

**PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2018 BUDGET**

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2018 BUDGET *(3 Minute Time Limit per Person)*
- III. ADJOURNMENT

- 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
    - 1. Letter of Appreciation to Molly Dippold (C. Grossman) (p. 10)
  - C. Events & Press Clippings (J. Spears) (p. 11)
- V. REPORTS
  - A. Friends of the Pikes Peak Library District Report (D. Gonzales) (p. 13)
  - B. Pikes Peak Library District Foundation Report (D. Cromeens) (p. 14)
  - C. Board Reports
    - 1. Governance Committee
    - 2. Internal Affairs Committee
    - 3. Public Affairs Committee
    - 4. Adopt-a-Department
    - 5. Board President
  - D. Financial Report (M. Varnet) (p. 15)
  - E. Public Services Report (J. McPherson & L. Proctor) (p. 32)
  - F. Circulation Report (J. Spears) (p. 34)
  - G. Chief Librarian's Report (J. Spears)
- VI. BUSINESS ITEMS
  - A. Consent Items: Decision 17-12-1  
*Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".*
    - 1. New Hires (p. 36)
  - B. Unfinished Business
    - 1. 2018 Budget: Decision 17-12-2 (J. Spears, M. Varnet) (p. 37)
  - C. New Business
    - 1. Resolution to Honor Katherine Spicer: Decision 17-12-3 (C. Grossman) (p. 230)
    - 2. Resolution to Honor Ken Beach: Decision 17-12-4 (C. Grossman) (p. 231)
    - 3. Renewal of Monument Branch Lease: Decision 17-12-5 (M. Varnet) (p. 232)
    - 4. Board Policy Update – Teen Spaces: Decision 17-12-6 (J. Spears) (p. 236)
    - 5. Board Policy Update – Challenged Materials: Decision 17-12-7 (J. Spears) (p. 238)
    - 6. Slate of 2018 Board Officers: Decision 17-12-8 (K. Spicer)
    - 7. Schedule of 2018 Board Meetings: Decision 17-12-9 (K. Spicer) (p. 239)
- VII. ADJOURNMENT

**MINUTES**  
**PIKES PEAK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**November 14, 2017**  
**4 pm**  
**Penrose Library**

**MEMBERS PRESENT**

President Cathy Grossman, Vice President Keith Clayton, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer, Trustee Wayne Vanderschuerer

**MEMBERS ABSENT**

Trustee Katherine Spicer

**PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT**

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer & Foundation Executive Officer Dolores Cromeens, Assistant to the Chief Librarian Sue Hammond, Tim Hardesty, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Scott Taylor, Chief Financial Officer Michael Varnet

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Grossman called the November 14, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 4:00 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public comment.

**CORRESPONDENCE AND COMMUNICATIONS**

**Minutes**

The minutes of the October 10, 2017 meeting of the Board of Trustees were presented for review.

**Motion:** Keith Clayton moved that the minutes of the October 10, 2017 meeting of the Board of Trustees be approved as presented.

**Second:** The motion was seconded by Wayne Vanderschuere.

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

### **Correspondence**

A copy of the Pikes Peak Library District Foundation's resolution recognizing and honoring Aje Sakamoto was included in the Board packet. Mr. Sakamoto is retiring from the Foundation Board of Directors after serving four years on that Board. Mr. Sakamoto had previously served on the Pikes Peak Library District Board of Trustees for ten years (retiring from that Board in 2008). The Board thanked Mr. Sakamoto for his service in support of the Pikes Peak Library District

A copy of the letter in reply to a patron challenge of library material was included in the packet. In response to a patron request to remove the DVD *Milk* from PPLD's collection, a team of four librarians reviewed the DVD *Milk*. The review team found that *Milk* meets the criteria of PPLD's selection policy and unanimously recommended that *Milk* be retained in PPLD's collection as classified.

### **Events & Press Clippings**

A list of upcoming events was included in the Board packet. Chief Librarian Spears noted that the Portal @ MAC with PPLD is an amazing experience; it is open during selected hours through December.

APPR author Sarah Weeks (*Save me a Seat*) provided very well-attended programs last week at East Library and Library 21c.

## **REPORTS**

### **Friends of the Pikes Peak Library District**

The Friends of the Pikes Peak Library District report was distributed at the meeting. Chief Development Officer & Foundation Executive Officer Dolores Cromeens reported that the Friends "Big Fall Booksale" at the end of October made about \$9,500.

### **Pikes Peak Library District Foundation**

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Dolores Cromeens reported that the Foundation expects to end the year at about \$850K in gifts and grants. She noted that some of the annual fund dollars support author visits like the Sara Weeks program.

## **Board Reports**

### **Governance Committee**

Governance Committee member Wayne Vanderschuere reported that the committee had not meet. Ms. Hammond was able to provide a brief update on the selection process for new Board members. The City/County selection committee is regrouping and will continue the interview process in the near future.

### **Internal Affairs Committee**

Internal Affairs Chair Ken Beach reported that he had met with Chief Librarian Spears on October 25, 2017 to discuss the five policies on the New Business agenda.

### **Public Affairs Committee**

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

### **Board President**

President Grossman did not have a report.

### **Adopt-A-Department and Other Board Participation**

- Keith Clayton attended the recent Shivers concert. He commented that it was a great performance and an honor to support Peggy Shivers and the Shivers Fund.
- Wayne Vanderschuere hosted Water Education Colorado at Library 21c.
- Ken Beach recently introduced a group to the exciting and unique features available at Library 21c.
- Kathleen Owings visited the PPLD table at a Bristol Brewery event.

Molly Dippold's adopt-a-department departments were reassigned as follows:

- Circulation/Shelving – Wayne Vanderschuere
- High Prairie Branch – Keith Clayton
- Rockrimmon Branch – Kathleen Owings

## **Financial Report**

The financial report for the period ending September 30, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that the budget is on track. Income from Specific Ownership Taxes continues to be unusually high.

## **Library Services and Branch Services Report**

The Library Services and Branch Services Report was included in the Board packet. Director of Library Services Janice McPherson reported on the Books & Brews program and provided program glasses and mugs for the Board.

Director of Branches Lynne Proctor reported that public services managers have worked with Human Resources staff to place clerks and information specialists into the newly created Library Associate and Library Assistant positions recommended by the Singer Group in the Comprehensive Compensation/Job Analysis Recommendations. Both new positions have regular and senior classifications that will allow PPLD managers to place staff in positions that match their skills and performance.

Members of the Leadership Team have been in contact with school boards in Calhan and Ellicott to schedule times for discussions on moving to small modular branches replacing bookmobile service in those 2 areas.

## **Circulation Report**

The circulation report for October 2017 was included in the Board packet. Chief Librarian Spears commented that circulation seems to be leveling out, with increases in circulation of electronic content not as great as in the past and decreases in physical materials becoming smaller than previously reported. Library visits are up and it was noted that there is no discernable correlation between circulation and visits, indicating that patrons use our libraries for a wide-variety of purposes.

The YTD turnover report was included in the packet. This report shows how many times materials in specific areas of the collection are checked out and compares data across several years. The report is utilized by PPLD's Collection Management department for funds allocation. It is also invaluable in planning for shelf space at library facilities.

## **Chief Librarian's Report**

The 2016 PPLD Report to the Community was distributed to the Board at the meeting. President Grossman commented that it was well-done and professional.

Chief Librarian Spears distributed PPLD's application for the National Medal for Museum and Library Service. U.S. Senator Cory Gardner nominated PPLD for this prestigious award. Results will be announced in spring 2018.

A staff team is meeting to plan for implementation of centralized programming as was suggested in the Singer Group's Comprehensive Compensation/Job Analysis Recommendations. The team is looking at and visiting with other libraries that are using centralized programming and have found a direct correlation at the Santa Cruz Public Libraries. The Singer Group continues to assist when we call upon them.

PPLD will launch as a National Safe Place at a press conference on December 12. In a partnership with Urban Peak, PPLD will be the first Safe Place in the State of Colorado. Safe Place is a national youth outreach and prevention program for young people under the age of 18 (up to 21 years of age in some communities) in need of immediate help and safety.

PPLD is in the top 12 for the *Gazette's* 2017 Best Places to Work. The winners will be announced at a reception on November 29.

Chief Librarian Spears has been nominated to run for a seat on the Public Library Association Board. President Grossman expressed her appreciation that Mr. Spears is well-respected across the nation.

Three staff members have been selected to join the three staff that already have commitments to attend the 2018 International Federation of Libraries Association conference, making six staff that PPLD will send to the conference in Kuala Lumpur.

## **BUSINESS ITEMS**

### **Consent Items**

#### **Decision 17-11-1: Consent Items**

Consent Items Presented:

1. New Hires
2. Resolution to Apply for Funds Related to House Bill 17-1326

President Grossman requested that Consent Item #2., Resolution to apply for Funds Related to House Bill 17-1326, be pulled from the Consent Items and place in New Business.

**Motion:** Kathleen Owings moved to approve Consent Item #1, New Hires, as presented.

**Second:** Keith Clayton seconded the motion.

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

## New Business

### Decision 17-11-2: Confidentiality Policy

Colorado state law requires that the Pikes Peak Library District treat patron records and any other information that identifies a person as having used the library as confidential. The Pikes Peak Library District Confidentiality Policy provides the framework through which patron confidentiality and privacy can be ensured.

**Motion:** Kathleen Owings moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Confidentiality Policy.

**Second:** Wayne Vanderschuere seconded the motion.

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

### Decision 17-11-3: Circulation Policy

The Pikes Peak Library District Board of Trustees has adopted the American Library Association's *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements to ensure that equal access to library materials and services is available to all PPLD cardholders in good standing.

**Motion:** Keith Clayton moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Circulation Policy.

**Second:** Kathleen Owings seconded the motion.

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

### Decision 17-11-4: Library Card Policy

Pikes Peak Library District is committed to removing barriers to provide equitable access to library materials and services through several types of library cards including resident cards and the Colorado Library Card (CLC). Individuals must provide valid identification and proof of address to obtain a PPLD library card.

**Motion:** Wayne Vanderschuere moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Library Card Policy.

**Second:** Kathleen Owings seconded the motion.

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

### **Decision 17-11-5: Legal Reference Service Policy**

PPLD's legal reference service provides access to legal materials, training, education and services. PPLD strives to provide and maintain collections that serve the diverse needs of the residents of the library district. PPLD's non-circulating Law Collection is located at Penrose Library.

**Motion:** Keith Clayton moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Legal Reference Service Policy.

**Second:** Ken Beach seconded the motion.

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

### **Decision 17-11-6: Makerspaces Policy**

PPLD's makerspaces and studios promote creativity, ingenuity and entrepreneurship by providing opportunities for collaboration, innovation and inspiration. Makerspaces and studios provide a wide variety of equipment, tools, classes and programs.

**Motion:** Kathleen Owings moved that the Board of Trustees approve Board Policy as presented in the Pikes Peak Library District Makerspaces Policy.

**Second:** Wayne Vanderschuere seconded the motion.

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

### **Decision 17-11-7: Resolution to Apply for Funds Related to House Bill 17-1326**

House Bill 1326 will potentially offer \$5.8 million over a three-year period for small business loans (\$2.8 M) and grants (\$3M) in southeast Colorado Springs and north Aurora near Denver.

It was noted that the Lane Legacy Fund has been dropped as the local grant fiscal agent. The resolution was amended to read, "The Denver Foundation has been chosen as the general fiscal agent for the funds. Accion, a national nonprofit that makes micro loans to small businesses, will handle the small business loan activities in Colorado Springs and the local grant fiscal agent is yet to be finalized."

**Motion:** Keith Clayton moved that the Board of Trustees approve the resolution to apply for funds related to House Bill 17-1326 as it was amended.

**Second:** Ken Beach seconded the motion.

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



## 2018 Budget Proposal Discussion

Chief Finance Officer Michael Varnet led the Board of Trustees through a discussion of the 2018 budget proposal utilizing the following talking points:

- 2018 Budget Proposal was presented to the Board of Trustees by October 15<sup>th</sup> deadline and legal notice placed in newspaper; public hearing on December 12, 2017.
- 2018 General Fund revenues - \$32,063,456; 2018 General Fund expenditures - \$33,861,819; utilization of fund balance - (\$1,798,362) (p53); refer to item 17 below to discuss capital projects.
- Estimated fund balance - 12/31/2017 - \$9,124,599; estimated fund balance - 12/31/2018 - \$7,326,236. (p54)
- Unassigned fund balance - 12/31/2017 - \$7,237,189; unassigned fund balance - 12/31/2018 - \$6,288,079. Balance equates to 2.3 months of operating expenditures. (p54)
- Emergency reserve (TABOR) as of 12/31/2018 - \$934,312. (p54)
- 2018 Property taxes - \$26,943,302; 2017 property taxes - \$25,942,634. (p56)
- 2018 mill levy - 3.863 mills operating purposes (\$27,055.362); 0.023 mills for refunds and abatements (\$161,086); (0.039) mills for temporary tax credit ((\$273,145)). (p58)
- The 2018 mill levy includes a temporary tax credit for estimated amounts that exceed TABOR limits for 2016 and 2017 (plus 10% simple interest per annum). These figures will be refined for the final budget proposal as the numbers are expected to be higher. (p58)
- TABOR Factors - Growth and estimated CPI. Used 3.1% CPI based on two estimates provided by the State. The final CPI figure for 2017 is available in February 2018.
- Specific ownership tax collections have far exceeded expectations (October collections exceeded highest month by \$40,000 - statement received November 10<sup>th</sup>). Final budget proposal will include refined revenue expectations for 2017 and 2018. This could easily add \$200,000 to anticipated collections for 2017. 2018 figures will be refined and the mill levy may be adjusted downwards for the final budget. P56)
- Budget proposal includes \$200,000 for fines and fees. (p56)

- Interest income has done very well in 2017 and is expected to do well in 2018. (p56)
- 2018 Personnel services - \$19,975,214 (59% of budget) (p59 and p60). Included in Personnel Services are:
  - 3% average pay adjustment pool - \$468,000
  - 26 full time and 1 part time position - \$1,623,000 (p 121 to review positions)
  - Included in new positions:
    - 3 regional managers,
    - 3 Assistant Regional Managers,
    - 1 Organizational Development Manager,
    - 6 Public Services Floaters,
    - 3 Public Services Librarians,
    - 3 Public Services Library Associates,
    - 1 Graphic Artist,
    - 1 System Support Analyst,
    - 1 Facilities Technician,
    - 1 Building Manager for KCH, 1 Social Worker
    - Part-time hours for Eastern El Paso County.
  - Estimate for savings in vacant positions – (\$600,000)
  - Estimate to complete consultant study in 2017 which is carried over to 2018 - \$333,000
  - Reduction in sub budget from original requests – (\$180,000)
- 2018 Library materials budget - \$4,400,000 (13%) (p59 and p60) – close to original 2017 budget
- Transfers to capital projects funds to cover 2018 capital projects - \$2,178,459 (p66)
- Significant capital projects for 2018:
  - \$865,000 – renovation to KCH (p173)
  - \$275,000 – Penrose Library meeting room – lower level) (p172)
  - \$125,000 – Eastern El Paso County library facilities (Calhan and Ellicott) – in place of new bookmobile (p179)
  - \$200,000 – copier and printer replacement project (p183)
  - \$100,000 – along with \$150,000 in 2017 for phone system project (p183)
  - \$600,000+ - all other capital projects.

## ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5:46 pm.

*Tim Hardesty left the meeting at 4:55 pm*

*Kathleen Owings left the meeting at 5:00 pm*



December 12, 2017

Molly Dippold  
4945 Rushford Place  
Colorado Springs, CO 80923

Dear Molly,

Although we miss your presence at the Pikes Peak Library District Board table, we sincerely hope that your move went smoothly and that you are already getting settled in your new home. We wanted to take a moment to express our gratitude to you for your service on the Pikes Peak Library District Board of Trustees.

Since you joined the Board in January 2016 we have valued and respected your insight. You were the perfect addition to our Board! We very much appreciated your service on the Board's Internal Affairs Committee and have missed the benefit of your wisdom as we've worked through the 2018 budget process.

We know how important PPLD is to you and we hope that you'll stay connected. It is with a little sadness and a great deal of gratitude that we offer our very best wishes as you begin a new life adventure.

Sincerely,  
The Pikes Peak Library District Board of Trustees  
Cathy Grossman  
Keith Clayton  
Ken Beach  
Kathleen Owings  
Katherine Spicer  
Wayne Vanderschuere

## **District Highlights December 12, 2017**

***The PORTAL @ MAC with PPLD***, Manitou Arts Center, now thru December, selected hours/7 days per week. For current schedule and booking experiences: <https://www.sharedstudios.com/pikes-peak> (scroll to bottom of page). Please check [ppld.org](http://ppld.org) for further info.

**PPLD 2018 Winter Adult Reading Program**, Districtwide, January 13 – March 14

**African American Youth Leadership Conference (AAYLC) “Dream Big” Gala**, Antler’s Hotel, January 20, 6 pm (reservations required)

**PPLD Sunday Concert Series**, Willson & McKee (Irish music), Venue @ Library 21c, January 21, 2 pm

Note: Find many more listings for programs and initiatives at *What’s New* on [ppld.org](http://ppld.org) (<https://ppld.org/whats-new/all> )

### **Press Clippings**

El Paso County Retirement Plan mulls request for extra retiree payment (*Colorado Springs Independent*, Dec. 6, 2017)

These are the top-ranked workplaces in Colorado Springs, according to employee surveys (*The Gazette*, Dec. 4, 2017)

November 2017 Compliments (Compiled by Antonia Krupicka-Smith, Adult Services Manager, Library 21c)

2017 Best Workplaces Video - PPLD (*The Gazette*, shown at Best Workplaces ceremony Nov. 27, 2017)

PPCC fuses dance and drama to present *Twilight: Los Angeles, 1992* (*Colorado Springs Independent*, Nov. 29, 2017)

Get Involved During Hunger and Homelessness Awareness Week (*5280*, Nov. 13, 2017)

Small-business owners can access educational tools (*Colorado Springs Business Journal*, Nov. 10, 2017)

Exhibit showcases artwork by Coloradans with memory loss (FOX21 News, Nov. 6, 2017)

October 2017 Compliments (Compiled by Antonia Krupicka-Smith, Adult Services Manager, Library 21c)

Workshop gives disabled residents space to build kites, camaraderie (*Cheyenne Edition*, Oct. 25, 2017)

Colorado Springs Creative Collective moving forward with Artspace development (*Colorado Springs Independent*, Oct. 24, 2017)

CM Library hosts Maker Monday sand art event (*Cheyenne Edition*, Oct. 18, 2017)

Library studio now making music (*The Gazette*, Oct. 4, 2017)

September 2017 Compliments (Compiled by Antonia Krupicka-Smith, Adult Services Manager, Library 21c)

Community scrap exchange redistributes resources, encourages local creatives (*Cheyenne Edition*, Sept. 20, 2017)

### **PPLD TV Production**

Human Library 2018 promo (produced by Jamey Hastings)

### **PPLD Podcasts**

All accessible through a variety of services at [ppld.org/podcasts](http://ppld.org/podcasts).

**People of the Peak** podcast strives to introduce your community to you. Join us as we interview some of the fascinating people that live in the Pikes Peak Region.

- Most recent episode: Artist Jo Hart. (hosts Antonia Krupicka-Smith and Becca Cruz; produced by Dave Franklyn)

**Pikes Peak Pastcast** is an audio podcast of the presentations from the PPLD's annual history symposium events and other related content. The symposia, and affiliated Regional History Series of books and DVDs, chronicle the unique and often undocumented history of Colorado and the Rocky Mountain West.

- Most recent episode: Eric Swab – Pikes Peak Summit: The Strategic Advantage; Katherine Scott Sturdevant – Sacrifices for Service: Amache Voluntarism, Missionary Martyrdom, & Legendary Memory (emcee Chris Nicholl; produced by Tim Blevins)



*Mission: To support, preserve, and promote the Pikes' Peak Library District's role in the community.*

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

**Online Book Sales Year to Date:**

E-commerce SALES TOTALS, Amazon and eBay combined)

- MTD \$2,107
- YTD \$29,298

Branch Library Friends Meeting was held on Dec 1, 2017 at Ruth Holley Library. Branch Libraries shared the many activities the Friends Members fund. All of the Branch Friends take good care of their Branch staffs.

Branch Library Friends will be submitting a Friends Budget at First Quarterly Meeting of 2018.

Betty Fields Writing Contest Judging—March 3, 2018 at Sand Creek Library

2018 Budget Meeting

Friends of PPLD Annual Membership Meeting—Jan 20, 2018 at Library 21c



The End of Year Campaign is getting results. Social media, direct mail, and one on one “asks” have generated \$22,600 to date. Our goal is \$50,000 for the final quarter of 2017. We received our first scheduled gift for the Colorado Gives Day Campaign (December 5) just this week. A blast email was sent to more than 1500 addresses on Nov. 1 with a “schedule your gift” pre-sign up opportunity message on November 1. Additional messaging via boosted Facebook postings, library facility video walls, and the scroll on the ppld.org website is on-going. Another blast email will be sent Dec. 4 to remind recipients of the Dec. 5 Colorado Gives Day Campaign.

We started the month with 1060 likes and ended with 1055. There were 29 posts for the month or about 7 per week.

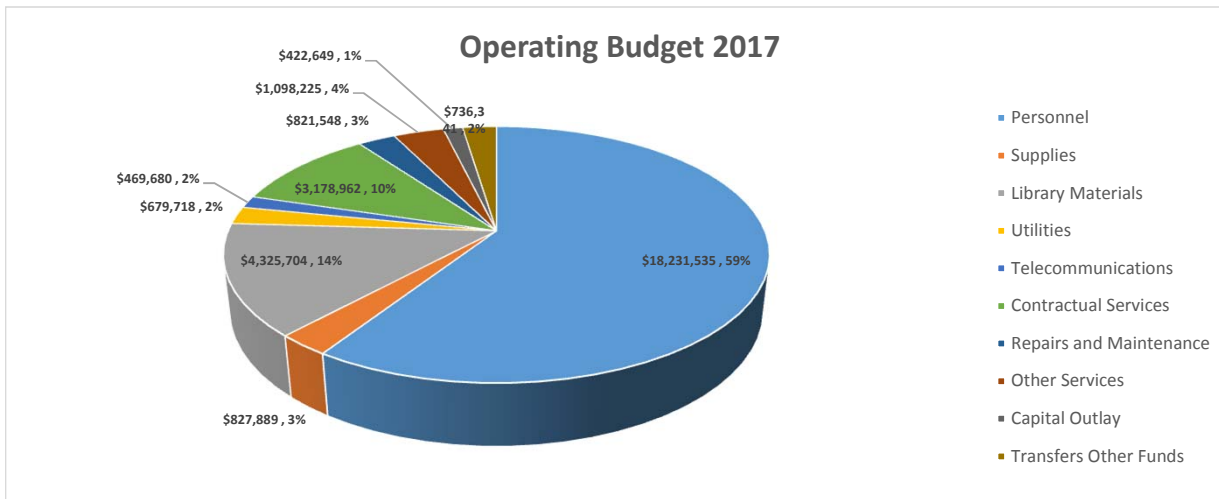
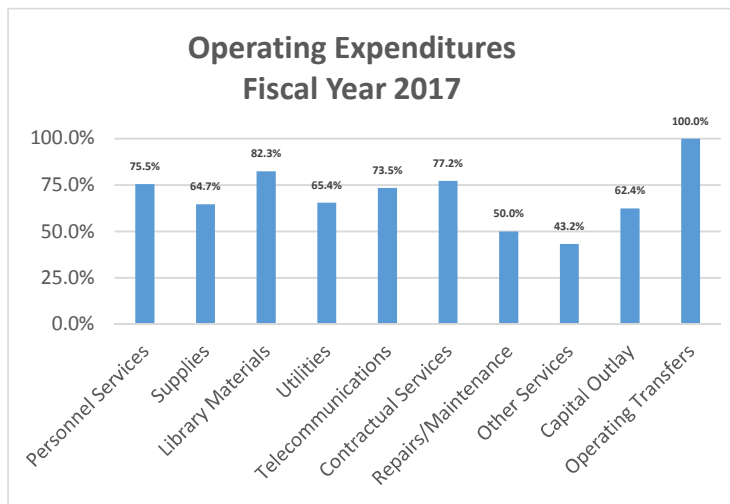
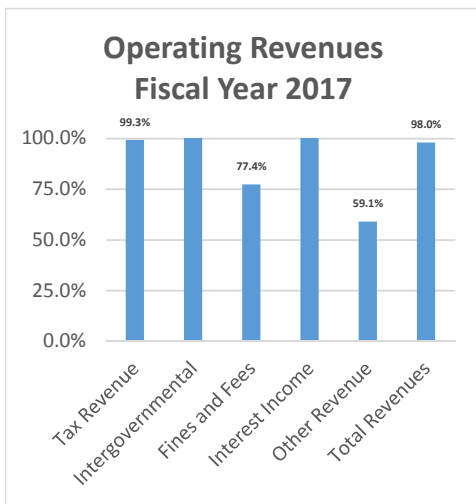
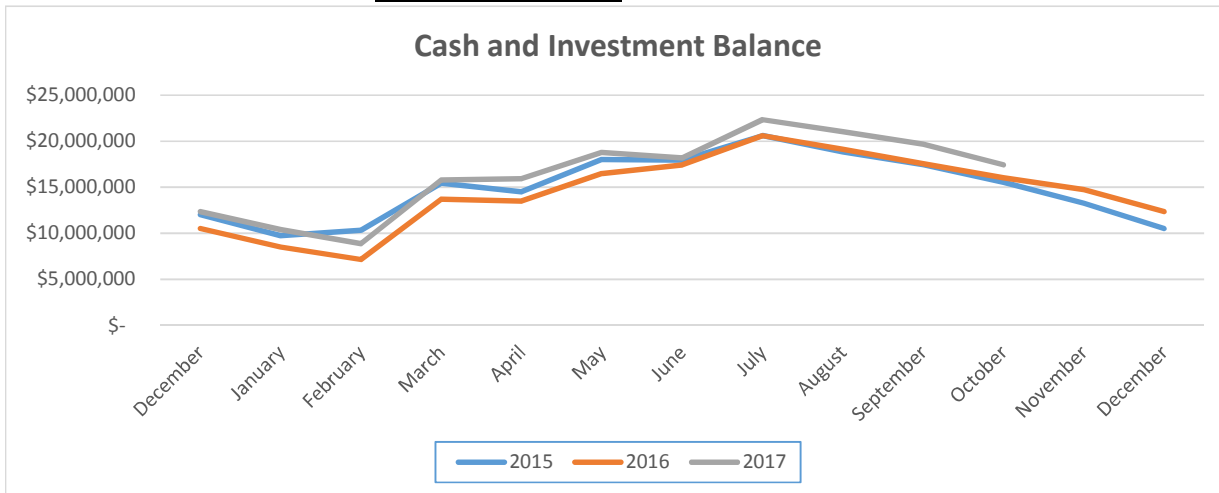
The Friends of the Library (District Board of Directors) will approve their 2018 Budget week of Dec. 4. Preliminary review of their budget shows that they plan to designate up to \$30,000 in donations towards Library priorities including Professional Development (specifically the IFLA conference), Adult Education Scholarships, and Summer Reading Adventure.

To repeat, the End of Year Campaign giving opportunities include:

1. Adult Education/ On Line High School Scholarships (\$1,100 will fund one scholarship)
2. Knights of Columbus Hall Renovation Fund; goal is yet to be determined
3. Ellicot/Calhan(Eastern El Paso County Alternative to a new bookmobile) goal is yet to be determined
4. 2018 Summer Reading Adventure book prize fund goal of \$10,000
5. Mobile Maker STEAM Labs with a goal of \$7500
6. Regional History Symposium with a goal of \$5000

# Pikes Peak Library District Financial Dashboard

October 2017





# **Pikes Peak Library District**

## **October 2017 Financial Report**

Presented to Board of Trustees on December 12, 2017

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

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
<b>Revenues</b>					
Property Taxes	\$ 25,773,845	\$ 24,781,377	\$ 992,468	4.0%	
Specific Ownership Taxes	2,950,227	2,385,803	564,424	23.7%	1
Fines and Fees	256,581	416,166	(159,585)	-38.3%	2
Interest Income	155,008	76,266	78,742	103.2%	3
Other Revenue	956,927	471,070	485,857	103.1%	4
<b>Total Revenues</b>	<b>\$ 30,092,588</b>	<b>\$ 28,130,681</b>	<b>\$ 1,961,907</b>	<b>7.0%</b>	

- 1 Specific ownership tax collections are higher than expected for the first ten months of the year. This in part is due to the continual growth on the local economy. We will monitor this trend but it appears that actual collections will exceed the budget by about \$350,000 - \$400,000. Regardless of the amount, PPLD is not entitled to keep any revenue collected in excess of its legal limitations (TABOR), and this will also be monitored closely.
- 2 Fines and fees revenue will be lower in 2017 compared to 2016 primarily because PPLD no longer assesses fines on juvenile and teen materials (effective 1/1/2017). In addition, PPLD held a three-week amnesty period during the month of March. Outstanding fines and fees were waived during this period if overdue materials were returned. Total fines and fees forgiven was \$60,942. Also, starting in October, PPLD is no longer collecting fines on any overdue materials for the rest of 2017.
- 3 Interest rates are higher in 2017 for various reasons.
- 4 In 2017, PPLD has received \$230,723 in eRate revenue. For 2016, the eRate revenue was received towards the end of the year.

**Pikes Peak Library District**  
**Statement of Revenues**  
**General Fund**  
**Period 01/01/2017 - 10/31/2017**

**Percent of Year**      83%

<b>Account Description</b>	<b>Original Approp</b>	<b>Ytd Received</b>	<b>Available Budget</b>	<b>% Received</b>
<b>Tax Revenue</b>				
Property Taxes - Current	25,844,236	\$ 25,838,192	\$ (6,044)	100%
Property Taxes-Abatement	(95,000)	(123,191)	(28,191)	130%
Property Taxes - Omitted	3,150	4,107	957	130%
Property Taxes - Delinquent	15,000	11,654	(3,346)	78%
Penalty/Interest-Del Property	30,000	32,671	2,671	109%
Specific Ownership Taxes	3,125,000	2,950,227	(174,773)	94%
Local Gov In Lieu Of Tax	9,250	10,412	1,162	113%
<b>Total Tax Revenue</b>	<b>28,931,636</b>	<b>28,724,072</b>	<b>(207,564)</b>	<b>99%</b>
<b>Intergovernmental</b>				
State Grant - Library Materials	145,000	230,723	85,723	159%
Federal - eRate Funding	225,000	8,700	(216,300)	4%
State - Other grant	-	144,574	144,574	100%
<b>Total Intergovernmental</b>	<b>370,000</b>	<b>383,997</b>	<b>13,997</b>	<b>104%</b>
<b>Fines and Fees</b>				
Fines And Fees	326,420	250,954	(75,466)	77%
Collection Agency Fees	3,580	4,655	1,075	130%
Other Fees	1,500	972	(528)	65%
<b>Total Fines and Fees</b>	<b>331,500</b>	<b>256,581</b>	<b>(74,919)</b>	<b>77%</b>
<b>Interest Income</b>				
Interest Earnings	100,000	155,008	55,008	155%
<b>Other Revenue</b>				
Donations-PPLD Foundation	801,753	432,762	(368,991)	54%
Donations - Civic Organization	15,000	-	(15,000)	0%
Donations - Other Categories	20,000	855	(19,145)	4%
Copier Charges	30,450	33,127	2,677	109%
Patron Mgmt. System Printer	24,550	41,610	17,060	169%
Parking Lot Collections	34,000	26,390	(7,610)	78%
Merchandise Sales	5,500	4,268	(1,232)	78%
Meeting Room Rental	-	763	763	100%
Miscellaneous	13,000	23,929	10,929	184%
Sales Of Assets - Gen Capital	4,200	843	(3,357)	20%
Sales Of Assets-Lost Library Mat	20,800	8,383	(12,417)	40%
<b>Total Other Revenue</b>	<b>969,253</b>	<b>572,930</b>	<b>(396,323)</b>	<b>59%</b>
<b>Total General Fund Revenues</b>	<b>\$ 30,702,389</b>	<b>\$ 30,092,588</b>	<b>\$ (609,801)</b>	<b>98%</b>

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

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 14,118,186	\$ 13,011,823	\$ 1,106,363	8.5%	
Supplies	561,792	543,473	18,319	3.4%	
Library Materials	3,709,142	3,570,015	139,127	3.9%	
Utilities	445,505	393,891	51,614	13.1%	1
Telecommunication costs	379,798	264,192	115,606	43.8%	2
Contractual Services	2,492,543	2,482,290	10,253	0.4%	
Repairs and Maintenance	413,424	413,810	(386)	-0.1%	
Other Services	453,163	515,868	(62,705)	-12.2%	3
Capital Outlay	448,563	77,116	371,447	481.7%	4
Operating Transfers To Other Funds	786,341	1,259,088	(472,747)	-37.5%	5
<b>Total Expenditures</b>	<b>\$ 23,808,457</b>	<b>\$ 22,531,567</b>	<b>\$ 1,276,890</b>	<b>5.7%</b>	

- 1 The difference primarily results from various utility rate increases in late 2016 and in early 2017.
- 2 Certain costs that were previously classified under contractual services have been reclassified to telecommunications costs (i.e., Internet - \$21,600, etc.). Per the mid-year budget, a total of \$132,000 has been reclassified for this reason.
- 3 In 2017, costs related to the Development Office are now shown by specific account category (i.e. personnel services costs are now included under Personnel), whereas prior to 2017, all such costs were shown as part of one line item (called Administrative Support).
- 4 Included in the 2017 total was \$388,159 for the construction of the Sand Creek Library Maker Space. The final cost for this project will be reflected in the November financial statements.
- 5 Operating transfers have been made in accordance with the approved budgets.

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 10/31/2017

Percent of Year 83%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Personnel Services</b>				
Regular Employees	\$ 14,288,643	\$ 10,632,096	\$ 3,656,547	74%
Temporary Employees	148,820	56,017	92,803	38%
Substitute Employees	543,644	410,812	132,832	76%
Work-Study And Internship	32,439	5,878	26,561	18%
Social Security Contributions	1,091,812	815,328	276,484	75%
Retirement Contributions	830,022	611,786	218,236	74%
Health Plan Contributions	1,467,000	1,366,532	100,468	93%
Unemployment Compensation	44,000	30,158	13,842	69%
Workers Compensation	97,000	75,361	21,639	78%
Vision Plan Ins Contributions	54,000	39,707	14,293	74%
Life A&D Ins Contributions	51,000	43,310	7,690	85%
Tuition Reimbursement	45,000	31,201	13,799	69%
<b>Total Personnel Services</b>	<b>18,693,380</b>	<b>14,118,186</b>	<b>4,575,194</b>	<b>76%</b>
<b>Supplies</b>				
General Supplies	229,956	113,134	116,822	49%
Microform Supplies	2,450	56	2,394	2%
Software Purchases	276,698	235,263	41,435	85%
Computer Supplies	46,000	34,713	11,287	75%
Processing Supplies	95,760	48,573	47,187	51%
Office Supplies	141,765	106,322	35,443	75%
Other Supplies	75,422	23,731	51,691	31%
<b>Total Supplies</b>	<b>868,051</b>	<b>561,792</b>	<b>306,259</b>	<b>65%</b>
<b>Library Materials</b>				
Audio-Visual Materials	884,251	623,056	261,195	70%
Books	1,492,045	1,043,830	448,215	70%
E-Materials	1,103,731	1,115,197	(11,466)	101%
Library Materials - Other	264,263	220,581	43,682	83%
Microforms	5,000	9,180	(4,180)	184%
Periodicals	212,087	112,970	99,117	53%
Serials	38,517	26,789	11,728	70%
Databases - On-Line Services	505,061	553,784	(48,723)	110%
Memorial Materials	154	3,755	(3,601)	100%
<b>Total Library Materials</b>	<b>4,505,110</b>	<b>3,709,142</b>	<b>795,968</b>	<b>82%</b>
<b>Utilities</b>				
Gas	99,713	39,945	59,768	40%
Electric	477,480	338,435	139,045	71%
Water And Sewer	103,655	67,125	36,530	65%
<b>Total Utilities</b>	<b>680,848</b>	<b>445,505</b>	<b>235,343</b>	<b>65%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 10/31/2017

Percent of Year 83%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Telecommunications</b>				
Data Telecommunications	355,880	283,859	72,021	80%
Voice Telecommunications	77,600	39,153	38,447	50%
Cellular Telecommunication	73,200	56,786	16,414	78%
Telecommunications Expansion	10,000	-	10,000	0%
<b>Total Telecommunications</b>	<b>516,680</b>	<b>379,798</b>	<b>136,882</b>	<b>74%</b>
<b>Contractual Services</b>				
Janitorial Services	401,200	320,344	80,856	80%
Rental-Library Facilities	527,287	474,065	53,222	90%
Common Area Mntn Costs	139,745	128,825	10,920	92%
Security contractual services	30,000	25,128	4,872	100%
Rental-Storage Area	16,200	14,850	1,350	92%
Audit	41,450	39,705	1,745	96%
Legal	50,000	34,160	15,840	68%
Consultant	213,487	147,339	66,148	69%
Cataloging	50,600	20,908	29,692	41%
Trash Removal	21,669	15,487	6,182	71%
Copier Services	45,000	45,665	(665)	101%
Courier Services	200,800	90,391	110,409	45%
Ins-Not Employee Benefit	181,000	160,907	20,093	89%
Collection Agency Fees	41,000	29,875	11,125	73%
Printing	100,200	63,114	37,086	63%
Programming	283,339	154,124	129,215	54%
Treasurer Fees	386,656	388,299	(1,643)	100%
Microfilming Services	24,550	10,583	13,967	43%
Computer Support Agreement	113,500	104,187	9,313	92%
Maintenance-Computer Equipment	208,882	183,672	25,210	88%
Software Licenses	94,000	-	94,000	0%
Employee Assistance Program	17,000	11,119	5,881	65%
Parking	42,375	29,796	12,579	70%
<b>Total Contractual Services</b>	<b>3,229,940</b>	<b>2,492,543</b>	<b>737,397</b>	<b>77%</b>
<b>Repairs and Maintenance</b>				
Grounds Maintenance	71,400	49,101	22,299	69%
Vehicle Operating Supplies	54,750	41,161	13,589	75%
Maintenance-Equipment	506,839	224,886	281,953	44%
Repairs-Equipment	21,210	9,034	12,176	43%
Repairs-Furniture	32,500	17,453	15,047	54%
Repairs-Buildings	140,850	71,789	69,061	51%
<b>Total Repairs and Maintenance</b>	<b>827,549</b>	<b>413,424</b>	<b>414,125</b>	<b>50%</b>

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
Period 01/01/2017 - 10/31/2017

Percent of Year 83%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
<b>Other Services</b>				
Translation Services	2,593	93	2,500	4%
Advertising	3,010	1,240	1,770	41%
Bank And Trustee Fees	26,600	18,259	8,341	69%
Information Listing	15,000	15,835	(835)	106%
Mileage/Travel Reimbursement	71,027	35,975	35,052	51%
Employee Recruitment	39,500	13,216	26,284	33%
Employee Testing	500	-	500	0%
Dues/Membership/Bus Functions	58,996	36,353	22,643	62%
Merchandising	5,000	160	4,840	3%
Employee Recognition/Excellence	20,525	4,535	15,990	22%
Board Of Trustees	5,000	1,098	3,902	22%
Community Outreach	70,000	49,398	20,602	71%
Training	229,815	129,148	100,667	56%
Signage	8,000	4,110	3,890	51%
Bindery	5,000	3,748	1,252	75%
Summer Reading Club	50,733	38,763	11,970	76%
Patron Reimbursement	1,000	-	1,000	0%
Postage	92,500	51,297	41,203	55%
Volunteer Program	5,900	1,879	4,021	32%
Safety & Wellness	18,500	6,990	11,510	38%
Other Grant Designated Fund Exp	285,527	21,617	263,910	8%
Administrative Support	10,500	264	10,236	3%
Rental-Equipment	1,000	-	1,000	0%
Other Expenses	21,789	19,185	2,604	88%
<b>Total Other Services</b>	<b>1,048,015</b>	<b>453,163</b>	<b>594,852</b>	<b>43%</b>
<b>Capital Outlay</b>				
Laptops	2,500	-	2,500	0%
Video Equip & Access	4,000	2,229	1,771	56%
Land Improvement	17,184	7,043	10,141	41%
Buildings	98,832	16,951	81,881	17%
Equipment	560,626	405,098	155,528	72%
Furniture	18,251	14,278	3,973	78%
Shelving	2,000	-	2,000	0%
Capital Outlay-Other Expenditures	15,000	2,964	12,036	20%
<b>Total Capital Outlay</b>	<b>718,393</b>	<b>448,563</b>	<b>269,830</b>	<b>62%</b>
<b>Operating Transfers to Other Funds</b>				
Fund Transfers Out	786,341	786,341	-	100%
<b>Total Expenditures</b>	<b>\$ 31,874,306</b>	<b>\$ 23,808,457</b>	<b>\$ 8,065,849</b>	<b>75%</b>

**Pikes Peak Library District  
Special Revenue Funds  
Period 01/01/2017 - 10/31/2017**

<b>Fund Balance - January 1, 2017</b>	\$ 276,398
<b>Revenues</b>	-
<b>Expenditures</b>	29,225
<b>Fund Balance - October 31, 2017</b>	<u>\$ 247,173</u>

<b>Fund Balance - By Fund</b>	<u>01/01/2017</u>	<u>Expenditures</u>	<u>10/31/2017</u>
Annual Fund	\$ 7,000	\$ 6,060	\$ 940
Cheyenne Mountain Library Fund	9,067	-	9,067
Fountain Branch Library Fund	18,725	-	18,725
High Prairie Library Fund	174,574	-	174,574
Sand Creek Library Fund	60,546	23,165	37,381
1905 Carnegie Library Facility Fund	4,374	-	4,374
Carnegie Garden Support Fund	999	-	999
Special Collections Support Fund	1,113	-	1,113
	<u>\$ 276,398</u>	<u>\$ 29,225</u>	<u>\$ 247,173</u>



Pikes Peak Library District  
 East Library Capital Projects Fund  
 Period 01/01/2017 - 10/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
Water Treatment System	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000	0.00
Roof Inspection And Repairs	3,500	2,375	5,875	2,490	-	3,385	42.40
Blinds For EsL Office	2,200	-	2,200	2,173	-	27	98.80
Blinds For Erc/Maker Space	4,500	-	4,500	3,541	-	959	78.70
Window Leak-2nd Floor	7,500	-	7,500	-	-	7,500	0.00
Additional Meeting Room Chairs	2,250	-	2,250	1,433	-	817	63.70
Teen Center-Interior Paint	4,000	-	4,000	3,243	-	757	81.10
Ea Update Security Equipment	-	5,000	5,000	-	-	5,000	0.00
Paint Shelves	-	945	945	-	-	945	0.00
Furnishings/Barrier Tween Area	4,000	-	4,000	4,000	-	-	100.00
Mural	5,000	-	5,000	4,817	-	183	96.30
Chair Replacement	3,500	-	3,500	2,542	-	958	72.60
Educational Resource Center	-	160	160	272	-	(112)	170.10
It Equipment	-	2,071	2,071	-	-	2,071	0.00
<b>Total Expenditures</b>	<b>36,450</b>	<b>13,551</b>	<b>50,001</b>	<b>24,510</b>	<b>-</b>	<b>25,491</b>	<b>49.0%</b>
<b>Excess Revenues over Expenditures</b>				<b>(24,510)</b>			
<b>Fund Balance - January 1, 2017</b>				<b>132,256</b>			
<b>Fund Balance - October 31, 2017</b>				<b>\$ 107,746</b>			

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 Period 01/01/2017 - 10/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
Building Improvement - Penrose	\$ -	\$ 5,280	\$ 5,280	\$ -	\$ -	\$ 5,280	0.00
Roof Inspection And Repairs	-	2,280	2,280	-	-	2,280	0.00
Replace Floors In Elevators	-	3,500	3,500	-	3,392	108	0.00
Window Caulking	-	53,013	53,013	48,985	-	4,028	92.40
Additional Lighting	1,000	-	1,000	1,000	-	0	100.00
Roof Maintenance	3,500	-	3,500	2,515	415	570	83.70
Window Blinds For Ea	3,200	-	3,200	2,964	-	236	92.60
Replace Existing Parking Meter	50,000	-	50,000	-	-	50,000	0.00
Facade Repair	16,000	-	16,000	15,650	-	350	97.80
Elevator Modernization - Cab	45,000	-	45,000	36,086	-	8,914	80.20
Convert Pea Gravel Walk	2,000	-	2,000	-	2,000	-	100.00
Wood Repairs & Scaffolding	40,000	-	40,000	36,570	-	3,430	91.40
Shelving Signage	2,000	-	2,000	-	-	2,000	0.00
Replace 4 Staff Chairs	1,500	-	1,500	1,396	-	104	93.10
Capital Outlay-Other Expenses	-	464	464	-	-	464	0.00
<b>Total Expenditures</b>	<b>164,200</b>	<b>64,537</b>	<b>228,737</b>	<b>145,165</b>	<b>5,807</b>	<b>77,765</b>	<b>66.0%</b>
<b>Sources of Funds</b>							
Operating Transfer - General Fund	\$ 59,690	\$ -	\$ 59,690	59,690	-	-	100.0%
<b>Excess Revenues over Expenditures</b>				(85,475)			
<b>Fund Balance - January 1, 2017</b>				173,206			
<b>Fund Balance - October 31, 2017</b>				<u>\$ 87,731</u>			

Pikes Peak Library District  
Library 21c Capital Projects Fund  
Period 01/01/2017 - 10/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
Parking Repairs	\$ 570,000	\$ 80,000	\$ 650,000	\$ 642,553	\$ 3,458	\$ 3,988	99.40
Install Ceiling Fans In Childr	-	1,750	1,750	-	-	1,750	0.00
Sound Dampening Of Amh Space	-	3,000	3,000	-	-	3,000	0.00
Sound Attenuation	5,000	(3,434)	1,566	1,565	-	1	31.30
Improv Teen Gaming Room	30,000	8,434	38,434	-	38,434	-	25.00
Install Electrical Outlets	5,000	(5,000)	-	-	-	-	0.00
Ada Fixtures	10,000	-	10,000	9,964	-	36	99.60
Audio Booth	-	2,000	2,000	-	-	2,000	0.00
Contingency	-	35,868	35,868	-	-	35,868	0.00
Staging	-	4,675	4,675	-	-	4,675	0.00
Audio/Lighting	-	4,000	4,000	-	-	4,000	0.00
Signage	5,000	-	5,000	-	-	5,000	0.00
Patron Registration	3,000	-	3,000	-	-	3,000	0.00
Taz 3D Printer	10,000	-	10,000	10,783	-	(783)	0.00
Portable Projectors	13,000	-	13,000	-	-	13,000	0.00
Audio Room - Mikes Hanging	-	1,500	1,500	-	-	1,500	0.00
Munis Record Management Syst	30,000	-	30,000	-	-	30,000	0.00
<b>Total Expenditures</b>	<b>681,000</b>	<b>132,793</b>	<b>813,793</b>	<b>664,865</b>	<b>41,892</b>	<b>107,035</b>	<b>86.8%</b>
<b>Sources of Funds</b>							
Transfer from General Fund	-	50,000	50,000	50,000	-	-	100.00
Donations	30,000	-	30,000	35,000	-	5,000	116.7%
<b>Total Sources of Funds</b>	<b>\$ 30,000</b>	<b>\$ 50,000</b>	<b>\$ 80,000</b>	<b>85,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>106.3%</b>
<b>Excess Revenues over Expenditures</b>				(579,865)			
<b>Fund Balance - January 1, 2017</b>				777,665			
<b>Fund Balance - October 31, 2017</b>				<u>\$ 197,800</u>			

Pikes Peak Library District  
Capital Reserve Fund  
Period 01/01/2017 - 10/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Expenditures</b>							
<b>Facilities</b>							
Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	\$ 25,000	0.0%
Ch Carpet Replacement	-	25,018	25,018	25,018	-	0	100.0%
Ho - Rolling Wall Partition	-	2,200	2,200	-	-	2,200	0.0%
Ma - Building Maintenance/Mino	-	10,000	10,000	-	-	10,000	0.0%
Ma - Other Furn Or Equip Repl	-	1,000	1,000	-	-	1,000	0.0%
Mo-Drive Up Book Drop Improv	-	6,583	6,583	-	-	6,583	0.0%
Mo-Restroom Improvements	-	1,330	1,330	-	-	1,330	0.0%
Ho-Access Control	5,700	5,100	10,800	556	8,245	2,000	81.5%
Mo-Access Control	12,000	-	12,000	-	8,300	3,700	69.2%
Ro-Access Control	2,000	7,100	9,100	-	9,100	-	100.0%
Sa-Access Control	1,100	-	1,100	-	7,100	(6,000)	645.5%
Upgrade Intrusion Alarm System	20,000	-	20,000	20,000	-	-	100.0%
Mo-Carpet Replacement	30,000	-	30,000	-	-	30,000	0.0%
Dw- Concrete Replacement	12,000	7,171	19,171	7,611	-	11,560	39.7%
Dw - Asphalt Repairs	15,000	15,373	30,373	9,400	9,000	11,973	60.6%
Mo-Painting	10,000	-	10,000	-	5,862	4,138	58.6%
Staff Lounges Improvements	30,000	-	30,000	-	-	30,000	0.0%
Adult Ed Improvements	30,000	-	30,000	-	-	30,000	0.0%
Water Management System	25,000	-	25,000	-	-	25,000	0.0%
Dw-Card Reading Access Accesso	-	5,300	5,300	-	-	5,300	0.0%
Furniture Replacement	25,000	4,982	29,982	3,661	4,009	22,312	25.6%
Standing Workstation-Garage	1,000	-	1,000	-	1,000	-	100.0%
Ho-Study Table & Chairs	9,000	-	9,000	8,957	-	43	99.5%
Mo-Storage Cabinets	1,500	-	1,500	-	-	1,500	0.0%
Mo-Reupholster Mr Chairs	1,600	-	1,600	1,484	-	116	92.7%
Pa-Storage Shed	2,800	-	2,800	-	756	2,044	27.0%
Pa-Reupholster Patron Chairs	1,000	-	1,000	-	-	1,000	0.0%
Vehicles	50,000	10,300	60,300	-	51,675	8,625	85.7%

**Pikes Peak Library District**  
**Capital Reserve Fund**  
**Period 01/01/2017 - 10/31/2017**

<b>Account Description</b>	<b>Original Approp</b>	<b>Budget Adjustment</b>	<b>Revised Budget</b>	<b>Ytd Expended</b>	<b>Encumbrances</b>	<b>Available Budget</b>	<b>% Used</b>
Bo - Senior Van	75,000	-	75,000	-	-	75,000	0.0%
New Wrap For Bookmobile 702	-	5,000	5,000	-	-	5,000	0.0%
Replace Generator For Bo	-	1,915	1,915	-	-	1,915	0.0%
Contingency	25,000	71,879	96,879	26,842	50,859	19,178	80.2%
<b>Total Facilities</b>	<b>384,700</b>	<b>205,251</b>	<b>589,951</b>	<b>103,529</b>	<b>155,906</b>	<b>330,517</b>	<b>44.0%</b>
<b>Information Technology</b>							
Servers-Replacements	40,000	16,754	56,754	-	-	56,754	0.0%
Windows Server Cal'S	-	26,582	26,582	-	-	26,582	0.0%
Maintenance Hard&Soft	52,323	44,276	96,599	39,317	-	57,282	40.7%
Webcams For Server Rooms	-	403	403	-	-	403	0.0%
Sirsi Test Server	-	2,532	2,532	2,550	-	(18)	100.7%
Cloud Hosting Support	-	11,485	11,485	-	-	11,485	0.0%
Maintenance Datadomains	24,000	7,028	31,028	3,771	-	27,257	12.2%
Primary Storage	25,000	-	25,000	-	-	25,000	0.0%
Offsite Backup System	20,000	-	20,000	-	-	20,000	0.0%
Replace Computers	80,000	81,000	161,000	-	-	161,000	0.0%
Upgrades To Avid Liquid 7.0	1,000	-	1,000	-	-	1,000	0.0%
Laptops, Tablets, Netbooks	25,000	7,454	32,454	32,454	-	0	100.0%
Adult Literacy Depart Laptops	-	4,371	4,371	4,371	-	-	100.0%
Laptop Staff Lab - Pe	-	615	615	615	-	(0)	100.0%
Laptop Lab Cc	-	13,000	13,000	-	-	13,000	0.0%
Laptops - Ch	-	5,000	5,000	-	-	5,000	0.0%
Laptops-Ho	-	6,000	6,000	-	-	6,000	0.0%
Self-Check Stations	82,434	62,695	145,129	62,695	-	82,434	43.2%
Barcode Scanners	-	15,102	15,102	-	-	15,102	0.0%
Telecom Switches	60,000	-	60,000	48,895	-	11,105	81.5%
Tipping Point Replacements	-	5,270	5,270	-	-	5,270	0.0%
Firewall Replacement	45,000	-	45,000	-	-	45,000	0.0%
Update Security Equip - Pe	5,000	-	5,000	-	-	5,000	0.0%

**Pikes Peak Library District**  
**Capital Reserve Fund**  
**Period 01/01/2017 - 10/31/2017**

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

Pikes Peak Library District  
 Capital Reserve Fund  
 Period 01/01/2017 - 10/31/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
<b>Creative Services</b>							
Studio flooring	12,000	4,067	16,067	14,788	-	1,279	92.0%
Studio improvements	-	3,500	3,500	1,520	-	1,980	43.4%
<b>Total Creative Services</b>	<b>12,000</b>	<b>7,567</b>	<b>19,567</b>	<b>16,308</b>	<b>-</b>	<b>3,259</b>	<b>83.3%</b>
<b>Total Expenditures</b>	<b>1,088,457</b>	<b>639,382</b>	<b>1,727,839</b>	<b>315,761</b>	<b>155,906</b>	<b>1,256,173</b>	<b>27.3%</b>
<b>Sources of Funds</b>							
Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651	676,651	\$ -	\$ -	100.0%
<b>Excess Revenues over Expend</b>				360,890			
<b>Fund Balance - January 1, 2017</b>				1,051,188			
<b>Fund Balance - October 31, 2017</b>				<u>\$ 1,412,078</u>			

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

	<b>ColoTrust Investments</b>	<b>Wells Fargo Checking</b>	<b>Total Cash</b>
Cash October 1, 2017	\$ 18,684,436	\$ 1,022,037	\$ 19,706,473
Receipts October 2017			
Property Taxes	371,441	-	371,441
Daily Cash Receipts	-	25,836	25,836
Credit Card Receipts	-	10,486	10,486
Interest	18,850	-	18,850
Disbursements October 2017			
Payment of Bills week ended 10/06/17	-	(61,453)	(61,453)
Payment of Bills week ended 10/13/17	-	(350,234)	(350,234)
Payment of Bills week ended 10/20/17	-	(123,734)	(123,734)
Payment of Bills week ended 10/27/17	-	(516,158)	(516,158)
Payment of Bills week ended 10/31/17	-	(86,590)	(86,590)
Payroll 10/06/17	-	(771,752)	(771,752)
Payroll 10/20/17	-	(784,438)	(784,438)
Transfer between funds	(3,300,000)	3,300,000	-
Cash October 31, 2017	<u>\$ 15,774,727</u>	<u>\$ 1,664,000</u>	<u>\$ 17,525,317</u>



## Library Services Report December 12, 2017

Heather Johnson, AS Librarian at Library 21c, hosted 3 panels on self-publishing for *Indie Author Day*. Over 50 patrons engaged in the panels and asked many questions about self-publishing and the process.

Becca Philipsen and Kambri, intern, traveled to Chicago to complete the PLA Inclusive Internship Initiative. Go to <https://americanlibrariesmagazine.org/blogs/the-scoop/pla-inclusive-internship-initiative/> for a beautiful photo of the interns.

In Interlibrary Loan, the most requested title since January is various seasons of the *Law & Order (DVD)*.

Deb Hamilton, Law Librarian, presented at the NLA/MPLA conference with the Nevada State Supreme Court Librarian. Their session "Legal Research for Beginners" had 24 people attend.

Melanie Wehrle, Senior Outreach Librarian, presented *Today's Libraries: Not Just Books Anymore!* at the Gazette Senior Life Expo with 20 attendees.

Heidi Buljung presented at CAL with Carol Scheer on patron engagement with over 80 people attending. Amy Rodda and Joanna Rendon presented at CAL on *Finding Your Leadership Mojo* with 60 attendees. Teona presented two sessions at CAL *Serving At-Risk Adults and New Approaches to Adult Education in Libraries*.

