1999 Colorado Public Library Annual Report
General Information

1. Contact Information
Here is the contact information you have provided in the past. Please review it and make any additions or corrections. If there are no changes, please skip to Item 2.
Library: [*List last year's contact information*]
RLSS:
Address:
Mailing Address (if any):
City:
Zip + 4:
County:
Telephone:
Fax number:
World Wide Web URL:
Director's Name:
Director's E-mail address:
Person Completing Report:
Respondent's Title:
Respondent's E-mail:

2. Legal Basis
Indicate the type of local government under which this library is legally established.
(Mark one).
Municipal government (incorporated place; e.g., city, town)
County
City/county
Library District
Multi-jurisdictional (including joint school-public)
School District
Other—please specify

3. Legal Service Area(s)
Indicate the geographic area for which this library is legally established to provide service as well as any additional geographic area this library serves under intergovernmental agreement. (Mark one)
Municipality (e.g., city, town)
County
Part of county(ies)
Other county(ies)
School district
Part of school district(s)
Other—please specify

4. Registered Borrowers

How many borrowers are registered with your library?

5. Service Outlets
Please review this information for your library's service outlets and make corrections where necessary.
Number of Main Libraries: [*Last year's numbers*]
Number of Branch Libraries:
Number of Bookmobiles:

6. Staff in Full Time Equivalents
DEFINITIONS
ALA-MLS: Librarians with master's degree from programs of library and information studies accredited by the American Library Association.
Total 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, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.
All Other Paid Staff: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
Total Paid Employees: This is the sum of total librarians and all other paid staff.

Please calculate your staff FTE figures as of the last day of your fiscal year 1999. 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.

Total ALA-MLS:
Total Librarians (including ALA-MLS):
All Other Paid Staff:
Total Paid Employees:

Colorado Public Library Technology Inventory

7. Computer Capacity and Resources

a. How many public access computers, in total, do you have available in your library?
b. How many of these computers are connected to CD-ROM resources?
c. How many of these computers access commercial databases (e.g. Dialog)?
d. How many of these computers display text only?
e. How many of these computers display graphics?
f. How many of these computers provide access ONLY to the OPAC?
g. Can your patrons access the library catalog remotely? Y N
h. If yes to number 6g., select how the catalog is available (Check all that apply)
        dial-up
        telnet

Web based

8. Internet Access and Policies
a. Does the library have a state approved Technology Plan as of today's date? Y N
b. Does the library have Internet access? Y N
c. How many Internet terminals are used by the general public in the library?
d. How many Internet terminals are used by staff ONLY?
e. Speed of connection: (If library is part of a WAN, indicate the speed between the library and the WAN, not between the WAN and the Internet.) (Check all that apply)
Cable service:
T1:
128K(ISDN):
64K(ISDN):
56K:
33.6K:
28.8K:
19.2K or slower:
f. Regarding access policies, please check all that apply:
Patrons may access the Internet on their own:
Patrons may access the Internet with staff mediation or on their own:
Patrons may access the Internet only with staff mediation:
Internet access is provided to staff only:
g. Regarding filtering in your library
Are computers in the children's area filtered? Some/all/none
Are computers elsewhere filtered? Some/all/none
Can users choose whether or not a given computer is filtered? Y N
h. Do you have an acceptable use policy for Internet use? Y N

Operating Income

Please report your library's operating income using whole dollars only, no cents. If your library did not receive income in a certain category, please enter "0."

9. Local Operating Income
Local income includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the library. Do not include one time only funds or the value of any contributed or in-kind services.
This year's local income $

Please check all types of local operating income your library received in 1999:
City General Fund:
County General Fund:
City Sales Tax:
County Sales Tax:
City Mill Levy:
County Mill Levy:

District Mill Levy:

10. State Income
State income includes, but is not limited to, county equalization, payment for lending, and state grants.
This year's state income $

11. Federal Income
Examples of Federal income include LSTA money, National Endowment for the Humanities, and all other Federal Grants.
This year's federal income $

12. 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 $

13. Total Library Income
Please add Local, State, Federal and Other Income figures and write the amount in the Total Income box.
This year's Total income $

Expenditures
Please report your library's expenditures from 1999 using whole dollars only, no cents. If your library did not have any expenditures in a category, please enter "0."

