

6 May 2017

To the Members of the Clear Creek County Library District Board of Trustees,

In light of the transition that is currently underway at the Clear Creek County Library District, I believe that investing in our staff (an organization's most important resource) is paramount at this time, more so now than ever. Providing our staff with a robust Human Resources offering, one that includes a strategic plan to enhance employee engagement, wellness, creativity and innovation, will allow the District to best capitalize on the talents of the library's workforce. This opportunity calls for strong and energetic leaders dedicated to providing vision and guidance to the District Library Board. The proposed HR leader will also work collaboratively with the DLB and the Branch Librarians with grant writing as well as with the development and implementation of strategies that will ensure the library meets the needs of the Clear Creek County community now and in the future.

Please review the following proposal for the creation of a Human Resources Manager position. It is of my opinion that this role can bring great benefit to the CCCLD staff as well as to the District as a whole. These benefits include but are not limited to: enhanced productivity, cost savings, employee retention and improved operations overall.

Thank you in advance for you time and consideration.

Best,

Cameron Marlin, MBA
Library Clerk
Clear Creek County Library District

CLEAR CREEK COUNTY LIBRARY DISTRICT
HUMAN RESOURCE MANAGER JOB PROPOSAL

JOB TITLE: Human Resources Manager

REPORTS TO: District Library Board and Branch Librarians (2)

WORK LOCATIONS: Idaho Springs Public Library, John Tomay Memorial Library and the Georgetown Heritage Center

TIME COMMITMENT: 10-40 hours per week, depending on the determined scope of the position (An estimation of the amount of time required to manage the duties outlined in the position proposal is difficult to make at this time.)

JOB SUMMARY:

The Human Resources Manager (HRM) will serve as an administrative officer to the District Library Board and will contribute to the mission of the Clear Creek County Library District by fulfilling an active, hands-on leadership role building, enhancing and maintaining all human resources (HR) policies, programs and processes pertaining to the employee life cycle, including the areas of recruitment, on-boarding, benefits administration, leave, employee relations, performance management, training, organizational development, pay practices and COBRA administration. The HRM will manage both strategic human resources planning and development as well as the day-to-day human resources operations throughout a distributed, multi-location workforce. The HRM will foster a work environment that encourages high performance, excellent customer service, creativity, collaboration and innovation. The successful HRM will assist with the development of an organizational culture that is focused on attracting, engaging, retaining and developing the best talent for the library by continually assessing and improving HR systems, services, programs and processes. The HRM will contribute to the library's Executive Team by bringing a staff-focused perspective to the development and implementation of the organization-wide strategic and operating plans. In addition to the HR duties, the HRM will also contribute to the process of grant writing and will therefore bring greater value to the CCCLD.

PRINCIPAL JOB DUTIES:

Authority:

- The Human Resources Manager is to report directly to the District Library Board, as well as the Branch Librarian at both locations. The HRM does not have authority over other personnel within the Library District

Policy:

- Establish and maintain a manual of District Library policies*
- Develop policies with the District Library Board and Branch Librarians*
- Establish and maintain personnel policies*
- HR Policy Implementation

* Duties previously assigned to the Library Director position.

Human Resources:

The Human Resources Manager (HRM) would be responsible for the following duties:

- Administer employee benefits program and human resources and/or work with other appropriate agencies in administering these programs*
- Process new hires and keep abreast of changing HR issues*
- Relay important HR information to Branch Librarians*
- Submit payroll to payroll company and/or bookkeeper*
- Ensure employees are reviewed in a timely basis and are given pay raises at appropriate times*
- Keep abreast of tax-reporting issues*
- Time and Attendance Management*
- Onboarding*
- Employee Handbook Revisions*
- District Library Board Liaison*
- COBRA Administration
- Oversight of PTO accrual with regular and ongoing updates for employees
- Job Analysis/Job Description Revision
- Performance Management
- Employee Relations/Conflict Mediation
- Professional Development
- Employee Wellness & Engagement
- Organizational Culture
- Employee Retention
- Leave/Vacation Administration
- Organizational Development (including the creation of an organizational chart)
- Exit Interviews

* Duties previously assigned to the Library Director position.

Personnel:

- Assist Branch Librarians in hiring personnel*
- Train employees as needed*
- Work as needed with Branch Librarians to create effective employee schedules*
- Fill in during staff emergencies*

* Duties previously assigned to the Library Director position.

MINIMUM JOB REQUIREMENTS:

A desire to help create an organizational culture that values internal customer service as the key to exceptional external customer service. A sincere desire to improve our community. Enthusiasm for risk taking and learning. Knowledge of a broad range of HR functional areas, employment law and HR best practices. Skill in developing and sustaining a healthy, highly engaged workforce. Experience with

successful evaluation, measurement and accountability practices. Skill in leading and guiding individuals and teams. Skill in creating a culture of trust, collaboration, creative problem solving and adaptive thinking. Skill in providing inspirational, forward-looking leadership that encourages innovation and accountability. Ability to use positive energy, excellent communication skills, cultural sensitivity and a sense of humor to develop workplace relationships. Ability to manage and negotiate conflicts. Ability to creatively solve problems, negotiate and handle stressful situations in a positive manner. Ability to use extensive workplace and other technology including email, internet, databases, and other software.

Required Experience:

A minimum of two years of experience working in Human Resources at a managerial or higher level; a minimum of one year in a position with operational responsibilities, with at least a year of coaching and leading individuals and teams as well as having experience dealing with complex employee issues in the workplace.

Required Education:

Master's in Business Administration (MBA) preferred; bachelor's degree in Human Resource Management or related degree required.

Required Skills:

Must be proficient in budget and staff management; must be proficient in word processing; requires excellent professional judgment as well as excellent interpersonal skills, the ability to communicate effectively orally and in writing, and the ability to maintain positive community relations. Must be detail oriented, have excellent organizational skills as well as record keeping abilities.

Physical Demands and Work Environment:

Work is primarily performed in an office environment. Must be able to perform the following physical activities: standing, walking, sitting, lifting, bending, keyboarding, carrying, pushing, and pulling. Must be able to lift up to 30 pounds. Clear Creek County Library District provides reasonable job-related accommodations for disabled persons.

PROPOSED COMPENSATION:

The new position of Human Resources Manager is to be initially compensated at a rate comparable to that of the existing Program Coordinator position (current minimum rate: \$16.44/hour). In an effort to be commensurate with positions of similar scope, a 90 day review is to be conducted by both the District Library Board as well as the Branch Librarians to assess the workload, performance and overall satisfaction with the new HRM. At this time, an increase in compensation will be considered.

ADDITIONAL RECOMMENDATIONS:

In an effort to best serve the Clear Creek County Library District's Human Resources needs, a membership with SHRM, the Society of Human Resource Management would allow the CCCLD to stay informed of changing legislation and other issues that may impact our organization. SHRM is the world's largest association for human resource professionals, representing more than 285,000 members across all industries. SHRM is a trusted and reliable resource that provides comprehensive resources, best practices and federal, state and local compliance information that is essential to our success. An individual membership fee costs just \$199 annually, and will grant me immediate access to:

- Compliance alerts when legislation is enacted and information on how to implement the necessary changes;
- Experienced, certified SHRM HR advisors who can assist with specific questions and offer advice on handling sensitive situations;
- Free member webcasts on important HR topics;
- Sample workplace policies to keep CCCLD protected (on topics such as: social media, workplace bullying and performance management)
- Discounted conferences, certification, seminars, and e-Learning courses

(Please see the attached SHRM Membership Benefits Flyer for additional information)

Professional HR certification can also be pursued, should the CCCLD decide to do so.

SHRM Member Benefits: Do more with more



HR TOOLS & RESOURCES

SHRM Online

HR website with features such as daily news updates, online bulletin boards, HR job openings, surveys on HR topics and more.

shrm.org

SHRM Competency Model

A detailed model of the behavioral and knowledge-based competencies identified by HR professionals as required for success across four HR career levels.

shrm.org/hrcompetencies

HR Knowledge Center

Receive assistance with your HR issue or question via e-mail, live chat or phone.

shrm.org/assistance

Express Requests

Instant information and resources on current issues impacting HR.

shrm.org/expressrequests

HR Toolkits

Collection of review articles on key HR topics with links to additional resources.

shrm.org/toolkits

Sample Documents

- HR Forms
- Job Descriptions
- Mission Statements
- Policies
- PowerPoint Presentations
- Requests for Proposals
- Spreadsheet Templates

shrm.org/samples

Detailed Country Guides

Instant access and detailed advice on how to conduct business effectively with people in more than 90 countries.

shrm.org/countryguides

HR Disciplines

Specialized HR information covering:

- Behavioral Competencies
- Benefits
- California Resources
- Compensation
- Employee Relations
- Employment Law
- Global HR
- Labor Relations
- Organizational & Employee Development
- Risk Management
- State & Local Updates
- Talent Acquisition
- Technology

How-To Guides

Step-by-step instructional guides for completing day-to-day human resources tasks.

shrm.org/howtoguides

Member2Member Solutions

Share your HR and thought leadership with your peers. Learn from experiences shared by HR practitioners through member-contributed articles.

shrm.org/member2member

Vendor Directory

Search through more than 2,000 companies offering products and services to the human resource community.

shrm.org/HRVendorDirectory

Advocacy

SHRM, along with members, advocates on behalf of the HR profession at the federal and state levels.

shrm.org/advocacy

Legal & Compliance Resources

Regular analysis and e-mail alerts on employment law at the federal and state levels.

shrm.org/legalissues

HR Daily

Delivered each weekday morning, the *HR Daily* e-newsletter provides the latest information and updates on all aspects of HR.

HR Magazine®

Our award-winning magazine is published 10 times annually.

shrm.org/hrmagazine

HR Week

Our weekly e-newsletter highlights critical HR issues.

shrm.org/hrweek

HR Disciplines E-Newsletters

Stay up to date with HR news, trends and research delivered to your e-mail box by specialty.

shrm.org/enewsletters

SHRM Talent Assessment Center

The world's most comprehensive suite of online talent assessments. This unique online marketplace is home to hundreds of diverse assessments.

TAC.shrm.org

SHRM Enterprise Solutions

Broaden hiring initiatives and outreach to veterans with a veteran-focused domain and Military Crosswalk, a job skills translation tool.

enterprise.shrm.org

Member Discount Programs

SHRM Member Discount Programs offer valuable discounts and benefits.

shrm.org/affinity



RESEARCH PRODUCTS & SERVICES

Research Surveys

Original research on current and emerging workplace issues and their implications for the HR profession, domestically and globally.

shrm.org/surveys

SHRM Foundation Research

The SHRM Foundation supports research and educational activities that promote the HR profession.

shrmfoundation.org

Customized Benchmarking Service ▲ \$

Customize reports for your organization with critical benchmarks on human capital, health care, talent acquisition and benefits prevalence.

shrm.org/benchmarks

Compensation Data Center \$

Compensation data available for hundreds of positions covering a variety of industries, job families and functional areas.

shrm.org/compensationdata

People InSight

Employee Engagement Survey ▲ \$

This survey service examines factors related to employee engagement and job satisfaction. It is designed and priced especially for small and midsize organizations. Normative data include benchmarks against SHRM's database of 10,000 employees, by industry and organization size.

shrm.org/peopleinsight

Customized Research Services \$

Learn what others in the HR community are doing and thinking in the realm of HR policies and practices. SHRM surveys HR professionals on your behalf on select research topics.

shrm.org/customizedresearch



NETWORKING

Volunteer Opportunities ▲

Information on volunteer opportunities within SHRM.

shrm.org/volunteer

SHRM Connect

Meet other HR professionals to help you build your network or assist you with your HR-related questions in over 20 different communities.

community.shrm.org

Chapters \$

Locate a SHRM-affiliated chapter in your area. Membership in a chapter is separate from your SHRM membership, but belonging to both is a winning combination.

shrm.org/chapters



▲ Approved for recertification credit.

\$ Fee-based product/service. Discounted for members.

SHRM Member Benefits: Do more with more



CAREER RESOURCES & TOOLS

SHRM's HR Jobs

Sponsored by SHRM, HR Jobs is the most comprehensive job listing service for HR professionals. Job seekers can search HR jobs by location, job function or industry. Employers may post HR jobs or search the Resume Center to find candidates. jobs.shrm.org

SHRM Books

Books and e-books by thought leaders. shrm.org/publications/books



PROFESSIONAL DEVELOPMENT

SHRM Certification ▲ \$

SHRM's accredited, competency-based certifications—the SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®)—address the role HR professionals have in leading organizational success. These certifications focus on the two major aspects of HR practice: behavioral competencies and technical knowledge. Professionals meeting eligibility requirements and passing the exam maintain their certification by earning 60 professional development credits (PDCs) over a three-year recertification period. shrmcertification.org

Certification Preparation ▲ \$

The 2017 SHRM Learning System is delivered in a fully online format, providing comprehensive, flexible and effective SHRM-CP and SHRM-SCP exam preparation. Learning modules and interactive study tools teach you everything you need to prepare for your SHRM-CP or SHRM-SCP certification exam. Four different learning options are available to suit your study style. shrmcertification.org/learning

Essentials® of HR Management ▲ \$

Designed for anyone who practices HR or performs HR duties, this course navigates through legal terms, best practices and more. Try the free demo online. shrm.org/essentials

HR Competency Diagnostic Tools™ \$

Online diagnostics that measure core HR competencies and identify areas of existing strength and development opportunities for HR professionals and teams. shrm.org/competencytools

Seminars ▲ \$

Designed to develop the critical knowledge and competencies needed for HR professionals to perform effectively and advance their careers. Delivered virtually or in person. shrm.org/seminars

Organizational Training & Development Programs ▲ \$

Instructor-led HR education, delivered directly to your employees. Available in person, virtually or in a blended learning format. shrm.org/orgtraining

Webcasts ▲ \$

Webcasts consist of presentations by noted experts followed by Q&A sessions. Some topics are fee-based. shrm.org/webcast

eLearning Library ▲ \$

A one-year, all-inclusive subscription featuring 500+ self-paced courses on a wide variety of HR topics to support your professional development and maintain your HR certification. shrm.org/elearning

SHRM eLearning Partner Courses

Benefits Training ▲ \$

In partnership with the International Foundation of Employee Benefit Plans

Ethics & Compliance Training ▲ \$

In partnership with NAVEX Global

Global & Cultural Effectiveness Training ▲ \$

In partnership with Aperian Global

J-1 Visa Training ▲ \$

In partnership with the Council for Global Immigration

Leadership Training ▲ \$

In partnership with Dale Carnegie and the Center for Creative Leadership

HR Curriculum Guidelines

SHRM's curriculum guidelines for undergraduate and graduate degree programs incorporate HR competencies and reflect minimum standards for the content of HR degree programs. shrm.org/guidebook



2017 CONFERENCES

HR People + Strategy Annual Conference ▲ \$

April 23 – 26, 2017, Aventura, FL

Talent Management Conference & Exposition ▲ \$

April 24 – 26, 2017, Chicago, IL

Council for Global Immigration Symposium ▲ \$

June 11 – 14, 2017, Arlington, VA

SHRM 2017 Annual Conference & Exposition ▲ \$

June 18 – 21, 2017, New Orleans, LA

Leadership Development Forum ▲ \$

October 2 – 4, 2017, Phoenix, AZ

Diversity & Inclusion Conference & Exposition ▲ \$

October 23 – 25, 2017, San Francisco, CA

▲ Approved for recertification credit.

\$ Fee-based product/service. Discounted for members.



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E-mail: shrm@shrm.org • Website: shrm.org

SHRM is dedicated to providing the resources that are essential to staying at the forefront of the HR profession, as well as increasing our members' proficiency in the HR competencies.

What's in It for You?

Thousands of HR resources at your fingertips, access to hundreds of professional development opportunities—at your desk or across the country—plus more than 285,000 HR professionals located in over 165 countries.

