

2020 Colorado Public Library Annual Report

General Information #1.1-1.32

Survey deadline: March 19, 2021

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 question mark 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: _____

<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 Equivalent (FTE)

Please calculate your staff FTE figures as of December 31, 2020. 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 #2.1-2.12

Survey deadline: March 19, 2021

Internet Access and Use

2.1 Number of public computers available for public use as of 2/1/20: _____

2.2 Number of public computers available for public use as of 12/31/20: _____

2.3 Number of weeks that no computers were available for public use: _____

2.4 If your library had to limit the number of computers available for public use during any part of 2020, what was the lowest number of computers that were available? (The intention of this question is to collect data for time periods when **some but not all** computers were available; therefore, a response of "0" is not permitted.) _____

2.5 Number of uses (sessions) of public internet computers per year: _____

- 2.6 Does your library provide wireless service for patrons? _____
- 2.7 Wireless Sessions - Annually: _____
- 2.8 Website Visits _____

Online Resources

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

Operating & Capital Revenue #3.1-3.17

Survey deadline: March 19, 2021

Please report the amount of local operating revenue your library received in 2020. Do not include capital revenue in operating revenue. See definitions for more information.

2020 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 2020.

- 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 19, 2021

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 2020 expenditures, not budget figures.

Staff Expenditures

- 4.1 2020 Staff Salaries: _____
- 4.2 2020 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, 2020:

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

Collection and Circulation #5.1-5.26

Survey deadline: March 19, 2021

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 _____

COVID-19 Response

CV.1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? _____
YES / NO

CV.2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the _____

- public due to the Coronavirus (COVID-19) pandemic? YES / NO
- CV.3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.8 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets **Before** the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.9 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets **During** the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.10 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? YES / NO _____
- CV.11 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? YES / NO _____

Annual Service #6.1-6.73

Survey deadline: March 19, 2021

Click the question mark for a pop-up box with the question definition.

Library Visits

Note: Visits can only occur when the library building is open to the public - meaning that the public can enter the building. If you have a door counter, think about whether the

activity would be counted by it. If not, it is not a visit. Curbside pickup or other activities occurring outside of the building do not count as visits.

6.1 Annual Visits: _____

6.2 Regarding the number of Library Visits you entered, is this an: (select one):

a) Annual Count _____

b) Annual estimate based on a typical week or week(s) _____

6.3 Did this outlet offer curbside pickup? YES/NO _____

6.4 Number of curbside pickup transactions (enter N/A if you did not track this number): _____

6.5 Annual Reference Transactions: _____

6.6 Regarding the number of reference transactions you entered, is this an: (select one)

a) Annual count _____

b) Annual estimate based on a typical week or weeks _____

6.7 If you selected b in the question above, did any of the weeks used to determine the estimate occur during building closures due to COVID-19? YES/NO _____

Take and Make Activity Kits

6.8 Number of take and make activity kits distributed (non-circulating): _____

6.9 Number of take and make activity kits distributed (circulating): _____

Programs

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 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.

New in 2020: Report programs and program attendance by category: onsite (in the library building or on the library grounds, offsite, live virtual, and recorded virtual).

Onsite programs (in-person programs offered in the library building or on the library grounds):

- 6.10 Children: _____
- 6.11 Young Adults: _____
- 6.12 Adults: _____
- 6.13 All Ages (target audience contains two or more of the following age groups - children, young adult, adult): _____
- 6.14 **Total onsite programs (6.10 + 6.11 + 6.12 + 6.13):** _____

Onsite Annual Program Attendance:

- 6.15 Attendance at Children's onsite programs: _____
- 6.16 Attendance at YA onsite programs: _____
- 6.17 Attendance at Adult onsite programs: _____
- 6.18 Attendance at All Ages onsite programs: _____
- 6.19 **Total onsite program attendance (6.15 + 6.16 + 6.17 + 6.18):** _____

Offsite programs:

- 6.20 In 2020, did your library offer offsite programs? YES / NO _____
- 6.21 Children: _____
- 6.22 Young Adults: _____
- 6.23 Adults: _____
- 6.24 All Ages (target audience contains two or more of the following age groups - children, young adult, adult): _____
- 6.25 **Total offsite programs (6.21 + 6.22 + 6.23 + 6.24)** _____

Offsite Annual Program Attendance:

- 6.26 Attendance at Children's offsite programs: _____
- 6.27 Attendance at YA offsite programs: _____
- 6.28 Attendance at Adult offsite programs: _____
- 6.29 Attendance at All Ages offsite programs: _____
- 6.30 **Total offsite program attendance (6.26 + 6.27 + 6.28 + 6.29)** _____

Live virtual programs:

- 6.31 In 2020, did your library offer live virtual programs? YES / NO _____
- 6.32 Children: _____
- 6.33 Young Adults: _____
- 6.34 Adults: _____

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

6.36 Total live virtual programs (6.32 + 6.33 + 6.34 + 6.35) _____

Live Virtual Annual Program Views:

Report peak views. For Facebook, report 1-minute views.