Special Collections staff members Bill Thomas and Erinn Barnes conducted an extensive outreach and education effort by teaching thirteen individual classes over a three-day period to approximately 720, 6th, 7th, and 8th grade students from North Middle School.



Stacey Lee, teen author, presented two student sessions and a public evening session with a total of 435 patrons attending. Pumpkin Jumpin' Jamboree had 175 kids and parents dancing the morning away.



National Juggling Champion and movement artist, Peter Davison, presented a program entitled, "Loco Motion: The Science and Circus Arts Show," to 146 mesmerized kids and parents

The 4<sup>th</sup> Annual Colorado Springs Mini Maker Faire had over three thousand people attend. Pikes Peak Laser Creations (below) started their business using the laser cutter in Make II.



## Branch Report December 12, 2017



**MLS:** Bob Hall took his drumming classes to several Lobby Stop locations. All drivers took annual training and received this compliment from the instructor, Ralph Delgado: *“My experience with PPLD drivers has been a positive and pleasant one. I found this team of drivers to be one of the best I’ve seen.”*

**CH:** We are working with the teen advisory group to implement a system for sorting our Little Free Library books, provided by the Friends and delivered by staff to Little Free Libraries in the nearby community.

**HI:** October is a very busy month all around, from Fall Break to CALCON, Halloween to Homeschool, including 67 programs, but the big news on the Prairie was the Harvest Festival. On Harvest Festival day we saw 1,619 patrons at the library, who enjoyed over 30 attractions, and were assisted by staff from every corner of the District.

**HO:** Steve Abbott has temporarily assumed the manager position. The Walmart next door provided the pumpkins and toilet paper for the pumpkin bowling activity and HO Friends provide book prizes for this month’s Spooky Autumn Family Party.

**MA/UT:** There were 107 who attended our ghost stories program held at MS Heritage Center. Lights were turned off and attendees listened to the Wright’s ghost-hunting tales, ate popcorn, candy corn and drank hot spiced cider. Patrons also told their own ghost stories.

**MO/PA:** Its’ also that time of year for various local community drives. We’ve been a collection spot for clothing for homeless veterans, Legos for after school programs, and we’ve a stuffed animal drive set for underprivileged kids follow next month.

**OL:** Janina Goodwin started as the manager and the Westside Pioneer featured her in an article. David wrapped up this year’s Historic Walking Tours and we welcomed costumed kiddos and our PAWS dog on Halloween.



**RO:** Manager Steve Abbott has been asked to manage the Rockrimmon and Ruth Holley libraries until new hires are made with the 2018 reorganization.

**SA/FO:** Makerspace Open Hours began. We are open four hours a day, Monday-Friday. In October we had 87 patrons come in during Open Hours and the Recording Studio offered 41 orientation classes. Abby and the interns went to Chicago for PLA’s Inclusive Internship wrap up event. Both interns presented on their projects.

Sixteen staff from Branches attended CAL and returned with ideas and extra enthusiasm.

2017 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	65426	56029	65899	60703	60582	62168	62012	59067	55307	56011	56944	0	660148
Mobile Libraries Total	13662	13144	13896	13300	13323	12170	12148	12960	13566	13723	13762	0	145654
Cheyenne	26625	31084	36349	31514	33759	34986	33962	33910	31434	32355	31244	0	357222
Fountain	14826	13830	17458	15818	16053	18364	17800	17338	15912	15407	15223	0	178029
High Prairie	24970	23044	27635	23106	24943	25433	24214	24943	23703	24231	23785	0	270007
Holley	30802	27612	31993	29414	31479	32586	32182	31871	29209	31140	30758	0	339046
Manitou	4328	3945	5079	4356	4598	3755	4127	3784	3298	3569	3282	0	44121
Monument	32089	29776	34975	31421	34001	35938	34888	34608	31646	32044	31176	0	362562
Old Colorado City	18979	17241	20090	17611	18810	17945	17596	18597	17527	17407	17019	0	198822
Palmer Lake	3665	3770	4231	3582	3858	3881	3751	3652	3627	3352	3705	0	41074
Rockrimmon	30019	28473	32396	28694	32047	33539	32698	33692	30351	30086	29809	0	341804
Sand Creek	30571	29847	33347	31028	31096	33871	33252	31006	29983	30429	29463	0	343893
Ute Pass	2727	2510	3095	2507	2606	2665	2461	2529	2493	2831	2720	0	29144
Senior Van	1993	1650	1901	1672	1704	1882	1849	1808	1931	1744	1803	0	19937
Bookmobiles	11669	11494	11995	11628	11619	10288	10299	11152	11635	11979	11959	0	125717
East	115150	101730	115308	106561	111657	119108	116171	112358	104809	106099	101083	0	1210034
Library 21c	73374	72496	88727	77305	82107	95881	93152	88335	80491	81753	81643	0	915264
Dispensers	332	321	388	193	212	228	422	267	0	0	0	0	2363
Parenting	136	104	131	103	91	104	111	107	117	110	77	0	1191
<b>Total Physical Materials</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>532622</b>	<b>520947</b>	<b>509024</b>	<b>473473</b>	<b>480547</b>	<b>471693</b>	<b>0</b>	<b>5440378</b>

YTD CIRC Comparison	2017	2016	% Change
Penrose	660148	718117	-8.1%
Mobile Libraries Total	145654	153678	-5.2%
Cheyenne	357222	406092	-12.0%
Fountain	178029	185531	-4.0%
High Prairie	270007	285556	-5.4%
Holley	339046	366520	-7.5%
Manitou	44121	42688	3.4%
Monument	362562	386183	-6.1%
Old Colorado City	198822	228117	-12.8%
Palmer Lake	41074	39468	4.1%
Rockrimmon	341804	356335	-4.1%
Sand Creek	343893	388031	-11.4%
Ute Pass	29144	29621	-1.6%
Senior Van	19937	21151	-5.7%
Bookmobiles	125717	132577	-5.1%
East	1210034	1421938	-14.9%
Library 21c	915264	825675	10.9%
Dispensers	2363	20702	-88.6%
Parenting	1191	1185	0.5%
<b>Total Physical Materials</b>	<b>5440378</b>	<b>5855437</b>	<b>-7.1%</b>

Current Month Comparison CIRCULATION	2017	2016	% Change
Penrose	56944	60586	-6.0%
Mobile Libraries Total	13762	14324	-3.9%
Cheyenne	31244	33630	-7.1%
Fountain	15223	15304	-0.5%
High Prairie	23785	24323	-2.2%
Holley	30758	30552	0.7%
Manitou	3282	3727	-11.9%
Monument	31176	31911	-2.3%
Old Colorado City	17019	19120	-11.0%
Palmer Lake	3705	3396	9.1%
Rockrimmon	29809	30868	-3.4%
Sand Creek	29463	31285	-5.8%
Ute Pass	2720	2258	20.5%
Senior Van	1803	1881	-4.1%
Bookmobiles	11959	12443	-3.9%
East	101083	119257	-15.2%
Library 21c	81643	68743	18.8%
Dispensers	0	492	-100.0%
Parenting	77	98	-21.4%
<b>Total Physical Materials</b>	<b>471693</b>	<b>489874</b>	<b>-3.71%</b>

Circulation by Facility - November 2017

Current Month Comparison VISITORS	2017	2016	% Change
Penrose	43355	42651	1.7%
Mobile Libraries Total	3881	3858	0.6%
Cheyenne	17130	17806	-3.8%
Fountain	8706	8563	1.7%
High Prairie	8793	8676	1.3%
Holley	17762	17123	3.7%
Manitou	3794	3805	-0.3%
Monument	14974	15169	-1.3%
Old Colorado City	12559	13454	-6.7%
Palmer Lake	1851	1875	-1.3%
Rockrimmon	15135	15138	0.0%
Sand Creek	21110	20028	5.4%
Ute Pass	1667	1483	12.4%
Knights of Columbus Hall	267		
East	45930	53740	-14.5%
Library 21c	41198	44917	-8.3%
<b>TOTAL</b>	<b>258112</b>	<b>268286</b>	<b>-3.8%</b>
Special Collections	2614	2840	-8.0%

2017 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	283039	266674	312124	279236	296190	324773	310887	302840	285209	291056	284321	0	3236349
DVD	159192	145671	169020	153965	158498	157942	160779	156538	143885	145380	142760	0	1693630
CD Music	17304	15656	17412	15405	15058	15270	15743	17220	14804	14185	15152	0	173209
CD Book	17810	16935	19747	17681	19656	20753	20433	20095	18417	18612	18069	0	208208
Playaway	4995	4458	5564	4723	5545	7026	6553	6085	5461	5529	5457	0	61396
Kit	1735	1788	2235	2005	2102	2131	1797	1927	1960	1846	1672	0	21198
Game	3606	3774	4895	4201	4173	4727	4755	4319	3737	3939	4262	0	46388
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>487681</b>	<b>454956</b>	<b>530997</b>	<b>477216</b>	<b>501222</b>	<b>532622</b>	<b>520947</b>	<b>509024</b>	<b>473473</b>	<b>480547</b>	<b>471693</b>	<b>0</b>	<b>5440378</b>
ILL	1708	2144	2221	2494	2105	2100	2091	2346	2332	2376	2113	0	24030
CyberShelf-OverDrive	121211	108639	123704	117877	123555	123952	129300	125764	119548	121597	120081	0	1335228
Zinio	5505	4090	4149	4202	3558	3369	3394	3320	3763	3983	0	0	43107
eReader	64	38	25	39	59	53	31	34	36	32	33	0	444
OneClick Audio	527	499	619	527	521	536	541	557	485	492	484	0	5788
Hot Spots	53	67	70	69	70	72	62	64	58	85	76	0	746
<b>TOTAL STATE Circ</b>	<b>616749</b>	<b>570433</b>	<b>661785</b>	<b>602424</b>	<b>631090</b>	<b>662704</b>	<b>656366</b>	<b>641563</b>	<b>599252</b>	<b>608892</b>	<b>598463</b>	<b>0</b>	<b>6849721</b>
Freegal Music	11387	10388	10997	10336	10938	9890	11143	9899	9642	9640	9018	0	113278
Freeding	73	58	88	76	87	83	79	82	85	155	72	0	938
DVD Player	127	137	158	151	174	126	122	104	104	115	76	0	1394
Hoopla	1456	1404	1517	1440	1467	1403	1535	1475	1580	1475	1578	0	16330
ComicsPlus	243	169	215	274	113	155	469	290	101	307	218	0	2554
<b>TOTAL CLC</b>	<b>11560</b>	<b>10985</b>	<b>12915</b>	<b>11113</b>	<b>10872</b>	<b>11542</b>	<b>11724</b>	<b>10905</b>	<b>10960</b>	<b>11424</b>	<b>11090</b>	<b>0</b>	<b>125090</b>
Laptop Use	1579	1581	1866	1709	1777	1393	1467	1728	1543	1607	1675	0	17925
Active Users	260189	259722	260272	259790	259453	260002	259962	260236	259773	259779	258920	0	

Monthly Circ by Format			
	2017	2016	Change
Print	284321	286985	-1%
DVD	142760	154671	-8%
CD Music	15152	18145	-16%
CD Book	18069	19025	-5%
Playaway	5457	5352	2%
Kit	1672	1951	-14%
Game	4262	3745	14%
<b>TOTAL Physical Items</b>	<b>471693</b>	<b>489874</b>	<b>-3.71%</b>
ILL	2113	2254	-6%
CyberShelf-OverDrive	120081	102316	17%
Zinio	3983	4006	-1%
eReader	33	19	74%
OneClick Audio	484	465	4%
Hot Spots	76	57	33%
<b>Total e-materials</b>	<b>124657</b>	<b>106863</b>	<b>17%</b>
<b>TOTAL Circ</b>	<b>598463</b>	<b>598991</b>	<b>0%</b>
Freegal Music	9018	11220	-20%
Freeding	72	46	57%
DVD Player	76	74	3%
Hoopla	1578	1686	-6%
ComicsPlus	218	275	-21%
CLC	11090	12110	-8%
Laptop Use	1675	1423	18%
Active Users	258920	260783	-1%

MTD Total	2017	2016	Change
January	616749	654844	-6%
February	570433	606705	-6%
March	661785	674923	-2%
April	602424	651740	-8%
May	631090	651398	-3%
June	662704	729327	-9%
July	656366	675386	-3%
August	641563	652994	-2%
September	599252	605501	-1%
October	608892	612921	-1%
November	598463	598991	0%
December		573544	-100%

YTD Total	2017	2016	Change
January	616749	654844	-6%
February	1187182	1261549	-6%
March	1848967	1936472	-5%
April	2451391	2588212	-5%
May	3082481	3239610	-5%
June	3745185	3968937	-6%
July	4401551	4644323	-5%
August	5043114	5297317	-5%
September	5642366	5902818	-4%
October	6251258	6515739	-4%
November	6849721	7114730	-4%
December		7688274	-100%

Circulation by Item Type - November 2017

**Consent Agenda: New Hires**

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

Amanda Glenn: Temporary Assistant, Foundation (10 hrs)

Christy Holton-Johnson: Library Associate, EA (40 hrs)

Amber Jackson: Shelver, EA (20 hrs)

**2018 BUDGET  
PIKES PEAK LIBRARY DISTRICT  
COLORADO**

**2017 Board of Trustees of the Pikes Peak Library District**

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**Administrative Offices**

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719-884-9800  
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December 12, 2017

Citizens of the Pikes Peak Library District

### **GENERAL INFORMATION**

Attached is the 2018 Budget of the Pikes Peak Library District (the District). The 2018 Budget was received by the Board of Trustees on October 15, 2017. The 2018 Budget is important for both the budgetary figures as well as its description of the future direction and services of the District for citizens of the region.

The District's Leadership Team believes the 2018 Budget incorporates the most significant goals and objectives of the District.

The Leadership Team incorporated direction provided by the Board of Trustees throughout the year. Some timeframes and goals were modified as a result of limited resources to meet all current objectives and goals.

#### **Legal Requirements**

On October 15, 2017, the Executive Director submitted a proposed budget for fiscal year 2018 to the Board of Trustees, as required by Colorado Statute 29-1-107 and 108. Subsequently, the "notice of budget" was prepared to inform the citizens of the Pikes Peak Library District of the availability of the proposed budget for inspection and comments. There were no public comments.

On December 12, 2017, the Board of Trustees conducted a formal public hearing, as required by statute, in order to allow citizens to express their comments. This meeting notice was posted, following the District's public notification procedures, as with all Board meetings.

The Board of Trustees adopted the 2018 budget, certified its mill levies, and appropriated monies to all funds and accounts. Each individual fund, as required by state statute, is balanced with new and existing carry-over revenues equal to all planned and anticipated expenditures.

#### **Reporting Entity**

The District was created through state statute (CRS 24-90-110). The District's Board of Trustees consists of seven members. A joint committee equally represented by the City of Colorado Springs, Colorado, and El Paso County, Colorado appoints them.

The District serves all of El Paso County, Colorado except Widefield School District #3. The District provides public library services to its constituents, and such services include, but are not limited to, access to electronic databases and resources (including the Internet), books and other materials for business or pleasure, adult services, teen services, children's services, Genealogy and local history, programs, adult education, and meeting rooms.

The District has three regional facilities, eleven smaller facilities, and it offers outreach services through the use of two bookmobiles, one senior services van and one unstaffed location which was closed during 2017.

## **Qualifications to the Budget Process**

The figure used for CPI (Denver/Boulder/Greeley) for 2018 TABOR calculations, which is part of the limit definitions, is based on the CPI through June 30, 2017. The final 2017 CPI will not be known until February 2018, well after when the 2018 Budget is approved. Accordingly, the 2017 CPI used for these limit calculations is an estimate based on current available information. It is very likely that the final 2017 CPI will vary from the estimate that is used in our 2018 TABOR limit calculations, and the District will make appropriate changes to the budget, through a Board approved budget amendment (if necessary), once those figures are known.

## **Usage – Demand for Traditional Library Services**

The 2018 Budget includes charts that depict circulation by facility for the past ten years. Projections indicate that total circulation for the District will be approximately 7.6 million in 2017 and 7.7 million (estimate based on trends) during 2018. Circulation is just one of many measures used to evaluate the demand for all library services.

## **FUND INFORMATION**

### **GENERAL FUND**

The following items discuss the issues related to the District's mill levy and property tax revenue calculations.

### **Property Tax Revenue Limitations**

In 1986, the citizens of the District authorized the District to set a mill levy for operating purposes up to 4.000 mills.

The District must adhere to the more restrictive of the two legal limitations when calculating its property tax revenue to be received in any given budget year:

- The State 5.5% property tax revenue limitation
- The Taxpayer Bill of Rights (TABOR)

### **State 5.5% Limitation**

The District received its preliminary 5.5% calculation from the Department of Local Affairs (Form DLG-53). Under this limit, the District's operating property tax revenue limit is 27,826,163, or 3.974 mills, which exceeds the District's TABOR limit discussed below.

### **TABOR**

The property tax revenue limit is based on two factors – CPI and a growth factor:

The estimate of CPI for the Denver/Boulder area for 2017 is 3.1%. The final CPI will not be known until after the 2018 budget is approved.

Using data provided by El Paso County, the growth factor is 2.3120%.

The 2018 TABOR factor for the property tax revenue limit calculation is 5.4120%. Under TABOR, the maximum mill levy allowed is 3.880 mills. The TABOR calculation is the more restrictive of the two limits. The mill levy for the 2018 budget is 3.860 mills, which is less than the mill levy allowed under TABOR.

**Mill Levy – Abatements and Credits**

The District is authorized by statute to levy a mill rate to cover previous year abatements and credits. This mill levy is not subject to either the State 5.5% limitation or the TABOR’s property tax revenue limitation.

For 2017, the maximum mill levy allowed for abatements and refunds is 0.023 mills.

**Mill Levy – Temporary Tax Credit**

The 2018 Budget includes a temporary tax credit of (0.071) mills. The temporary tax credit mill levy equates to (\$497,111). The temporary tax credit is necessary to refund amounts received in excess of the District’s TABOR limits for both 2016 and 2017, along with 10% simple interest per year.

**Property Tax Revenue Summary**

Net Assessed Valuation

2018	\$7,001,563,360
2017	\$6,556,136,920

Mill Levies

Operating (subject to limitations)

2018	3.860
2017	3.934

Abatements and refunds (not subject to limitations)

2018	0.023
2017	0.023

Temporary mill levy credit

2018	(0.071)
2017	0.000

Total Mill Levy

2018	3.812
------	-------

2017 3.957

Property Tax Revenue

General Operating Purposes

2018 \$27,026,035

2017 \$25,791,843

Refunds and abatements

2018 \$161,036

2017 \$150,791

Temporary mill levy credit

2018 (\$497,111)

2017 \$0

Total Property Tax Revenue

2018 \$26,689,960

2017 \$25,942,634

**Revenues**

Total General Fund budgeted revenues for 2018 are \$32,073,444. The 2017 revenue budget is \$30,702,389. The difference is an increase of \$1,371,055.

The more significant items included in the 2018 budget include:

**Property Taxes**

See discussion above. Property tax revenue typically equates to approximately 84.3% of the annual revenue budget.

**Specific Ownership Taxes - \$3,400,000.**

This amount equates to approximately 10.6% of the total 2018 revenue budget. Collections for 2018 are expected to be slightly lower than the estimated total for 2017 primarily because there was a small spike in auto sales during 2017 to replace vehicles previously damaged from hail storms. The 2017 estimate is \$3,550,000

**E-Rate Refund - \$225,000.**

This is the amount expected for the 2017 - 2018 funding year, which approximates the total to be collected during the 2016 - 2017 funding year. The estimate for 2018 is based on what is legally appropriate.

**Fines and Fees - \$200,000.**

During 2017, the District eliminated fines on delinquent children's library materials. There has been a state-wide and national trend towards eliminating fines related to children's library materials. Charging fines for children's library materials was an impediment to access to library materials, especially for lower-income families.

In addition, during 2017, the District offered a three week amnesty period, which allowed patrons to turn overdue library materials without any overdue fines. The District also made the decision to stop accruing fines for all other library materials, effective October 2017. This change is considered a trial test and it will continue through the end of 2017. The 2018 budget of \$200,000 takes into account the changes made and the trials performed during 2017. The original budget for 2017 was \$330,000, and the expected amount to be received during 2017 is \$215,000.

**Interest Income - \$210,000.**

Given the recent struggling national, state and local economies, interest rates have fallen dramatically over the past several years to historical lows in many instances. During 2007, total interest income was \$486,767. These economies have and continue to improve, meaning the District anticipates higher interest rates for 2018. Given the volatile state of the economy and world markets, the actual amount expected to be earned during 2018 may vary from the estimated amount because interest rates may change significantly.

**Copier Charges - \$85,000.**

Revenue generated from copier services, which also includes printer management services, has increased over the past several years. In part, the demand for printing copies of information that is available electronically appears to have increased recently, perhaps due to the availability of such information.

**Parking Lot Collections - \$34,000.**

The parking lot at Penrose Library is well-utilized. The 2018 estimate is approximately the same as the estimate for 2017, as total collections appear to have leveled off over the past several years.

**Donations - \$694,725.**

A recent change in accounting literature for government entities strictly defines how designated funds must be accounted for within the entity's financial records. New activities in designated funds must be accounted for in the General Fund. This figure represents an estimated amount of new financial activity that has typically been accounted for separately as part of the District's designated funds in the past.

In addition, this line item includes an amount of \$300,000 for unanticipated/unknown donations for 2018. An estimate for unanticipated donations for the year had not been included in prior year budgets. There is a corresponding line under expenditures (Designated Funds) for the same amount. This practice is consistent with the 2017 Budget.

**Expenditures**

The 2018 budget for expenditures is \$33,853,819. The budget total for 2017 is \$31,874,307.

The following are the more significant items/issues that are included in the 2018 Budget of total expenditures:

### **Personnel Budget**

The 2018 budget is \$19,963,214 (59% of the total 2018 budget). The District's staff is arguably its most valuable resource, providing exemplary service that garners the District both local accolades and national recognition.

The 2018 budget includes funding for 461 existing positions (342.63 full time equivalents). The 2018 Budget also includes funding for an additional 26 full-time positions, 1 part time position and 4 additional hours to an existing position, as discussed below.

### **2018 Pay Structure Adjustments and Issues**

During 2016, the District engaged a consultant to complete a comprehensive compensation/classification/workforce levels study. This study was completed in 2017. There were many objectives to this study, including the development and implementation of a district-wide workforce plan, the development of a classification system, and the development of a pay scale to help attract top talent for its positions and to be competitive with other employers for retaining talent both at a local and national level.

The study addressed several looming issues:

1. In November 2016, the citizens of Colorado voted to add a constitutional amendment to increase the minimum wage for workers in Colorado. The minimum wage for Colorado will change from the current level of \$8.31 per hour to \$9.30 per hour for 2017, \$10.20 per hour for 2018, \$11.10 per hour for 2019, and \$12.00 per hour in 2020 (to be adjusted annually thereafter).
2. The El Paso County Retirement Plan (the Plan) Board of Trustees has deferred indefinitely any increase to the employer and employee contribution rate (currently 8.0%). However, El Paso County approved a payment to the Plan of \$400,000 to be used to partially offset the Plan's administrative costs. The District's share of the Plan's financial activity is approximately 6% of the total Plan, and the Budget includes \$25,000 to augment the contribution from El Paso County.

The 2018 Budget includes an estimate of \$333,000 for the completion of and the implementation of the classification study recommendations. This part of the study was not complete as of the date of the 2018 Budget document.

### **New Positions**

The 2018 Budget includes 26 new full-time positions, 1 new part-time position, and 4 hours to be added to an existing position. Most of these positions are included based on recommendations included within the study referred to above. The estimated cost for all of these positions for 2018 is \$1,623,239, net of the elimination of several current supervisory position, which will be absorbed in the full reorganization as described in the study.

The following is a summary of the new positions:

- Regional Library Managers (3)
- Assistant Regional Branch Managers (3)

- Public Service Floaters (6)
- Young Adult Librarians (3)
- Young Adult Public Library Associates (3)
- Organizational Development Manager (1)
- Branch Manager 1 – Fountain Library (1)
- Graphic Artist (1)
- Technology/Digital Service Specialist (1)
- System Support Analyst (1)
- Facilities Technician (1)
- Building Manager – KCH facility (1)
- Library Associate – part-time – Eastern El Paso County (1)
- Social Worker (1)

### **Pay Adjustment Pool**

The 2018 Budget includes a 3% pay adjustment pool; estimated cost \$468,041.

### **Savings from Vacant Positions**

The 2018 Budget includes a vacant position savings target of (\$600,000). This target is included in the 2018 Budget because of the following:

- The District budgets all of its positions annually as if they will all be filled throughout the year. Realistically, there are vacancies through the year, and it generally takes time to fill the vacant position. This occurs annually and as a result, savings from vacant positions are added back to fund balance at the end of each year.
- The 2018 Budget includes \$1,623,239 for new positions, as discussed below. Again, the budget is set up as if each position will be filled as of January 1<sup>st</sup>, and this is not realistic. The new positions will be phased in, some as soon as January 2018, but others will be filled over the period of January through June 2018.

### **Payroll Accrual Provision**

District employees are paid bi-weekly. Accordingly, there is at least one extra day in each year for which the District must set funds aside to cover the year when there will be 27 pay dates. This will occur again during 2018. The 2017 budget includes \$60,000 to be set aside for this purpose.

### **Employee Health Insurance Plan**

In 2005, the District implemented a partially self-insured health plan for its eligible employees (employees with a regularly scheduled work week of 30 – 40 hours). Almost 90% of eligible employees participate in the plan. District contributions to the health plan will approximate \$1.65 million in 2017. This amount is reflective of the (0.11%) decrease in the renewal rate for 2018 (the decrease is shared between both the District and its participating employees). This amount is also net of one month of no premiums for both the District and its participating employees.

## **Benefit Stipend Issues**

During 2003, as a result of rising health care costs, the District made some changes in health insurance coverage for its employees. The District previously paid all of its employees with a regularly scheduled workweek of 20 or more hours a benefit stipend. In 2004, the District offered health insurance coverage only to employees with a regularly scheduled workweek of 30 hours or more contributing directly towards the monthly premium costs for those employees who elect to participate.

Employees hired prior to July 1, 2003 with a regularly scheduled workweek of 20 – 29 hours receive a monthly health insurance stipend, as long as they remain employed by the District. For 2017, this cost will not exceed \$20,000 and this amount will continue to decline over future years as employees in this category leave the District.

## **Contributions to the El Paso County Retirement Plan**

The District has participated in the Plan, a defined benefit retirement plan, since its inception in 1967. In short, all District full-time employees are required to participate in this plan. During 2018, the District and its employees will continue to contribute 8.0% of the employee's covered salary each to the Plan. The total amount expected to be contributed to the Plan in 2018 is \$831,126, up from the 2017 estimate of \$782,014.

## **Library Materials**

The 2018 budget includes \$4,400,565 for library materials, which is comparable to the 2017 original budget of \$4,325,704. The percentage of all expenditures going directly to library materials in 2017 is 13.0%. This figure approximates the national average for systems this size and is a reflection of the District's emphasis on meeting customer demands and on keeping the collection up-to-date for users.

Included in this figure (for both 2018 and 2017) is a grant from the State of Colorado in the amount of \$145,000 (each year) for the purchase of library materials.

## **Training**

During 2017, an emphasis was placed on enhancing the funding available for District staff development. The 2017 budget was \$229,815 for training purposes, which is an increase from the 2016 budget of \$116,113. The 2018 Budget includes \$230,450 to continue this emphasis of training staff appropriately. The benefits of this initiative include professional and personal development of District staff, which in turn allows for improved customer service and a more professional work environment.

## **Dues**

For 2017, an emphasis was also be placed on professional staff participating more in organizations that are commensurate with staff education and backgrounds. This too will help improve customer service both internally and externally. The 2017 budget includes \$58,162 for this purpose, which is up from the 2016 budget of \$29,542. The 2018 Budget includes \$62,126 for this purpose.

## **Career On-Line High School Program**

The 2018 budget includes \$20,000 as a platform fee to continue the on-line high school program, which was initially implemented during 2017.



## Operating Transfers

The 2018 Budget includes the following transfers:

Penrose Library Renovation Project Fund	\$1,335,841
Capital Reserve Fund	<u>842,618</u>
	<u>\$2,178,459</u>

The purpose of these funds, primarily for capital projects, will be discussed in further detail below.

## Other Items

The following is a list of other items that are pertinent to the discussion of the 2018 budget:

1. The District has no General Obligation Bonds or any other similar forms of debt financing outstanding as of December 31, 2017, nor is any anticipated as of December 31, 2018. This is fairly unusual for governmental entities.
2. The District has several operating leases in place for the rental of certain Library facilities. Such leases include the non-appropriation language to comply with the provisions of TABOR.

## Fund Balance

As of December 31, 2018, the estimated fund balance will be \$7,637,077. This total includes an estimate of the operational reserve (unassigned fund balance) of \$6,594,357.

Many financial experts recommend a financially prudent operational reserve of 1-3 months of operating revenues. For the District, this equates to a range of \$2.6 - \$7.8 million. The estimate of the operational reserve as of December 31, 2018 is 17.8% of 2018 revenues, or about 2.1 months.

The December 31, 2017 fund balance included \$865,000 that is set aside for the renovation of the District's Knights of Columbus Hall (KCH) building. In 2015, the Board of Trustees approved setting aside \$900,000 for this purpose, and for 2017, a total of \$35,000 will be used from this balance for an assessment study of the facility. The 2018 Budget includes an expenditure of \$865,000 in a Capital Projects Fund for the purpose of partially funding the renovation of the KCH facility. Planning for this project will occur after the assessment study referred to above is complete.

The 2018 Budget calls for a reduction in fund balance of (\$1,780,375), which includes the utilization of fund balance for the renovation of the KCH facility project as discussed above. The remaining balance of (\$915,375) was designated to fund one-time capital projects as discussed in further detail below.

Fund balance as of December 31, 2018 also includes an estimate of \$938,875 for the Emergency Reserve as required by TABOR.

## CAPITAL PROJECTS FUNDS

### EAST LIBRARY RENOVATION PROJECT FUND

The purpose of this Capital Projects Fund is to account for all financial activity related to all improvement and renovation costs of the East Library.

This fund is on-going and it will account for all financial activities related to capital projects for this facility in the future. For 2018, a total \$70,700 of expenditures is included for several minor capital projects.

### **PENROSE LIBRARY RENOVATION PROJECT FUND**

The purpose of this Capital Projects Fund is to account for all financial activity related to all improvement and renovation costs of the Penrose Library, including the 1905 Carnegie Building and the Knights of Columbus Building located next to the Penrose Library.

This fund is on-going and it will account for all financial activities related to capital projects for this facility in the future. For 2018, a total of \$1,351,000 is included for several capital projects, including \$865,000 to be set aside for the renovation of the KCH facility as discussed above, and \$275,000 for the construction of meeting room in this lower level of the Penrose Library facility.

### **NORTH FACILITY (LIBRARY 21c) PROJECT FUND**

In 2012, the District acquired a facility (115,058 sq. ft.) located at 1175 Chapel Hills Drive, Colorado Springs, CO (adjacent to the NE corner of Chapel Hills Mall) at a price of \$3.75 million. The new facility is named Library 21c. This project was completed in 2014, and certain components were completed in 2015.

This fund is on-going and it will account for all financial activities related to capital projects for this facility in the future. The 2018 budget includes \$208,500 for several capital projects, including \$60,000 for the design and planning of replacing the roof.

### **CAPITAL RESERVE FUND**

The purpose of this fund is to account for the accumulation of funds to be used on projects specifically identified in future years that are not funded in either the other Capital Projects Funds (described above) of any Designated Fund.

Such projects include, but are not limited to, furniture replacement, equipment replacement, vehicle replacement, purchases of land for future expansion, construction of new facilities, and renovation projects related to existing facilities, along with Information Technology-related projects.

Currently, funding for these items comes from the General Fund. The expenditure budget for 2018 is \$842,618. The more significant projects are as follows:

- \$125,000 – to be set aside for the acquisition and installation of 2 small facilities to be placed in two eastern El Paso County locations. This amount, along with \$75,000 set aside in the 2017 budget, equates to total funding of \$200,000 for this purpose. The District's long term capital plan called for the replacement of one bookmobile. However, the District believes the acquisition and installation of these 2 units is a more efficient way to provide services to eastern El Paso County, and the bookmobile will not be replaced.
- \$50,000 – capital contingency.
- \$25,000 – furniture replacement contingency.

- \$200,000 – replacement of copiers district-wide and to consolidate copier and printer functions throughout the District.
- \$150,000 – for the replacement/upgrade of the District’s phone system.
- \$50,000 – to be used for the replacement of the library reservation and print system.
- \$50,000 – to standardize the audio-visual equipment district-wide.

### **SPECIAL REVENUE FUNDS**

The 2018 Budget includes its remaining Special Revenue Funds (SRF’s). SRF’s are funds established to account for monies previously received by the District that are either restricted or designated (by the donor when applicable) for specific purposes. Given the change in accounting literature, the District’s designated funds are no longer accounted for under Special Revenue Funds and are now required to be accounted for under the General Fund. The remaining funds included under Special revenue Funds are to be fully depleted in time.

For 2018, the only remaining fund is the High Prairie Library Support Fund and the Fountain Library Support Fund. All other funds should be fully depleted by the end of 2017. These two funds have an estimated balance of \$114,575 and \$10,725 remaining, respectively, and the balance will be used for capital projects related to that library when needs arise.

## 2017/2018 STRATEGIC PLAN

This is included for informational purposes only.

		
STRATEGIC FOCUS	EFFORTS	OUTCOMES
COMMUNITY	<p>Steward the alignment of the community's talents, abilities and relationships to enrich lives.</p> <p>Facilitate enlightened dialogues to serve as a social connector.</p>	<p>PPLD is a people-focused public library that embraces new ways of working together to advance greater integration and cooperation in our community.</p>
RESOURCES	<p>Provide, maintain and improve a variety of flexible, sustainable and innovative resources.</p> <p>Explore and develop opportunities with other organizations for collaborative resources both internal and external, throughout the District.</p>	<p>PPLD is the center of a thriving community.</p>
INNOVATION/CREATIVITY	<p>Focus on community interests and trends to create opportunities for individuals to collaborate, innovate, inspire one another and generate content.</p> <p>Utilize innovation and creativity to highlight the history and culture of the Pikes Peak Region.</p>	<p>PPLD will support lifelong learning and foster a learning community that allows each individual to maximize their creative potential.</p>
SERVICE	<p>Design and implement services to anticipate and meet the needs of increasingly diverse communities with unique needs and expectations.</p> <p>Remove barriers and take bold risks to design and deliver exemplary services that set a national standard of excellence for libraries.</p>	<p>The customer experience at PPLD will emphasize convenience, speed, ease and satisfaction.</p> <p>PPLD collections and services will be responsive to community needs and relevant to residents' lives.</p>
INTERNAL – STAFF	<p>Create and maintain an environment that allows employees to take maximum advantage of their abilities to grow personally and professionally in alignment with PPLD's mission.</p> <p>Offer competitive compensation, benefits and work environment to attract and retain quality employees.</p> <p>Develop and maintain an organizational structure that is responsive, agile and quality focused.</p>	<p>PPLD staff members are community-focused, confident and motivated.</p>
ACCOUNTABILITY	<p>Build institutional capacity to ensure the future of PPLD.</p> <p>Promote efficient and effective use of financial resources entrusted to PPLD.</p> <p>Foster community understanding of PPLD with a focus on initiatives tied to strategic efforts.</p>	<p>PPLD will be prudent in the utilization of its financial resources.</p> <p>PPLD will have a strong brand as a trusted community resource, asset and partner.</p>

## PERFORMANCE MEASURES

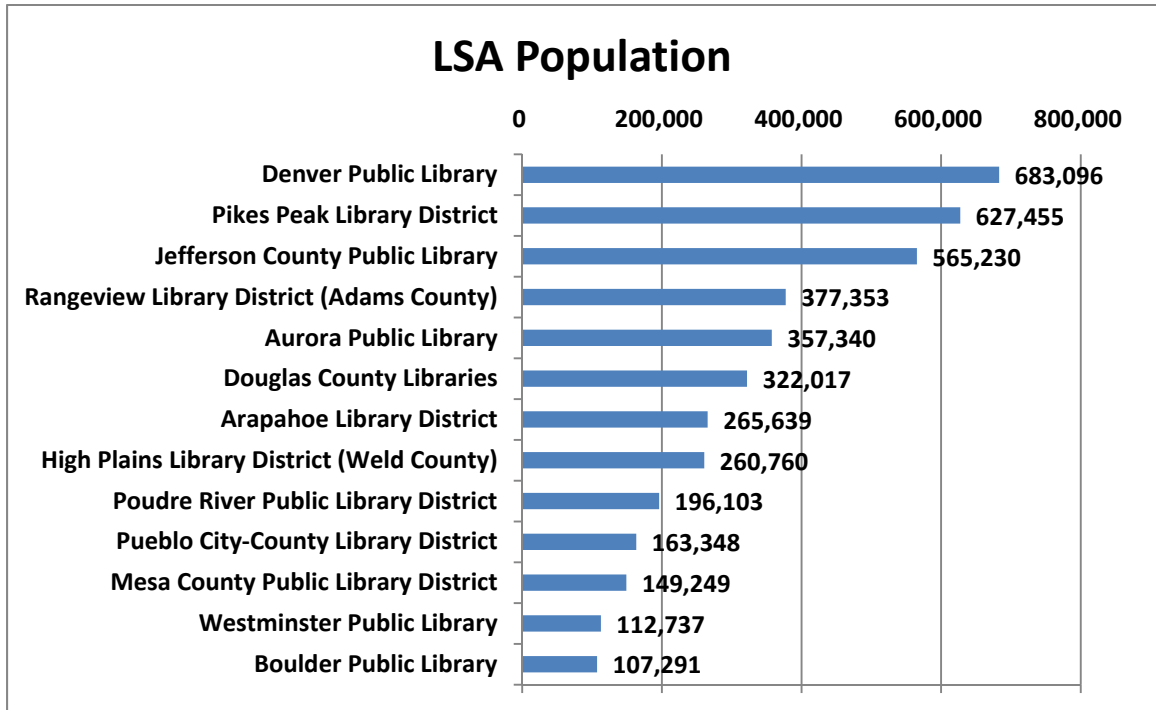
Included in this are charts to show how the District compares to other large library entities in Colorado. The source of the information is the Library Research Service. The data is for 2016, which is the most current available data.

For purposes of this analysis, the following libraries have been selected:

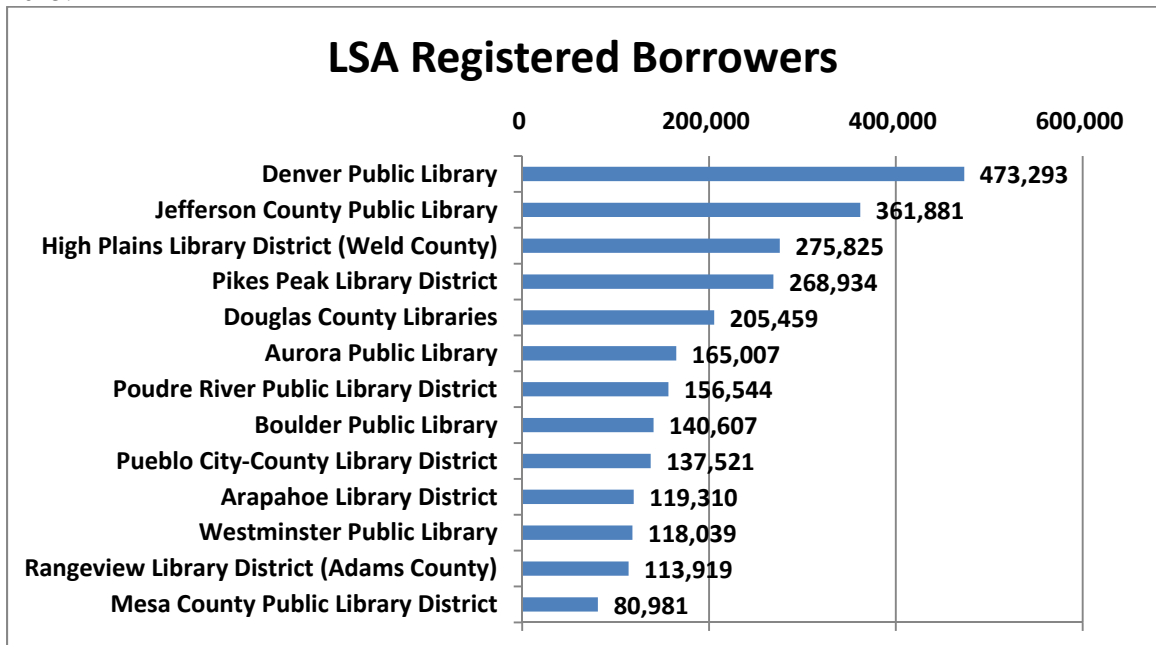
Pikes Peak Library District  
 Jefferson County Public Library  
 Douglas County Libraries  
 High Plains Library District  
 Boulder Public Library  
 Poudre River Public Library District  
 Westminster Public Library

Denver Public Library  
 Arapahoe Library District  
 Range view Library District  
 Pueblo City County Library District  
 Aurora Public Library  
 Mesa County Public Library District

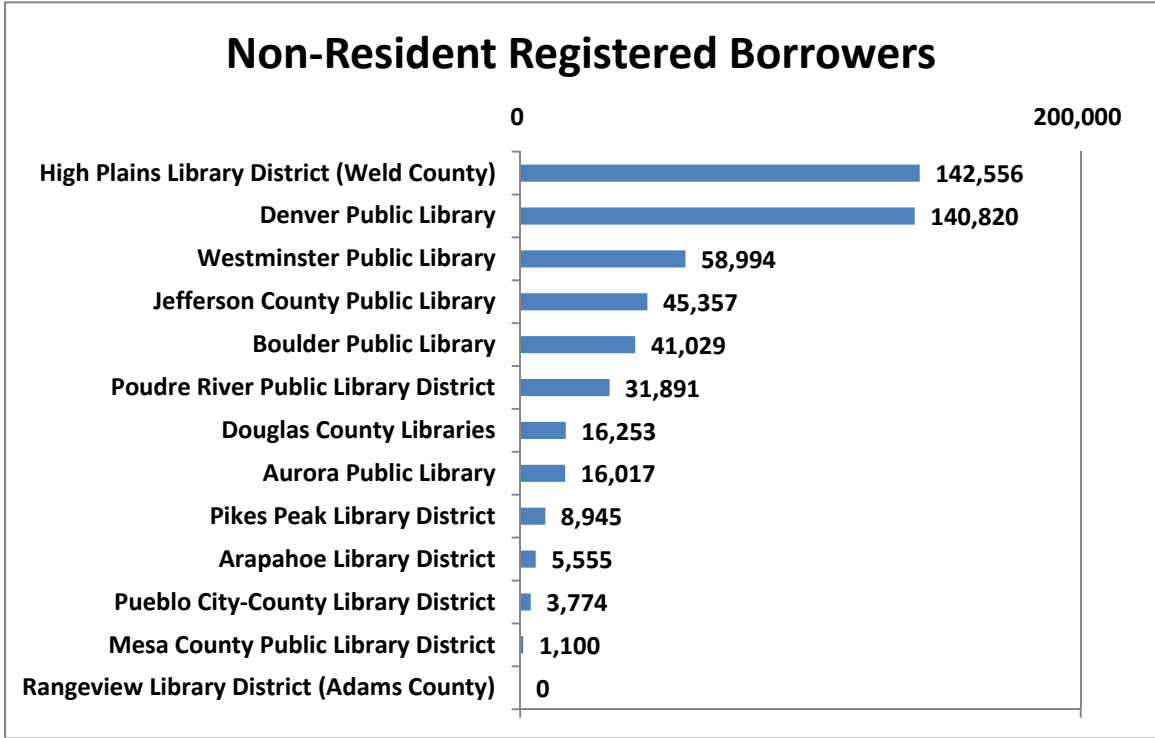
- Library Service Area (“LSA”) Population** – This chart shows the total number of citizens that reside within the boundaries of each library service area. Currently, the District has the second highest LSA population.



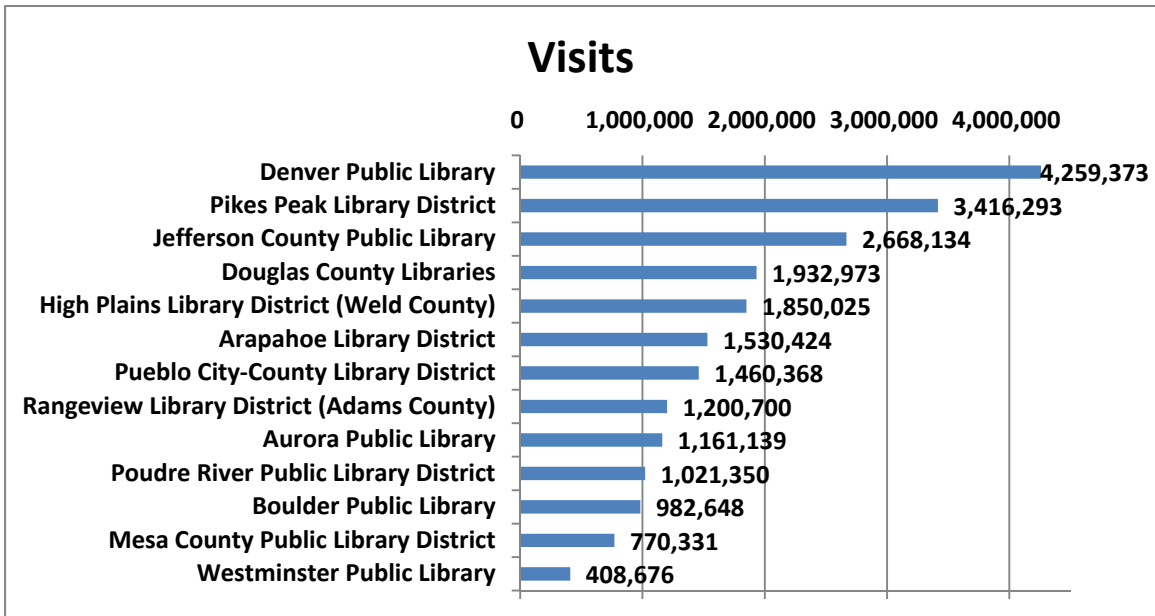
- LSA Registered Borrowers** – This chart shows the number of resident library card holders within each LSA population. The District currently ranks 4<sup>th</sup> out of 13 libraries, which was the same as for 2015.



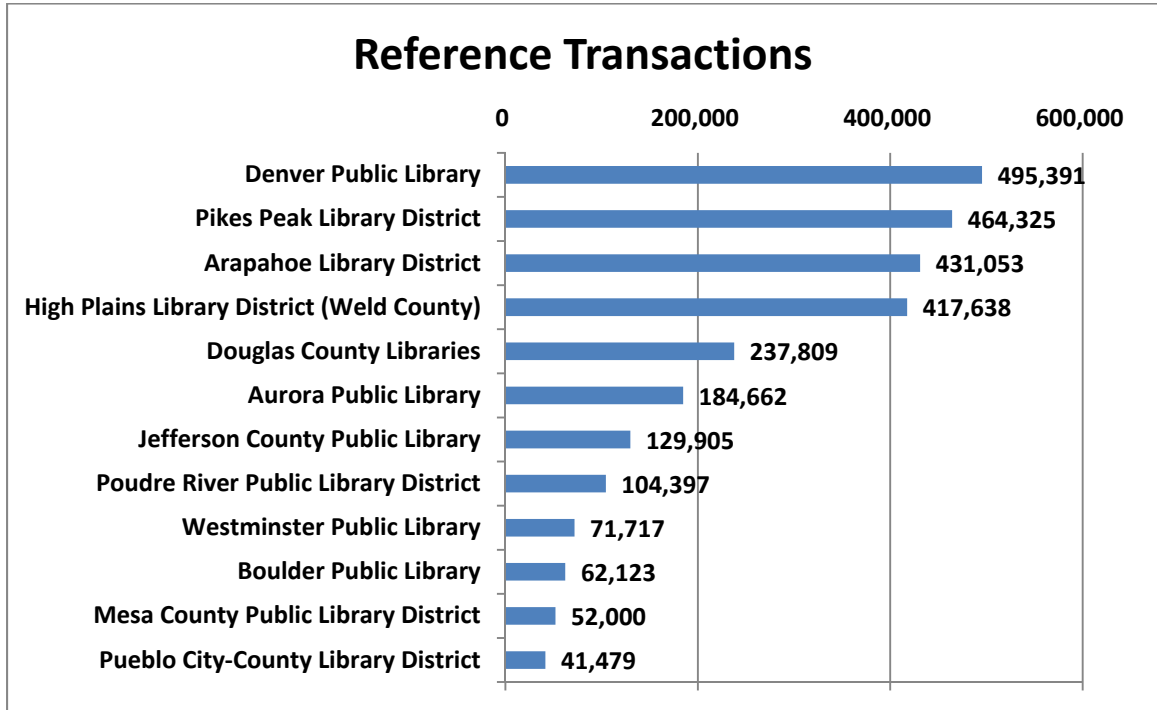
3. **Non-resident Registered Borrowers** – This chart shows the number of non-resident library card holders in each LSA population. The District ranks 9<sup>th</sup> out of 13 libraries, which was the same for 2015.



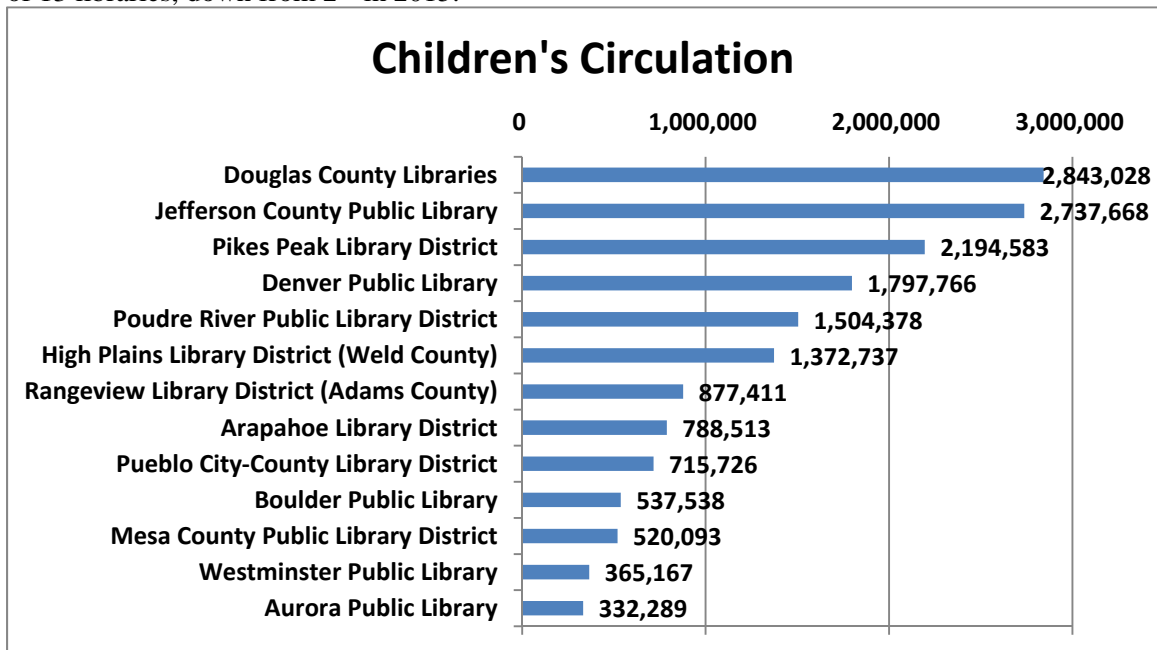
4. **Number of Visits** – This chart shows total library patron visits during 2016. For 2016, the District ranked 2nd in this category, which was the same as for 2015.



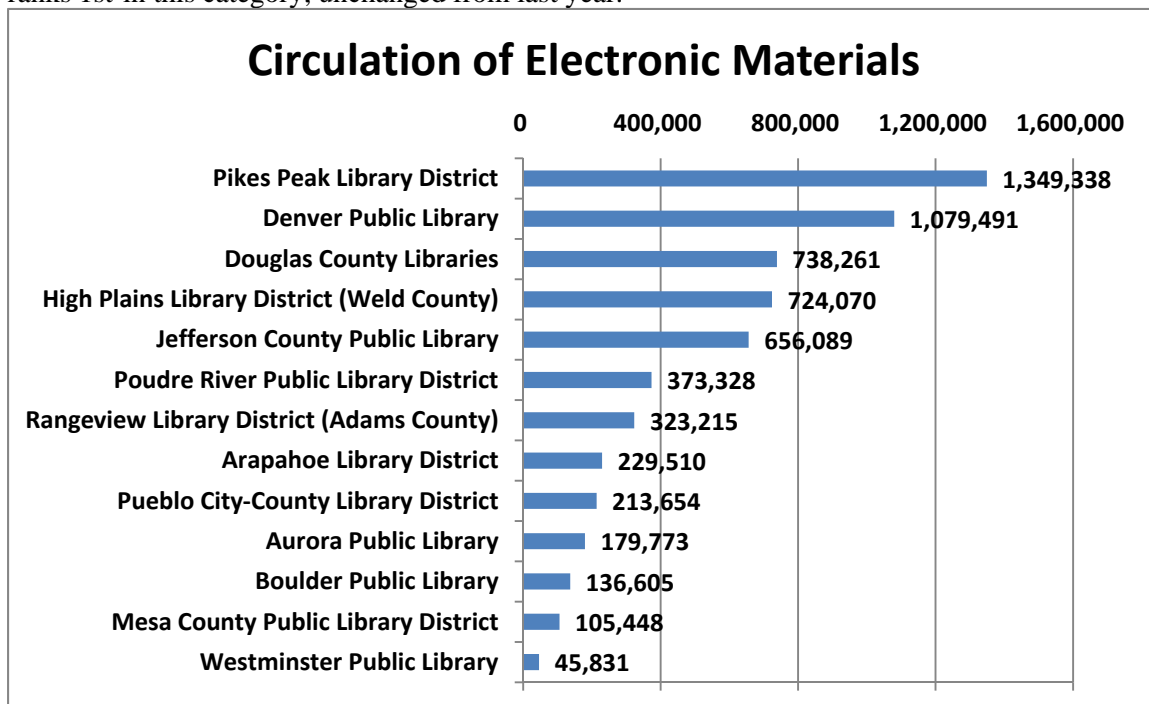
5. **Reference Transactions** – This is defined as an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Includes in person, phone, fax, mail, email, live or electronic reference service. Does not count directional transactions or questions of rules or policies. For 2016, the District ranked 2<sup>nd</sup> out of 13 libraries. For 2015, the District ranked 1<sup>st</sup> out of 13.



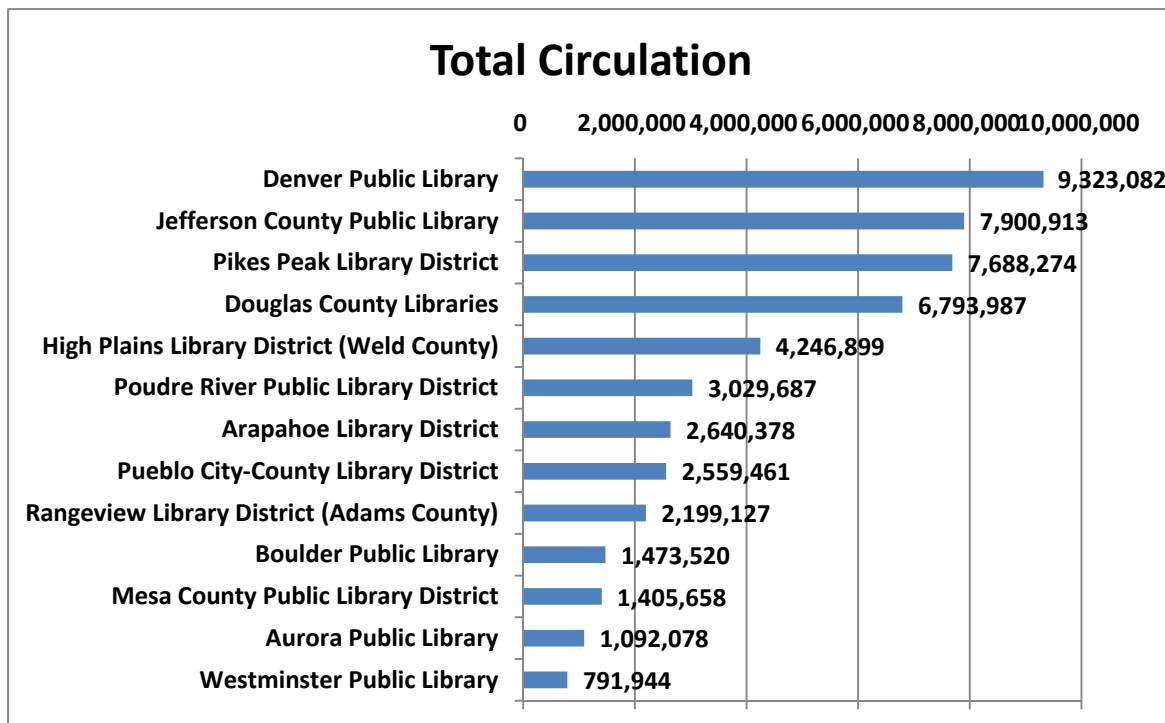
6. **Children's Circulation** – The number of items the library loaned in 2016, in all formats, to children, including renewals. Children are defined as 11 years and under. The District ranks 3<sup>rd</sup> of 13 libraries, down from 2<sup>nd</sup> in 2015.



