

# 2014 Colorado Public Library Annual Report

## General Information #1.1-1.32

Survey deadline: March 15, 2015

### 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 blue question number for a pop-up box with the question definition.

1.1 Library's Legal Name:  
*This is the legal name of the administrative entity. If incorrect, please contact Nicolle Steffen at [steffen\\_n@cde.state.co.us](mailto:steffen_n@cde.state.co.us).* \_\_\_\_\_

1.2 Library's Local Name:  
*This is the name the library is known by in the community.* \_\_\_\_\_

1.3 Address: \_\_\_\_\_

1.4 City: \_\_\_\_\_

1.5 Zip code: \_\_\_\_\_

1.6 County: \_\_\_\_\_

1.7 Mailing Address: \_\_\_\_\_

1.8 City: \_\_\_\_\_

1.9 Zip code: \_\_\_\_\_

1.10 Telephone: \_\_\_\_\_

1.11 Fax number: \_\_\_\_\_

1.12 Web Address: \_\_\_\_\_

1.13 Director's Name: \_\_\_\_\_

1.14 Director's E-mail address: \_\_\_\_\_

1.15 Person Completing Report: \_\_\_\_\_

1.16 Respondent's Title: \_\_\_\_\_

1.17 Respondent's E-mail: \_\_\_\_\_

1.18 Did your library's legal service area change during the last year? \_\_\_\_\_

1.19 Legal Basis: \_\_\_\_\_

1.20 Geographic Code: \_\_\_\_\_

### Users

1.21 Number of resident registered users: \_\_\_\_\_

1.22 Number of non-resident registered users:  
*This measures the number of CLC patrons using your library (see: <http://www.cde.state.co.us/cdelib/clc>)* \_\_\_\_\_

1.23 **Total registered users:** \_\_\_\_\_

### Service Outlets

1.24 Do you have a central library? Or a single outlet library? *If "yes" to either, check box.* \_\_\_\_\_

1.25 Number of Branch Libraries:  
*Excluding any central or single outlet library reported in 2014.* \_\_\_\_\_

1.26 Number of Bookmobiles: \_\_\_\_\_

1.27 Number of outreach vehicles: \_\_\_\_\_

1.28 Number of other outlets: \_\_\_\_\_

Staff in Full Time Equivalents (FTE)

Please calculate your staff FTE figures as of December 31, 2014. 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, 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)

- 1.29 Total ALA-MLS Librarians: \_\_\_\_\_
- 1.30 Total Librarians (including ALA-MLS): \_\_\_\_\_
- 1.31 All Other Paid Staff: \_\_\_\_\_
- 1.32 **Total Paid Employees (1.30 + 1.31):** \_\_\_\_\_

## Public Library Technology Inventory #2.1-2.14

Survey deadline: March 15, 2015

### Internet Access and Use

- 2.1 Number of public computers with Internet access: \_\_\_\_\_
- 2.2 Number of uses (sessions) of public internet computers per year: \_\_\_\_\_
- 2.3 Does your library provide wireless service for patrons? \_\_\_\_\_
- 2.4 Wireless Sessions - Annually: \_\_\_\_\_
- 2.5 Number of unique visitors to library's website:  
(calculate by summing the number of unique visitors for each month to get the annual total) \_\_\_\_\_
- 2.6 Annual virtual visits/sessions:  
(total annual visits to the library's website) \_\_\_\_\_

### Online Resources

- 2.7 Number of public computers with access to commercial databases: \_\_\_\_\_
- 2.8 Number of AWE Early Literacy Stations: \_\_\_\_\_
- 2.9 Can your patrons access the library catalog remotely (outside the library)? \_\_\_\_\_
- 2.10 Can your patrons access any full-text licensed databases remotely (outside the library)? \_\_\_\_\_
- 2.11 Please indicate your library's catalogue vendor or type.

Choose one:

- AspenCat \_\_\_\_\_
- EOS \_\_\_\_\_
- Ex Libris - Aleph \_\_\_\_\_
- Ex Libris - Voyager \_\_\_\_\_
- III - Millennium \_\_\_\_\_
- III - Polaris \_\_\_\_\_
- III - Sierra \_\_\_\_\_
- Koha \_\_\_\_\_
- Marmot \_\_\_\_\_
- SirsiDynix - Horizon \_\_\_\_\_
- SirsiDynix - Symphony \_\_\_\_\_
- SirsiDynix - Unicorn \_\_\_\_\_
- TLC - Library Solutions \_\_\_\_\_
- TLC - CARL \_\_\_\_\_
- Card catalogue (not online) \_\_\_\_\_

