

2017 Budget

**Preliminary
October 14, 2016**

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Finance Office
100 E Abriendo Avenue
Pueblo, Colorado 81004

2017 Preliminary Budget

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SUMMARY / REVENUES

The following pages include summaries of the General Fund, the Capital Project Fund and the Special Revenue Fund, as well as a combined spread sheet showing totals. These are the only budgeted funds of the Pueblo City-County Library District for budget year 2017. The General Fund holds all of the operating revenue and expense, including debt service, Friends contributions and expenses, and miscellaneous gift revenue. The Capital Project Fund reflects Library Replacement plan expenses, InfoZone News Museum expenses, and major building projects, as well as contributions from the Pueblo Library Foundation. The Special Revenue Fund reflects activity in the Chamberlain Fund, from which the Pueblo City-County Library District receives funds annually. For 2017, there are no major building projects or renovations. Capital projects include purchase and installation of assistive technology for physically impaired individuals, a network server, audio visual equipment for the Pueblo West Library, and upgrades to HVAC and lighting control systems at the Rawlings Library.

An annual transfer from the General Fund into the Capital Project Fund is budgeted at \$275,000 in 2017. Transfers of varied amounts are planned annually thereafter, in order to continue funding for the Library Replacement Plan. The revenue budgeted in the Capital Project Fund reflects income from interest earnings and federal funding from the E-Rate program for schools and libraries.

Forthcoming will be the copies of the resolutions adopting the budget and the annual plan, appropriating funds for the budget, and the resolution to set the mill levy. Certification of the mill levy sent to the county will also be included.

Pueblo City-County Library District receives the majority of its funding from property tax generated in Pueblo County. The boundaries of the County and the Library District are contiguous, so no other property taxes are received. Approximately 88% of the revenues for the District are derived from property tax. The remainder is received through specific ownership tax, interest on investments, overdue fees, photocopy fees, contracts, grants, miscellaneous revenue, and contributions from the Friends of the Library and the Pueblo Library Foundation.

The maximum mill levy for Pueblo City-County Library District is 5.25 mills. This mill levy was approved by voters in 1995, and the District has not returned to the voters in the ensuing 20 years to request additional funds. Also on the 1995 ballot, the District requested exemption from the TABOR revenue limits, as well as the 5.5% revenue limit defined in Colorado State Revised Statutes. These exemptions were approved.

In addition to the mill levy of 5.25, the District is authorized by statute to collect additional mill levy equivalent to the amount of taxes that were abated and refunded in the previous year. In 2017, the amount of additional mill levy that was certified was .032 mills, generating \$53,230 in revenue, the amount of taxes abated or refunded in 2016. The amount of refunds and abatements in 2017 was approximately 5.76 times more than 2016. The total mill levy certified to the county for collection of taxes in 2017 is 5.282.

**MILL LEVY CALCULATIONS
BUDGET 2017**

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		<u>2017 BUDGET</u>	<u>Formula</u>		<u>2016 BUDGET</u>
A	1,719,573,783	Total Gross Assessed Valuation		1,723,211,379	Total Gross Assessed Valuation
B	47,287,369	TIF reductions		57,974,780	TIF reductions
C	1,672,286,414	Total Net Assessed valuation	A - B	1,665,236,599	Total Net Assessed valuation
D	5.250	Voter approved mill levy limit		5.250	Voter approved mill levy limit
E	8,779,504	Total Revenue	C X D X .001	8,742,492	Total Revenue
F	53,230	Abatements, refunds		7,869	Abatements, refunds
G	0.032	Millage for abatements, refunds	F / C X 1000	0.005	Millage for abatements, refunds
H	5.282	Adjusted mill levy	D + G	5.255	Adjusted mill levy
I	8,833,017	Adjusted total revenue	H X C X .001	8,750,818	Adjusted total revenue
J	8,815,351	Budgeted revenue @ 99.8%	I X 99.8%	8,733,317	Budgeted revenue @ 99.8%
		\$ 249,772 Revenue reduction impact of TIF	B X D X .001	\$ 304,657 Revenue reduction impact of TIF	

This chart shows how the mill levy is calculated based on assessed valuations for both current and prior years.

The voter approved mill levy is 5.25, but an increase to capture abatements and refunds from the prior year is allowable.

That increase is reflected here for a total mill levy in 2017 of 5.282.

