# 2016 Colorado Public Library Annual Report

## General Information #1.1-1.32
**Survey deadline: March 15, 2017**

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 Linda Hofschire at Hofschire_L@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 question* _____
*1.24.*

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, 2016. 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 #2.1-2.10
**Survey deadline: March 15, 2017**

Internet Access and Use

2.1    Number of public computers:                                    _____
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 website visits:
       *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)?                                           _____

## Operating & Capital Revenue #3.1-3.17
**Survey deadline: March 15, 2017**

Please report the amount of local operating revenue your library received in 2016. Do not include capital revenue in operating revenue. See definitions for more information.

2016 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 <u>capital revenue</u> your library received in 2016.

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, 2017**

Operating Expenditures
Operating expenditures are the current and recurrent costs necessary to support the provision of library services.
Please report your library's expenditures using whole dollars only. If your library did not have any expenditures
in a category, please enter "0". See definitions for more information.

<u>Note, please report actual 2016 expenditures, not budget figures.</u>

Staff Expenditures

4.1    2016 Staff Salaries:                                                  _____

4.2    2016 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):                      _____

Capital Expenditures

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, 2016:

4.13   Unreserved (Undesignated) Fund Balance:                              _____

4.14   Reserved (Restricted) Fund Balance                                    _____

# Collection and Circulation #5.1-5.26
**Survey deadline: March 15, 2017**

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.

| | | |
|---|---|---|
| 5.1 | Print volumes: | _____ |
| 5.2 | Electronic books (e-books): | _____ |

Audio

| | | |
|---|---|---|
| 5.3 | Audio Books - physical units: | _____ |
| 5.4 | Music - physical units: | _____ |
| 5.5 | Other Audio - physical units: | _____ |
| 5.6 | Audio - physical units Subtotal (5.3 + 5.4 + 5.5) | _____ |
| 5.7 | Audio Books - downloadable units: | _____ |
| 5.8 | Music - downloadable units: | _____ |
| 5.9 | Other Audio - downloadable units: | _____ |
| 5.10 | Audio - downloadable units Subtotal (5.7 + 5.8 + 5.9) | _____ |
| 5.11 | Total audio (5.6 + 5.10): | _____ |

Video

| | | |
|---|---|---|
| 5.12 | Video - physical units: | _____ |
| 5.13 | Video - downloadable units: | _____ |
| 5.14 | Total Video (5.12 + 5.13) | _____ |

Serials

| | | |
|---|---|---|
| 5.15 | Number of current print serial subscriptions: | _____ |
| 5.16 | Current electronic serial subscriptions | _____ |

Number of Electronic Collections acquired through payment or formal agreement:

5.17 Local/other cooperative agreements:
*Note: Please include all electronic collections purchased through* _____
*CLiC, including the Lynx package, in this question.*

5.18 State (state government or state library):
*Note: Colorado does not currently have statewide electronic* _____
*collections.*

5.19 Total Electronic Collections: (5.17 + 5.18) _____

Circulation All Materials

Count all materials in all formats that are charged out for use *outside the library*. For interlibrary loan transactions include only items borrowed for your library's users. Do <u>not</u> include items checked out to another library.

5.20 Total Circulation:
*Total annual circulation of all materials circulating outside the*
*library, including electronic materials, and excluding in-house* _____
*circulation and loans to other libraries.*

5.21 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 and loans to other libraries.*

5.22 Use of Electronic Material:
*Total annual circulation of all electronic materials and excluding* _____
*databases.*

5.23 Physical Item Circulation: *the total annual circulation of all physical library materials of all types, including renewals.* _____

5.24 Successful Retrieval of Electronic Information: *The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circul* _____

5.25 Total Electronic Content Use (5.22 + 5.24) _____

5.26 Total Collection Use (5.22 + 5.23 + 5.24) _____

## Annual Service #6.1-6.23
**Survey deadline: March 15, 2017**

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. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

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.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, mentoring activities, and passive programming.

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

6.11 Did the library have a summer reading program for children? _____

6.12 If yes, how many children registered for summer reading? _____

6.13 Did the library have a summer reading program for teens (young adults)? _____

6.14 If yes, how many teens registered for summer reading? _____

6.15 Did the library have a summer reading program for adults? _____

6.16 If yes, how many adults registered for summer reading? _____

Outreach

Outreach is an event, but not a program. It engages the public outside the library facilities. At an outreach event staff members provide printed, verbal, and/or visual information about the library's resources and services.

6.17    Number of individuals directly engaged                                  _____

6.18    Number of individuals exposed to the library                            _____

Interlibrary Lending

Please count all Interlibrary Loan (ILL) transactions, including patron initiated ILL requests (e.g., Prospector).
Do not include items loaned between branches within the same library jurisdiction. Materials loaned between
AspenCat libraries should be counted as ILL. Click on the question number for a complete definition.

6.19    Provided To:
        *Materials loaned to other library jurisdictions.*                       _____

6.20    Received from:
        *Materials borrowed from other library jurisdictions.*                   _____

Public Service Hours

6.21    Annual Public Service Hours:
        *Total of all hours for all outlets reported in Section 14.*             _____

6.22    Weekly Evening & Weekend Hours:
        *Number of public service hours per week open after 5:00 pm and on*      _____
        *the weekend.*

Professional Development Expenditures

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

## Range of Professional Salaries #7.1-7.23
**Survey deadline: March 15, 2017**

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, 2017**

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, 2016**

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 2016?                        _____

9.2    How many challenges to the library's Internet access policy or Internet
       content were received during 2016?                       _____

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

## Friends of the Library #10.1-10.2
**Survey deadline: March 15, 2017**

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, 2017**

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, 2017**

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 #13.1-13.2

13.1 How does your library use annual report data? Please mark all that apply.

The library uses data to...

    Report to our governing body (e.g., library board or city council)    _____
    Report to advisory groups                                             _____
    Inform friends groups and foundations                                 _____
    Manage resources (e.g., staff time, library hours, collections)       _____
    Inform strategic plans                                                _____
    Establish quantitative measures of success                           _____
    Compare our library to peer libraries (e.g., benchmarking)           _____
    Identify usage and resource trends at the library                    _____
    Other, please specify                                                 _____
For further comments and questions, contact Linda Hofschire, 303-866-6900, Hofschire_L@cde.state.co.us.
13.2    General Feedback:                                    _____

# Outlet Data #14.1-14.21
**Survey deadline: March 15, 2017**

This section reports outlet data. Please complete items 14.13 - 14.15, including year building was completed, 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 - 14.12 & 14.16 - 14.21. If changes need to be made to these items, including adding or deleting outlets, please contact Linda Hofschire, at Hofschire_L@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:
       *If square footage has changed, please contact Linda Hofschire at*   _____
       *Hofschire_L@cde.state.co.us to update this data.*

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:                          _____