

Colorado Test library

2021 Colorado Public Library Annual Report

General Information #1.1-1.32

Survey deadline: March 18, 2022

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 Charissa Brammer at brammer_c@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:
<i>This is the legal name of the administrative entity. If incorrect, please contact Charissa Brammer at brammer_c@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 E-mail address: | <hr/> |
| 1.15 | Person Completing Report: | <hr/> |
| 1.16 | Respondent's Title: | <hr/> |
| 1.17 | Respondent's E-mail: | <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: | <hr/> |

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, 2021. 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 #2.1-2.12

Survey deadline: March 18, 2022

Internet Access and Use

2.1 Number of public computers available for public use as of 2/1/21: _____

2.2 Number of public computers available for public use as of 12/31/21: _____

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 2021, 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: _____

2.5a Reporting method for number of uses (sessions) of public internet computers per year: _____

- 2.6 Does your library provide wireless service for patrons? _____
- 2.6a Does your library provide wireless service for patrons outside of the building when the library is closed? (Y/N) _____
- 2.6b Is your wireless service password protected? (YES/NO) _____
- 2.7 Wireless Sessions - Annually: _____
- 2.7a Reporting method for number of 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 18, 2022

Please report the amount of local operating revenue your library received in 2021. Do not include capital revenue in operating revenue. See definitions for more information.

2021 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 2021.

- 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 18, 2022

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 2021 expenditures, not budget figures.

Staff Expenditures

- 4.1 2021 Staff Salaries: _____
- 4.2 2021 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, 2021:

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

Collection and Circulation #5.1-5.29

Survey deadline: March 18, 2022

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):** _____

Other physical items (e.g., non-traditional library items like wi-fi hotspots, cake pans, sewing machines, tools, sports equipment, etc.)

5.29 Number of other physical items: _____

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.

5.21 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.

- 5.20 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. _____
- 5.29a Total annual circulation of *OTHER* Physical Items (e.g., non-traditional library items like wi-fi hotspots, cake pans, sewing machines, tools, sports equipment, etc.): _____
- 5.29b Check Out Colorado State Parks: How many times did your library's Check Out Colorado State Parks backpacks, check out this year? Please include circulation for all branches. _____
- 5.23a **Total number of physical items (5.1 + 5.6 + 5.12 + 5.29):** _____
- 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 18, 2022

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 the library 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.

NOTE: This section has been revised extensively with several updates and/or new questions. Please thoroughly read and review all definitions.

- A synchronous (live) library program session is any planned event which introduces the group attending to library services or which directly provides information to participants.
- Program sessions may cover use of the library, library services, or library tours.
- Program sessions may also provide cultural, recreational, or educational information, often designed to meet a specific social need e.g., film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- If program sessions are offered as a series, count each program session in the series e.g., a film series offered once a week for eight weeks should be counted as eight program sessions.
- If a program session is combined and offered to both children and young adults, count the program session only once under the most appropriate children or young adult program session category rather than counting it in each of the categories. Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.
- If a program session is intended to be for all ages, count the program session only once under General Interest Programs rather than counting it in each of the other categories (children, young adult, adult). Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.

INCLUDE

- All program sessions, whether held on-site or off-site, that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or library staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.

- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, DO NOT include a group hosting a speaker or holding a discussion in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, DO NOT include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, DO NOT include leaving an art project or puzzle on a table for participants to complete.

See definitions for more detailed information.

Onsite programs (number of in-person, synchronous programs offered in the library building or on the library grounds):

- | | | |
|-------|--|-------|
| 6.10a | Children (ages 0-5): | <hr/> |
| 6.10b | Children (ages 6-11): | <hr/> |
| 6.10c | If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11) programs in 2021. | <hr/> |
| 6.10 | Children (total) (6.10a + 6.10b OR 6.10c): | <hr/> |
| 6.11 | Young Adults (ages 12-18): | <hr/> |
| 6.12 | Adults (ages 19 or older): | <hr/> |
| 6.13 | All Ages (target audience contains two or more of the following age groups - children, young adult, adult): | <hr/> |
| 6.14 | Total number of onsite programs (6.10 + 6.11 + 6.12 + 6.13): | <hr/> |

Onsite Annual Program Attendance

- | | | |
|-------|--|-------|
| 6.15a | Attendance at Children's onsite programs (ages 0-5): | <hr/> |
| 6.15b | Attendance at Children's onsite programs (ages 6-11): | <hr/> |
| 6.15c | If you did not categorize children's programming by age, please enter the total attendance at children's (ages 0-11) programs in 2021. | <hr/> |
| 6.15 | Attendance at Children's onsite programs (6.15a + 6.15b OR 6.15c): | <hr/> |
| 6.16 | Attendance at YA onsite programs (ages 12-18): | <hr/> |
| 6.17 | Attendance at Adult onsite programs (ages 19 or older): | <hr/> |
| 6.18 | Attendance at All Ages onsite programs: | <hr/> |
| 6.19 | Total onsite program attendance (6.15 + 6.16 + 6.17 + 6.18): | <hr/> |

Offsite programs

6.20 In 2021, did your library offer offsite programs? YES / NO

6.21a Children (ages 0-5):

6.21b Children (ages 6-11):

6.21c If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11) offsite programs in 2021.

