



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
NOVEMBER 14, 2017, 4 PM
PENROSE LIBRARY**

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND COMMUNICATIONS
 - A. Minutes (p. 1)
 - B. Correspondence
 - 1. In Appreciation of PPLD Foundation Board President Aje Sakamoto (p. 8)
 - 2. Response to DVD Challenge (p. 9)
 - C. Events & Press Clippings (p. 11)
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (p. 12)
 - B. Pikes Peak Library District Foundation Report (p. 13)
 - C. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Adopt-a-Department Reports
 - 5. Board President's Report
 - D. Financial Report (p. 14)
 - E. Public Services Report (p. 31)
 - F. Circulation Report (p. 33)
 - G. Chief Librarian's Report
- VI. BUSINESS ITEMS
 - A. Consent Items: Decision 17-11-1
 - 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. 38)
 - 2. Resolution to Apply for Funds Related to House Bill 17-1326 (p. 39)
 - B. Unfinished Business
 - C. New Business
 - 1. Confidentiality Policy: Decision 17-11-2 (J. Spears) (p. 40)
 - 2. Circulation Policy: Decision 17-11-3 (J. Spears) (p. 42)
 - 3. Library Card Policy: Decision 17-11-4 (J. Spears) (p. 45)
 - 4. Legal Reference Service Policy: Decision 17-11-5 (J. Spears) (p. 49)
 - 5. Makerspaces Policy: Decision 17-11-6 (J. Spears) (p. 51)
 - 6. 2018 Budget Proposal: Discussion (J. Spears & M. Varnet) (p. 55)
- VII. ADJOURNMENT

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 10, 2017
2:30 pm
Penrose Library

MEMBERS PRESENT

President Cathy Grossman, Vice President Keith Clayton, Secretary/Treasurer Molly Dippold, Trustee Ken Beach, Trustee Kathleen Owings, Trustee Katherine Spicer, Trustee Wayne Vanderschuere

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Chief Communication Officer Sean Anglum, Chief Development Officer and Foundation Executive Officer Dolores Cromeens, Friends of the Pikes Peak Library District Board President Dora Gonzales, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief HR & OD Officer Sally Jensen, Director of Library Services Janice McPherson, Chief Information Officer Richard Peters, Director of Branches Lynne Proctor, El Pomar Nonprofit Resource Center Librarian Tammy Sayles, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Michael Varnet, Business Librarian Terry Zarsky, Panelists for Boar Retreat Panel Discussion: Erin Hannan, Steven Hayward, George Preston, David Siegel, Andy Vick; PPLD Foundation Board Members attending the Panel Discussion: Patti Akkola, Laura Muir Mellini; PPLD Friends Members attending the Panel Discussion: Aida Richardson

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Grossman called the September 12, 2017 meeting of the Pikes Peak Library District Board of Trustees to order at 2:30 p.m.

ITEMS TOO LATE FOR THE AGENDA

- Decision 17-10-2: Contract for Café Services at Library 21c was moved to earlier in the meeting.
- President Grossman announced that Secretary/Treasurer Molly Dippold has tendered her resignation from the Board. Molly provided a tearful thank you and farewell to her fellow trustees and the PPLD staff. She will be moving to Texas where her husband has a new job. President Grossman praised Molly for her Service on the Board and wished her well as she begins a new chapter in her life.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the September 12, 2017 meeting of the Board of Trustees were presented for review.

Motion: Ken Beach moved that the minutes of the September 12, 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 letter from Scott Trainor, City Manager of Fountain, Colorado, to Sand Creek & Fountain Branch Manager Abby Simpson was included in the Board Packet. Mr. Trainor thanked Ms. Simpson for Fountain Branch Library's participation in Fountain's Community Night in the Park on September 19, 2017.

Events & Press Clippings

A list of recent press clippings and upcoming events was included in the Board packet.

Presentations

PPLD Business Librarian Terry Zarsky reported on her many activities in the community. Terry's one-on-one consultations, group presentations and classes reach hundreds of individuals in both the civilian and military sectors, ultimately contributing to the economic health of the region.

El Pomar Nonprofit Resource Librarian Tammy Sayles provided the Board with information about her activities and the services she provides to PPLD patrons. Tammy provides classes and one-on-one grant-writing and grant-seeking assistance to individuals and organizations in the Library District. Working with the Association of Fund Raising Professionals, the Colorado Institute for Social Impact and other organizations serving nonprofits, Tammy's work supports many of the 3,100 501(c) designations that are currently in El Paso County.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends of the Pikes Peak Library District Board President Dora Gonzales reported that the Friends are purchasing laptops for their coordinators. She noted that the 2017 Latina Voices program was very successful and the best ever in the series. The Friends Fall Booksale will take place October 27-29 at East Library.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Dolores Cromeens thanked the Trustees for their support of the recent Foundation Donor Event at Sand Creek Branch and for their participation in the Sand Creek Block Party.

Board Reports

Governance Committee

Governance Committee Chair Katherine Spicer reported that the committee met on September 22, 2017. The committee reviewed the applications received for the upcoming Board vacancies along with the results of the Board Competencies Survey. The Committee drafted a letter to the Colorado Springs City Council/El Paso County Commissioners Joint Committee listing the candidates that would meet the Board's current needs.

The Governance Committee discussed procedures for the nomination of 2018 Board officers. Trustee Spicer will be contacting all of the Board members individually to discuss the nominations.

The committee also discussed locations for 2018 Board meetings. The Board will visit as many PPLD facilities as possible in 2018. Penrose Library meetings will take place in the El Pomar Nonprofit Resource Center beginning with the December 12, 2017 meeting.

Internal Affairs Committee

Internal Affairs Chair Ken Beach reported that the Internal Affairs Committee met prior to this meeting on October 10, 2017. The committee reviewed the contract for café services at Library 21c and got a first look at the 2018 Budget Draft. The 2018 Budget will be presented to the full Board via email

on October 11, 2017 and there will be an in-depth discussion of the 2018 budget at the November 14, 2017 Board meeting.

Public Affairs Committee

Public Affairs Committee Chair Kathleen Owings reported that the Public Affairs Committee met on September 21, 2017. The committee discussed PPLD ballot initiatives framed in the historical context of data dating back to 1986.

Board President

President Grossman commented on the Sand Creek Donor event, noting that it was very cool to see the community so excited about the makerspace and recording studio at Sand Creek.

Adopt-A-Department and Other Board Participation

- Keith Clayton: attended the Sand Creek Block Party
- Katherine Spicer: attended the Sand Creek Block Party and a meeting of the Non Book Club Book Club at Knights of Columbus Hall
- Kathleen Owings: attended the Sand Creek Block Party
- Wayne Vanderschuere: attended the Sand Creek Donor event; accepted a check for PPLD's Adult Education Program at a ribbon cutting ceremony at Altierus College; attended the Business & Arts Luncheon; attended the High Prairie Harvest Festival

Financial Report

The financial report for the period ending August 31, 2017 was included in the Board packet. Chief Financial Officer Michael Varnet reported that PPLD ranks 10th out of 13 Colorado public libraries for revenue per capita. He noted that even so, PPLD has exceeded its TABOR limit this year and will need to pay back funds plus 10% to the taxpayers in 2018. Mr. Varnet pointed out that PPLD has stopped collecting new overdue fines on adult library materials as of October 9, 2017. PPLD will still collect old fines and fees for lost and damaged materials.

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 distributed a page of success stories from GED students. The stories illustrate just how impactful PPLD's Adult Education program is for the community.

Director of Branch Services Lynne Proctor noted the many special events that took place at various Library facilities during the past month. She pointed out that it

takes a high level of involvement from the whole District to make these events successful.

Circulation Report

The circulation report for September 2017 was included in the Board packet. Also included in the packet was a snapshot of circulation at facilities in September 2016 and 2017 sorted by juvenile materials, print materials and AV materials, as well as the percentage of circulation at each facility that comes from people residing outside of the District (via CLC cards). Chief Librarian Spears noted that percentage values for these categories have remained amazingly stable during the past year.

Chief Librarian's Report

Chief Librarian John Spears thanked the Trustees as well as Commissioner Gonzalez for attending so many PPLD special events.

Mr. Spears noted that the Leadership Team completed and submitted the nomination for the 2018 Institute of Museum and Library Services National Medal. Senator Cory Gardner made the initial nomination.

PPLD is moving forward in pursuing the concept of utilizing modular homes for small branches that would replace bookmobile stops in eastern El Paso County. There is much interest in both Calhan and Ellicott for these projects.

BUSINESS ITEMS

Consent Items

Decision 17-10-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Keith Clayton moved to approve the Consent Items as presented.

Second: Kathleen Owings seconded the motion.

Vote: The motion was approved unanimously.

New Business

Decision 17-10-2: 2018 Employee Benefits

Renewals for 2018 employee benefits were handled by Moody Insurance the employee benefits consultant for PPLD. PPLD's Benefits and Policy Review Team reviewed all options presented.

- **Health Plan**
PPLD will continue to utilize Cigna as the vendor for the employee health plan in 2018. 2 plans will be offered: the Cigna Network Only Choice Plan (PPO), and the Cigna Network Only High Deductible Health Plan (HAS). The renewal option is slightly reduced from 2017 (-0.11%).
- **Dental Plan**
Two dental plans are offered to PPLD employees. Premiums for the PPO option will increase by 7% and premiums for the HMO option plans will increase by 2.99% from 2017 rates.
- **Vision Plan**
Vision Service Plus provides employee vision benefits for all employees working 20 and more hours/week. No increase over 2017 rates and no plan changes were indicated.
- **Basic Life, Voluntary Life and Long Term Disability Insurance Plans**
PPLD purchases these coverages for employees working 20 and more hours/week (employees may purchase voluntary life insurance). PPLD has a 3-year rate guarantee (year 2), so rates for these plans remained at 2017 levels.

Motion: Kathleen Owings moved that the PPLD Board of Trustees approve the 2018 employee benefits as presented.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Decision 17-10-3: Contract for Café Services at Library 21c

Beans & Milk, LLC, dba Wesley Owens Coffee and Café responded to an RFP for café services at Library 21c.

Beans & Milk, LLC operates a coffee shop in Monument, Colorado that has established a relationship with the Monument Branch Library. The vendor provided ideas about classes and other activities/events that they would like to do at Library 21c in their proposal. They will offer a variety of food and beverages and will be open the same hours that Library 21c is open to the public.

Wesley Owens Coffee and Café will open to the public at Library 21c in early-mid-December 2017.

Motion: Kathleen Owings moved that the PPLD Board of Trustees award the contract to operate a café operation at Library 21c to Beans & Milk, LLC (doing business as Wesley Owens Coffee & Café). The contract shall not include any

exclusivity of catering or business inclusion within the Pikes Peak Library District.

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

Board Retreat Panel Discussion

The meeting moved from the Board Room to the Aspen/Pine Room where Chief Librarian Spears moderated a panel discussion between key individuals from the local arts community. The topic for discussion was the role of the arts in our community.

The panel members were:

- Erin Hannan: Director of the Colorado Springs Fine Arts Center at Colorado College
- Steven Hayward: Associate Professor of English at Colorado College; fiction author; founding member of the Critical Karaoke Collective; Editor-at-Large for *Springs Magazine*
- George Preston: General Manager of radio station KCME
- David Siegel: Executive Director of the Bee Vradenburg Foundation
- Andy Vick: Executive Director of the Cultural Office of the Pikes Peak Region

ADJOURNMENT

There being no further business to conduct, President Grossman adjourned the meeting at 5:20 pm.

Molly Dippold left the meeting at 2:35 pm

Tammy Sayles left the meeting at 3 pm

Gary Syling and Sean Anglum left the meeting at 3:10 pm



Aje Sakamoto
President
Pikes Peak Library District Foundation

- Whereas, Aje Sakamoto began his Trusteeship of the Pikes Peak Library District in 2001, serving as President of the Board of Trustees in 2004 and 2005, effectively advocating, upholding and enhancing the character and policies of the Pikes Peak Library District; and**
- Whereas, Mr. Sakamoto helped to launch the Pikes Peak Library District Foundation in 2003 in order to expand the financial future of the District with a strategic approach to attract private support to advance the cause of literacy, free speech, and a sense of place for the people of the Pikes Peak Region; and**
- Whereas, Aje Sakamoto continued his service to the community by agreeing to once again, shoulder the responsibility of leadership within the District with his election to the Pikes Peak Library District Foundation Board of Directors in 2013, helping to complete the District's most ambitious capital campaign to date, the 21st Century Library Capital Campaign; and**
- Whereas, Aje Sakamoto, as President of the Pikes Peak Library District Foundation, guided the Board to launch a successful campaign to build and equip a new Maker Space for the Southeast Colorado Springs Community;**
- Now, therefore, The Board of Directors of the Pikes Peak Library District Foundation does hereby honor Aje Sakamoto for his leadership of this organization and his contributions to the greater Library Community of the Pikes Peak Region. In recognition, this resolution will be installed in the minutes of the October 19, 2017 Board of Directors meeting.**

IN WITNESS WHEREOF, we have hereunto set our hand this 19th day of October, 2017

**(Signed by) THE BOARD OF DIRECTORS of the
PIKES PEAK LIBRARY DISTRICT FOUNDATION on October 19, 2017**

November 1, 2017

A large black rectangular redaction covers the top portion of the page, obscuring the recipient's name and address.

Thank you for your recent comments regarding the DVD *Milk*.

The library tries to provide a varied and balanced collection of materials that will meet the interests and needs of the more than 600,000 residents we serve in the Pikes Peak Library District service area. PPLD's service commitment is to the people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, sexual orientation, ethnic origin and human condition. We apply standards to the selection of all of our library materials, and these criteria include:

- Author's reputation and significance without regard to political, racial, religious affiliation
- Critical reviews
- Local or national significance
- Reputation and standing of the publisher
- Quality of the physical format
- Public demand and interest
- Artistic merit, literary value, or recognized award recipient
- Evaluation of titles in relation to current holdings and patron demand

To provide further background on our Collection Policy, I have enclosed the American Library Association's *Library Bill of Rights* and *Freedom to View* statements, all of which are a part of not only the Pikes Peak Library District's policy, but other public libraries' policies as well.

The Library's mission includes providing access to entertainment as well as informational materials, and providing popular culture materials as well as classic literature, films and recordings.

Milk is an award-winning DVD released in 2009. It is cataloged and shelved in the adult fiction collection. It received an R rating for language, some sexual content and brief violence. This information is included on the back of the item to help viewers make selection decisions.

When materials are questioned, our policy states that the material will be reviewed by a team. Four librarians researched, viewed and reviewed this title including our Collection Management Selection Librarian who orders DVDs. Following is some of the pertinent information included on the librarian reviews.

- Won Academy Awards in 2009 for Best Performance by an Actor in a Leading Role for Sean Penn and Best Writing, Original Screenplay. It was nominated for Best Motion Picture of the Year (2009); and Best Performance by an Actor in a Supporting Role.

November 1, 2017

Page 2

- Nominated for a total of 140 awards and won 63.
- Reviewed favorably in the Chicago Sun-Times, San Francisco Chronicle, Rolling Stone, New York Times, Boston Globe, Washington Post, Orlando Sentinel, Entertainment Weekly, Seattle Post-Intelligencer, The New Yorker, USA Today, The Christian Science Monitor and many more magazines and newspapers. Select comments follow.
 - *"Total triumph..."*
 - *"Harvey Milk was an intriguing, inspiring figure. Milk is a marvel."*
 - *"What makes Milk extraordinary isn't just that it's a nuanced, stirring portrait of one of the 20th century's most pivotal figures, but that it's also a nuanced, stirring portrait of the thousands of people he energized."*
 - *"...the marvel of the movie is the dexterity with which it transcends the specificity of its characters and gay theme to be a universal human statement and profound political epic."*
 - *"Van Sant turned Milk's biography into a history lesson, a civics lesson and a personal struggle for civil rights."*
- Owned by Pikes Peak Library District. Copy 1 is listed as lost as of 11/8/2013. This copy was checked out 135 times. Copy 2 has been checked out 251 times. These are very high totals.
- Owned by 2,060 libraries, (per WorldCat, an international database of library holdings) including Colorado College, Pueblo Library District, UCCS, Douglas County Library District, Denver Public and many more. Larger out-of-state libraries include Brigham Young University, Omaha Public Library, New York Public Library, Los Angeles Public Library and many more.
- Stars acclaimed actors Sean Penn and Josh Brolin.

Based on the criteria of PPLD's selection policy, the four librarians reviewing *Milk* unanimously recommend that the DVD be retained in the collection as classified. Parents are encouraged to monitor their children's and teen's selections to be sure that an item is appropriate for their family.

We acknowledge and accept your right to object to this material personally. A public library has an obligation to preserve the right of each individual to make his/her own assessment of library materials. We serve a diverse community with diverse interests, and we select library materials to reflect these diverse interests.

I concur with the review team's recommendation that this title be retained as classified in the adult fiction area of the collection.

Thank you for your interest in the Pikes Peak Library District. I hope you will continue to use the Library, and that you are always able to find materials that meet the reading, viewing, listening and informational preferences of you and your family.

Sincerely,

John Spears
Chief Librarian & CEO
Pikes Peak Library District

District Highlights
November 14, 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 for further info.

APPR Author Visit / Sarah Weeks (*Save Me a Seat*), Venue at Library 21c – Thursday, November 9, 1:00 pm; East Library – Friday, November 10, 11:00 am.

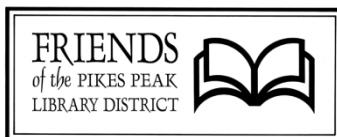
Thanksgiving, Thursday, November 23 (PPLD closes at 6:00 pm on Thanksgiving Eve and is closed on Thanksgiving Day)

PPLD hosts *Petite Nutcracker* / Colorado Ballet Society, (sneak peek, each performance: 20 min.), Venue @ Library 21c – Friday, November 24 & Saturday, November 25, 12 noon & 1 pm each day.

Festival of Lights Parade, Saturday, December 2, 5:30 pm, Downtown – Tejon St. to Vermijo St. (Watch for the PPLD Book Truck Drill Team, the Bookmobile and the Book Trike)

Colorado Gives Day 2017 (Community First Foundation and Pikes Peak Library District Foundation), Tuesday, December 5, (Donations are accepted through ColoradoGives.org)

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



Mission: To support, preserve, and promote our public library system.

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

Our slate of officers was voted on in the November meeting and will be installed during the Annual Meeting.

The Annual Meeting is scheduled for Saturday, January 14 at 21c. Gordon Anderson, co-winner of the Golden Quill Award, will have a presentation based on his book.

Friends board members and managers from community libraries met in December at Sand Creek Library for the final community library meeting of the year.

Plans for the 2017 Frank Waters/Golden Quill Luncheon are underway.

We are in the process of working with the Center for Nonprofit Excellence to schedule a board retreat in January.

Online Sales 12/19/16

SALES TOTALS (Month, Year, Project-Amazon only)

MTD: \$582 (49% FBA)	17 units (47% FBA)	\$34.21 avg. sale
YTD: \$23,257	931 units	\$25.03 avg. sale
PTD: \$25,958	1028 units	\$25.30 avg. sale

INVENTORY

827 active Merchant-Fulfilled SKUs are currently online

123 active (plus 52 in transit) Fulfilled by Amazon SKUs are currently online

2/3 of small cart of items for eBay

Approximately 7 tubs of items waiting to be listed on the basement shelves

The laptop in online sales office was replaced today! IT also set up new user accounts on both laptops so they would be more secure.

December 19th is the deadline for items to reach the Amazon warehouses for January 2017



The End of Year Campaign is in full swing. Our goal is \$50,000 for the final quarter of 2017. Colorado Gives Day Campaign (December 5) “schedule your gift” pre-sign up opportunity was signaled on November 1 with a Blast Email to more than 1500 addressees. Another Email Message detailed the benefits of using the IRA Rollover for a charitable gift. This message went out to approximately 3000 addresses.

Other strategies include one-on-one solicitations (most recently reaping a \$1000 Trustee Gift from a local foundation), and targeted direct mail solicitations using a positive theme: “You can change the Trajectory of someone’s life.” Social media will also support these efforts beyond Colorado Gives Day.

The Colorado Department of Education announced this year’s State Grants to Libraries and PPLD was allocated \$144,112. These funds are directed to library materials.

The Foundation applied for renewal of the El Paso County Enterprise Zone approved projects; Penrose, Fountain, Sand creek, Ruth Holley, High Prairie, and Cheyenne Mountain. We are also applying for approved status for the Knights of Columbus Hall.

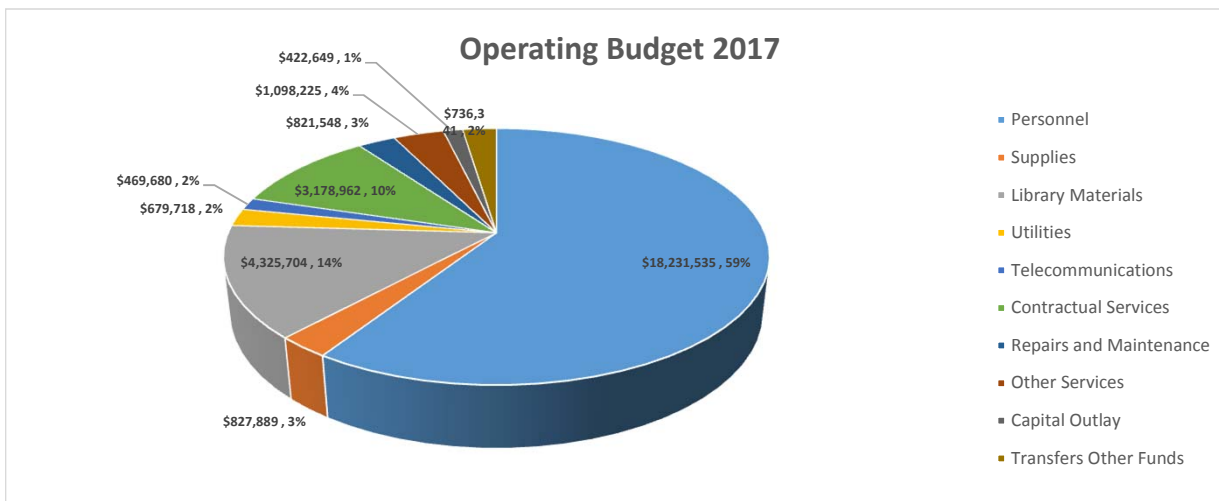
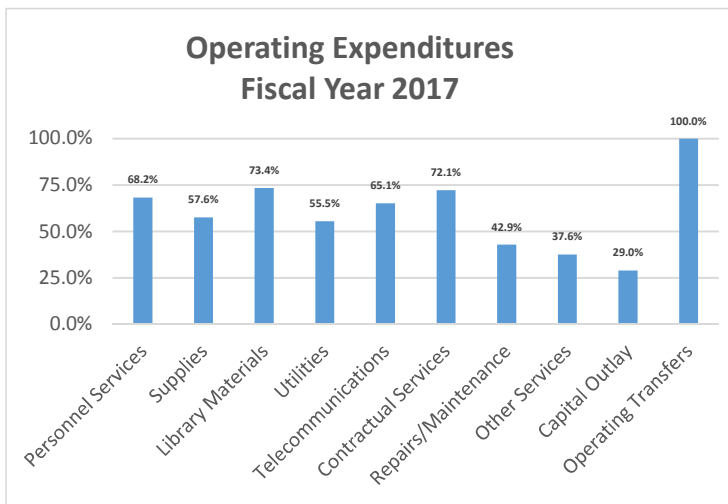
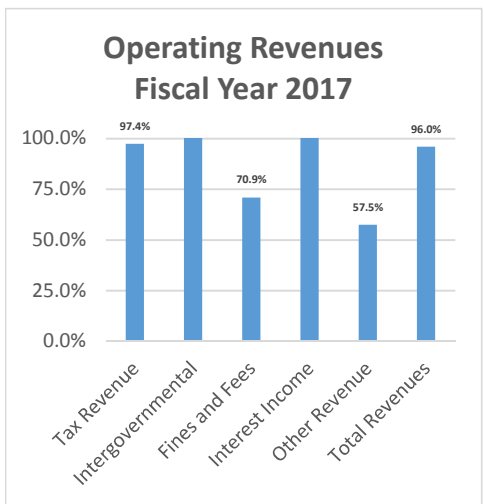
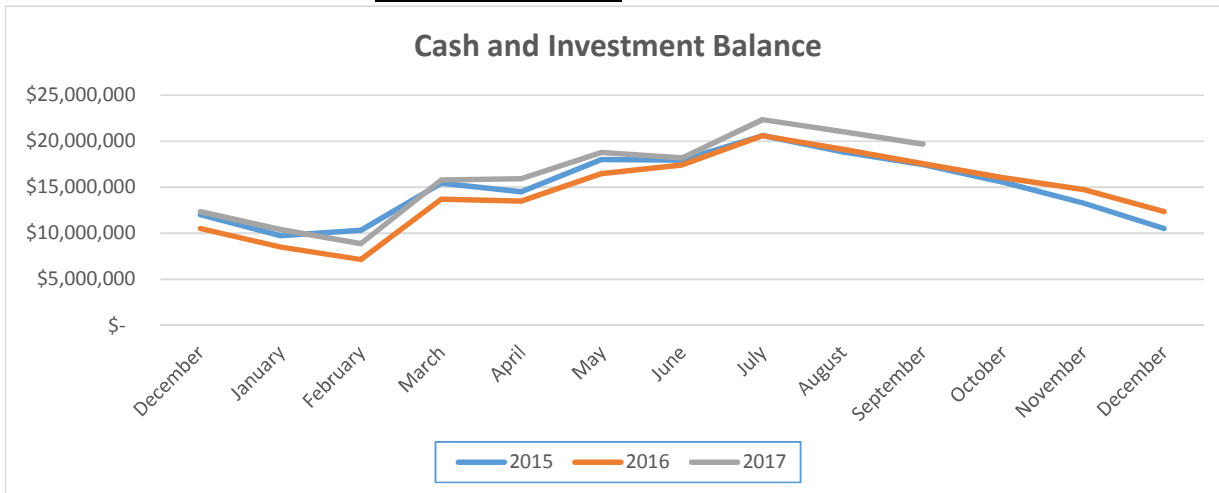
We started the month with 1060 likes and ended with 1055 on the Foundation’s Facebook page. There were 29 posts for the month or about 7 per week. Boosted Colorado Gives Day Facebook posts reached 603 people as of Nov. 2, 2017.

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

September 2017



Pikes Peak Library District

September 2017 Financial Report

Presented to Board of Trustees on November 14, 2017

**Pikes Peak Library District
 General Fund Summary
 For the Nine-Month Period Ended September 30, 2017 and 2016**

General Fund	Year-To-Date		Change	% Chg.	Notes
	2017	2016			
Revenues					
Property Taxes	\$ 25,579,003	\$ 24,621,776	\$ 957,227	3.9%	
Specific Ownership Taxes	2,593,120	2,110,023	483,097	22.9%	1
Fines and Fees	235,023	380,797	(145,774)	-38.3%	2
Interest Income	136,149	65,224	70,925	108.7%	3
Other Revenue	941,460	458,868	482,592	105.2%	4
Total Revenues	\$ 29,484,755	\$ 27,636,688	\$ 1,848,067	6.7%	

- 1 Specific ownership tax collections are higher than expected for the first nine months of the year. This in part is due to the continual growth on the local economy. We will monitor this trend over the next several months but it appears that actual collections will exceed the budget by about \$300,000 - \$350,000. 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.
- 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 - 09/30/2017

Percent of Year 75%

Account Description	Original Approp	Ytd Received	Available Budget	% Received
Tax Revenue				
Property Taxes - Current	25,844,236	\$ 25,645,408	\$ (198,828)	99%
Property Taxes-Abatement	(95,000)	(112,175)	(17,175)	118%
Property Taxes - Omitted	3,150	4,107	957	130%
Property Taxes - Delinquent	15,000	10,034	(4,966)	67%
Penalty/Interest-Del Property	30,000	21,217	(8,783)	71%
Specific Ownership Taxes	3,125,000	2,593,120	(531,880)	83%
Local Gov In Lieu Of Tax	9,250	10,412	1,162	113%
Total Tax Revenue	28,931,636	28,172,123	(759,513)	97%
Intergovernmental				
State Grant - Library Materials	145,000	144,574	(426)	100%
Federal - eRate Funding	225,000	230,723	5,723	103%
State - Other grant	-	8,700	8,700	100%
Total Intergovernmental	370,000	383,997	13,997	104%
Fines and Fees				
Fines And Fees	326,420	229,935	(96,485)	70%
Collection Agency Fees	3,580	4,141	561	116%
Other Fees	1,500	947	(553)	63%
Total Fines and Fees	331,500	235,023	(96,477)	71%
Interest Income				
Interest Earnings	100,000	136,149	36,149	136%
Other Revenue				
Donations-PPLD Foundation	801,753	433,277	(368,476)	54%
Donations - Civic Organization	15,000	-	(15,000)	0%
Donations - Other Categories	20,000	808	(19,192)	4%
Copier Charges	30,450	29,015	(1,435)	95%
Patron Mgmt. System Printer	24,550	35,132	10,582	143%
Parking Lot Collections	34,000	23,685	(10,315)	70%
Merchandise Sales	5,500	3,886	(1,614)	71%
Meeting Room Rental	-	763	763	100%
Miscellaneous	13,000	22,415	9,415	172%
Sales Of Assets - Gen Capital	4,200	737	(3,463)	18%
Sales Of Assets-Lost Library Mat	20,800	7,745	(13,055)	37%
Total Other Revenue	969,253	557,463	(411,790)	58%
Total General Fund Revenues	\$ 30,702,389	\$ 29,484,755	\$ (1,217,634)	96%

**Pikes Peak Library District
General Fund Summary
For the Nine-Month Period Ended September 30, 2017 and 2016**

General Fund	Year-To-Date				Notes
	2017	2016	Change	% Chg.	
Expenditures					
Personnel	\$ 12,755,583	\$ 11,786,137	\$ 969,446	8.2%	
Supplies	500,303	510,811	(10,508)	-2.1%	
Library Materials	3,308,707	3,219,503	89,204	2.8%	
Utilities	377,818	351,880	25,938	7.4%	
Telecommunication costs	336,432	246,460	89,972	36.5%	1
Contractual Services	2,330,276	2,326,103	4,174	0.2%	
Repairs and Maintenance	355,158	375,584	(20,426)	-5.4%	
Other Services	393,534	459,275	(65,741)	-14.3%	2
Capital Outlay	208,600	77,116	131,484	170.5%	3
Operating Transfers To Other Funds	786,341	1,259,088	(472,747)	-37.5%	4
Total Expenditures	\$ 21,352,752	\$ 20,611,957	\$ 740,795	3.6%	

1 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.

2 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).

3 Included in the 2017 total was \$170,061 for the construction of the Sand Creek Library Maker Space. The final cost for this project will be reflected in the October financial statements.

4 Operating transfers have been made in accordance with the approved budgets.

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 09/30/2017

Percent of Year 75%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Personnel Services				
Regular Employees	\$ 14,288,643	\$ 9,623,486	\$ 4,665,157	67%
Temporary Employees	148,820	53,875	94,945	36%
Substitute Employees	543,644	366,543	177,101	67%
Work-Study And Internship	32,439	5,878	26,561	18%
Social Security Contributions	1,091,812	738,260	353,552	68%
Retirement Contributions	830,022	553,815	276,207	67%
Health Plan Contributions	1,467,000	1,216,415	250,585	83%
Unemployment Compensation	44,000	20,541	23,459	47%
Workers Compensation	97,000	74,861	22,139	77%
Vision Plan Ins Contributions	54,000	35,579	18,421	66%
Life A&D Ins Contributions	51,000	37,379	13,621	73%
Tuition Reimbursement	45,000	28,951	16,049	64%
Total Personnel Services	18,693,380	12,755,583	5,937,797	68%
Supplies				
General Supplies	229,956	101,932	128,024	44%
Microform Supplies	2,450	56	2,394	2%
Software Purchases	276,698	215,783	60,915	78%
Computer Supplies	46,000	26,672	19,328	58%
Processing Supplies	95,760	47,975	47,785	50%
Office Supplies	141,765	94,094	47,671	66%
Other Supplies	75,422	13,791	61,631	18%
Total Supplies	868,051	500,303	367,748	58%
Library Materials				
Audio-Visual Materials	884,251	534,817	349,434	60%
Books	1,492,045	905,367	586,678	61%
E-Materials	1,103,731	991,261	112,470	90%
Library Materials - Other	264,263	196,529	67,734	74%
Microforms	5,000	9,180	(4,180)	184%
Periodicals	212,087	111,284	100,803	52%
Serials	38,517	26,789	11,728	70%
Databases - On-Line Services	505,061	529,781	(24,720)	105%
Memorial Materials	154	3,699	(3,545)	100%
Total Library Materials	4,505,110	3,308,707	1,196,403	73%
Utilities				
Gas	99,713	37,682	62,031	38%
Electric	477,480	288,109	189,371	60%
Water And Sewer	103,655	52,027	51,628	50%
Total Utilities	680,848	377,818	303,030	55%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 09/30/2017

Percent of Year 75%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Telecommunications				
Data Telecommunications	355,880	249,679	106,201	70%
Voice Telecommunications	77,600	36,042	41,558	46%
Cellular Telecommunication	73,200	50,711	22,489	69%
Telecommunications Expansion	10,000	-	10,000	0%
Total Telecommunications	516,680	336,432	180,248	65%
Contractual Services				
Janitorial Services	401,200	284,524	116,676	71%
Rental-Library Facilities	527,287	431,259	96,028	82%
Common Area Mntn Costs	139,745	117,134	22,611	84%
Security contractual services	30,000	25,128	4,872	100%
Rental-Storage Area	16,200	13,500	2,700	83%
Audit	41,450	39,705	1,745	96%
Legal	50,000	34,160	15,840	68%
Consultant	213,487	142,007	71,480	67%
Cataloging	50,600	15,717	34,883	31%
Trash Removal	21,669	12,582	9,087	58%
Copier Services	45,000	44,213	787	98%
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	26,671	14,329	65%
Printing	100,200	52,275	47,925	52%
Programming	283,339	127,275	156,064	45%
Treasurer Fees	386,656	385,212	1,444	100%
Microfilming Services	24,550	10,405	14,145	42%
Computer Support Agreement	113,500	97,217	16,283	86%
Maintenance-Computer Equipment	208,882	183,672	25,210	88%
Software Licenses	94,000	-	94,000	0%
Employee Assistance Program	17,000	9,883	7,117	58%
Parking	42,375	26,439	15,936	62%
Total Contractual Services	3,229,940	2,330,276	899,664	72%
Repairs and Maintenance				
Grounds Maintenance	71,400	32,793	38,607	46%
Vehicle Operating Supplies	54,750	36,799	17,951	67%
Maintenance-Equipment	506,839	205,497	301,342	41%
Repairs-Equipment	21,210	5,903	15,307	28%
Repairs-Furniture	32,500	13,592	18,908	42%
Repairs-Buildings	140,850	60,574	80,276	43%
Total Repairs and Maintenance	827,549	355,158	472,391	43%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2017 - 09/30/2017

Percent of Year 75%

Account Description	FY 2017 Budget	Ytd Expended	Available Budget	% Used
Other Services				
Translation Services	2,593	93	2,500	4%
Advertising	3,010	1,087	1,923	36%
Bank And Trustee Fees	26,600	16,214	10,386	61%
Information Listing	15,000	15,835	(835)	106%
Mileage/Travel Reimbursement	71,027	31,447	39,580	44%
Employee Recruitment	39,500	11,051	28,449	28%
Employee Testing	500	-	500	0%
Dues/Membership/Bus Functions	58,996	32,160	26,836	55%
Merchandising	5,000	160	4,840	3%
Employee Recognition/Excellence	20,525	4,482	16,043	22%
Board Of Trustees	5,000	819	4,181	16%
Community Outreach	70,000	44,906	25,094	64%
Training	229,815	95,320	134,495	41%
Signage	8,000	4,009	3,991	50%
Bindery	5,000	3,254	1,746	65%
Summer Reading Club	50,733	38,349	12,384	76%
Patron Reimbursement	1,000	-	1,000	0%
Postage	92,500	49,950	42,550	54%
Volunteer Program	5,900	1,846	4,054	31%
Safety & Wellness	18,500	6,883	11,617	37%
Other Grant Designated Fund Exp	285,527	20,254	265,273	7%
Administrative Support	10,500	264	10,236	3%
Rental-Equipment	1,000	-	1,000	0%
Other Expenses	21,789	15,151	6,638	70%
Total Other Services	1,048,015	393,534	654,481	38%
Capital Outlay				
Laptops	2,500	-	2,500	0%
Video Equip & Access	4,000	14	3,986	0%
Land Improvement	17,184	7,043	10,141	41%
Buildings	98,832	7,463	91,369	8%
Equipment	560,626	177,187	383,439	32%
Furniture	18,251	13,929	4,322	76%
Shelving	2,000	-	2,000	0%
Capital Outlay-Other Expenditures	15,000	2,964	12,036	20%
Total Capital Outlay	718,393	208,600	509,793	29%
Operating Transfers to Other Funds				
Fund Transfers Out	786,341	786,341	-	100%
Total Expenditures	\$ 31,874,306	\$ 21,352,752	\$ 10,521,554	67%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2017 - 09/30/2017**

Fund Balance - January 1, 2017	\$ 276,398
Revenues	-
Expenditures	10,488
Fund Balance - September 30, 2017	<u>\$ 265,910</u>

Fund Balance - By Fund	<u>01/01/2017</u>	<u>Expenditures</u>	<u>09/30/2017</u>
Annual Fund	\$ 7,000	\$ 5,087	\$ 1,913
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	5,401	55,145
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>\$ 10,488</u>	<u>\$ 265,910</u>

Pikes Peak Library District
 East Library Capital Projects Fund
 Period 01/01/2017 - 09/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
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 EsI 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
Total Expenditures	36,450	13,551	50,001	24,510	-	25,491	49.0%
Sources of Funds							
Operating Transfer - General Fund	\$ -	\$ -	\$ -	-	\$ -	\$ -	0.0%
Excess Revenues over Expenditures				(24,510)			
Fund Balance - January 1, 2017				132,256			
Fund Balance - September 30, 2017				<u>\$ 107,746</u>			

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2017 - 09/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
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	3,500	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	18,043	18,043	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
Total Expenditures	164,200	64,537	228,737	127,122	23,850	81,157	66.0%
Sources of Funds							
Operating Transfer - General Fund	\$ 59,690	\$ -	\$ 59,690	59,690	-	-	100.0%
Excess Revenues over Expenditures				(67,432)			
Fund Balance - January 1, 2017				173,206			
Fund Balance - September 30, 2017				<u>\$ 105,774</u>			

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2017 - 09/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
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	-	3,434	31.30
Improv Teen Gaming Room	30,000	8,434	38,434	-	38,434	22,500	25.00
Install Electrical Outlets	5,000	(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	-	-	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
Total Expenditures	681,000	132,793	813,793	664,865	41,892	138,752	86.8%
Sources of Funds							
Transfer from General Fund	-	50,000	50,000	50,000	-	-	100.00
Donations	30,000	-	30,000	35,000	-	5,000	116.7%
Total Sources of Funds	\$ 30,000	\$ 50,000	\$ 80,000	85,000	\$ -	\$ 5,000	106.3%
Excess Revenues over Expenditures				(579,865)			
Fund Balance - January 1, 2017				777,665			
Fund Balance - September 30, 2017				<u>\$ 197,800</u>			

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2017 - 09/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Expenditures							
Facilities							
Building Maint-Minor Renov Prj	-	25,000	25,000	-	-	25,000	0.0%
Ch Carpet Replacement	-	25,018	30,000	25,018	-	4,982	83.4%
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	-	13,106	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	-	-	10,000	0.0%
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	25,000	-	4,018	24,821	16.1%
Standing Workstation-Garage	1,000	-	1,000	-	-	1,000	0.0%
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	-	-	2,800	0.0%
Pa-Reupholster Patron Chairs	1,000	-	1,000	-	-	1,000	0.0%
Vehicles	50,000	10,300	60,300	-	49,157	60,300	81.5%

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2017 - 09/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
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	19,771	80.2%
Total Facilities	384,700	205,251	589,951	99,868	145,779	399,440	41.6%
Information Technology							
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 - 09/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
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%
Total Information Technology	691,757	426,564	1,118,321	195,924	-	922,397	17.5%

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2017 - 09/30/2017

Account Description	Original Approp	Budget Adjustment	Revised Budget	Ytd Expended	Encumbrances	Available Budget	% Used
Creative Services							
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%
Total Creative Services	12,000	7,567	19,567	16,308	-	3,259	83.3%
Total Expenditures	1,088,457	639,382	1,727,839	312,100	145,779	1,325,096	26.5%
Sources of Funds							
Operating transfer - General Fund	\$ 676,651	\$ -	\$ 676,651	676,651	\$ -	\$ -	100.0%
Excess Revenues over Expend				364,551			
Fund Balance - January 1, 2017				1,051,188			
Fund Balance - September 30, 2017				<u>\$ 1,415,739</u>			

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the month ended September 30, 2017**

	ColoTrust Investments	Wells Fargo Checking	Total Cash
Cash September 1, 2017	\$ 20,500,768	\$ 537,219	\$ 21,037,987
Receipts September 2017			
Property Taxes	463,814	-	463,814
Daily Cash Receipts	-	21,329	21,329
Credit Card Receipts	-	11,515	11,515
Interest	19,855	-	19,855
Disbursements September 2017			
Payment of Bills week of 9/8/17	-	(54,075)	(54,075)
Payment of Bills week of 9/15/17	-	(190,515)	(190,515)
Payment of Bills week of 9/22/17	-	(218,737)	(218,737)
Payment of Bills week of 9/29/17	-	(212,484)	(212,484)
Payroll 9/8/17	-	(586,734)	(586,734)
Payroll 9/22/17	-	(585,481)	(585,481)
Transfer between funds	(2,300,000)	2,300,000	-
Cash September 30, 2017	<u>\$ 18,684,437</u>	<u>\$ 1,022,037</u>	<u>\$ 19,706,474</u>

Library Services November 14, 2017



Patrons enjoyed learning the basics of Japanese floral design, Ikebana, in MAKE @ East. Participants brought a dish to hold their arrangements while trained instructor, Naoko, led them through traditional floral design.

Library Explorers learned about fire safety and prevention with Rebecca from CSFD. Sixty participants attended the program.



Outside the Lines: Bear Creek Dog Park- Staff gave honorary library cards (Libarky Cards) and talked to 50 humans. PPLD Rocks- Staff decorated rocks with fun facts about the library and distributed them to the branch libraries for them to place in parks, etc. Each location had a Golden Rock – which could be returned to one of the locations for a prize pack that included a book, bookmark, and popcorn.

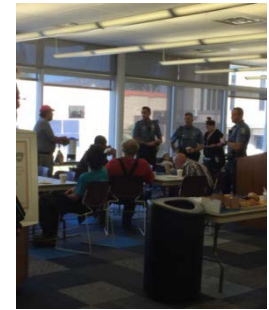


National Voter Registration Day – PPLD partnered with the League of Women Voters of the Pikes Peak Region to provide volunteers at East, Penrose, Library 21c, and Sand Creek to register people to vote, update their voter information, and answer questions.

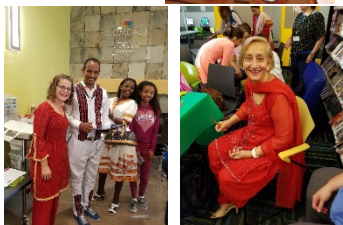


Former teen member and current CM staff, Rob Culbert, makes waves when one of his bookmarks makes it into a book about Teen Advisory Boards! The book is *Library Teen Advisory Groups* by Diane P. Tuccillo.

75 patrons joined Penrose staff for Coffee with a Cop. A few patrons said how nice it was, and a few others said they weren't going to talk to the cops, but then a few minutes later they were deep in conversation with an officer.



Pirateplaoza Day in Children's



Adult Education staff planned Culture Night at Sand Creek Library as well as assisted at the Grand Opening of the Sand Creek Makerspace. Various cultures and traditions were showcased with over 300 attending.

Becca Cruz, C3 Division Head, and Amber Cox, East Make, attended the Maker Faire in New York City



Bill Thomas, Special Collections photo archivist, attended the 2017 American Association for State and Local History (AASLH) in Austin, TX. All present were striving to interpret and present history in a meaningful way to their communities.

