

# Colorado Public Library Annual Report 1997

## Placeholder Library Report

Please return by March 27, 1998 to:

Louise Conner

State Library and Adult Education Office

201 E. Colfax Avenue, Suite 309

Denver, Colorado 80203-1799

A return envelope and fax cover sheet are enclosed for your convenience. You may also use the courier system to return it. Courier code: CC-CSL, Denver

Dear Director's Name:

Thank you in advance for your participation in this annual survey. This report covers the fiscal year ending in 1997, and incorporates items reported to the national level through the Federal/State Cooperative System (FSCS) for Public Library Data. If you have any questions as you fill out this survey, please don't hesitate to contact me at the State Library at (303) 866-6927, or by e-mail at Seidl\_A@cde.state.co.us.

The 1997 Report is different from those we sent you in the past. This form has been specifically prepared for your library, including several fields which are already filled out and many of your responses from last year. This is intended to save you time and provide you with comparison data.

The data you supply is very valuable for the decision-making process in Colorado, as well as nationally. Each field must contain an answer for your survey to be complete. If you don't know the actual number requested, you must give an estimate. Please be advised that if an item is left blank, I will contact you for the answer, so if you need advice on how to estimate a particular item, please contact me.

Please enclose a copy of your Establishment Document and Trustees list together with this completed Report (see pages 12 and 13).

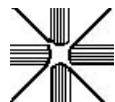
It is our hope that this survey and its resulting data will assist you in your planning and decision-making process.

Very truly yours,

Ann M. Seidl  
Associate Director  
Library Research Service  
Colorado State Library  
Telephone: (303) 866-6927  
Email: Seidl\_A@cde.state.co.us



STATE LIBRARY AND  
ADULT EDUCATION  
OFFICE



## General Information

## Placeholder Library Report

### 1. Contact Information

Here is the contact information you've provided in the past. Please review it and make any additions or corrections in the space at the right.

Library:	Placeholder Library	
RLSS:	System Name	
Address:	999 9th St	
Mailing Address (if any):	PO Box 999	
City:	Anytown	
State:	CO	
Zip + 4:	99999-9999	
County:	Anycounty	
Telephone:	(999) 999-9999	
Fax number:	(999) 999-9998	
World Wide Web URL:	www.placelib.co.us	
Director's Name:	Director's Name	
Director's E-mail address:	dirname@place.org	
Person Completing Report:	Respondent's Name	
Respondent's Title:	Librarian	
Respondent's E-mail:	respname@place.org	

### 2. Legal Service Area (LSA) Boundaries

The area that is served by a library and supports it through taxes is called the Legal Service Area. LSA boundaries are defined by a town, city, county, library district, school district, a combination of two or more of these, or some other geographic designation.

Your library is currently listed with a service area type of **County**

If this has changed or is incorrect, please make changes here:

<input type="checkbox"/> Municipal (Town or City)	<input type="checkbox"/> County	<input type="checkbox"/> Multi-county	<input type="checkbox"/> Library District	<input type="checkbox"/> School District
<input type="checkbox"/> Other (please be specific) _____				

### 3. Registered Borrowers

How many local borrowers are registered with your library?

**This year:**

**Last year:**

### 4. Service Outlets

Please review this information for your library's service outlets and make corrections where necessary.

<b>Number of Main Libraries:</b>	<input type="text" value="1"/>	<input type="checkbox"/> Correct.	<input type="checkbox"/> Incorrect. Should be _____
<b>Number of Branch Libraries:</b>	<input type="text" value="0"/>	<input type="checkbox"/> Correct.	<input type="checkbox"/> Incorrect. Should be _____
<b>Number of Bookmobiles:</b>	<input type="text" value="0"/>	<input type="checkbox"/> Correct.	<input type="checkbox"/> Incorrect. Should be _____

## Placeholder Library Report

### 5. Staff in Full Time Equivalent

Using the grid below, please calculate your staff figures as of the last day of your fiscal year 1997. Include all positions funded in your library's budget whether or not they were filled. Please report these figures in terms of Full Time Equivalent (FTE). Here is an example:

*If a library staff looks like this...*

Names of library staff:	Position:	MLS?	Hours per week each works:	FTE conversion
Angela Martinez	Director	Yes	40	40/40=1 FTE
Bill Campbell	Librarian	No	35	35/40=.875 FTE
Carolee Bunn	Librarian	Yes	35	35/40=.875 FTE
Lucy Schmidt	Network Spec.	Yes	36	30/40=.75 FTE
Marie D'Agostino	Lib Asst.	No	20	20/40=.50 FTE
Unfilled	Maintenance	No	40	40/40=1 FTE