14. 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 $
Please report all Social Security, retirement, insurance and benefits paid by your library for all staff.
b.   This year's Benefits $
Sum of Staff Salaries and Benefits, above:
c.   Total Staff Expenditures (a + b): $

15. Materials Expenditures
a.   Books and bound volumes $
b.   Video materials (including DVD's) $
c.   Audio materials (books on tape or CD, music CD's) $
d.   Paper subscriptions/serials $
e.   Electronic materials (CD-ROM, software programs) $
f.   Electronic access to electronic serials subscription services (full text and indexes), bibliographic utilities, consortia fees (e.g., Marmot, OCLC) Internet fees $
g.   All other materials expenditures not reported above (microforms) $

h. Total materials expenditures (sum of 14 a. through 14g.) $

16. 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.

17. TOTAL OPERATING EXPENDITURES
Sum of 13c, 14h, and 15: $

18. Capital Outlay
Please report funds expended on capital improvements (buildings, equipment or fixed assets): $

Collection and Circulation

19. Library Collection
This section pertains to the number of units or items in your library's collection that are circulated to or can be accessed by the public.
a. Number of books and bound serials:
b. Number of audio materials (cassettes, CDs, audio books):
c. Number of video materials (video cassettes, laser disks, DVD's):
d. Number of computer software packages for public use:
e. Current periodicals/serials in paper format:
Please count the titles in this category, not the individual issues, and include multiple subscriptions for all branches, if applicable.
f. Number of electronic subscription services, both full-text and indexes:
Examples of electronic subscription services include the Rocky Mountain News, IAC Magazine Index, EBSCO, and NewsBank.

20. Circulation
This section pertains to the number of units or items your library circulated in all formats to all users, including renewals.
a. Circulation of Children's Materials:
b. Circulation of Non-Children's Materials:
c. Total Circulation:

21. Colorado Library Card (CLC) Program Participation
How many CLC borrowers used your library in 1999?

Annual Service

22. 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.

23. 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 that involves professional knowledge, referral services, instruction in the collection or the library's technology. It doesn't include directional or incidental questions.

24. 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:
b. Young Adults:
c. Adults:
d. Total Number:

25. 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:
b. Attendance at YA programs:
c. Attendance at Adult programs:
d. Total attendance:

26. Summer Reading Programs (include what was reported in 23 and 24)
Total number of registered participants in 1999:
Total number of participants who completed the program:

27. Interlibrary Lending:
Please report the number of items your library circulated through interlibrary loans.
a. Loaned to other libraries:
b. Borrowed from other libraries:

28. Annual Public Service Hours
This is the sum of annual public service hours for centrals, branches, bookmobiles, and books-by-mail. For each bookmobile, count only the hours during which the bookmobile is open to the public. To estimate annual public service hours, multiply each outlet's typical weekly hours by 52 and subtract the number of hours the outlet was closed for holidays, emergencies, or other reasons. For multi-outlet libraries, total this figure for all outlets.

Total Public Service Hours per Year:
Of weekly Public Service Hours, the number of hours open after 5:00 and on weekends:

29. Director's Salary and Range of Professional Salaries
Please note the list of professional positions is intended to be representative, not exhaustive. It is not necessary to report every position that exists in your library. If a position listed below exists in your library (i.e., is budgeted for) but is not currently filled, please report the salary as if it were filled. If a position does not exist in your library, simply leave that line blank. Use your current salary schedule to report these figures in whole dollars, and, if necessary, convert to an annual salary. If a range does not exist, please report the actual salary in the "High" column. Please include positions that may be paid by sources other than the library's budget.

Professional Positions	Annual Salary (High)	Number of Hours Paid per Week	Annual Salary (Low)	Number of Hours Paid per Week
Director				
Assistant Director				
Branch Head				
Department Head				
Cataloger				
Children's Librarian				
Computer/ Automation Specialist				
Reference/Adult Services				
Starting Librarian				

30. 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.

Hourly Staff Wages:	High Hourly Wage	Low Hourly Wage
Library Assistant/Technician		
Library Clerk		
Library Page or Shelver		

31. Reconsideration Report
A challenge or reconsideration request is any attempt by any individual or group to restrict access to any title, material, exhibit, presentation, event, or computer display during the last year. 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 1999, please enter "0."
a. How many challenges did your library receive during 1999?
b. How many separate titles, exhibits, WWW sites, etc., were involved?

32. Friends of the Library

Does your library have a Friends of the Library group? Y N
If yes, please fill in the name of the president or chair:
Name: Telephone:
Address: City, State, Zip

33. Current Trustees List
Name of Chair   Term Expires
Mailing address:
Home phone   Business phone

Other members:
Name   Term Expires
Mailing address:
Home phone   Business phone

Name   Term Expires
Mailing address:
Home phone   Business phone

Name   Term Expires
Mailing address:
Home phone   Business phone

Name   Term Expires
Mailing address:
Home phone   Business phone

Name   Term Expires
Mailing address:
Home phone   Business phone

34. Feedback
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.