

## 2017 Colorado Public Library Annual Report

### COMPLETE YOUR QUESTIONNAIRE BY MARCH 15, 2018

We are pleased to offer a Web based survey for the Colorado Public Library Annual Report again this year. We are only offering the survey via the Internet this year and will not be sending out any paper questionnaires. If you are having difficulty with the survey please contact the appropriate person listed below.

The Colorado State Library's annual collection of statistics from public libraries serves several purposes:

1. To comply with the Colorado Library Law requirements that the State Library conduct and local libraries respond to such a survey;
2. To obtain data for the annual report of Colorado public library service; and
3. To participate in the national Public Libraries Survey (PLS).

When reporting your data, please follow these guidelines:

1. Adherence to definitions is important to ensure comparability of data from different libraries and states. Definitions for Colorado data are based on the definitions established by the FSCS Steering Committee and endorsed by a majority of states. Question definitions can be found below. Or while completing the online survey, click on the underlined blue question number for a pop-up box with the definition.
2. Estimates are important if exact data are not available. If an exact figure is not available for a particular item, but you know that the amount is greater than zero, enter an estimate of the amount ***if you would be comfortable using the estimate***. If you are not comfortable with estimating, put N/A (see explanation below).
3. Enter "0" if the appropriate entry for an item is zero or none, and "N/A" if the figure is not available and you cannot estimate. (Example: Under Annual Program Offerings—if you did not offer any children's programs, the answer is zero. If you had some children's programs, but did not keep track of how many, the answer is N/A.)

If you have any questions about the survey contents, please call or email Linda Hofschire, Director, Library Research Service, Colorado State Library -- (303) 866-6827 or Hofschire\_L@cde.state.co.us. If you have technical questions about Bibliostat Collect or questions about how to perform various functions, you are welcome to call Product Support at 1-866-785-9935.

**Colorado State Library, 201 E. Colfax Avenue, Suite 309 Denver, CO 80203.  
Phone 303-866-6900, Fax 303-866-6940.**

## 2017 Colorado Public Library Annual Report

### Definitions

**1.1** This is the legal name of the administrative entity. This is not necessarily the name the library is known by in the community.

**1.2** The library's "local name" is the name the library is known by in the community and may or may not be different than legal name of the administrative entity. For example, the Lone Cone Library District is dba Norwood Public Library.

**1.18** The geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

**1.19** The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library. Select one of the following:

CC – City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI – Municipal Government (city, town, or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO – County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD – Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ – Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL – Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

NP – Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.

SD – School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes “dependent public school systems” of county, municipal, township, or state governments.

OT – other.

**1.20** Indicate the geographic area for which this library is legally established to provide service as well as any additional geographic area this library serves under intergovernmental agreement. (Mark one)

CI1 – City (exactly)  
CI2 – City (most nearly)  
CO1 – County (exactly)  
CO2 – County (most nearly)  
MC1 – Multi-County (exactly)  
MC2 – Multi-County (most nearly)  
SD1 – School District (exactly)  
SD2 - School District (most nearly)  
OTH – Other

**1.21** A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. A “resident registered users” is one for whom the library has an address that is within its legal service area.

Note: Files should have been purged within the past three (3) years.

**1.22** A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. A “non-resident registered user” is one for whom the library has an address that is from outside its legal service area. This data element measures the library’s CLC lending (see: <http://www.cde.state.co.us/cdelib/clc>)

Note: Files should have been purged within the past three (3) years.

**1.24** A "Central Library" is one type of single outlet library or the library that is the operational center of a multiple-outlet library. All processing is usually centralized here, and the principal collections are housed here. If you have more than one central library, identify the library with the largest collection as the central library for State purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

**1.25** A "Branch Library" is an auxiliary unit of an administrative entity that has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

**1.26** A "Bookmobile" is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

**1.27** Vehicles owned and operated by your library, other than bookmobiles, that provide library service directly to patrons. For example, traveling computer lab, homebound service vehicle, or traveling children's library. Do not include courier/delivery vans, or other vehicles providing services to branches or other libraries.

**1.28** Other library locations that do not meet the definition of a central or branch library, bookmobile, or outreach vehicle. Examples include deposit collections, kiosks, and satellites.

### **Staff in Full Time Equivalents**

Please calculate your staff FTE figures as of December 31, 2017. 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** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

**1.30** Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical aspects of library work, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.

**1.31** "Other Paid Staff" includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

**1.32** "Total Paid Employees" is the sum of total librarians and all other paid staff.

Bibliostat Collect will automatically calculate this amount for you. Do not put any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

### **Colorado Public Library Technology Inventory**

**2.2** Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

Reminder: This count includes only the library's Internet computers. Do not include Wi-Fi access using non-library computers.

**2.4** Report the number of wireless sessions provided by the library wireless service annually.

**2.5** Unique visitors is the number of inferred individual people as determined by IP address (filtered for spiders and robots), within a designated reporting timeframe, with activity consisting of one or more visits to a site. Each individual is counted only once in the unique visitor measure for the reporting period, in this case, a month. Number of unique visitors to library's website should be calculated by summing the number of unique visitors for each month to get the annual total. In Google Analytics, unique visitors are "users". [Definition adapted from: Web Analytics Association; Web Analytics Definitions - Version 4.0; Authors: Jason Burby, Angie Brown & WAA Standards Committee]

**2.6** A visit or session is an interaction, by an individual, with a website consisting of one or more page views. Do not include ILS, database, or other resources that are not unique to the library's website. In Google Analytics, website visits are "sessions".

## **Operating Revenue**

Please report the amount of local operating revenue your library received in 2017. Do not include capital revenue in operating revenue. See definitions for more information.

"Local Operating Income" includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.).