Other, please specify:

- 2.12 Does your library have any digital local history collections? \_\_\_\_\_
- 2.13 If not, is your library planning to digitize or acquire any digital local history collections in the next year? \_\_\_\_\_
- 2.14 If your library has digital collections, what software does the library use to manage these collections? \_\_\_\_\_

Check all that apply:

- Local computers or disks at the library (not online) \_\_\_\_\_
- CONTENTdm \_\_\_\_\_
- DSpace \_\_\_\_\_
- ExLibris' DigiTool \_\_\_\_\_
- Fedora \_\_\_\_\_
- FileMaker Pro \_\_\_\_\_
- Innovative Interface's Content Pro \_\_\_\_\_
- Islandora \_\_\_\_\_
- Omeka \_\_\_\_\_
- Past Perfect \_\_\_\_\_
- Locally developed online software \_\_\_\_\_
- Other, please specify: \_\_\_\_\_

## Operating Revenue #3.1-3.17

**Survey deadline: March 15, 2015**

Please report the amount of local operating revenue your library received in 2014. Do not include capital revenue in operating revenue. See definitions for more information.

2014 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 **Local Operating Revenue (3.1 through 3.7):** \_\_\_\_\_
- 3.9 State Operating Revenue: \_\_\_\_\_  
*Report State Grants to Libraries funds in 3.9.*
- 3.10 Federal Operating Revenue: \_\_\_\_\_  
*Report LSTA grant funds, including Summer Reading Mini Grants, in 3.10.*
- 3.11 Other Operating Revenue: \_\_\_\_\_
- 3.12 **Total Revenue (3.8 through 3.11):** \_\_\_\_\_

Please enter the amount of **capital revenue** your library received in 2014.

- 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 #4.1-4.14

Survey deadline: March 15, 2015

Please report your library's expenditures in 2014 using whole dollars only. If your library did not have any expenditures in a category, please enter "0". Also, do not include capital expenditures in operating expenditures. See definitions for more information.

Note, please report actual 2014 expenditures, not budget figures.

### Staff Expenditures

- 4.1 2014 Staff Salaries: \_\_\_\_\_
- 4.2 2014 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 and downloadable materials): \_\_\_\_\_
- 4.8 Other material expenditures: \_\_\_\_\_
- 4.9 **Total collection expenditures (4.6 + 4.7 + 4.8):** \_\_\_\_\_

#### Other Expenditures

- 4.10 Other Operating Expenditures: \_\_\_\_\_
- 4.11 **TOTAL OPERATING EXPENDITURES (4.3 + 4.9 + 4.10):** \_\_\_\_\_
- 4.12 Capital Expenditures: \_\_\_\_\_

### **Ending Fund Balance**

Questions 4.13 and 4.14 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, 2014:

- 4.13 Unreserved (Undesignated) Fund Balance: \_\_\_\_\_
- 4.14 Reserved (Restricted) Fund Balance \_\_\_\_\_

## Collection and Circulation #5.1-5.20

Survey deadline: March 15, 2015

### Library Collection

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported in Section 4. Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

### Circulation All Materials

Count all materials in all formats that are charged out for use *outside the library*. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Books

5.1 Print volumes: \_\_\_\_\_

5.2 Electronic books (e-books): \_\_\_\_\_

Audio

5.3 Audio Books - physical units: \_\_\_\_\_

5.4 Audio Books - downloadable titles: \_\_\_\_\_

5.5 Music - physical units: \_\_\_\_\_

5.6 Music - downloadable units: \_\_\_\_\_

5.7 Other Audio - physical units: \_\_\_\_\_

5.8 Other Audio - downloadable titles: \_\_\_\_\_

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

Video

5.10 Video - physical units: \_\_\_\_\_

5.11 Video - downloadable units: \_\_\_\_\_

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

Serials

5.13 Number of current print serial subscriptions: \_\_\_\_\_

5.14 Current electronic serial subscriptions \_\_\_\_\_

Number of licensed databases acquired through payment or formal agreement:

5.15 Local/Other cooperative agreements: \_\_\_\_\_

*Note: Please include all databases purchased through CLiC including the Lynx package, in question 5.15.*

5.16 State (state government or State Library): \_\_\_\_\_

*Note: Colorado does not currently have statewide databases.*

5.17 **Total licensed databases: (5.15 + 5.16)** \_\_\_\_\_

Circulation all materials

5.18 Total Circulation: \_\_\_\_\_  
*Total annual circulation of all materials circulating outside the library, including electronic materials, and excluding in-house circulation.*