Find out more about membership at shrm.org/membercenter

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

	Apr 17	Jan - Apr 17	YTD Budget	\$ Over Budget	% of Budget
Income					
100 · Real Property Tax	0.00	141,763.57	1,038,369.00	-896,605.43	13.65%
110 · Delinquent Tax	0.00	8.29	0.00	8.29	100.0%
111 · Delinquent Interest	0.00	0.98	0.00	0.98	100.0%
120 · Specific Ownership Tax A	0.00	2,110.81	6,500.00	-4,389.19	32.47%
130 · Specific Ownership Tax F	0.00	10,103.07	35,000.00	-24,896.93	28.87%
140 · Interest Property Tax	0.00	3.06	600.00	-596.94	0.51%
150 · Interest Income	0.00	2,648.10	4,000.00	-1,351.90	66.2%
160 · Grant Income	0.00	0.00	3,500.00	-3,500.00	0.0%
165 · Program Income	0.00	0.00	200.00	-200.00	0.0%
170 · Retirement Refunds	0.00	0.00	0.00	0.00	0.0%
171 · Friends Donations	0.00	0.00	0.00	0.00	0.0%
180 · Other	82.00	282.00	0.00	282.00	100.0%
Total Income	82.00	156,919.88	1,088,169.00	-931,249.12	14.42%
Expense					
200 · Library District Administration					
210 · Contingency	0.00	0.00	50,000.00	-50,000.00	0.0%
220 · Grants-Operating	0.00	0.00	0.00	0.00	0.0%
230 · Insurance	0.00	11,533.79	15,000.00	-3,466.21	76.89%
240 · Legal & Professional Dues/Fees					
240.01 · Accounting & Audit	0.00	0.00	5,200.00	-5,200.00	0.0%
240.02 · Bank Fees (Bank Fees)	0.00	0.00	800.00	-800.00	0.0%
240.03 · Consulting	0.00	0.00	20,000.00	-20,000.00	0.0%
240.04 · Legal/Professional Fees	4,192.50	7,173.50	35,000.00	-27,826.50	20.5%
240.05 · MSEC (HR Services)	0.00	97.80	10,000.00	-9,902.20	0.98%
240.06 · Payroll	90.25	687.65	3,000.00	-2,312.35	22.92%
240.07 · Special District Association	0.00	889.13	1,500.00	-610.87	59.28%
240.08 · Library Consortium	0.00	0.00	0.00	0.00	0.0%
240 · Legal & Professional Dues/Fees - Other	175.00	595.00			
Total 240 · Legal & Professional Dues/Fees	4,457.75	9,443.08	75,500.00	-66,056.92	12.51%
250 · Office Rental	3,000.00	7,500.00	18,000.00	-10,500.00	41.67%
260 · Salaries	18,324.75	110,101.47	487,681.00	-377,579.53	22.58%
270 · Benefits	8,316.15	41,895.33	135,000.00	-93,104.67	31.03%

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

	Apr 17	Jan - Apr 17	YTD Budget	\$ Over Budget	% of Budget
280 · Treasurer's Fees	0.00	4,253.31	37,000.00	-32,746.69	11.5%
200 · Library District Administration - Other	0.00	0.00			
Total 200 · Library District Administration	34,098.65	184,726.98	818,181.00	-633,454.02	22.58%
300 · District Programs					
310 · Marketing					
310.01 · Advertisements	0.00	44.11	1,000.00	-955.89	4.41%
310.02 · Legal Notices	0.00	0.00	75.00	-75.00	0.0%
310.03 · Marketing Supplies	0.00	0.00	500.00	-500.00	0.0%
310 · Marketing - Other	0.00	0.00			
Total 310 · Marketing	0.00	44.11	1,575.00	-1,530.89	2.8%
320 · Newsletter					
320.01 · Postage	23.75	23.75	1,000.00	-976.25	2.38%
320.02 · Printing Supplies	0.00	0.00	1,000.00	-1,000.00	0.0%
320 · Newsletter - Other	0.00	0.00			
Total 320 · Newsletter	23.75	23.75	2,000.00	-1,976.25	1.19%
330 · Staff Development	4,644.82	5,146.73	9,000.00	-3,853.27	57.19%
340 · Programs					
340.01 · District Programs (District-wide programs not covered by building budgets)					
340.01a · After School	6.95	12.48	0.00	12.48	100.0%
340.01b · Book Giveaways	0.00	0.00	0.00	0.00	0.0%
340.01c · Book Groups	0.00	0.00	0.00	0.00	0.0%
340.01d · Games Nights/Gaming	0.00	85.97	0.00	85.97	100.0%
340.01e · Holiday Programs	0.00	143.42	0.00	143.42	100.0%
340.01f · Movie Nights	0.00	25.76	0.00	25.76	100.0%
340.01g · National Library Week	0.00	0.00	0.00	0.00	0.0%
340.01h · Story Times	7.92	39.27	0.00	39.27	100.0%
340.01i · Misc Kids	0.00	255.14	0.00	255.14	100.0%
340.01j · Adult Craft	0.00	82.55	0.00	82.55	100.0%
340.01k · Adult Educational	0.00	0.00	0.00	0.00	0.0%
340.01L · Adult Misc.	0.00	2.69	0.00	2.69	100.0%
340.01 · District Programs (District-wide)	2,806.77	2,876.35	5,600.00	-2,723.65	51.36%
Total 340.01 · District Programs (District-wid	2,821.64	3,523.63	5,600.00	-2,076.37	62.92%
340.02 · Summer Reading					

