

# 2001 Colorado Annual Report

## General Information #1.1-1.31

Survey deadline: March 15, 2002

### 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 1.20.

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

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1.23	GeographicCode	
ResidentRegisteredBorrowers		
1.24	Howmanyresidentsofyourlibrary'slegalserviceareaare registeredborrowers?	
ServiceOutlets		
1.25	DoyouhaveaCentralLibrary?	
1.26	NumberofBranchLibraries:	
1.27	NumberofBookmobiles:	
StaffinFullTimeEquivalents		
PleasecalculateyourstaffFTEfiguresasofDecember31,2001.Includeallpositionsfundedinyourlibrary'sbudgetorfundedby anotherentityonbehalfofyourlibrary,whetherornottheywerefilled.PleasereportthesefiguresintermsofFullTimeEquivalent (FTE).TocalculateFTE's,totalindividualweeklyhoursforallpaidstaffanddivideby40.(Example-A20-hourworkeris calculatedasfollows:20/40=.5FTE)		
1.28	TotalALA-MLS:	
1.29	TotalLibrarians(includingALA-MLS):	
1.30	AllOtherPaidStaff:	
1.31	TotalPaidEmployees(1.29+1.30):	

## PublicLibraryTechnologyInventory#2.1-2.13

### InternetAccessandPolicies

2.1 HowmanyInternetterminalsareusedbystaffONLY?

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2.2 HowmanyInternetterminalsareusedbythegeneralpublicinthe library?

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### ComputerCapacityandResources

2.3 Howmanycomputersaccessiblebythegeneralpublichaveaccess tocommercialdatabases(e.g.,InfoTrac,EBSCO)?

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2.4 HowmanypublicaccesscomputersarededicatedtoWeb-based onlinecatalogue(OPAC)access?

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2.5 Canyourpatronsaccessthelibrarycatalogremotely(outsidethe library)?

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2.6 Canyourpatronsaccessanyfull-textlicenseddatabasesremotely (outsidethelibrary)?

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2.7 Numberofusersofelectronicresourcespertypicalweek:

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2.8 Ifthelibraryhasinternetaccess,isthataccessusedby

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DoyouhaveanacceptableuseorInternetsafetypolicythataddressesthefollowing:(checkALLthatapply)

2.9 Accessbyminorstoinappropriatematter

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2.10 Safety/securityofminorswhenusingemail,chatrooms,orother electroniccommunications

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2.11 Unauthhorizedaccessincludinghacking

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2.12 Unauthorizeddisclosureincludinguseanddisseminationof personalinformationregardingminors

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2.13 Measuresdesignedtorestrictminors'accesstomaterials"harmful" tothem

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## OperatingIncome#3.1-3.12

Please enter the **AMOUNT** of local operating income your library received in 2001:

3.1	City General Fund:	<hr/>
3.2	County General Fund:	<hr/>
3.3	City Sales Tax:	<hr/>
3.4	County Sales Tax:	<hr/>
3.5	City Mill Levy:	<hr/>
3.6	County Mill Levy:	<hr/>
3.7	District Mill Levy:	<hr/>
3.8	2001 Local Operating Income (3.1 through 3.7):	<hr/>
3.9	2001 State Income	<hr/>
3.10	2001 Federal Income	<hr/>
3.11	2001 Other Income	<hr/>
3.12	2001 Total Income (3.8 through 3.11):	<hr/>

## Expenditures#4.1-4.14

Surveydeadline:March15,2002

### StaffExpenditures

4.1 2001StaffSalaries

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4.2 2001Benefits

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4.3 **TotalStaffExpenditures(4.1+4.2):**

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### MaterialsExpenditures

4.4 Booksandboundvolumes

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4.5 Videomaterials(includingDVD's)

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4.6 Audiomaterials(booksontapeorCD,musicCDs)

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4.7 Paperssubscriptions/serials

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4.8 Electronicmaterials(CD-ROM,softwareprograms)

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4.9 Electronicaccesstoelectronicserialssubscriptionservices(full textandindexes),bibliographicutilities,Internetfees,consortia fees(e.g.,Marmot,OCLC)

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4.10 Allothermaterialsexpendituresnotreportedabove(e.g., microforms)

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4.11 **Totalmaterialsexpenditures(4.4through4.10):**

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4.12 OtherOperatingExpenditures

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4.13 **TOTALOPERATINGEXPENDITURES(4.3+4.11+4.12):**

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4.14 CapitalOutlay

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## CollectionandCirculation#5.1-5.11

### LibraryCollection

- 5.1 Numberofbooksandboundserials: \_\_\_\_\_
- 5.2 Numberofaudiomaterials(cassettes,CDs,audiobooks): \_\_\_\_\_
- 5.3 Numberofvideomaterials(DVD's,videocassettes,laserdisks): \_\_\_\_\_
- 5.4 NumberofcomputersoftwareandCDROMpackagesforpublic use: \_\_\_\_\_
- 5.5 Currentsubscriptionstoperiodicals/serialsinpaperformat: \_\_\_\_\_
- 5.6 Numberofelectronicsubscriptionservices,bothfull-textand indexes: \_\_\_\_\_

### Circulation

- 5.7 CirculationofChildren'sMaterials: \_\_\_\_\_
- 5.8 CirculationofNon-Children'sMaterials: \_\_\_\_\_
- 5.9 **TotalCirculation(5.7+5.8):** \_\_\_\_\_