5.19 Circulation of Children's Materials: \_\_\_\_\_  
*Total annual circulation of all children's materials circulating outside the library, including electronic materials, and excluding in-house circulation.*

5.20 Circulation of Electronic Materials: \_\_\_\_\_  
*Total annual circulation of all electronic materials and excluding databases.*

**Annual Service #6.1-6.24**

**Survey deadline: March 15, 2015**

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

Library Visits

6.1 Annual Visits: \_\_\_\_\_

6.2 Annual Reference Transactions: \_\_\_\_\_

A program is any planned event which introduces the group attending to any of the broad range of library

services or activities or which directly provides information to participants. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than a group, such as one-to-one literacy tuto

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

Please include the attendance at summer reading programs in the general program attendance counts above, as well as in the summer reading program counts below.

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

Please count all Interlibrary Loan (ILL) transactions, including patron initiated ILL requests (e.g., Prospector). Do not include items loaned between outlets within the same library administrative entity (i.e., library jurisdiction). Click on question number for a complete definition.

6.17 Provided To: \_\_\_\_\_

6.18 Received from: \_\_\_\_\_

Public Service Hours

6.19 Annual Public Service Hours:  
*Total of all hours for all outlets reported in Section 14.* \_\_\_\_\_

6.20 Weekly Evening & Weekend Hours:  
*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

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 report 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 Average number of programs per week at all library locations  
 (in-library) \_\_\_\_\_
- 6.23b Average number of programs per week at all outreach locations/events \_\_\_\_\_  
 On average, how many children and adults attend storytime each week?
- 6.24a Average number of attendees per week at all library locations  
 (in-library) \_\_\_\_\_
- 6.24b Average number of attendees per week at all outreach locations/events \_\_\_\_\_

## Range of Professional Salaries #7.1-7.23

**Survey deadline: March 15, 2015**

Please provide the current, actual salaries for the listed 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. If a position does not exist in your library, simply enter N/A. 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.

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, 2015

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, 2015

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 2014? \_\_\_\_\_

9.2 How many challenges to the library's Internet access policy or Internet content were received during 2014? \_\_\_\_\_

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

## Friends of the Library #10.1-10.2

Survey deadline: March 15, 2015

Please provide the most current information for your library's friends group.

10.1 Does your library have a Friends of the Library group? \_\_\_\_\_

10.2 If yes, how many members are in your Friends group? \_\_\_\_\_

## Library Foundation #11.1-11.2

Survey deadline: March 15, 2015

Please provide the most current information for your library's foundation.

11.1 Does your library have a Foundation? \_\_\_\_\_

11.2 If yes, how many members are in your Library Foundation? \_\_\_\_\_

## Current Trustees List #12.1-12.18

Survey deadline: March 15, 2015

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**

**Survey deadline: March 15, 2015**

Your feedback is vital to the continued improvement of the Public Library Annual Report. In an effort to collect the most useful and accurate public library data we would like your input on the following possible future survey questions.

- 13.1 Does your library offer one-to-one help that is not reported under reference transactions (e.g., tutoring)? \_\_\_\_\_
- 13.2 If yes, how do you define one-to-one services and what data do you collect about them? \_\_\_\_\_
- 13.3 Does your library provide outreach services that are not reported in programming (e.g., participation in school assemblies)? \_\_\_\_\_
- 13.4 If yes, how do you define outreach services and what data do you collect about them? \_\_\_\_\_

For further comments and questions, contact Nicolle Steffen, 303-866-6927, [steffen\\_n@cde.state.co.us](mailto:steffen_n@cde.state.co.us).

- 13.5 General Feedback: \_\_\_\_\_

**Outlet Data #14.1-14.21**

**Survey deadline: March 15, 2015**

This section reports outlet data. Please complete items 14.12 - 14.15, including square footage, hours, and weeks open for EACH of your outlets.

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).

Data reported in this section will be used to update the statewide library directory.

- 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: \_\_\_\_\_

- 14.8 Phone: \_\_\_\_\_
- 14.9 Outlet Type Code: \_\_\_\_\_
- 14.10 Metropolitan Status Code: \_\_\_\_\_
- 14.11 Number of Bookmobiles in the Bookmobile Outlet Record: \_\_\_\_\_
- 14.12 Square Footage: \_\_\_\_\_
- 14.13 Year building was completed: \_\_\_\_\_
- 14.14 Public Service Hours Per Year (actual hours for this outlet): \_\_\_\_\_
- 14.15 Number of Weeks a Library is Open (actual weeks open for this outlet): \_\_\_\_\_
- 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: \_\_\_\_\_