6.21 **Children (6.21a + 6.21b + 6.21c):**

6.22 Young Adults (ages 12-18):

6.23 Adults (ages 19 or older):

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

6.26a Attendance at Children's offsite programs (ages 0-5)

6.26b Attendance at Children's offsite programs (ages 6-11)

6.26c If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11) offsite programs in 2021.

6.26 **Total attendance at Children's offsite programs (6.26a + 6.26b + 6.26c):**

6.27 Attendance at YA offsite programs (ages 12-18):

6.28 Attendance at Adult offsite programs (ages 19 or older)

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 2021, did your library offer live virtual programs? YES / NO

6.32a Children (ages 0-5)

6.32b Children (ages 6-11)

6.32c If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11) live virtual programs in 2021.

6.32 **Children (6.32a + 6.32b + 6.32c):**

6.33 Young Adults (ages 12-18):

6.34 Adults (ages 19 or older):

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 (count live views)

6.37a Views of Children's live virtual programs (ages 0-5):

6.37b Views of Children's live virtual programs (ages 6-11):

6.37c If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11)

recorded programs that were never streamed live in 2021.

6.37 **Views of Children's live virtual programs (6.37a + 6.37b + 6.37c):**

6.38 Views of YA live virtual programs (ages 12-18):

6.39 Views of Adult live virtual programs (ages 19 or older):

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 2021, did your library offer recorded virtual programs? YES / NO

6.43a Children (ages 0-5):

6.43b Children (ages 6-11):

6.43c If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11) recorded virtual programs in 2021.

6.43 **Children (6.43a + 6.43b + 6.43c):**

6.44 Young Adults (ages 12-18):

6.45 Adults (ages 19 or older):

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):**

Views of recorded programs that were NEVER streamed live. Count views in the first seven days.

The count of views of recorded asynchronous program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance

6.48a Children (ages 0-5):

6.48b Children (ages 6-11):

6.48c If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11) recorded programs that were never streamed live in 2021.

6.48 **Views of Children's recorded virtual programs (6.48a + 6.48b + 6.48c):**

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):**

Views of recorded virtual programs that were originally streamed live. Count views in the first 7

days.

6.53a Views of Children's recorded virtual programs (ages 0-5) _____

6.53b Views of Children's recorded virtual programs (ages 6-11) _____

6.53c If you did not categorize children's programming by age, please enter the total number of children's (ages 0-11) recorded virtual programs in 2021. _____

6.53 **Views of Children's recorded virtual programs (6.53a + 6.53b + 6.53c)** _____

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 (within 7 days) of recorded virtual programs that were originally streamed live (6.53 + 6.54 + 6.55 + 6.56):** _____

6.58 **Total Live Programs (6.10a + 6.10b + 6.11 + 6.12 + 6.13):** _____

6.59 **Total Live Programs Attendance (6.15a + 6.15b + 6.16 + 6.17 + 6.18):** _____

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 #6.9-#6.55). 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 18, 2022

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 18, 2022

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 2021?

9.2 How many challenges to the library's Internet access _____
policy or Internet content were received during 2021?

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

were involved?

Partnerships #10.1-10.2

- 10.1 In 2021, 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 2021? (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 18, 2022

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 18, 2022

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 18, 2022

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 Charissa Brammer at Brammer_c@cde.state.co.us.

- 14.2 General Feedback: _____

Outlet Data #15.1-15.26

Survey deadline: March 18, 2022

This section reports outlet data. Please complete items 15.13 - 15.20a, 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 15.1 - 15.12 & 15.21 - 15.24. If changes need to be made to these items, including adding or deleting outlets, please contact Charissa Brammer, at brammer_c@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 Charissa Brammer at brammer_c@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 outlet is open (actual weeks open for this outlet):	<hr/>
15.16	Number of weeks outlet was closed due to COVID-19:	<hr/>
15.17	Number of weeks outlet had limited occupancy due to COVID-19:	<hr/>
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.):	<hr/>
	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:	<hr/>
15.20	How many meeting rooms does this outlet have that are available for public use?	<hr/>
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):	<hr/>
15.21	LIB ID:	<hr/>
15.22	FSCS ID:	<hr/>
15.23	Name:	<hr/>

15.24 Interlibrary Relationship Code:

15.25 Administrative Structure Code:

15.26 FSCS Public Library Definition:
