



2018 Budget

**Preliminary
October 13, 2017**

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Finance Office

100 E Abriendo Avenue

Pueblo, Colorado 81004

2018 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 in the funds. These are the only budgeted funds of the Pueblo City-County Library District for budget year 2018. The General Fund holds all of the operating revenue and expense, including debt service, Friends of the Library contributions and expenses, and miscellaneous gift revenue. The Capital Project Fund reflects Library Replacement plan expenses, InfoZone News Museum expenses, and major building projects. The Special Revenue Fund reflects activity in the Chamberlain Fund, from which the Pueblo City-County Library District receives funds annually. For 2018, there are no major building projects or renovations. An InfoZone update project is ongoing, and capital projects include replacement of information technology systems and other building and facility improvements.

An annual transfer from the General Fund into the Capital Project Fund is budgeted at \$550,000 in 2018. Transfers 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 contributions from foundations and grantors.

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 major amount 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 22 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 2018, the amount of additional mill levy that was certified was .038 mills, generating \$65,711 in revenue, the amount of taxes abated or refunded in 2017. The amount of refunds and abatements in 2018 increased \$12,481 compared with 2017. The total mill levy certified to the county for collection of taxes in 2018 is 5.288.

**MILL LEVY CALCULATIONS
BUDGET 2018**

		<u>2018 BUDGET</u>	<u>Formula</u>		<u>2017 BUDGET</u>
A	1,768,391,005	Total Gross Assessed Valuation		1,720,213,127	Total Gross Assessed Valuation
B	47,951,875	TIF reductions		47,546,122	TIF reductions
C	1,720,439,130	Total Net Assessed valuation	A - B	1,672,667,005	Total Net Assessed valuation
D	5.250	Voter approved mill levy limit		5.250	Voter approved mill levy limit
E	9,032,305	Total Revenue	C X D X .001	8,781,502	Total Revenue
F	65,711	Abatements, refunds		53,230	Abatements, refunds
G	0.038	Millage for abatements, refunds	F / C X 1000	0.032	Millage for abatements, refunds
H	5.288	Adjusted mill levy	D + G	5.282	Adjusted mill levy
I	9,097,682	Adjusted total revenue	H X C X .001	8,835,027	Adjusted total revenue
J	9,088,584	Budgeted revenue @ 99.9%	I X 99.9%	8,817,357	Budgeted revenue @ 99.8%

\$	253,570	Revenue reduction impact of TIF	B X D X .001	\$	251,139	Revenue reduction impact of TIF
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This chart shows how the mill levy is calculated based on assessed valuations for both current and prior years.

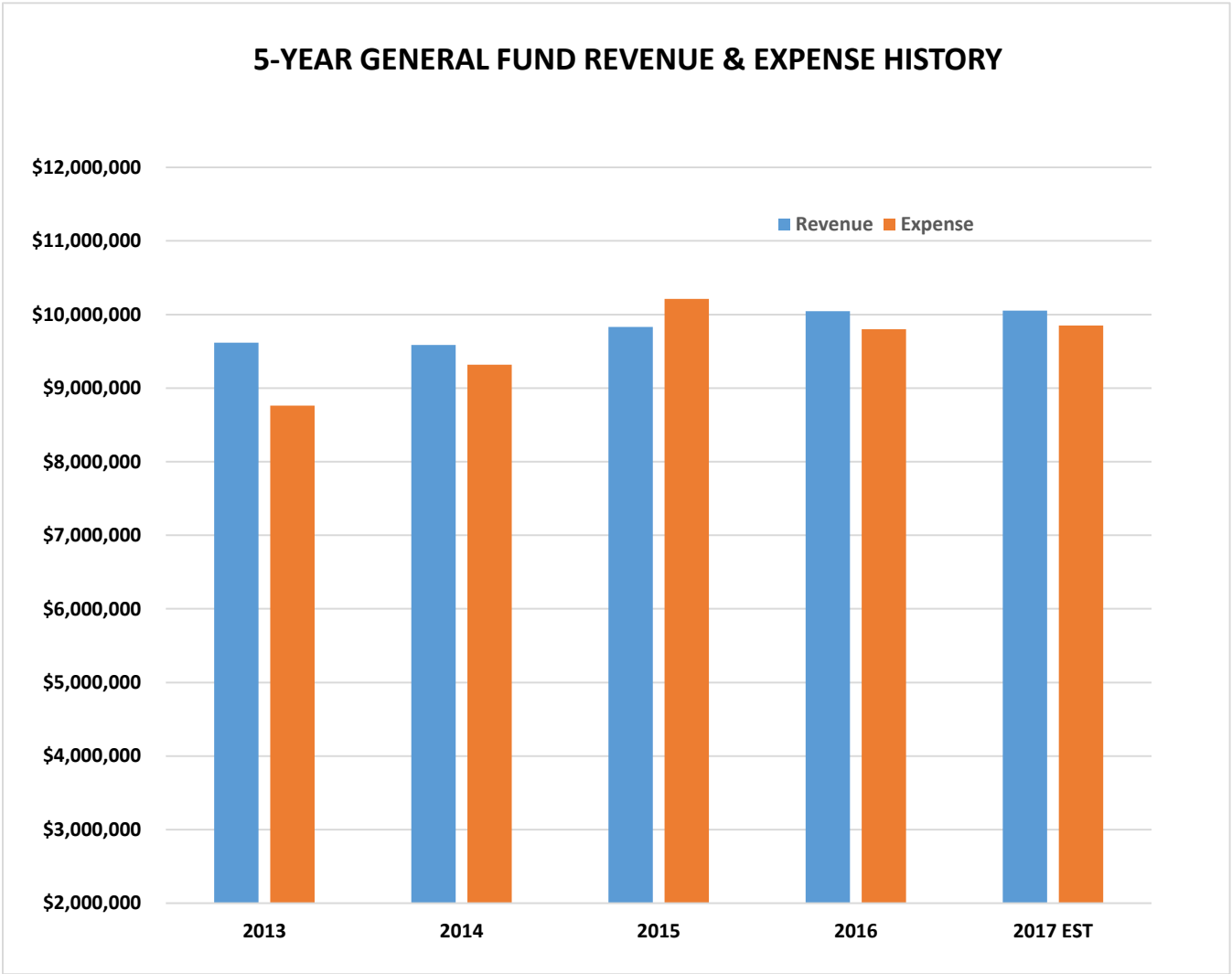
The voter approved mill levy is 5.25, but an increase to capture abatements and refunds from the prior year is allowable.

