



CLEAR CREEK COUNTY LIBRARY DISTRICT

Notes on Information Packet:

The public information posted here contains official board documents. It may not contain all the information that the members of the Library Board receive in their packet. It is generally prepared a few days prior to the board meeting, and may not contain items submitted at the last minute.

Clear Creek County Library District Board of Trustees
SPECIAL MEETING MINUTES
5:30 p.m., Wednesday, March 1, 2017

Attending: Lee Ann Cox
Elaine McWain
Kate Foy
Gwynne Stephenson
Victoria Colle

Guests: Sue Lathrop, District Director
Donna Gee, Staff

Open House to meet the Candidates for the Board Vacancy

No minutes were kept. At the March 14, 2017 meeting an executive session will be held to discuss the candidates qualifications and a decision will be made immediately following in public forum.

Lee Ann Cox called to order the special meeting at 6:10 p.m.

I. Approval of Agenda

It was requested to add Audience Business to the agenda. Elaine McWain made a motion to approve the amended March 1, 2017, agenda. Kate Foy seconded the amended agenda was approved unanimously.

II. Approval of Minutes

Kate Foy made a motion to approve the January 10, 2017, minutes as presented. Elaine McWain seconded and the minutes were approved unanimously.

III. Audience Business

Pauline Marshall – suggested having a signup sheet for meeting attendees.

Bob Bowland – representative from the City of Idaho Springs and will be attending meeting and supports the Idaho Springs Landscape project. Sue Lathrop will submit a letter to obtain a committed dollar amount.

No other public comment/audience business was presented.

IV. Nomination by JTML BAC of Deirdre Baldwin

Elaine McWain made a motion to appoint Deidre Baldwin to the District Board as the Georgetown Representative per the recommendation of the John Tomay Memorial Library Building Advisory Committee. Gwynne Ellen Stephenson seconded the motion and the appointment was approved unanimously.

V. HR Outsourcing

Sue Lathrop reviewed the Options document as presented. The Board agreed a certified Human Resource person is needed, to remove option 1 and to revisit option 3 in the future. Kate Foy made a motion to obtain a contract from AMCheck, option 4, by March 14, 2017. Victoria Colle seconded and the motion was approved unanimously. This will be revisited and the contract reviewed prior to final approval.

VI. Adjournment

The meeting was adjourned at 7:02 p.m.

**The next regular scheduled board meeting is March 14, 2017
at the Heritage Center in Georgetown at 6:00 p.m.**

Approved on

LeeAnn Cox, President

Donna Gee, Recording Secretary

DRAFT

3/1/17

Pauline Marshall

Bob Prescott City of IS.

CLEAR CREEK COUNTY LIBRARY DISTRICT 2016 Colorado Public Library Annual Report

CURRENT YEAR

PREVIOUS YEAR

General Information #1.1-1.32

Survey deadline: March 15, 2017

Contact Information

Here is the contact information you provided in the past. Please review it and make any additions or corrections. If there are no changes, please skip to item 1.21.

Click the underlined blue question number for a pop-up box with the question definition.

1.1	Library's Legal Name: <i>This is the legal name of the administrative entity. If incorrect, please contact Linda Hofschire at Hofschire_L@cde.state.co.us.</i>	CLEAR CREEK COUNTY LIBRARY DISTRICT	<i>CLEAR CREEK COUNTY LIBRARY DISTRICT</i>
1.2	Library's Local Name: <i>This is the name the library is known by in the community.</i>	CLEAR CREEK COUNTY LIBRARY DISTRICT	<i>CLEAR CREEK COUNTY LIBRARY DISTRICT</i>
1.3	Address:	809 TAOS ST.	<i>809 TAOS ST.</i>
1.4	City:	GEORGETOWN	<i>GEORGETOWN</i>
1.5	Zip code:	80444	<i>80444</i>
1.6	County:	CLEAR CREEK	<i>CLEAR CREEK</i>
1.7	Mailing Address:	PO BOX 666	<i>PO BOX 666</i>
1.8	City:	GEORGETOWN	<i>GEORGETOWN</i>
1.9	Zip code:	80444	<i>80444</i>
1.10	Telephone:	(303) 569-2403	<i>(303) 569-2403</i>
1.11	Fax number:	(303) 569-2330	<i>(303) 569-2330</i>
1.12	Web Address:	www.clearcreeklibrary.org	<i>www.clearcreeklibrary.org</i>
1.13	Director's Name:	Sue Lathrop	<i>Sue Lathrop</i>
1.14	Director's E-mail address:	director@clearcreeklibrary.org	<i>director@clearcreeklibrary.org</i>
1.15	Person Completing Report:	Sue Lathrop	<i>Sue Lathrop</i>
1.16	Respondent's Title:	Library Director	<i>Library Director</i>
1.17	Respondent's E-mail:	director@clearcreeklibrary.org	<i>director@clearcreeklibrary.org</i>
1.18	Did your library's legal service area change during the last year?	No	<i>No</i>
1.19	Legal Basis:	LD	<i>LD</i>
1.20	Geographic Code:	CO1	<i>CO1</i>

Users

1.21	Number of resident registered users:	4,832	<i>4,828</i>
1.22	Number of non-resident registered users: <i>This measures the number of CLC patrons using your library (see: http://www.cde.state.co.us/cdelib/clc)</i>	309	<i>219</i>
1.23	Total registered users:	5,141	<i>5,047</i>

Service Outlets

1.24	Do you have a central library? Or a single outlet library? <i>If "yes" to either, check box.</i>	No	No
1.25	Number of Branch Libraries: <i>Excluding any central or single outlet library reported in question 1.24.</i>	2	2
1.26	Number of Bookmobiles:	0	0
1.27	Number of outreach vehicles:	0	0
1.28	Number of other outlets:	1	0

Staff in Full Time Equivalents (FTE)