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

	Apr 17	Jan - Apr 17	YTD Budget	\$ Over Budget	% of Budget
340.02a · SRP Marketing	0.00	0.00	0.00	0.00	0.0%
340.02b · SRP Party (End of Summer)	0.00	0.00	0.00	0.00	0.0%
340.02c · SRP Prizes	0.00	0.00	0.00	0.00	0.0%
340.02d · SRP Supplies	0.00	0.00	0.00	0.00	0.0%
340.02e · SRP Teen	0.00	0.00	0.00	0.00	0.0%
340.02 · Summer Reading - Other	0.00	0.00	3,500.00	-3,500.00	0.0%
Total 340.02 · Summer Reading	0.00	0.00	3,500.00	-3,500.00	0.0%
340.03 · Reading Carnival (Annual Summer Ca	0.00	0.00	400.00	-400.00	0.0%
340.04 · Grants for Library Books	0.00	0.00	0.00	0.00	0.0%
340.05 · Outreach	0.00	0.00	100.00	-100.00	0.0%
340 · Programs - Other	0.00	96.24			
Total 340 · Programs	2,821.64	3,619.87	9,600.00	-5,980.13	37.71%
350 · Technology					
350.01 · Circulation (Circ program)	0.00	500.00	19,000.00	-18,500.00	2.63%
350.02 · Databases	9.00	4,009.89	15,000.00	-10,990.11	26.73%
350.03 · Hardware					
350.03a · Computers	1,078.00	1,078.00	0.00	1,078.00	100.0%
350.03b · 3D Printer	0.00	0.00	0.00	0.00	0.0%
350.03c · Tablets	0.00	0.00	0.00	0.00	0.0%
350.03d · Network Hardware	0.00	0.00	0.00	0.00	0.0%
350.03e · Other Hardware	112.98	173.92	0.00	173.92	100.0%
350.03 · Hardware - Other	0.00	34.99	9,000.00	-8,965.01	0.39%
Total 350.03 · Hardware	1,190.98	1,286.91	9,000.00	-7,713.09	14.3%
350.04 · Internet/Wireless/Cell	1,729.79	3,621.08	17,100.00	-13,478.92	21.18%
350.05 · Network/Tech Support	0.00	0.00	1,000.00	-1,000.00	0.0%
350.06 · Software	0.00	158.99	3,000.00	-2,841.01	5.3%
350.07 · Support (non circ)	0.00	0.00	1,000.00	-1,000.00	0.0%
350.08 · Web Site	0.00	22.99	900.00	-877.01	2.55%
350.09 · Copier	594.14	1,677.64	15,000.00	-13,322.36	11.18%
350 · Technology - Other	0.00	0.00			
Total 350 · Technology	3,523.91	11,277.50	81,000.00	-69,722.50	13.92%
360 · Special Projects-District	0.00	0.00			
370 · Digital Content					

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

	Apr 17	Jan - Apr 17	YTD Budget	\$ Over Budget	% of Budget
370.01 · E-Audio (Audio books)	305.74	300.03	0.00	300.03	100.0%
370.02 · E-Books	1,547.49	4,208.31	0.00	4,208.31	100.0%
370.03 · E-Music	0.00	0.00	0.00	0.00	0.0%
370.04 · E-Video	263.20	263.20	0.00	263.20	100.0%
370.05 · E-Apps	0.00	0.00	0.00	0.00	0.0%
370.06 · E-Magazines (Digital Magazine Subscri	0.00	0.00	0.00	0.00	0.0%
370 · Digital Content - Other	0.00	0.00	23,000.00	-23,000.00	0.0%
Total 370 · Digital Content	2,116.43	4,771.54	23,000.00	-18,228.46	20.75%
380 · Technology-Capital	0.00	0.00	0.00	0.00	0.0%
300 · District Programs - Other	0.00	0.00			
Total 300 · District Programs	13,130.55	24,883.50	126,175.00	-101,291.50	19.72%
400 · Building Maintenance					
410 · Utilities					
410.01 · Telephone	610.55	1,987.24	7,200.00	-5,212.76	27.6%
410.02 · Power	841.03	3,187.07	13,000.00	-9,812.93	24.52%
410.03 · Trash	90.00	290.00	1,500.00	-1,210.00	19.33%
410.04 · Water/Sewer	207.35	926.69	3,200.00	-2,273.31	28.96%
410.05 · Archive Bldg. Expenses (Shared build	2,194.97	2,194.97	10,000.00	-7,805.03	21.95%
410 · Utilities - Other	0.00	0.00			
Total 410 · Utilities	3,943.90	8,585.97	34,900.00	-26,314.03	24.6%
430 · Capital Building Repair (Over \$1,000)	0.00	0.00	100,000.00	-100,000.00	0.0%
460 · Special Projects-Buildings	0.00	0.00	0.00	0.00	0.0%
480 · Capital Building Projects	0.00	0.00	50,000.00	-50,000.00	0.0%
490 · Grants-Capital	0.00	0.00	0.00	0.00	0.0%
400 · Building Maintenance - Other	0.00	0.00			
Total 400 · Building Maintenance	3,943.90	8,585.97	184,900.00	-176,314.03	4.64%
500 · District Office/Archives					
530 · Dues & Registration	0.00	0.00	0.00	0.00	0.0%
540 · Maintenance					
540.01 · Alarm	0.00	0.00	0.00	0.00	0.0%
540.02 · Cleaning	0.00	0.00	1,200.00	-1,200.00	0.0%
540.03 · Not in use	0.00	0.00	0.00	0.00	0.0%
540.04 · Equipment & Repair	0.00	0.00	1,000.00	-1,000.00	0.0%