Branch Services
November 14, 2017

CH: CH staff delivers frequent 1-on-1s—resume help; interview prep; device assistance; cyber shelf; Excel, and even a volunteer led sewing session. This month, we nearly doubled the amount of these sessions and I expect we may be seeing this concierge service increasing as the demand seems to be rising.

HI: Our big event was the popular Harvest Festival. The Eastern Plains Chamber of Commerce had an After Hours Networking meeting here. We also attended the Community Outreach Coalition’s Health and Education Fair in Calhan this past month.

HO: The *Tots and Blocks* programs started this month and were well attended for the pilot program with kids more staying after Toddler Time to play with blocks than attended the program. Parents enjoy the opportunity to socialize with other parents. At the same time their toddlers have the chance to practice social behaviors in a group setting.



MA/UT: Staff passed out Starbucks’ coffee and handouts about PPLD to 115 parents dropping off children at the Manitou Springs Elementary and reached 600 people at Back-to-School Night. We hosted a Wagging Tails Story Time at the gazebo in Green Mt. Falls and gave free books to 45 people at the Farmers’ Market. Teens, Tweens and the MLS van marched in the Homecoming Parade.

MLS: The beginning of the school year provides the MLS with the perfect opportunity to give new classes a tour of the Mobiles. The staff shows the kids where the different kids’ materials are located and tells the kids how to checkout and request materials.

MO/PA: September saw the start of our popular AfterMath program and we already have new volunteers joining. Our Fast Track teen volunteer slots are full for this semester with an ongoing waitlist for openings, and even have a few slots scheduled into next year.

OL: Staff gave out 88 books (mostly children’s) and 24 cups of coffee while talking to 34 patrons during Coffee and Book Covers after Toddler Time. OL held a fun Geeks Who Drink @ Thunder & Buttons night and did story time at the Garden of the Gods visitor’s center.



RO: Our Homeschool group was hosted at ViewPointe Senior Living Center for Community Grandparent Day much to the delight of the residents and students. It’s been a growing partnership between our two organizations.

SA/FO: We somehow pulled off our ambitious SA Maker Space Grand Opening week, with a lot of help from across the District and FO. Comcast, Friends, and the Foundation provided funds for us to celebrate big with community and donors. We held 6 full days of successful events including toddler rap recording and great jazz at the Block party.

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	0	0	603204
Mobile Libraries Total	13662	13144	13896	13300	13323	12170	12148	12960	13566	13723	0	0	131892
Cheyenne	26625	31084	36349	31514	33759	34986	33962	33910	31434	32355	0	0	325978
Fountain	14826	13830	17458	15818	16053	18364	17800	17338	15912	15407	0	0	162806
High Prairie	24970	23044	27635	23106	24943	25433	24214	24943	23703	24231	0	0	246222
Holley	30802	27612	31993	29414	31479	32586	32182	31871	29209	31140	0	0	308288
Manitou	4328	3945	5079	4356	4598	3755	4127	3784	3298	3569	0	0	40839
Monument	32089	29776	34975	31421	34001	35938	34888	34608	31646	32044	0	0	331386
Old Colorado City	18979	17241	20090	17611	18810	17945	17596	18597	17527	17407	0	0	181803
Palmer Lake	3665	3770	4231	3582	3858	3881	3751	3652	3627	3352	0	0	37369
Rockrimmon	30019	28473	32396	28694	32047	33539	32698	33692	30351	30086	0	0	311995
Sand Creek	30571	29847	33347	31028	31096	33871	33252	31006	29983	30429	0	0	314430
Ute Pass	2727	2510	3095	2507	2606	2665	2461	2529	2493	2831	0	0	26424
Senior Van	1993	1650	1901	1672	1704	1882	1849	1808	1931	1744	0	0	18134
Bookmobiles	11669	11494	11995	11628	11619	10288	10299	11152	11635	11979	0	0	113758
East	115150	101730	115308	106561	111657	119108	116171	112358	104809	106099	0	0	1108951
Library 21c	73374	72496	88727	77305	82107	95881	93152	88335	80491	81753	0	0	833621
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	0	0	1114
Total Physical Materials	487681	454956	530997	477216	501222	532622	520947	509024	473473	480547	0	0	4968685

YTD CIRC Comparison	2017	2016	% Change
Penrose	603204	657531	-8.3%
Mobile Libraries Total	131892	139354	-5.4%
		0	
Cheyenne	325978	372462	-12.5%
Fountain	162806	170227	-4.4%
High Prairie	246222	261233	-5.7%
Holley	308288	335968	-8.2%
Manitou	40839	38961	4.8%
Monument	331386	354272	-6.5%
Old Colorado City	181803	208997	-13.0%
Palmer Lake	37369	36072	3.6%
Rockrimmon	311995	325467	-4.1%
Sand Creek	314430	356746	-11.9%
Ute Pass	26424	27363	-3.4%
Senior Van	18134	19270	-5.9%
Bookmobiles	113758	120084	-5.3%
East	1108951	1302681	-14.9%
Library 21c	833621	756932	10.1%
Dispensers	2363	20210	-88.3%
Parenting	1114	1087	2.5%
Total Physical Materials	4968685	5365563	-7.4%

Current Month Comparison CIRCULATION	2017	2016	% Change
Penrose	56011	59387	-5.7%
Mobile Libraries Total	13723	13844	-0.9%
Cheyenne	32355	34436	-6.0%
Fountain	15407	15700	-1.9%
High Prairie	24231	26001	-6.8%
Holley	31140	31308	-0.5%
Manitou	3569	3568	0.0%
Monument	32044	33485	-4.3%
Old Colorado City	17407	19390	-10.2%
Palmer Lake	3352	3151	6.4%
Rockrimmon	30086	30267	-0.6%
Sand Creek	30429	33127	-8.1%
Ute Pass	2831	2667	6.1%
Senior Van	1744	1877	-7.1%
Bookmobiles	11979	11967	0.1%
East	106099	121389	-12.6%
Library 21c	81753	71986	13.6%
Dispensers	0	685	-100.0%
Parenting	110	110	0.0%
Total Physical Materials	480547	500501	-3.99%

Circulation by Facility - October 2017

Current Month Comparison VISITORS	2017	2016	% Change
Penrose	48678	42888	13.5%
Mobile Libraries Total	4071	3975	2.4%
			#DIV/0!
Cheyenne	17808	19101	-6.8%
Fountain	9278	10045	-7.6%
High Prairie	10521	11639	-9.6%
Holley	19019	17847	6.6%
Manitou	4141	3829	8.1%
Monument	16391	16923	-3.1%
Old Colorado City	12571	13387	-6.1%
Palmer Lake	2083	1931	7.9%
Rockrimmon	15609	17068	-8.5%
Sand Creek	23096	22083	4.6%
Ute Pass	1952	1456	34.1%
Knights of Columbus Hall	372		
East	50625	55799	-9.3%
Library 21c	45731	49747	-8.1%
TOTAL	281946	287718	-2.0%
Special Collections	3304	3019	9.4%

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	0	0	2952028
DVD	159192	145671	169020	153965	158498	157942	160779	156538	143885	145380	0	0	1550870
CD Music	17304	15656	17412	15405	15058	15270	15743	17220	14804	14185	0	0	158057
CD Book	17810	16935	19747	17681	19656	20753	20433	20095	18417	18612	0	0	190139
Playaway	4995	4458	5564	4723	5545	7026	6553	6085	5461	5529	0	0	55939
Kit	1735	1788	2235	2005	2102	2131	1797	1927	1960	1846	0	0	19526
Game	3606	3774	4895	4201	4173	4727	4755	4319	3737	3939	0	0	42126
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	487681	454956	530997	477216	501222	532622	520947	509024	473473	480547	0	0	4968685
ILL	1708	2144	2221	2494	2105	2100	2091	2346	2332	2376	0	0	21917
CyberShelf-OverDrive	121211	108639	123704	117877	123555	123952	129300	125764	119548	121597	0	0	1215147
Zinio	5505	4090	4149	4202	3558	3369	3394	3320	3763	0	0	0	39124
eReader	64	38	25	39	59	53	31	34	36	32	0	0	411
OneClick Audio	527	499	619	527	521	536	541	557	485	492	0	0	5304
Hot Spots	53	67	70	69	70	72	62	64	58	85	0	0	670
TOTAL STATE Circ	616749	570433	661785	602424	631090	662704	656366	641563	599252	608892	0	0	6251258
Freegal Music	11387	10388	10997	10336	10938	9890	11143	9899	9642	9640	0	0	104260
Freeding	73	58	88	76	87	83	79	82	85	155	0	0	866
DVD Player	127	137	158	151	174	126	122	104	104	115	0	0	1318
Hoopla	1456	1404	1517	1440	1467	1403	1535	1475	1580	1475	0	0	14752
ComicsPlus	243	169	215	274	113	155	469	290	101	307	0	0	2336
TOTAL STATE Circ	11560	10985	12915	11113	10872	11542	11724	10905	10960	11424	0	0	114000
Laptop Use	1579	1581	1866	1709	1777	1393	1467	1728	1543	1607	0	0	16250
Active Users	260189	259722	260272	259790	259453	260002	259962	260236	259773	259779	0	0	

Monthly Circ by Format			
	2017	2016	Change
Print	291056	296676	-2%
DVD	145380	153992	-6%
CD Music	14185	19136	-26%
CD Book	18612	19279	-3%
Playaway	5529	5606	-1%
Kit	1846	2087	-12%
Game	3939	3725	6%
	0	0	
TOTAL Physical Items	480547	500501	-3.99%
ILL	2376	2041	16%
CyberShelf-OverDrive	121597	105255	16%
Zinio	3763	4494	-16%
eReader	32	13	146%
OneClick Audio	492	558	-12%
Hot Spots	85	59	44%
Total e-materials	125969	110379	14%
TOTAL STATE Circ	608892	612921	-1%
Freegal Music	9640	11887	-19%
Freeding	155	68	128%
DVD Player	115	54	113%
Hoopla	1475	1648	-10%
ComicsPlus	307	419	-27%
CLC	11424	12222	-7%
Laptop Use	1607	1454	11%
Active Users	259779	261211	-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		598991	-100%
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		7114730	-100%
December		7688274	-100%

Circulation by Item Type - October 2017

LIBRARY MATERIALS							
TURNOVER COMPARISON 2012 to 2017							
SUMMARY SHEET							
COLLECTION AREA	2012 TURNOVER	2013 TURNOVER	2014 TURNOVER	2015 TURNOVER	2016 TURNOVER	EST 2017 TURNOVER	2016 TO 2017 TURNOVER CHANGE
ADULT PRINT MATERIALS							
RAPID READ	29.5	23.7	18.3	19.2	18.7	18	-0.7
NEW FICTION	17.0	16.7	15.0	14.6	14.9	14.8	-0.1
GENERAL FICTION	5.2	5.4	4.7	4.6	4.7	4.6	-0.1
PAPERBACK FICTION	6.3	6.0	4.8	4.3	3.8	3.6	-0.2
LARGE PRINT FICTION	5.4	5.5	5.4	5.0	5.3	5.2	-0.1
MYSTERY	4.7	4.6	4.6	4.6	4.7	4.4	-0.3
SCIENCE FICTION	4.6	4.3	4.2	4.5	4.5	4.3	-0.2
WESTERNS	4.7	5.4	5.0	4.3	5.2	5.2	0.0
BOOKCLUB	3.6	3	2.7	2.6	3.5	4.4	0.9
NEW NONFICTION	12.0	12.7	11.9	11.2	11.5	11.3	-0.2
NONFICTION	4.5	4.5	4.3	4.6	4.5	4.5	0.0
LARGE PRINT NONFICTION	5.3	5.8	6.1	5.8	5.8	6.2	0.4
BIOGRAPHY	2.7	2.8	2.8	3.0	2.8	2.7	-0.1
JUMBO MATERIALS	4.5	3.4	3.1	3.0	2.7	2.6	-0.1
LITSOURCE	1.6	1.0	0.6	0.7	0.7	0.7	0.0
ADULT AUDIOVISUAL							
RAPID VIEW	69.5	67.3	70.1	64.8	61.7	62.2	0.5
FICTION DVDS	39.3	39.0	36.0	32.5	29.4	28.0	-1.4
NONFICTION DVDS	20.2	19.6	17.1	15.1	14.9	14.9	0.0
CD MUSIC	21.7	19.6	17.1	14.7	14.1	12.5	-1.6
PLAYAWAY	12.2	11.0	10.9	9.2	9.0	8.6	-0.4
FICTION BOOKS ON CD	10.2	9.8	9.0	8.9	9.0	8.5	-0.5
NONFICTION BOOKS ON CD	9.3	8.5	7.8	7.5	6.9	6.2	-0.7
GAME	31.1	33.0	28.7	28.3	26.3	24.2	-2.1
TEEN MATERIALS							
TEEN FICTION	7.1	7.3	6.8	6.5	5.8	5.7	-0.1
TEEN CDBOOKS	6.7	5.6	4.8	4.2	4.0	3.6	-0.4
TEEN PLAYAWAY	8.3	8.3	7.6	6.4	6.2	5.8	-0.4
JUVENILE PRINT MATERIALS							
FICTION	7.4	8.1	7.7	7.9	8.1	7.9	-0.2
PICTURE BOOKS	8.5	8.3	7.7	7.5	7.3	7.5	0.2
BOARD BOOKS	12.9	14.2	13.0	13.7	13.0	12.7	-0.3
JUVENILE READERS	12.6	13.4	12.0	11.7	11.4	10.9	-0.5
NONFICTION	5.5	5.6	5.1	5.4	5.5	5.3	-0.2
BIOGRAPHY	4.6	4.1	3.9	4.3	4.5	4.7	0.2

COLLECTION AREA	2012 TURNOVER	2013 TURNOVER	2014 TURNOVER	2015 TURNOVER	2016 TURNOVER	EST 2017 TURNOVER	2016 TO 2017 TURNOVER CHANGE
JUVENILE AUDIOVISUAL							
FICTION DVDS	33.3	33.5	27.3	25.9	25.0	22.9	-2.1
NONFICTION DVDS	15.1	12.7	10.7	10.8	10.3	9.5	-0.8
CD MUSIC	11.8	12.1	10.8	10.2	9.7	9.5	-0.2
PLAYAWAY	14.4	12.5	11.8	12.0	12.7	13.5	0.8
PLAYAWAY BOOK KITS		NEW	10.8	11.7	10.4	10.6	0.2
FICTION PLAYAWAY VIEWS		NEW	18.3	24.0	21.3	18.6	-2.7
NONFICTION PLAYAWAY VIEWS		NEW	5.9	14.6	15.1	13.6	-1.5
FICTION BOOKS ON CD	8.6	8.5	7.8	7.8	7.9	8.1	0.2
NONFICTION BOOKS ON CD	10.8	11.5	10.5	11.0	10.9	10.9	0.0
CD KITS	10.7	9.2	8.2	9.3	10.2	10.0	-0.2
FOREIGN LANGUAGE COLLECTIONS							
ESPANOL COLLECTION							
ADULT MATERIALS	3.1	2.6	2.4	2.7	2.1	1.8	-0.3
JUVENILE MATERIALS	5.0	4.5	4.0	4.4	4	4	0.0
KOREAN COLLECTION							
ADULT MATERIALS	2.6	2.1	2.2	2.3	1.7	1.9	0.2
JUVENILE MATERIALS	1.8	1.3	1.0	0.5	0.4	1.0	0.6
MAGAZINES							
ADULT	7.5	6.4	5.9	5.3	5.0	4.6	-0.4
TEEN	5.4	4.2	3.5	2.4	2.1	2.0	-0.1
JUVENILE	5.7	6.0	5.7	4.8	4.1	3.6	-0.5
AVERAGE TURNOVER FOR ENTIRE MATERIALS COLLECTION							
ALL MATERIALS	9.47	9.45	8.66	9.02	8.8	8.4	-0.4
TOTAL CIRCULATION	8,854,359	8,815,819	8,315,142	8,017,924	7,686,412	7,475,549	-210,863
EBRANCH MATERIALS circulation comparison							
	2012	2013	2014	2015	2016	EST 2017	2016 TO 2017 CIRCULATION CHANGE
EBOOKS	239,184	431,325	633,871	821,653	943,239	1,007,930	64,691
DOWNLOADABLE AUDIO BOOK	66,992	107,829	170,207	255,156	355,905	455,198	99,293
DOWNLOADABLE VIDEO (OVERDRIVE)	2,284	3,307	1,016	1,743	1,436	1,361	(75)
ZINIO		58,187	45,780	51,622	46,618	47,148	530
DISPENSER MATERIALS circulation comparison							
	2012	2013	2014	2015	2016	2017	2016 TO 2017 CIRCULATION CHANGE
BOOKS IN DISPENSER	984	1,019	1,284	642	768	572	(196)

COLLECTION AREA	2012 TURNOVER	2013 TURNOVER	2014 TURNOVER	2015 TURNOVER	2016 TURNOVER	EST 2017 TURNOVER	2016 TO 2017 TURNOVER CHANGE
MUSIC IN DISPENSER	1,772	869	813	174	0	0	-
DVDS IN DISPENSER	33,076	37,854	45,023	26972	19,237	1,922	(17,315)
GAMES IN DISPENSER	1,076	2,659	1,998	1414	1259	9	(1,250)

Consent Agenda: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of October 1, 2017 – October 31, 2017.

Janina Goodwin: Branch Manager 1, OL (40 hrs)
Roxanne Zimmerman: Shelver, EA (20 hrs)
Iesha Thomas: Security Officer, PE (40 hrs)
Robin Laborde: Shelver, EA (20 hrs)
Nicole Poole: Security Officer, EA (40 hrs)
Whitney Springer: Teen Services Librarian, EA (40 hrs)

Consent Agenda: Resolution for Grant Application and Support

By: Pikes Peak Library District Board of Trustees
Date: November 14, 2017

Grant Source:	House Bill 1326 State of Colorado
Category:	Government
Lead Agency:	TBD
Grant Deadline:	TBD
Notification Timeframe:	TBD
Grant Implementation Period:	Annually for 3 years
Grant Amount:	\$3 million
PPLD Match/In-Kind:	Gift-in-Kind (Planning and implementation support, focusing on the Sand Creek Branch service area)
PPLD Contact:	Abby Simpson, Sand Creek Branch Manager
PPLD Foundation Contact:	Dee Cromeens, PPLD Chief Development Officer and Foundation Executive Officer

Project Summary:

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. The money was shifted from the Department of Corrections (DOC), as the DOC's budget was reduced thanks to a series of parole reforms, which included decreasing prison time for technical parole violators from up to 180 days to between 30 and 90 days. Money will be divided equally between Aurora and southeast Colorado Springs, two economically challenged areas. 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 Lane Legacy Fund has been named as the local grant fiscal agent. Grant guidelines will be developed by a locally designated committee, yet to be named. The Foundation will continue to monitor RFP opportunities as a PPLD Team meets to develop a possible list of projects. The Foundation will apply for these funds contingent on guidelines and projects. PPLD will serve the project whether as a grantee or as a partner of a grantee.



Pikes Peak Library District Confidentiality

BOARD POLICY

Colorado state law requires Pikes Peak Library District to treat patron records and any other information that identifies a person as having used the library as confidential. As a trusted community resource, asset and partner, protecting patron confidentiality is a priority for all staff. Pikes Peak Library District strives to remove barriers to encourage all residents to become Pikes Peak Library District cardholders.

I. DISTRICT PROCEDURES

Concerning privacy of library user records, Colorado law (Colorado Revised Statutes 24-90-119) states:

Privacy of user records

(1) Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.

(2) Records may be disclosed in the following instances:

- a) When necessary for the reasonable operation of the library;*
- b) Upon written consent of the user;*
- c) Pursuant to subpoena, upon court order, or where otherwise required by law;*
- d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.*

(3) Any library official, employee, or volunteer who discloses information in violation of this

section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

II. GUIDELINES

- A. In all cases, whether it be a request from a family member, a law enforcement agent, or a reporter, library staff is ethically and legally bound to protect the individual's right to privacy no matter how convincing the argument to release information. By protecting the confidentiality of each borrower's record, Pikes Peak Library District assures borrowers that they may borrow materials based on their individual needs.

- B. Based on the law, staff cannot give information about a patron's use of the library or the patron's records to anyone other than the cardholder, unless (i) it is necessary for the reasonable operation of the library; or (ii) the written consent of the user has been provided; or (iii) pursuant to subpoena, upon court order, or where otherwise required by law.

- C. In addition, possession of a library card implies consent to provide information on the account, unless the staff has information to indicate that possession of the card was wrongfully obtained. Library staff may provide information on an account when the requestor gives the last name, library card number and the personal identification number (PIN) of another patron. Library staff will use their best judgment in determining whether the reasonable operation of the library makes it necessary for information about usage or records to be disclosed.

- D. Confidentiality and privacy provisions also apply to the personal borrowing records of staff members. If an employee has a "staff card" with extended borrowing privileges, the Circulation Services Manager may monitor this card for appropriate work-related use.



Pikes Peak Library District Circulation Policy

BOARD POLICY

Pikes Peak Library District, a tax-supported institution, provides equal access to library materials and services. Pikes Peak Library District provides and maintains a flexible, sustainable and innovative collection. These resources impact individual lives and enrich the informational, educational, cultural and recreational quality of life of its residents.

The library supports the individual's right to have access to ideas and information representing all points of view. Pikes Peak Library District's Board of Trustees has adopted the American Library Association's statements regarding the following:

- Library Bill of Rights
- Freedom to Read
- Freedom to View

It is the policy of the Pikes Peak Library District to not forbid or impede the circulation of items from the library collection to any of its cardholders in good standing. Pikes Peak Library District offers cards to individuals regardless of the individual's race, creed, religion, education, background, personal philosophy, occupation, economic level, human condition, national origin, age, sexual orientation, gender identity, political affiliation or other personal criteria.

I. DISTRICT PROCEDURES

A. Pikes Peak Library District provides a diverse collection covering information on a variety of subjects and views in different formats and is organized to provide free access to patrons within the limitations of space, budget and availability.

For items not owned by the Pikes Peak Library District, patrons who are residents of the Pikes Peak Library District service area can request items to be ordered and added to the collection or borrowed from another library using Pikes Peak Library District's Interlibrary Loan (ILL)/Request It service. (<https://ppld.org/ill>).

- B. If all copies of a title are checked out or if available copies are at a different location, patrons can place a hold on a title to reserve a copy to check out. Most titles in Pikes Peak Library District's collection can be placed on hold. Primary exceptions include Special Collections, Rapid View, Rapid Read and Reference items. Holds are currently limited to 100 items total per card. The item is held at the requested location for 7 days from date of patron notification and then cleared if not checked out by patron by then. Mobile Library Services will keep patron holds for a maximum of two stops, and ILL holds are kept until the date indicated on the label.
- C. Patrons must have a current Pikes Peak Library District library card to borrow materials. Patrons should present their library card to check out materials. If the patron does not have their library card, they must show a picture ID. Patrons may use self-check if they know their library card number and PIN (Personal Identification Number).
- D. Patrons can check out or borrow circulating materials for specific periods of time or loan periods. Most materials may be checked out for three weeks, but certain materials have a shorter checkout time (<https://ppld.org/check-outs>). Loan policies balance informational needs with Pikes Peak Library District's obligation to make materials widely available to many users.

Patrons 12 and over can check out laptop computers for 3-hours for in-facility use only. Laptops cannot be removed from Pikes Peak Library District buildings. Adults must present a valid ID and library card. Patrons between 12 and 17 must present a valid library card to check out a laptop. Library accounts must be in good standing.

- E. Pikes Peak Library District charges fines (<https://ppld.org/fines>) for items returned late with the exception of juvenile and teen materials. Lost and damaged fees for juvenile and teen materials do apply. Materials are overdue if they are not returned or renewed on the date due. If overdue materials are returned or renewed within a three-day grace period, no fine is assessed. After the third day, fines accumulated from the first day are due and payable.

Fines for most materials are \$0.10 per day. Fines for laptops returned late are \$5 per hour.

When fines and fees on a patron's library account reach \$10, cards are automatically blocked. The patron will need to reduce the balance owed to less than \$10 to use the card.

Pikes Peak Library District has engaged National Collection Agency, a collection agency, to facilitate the recovery of library materials. The recovery process is

lengthy to provide opportunities for patrons to return items or pay fines. When an account is 60 days past due, and the accumulated bills on the account total \$25 or more and include a lost item, the account is referred to the collection agency and a \$10 referral fee is added to the account.

Patrons may dispute their accounts by completing a Patron Resolution form and discussing the situation with staff. Patrons can work with staff to establish a payment plan. Pikes Peak Library District recognizes that extenuating circumstances happen.

- F. Patrons can extend the due date or renew materials up to two additional loan periods. Renewals will not be allowed if the title has holds, the patron renewal limit has been met or the item is part of the Rapid Read, Rapid View, Book Club, State Park Backpack Kits or Grow a Reader collections. Laptops do not renew. Renewal for Interlibrary Loan materials is dependent on the renewal policies of the lending libraries. Patrons can renew items on the Pikes Peak Library District website, in person, via telephone and using text services.
- G. Patrons may return materials to any of the other Pikes Peak Library District libraries (link to PPLD locations), including Mobile Libraries; to any of Pikes Peak Library District's 24-hour book drops; or to any participating Colorado Library Card (CLC) library.



Pikes Peak Library District Library Cards

BOARD POLICY

Pikes Peak Library District is a tax-supported institution. Pikes Peak Library District (PPLD) is committed to removing barriers in providing equitable access to materials and to maintaining convenience, speed, ease and satisfaction in loaning materials.

A Resident Card is issued to any resident or property owner of El Paso County (excluding residents in the Security Public Library service area). A PPLD resident card will be issued with full borrowing privileges.

Pikes Peak Library District participates in the network of libraries throughout the state that make up the Colorado Library Card (CLC) program. State residents outside of PPLD boundaries may obtain library cards at any participating library. A Pikes Peak Library District non-resident card will be issued with borrowing privileges for physical items and access to some online resources. Access to other resources and most licensed databases is only available to CLC cardholders at PPLD facilities. Interlibrary loans are not available to CLC cardholders.

I. DISTRICT PROCEDURES

- A. A PPLD library card may be obtained and used at any PPLD facility. The initial card is free and a replacement fee of \$1.00 is charged for lost cards. Fines or fees remain the responsibility of the account holder, even if the card is loaned to another individual. All items checked out on the card prior to the date of it being reported lost or stolen are the financial responsibility of the patron.

Patrons may only use their own library card to use library computers.

All library card privileges must be renewed every three years from date of issue. This is to allow library staff an opportunity to update patron contact information.

Expired library cards are periodically deleted from the system after a minimum of three years of inactivity.

II. TYPES OF CARDS

A. Resident Card

A Resident Card is issued to any resident or property owner of El Paso County (excluding the Security Public Library service area). A PPLD 400 series card will be issued with full borrowing privileges.

B. Colorado Library Card

The Colorado Library Card (CLC) program involves a network of libraries throughout the state. State residents outside of PPLD boundaries may obtain library cards at any participating library. A PPLD 700 series card will be issued with full borrowing privileges. However, access to certain licensed databases is only available to CLC cardholders at PPLD facilities. Interlibrary Loans are not available to CLC cardholders. PPLD offers 700 series cards to military personnel on temporary assignment and deployed or deploying military members regardless of any prior affiliation to PPLD or Colorado for the purpose of accessing Overdrive e-material content.

C. Business/School/Organization Card

A business, school, or organization is an entity with a charter, incorporation and/or legal establishment. A member of a business, school, or organization within PPLD boundaries may be issued up to three library accounts that may be used by any authorized member of the entity. A person in charge of the operation of the entity must agree to be responsible for transactions, fines, and fees incurred on the account.

D. Visitor Card

A Visitor card may be issued to anyone who is not a resident of Colorado. A PPLD 700 series card will be issued with a checkout limit of ten items. The card expires in three months but may be extended an additional three months if additional time is requested by the patron.

E. Staff Card

PPLD staff cards are issued to PPLD employees who need to check out work-related materials in order to fulfill their job requirements. Supervisor approval is required. The card is fine exempt and has no renewal limit,

unless the items are on hold for another borrower. Card usage may be monitored by management and does not fall under the confidentiality policy.

F. Homebound Patrons

Extended loan periods are provided to patrons who are physically incapacitated and unable to regularly visit the library. The homebound patron is typically represented by another individual to act on their behalf. Due to the extended checkout period, no renewals are given to homebound patrons.

III. GUIDELINES

A. To protect both individuals and the library's collection of materials, eligible patrons must present valid identification and proof of address before a library card will be issued.

B. An adult is required to furnish picture identification for verification of name as well as proof of current street address.

An adult who presents an acceptable ID but is unable to verify address may be issued a card. Until address is verified, the patron will be allowed a one-time checkout of three items.

C. A minor accompanied by a parent/guardian may be issued a card upon presentation of a PPLD library card or alternate verification of address from the parent/guardian. If the parent/guardian does not have verification of address, a note will be put on the account that proof of address is needed and checkouts will be restricted to a one-time checkout of three items.

A minor unaccompanied by an adult may be issued a card. The minor will be allowed a one-time checkout of three items. The library card will be mailed, along with a welcome letter from the Children Services Division Head, to notify the parent/guardian that a card has been obtained and to verify address.

A minor age 16-18 with a valid picture ID and proof of address may be issued a library card without sending notification to the parent/guardian. If the minor provides documentation (such as proof of emancipation) that the parent is no longer responsible, the minor will be responsible for providing a valid picture ID and proof of address as required for an adult.

Minors living in a temporary shelter must provide a letter, on letterhead, from the shelter verifying their residence and indicating responsible individual, prior to being issued a library card.

- D. People in temporary living arrangements such as COMCOR, foster shelters, group homes, etc. who have no other permanent residence may be issued a resident card with a 3-month privilege expiration date. This enables us to keep the contact information up-to-date until permanent housing is established. People in extended stay hotel arrangements who are moving to the Colorado Springs area may also be issued a resident card, with an appropriate privilege expiration date up to a maximum of 3 months, until they have a permanent address.
- E. Students of local higher education institutions who are out-of-state residents may obtain a resident PPLD card. A student ID may be used as identification if the student resides in a dormitory. Permanent address information is also included on the account.



Pikes Peak Library District Legal Reference Service

BOARD POLICY

The Legal Reference Service of Pikes Peak Library District provides access to legal materials, training, education, and services in a welcoming and positive environment. The Law Collection is a non-circulating collection located in the Penrose Library and is available during regular library hours. This collection offers access to current legal and law-related information for federal, state and local legal materials, in both print and electronic form, and serves patrons doing personal research, paralegal students and legal professionals.

Pikes Peak Library District strives to provide and maintain collections that serve the diverse needs of the community.

I. DISTRICT PROCEDURES

- A. Library staff may assist patrons to locate legal materials and may show patrons how to use the legal books and databases. However, according to Colorado State Statutes, only attorneys licensed to practice by the Colorado Supreme Court may interpret the law (statutes, regulations, or cases) or offer opinions as to how someone's specific legal problem should be handled. Library staff may not interpret the law or offer opinions about a patron's legal problem. To do so would constitute the unauthorized practice of law and could subject the staff member and Pikes Peak Library District to prosecution.

II. GUIDELINES

- A. Library staff may offer the following services:
 - Demonstrate how to effectively use the legal books and databases by explaining how to use the indices and tables of contents.
 - Help to find the broad definition of legal words and phrases.
 - Perform an online search when the patron has a specific citation.
 - Suggest search terms when using indices, tables of content or other finding tools.
 - Teach legal research techniques such as the use of digests, codes, statutes and KeyCite.

- Locate biographical information about attorneys and judges.
- Refer patrons to Nolo Press, Bradford or similar publications or databases to show the patron sample forms in the resources that deal with the patron's legal questions. The patron will decide whether or not to use the forms.

B. Library staff may not:

- Select, draft or complete legal documents or agreements such as wills, contracts, court pleadings, etc.
- Recommend a specific legal form or explain how to fill in the form.
- Give advice or counsel to patrons as to their legal rights or responsibilities.
- Interpret a legal document from a court or an attorney.
- Make specific recommendations as to which statutes, regulations or cases will answer the patron's legal questions.
- Recommend a specific attorney.



Pikes Peak Library District Makerspaces

BOARD POLICY

Pikes Peak Library District makerspaces and studios promote creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another and generate content. The spaces support lifelong learning and realization of ideas in a new way through technology and hands-on fabrication. Makerspaces and studios provide open access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs.

I. DISTRICT PROCEDURES

- A. Patrons must be valid Pikes Peak Library District resident or non-resident cardholders to use the 3D printers, CNC machine, laser cutter, or any other activity that requires a signed waiver. ([link to waiver](#))
- B. Tools and machines are available to makers on a first come, first served basis. Some items are available for reservations at Library 21c.
- C. Tools used in the space must be returned by the patron to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
- D. Pikes Peak Library District is only able to provide free consumable materials on a limited basis.
- E. Pikes Peak Library District is not responsible if a project is destroyed, does not print correctly or does not work. The patron understands that Pikes Peak Library District is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied by Pikes Peak Library District.
- F. Pikes Peak Library District reserves the right to halt, delete, or disallow the creation of items that violate Pikes Peak Library District policies, including the creation of weapons, obscene materials, or illegal items.

- G. Only library computers may be connected to library machines, like the 3D printers, CNC machine, laser cutter, etc.
- H. Projects are subject to approval by staff prior to use of machinery. Machinery will be run by staff or certified patrons. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the makerspaces.
- I. Pikes Peak Library District upholds the copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code). Pikes Peak Library District reserves the right to deny access to reproducing equipment, including 3D printers, CNC machine and laser cutter, if, in its judgment, use of such equipment would involve violation of copyright, patent or other laws.
- J. When machines are out of order, staff will attempt to contact patrons with reservations.
This courtesy cannot be guaranteed.
- K. Pikes Peak Library District is not responsible for personal property or files.
- L. The patron (or minor's parent/guardian) is responsible to pay any Pikes Peak Library District costs for use of machines, materials and supplies provided by Pikes Peak Library District, and for all loss or damage to Pikes Peak Library District property or clean-up expense. All costs are charged to the patron's library account. Failure to follow the Makerspace Policy can result in loss of Makerspace privileges.
- M. Covered drinks are welcome in the makerspaces. Food is not permitted.
- N. Pikes Peak Library District's [Code of Conduct](#) and [Internet Use Policy](#) apply to the makerspaces.

II. GUIDELINES

- A. Prior to using the makerspaces, adult patrons must complete and sign a [Makerspace Use and Release Agreement](#) and verify their identity with valid photo ID and library card (adult patrons with a legal guardian should have that individual sign the Use and Release Agreement).

Minor patrons must have an adult parent, guardian or other person with appropriate legal authority sign the [Makerspace Use and Release Agreement for Minors](#). Parents/guardians are welcome to tour the Makerspace area to

become familiar with the facilities and equipment and evaluate use by a minor child, and PPLD staff are happy to answer parent/guardian questions.

- B. Patrons need to check in with the staff member on duty, using their Pikes Peak Library District library card each time before using the space.
- C. Patrons with blocked accounts can continue to use the free Makerspace services but cannot incur additional costs.
- D. Patrons must be at least 9 years old to be in the spaces. Patrons under age 12 must be accompanied by a parent or guardian at all times. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons. Patron/guardian supervision is welcome for all minors over age 12.
- E. Patrons must participate in mandatory safety and use trainings in order to use certain tools and machinery; they may not use these tools until certification training has been complete, as confirmed by Pikes Peak Library District staff.

When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.

Staff is available to assist in explaining operation of tools and equipment as time allows, and will make available upon request materials such as manuals.

- F. Patrons with disabilities who need special arrangements or accommodations are requested to notify staff at the location of interest as far in advance as possible before their expected time of use.
- G. Pikes Peak Library District provides patrons with access to safety supplies in the makerspaces. Safety is a priority.

Some tools require specific safety gear as described in certification training. All safety gear must be worn as appropriate.

Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use.

Appropriate close-toed shoes and clothing must be worn in the makerspaces.

- H. Patrons should report any tool or piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue use of the tool and notify Pikes Peak Library District staff.

Patrons should report any accident or incident that occurs to a staff member.

Patrons should report any unsafe behavior by anyone to staff.

- I. Patrons agree to take precautions to prevent avoidable mess or damage in the makerspaces. Patrons agree to minimize waste of materials.

**2018 BUDGET
PIKES PEAK LIBRARY DISTRICT
COLORADO**

2017 Board of Trustees of the Pikes Peak Library District

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October 15, 2017

Citizens of the Pikes Peak Library District

GENERAL INFORMATION

Attached is the proposed 2018 budget (2018 Budget Proposal) of the Pikes Peak Library District (the District). The Budget Proposal was received by the Board of Trustees on October 15, 2017. The 2018 Budget Proposal 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 Proposal 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.

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

The Board of Trustees will then proceed to adopt the 2018 budget, certify its mill levies, and appropriate monies to all funds and accounts. In relation to the 2018 Budget Proposal, 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 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 27,822,460, or 3.972 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 2.3482%.

The 2018 TABOR factor for the property tax revenue limit calculation is 4.4482%. Under TABOR, the maximum mill levy allowed is 3.863 mills. The TABOR calculation is the more restrictive of the two limits.

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 Proposal includes a temporary tax credit of (0.039) mills. The temporary tax credit mill levy equates to (\$273,146). 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 \$7,003,717,810

2017 \$6,556,136,920

Mill Levies

Operating (subject to limitations)

2018 3.828

2017 3.934

Abatements and refunds (not subject to limitations)

2018 0.023

2017 0.023

Temporary mill levy credit

2018 (0.039)

2017 0.000

Total Mill Levy

2018 3.847

2017 3.957

Property Tax Revenue

General Operating Purposes

2018 \$27,055,362

2017 \$25,791,843

Refunds and abatements

2018 \$161,086

2017 \$150,791

Temporary mill levy credit

2018 (\$273,146)

2017 \$0

Total Property Tax Revenue

2018 \$26,943,302

2017 \$25,942,634

Revenues

Total General Fund budgeted revenues for 2018 are \$32,063,456. The 2017 revenue budget is \$30,702,389. The difference is an increase of \$1,361,067.

The more significant items included in the 2018 budget include:

Property Taxes

See discussion above. Property tax revenue typically equates to approximately 84 - 86% of the annual revenue budget.

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

This amount equates to approximately 10.4% of the total 2018 revenue budget. Collections for 2018 are expected to be slightly higher than the estimated total for 2017 due to the improvement in both the local and national economies. The 2017 estimate is \$3,300,000

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 - \$190,000.

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 - \$55,000.

Revenue generated from this operation has leveled off over the past several years at about \$50,000 - \$57,000 per year. Advances in technology may decrease the demand even further as electronic access and storage increases lessen the need for public copiers.

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 2016, 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 \$33,861,819. The budget total for 2017 is \$31,874,307.

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

Personnel Budget

The 2018 budget is \$19,975,214 (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 Proposal 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 substantially 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 Proposal 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 October 15, 2017.

New Positions

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

Savings from Vacant Positions

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

- The District budgets all of its positions annually as if they will all be fill 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 Proposal 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 1st, and this is not realistic. The new positions will be phased in, some as soon and 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 2028. 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 \$782,006.

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 proposal was \$229,350 for training purposes, which is an increase from the 2016 budget of \$116,113. The 2018 Budget Proposal includes \$230,450 to continue this emphasis into 2018. 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 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 Proposal includes \$62,126 for this purpose.

Career On-Line High School Program

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

Operating Transfers

The 2017 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 that is required by TABOR.

Fund Balance

As of December 31, 2018, the estimated fund balance will be \$7,326,236. This total includes an estimate of the operational reserve (unassigned fund balance) of \$6,288,079.

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 19.6% of 2018 revenues, or about 2.3 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 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 Proposal includes an expenditure of \$865,000 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 Proposal calls for a reduction in fund balance of (\$1,798,362), which includes the utilization of fund balance for the renovation of the KCH facility project as discussed above. The remaining balance of (\$933,362) was used to fund one-time capital projects as discussed in further detail below.

Fund balance as of December 31, 2017 also includes an estimate of \$934,312 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 HCH 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.
- \$30,000 – carpet replacement for the Monument Library.
- \$50,000 – capital contingency.
- \$50,000 – replacement of two facility vehicles.
- \$25,000 – furniture replacement contingency.

- \$200,000 – replacement of copiers district-wide and to consolidate copier and printer functions throughout the District.
- \$100,000 – for the upgrade of the District’s phone system.
- \$50,000 – to be used for the change in the District’s meeting room reservation 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.

<p>Providing resources and opportunities that impact individual lives and build community.</p> <p>STRATEGIC FOCUS</p>	<p>Pikea Peak Library District</p> <p>Strategic Plan 2017-2020</p> <p>EFFORTS</p>	<p>PIKES PEAK LIBRARY DISTRICT</p>  <p>OUTCOMES</p>
<p>COMMUNITY</p>	<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>
<p>RESOURCES</p>	<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>
<p>INNOVATION/CREATIVITY</p>	<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>
<p>SERVICE</p>	<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>
<p>INTERNAL – STAFF</p>	<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>
<p>ACCOUNTABILITY</p>	<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

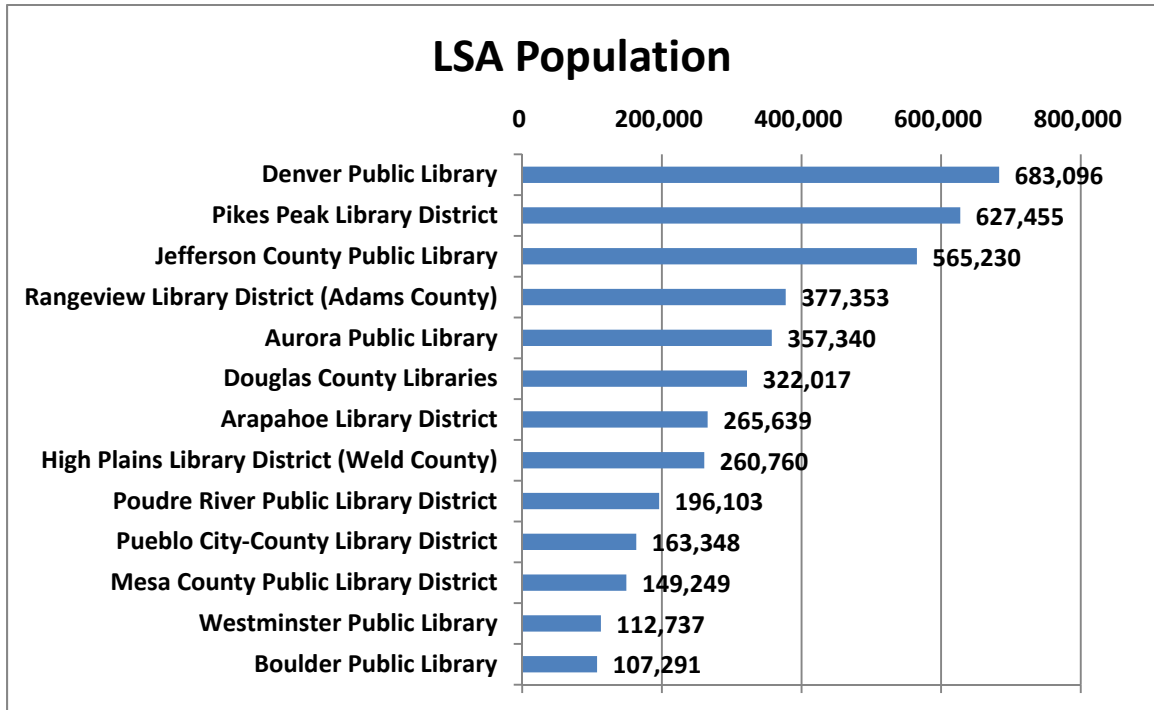
Included in this proposal are charts to show how the District compares to other large library entities in Colorado. The source of the information is the Library Research Service. The data is for 2016, which is the most current available data.