Please calculate your staff FTE figures as of December 31, 2016. Include all positions funded in your library's budget or funded by another entity on behalf of your library, whether or not they were filled. Count employees, not contractors or consultants (i.e., individuals associated with contracts for services). Please report these figures in terms of Full Time Equivalent (FTE). To calculate FTE's, total individual weekly hours for all paid staff and divide by 40. (Example - A 20-hour worker is calculated as follows: 20÷40 = .5 FTE)

1.29	Total ALA-MLS Librarians:	2.00	3.00
1.30	Total Librarians (including ALA-MLS):	4.00	4.00
1.31	All Other Paid Staff:	7.50	6.60
1.32	Total Paid Employees (1.30 + 1.31):	11.50	10.60

Public Library Technology Inventory #2.1-2.10

Survey deadline: March 15, 2017

Internet Access and Use

2.1	Number of public computers:	44	44
2.2	Number of uses (sessions) of public internet computers per year:	35,219	42,661
2.3	Does your library provide wireless service for patrons?	Yes	Yes
2.4	Wireless Sessions - Annually:	13,016	12,963
2.5	Number of unique visitors to library's website: <i>Calculate by summing the number of unique visitors for each month to get the annual total.</i>	66,650	34,485
2.6	Annual website visits: <i>Total annual visits to the library's website.</i>	185,336	71,455

Online Resources

2.7	Number of public computers with access to commercial databases:	44	44
2.8	Number of AWE Early Literacy Stations:	2	2
2.9	Can your patrons access the library catalog remotely (outside the library)?	Yes	Yes
2.10	Can your patrons access any full-text licensed databases remotely (outside the library)?	Yes	Yes

Operating & Capital Revenue #3.1-3.17

Survey deadline: March 15, 2017

Please report the amount of local operating revenue your library received in 2016. Do not include capital revenue in operating revenue. See definitions for more information.

2016 Operating Revenue

3.1	City General Fund:	\$0	\$0
3.2	County General Fund:	\$0	\$0
3.3	City Sales Tax:	\$0	\$0
3.4	County Sales Tax:	\$48,212	\$40,625
3.5	City Mill Levy:	\$0	\$0
3.6	County Mill Levy:	\$0	\$0
3.7	District Mill Levy:	\$1,174,465	\$1,179,425
3.8	Local Operating Revenue (3.1 through 3.7):	\$1,222,677	\$1,220,050
3.9	State Operating Revenue: <i>Report State Grants to Libraries funds in 3.9.</i>	\$15,500	\$4,500
3.10	Federal Operating Revenue: <i>Report LSTA grant funds, including Summer Reading Mini Grants, in 3.10.</i>	\$0	\$250
3.11	Other Operating Revenue:	\$10,645	\$10,739
3.12	Total Revenue (3.8 through 3.11):	\$1,248,822	\$1,235,539

Please enter the amount of capital revenue your library received in 2016.

3.13	Local Capital Revenue:	\$0	\$0
3.14	State Capital Revenue:	\$0	\$0
3.15	Federal Capital Revenue:	\$0	\$0
3.16	Other Capital Revenue:	\$0	\$0
3.17	Total Capital Revenue (3.13 through 3.16):	\$0	\$0

Expenditures #4.1-4.14

Survey deadline: March 15, 2017

Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Please report your library's expenditures using whole dollars only. If your library did not have any expenditures in a category, please enter "0". See definitions for more information.

Note, please report actual 2016 expenditures, not budget figures.

Staff Expenditures

4.1	2016 Staff Salaries:	\$439,507	\$495,321
4.2	2016 Benefits (including Social Security & FICA):	\$114,177	\$130,104
4.3	Total Staff Expenditures (4.1 + 4.2):	\$553,684	\$625,425

Materials Expenditures

Print Expenditures

4.4	Books and bound volumes:	\$39,811	\$40,761
4.5	Paper subscriptions/serials:	\$1,590	\$2,258

4.6	Total print materials expenditures (4.4 + 4.5):	\$41,401	\$43,019
Electronic			
4.7	Electronic materials expenditures (includes databases and downloadable materials):	\$31,538	\$45,229
4.8	Other material expenditures:	\$7,392	\$13,965
4.9	Total collection expenditures (4.6 + 4.7 + 4.8):	\$80,331	\$102,213
Other Expenditures			
4.10	Other Operating Expenditures:	\$235,090	\$271,872
4.11	TOTAL OPERATING EXPENDITURES (4.3 + 4.9 + 4.10):	\$869,105	\$999,510
<u>Capital Expenditures</u>			
4.12	Capital Expenditures:	\$0	\$0
Ending Fund Balance			

Questions 4.13 and 4.14 apply to library districts or library jurisdictions with dedicated funding. Typically, this does not apply to municipal, county, or combined libraries and respondents for these libraries should put "n/a" for these two questions. See definitions for more information about Ending Fund Balance.

As of December 31, 2016:

4.13	Unreserved (Undesignated) Fund Balance:	\$1,695,736	\$1,340,392
4.14	Reserved (Restricted) Fund Balance	\$52,445	\$36,730

Collection and Circulation #5.1-5.26

Survey deadline: March 15, 2017

Library Collection

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported in Section 4.

5.1	Print volumes:	36,135	34,958
5.2	Electronic books (e-books):	20,519	16,799
Audio			
5.3	Audio Books - physical units:	1,289	1,331
5.4	Music - physical units:	0	0
5.5	Other Audio - physical units:	23	25
5.6	Audio - physical units Subtotal (5.3 + 5.4 + 5.5)	1,312	1,356
5.7	Audio Books - downloadable units:	4,085	4,032
5.8	Music - downloadable units:	0	291
5.9	Other Audio - downloadable units:	0	0
5.10	Audio - downloadable units Subtotal (5.7 + 5.8 + 5.9)	4,085	4,323
5.11	Total audio (5.6 + 5.10):	5,397	5,679
Video			
5.12	Video - physical units:	5,824	5,468
5.13	Video - downloadable units:	431	720
5.14	Total Video (5.12 + 5.13)	6,255	6,188

Serials

5.15	Number of current print serial subscriptions:	47	59
5.16	Current electronic serial subscriptions	41	50
Number of Electronic Collections acquired through payment or formal agreement:			
5.17	Local/other cooperative agreements: <i>Note: Please include all electronic collections purchased through CLiC, including the Lynx package, in this question.</i>	34	43
5.18	State (state government or state library): <i>Note: Colorado does not currently have statewide electronic collections.</i>	0	0
5.19	Total Electronic Collections: (5.17 + 5.18)	34	43

Circulation All Materials

Count all materials in all formats that are charged out for use *outside the library*. For interlibrary loan transactions include only items borrowed for your library's users. Do not include items checked out to another library.