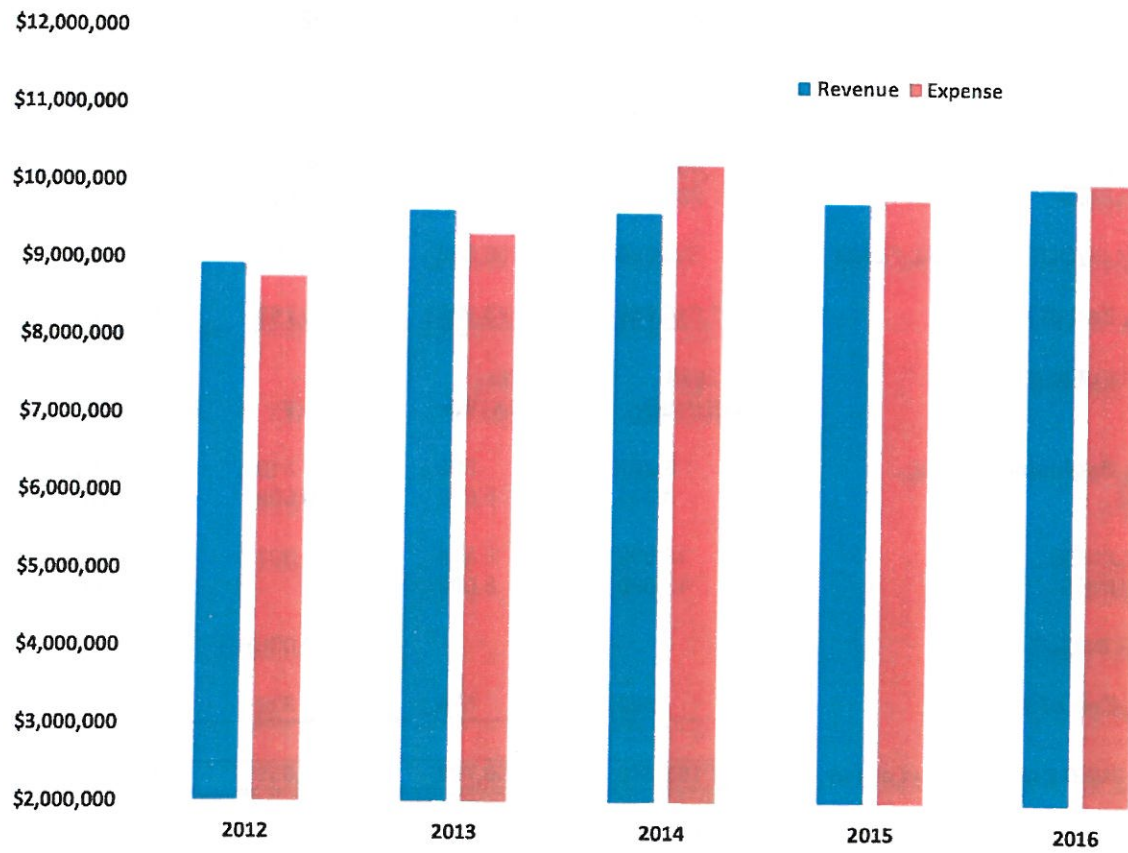
The total dollar amount increase over the prior year is \$82,034.

For the last three years, the actual collections have been an average of 99.8%, due to abatements and refunds as well as delinquencies.

PUEBLO CITY-COUNTY LIBRARY DISTRICT
2017 BUDGET

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5-YEAR GENERAL FUND REVENUE & EXPENSE HISTORY



**PUEBLO CITY-COUNTY LIBRARY DISTRICT
FUND BALANCE SUMMARY**

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GENERAL FUND	2015 AUDITED	2016 ESTIMATED	2016 BUDGET	2017 BUDGET
BALANCE, Beginning of Year	2,910,540	2,549,587	2,454,783	2,276,355
REVENUES	9,831,683	9,942,921	9,951,220	9,951,472
TOTAL BALANCE	12,742,223	12,492,508	12,406,003	12,227,827
EXPENDITURES	9,800,636	10,016,153	10,028,455	9,952,211
TRANSFER IN/OUT-CAPITAL PROJECT	392,000	200,000	200,000	275,000
BALANCE, End of Year	<u>2,549,587</u>	<u>2,276,355</u>	<u>2,177,548</u>	<u>2,000,616</u>
CAPITAL PROJECT FUND	2015 AUDITED	2016 ESTIMATED	2016 BUDGET	2017 BUDGET
BALANCE, Beginning of Year	1,280,871	1,615,256	1,616,859	1,673,927
REVENUES	181,063	5,501	9,358	39,500
TOTAL BALANCE	1,461,934	1,620,757	1,626,217	1,713,427
EXPENDITURES	238,678	146,830	152,434	314,500
TRANSFER IN/OUT GENERAL FUND	392,000	200,000	200,000	275,000
BALANCE, End of Year	<u>1,615,256</u>	<u>1,673,927</u>	<u>1,673,782</u>	<u>1,673,927</u>
SPECIAL REVENUE FUND	2015 AUDITED	2016 ESTIMATED	2016 BUDGET	2017 BUDGET
BALANCE, Beginning of Year	3,201	502	313	514
REVENUES	9,301	8,012	10,008	5,010
TOTAL BALANCE	12,502	8,514	10,321	5,524
EXPENDITURES	12,000	8,000	-	5,000
TRANSFER IN/OUT	-	-	(10,000)	-
BALANCE, End of Year	<u>502</u>	<u>514</u>	<u>321</u>	<u>524</u>
COMBINED FUND BALANCE, End of Year	<u>4,165,345</u>	<u>3,950,796</u>	<u>3,851,651</u>	<u>3,675,067</u>
BALANCE, Restricted *	1,114,210	1,112,127	1,112,183	1,112,393
BALANCE, Available	3,051,135	2,838,669	2,739,468	2,562,674
ANNUAL USE OF RESERVES	360,953	273,232	277,235	275,739
* RESTRICTED FUNDS				
Emergency reserve	300,383.00	298,288	298,537	298,544
Reserve requirement for COPs	813,325	813,325	813,325	813,325
Special Revenue Fund	502	514	321	524
TOTAL RESTRICTED:	1,114,210	1,112,127	1,112,183	1,112,393

GENERAL FUND

*Please note that all of the comparative percentage statistics referenced in this narrative compare the 2017 Budget to the 2016 **Estimated Actual**, except in those instances where a Budget-to-Budget comparison is clearly noted.*

REVENUES

PROPERTY TAX: The assessed valuation figures for 2017 reflect a small increase of 1.0%, with a monetary increase of \$82,034 in property tax. The County has until December 10, 2016, to provide final assessed valuation figures, and this may change the property tax revenue estimate, but the change is typically minimal. Property tax revenue is budgeted at slightly less than 100% collections, 99.8%, since delinquencies, abatements and refunds will generally reduce the amount received. Property tax revenues are now 88% of the total revenue budget for the District.