That increase is reflected here for a total mill levy in 2018 of 5.288.

The total dollar amount increase over the prior year is \$250,804.

For the last three years, the actual collections have been an average of 99.9%, due to abatements and refunds as well as delinquencies.

PUEBLO CITY-COUNTY LIBRARY DISTRICT
2018 BUDGET



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

GENERAL FUND	2016 AUDITED	2017 ESTIMATED	2017 BUDGET	2018 BUDGET
BALANCE, Beginning of Year	2,549,587	2,543,319	2,349,587	2,381,837
REVENUES	10,043,837	10,078,942	9,968,136	10,312,632
TOTAL BALANCE	12,593,424	12,622,261	12,317,723	12,694,469
EXPENDITURES	9,850,105	9,965,424	9,968,136	10,147,973
TRANSFER IN/OUT-CAPITAL PROJECT	(200,000)	(275,000)	(275,000)	(550,000)
TRANSFER IN/OUT-SPECIAL REVENUE	-	-	5,000	-
BALANCE, End of Year	<u>2,543,319</u>	<u>2,381,837</u>	<u>2,079,587</u>	<u>1,996,496</u>
CAPITAL PROJECT FUND	2016 AUDITED	2017 ESTIMATED	2017 BUDGET	2018 BUDGET
BALANCE, Beginning of Year	1,615,256	1,717,800	1,699,775	1,845,517
REVENUES	42,435	173,217	39,500	115,000
TOTAL BALANCE	1,657,691	1,891,017	1,739,275	1,960,517
EXPENDITURES	139,891	320,500	338,718	663,000
TRANSFER IN/OUT GENERAL FUND	200,000	275,000	275,000	550,000
BALANCE, End of Year	<u>1,717,800</u>	<u>1,845,517</u>	<u>1,675,557</u>	<u>1,847,517</u>
SPECIAL REVENUE FUND	2016 AUDITED	2017 ESTIMATED	2017 BUDGET	2018 BUDGET
BALANCE, Beginning of Year	502	1,390	1,014	420
REVENUES	6,388	4,030	5,010	5,020
TOTAL BALANCE	6,890	5,420	6,024	5,440
EXPENDITURES	5,500	5,000	-	5,000
TRANSFER IN/OUT	-	-	(5,000)	-
BALANCE, End of Year	<u>1,390</u>	<u>420</u>	<u>1,024</u>	<u>440</u>
COMBINED FUND BALANCE, End of Year	<u>4,262,509</u>	<u>4,227,773</u>	<u>3,756,167</u>	<u>3,844,452</u>
BALANCE, Restricted *	1,110,218	1,112,708	1,113,393	1,118,204
BALANCE, Available	3,152,291	3,115,066	2,642,774	2,726,248
ANNUAL USE OF RESERVES	6,268	161,482	270,000	385,341
* RESTRICTED FUNDS				
Emergency reserve	295,503	298,963	299,044	304,439
Reserve requirement for COPs	813,325	813,325	813,325	813,325
Special Revenue Fund	1,390	420	1,024	440
TOTAL RESTRICTED:	1,110,218	1,112,708	1,113,393	1,118,204

GENERAL FUND

*Please note that all of the comparative percentage statistics referenced in this narrative compare the 2018 Budget to the 2017 **Estimated Actual**, except in those instances where a Budget-to-Budget comparison is clearly noted.*

REVENUES

PROPERTY TAX: The assessed valuation figures for 2018 reflect an increase of 3.0%, with a monetary increase of \$271,227 in property tax. Property tax revenue is budgeted at slightly less than 100% collections, 99.9%, 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. This line item constitutes approximately 7% of the total revenue budget.