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

	Apr 17	Jan - Apr 17	YTD Budget	\$ Over Budget	% of Budget
540.05 · Furniture	0.00	2,383.78	3,000.00	-616.22	79.46%
540 · Maintenance - Other	0.00	0.00			
Total 540 · Maintenance	0.00	2,383.78	5,200.00	-2,816.22	45.84%
550 · Office Supplies	0.00	328.31	1,000.00	-671.69	32.83%
555 · Office Equipment	0.00	0.00	1,500.00	-1,500.00	0.0%
560 · Operating-Events	0.00	52.49	900.00	-847.51	5.83%
570 · Operating Materials (Archival Library Materials	0.00	0.00	1,500.00	-1,500.00	0.0%
580 · Postage	0.00	65.26	400.00	-334.74	16.32%
590 · Travel	129.50	392.44	2,500.00	-2,107.56	15.7%
500 · District Office/Archives - Other	0.00	0.00			
Total 500 · District Office/Archives	129.50	3,222.28	13,000.00	-9,777.72	24.79%
600 · Idaho Springs Public Library					
610 · Not in Use	0.00	0.00	0.00	0.00	0.0%
620 · Courier	0.00	0.00	370.00	-370.00	0.0%
630 · Dues & Registration	0.00	0.00	0.00	0.00	0.0%
640 · Maintenance					
640.01 · Alarm	0.00	150.00	200.00	-50.00	75.0%
640.02 · Cleaning	0.00	0.00	1,500.00	-1,500.00	0.0%
640.03 · Not in Use	0.00	0.00	0.00	0.00	0.0%
640.04 · Equipment & Repair (noncapital)	0.00	770.00	3,000.00	-2,230.00	25.67%
640.05 · Furniture	0.00	178.41	500.00	-321.59	35.68%
640.06 · Snow Removal	75.00	75.00	1,000.00	-925.00	7.5%
640.07 · Yard	0.00	0.00	250.00	-250.00	0.0%
640.08 · Elevator	0.00	0.00	3,500.00	-3,500.00	0.0%
640 · Maintenance - Other	0.00	0.00			
Total 640 · Maintenance	75.00	1,173.41	9,950.00	-8,776.59	11.79%
650 · Office/Operating Supplies	539.91	1,492.50	4,000.00	-2,507.50	37.31%
660 · Operating-Events					
660.01 · Printed Materials	0.00	0.00	0.00	0.00	0.0%
660.02 · Library Events	0.00	0.00	0.00	0.00	0.0%
660.03 · Volunteer/Staff Meetings	0.00	0.00	100.00	-100.00	0.0%
660 · Operating-Events - Other	0.00	0.00			
Total 660 · Operating-Events	0.00	0.00	100.00	-100.00	0.0%