SPECIFIC OWNERSHIP TAX: Specific ownership tax revenue from Pueblo County is currently projected to increase somewhat next year. Collections, so far in 2016, are coming in on budget; however, final budget figures for this area may be adjusted to show any changes. This line item constitutes approximately 7% of the total revenue budget.

CONTRACTS, GRANTS: This category reflects a decrease from prior year mainly due to discontinuing a budgeted contribution for security at the Lucero Library which was budgeted specifically for the prior year. This budget reflects grants and contracts that will come directly to PCCLD. The Pueblo Library Foundation was created in 2012 and receives the majority of grants and contributions. Most grant receipts are budgeted at 2016 levels; however, PCCLD will submit a grant application for \$20,000 for the 2017 All Pueblo Reads program, reflecting a small increase in budgeted grant revenue.

INTEREST: Interest rates continue to remain at basis point levels. We have budgeted based on current collections, but this may be adjusted before final budget. This line also includes earnings on property tax held by Pueblo County. We receive those earnings as part of our monthly distribution of taxes.

FINES, FEES: In part due to automatic renewals and related changes, fines and fees are lower than previous years. With the help of Unique Management Services, we continue to maintain collections activities for smaller debts, from \$10 to \$25. Based on current collections, this budget has decreased by 12% from prior estimated projections.

PHOTOCOPIER & INTERNET COPY FEES: Based on estimated 2016 revenue, budgeted revenue for copier fees match the prior year budget.

MISCELLANEOUS: A slight decrease from current year estimates of 2% is projected, again based on current activity. This amount may be adjusted by final budget, as estimates are updated for current year activity. In fact, all revenue accounts will continue to be updated until the final budget is set.

MILL LEVY - TAX RATE: The current mill levy projected for 2017 is 5.282. The law allows an adjustment to the voter-approved mill levy rate in order to collect on amounts withheld in previous years for abatements and refunds of taxes; that amount, 0.032, is included in the total mill levy for 2017.

The total general fund revenue for 2017 reflects a 0.1% increase over the 2016 estimated actual, and a \$252 increase over the 2016 budget.

EXPENDITURES

PEOPLE TO PROVIDE SERVICES: This section has increased by 1% over the 2016 estimated figures. All personnel costs are included in this section—salaries, PERA, employee benefits, employee training, etc.

Salaries and wages increase from the 2016 estimated actual by 2% due to salary increases, added or upgraded positions, and estimates for a minimum wage increase and a change in the Fair Labor Standards Act (FLSA)—federal and state legislation is pending on both labor laws. The total FTE (Full-Time Equivalent) count for the District is decreasing by 0.32 for 2017 after final adjustments and other organizational changes. However, it still allows for a 2.5% adjustment to salaries, as determined by the salary compensation pay plan. There is a budgeted increase to add a Facilities Technician I to assist with upkeep on the expanded number of buildings owned now by PCCLD.

PERA rates hold steady at 2016 rates, due to the 2010 PERA legislation, which does not mandate increases for our salary category. This line is calculated directly from the salary line, based on the 13.7% that the library pays into the program. There will also be an increase in 2017 in this category, of approximately \$17,937.

Workers compensation insurance increases are based on recent claim history.

Employee insurance includes premiums paid by the District for employee health, dental and life insurance. A 6% decrease is forecast in 2017 for this coverage mostly based on census of insureds, but this area, too, could be adjusted by year end as the figures continue to solidify.

State unemployment compensation increases 24% in comparison with current year projections, although it appears that we may underspend in this category in 2016.

Medicare trust increases at the same rate as salaries, since the rate remains consistent with the past several years—1.45% of covered salary.

Employee relations includes those items that are employee related, but don't really fall into the benefits or training category. This area includes recruiting expense, volunteer appreciation, tuition reimbursement funding to provide an incentive for staff pursuing a degree, and the employee assistance program. This budget is decreased 15% for 2017 reflecting the intention to utilize free or lower cost services in 2017.

Employee training decreases in 2017 by 44%, reflecting a concerted effort for one year to initiate training specific to libraries and special districts and to find efficiencies and reduce costs. This budget continues to provide opportunities for staff and board members to attend educational events and workshops—although on a more defined basis. The amount of this training budget is 1.0% of the total salaries budget.

MATERIALS AND SERVICES: This section of the budget has decreased 4% from the 2016 estimated actual expenditures. A focused effort was made to maintain the 2017 materials amount at exactly 15% of budgeted operational costs. This section includes all of the collections—books, audio visual (AV) materials, periodicals, on-line subscriptions, and digital materials (including circulating laptops and I-pads)—purchased for public use. It also includes programs, and the costs to order, receive and process the materials.

Books, periodicals, AV and digital material decreases by 3% from 2016. This is largely due to the overall budgeted expenses and consistent with the priority to keep this entire category at 15% of operating budget.

Library programs reflects a decreased budget from prior year, reflecting the desire to be efficient with dollars spent on programs that are currently presented throughout the District. The Friends of Pueblo Library District has contributed \$11,500 on an annual basis for various programs which is anticipated to help support the Summer Reading Club and the Read Out Loud program. This generous donation amounts to 8% of the 2017 program budget.

Bindery/processing supplies/services is currently slated to decrease by 3% from 2016 but will be adjusted prior to final budget in line with overall materials spending.

FACILITIES TO PROVIDE SERVICES: This section shows 6% increase over estimated expense for 2016. This increase is due to the upturn in property and liability insurance costs, greater investment in buildings repair and maintenance, increasing utilities costs, and expanded Friends of the Library grant expenses.

Utilities increases by 10% over 2016 estimated expenditures based on current expenses and projections, including a utility company rate increase that will impact 2017 costs.

Vehicle expense is budgeted at a 37% increase over 2016, based on current expenses and projections.