7. **Circulation Electronic Materials** – This chart shows the total circulation of E-materials. PPLD ranks 1st in this category, unchanged from last year.

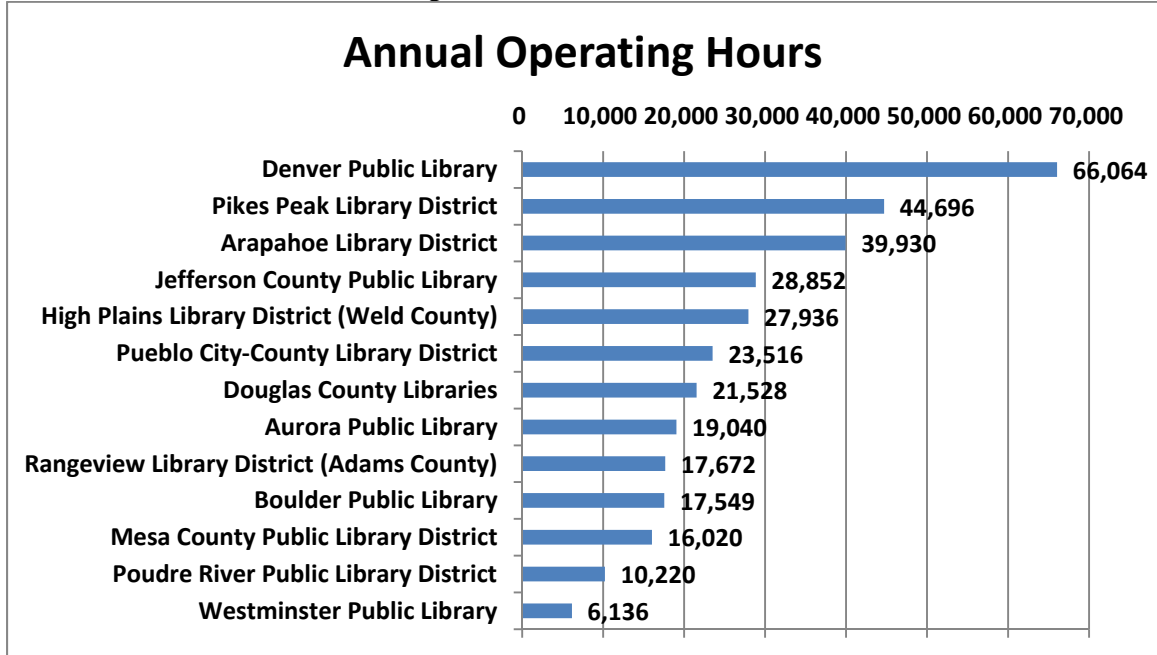


8. **Total Circulation** – This chart shows total circulation during 2016. The District ranks 3rd, primarily due to the size of its LSA population. In 2015, the District ranked 2nd.

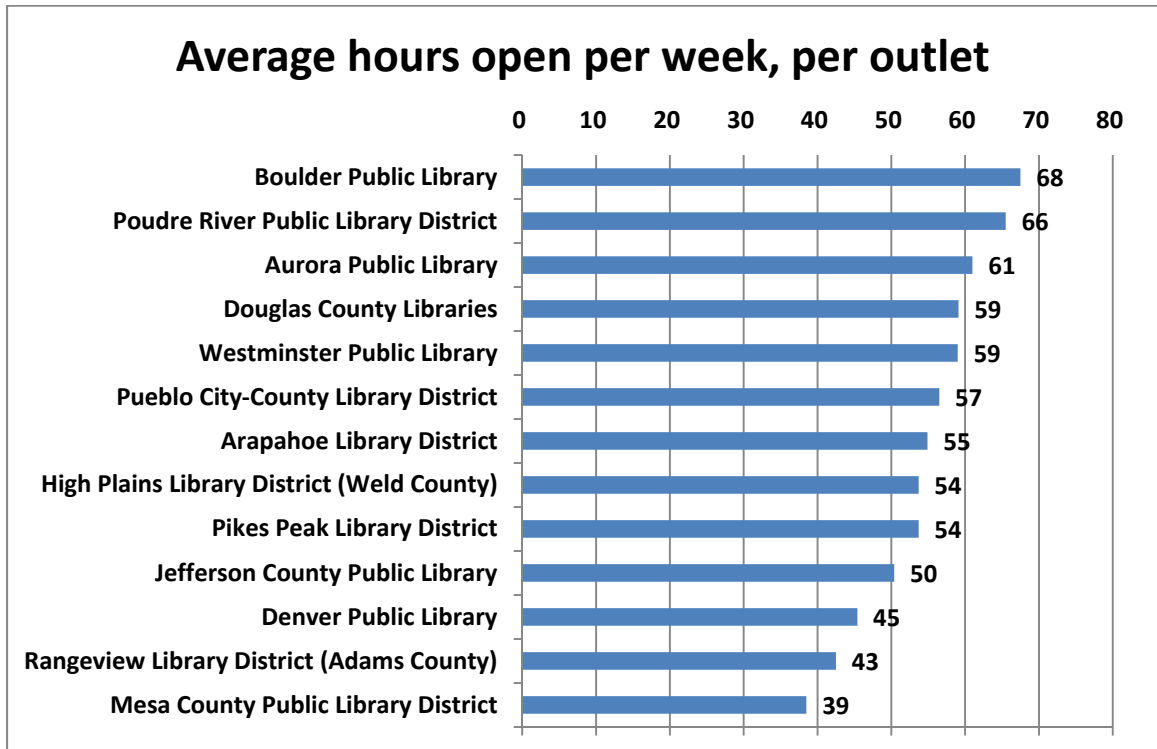




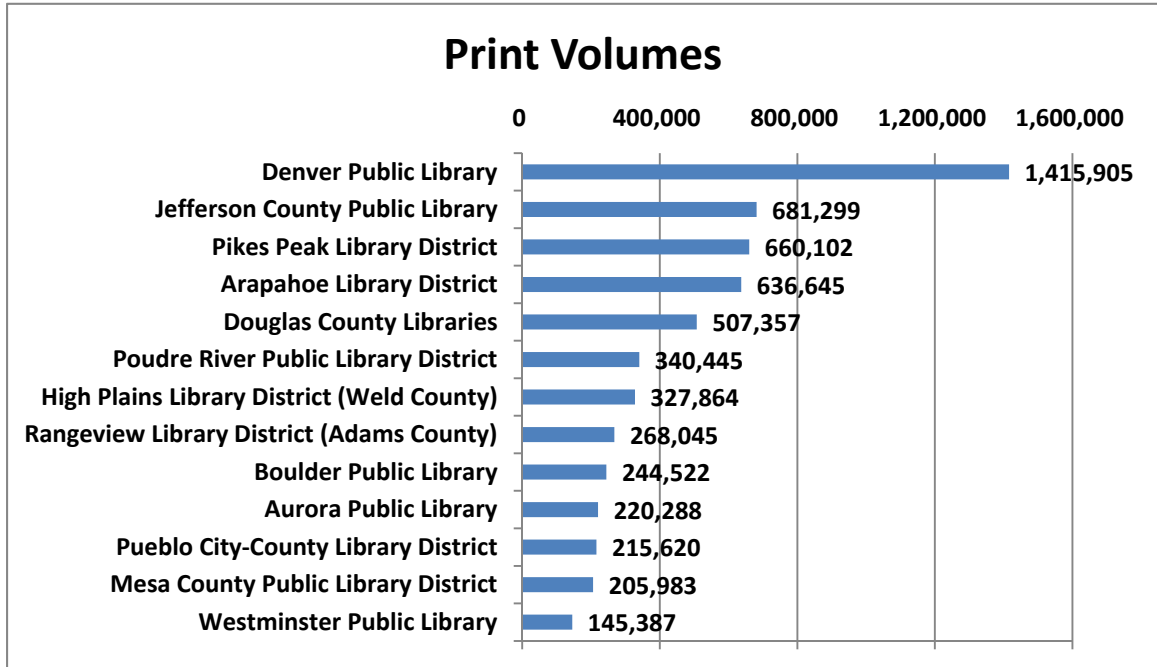
9. **Total Annual Operating Hours** – Total public service hours that central libraries, branches, and bookmobiles are open to the public. Includes hours for books-by-mail operation. The District ranks 2<sup>nd</sup> out of 13 libraries; unchanged from 2015.



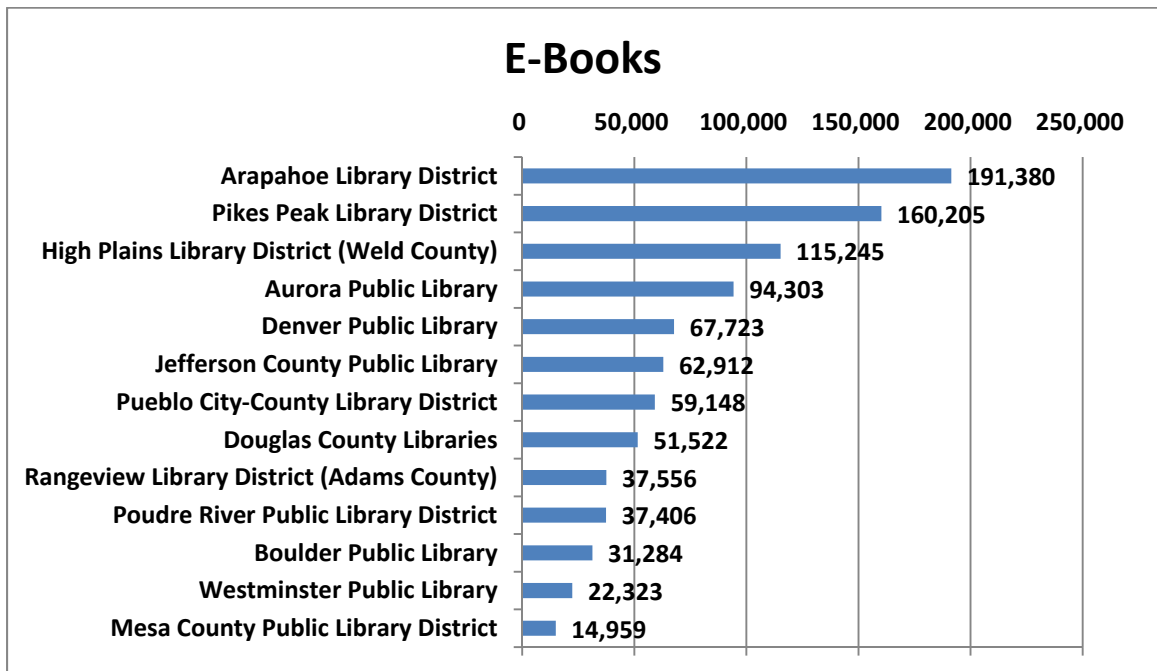
10. **Average Hours Open Each Week Per Outlet** – The total number of hours a library and all its outlets are open each week divided by the number of outlets. The District ranks 9<sup>th</sup> out of 13 libraries, down from 7<sup>th</sup> out of 13 in 2015.



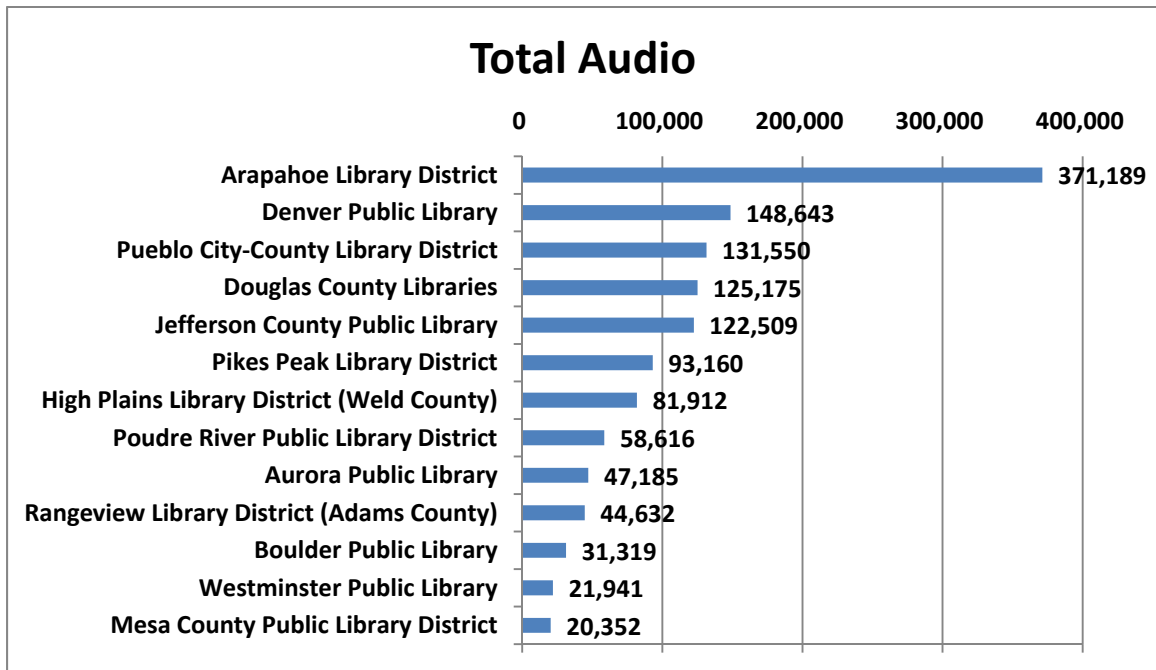
**11. Total Print Volumes** – The number of printed books and serial publications owned by the library. The District ranks 3<sup>rd</sup> of 13 libraries. The District was previously ranked 2<sup>nd</sup> of 13 libraries.



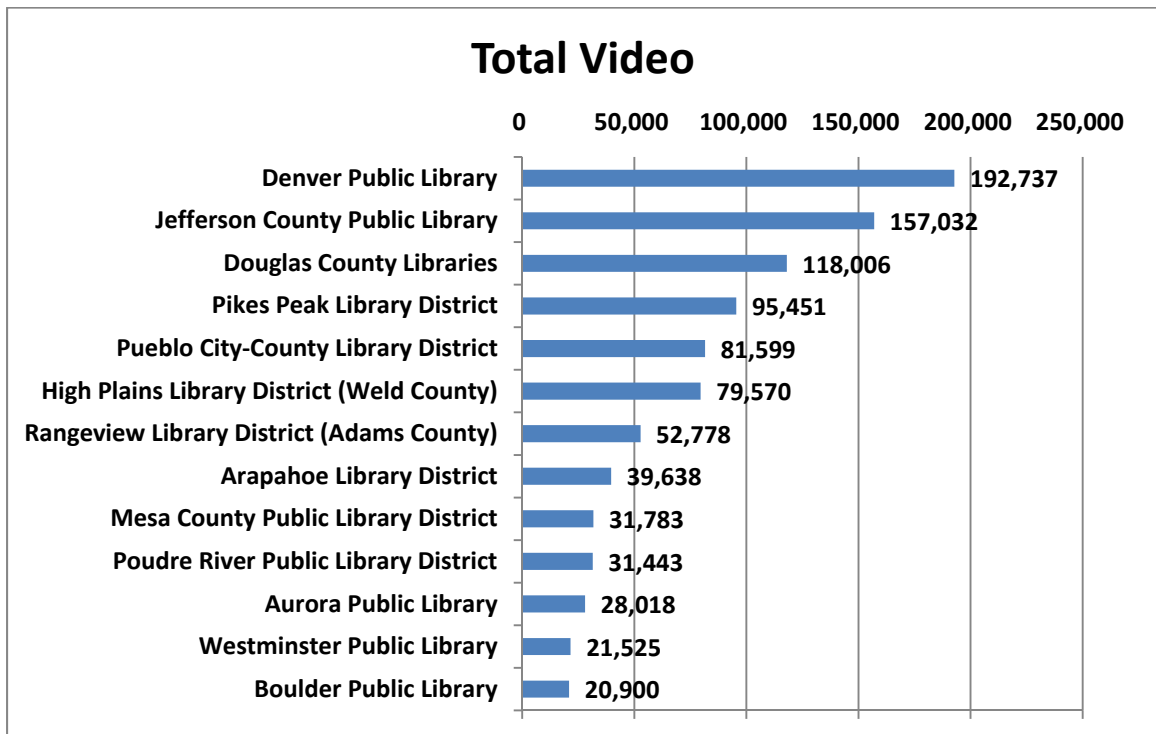
**12. Total E-Books** – The number of printed books and serial publications owned by the library. The District ranks 2<sup>nd</sup> of 13 libraries; unchanged from the prior year.



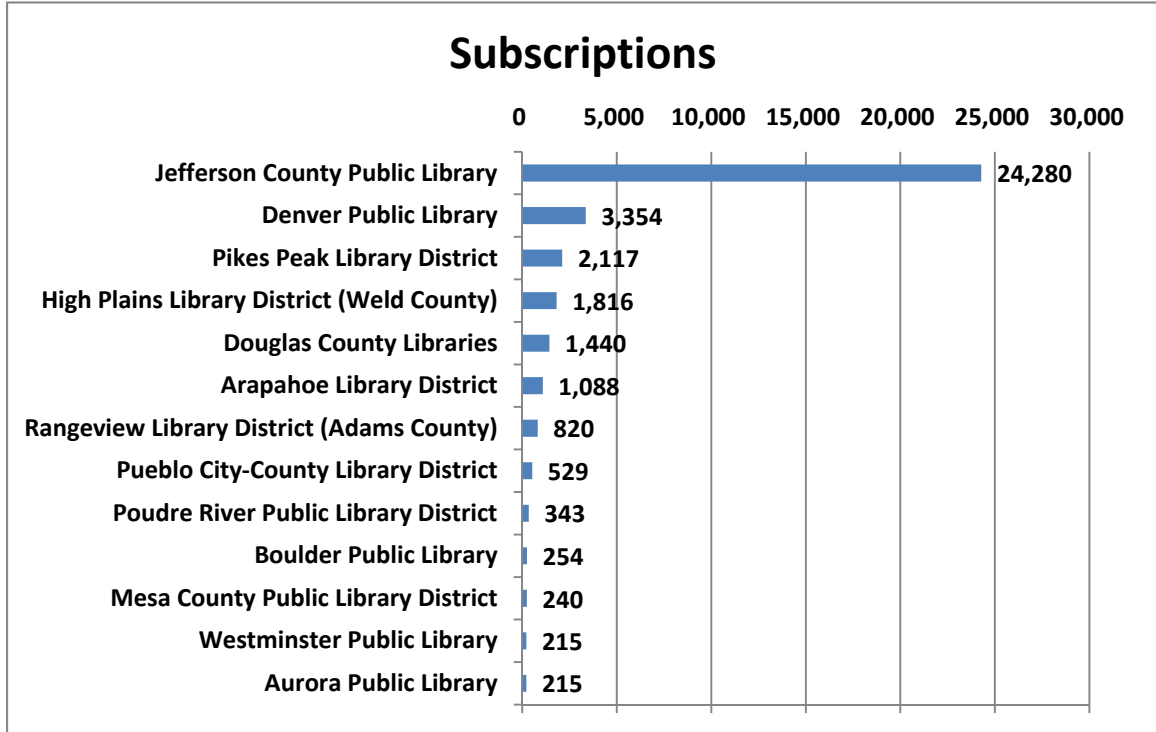
**13. Total Audio** – Sum of physical or electronic audiobooks, music, and other formats. In 2016, the District ranks 6<sup>th</sup> of 13 libraries; a drop from 2015's 5<sup>th</sup> place ranking.



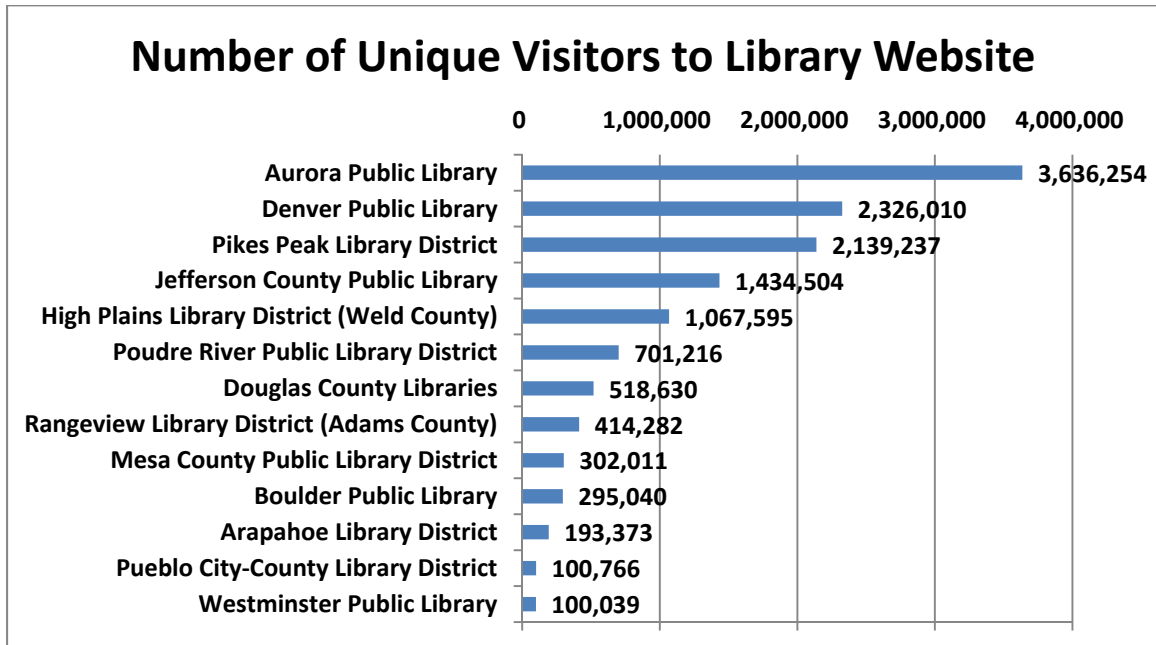
**14. Total Video** – Sum of physical and electronic video materials. In 2015, the District ranked 5<sup>th</sup> of 13 libraries. In 2016, the District ranked 4<sup>th</sup> of 13.



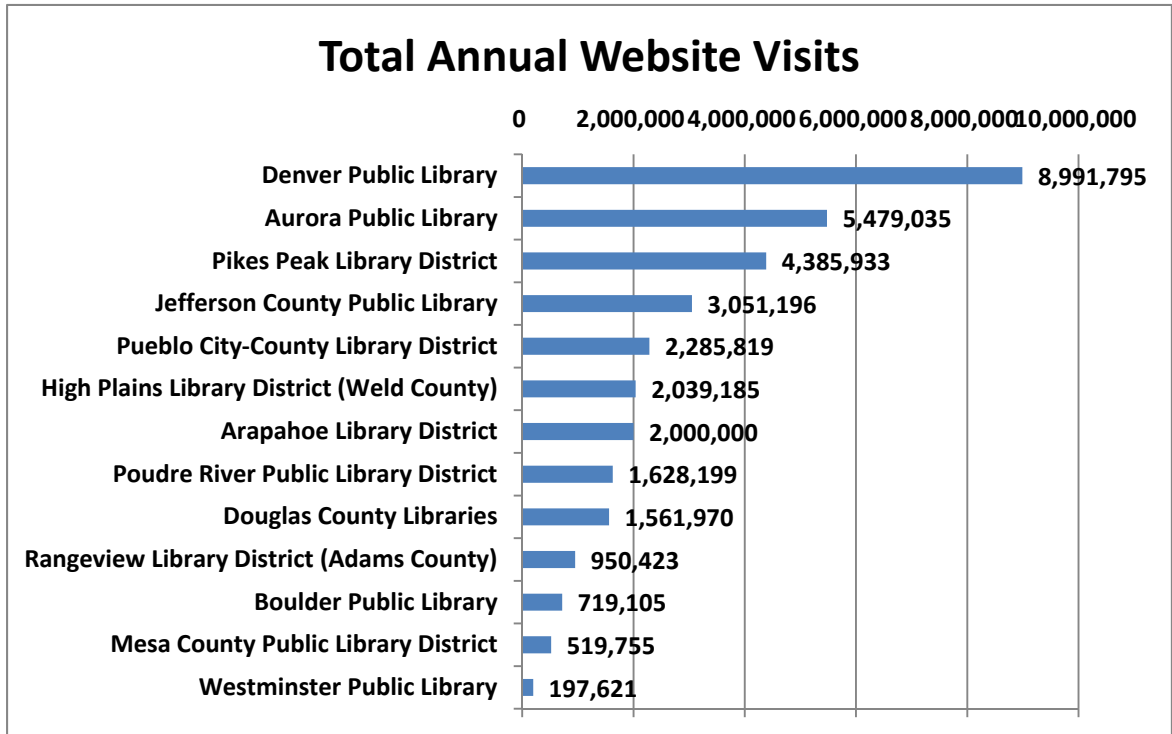
**15. Subscriptions** – The number of print serial subscriptions, including duplicates, for all outlets. Includes magazines, newspapers, annuals, some government documents, some reference tools, and numbered monograph series. The District currently ranks 3<sup>rd</sup> out of 13 libraries; same as 2015.



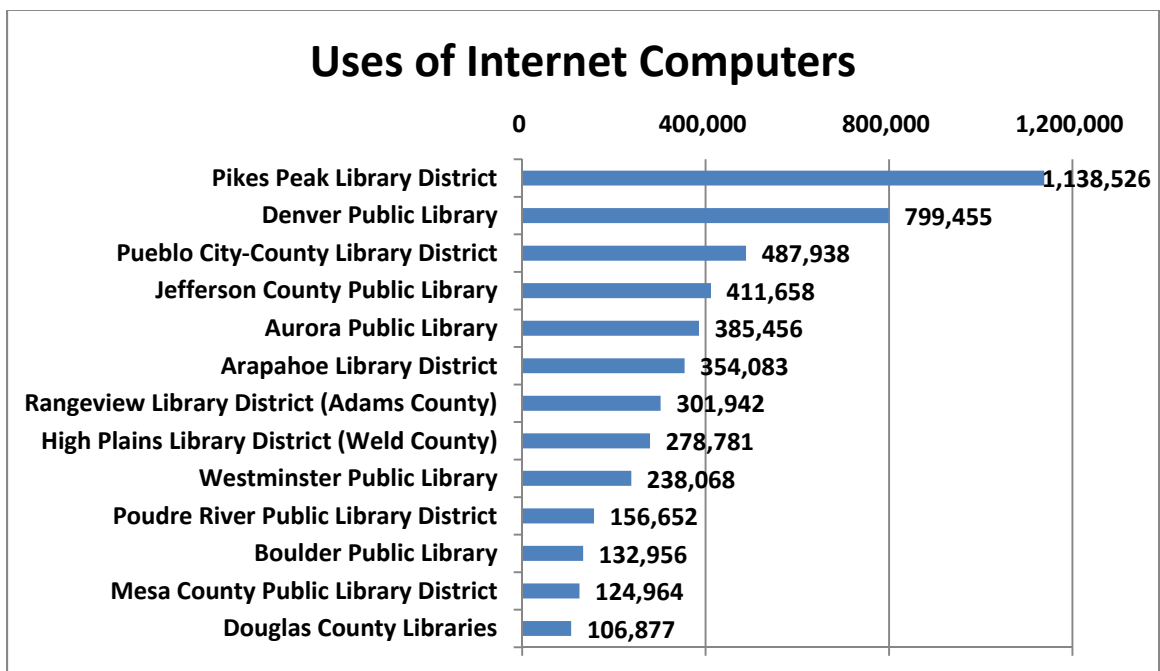
**16. Number of Unique Visitors to Library Website** - This chart shows total unique visits to the website during 2016. The District ranks 3<sup>rd</sup> in this category, down from 1<sup>st</sup> in 2015.



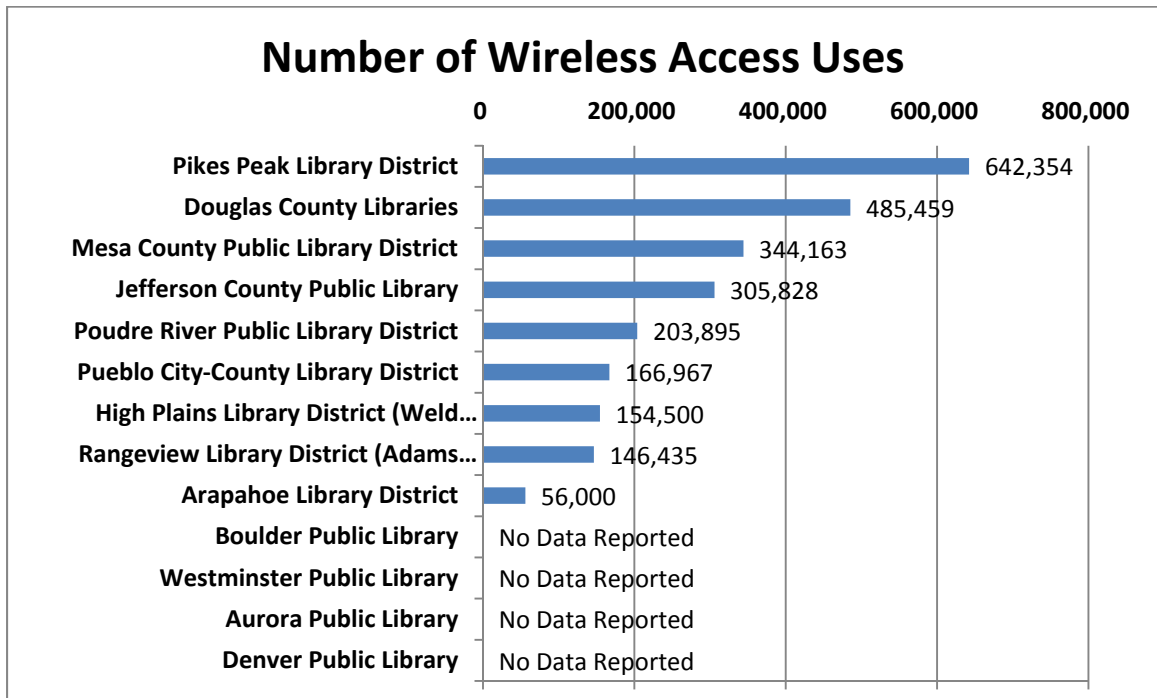
**17. Total Annual Website Visits** – This chart shows the total number of visits to the library’s main web page. In 2015, the District ranked 2<sup>nd</sup> of 13 libraries. In 2016, the District is ranked 3<sup>rd</sup>.



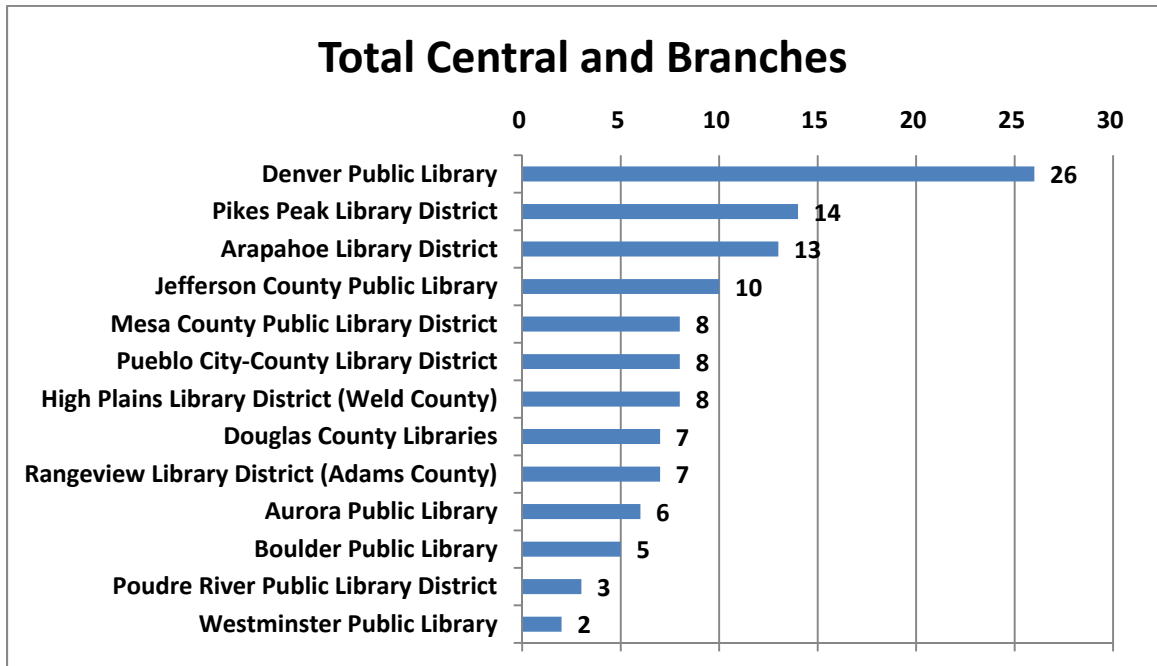
**18. Uses of Internet Computers** – This chart shows the total number of uses of internet computers. PPLD ranks 1<sup>st</sup> out of these 13 libraries; same as for 2015.



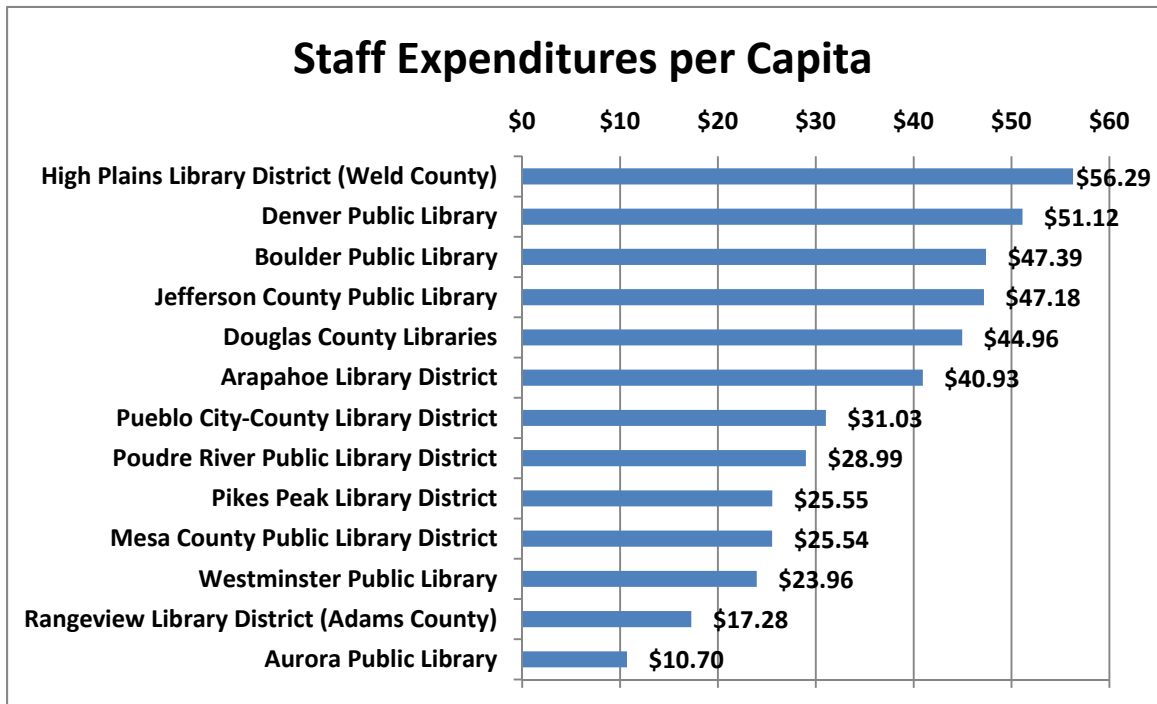
**19. Total Number of Wireless Access Uses** – This chart shows the total number of wireless access uses. The District ranks 1<sup>st</sup> out of 9 libraries that reported this statistic. This is unchanged from 2015.



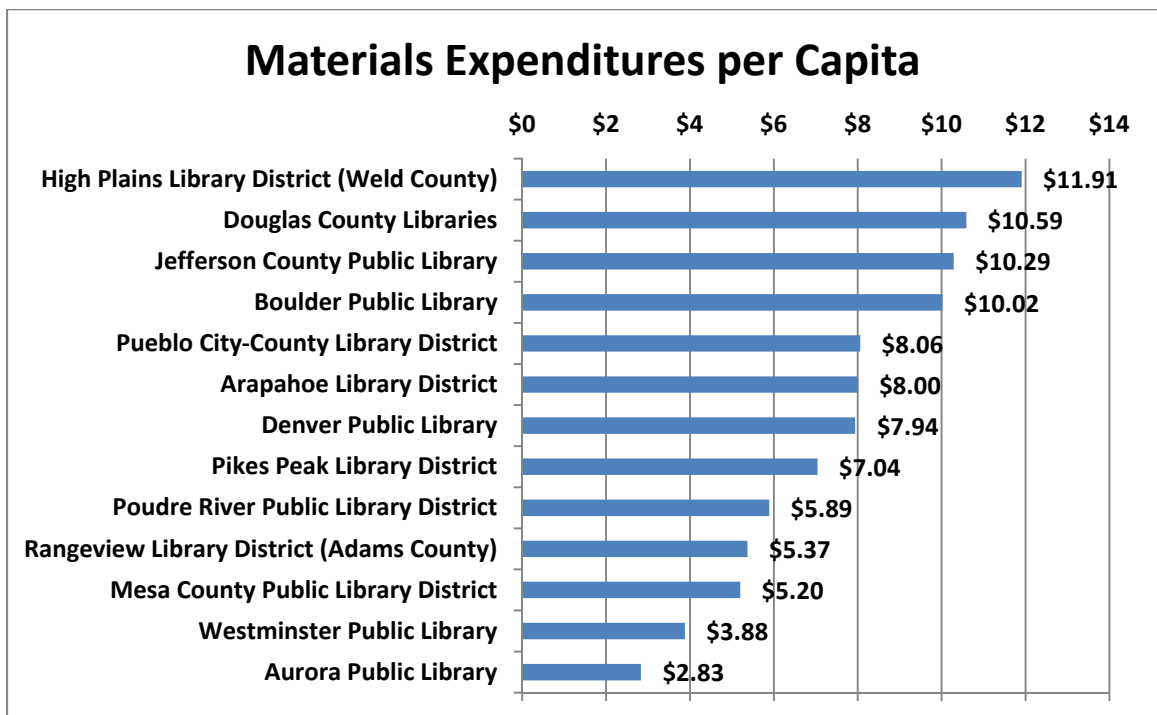
**20. Total Central Facilities and Branch Facilities** – This chart shows the number of library facilities for each library. Unchanged from 2015, the District is ranked second with 14 facilities.



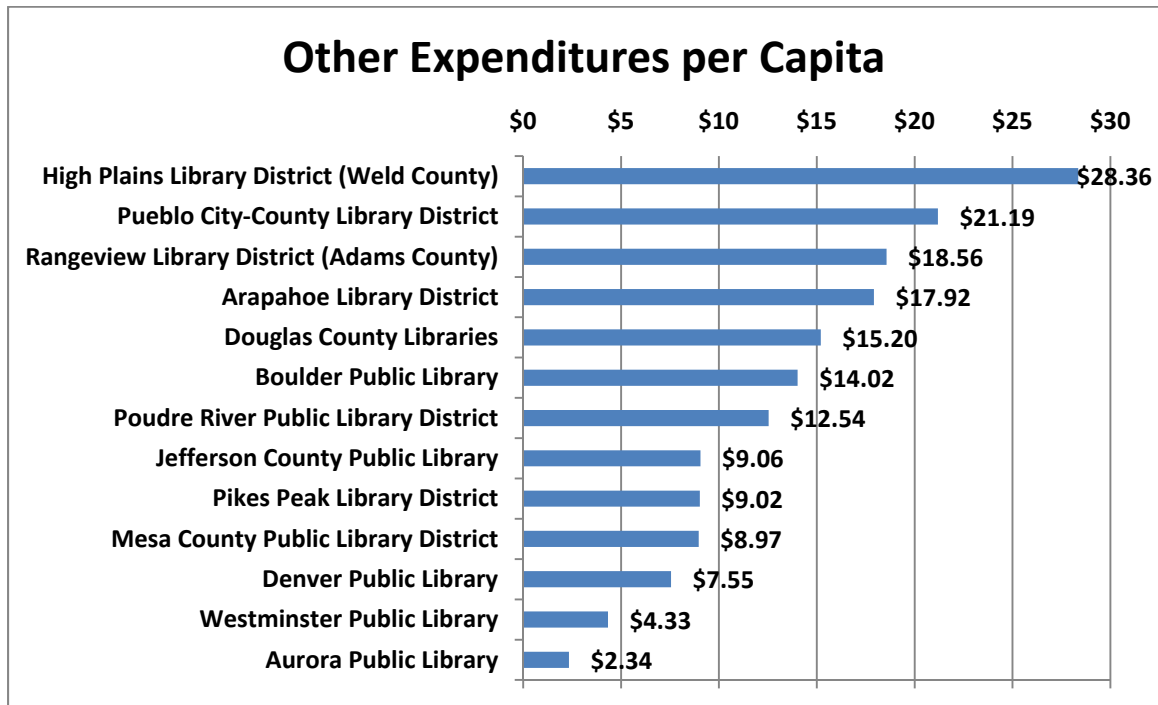
**21. Staff Expenditures Per Capita** – This chart shows the total staff dollars spent on staff wages and benefits divided by total LSA population. The District ranks 9th out of 13 libraries, a drop from the 8<sup>th</sup> place ranking in 2015.



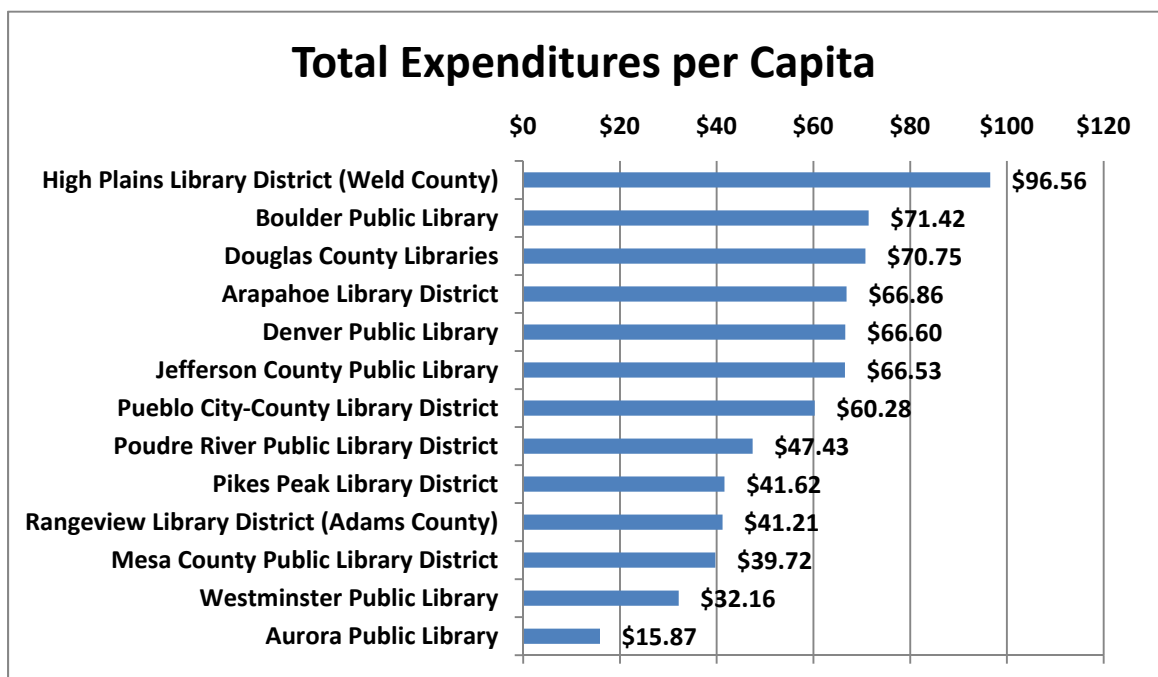
**22. Materials Expenditures Per Capita** – This chart shows the total materials expenditures divided by total LSA population. In 2016, the District ranked 8<sup>th</sup> in this category. The District ranked 7<sup>th</sup> during 2015.



**23. Other Expenditures Per Capita** – This chart shows all other materials expenditures not reported as print, audio, video, or electronic, such as microforms, kits, and LeapFrog. The District ranks 9<sup>th</sup> out of 13 libraries during 2016; same as for 2015.

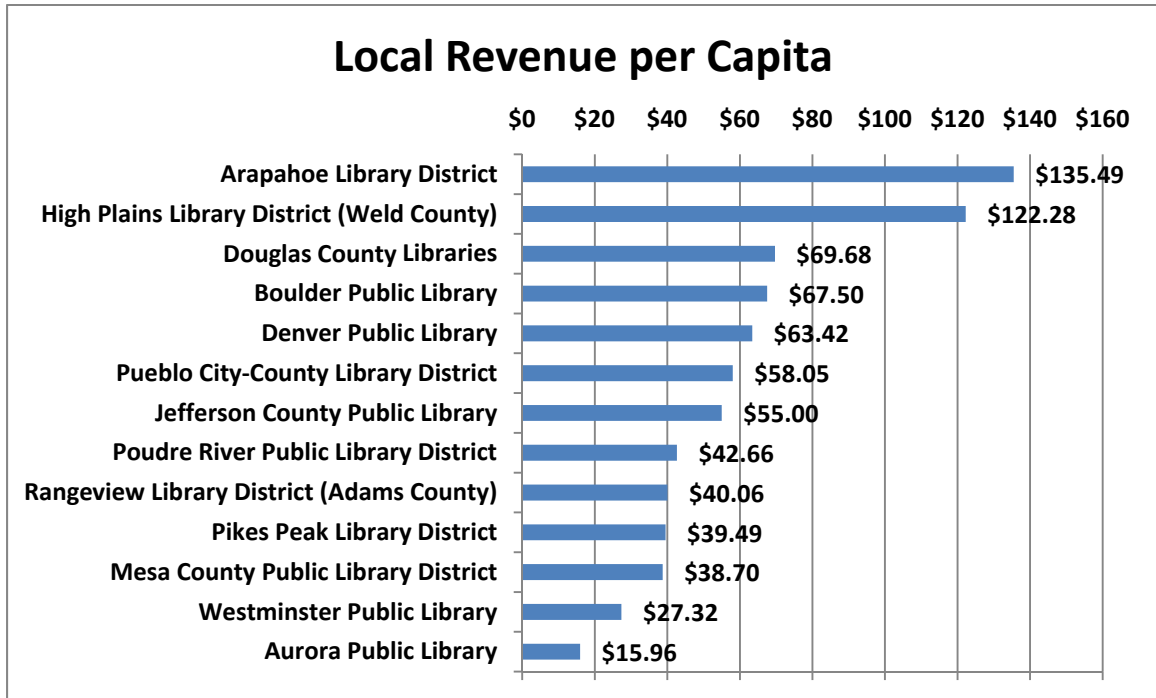


**24. Total Expenditures Per Capita** – This chart shows the total operating expenditures divided by LSA population. The District ranks 9<sup>th</sup> out of 13 libraries for 2016, unchanged from 2015.

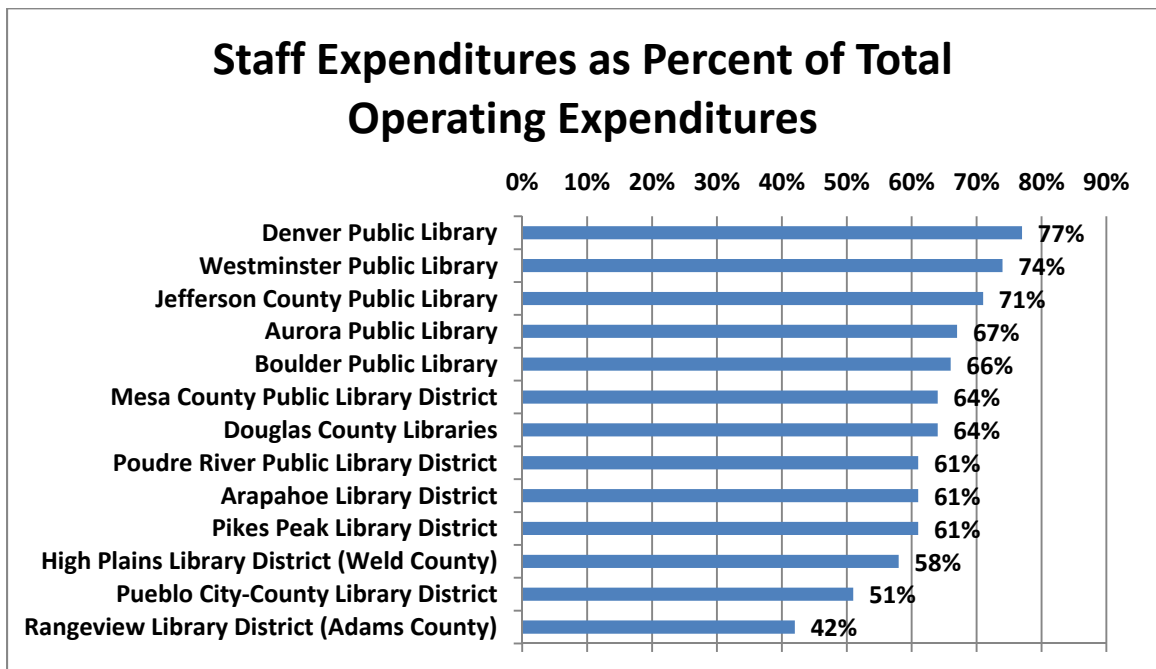




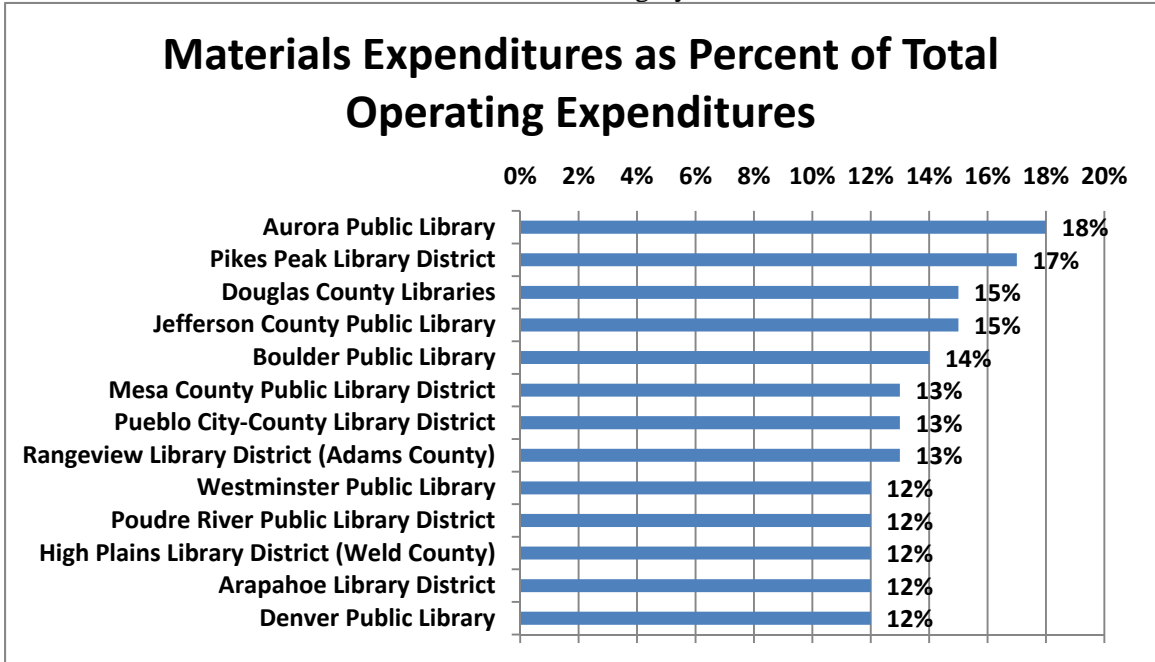
**25. Local Revenue Per Capita** – This chart shows the total dollars of local revenue (primarily property taxes) divided by the total LSA population. The District ranks 10th out of 13 libraries for both 2016 and 2015.



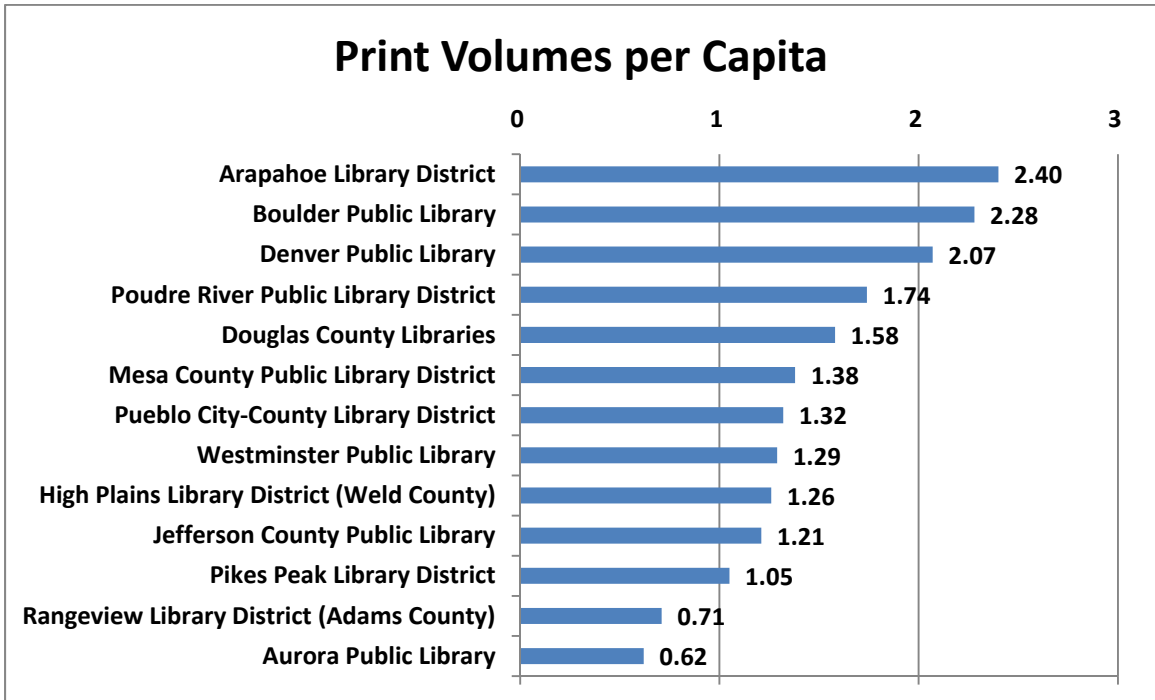
**26. Staff Expenditures as Percent of Total Operating Expenditures** - This chart shows the sum of all staff expenditures for salaries, wages, and benefits divided by the sum of all operating expenditures for staff, materials, and other purposes. During 2016, the District ranks 10<sup>th</sup> in this category, down from being ranked 9<sup>th</sup> of 13 libraries during 2015.



