

2003 Colorado Public Library Annual Report

General Information #1.1-1.33

Survey deadline: March 15, 2004

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 1.22.

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

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

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

1.23 Legal Basis _____

1.24 Geographic Code _____

Borrowers

1.25 Number of resident registered borrowers _____

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

Service Outlets

1.27 Do you have a Central Library? _____

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

1.29 Number of Bookmobiles: _____

Staff in Full Time Equivalent

Please calculate your staff FTE figures as of December 31, 2003. 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)

1.30 Total ALA-MLS: _____

1.31 Total Librarians (including ALA-MLS): _____

1.32 All Other Paid Staff: _____

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

Public Library Technology Inventory #2.1-2.18

Survey deadline: March 15, 2004

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 _____
- 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 _____

Operating Income #3.1-3.13

Survey deadline: March 15, 2004

Please enter the **AMOUNT** of local operating income your library received in 2003:

- 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 **2003 Local Operating Income (3.1 through 3.7):** _____
- 3.9 2003 State Income _____
- 3.10 2003 Federal Income _____
- 3.11 2003 Other Income _____
- 3.12 **2003 Total Income (3.8 through 3.11):** _____
- 3.13 2003 Capital Revenue _____

Expenditures #4.1-4.18

Survey deadline: March 15, 2004

Staff Expenditures

4.1 2003 Staff Salaries _____

4.2 2003 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 Expenditures

4.7 Electronic (digital) materials expenditures _____

Other Expenditures

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)** _____

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, 2004

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 (count each database product, not number of titles, e.g. InfoTrac, FirstSearch) _____

Circulation

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 #6.1-6.16

Survey deadline: March 15, 2004

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 2003: _____

6.12 Number of participants that finished the program in 2003: _____

Interlibrary Lending:

6.13 Loaned to other libraries: _____

6.14 Borrowed from other libraries: _____

6.15 Annual Public Service Hours _____

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

Range of Professional Salaries #7.1-7.38

Survey deadline: March 15, 2004

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

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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 2003? _____
- 9.2 How many challenges to the library's Internet access policy or Internet content were received during 2003? _____
- 9.3 How many separate titles, exhibits, WWW sites, etc., were involved? _____

Friends of the Library #10.1-10.8

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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

Survey deadline: March 15, 2004

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: _____

Current Trustees List #12.1-12.16

Survey deadline: March 15, 2004

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 Term Expires _____

Other members:

12.9 Name _____

12.10 Mailing address: _____

12.11 City, _____

12.12 State, _____

12.13 Zip _____

12.14 Home phone _____

12.15 Business phone _____

12.16 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, 2004

Outlet Data #14.1-14.20

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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	_____
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 LIB ID	_____
14.16 FSCS ID	_____
14.17 Name	_____
14.18 Interlibrary Relationship Code	_____
14.19 Administrative Structure Code	_____
14.20 FSCS Public Library Definition	_____