*...then the staff grid will be filled in like this:*

POSITION	With ALA/MLS	Without ALA/MLS	TOTAL
Director	1.00		1.00
Librarians	.875	.875	1.75
Other Professionals	.75	.5	1.25
All Other Paid Staff		1.00	1.00
<b>TOTAL</b>	<b>2.625</b>	<b>3.275</b>	<b>5.00</b>

Note that the outlined box will total both across and down.

### Placeholder Library

POSITION	With ALA/MLS	Without ALA/MLS	TOTAL
Director			
Librarians			
Other Professionals			
All Other Paid Staff			
<b>TOTAL</b>			

For purposes of comparison, your library reported the following FTE staff last year:

**ALA/MLS: 0.5      Other Staff: 0.5      Total Staff: 1**

*Definitions (modified from the Federal State Cooperative System for Public Library Data):*

Director: The chief administrator of the library.

Librarians: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work.

Other Professionals: Persons whose regular assignment requires either a college degree or equivalent experience, e.g. accountants, systems analysts, computer programmers.

All Other Paid Staff: This includes all other employees, e.g. plant operations, security, and maintenance staff.

With ALA/MLS: Include all persons with a master's degree from programs of library and information studies accredited by the American Library Association.

### 6. Computers and Networking

How many computers, in total, do you have available to the public in your library?

How many of these computers have an Internet connection?

How many of these computers are on a local network?

How many of these computers provide access to the library catalog?

How many of these computers are connected to CD-ROM resources?

## Income

## Placeholder Library Report

Please report your library's income in the boxes on the left. Use whole dollars only, no cents. At the right are your responses from last year. (If your library did not receive income in a category last year, that field will be blank.)

### 7. Local Income

**This year's Local Income:** \$

**Last year's Local Income:**

**\$11,097**

Please check all types of local income your library received in 1997

☐ City General Fund

☐ City Sales Tax

☐ City Mill Levy

☐ County General Fund

☐ County Sales Tax

☐ County Mill Levy

☐ District General Fund

☐ District Sales Tax

☐ District Mill Levy

### 8. State Income

State income includes, but is not limited to, county equalization, payment for lending, and state grants.

**This year's State Income:** \$

**Last year's State Income:**

**\$9,999**

### 9. Federal Income

Federal income includes, but is not limited to, LSCA money under all titles, National Endowment for the Humanities, and all other Federal grants.

**This year's Federal Income:** \$

**Last year's Federal Income:**

**\$0**

### 10. Other Income

Other income includes, but is not limited to, fines and fees, gifts and donations, private foundation grants, corporate giving and miscellaneous income.

**This year's Other Income:** \$

**Last year's Other Income:**

**\$0**

### 11. Total Library Income

Please add Local, State, Federal and Other Income figures and write the amount in the Total Income box below.

**This year's Total Income:** \$

**Last year's Total Income:**

**\$21,096**

## Expenditures

## Placeholder Library Report

Please report your library's expenditures from 1997 in the boxes on the left. At the right are your responses from 1996. Use whole dollars only, no cents.

### 12. Staff Expenditures

Please report your library's expenditures on all salaries and wages for all employees of the library

a. **This year's Staff Salaries:** \$  **Last year's Staff Salaries:**  \$9,999

Please report all Social Security, retirement, insurance and benefits paid by your library for all staff.

b. **This year's Benefits:** \$  **Last year's Benefits:**  \$999

Sum of Staff Salaries and Benefits, above:

c. **Total Staff Expenditures:** \$  **Last year's Total Staff Exp:**  \$10,998

### 13. Materials Expenditures

a. Books and bound volumes:

**Bound Materials Costs:** \$  **Last year's Costs:**  \$999

b. Video materials:

**Video Costs:** \$  **Last year's Costs:**  \$0

c. Audio materials (books-on-tape, cassettes, music CD's)

**Audio Costs:** \$  **Last year's Costs:**  \$0

d. Paper subscriptions/serials:

**Subscriptions Costs:** \$  **Last year's Costs:**  \$99

e. Electronic materials (electronic serials, multimedia CD-ROM, software programs):

**Electronic Materials Costs:** \$  **Last year's Costs:**  \$0

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

**Electronic Access Costs:** \$  **Last year's Costs:**  \$0

g. All other materials expenditures not reported above (films, microforms, etc.):

**Other Costs:** \$  **Last year's Costs:**  \$1,098

h. Total materials expenditures (sum of a. through g.):

**Total Materials Expenditures:** \$  **Last year's Costs:**  \$0

### 13.1. Other Operating Expenditures

All other operating expenditures not applicable to staff or materials, including, but not limited to: rent, insurance, telephone, postage/courier costs, preservation and conservation, travel, computer maintenance, supplies, etc.