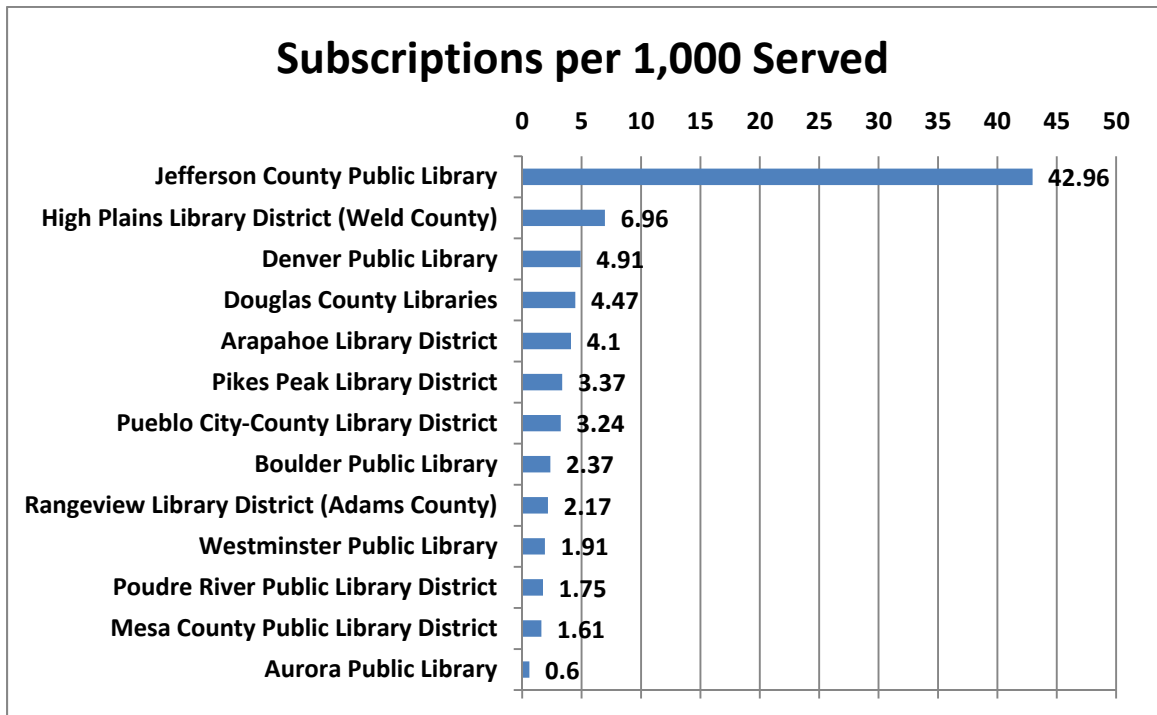
27. **Materials Expenditures as Percent of Total Operating Expenditures** - This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. The District ranks second in this category. In 2015, the District ranked 3<sup>rd</sup>.



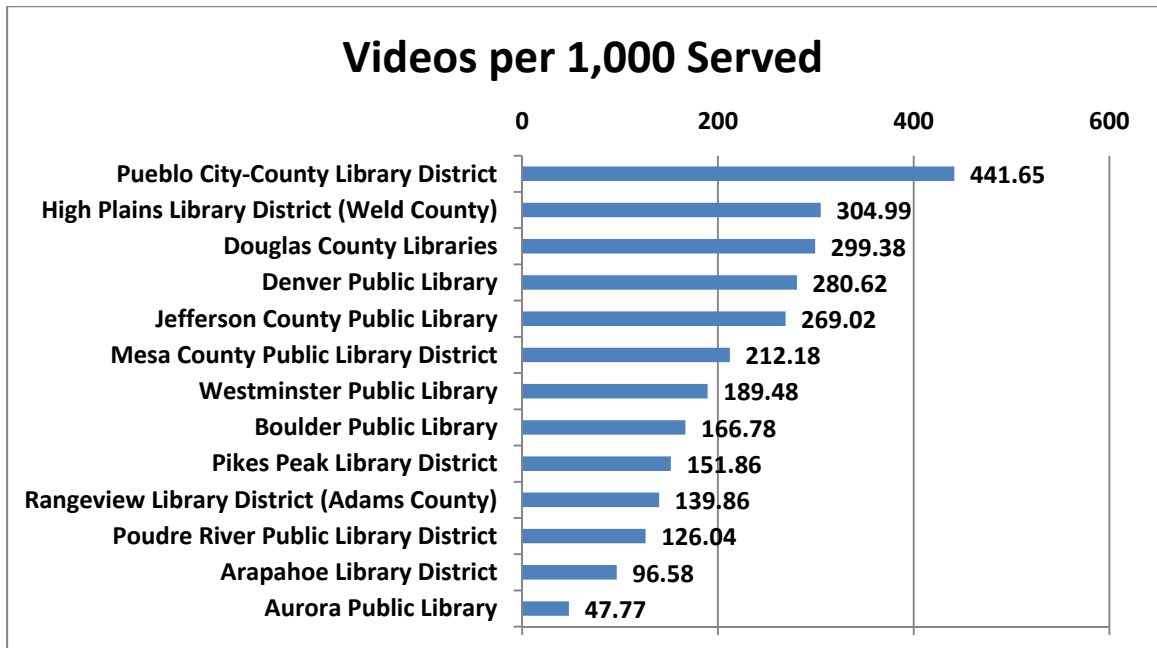
28. **Print Volumes per Capita** - This chart shows the number of print volumes the library holds divided by the library's LSA population. The District ranks 11<sup>th</sup> of 13 libraries for 2016 and 2015.



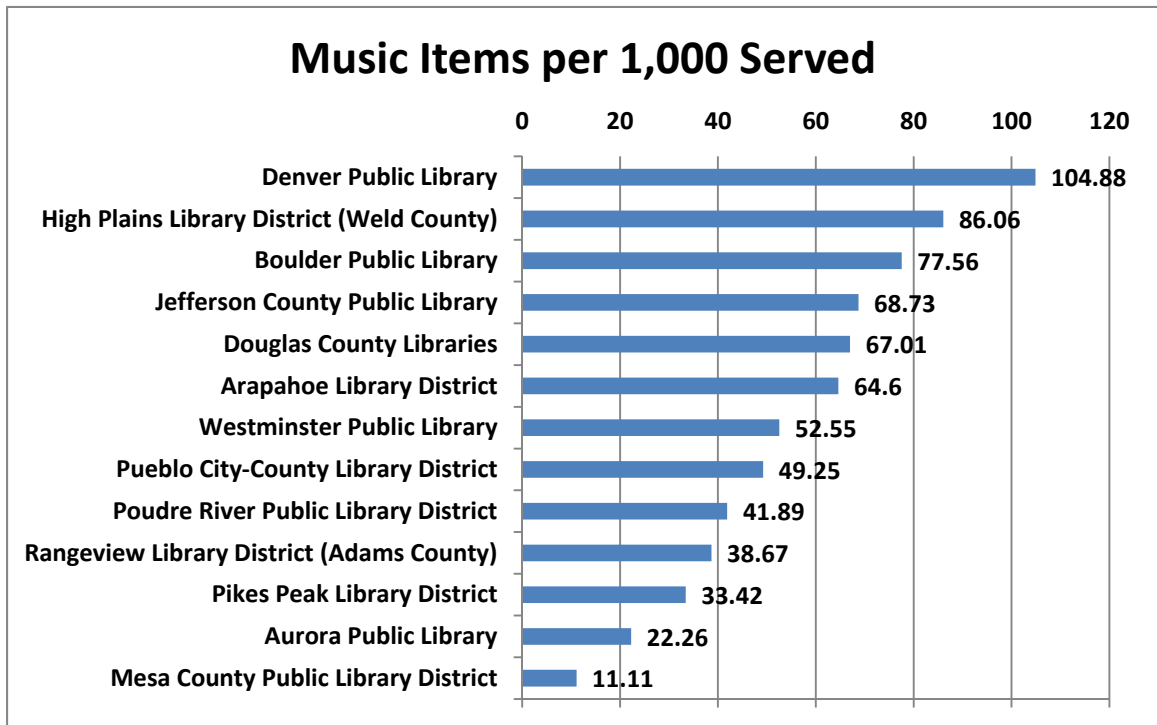
**29. Subscriptions per 1,000 Served** – This chart shows the number of serial subscriptions divided by the LSA in thousands. The District ranks 6<sup>th</sup> out of 13 libraries; unchanged from 2015.



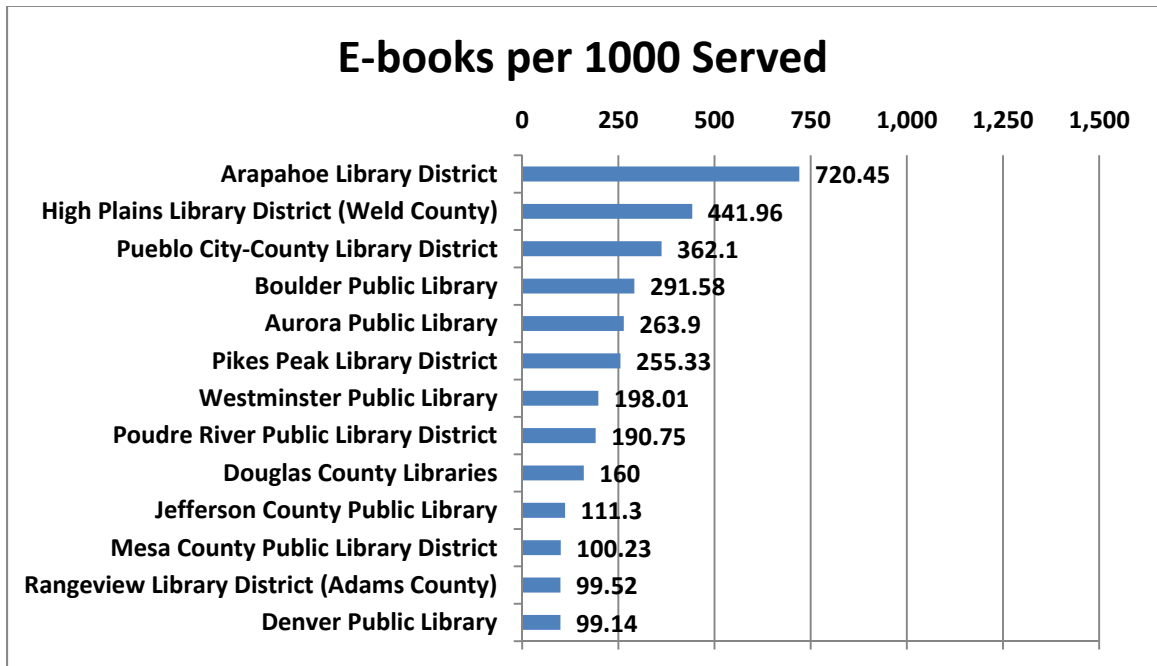
**30. Videos per 1,000 Served** – This chart shows the number of videos in the collection per 1,000 population in the LSA. In 2016, the District ranked 9<sup>th</sup> in this category. During 2015, the District ranked 10<sup>th</sup>.



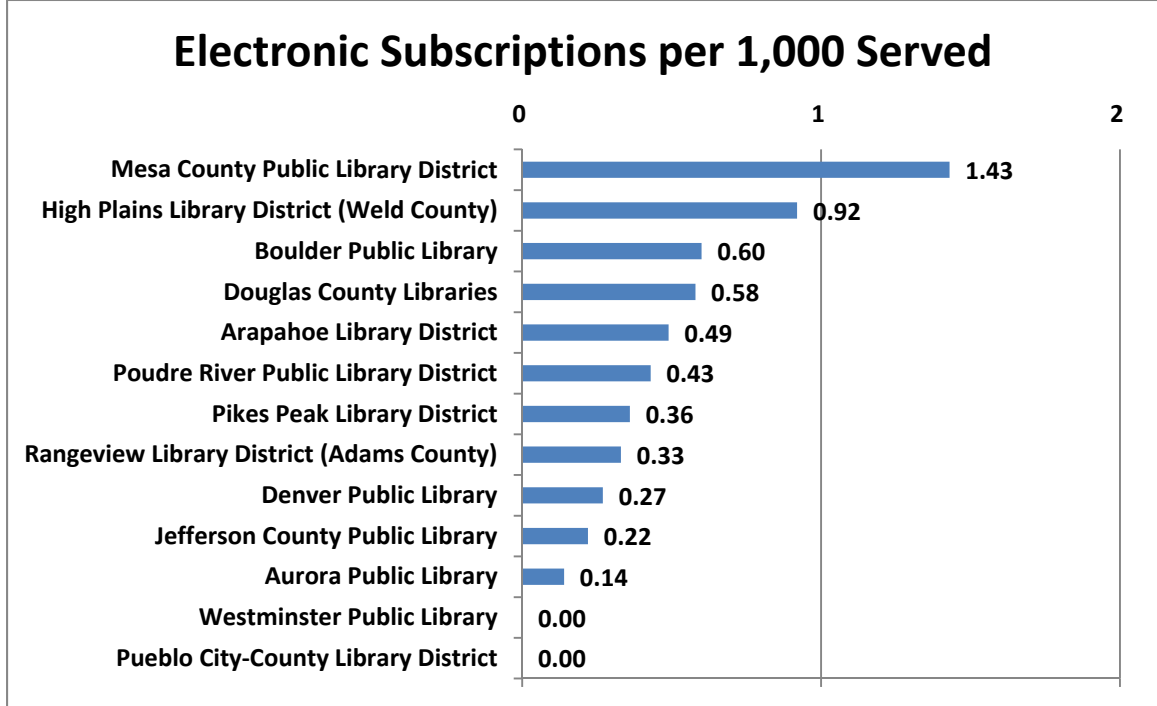
**31. Music Items per 1,000 Served** – This chart shows the number of music materials in the collection per 1,000 population in their LSA. The District ranks 11<sup>th</sup> out of 13 libraries; unchanged from 2015.



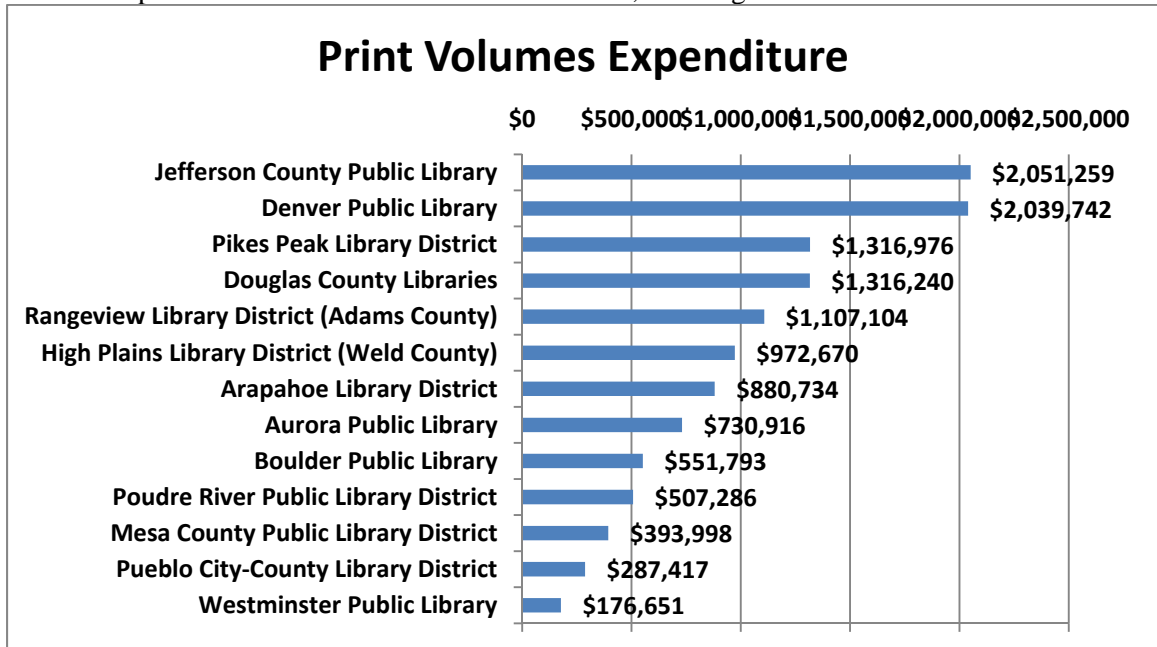
**32. E-Books per 1,000 Served** – This chart shows the total number of E-books divided by the LSA population (divided by 1,000). The District ranks 6<sup>th</sup> in this category; unchanged from 2015.



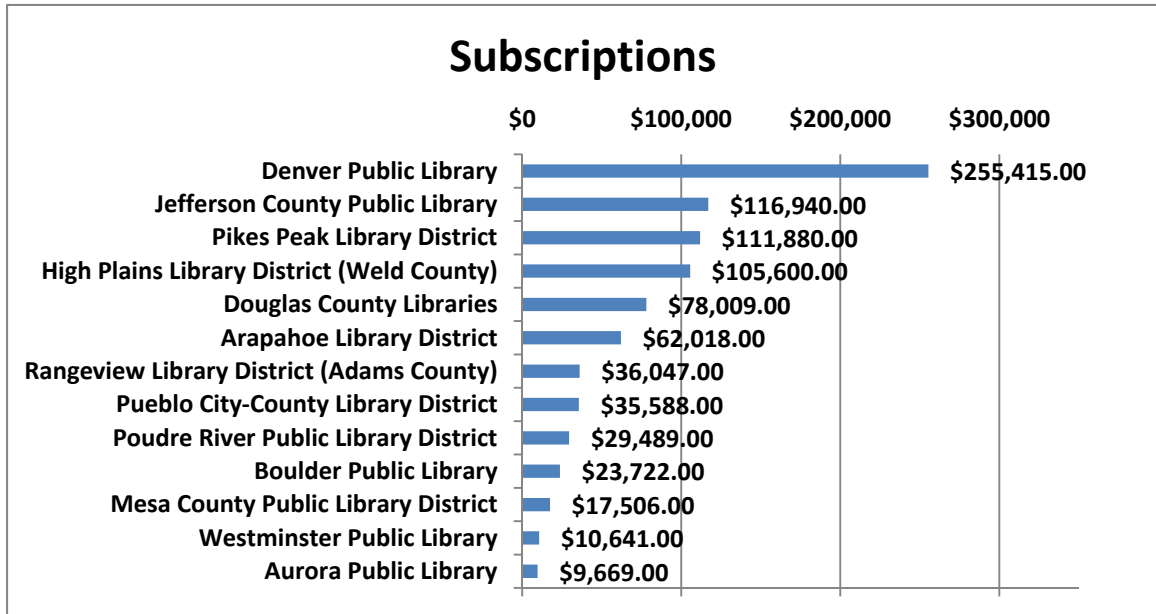
**33. Electronic Subscriptions per 1,000 Served** – This chart shows the total number of electronic subscriptions per 1,000 LSA population served. The District is currently ranked 7<sup>th</sup> of 13 libraries. During 2015, the District ranked 3<sup>rd</sup> in this category.



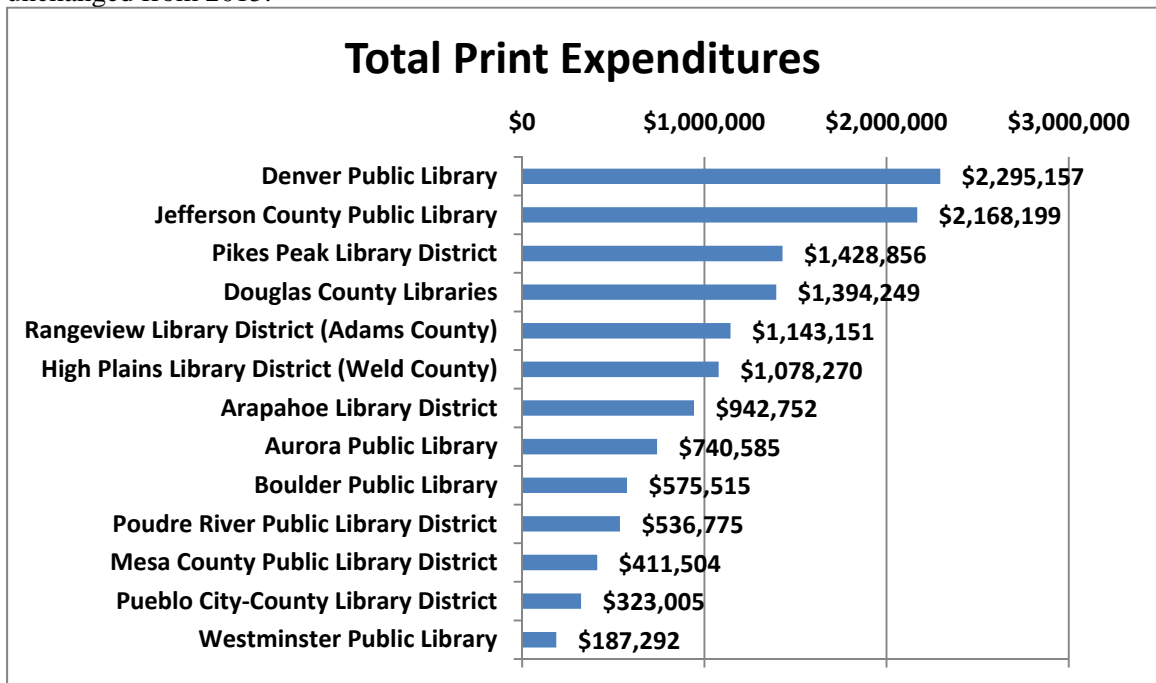
**34. Print Volumes Expenditure** – This chart shows total expenditures on non-periodical printed publications bound in hard or soft covers or in loose leaf format, including publications issued in successive parts. The District ranks 3<sup>rd</sup> of 13 libraries; unchanged from 2015.



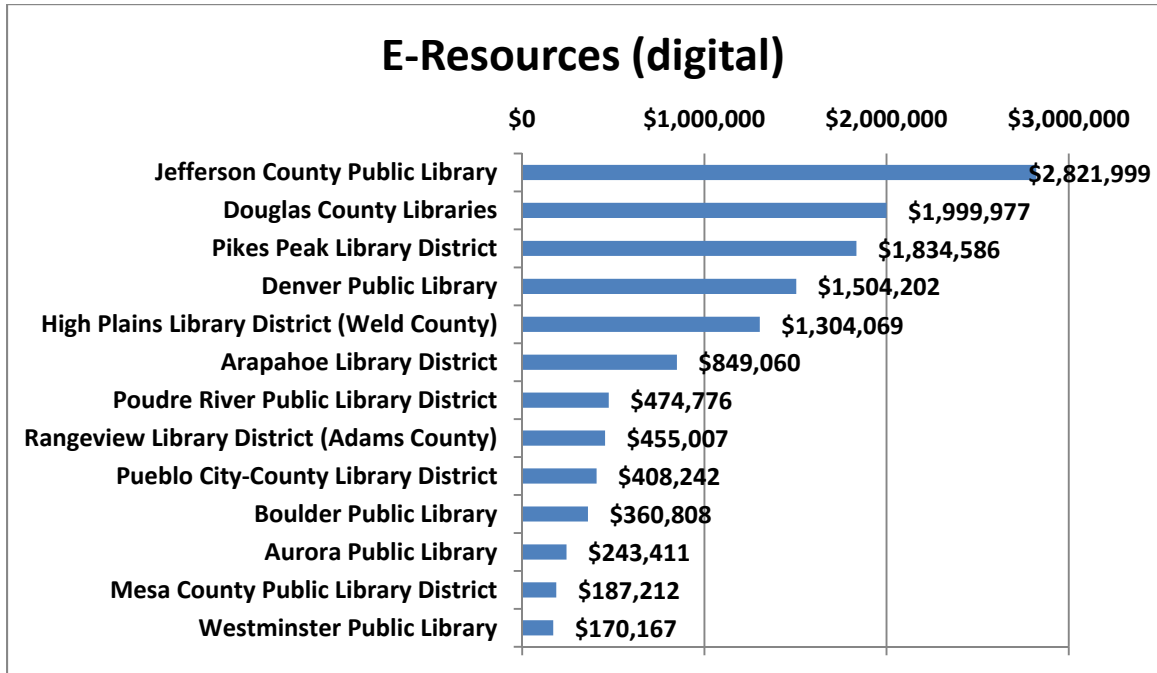
**35. Subscriptions Expenditures** – This chart shows total expenditures on serial subscriptions including periodicals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series. The District ranks 3<sup>rd</sup> out of 13 libraries. For 2015, the District ranked 2<sup>nd</sup>.



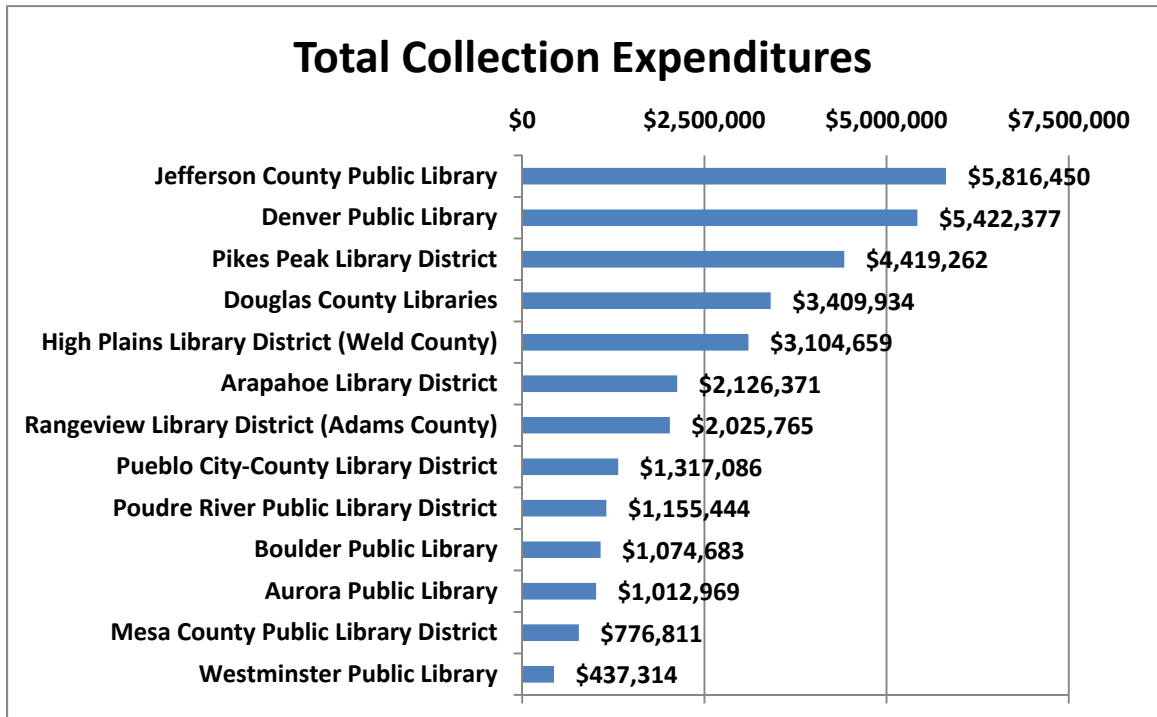
**36. Total Print Expenditures** - This chart shows the total amount spent on books, bound volumes, and paper subscriptions or serials. The District ranks 3<sup>rd</sup> of 13 libraries in this category; unchanged from 2015.



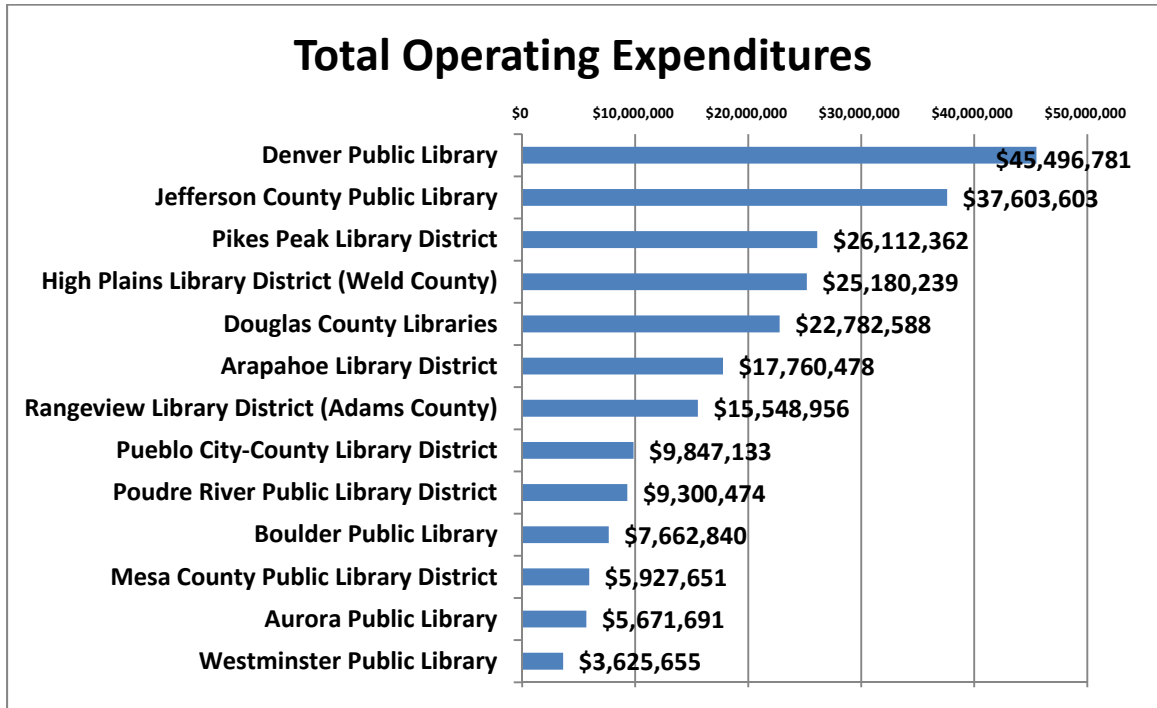
**37. Total E-Resources (Digital) Expenditure** – This chart shows the total amount spent on digital resources (E-Resources). The District ranks 3rd for 2016, down from 1st for 2015.



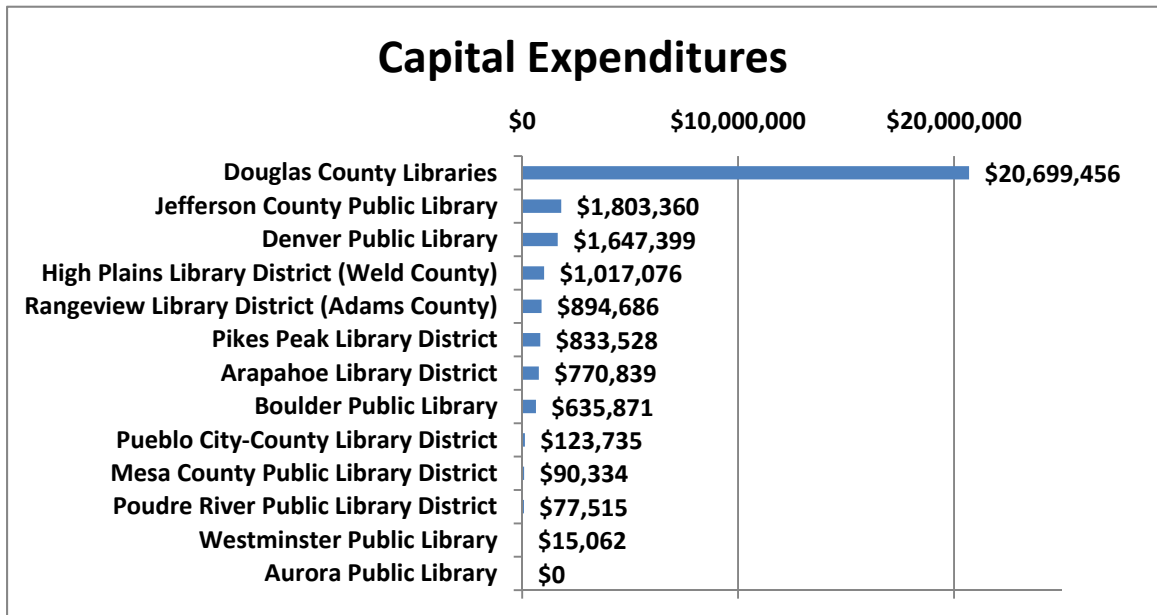
**38. Total Collection Expenditures** - This chart shows the total amount spent on library materials. During 2015, the District ranked second primarily due to the size of its LSA population. This year, the District ranks 3<sup>rd</sup>.



**39. Total Operating Expenditures** – This chart shows the total amount spent on operations. For 2015, the District ranked 2nd primarily due to the size of its LSA population. In 2016, the District ranked 3<sup>rd</sup>.

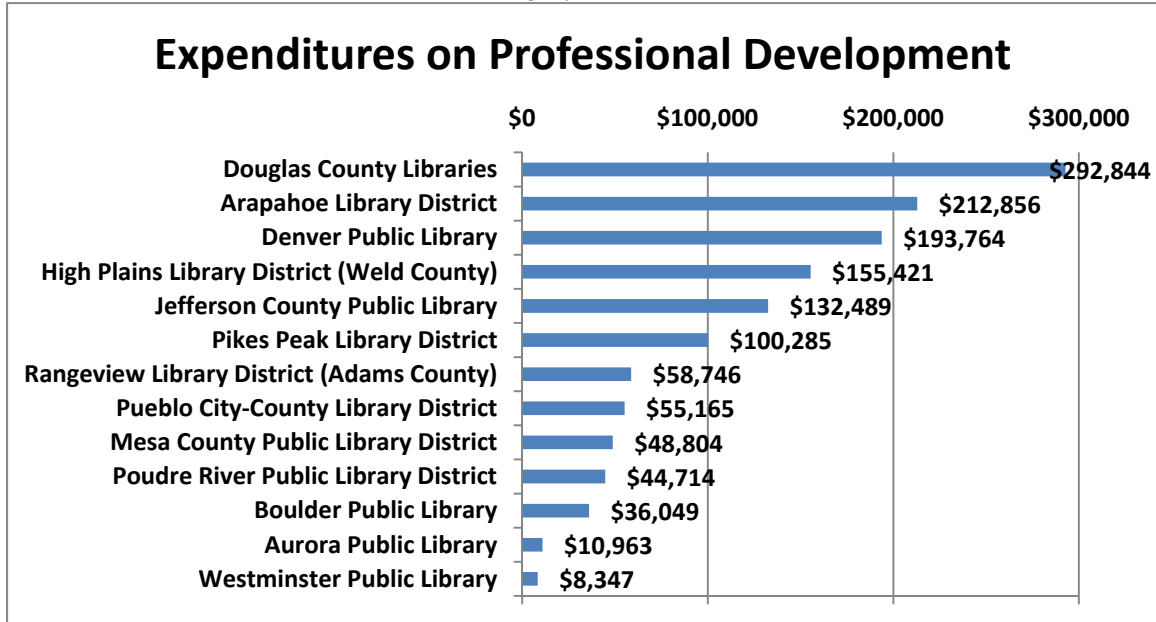


**40. Capital Expenditures** – This chart shows total expenses paid for new buildings or furnishings, renovations, automation systems, vehicles, and other major one-time projects. Includes all federal, state, local and other revenue used for major capital expenditures. For 2015, the District ranked 3<sup>rd</sup> out of 13 libraries in this category. In 2016, the District ranked 6<sup>th</sup>.

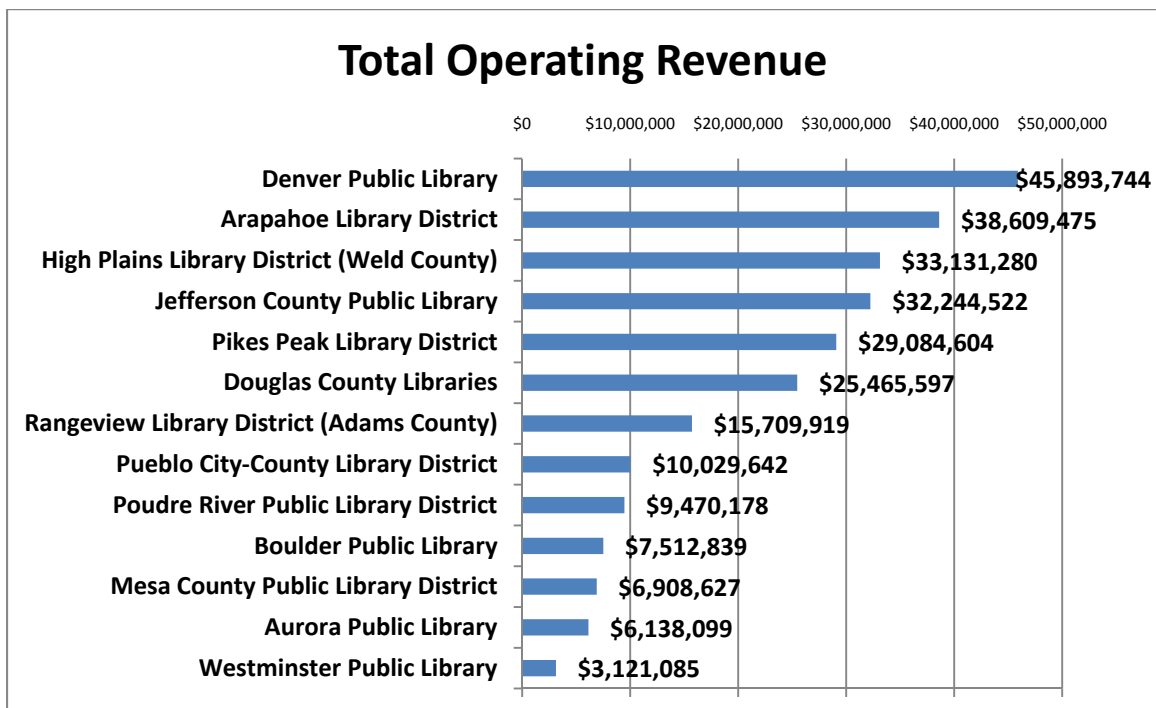




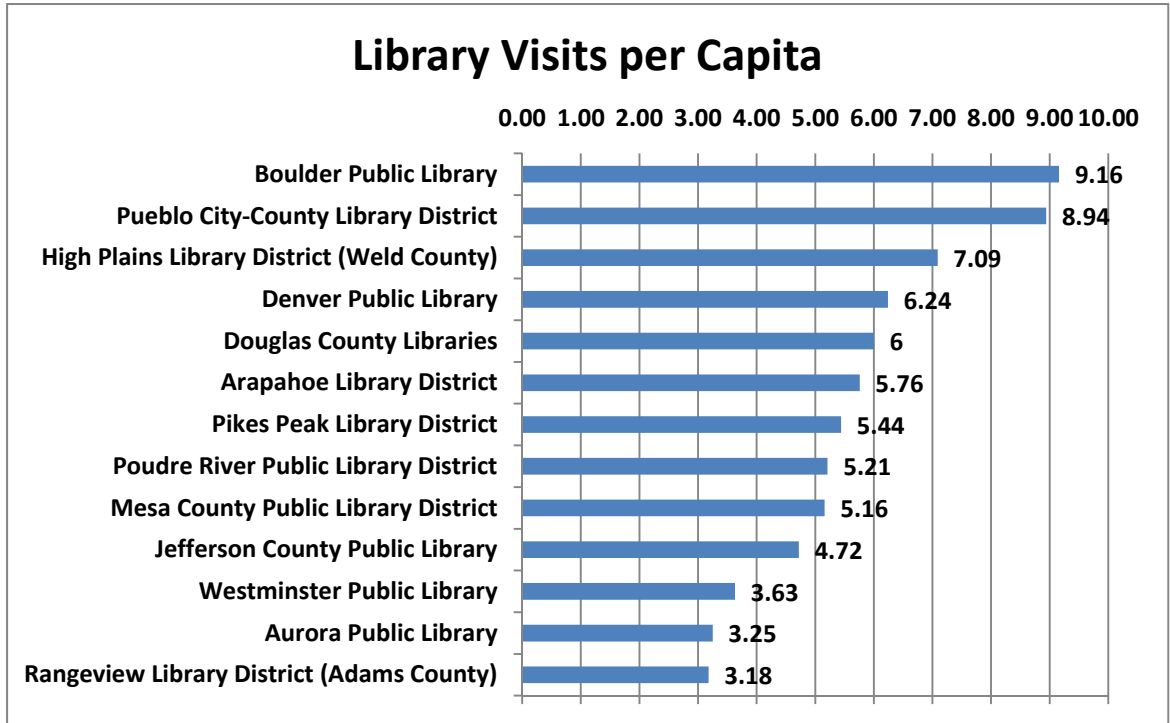
**41. Expenditures on Professional Development** – This chart shows total expenditures for development and education of staff. Includes fees, materials, travel costs, conference registrations, workshops, reimbursements, software, videos, and cost of in-house development office. This does not include costs associated with regular staff or human resources meetings. During 2015, the District ranked 4<sup>th</sup> of 13 libraries in this category. For 2016, the District ranks 6<sup>th</sup>.



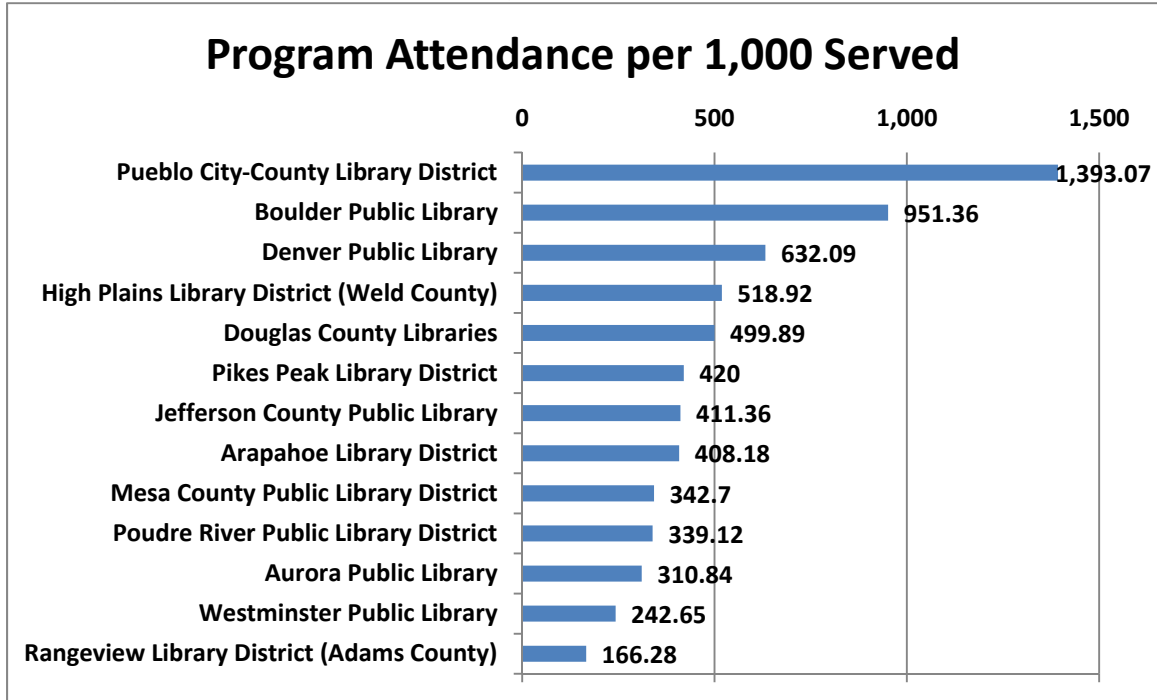
**42. Total Operating Revenue** – This chart shows total operating revenue for each library. For 2015, the District ranked 2<sup>nd</sup> in total, primarily due to the size of its LSA population. For 2016, the District ranks 5<sup>th</sup>.



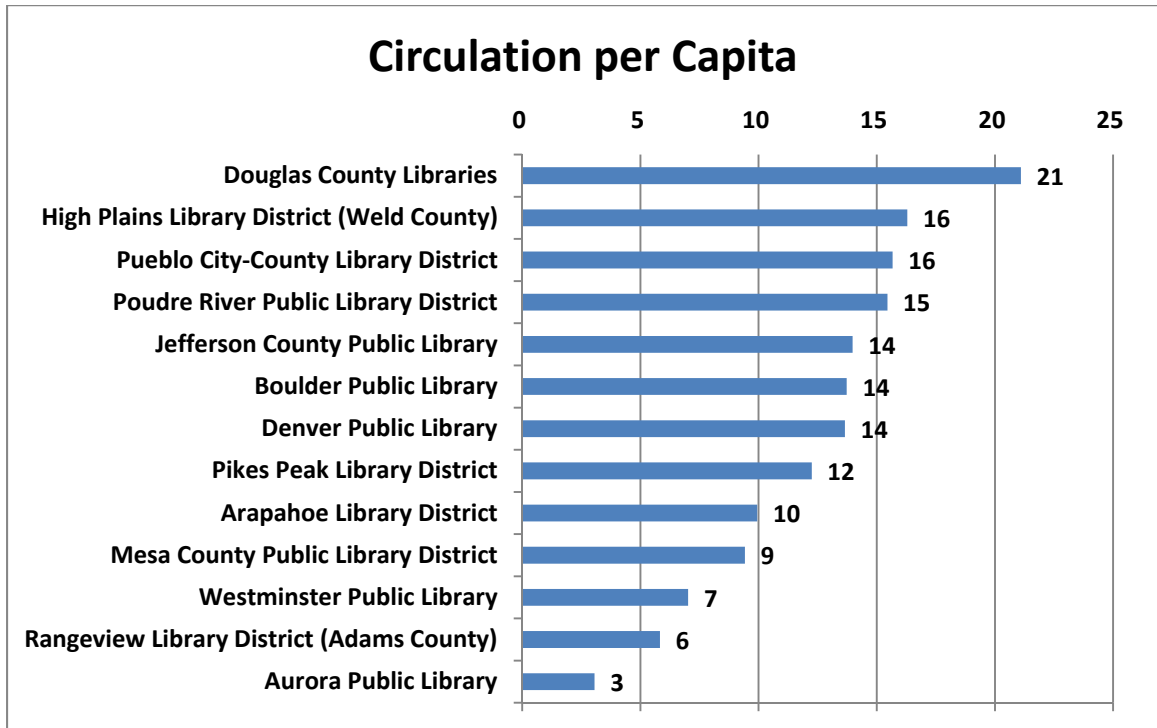
**43. Library Visits per Capita** – This chart shows total library patron visits divided by the total LSA population. For 2015, the District ranked 5th in this category. For 2016, the District ranks 7<sup>th</sup>.



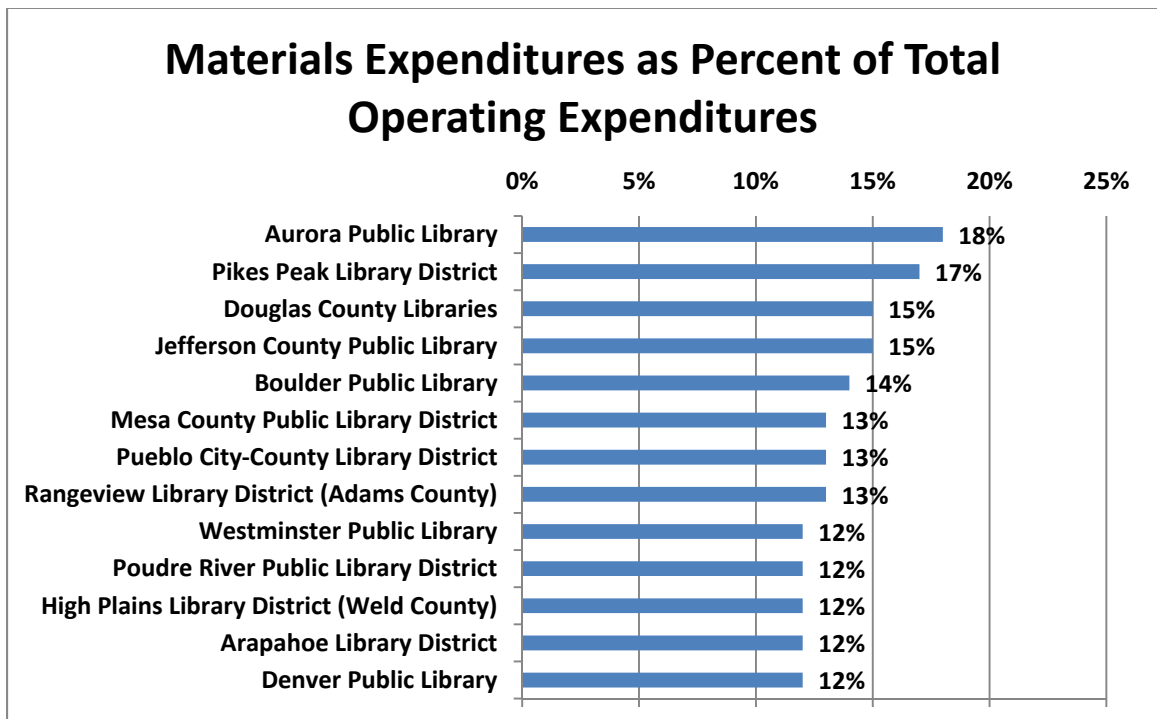
**44. Program Attendance per 1,000 Served** – This chart shows total attendance for all programs. For 2015, the District ranked 7th. For 2016, the District ranks 6<sup>th</sup>.



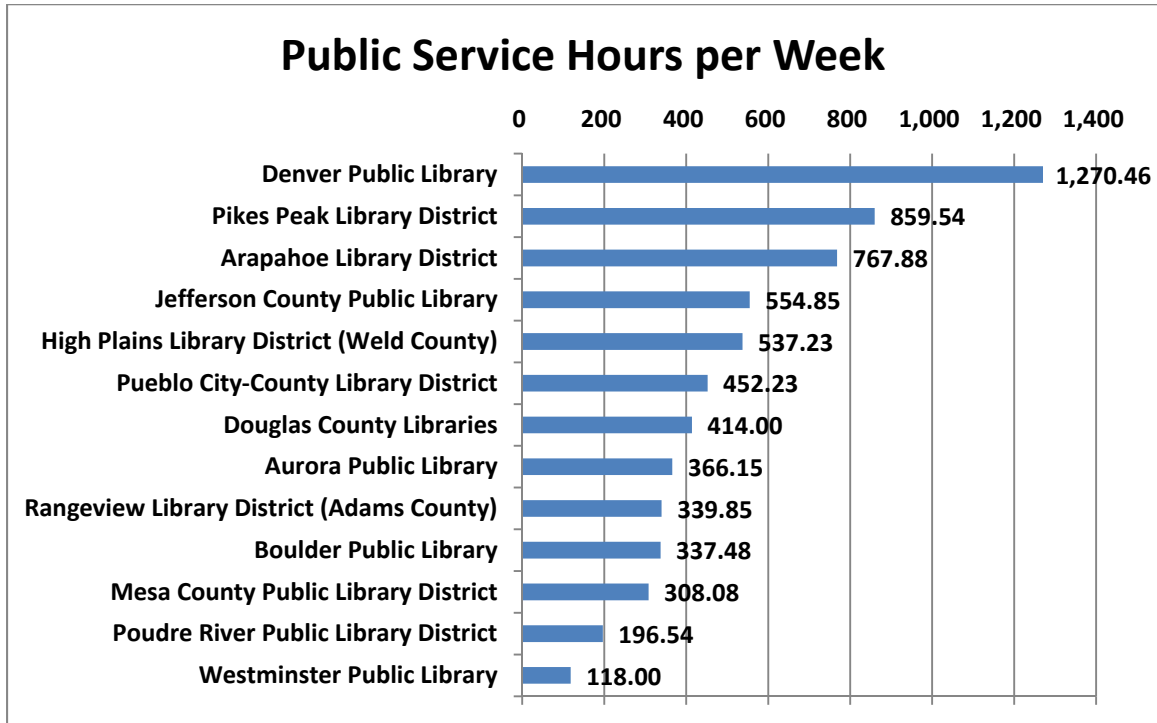
**45. Circulation per Capita** – This chart shows total circulation divided by LSA population. For 2015, the District ranked 6th in this category. For 2016, the District ranks 8<sup>th</sup>.



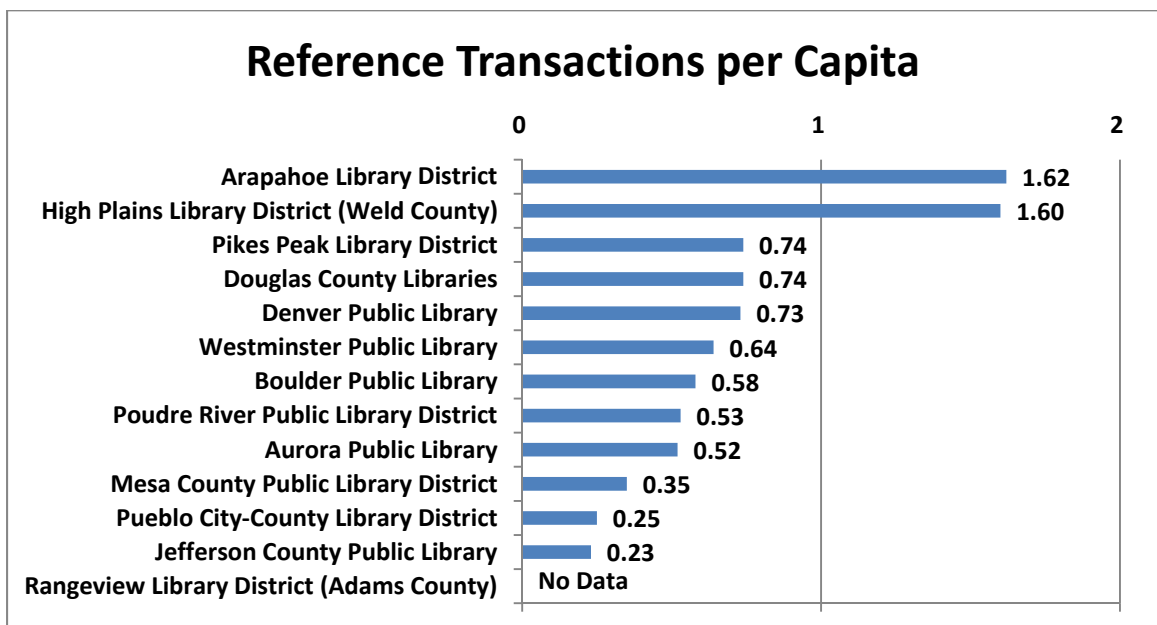
**46. Materials Expenditures as Percent of Total Operating Expenditures** – This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. For 2015, the District ranked 3<sup>rd</sup> of 13 libraries. For 2016, the District ranks 2<sup>nd</sup>.



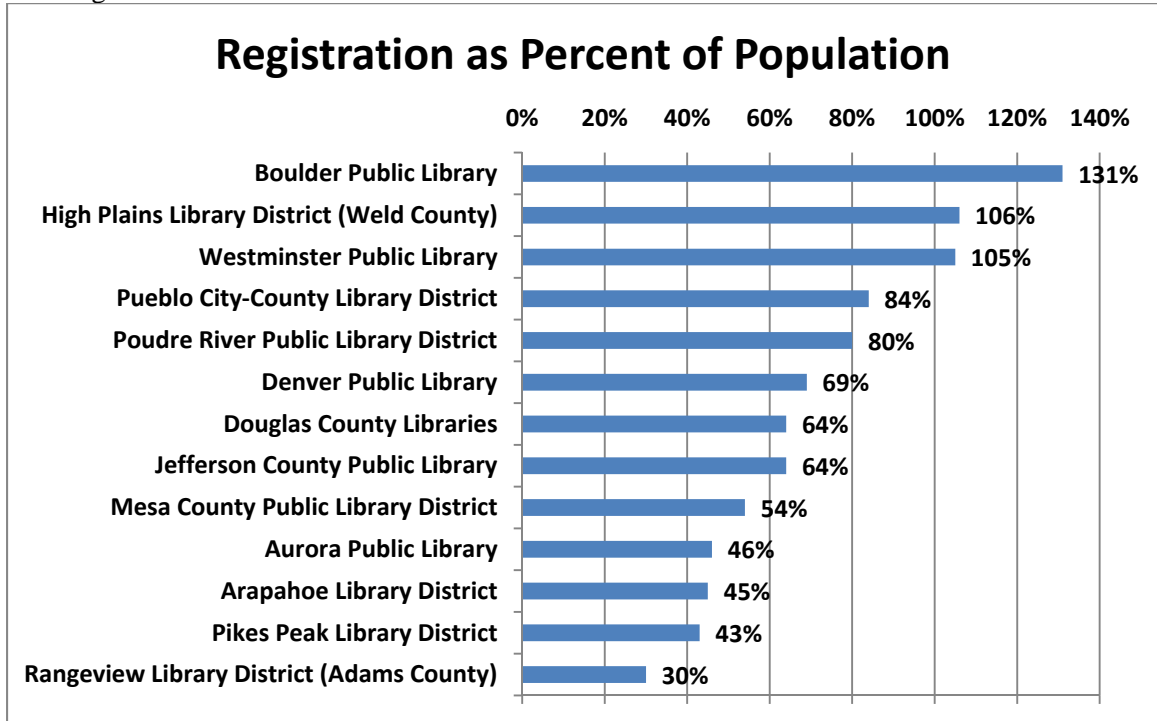
**47. Public Service Hours per Week** – This chart shows total number of hours the library is open to the public per week. The District ranked second for 2016 and 2015, primarily due to the number of facilities.