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

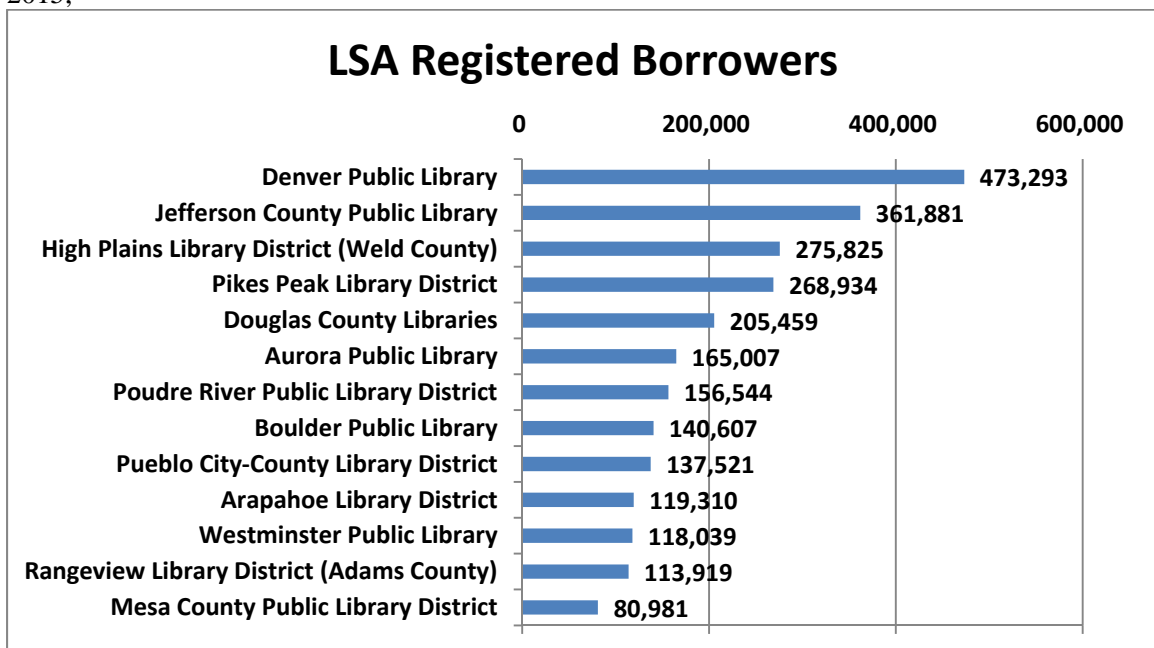
Pikes Peak Library District
 Jefferson County Public Library
 Douglas County Libraries
 High Plains Library District
 Boulder Public Library
 Poudre River Public Library District
 Westminster Public Library

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

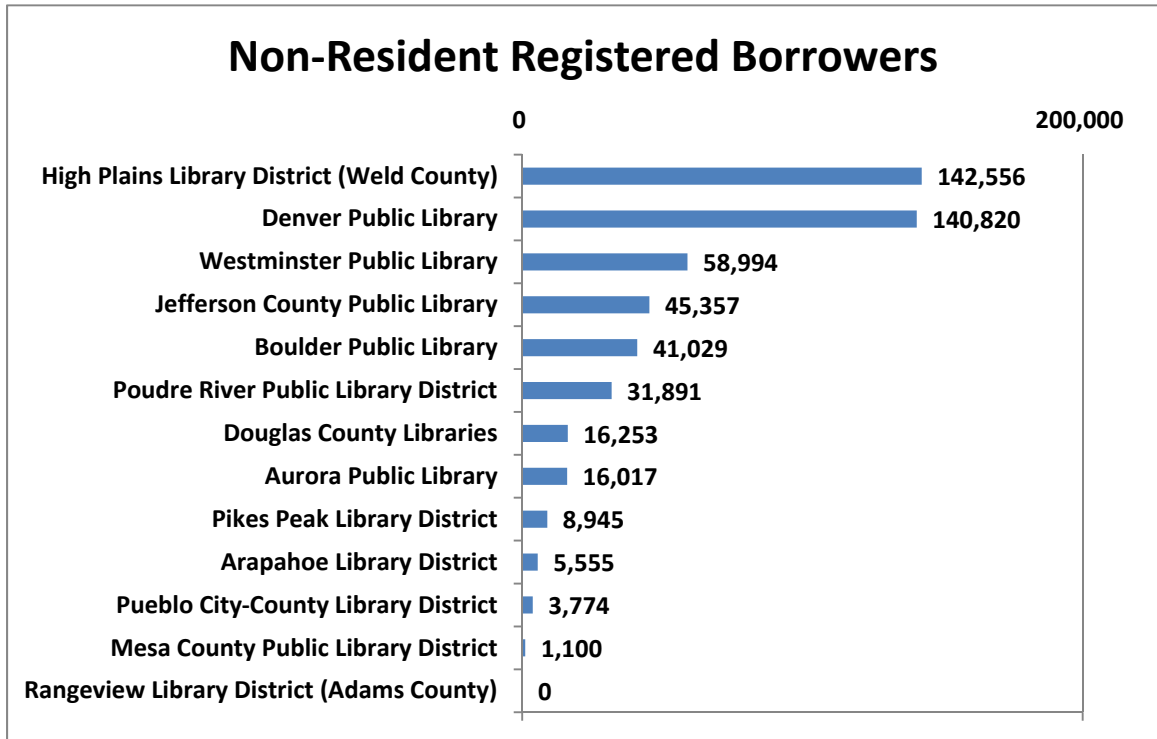
- Library Service Area (“LSA”) Population** – This chart shows the total number of citizens that reside within the boundaries of each library service area. Currently, the District has the second highest LSA population.



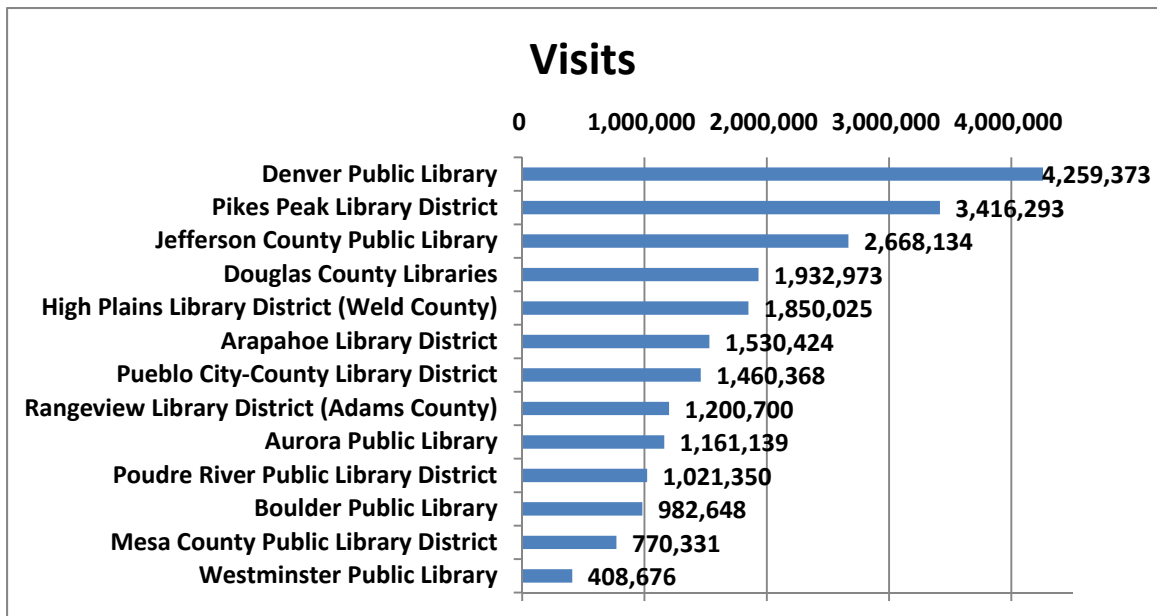
- LSA Registered Borrowers** – This chart shows the number of resident library card holders within each LSA population. The District currently ranks 4th out of 13 libraries, which was the same as for 2015,



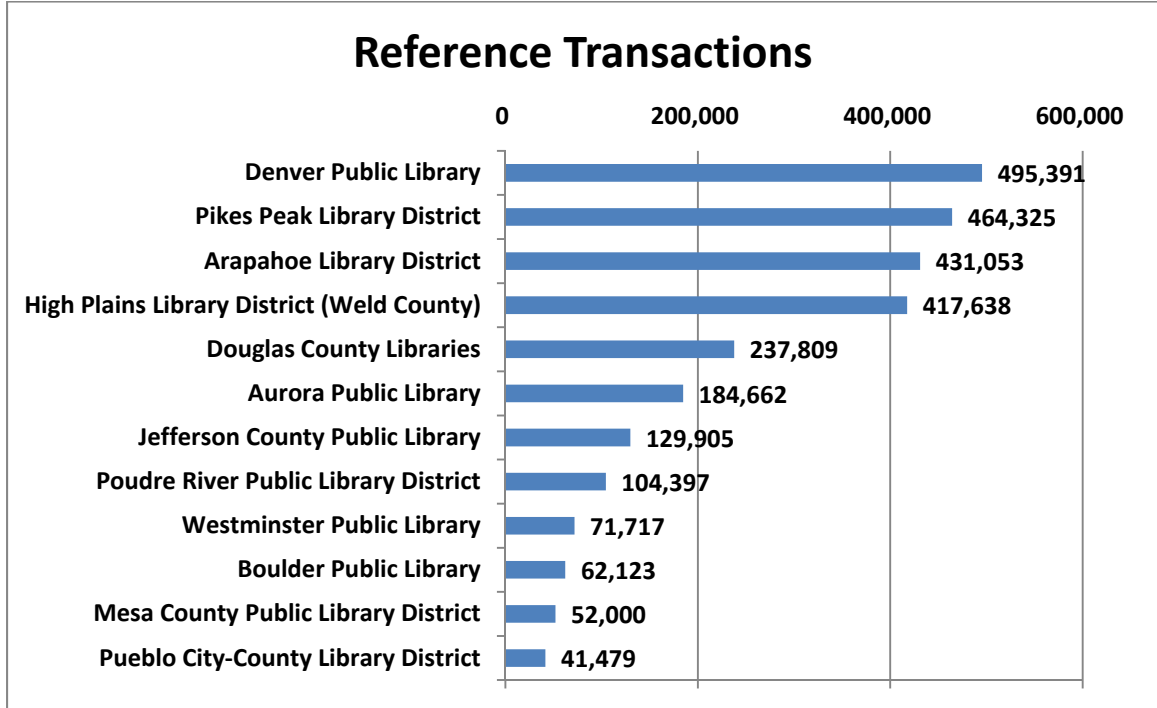
3. **Non-resident Registered Borrowers** – This chart shows the number of non-resident library card holders in each LSA population. The District ranks 9th out of 13 libraries, which was the same for 2015.



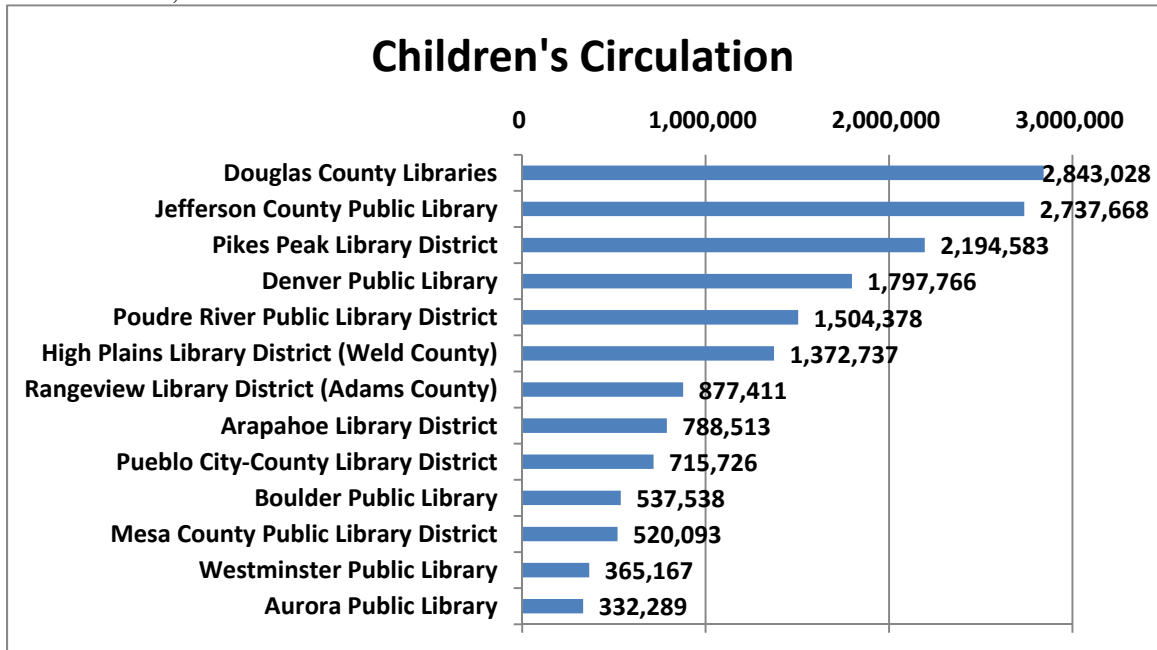
4. **Number of Visits** – This chart shows total library patron visits during 2016. For 2016, the District ranked 2nd in this category, which was the same as for 2015.



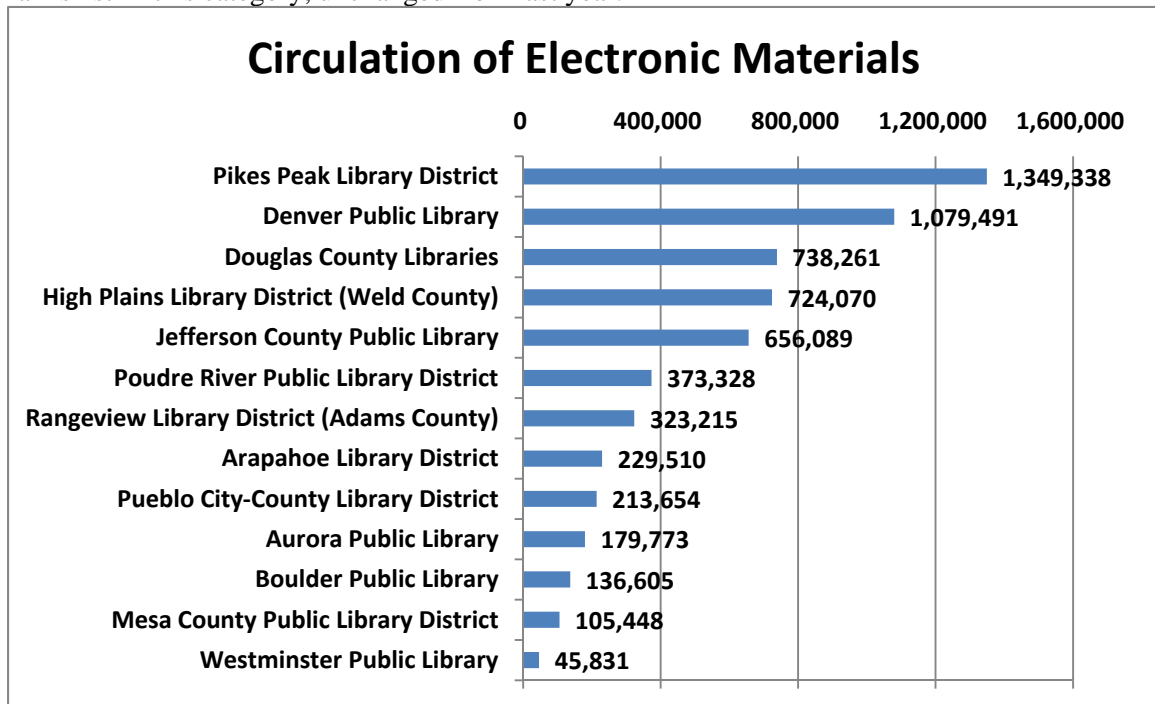
5. **Reference Transactions** – This is defined as an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Includes in person, phone, fax, mail, email, live or electronic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



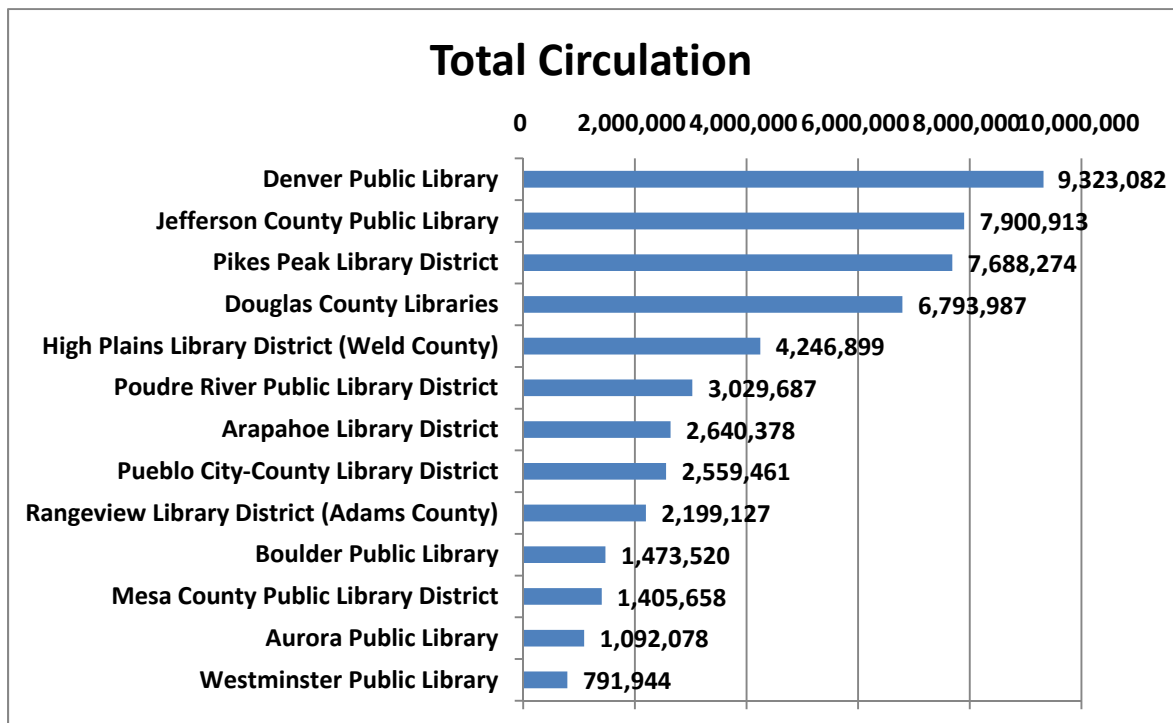
6. **Children's Circulation** – The number of items the library loaned in 2016, in all formats, to children, including renewals. Children are defined as 11 years and under. The District ranks 3rd out of 13 libraries, down from 2nd in 2015.



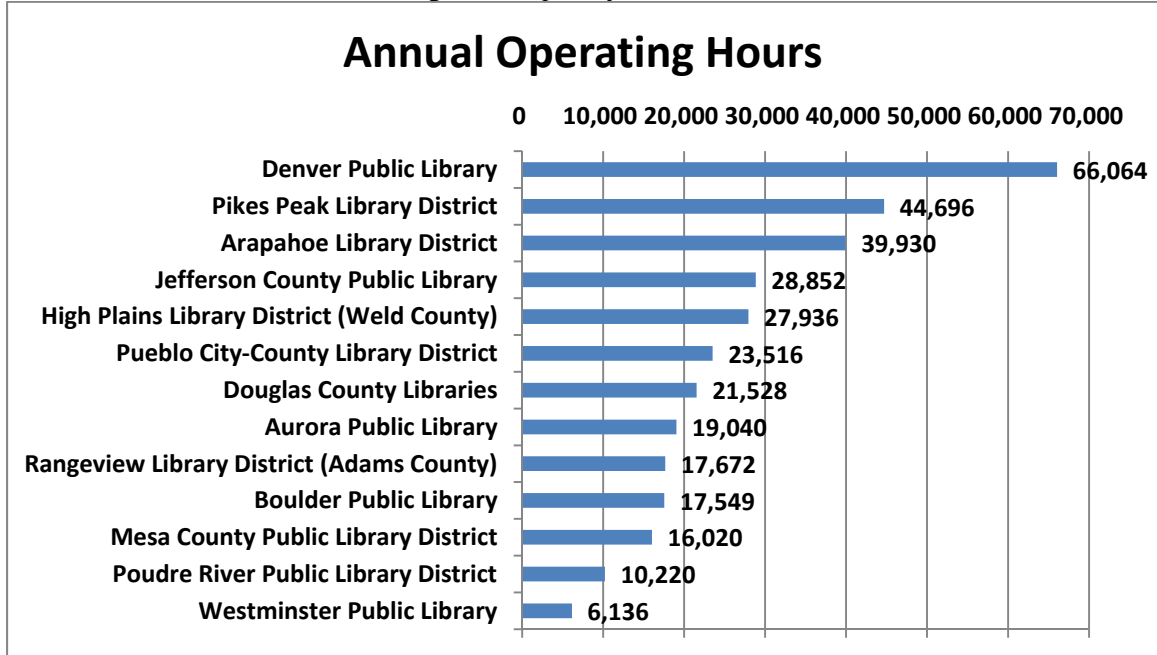
7. **Circulation Electronic Materials** – This chart shows the total circulation of E-materials. PPLD ranks 1st in this category, unchanged from last year.



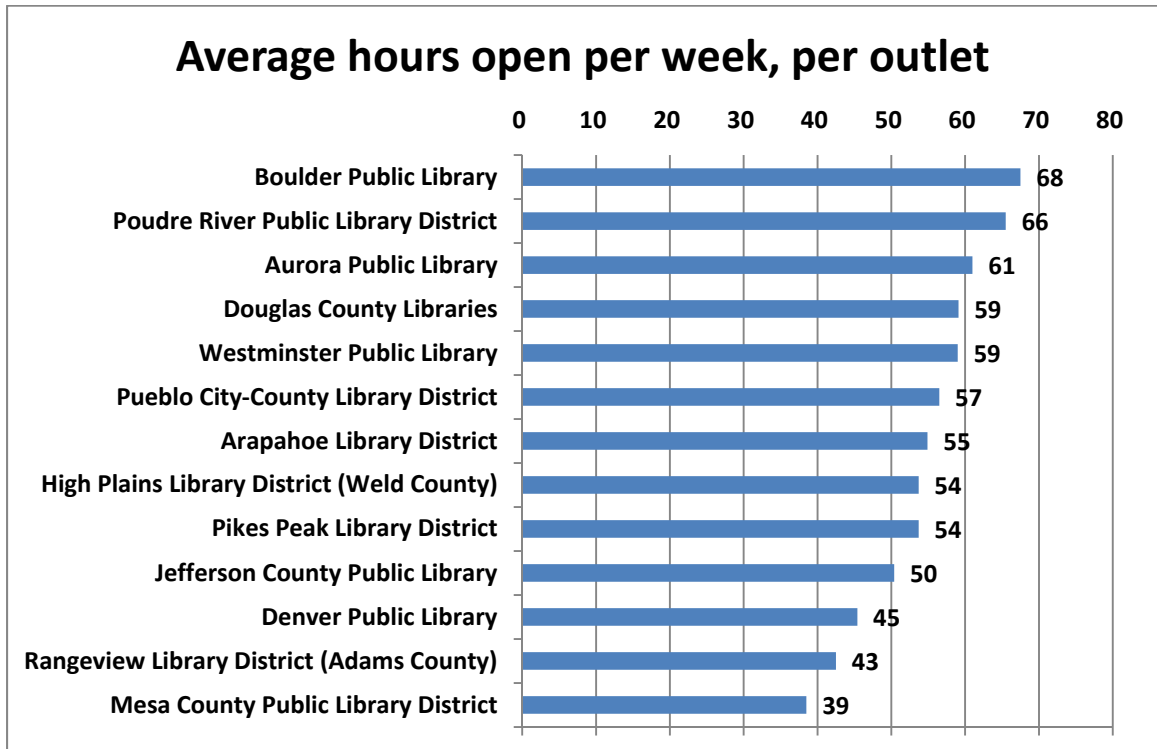
8. **Total Circulation** – This chart shows total circulation during 2016. The District ranks 3rd, primarily due to the size of its LSA population. In 2015, the District ranked 2nd.



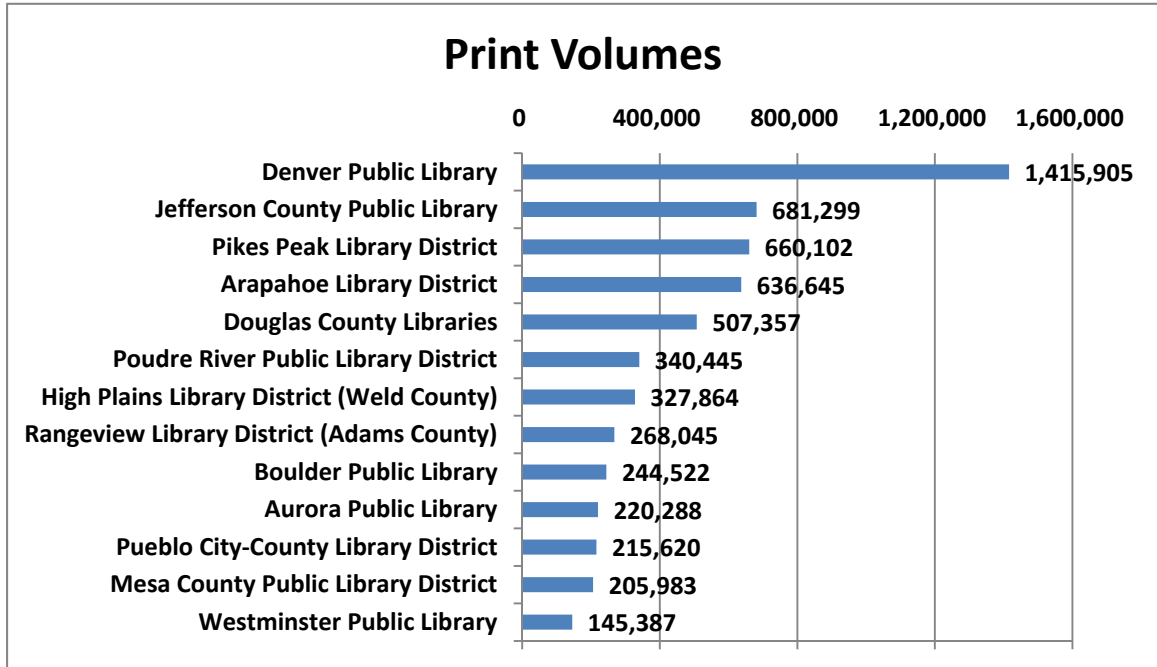
9. **Total Annual Operating Hours** – Total public service hours that central libraries, branches, and bookmobiles are open to the public. Includes hours for books-by-mail operation. The District ranks 2nd out of 13 libraries; unchanged from prior year.



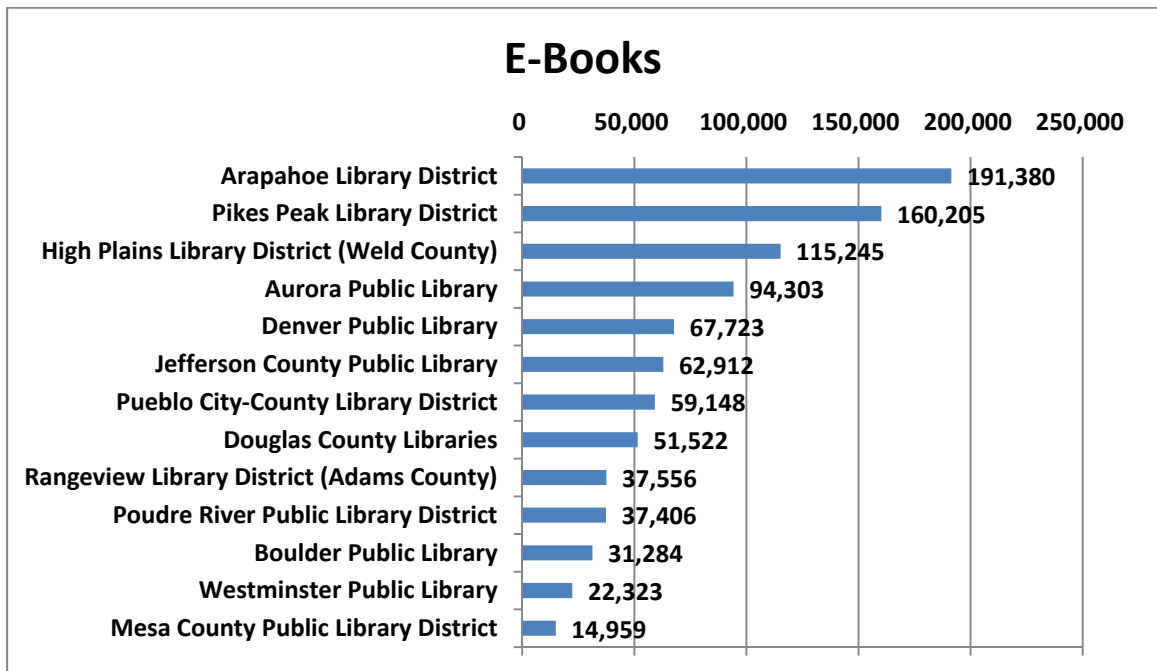
10. **Average Hours Open Each Week Per Outlet** – The total number of hours a library and all its outlets are open each week divided by the number of outlets. The District ranks 9th out of 13 libraries, down from 7th out of 13 in 2015.



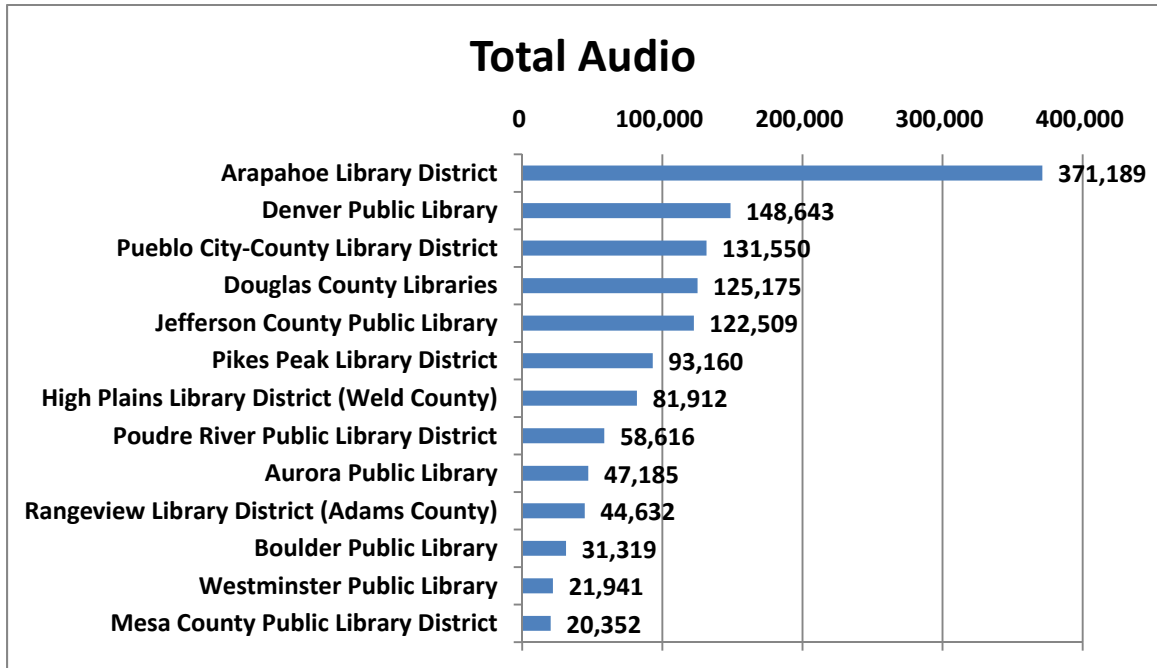
11. Total Print Volumes – The number of printed books and serial publications owned by the library. The District ranks 3rd. of 13 libraries. The District was previously ranked 2nd of 13 libraries.



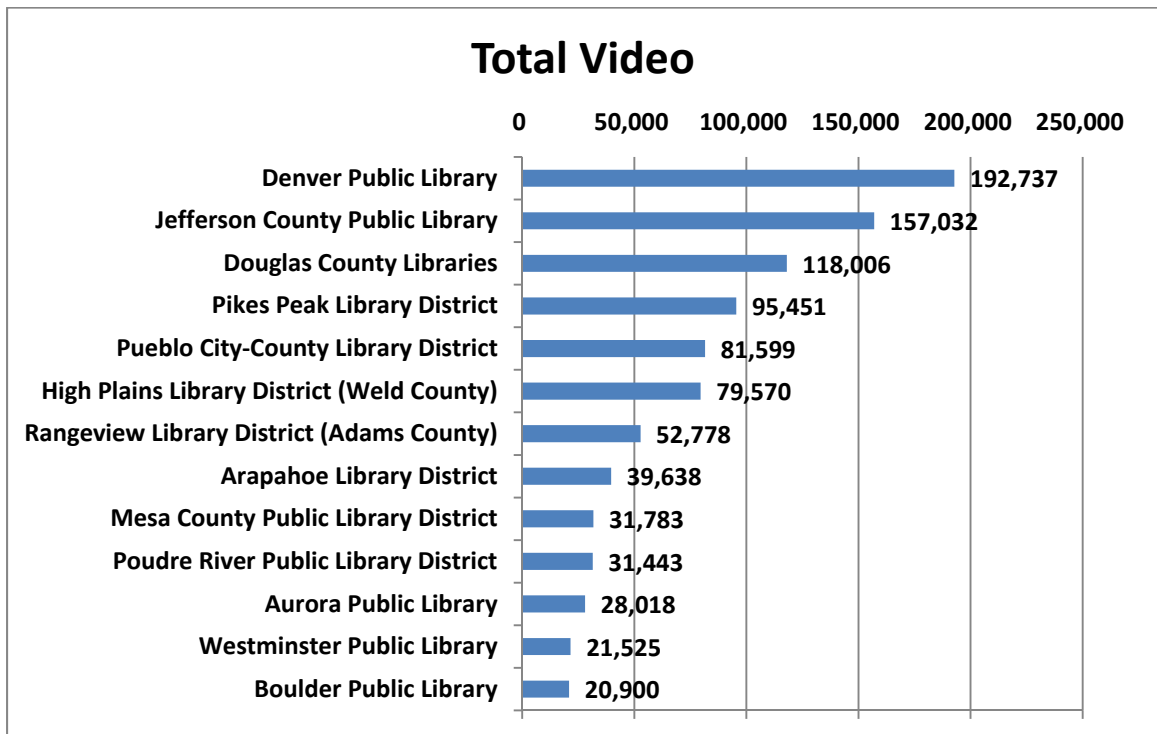
12. Total E-Books – The number of printed books and serial publications owned by the library. The District ranks 2nd of 13 libraries; unchanged from the prior year.



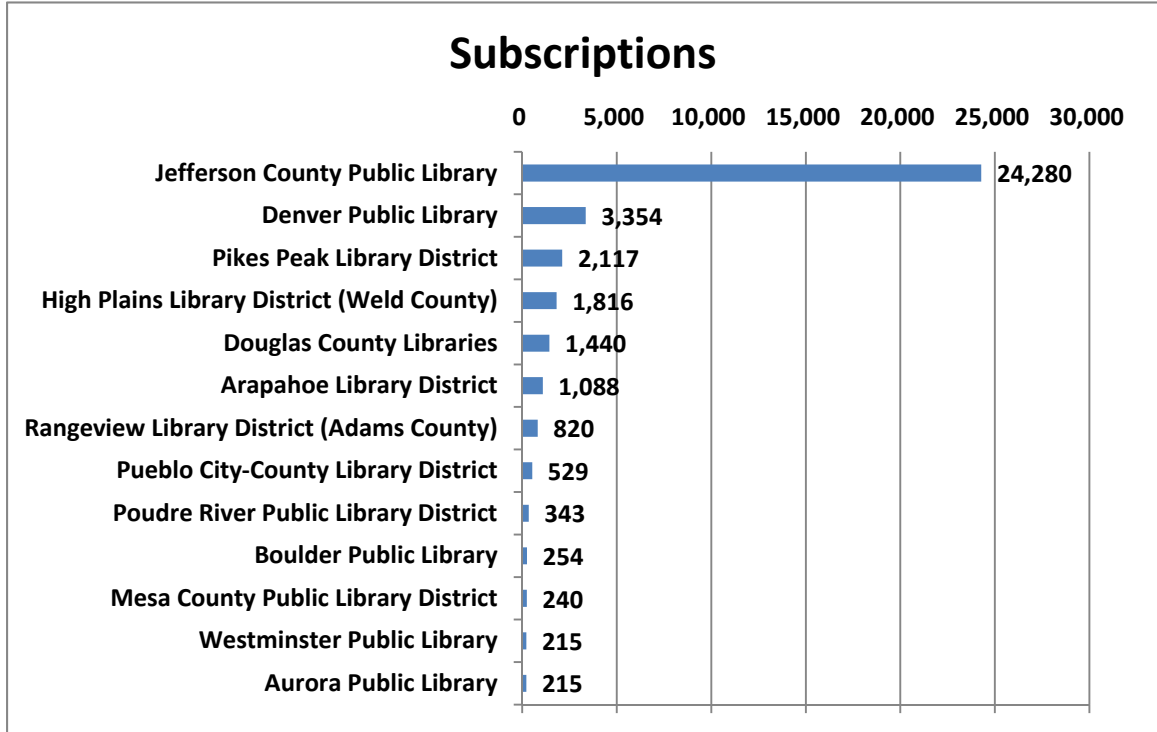
13. Total Audio – Sum of physical or electronic audiobooks, music, and other formats. The District currently ranks 6th of 13 libraries; a drop from last year’s reported 5th place ranking.



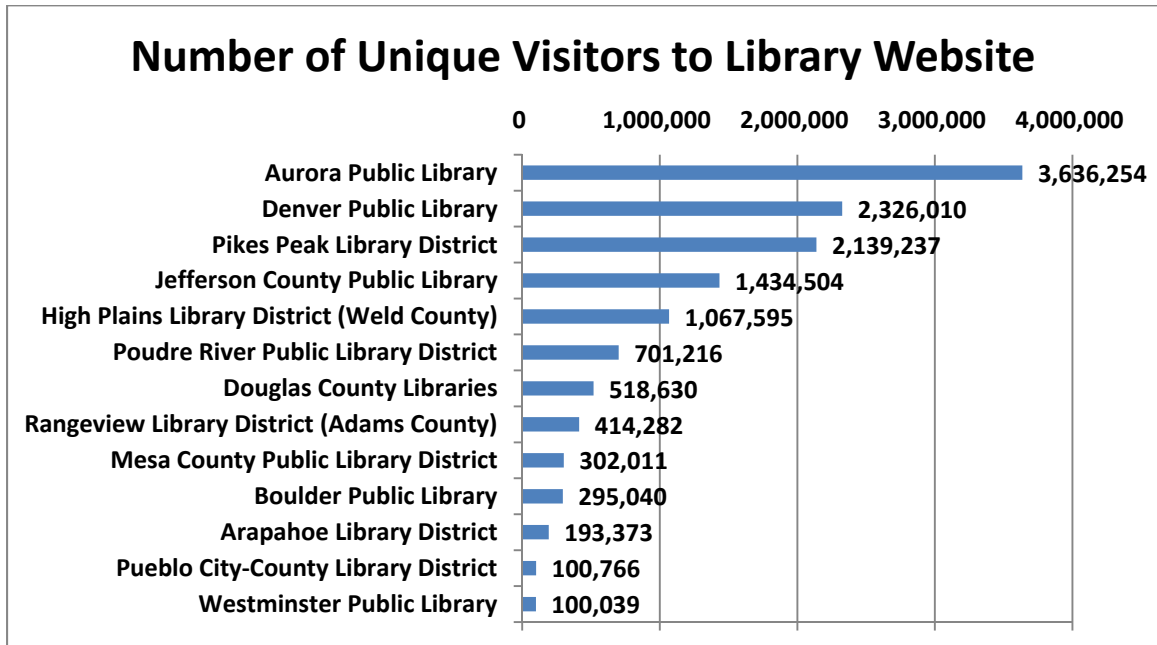
14. Total Video – Sum of physical and electronic video materials. Last year, the District ranked 5th of 13 libraries; this year, the District is ranked 4th of 13.



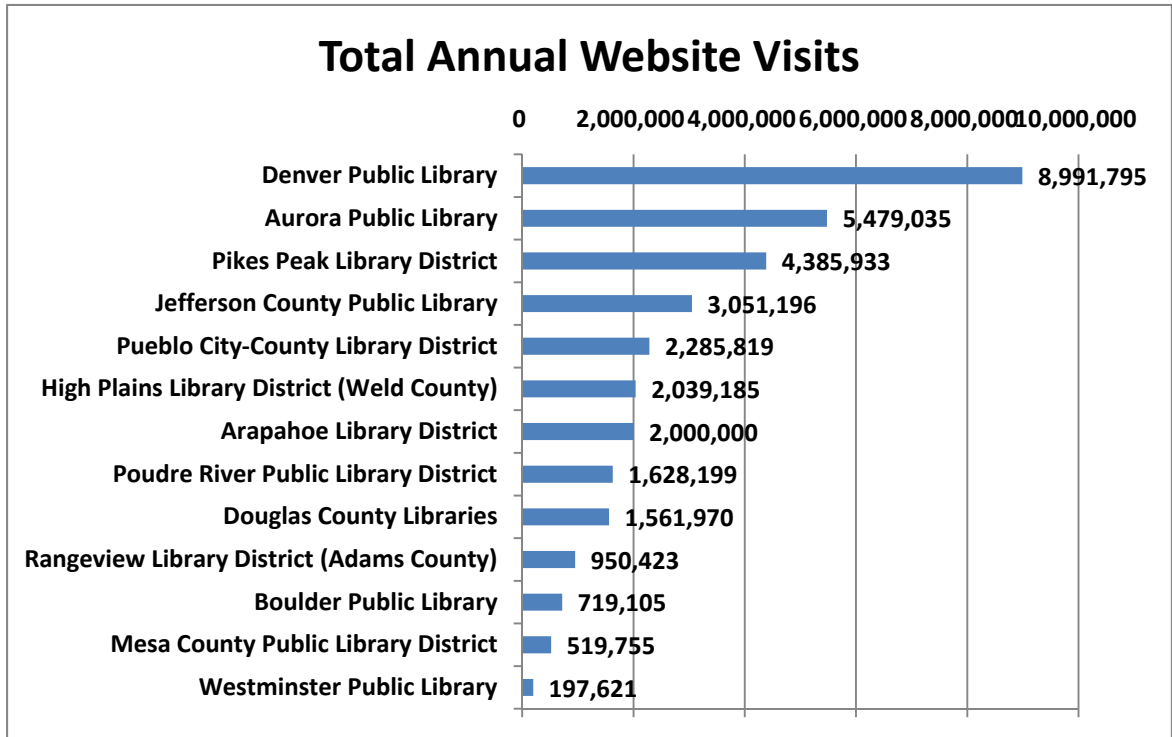
15. Subscriptions – The number of print serial subscriptions, including duplicates, for all outlets. Includes magazines, newspapers, annuals, some government documents, some reference tools, and numbered monograph series. The District currently ranks 3rd out of 13 libraries; same as last year.



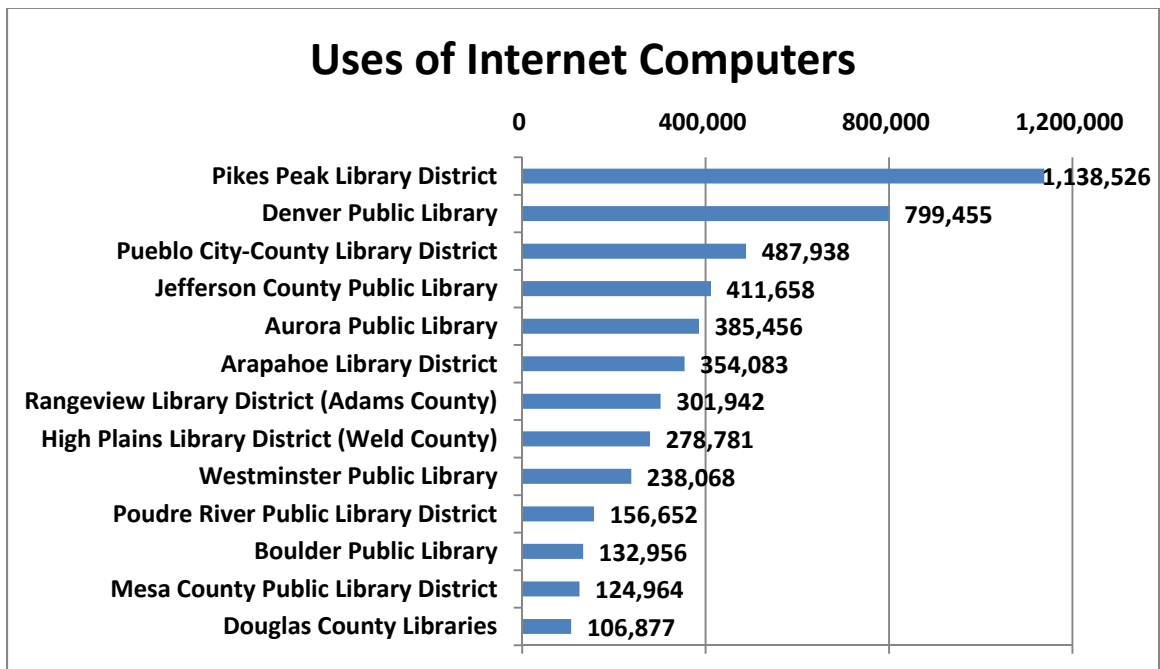
16. Number of Unique Visitors to Library Website - This chart shows total unique visits to the website during 2016. The District ranks 3rd in this category, down from 1st in 2015.