CONTRACTS, GRANTS: This category reflects a decrease from prior year mainly due to specific grants not expected in 2018. Most recurring grant receipts are budgeted at or slightly above 2017 levels. This budget reflects grants and contracts that will come directly to PCCLD. The Pueblo Library Foundation, a component unit of the District, was created in 2012 and receives the majority of grants and contributions.

INTEREST: Interest rates continue to remain at basis point levels. We have budgeted conservatively based on current collections. 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, budgeted fines and fees are lower than budgeted for previous years. With the help of Unique

Management Services, we continue to maintain collections activities for smaller debts, from \$10 to \$25. Fines and fees has decreased by 2% from prior estimated projections.

PHOTOCOPIER & INTERNET COPY FEES: Budgeted revenue for copier fees slightly exceed the prior year budget but are under the current year estimate.

MISCELLANEOUS: An increase from current year estimates of 26% is projected, again based on current activity.

MILL LEVY - TAX RATE: The current mill levy projected for 2018 is 5.288. 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, 0.038, is included in the total mill levy for 2018.

The total general fund revenue for 2018 reflects a 2.3% increase over the 2017 estimated actual.

EXPENDITURES

PEOPLE TO PROVIDE SERVICES: This section has decreased by 1% over the 2017 estimated figures. All personnel costs are included in this section—salaries, PERA, employee benefits, employee training, etc.

Salaries and wages increase from the 2017 estimated actual by 1% due to salary increases, added or upgraded positions, and a minimum wage increase. The total FTE (Full-Time Equivalent) count for the District is decreasing by 0.30 for 2018 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 are budgeted increases for merit pay and to extend the Books in the Park Program slightly each week.

PERA rates hold steady at 2017 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. The 2018 budgeted expenditure for PERA closely compares with the PERA amount budgeted for 2017. The 2017 estimate for PERA includes a one-time payment of PERA withholding paid for amounts in arrears—this is not budgeted for 2018.

Workers compensation insurance holds steady in comparison with current year estimates based on claim history and deductible costs in recent years.

Employee insurance includes premiums paid by the District for employee health, dental and life insurance. A 13% decrease is forecast in 2018 for this coverage mostly based on a change in medical insurance carrier.

State unemployment compensation is calculated directly from the salary line at 0.3%.

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 do not 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 increased 11% for 2018 reflecting inclusion of activities that support employee recognition and health and wellness.

Employee training increases in 2018 by 9%, reflecting a return to a broader training program as was customary in prior years before cuts were initiated in 2017. We will continue to utilize 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 1.54% of the total salaries budget.

MATERIALS AND SERVICES: This section of the budget has increased 3% from the 2017 estimated actual expenditures. A focused effort was made to maintain the 2018 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 tablets)—purchased for public use. It also includes programs, and the costs to order, receive and process the materials.

Books, periodicals, AV and digital material exceed estimates for 2017. 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 an increased budget from prior year, indicating a return to a program budget more reflective of prior years before cuts were initiated in 2017. The desire to be efficient with dollars spent on programs that are currently presented throughout the District remains a goal. The Friends of the Pueblo Library District contributed \$34,500 in 2017 to fund programs District-wide. As noted above, the 2017 programs budget was reduced resulting in the Friends' contribution representing a critical funding source in 2017. Annually the Friends has contributed \$11,500 for various

programs which is anticipated to help support the Summer Reading Club and the Read Out Loud program. In 2018, it is anticipated that the Friends will contribute just over \$50,000 in total. This generous donation amounts to 34% of the 2018 programs budget.

Bindery/processing supplies/services is slated to increase by 3% from 2017.

FACILITIES TO PROVIDE SERVICES: This section shows a 6% increase over estimated expense for 2017. This increase is due to the upturn in property and liability insurance costs, greater investment in buildings repair and maintenance and increasing utilities costs.

Utilities increases by 15% over 2017 estimated expenditures based on current expenses and projections.

Vehicle expense is budgeted at a 1% increase over 2017, 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 7% increase projected in 2018 is reflective of the current year expenses and anticipated projects in 2018.

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 holds steady due to a 5-year contractual agreement currently in place.

Lease/Purchase of buildings reflects the annual payments for debt service on the 2012 Certificates of Participation (COPs). 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 8%. This estimate is in line with an industry-wide average increase.

Friends of the Library expenditures hold steady in comparison with 2017 estimates based on decisions about their grant allocations to the District in 2018. Friends' contributions are also recorded in other line items.

OPERATING: This section reflects expenses for general operations of the District. The 5% increase from prior year is due primarily to increases in courier services and community relations, professional memberships and contract expenditures. Finding efficiencies whenever possible while still meeting current needs of all the libraries remains a focus for the District.

