

2004 Colorado Public Library Annual Report

General Information #1.1-1.32

Survey deadline: March 15, 2005

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 green question number for a pop-up box with the question definition.

- 1.1 Library: _____
- 1.2 Address: _____
- 1.3 City: _____
- 1.4 Five-digit zip code: _____
- 1.5 Four-digit zip code extension: _____
- 1.6 County: _____
- 1.7 Mailing Address (if any): _____
- 1.8 City: _____
- 1.9 Five-digit zip code: _____
- 1.10 Four-digit zip code extension: _____
- 1.11 Telephone: _____
- 1.12 Fax number: _____
- 1.13 World Wide Web URL: _____
- 1.14 Director's Name: _____
- 1.15 Director's E-mail address: _____
- 1.16 Person Completing Report: _____
- 1.17 Respondent's Title: _____
- 1.18 Respondent's E-mail: _____
- 1.19 Youth Services Librarian/Contact: _____
- 1.20 Youth Services Librarian/Contact's e-mail address: _____

1.21 Did your library's legal service area change during the last year? (Click on green question number for definition of legal service area.) _____

1.22 Legal Basis: _____

1.23 Geographic Code: _____

Borrowers

1.24 Number of resident registered borrowers: _____

1.25 Number of Colorado Library Card (CLC) borrowers (non-resident registered borrowers): _____

Service Outlets

1.26 Do you have a Central Library? _____

1.27 Number of Branch Libraries (excluding the Central Library): _____

1.28 Number of Bookmobiles: _____

Staff in Full Time Equivalent

Please calculate your staff FTE figures as of December 31, 2004. 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. 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: _____

1.30 Total Librarians (including ALA-MLS): _____

1.31 All Other Paid Staff: _____

1.32 **Total Paid Employees (1.30 + 1.31):** _____

Public Library Technology Inventory #2.1-2.18

Survey deadline: March 15, 2005

Internet Access and Policies

- 2.1 How many public access computers, in total, do you have available in your library? _____
- 2.2 How many Internet terminals are used by the general public in the library? _____
- 2.3 Is the library's online catalog accessible via *any* public access computer in the library (i.e., one or more) that provides ADA-compliant interfaces (e.g., large-print, voice synthesis, alternative point device)? _____

Computer Capacity and Resources

- 2.4 How many computers accessible by the general public have access to commercial databases (e.g., InfoTrac, EBSCO)? _____
- 2.5 How many public access computers are dedicated to online catalog (OPAC) access only? _____
- 2.6 Can your patrons access the library catalog remotely (outside the library)? _____
- 2.7 Can your patrons access any full-text licensed databases remotely (outside the library)? _____
- 2.8 Specify the library's local automation system: _____
- 2.9 Who is the library's Internet Service Provider (ISP): _____
- 2.10 What is the fastest speed of the connection between this library and its Internet Service Provider (ISP): _____
- 2.11 What is the library's type of connection to its Internet Service Provider (ISP): _____
- 2.12 Number of users of electronic resources per year (in-library use only): _____
- 2.13 If the library has internet access, is that access used by: _____

Do you have an acceptable use or Internet safety policy that addresses the following: (check ALL that apply)

- 2.14 Access by minors to inappropriate matter: _____
- 2.15 Safety/security of minors when using email, chat rooms, or other electronic communications: _____
- 2.16 Unauthorized access including hacking: _____

2.17 Unauthorized disclosure including use and dissemination of personal information regarding minors: _____

2.18 Measures designed to restrict minors' access to materials "harmful" to them: _____

Operating Income #3.1-3.17

Survey deadline: March 15, 2005

Please enter the amount of local **operating income** your library received in 2004. Do **not** include capital revenue in operating income (see below for capital revenue reporting and links to definitions).

Operating Income

- 3.1 City General Fund: _____
- 3.2 County General Fund: _____
- 3.3 City Sales Tax: _____
- 3.4 County Sales Tax: _____
- 3.5 City Mill Levy: _____
- 3.6 County Mill Levy: _____
- 3.7 District Mill Levy: _____
- 3.8 **2004 Local Operating Income (3.1 through 3.7):** _____
- 3.9 2004 State Income: _____
- 3.10 2004 Federal Income: _____
- 3.11 2004 Other Income: _____
- 3.12 **2004 Total Income (3.8 through 3.11):** _____

Please enter the amount of **capital revenue** your library received in 2004.

- 3.13 Local Capital Revenue: _____
- 3.14 State Capital Revenue: _____
- 3.15 Federal Capital Revenue: _____
- 3.16 Other Capital Revenue: _____
- 3.17 **Total Capital Revenue (3.13 through 3.16):** _____

Expenditures #4.1-4.18

Survey deadline: March 15, 2005

Please enter the amount of each expenditure below for your library in 2004. Do not include capital expenditures in operating expenditures; see definition of Capital Expenditures below.