**Other Operating Expenditures:** \$  **Last year's Costs:**  \$99

### 13.2. TOTAL OPERATING EXPENDITURES (sum of shaded boxes):

**TOTAL of 12c, 13h and 13.1:** \$  **Last year's Costs:**  \$1,296

### 13.3. Capital Outlay

Please report funds expended on capital improvements (buildings, equipment or fixed assets):

**Capital Outlay:** \$  **Last year's Costs:**  \$99

## 14. Library Collection

This section pertains to the number of units or items in your library's collection which are circulated to or can be accessed by the public. The right column shows your reported figures from last year.

	This year:	Last year:
a. <b>Number of Books and Bound Serials:</b>	<input type="text"/>	<b>999</b>
b. <b>Number of Audio Materials (cassettes, CD's, books-on-tape):</b>	<input type="text"/>	<b>9</b>
c. <b>Number of Video Materials (video cassettes, laser disks):</b>	<input type="text"/>	<b>9</b>
d. <b>Number of computer software packages for public use:</b>	<input type="text"/>	<b>9</b>
e. <b>Current Periodicals/Serials in paper format:</b> <i>Please count the titles in this category, not the individual issues, and include multiple subscriptions for all branches, if applicable.</i>	<input type="text"/>	<b>9</b>
f. <b>Number of electronic subscription services, both full-text and indexes:</b>  <i>Examples of electronic subscription services include the Rocky Mountain News, IAC Magazine Index, Ebsco and NewsBank.</i>	<input type="text"/>	<b>1</b>

## 15. Circulation

This section pertains to the number of units or items your library circulated in all formats to all users, including renewals. The right column shows your reported figures last year.

	This year:	Last year:
a. <b>Circulation of Children's Materials:</b>	<input type="text"/>	<b>999</b>
b. <b>Circulation of Non-Children's Materials:</b>	<input type="text"/>	<b>9,999</b>
c. <b>Total Circulation:</b>	<input type="text"/>	<b>10,998</b>

## 16. Colorado Library Card (CLC) Program Participation

	This year:	Last year:
a. <b>How many CLC borrowers are registered with your library?</b>	<input type="text"/>	<b>99</b>
b. <b>How many items did your library circulate JUST to CLC borrowers?</b>	<input type="text"/>	<b>99</b>
c. <b>If your library does NOT participate in the CLC Program, please check here:</b>	<input type="checkbox"/>	

This year:

Last year:

## 17. Annual Visits

Please report the annual number of persons entering the library for any reason (for example, checking out or returning books, attending a meeting, using the photocopier or telephone, etc.). You can get this number either from your door counter, by counting people for a week and multiplying by 52, or by counting people on 7 random days and multiplying by 52.

Annual Visits:

213,876

## 18. Annual Reference Transactions:

Please report the annual number of reference transactions in your library. A reference transaction is an information contact with a library patron which involves professional knowledge, referral services, instruction in the collection or the library's technology. It doesn't include directional or incidental questions.

Reference Questions:

6,789

## 19. Annual Program Offerings:

Please report the number of each of the following kinds of programs and presentations your library held or sponsored during the last year. If your library did not offer any programs for young adults, for example, please enter "0."

a. Children's:

123

b. Young Adults:

0

c. Adults:

10

d. Total Number:

133

## 20. Annual Program Attendance:

Please report the number of people of all ages who attended each kind of program during the last year.

a. Attendance at Children's programs:

1,230

b. Attendance at YA programs:

0

c. Attendance at Adult programs:

100

d. Total attendance:

1,330

## 21. Interlibrary Lending:

Please report the number of items you circulated through interlibrary loans.

a. Loaned to other libraries:

100

b. Borrowed from other libraries:

250

## 22. Annual Public Service Hours

This section asks for the annual number of hours your library is open to the public. This number can be calculated by counting the number of hours open during a typical week or 7 typical days, and multiplying that number by 52. Below is an example of a library's worksheet.