Building repair and maintenance holds those items that are needed to properly maintain the buildings in the District - janitorial, trash removal, carpet cleaning, supplies, etc. - as well as minor maintenance projects. The 9% increase projected in 2017 is reflective of the current year expenses and anticipated projects in 2017.

Rent includes only the lease for the facility occupied primarily by the Friends of the Library, and most of this amount is offset by revenue received in Contracts & Grants. A part of this building is still occupied by PCCLD for storage, so the amount Friends reimburse to us is not the total rent paid. The rent increases by 13% due to contractual agreement.

Lease/Purchase of buildings: This account reflects the annual payments for debt service on the 2012 Certificates of Participation. The 2007 COPS were refunded in 2012, and additional funds secured to complete the new construction of 3 library facilities: the Patrick A. Lucero Library, the Tom & Anne Marie Giodone Library, and the Greenhorn Valley Library. The total amount borrowed, and the project costs, were budgeted in the Capital Project Fund. All three facilities opened in 2014, and a detailed debt service page, which determines the exact budget amount every year, can be found later in this document.

Insurance shows an increase of 7%. This estimate is in line with an industry-wide average increase. Upon receipt of renewal information, this line may be adjusted.

Friends of the Library expenditures increase in line with the anticipated increased grant revenue from the Friends in 2017, based on decisions about their grant allocations to the District. This will be adjusted before final budget approval. In addition to this line item, Friends contributions are also recorded in other line items.

OPERATING: This section reflects expenses for general operations of the District. The 17% decrease from prior year is due primarily to finding efficiencies whenever possible while still meeting current needs of all the libraries.

Contractual library service decreases by \$141,772 over 2016 estimates, which is 28%. Most of the decrease is due to adjustments in security services at the Lucero Library and bringing in-house all call center services.

County treasurer's fees are the charges assessed by the County Treasurer to collect our property and specific ownership taxes, and those fees have increased by 0.9%, in direct correlation to the Property Tax revenue. These fees are 1.5% of the tax amount.

Community relations has decreased from the 2016 budget reflecting a desire to be more efficient with dollars spent on marketing for the library district. A sub-category of this line item is an in-kind donation of costs to the Pueblo Library Foundation.

Professional memberships decrease by 63%, reflecting a redeployment of funds to other areas of the 2017 budget.

Office supplies, equipment shows an 8% decrease in 2017, based on a concerted effort for reductions from all libraries and departments.

Photocopiers is maintained constant compared to the 2016 budget to reflect current spending patterns. This line item supports lease and maintenance of the special equipment in Community Relations.

Courier service is maintained nearly constant as compared to 2016 budget to reflect current spending patterns.

Postage and freight increases 9% to reflect current spending patterns, but this number may be increased prior to final budget numbers.

INFORMATION TECHNOLOGY: This section shows an overall decrease of 1% from estimated budget for current year.

Telecommunications shows a 3% decrease from 2016 estimated actual based on current year expenses. It's important to note that the E-Rate reimbursement anticipated in 2017 is \$125,000, which is a significant offset to this expense.

Hardware repair & maintenance shows a 39% increase based on 2017 planned expenditures.

Technology supplies has increased by 6% to reflect anticipated ordering of supplies.

Technology maintenance, licenses, support includes all contractual services expense related to Technology-network maintenance, consulting and support agreements, licenses, etc. This line has decreased by 8% to reflect a decrease in licenses and agreements.

The total decrease in expenditures in this budget in comparison with 2016 estimated actual expenses is 1%.

FUND BALANCE

The ending fund balance forecast in the 2017 general fund budget is \$2,000,616, a decrease of \$275,739 over the estimated 2016 General Fund balance. This includes the transfer of \$275,000 from the General Fund to the Capital Project fund planned in the 2017 Budget. This is an amount necessary to help maintain the Library Replacement Plan.

The Pueblo City-County Library District established the annual budget with a goal of maintaining a healthy end-of-year fund balance. It is not our policy to spend all of the budget so as not to "lose" funds, as is the case with many governmental entities. As a Library District, any funds remaining at the end of the budget year, calculated by subtracting the expenditures from the revenues, go back to the District's fund balance. Restrictions against the General Fund Balance include an emergency reserve of 3% (required by TABOR legislation) which equals \$298,544 as well as a requirement of the COP financing to maintain \$813,325 in the Debt Service Reserve Fund. This amount will be used to make the final COP payment in 2032. The unrestricted fund balance in Combined Funds is \$2,558,274.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
GENERAL FUND**

