit information to Underwriting.

Provided we meet the 5 participant requirement, the benefit would be offered on a regular basis to new hires and newly eligible participants.

Pet Insurance: We recommend offering voluntary Pet Insurance for 2019 with the provisions noted above (no cost to PPLD).

High Option Plan

Category	PPLD				PREMIUM COMPARISON Employee				Total			
	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference
	Employee	\$ 697.63	\$ 664.42	\$ 33.22	5.00%	\$ 73.37	\$ 69.87	\$ 3.49	5.00%	\$ 771.00	\$ 734.29	\$ 36.71
Spouse	\$ 1,234.92	\$ 1,176.12	\$ 58.80	5.00%	\$ 399.34	\$ 380.32	\$ 19.02	5.00%	\$ 1,634.26	\$ 1,556.44	\$ 77.82	5.00%
Children	\$ 846.42	\$ 806.11	\$ 40.30	5.00%	\$ 307.56	\$ 292.92	\$ 14.65	5.00%	\$ 1,153.98	\$ 1,099.03	\$ 54.95	5.00%
Family	\$ 1,368.21	\$ 1,303.06	\$ 65.15	5.00%	\$ 629.27	\$ 599.30	\$ 29.97	5.00%	\$ 1,997.48	\$ 1,902.36	\$ 95.12	5.00%

High Deductible Plan with H S A

Category	PPLD				Employee				Total			
	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference
	Employee	\$ 618.87	\$ 589.39	\$ 29.47	5.00%	\$ 32.49	\$ 30.95	\$ 1.55	5.00%	\$ 651.36	\$ 620.34	\$ 31.02
Spouse	\$ 1,142.34	\$ 1,087.94	\$ 54.40	5.00%	\$ 248.72	\$ 236.88	\$ 11.84	5.00%	\$ 1,391.06	\$ 1,324.82	\$ 66.24	5.00%
Children	\$ 781.08	\$ 743.89	\$ 37.19	5.00%	\$ 208.87	\$ 198.92	\$ 9.95	5.00%	\$ 989.95	\$ 942.81	\$ 47.14	5.00%
Family	\$ 1,256.58	\$ 1,196.74	\$ 59.84	5.00%	\$ 439.57	\$ 418.64	\$ 20.93	5.00%	\$ 1,696.15	\$ 1,615.38	\$ 80.77	5.00%

High Option Plan - Local Plus

Category	PPLD				PREMIUM COMPARISON Employee				Total			
	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference
	Employee	\$ 656.71	\$ 664.42	\$ (7.70)	-1.16%	\$ 62.89	\$ 69.87	\$ (6.99)	-10.00%	\$ 719.60	\$ 734.29	\$ (14.69)
Spouse	\$ 1,183.02	\$ 1,176.12	\$ 6.90	0.59%	\$ 342.29	\$ 380.32	\$ (38.03)	-10.00%	\$ 1,525.31	\$ 1,556.44	\$ (31.13)	-2.00%
Children	\$ 813.42	\$ 806.11	\$ 7.31	0.91%	\$ 263.63	\$ 292.92	\$ (29.29)	-10.00%	\$ 1,077.05	\$ 1,099.03	\$ (21.98)	-2.00%
Family	\$ 1,324.94	\$ 1,303.06	\$ 21.88	1.68%	\$ 539.37	\$ 599.30	\$ (59.93)	-10.00%	\$ 1,864.31	\$ 1,902.36	\$ (38.05)	-2.00%

High Deductible Plan with H S A - Local Plus

Category	PPLD				Employee				Total			
	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference	2019	2018	Difference	% Difference
	Employee	\$ 580.08	\$ 589.39	\$ (9.32)	-1.58%	\$ 27.85	\$ 30.95	\$ (3.09)	-10.00%	\$ 607.93	\$ 620.34	\$ (12.41)
Spouse	\$ 1,085.13	\$ 1,087.94	\$ (2.81)	-0.26%	\$ 213.19	\$ 236.88	\$ (23.69)	-10.00%	\$ 1,298.32	\$ 1,324.82	\$ (26.50)	-2.00%
Children	\$ 744.92	\$ 743.89	\$ 1.03	0.14%	\$ 179.03	\$ 198.92	\$ (19.89)	-10.00%	\$ 923.95	\$ 942.81	\$ (18.86)	-2.00%
Family	\$ 1,206.29	\$ 1,196.74	\$ 9.55	0.80%	\$ 376.78	\$ 418.64	\$ (41.86)	-10.00%	\$ 1,583.07	\$ 1,615.38	\$ (32.31)	-2.00%