5.20	Total Circulation: <i>Total annual circulation of all materials circulating outside the library, including electronic materials, and excluding in-house circulation and loans to other libraries.</i>	67,716	74,172
5.21	Circulation of Children's Materials: <i>Total annual circulation of all children's materials circulating outside the library, including electronic materials, and excluding in-house circulation and loans to other libraries.</i>	10,075	16,655
5.22	Use of Electronic Material: <i>Total annual circulation of all electronic materials and excluding databases.</i>	5,636	5,948
5.23	Physical Item Circulation: <i>the total annual circulation of all physical library materials of all types, including renewals.</i>	62,984	
5.24	Successful Retrieval of Electronic Information: <i>The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circ</i>	n/a	
5.25	Total Electronic Content Use (5.22 + 5.24)	5,636	
5.26	Total Collection Use (5.22 + 5.23 + 5.24)	68,620	

Annual Service #6.1-6.23

Survey deadline: March 15, 2017

Click the underlined blue question number for a pop-up box with the question definition.

Library Visits

6.1	Annual Visits:	82,221	82,883
6.2	Annual Reference Transactions:	13,963	17,230

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, mentoring activities, and passive programming.

6.3	Children:	261	200
6.4	Young Adults:	23	22
6.5	Adults:	74	61
6.6	Total Number of Annual Program Offerings (6.3 + 6.4 + 6.5):	358	283

Annual Program Attendance

6.7	Attendance at Children's programs:	4,965	4,320
6.8	Attendance at YA programs:	247	265
6.9	Attendance at Adult programs:	855	653
6.10	Total Annual Program Attendance (6.7 + 6.8 + 6.9):	6,067	5,238

Summer Reading

6.11	Did the library have a summer reading program for children?	Yes	Yes
6.12	If yes, how many children registered for summer reading?	192	201
6.13	Did the library have a summer reading program for teens (young adults)?	Yes	Yes
6.14	If yes, how many teens registered for summer reading?	9	38
6.15	Did the library have a summer reading program for adults?	Yes	Yes
6.16	If yes, how many adults registered for summer reading?	22	100

Outreach

Outreach is an event, but not a program. It engages the public outside the library facilities. At an outreach event staff members provide printed, verbal, and/or visual information about the library's resources and services.

6.17	Number of individuals directly engaged	129	335
6.18	Number of individuals exposed to the library	500	3,000

Interlibrary Lending

Please count all Interlibrary Loan (ILL) transactions, including patron initiated ILL requests (e.g., Prospector). Do not include items loaned between branches within the same library jurisdiction. Materials loaned between AspenCat libraries should be counted as ILL. Click on the question number for a complete definition.

6.19	Provided To: <i>Materials loaned to other library jurisdictions.</i>	0	0
6.20	Received from: <i>Materials borrowed from other library jurisdictions.</i>	1,602	1,843

Public Service Hours

6.21	Annual Public Service Hours: <i>Total of all hours for all outlets reported in Section 14.</i>	4,744	4,744
6.22	Weekly Evening & Weekend Hours: <i>Number of public service hours <u>per week</u> open after 5:00 pm and on the weekend.</i>	24	24

Professional Development Expenditures

6.23	How much did your library spend on professional development last year?	7,139	12,235
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Range of Professional Salaries #7.1-7.23

Survey deadline: March 15, 2017

Please provide the current, actual salaries for the listed positions at your library, i.e., report the salaries being paid to employees as of today, not the possible salary range for a particular job classification. If a position does not exist in your library, simply enter N/A. Report these figures in whole dollars, and, if necessary, convert to an annual salary. If a range does not exist, please report the actual salary in the "High" column.

MLS = a master's degree in library and/or information studies.

Director - Chief officer of the library or library system.

7.1	Annual Salary:	\$99,382	\$102,461
7.2	Number of Hours Paid per Week:	40	40
7.3	Does this position require an MLS?	Yes	Yes

Associate Director - Persons who report to the Director and manage major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation).

7.4	Annual Salary (High):	N/A	N/A
7.5	Number of Hours Paid per Week:	N/A	N/A
7.6	Annual Salary (Low):	N/A	N/A
7.7	Number of Hours Paid per Week:	N/A	N/A
7.8	Is anyone in this position category required to have an MLS degree?	No	No

Department Heads, Coordinators, Senior Managers - persons who supervise one or more librarians with MLS degrees.

7.9	Annual Salary (High):	\$57,782	\$54,467
7.10	Number of Hours Paid per Week:	40	40
7.11	Annual Salary (Low):	\$51,605	\$51,022

7.12	Number of Hours Paid per Week:	40	40
7.13	Is anyone in this position category required to have an MLS degree?	No	No

Managers or Supervisors of Staff - persons who supervise staff in any part of the library but do not supervise librarians with MLS degrees.

7.14	Annual Salary (High):	\$49,629	N/A
7.15	Number of Hours Paid per Week:	40	N/A
7.16	Annual Salary (Low):	N/A	N/A
7.17	Number of Hours Paid per Week:	N/A	N/A
7.18	Is anyone in this position category required to have an MLS degree?	No	No

Librarian - Non-supervisor - librarians who were not reported earlier and who do not supervise.