Staff Expenditures

- 4.1 2004 Staff Salaries: _____
- 4.2 2004 Benefits: _____
- 4.3 Total Staff Expenditures (4.1 + 4.2): _____

Materials Expenditures

Print Expenditures

- 4.4 Books and bound volumes: _____
- 4.5 Paper subscriptions/serials: _____
- 4.6 Total print materials expenditures (4.4 + 4.5): _____

Electronic

- 4.7 Electronic (digital) materials expenditures: _____

Other Formats

- Audio
- 4.8 Audio books: _____
- 4.9 Music: _____
- 4.10 Other audio: _____
- 4.11 Total audio expenditures (4.8 + 4.9 + 4.10): _____
- 4.12 Video Materials (including DVD's): _____
- 4.13 All other materials expenditures not reported above (e.g., microforms): _____
- 4.14 Total other materials expenditures (4.11 + 4.12 + 4.13): _____
- 4.15 Total collection expenditures (4.6 + 4.7 + 4.14): _____

Other Expenditures

- 4.16 Other Operating Expenditures: _____
- 4.17 TOTAL OPERATING EXPENDITURES (4.3 + 4.15 + 4.16): _____
- 4.18 Capital Expenditures: _____

Collection and Circulation #5.1-5.13

Survey deadline: March 15, 2005

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

Library Collection

Books

5.1 Print volumes: _____

5.2 Electronic books (e-books): _____

Audio

5.3 Audio books: _____

5.4 Music: _____

5.5 Other audio: _____

5.6 **Total audio (5.3 + 5.4 + 5.5):** _____

Video

5.7 Video Materials (e.g., tape, DVD, CD-ROM, etc): _____

Serials

5.8 Number of current print serial subscriptions: _____

5.9 Number of current electronic serial subscriptions (report only individual subscriptions, do *not* include the title count from any database service): _____

Electronic Databases

5.10 Number of electronic databases (click on question number for definition) _____

Circulation all materials

5.11 Total annual circulation (including **all materials** circulation outside the library and excluding in-house circulation): _____

5.12 Annual circulation of children's materials (excluding in-house circulation): _____

5.13 What percentage of the library's collection is in languages other than English? _____

Annual Service #6.1-6.17

Survey deadline: March 15, 2005

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

Library Visits

6.1 Annual Visits: _____

6.2 Annual Reference Transactions: _____

Annual Program Offerings

6.3 Children: _____

6.4 Young Adults: _____

6.5 Adults: _____

6.6 Total Number of Annual Program Offerings (6.3 + 6.4 + 6.5): _____

Annual Program Attendance

6.7 Attendance at Children's programs: _____

6.8 Attendance at YA programs: _____

6.9 Attendance at Adult programs: _____

6.10 Total Annual Program Attendance (6.7 + 6.8 + 6.9): _____

Summer Reading Programs

6.11 Total number of registered participants in 2004: _____

6.12 Number of participants that finished the program in 2004: _____

Interlibrary Lending

6.13 Loaned to other libraries: _____

6.14 Borrowed from other libraries: _____

Public Service Hours

6.15 Annual Public Service Hours: _____

6.16 Number of public service hours per year open after 5:00 and on weekends: _____

Professional Development Expenditures

6.17 How much did your library spend on professional development last year? _____

Range of Professional Salaries #7.1-7.38

Survey deadline: March 15, 2005

Please provide the *current* salary for the following positions at your library.