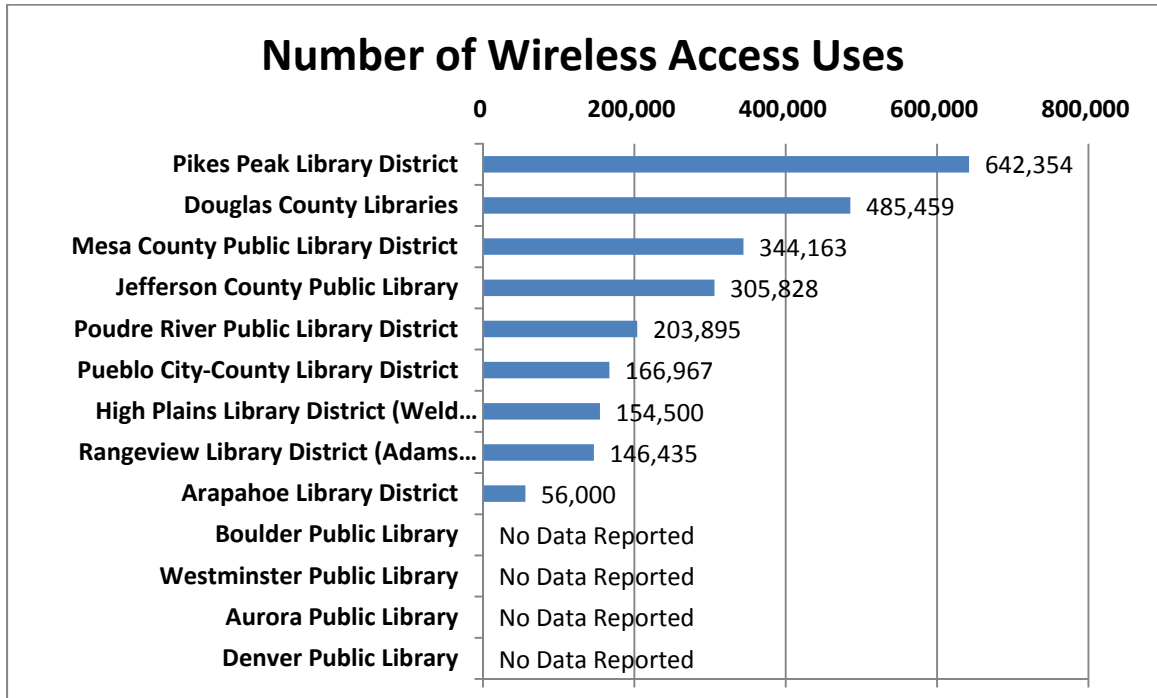
17. Total Annual Website Visits – This chart shows the total number of visits to the library’s main web page. In 2015, the District ranked 2nd of 13 libraries. In 2016, the District is ranked 3rd.



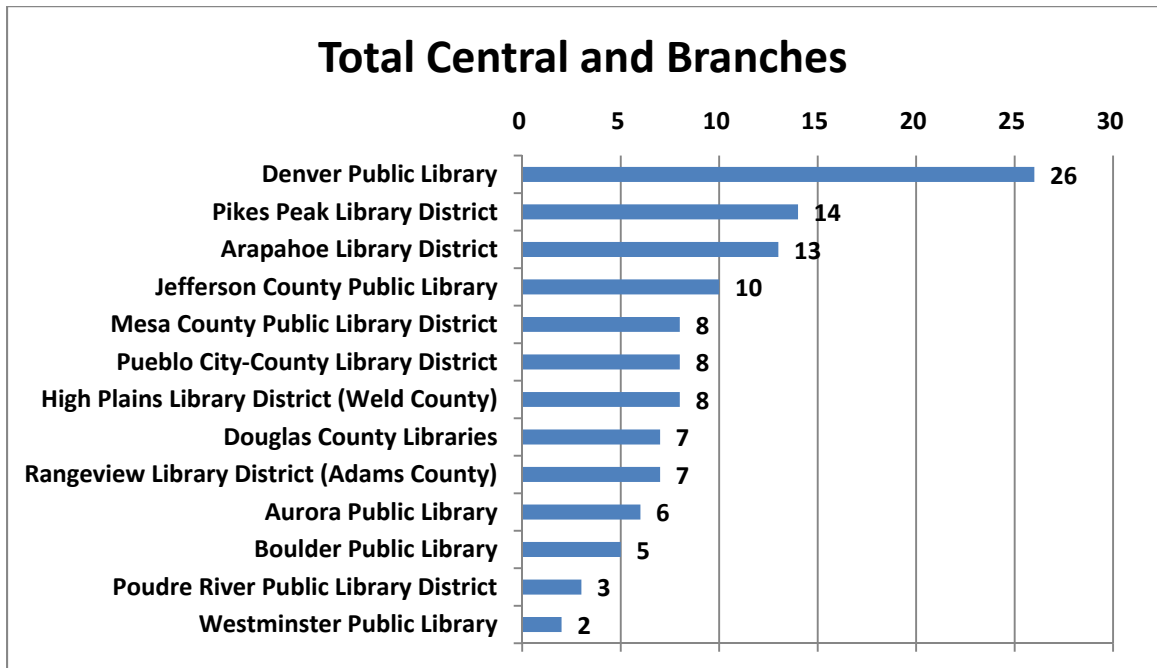
18. Uses of Internet Computers – This chart shows the total number of uses of internet computers. PPLD ranks 1st out of these 13 libraries; same as for 2015.



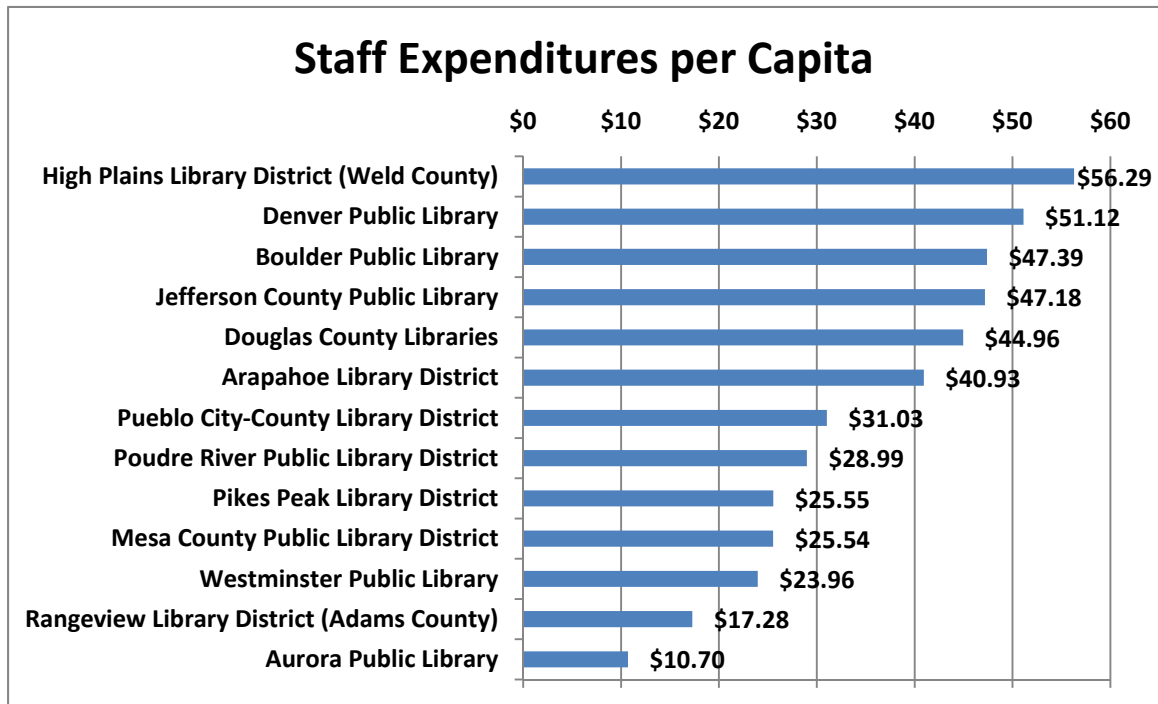
19. Total Number of Wireless Access Uses – This chart shows the total number of wireless access uses. The District ranks 1st out of 9 libraries that reported this statistic. This is unchanged from last year.



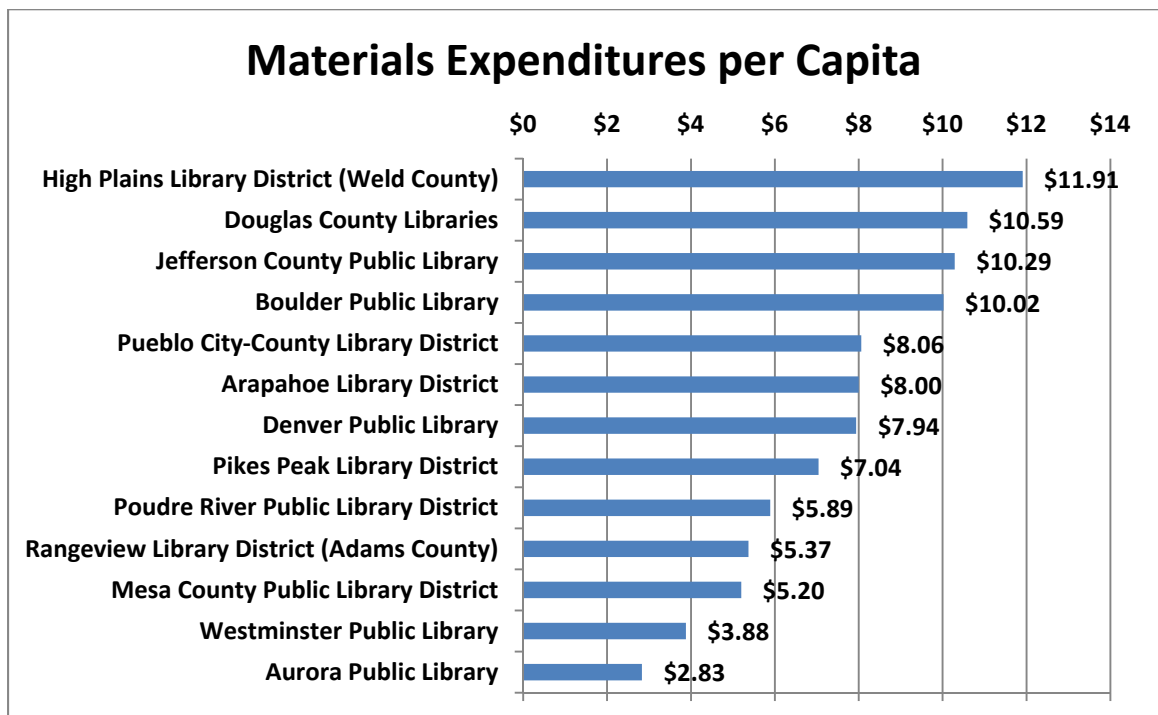
20. Total Central Facilities and Branch Facilities – This chart shows the number of library facilities for each library. Unchanged from last year, the District is ranked second with 14 facilities.



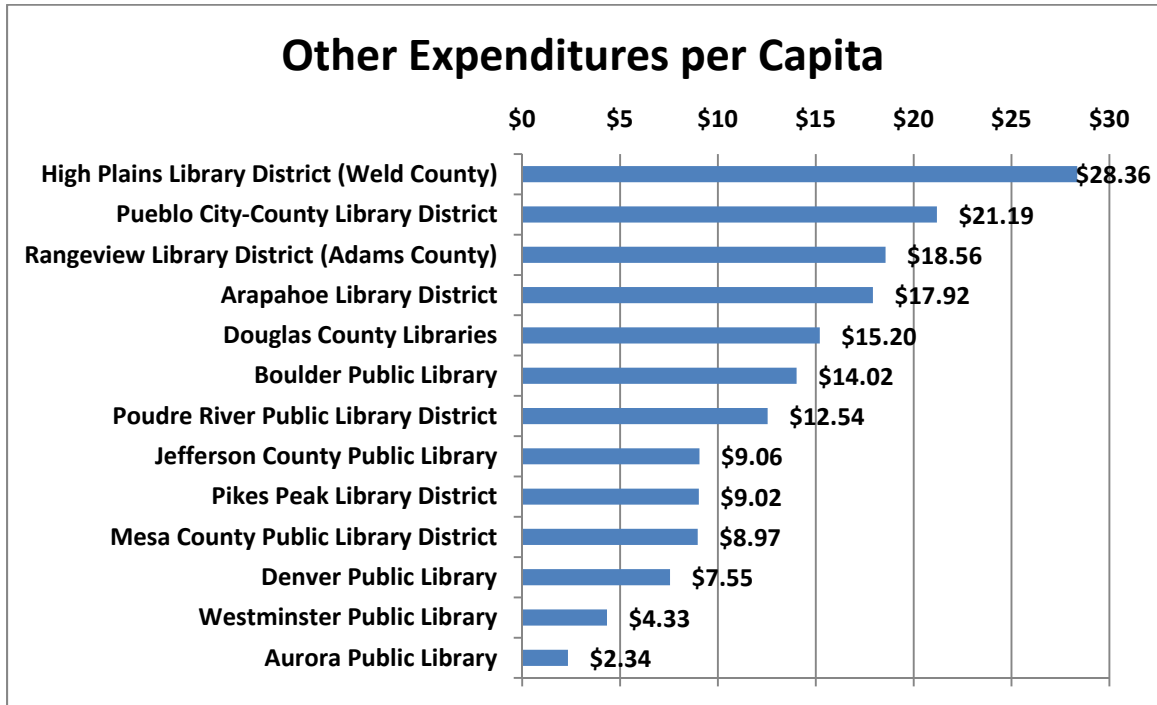
21. Staff Expenditures Per Capita – This chart shows the total staff dollars spent on staff wages and benefits divided by total LSA population. The District ranks 9th out of 13 libraries, a drop from the 8th place ranking in 2015.



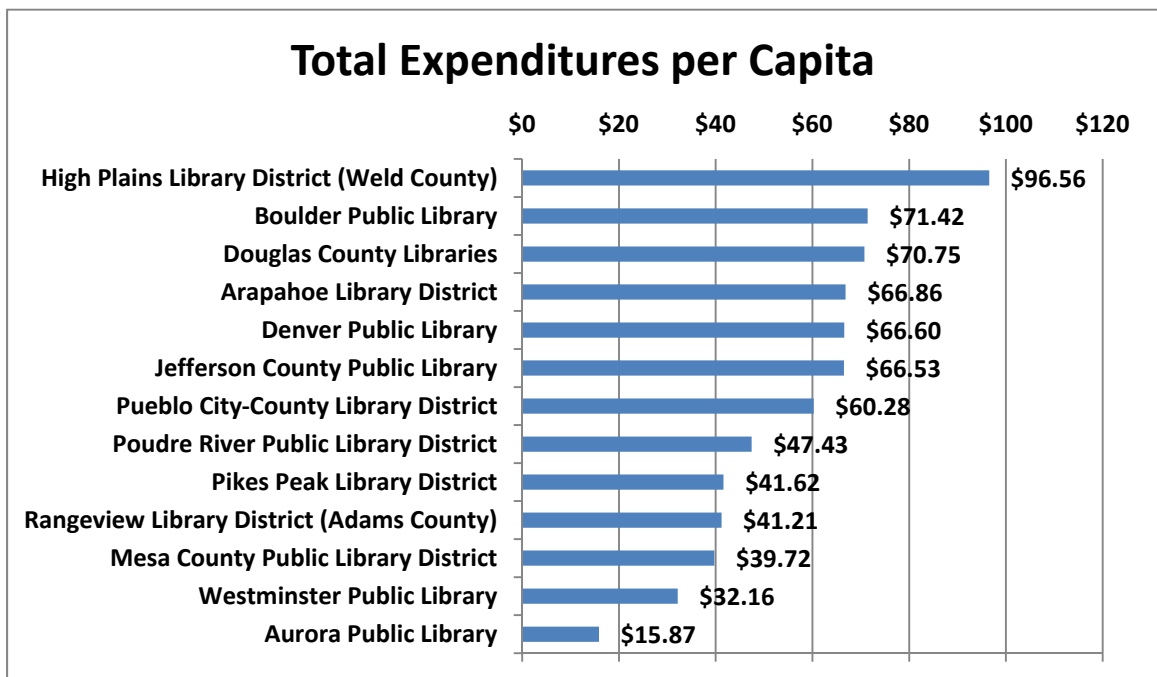
22. Materials Expenditures Per Capita – This chart shows the total materials expenditures divided by total LSA population. The District currently ranks 8th in this category. The District ranked 7th during 2015.



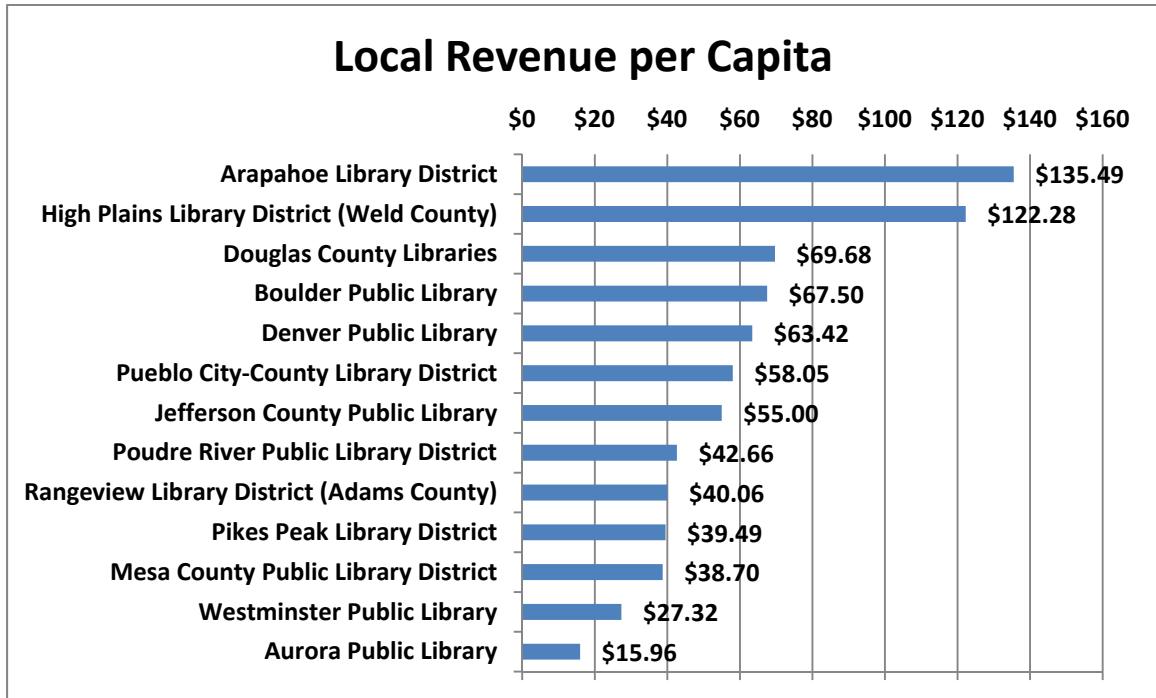
23. Other Expenditures Per Capita – This chart shows all other materials expenditures not reported as print, audio, video, or electronic, such as microforms, kits, and LeapFrog. The District ranks 9th out of 13 libraries during 2016; same as for 2015.



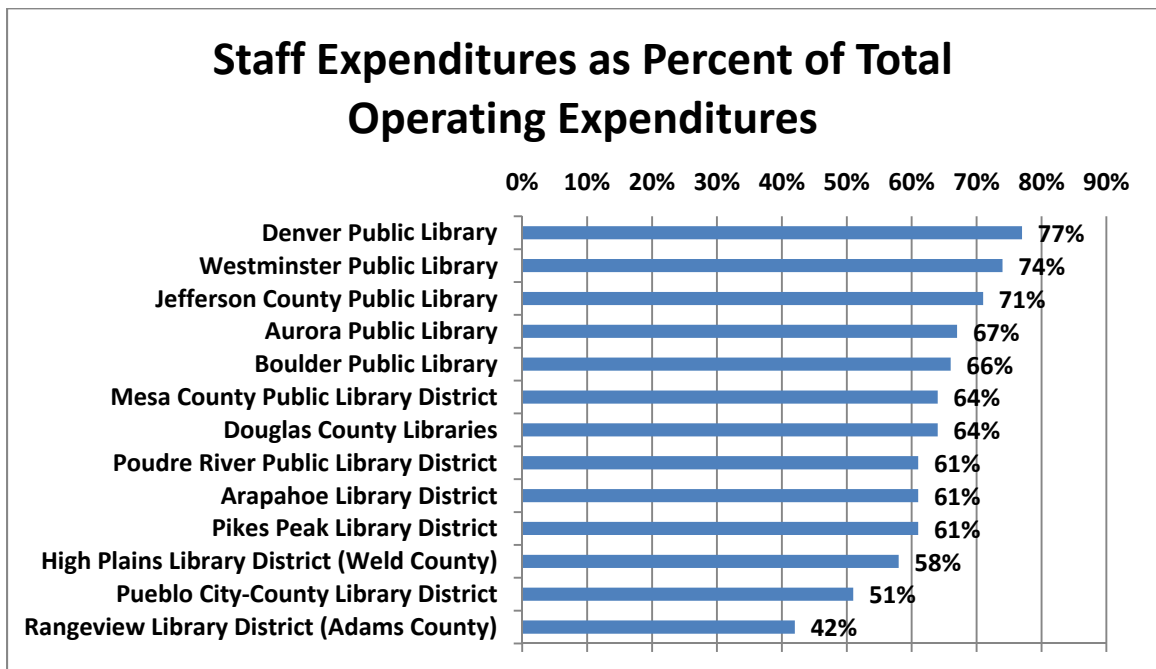
24. Total Expenditures Per Capita – This chart shows the total operating expenditures divided by LSA population. The District ranks 9th out of 13 libraries for 2016, unchanged from 2015.



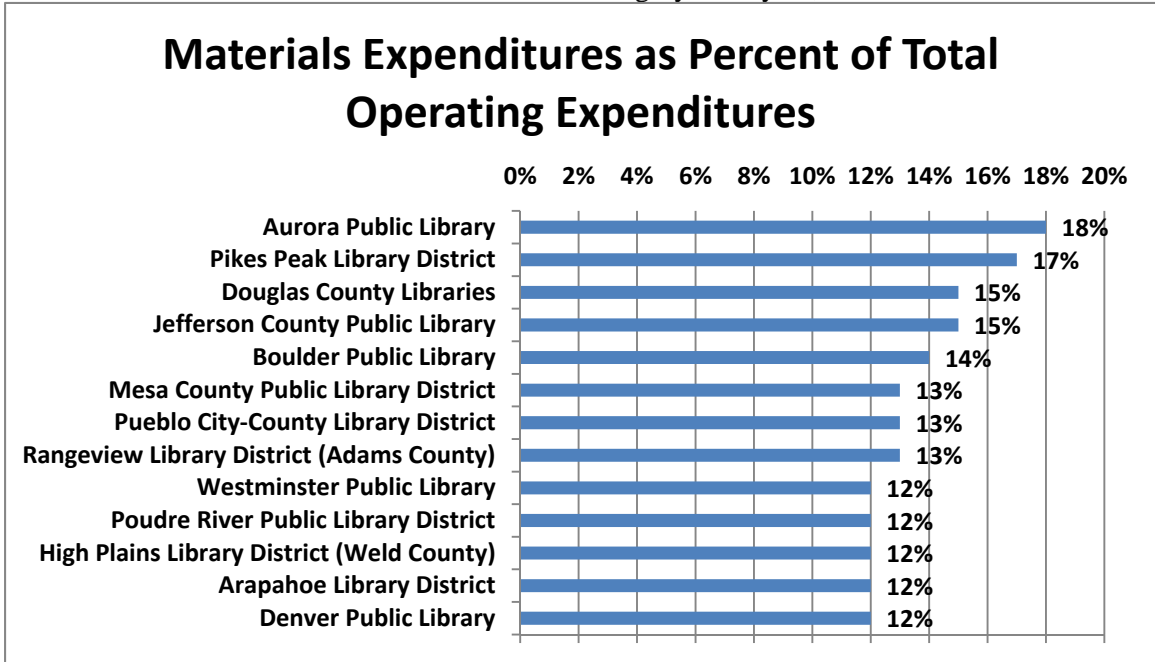
25. Local Revenue Per Capita – This chart shows the total dollars of local revenue (primarily property taxes) divided by the total LSA population. The District ranks 10th out of 13 libraries for both 2016 and 2015.



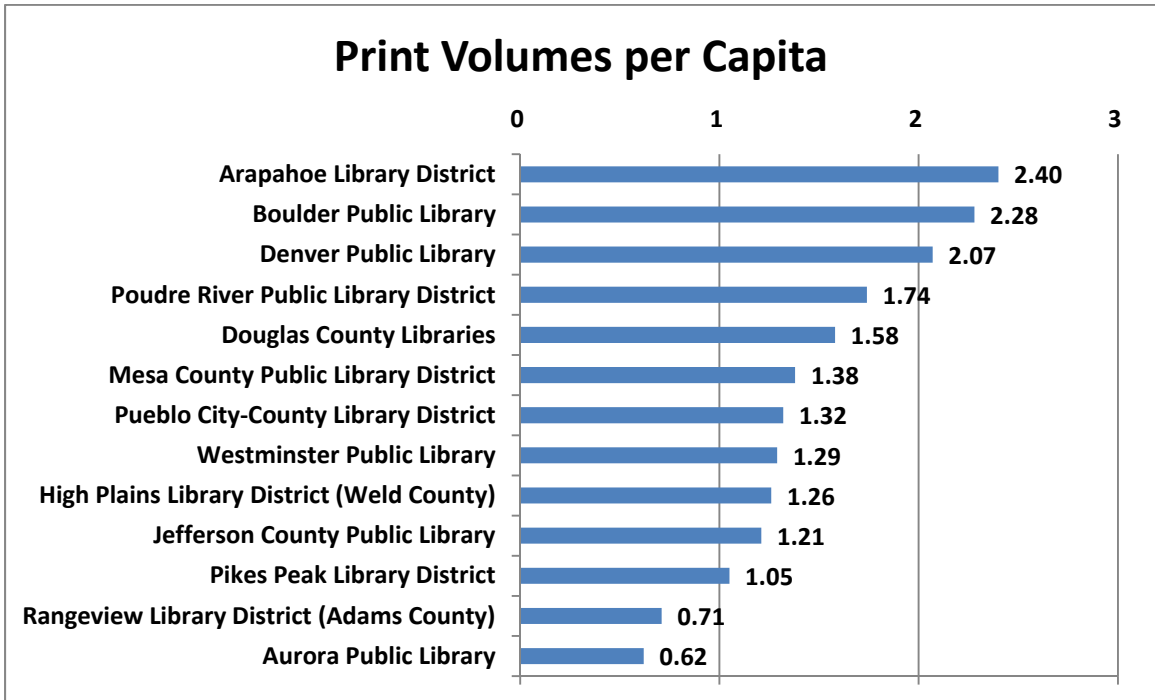
26. Staff Expenditures as Percent of Total Operating Expenditures - This chart shows the sum of all staff expenditures for salaries, wages, and benefits divided by the sum of all operating expenditures for staff, materials, and other purposes. During 2016, the District ranks 10th in this category, down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



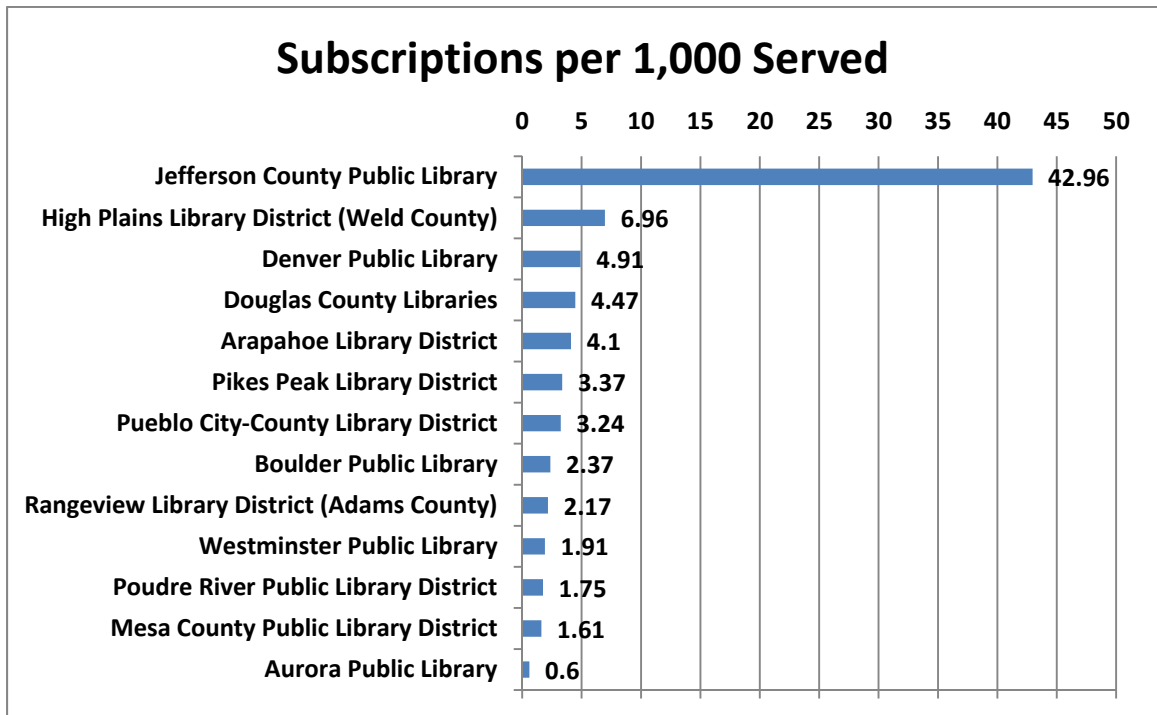
27. **Materials Expenditures as Percent of Total Operating Expenditures** - This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. The District ranks second in this category. Last year, the District ranked 3rd.



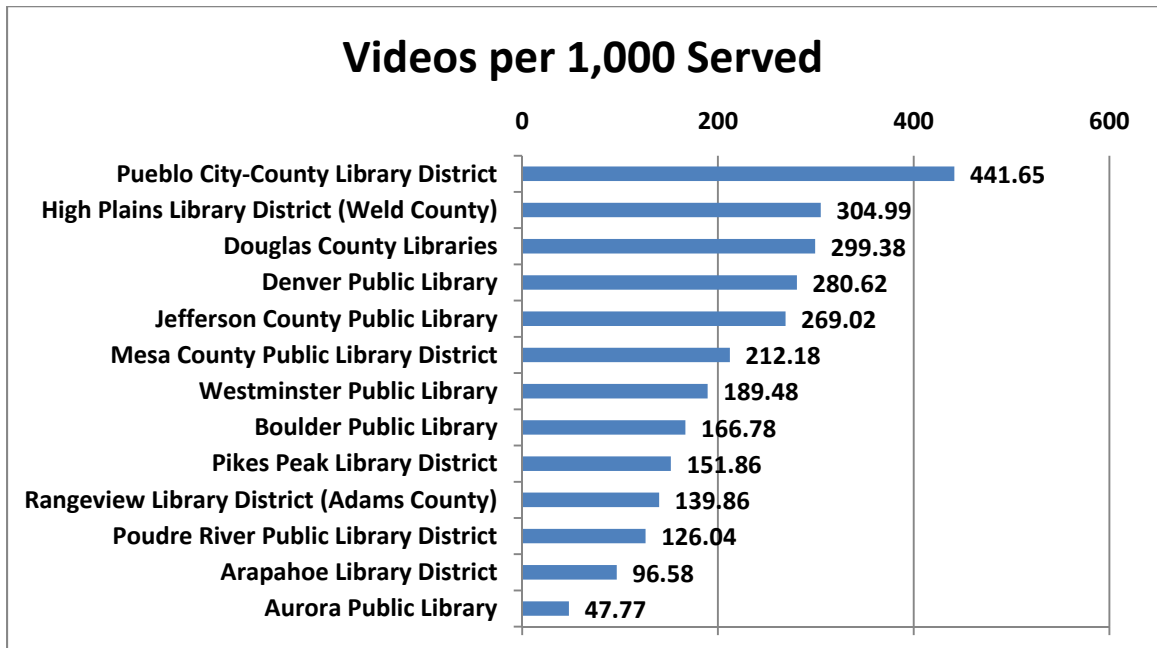
28. **Print Volumes per Capita** - This chart shows the number of print volumes the library holds divided by the library's LSA population. The District ranks 11th of 13 libraries for 2016 and 2015.



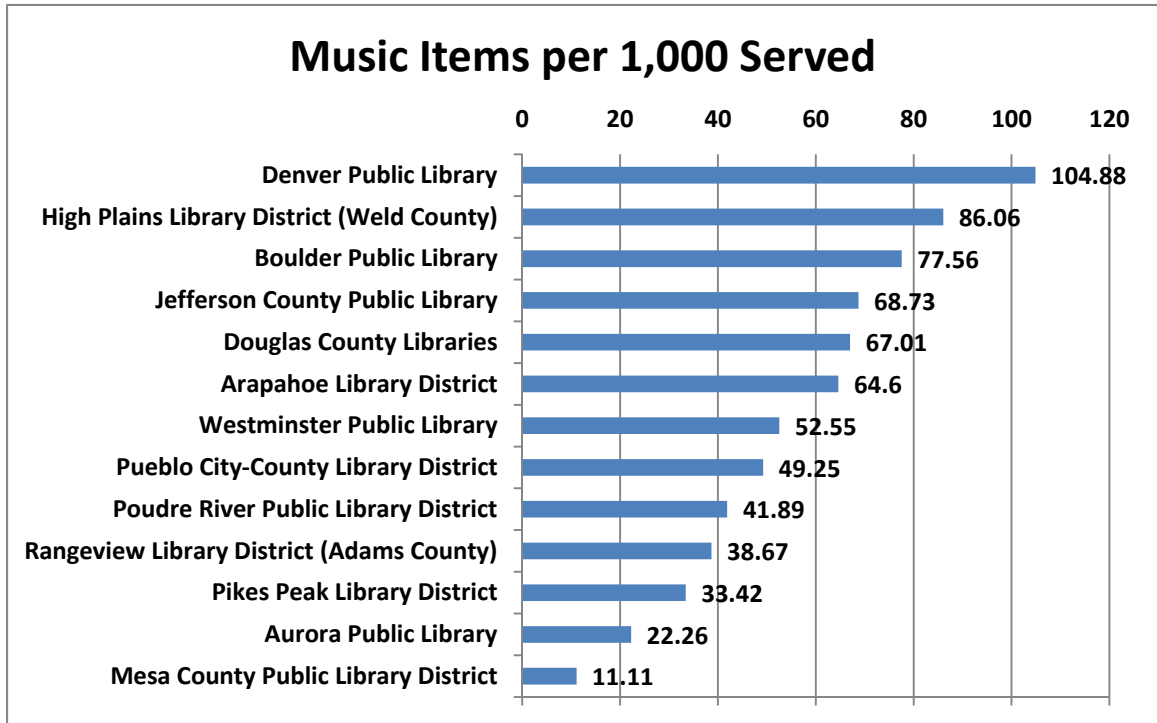
29. Subscriptions per 1,000 Served – This chart shows the number of serial subscriptions divided by the LSA in thousands. The District ranks 6th out of 13 libraries; unchanged from last year.



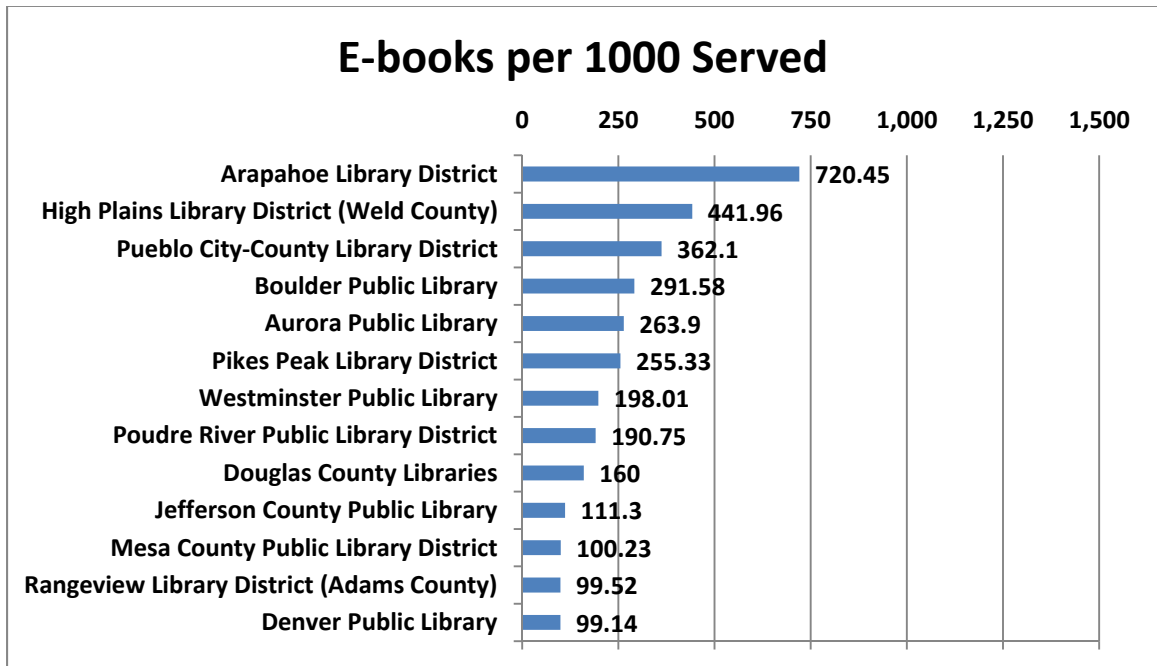
30. Videos per 1,000 Served – This chart shows the number of videos in the collection per 1,000 population in the LSA. The District ranks 9th in this category. During 2015, the District ranked 10th.



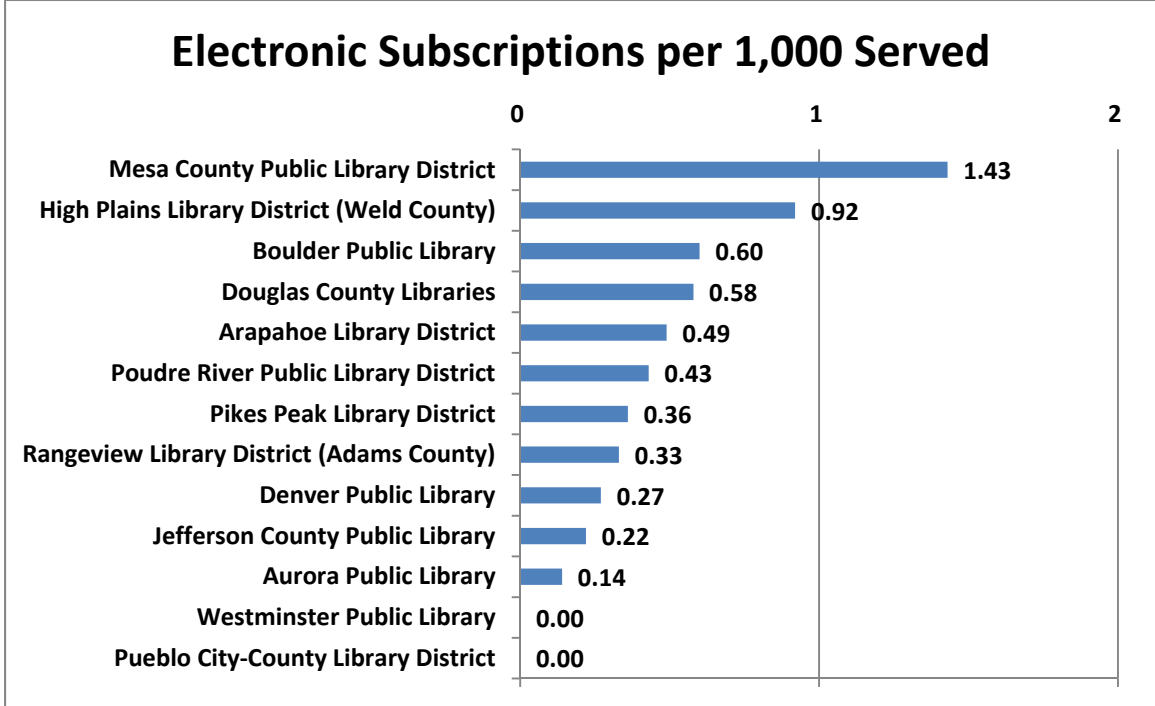
31. Music Items per 1,000 Served – This chart shows the number of music materials in the collection per 1,000 population in their LSA. The District ranks 11th out of 13 libraries; unchanged from last year.



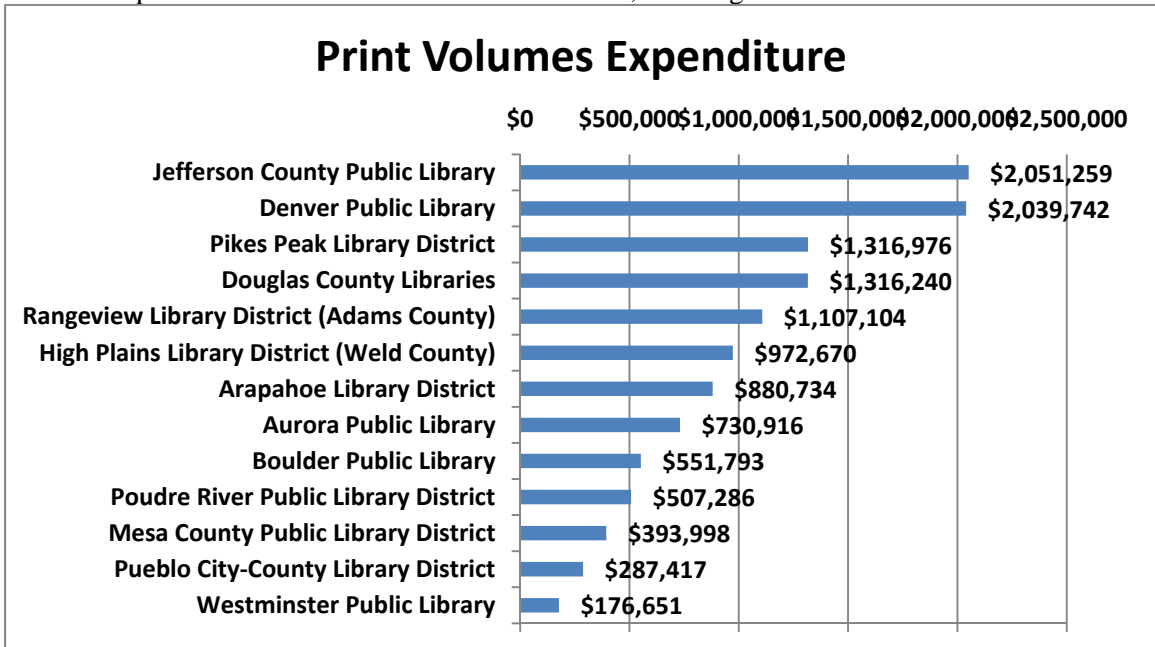
32. E-Books per 1,000 Served – This chart shows the total number of E-books divided by the LSA population (divided by 1,000). The District ranks 5th in this category; unchanged from 2015.