Contractual library services increase by 9% over 2017 estimates. Most of the increase is due to the addition of security coordination services and asset valuation work that is planned for 2018.

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 3%, in direct correlation to the Property Tax revenue. These fees are 1.5% of the tax amount.

Community relations has increased from the 2017 budget reflecting a sub-category of this line item which includes a contribution to the Pueblo Library Foundation. Efficiencies initiated in 2017 in marketing remain in place in 2018.

Professional memberships increase by 13%, restoring chamber of commerce memberships in the 2018 budget—those memberships were previously cut from the 2017 budget.

Office supplies, equipment shows a 1% decrease in 2018, based on more focused spending plans for all libraries and departments. The District continues to benefit from procurement efficiencies that were initiated in 2017.

Photocopiers reflects a change in comparison to the 2017 budget. It is the intent of the District to explore procurement of a new copier for Community Relations in 2018. This budget line item typically supports lease and maintenance of this special equipment. Other costs such as toner, paper, and maintenance have been budgeted within proper categories of the 2018 budget.

Courier service increases 9% as compared to the 2017 estimate to reflect increased costs for books and materials transfers and other courier services.

Postage and freight decreases 10% in comparison with the 2017 estimate. However, the budget in 2018 increases over the 2017 budget to reflect the upward movement of costs and improved classification of expenditures District-wide. We do not expect 2018 spending to be as steep as 2017 estimates.

INFORMATION TECHNOLOGY: This section shows an overall increase of 8% from estimated expenditures for current year.

Telecommunications shows a 1% increase from 2017 estimated actual based on current year expenses. It's important to note that the E-Rate reimbursement—revenue anticipated in 2017—is \$173,000, which is a significant offset to this expense.

Hardware repair & maintenance shows a 137% increase based on 2018 planned expenditures. This increase stems from the addition of District camera repair and maintenance and additional maintenance costs for a new copier for Community Relations.

Technology supplies has decreased by 7% based on anticipated spending in 2018.

Technology maintenance, licenses, support includes all contractual services expense related to Technology—network maintenance, consulting and support agreements,

licenses, etc. This line has increased by 12% to reflect an increase in licenses and agreements.

The total increase in expenditures in this budget in comparison with 2017 estimated actual expenditures is 2%.

FUND BALANCE

The ending fund balance forecast in the 2018 general fund budget is \$1,996,496, a decrease of \$385,341 in comparison with the estimated 2017 General Fund balance. This includes the transfer of \$550,000 from the General Fund to the Capital Project fund planned in the 2018 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 \$304,439 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 \$2,726,248.

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

	Actual Prev.year 2016	Estimated Curr.year 2017	Budget 2017	Budget 2018	Increase (Decrease)	%
REVENUES						
Property tax	8,730,171	8,817,357	8,817,357	9,088,584	271,227	3%
Specific ownership tax	752,678	696,571	696,571	717,998	21,427	3%
Contracts, Grants, Gifts	349,744	362,369	275,908	316,750	(45,619)	-13%
Interest	34,966	39,909	16,300	30,000	(9,909)	-25%
Fines, Fees	108,789	92,980	96,000	91,300	(1,680)	-2%
Photocopier & Internet Copy Fees	61,664	65,003	60,000	62,000	(3,003)	-5%
Miscellaneous	5,821	4,753	6,000	6,000	1,247	26%
TOTAL REVENUES	10,043,837	10,078,942	9,968,136	10,312,632	233,690	2.3%
EXPENDITURES						
PERSONNEL						
Salaries	3,987,054	4,050,415	4,093,627	4,093,229	42,814	1%
PERA	532,006	589,559	557,572	557,583	(31,976)	-5%
Workers compensation	23,113	26,529	26,529	26,529	-	0%
Employee insurance	461,058	531,652	493,462	461,174	(70,478)	-13%
Unemployment compensation	11,487	12,058	12,281	12,280	222	2%
Medicare trust	55,894	58,731	59,357	59,352	621	1%
Employee relations	29,937	25,200	25,200	28,050	2,850	11%
Employee training	52,256	58,061	58,061	63,000	4,939	9%
TOTAL PERSONNEL	5,152,804	5,352,205	5,326,090	5,301,197	(51,008)	-1%
MATERIALS & SERVICES						
Books, periodicals, AV, databases	1,145,093	1,196,000	1,196,000	1,218,036	22,036	2%
Bindery/processing supplies/services	171,993	152,853	152,853	156,950	4,097	3%
Library programs	185,262	129,400	129,400	146,611	17,211	13%
TOTAL MATERIALS	1,502,348	1,478,253	1,478,253	1,521,597	43,344	3%
FACILITIES						
Utilities	483,393	480,000	550,453	551,782	71,782	15%
Vehicle maintenance	5,892	6,511	6,400	6,600	89	1%
Building repair & maintenance	390,504	417,210	408,179	447,739	30,529	7%
Rent	25,100	29,172	29,172	29,112	(60)	0%
Lease/purchase of buildings	812,650	809,000	809,000	809,700	700	0%
Insurance	66,451	72,086	72,029	77,791	5,705	8%
Friends expenditures	29,742	30,000	30,000	30,000	-	0%
TOTAL FACILITIES	1,813,733	1,843,979	1,905,234	1,952,724	108,745	6%
OPERATING						
Contract Services	485,003	432,206	379,086	469,189	36,983	9%
County Treasurer's fees	130,980	132,735	132,260	136,329	3,594	3%
Community relations	56,983	33,536	40,000	54,000	20,464	61%
Professional memberships	15,685	6,635	6,490	7,520	885	13%
Office supplies, equipment	56,298	50,846	61,633	50,165	(681)	-1%
Photocopiers	29,147	23,637	27,501	-	(23,637)	-100%
Courier service	62,490	60,400	62,660	66,040	5,640	9%
Postage & freight	26,992	38,781	25,000	35,000	(3,781)	-10%
TOTAL OPERATING	863,577	778,776	734,630	818,243	39,467	5%
INFORMATION TECHNOLOGY						
Telecommunications	241,535	236,423	249,715	239,000	2,577	1%
Hardware repair & maintenance	8,225	9,927	12,500	23,500	13,573	137%
Technology Supplies	30,819	36,961	32,812	34,312	(2,649)	-7%
Technology mtce, licenses, support	237,062	228,900	228,900	257,400	28,500	12%
TOTAL INFORMATION TECHNOLOGY	517,640	512,211	523,929	554,212	42,001	8%
TOTAL EXPENDITURES	9,850,105	9,965,424	9,968,136	10,147,973	182,549	2%

