

2019 Colorado Public Library Annual Report

General Information #1.1-1.32

Survey deadline: March 13, 2020

Contact Information

Here is the contact information you provided in the past. Please review it and if there have been any changes for items 1.1 - 1.12, please contact Linda Hofschire at Hofschire_L@cde.state.co.us 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:
<i>This is the legal name of the administrative entity. If incorrect, please contact Linda Hofschire at Hofschire_L@cde.state.co.us.</i> | <hr/> |
| 1.2 | Library's Local Name:
<i>This is the name the library is known by in the community.</i> | <hr/> |
| 1.3 | Address: | <hr/> |
| 1.4 | City: | <hr/> |
| 1.5 | Zip code: | <hr/> |
| 1.6 | County: | <hr/> |
| 1.7 | Mailing Address: | <hr/> |
| 1.8 | City: | <hr/> |
| 1.9 | Zip code: | <hr/> |
| 1.10 | Telephone: | <hr/> |
| 1.11 | Fax number: | <hr/> |
| 1.12 | Web Address: | <hr/> |
| 1.13 | Director's Name: | <hr/> |
| 1.14 | Director's Email address: | <hr/> |
| 1.15 | Person Completing Report: | <hr/> |
| 1.16 | Respondent's Title: | <hr/> |
| 1.17 | Respondent's Email: | <hr/> |
| 1.18 | Did your library's legal service area change during the last year? | <hr/> |
| 1.19 | Legal Basis: | <hr/> |
| 1.20 | Geographic Code: | <hr/> |

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: <https://www.coloradovirtuallibrary.org/resource-sharing/clc/>) _____
- 1.23 **Total registered users (1.21 + 1.22):** _____
- 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, 2019. 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: $20 \div 40 = .5$ 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 #2.1-2.9

Survey deadline: March 13, 2020

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 Website Visits: _____

Online Resources

- 2.6 Number of public computers with access to commercial databases: _____
- 2.7 Number of AWE Early Literacy Stations: _____
- 2.8 Can your patrons access the library catalog remotely (outside the library)? _____
- 2.9 Can your patrons access any full-text licensed databases remotely (outside the library)? _____

Operating & Capital Revenue #3.1-3.17

Survey deadline: March 13, 2020

Please report the amount of local operating revenue your library received in 2019. Do not include capital revenue in operating revenue. See definitions for more information.

2019 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: _____
- 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 2019.

- 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 13, 2020

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.

Note, please report actual 2019 expenditures, not budget figures.

Staff Expenditures

- | | | |
|-----|---|-------|
| 4.1 | 2019 Staff Salaries: | _____ |
| 4.2 | 2019 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, 2019:

4.13 Unreserved (Undesignated) Fund Balance: _____

4.14 Reserved (Restricted) Fund Balance: _____

Collection and Circulation #5.1-5.26

Survey deadline: March 13, 2020

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 not include items checked out to another library.

5.20 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. _____

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

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

5.23 **Total Circulation (5.21 + 5.22):**
Total annual circulation of all materials circulating outside the library, including electronic materials, and excluding in-house circulation and loans to other libraries. _____

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 circulation period.* _____

5.25 **Total Electronic Content Use (5.22 + 5.24):** _____

5.26 **Total Collection Use (5.21 + 5.22 + 5.24):** _____

Other Circulation Information

5.27 Do you have automatic renewals?
(Automatic renewal means that borrowed items are automatically renewed at the end of the borrowing period unless another user has a hold on them) _____

5.28 Do you charge overdue fines for the following materials? (Overdue fines are monetary penalties that occur when a library user fails to return materials on or before the date due. These can be one-time fines, or fines that increase according to the

number of days the materials are overdue. Overdue fines are *not* replacement costs if materials are lost or damaged.)

5.28a Children's books: Yes/No _____

5.28b Young Adult books: Yes/No _____

5.28c Adult books: Yes/No _____

Annual Service #6.1-6.24

Survey deadline: March 13, 2020

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: _____

6.5a All Ages (target audience contains two or more of the following age groups - children, young adult, adult): _____

6.6 **Total Number of Annual Program Offerings (6.3 + 6.4 + 6.5 + 6.5a):** _____

Annual Program Attendance

6.7 Attendance at Children's programs: _____

6.8 Attendance at YA programs: _____

- 6.9 Attendance at Adult programs: _____
- 6.9a Attendance at All Ages programs: _____
- 6.10 **Total Annual Program Attendance (6.7 + 6.8 + 6.9 + 6.9a):** _____

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? _____

6.17 Please indicate whether your library offers training on any of the following topics, and if so in what format(s):

A. Technology (for example: computer skills, software, internet use, etc.) (choose all that apply)

- Yes, my library offers **programs** on this topic _____
- Yes, my library offers access to **software** that provides training on this topic _____
- Yes, my library offers **one-on-one help** on this topic **by appointment** _____
- Yes, my library offers **one-on-one help** on this topic on a **drop-in basis** _____
- No, my library does not offer training on this topic _____

B. Education and Lifelong Learning (for example: early literacy, homework, help, GED, ESL, etc.) (choose all that apply)

- Yes, my library offers **programs** on this topic _____
- Yes, my library offers access to **software** that provides training on this topic _____
- Yes, my library offers **one-on-one help** on this topic **by appointment** _____
- Yes, my library offers **one-on-one help** on this topic on a **drop-in basis** _____