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	Actual Prev. year 2015	Estimated Curr. year 2016	Budget 2016	Budget 2017	Increase (Decrease)	%
REVENUES						
Property tax	8,569,246	8,733,317	8,733,317	8,815,351	82,034	1%
Specific ownership tax	719,445	689,932	689,932	696,413	6,481	1%
Contracts, Grants, Gifts	344,172	318,204	350,991	261,408	(56,796)	-18%
Interest	23,560	23,604	16,300	16,300	(7,304)	-31%
Fines, Fees	102,091	109,132	93,480	96,000	(13,132)	-12%
Photocopier & Internet Copy Fees	65,972	62,616	60,000	60,000	(2,616)	-4%
Miscellaneous	7,197	6,116	7,200	6,000	(116)	-2%
TOTAL REVENUES	9,831,683	9,942,921	9,951,220	9,951,472	8,551	0.1%
EXPENDITURES						
PERSONNEL						
Salaries	3,949,736	4,009,088	3,977,918	4,100,892	91,804	2%
PERA	533,999	540,630	554,975	558,567	17,937	3%
Workers compensation	11,892	22,338	19,751	23,500	1,162	5%
Employee insurance	467,669	512,372	493,245	483,947	(28,425)	-6%
Unemployment compensation	11,534	9,916	11,934	12,303	2,387	24%
Medicare trust	55,691	56,902	57,680	59,463	2,561	5%
Employee relations	32,452	23,630	23,630	20,200	(3,430)	-15%
Employee training	56,741	78,787	78,787	43,950	(34,837)	-44%
TOTAL PERSONNEL	5,119,714	5,253,663	5,217,920	5,302,822	49,159	1%
MATERIALS & SERVICES						
Books, periodicals, AV, databases	1,181,283	1,235,958	1,196,379	1,196,000	(39,958)	-3%
Bindery/processing supplies/services	228,933	156,950	151,100	152,853	(4,097)	-3%
Library programs	144,155	160,131	156,950	139,500	(20,631)	-13%
TOTAL MATERIALS	1,554,371	1,553,039	1,504,429	1,488,353	(64,686)	-4%
FACILITIES						
Utilities	541,993	500,989	544,363	550,454	49,465	10%
Vehicle maintenance	5,944	4,685	6,000	6,400	1,715	37%
Building repair & maintenance	353,981	374,792	367,518	408,179	33,387	9%
Rent	24,296	25,770	24,778	29,172	3,402	13%
Lease/purchase of buildings	811,550	812,650	812,650	809,000	(3,650)	0%
Insurance	68,770	66,451	66,451	71,311	4,860	7%
Friends expenditures	14,002	21,816	8,116	40,000	18,184	83%
TOTAL FACILITIES	1,820,536	1,807,153	1,829,876	1,914,516	107,363	6%
OPERATING						
Contract Services	459,237	508,850	569,984	367,078	(141,772)	-28%
County Treasurer's fees	128,601	131,027	131,000	132,230	1,203	1%
Community relations	38,776	41,594	65,000	40,000	(1,594)	-4%
Professional memberships	17,214	17,322	17,322	6,490	(10,832)	-63%
Office supplies, equipment	82,647	67,171	67,171	61,632	(5,539)	-8%
Photocopiers	16,263	26,820	27,501	27,501	681	3%
Courier service	56,897	57,357	62,000	62,660	5,303	9%
Postage & freight	30,839	22,847	25,000	25,000	2,153	9%
TOTAL OPERATING	830,474	872,988	964,978	722,591	(150,397)	-17%
INFORMATION TECHNOLOGY						
Telecommunications	222,652	241,559	223,501	249,717	8,158	3%
Hardware repair & maintenance	11,384	9,000	9,000	12,500	3,500	39%
Technology Supplies	33,450	31,012	31,012	32,812	1,800	6%
Technology mtce, licenses, support	208,054	247,739	247,739	228,900	(18,839)	-8%
TOTAL INFORMATION TECHNOLOGY	475,540	529,310	511,252	523,929	(5,381)	-1%
TOTAL EXPENDITURES	9,800,635	10,016,153	10,028,455	9,952,211	(63,942)	-1%

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
GENERAL FUND**

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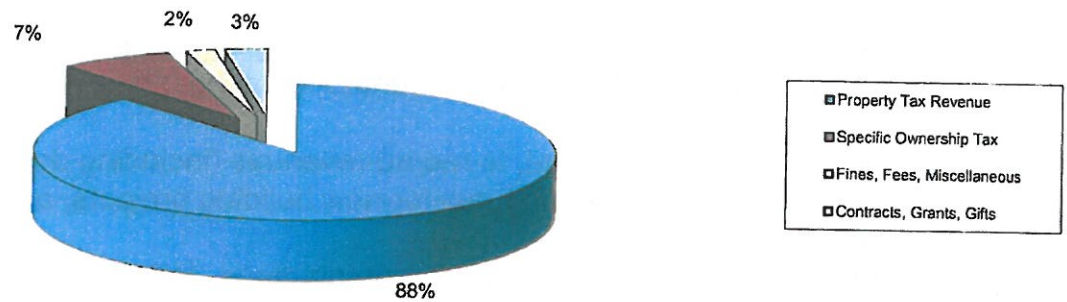
	Actual Prev. year 2015	Estimated Curr. year 2016	Budget 2016	Budget 2017	Increase (Decrease)	%
SUMMARY						
REVENUES						
Property tax revenue	8,569,246	8,733,317	8,733,317	8,815,351	82,034	1%
All other sources	1,262,437	1,209,604	1,217,903	1,136,121	(73,483)	-6%
TOTAL REVENUES	9,831,683	9,942,921	9,951,220	9,951,472	8,551	0%
EXPENDITURES						
PERSONNEL	5,119,714	5,253,663	5,217,920	5,302,822	49,159	1%
MATERIALS & SERVICES	1,554,371	1,553,039	1,504,429	1,488,353	(64,686)	-4%
FACILITIES	1,820,536	1,807,153	1,829,876	1,914,516	107,363	6%
OPERATIONS	830,474	872,988	964,978	722,591	(150,397)	-17%
INFORMATION TECHNOLOGY	475,540	529,310	511,252	523,929	(5,381)	
TOTAL EXPENDITURES	9,800,635	10,016,153	10,028,455	9,952,211	(63,942)	-1%
Beginning fund balance	2,910,540	2,549,587	2,454,783	2,276,355	(273,232)	-11%
Transfer out to Capital Project Fund	392,000	200,000	200,000	275,000	75,000	
Transfer in from Capital Project Fund	-	-	-	-	-	
EXCESS Revenues - Expenditures (Reserve increase)	31,048	(73,232)	(77,235)	(739)	72,493	-99%
NET (ending fund balance)	2,549,587	2,276,355	2,177,548	2,000,616	(275,739)	-12%
 NET ASSESSED VALUATION - \$ 1,672,286,414						

THE BUDGETARY BASIS OF ACCOUNTING USED IN THIS BUDGET IS MODIFIED ACCRUAL.