Day	Typical Hours of Service Open			Public Service Hours	Eve/Weekend Hours
	Main Building	Branch	Branch		
<b>Sunday</b> Schedule: Hours: Eve/wkend:	1 pm - 4 pm 3 hours 3 hrs	1 pm - 4 pm 3 hrs 3 hrs	1 pm - 4 pm 3 hrs 3 hrs	$3 + 3 + 3 = 9$	$3 + 3 + 3 = 9$
<b>Monday</b> Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 5 pm 8 hrs 0 hrs	9 am - 5 pm 8 hrs 0 hrs	$12 + 8 + 8 = 28$	$4 + 0 + 0 = 4$
<b>Tuesday</b> Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	Closed	$12 + 12 = 24$	$4 + 4 = 8$
<b>Wednesday</b> Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	9 am - 5 pm 8 hrs 0 hrs	$12 + 12 + 8 = 32$	$4 + 4 = 8$
<b>Thursday</b> Schedule: Hours: Eve/wkend:	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	9 am - 9 pm 12 hrs 4 hrs	$12 + 12 + 12 = 36$	$4 + 4 + 4 = 16$
<b>Friday</b> Schedule: Hours: Eve/wkend:	9 am - 5 pm 8 hrs 0 hrs	9 am - 5 pm 8 hrs 0 hrs	9 am - 5 pm 8 hrs 0 hrs	$8 + 8 + 8 = 24$	0
<b>Saturday</b> Schedule: Hours: Eve/wkend:	10 am - 2 pm 4 hrs 4 hrs	9 am - 12 pm 3 hrs 3 hrs	10 am - 1 pm 3 hrs 3 hrs	$4 + 3 + 3 = 10$	$4 + 3 + 3 = 10$
<b>TOTAL hours in a typical week</b>				$9 + 28 + 24 + 32 + 36 + 24 + 10 = 163$	$9 + 4 + 8 + 8 + 16 + 0 + 10 = 55$
(multiply by 52)				x 52	x 52
<b>TOTAL for the year</b>				$163 \times 52 = 8476$ annual public service hours	$55 \times 52 = 2860$ annual evening & weekend hours



## Placeholder Library Report

Using this worksheet and the example provided on Page 8, please enter your Annual Public Service Hours and Evening and Weekend Hours in boxes a. and b., below. Evening hours begin at 5 p.m. For libraries with more than three branches, please make as many copies of this worksheet as necessary and total all pages in boxes a. and b.

Day	Typical Week or 7 Typical Days				Public Service Hours	Eve/Weekend Hours
	Main Building	Branch	Branch	Branch		
<b>Sunday</b> Schedule: Hours: Eve/weekend:						
<b>Monday</b> Schedule: Hours: Eve/weekend:						
<b>Tuesday</b> Schedule: Hours: Eve/weekend:						
<b>Wednesday</b> Schedule: Hours: Eve/weekend:						
<b>Thursday</b> Schedule: Hours: Eve/weekend:						
<b>Friday</b> Schedule: Hours: Eve/weekend:						
<b>Saturday</b> Schedule: Hours: Eve/weekend:						
<b>TOTAL hours in a typical week</b>						
multiply by 52 for yearly total					x 52	x 52
<b>TOTAL for the year</b>					a.	b.

For comparison, here is what your library reported last year:

Annual Public Service Hours:  Annual Evening/Weekend Hours:

## 23. Challenges Report

Please report any attempt by any individual or group to restrict access to any title, material, exhibit, presentation, event, or computer display during the last year. Please estimate if you don't know the exact number. Count the challenge if a public oral or written complaint is lodged to library staff, administration or governing board. If a challenge to an exhibit is made, count specific materials in the exhibit separately. If this library has not experienced any challenges during 1997, please enter "0."

a. How many challenges did your library receive during 1997?

b. How many separate titles, exhibits, etc., were involved?

Please indicate the reason for and the result of each challenge using the codes below. We welcome additional pages with your comments.