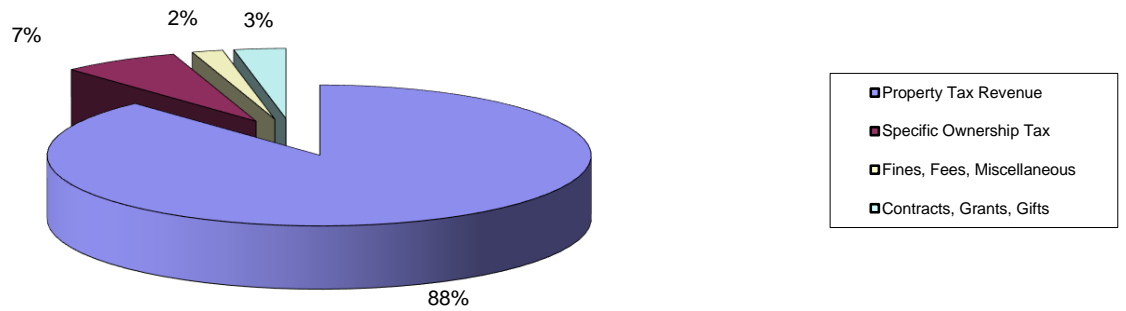
**PUEBLO CITY-COUNTY LIBRARY DISTRICT
GENERAL FUND**

	Actual Prev.year 2016	Estimated Curr.year 2017	Budget 2017	Budget 2018	Increase (Decrease)	%
SUMMARY						
REVENUES						
Property tax revenue	8,730,171	8,817,357	8,817,357	9,088,584	271,227	3%
All other sources	1,313,666	1,261,585	1,150,779	1,224,048	(37,537)	-3%
TOTAL REVENUES	10,043,837	10,078,942	9,968,136	10,312,632	233,690	2%
EXPENDITURES						
PERSONNEL	5,152,804	5,352,205	5,326,090	5,301,197	(51,008)	-1%
MATERIALS & SERVICES	1,502,348	1,478,253	1,478,253	1,521,597	43,344	3%
FACILITIES	1,813,733	1,843,979	1,905,234	1,952,724	108,745	6%
OPERATIONS	863,577	778,776	734,630	818,243	39,467	5%
INFORMATION TECHNOLOGY	517,640	512,211	523,929	554,212	42,001	
TOTAL EXPENDITURES	9,850,105	9,965,424	9,968,136	10,147,973	182,549	2%
Beginning fund balance	2,549,587	2,543,319	2,349,587	2,381,837	(161,482)	-6%
Transfer in/out Capital Project Fund	(200,000)	(275,000)	(275,000)	(550,000)	(275,000)	
Transfer in/out Special Revenue Fund	-	-	5,000	-	(5,000)	
EXCESS Revenues - Expenditures	193,732	113,518	-	164,659	51,141	45%
(Reserve increase)						
NET (ending fund balance)	2,543,319	2,381,837	2,079,587	1,996,496	(385,341)	-16%
 NET ASSESSED VALUATION - \$ 1,720,439,130						