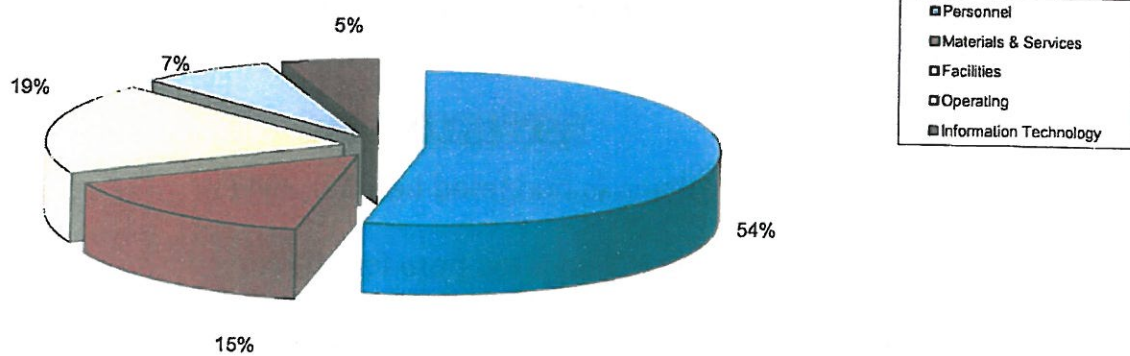
PUEBLO CITY-COUNTY LIBRARY DISTRICT
2017 BUDGET

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GENERAL FUND BUDGET - REVENUES



GENERAL FUND BUDGET - EXPENDITURES



CAPITAL PROJECT FUND

The Capital Project fund encompasses four primary functions:

- Library Replacement Plan, established to provide funding for the planned replacement of library infrastructure and capital assets,
- Acquisition of Capital Assets, to reflect capital assets purchased or improved during a fiscal year which are not accounted for in the Library Replacement Plan,
- Building Project account, to record revenues (including donations and outside financing sources) and expenditures for new building projects, and
- InfoZone account, to record contributions (primarily from the Rawlings Foundation) and expenses to maintain the InfoZone Museum located on the 4th floor of the Robert Hoag Rawlings Library.

REVENUES

CONTRIBUTIONS, GIFTS, GRANTS: There is nothing budgeted in this category for 2017.

MISCELLANEOUS REVENUE: Federal funding anticipated from the E-rate program for schools and libraries is reflected at \$35,000 for 2017. This funding reimburses up to 85% for Wi-Fi, building infrastructure and networking expenditures.

INTEREST EARNINGS: This category is budgeted at \$4,500 for interest earned on cash holdings.

EXPENDITURES

New building projects: Nothing is budgeted here for 2017.

InfoZone expenses: Nothing is budgeted here for 2017.

Capital Asset Acquisitions. Several Library Replacement Plan items are included here, including replacement of a network server, upgrading lighting and heating and air controls at the Rawlings Library, updating assistive technology for the physically impaired, and parking lot resurfacing at the Pueblo West library.

Total capital fund needs in 2017 are projected at \$314,500.

OTHER FINANCING SOURCES/USES

TRANSFER IN FROM THE GENERAL FUND: In 2017 there is a budgeted transfer of \$275,000 to the Capital Fund, for ongoing funding of the Library Replacement Plan.

FUND BALANCE

The fund balance forecast in the 2017 Capital Project Budget is \$1,673,927 and is equal to the 2016 estimated ending fund balance. This indicates that planned Capital Fund expenditures match the budgeted income and additional funds transferred from the General Fund to the Capital Fund for the Library Replacement Plan in 2017.

The total combined fund balance, comprised of both the General Fund, Capital Project Fund and the restricted Special Revenue Fund, is projected to be \$3,675,067 at the end of 2017. Of this total fund balance, \$298,544 is restricted for the TABOR 3% reserve requirement, and \$813,325 is restricted in the Debt Service Reserve Fund, and \$524 is the ending fund balance in the Special Revenue Fund, leaving a remaining combined fund balance of \$2,558,274 which is unrestricted.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
CAPITAL PROJECT FUND**

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	Actual Prev. year 2015	Estimated Curr. year 2016	Budget 2016	Budget 2017	Increase (Decrease)
REVENUES					
Contributions, gifts	160,046	-	-	-	-
Grants	16,500	-	-	-	-
Friends of PCCLD contributions	-	-	9,258	-	-
Contributions from Pueblo Library Foundati	-	-	-	-	-
Miscellaneous revenue	-	-	-	35,000	35,000
Interest earnings	4,517	5,501	100	4,500	(1,001)
TOTAL REVENUES	181,063	5,501	9,358	39,500	33,999
EXPENDITURES					
New Building Projects					
Lucero	21,937	-	-	-	-
Giodone	751	-	-	-	-
Greenhorn Valley - Colorado City	4,499	-	-	-	-
Misc.	-	-	-	-	-
Bond issuance costs	-	-	-	-	-
TOTAL BUILDING COSTS	27,187	-	-	-	-
InfoZone expenses	107,702	28,545	49,334	-	(28,545)
TOTAL INFOZONE EXPENSE	107,702	28,545	49,334	-	(28,545)
Capital Asset Acquisitions [Replacement Plan]					
Information Technology	85,036	38,000	38,000	163,500	125,500
Furniture, Fixtures, Equipment	-	4,690	21,300	-	(4,690)
Building Improvements	18,753	75,595	43,800	151,000	75,405
TOTAL CAPITAL ASSET EXPENSE	103,789	118,285	103,100	314,500	196,215
TOTAL EXPENDITURES	238,678	146,830	152,434	314,500	167,670