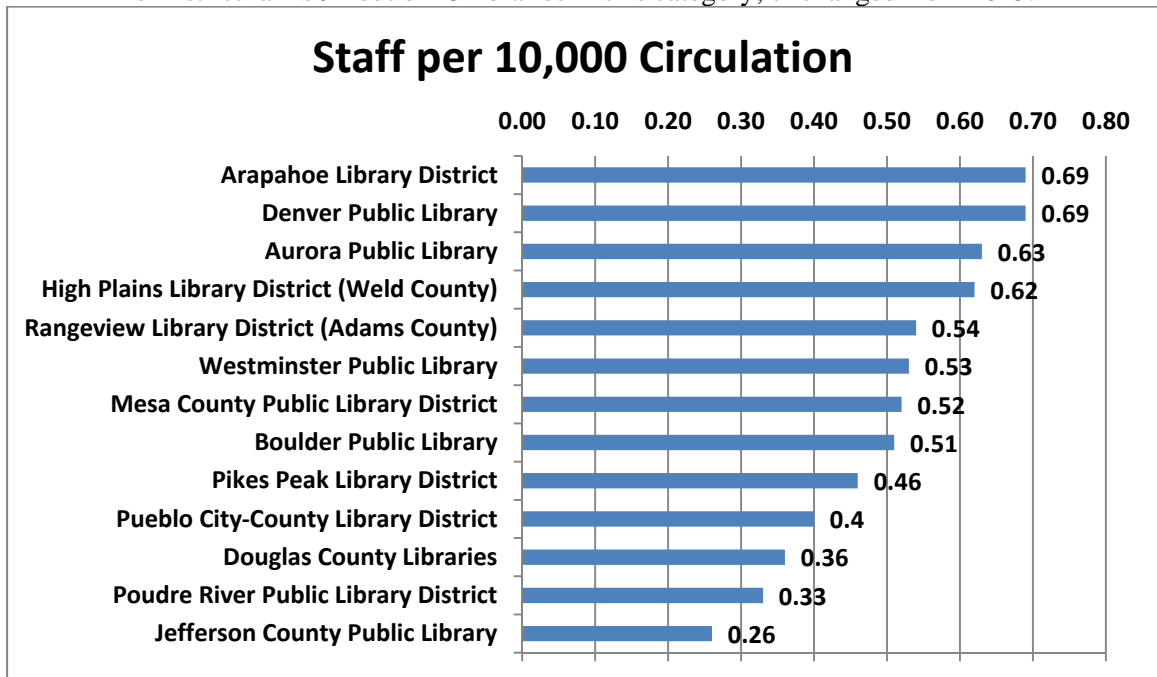
**48. Reference Transactions Per Capita** – This chart shows total reference questions divided by total LSA population. For 2016, the District ranks 3<sup>rd</sup>; unchanged from prior year.



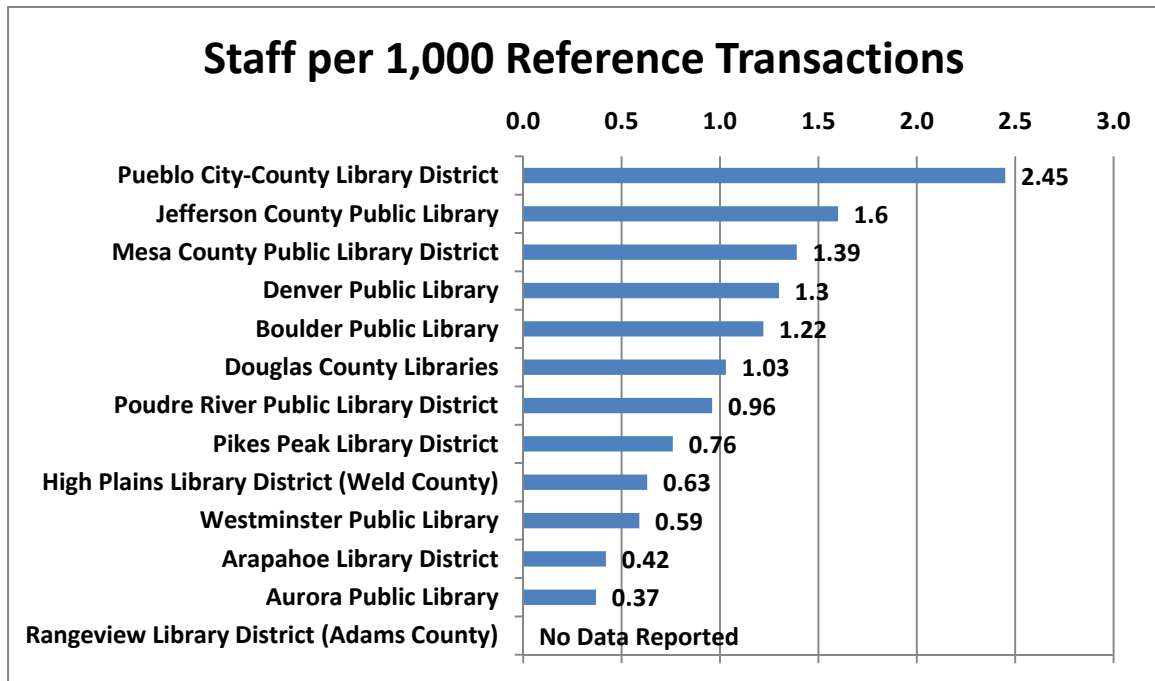
**49. Registration as Percent of Population** – This chart shows total library card holders as a percentage of the total LSA population. The District ranks 12 out of 13 libraries for 2016; unchanged from 2015.



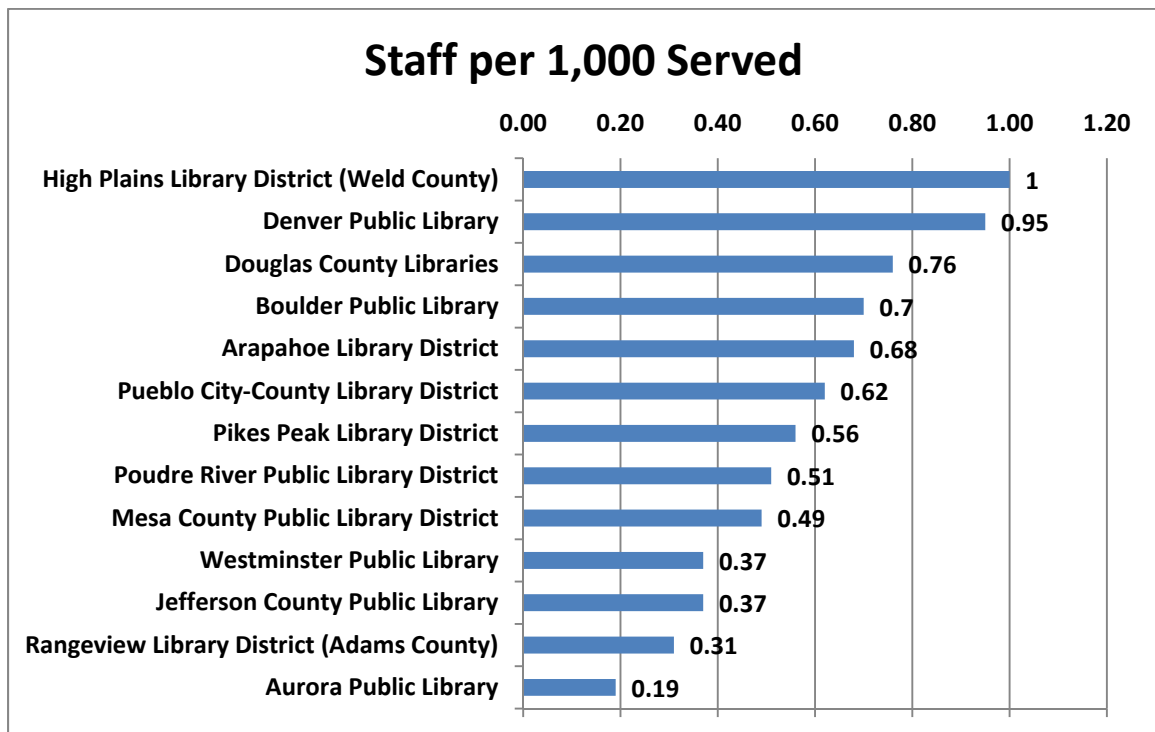
**50. Staff per 10,000 Circulation** – This chart shows total staff per 10,000 LSA population. The District ranks 9<sup>th</sup> out of 13 libraries in this category; unchanged from 2015.



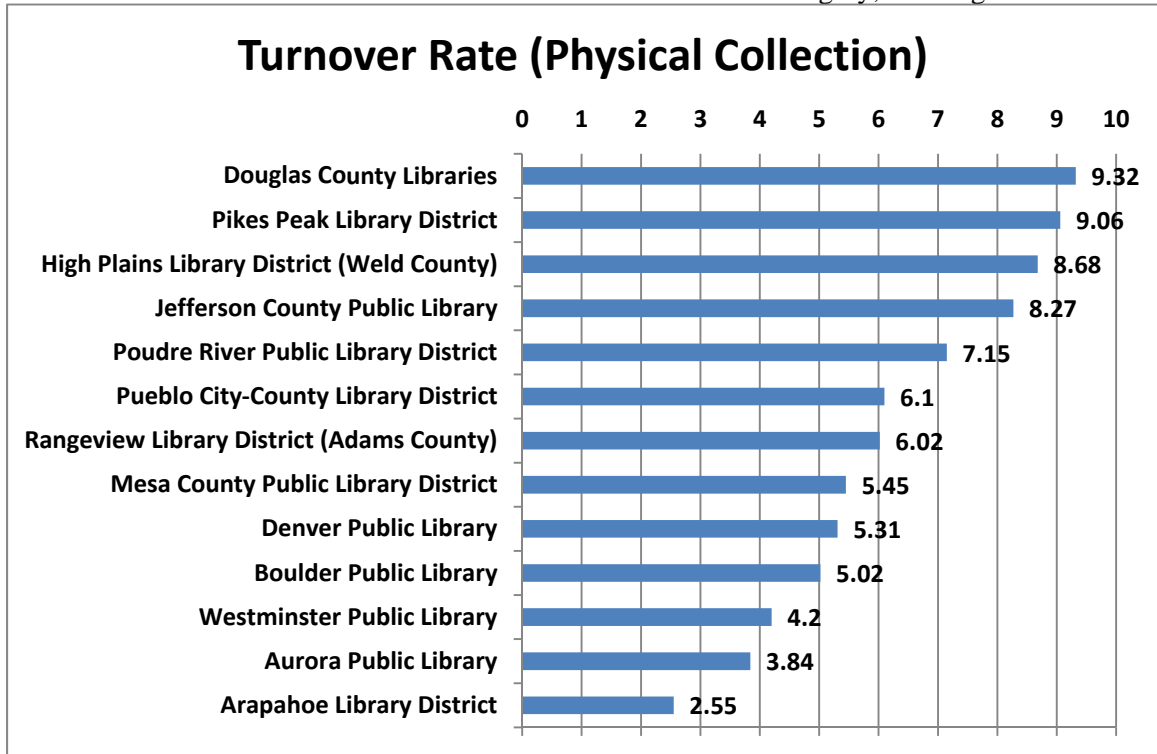
**51. Staff per 1,000 Reference Transactions** – This chart shows total staff FTE divided by total reference transactions (divided by 1,000). For 2015, the District ranked 7th. For 2016, the District ranks 8<sup>th</sup>.



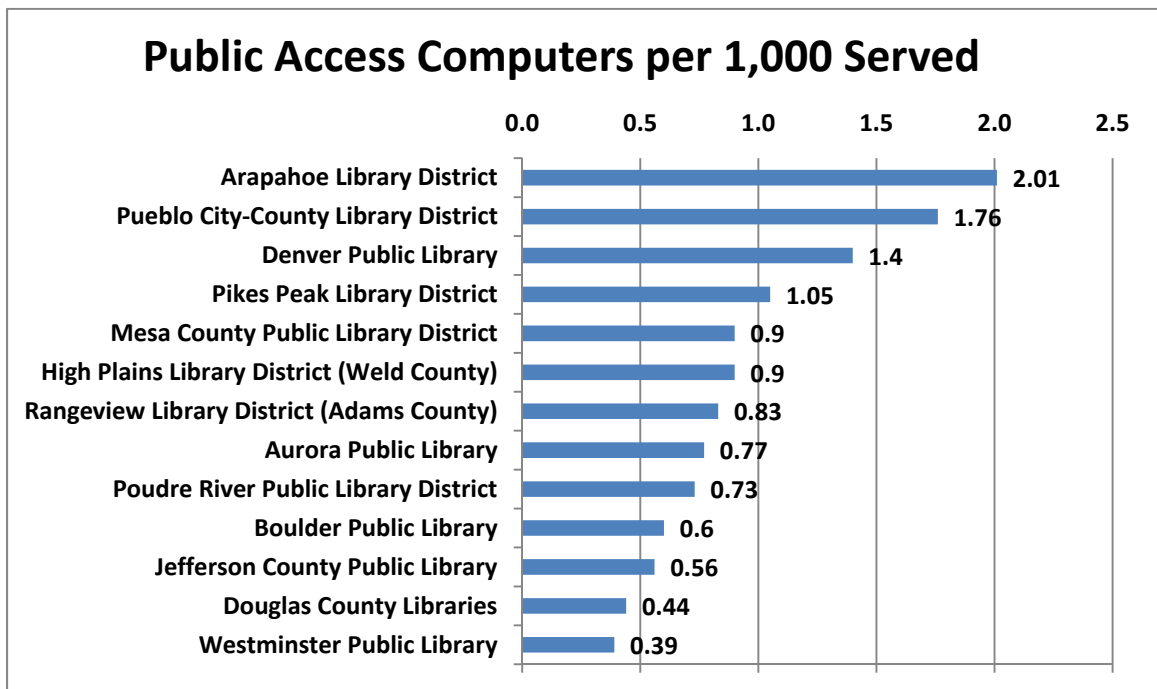
**52. Staff per 1,000 Served** – This chart shows total staff divided by the total LSA population (divided by 1,000). The District ranks 7<sup>th</sup>; unchanged from 2015.



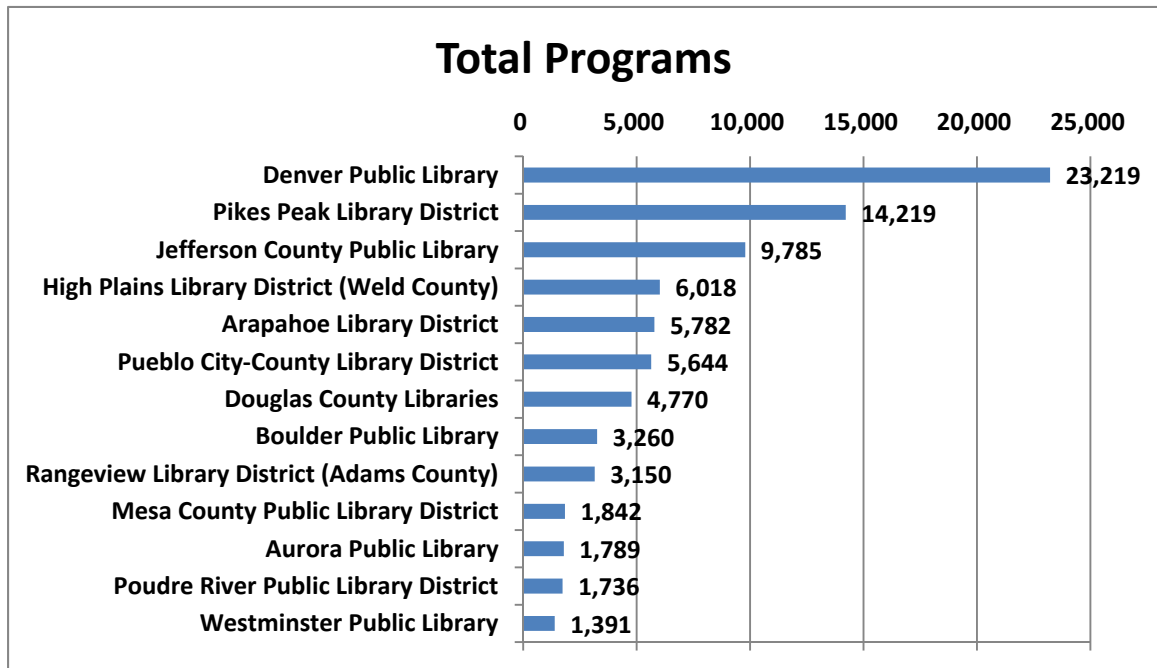
**53. Turnover Rate (Physical Collection)** – This chart shows total circulation divided by total number of items in the collection. The District ranks 2nd in this category; unchanged from 2015.



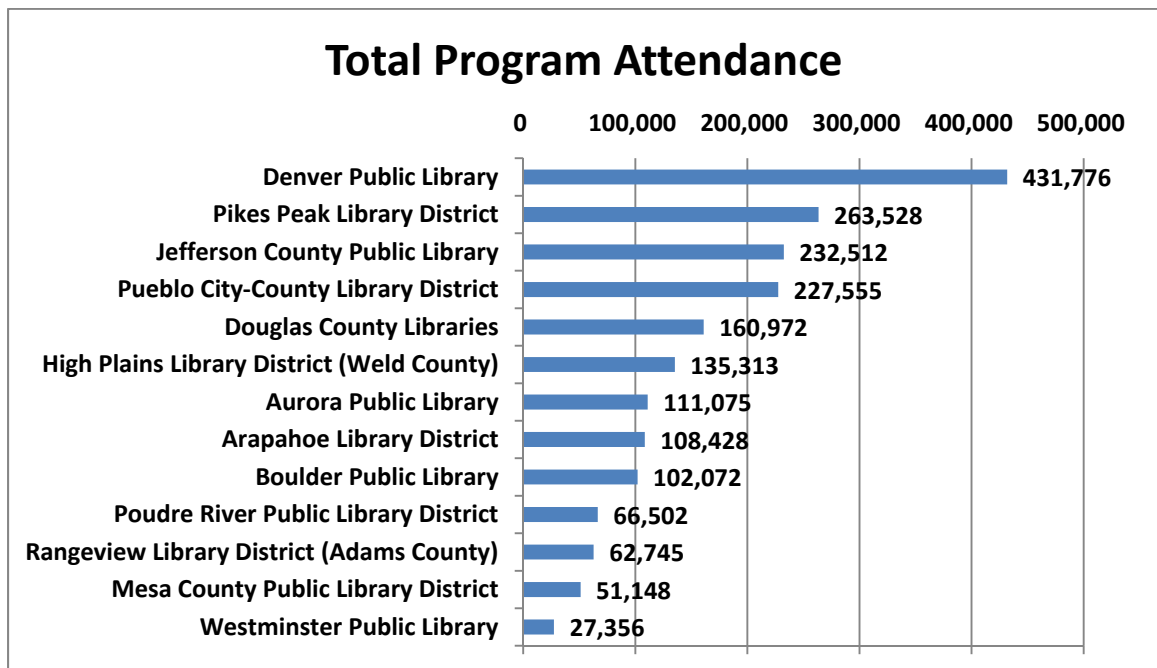
**54. Public Access Computers per 1,000 Served** – This chart shows total number of Public Access Computers with Internet available divided by the legal service area in thousands. The District ranks 4<sup>th</sup> out of 13 libraries for 2016; unchanged from 2015.



55. **Total Programs** – This chart shows total number of programs. The District ranks 2<sup>nd</sup>; unchanged from previous year.

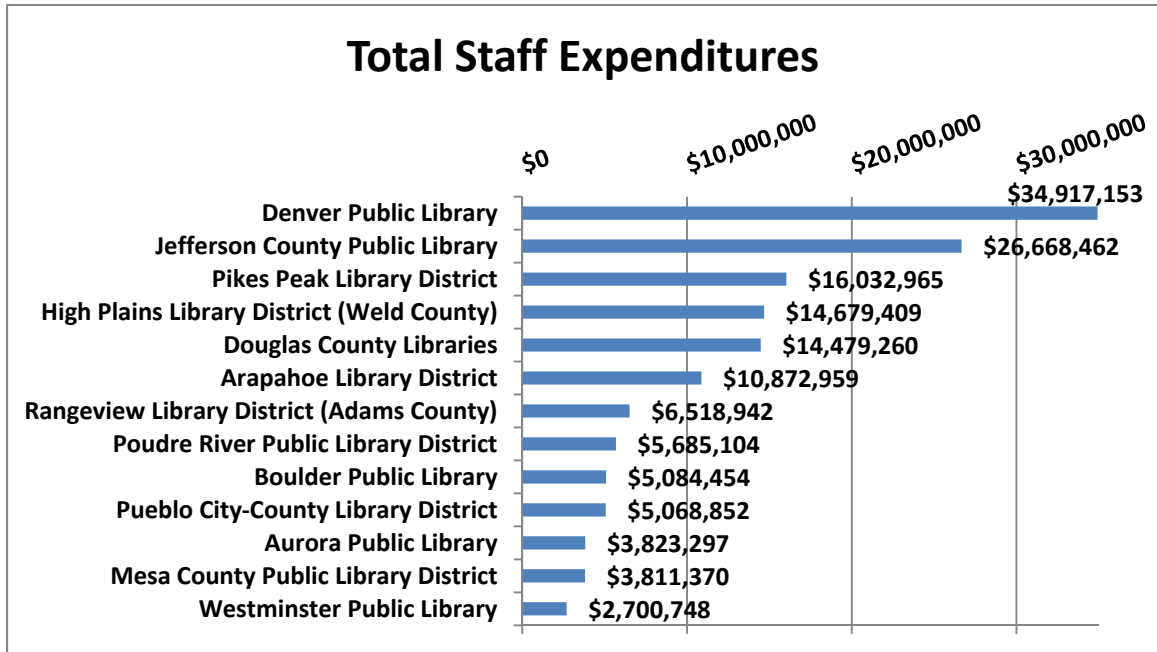


56. **Total Program Attendance** – This chart shows total count of the audience at all library programs. The District ranks 2<sup>nd</sup>; unchanged from 2015.

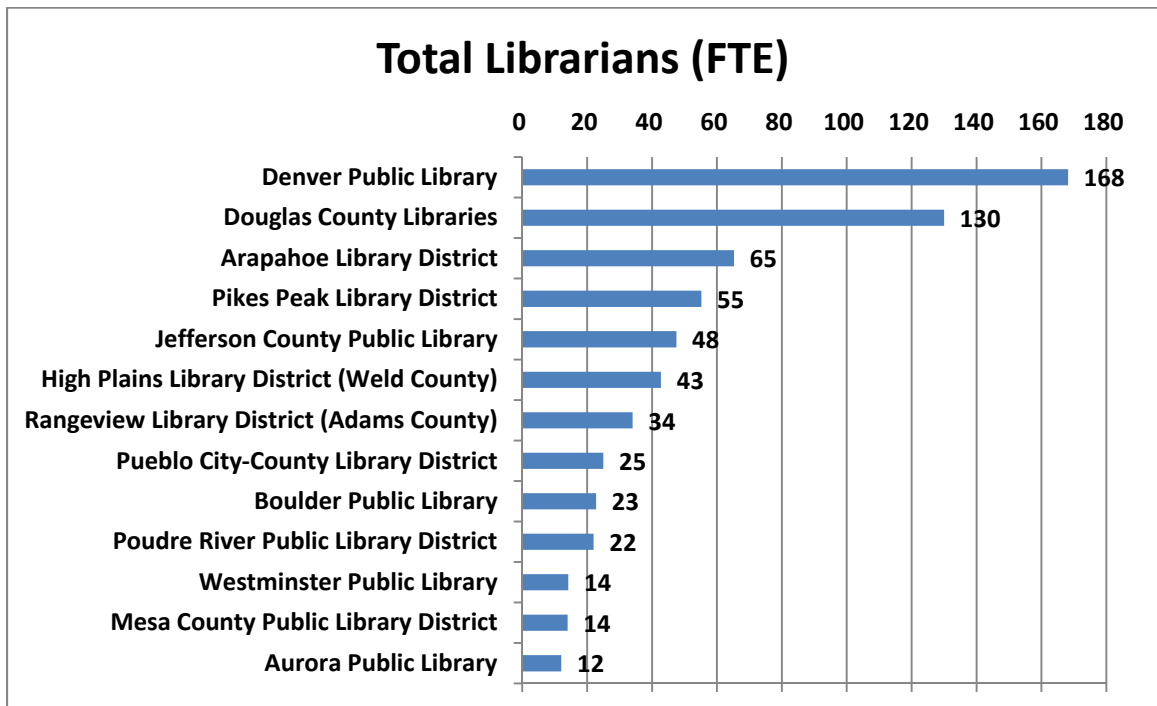




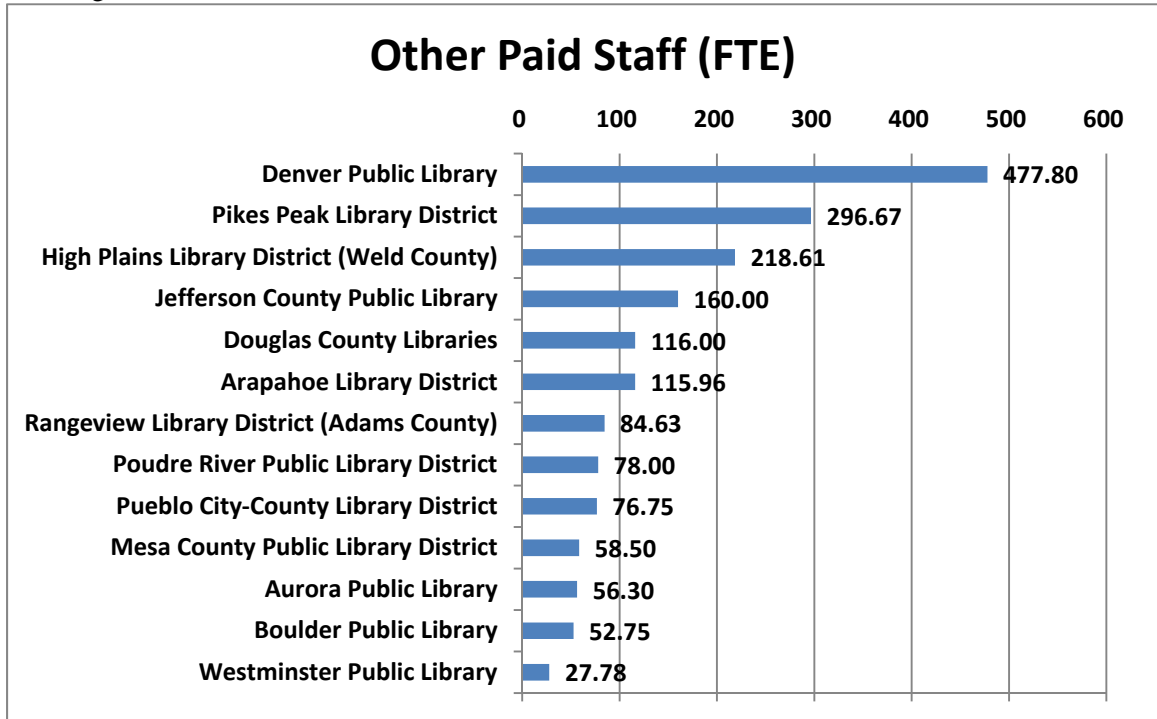
**57. Total Staff Expenditures** – This chart shows total wages and benefits paid to library staff. In 2015, the District ranked second, primarily due to the size of its LSA population. For 2016, the District ranks 3<sup>rd</sup>.



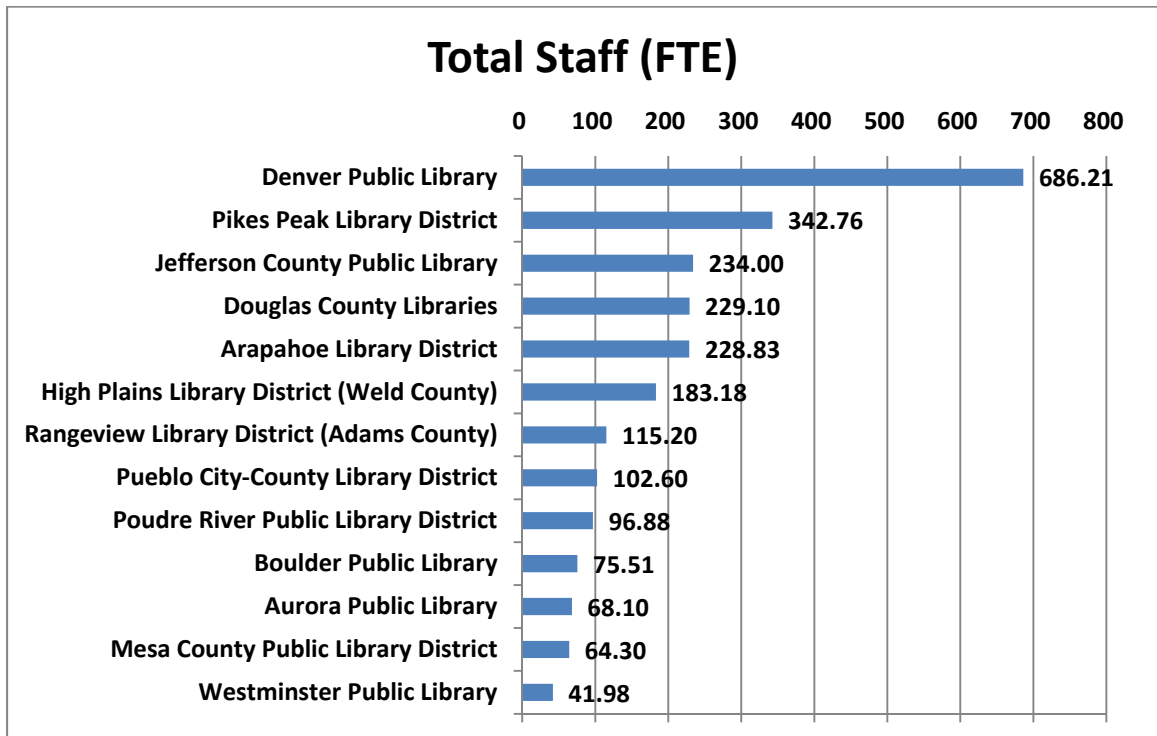
**58. Total Librarians (FTE)** – This chart shows the total number of full-time equivalents of librarians. For 2015, the District ranked 5<sup>th</sup>, again primarily due to the size of its LSA population. For 2016, the District ranks 4<sup>th</sup>.



**59. Other Paid Staff (FTE)** – This chart includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. The District ranks second, unchanged from 2015.



**60. Total Staff (FTE)** - This chart shows the total number of full-time equivalents of staff. The District ranks 2nd, primarily due to the size of its LSA population; this rank is unchanged from 2015.



## **TREND INFORMATION**

Included in the 2018 are various charts and graphs that depict financial information in a visual format.

## **BUDGETARY BASIS OF ACCOUNTING**

The 2018 budget has been prepared on a modified accrual basis of accounting. Revenue is recognized when available, and expenditures are recognized when the obligation is incurred. Encumbrances are not recorded in the 2018 budget.

## **ACKNOWLEDGEMENTS**

Special thanks and appreciation are expressed to the Board of Trustees and the Leadership Team for their leadership and direction toward completion of the 2018 budget.

Thanks and appreciation are also extended to all District managers, supervisors and staff for their efforts toward examining the budget carefully and planning ahead prudently to complete a balanced 2018 budget.

Respectfully submitted,

John Spears  
Chief Librarian & CEO

Michael Varnet, CPA, CPFO  
Chief Finance Officer

## **RESOLUTION TO SET MILL LEVIES**

A resolution levying general property taxes for the fiscal year 2018, to help defray the costs of government for the Pikes Peak Library District, Colorado Springs, Colorado, for the 2018 budget year.

**WHEREAS**, the Board of Trustees of the Pikes Peak Library District has adopted the annual budget in accordance with Local Government Budget Law, on December 12, 2017, and;

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes is \$32,073,444, and;

**WHEREAS**, the 2017 net valuation for assessment (payable in 2018) for the Pikes Peak Library District, as certified by the County Assessor, is \$7,001,563,360.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIKES PEAK LIBRARY DISTRICT, COLORADO:**

Section 1. That for the purpose of meeting all general operating expenses of the Pikes Peak Library District during the 2018 budget year, there is hereby levied a tax of 3.812 mills (comprised of a general operating mill levy of 3.860 mills, a mill levy for refunds and abatements of 0.023 mills, and a temporary tax credit of (0.071) mills), upon each dollar of the total valuation for assessment of all taxable property within the District for the 2017 assessment year.

Section 2. That the Chief Finance Officer of the Pikes Peak Library District is hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the Pikes Peak Library District as hereinabove determined and set.

**ADOPTED**, this 12th day of December 2017.

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Cathy Grossman, President

## **RESOLUTION TO ADOPT BUDGET**

A resolution summarizing expenditures and revenues for each fund and adopting a budget for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2018, and ending on the last day of December 2018.

**WHEREAS**, the Board of Trustees of the Pikes Peak Library District has appointed the Executive Director to prepare and submit a proposed budget to said governing body at the proper time, and;

**WHEREAS**, the Executive Director has submitted a proposed budget to this governing body on October 15, 2017 for its consideration, and;

**WHEREAS**, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 12, 2017, and interested taxpayers were given the opportunity to file or register any objections to the proposed budget, and;

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIKES PEAK LIBRARY DISTRICT, COLORADO SPRINGS, COLORADO:**

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Pikes Peak Library District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Executive Director and made a part of the public records of the Pikes Peak Library District.

**ADOPTED**, this 12th day of December 2017.

---

Cathy Grossman, President

**RESOLUTION TO APPROPRIATE SUMS OF MONEY**

A resolution appropriating sums of money to the various funds, in the amount and for the purposes as set forth below, for the Pikes Peak Library District, Colorado Springs, Colorado, for the 2018 budget year.

**WHEREAS**, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 12, 2017, and;

**WHEREAS**, the Board of Trustees has made provision therein for revenues and fund balances in the amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues and fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Pikes Peak Library District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIKES PEAK LIBRARY DISTRICT, COLORADO:**

Section 1. That the following sums are hereby appropriated from the revenue and fund balances of each fund, to each fund, for the stated purpose:

**General Fund**

Current Operating Expenditures	\$31,675,360
Transfers to other funds	<u>2,178,459</u>
<b>Total General Fund</b>	<b><u>\$33,853,819</u></b>

**East Library Renovation Project Fund**

Capital Outlay	<u>\$70,700</u>
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**Penrose Library Renovation Project Fund**

Capital Outlay	<u>\$1,351,000</u>
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**North Facility (Library 21c) Project Fund**

Capital Outlay	<u>\$208,500</u>
----------------	------------------

**Capital Reserve Fund**

Capital Outlay	<u>\$842,618</u>
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\$36,334,637

**ADOPTED**, this 12th day of December 2017.

\_\_\_\_\_  
Cathy Grossman, President

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners of El Paso County, Colorado.

**On behalf of the** Pikes Peak Library District,  
(taxing entity)  
**the** Board of Trustees,  
(governing body)  
**of the** Pikes Peak Library District,  
(local government)

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ 7,080,595,440 assessed valuation of: (GROSS assessed valuation, Line 2 of the Certification of Valuation Form DLG 57)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 7,001,563,360 (NET assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

**Submitted:** 12/15/2017 for budget/fiscal year 2018.  
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

<b>PURPOSE</b> (see end notes for definitions and examples)	<b>LEVY</b>	<b>REVENUE</b>
1. General Operating Expenses	3.860 mills	\$ 27,026,035
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	<0.071> mills	\$ <497,111>
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	3.789 mills	\$ 26,528,924
3. General Obligation Bonds and Interest	- mills	\$ -
4. Contractual Obligations	- mills	\$ -
5. Capital Expenditures	- mills	\$ -
6. Refunds/Abatements	0.023 mills	\$ 161,036
7. Other (specify): _____	- mills	\$ -
_____	_____ mills	\$ _____
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	3.812 mills	\$ 26,689,960

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.*

**Pikes Peak Library District  
Budget Timetable  
Fiscal Year 2018**

- |  |                          |
|--|--------------------------|
| 1. Preliminary discussion with Internal Affairs Committee  | June 19, 2017            |
| 2. Preliminary discussion with Leadership Team   | June 19, 2017            |
| 3. Budget input training   | July 2017                |
| 4. Budget forms and guidelines are provided to all departments/offices   | July 3, 2017             |
| 5. New accounts/changes to existing accounts due to Finance  | July 31, 2017            |
| 6. Budget questionnaires are due to Finance  | Aug 18, 2017             |
| 7. Capital requests forms due to IT, Facilities and Creative Services  | Aug 18, 2017             |
| 8. Memberships and dues forms due to Finance   | Aug 18, 2017             |
| 9. Preliminary assessed valuation due from County  | Aug 25, 2017             |
| 10. Preliminary CPI – 1 <sup>st</sup> half 2017 due from State   | Aug 25, 2017             |
| 11. The Executive Director and the Chief Finance Officer meet with each Officer/Manager to discuss budget objectives | Aug 28 –<br>Sept 8, 2017 |
| 12. All budget requests due to Finance   | Sept 8, 2017             |
| 13. Capital requests for IT, Facilities and Creative Services due to Finance   | Sept 8, 2017             |
| 14. Budget draft is prepared by Chief Finance Officer.   | Sept 15, 2017            |
| 15. Leadership team to discuss budget draft  | Sept/Oct 2017            |
| 16. Internal budget meetings held to discuss budget issues.  | Sept/Oct 2017            |
| 17. Budget draft presented to Board of Trustees.   | Oct. 15, 2017            |
| 18. Public hearing is held.  | Dec 12, 2017             |
| 19. Budget is approved by the Board of Trustees.   | Dec 12, 2017             |
| 20. The 2018 mill levy is certified by the Board of Trustees.  | Dec. 15, 2017            |
| 21. The 2018 accounting records incorporate the 2018 budget.   | Dec. 31, 2017            |
| 22. 2018 Budget due to State   | Jan 31, 2018             |

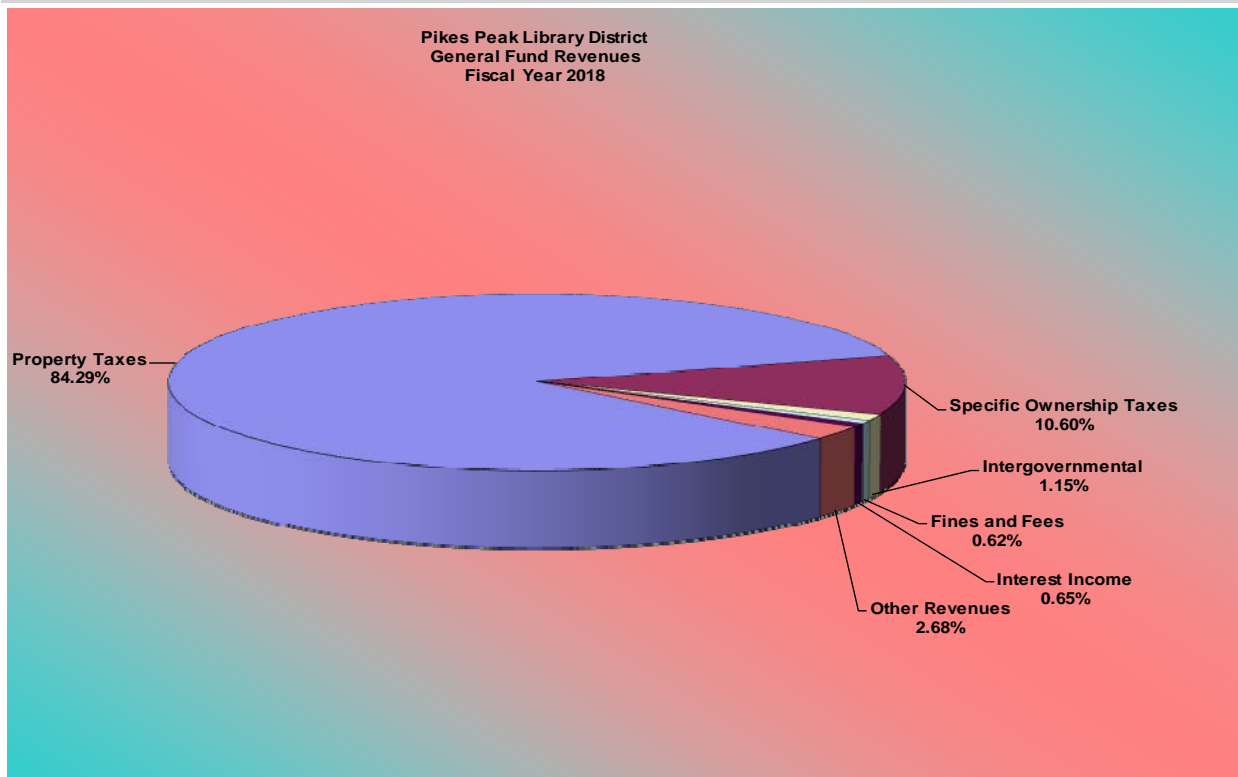


**GENERAL FUND**

<b>Pikes Peak Library District</b>			
<b>General Fund - Revenue/Expenditure Summary</b>			
<b>Three-Year Period Ended December 31, 2018</b>			
	<b>2016</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>			
Budget	\$ -	\$ 30,402,389	\$ 32,073,444
Budget amendment	-	300,000	-
<b>Total Budgeted Revenues</b>	-	30,702,389	32,073,444
Actual	29,126,417	-	-
Estimated actual revenues (below) budget	-	263,545	-
<b>Total Revenues</b>	29,126,417	30,965,934	32,073,444
<b>Expenditures</b>			
Budget	-	30,792,251	33,853,819
Budget amendment	-	1,082,056	-
<b>Total Budgeted Expenditures</b>	-	31,874,307	33,853,819
Actual	27,670,940	-	-
Estimated actual expenditures (below) budget	-	(1,035,055)	-
<b>Total Expenditures</b>	27,670,940	30,839,252	33,853,819
<b>Net Excess Revenues Over Expenditures</b>	1,455,477	126,682	(1,780,375)
<b>Fund Balance - Beginning of Year</b>	7,835,294	9,290,771	9,417,453
<b>Fund Balance - End of Year</b>	\$ 9,290,771	\$ 9,417,453	\$ 7,637,077

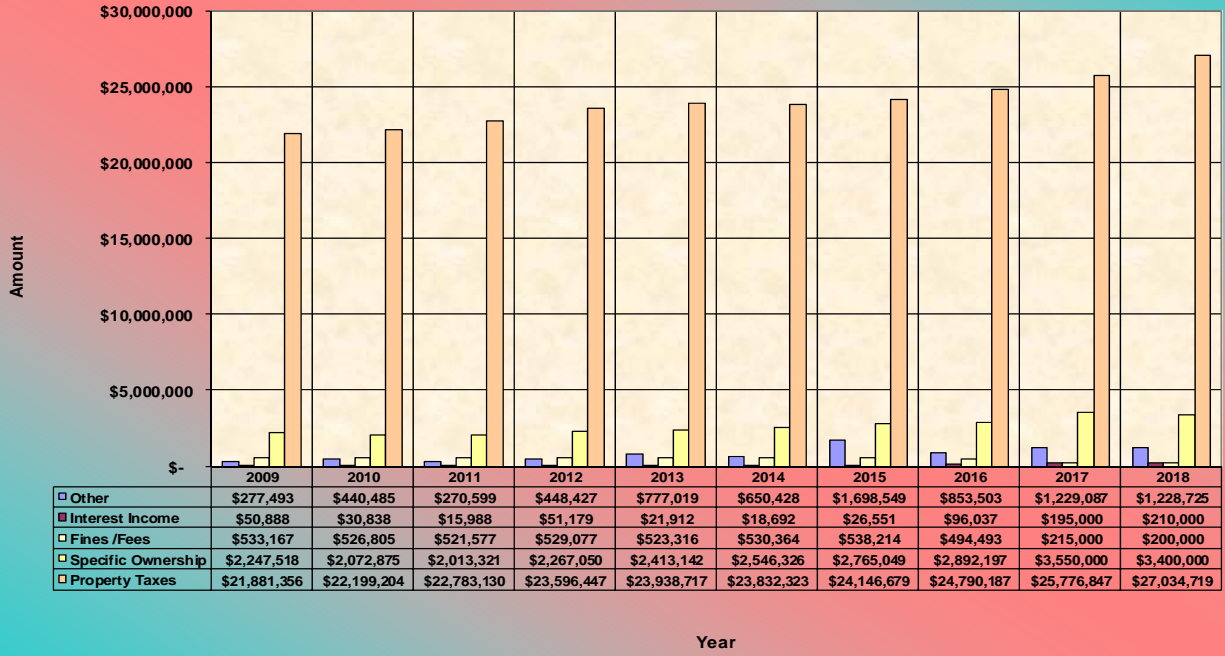
<b>Pikes Peak Library District</b>			
<b>General Fund - Fund Balance Summary</b>			
<b>Three-Year Period Ended December 31, 2018</b>			
	<b>2016</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>NonSpendable</b>			
Prepaid expenditures	386,130	-	-
<b>Restricted For:</b>			
Emergency (TABOR)	855,665	\$ 903,696	\$ 938,875
Gifts and grants	89,715	89,715	64,570
<b>Committed for:</b>			
Capital Projects - Knights of Columbus Hall	865,000	865,000	-
<b>Assigned To:</b>			
Purchases of books and materials	215,555	-	-
McKinley Trust	300,000	39,275	39,275
Purchased contracts	153,297	-	-
<b>Unassigned</b>	<b>6,425,409</b>	<b>7,519,767</b>	<b>6,594,357</b>
<b>Total Fund Balance</b>	<b>\$ 9,290,771</b>	<b>\$ 9,417,453</b>	<b>\$ 7,637,077</b>

Pikes Peak Library District General Fund - Revenue Summary Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Taxes	\$ 27,682,384	\$ 28,931,636	\$ 29,326,847	\$ 30,434,719
Intergovernmental	398,039	378,000	383,997	370,000
Fines and Fees	494,493	331,500	215,000	200,000
Interest income	96,037	100,000	195,000	210,000
Other Revenues	455,464	961,253	845,090	858,725
<b>Total Revenues</b>	<b>\$ 29,126,417</b>	<b>\$ 30,702,389</b>	<b>\$ 30,965,934</b>	<b>\$ 32,073,444</b>

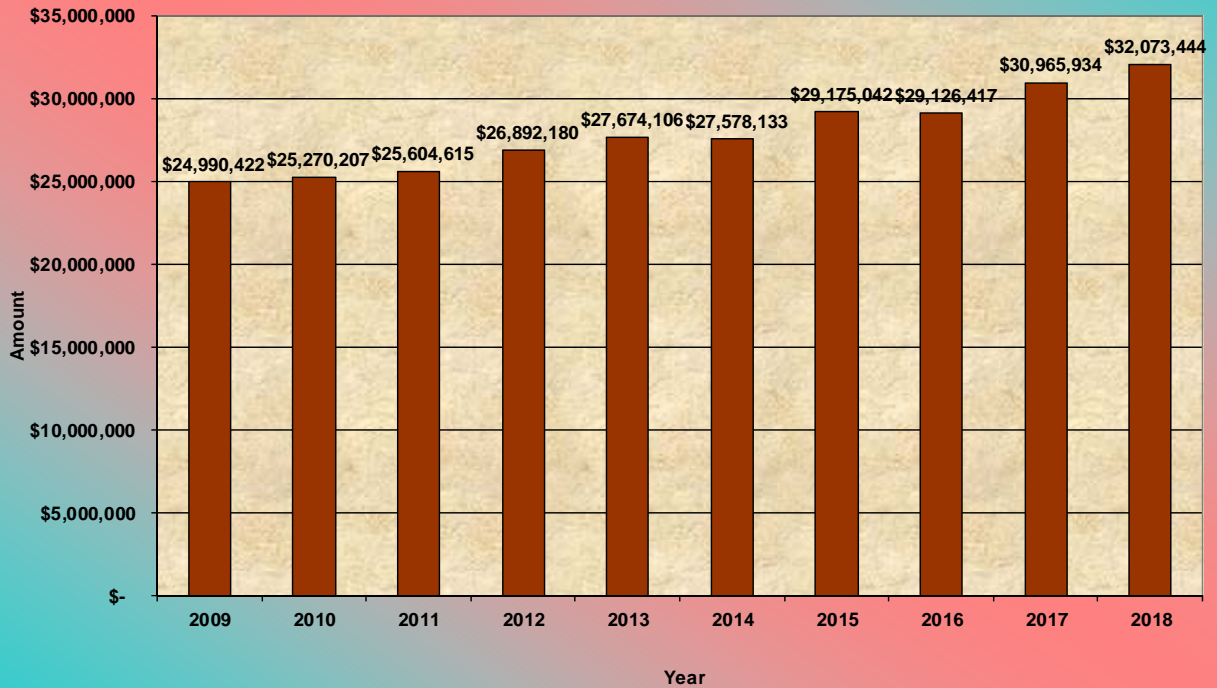


<b>Pikes Peak Library District</b>				
<b>General Fund - Revenues (detail)</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>Taxes</b>				
Current property taxes	\$ 24,926,355	\$ 25,942,634	\$ 25,942,634	\$ 26,689,960
Less: uncollectible taxes	(99,966)	(98,398)	(98,398)	(100,366)
Net property taxes	24,826,389	25,844,236	25,844,236	26,589,594
Abatements and credits	(95,521)	(95,000)	(130,000)	(110,000)
Omitted property tax revenue	9,505	3,150	4,200	4,000
Delinquent taxes	10,720	15,000	15,000	15,000
Interest on delinquent taxes	29,902	30,000	33,000	33,000
Specific ownership taxes	2,892,197	3,125,000	3,550,000	3,400,000
Payment in lieu of taxes	9,192	9,250	10,411	10,500
Property tax revenue offset - temporary credit	-	-	-	492,625
<b>Total Taxes</b>	<b>27,682,384</b>	<b>28,931,636</b>	<b>29,326,847</b>	<b>30,434,719</b>
<b>Intergovernmental</b>				
Federal funds - E-Rate	254,057	225,000	230,723	225,000
State funds - library materials	143,982	145,000	144,574	145,000
State Funds - other	-	8,000	8,700	-
<b>Total Intergovernmental</b>	<b>398,039</b>	<b>378,000</b>	<b>383,997</b>	<b>370,000</b>
<b>Fines and Fees</b>	<b>494,493</b>	<b>331,500</b>	<b>215,000</b>	<b>200,000</b>
<b>Interest income</b>	<b>96,037</b>	<b>100,000</b>	<b>195,000</b>	<b>210,000</b>
<b>Other Revenues</b>				
Copier charges	71,887	55,000	85,000	85,000
Sale of assets	17,345	25,000	25,000	25,000
Parking lot collections	34,332	34,000	34,000	34,000
Donations	308,716	828,753	670,328	694,725
Meeting room rental	9,900	-	762	-
Other	13,284	18,500	30,000	20,000
<b>Total Other Revenues</b>	<b>455,464</b>	<b>961,253</b>	<b>845,090</b>	<b>858,725</b>
<b>Total Revenues</b>	<b>\$ 29,126,417</b>	<b>\$ 30,702,389</b>	<b>\$ 30,965,934</b>	<b>\$ 32,073,444</b>

**Pikes Peak Library District  
General Fund Revenues  
Fiscal Years 2009 - 2018**

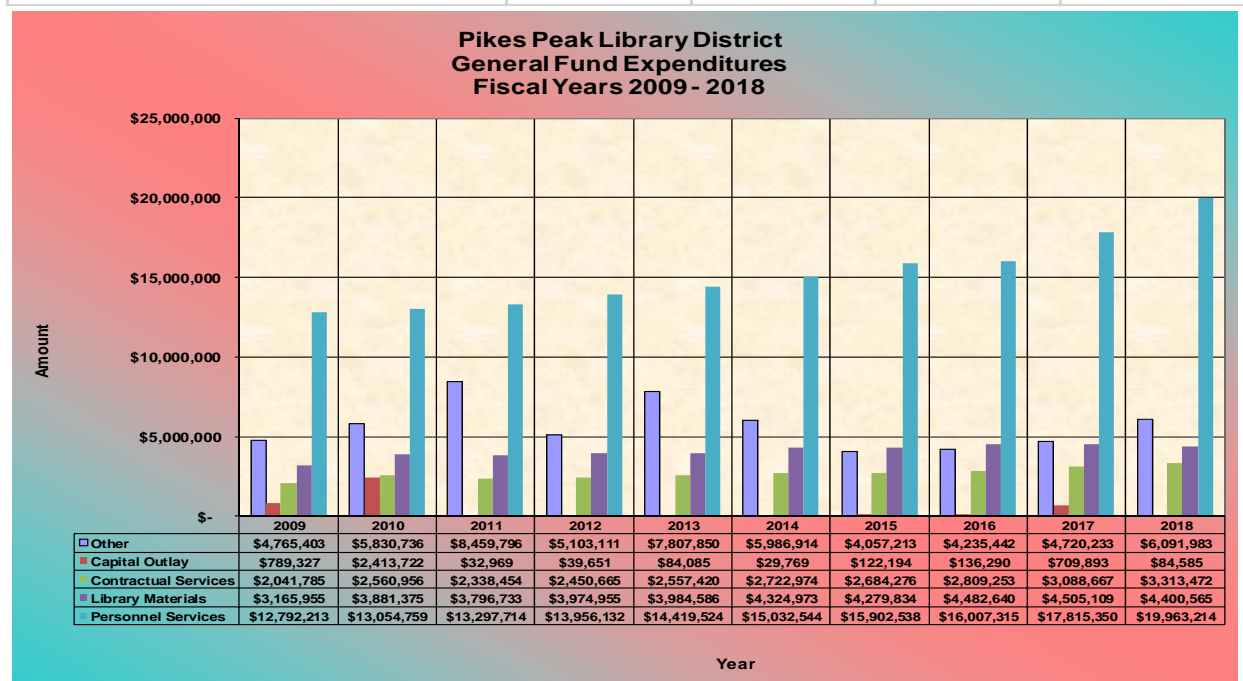


**Pikes Peak Library District  
General Fund Revenues  
Fiscal Years 2009 - 2018**



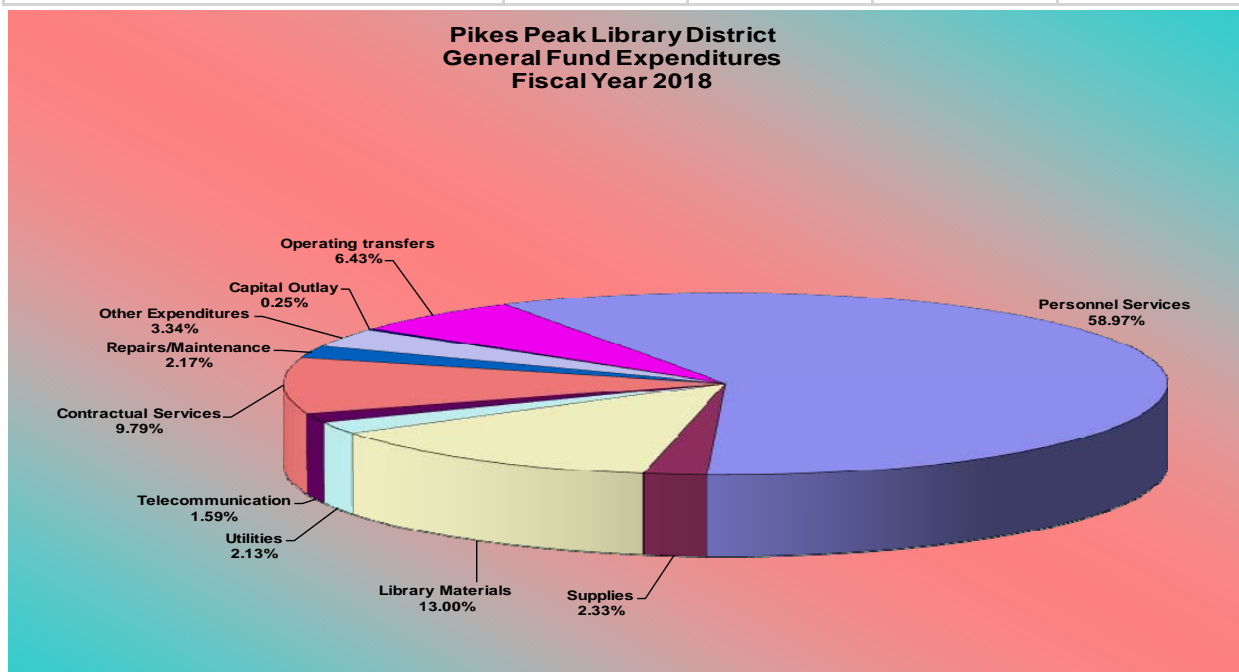
<b>Pikes Peak Library District</b>			
<b>Mill Levy Calculation</b>			
<b>Three-Year Period Ended December 31, 2018</b>			
	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Assessed Valuation</b>			
Gross	6,516,617,460	6,617,856,790	7,080,595,440
Net	6,462,627,620	6,556,136,920	7,001,563,360
<b>Difference - TIF Districts</b>	<b>\$ 53,989,840</b>	<b>\$ 61,719,870</b>	<b>\$ 79,032,080</b>
<b>Assessed Valuation</b>	<b>6,462,627,620</b>	<b>6,556,136,920</b>	<b>7,001,563,360</b>
<b>Mill Levy - Pikes Peak Library District Budget</b>			
Operating	3.828	3.934	3.860
Property Tax Revenue - Operating	24,738,939	25,791,843	27,026,035
Abatements - Credits	0.032	0.023	0.023
Property Tax Revenue - Abatements and Credits	206,804	150,791	161,036
Temporary Tax Credit	(0.003)	-	(0.071)
Property Tax Revenue	(19,388)	-	(497,111)
<b>Total Mill Levy</b>	<b>3.857</b>	<b>3.957</b>	<b>3.812</b>
<b>Total Property Tax Revenue - Net AV</b>	<b>24,926,355</b>	<b>25,942,634</b>	<b>26,689,960</b>
<b>Property tax Revenue</b>			
Pikes Peak Library District - Net AV	\$ 24,926,355	\$ 25,942,634	\$ 26,689,960
TIF Districts	208,401	244,226	306,882
<b>Total Property Tax Revenue - Gross AV</b>	<b>\$ 25,134,756</b>	<b>\$ 26,186,859</b>	<b>\$ 26,996,841</b>