6.37 Views of Children's live virtual programs: _____

6.38 Views of YA live virtual programs: _____

6.39 Views of Adult live virtual programs: _____

6.40 Views of All Ages live virtual programs: _____

6.41 Total live virtual program views (6.37 + 6.38 + 6.39 + 6.40) _____

Recorded virtual programs:

6.42 In 2020, did your library offer recorded virtual programs? YES / NO _____

6.43 Children: _____

6.44 Young Adults: _____

6.45 Adults: _____

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

6.47 Total recorded virtual programs (6.43 + 6.44 + 6.45 + 6.46) _____

Annual views of recorded programs that were NEVER streamed live:

6.48 Views of Children's recorded virtual programs: _____

6.49 Views of YA recorded virtual programs: _____

6.50 Views of Adult recorded virtual programs: _____

6.51 Views of All Ages recorded virtual programs: _____

6.52 Total views of recorded programs that were NOT streamed live (6.48 + 6.49 + 6.50 + 6.51) _____

Annual views of recorded virtual programs that were originally streamed live:

6.53 Views of Children's recorded virtual programs: _____

6.54 Views of YA recorded virtual programs: _____

6.55 Views of Adult recorded virtual programs: _____

6.56 Views of All Ages recorded virtual programs: _____

6.57 Total views of recorded virtual programs that were originally streamed live: (6.53 + 6.54 + 6.55 + 6.56) _____

6.58 Total Live Programs (6.14 + 6.25 + 6.36) _____

6.59 Total Live Programs Attendance (6.19 + 6.30 + 6.41) _____

6.60 **Total Recorded Programs Attendance (6.52 + 6.57)** _____

Summer Reading

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

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

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

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

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

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

Outreach

This section asks about Outreach events, not programs (all outreach programs should be reported in #6.20-#6.29). Outreach events engage 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.

6.67 Number of individuals directly engaged _____

6.68 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.

6.69 Provided To:
Materials loaned to other library jurisdictions. _____

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

Public Service Hours

When reporting public service hours and number of weeks outlet is open, ONLY include the hours/weeks when the building was open to the public - meaning that the public could enter the building. Services offered while the building was closed to the public (curbside pickup, etc.) should not be included in your report of public service hours and number of weeks an outlet is open. Numbers of hours and weeks that staff provided service to the public while the library was closed to the public will be reported at the outlet level.

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

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

Professional Development Expenditures

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

Range of Professional Salaries #7.1-7.23

Survey deadline: March 19, 2021

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 19, 2021

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 19, 2021

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 2020? _____

9.2 How many challenges to the library's Internet access policy or Internet content were received during 2020? _____

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

Partnerships #10.1-10.2

10.1 In 2020, 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 2020? (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 19, 2021

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 19, 2021

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 19, 2021

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 E-mail 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 E-mail 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 #15.1-15.26

Survey deadline: March 19, 2021

This section reports outlet data. Please complete items 15.13 - 15.20a, 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 & 15.21 - 15.24. 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: _____
- 15.2 FSCS ID: _____
- 15.3 Name: _____
- 15.4 Street Address: _____
- 15.5 City: _____
- 15.6 County of the Outlet: _____
- 15.7 Zip: _____
- 15.8 Phone: _____
- 15.9 Outlet Type Code: _____
- 15.10 Metropolitan Status Code: _____
- 15.11 Number of Bookmobiles in the Bookmobile
Outlet Record: _____
- 15.12 Square Footage:
*If square footage has changed, please contact
Linda Hofschire at
Hofschire_L@cde.state.co.us to update this
data.* _____
- 15.13 Year building was completed: _____
- 15.14 Public Service Hours Per Year (actual hours
for this outlet): _____
- 15.15 Number of weeks outlet is open (actual weeks
open for this outlet): _____
- 15.16 Number of weeks outlet was closed due to
COVID-19 _____
- 15.17 Number of weeks outlet had limited occupancy
due to COVID-19 _____
- 15.18 For items 15.18 and 15.19, staff service to the
public includes: answering calls, emails, or
chat from the public; offering virtual programs;
offering curbside, delivery (mail or drop-off), or
drive through circulation of items; managing IT
service to ensure external wifi access; and
providing other types of online and electronic
services to the public. These services can be
provided regardless of where staff are working
(onsite, at home, etc.): _____

Number of hours library staff provided service

to the public during the time the outlet was closed:

- 15.19 Number of weeks library staff provided service to the public during the time the outlet was closed: _____
- 15.20 How many meeting rooms does this outlet have that are available for public use? _____
- 15.20a Meeting room(s) use (the number of times the meeting room(s) were used for events not sponsored or co-sponsored by the library): _____
- 15.21 LIB ID: _____
- 15.22 FSCS ID: _____
- 15.23 Name: _____
- 15.24 Interlibrary Relationship Code: _____
- 15.25 Administrative Structure Code: _____
- 15.26 FSCS Public Library Definition: _____