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
CAPITAL PROJECT FUND**

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SUMMARY	Actual Prev. year 2015	Estimated Curr. year 2016	Budget 2016	Budget 2017	Increase (Decrease)
REVENUES					
Contributions, grants, gifts	176,546	-	9,258	-	-
Miscellaneous revenue	-	-	-	35,000	35,000
Interest earnings	4,517	5,501	100	4,500	(1,001)
TOTAL REVENUES	181,063	5,501	9,358	39,500	33,999
EXPENDITURES					
New Building Project	27,187	-	-	-	-
New issue expenses	-	-	-	-	-
InfoZone Expenditures	107,702	28,545	49,334	-	-
Capital Asset Expenditures	<u>103,789</u>	<u>118,285</u>	<u>103,100</u>	<u>314,500</u>	<u>196,215</u>
TOTAL EXPENDITURES	238,678	146,830	152,434	314,500	167,670
Beginning fund balance	1,280,871	1,615,256	1,492,371	1,673,927	58,671
Other Financing Sources					
Proceeds from bond issue	-	-	-	-	-
Premium	-	-	-	-	-
Discount	-	-	-	-	-
Payments to escrow 2007 COPS	-	-	-	-	-
Transfer in from General Fund [Replac.Pln]	392,000	200,000	200,000	275,000	75,000
Transfer out to General Fund	-	-	-	-	-
EXCESS Revenues - Expenditures (Reserve increase)	(57,615)	(141,329)	(143,076)	(275,000)	(133,671)
NET (ending fund balance)	<u>1,615,256</u>	<u>1,673,927</u>	<u>1,549,295</u>	<u>1,673,927</u>	<u>-</u>

THE BUDGETARY BASIS OF ACCOUNTING USED IN THIS BUDGET IS MODIFIED ACCRUAL.

SPECIAL REVENUE FUND

REVENUES

The District has only one Special Revenue Fund, categorized as such because it has regular, identified income to be used specifically for library purposes. The Chamberlain Foundation, a private philanthropic non-profit, was established in 1979. It brings in approximately \$600,000 in annual income from donations and interest earnings, and provides grants back to the community. Pueblo City-County Library District is an annual recipient of donations, received quarterly from the Southern Colorado Community Foundation, which manages the Chamberlain Foundation fund.

EXPENSES

The distributions received by the District are held in a segregated account at Colotrust, a local government liquid asset trust, and are used on an occasional basis for board-determined purposes. When the Pueblo West Library was being built, funds from this account were allocated to supplement building costs at that location. In 2016, the board determined that an amount of \$12,000, most of the funds in the Colotrust account, were to be transferred to the Pueblo Library Foundation. The 2017 budget reflects a \$5,000 contribution to the foundation.

FUND BALANCE

At the end of 2017, the fund balance is anticipated to be \$524.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
SPECIAL REVENUE FUND
BUDGET 2017**

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	Actual Prev.year 2015	Estimated Curr.year 2016	Budget 2016	Budget 2017	Increase (Decrease)
REVENUES					
Interest earnings	15	12	8	10	(7)
Distributions from Chamberlain Fund	<u>9,286</u>	<u>5,000</u>	<u>10,000</u>	<u>5,000</u>	<u>714</u>
TOTAL REVENUES	<u>9,301</u>	<u>5,012</u>	<u>10,008</u>	<u>5,010</u>	<u>707</u>
EXPENDITURES					
Contributions	12000	5000	10000	5000	(2,000)
Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>12,000</u>	<u>5,000</u>	<u>10,000</u>	<u>5,000</u>	<u>(2,000)</u>
Beginning fund balance	3,201	502	313	514	(2,888)
Other Financing Sources					
Transfer out to General Fund	-	-	-	-	-
EXCESS Revenues - Expenditures (Reserve increase)	(2,699)	12	8	10	2,707
NET (ending fund balance)	<u>502</u>	<u>514</u>	<u>321</u>	<u>524</u>	<u>(181)</u>

THE BUDGETARY BASIS OF ACCOUNTING USED IN THIS BUDGET IS MODIFIED ACCRUAL.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
PERCENTAGE COMPARISON ANALYSIS
GENERAL FUND/CAPITAL PROJECT/SPECIAL REVENUE FUND
2017 BUDGET**

Page 22

	General Fund	General Fund Budget Percentages	Capital Project Fund	Special Revenue Fund	Total Combined Funds	% of Total PCCLD budget
REVENUES						
Property tax	8,815,351	88.58%	-	-	8,815,351	88.19%
All other	1,136,121	11.42%	39,500	5,010	1,180,631	11.81%
TOTAL REVENUES	9,951,472	100.00%	39,500	5,010	9,995,982	100.00%

EXPENDITURES						
Personnel	5,302,822	53.28%	-	-	5,302,822	51.63%
Materials & Services	1,488,353	14.95%	-	-	1,488,353	14.49%
Facilities	1,914,516	19.24%	-	-	1,914,516	18.64%
Operations	722,591	7.26%	151,000	5,000	878,591	8.55%
Information Technology	523,929	5.26%	163,500	-	687,429	6.69%
TOTAL EXPENDITURES	9,952,211	100.00%	314,500	5,000	10,271,711	100.00%

Beginning Fund Balance	2,276,355		1,673,927	514	3,950,796
Excess: Revenues over Expenditures	(739)		(275,000)	10	(275,729)
Transfers In/Out	(275,000)		275,000	-	-
Ending Fund Balance	2,000,616		1,673,927	524	3,675,067
Fund balance as a % of operating expense					37%