Pikes Peak Library District General Fund - Expenditures by Major Account Classification Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Personnel Services	\$ 16,007,315	\$ 18,693,448	\$ 17,815,350	\$ 19,963,214
Supplies	689,184	854,652	830,447	790,030
Library Materials	4,482,640	4,505,109	4,505,109	4,400,565
Utilities	538,981	679,718	583,075	722,564
Telecommunication Costs	430,981	519,680	519,680	537,000
Contractual Services	2,809,253	3,225,070	3,088,667	3,313,472
Repairs and Maintenance	594,725	827,549	705,956	733,700
Other Services/Expenditures	665,410	1,061,847	859,182	1,130,230
Capital Outlay	136,290	720,893	709,893	84,585
Operating Transfers To Other Funds	1,259,088	786,341	786,341	2,178,459
Special Item	57,073	-	435,552	-
<b>Total Expenditures</b>	<b>\$ 27,670,940</b>	<b>\$ 31,874,307</b>	<b>\$ 30,839,252</b>	<b>\$ 33,853,819</b>





Pikes Peak Library District General Fund - Expenditures by Major Account Classification - Percentage To Total Budget Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Personnel Services	57.8%	58.6%	57.8%	59.0%
Supplies	2.5%	2.7%	2.7%	2.3%
Library Materials	16.2%	14.1%	14.6%	13.0%
Utilities	1.9%	2.1%	1.9%	2.1%
Telecommunication Costs	1.6%	1.6%	1.7%	1.6%
Contractual Services	10.2%	10.1%	10.0%	9.8%
Repairs and maintenance	2.1%	2.6%	2.3%	2.2%
Other Services/Expenditures	2.4%	3.3%	2.8%	3.3%
Capital Outlay	0.5%	2.3%	2.3%	0.2%
Operating Transfers To Other Funds	4.6%	2.5%	2.5%	6.4%
Special Item	0.2%	0.0%	1.4%	0.0%
<b>Total Expenditures</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>Personnel Services</b>				
Salaries and wages	\$ 12,002,563	\$ 14,448,695	\$ 13,660,724	\$ 15,887,331
Substitute pay	545,282	525,558	566,688	191,529
FICA	946,169	1,098,735	1,045,285	1,096,789
Retirement contribution	699,855	830,021	782,014	831,126
Health benefits	1,639,501	1,572,000	1,572,000	1,756,000
Unemployment taxes	38,280	44,000	40,000	45,000
Workers compensation	91,302	97,000	80,000	85,000
Tuition reimbursement	30,456	45,000	45,000	40,000
Work study	13,907	32,439	23,639	30,439
<b>Total Personnel Services</b>	<b>16,007,315</b>	<b>18,693,448</b>	<b>17,815,350</b>	<b>19,963,214</b>
<b>Supplies</b>				
Microform	1,065	2,450	2,450	2,450
Software purchases	237,010	276,698	276,698	252,000
Computer supplies	39,993	46,000	46,000	36,000
Processing supplies	88,966	95,760	95,760	95,000
General supplies	322,150	433,744	409,539	404,580
<b>Total Supplies</b>	<b>689,184</b>	<b>854,652</b>	<b>830,447</b>	<b>790,030</b>

### Pikes Peak Library District Budget - Personnel Services Fiscal Years 2009 - 2018



### Pikes Peak Library District Budget - Library Materials Fiscal Years 2009 - 2018



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>Library Materials</b>				
Books	3,973,672	3,846,531	3,846,531	3,801,300
Microforms	-	5,000	5,000	5,000
Periodicals	98,137	110,000	110,000	110,000
Serials	13,743	38,517	38,517	28,000
Electronic databases/on-line services	397,088	505,061	505,061	456,265
<b>Total Library Materials</b>	<b>4,482,640</b>	<b>4,505,109</b>	<b>4,505,109</b>	<b>4,400,565</b>
<b>Utilities</b>				
Gas	53,966	99,713	63,887	103,558
Electric	397,140	477,480	436,753	509,688
Water and sewer	87,875	102,525	82,435	109,318
<b>Total Utilities</b>	<b>538,981</b>	<b>679,718</b>	<b>583,075</b>	<b>722,564</b>
<b>Telecommunication Costs</b>				
Telecommunication costs	430,981	519,680	519,680	537,000

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>Contractual Services</b>				
Audit fees	41,935	41,450	39,705	43,500
Legal fees	51,622	50,000	57,500	50,000
Microfilming services	14,799	24,550	22,000	19,600
Consultant fees	167,375	213,487	188,728	194,500
Contract cataloging	27,914	50,600	50,600	50,600
Trash removal	17,960	22,799	19,325	22,103
Copier charges	44,797	45,000	50,000	51,000
Delivery services	177,837	200,800	200,800	211,850
Janitorial services	382,158	401,200	387,773	399,000
Computer agreements	294,796	413,382	338,382	415,500
Collection agency charges	37,993	41,000	35,000	35,000
External printing	91,825	100,200	100,200	101,200
Programming costs	208,860	280,340	274,648	344,404
Security services	-	30,000	30,000	-
Insurance	158,142	181,000	160,907	185,000
Facilities rental/CAM	646,616	667,031	667,610	708,918
Parking	41,686	42,375	41,939	42,375
Treasurer's fees	373,148	386,656	389,000	402,122
Storage space	16,200	16,200	17,550	16,800
Employee Assistance Program	13,590	17,000	17,000	20,000
<b>Total Contractual Services</b>	<b>2,809,253</b>	<b>3,225,070</b>	<b>3,088,667</b>	<b>3,313,472</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>Repairs and Maintenance</b>				
Telephone/telecommunication maintenance	97,661	108,123	108,123	-
Building repair	96,090	140,850	91,212	137,850
Furniture repair	23,944	32,500	30,500	31,000
Equipment repair	10,387	21,710	19,587	54,350
Equipment maintenance	68,022	205,923	168,093	185,750
Grounds maintenance	65,453	71,400	64,115	73,500
HVAC maintenance	133,185	135,493	113,048	134,500
Vehicle operating costs	52,514	54,750	54,722	57,000
Burglar and fire alarm system maintenance	47,469	56,800	56,556	59,750
<b>Total Repairs and Maintenance</b>	<b>594,725</b>	<b>827,549</b>	<b>705,956</b>	<b>733,700</b>
<b>Other Services/Expenditures</b>				
Mileage reimbursement expenses	47,595	70,959	67,553	71,259
Advertising	13,812	18,010	18,010	17,750
Employee recruitment	26,294	39,500	39,500	42,500
Testing	65	500	500	500
Dues	22,741	58,996	58,996	62,126
Merchandising/book displays	1,489	5,000	5,000	5,000
Employee recognition	1,932	20,525	20,525	20,525
Board of Trustees	5,418	5,000	3,000	3,000
Marketing promotions	73,093	70,000	70,000	70,000
Training	100,284	229,815	197,225	230,450
Signage	3,907	8,000	8,000	8,000

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>Other Services/Expenditures continued</b>				
Volunteer & Library card program	5,160	5,900	5,900	5,900
Safety	5,859	18,500	18,500	18,500
Summer Reading Club prizes	25,016	45,533	34,250	41,406
Summer Reading Club party	2,218	2,600	2,176	2,600
Postage	59,330	92,500	72,500	92,500
Bindery	5,442	5,000	5,000	5,000
Administrative support - PPLD Foundation	197,703	-	-	-
Other	68,052	365,509	232,547	433,214
<b>Total Other Services/Expenditures</b>	<b>665,410</b>	<b>1,061,847</b>	<b>859,182</b>	<b>1,130,230</b>
<b>Capital Outlay</b>				
Other capital projects	136,290	720,893	709,893	84,585
<b>Total Capital Outlay</b>	<b>136,290</b>	<b>720,893</b>	<b>709,893</b>	<b>84,585</b>
<b>Operating Transfers To Other Funds</b>				
East Library Renovation	27,500	-	-	-
Penrose Library Renovation	87,000	59,690	59,690	1,335,841
North Facility Project Fund	92,150	50,000	50,000	-
Capital Reserve	1,052,438	676,651	676,651	842,618
<b>Total Operating Transfers To Other Funds</b>	<b>1,259,088</b>	<b>786,341</b>	<b>786,341</b>	<b>2,178,459</b>
<b>Special Item</b>				
TABOR refund	57,073	-	435,552	-
<b>Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses</b>	<b>\$ 27,670,940</b>	<b>\$ 31,874,307</b>	<b>\$ 30,839,252</b>	<b>\$ 33,853,819</b>

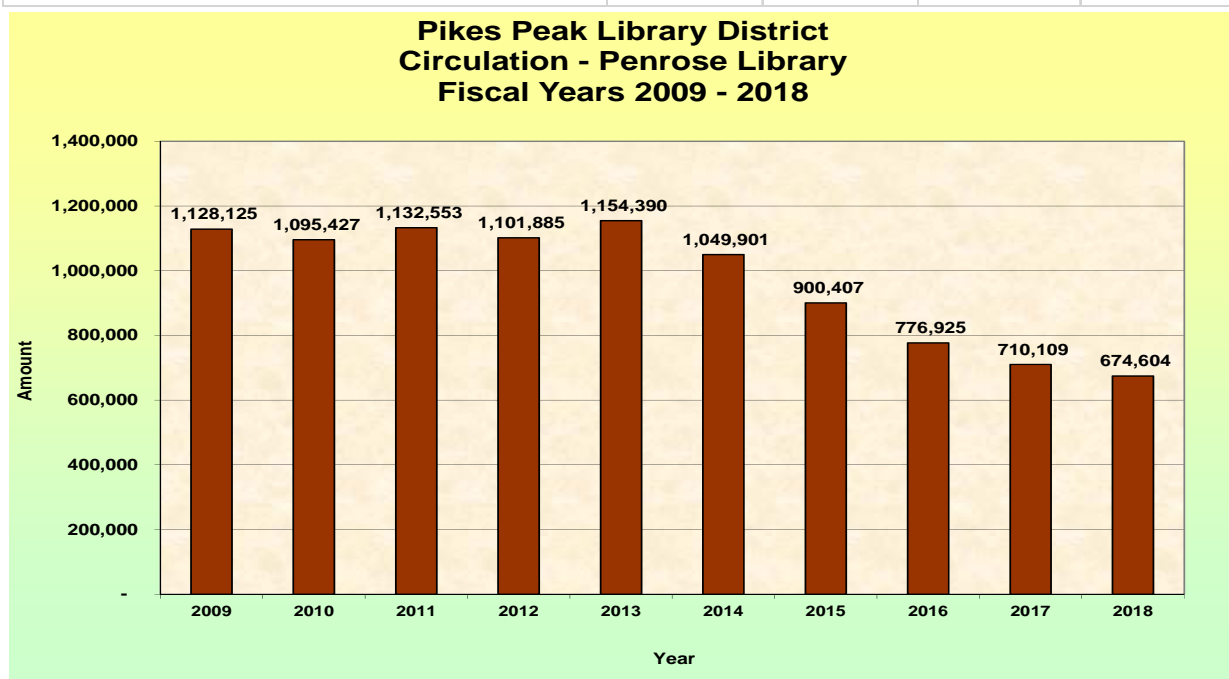
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>DIRECTOR</b>				
Salaries and wages	\$ 214,349	\$ 218,088	\$ 218,088	\$ 218,088
FICA charges	14,785	16,684	16,684	16,684
Retirement contributions	17,132	17,447	17,447	17,447
Office supplies	577	2,000	1,000	1,000
Other operating supplies	-	1,000	-	-
Mileage reimbursement expenses	1,234	2,000	2,000	2,000
Dues	439	-	-	-
Business functions	1,460	1,000	1,000	1,000
Board of Trustees expenses	5,418	5,000	3,000	3,000
Training/Director's discretion	3,755	15,000	10,000	15,000
Leadership Pikes Peak	847	3,500	-	3,500
Other expenses	565	1,000	1,000	1,000
<b>Total Director</b>	<b>\$ 260,561</b>	<b>\$ 282,719</b>	<b>\$ 270,219</b>	<b>\$ 278,719</b>
<b>Authorized Positions</b>				
		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		2.00	2.00	2.00
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		2	2	2
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>MLS FTE's</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



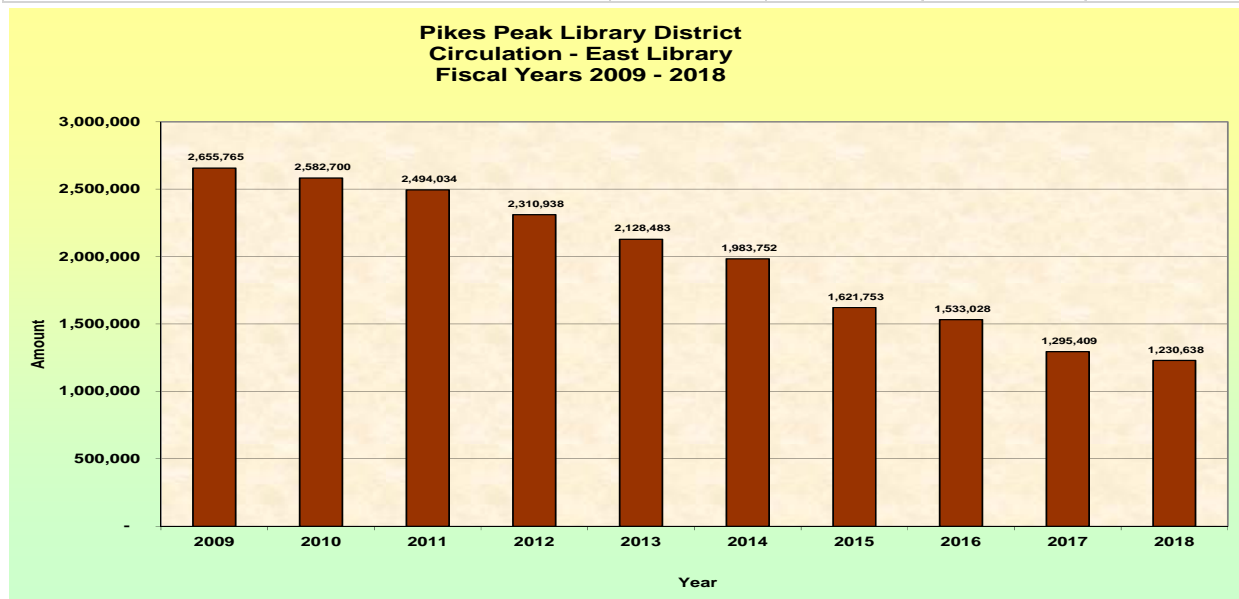
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Administration</b>				
Salaries and wages	\$ 91,068	\$ 170,227	\$ 170,227	\$ 170,227
Seasonal substitute pay	-	750	500	-
FICA charges	6,667	13,022	13,022	13,022
Retirement contributions	5,605	13,618	13,618	13,618
Office supplies	-	1,000	1,250	1,000
Training	35,145	90,000	80,000	98,000
Mileage reimbursement expenses	12,934	20,000	18,000	20,000
<b>Total Administration</b>	<b>\$ 151,419</b>	<b>\$ 308,617</b>	<b>\$ 296,617</b>	<b>\$ 315,867</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		1.00	2.00	2.00
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		1	2	2
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		1	2	2
<b>MLS FTE's</b>		1.00	2.00	2.00
<b>Customer Service Team</b>				
General supplies	\$ -	\$ 400	\$ -	\$ -
Training	165	-	-	-
<b>Total Customer Service Team</b>	<b>\$ 165</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Adult Services - District-wide</b>				
Supplies - assisted technology	-	-	-	5,000
Programming	-	-	-	6,000
Programming - signage	-	-	-	3,000
<b>Total Adult Services - District-wide</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,000</b>

Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Adult Services - Penrose</b>				
Salaries and wages	\$ 847,995	\$ 975,977	\$ 927,864	\$ 981,291
Substitute pay	32,845	34,564	34,564	14,625
FICA charges	63,689	75,069	69,844	75,069
Retirement contributions	56,920	65,355	61,222	65,355
Office supplies	5,047	5,000	5,000	5,000
Toner	10,066	11,000	11,000	11,000
Other operating supplies	3,422	3,800	3,800	3,800
On-line database services	322,309	309,248	309,248	320,500
Merchandising	500	500	500	500
Programming	4,547	7,000	7,000	7,500
Mileage reimbursement expenses	3,483	3,700	3,700	4,500
<b>Total Adult Services - Penrose</b>	<b>\$ 1,350,823</b>	<b>\$ 1,491,213</b>	<b>\$ 1,433,742</b>	<b>\$ 1,489,140</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		21.22	21.22	21.22
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		17	17	17
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		25	25	25
<b>MLS FTE's</b>		8.50	8.50	8.50



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Adult Services - East Library</b>				
Salaries and wages	\$ 706,663	\$ 748,122	\$ 701,285	\$ 733,996
Substitute pay	47,109	57,491	57,491	11,990
Work study costs	5,991	10,800	7,000	10,800
FICA charges	55,593	59,795	56,456	56,151
Retirement contributions	49,024	52,983	48,479	48,981
Microform supplies	-	1,500	1,500	1,500
General supplies - Makerspace	3,889	5,000	5,000	-
Office supplies	13,000	13,000	13,000	13,000
Other operating supplies	4,635	5,500	5,500	5,500
Merchandising	396	500	500	500
Mileage reimbursement expenses	1,910	3,311	3,311	3,311
Programming costs	7,674	8,000	8,000	8,000
Programming costs - Libexpl	3,768	6,300	6,300	6,300
Programming costs - Mountain of Authors	420	4,500	4,500	4,500
<b>Total Adult Services - East Library</b>	<b>\$ 900,072</b>	<b>\$ 976,802</b>	<b>\$ 918,322</b>	<b>\$ 904,529</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		16.80	17.32	16.32
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		14	14	13
Half-time (20 - 39 hours per week)		5	6	6
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		19	20	19
<b>MLS FTE's</b>		8.00	8.00	8.00
<b>PUBLIC SERVICES</b>				
<b>Adult Services - MakerSpace at East Library</b>				
General supplies - Makerspace	-	-	-	2,700
Repair equipment	-	-	-	4,000
Programming costs	-	-	-	2,300
<b>Total Adult Services - MakerSpace at East Library</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,000</b>



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Adult Services - Library 21C</b>				
Salaries and wages	\$ 295,268	\$ 324,509	\$ 302,573	\$ 340,876
Substitute pay	23,404	29,781	29,781	7,500
Work study costs	-	2,000	-	-
FICA charges	23,435	26,185	23,106	26,077
Retirement contributions	18,085	20,700	17,800	20,587
Office supplies	2,756	3,785	3,785	3,000
Other operating supplies	2,571	3,500	3,500	2,500
Programming costs - teen	2,827	5,102	5,102	4,300
Programming costs - adult	3,361	5,049	5,049	5,000
Mileage reimbursement expenses	1,000	2,500	2,500	2,000
Merchandising	474	500	500	500
<b>Total Adult Services - Library 21C</b>	<b>\$ 373,181</b>	<b>\$ 423,611</b>	<b>\$ 393,696</b>	<b>\$ 412,340</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		8.25	8.25	8.25
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		6	6	6
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		10	10	10
<b>MLS FTE's</b>		3.00	3.00	3.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
Account	Actual	Budget	Projection	Budget
<b>PUBLIC SERVICES</b>				
<b>Computer Commons - Library 21C</b>				
Salaries and wages	\$ 363,403	\$ 402,249	\$ 384,891	\$ 420,420
Work study costs	1,567	2,500	2,500	2,500
Substitute pay	23,783	32,286	32,286	5,558
FICA charges	28,229	32,162	30,667	32,162
Retirement contributions	23,416	26,208	23,743	26,208
Office supplies	11,949	17,000	17,000	20,500
Other operating supplies	3,061	3,500	3,500	3,000
Makerspace consumables	4,257	9,243	9,243	7,500
Personal services contracts	8,562	9,000	9,000	9,500
Equipment repair	-	-	-	8,000
Programming costs	6,957	13,692	10,000	10,000
Merchandising	-	500	500	500
Mileage reimbursement expenses	803	3,000	2,500	2,500
<b>Total Computer Commons - Library 21C</b>	<b>\$ 475,987</b>	<b>\$ 551,340</b>	<b>\$ 525,830</b>	<b>\$ 548,348</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalent (FTE's)</b>		9.50	9.50	9.50
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		7	7	7
Half-time (20 - 39 hours per week)		5	5	5
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		12	12	12
<b>MLS FTE's</b>		4.00	4.00	4.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Children's - Districtwide</b>				
General supplies	\$ 1,360	\$ 5,940	\$ 5,940	\$ 3,650
Family Place supplies	416	4,307	4,307	6,000
Programming costs	3,104	710	710	3,960
Programming costs	19,708	28,200	28,200	27,000
Spring break programming costs	7,050	5,550	5,550	6,650
Family Fun programming costs	6,982	9,800	9,800	6,650
Translation services	480	2,000	-	2,000
Summer Reading Club party	2,218	2,600	2,176	2,600
Summer Reading Club programming	18,508	29,823	24,771	25,000
Summer Reading Club printing and other	4,754	9,110	2,879	6,306
<b>Total Children's Districtwide</b>	<b>\$ 64,580</b>	<b>\$ 98,040</b>	<b>\$ 84,333</b>	<b>\$ 89,816</b>

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Children's - Penrose</b>				
Salaries and wages	\$ 285,191	\$ 309,946	\$ 309,946	\$ 309,946
Substitute pay	7,328	3,750	3,750	1,875
Temporary labor	2,804	3,000	3,000	3,000
Work study costs	-	1,739	1,739	1,739
FICA charges	21,549	23,711	23,711	23,711
Retirement contributions	19,411	20,895	20,895	20,895
Office supplies	1,477	1,500	1,500	1,500
Other operating supplies	3,081	2,026	2,026	2,000
Programming costs	101	500	500	500
Mileage reimbursement expenses	3,461	3,000	3,000	3,500
<b>Total Children's Penrose</b>	<b>\$ 344,403</b>	<b>\$ 370,067</b>	<b>\$ 370,067</b>	<b>\$ 368,666</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		6.12	6.12	6.12
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		5	5	5
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>7</b>	<b>7</b>	<b>7</b>
<b>MLS FTE's</b>		<b>3.62</b>	<b>3.62</b>	<b>3.62</b>



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Children's - East Library</b>				
Salaries and wages	\$ 332,804	\$ 381,106	\$ 372,819	\$ 389,674
Substitute pay	12,708	17,943	17,943	4,688
Temporary labor	3,765	3,511	3,511	3,511
Work study costs	1,911	2,000	2,000	2,000
FICA charges	25,282	29,810	28,261	29,810
Retirement contributions	18,021	23,201	22,430	23,201
Office supplies	1,858	1,500	1,500	1,500
Other operating supplies	2,727	2,894	2,894	2,894
Education Resource Center	-	11,000	5,000	5,000
Mileage reimbursement expenses	1,361	2,132	2,132	2,132
Programming costs	1,650	2,195	2,195	2,000
Summer Reading Club				
Publicity and printing costs	1,466	-	-	-
<b>Total Children's East Library</b>	<b>\$ 403,553</b>	<b>\$ 477,292</b>	<b>\$ 460,685</b>	<b>\$ 466,410</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalent (FTE's)</b>		8.27	8.27	8.27
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		6	6	6
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		1	1	1
<b>Total Authorized Positions</b>		11	11	11
<b>MLS FTE's</b>		4.00	4.00	4.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Children Services - Library 21C</b>				
Salaries and wages	\$ 265,533	\$ 317,851	\$ 308,590	\$ 318,937
Temporary work	2,817	3,600	3,600	3,600
Substitute pay	15,173	8,590	8,590	3,045
Work study costs	1,072	2,000	2,000	2,000
FICA charges	20,888	24,507	23,003	24,399
Retirement contributions	17,310	23,494	22,823	23,381
Office supplies	2,051	2,500	2,500	2,500
Other operating supplies	2,124	3,262	3,262	2,900
Programming costs	3,020	2,000	2,000	2,000
Mileage reimbursement expenses	2,052	3,000	3,000	3,000
Merchandising	-	-	-	-
<b>Total Children's Library 21C</b>	<b>\$ 332,040</b>	<b>\$ 390,804</b>	<b>\$ 379,368</b>	<b>\$ 385,762</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		7.88	8.88	7.88
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		6	8	7
Half-time (20 - 39 hours per week)		3	1	1
Part-time (1-19 hours per week)		1	1	1
<b>Total Authorized Positions</b>		10	10	9
<b>MLS FTE's</b>		3.00	3.00	3.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Teen Services</b>				
Programming costs	28,121	35,786	35,786	33,179
<b>Total Teen Services</b>	<b>\$ 28,121</b>	<b>\$ 35,786</b>	<b>\$ 35,786</b>	<b>\$ 33,179</b>
<b>Adult Reading Programs</b>				
Programming costs	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
<b>Senior Services</b>				
Programming costs	\$ 5,965	\$ 6,137	\$ 6,137	\$ 6,000

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
Account	Actual	Budget	Projection	Budget
<b>PUBLIC SERVICES</b>				
<b>Special Collections</b>				
Salaries and wages	\$ 441,223	\$ 474,354	\$ 474,354	\$ 474,354
Substitute pay	4,736	3,835	3,835	1,918
FICA charges	32,752	36,288	35,716	36,288
Retirement contributions	23,814	27,316	27,215	27,316
Microform supplies	1,065	950	950	950
Other operating supplies	3,020	3,240	3,240	3,000
Photo archive supplies	5,725	6,410	6,410	6,471
Archive supplies	4,137	3,991	3,991	4,115
Consulting services	-	10,000	10,000	6,500
Microfilming services	14,799	24,550	22,000	19,600
Mileage reimbursement expenses	132	750	750	750
Dues	372	-	-	-
Programming costs	3,808	2,570	2,570	2,240
<b>Total Special Collections</b>	<b>\$ 535,583</b>	<b>\$ 594,254</b>	<b>\$ 591,031</b>	<b>\$ 583,502</b>
<b>Authorized Positions</b>				
		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		9.50	9.50	9.50
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		6	6	6
Half-time (20 - 39 hours per week)		7	7	7
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		13	13	13
<b>MLS FTE's</b>		5.00	5.00	5.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Shelving - Penrose</b>				
Salaries and wages	\$ 121,142	\$ 136,701	\$ 121,371	\$ 136,701
Temporary labor	-	2,681	2,681	2,681
Substitute pay	12,575	2,754	12,000	1,405
FICA charges	10,198	10,458	10,260	10,458
<b>Total Shelving - Penrose</b>	<b>\$ 143,915</b>	<b>\$ 152,594</b>	<b>\$ 146,312</b>	<b>\$ 151,245</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		7.99	6.12	6.12
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		-	-	-
Half-time (20 - 39 hours per week)		10	9	9
Part-time (1-19 hours per week)		7	3	3
<b>Total Authorized Positions</b>		<b>17</b>	<b>12</b>	<b>12</b>
<b>MLS FTE's</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Shelving - East</b>				
Salaries and wages	\$ 275,039	\$ 293,138	\$ 284,343	\$ 294,983
Temporary labor	-	3,682	3,682	3,756
Substitute pay	5,782	5,987	7,500	3,054
FICA charges	21,410	22,425	22,175	22,566
Retirement contributions	3,283	3,518	3,504	3,518
Office supplies	1,129	600	600	600
<b>Total Shelving - East</b>	<b>\$ 306,643</b>	<b>\$ 329,350</b>	<b>\$ 321,804</b>	<b>\$ 328,477</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		13.64	12.07	12.07
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		1	1	1
Half-time (20 - 39 hours per week)		17	21	21
Part-time (1-19 hours per week)		10	1	1
<b>Total Authorized Positions</b>		<b>28</b>	<b>23</b>	<b>23</b>
<b>MLS FTE's</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Shelving - 21C</b>				
Salaries and wages	\$ 87,881	\$ 116,875	\$ 96,780	\$ 112,923
Temporary work	5,769	7,078	7,078	7,220
Substitute pay	20,178	5,250	18,000	2,678
FICA charges	8,544	8,941	7,404	8,639
Office supplies	503	500	500	500
<b>Total Shelving - 21C</b>	<b>\$ 122,875</b>	<b>\$ 138,644</b>	<b>\$ 129,762</b>	<b>\$ 131,960</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		5.18	5.25	5.25
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		-	-	-
Half-time (20 - 39 hours per week)		8	9	9
Part-time (1-19 hours per week)		3	2	2
<b>Total Authorized Positions</b>		11	11	11
<b>MLS FTE's</b>		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Circulation - Penrose</b>				
Salaries and wages	\$ 255,858	\$ 318,756	\$ 299,552	\$ 318,756
Temporary labor	-	4,630	4,630	4,722
Substitute pay	23,499	11,850	11,850	6,044
FICA charges	20,589	24,385	24,385	24,385
Retirement contributions	12,037	15,677	14,696	15,677
Office supplies	1,489	1,500	1,500	1,500
<b>Total Circulation - Penrose</b>	<b>\$ 313,472</b>	<b>\$ 376,798</b>	<b>\$ 356,613</b>	<b>\$ 371,084</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalent (FTE's)</b>		11.74	11.84	11.84
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		7	7	7
Half-time (20 - 39 hours per week)		8	9	9
Part-time (1-19 hours per week)		3	2	2
<b>Total Authorized Positions</b>		<b>18</b>	<b>18</b>	<b>18</b>
<b>MLS FTE's</b>		-	-	-
<b>Circulation - East Library</b>				
Salaries and wages	\$ 528,380	\$ 569,742	\$ 553,848	\$ 562,254
Temporary labor	-	4,630	4,630	4,722
Substitute pay	22,648	11,850	20,000	6,044
FICA charges	40,816	43,585	42,978	43,012
Retirement contributions	21,538	24,180	23,305	24,180
Office supplies	1,057	1,700	1,700	1,700
Other operating supplies	42,451	70,979	70,979	50,000
Courier services costs	175,753	192,500	192,500	202,125
Mileage reimbursement expenses	1,603	2,500	2,500	2,500
<b>Total Circulation - East Library</b>	<b>\$ 834,246</b>	<b>\$ 921,666</b>	<b>\$ 912,440</b>	<b>\$ 896,537</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalent (FTE's)</b>		20.62	18.84	18.84
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		9	9	9
Half-time (20 - 39 hours per week)		14	12	12
Part-time (1-19 hours per week)		8	7	7
<b>Total Authorized Positions</b>		<b>31</b>	<b>28</b>	<b>28</b>
<b>MLS FTE's</b>		-	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Circulation - Library 21C</b>				
Salaries and wages	\$ 172,154	\$ 179,499	\$ 179,499	\$ 179,499
Temporary work	-	4,630	4,630	4,722
Substitute pay	24,113	11,063	14,000	5,642
Work study costs	-	3,600	3,600	3,600
FICA charges	13,834	13,732	13,732	13,732
Retirement contributions	5,003	4,972	4,972	4,972
Office supplies	195	1,500	1,500	1,500
Mileage reimbursement expenses	-	696	696	696
<b>Total Circulation - Library 21C</b>	<b>\$ 215,299</b>	<b>\$ 219,692</b>	<b>\$ 222,629</b>	<b>\$ 214,363</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		6.50	6.50	6.50
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		2	2	2
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		10	10	10
<b>MLS FTE's</b>		-	-	-



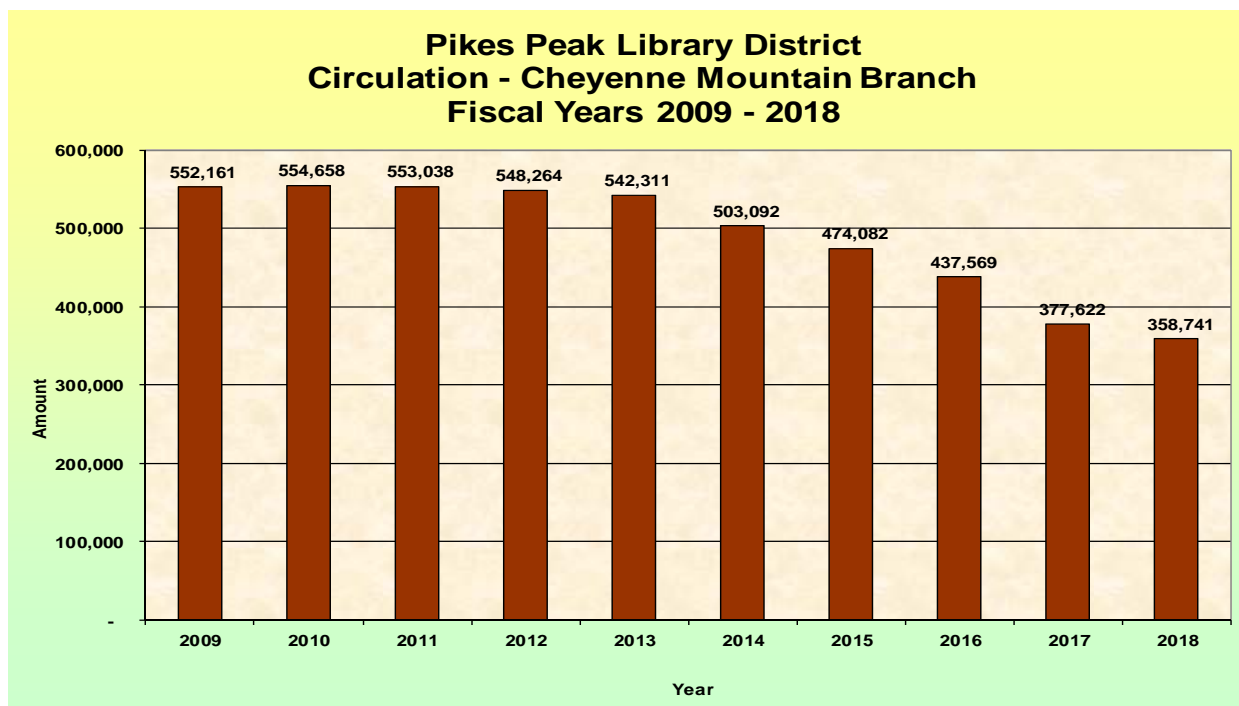
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Adult Education</b>				
Salaries and wages	\$ 125,597	\$ 290,607	\$ 290,607	\$ 290,607
Salaries and wages paid by grant	-	(97,378)	(97,378)	(85,700)
Temporary labor	10,320	-	-	-
Substitute pay	1,314	375	375	188
FICA charges	9,816	22,231	22,231	22,231
Retirement contributions	9,735	15,537	15,537	15,537
Office supplies	1,337	2,300	2,300	2,300
Learn English supplies	235	1,015	1,015	1,000
Mileage reimbursement expenses	2,977	420	420	420
Software	2,194	2,000	2,000	2,000
Advertising costs	-	1,010	1,010	750
Printing	-	200	200	200
Translation	305	593	593	500
Dues	259	-	-	-
Volunteer program costs	1,924	2,200	2,200	2,200
<b>Total Adult Education</b>	<b>\$ 166,013</b>	<b>\$ 241,110</b>	<b>\$ 241,110</b>	<b>\$ 252,233</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		<b>3.85</b>	<b>6.50</b>	<b>6.50</b>
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		2	4	4
Half-time (20 - 39 hours per week)		2	3	3
Part-time (1-19 hours per week)		-	2	2
<b>Total Authorized Positions</b>		<b>4</b>	<b>9</b>	<b>9</b>
<b>MLS FTE's</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>COLLECTION MANAGEMENT</b>				
Salaries and wages	\$ 680,956	\$ 790,993	\$ 785,531	\$ 790,993
Temporary labor	10,336	14,000	14,000	14,000
Substitute pay	1,085	3,750	3,750	1,875
FICA charges	50,689	60,511	58,424	60,511
Retirement contributions	50,101	57,498	57,107	57,498
Office supplies	2,249	2,500	2,500	2,500
Other operating supplies	150	2,000	2,000	2,000
Processing supplies	88,966	95,760	95,760	95,000
Cataloging services	27,914	50,600	50,600	50,600
Bindery	5,442	5,000	5,000	5,000
Library material purchases	3,814,286	3,740,427	3,740,427	3,706,300
Microforms	-	5,000	5,000	5,000
Periodicals	98,137	110,000	110,000	110,000
Serials	13,743	38,517	38,517	28,000
On-line database services	73,326	80,865	80,865	83,365
Title Source software/Web Dewey BCR	1,995	2,500	2,500	2,500
Training	2,904	8,000	8,000	-
Mileage reimbursement expenses	535	500	500	500
<b>Total Collection Management</b>	<b>\$ 4,922,814</b>	<b>\$ 5,068,421</b>	<b>\$ 5,060,481</b>	<b>\$ 5,015,642</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		19.00	18.40	18.40
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		16	16	16
Half-time (20 - 39 hours per week)		5	4	4
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		21	20	20
<b>MLS FTE's</b>		5.38	5.38	5.38

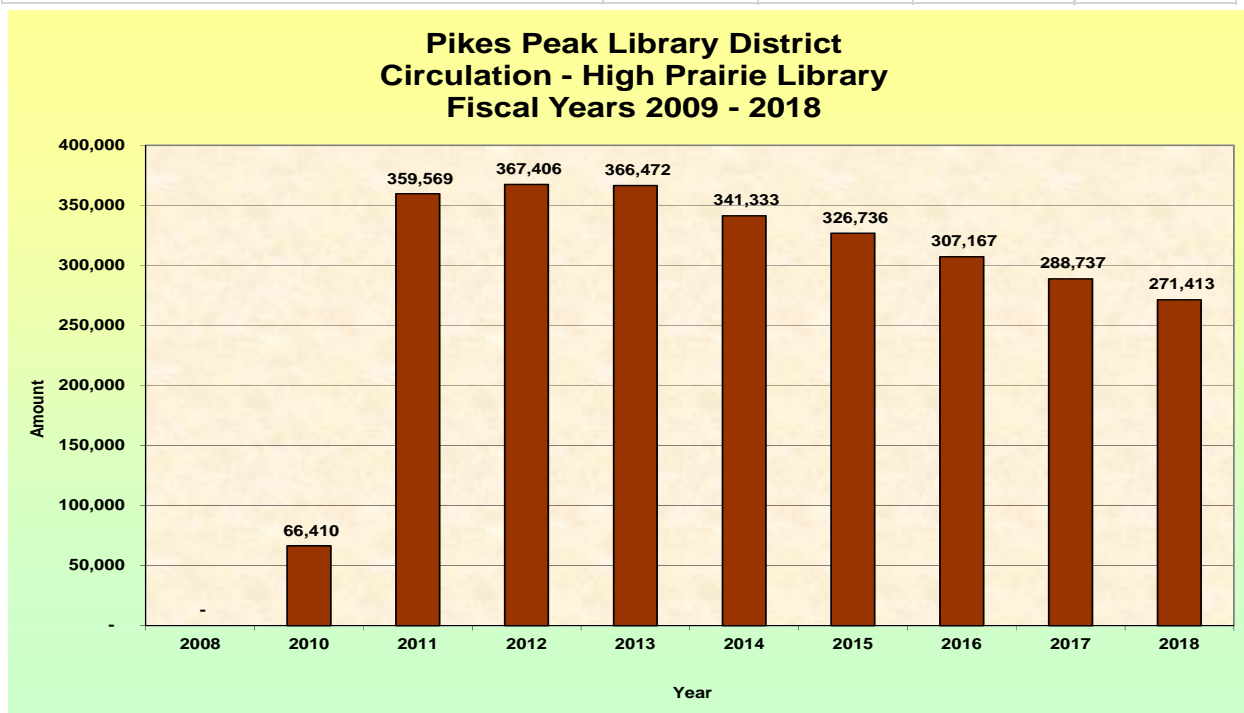
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>ILL</b>				
Work study costs	\$ 2,776	\$ 6,000	\$ 3,000	\$ 6,000
Office supplies	1,255	2,000	2,000	2,000
Other operating supplies	1,675	4,013	4,013	3,500
OCLC on-line charges	36,358	44,000	44,000	44,000
State-wide courier contract	2,084	8,300	8,300	9,725
ILL borrowing expenses	3,460	5,000	4,000	6,000
<b>Total ILL</b>	<b>\$ 47,608</b>	<b>\$ 69,313</b>	<b>\$ 65,313</b>	<b>\$ 71,225</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Security</b>				
Salaries and wages	\$ 369,111	\$ 463,351	\$ 399,453	\$ 483,361
Substitute pay	27,386	22,500	22,500	11,250
FICA charges	29,245	35,446	31,265	36,977
Retirement contributions	23,832	31,323	27,478	34,024
Other operating supplies	8,158	11,640	11,640	11,640
Security contract services	-	30,000	30,000	-
Mileage reimbursement expenses	1,273	2,700	2,700	2,700
<b>Total Security</b>	<b>\$ 459,005</b>	<b>\$ 596,960</b>	<b>\$ 525,036</b>	<b>\$ 579,952</b>
<b>Authorized Positions</b>				
		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		14.50	15.00	15.00
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		12	13	13
Half-time (20 - 39 hours per week)		5	4	4
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>17</b>	<b>17</b>	<b>17</b>
<b>MLS FTE's</b>		<b>-</b>	<b>-</b>	<b>-</b>

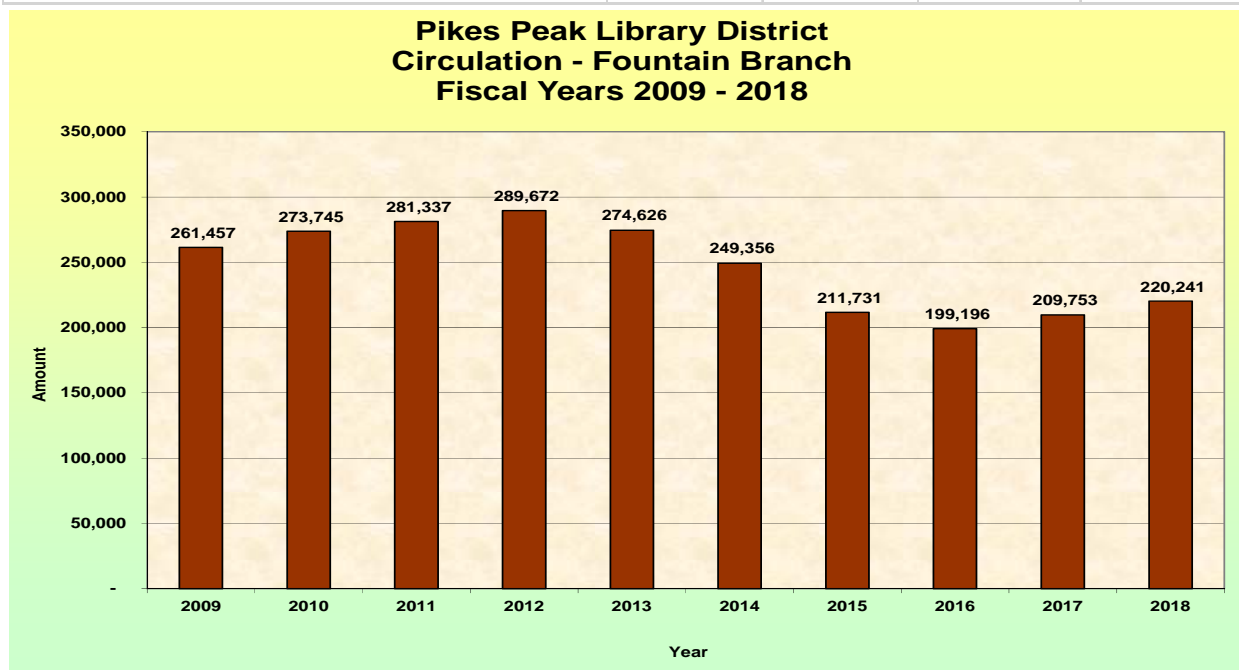
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Cheyenne Mountain Branch</b>				
Salaries and wages	\$ 358,063	\$ 362,720	\$ 319,577	\$ 362,720
Substitute pay	24,057	16,500	16,500	7,600
FICA charges	28,442	27,748	25,080	27,748
Retirement contributions	14,565	14,350	9,691	14,350
Office supplies	5,386	7,273	7,273	6,500
<b>Total Cheyenne Mountain Branch</b>	<b>\$ 430,513</b>	<b>\$ 428,591</b>	<b>\$ 378,121</b>	<b>\$ 418,918</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		10.93	10.55	10.55
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		4	4	4
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		5	4	4
<b>Total Authorized Positions</b>		18	17	17
<b>MLS FTE's</b>		1.00	1.00	1.00



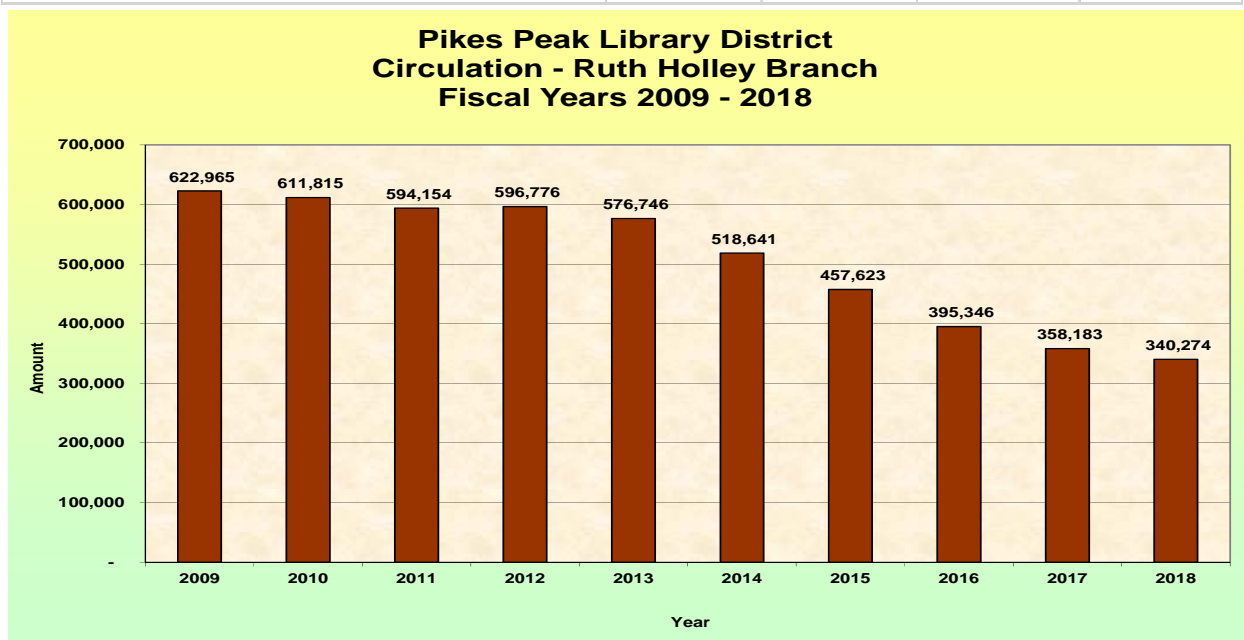
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>High Prairie</b>				
Salaries and wages	\$ 237,524	\$ 281,152	\$ 264,910	\$ 288,335
Substitute pay	21,506	18,124	18,124	6,200
FICA charges	19,504	21,862	20,899	22,058
Retirement contributions	11,477	13,851	13,093	14,055
Office supplies	2,024	2,800	2,800	2,800
Other operating supplies	1,247	800	800	800
Programming costs	1,095	1,905	1,905	1,740
<b>Total High Prairie Branch</b>	<b>\$ 294,377</b>	<b>\$ 340,494</b>	<b>\$ 322,531</b>	<b>\$ 335,988</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		8.25	8.25	8.25
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		4	4	4
Half-time (20 - 39 hours per week)		5	8	8
Part-time (1-19 hours per week)		4	-	-
<b>Total Authorized Positions</b>		13	12	12
<b>MLS FTE's</b>		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Fountain Branch</b>				
Salaries and wages	\$ 207,713	\$ 217,771	\$ 204,637	\$ 217,771
Substitute pay	16,174	7,875	11,000	4,400
FICA charges	16,623	16,659	16,124	16,659
Retirement contributions	4,672	6,688	5,277	6,688
Office supplies	4,339	4,300	4,300	4,300
Other operating supplies	1,066	1,000	1,000	1,000
Programming costs	2,827	4,000	4,000	4,000
<b>Total Fountain Branch</b>	<b>\$ 253,414</b>	<b>\$ 258,293</b>	<b>\$ 246,338</b>	<b>\$ 254,818</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		7.88	6.63	6.63
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		2	2	2
Half-time (20 - 39 hours per week)		8	6	6
Part-time (1-19 hours per week)		3	3	3
<b>Total Authorized Positions</b>		13	11	11
<b>MLS FTE's</b>		-	-	-

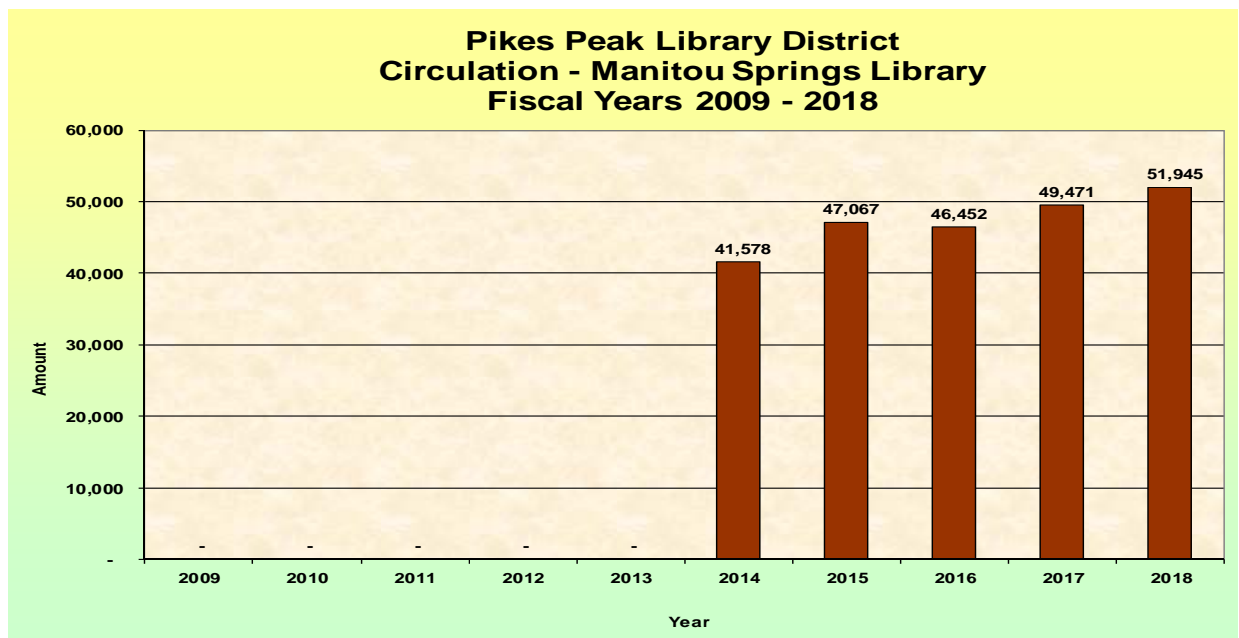


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Ruth Holley Branch</b>				
Salaries and wages	\$ 343,512	\$ 370,539	\$ 376,263	\$ 373,097
Substitute pay	25,864	27,015	27,015	7,600
FICA charges	27,375	29,151	29,939	28,542
Retirement contributions	17,854	19,923	19,839	19,923
Office supplies	6,501	7,400	7,400	7,400
Other operating supplies	8	-	-	-
Other costs	231	264	264	264
Programming costs	616	2,660	2,660	2,460
<b>Total Ruth Holley Branch</b>	<b>\$ 421,961</b>	<b>\$ 456,952</b>	<b>\$ 463,380</b>	<b>\$ 439,286</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		12.13	10.50	10.50
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		6	6	6
Half-time (20 - 39 hours per week)		8	7	7
Part-time (1-19 hours per week)		5	2	2
<b>Total Authorized Positions</b>		19	15	15
<b>MLS FTE's</b>		1.00	1.00	1.00

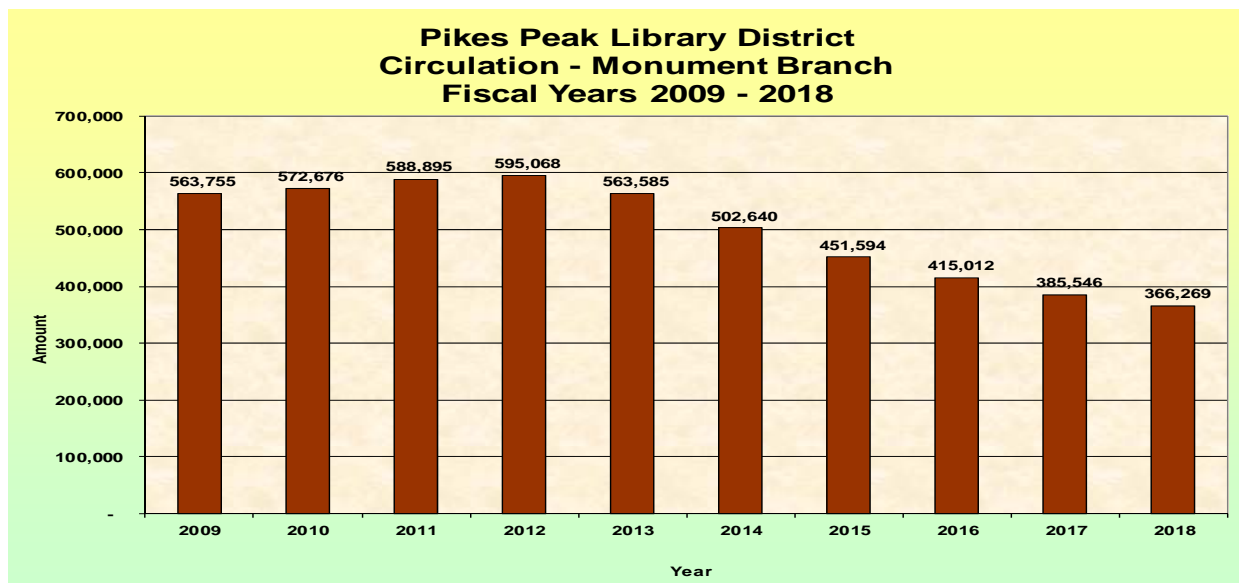




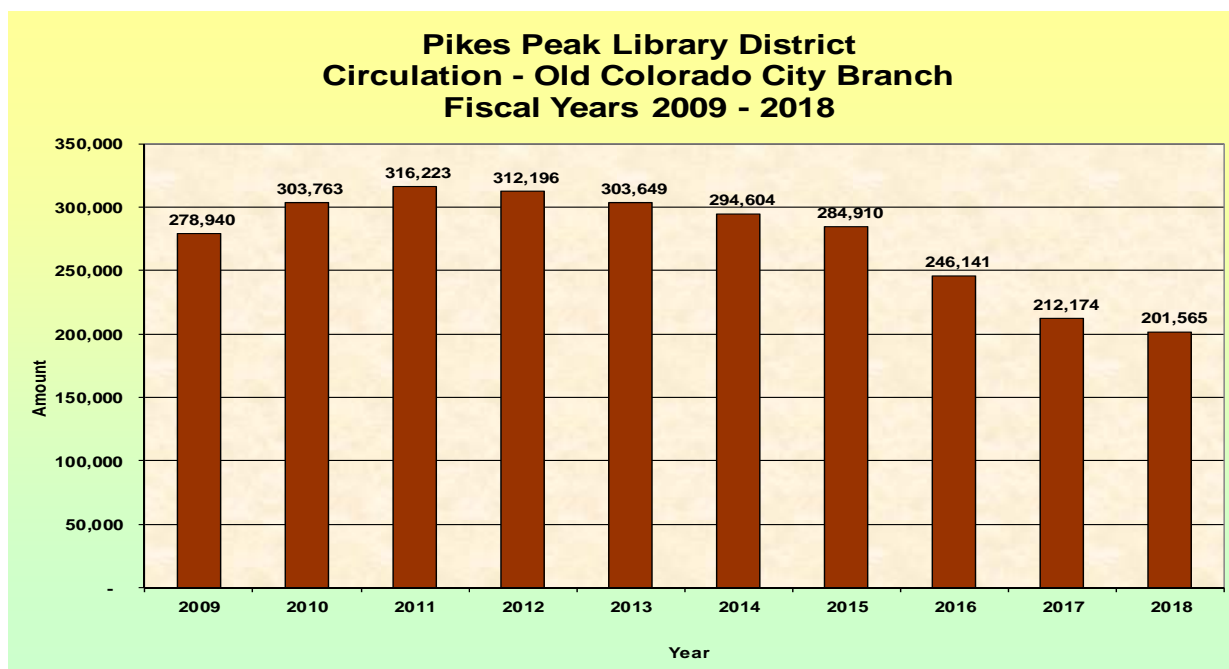
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Manitou Springs Branch</b>				
Salaries and wages	\$ 148,221	\$ 181,558	\$ 181,558	\$ 181,558
Substitute pay	10,704	7,500	7,500	3,250
FICA charges	11,846	13,889	13,889	13,889
Retirement contributions	6,900	8,328	8,328	8,328
Office supplies	1,447	2,000	2,000	2,000
Other operating supplies	2,341	2,500	2,500	2,500
Programming costs	3,384	6,000	6,000	6,000
				-
<b>Total Manitou Springs Branch</b>	<b>\$ 184,843</b>	<b>\$ 221,775</b>	<b>\$ 221,775</b>	<b>\$ 217,525</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		4.25	4.25	4.25
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		2	2	2
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		6	6	6
<b>MLS FTE's</b>		1.00	1.00	1.00



