

# 2009 Colorado Public Library Annual Report

## General Information #1.1-1.35

Survey deadline: March 15, 2010

### 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 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 If we have questions about your library's annual report, how do you prefer to be contacted? By phone, fax, or email? \_\_\_\_\_
- 1.20 Designated youth/children's services contact \_\_\_\_\_
- 1.21 Designated youth/children's services contact's e-mail address: \_\_\_\_\_
- 1.22 Did your library's legal service area change during the last year? \_\_\_\_\_
- 1.23 Legal Basis: \_\_\_\_\_
- 1.24 Geographic Code: \_\_\_\_\_

### Borrowers

- 1.25 Number of resident registered borrowers: \_\_\_\_\_
- 1.26 Number of non-resident registered borrowers: \_\_\_\_\_

### Service Outlets

- 1.27 Do you have a Central Library? (If yes, check box) \_\_\_\_\_
- 1.28 Number of Branch Libraries (excluding the Central Library): \_\_\_\_\_
- 1.29 Number of Bookmobiles: \_\_\_\_\_
- 1.30 Number of outreach vehicles: \_\_\_\_\_
- 1.31 Number of other outlets: \_\_\_\_\_

### Staff in Full Time Equivalents (FTE)

Please calculate your staff FTE figures as of December 31, 2009. 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)

- 1.32 Total ALA-MLS Librarians: \_\_\_\_\_
- 1.33 Total Librarians (including ALA-MLS): \_\_\_\_\_
- 1.34 All Other Paid Staff: \_\_\_\_\_
- 1.35 **Total Paid Employees (1.33 + 1.34):** \_\_\_\_\_

## **Public Library Technology Inventory #2.1-2.8**

**Survey deadline: March 15, 2010**

### **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? \_\_\_\_\_

## **Operating Revenue #3.1-3.17**

**Survey deadline: March 15, 2010**

Please report the amount of local operating revenue your library received in 2009. 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 **2009 Local Operating Revenue (3.1 through 3.7):** \_\_\_\_\_
- 3.9 2009 State Operating Revenue: \_\_\_\_\_
- 3.10 2009 Federal Operating Revenue: \_\_\_\_\_
- 3.11 2009 Other Operating Revenue: \_\_\_\_\_
- 3.12 **2009 Total Revenue (3.8 through 3.11):** \_\_\_\_\_

Please enter the amount of **capital revenue** your library received in 2009.

- 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 #4.1-4.20**

**Survey deadline: March 15, 2010**

Please report your library's expenditures from 2009 using whole dollars only, no cents. If your library did not have any expenditures in a category, please enter "0." Report actual expenditures in 2009, **not budget figures**. Also, do not include capital expenditures in operating expenditures; see definition of Capital Expenditures below.

**Staff Expenditures**

- 4.1 2009 Staff Salaries: \_\_\_\_\_
- 4.2 2009 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: \_\_\_\_\_

**Ending Fund Balance**

Questions 4.19 and 4.20 apply to library districts or library jurisdictions with dedicated funding. Typically, this does not apply to municipal, county, or combined libraries and respondents for these libraries should put "n/a" for these two questions. See definitions for more information about Ending Fund Balance.

As of December 31, 2009

- 4.19 Unreserved Undesignated Fund Balance \_\_\_\_\_

- 4.20 Reserved (Restricted) Fund Balance \_\_\_\_\_

**Collection and Circulation #5.1-5.19**

**Survey deadline: March 15, 2010**

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 - physical:

5.4 Audio books - electronic (downloadable):

5.5 Music - physical:

5.6 Music - electronic (downloadable):

5.7 Other audio - physical:

5.8 Other audio - electronic (downloadable):

5.9 **Total audio (5.3 + 5.4 + 5.5 + 5.6 + 5.7 + 5.8):**

### Video

5.10 Video - physical:

5.11 Video - electronic (downloadable):

5.12 **Total Video (5.10 + 5.11)**

### Serials

5.13 Number of current print serial subscriptions:

5.14 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:

5.15 Local

5.16 State (state government or State Library) Note: If your library is a subscriber, please include the 11 AIRS databases in question 5.16.

5.17 Other cooperative agreements (or consortia) within state or region

### Circulation all materials

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

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

## Annual Service #6.1-6.24

**Survey deadline: March 15, 2010**

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

*Please note updated definitions for children and young adult programs.*

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 Did the library have a summer reading program for children? \_\_\_\_\_
- 6.12 If yes, how many children registered for the program? \_\_\_\_\_
- 6.13 Did the library have a summer reading program for teens (young adults)? \_\_\_\_\_
- 6.14 If yes, how many teens registered for the program? \_\_\_\_\_
- 6.15 Did the library have a summer reading program for adults? \_\_\_\_\_
- 6.16 If yes, how many adults registered for the program? \_\_\_\_\_

**Interlibrary Lending**

- 6.17 Loaned to other libraries: \_\_\_\_\_
- 6.18 Borrowed from other libraries: \_\_\_\_\_

**Public Service Hours**

- 6.19 Annual Public Service Hours: \_\_\_\_\_
- 6.20 Number of public service hours per week open after 5:00 pm and on the weekend: \_\_\_\_\_

**Professional Development Expenditures**

- 6.21 How much did your library spend on professional development last year? \_\_\_\_\_

**Annual Services Part 3**

Please note: Starting this year the questions in this section of the survey will be asked in even-numbered years as part of an impact study of public library early literacy services.

**Early Literacy Activities**

The following questions are about storytimes. For purposes of answering these questions, a storytime is defined as a program that involves a library staff member or closely supervised, library-trained volunteer reading a book with children. Many storytimes also include participation by parents or other caregivers, and other related activities, such as singing, puppet shows, crafts, etc. Storytimes are provided by public libraries in a variety of settings. As indicated below, please think about on-site (in-library) and off-site (outreach) storytimes separately.

Does your library offer storytime programming?

- 6.22a In-library \_\_\_\_\_
- 6.22b Outreach \_\_\_\_\_

On average, how many individual storytime programs does your library offer each week?

- 6.23a Total programs at all library locations \_\_\_\_\_
- 6.23b Total programs at all outreach locations/events \_\_\_\_\_

On average, how many children and adults attend storytime each week?

- 6.24a Total attendance at all library locations \_\_\_\_\_
- 6.24b Total attendance at all outreach locations/events \_\_\_\_\_

**Range of Professional Salaries #7.1-7.23**

**Survey deadline: March 15, 2010**

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): \_\_\_\_\_
- 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, 2010**

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, 2010**

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 2009? \_\_\_\_\_

- 9.2 How many challenges to the library's Internet access policy or Internet content were received during 2009? \_\_\_\_\_
- 9.3 How many separate titles, exhibits, WWW sites, etc., were involved? \_\_\_\_\_

### **Friends of the Library #10.1-10.9**

**Survey deadline: March 15, 2010**

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, 2010**

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, 2010**

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](mailto:steffen_n@cde.state.co.us).

- 13.1 Feedback: \_\_\_\_\_
- Survey deadline: March 15, 2010**

**Outlet Data #14.1-14.21**

**Survey deadline: March 15, 2010**

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](mailto: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: \_\_\_\_\_
- 14.1 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:	_____
14.1	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:	_____
14.1	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:	_____