

2007 Colorado Public Library Annual Report

General Information #1.1-1.34

Survey deadline: March 15, 2008

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 Designated youth/children's services contact _____
- 1.20 Designated youth/children's services 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: _____

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1.23 Geographic Code: _____

Borrowers

1.24 Number of resident registered borrowers: _____

1.25 Number of non-resident registered borrowers: _____

Service Outlets

1.26 Do you have a Central Library? (If yes, check box) _____

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

1.28 Number of Bookmobiles: _____

1.29 Number of outreach vehicles: _____

1.30 Number of other outlets: _____

Staff in Full Time Equivalentents (FTE)

Please calculate your staff FTE figures as of December 31, 2007. 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. Count employees (with or without employment contracts), not contractors or consultants (i.e., individuals associated with contracts for services). 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)

1.31 Total ALA-MLS: _____

1.32 Total Librarians (including ALA-MLS): _____

1.33 All Other Paid Staff: _____

1.34 Total Paid Employees (1.32 + 1.33): _____

Public Library Technology Inventory #2.1-2.8

Survey deadline: March 15, 2008

Internet Access and Policies

2.1 Number of public computers with Internet access: _____

Computer Capacity and Resources

2.2 Number of public computers with access to commercial databases: _____

2.3 Can your patrons access the library catalog remotely (outside the library)? _____

2.4 Can your patrons access any full-text licensed databases remotely (outside the library)? _____

2.5 Specify the library's local automation system: _____

2.6 Number of uses of the library's public Internet computers per year: _____

2.7 Number of page views of the library's home page: _____

2.8 Does your library provide wireless service for patrons? _____

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Operating Revenue #3.1-3.17

Survey deadline: March 15, 2008

Please report the amount of local operating revenue your library received in 2007. Do not include capital revenue in operating revenue (see below for the definition of capital revenue).

Operating Revenue

- 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 **2007 Local Operating Revenue (3.1 through 3.7):** _____
- 3.9 2007 State Operating Revenue: _____
- 3.10 2007 Federal Operating Revenue: _____
- 3.11 2007 Other Operating Revenue: _____
- 3.12 **2007 Total Revenue (3.8 through 3.11):** _____

Please enter the amount of **capital revenue** your library received in 2007.

- 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, 2008

Please report your library's expenditures from 2007 using whole dollars only, no cents. If your library did not have any expenditures in a category, please enter "0." Report actual expenditures in 2007, not budget figures. Also, do not include capital expenditures in operating expenditures; see definition of Capital Expenditures below.

Staff Expenditures

4.1 2007 Staff Salaries: _____

4.2 2007 Benefits (including Social Security & FICA): _____

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 materials expenditures (includes databases): _____

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 and DVD Materials: _____

4.13 All other materials expenditures not reported above (e.g., microforms, kits, LeapFrog): _____

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: _____

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Collection and Circulation #5.1-5.14

Survey deadline: March 15, 2008

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): _____

Number of licensed databases acquired through payment or formal agreement:

5.10 Local _____

5.11 State (state government or State Library) _____

5.12 Other cooperative agreements (or consortia) within state or region _____

Circulation all materials

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

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

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Annual Service #6.1-6.16

Survey deadline: March 15, 2008

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 2007: _____

Interlibrary Lending

6.12 Loaned to other libraries: _____

6.13 Borrowed from other libraries: _____

Public Service Hours

6.14 Annual Public Service Hours: _____

6.15 Number of public service hours per week open after 5:00 pm and on the weekend: _____

Professional Development Expenditures

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

Range of Professional Salaries #7.1-7.23

Survey deadline: March 15, 2008

Please provide the current, actual salaries for the following positions at your library, i.e., report the salaries being paid to employees as of today, not the possible salary range for a particular job classification.

MLS = a master's degree in library and/or information studies

Director - Chief officer of the library or library system.

7.1 Annual Salary: _____

7.2 Number of Hours Paid per Week: _____

7.3 Does this position require an MLS? _____

Associate Director- Persons who report to the Director and manage major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation).

7.4 Annual Salary (High): _____

7.5 Number of Hours Paid per Week: _____

7.6 Annual Salary (Low): _____

7.7 Number of Hours Paid per Week: _____

7.8 Is anyone in this position category required to have an MLS degree? _____

Department Heads, Coordinators, Senior Managers- persons who supervise one or more librarians with MLS degrees.

7.9 Annual Salary (High): _____

7.10 Number of Hours Paid per Week: _____

7.11 Annual Salary (Low): _____

7.12 Number of Hours Paid per Week: _____

7.13 Is anyone in this position category required to have an MLS degree? _____

Managers or Supervisors of Staff- persons who supervise staff in any part of the library but do not supervise librarians with MLS degrees.

7.14 Annual Salary (High): _____

7.15 Number of Hours Paid per Week: _____

7.16 Annual Salary (Low): _____

7.17 Number of Hours Paid per Week: _____

7.18 Is anyone in this position category required to have an MLS degree? _____

Librarian - Non-supervisor- librarians who were not reported earlier and who do not supervise.

7.19 Annual Salary (High): _____

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- 7.20 Number of Hours Paid per Week: _____
- 7.21 Annual Salary (Low): _____
- 7.22 Number of Hours Paid per Week: _____
- 7.23 Is anyone in this position category required to have an MLS degree? _____

Paraprofessional and Clerical Salaries #8.1-8.4

Survey deadline: March 15, 2008

Please provide the current, actual wages for the following positions at your library, i.e., report the hourly wage being paid to employees as of today, not the possible wage range for a particular job classification.

Library Assistant/Technician - persons who perform paraprofessional tasks that require library specific training including, but not limited to, circulation, cataloging, interlibrary loan, or reference.

8.1 High Hourly Wage: _____

8.2 Low Hourly Wage: _____

Library Clerk-persons who perform tasks requiring less training than assistants or technicians; duties may include, but are not limited to, checking materials in and out, sorting, shelving, shipping and receiving library materials.

8.3 High Hourly Wage: _____

8.4 Low Hourly Wage: _____

Reconsideration Report #9.1-9.3

Survey deadline: March 15, 2008

Please indicate below the challenges to materials and the Internet your library received in the past year. A challenge is defined as any attempt to remove or restrict library resources based upon the objections of a person or group.

9.1 How many challenges to library books, materials, events, or exhibits did your library receive in 2007? _____

9.2 How many challenges to the library's Internet access policy or Internet content were received during 2007? _____

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

Friends of the Library #10.1-10.9

Survey deadline: March 15, 2008

Please provide the most current information for your library's friends group (i.e., who is the president or chair as of today).

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, 2008

Please provide the most current information for your library's foundation (i.e., who is the president or chair as of today).

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, 2008

Please provide the most current information for your library's trustees (i.e., who are library's trustees as of today).

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, 2008

Outlet Data #14.1-14.21

Survey deadline: March 15, 2008

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:	_____