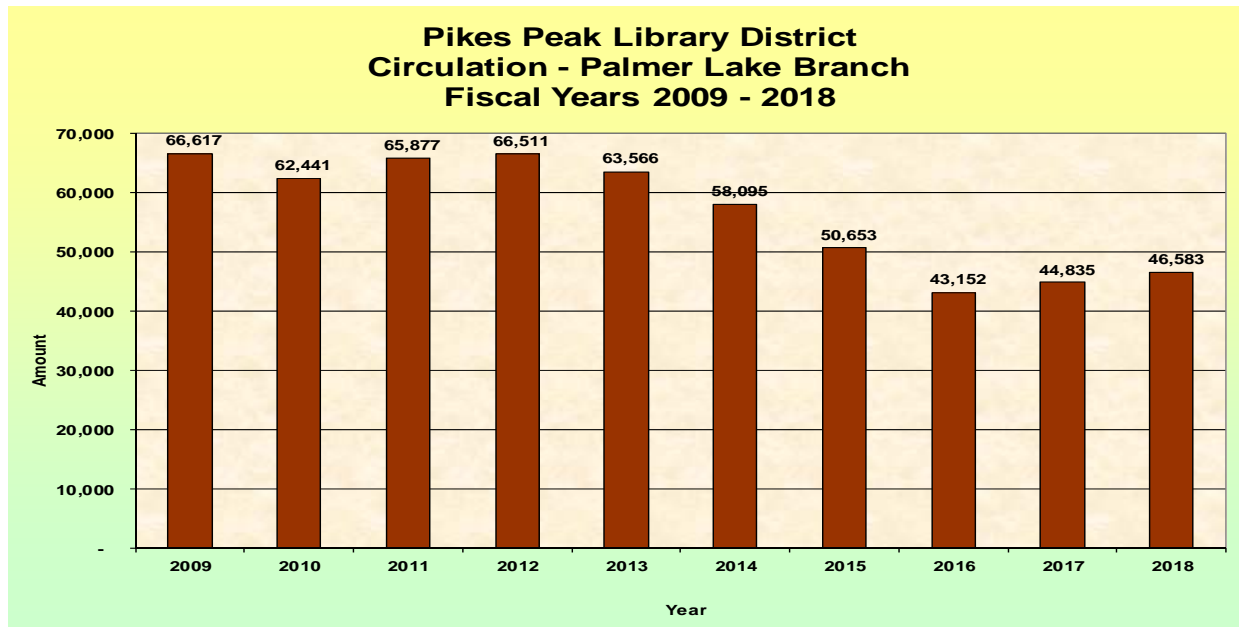
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Monument Branch</b>				
Salaries and wages	\$ 304,835	\$ 344,348	\$ 330,990	\$ 349,136
Substitute pay	21,844	17,539	17,539	7,600
FICA charges	23,690	26,709	25,340	26,709
Retirement contributions	12,562	14,159	13,500	14,159
Office supplies	3,286	6,200	6,200	6,200
Other operating supplies	91	-	-	-
Other costs	298	500	500	500
Programming costs	1,808	2,000	2,000	2,000
<b>Total Monument Branch</b>	<b>\$ 368,414</b>	<b>\$ 411,455</b>	<b>\$ 396,069</b>	<b>\$ 406,304</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		10.49	10.49	10.49
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		4	4	4
Half-time (20 - 39 hours per week)		8	7	7
Part-time (1-19 hours per week)		5	6	6
<b>Total Authorized Positions</b>		17	17	17
<b>MLS FTE's</b>		1.00	1.00	1.00



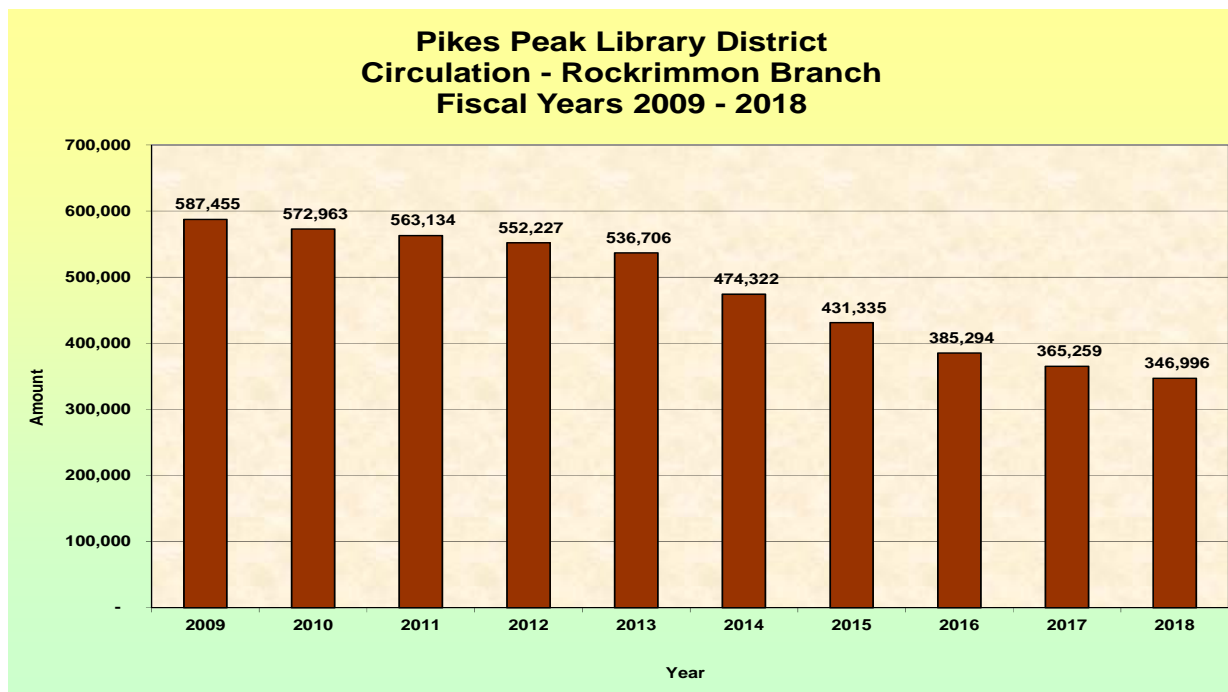
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Old Colorado City Branch</b>				
Salaries and wages	\$ 265,782	\$ 315,742	\$ 263,677	\$ 321,318
Substitute pay	16,022	16,826	16,826	6,200
FICA charges	20,910	24,581	20,848	24,581
Retirement contributions	11,560	14,723	10,350	14,723
Office supplies	3,951	6,000	6,000	6,000
Other operating supplies	797	1,515	1,515	1,500
Programming costs	847	1,246	1,246	1,125
<b>Total Old Colorado City Branch</b>	<b>\$ 319,869</b>	<b>\$ 380,633</b>	<b>\$ 320,462</b>	<b>\$ 375,447</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		8.90	8.90	8.90
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		4	4	4
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		1	1	1
<b>Total Authorized Positions</b>		13	13	13
<b>MLS FTE's</b>		1.00	1.00	1.00



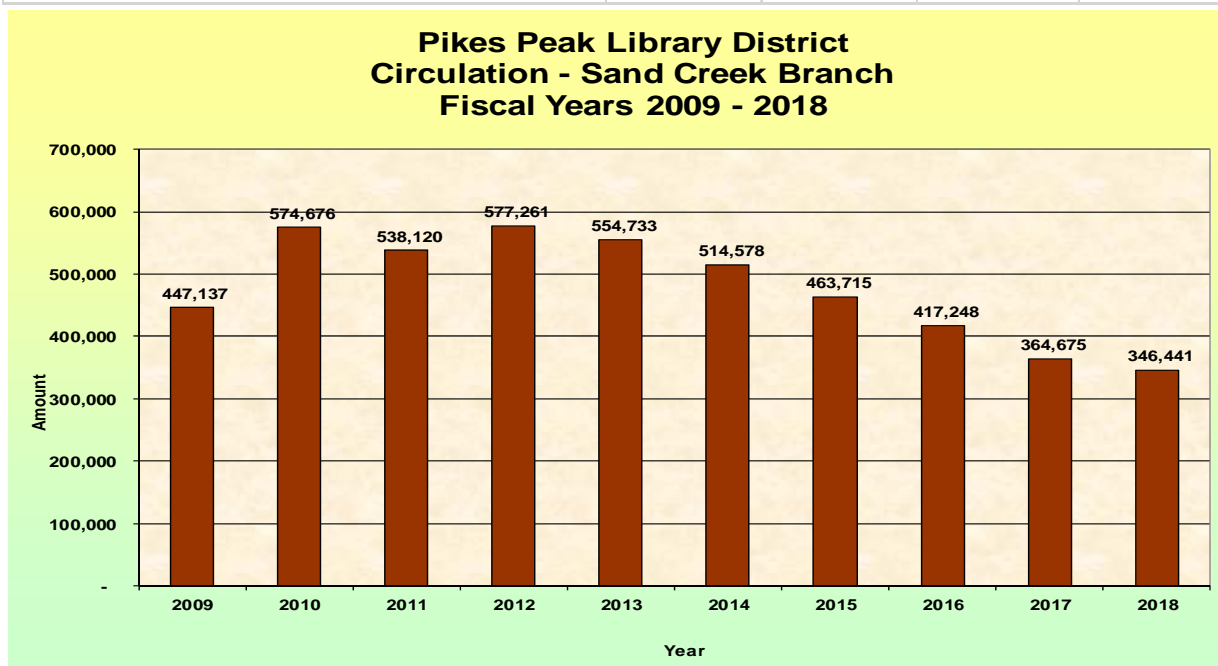
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Palmer Lake Branch</b>				
Salaries and wages	\$ 57,905	\$ 68,825	\$ 60,505	\$ 65,114
Substitute pay	4,793	6,280	6,280	2,000
FICA charges	4,790	5,459	5,120	4,981
Office supplies	500	800	800	800
Other operating supplies	51	-	-	-
Other costs	15	125	125	125
<b>Total Palmer Lake Branch</b>	<b>\$ 68,054</b>	<b>\$ 81,489</b>	<b>\$ 72,830</b>	<b>\$ 73,020</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		2.03	2.03	2.03
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		-	-	-
Half-time (20 - 39 hours per week)		3	3	3
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>MLS FTE's</b>		-	-	-



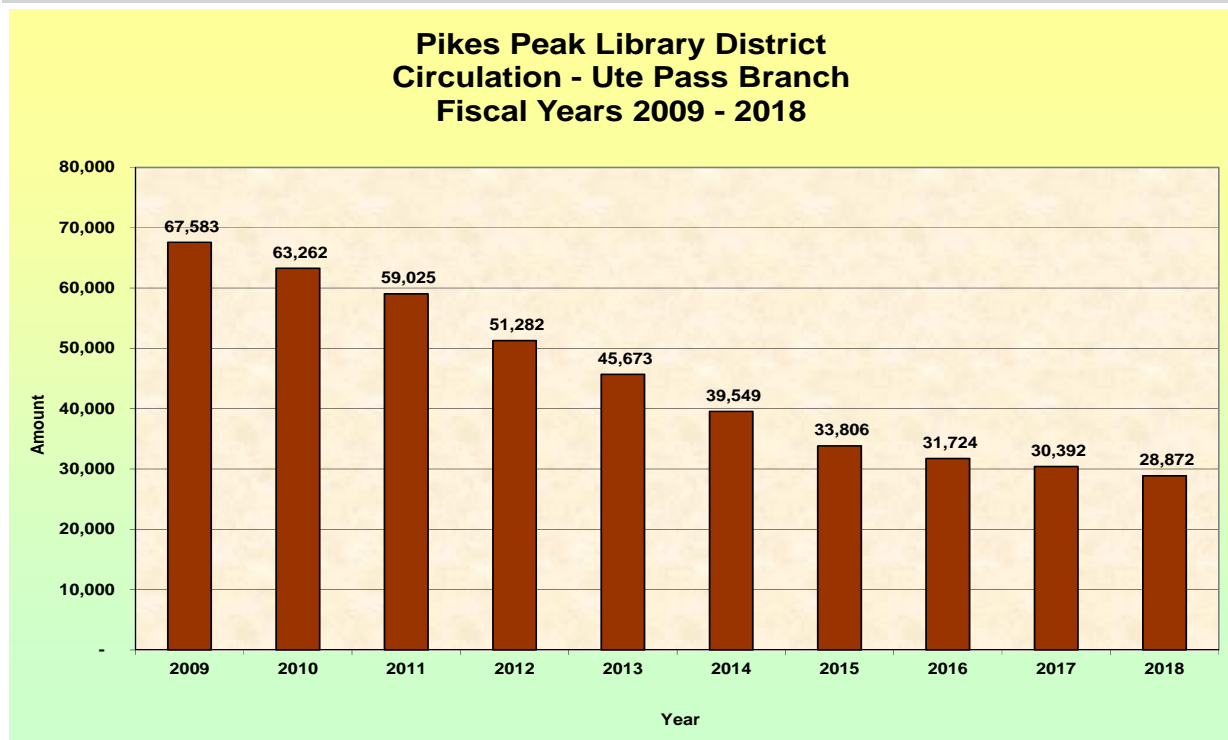
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Rockrimmon Branch</b>				
Salaries and wages	\$ 312,869	\$ 343,028	\$ 346,387	\$ 337,142
Substitute pay	15,136	15,000	15,000	7,600
FICA charges	24,213	26,242	26,368	25,791
Retirement contributions	12,762	14,595	14,479	14,124
Office supplies	2,593	6,150	6,150	6,150
Other operating supplies	135	-	-	-
Programming costs	935	1,500	1,500	1,500
<b>Total Rockrimmon Branch</b>	<b>\$ 368,643</b>	<b>\$ 406,515</b>	<b>\$ 409,884</b>	<b>\$ 392,307</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		10.65	10.08	10.08
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		4	4	4
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		5	3	3
<b>Total Authorized Positions</b>		18	16	16
<b>MLS FTE's</b>		1.00	1.00	1.00



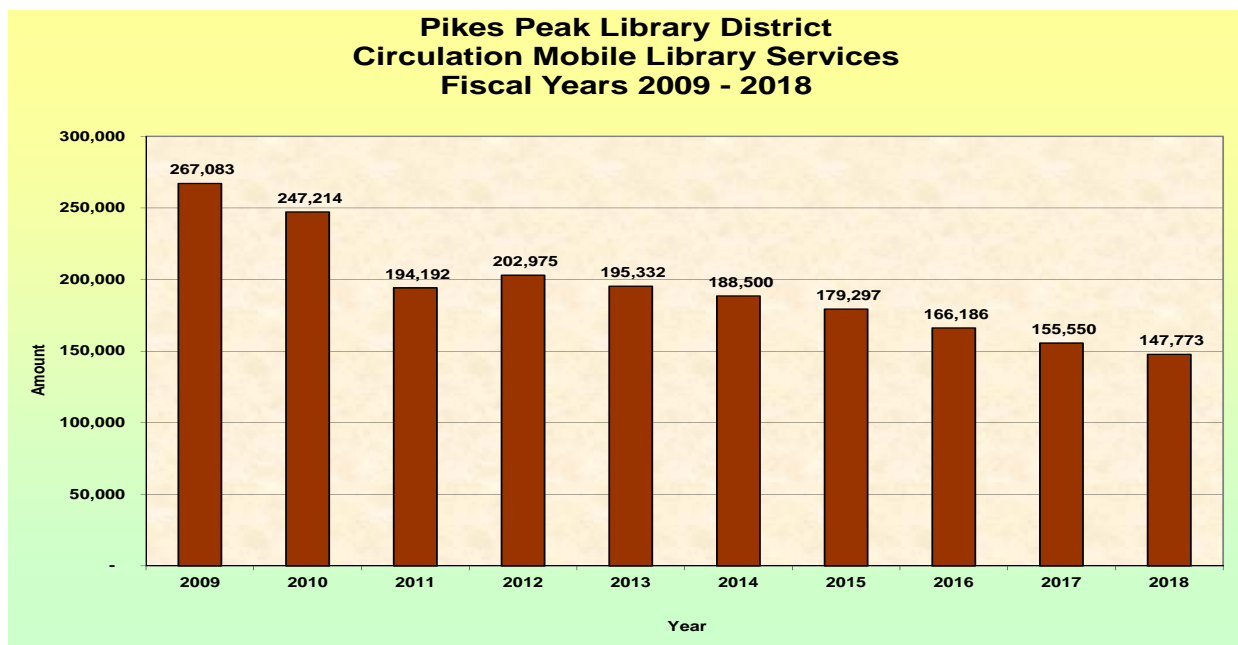
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Sand Creek Branch</b>				
Salaries and wages	\$ 503,135	\$ 585,942	\$ 540,194	\$ 580,534
Substitute pay	27,659	24,000	24,000	12,000
FICA charges	38,960	44,825	40,994	44,411
Retirement contributions	32,462	38,650	35,336	38,217
Office supplies	8,546	8,500	8,500	10,000
Other operating supplies	2,592	7,634	7,634	1,500
Programming costs	3,137	7,000	7,000	5,000
<b>Total Sand Creek Branch</b>	<b>\$ 616,491</b>	<b>\$ 716,551</b>	<b>\$ 663,658</b>	<b>\$ 691,662</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		15.95	16.20	16.20
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		11	12	12
Half-time (20 - 39 hours per week)		6	6	6
Part-time (1-19 hours per week)		5	3	3
<b>Total Authorized Positions</b>		22	21	21
<b>MLS FTE's</b>		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Ute Pass Branch</b>				
Salaries and wages	\$ 37,078	\$ 39,647	\$ 42,540	\$ 39,347
Substitute pay	4,555	4,500	4,500	2,100
FICA charges	3,123	3,033	3,267	3,033
Office supplies	822	1,042	1,042	1,000
Programming costs	718	2,070	2,070	2,000
<b>Total Ute Pass Branch</b>	<b>\$ 46,296</b>	<b>\$ 50,292</b>	<b>\$ 53,419</b>	<b>\$ 47,480</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		1.28	1.28	1.28
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		-	-	-
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>MLS FTE's</b>		<b>-</b>	<b>-</b>	<b>-</b>



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Mobile Library Services</b>				
Salaries and wages	\$ 248,444	\$ 331,380	\$ 306,554	\$ 331,380
Substitute pay	46,480	18,341	22,000	9,100
FICA charges	21,616	25,351	24,437	25,350
Retirement contributions	12,932	15,372	14,995	15,372
Office supplies	1,061	650	650	650
Other operating supplies	988	1,200	1,200	1,200
Other expenditures	-	1,600	1,600	1,200
Programming costs	648	2,200	2,200	1,700
<b>Total Mobile library Services</b>	<b>\$ 332,169</b>	<b>\$ 396,094</b>	<b>\$ 373,636</b>	<b>\$ 385,952</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		8.95	9.15	9.15
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		5	5	5
Half-time (20 - 39 hours per week)		7	8	8
Part-time (1-19 hours per week)		1	-	-
<b>Total Authorized Positions</b>		13	13	13
<b>MLS FTE's</b>		-	-	-





<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>PUBLIC SERVICES</b>				
<b>Administration</b>	\$ 151,419	\$ 308,617	\$ 296,617	\$ 315,867
<b>Customer Service Team</b>	165	400	-	-
<b>Adult Services</b>				
<b>District-wide</b>	-	-	-	14,000
<b>Penrose</b>	1,350,823	1,491,213	1,433,742	1,489,140
<b>East Library</b>	900,072	976,802	918,322	904,529
<b>MakerSpace - East</b>	-	-	-	9,000
<b>L21c</b>	373,181	423,611	393,696	412,340
<b>Computer Commons</b>	475,987	551,340	525,830	548,348
<b>Total Adult Services</b>	<b>3,100,063</b>	<b>3,442,966</b>	<b>3,271,590</b>	<b>3,377,357</b>
<b>Children's</b>				
<b>Districtwide</b>	64,580	98,040	84,333	89,816
<b>Penrose</b>	344,403	370,067	370,067	368,666
<b>East Library</b>	403,553	477,292	460,685	466,410
<b>L21c</b>	332,040	390,804	379,368	385,762
<b>Total Children's</b>	<b>1,144,576</b>	<b>1,336,203</b>	<b>1,294,453</b>	<b>1,310,654</b>
<b>Adult Reading Program</b>	13,000	13,000	13,000	13,000
<b>Senior Services</b>	5,965	6,137	6,137	6,000
<b>Teen Services</b>	28,121	35,786	35,786	33,179
<b>Special Collections</b>	535,583	594,254	591,031	583,502

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>PUBLIC SERVICES</b>				
<b>Shelving</b>				
Penrose	143,915	152,594	146,312	151,245
East Library	306,643	329,350	321,804	328,477
Library 21C	122,875	138,644	129,762	131,960
<b>Total Shelving</b>	<b>573,433</b>	<b>620,588</b>	<b>597,878</b>	<b>611,682</b>
<b>Circulation</b>				
Penrose	313,472	376,798	356,613	371,084
East Library	834,246	921,666	912,440	896,537
Library 21C	215,299	219,692	222,629	214,363
<b>Total Circulation</b>	<b>1,363,017</b>	<b>1,518,156</b>	<b>1,491,682</b>	<b>1,481,984</b>
<b>Security</b>	459,005	596,960	525,036	579,952
<b>Adult Education</b>	166,013	241,110	241,110	252,233
<b>Collection Management</b>	4,922,814	5,068,421	5,060,481	5,015,642
Inter-Library Loan	47,608	69,313	65,313	71,225
<b>Total Collection Management</b>	<b>4,970,422</b>	<b>5,137,734</b>	<b>5,125,794</b>	<b>5,086,867</b>
<b>Branch Facilities</b>				
Cheyenne Mountain	430,513	428,591	378,121	418,918
High Prairie	294,377	340,494	322,531	335,988
Fountain	253,414	258,293	246,338	254,818
Ruth Holley	421,961	456,952	463,380	439,286
Manitou Springs	184,843	221,775	221,775	217,525
Monument	368,414	411,455	396,069	406,304
Old Colorado City	319,869	380,633	320,462	375,447
Palmer Lake	68,054	81,489	72,830	73,020
Rockrimmon	368,643	406,515	409,884	392,307
Sand Creek	616,491	716,551	663,658	691,662
Ute Pass	46,296	50,292	53,419	47,480
Mobile Library Services	332,169	396,094	373,636	385,952
<b>Total Branch Facilities</b>	<b>3,705,044</b>	<b>4,149,134</b>	<b>3,922,103</b>	<b>4,038,707</b>
<b>Total Public Services</b>	<b>\$ 16,215,826</b>	<b>\$ 18,001,045</b>	<b>\$ 17,412,217</b>	<b>\$ 17,690,984</b>
<b>Total Full Time Equivalents (FTE's)</b>		293.23	289.88	287.88
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		163	170	168
Half-time (20 - 39 hours per week)		192	193	193
Part-time (1-19 hours per week)		67	41	41
<b>Total Authorized Positions</b>		<b>422</b>	<b>404</b>	<b>382</b>
<b>MLS FTE's</b>		49	50	50

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
Account	Actual	Budget	Projection	Budget
<b>HUMAN RESOURCES OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 239,211	\$ 281,578	\$ 233,728	\$ 281,578
Bilingual staff stipends	-	5,700	5,700	5,700
Work study costs	590	1,800	1,800	1,800
Temporary labor	7,881	-	12,612	-
FICA charges	18,116	21,541	18,433	21,541
Retirement contributions	14,368	17,958	14,108	17,958
Other operating supplies	3,509	4,050	4,050	4,050
Consultant fees	-	-	-	-
Compensation study	94,613	63,987	86,728	-
Outside services - Flexible Spending Program	5,506	9,500	9,500	9,500
Mileage reimbursement expenses	795	1,750	1,750	1,750
Employee recruitment expenses				
Testing	65	500	500	500
Background checks	12,170	17,000	17,000	20,000
Pre-employment assessment costs	2,860	6,500	6,500	6,500
Advertising costs	51	2,000	2,000	2,000
Recruitment travel costs	4,306	8,500	8,500	8,500
Relocation expenses	6,907	5,000	5,000	5,000
Job fairs	-	500	500	500
District-wide training programs/initiatives				
All Staff Day	2,780	3,500	5,773	5,000
Leadership	6,033	5,000	5,000	5,000
Master Drive	1,773	3,000	3,000	3,000
Other programs to be determined	-	20,000	5,000	20,000
Dues	5,792	-	-	-
Training	1,730	7,000	7,000	7,000
Employee recognition				
District-wide programs	798	7,525	7,525	7,525
Tuition reimbursement costs	30,456	45,000	45,000	40,000
Wellness and safety	5,859	18,500	18,500	18,500
Volunteer program costs	3,236	3,700	3,700	3,700
Employee assistance program	13,590	17,000	17,000	20,000
<b>Total Human Resources</b>	<b>\$ 482,995</b>	<b>\$ 578,089</b>	<b>\$ 545,907</b>	<b>\$ 516,602</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		5.15	5.15	5.15
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		4	4	4
Half-time (20 - 39 hours per week)		1	1	1
Part-time (1-19 hours per week)		1	1	1
<b>Total Authorized Positions</b>		6	6	6
<b>MLS FTE's</b>		-	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>HUMAN RESOURCES OFFICE</b>				
<b>Organizational Excellence Team</b>				
Employee Recognition	1,134	3,000	3,000	3,000
<b>Total OET Team</b>	<b>\$ 1,134</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>HUMAN RESOURCES OFFICE</b>				
<b>Administration</b>	<b>\$ 482,995</b>	<b>\$ 578,089</b>	<b>\$ 545,907</b>	<b>\$ 516,602</b>
<b>Teams</b>				
<b>Organizational Excellence Team</b>	<b>1,134</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Teams</b>	<b>1,134</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Human Resources Office</b>	<b>\$ 484,129</b>	<b>\$ 581,089</b>	<b>\$ 548,907</b>	<b>\$ 519,602</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - District-wide</b>				
Office supplies	\$ 136	\$ 350	\$ 125	\$ 300
Other operating supplies	2,637	3,200	2,641	3,200
Vehicle operating costs	52,514	54,750	54,722	57,000
Consultant fees	9,530	15,000	15,000	15,000
Janitorial services	382,158	401,200	387,773	399,000
Equipment maintenance	13,891	17,500	15,556	17,500
Furniture repair	3,196	5,000	5,000	5,000
Building repairs - branches	18,766	33,750	29,546	35,250
Moving and storage costs	16,200	16,200	17,550	16,800
HVAC maintenance	85,356	91,300	90,548	96,000
Elevator maintenance	30,532	34,500	32,537	36,250
Burglar and fire alarm maintenance	47,469	56,800	56,556	59,750
Grounds maintenance	65,453	71,400	64,115	73,500
Mileage reimbursement expenses	2,361	3,000	2,094	3,000
Training	-	2,000	637	2,000
Equipment rental	473	1,000	1,000	1,000
<b>Total Facilities - District-wide</b>	<b>\$ 730,672</b>	<b>\$ 806,950</b>	<b>\$ 775,400</b>	<b>\$ 820,550</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Penrose</b>				
Salaries and wages	\$ 282,346	\$ 292,261	\$ 300,066	\$ 292,261
FICA charges	19,982	22,358	21,340	22,358
Retirement contributions	21,867	23,381	23,291	23,381
Office supplies	7,023	8,000	7,205	8,200
Other operating supplies	13,418	27,661	15,220	24,000
Building repairs	19,554	35,100	20,662	35,100
Furniture repairs	10,576	12,500	12,500	12,500
Equipment repairs	110	1,000	1,000	1,000
<b>Total Facilities - Penrose</b>	<b>\$ 374,876</b>	<b>\$ 422,261</b>	<b>\$ 401,284</b>	<b>\$ 418,800</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalent (FTE's)</b>		6.00	6.00	6.00
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		6	6	6
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		6	6	6
<b>MLS FTE's</b>		-	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - East Library</b>				
Salaries and wages	\$ 127,005	\$ 123,842	\$ 127,085	\$ 123,843
FICA charges	9,161	9,474	9,331	9,474
Retirement contributions	9,835	9,907	9,877	9,907
Office supplies	7,477	5,500	5,429	6,000
Other operating supplies	12,230	13,500	13,074	14,000
Building repairs	15,575	29,500	18,982	29,500
Furniture repairs	8,216	12,500	12,500	12,500
Equipment repairs	774	850	469	850
<b>Total Facilities - East Library</b>	<b>\$ 190,273</b>	<b>\$ 205,073</b>	<b>\$ 196,747</b>	<b>\$ 206,074</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		3.00	3.00	3.00
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		3	3	3
<b>MLS FTE's</b>		-	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Library 21C Facility</b>				
Salaries and wages	\$ 103,355	\$ 111,738	\$ 114,541	\$ 111,738
FICA charges	7,517	8,548	8,415	8,548
Retirement contributions	7,956	8,939	8,915	8,939
Office supplies	3,648	4,500	4,183	4,750
Other operating supplies	10,892	11,750	11,529	12,500
Equipment repair	3,025	3,500	1,758	3,000
Furniture repair	1,956	2,500	500	1,000
Building repairs	35,195	38,000	19,522	38,000
Roofing	7,000	4,500	2,500	-
HVAC maintenance	47,829	44,193	22,500	38,500
<b>Total Facilities - Library 21C Facility</b>	<b>\$ 228,373</b>	<b>\$ 238,168</b>	<b>\$ 194,363</b>	<b>\$ 226,975</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		3.00	3.00	3.00
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>MLS FTE's</b>		-	-	-





<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Utilities/Rent - High Prairie</b>				
Electric	\$ 9,392	\$ 10,800	\$ 9,917	\$ 11,124
Water and sewer	4,524	8,000	5,964	8,640
Trash removal	789	1,000	833	1,100
<b>Total Facilities - Utilities/Rent - High Prairie</b>	<b>\$ 14,705</b>	<b>\$ 19,800</b>	<b>\$ 16,714</b>	<b>\$ 20,864</b>
<b>Facilities - Utilities/Rent - Fountain</b>				
Gas	\$ 1,473	\$ 2,200	\$ 1,552	\$ 2,266
Electric	9,710	13,600	10,525	14,008
Water and sewer	2,073	2,600	1,992	2,808
Trash removal	1,224	1,400	1,260	1,400
<b>Total Facilities - Utilities/Rent - Fountain</b>	<b>\$ 14,480</b>	<b>\$ 19,800</b>	<b>\$ 15,329</b>	<b>\$ 20,482</b>
<b>Facilities - Utilities/Rent - Library 21C</b>				
Gas	\$ 19,657	\$ 27,000	\$ 23,014	\$ 28,634
Electric	103,814	130,000	118,878	130,000
Water and sewer	26,225	27,800	17,377	30,024
Trash removal	4,413	6,000	4,710	4,500
<b>Total Facilities - Utilities/Rent - Library 21C</b>	<b>\$ 154,109</b>	<b>\$ 190,800</b>	<b>\$ 163,979</b>	<b>\$ 193,158</b>
<b>Facilities - Utilities/Rent - Ruth Holley</b>				
Gas	\$ 1,728	\$ 3,000	\$ 2,045	\$ 3,100
Electric	9,796	11,250	9,934	11,588
Trash removal	1,105	1,300	1,139	1,300
Rental	113,379	116,755	116,755	120,236
Common area maintenance costs	35,185	30,500	32,966	33,955
<b>Total Facilities - Utilities/Rent - Ruth Holley</b>	<b>\$ 161,193</b>	<b>\$ 162,805</b>	<b>\$ 162,839</b>	<b>\$ 170,179</b>
<b>Facilities - Utilities/Rent - Manitou</b>				
Gas	\$ 538	\$ 1,300	\$ 575	\$ 1,340
Electric	1,902	3,160	2,097	3,255
Water and Sewer	833	1,500	933	1,620
Rent	9,264	9,264	9,264	9,264
<b>Total Facilities - Utilities/Rent - Manitou Springs</b>	<b>\$ 12,537</b>	<b>\$ 15,224</b>	<b>\$ 12,869</b>	<b>\$ 15,479</b>
<b>Facilities - Utilities/Rent - Monument</b>				
Gas	\$ 1,696	\$ 2,500	\$ 1,543	\$ 2,575
Electric	12,988	13,700	12,618	14,111
Trash Removal	461	600	505	900
Facility rental costs	104,882	110,126	110,126	121,150
Common area maintenance costs	26,666	27,000	26,370	28,346
<b>Total Facilities - Utilities/Rent - Monument</b>	<b>\$ 146,693</b>	<b>\$ 153,926</b>	<b>\$ 151,162</b>	<b>\$ 167,082</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Utilities/Rent - Old Colorado City</b>				
Gas	\$ 1,253	\$ 2,400	\$ 1,341	\$ 2,472
Electric	6,381	8,975	6,163	9,245
Trash removal	1,413	1,930	1,306	2,084
Water and sewer	656	800	677	800
<b>Total Facilities - Utilities/Rent - Old Colorado City</b>	<b>\$ 9,703</b>	<b>\$ 14,105</b>	<b>\$ 9,487</b>	<b>\$ 14,601</b>
<b>Facilities - Utilities/Rent - Palmer Lake</b>				
Gas	\$ 622	\$ 1,500	\$ 899	\$ 1,545
Electric	1,147	1,675	1,504	1,725
Water and sewer	881	1,160	906	1,253
<b>Total Facilities - Utilities/Rent - Palmer Lake</b>	<b>\$ 2,650</b>	<b>\$ 4,335</b>	<b>\$ 3,309</b>	<b>\$ 4,523</b>
<b>Facilities - Utilities/Rent - Rockrimmon</b>				
Gas	\$ 1,356	\$ 2,900	\$ 1,618	\$ 3,000
Electric	8,361	9,800	9,205	10,094
Trash removal	441	600	503	850
Facility rental costs	161,831	166,165	166,165	170,499
Common area maintenance costs	37,439	44,462	39,618	46,629
<b>Total Facilities - Utilities/Rent - Rockrimmon</b>	<b>\$ 209,428</b>	<b>\$ 223,927</b>	<b>\$ 217,109</b>	<b>\$ 231,072</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Utilities/Rent - Sand Creek</b>				
Gas	\$ 1,564	\$ 3,200	\$ 2,229	\$ 3,300
Electric	11,169	15,200	11,238	15,656
Water and sewer	1,774	2,300	2,221	2,484
Trash Removal	292	500	409	500
Common area maintenance costs	18,009	17,624	22,187	22,683
<b>Total Facilities - Utilities/Rent - Sand Creek</b>	<b>\$ 32,808</b>	<b>\$ 38,824</b>	<b>\$ 38,284</b>	<b>\$ 44,623</b>
<b>Facilities - Utilities/Rent - Ute Pass</b>				
Gas	\$ 1,254	\$ 2,513	\$ 1,191	\$ 2,590
Electric	1,998	3,000	2,547	3,100
Water and sewer	1,306	1,615	1,422	1,745
Facility rental costs	6,505	6,700	6,505	6,700
<b>Total Facilities - Utilities/Rent - Ute Pass</b>	<b>\$ 11,063</b>	<b>\$ 13,828</b>	<b>\$ 11,665</b>	<b>\$ 14,135</b>
<b>Green Team</b>				
General supplies	\$ 639	\$ 750	\$ 750	\$ 750
Programing	100	100	100	100
Training	-	150	150	150
<b>Total Green Team</b>	<b>\$ 739</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities</b>				
<b>Administration</b>	\$ 730,672	\$ 806,950	\$ 775,400	\$ 820,550
<b>Facilities</b>				
<b>Penrose</b>	374,876	422,261	401,284	418,800
<b>East Library</b>	190,273	205,073	196,747	206,074
<b>Library 21C Facility</b>	228,373	238,168	194,363	226,975
<b>Utilities/Rent</b>				
<b>Penrose</b>	185,427	217,000	198,856	232,622
<b>East Library</b>	142,636	180,000	157,209	198,040
<b>Library Express</b>	1,200	1,200	1,200	-
<b>Cheyenne Mountain</b>	146,611	156,349	151,938	169,100
<b>High Prairie</b>	14,705	19,800	16,714	20,864
<b>Fountain</b>	14,480	19,800	15,329	20,482
<b>L21c</b>	154,109	190,800	163,979	193,158
<b>Ruth Holley</b>	161,193	162,805	162,839	170,179
<b>Manitou Springs</b>	12,537	15,224	12,869	15,479
<b>Monument Hill</b>	146,693	153,926	151,162	167,082
<b>Old Colorado City</b>	9,703	14,105	9,487	14,601
<b>Palmer Lake</b>	2,650	4,335	3,309	4,523
<b>Rockrimmon</b>	209,428	223,927	217,109	231,072
<b>Sand Creek</b>	32,808	38,824	38,284	44,623
<b>Ute Pass</b>	11,063	13,828	11,665	14,135
<b>Total Utilities/Rent</b>	<b>1,245,243</b>	<b>1,411,923</b>	<b>1,311,949</b>	<b>1,495,960</b>
<b>Total - Facilities</b>	<b>2,769,437</b>	<b>3,084,375</b>	<b>2,879,743</b>	<b>3,168,359</b>
<b>Teams</b>				
<b>Green Team</b>	739	1,000	1,000	1,000
<b>Total Teams</b>	<b>739</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Facilities Office</b>	<b>\$ 2,770,176</b>	<b>\$ 3,085,375</b>	<b>\$ 2,880,743</b>	<b>\$ 3,169,359</b>
<b>Authorized Positions</b>				
		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		12.00	12.00	12.00
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		12	12	12
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>12</b>	<b>12</b>	<b>12</b>
<b>MLS FTE's</b>		-	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>COMMUNITY ENGAGEMENT AND OUTREACH OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 461,645	\$ 565,458	\$ 504,431	\$ 578,354
FICA charges	33,621	43,258	37,107	44,244
Retirement contributions	31,417	38,816	32,664	39,848
Video substitute pay	2,736	9,000	9,000	9,000
Meeting room supplies	15	2,000	2,000	2,000
Outreach supplies	-	10,000	10,000	10,000
Other operating supplies	2,846	4,100	4,100	4,100
Video production	1,425	2,500	2,500	2,500
Library channel	9,056	5,200	5,200	5,000
PMC repair/replacement	1,848	7,500	7,500	7,500
Newsletters - postage and mail preparation costs	1,359	2,500	2,500	2,500
Dues	9,075	-	-	-
Mileage reimbursement expenses	3,645	5,000	5,000	5,000
Contract information listing costs	13,081	15,000	15,000	15,000
External printing services	90,825	100,000	100,000	100,000
Paper supplies/copier center commitment	-	3,500	3,500	3,500
Networking costs	2,667	3,000	3,000	3,000
Marketing promotions	71,627	70,000	70,000	70,000
Programming costs	1,712	6,000	6,000	6,000
Merchandising costs	119	3,000	3,000	3,000
Trade exhibits/community outreach	5,206	8,000	8,000	8,000
Training	435	8,000	8,000	8,000
Survey subscription	-	300	300	300
Signage costs	3,907	8,000	8,000	8,000
<b>Total</b>	<b>\$ 748,267</b>	<b>\$ 920,132</b>	<b>\$ 846,802</b>	<b>\$ 934,846</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		12.25	12.25	12.25
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		10	10	10
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		14	14	14
<b>MLS FTE's</b>		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
Account	Actual	Budget	Projection	Budget
<b>INFORMATION TECHNOLOGY OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 698,902	\$ 852,270	\$ 857,011	\$ 852,270
FICA charges	51,370	65,199	62,903	65,199
Retirement contributions	51,963	63,876	63,535	63,876
Software	234,816	274,698	274,698	250,000
Computer supplies	39,993	46,000	46,000	36,000
Office supplies	3,701	2,500	3,000	3,000
Telecommunication Costs				
Data and network charges	193,451	355,880	355,880	256,000
Data hardware and software maintenance costs	-	-	-	100,000
Upgrades	12,158	-	-	-
Voice	56,640	77,600	77,600	60,000
Voice hardware and software maintenance costs	-	-	-	40,000
Cellular	63,718	73,200	73,200	76,000
Cabling	13,209	10,000	10,000	5,000
Consultant fees	57,726	65,000	65,000	113,500
Library unique IT systems	195,541	208,882	208,882	-
Integrated library services	-	-	-	182,000
Self-check and automated material handling	-	-	-	104,000
Prospector - software costs	-	75,000	-	-
Comp Sup Agreement-Internet	91,705	3,000	3,000	-
Miscellaneous equipment maintenance	23,599	153,923	120,000	132,000
Telecommunication equipment maintenance	66,514	68,123	68,123	-
Telephone maintenance	31,147	40,000	40,000	-
Equipment repair costs	4,630	8,860	8,860	30,000
Training	14,542	47,299	47,299	47,000
Mileage reimbursement expenses	4,994	6,000	6,000	6,000
<b>Total Information Technology Office</b>	<b>\$ 1,910,319</b>	<b>\$ 2,497,310</b>	<b>\$ 2,390,991</b>	<b>\$ 2,421,845</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		14.10	14.10	14.10
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		13	13	13
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		15	15	15
<b>MLS FTE's</b>		1.00	1.00	1.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>DEVELOPMENT OFFICE</b>				
<b>Administration</b>				
Administrative support - Foundation costs	\$ 197,703	\$ -	\$ -	\$ -
Salaries and wages	-	148,262	144,262	147,763
FICA charges	-	11,342	11,036	11,304
Retirement contributions	-	10,548	10,548	10,548
Development support	-	10,500	5,000	10,500
Mileage reimbursement expenses	-	2,400	2,400	2,400
Other expenses	876	1,900	1,900	1,900
Software support	-	19,000	19,000	19,000
Bank fees	-	1,600	1,600	1,600
Training	-	4,800	4,800	4,800
General supplies	-	500	500	500
<b>Total Development Office</b>	<b>\$ 198,579</b>	<b>\$ 210,852</b>	<b>\$ 201,046</b>	<b>\$ 210,315</b>
<b>Authorized Positions</b>				
		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		2.50	2.50	2.50
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		2	2	2
Half-time (20 - 39 hours per week)		1	1	1
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>MLS FTE's</b>		-	-	-

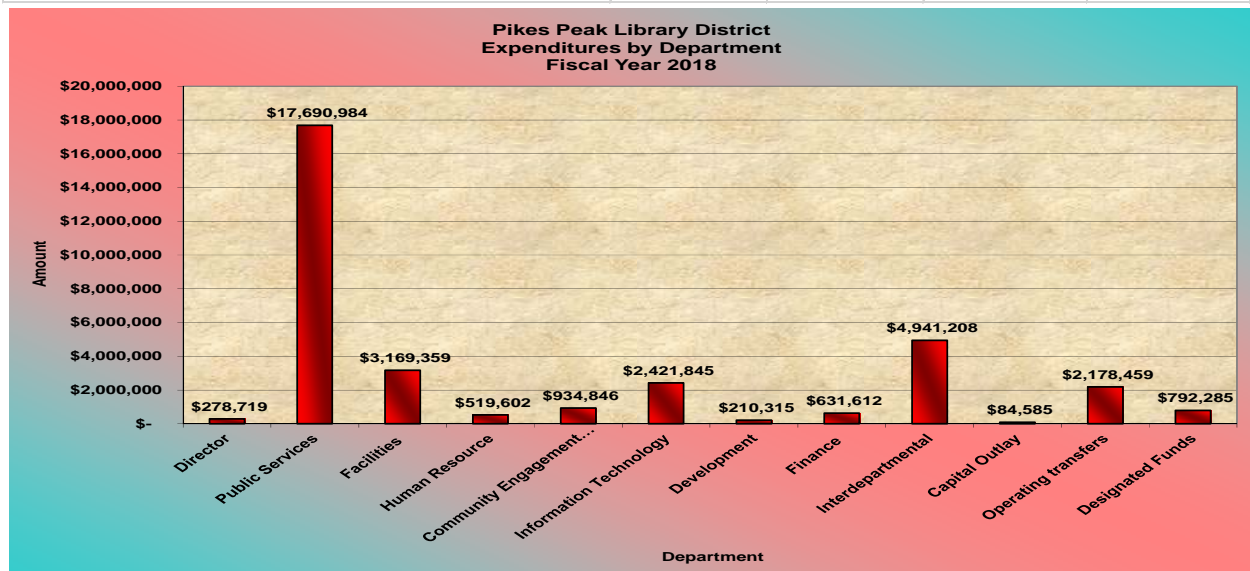


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>FINANCE OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 342,917	\$ 372,122	\$ 379,354	\$ 388,367
Substitute pay	2,086	-	-	-
FICA charges	24,331	28,467	26,999	29,710
Retirement contributions	24,558	28,035	27,917	29,335
Office supplies	6,232	8,000	8,000	8,000
Audit fees	41,935	41,450	39,705	43,500
Legal notices - advertising	731	2,000	2,000	2,000
Fiscal System annual maintenance costs	60,902	64,000	64,000	64,000
Consulting services - fiscal system	-	50,000	2,500	50,000
Dues	1,357	-	-	-
Mileage reimbursement expenses	1,033	2,600	2,600	2,600
Vault clean-up charges	1,709	2,100	2,100	2,100
Training	6,079	12,000	12,000	12,000
<b>Total Finance Office</b>	<b>\$ 513,870</b>	<b>\$ 610,774</b>	<b>\$ 567,175</b>	<b>\$ 631,612</b>
<b>Authorized Positions</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		6.75	6.75	6.75
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		6	6	6
Half-time (20 - 39 hours per week)		1	1	1
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>7</b>	<b>7</b>	<b>7</b>
<b>MLS FTE's</b>		-	-	-

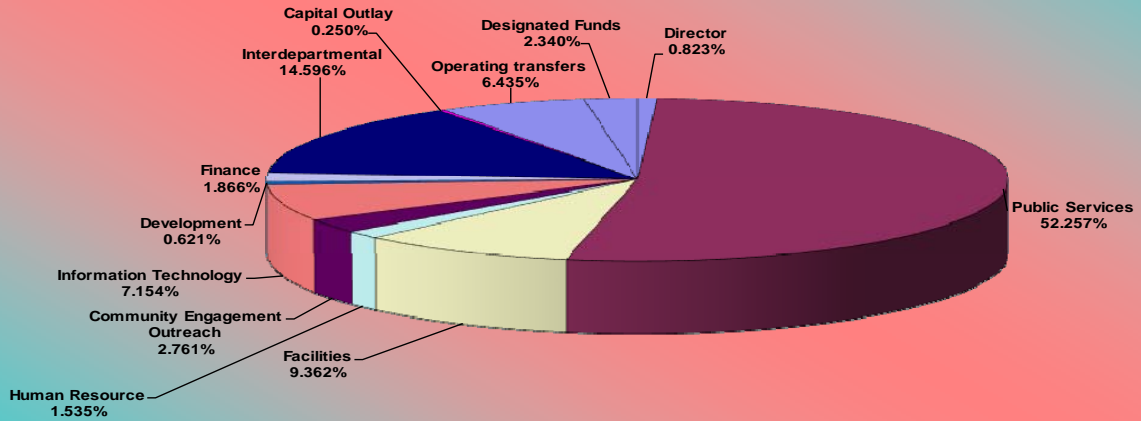
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Account</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projection</b>	<b>2018 Budget</b>
<b>INTERDEPARTMENTAL</b>				
Vacation/sick leave payout provision	\$ 193,525	\$ 200,000	\$ 125,000	\$ 200,000
Payroll accrual provision	(88,517)	60,000	60,000	60,000
Contribution - retirement plan	25,878	24,000	24,000	25,000
Personnel items	-	466,200	333,000	468,041
Costs from 2017 study carried over to 2018	-	-	-	333,000
Savings from vacant positions	-	-	-	(600,000)
New positions/temporary positions	-	-	-	1,623,239
Substitute pay reserve - teams/Sunday hours	-	72,253	72,253	17,500
Other payroll taxes	34,271	37,171	37,171	38,680
Dues	-	52,842	52,842	58,126
Legal fees	51,622	50,000	57,500	50,000
Health insurance	1,538,345	1,467,000	1,467,000	1,650,000
Vision insurance	46,797	54,000	54,000	55,000
Unemployment insurance	38,280	44,000	40,000	45,000
Workers compensation costs	91,302	97,000	80,000	85,000
Life and disability insurance	54,359	51,000	51,000	51,000
Collection agency charges	37,993	41,000	35,000	35,000
Other operating supplies	988	2,500	1,000	2,500
Postage	57,971	90,000	70,000	90,000
Copier charges	44,797	45,000	50,000	51,000
Patron Reimbursement	-	1,000	-	1,000
Insurance	158,142	181,000	160,907	185,000
Bank charges	20,936	25,000	25,000	15,000
Treasurer's fees	373,148	386,656	389,000	402,122
<b>Total Interdepartmental</b>	<b>\$ 2,679,837</b>	<b>\$ 3,447,622</b>	<b>\$ 3,184,673</b>	<b>\$ 4,941,208</b>
<b>OPERATING TRANSFERS TO OTHER FUNDS</b>				
East Library Renovation	27,500	-	-	-
Penrose Library Renovation	87,000	59,690	59,690	1,335,841
Library 21C Facility Project Fund	92,150	50,000	50,000	-
Capital Reserve Fund	1,052,438	676,651	676,651	842,618
<b>Total Operating Transfers To Other Funds</b>	<b>\$ 1,259,088</b>	<b>\$ 786,341</b>	<b>\$ 786,341</b>	<b>\$ 2,178,459</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>DESIGNATED FUNDS</b>				
Wages/temporary labor	113,786	90,457	90,457	79,605
Substitute pay	-	436	436	-
FICA	8,698	6,921	6,921	6,095
Supplies	31,417	10,374	10,374	16,660
Library Materials - Books	159,386	106,104	106,104	95,000
Library Materials - Electronic databases/on-line services	1,453	114,948	114,948	52,400
Data telecommunications	100	-	-	-
Printing	1,000	-	-	1,000
Programming	59,928	76,568	76,568	139,200
Summer Reading Prizes	1,754	6,600	6,600	10,100
Mileage reimbursement expenses	9	-	-	-
Dues	1,320	2,154	2,154	-
Employee recognition	-	10,000	10,000	10,000
Training	24,096	566	566	-
Other grant designated expenses	33,978	305,027	179,565	382,225
Capital Outlay	136,290	720,893	709,893	84,585
<b>Total Designated Funds</b>	<b>\$ 573,215</b>	<b>\$ 1,451,048</b>	<b>\$ 1,314,586</b>	<b>\$ 876,870</b>
<b>SPECIAL ITEM</b>				
TABOR refund	\$ 57,073	\$ -	\$ 435,552	\$ -
<b>Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses</b>	<b>\$ 27,670,940</b>	<b>\$ 31,874,307</b>	<b>\$ 30,839,252</b>	<b>\$ 33,853,819</b>

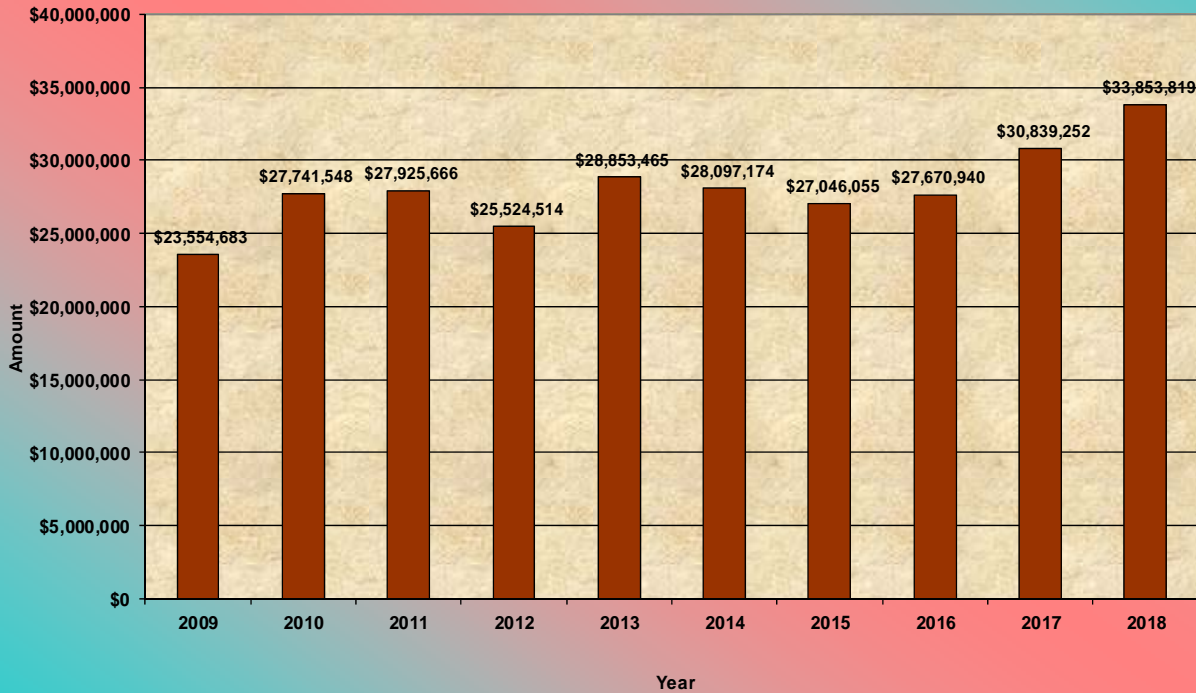
Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
<b>Summary</b>				
Director	\$ 260,561	\$ 282,719	\$ 270,219	\$ 278,719
Public Services	16,215,826	18,001,045	17,412,217	17,690,984
Human Resources	484,129	581,089	548,907	519,602
Facilities	2,770,176	3,085,375	2,880,743	3,169,359
Community Engagement and Outreach Office	748,267	920,132	846,802	934,846
Information Technology Office	1,910,319	2,497,310	2,390,991	2,421,845
Development Office	198,579	210,852	201,046	210,315
Finance Office	513,870	610,774	567,175	631,612
Interdepartmental	2,679,837	3,447,622	3,184,673	4,941,208
Capital Outlay	136,290	720,893	709,893	84,585
Operating Transfers To Other Funds	1,259,088	786,341	786,341	2,178,459
Designated Funds	436,925	730,155	604,693	792,285
Special Item	57,073	-	435,552	-
<b>Total General Fund Expenditures</b>	<b>\$ 27,670,940</b>	<b>\$ 31,874,307</b>	<b>\$ 30,839,252</b>	<b>\$ 33,853,819</b>
<b>Authorized Positions</b>				
		<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Total Full Time Equivalents (FTE's)</b>		347.98	344.63	342.63
<b>Authorized Positioned Category</b>				
Full-time (40 hour per week)		212	219	217
Half-time (20 - 39 hours per week)		201	202	202
Part-time (1-19 hours per week)		68	42	42
<b>Total Authorized Positions</b>		<b>481</b>	<b>463</b>	<b>461</b>
<b>MLS FTE's</b>		<b>51</b>	<b>52</b>	<b>52</b>