No, my library does not offer training on this topic _____

C. Economy and Workforce Development (for example: resume development, job search, online business resources, etc.) (choose all that apply)

Yes, my library offers **programs** on this topic _____

Yes, my library offers access to **software** that provides training on this topic _____

Yes, my library offers **one-on-one help** on this topic **by appointment** _____

Yes, my library offers **one-on-one help** on this topic on a **drop-in basis** _____

No, my library does not offer training on this topic _____

D. Community and Civic Engagement (for example: online government programs and services, community conversations, social connection events such as book groups, etc.) (choose all that apply)

Yes, my library offers **programs** on this topic _____

Yes, my library offers access to **software** that provides training on this topic _____

Yes, my library offers **one-on-one help** on this topic **by appointment** _____

Yes, my library offers **one-on-one help** on this topic on a **drop-in basis** _____

No, my library does not offer training on this topic _____

E. Health and Wellness (for example: online health information, fitness classes, etc.) (choose all that apply)

Yes, my library offers **programs** on this topic _____

Yes, my library offers access to **software** that provides training on this topic _____

Yes, my library offers **one-on-one help** on this topic **by appointment** _____

Yes, my library offers **one-on-one help** on this topic on a **drop-in basis** _____

No, my library does not offer training on this topic _____

Outreach

This section asks about Outreach events, not programs (all programs should be reported in #6.3 - #6.16). Outreach events 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.

6.18 Number of individuals directly engaged: _____

6.19 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.

6.20 Provided to:
Materials loaned to other library jurisdictions. _____

6.21 Received from:
Materials borrowed from other library jurisdictions. _____

Public Service Hours

6.22 **Annual Public Service Hours:**
Total of all hours for all outlets reported in Section 15. _____

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

Professional Development Expenditures

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

Range of Professional Salaries #7.1-7.23

Survey deadline: March 13, 2020

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 13, 2020

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 13, 2020

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 2019? _____

9.2 How many challenges to the library's internet access policy or internet content were received during 2019? _____

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

Partnerships #10.1-10.2

10.1 In 2019, did your library partner with one or more organizations or groups in order to better serve your community? YES/NO _____

10.2 [If Yes to 10.1] How did your library engage with its partners in 2019? (Select all that apply):

10.2a Communication - Library and partners communicate information about each other's programs, services, and/or resources by distributing promotional materials, giving referrals, setting up displays, making presentations, etc. _____

10.2b Cooperative - Library and partners provide mutual assistance in working toward a common goal by sponsoring activities, donating incentives, recruiting volunteers, etc.

10.2c Collaborative - Library and partners work together to jointly develop and deliver programs or services by sharing staff, resources, and/or costs.

Friends of the Library #11.1-11.2

Survey deadline: March 13, 2020

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

11.1 Does your library have a Friends of the Library group?

11.2 If yes, how many members are in your Friends group?

Library Foundation #12.1-12.2

Survey deadline: March 13, 2020

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

12.1 Does your library have a Foundation?

12.2 If yes, how many members are in your Library Foundation?

Current Trustees List #13.1-13.18

Survey deadline: March 13, 2020

Please provide the most current information for your library's trustees (i.e., who are library's trustees as of today).

13.1 Name of Chair:

13.2 Mailing address:

13.3 City:

13.4 State:

13.5 Zip:

13.6 Home phone:

13.7 Business phone:

13.8 Email address:

13.9 Term Expires:

Other members

- 13.10 Name: _____
- 13.11 Mailing address: _____
- 13.12 City: _____
- 13.13 State: _____
- 13.14 Zip: _____
- 13.15 Home phone: _____
- 13.16 Business phone: _____
- 13.17 Email address: _____
- 13.18 Term Expires: _____

Feedback #14.1-14.2

14.1 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.

- 14.2 General Feedback: _____

Outlet Data #15.1-15.22

Survey deadline: March 13, 2020

This section reports outlet data. Please complete items 15.13 - 15.16, 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 15.1 - 15.12 & 15.17 - 15.22. 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.

15.1	LIB ID:	<hr/>
15.2	FSCS ID:	<hr/>
15.3	Name:	<hr/>
15.4	Street Address:	<hr/>
15.5	City:	<hr/>
15.6	County of the Outlet:	<hr/>
15.7	Zip:	<hr/>
15.8	Phone:	<hr/>
15.9	Outlet Type Code:	<hr/>
15.10	Metropolitan Status Code:	<hr/>
15.11	Number of Bookmobiles in the Bookmobile Outlet Record:	<hr/>
15.12	Square Footage: <i>If square footage has changed, please contact Linda Hofschire at Hofschire_L@cde.state.co.us to update this data.</i>	<hr/>
15.13	Year building was completed:	<hr/>
15.14	Public Service Hours Per Year (actual hours for this outlet):	<hr/>
15.15	Number of Weeks a Library is Open (actual weeks open for this outlet):	<hr/>
15.16	How many meeting rooms does this outlet have that are available for public use?	<hr/>
15.16a	Meeting room(s) use (the number of times the meeting room(s) were used for events not sponsored or co-sponsored by the library):	<hr/>
15.17	LIB ID:	<hr/>
15.18	FSCS ID:	<hr/>
15.19	Name:	<hr/>
15.20	Interlibrary Relationship Code:	<hr/>
15.21	Administrative Structure Code:	<hr/>
15.22	FSCS Public Library Definition:	<hr/>