7.19	Annual Salary (High):	N/A	N/A
7.20	Number of Hours Paid per Week:	N/A	N/A
7.21	Annual Salary (Low):	N/A	N/A
7.22	Number of Hours Paid per Week:	N/A	N/A
7.23	Is anyone in this position category required to have an MLS degree?	No	No

Paraprofessional and Clerical Salaries #8.1-8.4

Survey deadline: March 15, 2017

Please provide the current, actual wages for the following positions at your library, i.e., report the hourly wage being paid to employees as of today, not the possible wage range for a particular job classification.

Library Assistant/Technician - persons who perform paraprofessional tasks that require library specific training including, but not limited to, circulation, cataloging, interlibrary loan, or reference.

8.1	High Hourly Wage:	\$17.97	\$17.76
8.2	Low Hourly Wage:	\$15.82	\$15.10

Library Clerk - persons who perform tasks requiring less training than assistants or technicians; duties may include, but are not limited to, checking materials in and out, sorting, shelving, shipping and receiving library materials.

8.3	High Hourly Wage:	\$15.30	\$15.04
8.4	Low Hourly Wage:	\$12.12	\$13.02

Reconsideration Report #9.1-9.3

Survey deadline: March 15, 2016

Please indicate below the challenges to materials and the Internet your library received in the past year. A challenge is defined as any attempt to remove or restrict library resources based upon the objections of a person or group.

9.1	How many challenges to library books, materials, events, or exhibits did your library receive in 2016?	0	0
9.2	How many challenges to the library's Internet access policy or Internet content were received during 2016?	0	0
9.3	How many separate titles, exhibits, WWW sites, etc., were involved?	0	0

Friends of the Library #10.1-10.2

Survey deadline: March 15, 2017

Please provide the most current information for your library's friends group.

- | | | | |
|------|--|-----|------------|
| 10.1 | Does your library have a Friends of the Library group? | Yes | <i>Yes</i> |
| 10.2 | If yes, how many members are in your Friends group? | 304 | <i>263</i> |

Library Foundation #11.1-11.2

Survey deadline: March 15, 2017

Please provide the most current information for your library's foundation.

- | | | | |
|------|--|-----|------------|
| 11.1 | Does your library have a Foundation? | Yes | <i>Yes</i> |
| 11.2 | If yes, how many members are in your Library Foundation? | 14 | <i>14</i> |

Current Trustees List #12.1-12.18

Survey deadline: March 15, 2017

Please provide the most current information for your library's trustees (i.e., who are library's trustees as of today).

- | | | | |
|------|------------------|------------------------|--|
| 12.1 | Name of Chair: | Lee Ann Cox | <i>Marilyn Lunbery</i> |
| 12.2 | Mailing address: | P.O. Box 1020 | <i>P.O. Box 1445</i> |
| 12.3 | City: | Georgetown | <i>Idaho Springs</i> |
| 12.4 | State: | CO | <i>CO</i> |
| 12.5 | Zip: | 80444 | <i>80452</i> |
| 12.6 | Home phone: | N/A | <i>N/A</i> |
| 12.7 | Business phone: | N/A | <i>N/A</i> |
| 12.8 | E-mail address: | leedeberrymo@gmail.com | <i>mlunbery@clearcreekwireless.com</i> |
| 12.9 | Term Expires: | 2018 | <i>2018</i> |

Other members

- | | | | |
|-------|------------------|--------------------|---------------------------|
| 12.10 | Name: | Vickie Colle | <i>Lee Ann Cox</i> |
| 12.11 | Mailing address: | PO Box 970 | <i>PO Box 1020</i> |
| 12.12 | City: | Idaho Springs | <i>Georgetown</i> |
| 12.13 | State: | CO | <i>CO</i> |
| 12.14 | Zip: | 80452 | <i>80444</i> |
| 12.15 | Home phone: | (303) 567-1444 | <i>N/A</i> |
| 12.16 | Business phone: | N/A | <i>N/A</i> |
| 12.17 | E-mail address: | chriscolle@aol.com | <i>lee_cox@dpsk12.org</i> |
| 12.18 | Term Expires: | 2017 | <i>2016</i> |
| 12.10 | Name: | Kate Foy | <i>Vickie Colle</i> |
| 12.11 | Mailing address: | PO Box 1883 | <i>PO Box 970</i> |
| 12.12 | City: | Idaho Springs | <i>Idaho Springs</i> |
| 12.13 | State: | CO | <i>CO</i> |
| 12.14 | Zip: | 80452 | <i>80452</i> |
| 12.15 | Home phone: | | <i>(303) 567-1444</i> |
| 12.16 | Business phone: | | <i>N/A</i> |
| 12.17 | E-mail address: | K8foy1@gmail.com | <i>chriscolle@aol.com</i> |
| 12.18 | Term Expires: | 2020 | <i>2017</i> |
| 12.10 | Name: | Elaine McWain | <i>Kate Foy</i> |

12.11 Mailing address:	PO Box 882	<i>PO Box 1883</i>
12.12 City:	Georgetown	<i>Idaho Springs</i>
12.13 State:	CO	<i>CO</i>
12.14 Zip:	80444	<i>80452</i>
12.15 Home phone:	(303) 569-2647	
12.16 Business phone:		
12.17 E-mail address:	fecmcwain@q.com	<i>K8foy1@gmail.com</i>
12.18 Term Expires:	2022	<i>2020</i>
12.10 Name:	Gwynne Ellen Stephenson	<i>Judy Caldwell</i>
12.11 Mailing address:	PO Box 971	<i>PO Box 970</i>
12.12 City:	Idaho Springs	<i>Silver Plume</i>
12.13 State:	CO	<i>CO</i>
12.14 Zip:	80452	<i>80476</i>
12.15 Home phone:	(303) 567-2837	
12.16 Business phone:		
12.17 E-mail address:	gellenstephenson@gmail.com	<i>caldwell970@aol.com</i>
12.18 Term Expires:	2020	<i>2021</i>
12.10 Name:	Elaine McWain	<i>Elaine McWain</i>
12.11 Mailing address:	PO Box 882	<i>PO Box 882</i>
12.12 City:	Georgetown	<i>Georgetown</i>
12.13 State:	CO	<i>CO</i>
12.14 Zip:	80444	<i>80444</i>
12.15 Home phone:		
12.16 Business phone:		
12.17 E-mail address:	fecmcwain@q.com	<i>fecmcwain@q.com</i>
12.18 Term Expires:	2021	<i>2021</i>

Feedback #13.1-13.2

13.1 How does your library use annual report data? Please mark all that apply.

The library uses data to...

Report to our governing body (e.g., library board or city council)	Yes	Yes
Report to advisory groups	Yes	Yes
Inform friends groups and foundations	Yes	Yes
Manage resources (e.g., staff time, library hours, collections)	Yes	Yes
Inform strategic plans	Yes	Yes
Establish quantitative measures of success	Yes	Yes
Compare our library to peer libraries (e.g., benchmarking)	Yes	Yes
Identify usage and resource trends at the library	Yes	Yes
Other, please specify		

For further comments and questions, contact Linda Hofschire, 303-866-6900, Hofschire_L@cde.state.co.us.

13.2 General Feedback:

Outlet Data #14.1-14.21

Survey deadline: March 15, 2017

This section reports outlet data. Please complete items 14.13 - 14.15, including year building was completed, hours, and weeks open for each of your outlets.

Many of the fields in this section cannot be altered. Changes cannot be made here to items 14.1 - 14.12 & 14.16 - 14.21. If changes need to be made to these items, including adding or deleting outlets, please contact Linda Hofschire, at Hofschire_L@cde.state.co.us.

Data reported in this section will be used to update the statewide library directory.

14.1	LIB ID:	FSCS0018	<i>FSCS0018</i>
14.2	FSCS ID:	CO0143-002	<i>CO0143-002</i>
14.3	Name:	GEORGETOWN/TOMAY MEMORIAL LIBRARY	<i>GEORGETOWN/TOMAY MEMORIAL LIBRARY</i>
14.4	Street Address:	605 SIXTH STREET	<i>605 SIXTH STREET</i>
14.5	City:	GEORGETOWN	<i>GEORGETOWN</i>
14.6	County of the Outlet:	CLEAR CREEK	<i>CLEAR CREEK</i>
14.7	Zip:	80444	<i>80444</i>
14.8	Phone:	(303) 569-2620	<i>(303) 569-2620</i>
14.9	Outlet Type Code:	BR	<i>BR</i>
14.10	Metropolitan Status Code:	NO	<i>NO</i>
14.11	Number of Bookmobiles in the Bookmobile Outlet Record:	0	<i>0</i>
14.12	Square Footage: <i>If square footage has changed, please contact Linda Hofschire at Hofschire_L@cde.state.co.us to update this data.</i>	4,500	<i>4,500</i>
14.13	Year building was completed:	1925	<i>1925</i>
14.14	Public Service Hours Per Year (actual hours for this outlet):	2,392	<i>2,392</i>
14.15	Number of Weeks a Library is Open (actual weeks open for this outlet):	52	<i>52</i>
14.1	LIB ID:	FSCS0019	<i>FSCS0019</i>
14.2	FSCS ID:	CO0143-003	<i>CO0143-003</i>
14.3	Name:	IDAHO SPRINGS LIBRARY	<i>IDAHO SPRINGS LIBRARY</i>
14.4	Street Address:	219 14TH AVENUE	<i>219 14TH AVENUE</i>
14.5	City:	IDAHO SPRINGS	<i>IDAHO SPRINGS</i>
14.6	County of the Outlet:	CLEAR CREEK	<i>CLEAR CREEK</i>
14.7	Zip:	80452	<i>80452</i>
14.8	Phone:	(303) 567-2020	<i>(303) 567-2020</i>
14.9	Outlet Type Code:	BR	<i>BR</i>
14.10	Metropolitan Status Code:	NO	<i>NO</i>
14.11	Number of Bookmobiles in the Bookmobile Outlet Record:	0	<i>0</i>
14.12	Square Footage: <i>If square footage has changed, please contact Linda Hofschire at Hofschire_L@cde.state.co.us to update this data.</i>	5,893	<i>5,893</i>
14.13	Year building was completed:	1904	<i>1904</i>

14.14	Public Service Hours Per Year (actual hours for this outlet):	2,352	2,352
14.15	Number of Weeks a Library is Open (actual weeks open for this outlet):	52	52
14.16	LIB ID:	ID0003	<i>ID0003</i>
14.17	FSCS ID:	CO0143	<i>CO0143</i>
14.18	Name:	CLEAR CREEK COUNTY LIBRARY DISTRICT	<i>CLEAR CREEK COUNTY LIBRARY DISTRICT</i>
14.19	Interlibrary Relationship Code:	ME	<i>ME</i>
14.20	Administrative Structure Code:	MO	<i>MO</i>
14.21	FSCS Public Library Definition:	Yes	<i>Yes</i>

Clear Creek County Library District Profit & Loss Budget Performance February 2017