### Pikes Peak Library District Expenditure Allocation Percentage Fiscal Years 2009 - 2018



### Pikes Peak Library District General Fund Expenditures Fiscal Years 2009 - 2018



<b>Pikes Peak Library District</b>					
<b>New Positions</b>					
<b>Three-Year Period Ended December 31, 2018</b>					
<b>Position Name</b>	<b>Location</b>	<b>Proposed Grade</b>	<b>Proposed Hours Week</b>	<b>Proposed Hourly Rate</b>	<b>Total Cost</b>
Regional Library Manager	East	27	40	\$ 35.47	\$ 97,140
Regional Library Manager	Penrose	27	40	35.47	97,140
Regional Library Manager	L21c	27	40	35.47	97,140
Branch Manager 1	Fountain	23	40	28.96	81,480
Assistant Regional Manager	East	24	40	31.15	86,748
Assistant Regional Manager	Penrose	24	40	31.15	86,748
Assistant Regional Manager	L21c	24	40	31.15	86,748
Organizational Development Manager	Human Resources	24	40	31.15	86,748
Public Services Floater	East	17	40	17.85	54,755
Public Services Floater	Penrose	17	40	17.85	54,755
Public Services Floater	L21c	17	40	17.85	54,755
Public Services Floater	East	17	40	17.85	54,755
Public Services Floater	Penrose	17	40	17.85	54,755
Public Services Floater	L21c	17	40	17.85	54,755
Public Services Adult Librarian	Penrose	21	40	25.67	73,566
Public Services Adult Librarian	L21c	21	40	25.67	73,566
Public Services Adult Librarian	East	21	40	25.67	73,566
Public Services Library Associate	Penrose	18	40	19.57	58,892
Public Services Library Associate	L21c	18	40	19.57	58,892
Public Services Library Associate	East	18	40	19.57	58,892
Graphic Artist	CEO	18	40	19.57	58,892
Technology/Digital Services Specialist	Sand Creek	18	40	19.57	58,892
System Support Analyst	Information Technology	21	40	25.67	73,566
Facilities Technician	Facilities	16	40	16.83	52,301
Building Manager	Knights of Columbus Hall	19	40	20.52	61,177
Library Associate	Eastern El Paso County	17	24	17.85	23,981
Library Associate (additional hours)	Eastern El Paso County	17	4	17.85	3,997
Social worker	Penrose	22	40	27.06	76,909
Positions to be reclassified					(232,268)
					<b>\$ 1,623,239</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Annual Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Briargate Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 168,725	\$ -	\$ 300,000
<b>Fiscal Year Expenditures</b>				
Other				
Projects yet to be defined	-	125,462	-	300,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	43,263	-	-
<b>Fund Balance - Beginning of Year</b>	4,984	4,984	4,984	4,984
<b>Fund Balance - End of Year</b>	\$ 4,984	\$ 48,247	\$ 4,984	\$ 4,984

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Facilities Support Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Facilities Support Fund.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 1,050	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	1,050	-	-	-
<b>Fund Balance - Beginning of Year</b>	-	1,050	1,050	1,050
<b>Fund Balance - End of Year</b>	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Penrose Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Penrose Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 15,000	\$ 15,000	\$ -
Other Resources - Utilization of Fund Balance	-	35,000	35,000	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Capital outlay				
KCH assessment study	-	50,000	50,000	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Fund Balance - End of Year</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Cheyenne Mountain Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 11,500	\$ 11,500	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Relocate circulation desk	-	11,500	11,500	-
Access control upgrades	-	1,000	1,000	-
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>12,500</b>	<b>12,500</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>167</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,167</b>	<b>\$ 167</b>	<b>\$ 167</b>	<b>\$ 167</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Fountain Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 45,000	\$ 28,000	\$ 28,000	\$ 43,400
<b>Fiscal Year Expenditures</b>				
Program expenditures	-	2,500	2,500	-
Capital outlay				
Tree-trimming	960	-	-	-
Land improvement	10,590	-	-	-
Garden upkeep	-	2,500	2,500	-
Access control upgrades	-	4,000	4,000	-
Widen paver path in memorial garden to allow ADA access	-	1,500	1,500	-
Doorway to memorial garden	-	10,000	10,000	-
Roof maintenance	-	5,000	5,000	-
Patio furniture	-	-	-	1,200
Furniture replacement adult area	-	-	-	3,500
Carpet replacement	-	-	-	35,000
Meeting room tables	-	-	-	3,700
Other	-	2,500	2,500	-
<b>Total Fiscal Year Expenditures</b>	<b>11,550</b>	<b>28,000</b>	<b>28,000</b>	<b>43,400</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>33,450</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(31,710)</b>	<b>1,740</b>	<b>1,740</b>	<b>1,740</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,740</b>	<b>\$ 1,740</b>	<b>\$ 1,740</b>	<b>\$ 1,740</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>High Prairie Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.				
<b>Excess (Deficit) Revenues Over Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance - Beginning of Year</b>	6,418	6,418	6,418	6,418
<b>Fund Balance - End of Year</b>	\$ 6,418	\$ 6,418	\$ 6,418	\$ 6,418

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Manitou Springs Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Manitou Springs Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 56,998	\$ 56,998	\$ 2,200
<b>Fiscal Year Expenditures</b>				
Program expenditures	-	500	500	2,200
Capital outlay	41,132	15,343	15,343	-
Other	23	-	-	-
<b>Total Fiscal Year Expenditures</b>	<b>41,155</b>	<b>15,843</b>	<b>15,843</b>	<b>2,200</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(41,155)</b>	<b>41,155</b>	<b>41,155</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>(41,155)</b>	<b>(41,155)</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ (41,155)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Monument Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Monument Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 220	\$ 4,000	\$ 4,000	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay			-	-
Portable sink for community meeting room	-	2,000	2,000	-
Organizing utility shelving	-	2,000	2,000	-
Teen area furniture	-	-	-	3,200
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>3,200</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>220</b>	<b>-</b>	<b>-</b>	<b>(3,200)</b>
<b>Fund Balance - Beginning of Year</b>	<b>3,015</b>	<b>3,235</b>	<b>3,235</b>	<b>3,235</b>
<b>Fund Balance - End of Year</b>	<b>\$ 3,235</b>	<b>\$ 3,235</b>	<b>\$ 3,235</b>	<b>\$ 35</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Old Colorado City Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Old Colorado City Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 11,135	\$ 9,815	\$ 9,815	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Window cornices	-	3,015	3,015	-
Restroom flooring and reseal	-	1,450	1,450	-
Roof inspection and repairs	-	1,500	1,500	1,200
Chairs	1,135	-	-	-
Window blinds and cornices - manager's office	-	-	-	2,000
Parking lot seal coat and restripe	-	-	-	2,500
Flooring	365			
Public art project	-	3,184	3,184	-
<b>Total Fiscal Year Expenditures</b>	<b>1,500</b>	<b>9,149</b>	<b>9,149</b>	<b>5,700</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>9,635</b>	<b>666</b>	<b>666</b>	<b>(5,700)</b>
<b>Fund Balance - Beginning of Year</b>	<b>4,958</b>	<b>14,593</b>	<b>14,593</b>	<b>15,259</b>
<b>Fund Balance - End of Year</b>	<b>\$ 14,593</b>	<b>\$ 15,259</b>	<b>\$ 15,259</b>	<b>\$ 9,559</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Palmer Lake Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Palmer Lake Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 1,000	\$ 2,000	\$ 2,000	\$ 4,500
<b>Fiscal Year Expenditures</b>				
Capital outlay				-
Upgrade water fountain	39	2,000	2,000	
Carpet replacement	-	-	-	4,500
<b>Total Fiscal Year Expenditures</b>	<b>39</b>	<b>2,000</b>	<b>2,000</b>	<b>4,500</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>961</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>961</b>	<b>961</b>	<b>961</b>
<b>Fund Balance - End of Year</b>	<b>\$ 961</b>	<b>\$ 961</b>	<b>\$ 961</b>	<b>\$ 961</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Rockrimmon Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Rockrimmon Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 3,000	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Programming	20	-	-	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	2,980	-	-	-
<b>Fund Balance - Beginning of Year</b>	(3,138)	(3,138)	(3,138)	(3,138)
<b>Fund Balance - End of Year</b>	\$ (158)	\$ (3,138)	\$ (3,138)	\$ (3,138)

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Ruth Holley Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Ruth Holley Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay	\$ 4,800	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	(4,800)	-	-	-
<b>Fund Balance - Beginning of Year</b>	5,091	291	291	291
<b>Fund Balance - End of Year</b>	\$ 291	\$ 291	\$ 291	\$ 291

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Sand Creek Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 156,500	\$ 156,500	\$ -
Other Resources - PPLD Fund Balance	-	447,735	447,735	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>-</b>	<b>604,235</b>	<b>604,235</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Makerspace costs	43,519	522,216	522,216	-
Meeting room divider	-	28,500	28,500	-
Other costs	-	10,000	10,000	-
<b>Total Fiscal Year Expenditures</b>	<b>43,519</b>	<b>560,716</b>	<b>560,716</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(43,519)</b>	<b>43,519</b>	<b>43,519</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>(43,519)</b>	<b>(43,519)</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ (43,519)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Ute Pass Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Ute Pass Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 1,000	\$ 1,000	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Furniture for projector	-	1,000	1,000	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	-	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Mobile Library Services Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Mobile Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Programming	\$ 250	\$ -	\$ -	\$ -
Other	215	-	-	-
<b>Total Fiscal Year Expenditures</b>	<b>465</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(465)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>190</b>	<b>(275)</b>	<b>(275)</b>	<b>(275)</b>
<b>Fund Balance - End of Year</b>	<b>\$ (275)</b>	<b>\$ (275)</b>	<b>\$ (275)</b>	<b>\$ (275)</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>1905 Carnegie Facility Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Carnegie Facility services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 17,500	\$ 17,500	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay				-
Window tinting	-	7,000	7,000	
HVAC control upgrade	-	10,500	10,500	
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>17,500</b>	<b>17,500</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Fund Balance - End of Year</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Carnegie Garden Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Carnegie Garden's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 1,625	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	1,625	-	-	-
<b>Fund Balance - Beginning of Year</b>	837	2,462	2,462	2,462
<b>Fund Balance - End of Year</b>	<u>\$ 2,462</u>	<u>\$ 2,462</u>	<u>\$ 2,462</u>	<u>\$ 2,462</u>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Mini-Maker Fair Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's mini-makerfair program.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
<b>Fiscal Year Expenditures</b>				
Other	5,772	4,000	4,000	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	(1,772)	-	-	-
<b>Fund Balance - Beginning of Year</b>	418	418	(1,354)	(1,354)
<b>Fund Balance - End of Year</b>	\$ (1,354)	\$ 418	\$ (1,354)	\$ (1,354)



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Children's Services Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Children's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 2,500	\$ 12,700	\$ 12,700	\$ 98,350
<b>Fiscal Year Expenditures</b>				
Library materials	1,358	-	-	-
Program expenditures	-	4,000	4,000	78,350
Capital outlay	-	-	-	1,785
Other	8,200	8,264	8,264	20,000
<b>Total Fiscal Year Expenditures</b>	<b>9,558</b>	<b>12,264</b>	<b>12,264</b>	<b>100,135</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(7,058)</b>	<b>436</b>	<b>436</b>	<b>(1,785)</b>
<b>Fund Balance - Beginning of Year</b>	<b>8,571</b>	<b>1,513</b>	<b>1,513</b>	<b>1,949</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,513</b>	<b>\$ 1,949</b>	<b>\$ 1,949</b>	<b>\$ 164</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Kirkpatrick Fund - Author Series</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Kirkpatrick Fund services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 10,500	\$ 7,000	\$ 7,000	\$ -
PPLD contribution	-	4,148	4,148	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>10,500</b>	<b>11,148</b>	<b>11,148</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	5,472	7,853	7,853	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>5,028</b>	<b>3,295</b>	<b>3,295</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(8,323)</b>	<b>(3,295)</b>	<b>(3,295)</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ (3,295)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Services Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Services department..				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 550	\$ 1,000	\$ 1,000	\$ -
<b>Fiscal Year Expenditures</b>				
Program expenditures	-	300	300	-
Other costs	-	700	700	-
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>550</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>726</b>	<b>1,276</b>	<b>1,276</b>	<b>1,276</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,276</b>	<b>\$ 1,276</b>	<b>\$ 1,276</b>	<b>\$ 1,276</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Reading Program Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Reading Program.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
<b>Fiscal Year Expenditures</b>				
Program expenditures	2,254	2,500	2,500	2,500
<b>Excess (Deficit) Revenues Over Expenditures</b>	(2,254)	-	-	-
<b>Fund Balance - Beginning of Year</b>	2,522	268	268	268
<b>Fund Balance - End of Year</b>	<b>\$ 268</b>	<b>\$ 268</b>	<b>\$ 268</b>	<b>\$ 268</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Senior Services Program Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Senior Services Fund				
<b>Excess (Deficit) Revenues Over Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance - Beginning of Year</b>	600	600	600	600
<b>Fund Balance - End of Year</b>	\$ 600	\$ 600	\$ 600	\$ 600

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Teen Services Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Teen Services' services, programs and assets and the East Library Teen Center.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 2,800	\$ 7,200	\$ 7,200	\$ 14,100
Other Revenue	777	700	700	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>3,577</b>	<b>7,900</b>	<b>7,900</b>	<b>14,100</b>
<b>Fiscal Year Expenditures</b>				
Library materials	387	-	-	-
Program expenditures	2,154	-	-	10,000
Capital outlay	3,951	4,000	4,000	-
Other	-	3,200	3,200	4,100
<b>Total Fiscal Year Expenditures</b>	<b>6,492</b>	<b>7,200</b>	<b>7,200</b>	<b>14,100</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(2,915)</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>6,974</b>	<b>4,059</b>	<b>4,759</b>	<b>5,459</b>
<b>Fund Balance - End of Year</b>	<b>\$ 4,059</b>	<b>\$ 4,759</b>	<b>\$ 5,459</b>	<b>\$ 5,459</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Summer Reading Program Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Summer Reading Program's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
<b>Fiscal Year Expenditures</b>				
Other				
Summer Reading Program prizes	-	6,000	6,000	6,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	2,103	2,103	2,103	2,103
<b>Fund Balance - End of Year</b>	\$ 2,103	\$ 2,103	\$ 2,103	\$ 2,103

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Special Collections Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Special Collections department's services, and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 10,500	\$ 10,500	\$ 3,040
Other Revenue	5,014	5,000	5,000	2,000
<b>Total Fiscal Year Estimated Revenues</b>	<b>5,014</b>	<b>15,500</b>	<b>15,500</b>	<b>5,040</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	3,896	5,500	5,500	5,500
Capital outlay				
Freezer and supplies	-	8,000	-	8,000
Replace staff chairs (ten)	-	3,000	-	3,000
Other	7,922	1,000	1,000	3,000
<b>Total Fiscal Year Expenditures</b>	<b>11,818</b>	<b>17,500</b>	<b>6,500</b>	<b>19,500</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(6,804)</b>	<b>(2,000)</b>	<b>9,000</b>	<b>(14,460)</b>
<b>Fund Balance - Beginning of Year</b>	<b>12,264</b>	<b>5,460</b>	<b>5,460</b>	<b>14,460</b>
<b>Fund Balance - End of Year</b>	<b>\$ 5,460</b>	<b>\$ 3,460</b>	<b>\$ 14,460</b>	<b>\$ -</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Collection Management Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Collection Management's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
State funding	\$ 143,982	\$ 145,000	\$ 145,000	\$ 145,000
<b>Fiscal Year Expenditures</b>				
Library materials	156,860	154,726	154,726	145,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	(12,878)	(9,726)	(9,726)	-
<b>Fund Balance - Beginning of Year</b>	16,630	3,752	3,752	(5,974)
<b>Fund Balance - End of Year</b>	\$ 3,752	\$ (5,974)	\$ (5,974)	\$ (5,974)

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Education Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Education department's programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 40,930	\$ 130,000	\$ 130,000	\$ 100,000
Expenditures covered by General Fund	84,154	-	-	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>125,084</b>	<b>130,000</b>	<b>130,000</b>	<b>100,000</b>
<b>Fiscal Year Expenditures</b>				
Personnel	122,474	97,378	97,378	85,700
Other	2,610	32,622	32,622	14,300
<b>Total Fiscal Year Expenditures</b>	<b>125,084</b>	<b>130,000</b>	<b>130,000</b>	<b>100,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>On Line High School Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's On Line High School programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 10,000	\$ 112,175	\$ 112,175	\$ 57,985
Expenditures covered by General Fund	-	30,000	30,000	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>10,000</b>	<b>142,175</b>	<b>142,175</b>	<b>57,985</b>
<b>Fiscal Year Expenditures</b>				
Other	-	152,175	152,175	20,000
Scholarships	-	-	-	30,000
Vouchers	-	-	-	5,625
Supplies	-	-	-	800
Refreshments	-	-	-	1,000
Calculators	-	-	-	560
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>152,175</b>	<b>152,175</b>	<b>57,985</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>10,000</b>	<b>(10,000)</b>	<b>(10,000)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Education Support Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Education Support programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 5,231	\$ 2,500	\$ 2,500	\$ -
<b>Fiscal Year Expenditures</b>				
Other	1,125	2,500	2,500	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	4,106	-	-	-
<b>Fund Balance - Beginning of Year</b>	(188)	(188)	3,918	3,918
<b>Fund Balance - End of Year</b>	\$ 3,918	\$ (188)	\$ 3,918	\$ 3,918

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Video Center Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Video Production Center's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 6,797	\$ -	\$ -	\$ -
Other	5,000	15,000	15,000	15,000
<b>Total Fiscal Year Estimated Revenues</b>	<b>11,797</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Fiscal Year Expenditures</b>				
Capital outlay	30,934	15,000	15,000	15,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(19,137)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>16,158</b>	<b>(2,979)</b>	<b>(2,979)</b>	<b>(2,979)</b>
<b>Fund Balance - End of Year</b>	<b>\$ (2,979)</b>	<b>\$ (2,979)</b>	<b>\$ (2,979)</b>	<b>\$ (2,979)</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Makerspace Programs Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Makerspace programs				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 2,500	\$ 2,500	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay	-	2,500	2,500	-
<b>Total Fiscal Year Expenditures</b>	-	2,500	2,500	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	-	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Family Place Grant Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Family Place Grants				
<b>Fiscal Year Revenues</b>				
Expenditures covered by General Fund	\$ 2,820	\$ 1,174	\$ 1,174	\$ -
<b>Total Fiscal Year Estimated Revenues</b>	<b>2,820</b>	<b>1,174</b>	<b>1,174</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Other	2,820	1,174	1,174	-
<b>Total Fiscal Year Expenditures</b>	<b>2,820</b>	<b>1,174</b>	<b>1,174</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Staff Organization Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Staff Organization.				
<b>Fiscal Year Revenues</b>				
Expenditures covered by General Fund	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
<b>Total Fiscal Year Estimated Revenues</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Fiscal Year Expenditures</b>				
Other	-	10,000	10,000	10,000
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Creative Aging Grant Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Creative Aging Grant.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 10,000	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Program expenditures	2,368	-	-	-
Other	198	-	-	-
<b>Total Fiscal Year Expenditures</b>	<b>2,566</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>7,434</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(7,434)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Healthy Living Grant Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Healthy Living Grants				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 30,529	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Program expenditures	9,851	-	-	-
Other	18,247	-	-	-
<b>Total Fiscal Year Expenditures</b>	<b>28,098</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>2,431</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>2,431</b>	<b>2,431</b>	<b>2,431</b>
<b>Fund Balance - End of Year</b>	<b>\$ 2,431</b>	<b>\$ 2,431</b>	<b>\$ 2,431</b>	<b>\$ 2,431</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Community Engagement and Outreach Department Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Community Engagement and Outreach department				
<b>Excess (Deficit) Revenues Over Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance - Beginning of Year</b>	1,550	1,550	1,550	1,550
<b>Fund Balance - End of Year</b>	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>El Pomar Nonprofit Resources Center Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To account for all financial activity related to the El Pomar Nonprofit Resource Center.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Contributions by PPLD	-	353	353	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>7,000</b>	<b>7,353</b>	<b>7,353</b>	<b>7,000</b>
<b>Fiscal Year Expenditures</b>				
Library materials	2,233	2,475	2,475	2,400
Other	4,746	4,709	4,709	4,600
<b>Total Fiscal Year Expenditures</b>	<b>6,979</b>	<b>7,184</b>	<b>7,184</b>	<b>7,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>21</b>	<b>169</b>	<b>169</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(190)</b>	<b>(169)</b>	<b>(169)</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ (169)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>All Pikes Peak Reads Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To account for all financial activity related to the District's All Pikes Peak Reads services, programs and activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 15,000	\$ -	\$ -	\$ -
Other	19,000	20,000	20,000	20,000
	<u>34,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Expenditures covered by General Fund	22,655	6,500	6,500	-
<b>Total Fiscal Year Estimated Revenues</b>	<u>56,655</u>	<u>26,500</u>	<u>26,500</u>	<u>20,000</u>
<b>Fiscal Year Expenditures</b>				
Program expenditures	24,410	26,500	26,500	20,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	32,245	-	-	-
<b>Fund Balance - Beginning of Year</b>	(32,245)	-	-	-
<b>Fund Balance - End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Pikes Peak Poet Laureate Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To account for all financial activity related to the Pikes Peak Poet Laureate's programs and activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,000
<b>Total Fiscal Year Estimated Revenues</b>	<b>2,500</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	2,343	2,000	2,000	2,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>157</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(187)</b>	<b>(187)</b>	<b>(187)</b>	<b>(187)</b>
<b>Fund Balance - End of Year</b>	<b>\$ (30)</b>	<b>\$ (187)</b>	<b>\$ (187)</b>	<b>\$ (187)</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Shivers Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Shivers Fund's programs and activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 31,000	\$ 17,200	\$ 27,500	\$ 15,000
<b>Total Fiscal Year Estimated Revenues</b>	<b>31,000</b>	<b>17,200</b>	<b>27,500</b>	<b>15,000</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	21,424	17,200	17,200	15,000
Other	415	-	-	-
<b>Total Fiscal Year Expenditures</b>	<b>21,839</b>	<b>17,200</b>	<b>17,200</b>	<b>15,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>9,161</b>	<b>-</b>	<b>10,300</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(13,719)</b>	<b>(13,719)</b>	<b>(13,719)</b>	<b>(3,419)</b>
<b>Fund Balance - End of Year</b>	<b>\$ (4,558)</b>	<b>\$ (13,719)</b>	<b>\$ (3,419)</b>	<b>\$ (3,419)</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Staff Development and Recognition Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's staff development and recognition programs.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 15,000	\$ 3,000	\$ 3,000	\$ -
Expenditures covered by General Fund	6,004	-	-	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>21,004</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Other				
Training - IFLA Conference	20,935	-	-	-
Staff development	-	3,000	3,000	-
<b>Total Fiscal Year Expenditures</b>	<b>20,935</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>69</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(69)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Ciavonne Trust Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Children's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ -	\$ -	\$ 650
<b>Fiscal Year Expenditures</b>				
Program expenditures	435	-	-	650
<b>Excess (Deficit) Revenues Over Expenditures</b>	(435)	-	-	-
<b>Fund Balance - Beginning of Year</b>	77	(358)	(358)	(358)
<b>Fund Balance - End of Year</b>	\$ (358)	\$ (358)	\$ (358)	\$ (358)

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Donor Relations Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's donor relations activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 250	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Other	\$ 1,700	\$ 5,573	\$ 5,573	
<b>Excess (Deficit) Revenues Over Expenditures</b>	(1,450)	(5,573)	(5,573)	-
<b>Fund Balance - Beginning of Year</b>	7,502	6,052	6,052	479
<b>Fund Balance - End of Year</b>	\$ 6,052	\$ 479	\$ 479	\$ 479

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Authors Programs Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Authors programs.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ -	\$ -	\$ 3,000
<b>Fiscal Year Expenditures</b>				
Program expenditures	-	8,715	8,715	3,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(8,715)	(8,715)	-
<b>Fund Balance - Beginning of Year</b>	8,715	8,715	8,715	-
<b>Fund Balance - End of Year</b>	\$ 8,715	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Other Programs Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Other Programs Fund.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 25,000	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	25,000	-	-	-
<b>Fund Balance - Beginning of Year</b>	(25,000)	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Library 21c Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Library 21c activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 798	\$ 3,040	\$ 3,040	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay	798	-	-	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	3,040	3,040	-
<b>Fund Balance - Beginning of Year</b>	(1,410)	(1,410)	(1,410)	1,630
<b>Fund Balance - End of Year</b>	\$ (1,410)	\$ 1,630	\$ 1,630	\$ 1,630

## **EAST LIBRARY CAPITAL PROJECTS FUND**

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - East Library Renovation Project Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>				
<b>Funding - Pikes Peak Library District</b>				
Operating transfer - General Fund	\$ 27,500	\$ -	\$ -	\$ -
<b>Uses of Funds</b>				
<b>Building Items</b>				
Building maintenance/minor renovation projects				
Replace canvas roll-up awning materials	-	-	-	6,000
Replace public water fountainswith ADA water bottle fill types	-	-	-	5,200
Replace staff lounge blinds	-	-	-	5,500
Replace storytime room divider	-	-	-	18,000
Additional study room chairs	-	-	-	3,500
Water treatment system	-	3,000	3,000	-
Paint shelves	-	945	945	-
Surveillance equipment	-	5,000	5,000	-
Reface cabinets in storytime office	-	-	-	15,000
Blinds for ESL office	-	2,200	2,200	-
Blinds for ERC/maker space	-	4,500	4,500	-
Window leak - 2nd floor	-	7,500	7,500	-
Additional meeting room chairs - 1st floor lab	-	2,250	2,250	-
Roof replacement				
Roof inspection and repairs	3,625	5,875	5,875	3,500
Painting allowance	2,992	-	-	-
Renovation				
Construction costs	29,835	-	-	-
Information Technology related costs	5,670	2,071	2,071	-
<b>Departments/Offices</b>				
<b>Administrative Services</b>				
Educational Resource Center	10,509	160	160	-
<b>Children's Department</b>				
Other furniture or equipment replacement				
Cabinetry upgrades in Arts and Crafts room	18,500	-	-	-
Additional furnishings/barrier for tween area	-	4,000	4,000	-

<b>Pikes Peak Library District</b>					
<b>Capital Projects Fund - East Library Renovation Project Fund</b>					
<b>Three-Year Period Ended December 31, 2018</b>					
<b>Uses of Funds, Continued</b>					
		<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
	<b>Teen Services</b>				
	Teen Center				
	Interior paint	-	4,000	4,000	-
	Other furniture or equipment replacement				
	Mural	-	5,000	5,000	-
	Chair replacement	-	3,500	3,500	-
	<b>Facilities Department</b>				
	Tractor replacement	-	-	-	12,000
	<b>Other</b>				
	Purchase laminator	-	-	-	2,000
	Promotion	759	-	-	-
	<b>Total Uses of Funds</b>	<b>71,890</b>	<b>50,001</b>	<b>50,001</b>	<b>70,700</b>
	<b>Excess Revenues Over Expenditures</b>	<b>(44,390)</b>	<b>(50,001)</b>	<b>(50,001)</b>	<b>(70,700)</b>
	<b>Fund Balance - Beginning of Year</b>	<b>176,645</b>	<b>132,255</b>	<b>132,255</b>	<b>82,254</b>
	<b>Fund Balance - End of Year</b>	<b>\$ 132,255</b>	<b>\$ 82,254</b>	<b>\$ 82,254</b>	<b>\$ 11,554</b>



## **PENROSE LIBRARY CAPITAL PROJECTS FUND**

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Penrose Library Renovation Project Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>				
<b>Funding - Pikes Peak Library District Foundation</b>				
1905 Carnegie	-	-	-	11,000
<b>Funding - Pikes Peak Library District</b>				
Operating transfer - General Fund	\$ 87,000	\$ 59,690	\$ 59,690	\$ 1,335,841
<b>Total Sources of Funds</b>	<b>87,000</b>	<b>59,690</b>	<b>59,690</b>	<b>1,346,841</b>
<b>Uses of Funds</b>				
<b>PENROSE PUBLIC LIBRARY</b>				
<b>Building Items</b>				
Building maintenance/minor projects				
Replace elevator door panel	4,846	-	-	-
Replace floors in elevators	-	3,500	3,500	-
Front door remodeling	8,120	-	-	-
PA system improvements	3,939	-	-	-
Redress mulch in landscaped areas in front of building	475	-	-	-
Roof inspection and repairs	3,720	2,280	2,280	3,500
Reconfigure Children's service desk	-	-	-	5,000
Meeting room - lower level	-	-	-	275,000
Additional lighting at south wall display shelving	-	1,000	1,000	-
Roof preventative maintenance repairs	-	3,500	3,500	-
Window blinds for east wall staff work area	-	3,200	3,200	-
Replace existing parking lot meters	-	50,000	50,000	-
Façade repair (tuck and pointing)	-	16,000	16,000	-
Elevator modernization - cab	-	45,000	45,000	-
Upgrade two interior elevators	-	-	-	58,000
HVAC replacement/upgrades				
Chiller replacement	-	-	-	55,000
HVAC heating loop and glycol recharge	-	-	-	17,000
Remodeling				
Project (Penrose complex)				
Construction costs	27,049	5,280	5,280	-
Furniture and equipment	15,537	464	464	-
27" laminator	-	-	-	2,500

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Penrose Library Renovation Project Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Uses of Funds, Continued</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Children's Department</b>				
Building maintenance/minor projects				
Convert pea gravel walk to astro-turf	-	2,000	2,000	-
Other furniture or equipment replacement				
Shelving signage	-	2,000	2,000	-
Replace 4 staff chairs	-	1,500	1,500	-
Furniture replacement for Children's area	-	-	-	7,000
<b>1905 CARNEGIE BUILDING</b>				
Carpet replacement				
Reading room	-	-	-	15,000
Building maintenance/minor renovation projects				
Window caulking	-	53,013	53,013	-
Balcony waterproofing	4,988	-	-	-
Wood repairs and scaffolding	-	40,000	40,000	-
Additional power/data in reading room	-	-	-	15,000
UV film on reading room	-	-	-	13,000
Other furniture or equipment replacement				
End caps and canopies for shelving units	-	-	-	20,000
<b>KCH OFFICE BUILDING</b>				
Building maintenance/minor renovation projects				
Renovation costs	-	-	-	865,000
<b>Other</b>				
Promotion	759	-	-	-
<b>Total Uses of Funds</b>	<b>69,433</b>	<b>228,737</b>	<b>228,737</b>	<b>1,351,000</b>
<b>Excess Revenues Over Expenditures</b>	<b>17,567</b>	<b>(169,047)</b>	<b>(169,047)</b>	<b>(4,159)</b>
<b>Fund Balance - Beginning of Year</b>	<b>155,639</b>	<b>173,206</b>	<b>173,206</b>	<b>4,159</b>
<b>Fund Balance - End of Year</b>	<b>\$ 173,206</b>	<b>\$ 4,159</b>	<b>\$ 4,159</b>	<b>\$ -</b>

**NORTH FACILITY (LIBRARY 21C) CAPITAL PROJECTS FUND**

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Library 21c Project Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>				
<b>Funding - Fundraising</b>				
Donations - Pikes Peak Library District Foundation	\$ -	\$ 30,000	\$ 30,000	\$ 167,128
<b>Funding - Pikes Peak Library District</b>				
Operating transfer - General Fund	92,150	50,000	50,000	-
<b>Total Sources of Funds</b>	<b>92,150</b>	<b>80,000</b>	<b>80,000</b>	<b>167,128</b>
<b>Uses of Funds</b>				
<b>Building Items</b>				
<b>Parking Lot</b>				
Concrete walkway between East and South parking lots	-	650,000	650,000	-
	-	-	-	19,500
<b>Roofing Costs</b>				
Roof replacement (fully adhered, unballasted roofing system)	-	-	-	60,000
Roof inspection/repairs	-	-	-	3,000
<b>Windows</b>				
ENT and Make II window treatments	-	-	-	9,000
<b>Building Interior</b>				
Install ceiling fans in Children's	-	1,750	1,750	-
Improvements Teen Gaming room	-	30,000	30,000	-
Replace restroom handicap auto-openers	4,239	-	-	-
Sound dampening of AMH space	-	3,000	3,000	-
Install additional cabinetry in Computer Commons	2,400	-	-	-
Allowance to install electrical outlets at west wall counter space	-	5,000	5,000	-
Replace fountain to ADA compliant fixtures	-	10,000	10,000	-
<b>HVAC Costs</b>				
Chiller coil guards	1,712	-	-	-
Control upgrade	146,867	-	-	-
<b>Renovation Costs</b>				
Contingency	2,868	37,868	37,868	-
New teen service desk	-	-	-	1,200
Courtyard improvements	-	-	-	20,000
Public area café table replacement	-	-	-	19,500

Pikes Peak Library District				
Capital Projects Fund - Library 21c Project Fund				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
<b>Other Items</b>				
Install additional can lights	-	-	-	1,200
New display case with lighting	-	-	-	3,500
<b>Information Technology</b>				
<b>Servers</b>				
UPS - server room	6,263	-	-	-
<b>Computer Commons</b>				
<b>Equipment</b>				
Patron registration capability using tablets	-	3,000	3,000	-
TAZ 3D printer	-	10,000	10,000	-
Laser cutter	-	13,000	13,000	-
<b>Meeting Venue</b>				
<b>Minor projects</b>				
Increase stage size	-	-	-	15,000
Studio noise mitigation	-	-	-	25,000
Venue LED lighting	-	-	-	10,000
<b>Furniture</b>				
Tables and chairs	25,598	-	-	-
<b>Equipment</b>				
Stage Audio Room - Mikes wireless	-	1,500	1,500	-
Production music	-	-	-	1,600
Public equipment EOL replacement	-	-	-	4,000
New public equipment inventory	-	-	-	4,000
AV equipment maintenance	-	-	-	12,000

<b>Pikes Peak Library District</b>					
<b>Capital Projects Fund - Library 21c Project Fund</b>					
<b>Three-Year Period Ended December 31, 2018</b>					
		<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Other</b>					
<b>Equipment</b>					
	Staging	-	4,675	4,675	-
	Audio/Lighting	-	4,000	4,000	-
<b>Human Resources</b>					
	Minor Facility Projects				
	Sound attenuation	-	5,000	5,000	-
<b>Hardware and Software</b>					
	Record management system	-	30,000	30,000	-
<b>Community Engagement</b>					
<b>Other</b>					
	Signage	-	5,000	5,000	-
	<b>Total Uses of Funds</b>	<b>189,947</b>	<b>813,793</b>	<b>813,793</b>	<b>208,500</b>
	<b>Excess Revenues Over Expenditures</b>	<b>(97,797)</b>	<b>(733,793)</b>	<b>(733,793)</b>	<b>(41,372)</b>
	<b>Fund Balance - Beginning of Year</b>	<b>875,462</b>	<b>777,665</b>	<b>777,665</b>	<b>43,872</b>
	<b>Fund Balance - End of Year</b>	<b>\$ 777,665</b>	<b>\$ 43,872</b>	<b>\$ 43,872</b>	<b>\$ 2,500</b>

# **CAPITAL RESERVE FUND**



<b>Pikes Peak Library District</b>					
<b>Capital Projects Fund - Capital Reserve Fund</b>					
<b>Three-Year Period Ended December 31, 2018</b>					
		<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>					
<b>Funding - Pikes Peak Library District</b>					
	Operating transfer - General Fund	\$ 1,052,438	\$ 676,651	\$ 676,651	\$ 842,618
	<b>Total Sources of Funds</b>	<b>1,052,438</b>	<b>676,651</b>	<b>676,651</b>	<b>842,618</b>
<b>Uses of Funds</b>					
<b>MOBILE LIBRARY SERVICES</b>					
	East county library services	-	75,000	75,000	125,000
	Vehicle maintenance/minor items				
	New wrap for bookmobile 702	-	5,000	5,000	-
	Replace generator for bookmobile 702	9,084	1,915	1,915	-
	Seat addition for bookmobile 702	1,151	-	-	-
	Replace generator for bookmobile 705	-	-	-	12,500
	Other furniture or equipment replacement				
	Standing workstation in garage	-	1,000	1,000	-

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>CHEYENNE MOUNTAIN BRANCH</b>				
Carpet replacement	-	30,000	30,000	-
<b>RUTH HOLLEY BRANCH</b>				
Building maintenance/minor renovation projects				
Rolling wall partition	-	2,200	2,200	-
Access control upgrades	-	10,800	10,800	
Other furniture or equipment replacement				
Chair replacement	2,811	-	-	-
Study tables and chairs to create additional seating spaces	-	9,000	9,000	-
<b>MANITOU SPRINGS BRANCH</b>				
Building maintenance/minor renovation projects	-	35,000	35,000	-
Other furniture or equipment replacement	-	1,000	1,000	-
<b>MONUMENT BRANCH</b>				
Carpet replacement	-	30,000	30,000	-
Building maintenance/minor renovation projects				
Drive up book drop improvements	8,417	6,583	6,583	-
Restroom improvements	10,670	1,330	1,330	-
Access control upgrades	-	12,000	12,000	-
Painting allowance	-	10,000	10,000	-
Other furniture or equipment replacement				
Storage cabinet for meeting room chairs/tables	-	1,500	1,500	-
Reupholster (17) meeting room chairs	-	1,600	1,600	-

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
Other furniture or equipment replacement				
Purchase storage shed	-	2,800	2,800	-
Reupholster (2) patron chairs	-	1,000	1,000	-
<b>ROCKRIMMON BRANCH</b>				
Building maintenance/minor renovation projects				
Public restroom improvements	3,031	-	-	-
Access control upgrades	-	9,100	9,100	-
Other furniture or equipment replacement				
Furniture replacement	4,994	-	-	10,600
<b>SAND CREEK BRANCH</b>				
Building maintenance/minor renovation projects				
Access control upgrades	-	1,100	1,100	-
Upgrade Children's area lighting	-	-	-	4,000
Other furniture or equipment replacement				
Children's and teen area furniture	-	-	-	7,000
<b>OTHER ITEMS</b>				
Concrete replacement - districtwide allowance	10,469	19,171	19,171	12,000
Staff lounges improvements	-	30,000	30,000	-
Adult Education workspace improvements	-	30,000	30,000	-
Asphalt repairs and maintenance - districtwide allowance	7,392	30,373	30,373	15,000
Evacuscape chairs for East, Penrose and Library 21c	6,380	-	-	-
Card reading access accessories	-	5,300	5,300	-
Electric scooters	2,330	-	-	-
Water management system	-	25,000	25,000	-
Upgrade fire system dialers	-	-	-	15,000
Upgrade intrusion alarm system - 7 locations	-	20,000	20,000	-
Capital Contingency	50,887	96,879	96,879	50,000
Other vehicle replacement	-	60,300	60,300	-
Furniture replacement contingency	-	25,000	25,000	25,000
<b>Total - Facilities</b>	<b>117,616</b>	<b>589,951</b>	<b>589,951</b>	<b>276,100</b>

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>INFORMATION TECHNOLOGY</b>				
Servers				
Replacements	78	25,000	25,000	-
Cloud hosting, support for ppld.org	16,515	-	-	-
Maintenance hardware and software for servers	8,047	39,317	39,317	-
Webcams for server rooms	936	-	-	-
Data domain replacement	6,971	3,771	3,771	-
SIRSI test server	6,527	2,532	2,532	-
Computers				
Technology refresh (staff)	68,837	197,000	197,000	-
Technology refresh (patrons)	-	126,000	126,000	-
Barcode scanners, RFID equipment				
	4,125	15,102	15,102	-
Telecommunications equipment				
Telecommunications switches	70,420	60,000	60,000	-
Tipping point replacements	-	5,270	5,270	-
Self check stations				
District wide/AMH bin project	168,528	62,695	62,695	20,000
Telecom firewall replacement				
	-	45,000	45,000	-
Laptops				
Laptops replacements and tablets, loans and netbooks	9,036	32,454	32,454	-
Laptop staff lab - Penrose Library	-	615	615	-
Laptop replacement - Monument	3,948	-	-	-
Laptop replacement - Palmer Lake	789	-	-	-
Adult Literacy department - laptops	-	4,371	4,371	-
Equipment Initiatives				
Replace Jamex boxes district-wide	4,214	-	-	-
Phone system	-	29,768	29,768	-
Archival management system	-	12,000	12,000	-
Replace data domain	2,873	1,255	1,255	-
Security	-	58,121	58,121	42,000
Children's - iPads for programming	2,000	-	-	-

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
Copiers and printers replacement project	-	-	-	200,000
Meeting room reservation system transition	-	15,000	15,000	-
Telephone system upgrade/replacement project	-	100,000	100,000	150,000
District-wide audio-visual equipment standardization	-	-	-	50,000
Children's equipment	-	100,000	100,000	-
Special Collections equipment	-	29,000	29,000	-
Library reservation and print system replacement	-	50,000	50,000	50,000
East Library tween computers	-	4,000	4,000	-
Contingency	954	73,050	73,050	23,000
<b>Total Information Technology</b>	<b>374,798</b>	<b>1,091,321</b>	<b>1,091,321</b>	<b>535,000</b>
<b>COMMUNITY ENGAGEMENT AND OUTREACH</b>				
Peripheral equipment				
Video projector replacements and additions	4,606	-	-	5,000
Upgrades to Avid Liquid 7.0	-	1,000	1,000	-
Renovation costs				
Studio flooring	-	16,067	16,067	-
Studio improvements	-	3,500	3,500	-
Equipment Initiatives				
A/V set-up for Children's - Library 21c	6,655	-	-	-
<b>Total Community Engagement and Outreach</b>	<b>11,261</b>	<b>20,567</b>	<b>20,567</b>	<b>5,000</b>
<b>CREATIVE SERVICES</b>				
New machinery	-	-	-	12,932
Equipment replacement fund	-	26,000	26,000	13,586
<b>Total Creative Services</b>	<b>-</b>	<b>26,000</b>	<b>26,000</b>	<b>26,518</b>
<b>Total Uses of Funds</b>	<b>503,675</b>	<b>1,727,839</b>	<b>1,727,839</b>	<b>842,618</b>
<b>Excess Revenues Over Expenditures</b>	<b>548,763</b>	<b>(1,051,188)</b>	<b>(1,051,188)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>502,425</b>	<b>1,051,188</b>	<b>1,051,188</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,051,188</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# **SPECIAL REVENUE FUNDS**

<b>Pikes Peak Library District</b>				
<b>General Fund - Special Revenue Fund</b>				
<b>Annual Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the acquisition of specific assets or the purchase of specific services not specifically identified through another established fund.				
<b>Fiscal Year Estimated Revenues</b>				
<b>Fiscal Year Expenditures</b>				
Other expenditures	\$ 624	\$ -	\$ -	\$ -
Capital outlay				
Makerspace - Sand Creek	-	7,000	7,000	-
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(7,000)</b>	<b>(7,000)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>7,624</b>	<b>7,624</b>	<b>7,000</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 7,624</b>	<b>\$ 624</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Cheyenne Mountain Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Other expenditures	\$ 356	\$ -	\$ -	\$ -
Capital Outlay				
Upgrade lock system to card reader system	-	9,067	9,067	-
<b>Total Fiscal Year Expenditures</b>	<b>356</b>	<b>9,067</b>	<b>9,067</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(356)</b>	<b>(9,067)</b>	<b>(9,067)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>9,423</b>	<b>9,067</b>	<b>9,067</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 9,067</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Fountain Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Upgrade lock system to card reader system	\$ -	\$ 8,000	\$ 8,000	\$ -
<b>Total Fiscal Year Expenditures</b>	-	8,000	8,000	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(8,000)	(8,000)	-
<b>Fund Balance - Beginning of Year</b>	18,725	18,725	18,725	10,725
<b>Fund Balance - End of Year</b>	\$ 18,725	\$ 10,725	\$ 10,725	\$ 10,725

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>High Prairie Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay	\$ 1,500	\$ -	\$ -	\$ -
Miscellaneous projects	-	60,000	60,000	-
Interior paint				
Sound attenuation				
Storage unit				
Replace meeting room carpet				
Landscape design				
Fence for seeding garden				
<b>Total Fiscal Year Expenditures</b>	<b>1,500</b>	<b>60,000</b>	<b>60,000</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(1,500)</b>	<b>(60,000)</b>	<b>(60,000)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>176,075</b>	<b>174,575</b>	<b>174,575</b>	<b>114,575</b>
<b>Fund Balance - End of Year</b>	<b>\$ 174,575</b>	<b>\$ 114,575</b>	<b>\$ 114,575</b>	<b>\$ 114,575</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Sand Creek Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay	\$ 7,229	\$ -	\$ -	\$ -
Sand Creek Makerspace	-	42,171	42,171	-
Upgrade lock system to card reader system	-	8,000	8,000	-
Security camera system - control room	-	10,375	10,375	-
<b>Total Fiscal Year Expenditures</b>	<b>7,229</b>	<b>60,546</b>	<b>60,546</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(7,229)</b>	<b>(60,546)</b>	<b>(60,546)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>67,775</b>	<b>60,546</b>	<b>60,546</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 60,546</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>1905 Carnegie Support Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's 1905 Carnegie Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay	\$ 4,362	\$ -	\$ -	\$ -
Convert Carnegie Reading Room back to a reading room	-	4,374	4,374	-
<b>Total Fiscal Year Expenditures</b>	<b>4,362</b>	<b>4,374</b>	<b>4,374</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(4,362)</b>	<b>(4,374)</b>	<b>(4,374)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>8,736</b>	<b>4,374</b>	<b>4,374</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 4,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>1905 Carnegie Garden Support Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's 1905 Carnegie Garden's services and assets.				
<b>Fiscal Year Expenditures</b>				
Other expenditures	\$ 888	\$ 999	\$ 999	-
<b>Total Fiscal Year Expenditures</b>	<b>888</b>	<b>999</b>	<b>999</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(888)</b>	<b>(999)</b>	<b>(999)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,887</b>	<b>999</b>	<b>999</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 999</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Special Collections Support Fund</b>				
<b>Three-Year Period Ended December 31, 2018</b>				
<b>Purpose of Fund</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Special Collections department's services and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Convert Carnegie Reading Room back to a reading room	\$ -	\$ 1,113	\$ 1,113	\$ -
<b>Total Fiscal Year Expenditures</b>	-	1,113	1,113	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	(1,113)	(1,113)	-
<b>Fund Balance - Beginning of Year</b>	1,113	1,113	1,113	-
<b>Fund Balance - End of Year</b>	\$ 1,113	\$ -	\$ -	\$ -

**Resolution in Recognition of Katherine Spicer's Service  
to the Pikes Peak Library District Board of Trustees**

Whereas, The Pikes Peak Library District Board of Trustees wishes to commend Katherine Spicer for her exemplary service as a Board of Trustees Member of the Pikes Peak Library District from January 1, 2008 to December 31, 2017; and

Whereas, Katherine Spicer's service on the Board of Trustees has included serving as the Secretary/Treasurer of the Board from 2011 through 2013, serving on the Board Governance Committee for 9 years including chairing that committee for 5 years, and serving on the Board Public Affairs Committee for 1 year; and

Whereas, Katherine Spicer's dedication to the guiding principles of the Pikes Peak Library District has made a significant, positive and long lasting impact on the libraries, families, and children within this community; and

Whereas, Katherine Spicer's even-handed judgement, personal ethics, sense of fairness and accountability have contributed to the continued success of the Pikes Peak Library District; and

Whereas, Katherine Spicer's civic mindedness and personal involvement significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Katherine Spicer for her commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during her tenure.

**Resolution in Recognition of Ken Beach's Service  
to the Pikes Peak Library District Board of Trustees**

Whereas, The Pikes Peak Library District Board of Trustees wishes to commend Kenneth Beach for his exemplary service as a Board of Trustees Member of the Pikes Peak Library District from March 9, 2010 to December 31, 2017; and

Whereas, Ken Beach's service on the Board of Trustees has included serving as the President of the Board in 2015 and 2016, serving as the Vice President in 2014, serving on the Board Public Affairs Committee in 2010 and 2011, serving as the Board liaison to the PPLD Foundation in 2010 and 2011, serving as Chair of the Governance Committee in 2012, serving on the Internal Affairs Committee in 2013 and chairing the Internal Affairs Committee in 2017; and

Whereas, Ken Beach's service ethic and dedication to the role of the public library in our community has made a significant, positive and long lasting impact on the libraries, families, and children within this community; and

Whereas, Ken Beach's kindness, understanding and sincerity have built many meaningful and lasting relationships with our partners throughout the Pikes Peak Region; and

Whereas, Ken Beach's dedication to the community and his personal involvement have significantly contributed to many Library initiatives that have improved the overall quality of life for all citizens within the Pikes Peak Library District;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Ken Beach for his commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during his tenure.



### Monument Library Lease Renewal

#### Background

PPLD currently leases the facility located at 1706 Lake Woodmoor Dr., Monument, CO 80132 for its Monument Library. The current lease expires December 31, 2017.

Currently, annual rent expense is \$9,177.17 per month (\$110,126.04 annually). Total square footage is 7,536 sq. ft.

#### Renewal Proposal

The Landlord (Woodmoor Village, LLC) had proposed a seven-year extension to the current lease. A copy of the lease extension is attached to this memorandum. The extension includes the terms of the proposal. The significant terms are:

1. The non-appropriation clause included in the current lease remains in effect. This clause is needed for compliance with TABOR.

2. The Proposal includes annual monthly rental as follows:

	<u>Monthly</u>	<u>Annual</u>
01/01/2018 – 12/31/2018	\$9,590.08	\$115,081.00
01/01/2019 – 12/31/2019	\$10,021.67	\$120,260.00
01/01/2020 – 12/31/2020	\$10,472.67	\$125,672.00
01/01/2021 – 12/31/2021	\$10,943.92	\$131,327.00
01/01/2022 – 12/31/2022	\$11,436.42	\$137,237.00
01/01/2023 – 12/31/2023	\$11,951.00	\$143,412.00
01/01/2024 – 12/31/2024	\$12,488.83	\$149,866.00

3. The annual percentage increases in the proposed rent schedule is approximately 4.5% per year.
4. The Proposal includes an allowance of \$18,000.00 for tenant improvements.
5. The terms of the Proposal have been discussed with PPLD's Internal Affairs Committee.

#### Recommendation

Management recommends the Board of Trustees approve the lease renewal of the Monument Library facility for seven additional years with the terms described above.



4. **NNN Charges.** In addition to Base Rent, Tenant shall pay to Landlord its pro-rata share of building expenses as defined by Section 10 of the Lease, but in no event shall Tenant be liable for property taxes while the County assessor provides an exemption for the pro-rata portion of improvements and land used by the PPLD. The Tenant shall pay the estimated amount monthly due and payable with the Base Rent. Landlord will reconcile all expenses to the year's collections at the end of each calendar year. Those costs are currently estimated at \$27,000.00 per year.

5. **Unmodified Provisions/Ratification.** Except as otherwise specifically set forth herein, each and every term, condition, and covenant set forth in the Lease Agreement shall remain in full force and effect during the Extension Period and Tenant hereby ratifies and confirms the Lease Agreement, as modified hereby, and each and every term, provision and conditions set forth therein.

6. **Limitation on Tenant's Liability.** Tenant hereby represents and warrants to Landlord:

(i) That Tenant has funds available to pay all Basic Rental, Operating costs, and other charges payable under the Lease (collective, "Rents") through a date which shall be the expiration of twelve (12) months from the date of Lease Extension which is December 31, 2018; and,

(ii) That Tenant shall use its best efforts to request an appropriation for each annual appropriate period thereafter during the term of this Lease sufficient to cover all Rents payable under this Lease as they become due. In the event that Tenant does not receive any such annual appropriation (after the expiration of the date which is twelve(12) months from the date of Lease Extension), despite its best efforts to obtain one, Tenant may, at it election by written notice to Landlord confirmation the failure of appropriation, terminate this Lease effective upon a date designated in such written notice (which shall not be less than sixty (60) days after the date of such notice) or upon the exhaustion of the funding authorized for the then-current appropriation period, which is later, provided; however, that such written notice must be accompanied by payment of all Rents through the end of the then-current appropriation period.

**7. Landlord Incentive:** At any time during the term of this Second Amendment, the Landlord shall reimburse improvement costs or offer like services to Tenant in the amount of \$18,000.00, for items like carpet replacement and painting. Improvement work shall be coordinated, cost proposals, and scope of work mutually approved prior to any notice to proceed with work given to any third party.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment as of the day and year first-above written.

TENANT:

Pikes Peak Library District:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Landlord:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Board Policy Update: Teen Spaces Policy**

### **BOARD POLICY**

Pikes Peak Library District is committed to providing inviting and safe spaces for teen patrons to engage in individual and group activities. Separate spaces and services specifically designed for teen patrons best meets the needs of this diverse age group with unique needs and expectations.

Pikes Peak Library District strives to keep teens engaged with and interested in the Library in order to encourage continued library use as they transition into adulthood. Pikes Peak Library District provides access to current information and resources, both in-library and virtually; current technology; and literature for educational and recreational purposes.

Pikes Peak Library District's teen spaces are dedicated spaces designed and intended exclusively for patrons between 12 and 18 years old. Teens can socialize, hang out, attend programs and use library resources in a welcoming and teen friendly environment.

### **District Procedures**

- A. Teen spaces are intended exclusively for teen patrons between 12 and 18 years old.\* Adults and children are welcome to browse and check out materials from the teen collection. The use of other resources, such as, games, computers, televisions and other electronic equipment within the spaces, are exclusively for the use of teen patrons. Once materials are selected, patrons younger than 12 and older than 18 should use the main areas of the libraries.
- B. Parents or caregivers may be in teen spaces with their teens if they are actively assisting with material selection, homework or other one-on-one help.
- C. Materials in the teen collection are selected for teenage patrons. The collection should meet the needs of this entire age group; however, materials provided for an 18 year old may not be appropriate for a 12 year old. Parents and caregivers are responsible in determining the suitability of materials for their teen(s).
- D. East Library and Library 21c offer study rooms in the teen spaces. The study rooms are available for teen patrons only. Study rooms can be reserved in advance. Adults actively engaged in helping teens with homework or tutoring may use the study rooms.

- E. Bullying of any kind (verbal, physical, etc.) will not be tolerated in Pikes Peak Library District teen spaces.
  
- F. Teenage patrons are expected to follow the Pikes Peak Library District Code of Conduct ([link](#)). Teens may not engage in activities or communications that disrupt other Library users or staff. Pikes Peak Library District reserves the right to limit the use of the library by teens who, in the judgment of library staff, are infringing upon the rights of other library users by inappropriate behavior.

\*Some branch locations open teen spaces to adults when schools are in session.

## **Board Policy Update: Challenged Materials Policy**

### **BOARD POLICY**

Pikes Peak Library District believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and freedom from censorship by others. Library materials may be controversial and any given item may offend some person. Selections for the library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of a diverse population.

The Pikes Peak Library District Board of Trustees recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. Pikes Peak Library District's Collection Development Policy (<https://ppld.org/sites/default/files/policies/collectiondevelopmentpolicy.pdf>) guides the development and continuous evaluation of the collection to reflect Pikes Peak Library District's (PPLD) mission to provide access to resources and opportunities that impact individual lives and build community.

### **District Procedures**

- A. The library holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.
- B. Responsibility for materials selected and read, heard or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.
- C. The Library does not indicate through the use of labels or other devices particular points of view or perspectives contained in library materials.
- D. No items are sequestered to control access.
- E. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner.



**Pikes Peak Library District  
Board of Trustees Meetings  
2018**

*All meetings begin at 4 pm unless otherwise announced.*

January 9	Penrose Library	20 N. Cascade Avenue
February 13	Penrose Library	20 N. Cascade Avenue
March 13	Penrose Library	20 N. Cascade Avenue
April 10	Sand Creek Branch	1821 S. Academy Boulevard
May 8	East Library	5550 N. Union Boulevard
June 12	Library 21c	1175 Chapel Hills Drive
July 10	High Prairie Branch	7035 Old Meridian Road, Peyton, CO
August 14	Monument Branch	1706 Lake Woodmoor Drive, Monument, CO
September 11	Rockrimmon Branch	832 Village Center Drive
October 9	Old Colorado City Branch	2418 W. Pikes Peak Avenue
November 13	Penrose Library	20 N. Cascade Avenue
December 11	Penrose Library	20 N. Cascade Avenue