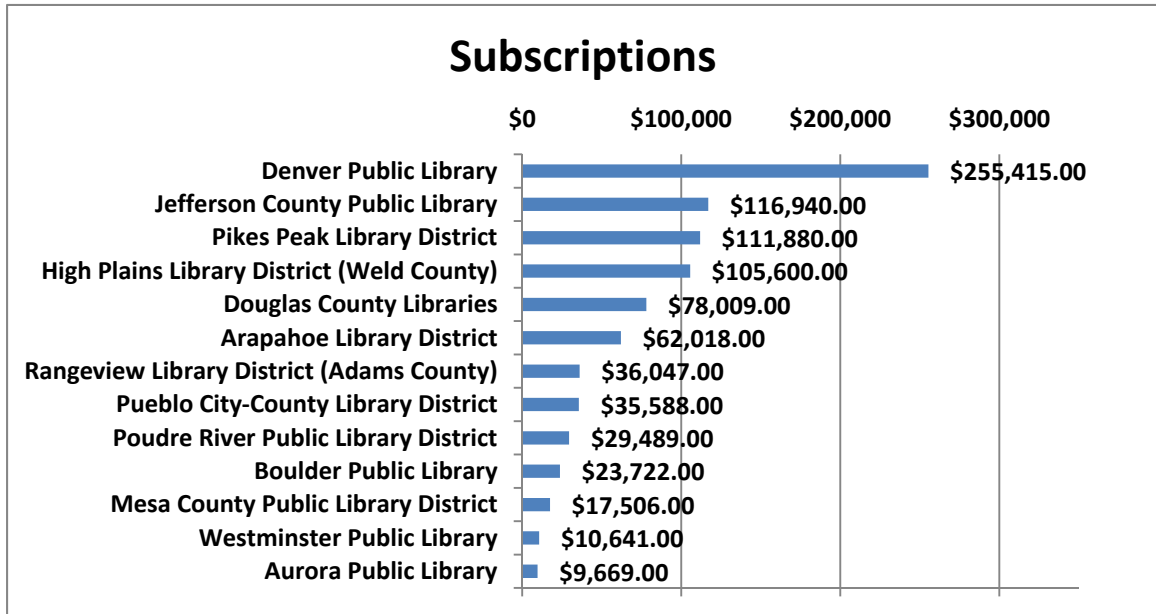
33. Electronic Subscriptions per 1,000 Served – This chart shows the total number of electronic subscriptions per 1,000 LSA population served. The District is currently ranked 7th of 13 libraries. During 2015, the District ranked 3rd in this category.



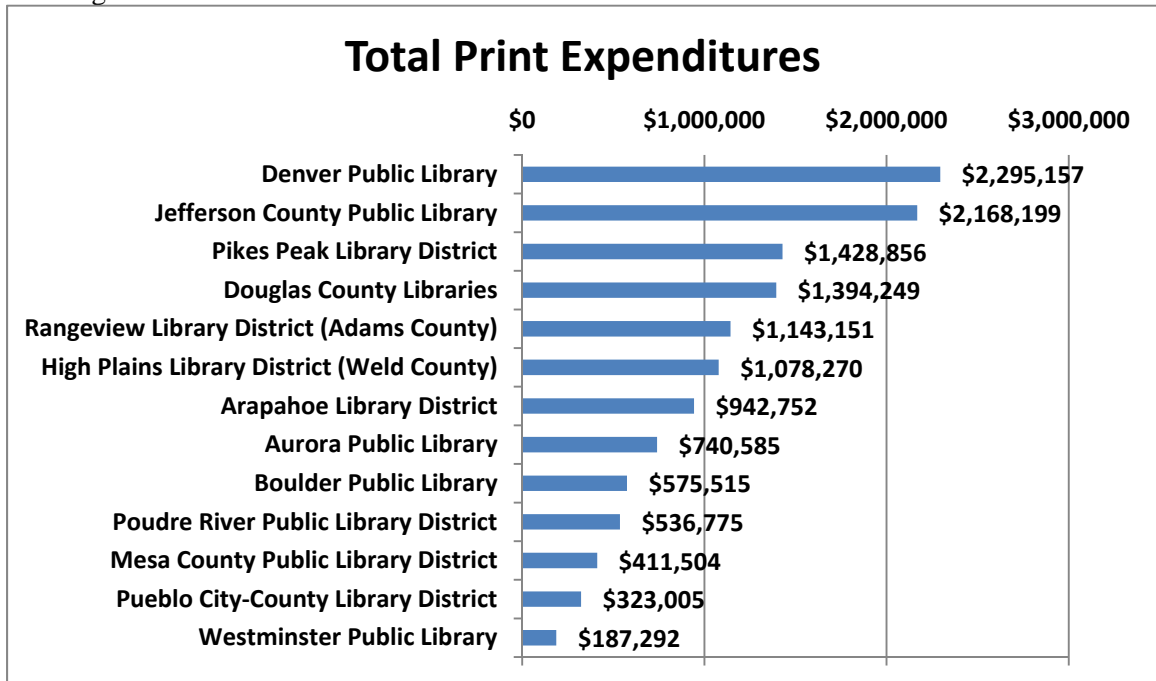
34. Print Volumes Expenditure – This chart shows total expenditures on non-periodical printed publications bound in hard or soft covers or in loose leaf format, including publications issued in successive parts. The District ranks 3rd of 13 libraries; unchanged from 2015.



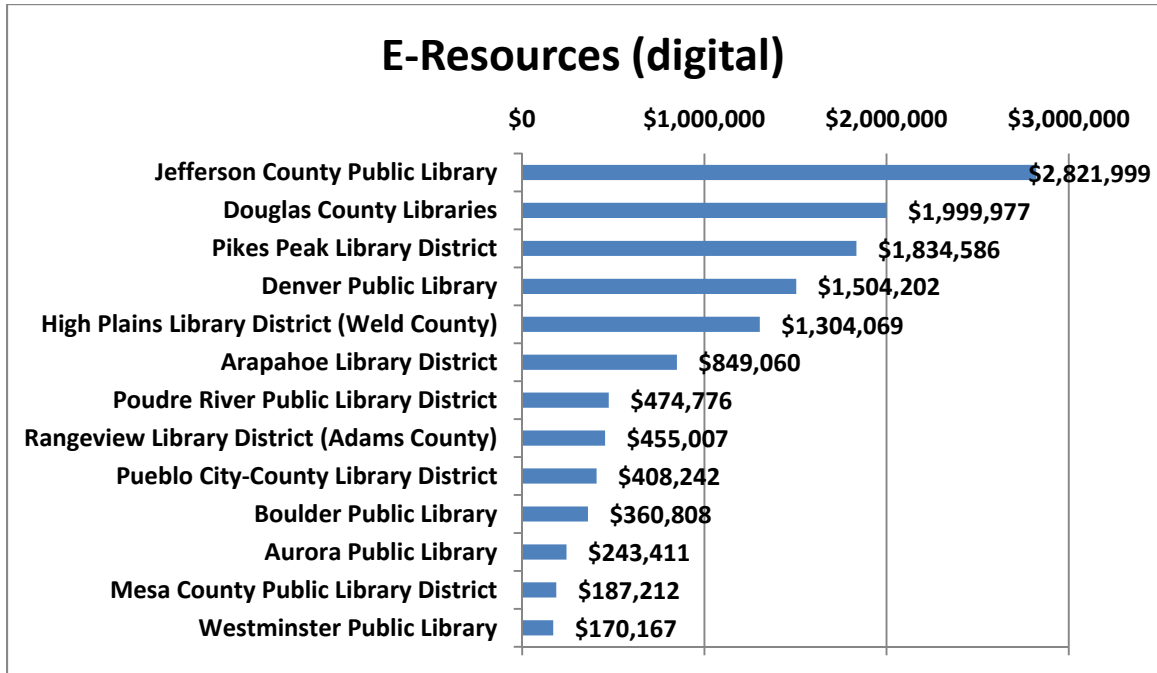
35. Subscriptions Expenditures – This chart shows total expenditures on serial subscriptions including periodicals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series. The District ranks 3rd out of 13 libraries. For 2015, the District ranked 2nd.



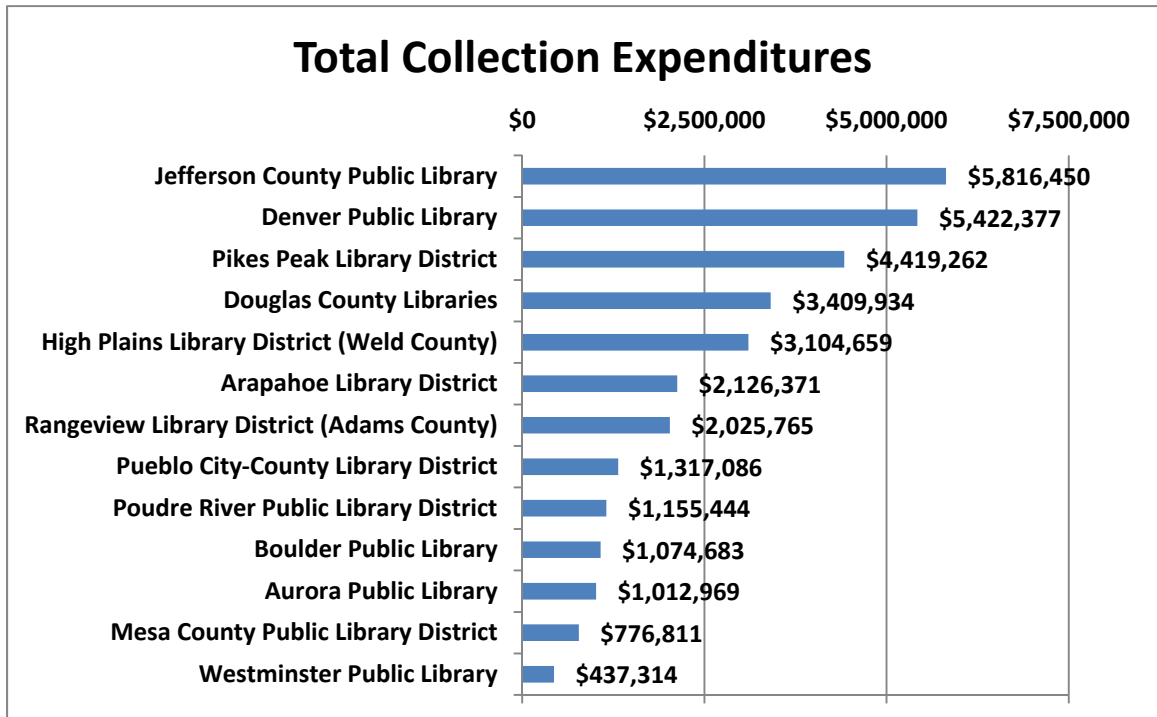
36. Total Print Expenditures - This chart shows the total amount spent on books, bound volumes, and paper subscriptions or serials. The District ranks 3rd of 13 libraries in this category; unchanged from 2015.



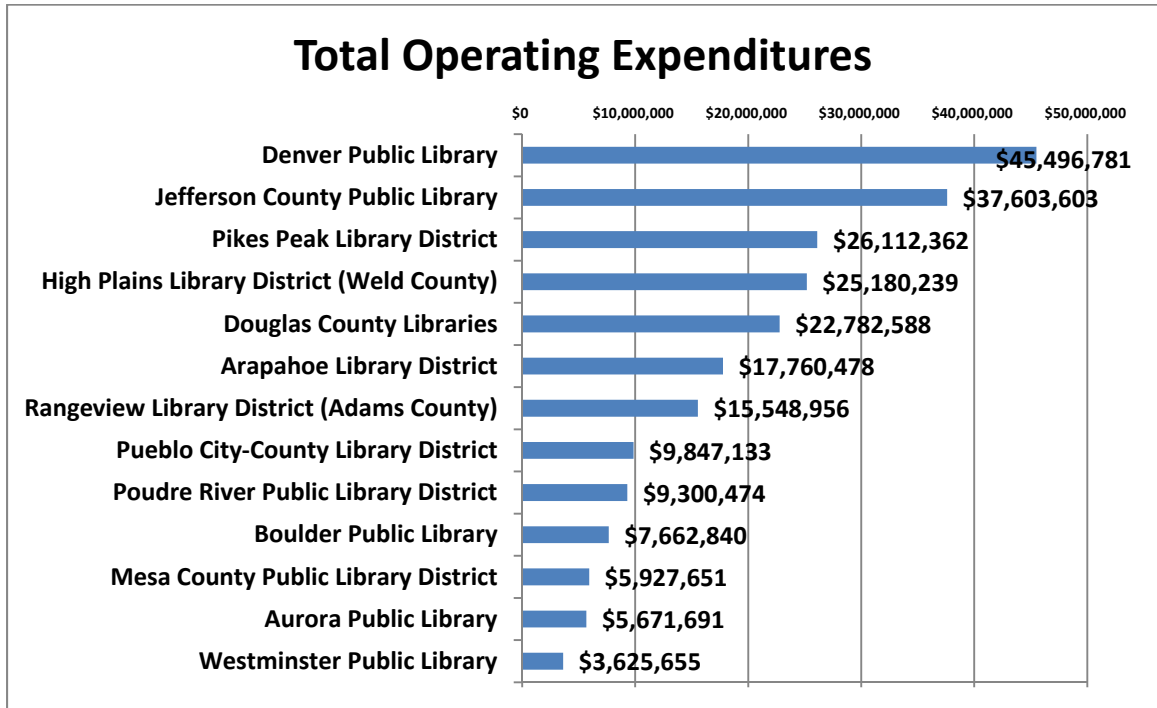
37. Total E-Resources (Digital) Expenditure – This chart shows the total amount spent on digital resources (E-Resources). The District ranks 3rd for 2016, down from 1st for 2015.



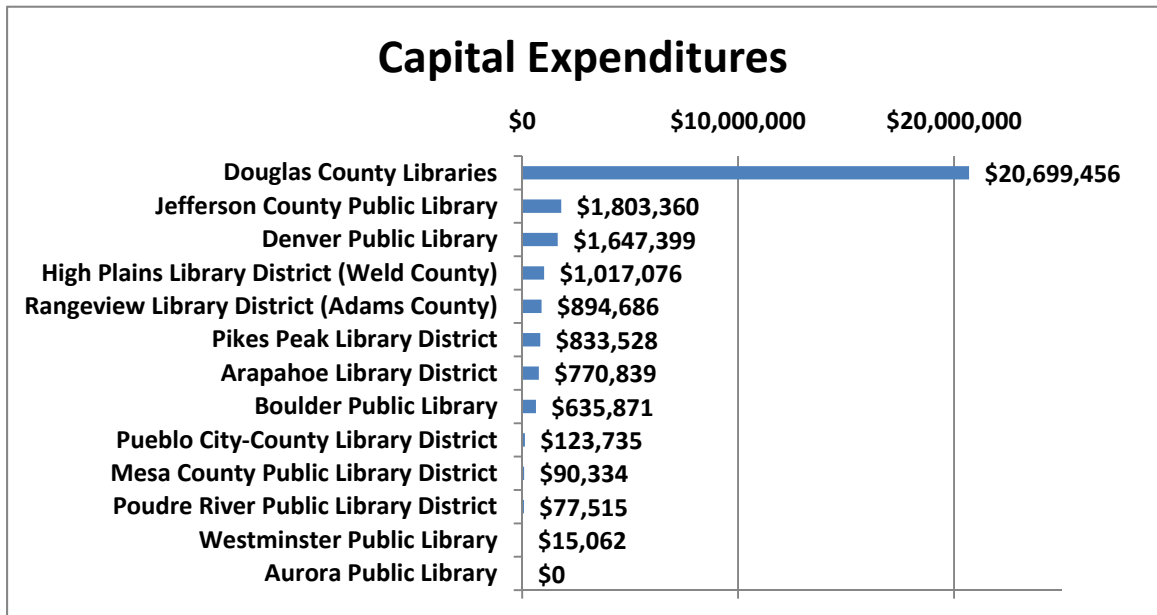
38. Total Collection Expenditures - This chart shows the total amount spent on library materials. During 2015, the District ranked second primarily due to the size of its LSA population. This year, the District ranks 3rd.



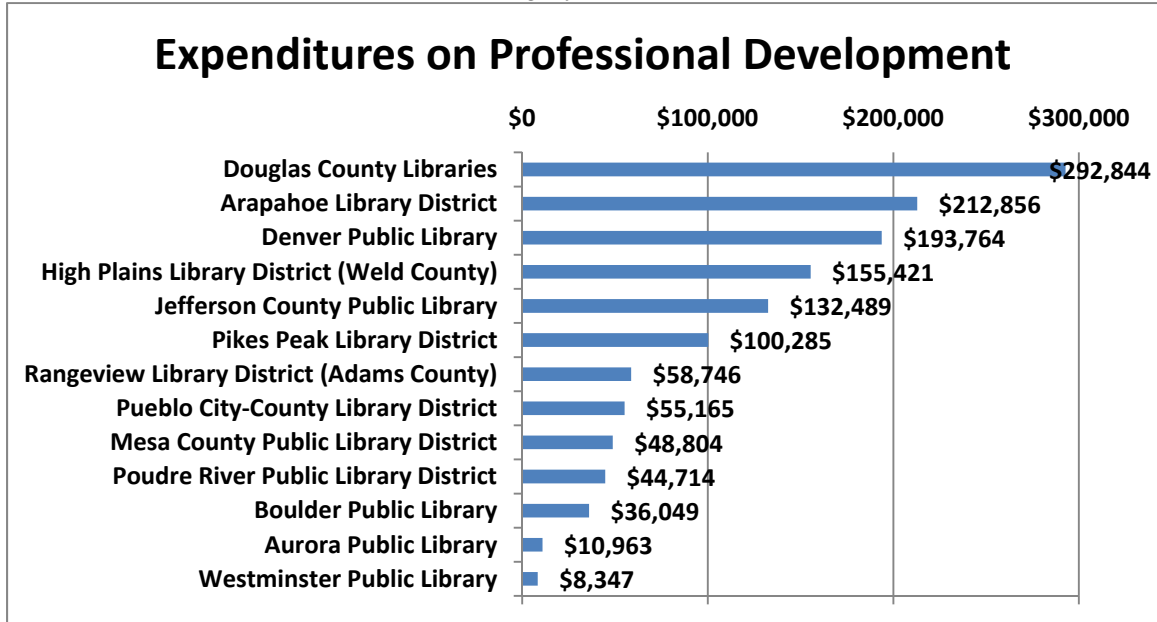
39. Total Operating Expenditures – This chart shows the total amount spent on operations. For 2015, the District ranked 2nd primarily due to the size of its LSA population. This year, PPLD ranks 3rd.



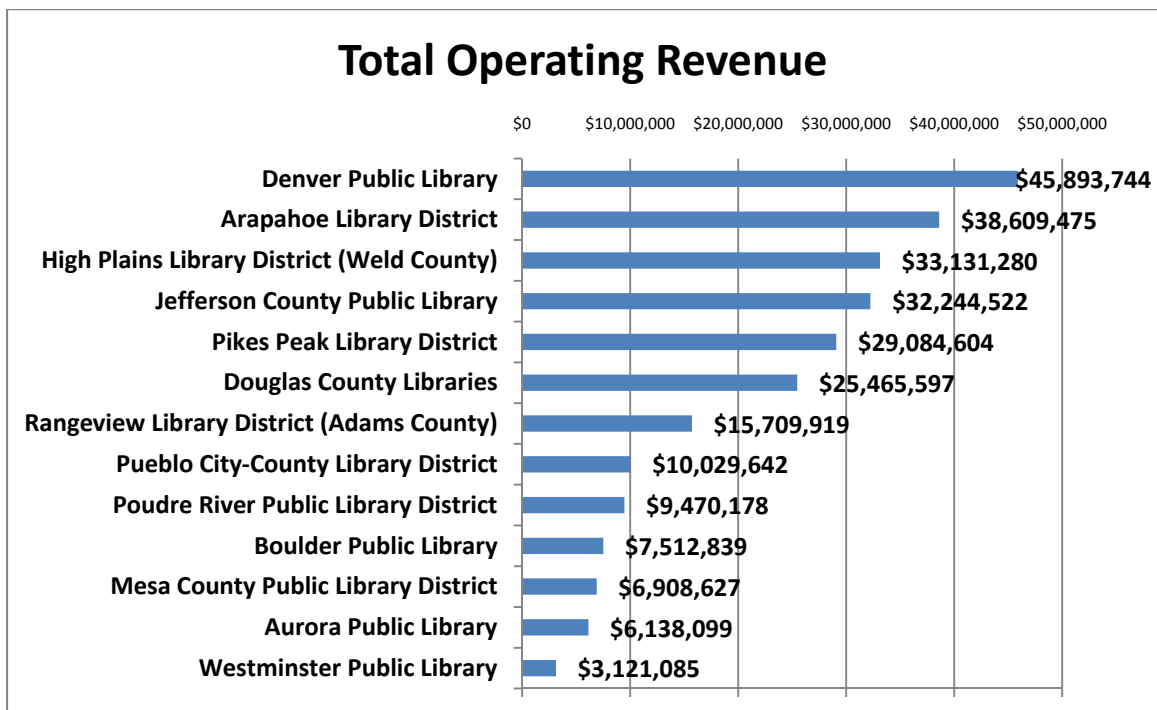
40. Capital Expenditures – This chart shows total expenses paid for new buildings or furnishings, renovations, automation systems, vehicles, and other major one-time projects. Includes all federal, state, local and other revenue used for major capital expenditures. For 2015, the District ranked 3rd out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



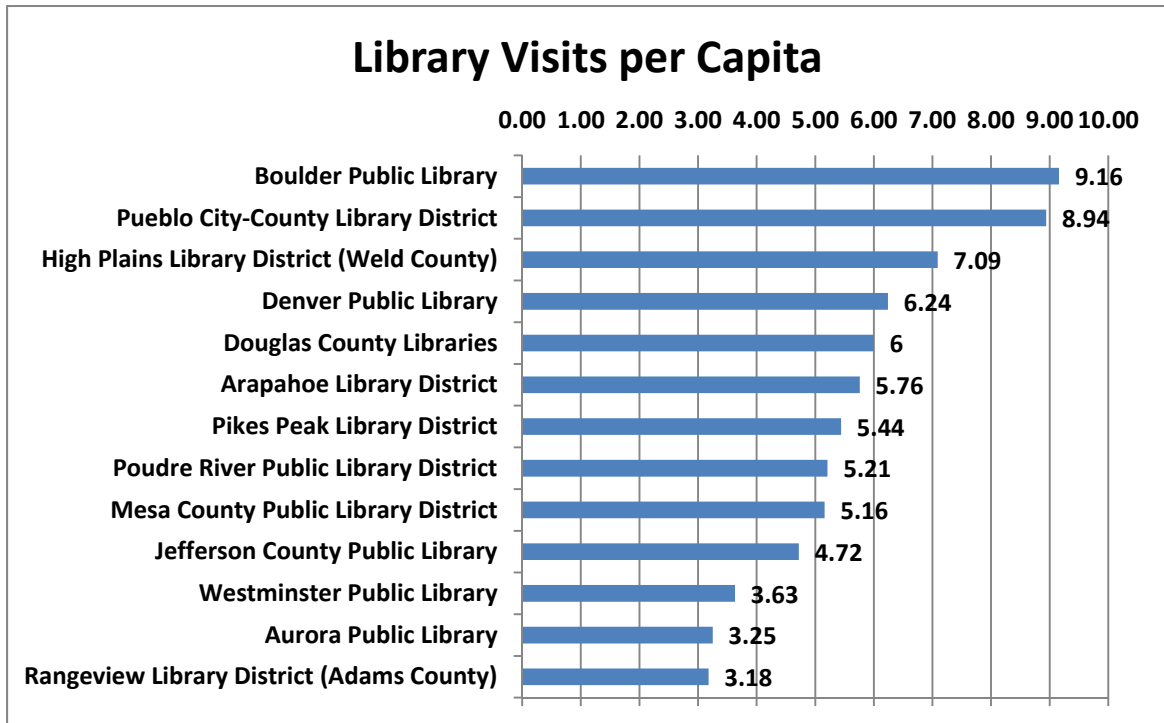
41. Expenditures on Professional Development – This chart shows total expenditures for development and education of staff. Includes fees, materials, travel costs, conference registrations, workshops, reimbursements, software, videos, and cost of in-house development office. This does not include costs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



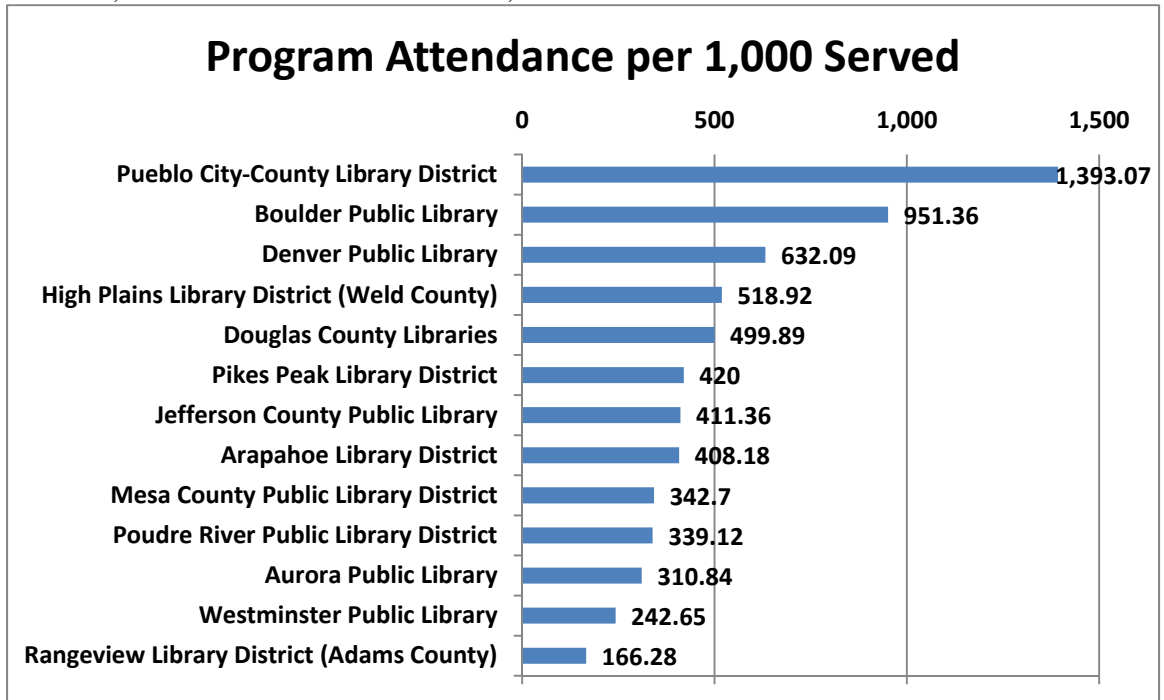
42. Total Operating Revenue – This chart shows total operating revenue for each library. For 2015, the District ranked 2nd in total, primarily due to the size of its LSA population. For 2016, the District ranks 5th.



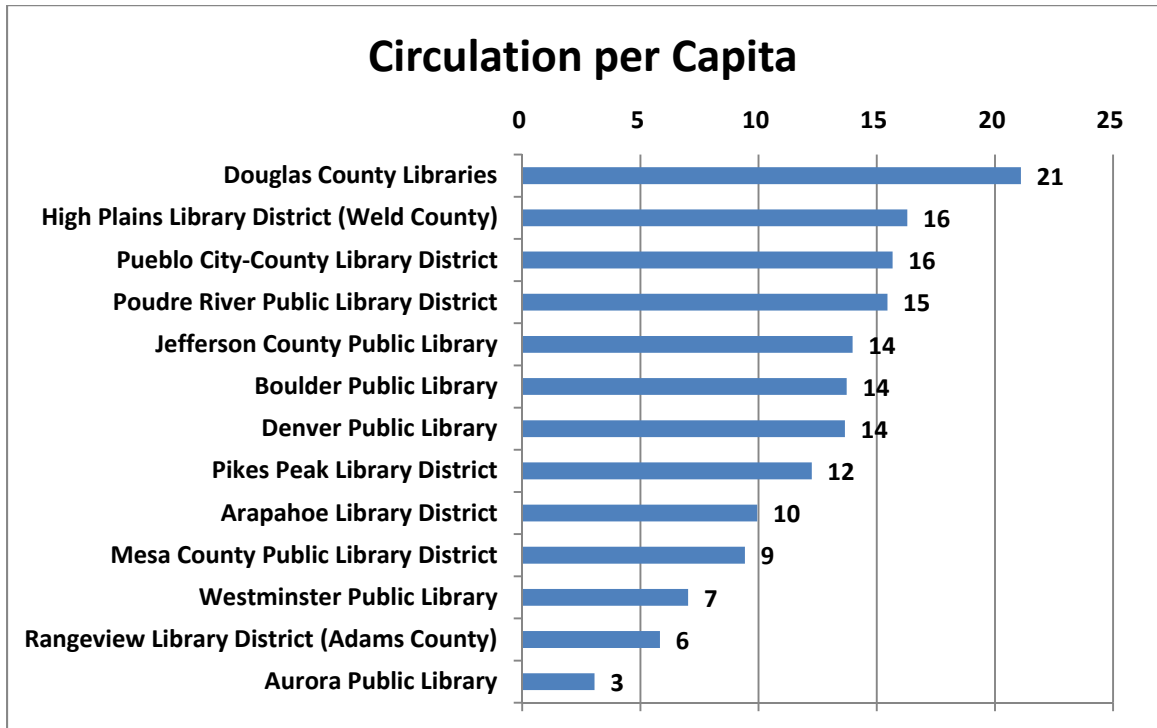
43. Library Visits per Capita – This chart shows total library patron visits divided by the total LSA population. For 2015, the District ranked 7th in this category. For 2016, the District ranks 5th.



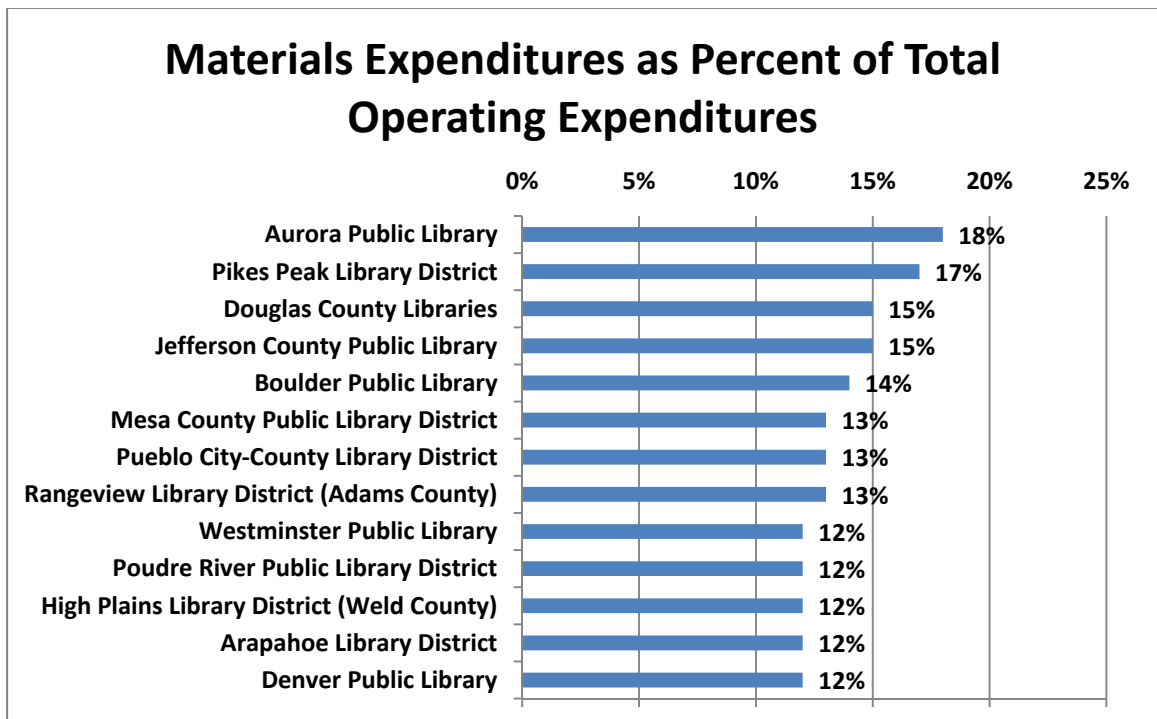
44. Program Attendance per 1,000 Served – This chart shows total attendance for all programs. For 2015, the District ranked 7th. For 2016, the District ranks 6th.



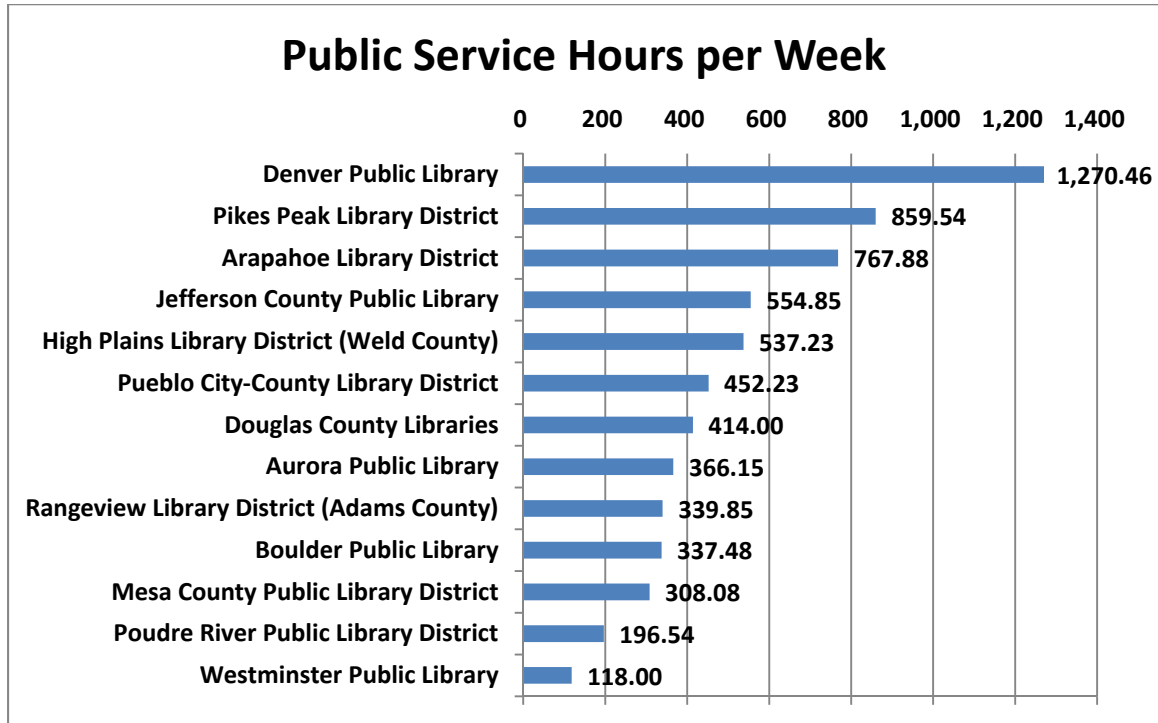
45. Circulation per Capita – This chart shows total circulation divided by LSA population. For 2015, the District ranked 6th in this category. For 2016, the District ranks 8th.



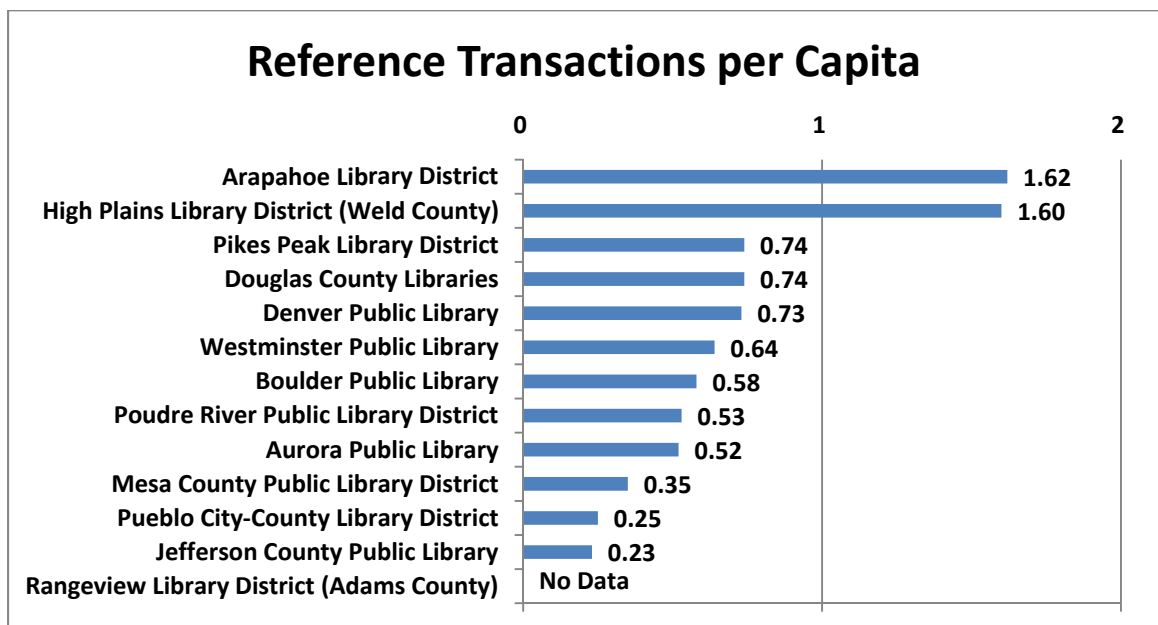
46. Materials Expenditures as Percent of Total Operating Expenditures – This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. For 2015, the District ranked 3rd of 13 libraries. For 2016, the District ranks 2nd.



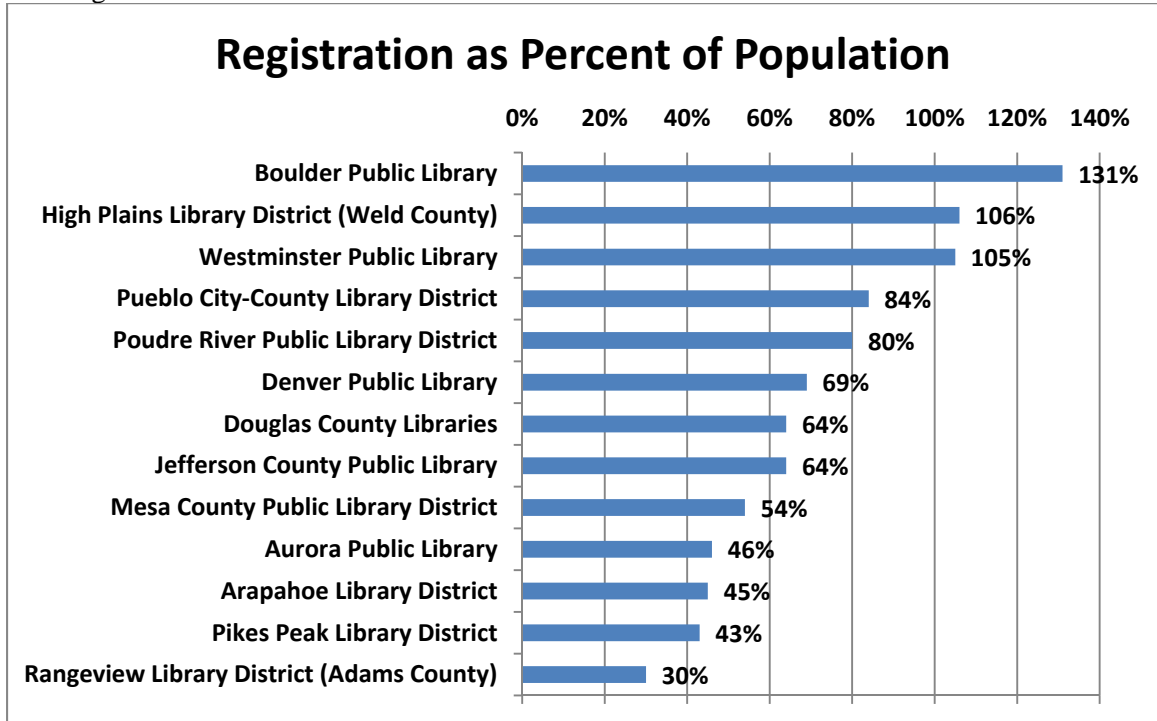
47. Public Service Hours per Week – This chart shows total number of hours the library is open to the public per week. The District ranked second for 2016 and 2015, primarily due to the number of facilities.



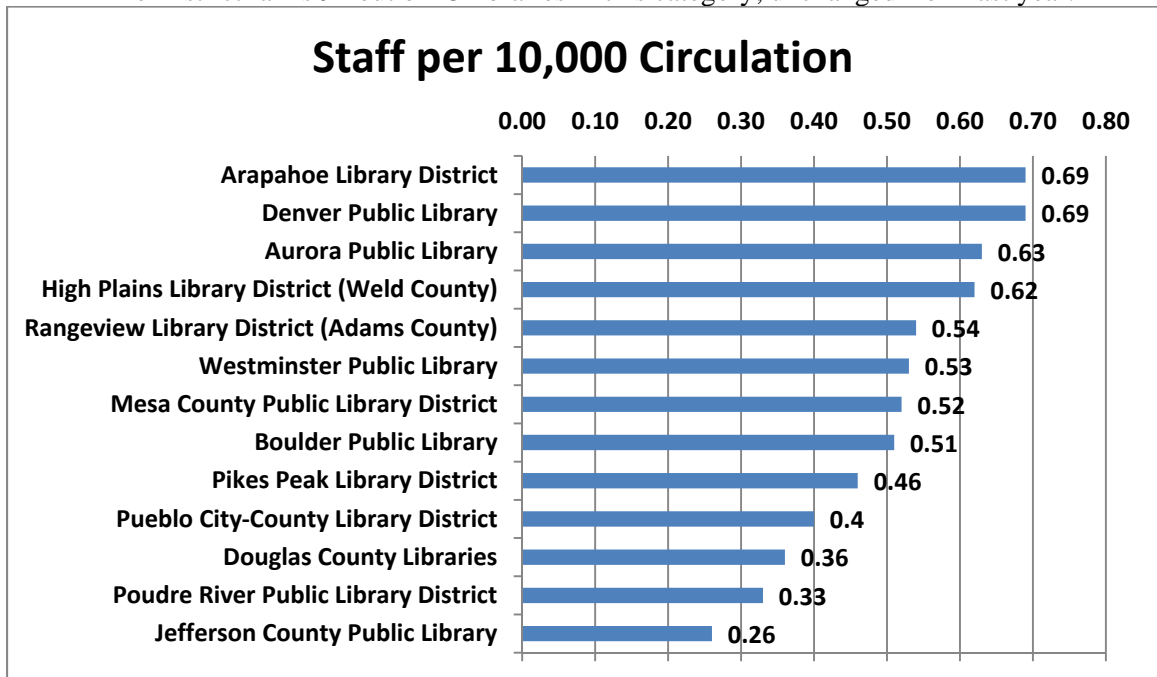
48. Reference Transactions Per Capita – This chart shows total reference questions divided by total LSA population. For 2016, the District ranks 3rd; unchanged from prior year.