BREAKDOWN OF ENDING FUND BALANCE ***

*** Reserves and unrestricted funds	
3% emergency reserve	298,544
Reserve requirement for COPs	813,325
Special Revenue Fund	524
Unrestricted fund balance	2,562,674

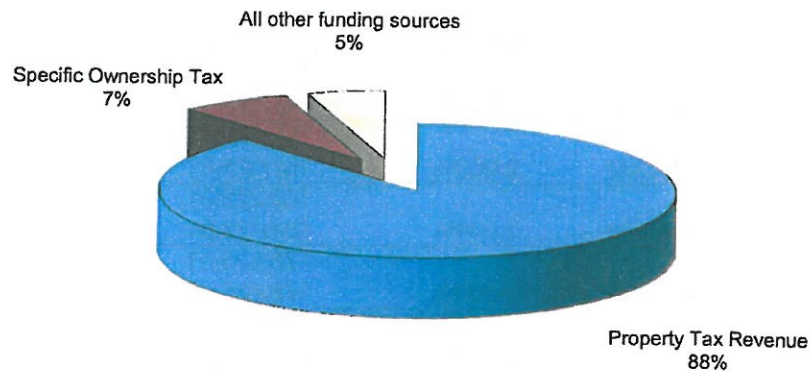
This spread sheet shows the three funds - General Fund, Capital Project & Special Revenue

Fund - combined for revenues, expenditures and fund balance.

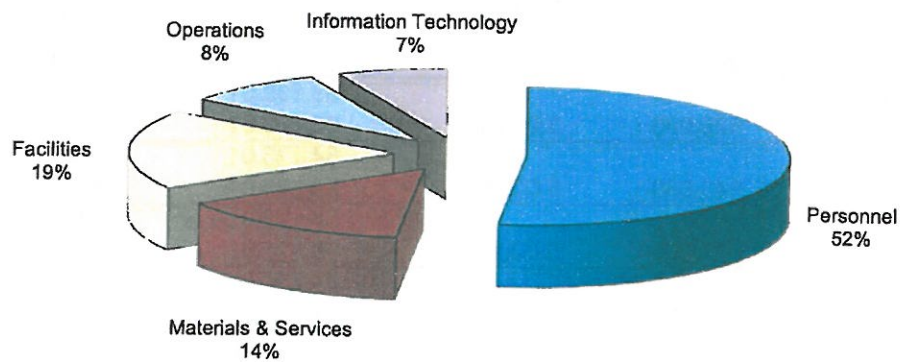
**PUEBLO CITY-COUNTY LIBRARY DISTRICT
2017 BUDGET**

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COMBINED FUND BUDGET - REVENUES



COMBINED FUND BUDGET - EXPENDITURES



BOND DEBT SERVICE
[LEASE PURCHASE PAYMENTS]

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	A	B	C	D	E
1	Pueblo City-County Library District, Colorado 2012 COP ISSUE				
2	Nonbank Qualified Certificates of Participation -- Insured				
3					
4	Date	Principal	Rate	Interest	Debt Service
5					
6	12/1/2012	-	0.000%	68,222.23	68,222.23
7	6/1/2013			191,875.01	191,875.01
8	12/1/2013	425,000	2.000%	191,875.01	616,875.01
9	6/1/2014			187,625.01	187,625.01
10	12/1/2014	435,000	2.000%	187,625.01	622,625.01
11	6/1/2015			183,275.01	183,275.01
12	12/1/2015	445,000	2.000%	183,275.01	628,275.01
13	6/1/2016			178,825.01	178,825.01
14	12/1/2016	455,000	3.000%	178,825.01	633,825.01
15	6/1/2017			172,000.01	172,000.01
16	12/1/2017	465,000	2.000%	172,000.01	637,000.01
17	6/1/2018			167,350.01	167,350.01
18	12/1/2018	475,000	4.000%	167,350.01	642,350.01
19	6/1/2019			157,850.01	157,850.01
20	12/1/2019	495,000	2.500%	157,850.01	652,850.01
21	6/1/2020			151,662.51	151,662.51
22	12/1/2020	510,000	3.000%	151,662.51	661,662.51
23	6/1/2021			144,012.51	144,012.51
24	12/1/2021	525,000	3.000%	144,012.51	669,012.51
25	6/1/2022			136,137.51	136,137.51
26	12/1/2022	540,000	3.000%	136,137.51	676,137.51
27	6/1/2023			128,037.51	128,037.51
28	12/1/2023	555,000	3.000%	128,037.51	683,037.51
29	6/1/2024			119,712.51	119,712.51
30	12/1/2024	570,000	4.500%	119,712.51	689,712.51
31	6/1/2025			106,887.51	106,887.51
32	12/1/2025	595,000	4.500%	106,887.51	701,887.51
33	6/1/2026			93,500.01	93,500.01
34	12/1/2026	625,000	3.000%	93,500.01	718,500.01
35	6/1/2027			84,125.01	84,125.01
36	12/1/2027	640,000	5.000%	84,125.01	724,125.01
37	6/1/2028			68,125.01	68,125.01
38	12/1/2028	675,000	5.000%	68,125.01	743,125.01
39	6/1/2029			51,250.01	51,250.01
40	12/1/2029	710,000	3.375%	51,250.01	761,250.01
41	6/1/2030			39,268.76	39,268.76
42	12/1/2030	730,000	3.750%	39,268.76	769,268.76
43	6/1/2031			26,950.00	26,950.00
44	12/1/2031	755,000	3.500%	26,950.00	781,950.00
45	6/1/2032			13,737.50	13,737.50
46	12/1/2032	785,000	3.500%	13,737.50	798,737.50
47	Total	11,410,000.00		4,872,635.09	16,282,635.09
48					
49	Average Coupon		3.281%		
50	Average life				
51					