	Feb 17	Jan - Feb 17	\$ Over Budget	% of Budget	Annual Budget
100 - Real Property Tax	106,399.05	116,752.54	-921,616.46	11.24%	1,038,369.00
110 - Delinquent Tax	8.29	8.29	8.29	100.0%	0.00
111 - Delinquent Interest	0.98	0.98	0.98	100.0%	0.00
120 - Specific Ownership Tax A	857.84	1,496.91	-5,003.09	23.03%	6,500.00
130 - Specific Ownership Tax F	2,962.76	6,499.69	-28,500.31	18.57%	35,000.00
140 - Interest Property Tax	0.00	0.00	-600.00	0.0%	600.00
150 - Interest Income	840.99	1,720.40	-2,279.60	43.01%	4,000.00
160 - Grant Income	0.00	0.00	-3,500.00	0.0%	3,500.00
165 - Program Income	0.00	0.00	-200.00	0.0%	200.00
170 - Retirement Refunds	0.00	0.00	0.00	0.0%	0.00
171 - Friends Donations	0.00	0.00	0.00	0.0%	0.00
180 - Other	0.00	0.00	0.00	0.0%	0.00
	<u>111,069.91</u>	<u>126,478.81</u>	<u>-961,690.19</u>	<u>11.62%</u>	<u>1,088,169.00</u>
200 - Library District Administration					
210 - Contingency	0.00	0.00	-50,000.00	0.0%	50,000.00
220 - Grants-Operating	0.00	0.00	0.00	0.0%	0.00
230 - Insurance	0.00	0.00	-15,000.00	0.0%	15,000.00
240 - Legal & Professional Dues/Fees					
240.01 - Accounting & Audit	0.00	0.00	-5,200.00	0.0%	5,200.00
240.02 - Bank Fees (Bank Fees)	0.00	0.00	-800.00	0.0%	800.00
240.03 - Consulting	0.00	0.00	-20,000.00	0.0%	20,000.00
240.04 - Legal/Professional Fees	0.00	0.00	-35,000.00	0.0%	35,000.00
240.05 - MSEC (HR Services)	25.00	25.00	-9,975.00	0.25%	10,000.00
240.06 - Payroll	182.90	414.00	-2,586.00	13.8%	3,000.00
240.07 - Special District Association	0.00	0.00	-1,500.00	0.0%	1,500.00
240.08 - Library Consortium	0.00	0.00	0.00	0.0%	0.00
240 - Legal & Professional Dues/Fees - Oth	99.00	99.00			
Total 240 - Legal & Professional Dues/Fees	<u>306.90</u>	<u>538.00</u>	<u>-74,962.00</u>	<u>0.71%</u>	<u>75,500.00</u>
250 - Office Rental	0.00	1,500.00	-16,500.00	8.33%	18,000.00
260 - Salaries	37,188.77	55,314.83	-432,366.17	11.34%	487,681.00
270 - Benefits	10,253.08	16,890.77	-118,109.23	12.51%	135,000.00
280 - Treasurer's Fees	3,192.27	3,502.89	-33,497.11	9.47%	37,000.00
200 - Library District Administration - Other	0.00	0.00			
Total 200 - Library District Administration	<u>50,941.02</u>	<u>77,746.49</u>	<u>-740,434.51</u>	<u>9.5%</u>	<u>818,181.00</u>
300 - District Programs					
310 - Marketing					
310.01 - Advertisements	44.11	44.11	-955.89	4.41%	1,000.00
310.02 - Legal Notices	0.00	0.00	-75.00	0.0%	75.00
310.03 - Marketing Supplies	0.00	0.00	-500.00	0.0%	500.00
310 - Marketing - Other	0.00	0.00			
Total 310 - Marketing	<u>44.11</u>	<u>44.11</u>	<u>-1,530.89</u>	<u>2.8%</u>	<u>1,575.00</u>
320 - Newsletter					

Clear Creek County Library District Profit & Loss Budget Performance February 2017

	Feb 17	Jan - Feb 17	\$ Over Budget	% of Budget	Annual Budget
320.01 - Postage	0.00	0.00	-1,000.00	0.0%	1,000.00
320.02 - Printing Supplies	0.00	0.00	-1,000.00	0.0%	1,000.00
320 - Newsletter - Other	0.00	0.00			
Total 320 - Newsletter	0.00	0.00	-2,000.00	0.0%	2,000.00
330 - Staff Development	30.63	483.55	-8,516.45	5.37%	9,000.00
340 - Programs					
340.01 - District Programs (District-wide programs not covered by building budgets)					
340.01a - After School	2.00	2.00	2.00	100.0%	0.00
340.01b - Book Giveaways	0.00	0.00	0.00	0.0%	0.00
340.01c - Book Groups	0.00	0.00	0.00	0.0%	0.00
340.01d - Games Nights/Gaming	0.00	0.00	0.00	0.0%	0.00
340.01e - Holiday Programs	0.00	0.00	0.00	0.0%	0.00
340.01f - Movie Nights	13.81	13.81	13.81	100.0%	0.00
340.01g - National Library Week	0.00	0.00	0.00	0.0%	0.00
340.01h - Story Times	0.00	0.00	0.00	0.0%	0.00
340.01i - Misc Kids	61.25	61.25	61.25	100.0%	0.00
340.01j - Adult Craft	36.31	36.31	36.31	100.0%	0.00
340.01k - Adult Educational	0.00	0.00	0.00	0.0%	0.00
340.01L - Adult Misc.	0.00	0.00	0.00	0.0%	0.00
340.01 - District Programs (District-wic	69.58	69.58	-5,530.42	1.24%	5,600.00
Total 340.01 - District Programs (District-w	182.95	182.95	-5,417.05	3.27%	5,600.00
340.02 - Summer Reading					
340.02a - SRP Marketing	0.00	0.00	0.00	0.0%	0.00
340.02b - SRP Party (End of Summer)	0.00	0.00	0.00	0.0%	0.00
340.02c - SRP Prizes	0.00	0.00	0.00	0.0%	0.00
340.02d - SRP Supplies	0.00	0.00	0.00	0.0%	0.00
340.02e - SRP Teen	0.00	0.00	0.00	0.0%	0.00
340.02 - Summer Reading - Other	0.00	0.00	-3,500.00	0.0%	3,500.00
Total 340.02 - Summer Reading	0.00	0.00	-3,500.00	0.0%	3,500.00
340.03 - Reading Carnival (Annual Summer	0.00	0.00	-400.00	0.0%	400.00
340.04 - Grants for Library Books	0.00	0.00	0.00	0.0%	0.00
340.05 - Outreach	0.00	0.00	-100.00	0.0%	100.00
340 - Programs - Other	0.00	0.00			
Total 340 - Programs	182.95	182.95	-9,417.05	1.91%	9,600.00
350 - Technology					
350.01 - Circulation (Circ program)	0.00	0.00	-19,000.00	0.0%	19,000.00
350.02 - Databases	11.99	3,761.99	-11,238.01	25.08%	15,000.00
350.03 - Hardware					
350.03a - Computers	0.00	0.00	0.00	0.0%	0.00
350.03b - 3D Printer	0.00	0.00	0.00	0.0%	0.00
350.03c - Tablets	0.00	0.00	0.00	0.0%	0.00
350.03d - Network Hardware	0.00	0.00	0.00	0.0%	0.00
350.03e - Other Hardware	0.00	0.00	0.00	0.0%	0.00
350.03 - Hardware - Other	0.00	0.00	-9,000.00	0.0%	9,000.00