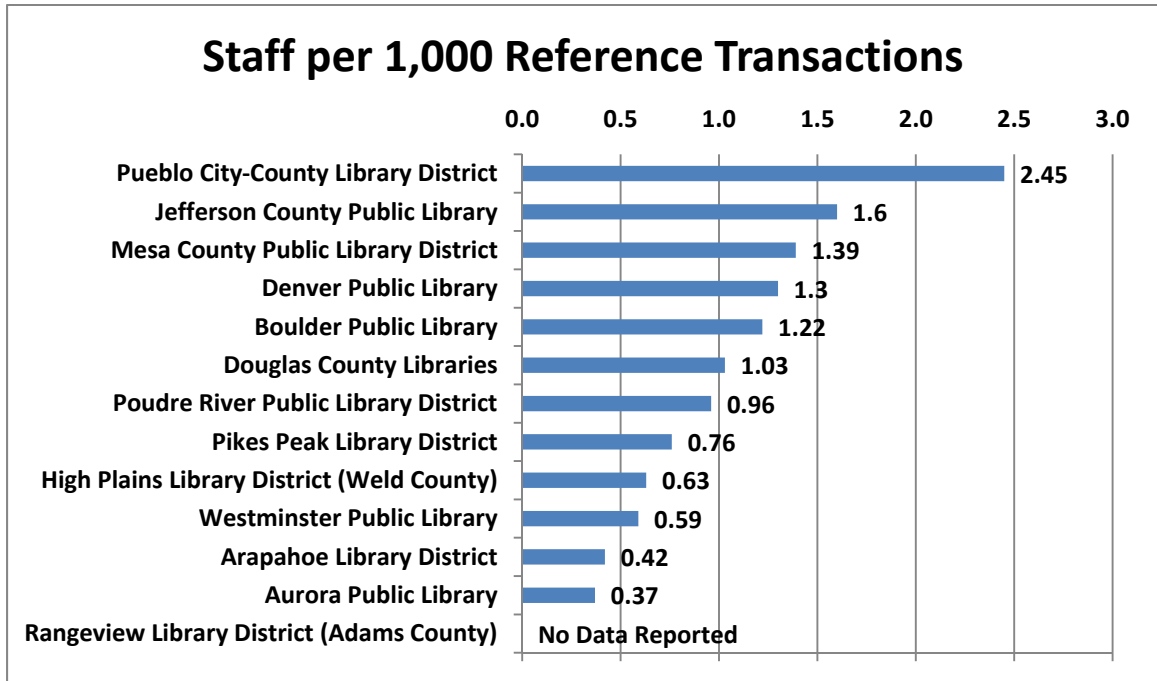
49. Registration as Percent of Population – This chart shows total library card holders as a percentage of the total LSA population. The District ranks 12 out of 13 libraries for 2016; unchanged from 2015.



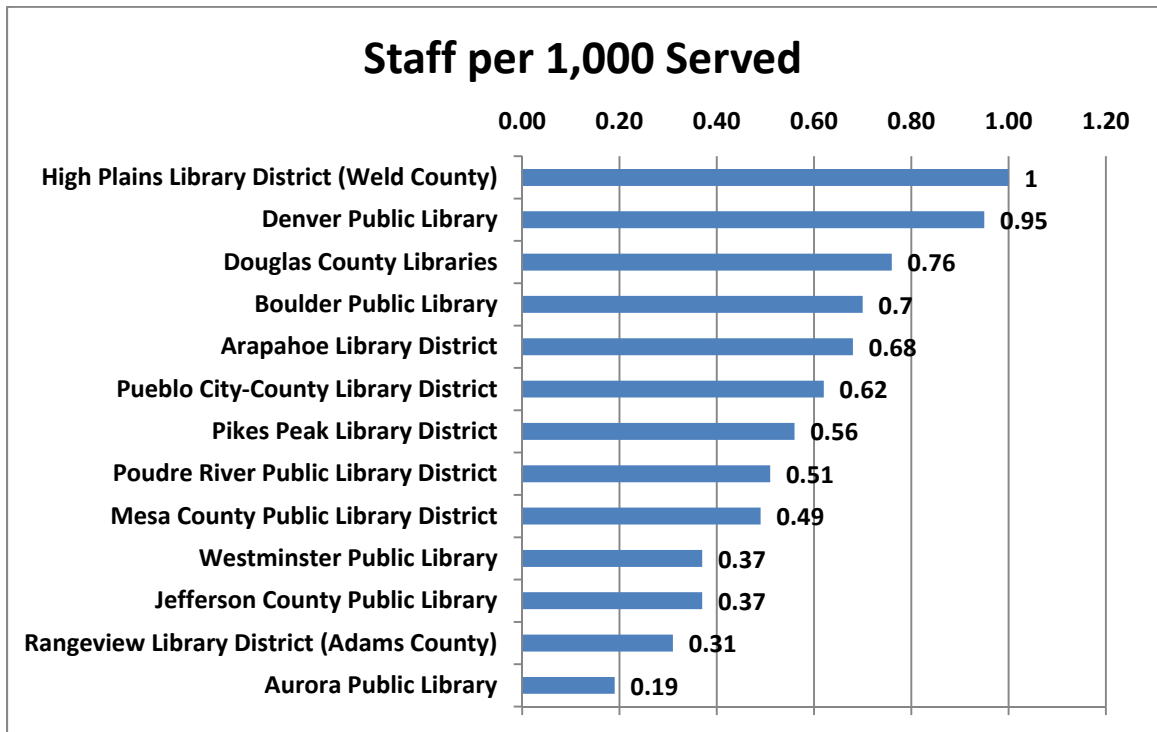
50. Staff per 10,000 Circulation – This chart shows total staff per 10,000 LSA population. The District ranks 9th out of 13 libraries in this category; unchanged from last year.



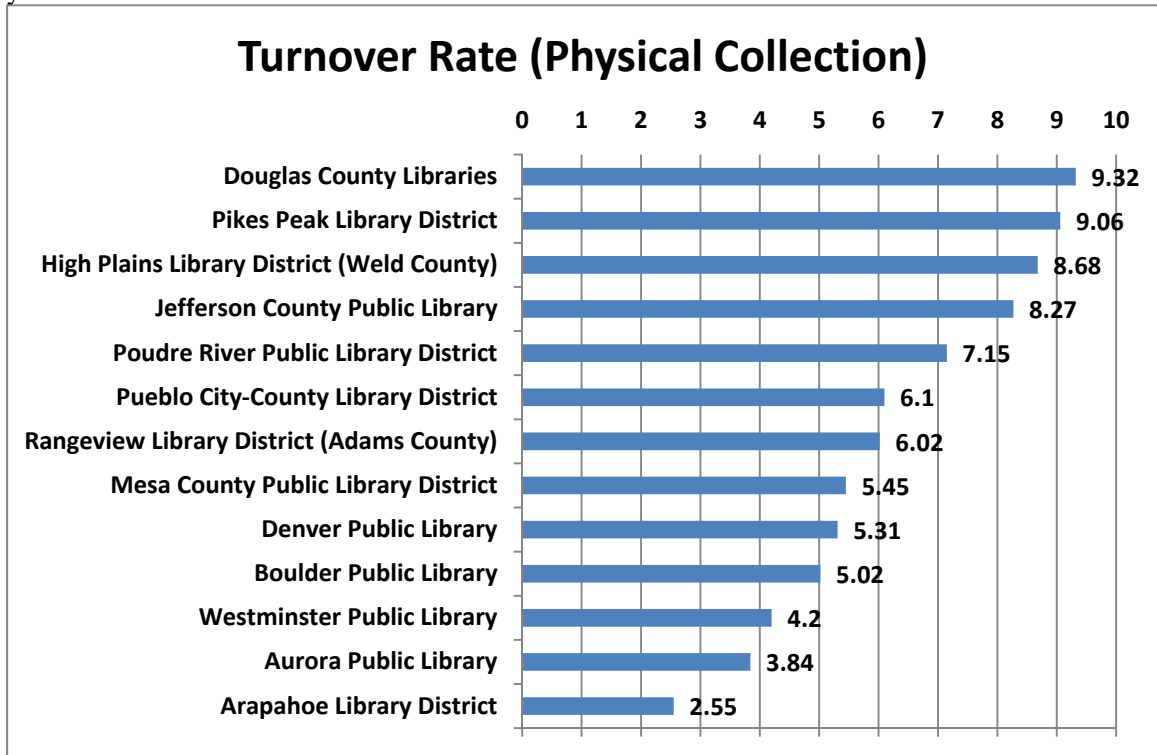
51. Staff per 1,000 Reference Transactions – This chart shows total staff FTE divided by total reference transactions (divided by 1,000). For 2015, the District ranked 7th. For 2016, the District ranks 8th.



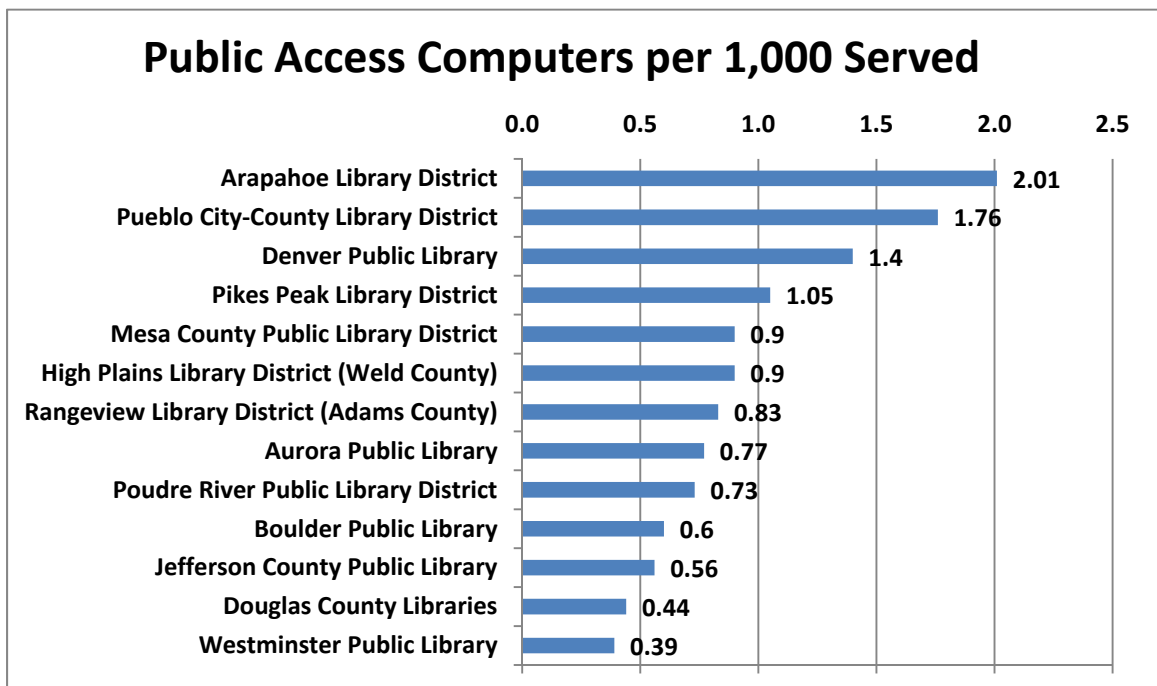
52. Staff per 1,000 Served – This chart shows total staff divided by the total LSA population (divided by 1,000). The District ranks 7th; unchanged from last year.



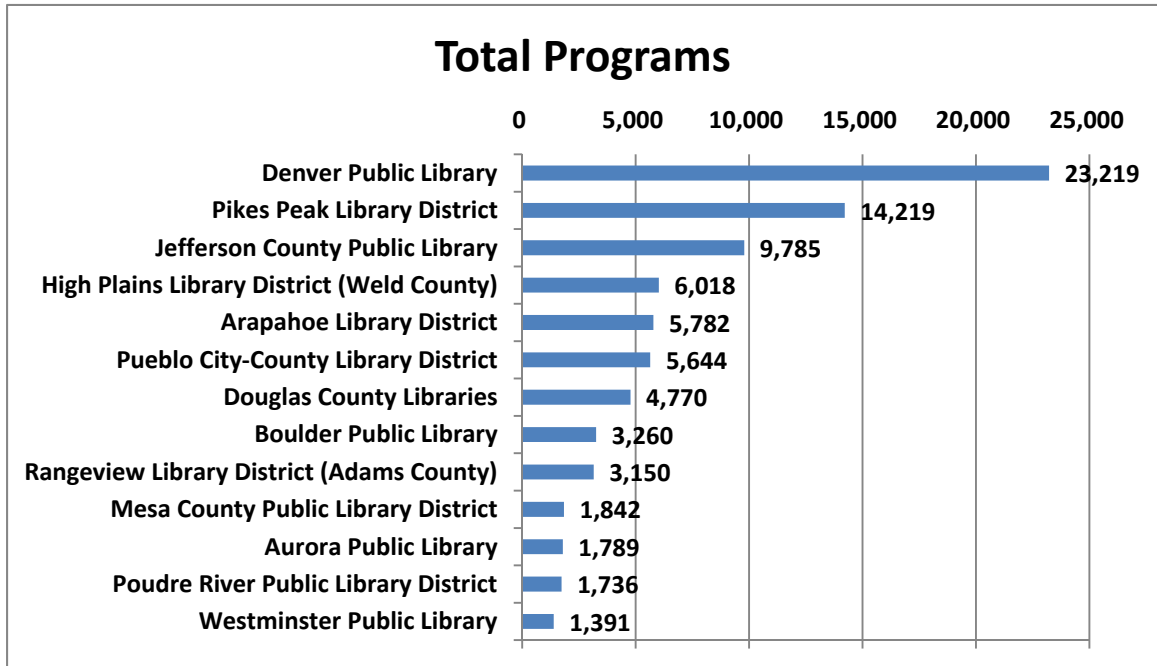
53. Turnover Rate (Physical Collection) – This chart shows total circulation divided by total number of items in the collection. The District ranks 2nd in this category; unchanged from last year.



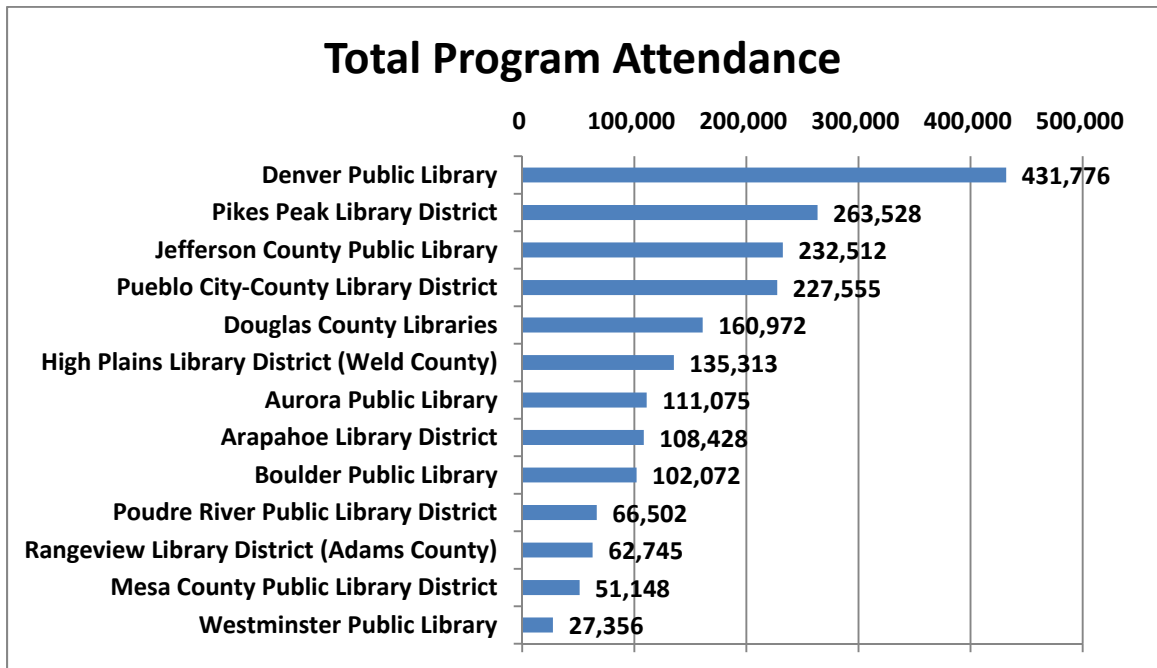
54. Public Access Computers per 1,000 Served – This chart shows total number of Public Access Computers with Internet available divided by the legal service area in thousands. The District ranks 4th out of 13 libraries for 2016; unchanged from 2015.



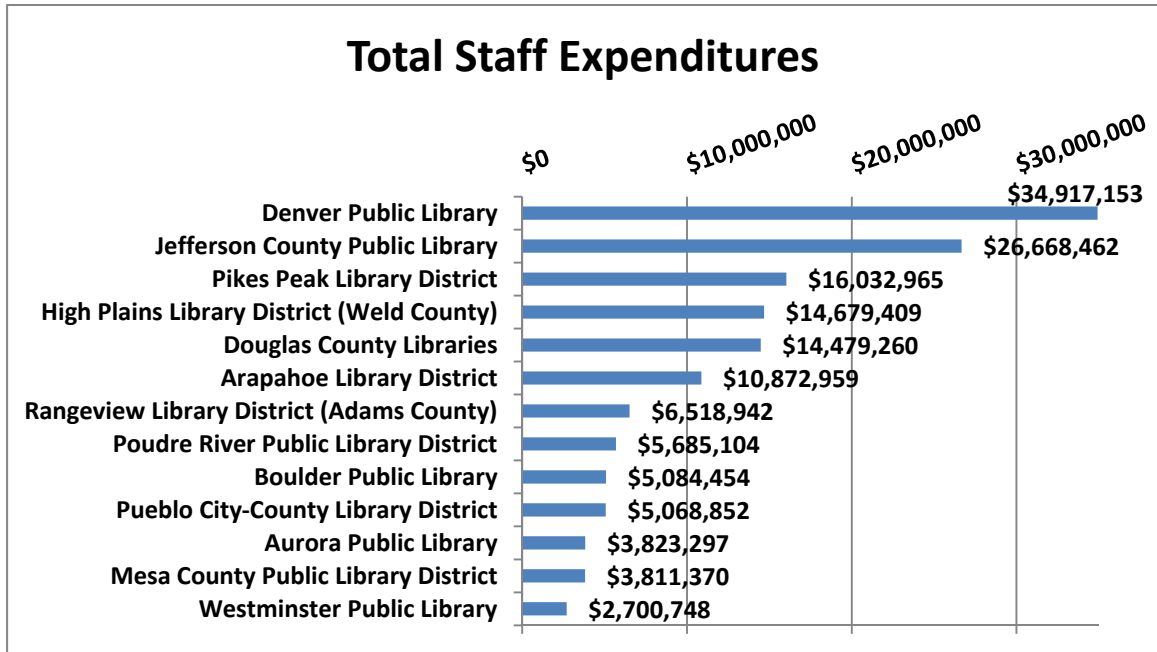
55. **Total Programs** – This chart shows total number of programs. The District ranks 2nd; unchanged from previous year.



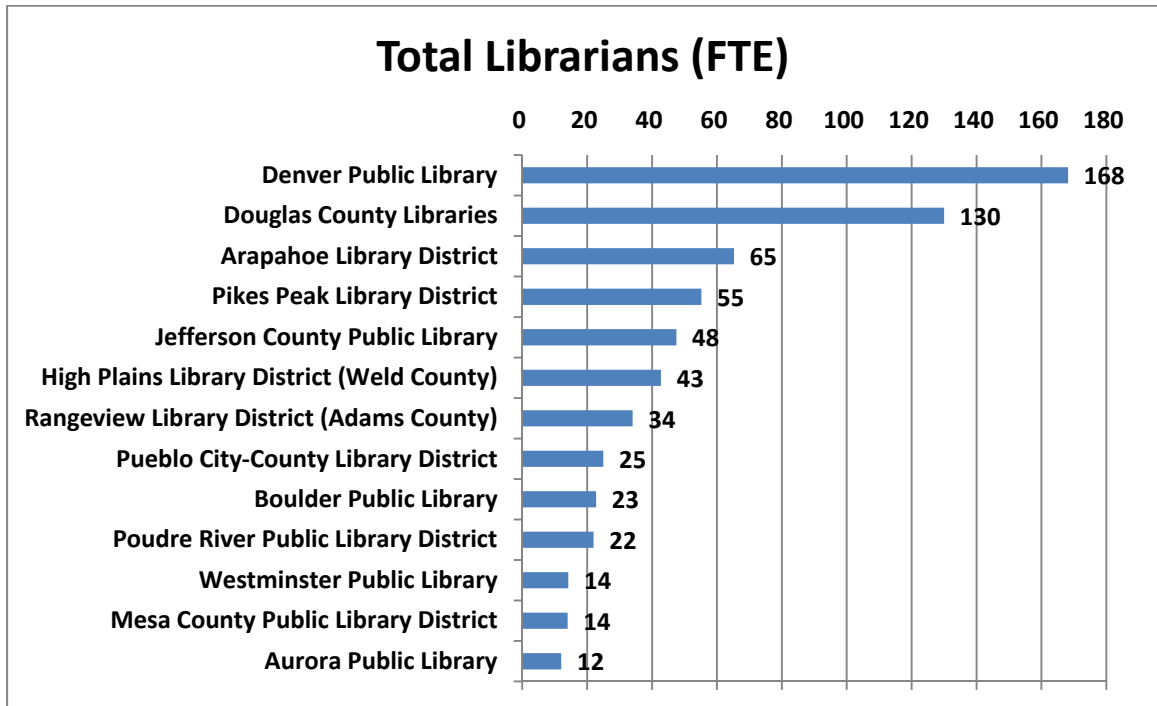
56. **Total Program Attendance** – This chart shows total count of the audience at all library programs. The District ranks 2nd; unchanged from 2015.



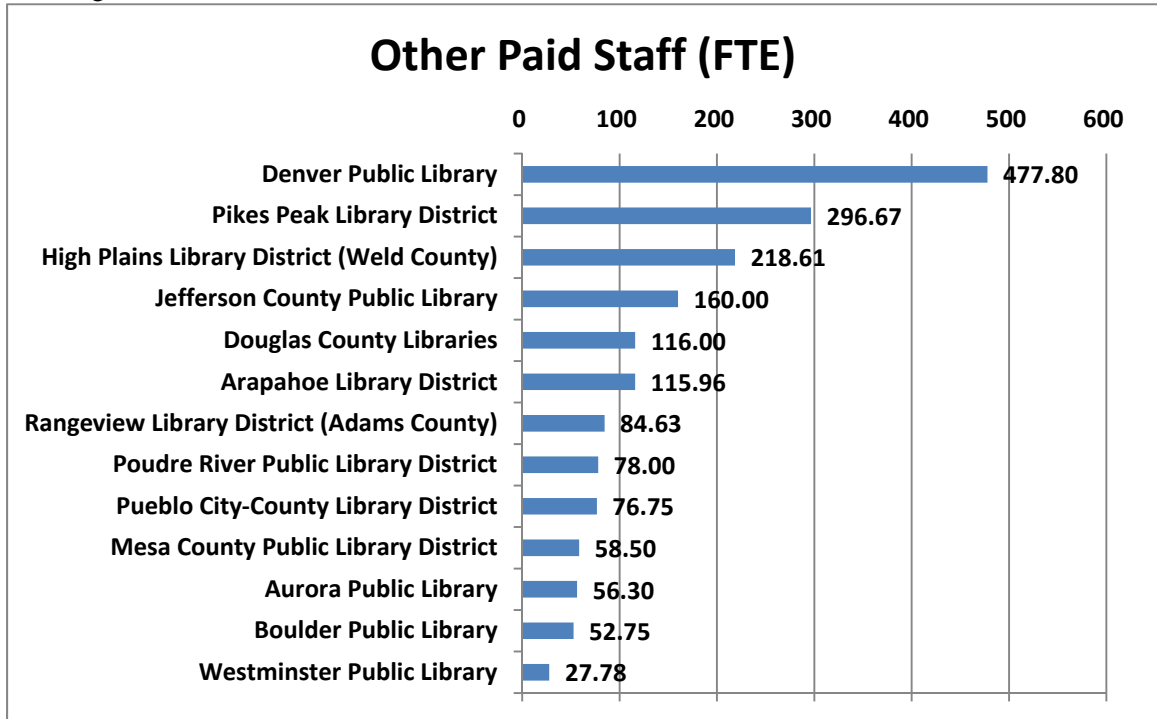
57. Total Staff Expenditures – This chart shows total wages and benefits paid to library staff. Last year, the District ranked second, primarily due to the size of its LSA population. For 2016, the District ranks 3rd.



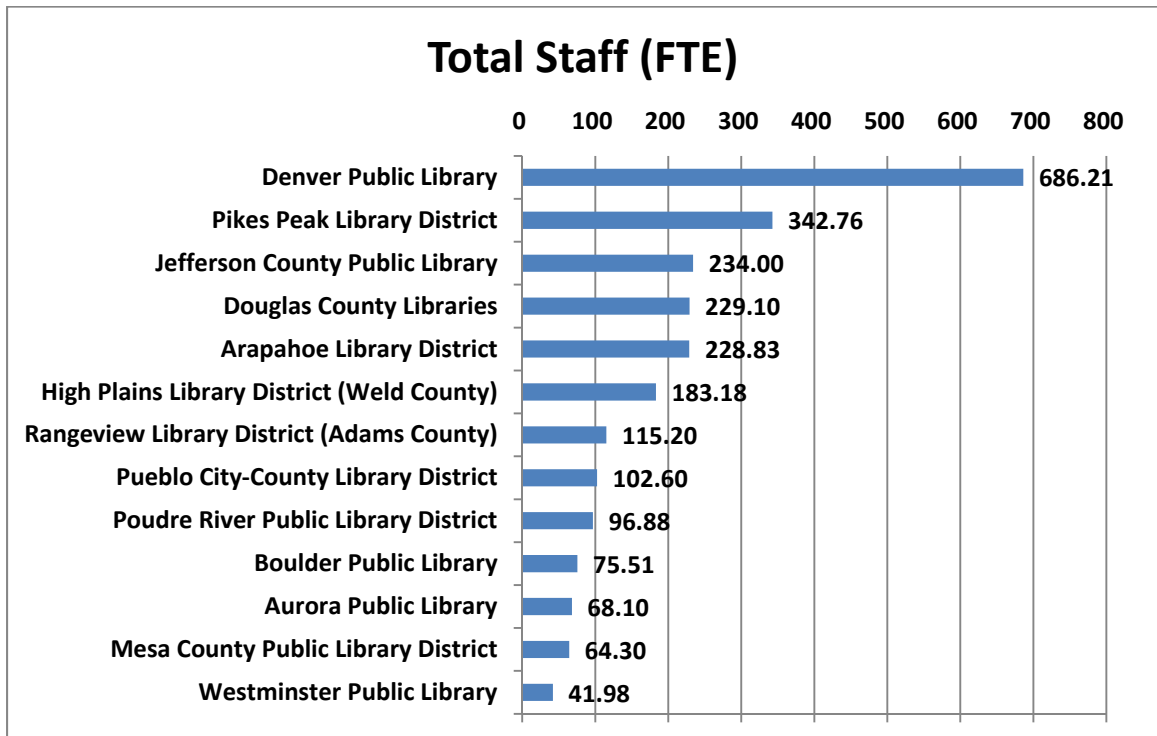
58. Total Librarians (FTE) – This chart shows the total number of full-time equivalents of librarians. For 2015, the District ranked 5th, again primarily due to the size of its LSA population. For 2016, the District ranks 4th.



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 Proposal 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 2016 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 \$32,063,456, and;

WHEREAS, the 2017 net valuation for assessment (payable in 2018) for the Pikes Peak Library District, as certified by the County Assessor, is \$7,003,717,810.

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 3.847 mills (comprised of a general operating mill levy of 3.863 mills, a mill levy for refunds and abatements of 0.023 mills, and a temporary tax credit of (0.039) 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.

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	\$31,683,360
Transfers to other funds	<u>2,178,459</u>

Total General Fund	<u>\$33,861,819</u>
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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>
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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 \$ 7,081,864,190 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: \$ 7,003,717,810 (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)

PURPOSE (see end notes for definitions and examples)	LEVY	REVENUE
1. General Operating Expenses	3.863 mills	\$ 27,055,362
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	<0.039> mills	\$ <273,146>
SUBTOTAL FOR GENERAL OPERATING:	3.824 mills	\$ 26,782,217
3. General Obligation Bonds and Interest	- mills	\$ -
4. Contractual Obligations	- mills	\$ -
5. Capital Expenditures	- mills	\$ -
6. Refunds/Abatements	0.023 mills	\$ 161,086
7. Other (specify): _____	- mills	\$ -
_____	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	3.847 mills	\$ 26,943,302

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 | August 18, 2017 |
| 7. Capital requests forms due to IT, Facilities and Creative Services | Aug 18, 2017 |
| 8. Memberships and dues forms due to Finance | August 18, 2017 |
| 9. Preliminary assessed valuation due from County | August 25, 2017 |
| 10. Preliminary CPI – 1 st half 2017 due from State | August 25, 2017 |
| 11. The Executive Director and the Chief Finance Officer meet with each Officer/Manager to discuss budget objectives | August 28 –
September 8, 2017 |
| 12. All budget requests due to Finance | September 8, 2017 |
| 13. Capital requests for IT, Facilities and Creative Services due to Finance | September 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 | January 31, 2018 |

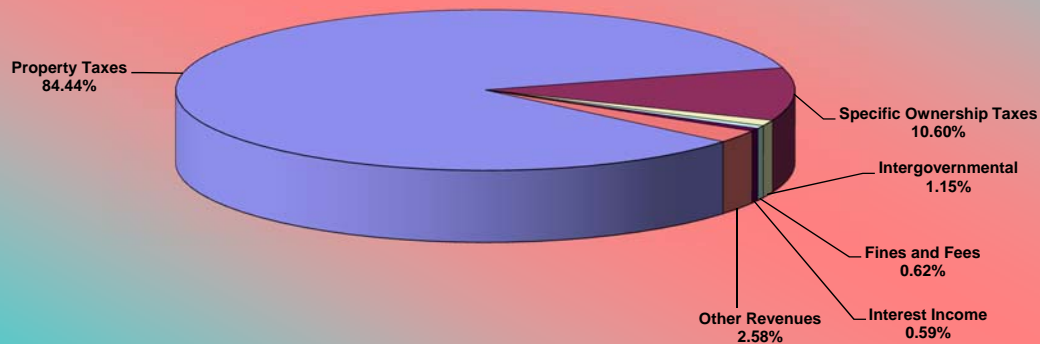
GENERAL FUND

Pikes Peak Library District			
General Fund - Revenue/Expenditure Summary			
Three-Year Period Ended December 31, 2018			
	2016	2017	2018
	Actual	Budget	Budget
Revenues			
Budget	\$ -	\$ 30,402,389	\$ 32,063,456
Budget amendment	-	300,000	-
Total Budgeted Revenues	-	30,702,389	32,063,456
Actual	29,126,417	-	-
Estimated actual revenues (below) budget	-	140,000	-
Total Revenues	29,126,417	30,842,389	32,063,456
Expenditures			
Budget	-	30,792,251	33,861,819
Budget amendment	-	1,082,056	-
Total Budgeted Expenditures	-	31,874,307	33,861,819
Actual	27,670,940	-	-
Estimated actual expenditures (below) budget	-	(865,746)	-
Total Expenditures	27,670,940	31,008,561	33,861,819
Net Excess Revenues Over Expenditures	1,455,477	(166,172)	(1,798,362)
Fund Balance - Beginning of Year	7,835,294	9,290,771	9,124,599
Fund Balance - End of Year	\$ 9,290,771	\$ 9,124,599	\$ 7,326,236

Pikes Peak Library District			
General Fund - Fund Balance Summary			
Three-Year Period Ended December 31, 2018			
	2016	2017	2018
	Actual	Budget	Budget
NonSpendable			
Prepaid expenditures	386,130	-	-
Restricted For:			
Emergency (TABOR)	855,665	\$ 893,419	\$ 934,312
Gifts and grants	89,715	89,715	64,570
Committed for:			
Capital Projects - Knights of Columbus Hall	865,000	865,000	-
Assigned To:			
Purchases of books and materials	215,555	-	-
McKinley Trust	300,000	39,275	39,275
Purchased contracts	153,297	-	-
Unassigned	6,425,409	7,237,189	6,288,079
Total Fund Balance	\$ 9,290,771	\$ 9,124,599	\$ 7,326,236

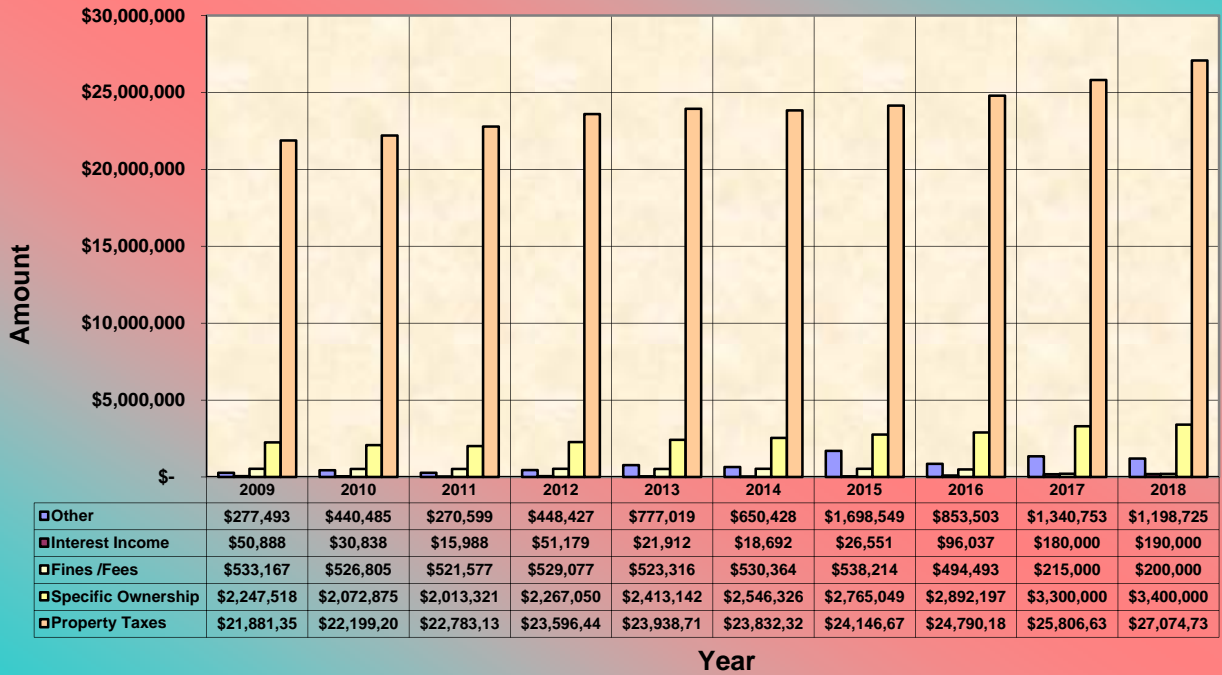
Pikes Peak Library District General Fund - Revenue Summary Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Taxes	\$ 27,682,384	\$ 28,931,636	\$ 29,106,636	\$ 30,474,731
Intergovernmental	398,039	370,000	370,000	370,000
Fines and Fees	494,493	330,000	215,000	200,000
Interest income	96,037	100,000	180,000	190,000
Other Revenues	455,464	970,753	970,753	828,725
Total Revenues	\$ 29,126,417	\$ 30,702,389	\$ 30,842,389	\$ 32,063,456

**Pikes Peak Library District
General Fund Revenues
Fiscal Year 2018**

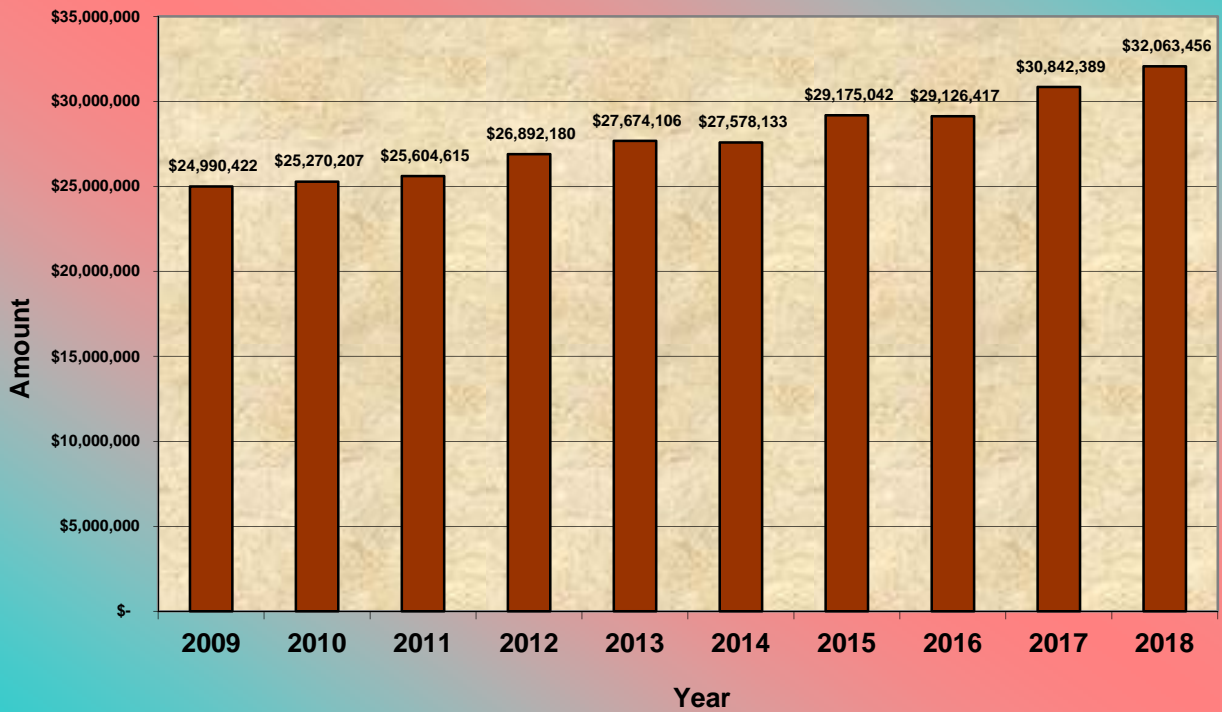


Pikes Peak Library District				
General Fund - Revenues (detail)				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Taxes				
Current property taxes	\$ 24,926,355	\$ 25,942,634	\$ 25,942,634	\$ 26,943,302
Less: uncollectible taxes	(99,966)	(98,398)	(98,398)	(100,366)
Net property taxes	24,826,389	25,844,236	25,844,236	26,842,936
Abatements and credits	(95,521)	(95,000)	(95,000)	(99,000)
Omitted property tax revenue	9,505	3,150	3,150	3,250
Delinquent taxes	10,720	15,000	15,000	15,000
Interest on delinquent taxes	29,902	30,000	30,000	30,000
Specific ownership taxes	2,892,197	3,125,000	3,300,000	3,400,000
Payment in lieu of taxes	9,192	9,250	9,250	9,400
Property tax revenue offset - temporary credit	-	-	-	273,145
Total Taxes	27,682,384	28,931,636	29,106,636	30,474,731
Intergovernmental				
Federal funds - E-Rate	254,057	225,000	225,000	225,000
State funds - library materials	143,982	145,000	145,000	145,000
Total Intergovernmental	398,039	370,000	370,000	370,000
Fines and Fees	494,493	330,000	215,000	200,000
Interest income	96,037	100,000	180,000	190,000
Other Revenues				
Copier charges	71,887	55,000	55,000	55,000
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	836,753	836,753	694,725
Meeting room rental	9,900	-	-	-
Other	13,284	20,000	20,000	20,000
Total Other Revenues	455,464	970,753	970,753	828,725
Total Revenues	\$ 29,126,417	\$ 30,702,389	\$ 30,842,389	\$ 32,063,456

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

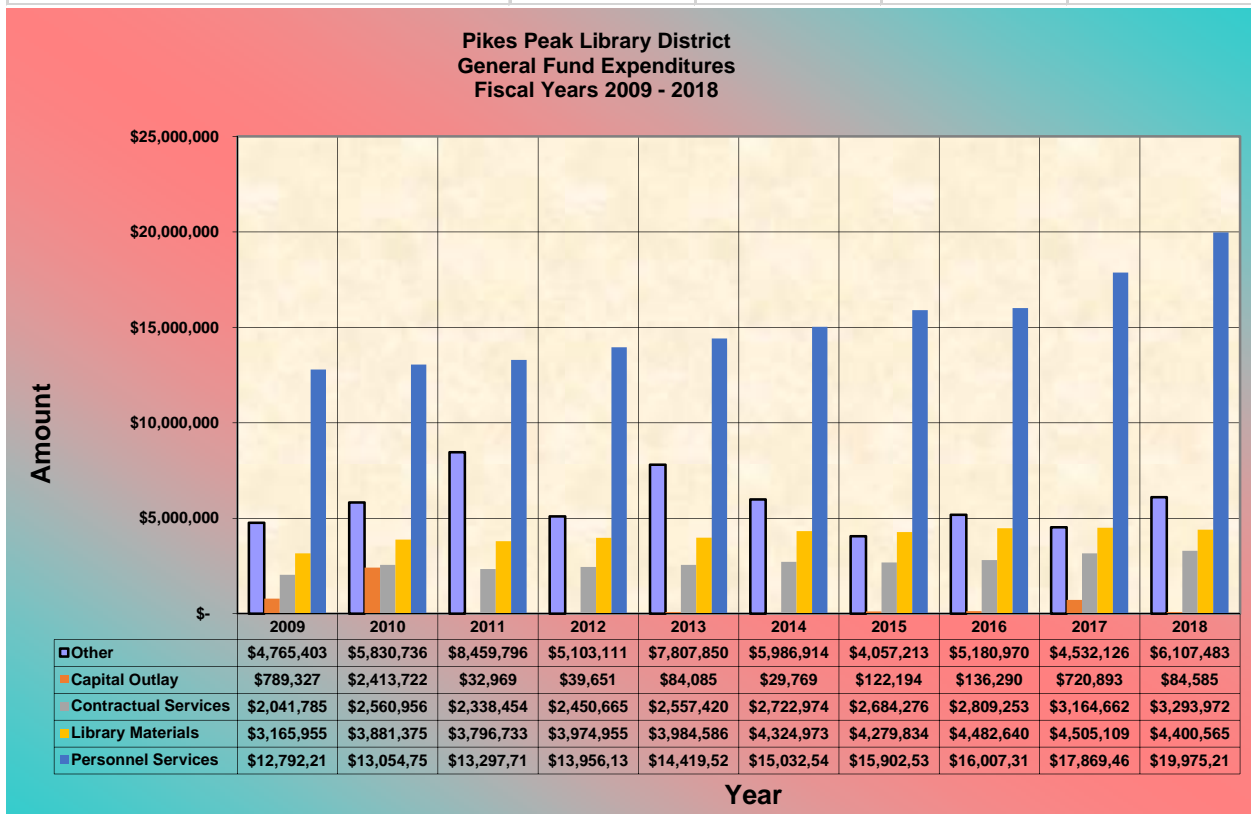


**Pikes Peak Library District
General Fund Revenues
Fiscal Years 2009 - 2018**

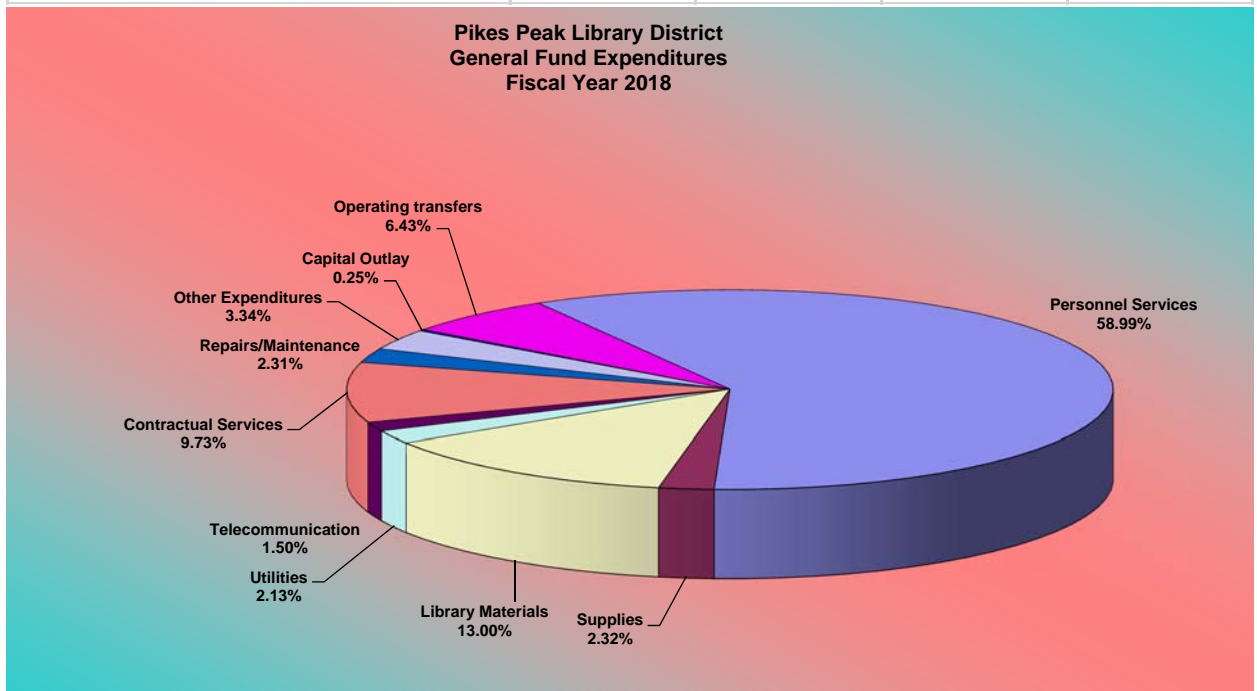


Pikes Peak Library District			
Mill Levy Calculation			
Three-Year Period Ended December 31, 2018			
	2016	2017	2018
Assessed Valuation			
Gross	6,516,617,460	6,617,856,790	7,081,864,190
Net	6,462,627,620	6,556,136,920	7,003,717,810
Difference - TIF Districts	\$ 53,989,840	\$ 61,719,870	\$ 78,146,380
Assessed Valuation	6,462,627,620	6,556,136,920	7,003,717,810
Mill Levy - Pikes Peak Library District Budget			
Operating	3.828	3.934	3.863
Property Tax Revenue - Operating	24,738,939	25,791,843	27,055,362
Abatements - Credits	0.032	0.023	0.023
Property Tax Revenue - Abatements and Credits	206,804	150,791	161,086
Temporary Tax Credit	(0.003)	-	(0.039)
Property Tax Revenue	(19,388)	-	(273,145)
Total Mill Levy	3.857	3.957	3.847
Total Property Tax Revenue - Net AV	24,926,355	25,942,634	26,943,302
Property tax Revenue			
Pikes Peak Library District - Net AV	\$ 24,926,355	\$ 25,942,634	\$ 26,943,302
TIF Districts	208,401	244,226	303,677
Total Property Tax Revenue - Gross AV	\$ 25,134,756	\$ 26,186,859	\$ 27,246,979