<b>Title &amp; Author, URL, Date of Event, Content of Exhibit, or Description</b> <i>Please attach more pages if necessary, and any newspaper clippings if possible.</i>	<b>Date of Copyright, Issue, Event, etc.</b>	<b>Audience = C, YA, A</b> <i>Children, young adult, adult</i>	<b>Reason</b> <i>Use all codes that apply from list below</i>	<b>Result</b> <i>Use code from list below</i>

<b>Reason for Challenge</b>		<b>Result of Challenge</b>
1) Anti-ethnic 2) Insensitivity 3) Racism 4) Sexism 5) Homosexuality 6) Nudity 7) Sex education 8) Sexually explicit 9) Anti-family 10) Offensive language 11) Political viewpoint 12) Religious viewpoint 13) Unsuitable to age group	14) Abortion 15) Drugs 16) Occult/ Satanism 17) Suicide 18) Violence 19) Other— <b><i>please attach circumstances on separate sheet</i></b>	<b>AD Action Dropped</b> = Complainant dropped action part way through process <b>Damaged</b> = Item missing pages, picture, or otherwise damaged or altered before or after reconsideration <b>Gone</b> = Item removed by library staff from collection <b>Moved</b> = Item moved to another part of library <b>NC No Change</b> = Item retained in collection with no change in status <b>Other</b> = Please attach circumstances on separate sheet <b>Restricted</b> = Item on restricted access (i.e. put on reserve) <b>Undecided</b> = Item's status not decided yet

Were there any organizations or groups supporting particular censorship challenges against library materials, programs, or items in 1997? If so, please give their names here.

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## 24. Director's Salary and Range of Professional Salaries

Please use your current salary schedule to report these figures. If a range does not exist, please report the actual salary in the "High" column. If a position exists in your library but is not currently filled, please report the salary as if it were filled. If a position listed here does not exist in your library, simply leave that position blank. If you have additional library positions not listed here, please note them on the "other" line.

Professional Positions*		(I) Annual Salary (High)	(II) Number of Hours Paid per Week **	(III) Annual Salary (Low)	(IV) Number of Hours Paid per Week **	(V) Holds MLS Degree?	
a.	Director(actual salary, not range)	\$ .00		Report actual salary in (I)		Yes	No
b.	Assistant Director	\$ .00		\$ .00		Yes	No
c.	Branch Head	\$ .00		\$ .00		Yes	No
d.	Department Head ***	\$ .00		\$ .00		Yes	No
e.	Cataloger	\$ .00		\$ .00		Yes	No
f.	Children's Librarian	\$ .00		\$ .00		Yes	No
g.	Computer / Automation Specialist	\$ .00		\$ .00		Yes	No
h.	Inter Library Loan	\$ .00		\$ .00		Yes	No
i.	Reference / Adult Services	\$ .00		\$ .00		Yes	No
i.	Starting Librarian	\$ .00		\$ .00		Yes	No
k.	Other	\$ .00		\$ .00		Yes	No
l.	Other	\$ .00		\$ .00		Yes	No

## Notes:

\* For employees covering multiple positions, please report them under position where the most time is spent.

\*\*For full-time professionals not paid on an hourly basis and working at least 40 hours per week, enter 40.

\*\*\*This category assumes supervisory responsibility.

## 25. Range of Paraprofessional and Clerical Salaries

Please use your current salary schedule to report these figures. Please report the actual wages in the "High" column if a range does not exist. If a position exists in your library (i.e., is budgeted for) but is not currently filled, please report the wages as if it were filled. If a position listed here does not exist in your library, simply leave that position blank. If you have other library staff with different job titles, please note them on the "other" line.

Hourly Staff Wages:		(a) High Hourly Wage	(b) Low Hourly Wage
a.	Library Assistant / Technician	\$	\$
b.	Library Clerk	\$	\$
c.	Library Page or Shelver	\$	\$
d.	Other	\$	\$
e.	Other	\$	\$

## 26. Establishment Document Submission

An establishment document defines which governmental unit established and is responsible for the library. It may also define responsibilities of the Board of Trustees in certain instances. Under CRS 24-90, public libraries in Colorado may be established as municipal libraries, county libraries, library districts, as joint libraries, or by a school district. Joint libraries are most often public/school combinations. If an establishment document is currently in your library files, city or county files, please send a copy to the State Library along with this report.