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

	Apr 17	Jan - Apr 17	YTD Budget	\$ Over Budget	% of Budget
670 · Operating Supplies					
670.01 · Audio	0.00	204.68	0.00	204.68	100.0%
670.02 · Books	815.08	4,767.98	0.00	4,767.98	100.0%
670.03 · Electronic Subscription	0.00	308.63	0.00	308.63	100.0%
670.04 · McNaughton	0.00	45.00	0.00	45.00	100.0%
670.05 · Multi Media	0.00	0.00	0.00	0.00	0.0%
670.06 · Music	0.00	0.00	0.00	0.00	0.0%
670.07 · Paper Subscriptions	24.00	529.32	0.00	529.32	100.0%
670.08 · Software/Games	0.00	0.00	0.00	0.00	0.0%
670.09 · Video	205.70	569.51	0.00	569.51	100.0%
670 · Operating Supplies - Other	0.00	0.00	30,000.00	-30,000.00	0.0%
Total 670 · Operating Supplies	1,044.78	6,425.12	30,000.00	-23,574.88	21.42%
680 · Postage	0.00	0.00	100.00	-100.00	0.0%
690 · Travel	0.00	0.00	0.00	0.00	0.0%
600 · Idaho Springs Public Library - Other	104.99	104.99			
Total 600 · Idaho Springs Public Library	1,764.68	9,196.02	44,520.00	-35,323.98	20.66%
700 · John Tomay Memorial Library					
710 · Not in Use	0.00	0.00	0.00	0.00	0.0%
720 · Courier	0.00	0.00	370.00	-370.00	0.0%
730 · Dues & Registration	0.00	100.00	0.00	100.00	100.0%
740 · Maintenance					
740.01 · Alarm	0.00	150.00	200.00	-50.00	75.0%
740.02 · Cleaning	0.00	0.00	1,700.00	-1,700.00	0.0%
740.03 · Not in Use	0.00	0.00	0.00	0.00	0.0%
740.04 · Equipment & Repair (noncapital)	951.00	954.93	6,000.00	-5,045.07	15.92%
740.05 · Furniture	0.00	0.00	3,000.00	-3,000.00	0.0%
740.06 · Snow Removal	0.00	160.00	1,000.00	-840.00	16.0%
740.07 · Yard	0.00	0.00	1,000.00	-1,000.00	0.0%
740.08 · Elevator	0.00	0.00	2,000.00	-2,000.00	0.0%
740 · Maintenance - Other	0.00	0.00			
Total 740 · Maintenance	951.00	1,264.93	14,900.00	-13,635.07	8.49%
750 · Office/Operating Supplies	199.86	836.76	4,000.00	-3,163.24	20.92%
760 · Operating-Events					

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

	Apr 17	Jan - Apr 17	YTD Budget	\$ Over Budget	% of Budget
760.01 · Printed Materials	0.00	0.00	0.00	0.00	0.0%
760.02 · Library Events	0.00	0.00	0.00	0.00	0.0%
760.03 · Volunteer/Staff Meetings	0.00	0.00	100.00	-100.00	0.0%
760 · Operating-Events - Other	0.00	0.00			
Total 760 · Operating-Events	0.00	0.00	100.00	-100.00	0.0%
770 · Operating-Materials					
770.01 · Audio	213.27	546.48	0.00	546.48	100.0%
770.02 · Books	901.62	2,522.71	0.00	2,522.71	100.0%
770.03 · Electronic Subscriptions	0.00	30.00	0.00	30.00	100.0%
770.04 · McNaughton	0.00	0.00	0.00	0.00	0.0%
770.05 · Multi-Media	0.00	0.00	0.00	0.00	0.0%
770.06 · Music	0.00	0.00	0.00	0.00	0.0%
770.07 · Paper Subscriptions	0.00	351.91	0.00	351.91	100.0%
770.08 · Software/Games	0.00	0.00	0.00	0.00	0.0%
770.09 · Video	122.07	469.06	0.00	469.06	100.0%
770 · Operating-Materials - Other	37.00	37.00	25,000.00	-24,963.00	0.15%
Total 770 · Operating-Materials	1,273.96	3,957.16	25,000.00	-21,042.84	15.83%
780 · Postage	0.00	0.00	200.00	-200.00	0.0%
790 · Travel	0.00	0.00	0.00	0.00	0.0%
700 · John Tomay Memorial Library - Other	648.41	648.41			
Total 700 · John Tomay Memorial Library	3,073.23	6,807.26	44,570.00	-37,762.74	15.27%
96560 · Payroll Expenses	0.00	0.00			
966900 · Reconciliation Discrepancies	0.00	0.00			
Total Expense	56,140.51	237,422.01	1,231,346.00	-993,923.99	19.28%
	-56,058.51	-80,502.13	-143,177.00	62,674.87	56.23%