Clear Creek County Library District Profit & Loss Budget Performance February 2017

	Feb 17	Jan - Feb 17	\$ Over Budget	% of Budget	Annual Budget
Total 350.03 - Hardware	0.00	0.00	-9,000.00	0.0%	9,000.00
350.04 - Internet/Wireless/Cell	810.44	810.44	-16,289.56	4.74%	17,100.00
350.05 - Network/Tech Support	0.00	0.00	-1,000.00	0.0%	1,000.00
350.06 - Software	0.00	0.00	-3,000.00	0.0%	3,000.00
350.07 - Support (non circ)	0.00	0.00	-1,000.00	0.0%	1,000.00
350.08 - Web Site	0.00	0.00	-900.00	0.0%	900.00
350.09 - Copier	517.89	517.89	-14,482.11	3.45%	15,000.00
350 - Technology - Other	0.00	0.00			
Total 350 - Technology	1,340.32	5,090.32	-75,909.68	6.28%	81,000.00
360 - Special Projects-District	0.00	0.00			
370 - Digital Content					
370.01 - E-Audio (Audio books)	-5.71	-5.71	-5.71	100.0%	0.00
370.02 - E-Books	141.00	2,141.00	2,141.00	100.0%	0.00
370.03 - E-Music	0.00	0.00	0.00	0.0%	0.00
370.04 - E-Video	0.00	0.00	0.00	0.0%	0.00
370.05 - E-Apps	0.00	0.00	0.00	0.0%	0.00
370.06 - E-Magazines (Digital Magazine Sul	0.00	0.00	0.00	0.0%	0.00
370 - Digital Content - Other	0.00	0.00	-23,000.00	0.0%	23,000.00
Total 370 - Digital Content	135.29	2,135.29	-20,864.71	9.28%	23,000.00
380 - Technology-Capital	0.00	0.00	0.00	0.0%	0.00
300 - District Programs - Other	0.00	0.00			
Total 300 - District Programs	1,733.30	7,936.22	-118,238.78	6.29%	126,175.00
400 - Building Maintenance					
410 - Utilities					
410.01 - Telephone	547.21	547.21	-6,652.79	7.6%	7,200.00
410.02 - Power	1,346.71	1,346.71	-11,653.29	10.36%	13,000.00
410.03 - Trash	200.00	200.00	-1,300.00	13.33%	1,500.00
410.04 - Water/Sewer	207.35	207.35	-2,992.65	6.48%	3,200.00
410.05 - Archive Bldg. Expenses (Shared b	0.00	0.00	-10,000.00	0.0%	10,000.00
410 - Utilities - Other	0.00	0.00			
Total 410 - Utilities	2,301.27	2,301.27	-32,598.73	6.59%	34,900.00
430 - Capital Building Repair (Over \$1,000)	0.00	0.00	-100,000.00	0.0%	100,000.00
460 - Special Projects-Buildings	0.00	0.00	0.00	0.0%	0.00
480 - Capital Building Projects	0.00	0.00	-50,000.00	0.0%	50,000.00
490 - Grants-Capital	0.00	0.00	0.00	0.0%	0.00
400 - Building Maintenance - Other	0.00	0.00			
Total 400 - Building Maintenance	2,301.27	2,301.27	-182,598.73	1.25%	184,900.00
500 - District Office/Archives					
530 - Dues & Registration	0.00	0.00	0.00	0.0%	0.00
540 - Maintenance					
540.01 - Alarm	0.00	0.00	0.00	0.0%	0.00
540.02 - Cleaning	0.00	0.00	-1,200.00	0.0%	1,200.00
540.03 - Not in use	0.00	0.00	0.00	0.0%	0.00
540.04 - Equipment & Repair	0.00	0.00	-1,000.00	0.0%	1,000.00

Clear Creek County Library District Profit & Loss Budget Performance February 2017