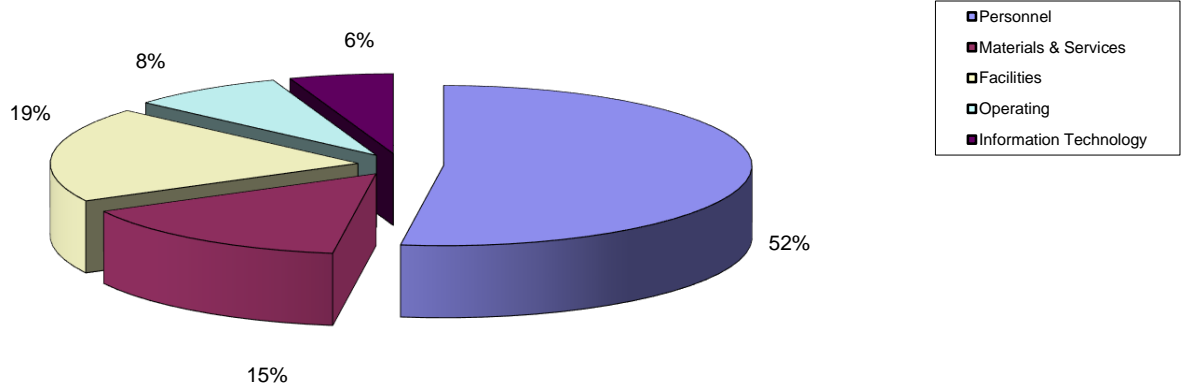
THE BUDGETARY BASIS OF ACCOUNTING USED IN THIS BUDGET IS MODIFIED ACCRUAL.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
2018 BUDGET**

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: A \$20,000 gift is anticipated for the InfoZone News Museum. Federal funding anticipated from the E-rate program for schools and libraries is reflected as a \$35,000 grant for 2018. This funding reimburses up to 80% for Wi-Fi, telecommunications infrastructure and networking expenditures.

MISCELLANEOUS REVENUE: Insurance proceeds are anticipated for weather-related claims.

INTEREST EARNINGS: This category is budgeted at \$10,000 for interest earned on cash holdings.

EXPENDITURES

New building projects: Nothing is budgeted for 2018.

InfoZone expenses: \$48,000 is budgeted for 2018 for InfoZone exhibit upgrades.

Capital Asset Acquisitions. Several Library Replacement Plan items are included here, including a passenger van, parking lot lights at the Rawlings and Pueblo West libraries, a new roof and air conditioning units at the Lamb library, a backup server, microfilm readers and network upgrades among other planned spending.

Total capital fund spending in 2018 is projected at \$663,000.

OTHER FINANCING SOURCES/USES

TRANSFER IN FROM THE GENERAL FUND: In 2018 there is a budgeted transfer of \$550,000 to the Capital Fund, for ongoing funding of the Library Replacement Plan.

FUND BALANCE

The fund balance forecast in the 2018 Capital Project fund budget is \$1,847,517. This indicates that the budgeted income and additional funds transferred from the General Fund to the Capital Fund for the Library Replacement Plan in 2018 exceed the planned Capital Fund expenditures. Fund balance is expected to increase \$2,000 in 2018.

The total combined fund balance, comprised of both the General Fund, Capital Project Fund and the restricted Special Revenue Fund, is projected to be \$3,844,452 at the end of 2018. Of this total fund balance, \$304,439 is restricted for the TABOR 3% reserve requirement, and \$813,325 is restricted in the Debt Service Reserve Fund, and \$440 is the ending fund balance in the Special Revenue Fund, leaving a remaining combined fund balance of \$2,726,248 which is unrestricted.

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

	Actual Prev.year 2016	Estimated Curr.year 2017	Budget 2017	Budget 2018	Increase (Decrease)
REVENUES					
Contributions, gifts	4,333	-	-	20,000	20,000
Grants	-	-	-	35,000	35,000
Friends of PCCLD contributions	-	-	-	-	-
Contributions from Pueblo Library Foundati	-	-	-	-	-
Miscellaneous revenue	28,875	155,746	35,000	50,000	(105,746)
Interest earnings	9,227	17,471	4,500	10,000	(7,471)
TOTAL REVENUES	42,435	173,217	39,500	115,000	(58,217)
EXPENDITURES					
InfoZone expenses	23,104	6,000	24,218	48,000	42,000
TOTAL INFOZONE EXPENSE	23,104	6,000	24,218	48,000	42,000
Capital Asset Acquisitions [Replacement Plan]					
Information Technology	26,728	163,500	163,500	252,100	88,600
Furniture, Fixtures, Equipment	39,819	-	-	50,000	50,000
Building Improvements	50,240	151,000	151,000	312,900	161,900
TOTAL CAPITAL ASSET EXPENSE	116,787	314,500	314,500	615,000	300,500
TOTAL EXPENDITURES	139,891	320,500	338,718	663,000	342,500

