

2002 Colorado Public Library Annual Report

General Information #1.1-1.31

Survey deadline: March 15, 2003

Contact Information

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	Geographic Code	<hr/>
Resident Registered Borrowers		
1.24	How many residents of your library's legal service area are registered borrowers?	<hr/>
Service Outlets		
1.25	Do you have a Central Library?	<hr/>
1.26	Number of Branch Libraries (excluding the Central Library):	<hr/>
1.27	Number of Bookmobiles:	<hr/>
Staff in Full Time Equivalents		
Please calculate your staff FTE figures as of December 31, 2002. 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)		
1.28	Total ALA-MLS:	<hr/>
1.29	Total Librarians (including ALA-MLS):	<hr/>
1.30	All Other Paid Staff:	<hr/>
1.31	Total Paid Employees (1.29 + 1.30):	<hr/>

Public Library Technology Inventory #2.1-2.19

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 staff ONLY? _____
- 2.3 How many Internet terminals are used by the general public in the library? _____
- 2.4 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

- 2.5 How many computers accessible by the general public have access to commercial databases (e.g., InfoTrac, EBSCO)? _____
- 2.6 How many public access computers are dedicated to Web-based online catalogue (OPAC) access? _____
- 2.7 Can your patrons access the library catalog remotely (outside the library)? _____
- 2.8 Can your patrons access any full-text licensed databases remotely (outside the library)? _____
- 2.9 Specify the library's local automation system: _____
- 2.10 Who is the library's Internet Service Provider (ISP): _____
- 2.11 What is the fastest speed of the connection between this library and its Internet Service Provider (ISP): _____
- 2.12 What is the library's type of connection to its Internet Service Provider (ISP): _____
- 2.13 Number of users of electronic resources per typical week: _____
- 2.14 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)

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

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- 2.18 Unauthorized disclosure including use and dissemination of personal information regarding minors _____
- 2.19 Measures designed to restrict minors' access to materials "harmful" to them _____

Operating Income #3.1-3.12

Please enter the **AMOUNT** of local operating income your library received in 2002:

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	2002 Local Operating Income (3.1 through 3.7):	<hr/>
3.9	2002 State Income:	<hr/>
3.10	2002 Federal Income:	<hr/>
3.11	2002 Other Income:	<hr/>
3.12	2002 Total Income (3.8 through 3.11):	<hr/>

Expenditures #4.1-4.17

Survey deadline: March 15, 2003

Staff Expenditures

4.1 2002 Staff Salaries

4.2 2002 Benefits

4.3 **Total Staff Expenditures (4.1 + 4.2):**

Materials Expenditures

4.4 Books and bound volumes

4.5 Video materials (including DVD's)

Audio materials

4.6 Audio Books

4.7 Music

4.8 Other Audio

4.9 **Total Audio (4.6 + 4.7 + 4.8)**

4.10 Paper subscriptions/serials

4.11 Electronic materials (CD-ROM, software programs)

4.12 Electronic access to electronic serials subscription services (full text and indexes), bibliographic utilities, Internet fees, consortia fees (e.g., Marmot, OCLC)

4.13 All other materials expenditures not reported above (e.g., microforms)

4.14 **Total materials expenditures (4.4 through 4.13):**

4.15 Other Operating Expenditures

4.16 **TOTAL OPERATING EXPENDITURES (4.3 + 4.14 + 4.15):**

4.17 Capital Outlay

Collection and Circulation #5.1-5.14

Library Collection

- 5.1 Number of books and bound serials: _____
- 5.2 Audio Books: _____
- 5.3 Music: _____
- 5.4 Other Audio: _____
- 5.5 **Total Audio** (5.2 + 5.3 + 5.4) _____
- 5.6 Number of video materials (DVD's, video cassettes, laser disks): _____
- 5.7 Number of computer software and CDROM packages for public use: _____
- 5.8 Current subscriptions to periodicals/serials in paper format: _____
- 5.9 Number of electronic subscription services, both full-text and indexes: _____
- 5.10 What percentage of the library's collection is in languages other than English? _____

Circulation

- 5.11 Total Circulation (including **all materials** circulation outside the library and excluding in-house circulation) _____
- 5.12 Circulation of Children's Materials (excluding in-house circulation) _____
- Colorado Library Card (CLC) Program Participation
- 5.13 To how many resident card holders of other public libraries do you extend CLC borrower status? _____
- 5.14 Circulation to CLC borrowers: _____

Annual Service #6.1-6.20

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 2002: _____

6.12 Number of participants that finished the program in 2002: _____

How many of the following types of programs were offered by the library during the past year, and how involved is the library in each type of the programming compared to the previous year? On these four questions answer: more, same, less, or not offered.

6.13 After-school events to improve academic achievement of K-12 students: _____

6.14 Reading promotion events attended by/held at day care centers: _____

6.15 Adult literacy programs: _____

6.16 Family literacy programs (i.e., involving children and parents together): _____

Interlibrary Lending:

6.17 Loaned to other libraries: _____

6.18 Borrowed from other libraries: _____

6.19 Annual Public Service Hours: _____

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

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Range of Professional Salaries #7.1-7.38

Survey deadline: March 15, 2003

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	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

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

- 9.1 How many challenges to library books, materials, events, or exhibits did your library receive in 2002? _____
- 9.2 How many challenges to the library's Internet access policy or Internet content were received during 2002? _____
- 9.3 How many separate titles, exhibits, WWW sites, etc., were involved? _____

Friends of the Library #10.1-10.8

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

Library Foundation #11.1-11.8

11.1	Does your library have a Foundation?	<hr/>
11.2	If yes, how many members are in your Library Foundation?	<hr/>
Please fill in the name of the president or chair:		
11.3	Name:	<hr/>
11.4	Address:	<hr/>
11.5	City,	<hr/>
11.6	State,	<hr/>
11.7	Zip	<hr/>
11.8	Telephone:	<hr/>

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 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, 2003

Outlet Data #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.

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

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