	Feb 17	Jan - Feb 17	\$ Over Budget	% of Budget	Annual Budget
540.05 - Furniture	2,383.78	2,383.78	-616.22	79.46%	3,000.00
540 - Maintenance - Other	0.00	0.00			
Total 540 - Maintenance	2,383.78	2,383.78	-2,816.22	45.84%	5,200.00
550 - Office Supplies	182.77	182.77	-817.23	18.28%	1,000.00
555 - Office Equipment	0.00	0.00	-1,500.00	0.0%	1,500.00
560 - Operating-Events	0.00	0.00	-900.00	0.0%	900.00
570 - Operating Materials (Archival Library M:	0.00	0.00	-1,500.00	0.0%	1,500.00
580 - Postage	0.00	0.00	-400.00	0.0%	400.00
590 - Travel	136.00	136.00	-2,364.00	5.44%	2,500.00
500 - District Office/Archives - Other	46.54	46.54			
Total 500 - District Office/Archives	2,749.09	2,749.09	-10,250.91	21.15%	13,000.00
600 - Idaho Springs Public Library					
610 - Not in Use	0.00	0.00	0.00	0.0%	0.00
620 - Courier	0.00	0.00	-370.00	0.0%	370.00
630 - Dues & Registration	0.00	0.00	0.00	0.0%	0.00
640 - Maintenance					
640.01 - Alarm	0.00	0.00	-200.00	0.0%	200.00
640.02 - Cleaning	0.00	0.00	-1,500.00	0.0%	1,500.00
640.03 - Not in Use	0.00	0.00	0.00	0.0%	0.00
640.04 - Equipment & Repair (noncapital)	624.00	689.00	-2,311.00	22.97%	3,000.00
640.05 - Furniture	0.00	0.00	-500.00	0.0%	500.00
640.06 - Snow Removal	0.00	0.00	-1,000.00	0.0%	1,000.00
640.07 - Yard	0.00	0.00	-250.00	0.0%	250.00
640.08 - Elevator	0.00	0.00	-3,500.00	0.0%	3,500.00
640 - Maintenance - Other	0.00	0.00			
Total 640 - Maintenance	624.00	689.00	-9,261.00	6.93%	9,950.00
650 - Office/Operating Supplies	612.37	649.37	-3,350.63	16.23%	4,000.00
660 - Operating-Events					
660.01 - Printed Materials	0.00	0.00	0.00	0.0%	0.00
660.02 - Library Events	0.00	0.00	0.00	0.0%	0.00
660.03 - Volunteer/Staff Meetings	0.00	0.00	-100.00	0.0%	100.00
660 - Operating-Events - Other	0.00	0.00			
Total 660 - Operating-Events	0.00	0.00	-100.00	0.0%	100.00
670 - Operating Supplies					
670.01 - Audio	204.68	204.68	204.68	100.0%	0.00
670.02 - Books	1,519.26	2,042.89	2,042.89	100.0%	0.00
670.03 - Electronic Subscription	187.26	187.26	187.26	100.0%	0.00
670.04 - McNaughton	45.00	45.00	45.00	100.0%	0.00
670.05 - Multi Media	0.00	0.00	0.00	0.0%	0.00
670.06 - Music	0.00	0.00	0.00	0.0%	0.00
670.07 - Paper Subscriptions	24.96	24.96	24.96	100.0%	0.00
670.08 - Software/Games	0.00	0.00	0.00	0.0%	0.00
670.09 - Video	163.23	163.23	163.23	100.0%	0.00
670 - Operating Supplies - Other	0.00	0.00	-30,000.00	0.0%	30,000.00

Clear Creek County Library District Profit & Loss Budget Performance February 2017

	Feb 17	Jan - Feb 17	\$ Over Budget	% of Budget	Annual Budget
Total 670 · Operating Supplies	2,144.39	2,668.02	-27,331.98	8.89%	30,000.00
680 · Postage	0.00	0.00	-100.00	0.0%	100.00
690 · Travel	0.00	0.00	0.00	0.0%	0.00
600 · Idaho Springs Public Library - Other	0.00	0.00			
Total 600 · Idaho Springs Public Library	3,380.76	4,006.39	-40,513.61	9.0%	44,520.00
700 · John Tomay Memorial Library					
710 · Not in Use	0.00	0.00	0.00	0.0%	0.00
720 · Courier	0.00	0.00	-370.00	0.0%	370.00
730 · Dues & Registration	100.00	100.00	100.00	100.0%	0.00
740 · Maintenance					
740.01 · Alarm	0.00	0.00	-200.00	0.0%	200.00
740.02 · Cleaning	0.00	0.00	-1,700.00	0.0%	1,700.00
740.03 · Not in Use	0.00	0.00	0.00	0.0%	0.00
740.04 · Equipment & Repair (noncapital)	3.93	3.93	-5,996.07	0.07%	6,000.00
740.05 · Furniture	0.00	0.00	-3,000.00	0.0%	3,000.00
740.06 · Snow Removal	160.00	160.00	-840.00	16.0%	1,000.00
740.07 · Yard	0.00	0.00	-1,000.00	0.0%	1,000.00
740.08 · Elevator	0.00	0.00	-2,000.00	0.0%	2,000.00
740 · Maintenance - Other	0.00	0.00			
Total 740 · Maintenance	163.93	163.93	-14,736.07	1.1%	14,900.00
750 · Office/Operating Supplies	536.36	536.36	-3,463.64	13.41%	4,000.00
760 · Operating-Events					
760.01 · Printed Materials	0.00	0.00	0.00	0.0%	0.00
760.02 · Library Events	0.00	0.00	0.00	0.0%	0.00
760.03 · Volunteer/Staff Meetings	0.00	0.00	-100.00	0.0%	100.00
760 · Operating-Events - Other	0.00	0.00			
Total 760 · Operating-Events	0.00	0.00	-100.00	0.0%	100.00
770 · Operating-Materials					
770.01 · Audio	138.59	138.59	138.59	100.0%	0.00
770.02 · Books	927.93	1,450.18	1,450.18	100.0%	0.00
770.03 · Electronic Subscriptions	0.00	0.00	0.00	0.0%	0.00
770.04 · McNaughton	0.00	0.00	0.00	0.0%	0.00
770.05 · Multi-Media	0.00	0.00	0.00	0.0%	0.00
770.06 · Music	0.00	0.00	0.00	0.0%	0.00
770.07 · Paper Subscriptions	351.91	351.91	351.91	100.0%	0.00
770.08 · Software/Games	0.00	0.00	0.00	0.0%	0.00
770.09 · Video	179.10	181.60	181.60	100.0%	0.00
770 · Operating-Materials - Other	0.00	0.00	-25,000.00	0.0%	25,000.00
Total 770 · Operating-Materials	1,597.53	2,122.28	-22,877.72	8.49%	25,000.00
780 · Postage	0.00	0.00	-200.00	0.0%	200.00
790 · Travel	0.00	0.00	0.00	0.0%	0.00
700 · John Tomay Memorial Library - Other	0.00	0.00			
Total 700 · John Tomay Memorial Library	2,397.82	2,922.57	-41,647.43	6.56%	44,570.00
96560 · Payroll Expenses	0.00	0.00			

Clear Creek County Library District Profit & Loss Budget Performance February 2017

	Feb 17	Jan - Feb 17	\$ Over Budget	% of Budget	Annual Budget
966900 - Reconciliation Discrepancies	0.00	0.00			
	63,503.26	97,662.03	-1,133,683.97	7.93%	1,231,346.00
	47,566.65	28,816.78	171,993.78	-20.13%	-143,177.00