Director

7.1 Annual Salary: _____

7.2 Number of Hours Paid per Week: _____

Assistant Director

7.3 Annual Salary (High): _____

7.4 Number of Hours Paid per Week: _____

7.5 Annual Salary (Low): _____

7.6 Number of Hours Paid per Week: _____

Branch Head

7.7 Annual Salary (High): _____

7.8 Number of Hours Paid per Week: _____

7.9 Annual Salary (Low): _____

7.10 Number of Hours Paid per Week: _____

Department Head

7.11 Annual Salary (High): _____

7.12 Number of Hours Paid per Week: _____

7.13 Annual Salary (Low): _____

7.14 Number of Hours Paid per Week: _____

Librarian - Non-supervisor

7.15 Annual Salary (High): _____

7.16 Number of Hours Paid per Week: _____

7.17 Annual Salary (Low): _____

7.18 Number of Hours Paid per Week: _____

Cataloger

7.19 Annual Salary (High): _____

7.20 Number of Hours Paid per Week: _____

7.21 Annual Salary (Low): _____

7.22 Number of Hours Paid per Week: _____

Youth Services Librarian

7.23 Annual Salary (High):

7.24 Number of Hours Paid per Week:

7.25 Annual Salary (Low):

7.26 Number of Hours Paid per Week:

Computer/Automation Specialist

7.27 Annual Salary (High):

7.28 Number of Hours Paid per Week:

7.29 Annual Salary (Low):

7.30 Number of Hours Paid per Week:

Reference/Adult Services

7.31 Annual Salary (High):

7.32 Number of Hours Paid per Week:

7.33 Annual Salary (Low):

7.34 Number of Hours Paid per Week:

Starting Librarian

7.35 Annual Salary (High):

7.36 Number of Hours Paid per Week:

7.37 Annual Salary (Low):

7.38 Number of Hours Paid per Week:

Paraprofessional and Clerical Salaries #8.1-8.8

Survey deadline: March 15, 2005

Please provide the *current* hourly wage for the following positions at your library.

Library Assistant/Technician

8.1 High Hourly Wage: _____

8.2 Low Hourly Wage: _____

Library Clerk

8.3 High Hourly Wage: _____

8.4 Low Hourly Wage: _____

Library Page or Shelver

8.5 High Hourly Wage: _____

8.6 Low Hourly Wage: _____

Custodial/Maintenance

8.7 High Hourly Wage: _____

8.8 Low Hourly Wage: _____

Reconsideration Report #9.1-9.3

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- 9.1 How many challenges to library books, materials, events, _____
or exhibits did your library receive in 2004?
- 9.2 How many challenges to the library's Internet access _____
policy or Internet content were received during 2004?
- 9.3 How many separate titles, exhibits, WWW sites, etc., were _____
involved?

Friends of the Library #10.1-10.9

Survey deadline: March 15, 2005

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

10.1 Does your library have a Friends of the Library group? _____

10.2 If yes, how many members are in your Friends group? _____

Please fill in the name of the president or chair.

10.3 Name: _____

10.4 Address: _____

10.5 City: _____

10.6 State: _____

10.7 Zip: _____

10.8 Telephone: _____

10.9 E-mail address: _____

Library Foundation #11.1-11.9

Survey deadline: March 15, 2005

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

11.1 Does your library have a Foundation? _____

11.2 If yes, how many members are in your Library
Foundation? _____

Please fill in the name of the president or chair.

11.3 Name: _____

11.4 Address: _____

11.5 City: _____

11.6 State: _____

11.7 Zip: _____

11.8 Telephone: _____

11.9 E-mail address: _____

Current Trustees List #12.1-12.18

Survey deadline: March 15, 2005

Please provide the *current* information for your library's trustees.

12.1 Name of Chair: _____

12.2 Mailing address: _____

12.3 City: _____

12.4 State: _____

12.5 Zip: _____

12.6 Home phone: _____

12.7 Business phone: _____

12.8 E-mail address: _____

12.9 Term Expires: _____

Other members

12.10 Name: _____

12.11 Mailing address: _____

12.12 City: _____

12.13 State: _____

12.14 Zip: _____

12.15 Home phone: _____

12.16 Business phone: _____

12.17 E-mail address: _____

12.18 Term Expires: _____

Feedback #13.1

Your feedback is vital to the continued improvement of the Public Library Annual Report. Please provide any feedback you like, including which items were difficult, which items took a long time to fill in, what was helpful, and so on.

For further comments and questions, contact Nicolle Steffen, 303-866-6927, steffen_n@cde.state.co.us.

13.1 Feedback: _____

Survey deadline: March 15, 2005

Outlet Data #14.1-14.21

Survey deadline: March 15, 2005

This section reports outlet data. Many of the fields in this section cannot be altered. Changes cannot be made here to items 14.1 - 14.11 & 14.16 - 14.21. If changes need to be made to these items, including adding or deleting outlets, please contact Nicolle Steffen at steffen_n@cde.state.co.us.

Please complete items 14.12 - 14.15, including square footage, for EACH of your outlets.

14.1 LIB ID:	_____
14.2 FSCS ID:	_____
14.3 Name:	_____
14.4 Street Address:	_____
14.5 City:	_____
14.6 County of the Outlet:	_____
14.7 Zip 1:	_____
14.8 Zip 2:	_____
14.9 Phone:	_____
14.10 Outlet Type Code:	_____
14.11 Metropolitan Status Code:	_____
14.12 Number of Bookmobiles in the Bookmobile Outlet Record:	_____
14.13 Web Address:	_____
14.14 Square Footage:	_____
14.15 Year building was completed:	_____
14.16 LIB ID:	_____
14.17 FSCS ID:	_____
14.18 Name:	_____
14.19 Interlibrary Relationship Code:	_____
14.20 Administrative Structure Code:	_____
14.21 FSCS Public Library Definition:	_____