Estimated Plan Contributions - FY 2019	\$ 1,882,763.15	\$ 405,908.05	\$ 2,288,671.20
	82.26%	17.74%	
2018 Estimated Cost			\$ 2,179,692.00
Percentage increase in rates			<u>5.00%</u>

**High Option Plan - Monthly Premium Rates
Fiscal Year 2019**

Category	Number Employees	Monthly Premium			Estimated Annual Contributions - Premiums to be Collected			% Paid By PPLD
		PPLD	Employee	Total	PPLD	Employee	Annual Total	
Employee	102	697.63	73.37	771.00	\$ 853,903.15	\$ 89,800.85	\$ 943,704.00	90.5%
Spouse	27	1,234.92	399.34	1,634.26	\$ 400,114.97	\$ 129,385.27	\$ 529,500.24	75.6%
Children	12	846.42	307.56	1,153.98	\$ 121,884.00	\$ 44,289.12	\$ 166,173.12	73.3%
Family	12	1,368.21	629.27	1,997.48	\$ 197,022.95	\$ 90,614.17	\$ 287,637.12	68.5%
	<u>153</u>				<u>\$ 1,572,925.08</u>	<u>\$ 354,089.40</u>	<u>\$ 1,927,014.48</u>	

**High Deductible with HSA - Monthly Premium Rates
Fiscal Year 2019**

Category	Number Employees	Monthly Premium			Estimated Annual Contributions - Premiums to be Collected			% Paid By PPLD
		PPLD	Employee	Total	PPLD	Employee	Annual Total	
Employee	20	618.87	32.49	651.36	\$ 148,528.03	\$ 7,798.37	\$ 156,326.40	95.0%
Spouse	6	1,142.34	248.72	1,391.06	\$ 82,248.26	\$ 17,908.06	\$ 100,156.32	82.1%
Children	2	781.08	208.87	989.95	\$ 18,745.99	\$ 5,012.81	\$ 23,758.80	78.9%
Family	4	1,256.58	439.57	1,696.15	\$ 60,315.79	\$ 21,099.41	\$ 81,415.20	74.1%
	<u>32</u>				<u>\$ 309,838.07</u>	<u>\$ 51,818.65</u>	<u>\$ 361,656.72</u>	

**High Option Plan - Local Plus - Monthly Premium Rates
Fiscal Year 2019**

Category	Number Employees	Monthly Premium			Estimated Annual Contributions - Premiums to be Collected			% Paid By PPLD
		PPLD	Employee	Total	PPLD	Employee	Annual Total	
Employee	0	656.71	62.89	719.60	\$ -	\$ -	\$ -	91.3%
Spouse	0	1,183.02	342.29	1,525.31	\$ -	\$ -	\$ -	77.6%
Children	0	813.42	263.63	1,077.05	\$ -	\$ -	\$ -	75.5%
Family	0	1,324.94	539.37	1,864.31	\$ -	\$ -	\$ -	71.1%
	<u>0</u>				<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**High Deductible with HSA - Local Plus - Monthly Premium Rates
Fiscal Year 2019**

Category	Number Employees	Monthly Premium			Estimated Annual Contributions - Premiums to be Collected			% Paid By PPLD
		PPLD	Employee	Total	PPLD	Employee	Annual Total	
Employee	0	580.08	27.85	607.93	\$ -	\$ -	\$ -	95.4%
Spouse	0	1,085.13	213.19	1,298.32	\$ -	\$ -	\$ -	83.6%
Children	0	744.92	179.03	923.95	\$ -	\$ -	\$ -	80.6%
Family	0	1,206.29	376.78	1,583.07	\$ -	\$ -	\$ -	76.2%
	<u>0</u>				<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

Expected Plan Contributions - FY 2018

\$ 1,882,763.15 **\$ 405,908.05** **\$ 2,288,671.20**
82.26% **17.74%**

2018 Estimated Cost

\$ 2,179,692.00

Percentage increase in rates

5.00%