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	\$ 17,869,461	\$ 19,975,214
Supplies	689,184	854,652	837,197	785,530
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	507,000
Contractual Services	2,809,253	3,225,070	3,186,403	3,293,972
Repairs and Maintenance	594,725	827,549	739,879	783,700
Other Services/Expenditures	665,410	1,061,847	1,054,078	1,130,230
Capital Outlay	136,290	720,893	720,893	84,585
Operating Transfers To Other Funds	1,259,088	786,341	786,341	2,178,459
Special Item	57,073	-	206,445	-
Total Expenditures	\$ 27,670,940	\$ 31,874,307	\$ 31,008,561	\$ 33,861,819

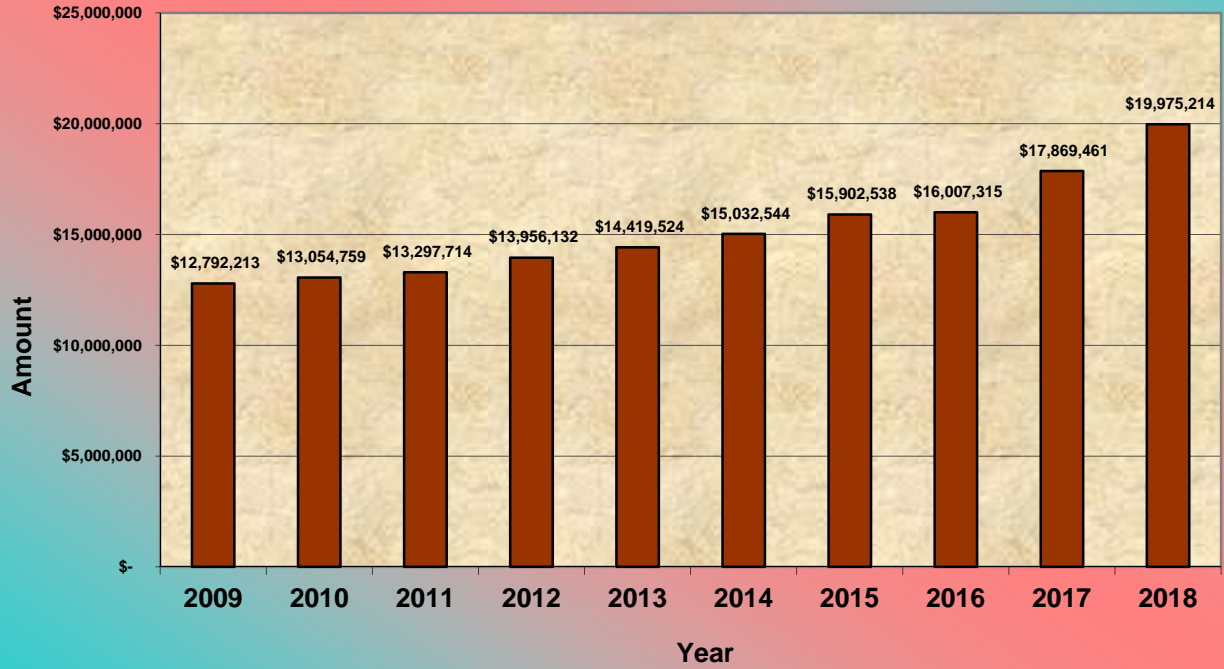


Pikes Peak Library District General Fund - Expenditures by Major Account Classification - Percentage To Total Budget Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Personnel Services	57.8%	58.6%	57.6%	59.0%
Supplies	2.5%	2.7%	2.7%	2.3%
Library Materials	16.2%	14.1%	14.5%	13.0%
Utilities	1.9%	2.1%	1.9%	2.1%
Telecommunication Costs	1.6%	1.6%	1.7%	1.5%
Contractual Services	10.2%	10.1%	10.3%	9.7%
Repairs and maintenance	2.1%	2.6%	2.4%	2.3%
Other Services/Expenditures	2.4%	3.3%	3.4%	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%	0.7%	0.0%
Total Expenditures	100.0%	100.0%	100.0%	100.0%

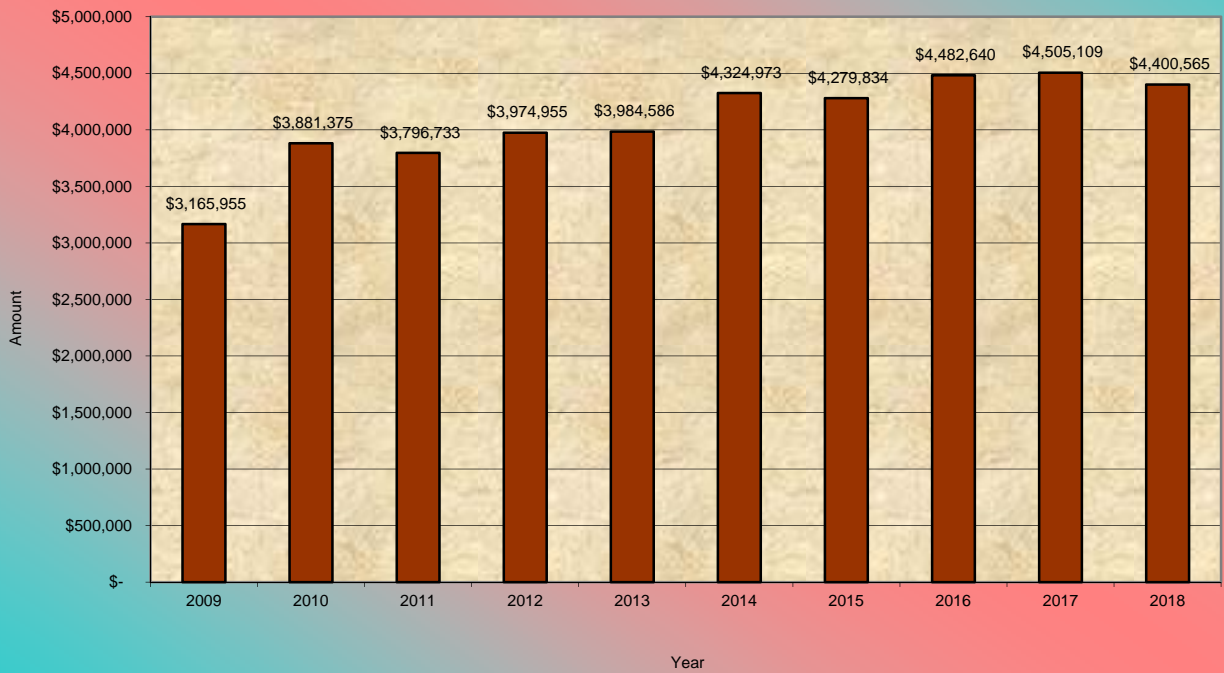


Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Personnel Services				
Salaries and wages	\$ 12,002,563	\$ 14,448,695	\$ 13,730,713	\$ 15,887,331
Substitute pay	545,282	525,558	524,808	191,529
FICA	946,169	1,098,735	1,045,495	1,096,789
Retirement contribution	699,855	830,021	782,006	831,126
Health benefits	1,639,501	1,572,000	1,572,000	1,756,000
Unemployment taxes	38,280	44,000	44,000	47,000
Workers compensation	91,302	97,000	95,000	95,000
Tuition reimbursement	30,456	45,000	45,000	40,000
Work study	13,907	32,439	30,439	30,439
Total Personnel Services	16,007,315	18,693,448	17,869,461	19,975,214
Supplies				
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	416,289	400,080
Total Supplies	689,184	854,652	837,197	785,530

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



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



Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Library Materials				
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
Total Library Materials	4,482,640	4,505,109	4,505,109	4,400,565
Utilities				
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
Total Utilities	538,981	679,718	583,075	722,564
Telecommunication Costs				
Telecommunication costs	430,981	519,680	519,680	507,000

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Contractual Services				
Audit fees	41,935	41,450	41,450	43,500
Legal fees	51,622	50,000	57,500	50,000
Microfilming services	14,799	24,550	24,550	19,600
Consultant fees	167,375	213,487	182,728	231,000
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	45,000	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	413,382	359,500
Collection agency charges	37,993	41,000	41,000	35,000
External printing	91,825	100,200	100,200	101,200
Programming costs	208,860	280,340	280,340	344,404
Security services	-	30,000	30,000	-
Insurance	158,142	181,000	181,000	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	386,656	402,122
Storage space	16,200	16,200	17,550	16,800
Employee Assistance Program	13,590	17,000	17,000	20,000
Total Contractual Services	2,809,253	3,225,070	3,186,403	3,293,972

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Repairs and Maintenance				
Telephone/telecommunication maintenance	97,661	108,123	108,123	30,000
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	119,350
Equipment maintenance	68,022	205,923	202,016	140,750
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
Total Repairs and Maintenance	594,725	827,549	739,879	783,700
Other Services/Expenditures				
Mileage reimbursement expenses	47,595	70,959	70,053	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	224,952	230,450
Signage	3,907	8,000	8,000	8,000

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
Other Services/Expenditures continued				
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	45,533	41,406
Summer Reading Club party	2,218	2,600	2,600	2,600
Postage	59,330	92,500	92,500	92,500
Bindery	5,442	5,000	5,000	5,000
Administrative support - PPLD Foundation	197,703	-	-	-
Other	68,052	365,509	365,509	433,214
Total Other Services/Expenditures	665,410	1,061,847	1,054,078	1,130,230
Capital Outlay				
Other capital projects	136,290	720,893	720,893	84,585
Total Capital Outlay	136,290	720,893	720,893	84,585
Operating Transfers To Other Funds				
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
Total Operating Transfers To Other Funds	1,259,088	786,341	786,341	2,178,459
Special Item				
TABOR refund	57,073	-	206,445	-
Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses	\$ 27,670,940	\$ 31,874,307	\$ 31,008,561	\$ 33,861,819

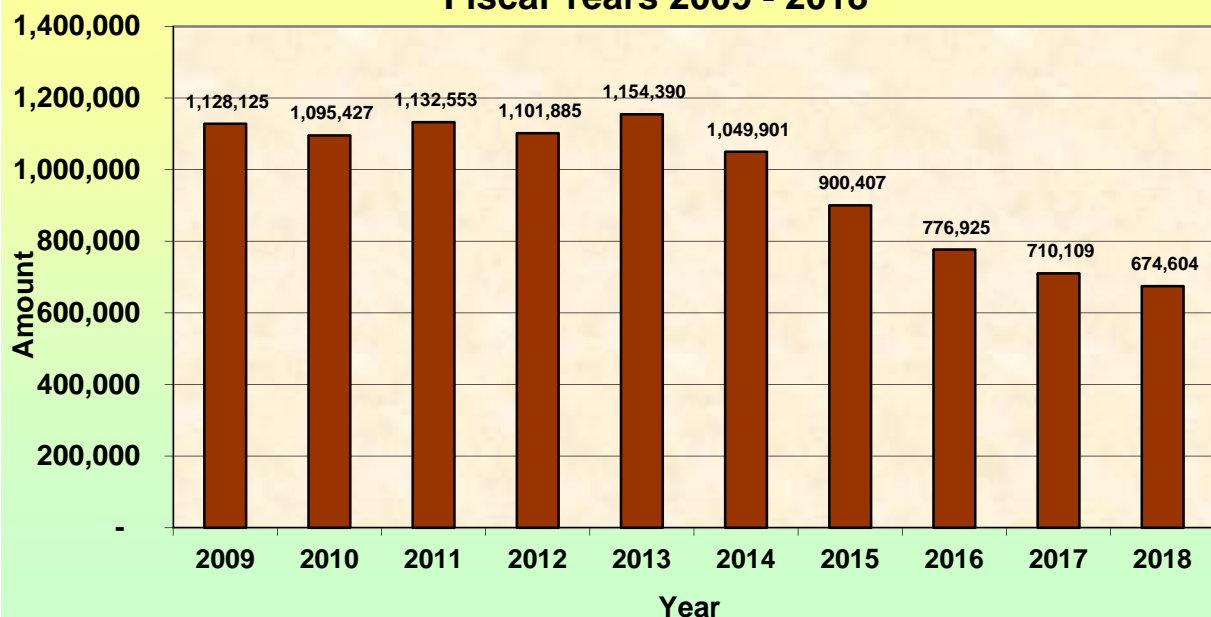
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
DIRECTOR				
Salaries and wages	\$ 214,349	\$ 218,088	\$ 218,088	\$ 218,088
FICA charges	14,785	16,684	16,684	16,684
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	15,000	15,000
Leadership Pikes Peak	847	3,500	-	3,500
Other expenses	565	1,000	1,000	1,000
Total Director	\$ 260,561	\$ 282,719	\$ 275,219	\$ 278,719
Authorized Positions				
	2016	2017	2018	
Total Full Time Equivalents (FTE's)	2.00	2.00	2.00	
Authorized Positioned Category				
Full-time (40 hour per week)	2	2	2	
Half-time (20 - 39 hours per week)	-	-	-	
Part-time (1-19 hours per week)	-	-	-	
Total Authorized Positions	2	2	2	
MLS FTE's	1.00	1.00	1.00	

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
PUBLIC SERVICES				
Administration				
Salaries and wages	\$ 91,068	\$ 170,227	\$ 170,227	\$ 170,227
Seasonal substitute pay	-	750	-	-
FICA charges	6,667	13,022	13,022	13,022
Retirement contributions	5,605	13,618	13,618	13,618
Office supplies	-	1,000	1,000	1,000
Training	35,145	90,000	90,000	98,000
Mileage reimbursement expenses	12,934	20,000	20,000	20,000
Total Administration	\$ 151,419	\$ 308,617	\$ 307,867	\$ 315,867
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		1.00	2.00	2.00
Authorized Positioned Category				
Full-time (40 hour per week)		1	2	2
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		1	2	2
MLS FTE's		1.00	2.00	2.00
Customer Service Team				
General supplies	\$ -	\$ 400	\$ -	\$ -
Training	165	-	-	-
Total Customer Service Team	\$ 165	\$ 400	\$ -	\$ -

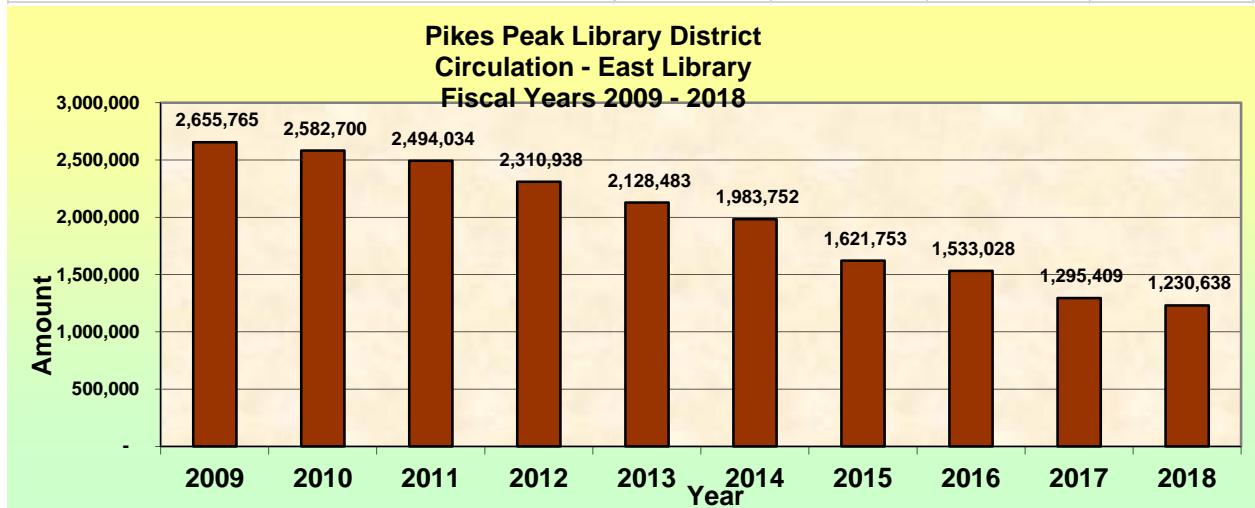
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
Account	Actual	Budget	Projection	Budget
PUBLIC SERVICES				
Adult Services - District-wide				
Supplies - assisted technology	-	-	-	5,000
Programming	-	-	-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

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
PUBLIC SERVICES				
Adult Services - Penrose				
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
Total Adult Services - Penrose	\$ 1,350,823	\$ 1,491,213	\$ 1,433,742	\$ 1,489,140
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		21.22	21.22	21.22
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		25	25	25
MLS FTE's		8.50	8.50	8.50

Pikes Peak Library District Circulation - Penrose Library Fiscal Years 2009 - 2018

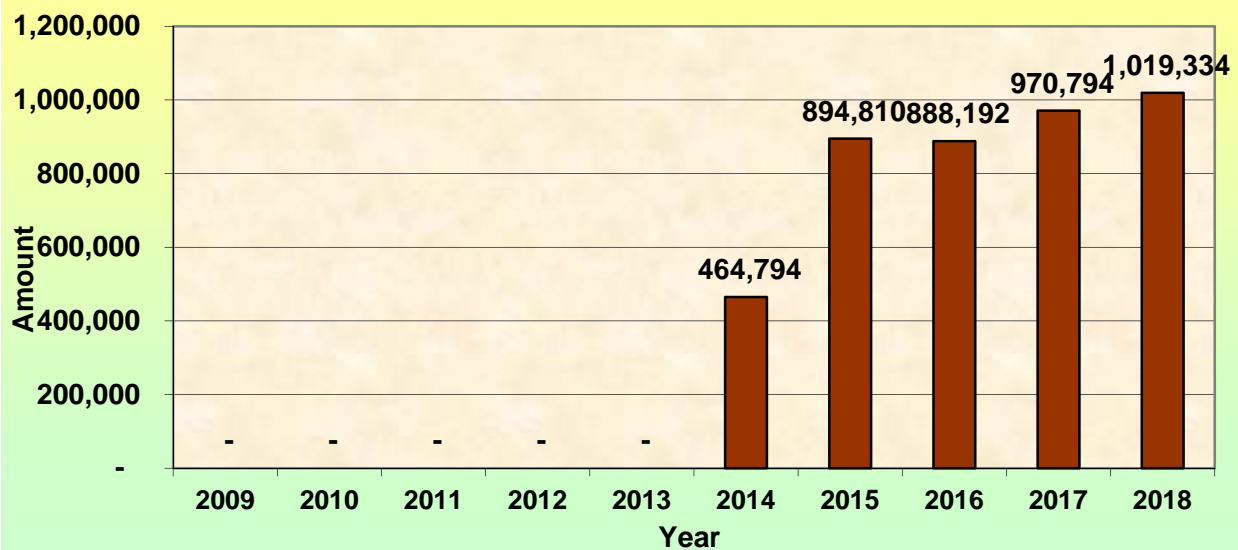


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Adult Services - East Library				
Salaries and wages	\$ 706,663	\$ 748,122	\$ 701,285	\$ 733,996
Substitute pay	47,109	57,491	57,491	11,990
Work study costs	5,991	10,800	10,800	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
Total Adult Services - East Library	\$ 900,072	\$ 976,802	\$ 922,122	\$ 904,529
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		16.80	17.32	16.32
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		19	20	19
MLS FTE's		8.00	8.00	8.00
PUBLIC SERVICES				
Adult Services - MakerSpace at East Library				
General supplies - Makerspace	-	-	-	2,700
Repair equipment	-	-	-	4,000
Programming costs	-	-	-	2,300
Total Adult Services - MakerSpace at East Library	\$ -	\$ -	\$ -	\$ 9,000



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
PUBLIC SERVICES				
Adult Services - Library 21C				
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
Total Adult Services - Library 21C	\$ 373,181	\$ 423,611	\$ 393,696	\$ 412,340
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		8.25	8.25	8.25
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		10	10	10
MLS FTE's		3.00	3.00	3.00

**Pikes Peak Library District
Circulation - Library 21c
Fiscal Years 2009 - 2018**



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
PUBLIC SERVICES				
Computer Commons - Library 21C				
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	16,500
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	13,692	10,000
Merchandising	-	500	500	500
Mileage reimbursement expenses	803	3,000	3,000	2,500
Total Computer Commons - Library 21C	\$ 475,987	\$ 551,340	\$ 530,022	\$ 544,348
Authorized Positions		2016	2017	2018
Total Full Time Equivalent (FTE's)		9.50	9.50	9.50
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		12	12	12
MLS FTE's		4.00	4.00	4.00

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
PUBLIC SERVICES				
Children's - Districtwide				
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	2,000
Summer Reading Club party	2,218	2,600	2,600	2,600
Summer Reading Club programming	18,508	29,823	29,823	25,000
Summer Reading Club printing and other	4,754	9,110	9,110	6,306
Total Children's Districtwide	\$ 64,580	\$ 98,040	\$ 98,040	\$ 89,816

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
PUBLIC SERVICES				
Children's - Penrose				
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
Total Children's Penrose	\$ 344,403	\$ 370,067	\$ 370,067	\$ 368,666
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		6.12	6.12	6.12
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		7	7	7
MLS FTE's		3.62	3.62	3.62

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
PUBLIC SERVICES				
Children's - East Library				
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	11,000	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	-	-	-
Total Children's East Library	\$ 403,553	\$ 477,292	\$ 466,685	\$ 466,410
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		8.27	8.27	8.27
Authorized Positioned Category				
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
Total Authorized Positions		11	11	11
MLS FTE's		4.00	4.00	4.00

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
PUBLIC SERVICES				
Children Services - Library 21C				
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	-	-	-	-
Total Children's Library 21C	\$ 332,040	\$ 390,804	\$ 379,368	\$ 385,762
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		7.88	8.88	7.88
Authorized Positioned Category				
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
Total Authorized Positions		10	10	9
MLS FTE's		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
PUBLIC SERVICES				
Teen Services				
Programming costs	28,121	35,786	35,786	33,179
Total Teen Services	\$ 28,121	\$ 35,786	\$ 35,786	\$ 33,179
Adult Reading Programs				
Programming costs	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Senior Services				
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				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Special Collections				
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	24,550	19,600
Mileage reimbursement expenses	132	750	750	750
Dues	372	-	-	-
Programming costs	3,808	2,570	2,570	2,240
Total Special Collections	\$ 535,583	\$ 594,254	\$ 593,581	\$ 583,502
Authorized Positions		2016	2017	2018
Total Full Time Equivalent (FTE's)		9.50	9.50	9.50
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		13	13	13
MLS FTE's		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
PUBLIC SERVICES				
Shelving - Penrose				
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	2,754	1,405
FICA charges	10,198	10,458	10,260	10,458
Total Shelving - Penrose	\$ 143,915	\$ 152,594	\$ 137,066	\$ 151,245
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		7.99	6.12	6.12
Authorized Positioned Category				
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
Total Authorized Positions		17	12	12
MLS FTE's		-	-	-
Shelving - East				
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	5,987	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
Total Shelving - East	\$ 306,643	\$ 329,350	\$ 320,291	\$ 328,477
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		13.64	12.07	12.07
Authorized Positioned Category				
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
Total Authorized Positions		28	23	23
MLS FTE's		-	-	-

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
PUBLIC SERVICES				
Shelving - 21C				
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	5,250	2,678
FICA charges	8,544	8,941	7,404	8,639
Office supplies	503	500	500	500
Total Shelving - 21C	\$ 122,875	\$ 138,644	\$ 117,012	\$ 131,960
Authorized Positions				
		2016	2017	2018
Total Full Time Equivalents (FTE's)		5.18	5.25	5.25
Authorized Positioned Category				
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
Total Authorized Positions		11	11	11
MLS FTE's		-	-	-

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
PUBLIC SERVICES				
Circulation - Penrose				
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	23,989	24,385
Retirement contributions	12,037	15,677	14,696	15,677
Office supplies	1,489	1,500	1,500	1,500
Total Circulation - Penrose	\$ 313,472	\$ 376,798	\$ 356,217	\$ 371,084
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		11.74	11.84	11.84
Authorized Positioned Category				
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
Total Authorized Positions		18	18	18
MLS FTE's		-	-	-
Circulation - East Library				
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	11,850	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
Total Circulation - East Library	\$ 834,246	\$ 921,666	\$ 904,290	\$ 896,537
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		20.62	18.84	18.84
Authorized Positioned Category				
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
Total Authorized Positions		31	28	28
MLS FTE's		-	-	-

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
PUBLIC SERVICES				
Circulation - Library 21C				
Salaries and wages	\$ 172,154	\$ 179,499	\$ 187,100	\$ 179,499
Temporary work	-	4,630	4,630	4,722
Substitute pay	24,113	11,063	11,063	5,642
Work study costs	-	3,600	3,600	3,600
FICA charges	13,834	13,732	14,338	13,732
Retirement contributions	5,003	4,972	4,964	4,972
Office supplies	195	1,500	1,500	1,500
Mileage reimbursement expenses	-	696	696	696
Total Circulation - Library 21C	\$ 215,299	\$ 219,692	\$ 227,891	\$ 214,363
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		6.50	6.50	6.50
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		10	10	10
MLS FTE's		-	-	-

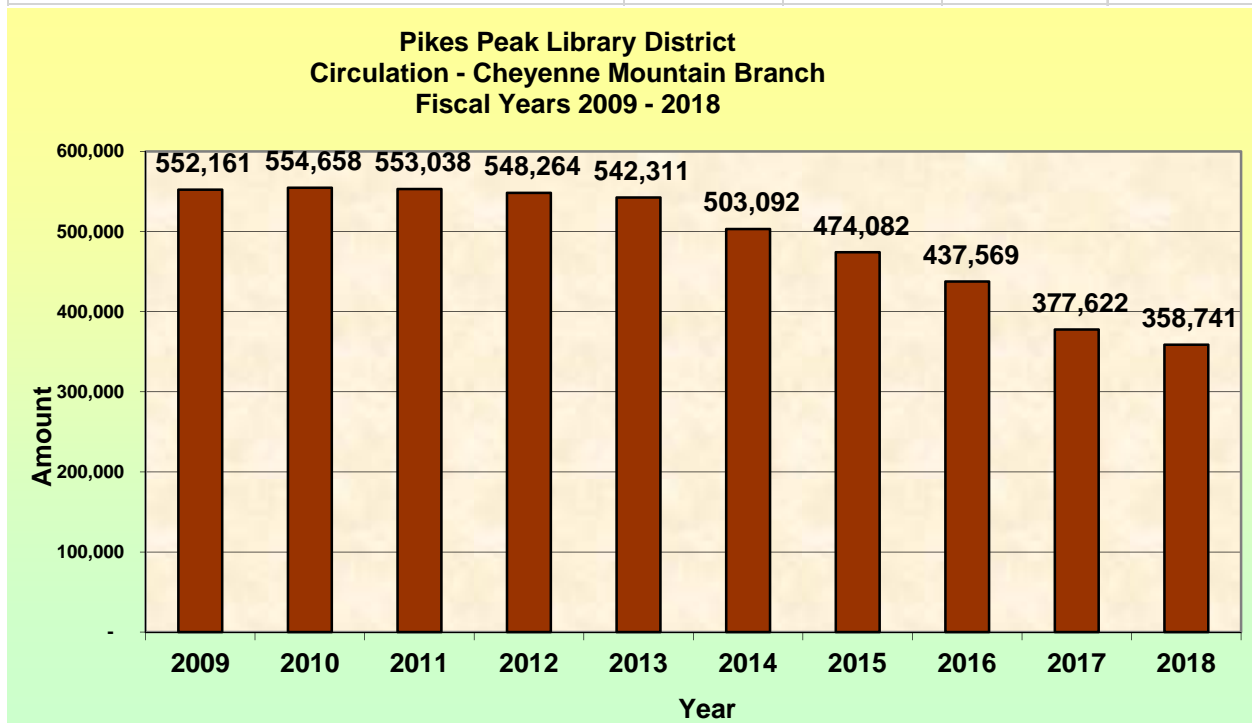
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Adult Education				
Salaries and wages	\$ 125,597	\$ 290,607	\$ 290,607	\$ 290,607
Salaries and wages 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
Total Adult Education	\$ 166,013	\$ 241,110	\$ 241,110	\$ 252,233
Authorized Positions		2016	2017	2018
Total Full Time Equivalent (FTE's)		3.85	6.50	6.50
Authorized Positioned Category				
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
Total Authorized Positions		4	9	9
MLS FTE's		-	-	-

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
COLLECTION MANAGEMENT				
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
Total Collection Management	\$ 4,922,814	\$ 5,068,421	\$ 5,060,481	\$ 5,015,642
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		19.00	18.40	18.40
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		21	20	20
MLS FTE's		5.38	5.38	5.38

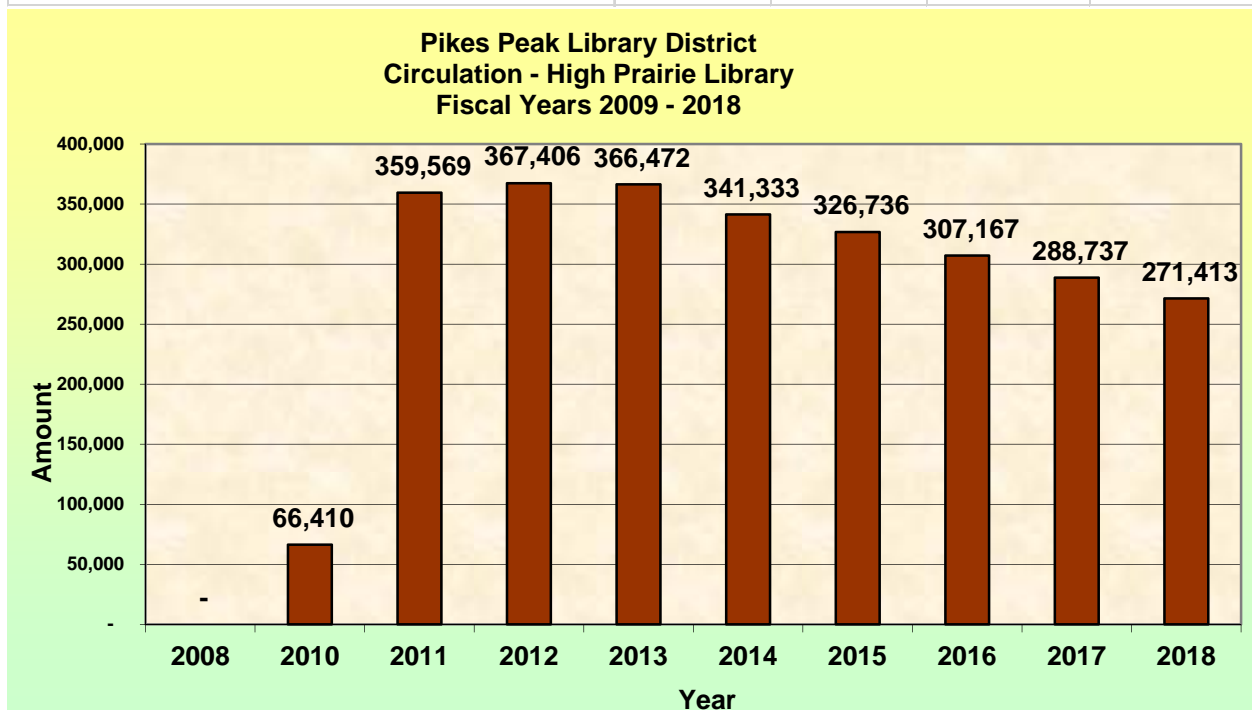
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
Account	Actual	Budget	Projection	Budget
PUBLIC SERVICES				
ILL				
Work study costs	\$ 2,776	\$ 6,000	\$ 6,000	\$ 6,000
Office supplies	1,255	2,000	2,000	2,000
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	5,000	6,000
Total ILL	\$ 47,608	\$ 69,313	\$ 69,313	\$ 71,225

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
PUBLIC SERVICES				
Security				
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
Total Security	\$ 459,005	\$ 596,960	\$ 525,036	\$ 579,952
Authorized Positions				
		2016	2017	2018
Total Full Time Equivalents (FTE's)		14.50	15.00	15.00
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		17	17	17
MLS FTE's		-	-	-

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
PUBLIC SERVICES				
Cheyenne Mountain Branch				
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
Total Cheyenne Mountain Branch	\$ 430,513	\$ 428,591	\$ 378,121	\$ 418,918
Authorized Positions		2016	2017	2018
Total Full Time Equivalent (FTE's)		10.93	10.55	10.55
Authorized Positioned Category				
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
Total Authorized Positions		18	17	17
MLS FTE's		1.00	1.00	1.00

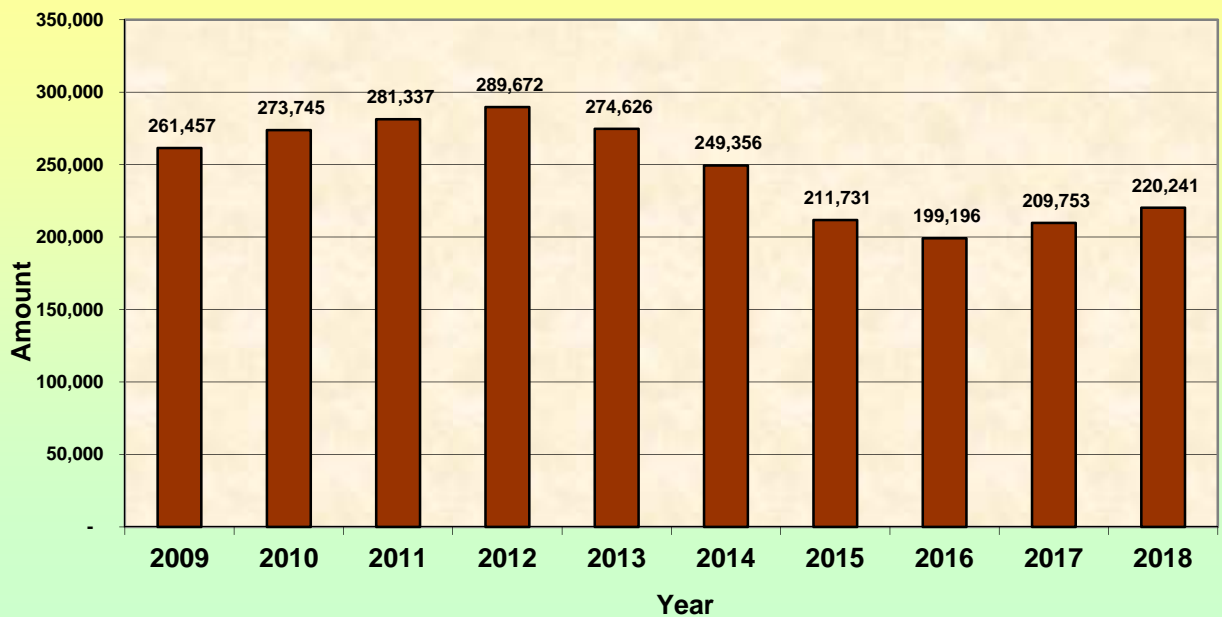


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
High Prairie				
Salaries and wages	\$ 237,524	\$ 281,152	\$ 264,910	\$ 288,335
Substitute pay	21,506	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
Total High Prairie Branch	\$ 294,377	\$ 340,494	\$ 322,531	\$ 335,988
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		8.25	8.25	8.25
Authorized Positioned Category				
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	-	-
Total Authorized Positions		13	12	12
MLS FTE's		1.00	1.00	1.00



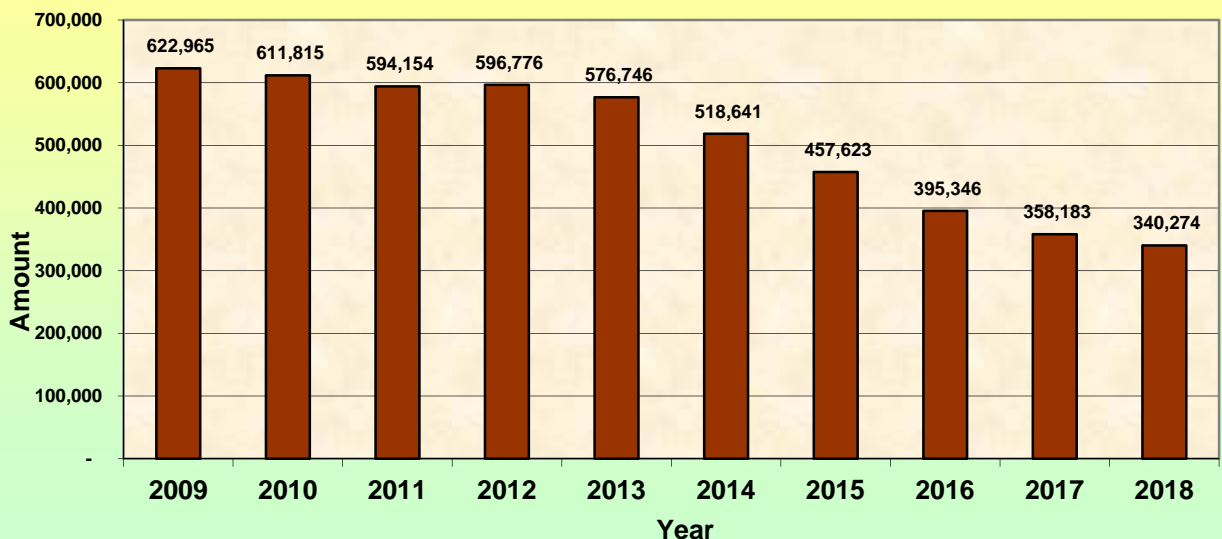
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Fountain Branch				
Salaries and wages	\$ 207,713	\$ 217,771	\$ 204,637	\$ 217,771
Substitute pay	16,174	7,875	7,875	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
Total Fountain Branch	\$ 253,414	\$ 258,293	\$ 243,213	\$ 254,818
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		7.88	6.63	6.63
Authorized Positioned Category				
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
Total Authorized Positions		13	11	11
MLS FTE's		-	-	-

**Pikes Peak Library District
Circulation - Fountain Branch
Fiscal Years 2009 - 2018**



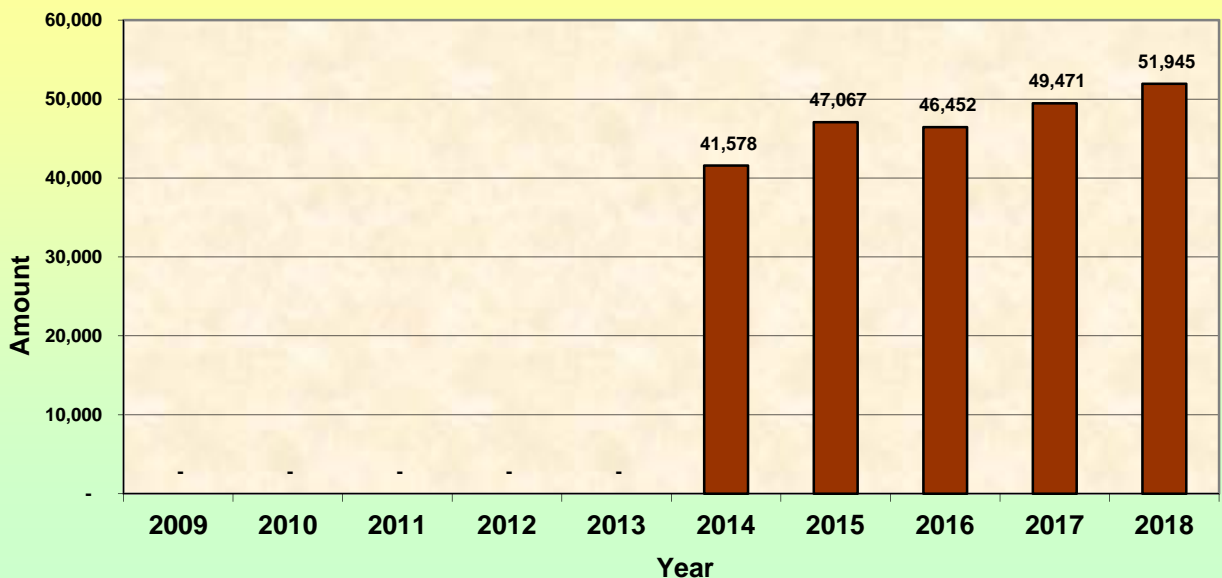
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Ruth Holley Branch				
Salaries and wages	\$ 343,512	\$ 370,539	\$ 376,263	\$ 373,097
Substitute 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
Total Ruth Holley Branch	\$ 421,961	\$ 456,952	\$ 463,380	\$ 439,286
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		12.13	10.50	10.50
Authorized Positioned Category				
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
Total Authorized Positions		19	15	15
MLS FTE's		1.00	1.00	1.00

**Pikes Peak Library District
Circulation - Ruth Holley Branch
Fiscal Years 2009 - 2018**



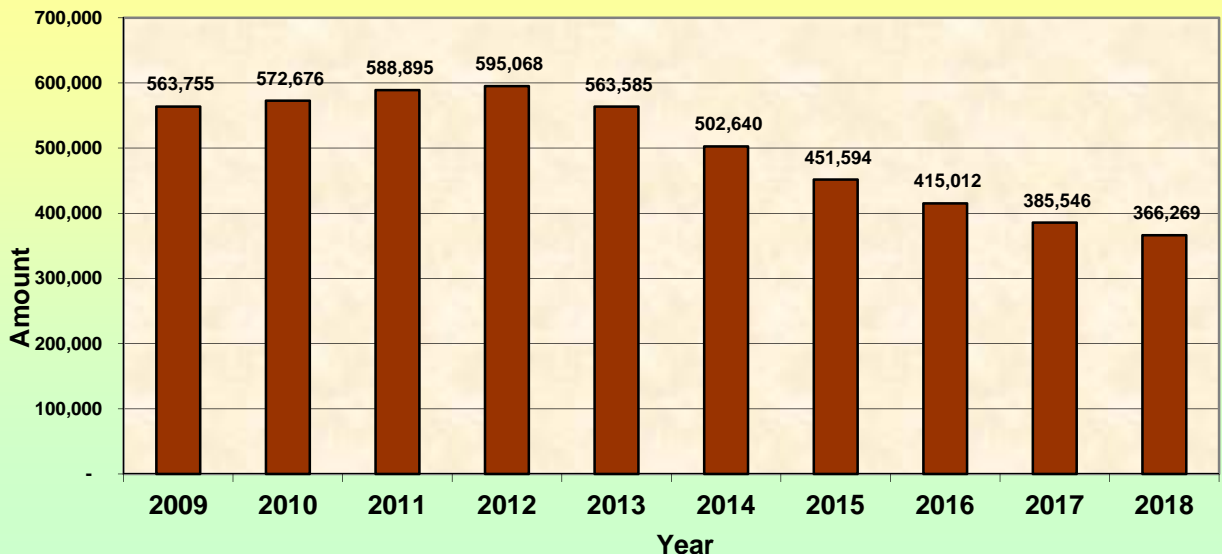
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Manitou Springs Branch				
Salaries and wages	\$ 148,221	\$ 181,558	\$ 181,558	\$ 181,558
Substitute 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
				-
Total Manitou Springs Branch	\$ 184,843	\$ 221,775	\$ 221,775	\$ 217,525
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		4.25	4.25	4.25
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		6	6	6
MLS FTE's		1.00	1.00	1.00