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

SUMMARY	Actual Prev.year 2016	Estimated Curr.year 2017	Budget 2017	Budget 2018	Increase (Decrease)
REVENUES					
Contributions, grants, gifts	4,333	-	-	55,000	55,000
Miscellaneous revenue	28,875	155,746	35,000	50,000	(105,746)
Interest earnings	9,227	17,471	4,500	10,000	(7,471)
TOTAL REVENUES	42,435	173,217	39,500	115,000	(58,217)
EXPENDITURES					
InfoZone Expenditures	23,104	6,000	24,218	48,000	42,000
Capital Asset Expenditures	116,787	314,500	314,500	615,000	300,500
TOTAL EXPENDITURES	139,891	320,500	338,718	663,000	342,500
Beginning fund balance	1,615,256	1,717,800	1,699,775	1,845,517	127,717
Other Financing Sources					
Proceeds from bond issue	-	-	-	-	-
Premium	-	-	-	-	-
Discount	-	-	-	-	-
Payments to escrow 2007 COPS	-	-	-	-	-
Transfer in from General Fund [Replac.PlIn]	200,000	275,000	275,000	550,000	275,000
Transfer out to General Fund	-	-	-	-	-
EXCESS Revenues - Expenditures (Reserve increase)	(97,456)	(147,284)	(299,218)	(548,000)	(400,717)
NET (ending fund balance)	<u>1,717,800</u>	<u>1,845,517</u>	<u>1,675,557</u>	<u>1,847,517</u>	<u>2,000</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 to fund purchases of library materials and equipment. The 2018 budget reflects a \$5,000 contribution to the Pueblo Library Foundation for the purpose indicated above.

FUND BALANCE

At the end of 2018, the fund balance is anticipated to be \$440.

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
SPECIAL REVENUE FUND
BUDGET 2018**

	Actual Prev. year 2016	Estimated Curr. year 2017	Budget 2017	Budget 2018	Increase (Decrease)
REVENUES					
Interest earnings	24	30	10	20	(10)
Distributions from Chamberlain Fund	<u>6,364</u>	<u>4,000</u>	<u>5,000</u>	<u>5,000</u>	<u>1,000</u>
TOTAL REVENUES	<u>6,388</u>	<u>4,030</u>	<u>5,010</u>	<u>5,020</u>	<u>(1,378)</u>
EXPENDITURES					
Contributions	5500	5000	-	5000	-
Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>5,500</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>-</u>
Beginning fund balance	502	1,390	1,014	420	(970)
Other Financing Sources					
Transfer out to General Fund	-	-	(5,000)	-	-
EXCESS Revenues - Expenditures (Reserve increase)	888	(970)	5,010	20	(1,378)
NET (ending fund balance)	<u>1,390</u>	<u>420</u>	<u>1,024</u>	<u>440</u>	<u>(2,348)</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
2018 BUDGET**

	General Fund	General Fund Budget Percentages	Capital Project Fund	Special Revenue Fund	Total Combined Funds	% of Total PCCLD budget
REVENUES						
Property tax	9,088,584	88%	-	-	9,088,584	87.12%
All other	1,224,048	12%	115,000	5,020	1,344,068	12.88%
TOTAL REVENUES	10,312,632	100%	115,000	5,020	10,432,652	100.00%

EXPENDITURES						
Personnel	5,301,197	52%	-	-	5,301,197	49.01%
Materials & Services	1,521,597	15%	-	-	1,521,597	14.07%
Facilities	1,952,724	19%	48,000	-	2,000,724	18.50%
Operations	818,243	8%	362,900	5,000	1,186,143	10.97%
Information Technology	554,212	5%	252,100	-	806,312	7.45%
TOTAL EXPENDITURES	10,147,973	100%	663,000	5,000	10,815,973	100.00%

Beginning Fund Balance	2,381,837		1,845,517	420	4,227,773	
Excess: Revenues over Expenditures	164,659		(548,000)	20	(383,321)	
Transfers In/Out	(550,000)		550,000	-	-	
Ending Fund Balance	1,996,496		1,847,517	440	3,844,452	
Fund balance as a % of operating expense						38%

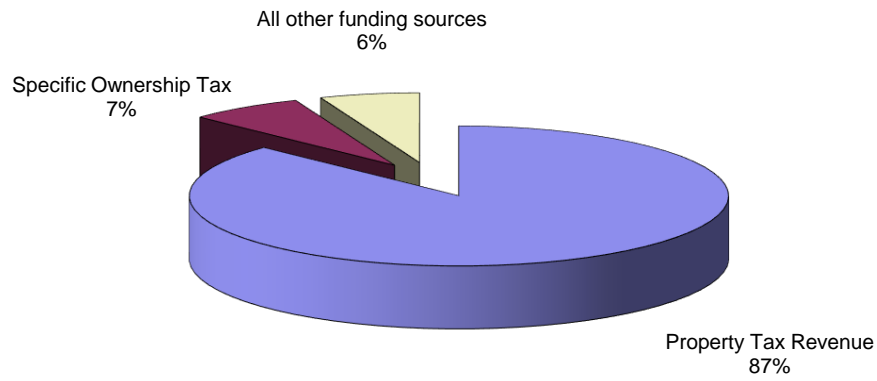
BREAKDOWN OF ENDING FUND BALANCE ***

*** Reserves and unrestricted funds	
3% emergency reserve	304,439
Reserve requirement for COPs	813,325
Special Revenue Fund	440
Unrestricted fund balance	2,726,248