If an establishment document for your library is not on file, your city or county government may pass an ordinance or resolution to legally establish the library under Colorado Library Law, Colorado Revised Statutes 24-90-103 (2), (6), (13), 106, 107, 108, 109. Sample ordinances and resolutions are available upon request. Once filed, establishment documents are updated only when there is a change in the library legal service area, governance structure, or funding structure. Examples of this would be when a city library first receives any funding from the county, when a library district is formed, when a joint school/public library is formed, etc. You may contact Katherine Brown at the State Library Development Office at (303) 866-6908 or at [brown\\_k@cde.state.co.us](mailto:brown_k@cde.state.co.us) with any questions or concerns about Establishment Documents.

The following define appropriate establishment documents for the different types of public libraries in Colorado.

**Library District:** If a local government established the district without going to the voters, please provide a copy of the ordinance establishing the library district. If the formation of the district was put before the voters, please provide a copy of the ballot question which established the library district and a copy of the certified election results.

**Home Rule City/Municipal Library:** A copy of the motion or resolution made at the time the city took responsibility for funding the library and copy of the city ordinance(s) governing the library are the most official and the preferred documents. If your city has not yet officially adopted the appropriate ordinances, please send a copy of the motion or resolution made at the time the city took responsibility for funding the library and any motions or resolutions which address library governance/board authority issues.

**Home Rule County Library:** A copy of the motion or resolution made at the time the city took responsibility for funding the library and copy of the county ordinance(s) governing the library are the most official and the preferred documents. If your county has not yet officially adopted the appropriate ordinances, please send a copy of the motion or resolution made at the time the county took responsibility for funding the library and any motions or resolutions which address library governance/board authority issues.

**Statutory City/Municipal Library:** Please provide a copy of the ordinance, resolution or motion made at the time the city took responsibility for funding the library, including any ordinance, resolution or motion granting specific responsibilities to the library board. Also include any ordinance, resolution or motion which affects the library's legal service area, establishment, governance or funding.

**Statutory County Library:** Please provide a copy of the ordinance, resolution or motion made at the time the county took responsibility for funding the library, including any ordinance, resolution or motion granting specific responsibilities to the library board. Also include any ordinance, resolution or motion which affects the library's legal service area, establishment, governance or funding.

**School District Governed Library:** Please provide a copy of the motion made at the time the school board took responsibility for the library, including any ordinance, resolution or motion granting specific responsibilities to the library board. Also include any ordinance, resolution or motion which affects the library's legal service area, establishment, governance or funding.

**School/Public and other joint libraries:** Please provide a copy of the appropriate establishment document for the public library plus a copy of the inter-local agreement between the public library governing entity and the school district or other governing entity. This ordinance should outline the financial and governance responsibilities of each of the governing entities whether city, county, library district, school district, community college, etc.

## 27. Friends of the Library

Does your library have a Friends of the Library group?

Yes ☐No ☐

If yes, please fill in the name of the president or chair:

Name:	Telephone:
Address:	City, State and Zip:

## 28. Current Trustees List

Name of Chair		Term Expires:
Mailing Address		
City	County	Zip Code
Area Code	Home Ph: (    )	Bus. Ph: (    )

**OTHER MEMBERS** (make additional pages as needed)

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: (    )	Bus. Ph: (    )

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: (    )	Bus. Ph: (    )

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: (    )	Bus. Ph: (    )

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: (    )	Bus. Ph: (    )

Name		
Mailing Address		Term Expires
City	County	Zip Code
Area Code	Home Ph: (    )	Bus. Ph: (    )

## Feedback

I would appreciate your comments on the Public Library Annual Report 1997. Please give me any feedback you like, including which items were difficult, which items took a long time to fill in, what was helpful, the overall look of the Report, and so forth. Suggestions for new ways to do things next year are particularly welcome. You may make your comments anonymous. This form can be faxed to the Library Research Service, included with your Report, or mailed under separate cover. Thank you.

Name and Library (completely optional): \_\_\_\_\_

LRS Fax Number: (303) 866-6940  
Attention: Ann M. Seidl

Or enclose with your report

LRS address:  
201 E. Colfax Avenue, Room 309  
Denver, CO 80203-1799  
Attention: Ann M. Seidl

# **FAX COVER SHEET**

**IMPORTANT! Public Library Annual Report follows.  
Please deliver immediately to Louise Conner, LRS  
Administrative Assistant, Room 307.**

**TO:** Library Research Service, Colorado State Library

**ATTENTION:** Louise Conner

**DATE:**

**RE:** Public Library Annual Report

**FAX NUMBER:** (303) 866-6940

**FROM:** Placeholder Library

**No. of Pages  
(including this  
one):**