**Pikes Peak Library District
Circulation - Manitou Springs Library
Fiscal Years 2009 - 2018**



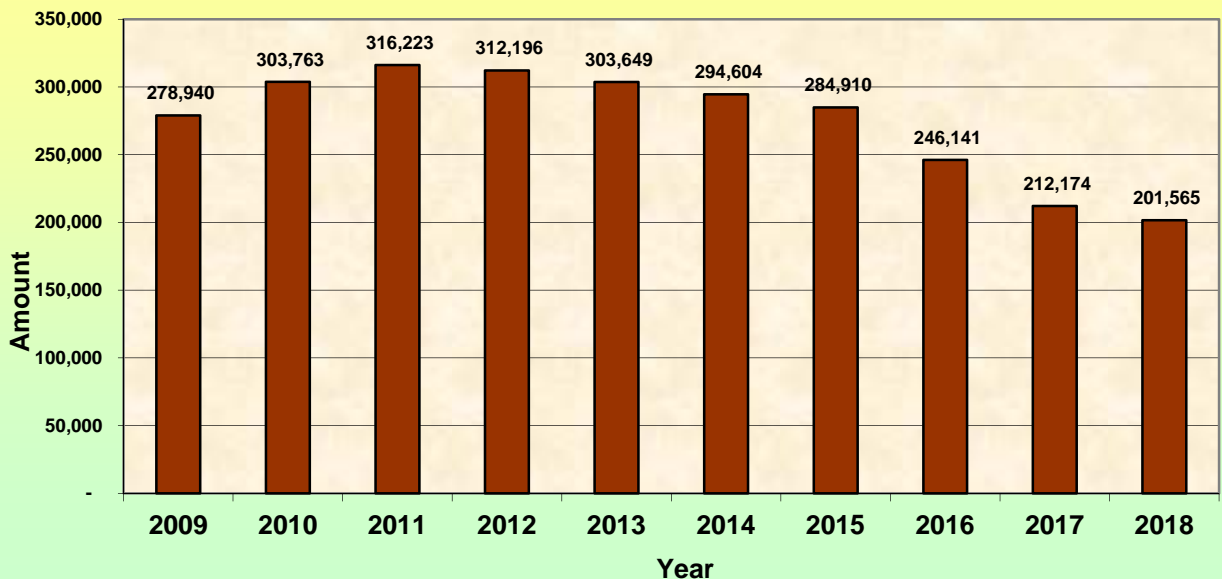
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Monument Branch				
Salaries and wages	\$ 304,835	\$ 344,348	\$ 330,990	\$ 349,136
Substitute pay	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
Total Monument Branch	\$ 368,414	\$ 411,455	\$ 396,069	\$ 406,304
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		10.49	10.49	10.49
Authorized Positioned Category				
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
Total Authorized Positions		17	17	17
MLS FTE's		1.00	1.00	1.00

**Pikes Peak Library District
Circulation - Monument Branch
Fiscal Years 2009 - 2018**



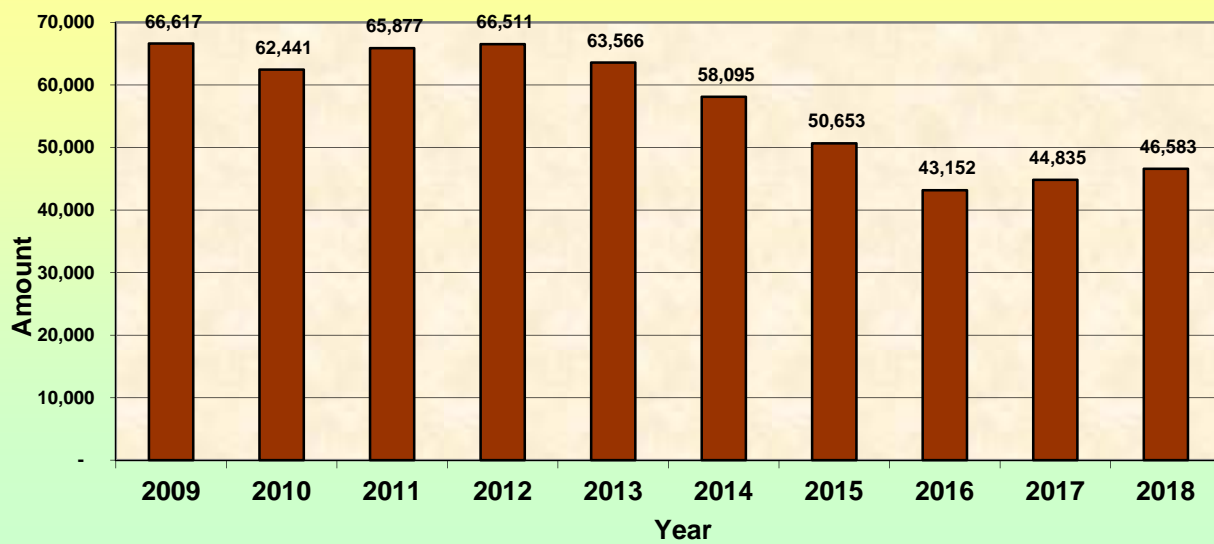
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Old Colorado City Branch				
Salaries and wages	\$ 265,782	\$ 315,742	\$ 263,677	\$ 321,318
Substitute 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
Total Old Colorado City Branch	\$ 319,869	\$ 380,633	\$ 320,462	\$ 375,447
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		8.90	8.90	8.90
Authorized Positioned Category				
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
Total Authorized Positions		13	13	13
MLS FTE's		1.00	1.00	1.00

**Pikes Peak Library District
Circulation - Old Colorado City Branch
Fiscal Years 2009 - 2018**



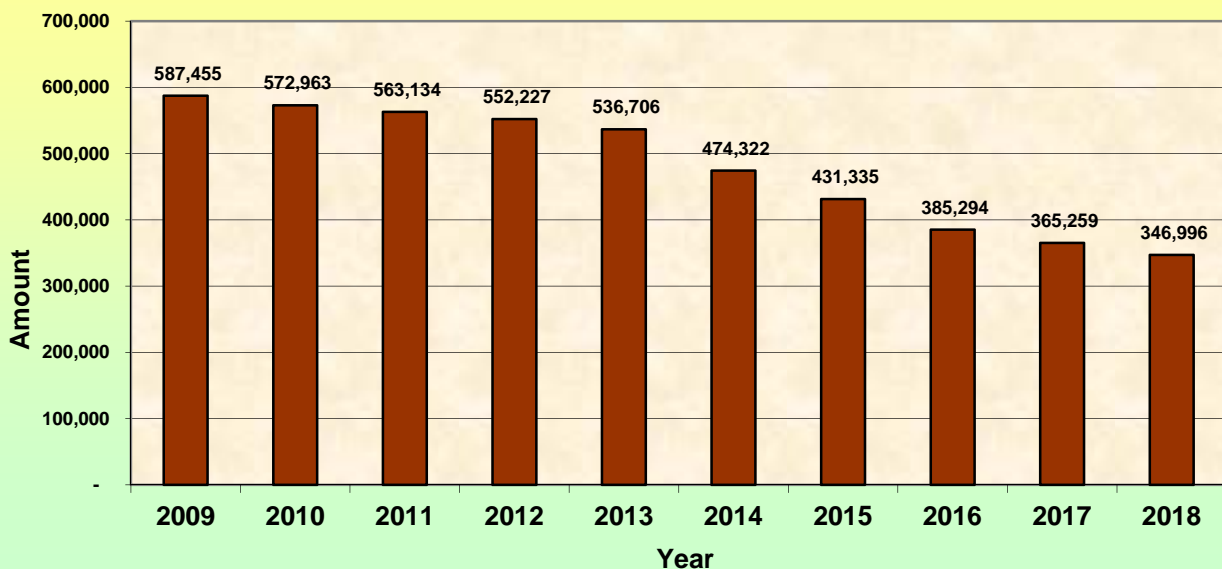
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Palmer Lake Branch				
Salaries and wages	\$ 57,905	\$ 68,825	\$ 60,505	\$ 65,114
Substitute pay	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
Total Palmer Lake Branch	\$ 68,054	\$ 81,489	\$ 72,830	\$ 73,020
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		2.03	2.03	2.03
Authorized Positioned Category				
Full-time (40 hour per week)		-	-	-
Half-time (20 - 39 hours per week)		3	3	3
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTE's		-	-	-

**Pikes Peak Library District
Circulation - Palmer Lake Branch
Fiscal Years 2009 - 2018**



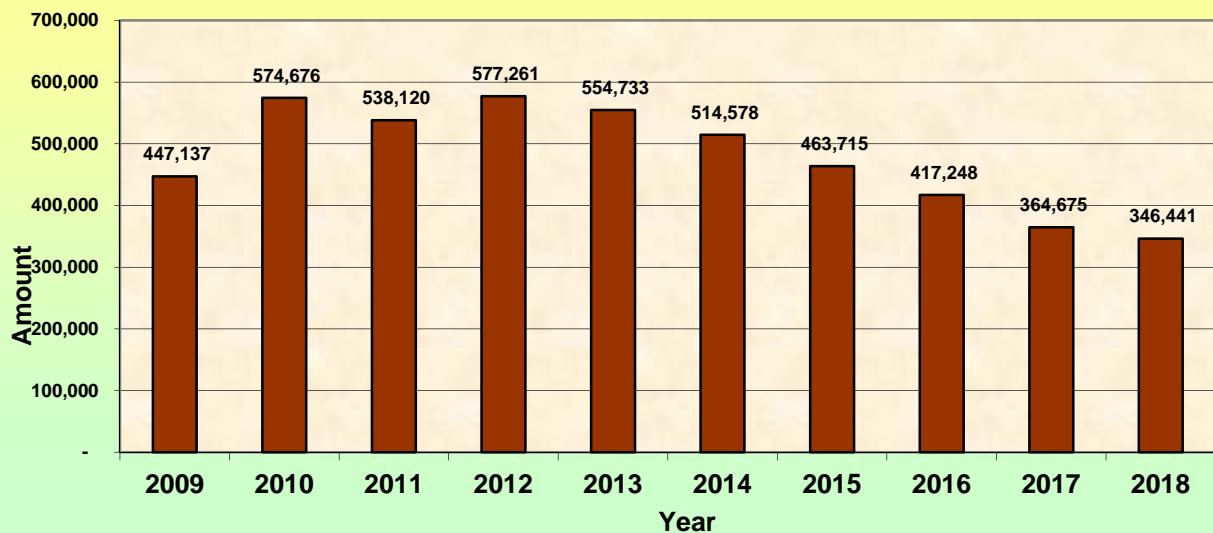
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Rockrimmon Branch				
Salaries and wages	\$ 312,869	\$ 343,028	\$ 346,387	\$ 337,142
Substitute pay	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
Total Rockrimmon Branch	\$ 368,643	\$ 406,515	\$ 409,884	\$ 392,307
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		10.65	10.08	10.08
Authorized Positioned Category				
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
Total Authorized Positions		18	16	16
MLS FTE's		1.00	1.00	1.00

**Pikes Peak Library District
Circulation - Rockrimmon Branch
Fiscal Years 2009 - 2018**



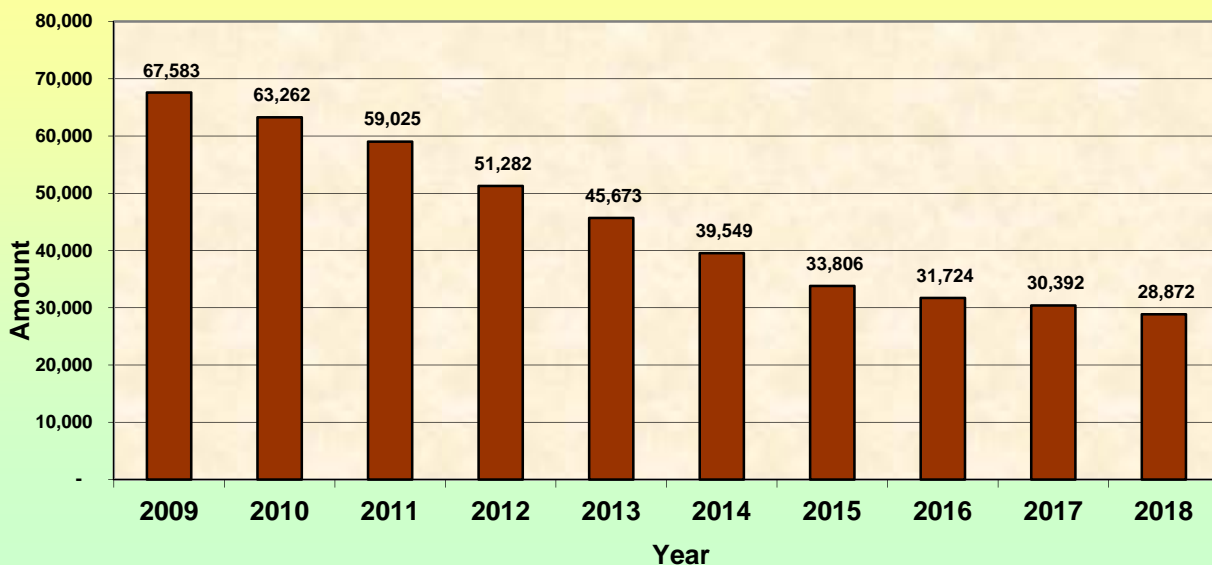
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Sand Creek Branch				
Salaries and wages	\$ 503,135	\$ 585,942	\$ 540,194	\$ 580,534
Substitute pay	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
Total Sand Creek Branch	\$ 616,491	\$ 716,551	\$ 663,658	\$ 691,662
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		15.95	16.20	16.20
Authorized Positioned Category				
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
Total Authorized Positions		22	21	21
MLS FTE's		1.00	1.00	1.00

**Pikes Peak Library District
Circulation - Sand Creek Branch
Fiscal Years 2009 - 2018**



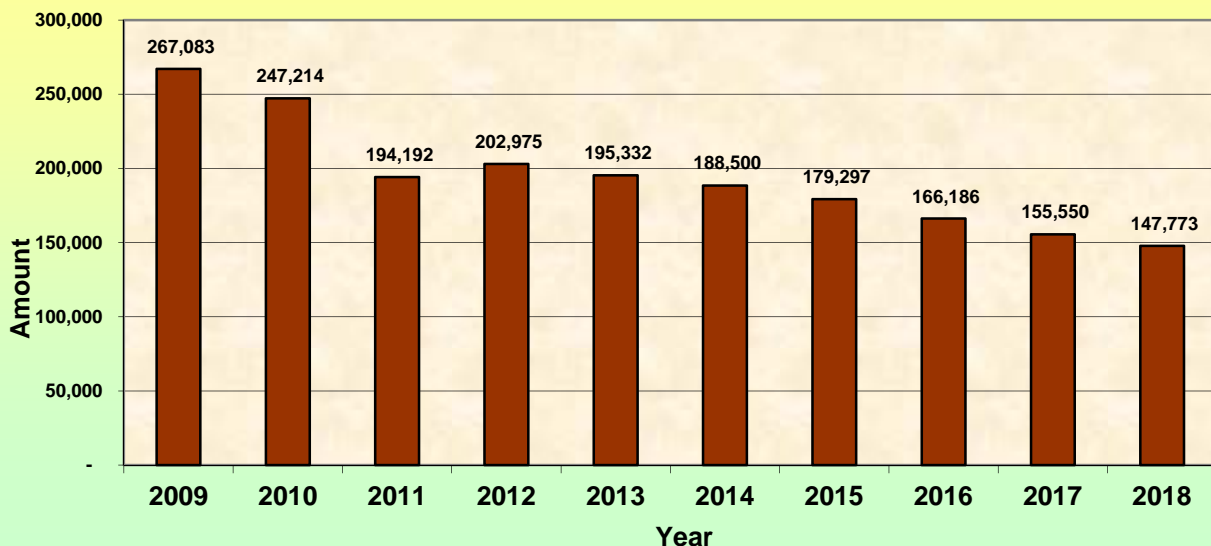
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
PUBLIC SERVICES				
Ute Pass Branch				
Salaries and wages	\$ 37,078	\$ 39,647	\$ 42,540	\$ 39,347
Substitute pay	4,555	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
Total Ute Pass Branch	\$ 46,296	\$ 50,292	\$ 53,419	\$ 47,480
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		1.28	1.28	1.28
Authorized Positioned Category				
Full-time (40 hour per week)		-	-	-
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		2	2	2
MLS FTE's		-	-	-

**Pikes Peak Library District
Circulation - Ute Pass Branch
Fiscal Years 2009 - 2018**



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
PUBLIC SERVICES				
Mobile Library Services				
Salaries and wages	\$ 248,444	\$ 331,380	\$ 306,554	\$ 331,380
Substitute pay	46,480	18,341	18,341	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
Total Mobile library Services	\$ 332,169	\$ 396,094	\$ 369,977	\$ 385,952
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		8.95	9.15	9.15
Authorized Positioned Category				
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	-	-
Total Authorized Positions		13	13	13
MLS FTE's		-	-	-

**Pikes Peak Library District
Circulation Mobile Library Services
Fiscal Years 2009 - 2018**



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
PUBLIC SERVICES				
Administration	\$ 151,419	\$ 308,617	\$ 307,867	\$ 315,867
Customer Service Team	165	400	-	-
Adult Services				
District-wide	-	-	-	14,000
Penrose	1,350,823	1,491,213	1,433,742	1,489,140
East Library	900,072	976,802	922,122	904,529
MakerSpace - East	-	-	-	9,000
L21c	373,181	423,611	393,696	412,340
Computer Commons	475,987	551,340	530,022	544,348
Total Adult Services	3,100,063	3,442,966	3,279,582	3,373,357
Children's				
Districtwide	64,580	98,040	98,040	89,816
Penrose	344,403	370,067	370,067	368,666
East Library	403,553	477,292	466,685	466,410
L21c	332,040	390,804	379,368	385,762
Total Children's	1,144,576	1,336,203	1,314,160	1,310,654
Adult Reading Program	13,000	13,000	13,000	13,000
Senior Services	5,965	6,137	6,137	6,000
Teen Services	28,121	35,786	35,786	33,179
Special Collections	535,583	594,254	593,581	583,502

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
PUBLIC SERVICES				
Shelving				
Penrose	143,915	152,594	137,066	151,245
East Library	306,643	329,350	320,291	328,477
Library 21C	122,875	138,644	117,012	131,960
Total Shelving	573,433	620,588	574,369	611,682
Circulation				
Penrose	313,472	376,798	356,217	371,084
East Library	834,246	921,666	904,290	896,537
Library 21C	215,299	219,692	227,891	214,363
Total Circulation	1,363,017	1,518,156	1,488,398	1,481,984
Security	459,005	596,960	525,036	579,952
Adult Education	166,013	241,110	241,110	252,233
Collection Management	4,922,814	5,068,421	5,060,481	5,015,642
Inter-Library Loan	47,608	69,313	69,313	71,225
Total Collection Management	4,970,422	5,137,734	5,129,794	5,086,867
Branch Facilities				
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	243,213	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	369,977	385,952
Total Branch Facilities	3,705,044	4,149,134	3,915,319	4,038,707
Total Public Services	\$ 16,215,826	\$ 18,001,045	\$ 17,424,139	\$ 17,686,984
Total Full Time Equivalents (FTE's)		293.23	289.88	287.88
Authorized Positioned Category				
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
Total Authorized Positions		422	404	382
MLS FTE's		49	50	50

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
HUMAN RESOURCES OFFICE				
Administration				
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	-	-	-
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	80,728	-
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	3,500	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	20,000	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
Staff Organization	-	-	-	-
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
Total Human Resources	\$ 482,995	\$ 578,089	\$ 540,022	\$ 516,602
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		5.15	5.15	5.15
Authorized Positioned Category				
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
Total Authorized Positions		6	6	6
MLS FTE's		-	-	-

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
HUMAN RESOURCES OFFICE				
Organizational Excellence Team				
Employee Recognition	1,134	3,000	3,000	3,000
Total OET Team	\$ 1,134	\$ 3,000	\$ 3,000	\$ 3,000
HUMAN RESOURCES OFFICE				
Administration	\$ 482,995	\$ 578,089	\$ 540,022	\$ 516,602
Teams				
Organizational Excellence Team	1,134	3,000	3,000	3,000
Total Teams	1,134	3,000	3,000	3,000
Total Development Office	\$ 484,129	\$ 581,089	\$ 543,022	\$ 519,602

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
FACILITIES OFFICE				
Facilities - District-wide				
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
Total Facilities - District-wide	\$ 730,672	\$ 806,950	\$ 775,400	\$ 820,550

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
FACILITIES OFFICE				
Facilities - Penrose				
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
Total Facilities - Penrose	\$ 374,876	\$ 422,261	\$ 401,284	\$ 418,800
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		6.00	6.00	6.00
Authorized Positioned Category				
Full-time (40 hour per week)		6	6	6
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		6	6	6
MLS FTE's		-	-	-

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
FACILITIES OFFICE				
Facilities - East Library				
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
Total Facilities - East Library	\$ 190,273	\$ 205,073	\$ 196,747	\$ 206,074
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		3.00	3.00	3.00
Authorized Positioned Category				
Full-time (40 hour per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTE's		-	-	-

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
FACILITIES OFFICE				
Facilities - Library 21C Facility				
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
Total Facilities - Library 21C Facility	\$ 228,373	\$ 238,168	\$ 194,363	\$ 226,975
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		3.00	3.00	3.00
Authorized Positioned Category				
Full-time (40 hour per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTE's		-	-	-

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
FACILITIES OFFICE				
Facilities - Utilities/Rent - Penrose				
Gas	\$ 12,449	\$ 28,000	\$ 14,868	\$ 28,840
Electric	103,893	115,875	113,126	129,783
Water and sewer	25,043	27,750	26,439	28,624
Trash removal	2,356	3,000	2,484	3,000
Parking	41,686	42,375	41,939	42,375
Total Facilities - Utilities/Rent - Penrose	\$ 185,427	\$ 217,000	\$ 198,856	\$ 232,622
Facilities - Utilities/Rent - East Library				
Gas	\$ 8,610	\$ 20,000	\$ 10,788	\$ 20,600
Electric	105,224	126,000	117,000	141,120
Water and sewer	24,560	29,000	24,504	31,320
Trash removal	4,242	5,000	4,917	5,000
Total Facilities - Utilities/Rent - East Library	\$ 142,636	\$ 180,000	\$ 157,209	\$ 198,040
Facilities - Utilities/Rent - Library Express				
Facility rental costs	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
Total Facilities - Utilities/Rent - Library Express	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
Facilities - Utilities/Rent - Cheyenne Mountain				
Gas	\$ 1,766	\$ 3,200	\$ 2,224	\$ 3,296
Electric	11,365	14,445	12,001	14,879
Trash removal	1,224	1,469	1,259	1,469
Facility rental costs	113,250	117,076	117,076	128,584
Common area maintenance costs	19,006	20,159	19,378	20,872
Total Facilities - Utilities/Rent - Cheyenne Mtn.	\$ 146,611	\$ 156,349	\$ 151,938	\$ 169,100

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
FACILITIES OFFICE				
Facilities - Utilities/Rent - High Prairie				
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
Total Facilities - Utilities/Rent - High Prairie	\$ 14,705	\$ 19,800	\$ 16,714	\$ 20,864
Facilities - Utilities/Rent - Fountain				
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
Total Facilities - Utilities/Rent - Fountain	\$ 14,480	\$ 19,800	\$ 15,329	\$ 20,482
Facilities - Utilities/Rent - Library 21C				
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
Total Facilities - Utilities/Rent - Library 21C	\$ 154,109	\$ 190,800	\$ 163,979	\$ 193,158
Facilities - Utilities/Rent - Ruth Holley				
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
Total Facilities - Utilities/Rent - Ruth Holley	\$ 161,193	\$ 162,805	\$ 162,839	\$ 170,179
Facilities - Utilities/Rent - Manitou				
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
Total Facilities - Utilities/Rent - Manitou Springs	\$ 12,537	\$ 15,224	\$ 12,869	\$ 15,479
Facilities - Utilities/Rent - Monument				
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
Total Facilities - Utilities/Rent - Monument	\$ 146,693	\$ 153,926	\$ 151,162	\$ 167,082

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
FACILITIES OFFICE				
Facilities - Utilities/Rent - Old Colorado City				
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
Total Facilities - Utilities/Rent - Old Colorado City	\$ 9,703	\$ 14,105	\$ 9,487	\$ 14,601
Facilities - Utilities/Rent - Palmer Lake				
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
Total Facilities - Utilities/Rent - Palmer Lake	\$ 2,650	\$ 4,335	\$ 3,309	\$ 4,523
Facilities - Utilities/Rent - Rockrimmon				
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
Total Facilities - Utilities/Rent - Rockrimmon	\$ 209,428	\$ 223,927	\$ 217,109	\$ 231,072

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
FACILITIES OFFICE				
Facilities - Utilities/Rent - Sand Creek				
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
Total Facilities - Utilities/Rent - Sand Creek	\$ 32,808	\$ 38,824	\$ 38,284	\$ 44,623
Facilities - Utilities/Rent - Ute Pass				
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
Total Facilities - Utilities/Rent - Ute Pass	\$ 11,063	\$ 13,828	\$ 11,665	\$ 14,135
Green Team				
General supplies	\$ 639	\$ 750	\$ 750	\$ 750
Programing	100	100	100	100
Training	-	150	150	150
Total Green Team	\$ 739	\$ 1,000	\$ 1,000	\$ 1,000

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

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
COMMUNITY ENGAGEMENT AND OUTREACH OFFICE				
Administration				
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
Total	\$ 748,267	\$ 920,132	\$ 846,802	\$ 934,846
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		12.25	12.25	12.25
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		14	14	14
MLS FTE's		-	-	-

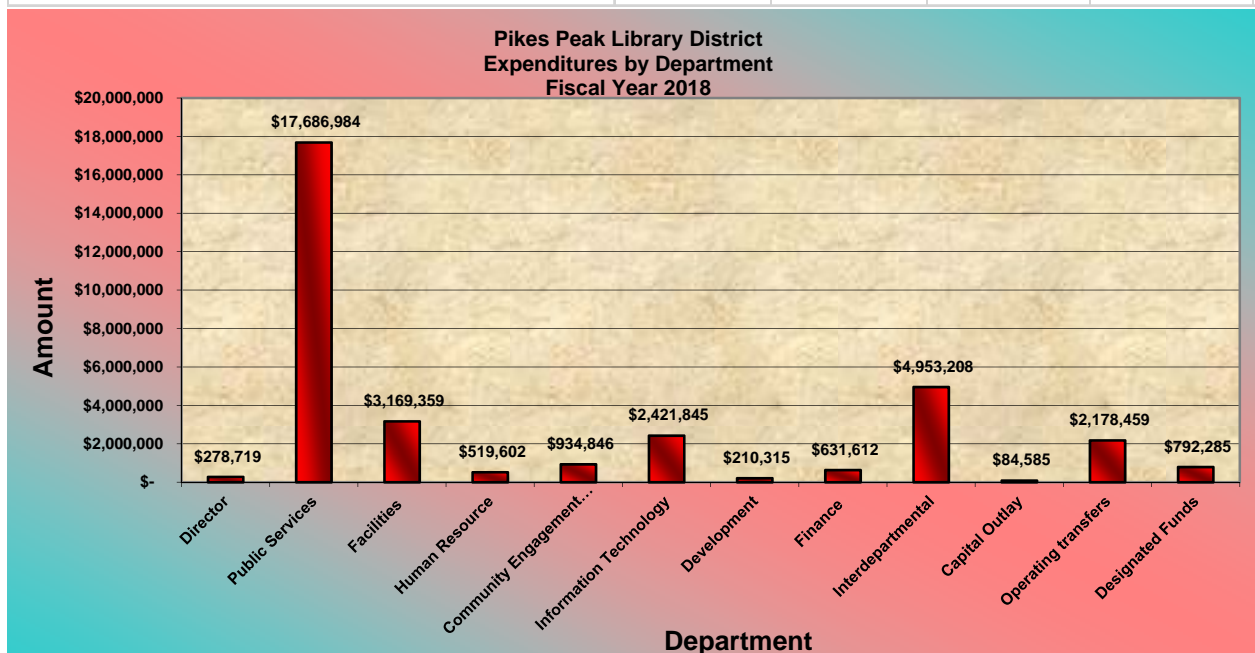
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
INFORMATION TECHNOLOGY OFFICE				
Administration				
Salaries and wages	\$ 698,902	\$ 852,270	\$ 857,011	\$ 852,270
FICA 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	2,500	2,500
Telecommunication Costs				
Data charges	193,451	355,880	355,880	256,000
Data hardware and software costs	-	-	-	100,000
Upgrades	12,158	-	-	-
Voice	56,640	77,600	77,600	60,000
Voice hardware and software costs	-	-	-	10,000
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	150,000
SIRSI software costs	195,541	208,882	208,882	-
Integrated library services	-	-	-	120,000
Self-check and automated material handling	-	-	-	110,000
Prospector - software costs	-	75,000	75,000	-
Comp Sup Agreement-Internet	91,705	3,000	3,000	-
Miscellaneous equipment maintenance	23,599	153,923	153,923	87,000
Telecommunication equipment maintenance	66,514	68,123	68,123	-
Telephone maintenance	31,147	40,000	40,000	30,000
Equipment repair costs	4,630	8,860	8,860	95,000
Training	14,542	47,299	47,299	47,000
Mileage reimbursement expenses	4,994	6,000	6,000	6,000
Total Information Technology Office	\$ 1,910,319	\$ 2,497,310	\$ 2,499,414	\$ 2,421,845
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		14.10	14.10	14.10
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		15	15	15
MLS FTE's		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
DEVELOPMENT OFFICE				
Administration				
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	10,500	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
Total Development Office	\$ 198,579	\$ 210,852	\$ 206,546	\$ 210,315
Authorized Positions		2016	2017	2018
Total Full Time Equivalent (FTE's)		2.50	2.50	2.50
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		3	3	3
MLS FTE's		-	-	-

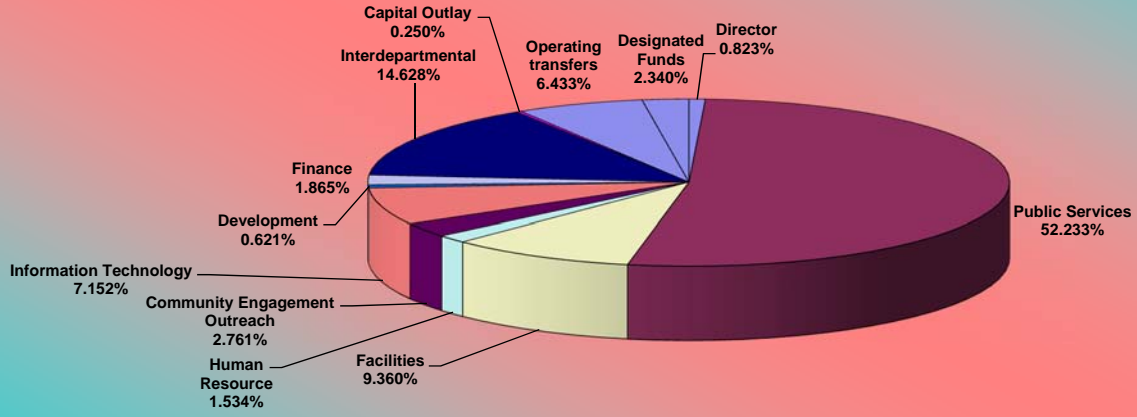
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2018				
Account	2016 Actual	2017 Budget	2017 Projection	2018 Budget
FINANCE OFFICE				
Administration				
Salaries and wages	\$ 342,917	\$ 372,122	\$ 379,354	\$ 388,367
Substitute pay	2,086	-	-	-
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	41,450	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
Total Finance Office	\$ 513,870	\$ 610,774	\$ 568,920	\$ 631,612
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		6.75	6.75	6.75
Authorized Positioned Category				
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)		-	-	-
Total Authorized Positions		7	7	7
MLS FTE's		-	-	-

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
INTERDEPARTMENTAL				
Vacation/sick leave payout provision	\$ 193,525	\$ 200,000	\$ 200,000	\$ 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)
Cumulative effect new positions	-	-	-	-
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	44,000	47,000
Workers compensation costs	91,302	97,000	95,000	95,000
Life and disability insurance	54,359	51,000	51,000	51,000
Collection agency charges	37,993	41,000	41,000	35,000
Other operating supplies	988	2,500	2,500	2,500
Postage	57,971	90,000	90,000	90,000
Copier charges	44,797	45,000	45,000	51,000
Patron Reimbursement	-	1,000	1,000	1,000
Insurance	158,142	181,000	181,000	185,000
Bank charges	20,936	25,000	25,000	15,000
Treasurer's fees	373,148	386,656	386,656	402,122
Total Interdepartmental	\$ 2,679,837	\$ 3,447,622	\$ 3,319,922	\$ 4,953,208
OPERATING TRANSFERS TO OTHER FUNDS				
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
Total Operating Transfers To Other Funds	\$ 1,259,088	\$ 786,341	\$ 786,341	\$ 2,178,459

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
Summary				
Director	\$ 260,561	\$ 282,719	\$ 275,219	\$ 278,719
Public Services	16,215,826	18,001,045	17,424,139	17,686,984
Human Resources	484,129	581,089	543,022	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	2,499,414	2,421,845
Development Office	198,579	210,852	206,546	210,315
Finance Office	513,870	610,774	568,920	631,612
Interdepartmental	2,679,837	3,447,622	3,319,922	4,953,208
Capital Outlay	136,290	720,893	720,893	84,585
Operating Transfers To Other Funds	1,259,088	786,341	786,341	2,178,459
Designated Funds	436,925	730,155	730,155	792,285
Special Item	57,073	-	206,445	-
Total General Fund Expenditures	\$ 27,670,940	\$ 31,874,307	\$ 31,008,561	\$ 33,861,819
Authorized Positions		2016	2017	2018
Total Full Time Equivalents (FTE's)		347.98	344.63	342.63
Authorized Positioned Category				
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
Total Authorized Positions		481	463	461
MLS FTE's		51	52	52



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



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



Pikes Peak Library District					
New Positions					
Three-Year Period Ended December 31, 2018					
Position Name	Location	Proposed Grade	Proposed Hours Week	Proposed Hourly Rate	Total Cost
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)
					\$ 1,623,239

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

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

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

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

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Fountain Library Designated Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 45,000	\$ 28,000	\$ 28,000	\$ 43,400
Total Fiscal Year Estimated Revenues	45,000	28,000	28,000	43,400
Fiscal Year Expenditures				
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	-
Total Fiscal Year Expenditures	11,550	28,000	28,000	43,400
Excess (Deficit) Revenues Over Expenditures	33,450	-	-	-
Fund Balance - Beginning of Year	(31,710)	1,740	1,740	1,740
Fund Balance - End of Year	\$ 1,740	\$ 1,740	\$ 1,740	\$ 1,740

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

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

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Old Colorado City Library Designated Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Old Colorado City Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 11,135	\$ 9,815	\$ 9,815	\$ -
Total Fiscal Year Estimated Revenues	11,135	9,815	9,815	-
Fiscal Year Expenditures				
Program expenditures	-	-	-	-
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	-
Total Fiscal Year Expenditures	1,500	9,149	9,149	5,700
Excess (Deficit) Revenues Over Expenditures	9,635	666	666	(5,700)
Fund Balance - Beginning of Year	4,958	14,593	14,593	15,259
Fund Balance - End of Year	\$ 14,593	\$ 15,259	\$ 15,259	\$ 9,559

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

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

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

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

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

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

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

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

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

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

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

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

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

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Senior Services Program Designated Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Senior Services Fund				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-
	-	-	-	-
Other Revenue	-	-	-	-
Total Fiscal Year Estimated Revenues	-	-	-	-
Fiscal Year Expenditures				
Personnel				
Library materials	-	-	-	-
Program expenditures	-	-	-	-
Capital outlay	-	-	-	-
Other	-	-	-	-
Total Fiscal Year Expenditures	-	-	-	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	600	600	600	600
Fund Balance - End of Year	\$ 600	\$ 600	\$ 600	\$ 600

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Shivers Designated Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Shivers Fund's programs and activities.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 31,000	\$ 17,200	\$ 31,000	\$ 15,000
Total Fiscal Year Estimated Revenues	31,000	17,200	31,000	15,000
Fiscal Year Expenditures				
Program expenditures	21,424	17,200	17,200	15,000
Other	415	-	-	-
Total Fiscal Year Expenditures	21,839	17,200	17,200	15,000
Excess (Deficit) Revenues Over Expenditures	9,161	-	13,800	-
Fund Balance - Beginning of Year	(13,719)	(13,719)	(13,719)	81
Fund Balance - End of Year	\$ (4,558)	\$ (13,719)	\$ 81	\$ 81

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

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

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

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

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

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

**CAPITAL PROJECTS FUND
EAST LIBRARY RENOVATION PROJECT FUND**

Pikes Peak Library District				
Capital Projects Fund - East Library Renovation Project Fund				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
Sources of Funds				
Funding - Pikes Peak Library District				
Operating transfer - General Fund	\$ 27,500	\$ -	\$ -	\$ -
Uses of Funds				
Building Items				
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	-
Departments/Offices				
Administrative Services				
Educational Resource Center	10,509	160	160	-
Children's Department				
Other furniture or equipment replacement				
Cabinetry upgrades in Arts and Crafts room	18,500	-	-	-
Additional furnishings/barrier for tween area	-	4,000	4,000	-

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

**CAPITAL PROJECTS FUND
PENROSE LIBRARY RENOVATION PROJECT FUND**

Pikes Peak Library District				
Capital Projects Fund - Penrose Library Renovation Project Fund				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
Sources of Funds				
Funding - Pikes Peak Library District Foundation				
1905 Carnegie	-	-	-	11,000
Funding - Pikes Peak Library District				
Operating transfer - General Fund	\$ 87,000	\$ 59,690	\$ 59,690	\$ 1,335,841
Total Sources of Funds	87,000	59,690	59,690	1,346,841
Uses of Funds				
PENROSE PUBLIC LIBRARY				
Building Items				
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

Pikes Peak Library District				
Capital Projects Fund - Penrose Library Renovation Project Fund				
Three-Year Period Ended December 31, 2018				
Uses of Funds, Continued				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
Children's Department				
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
1905 CARNEGIE BUILDING				
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
KCH OFFICE BUILDING				
Building maintenance/minor renovation projects				
Renovation costs	-	-	-	865,000
Other				
Promotion	759	-	-	-
Total Uses of Funds	69,433	228,737	228,737	1,351,000
Excess Revenues Over Expenditures	17,567	(169,047)	(169,047)	(4,159)
Fund Balance - Beginning of Year	155,639	173,206	173,206	4,159
Fund Balance - End of Year	\$ 173,206	\$ 4,159	\$ 4,159	\$ -

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

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
Sources of Funds				
Funding - Fundraising				
Donations - Pikes Peak Library District Foundation	\$ -	\$ 30,000	\$ 30,000	\$ 167,128
Funding - Pikes Peak Library District				
Operating transfer - General Fund	92,150	50,000	50,000	-
Total Sources of Funds	92,150	80,000	80,000	167,128
Uses of Funds				
Building Items				
Parking Lot				
Concrete walkway between East and South parking lots	-	650,000	650,000	-
	-	-	-	19,500
Roofing Costs				
Roof replacement (fully adhered, unballasted roofing system)	-	-	-	60,000
Roof inspection/repairs	-	-	-	3,000
Windows				
ENT and Make II window treatments	-	-	-	9,000
Building Interior				
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	-
HVAC Costs				
Chiller coil guards	1,712	-	-	-
Control upgrade	146,867	-	-	-
Renovation Costs				
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
Other Items				
Install additional can lights	-	-	-	1,200
New display case with lighting	-	-	-	3,500
Information Technology				
Servers				
UPS - server room	6,263	-	-	-
Computer Commons				
Equipment				
Patron registration capability using tablets	-	3,000	3,000	-
TAZ 3D pronter	-	10,000	10,000	-
Laser cutter	-	13,000	13,000	-
Meeting Venue				
Minor projects				
Increase stage size	-	-	-	15,000
Studio noise mitigation	-	-	-	25,000
Venue LED lighting	-	-	-	10,000
Furniture				
Tables and chairs	25,598	-	-	-
Equipment				
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

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
Other					
Equipment					
	Staging	-	4,675	4,675	-
	Audio/Lighting	-	4,000	4,000	-
Human Resources					
Minor Facility Projects					
	Sound attenuation	-	5,000	5,000	-
Hardware and Software					
	Record management system	-	30,000	30,000	-
Community Engagement					
Other					
	Signage	-	5,000	5,000	-
	Total Uses of Funds	189,947	813,793	813,793	208,500
	Excess Revenues Over Expenditures	(97,797)	(733,793)	(733,793)	(41,372)
	Fund Balance - Beginning of Year	875,462	777,665	777,665	43,872
	Fund Balance - End of Year	\$ 777,665	\$ 43,872	\$ 43,872	\$ 2,500

**CAPITAL PROJECTS FUND
CAPITAL RESERVE FUND**

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2018				
		2016	2017	2017
		Actual	Budget	Projection
				2018
				Budget
Sources of Funds				
Funding - Pikes Peak Library District				
	Operating transfer - General Fund	\$ 1,052,438	\$ 676,651	\$ 676,651
				\$ 842,618
	Total Sources of Funds	1,052,438	676,651	676,651
				842,618
Uses of Funds				
MOBILE LIBRARY SERVICES				
	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
				-

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
CHEYENNE MOUNTAIN BRANCH				
Carpet replacement	-	30,000	30,000	-
RUTH HOLLEY BRANCH				
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	-
MANITOU SPRINGS BRANCH				
Building maintenance/minor renovation projects				
	-	35,000	35,000	-
Other furniture or equipment replacement				
	-	1,000	1,000	-
MONUMENT BRANCH				
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	-

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
Other furniture or equipment replacement				
Purchase storage shed	-	2,800	2,800	-
Reupholster (2) patron chairs	-	1,000	1,000	-
ROCKRIMMON BRANCH				
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
SAND CREEK BRANCH				
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
OTHER ITEMS				
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
Total - Facilities	117,616	589,951	589,951	276,100

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
INFORMATION TECHNOLOGY				
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	-	-	-

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2018				
	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
Copiers and printers replacement project	-	-	-	200,000
Meeting room reservation system transition	-	50,000	50,000	50,000
Telephone system upgrade/replacement project	-	150,000	150,000	100,000
District-wide audio-visual equipment standardization'	-	-	-	50,000
Children's equipment	-	52,000	52,000	48,000
Special Collections equipment	-	29,000	29,000	-
East Library tween computers	-	4,000	4,000	-
Contingency	954	86,050	86,050	25,000
Total Information Technology	374,798	1,091,321	1,091,321	535,000
COMMUNITY ENGAGEMENT AND OUTREACH				
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	-	-	-
Total Community Engagement and Outreach	11,261	20,567	20,567	5,000
CREATIVE SERVICES				
New machinery	-	-	-	12,932
Equipment replacement fund	-	26,000	26,000	13,586
Total Creative Services	-	26,000	26,000	26,518
Total Uses of Funds	503,675	1,727,839	1,727,839	842,618
Excess Revenues Over Expenditures	548,763	(1,051,188)	(1,051,188)	-
Fund Balance - Beginning of Year	502,425	1,051,188	1,051,188	-
Fund Balance - End of Year	\$ 1,051,188	\$ -	\$ -	\$ -

SPECIAL REVENUE FUNDS

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

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

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

Pikes Peak Library District				
Special Revenue Fund				
High Prairie Library Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2016	2017	2017	2018
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.				
Fiscal Year Expenditures				
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				
Total Fiscal Year Expenditures	1,500	60,000	60,000	-
Excess (Deficit) Revenues Over Expenditures	(1,500)	(60,000)	(60,000)	-
Fund Balance - Beginning of Year	176,075	174,575	174,575	114,575
Fund Balance - End of Year	\$ 174,575	\$ 114,575	\$ 114,575	\$ 114,575

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

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

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

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