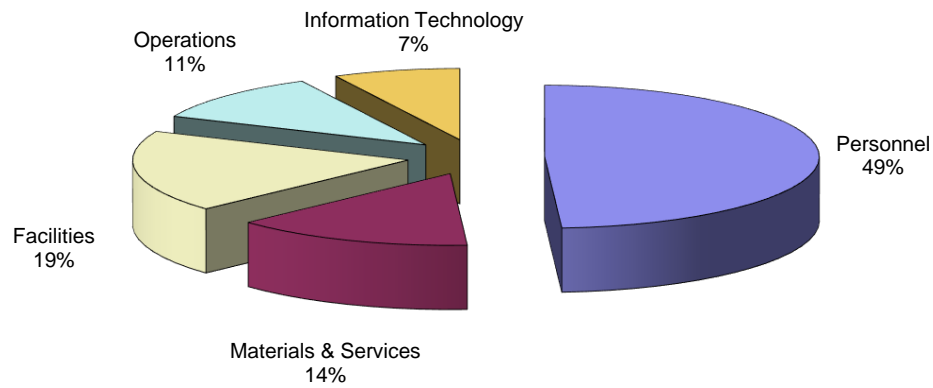
**This sheet shows the three funds - General Fund, Capital Project & Special Revenue
Fund - combined for revenues, expenditures and fund balance.**

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
2018 BUDGET**

COMBINED FUND BUDGET - REVENUES



COMBINED FUND BUDGET - EXPENDITURES



BOND DEBT SERVICE [LEASE PURCHASE PAYMENTS]

**Pueblo City-County Library District, Colorado 2012 COP ISSUE
Nonbank Qualified Certificates of Participation -- Insured**

Date	Principal	Rate	Interest	Debt Service	Annual
					Debt Service
12/1/2012	-	0.000%	68,222.23	68,222.23	68,222.23
6/1/2013			191,875.01	191,875.01	
12/1/2013	425,000	2.000%	191,875.01	616,875.01	808,750.02
6/1/2014			187,625.01	187,625.01	
12/1/2014	435,000	2.000%	187,625.01	622,625.01	810,250.02
6/1/2015			183,275.01	183,275.01	
12/1/2015	445,000	2.000%	183,275.01	628,275.01	811,550.02
6/1/2016			178,825.01	178,825.01	
12/1/2016	455,000	3.000%	178,825.01	633,825.01	812,650.02
6/1/2017			172,000.01	172,000.01	
12/1/2017	465,000	2.000%	172,000.01	637,000.01	809,000.02
6/1/2018			167,350.01	167,350.01	
12/1/2018	475,000	4.000%	167,350.01	642,350.01	809,700.02
6/1/2019			157,850.01	157,850.01	
12/1/2019	495,000	2.500%	157,850.01	652,850.01	810,700.02
6/1/2020			151,662.51	151,662.51	
12/1/2020	510,000	3.000%	151,662.51	661,662.51	813,325.02
6/1/2021			144,012.51	144,012.51	
12/1/2021	525,000	3.000%	144,012.51	669,012.51	813,025.02
6/1/2022			136,137.51	136,137.51	
12/1/2022	540,000	3.000%	136,137.51	676,137.51	812,275.02
6/1/2023			128,037.51	128,037.51	
12/1/2023	555,000	3.000%	128,037.51	683,037.51	811,075.02
6/1/2024			119,712.51	119,712.51	
12/1/2024	570,000	4.500%	119,712.51	689,712.51	809,425.02
6/1/2025			106,887.51	106,887.51	
12/1/2025	595,000	4.500%	106,887.51	701,887.51	808,775.02
6/1/2026			93,500.01	93,500.01	
12/1/2026	625,000	3.000%	93,500.01	718,500.01	812,000.02
6/1/2027			84,125.01	84,125.01	
12/1/2027	640,000	5.000%	84,125.01	724,125.01	808,250.02
6/1/2028			68,125.01	68,125.01	
12/1/2028	675,000	5.000%	68,125.01	743,125.01	811,250.02
6/1/2029			51,250.01	51,250.01	
12/1/2029	710,000	3.375%	51,250.01	761,250.01	812,500.02
6/1/2030			39,268.76	39,268.76	
12/1/2030	730,000	3.750%	39,268.76	769,268.76	808,537.52
6/1/2031			26,950.00	26,950.00	
12/1/2031	755,000	3.500%	26,950.00	781,950.00	808,900.00
6/1/2032			13,737.50	13,737.50	
12/1/2032	785,000	3.500%	13,737.50	798,737.50	812,475.00
Total	11,410,000.00		4,872,635.09	16,282,635.09	16,282,635.09
Average Coupon		3.281%			