### ColoradoLibraryCard(CLC)ProgramParticipation

- 5.10 Tohowmanyresidentcardholdersofotherpubliclibrariesdoyou extendCLCborrowerstatus? \_\_\_\_\_
- 5.11 CirculationtoCLCborrowers: \_\_\_\_\_

## AnnualService#6.1-6.16

6.1	AnnualVisits:	
6.2	AnnualReferenceTransactions:	
AnnualProgramOfferings:		
6.3	Children:	
6.4	YoungAdults:	
6.5	Adults:	
6.6	TotalNumberofAnnualProgramOfferings(6.3+6.4+6.5):	
AnnualProgramAttendance:		
6.7	AttendanceatChildren'sprograms:	
6.8	AttendanceatYAprograms:	
6.9	AttendanceatAdultprograms:	
6.10	TotalAnnualProgramAttendance(6.7+6.8+6.9):	
SummerReadingPrograms:		
6.11	Totalnumberofregisteredparticipantsin2001:	
6.12	Numberofparticipantsthatfinishedtheprogramin2001:	
InterlibraryLending:		
6.13	Loanedtootherlibraries:	
6.14	Borrowedfromotherlibraries:	
6.15	AnnualPublicServiceHours	
6.16	Numberofpublicservicehoursperyearopenafter5:00andon weekends:	

# Range of Professional Salaries #7.1-7.38

Survey deadline: March 15, 2002

Director

7.1 Annual Salary (High) \_\_\_\_\_

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) \_\_\_\_\_

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7.24	NumberofHoursPaidperWeek	
7.25	AnnualSalary(Low)	
7.26	NumberofHoursPaidperWeek	
Computer/AutomationSpecialist		
7.27	AnnualSalary(High)	
7.28	NumberofHoursPaidperWeek	
7.29	AnnualSalary(Low)	
7.30	NumberofHoursPaidperWeek	
Reference/AdultServices		
7.31	AnnualSalary(High)	
7.32	NumberofHoursPaidperWeek	
7.33	AnnualSalary(Low)	
7.34	NumberofHoursPaidperWeek	
StartingLibrarian		
7.35	AnnualSalary(High)	
7.36	NumberofHoursPaidperWeek	
7.37	AnnualSalary(Low)	
7.38	NumberofHoursPaidperWeek	

**Paraprofessional and Clerical Salaries #8.1-8.8**

Library Assistant/Technician

8.1    High Hourly Wage

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8.2    Low Hourly Wage

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Library Clerk

8.3    High Hourly Wage

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8.4    Low Hourly Wage

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Library Page or Shelver

8.5    High Hourly Wage

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8.6    Low Hourly Wage

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Custodial/Maintenance

8.7    High Hourly Wage

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8.8    Low Hourly Wage

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## Reconsideration Report#9.1-9.2

9.1 How many challenges did your library receive during 2001?

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9.2 How many separate titles, exhibits, WWW sites, etc., were involved?

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## Friends of the Library #10.1-10.8

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

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

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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

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## LibraryFoundation#11.1-11.8

11.1 DoesyourlibraryhaveaFoundation?

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11.2 Ifyes,howmanymembersareinyourLibraryFoundation?

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Pleasefillinthenameofthepresidentorchair:

11.3 Name:

---

11.4 Address:

---

11.5 City,

---

11.6 State,

---

11.7 Zip

---

11.8 Telephone:

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**Current Trustees List #12.1-12.16**

12.1	Name of Chair	<hr/>
12.2	Mailing address:	<hr/>
12.3	City,	<hr/>
12.4	State,	<hr/>
12.5	Zip	<hr/>
12.6	Home phone	<hr/>
12.7	Business phone	<hr/>
12.8	Term Expires	<hr/>
Other members:		
12.9	Name	<hr/>
12.10	Mailing address:	<hr/>
12.11	City,	<hr/>
12.12	State,	<hr/>
12.13	Zip	<hr/>
12.14	Home phone	<hr/>
12.15	Business phone	<hr/>
12.16	Term Expires	<hr/>

## 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 soon.

For further comments and questions, contact Nicolle Steffen, 303-866-6927, [steffen\\_n@cde.state.co.us](mailto:steffen_n@cde.state.co.us).

13.1 Feedback

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**Survey deadline: March 15, 2002**

## OutletData#14.1-14.20

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 & 14.15–14.20. 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](mailto:steffen_n@cde.state.co.us).

**Please complete items 14.12–14.14, including square footage, for EACH of your outlets.**

14.1 LIBID	<hr/>
14.2 FSCSID	<hr/>
14.3 Name	<hr/>
14.4 StreetAddress	<hr/>
14.5 City	<hr/>
14.6 CountyoftheOutlet	<hr/>
14.7 Zip1	<hr/>
14.8 Zip2	<hr/>
14.9 Phone	<hr/>
14.10 OutletTypeCode	<hr/>
14.11 MetropolitanStatusCode	<hr/>
14.12 NumberofBookmobilesintheBookmobileOutletRecord	<hr/>
14.13 WebAddress	<hr/>
14.14 SquareFootage	<hr/>
14.15 LIBID	<hr/>
14.16 FSCSID	<hr/>
14.17 Name	<hr/>
14.18 InterlibraryRelationshipCode	<hr/>
14.19 AdministrativeStructureCode	<hr/>
14.20 FSCSPublicLibraryDefinition	<hr/>