**3.8** Bibliostat Collect will automatically calculate this amount for you. Do not put any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs). This is an automatic total of items 3.1 to 3.7.

**3.9** "State Revenue" includes, but is not limited to, state grants, county equalization, and payment for lending.

**3.10** This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. Examples of "Federal Operating Revenue" include LSTA Grants, National Endowment for the Humanities, E-rate funds, Summer Reading Mini-grants and all other Federal Grants.

**3.11** "Other Revenue" includes, but is not limited to, fines and fees, gifts and donations, private foundation grants, corporate giving and miscellaneous income.

### **3.12 Total of Local, State, Federal and Other Revenue.**

Bibliostat Collect will automatically calculate this amount for you. Do not put any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

### **Capital Revenue**

Report all revenue to be used for major capital expenditures. Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

**3.13** Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

**3.14** Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.

**3.15** Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures.

**3.16** Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

**3.17** This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue.

Bibliostat Collect will automatically calculate this amount for you. Do not put any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

### **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.

**4.1** Please report your library's expenditures on all salaries and wages for all employees of the library (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

Staff expenditures should reflect spending on library staff--i.e., employees. Exclude payments to outside professionals, contractors, and consultants associated with contracts- for-services (e.g., attorney's fees, cataloging contracts, meeting facilitators). Do not count as staff expenditures any funds paid to individuals who are not paid directly by the library (e.g., temporary workers obtained via an agency). Also, do not count here any funds paid to any individual for whom the library does not pay Social Security (or PERA) or FICA. Payments to non-employees or "temporary" agencies should be reported in other operating expenditures.

**4.2** Please report all Social Security, FICA, retirement, insurance and benefits paid by your library for all staff. If minimum legal benefits--Social Security (or PERA) and FICA--are not being paid to an individual, that person cannot be counted as an employee.

**4.3** Sum of Staff Salaries and Benefits as detailed above.

Bibliostat Collect will automatically calculate this amount for you. Do not put any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**4.4** Books are non-periodical printed publications bound in hard or soft covers, or in loose leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

**4.5** Print subscriptions/serials refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions.

**4.6** Report all operating expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions in the appropriate categories above.

Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**4.7** Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures.

**4.8** Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms in the appropriate categories above.

Note: Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**4.9** This is the sum of all expenditures for print materials, electronic materials, and other materials from the questions above.

Note: Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**4.10** This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures.

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and cost of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

**4.11** Sum of 4.3, 4.9 and 4.10.

Bibliostat Collect will automatically calculate this amount for you. Do not put any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**4.12** Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries. For edit checks, please note what capital expenditures occurred and when. For example, did the library build a new building or remodel an existing building? Did it occur this calendar year or last?

## **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.

**4.13** This category includes all fund balance amounts (operating reserve) that are neither reserved for a specific legal reason nor designated by the governing board for any specific purpose. This amount represents expendable available financial resources.

**4.14** This category includes all fund balance amounts that are required by law to be set-aside.

The following items are examples of what would be included in this category:

- a. Reserve for debt service - the portion of fund balance that is legally restricted to the payment of general long term debt principal and interest maturing in future years.
- b. Reserve for emergency purposes (TABOR reserve) - an amount equal to 3% of Fiscal Year Spending as defined by TABOR.
- c. Reserve for encumbrances - the amount of total commitments related to unperformed contracts.
- d. Reserve for inventories - the amount of inventory, as such amounts do not represent expendable available financial resources.
- e. Reserve for prepaid items - the amount of prepaid items, as such amounts do not represent expendable available financial resources.
- f. Reserve for non-current loans receivable - the amount of non-current portions of loans receivable as such amounts do not represent expendable available financial resources.
- g. Reserve for capital assets held for resale - the amount of capital assets held for resale as such amounts do not represent expendable available financial resources.
- h. Reserve for capital projects - the amount of unspent debt proceeds that are restricted for specific capital projects.
- i. Reserve for capital projects - the amount of unspent debt proceeds that are restricted for specific capital projects

## **Collection and Circulation**

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported in Section 4. Under this category, report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity.

Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is

counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

**5.1** Print Materials include all books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

**5.2** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user’s personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Colorado libraries that have added Project Gutenberg titles and MARC records to their OPAC should continue to include these titles in their count of ebooks (see CliC website for more information: <http://www.clicweb.org/e-discover-home>).

**5.3** Classified as audio books, these are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

**5.4** Classified as music or music performance, these are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

**5.5** Not classified as audio books or music, but in audio format, these are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

**5.6** Sum of 5.3 - 5.5.

Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**5.7** Classified as audio books, these are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of units. For a pay-per-use model, you should report the number of units based on what was actually used and therefore paid for.

**5.8** Classified as music or music performance, these are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of units. For a pay-per-use model, you should report the number of units based on what was actually used and therefore paid for.

**5.9** Not classified as audio books or music, but in audio format, these are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of units. Report only items the library has selected as part of the collection.

**5.10** Sum of 5.7 - 5.9.

Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**5.11** Sum of 5.3 - 5.5 and 5.7 - 5.9.

Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

**5.12** These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two DVDs for one movie) and checked out as a unit are counted as one physical unit.

**5.13** These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video - Downloadable Units held locally and remote Video - Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items the library has selected as part of the collection.

**5.15** Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

**5.16** Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues.

Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements.

Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

**5.17 & 5.18** Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

**Electronic Collections do not have a circulation period**, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or

may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access: local/other cooperative agreements (or consortia) or state.

**5.19** This is the sum of Local, Other Cooperative Electronic Collections (5.17), and State Electronic Collections (5.18).

Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

## **Circulation**

The section on Circulation pertains to the number of units or items the library circulated in all formats to all users, including renewals.

**5.20** The total annual circulation of all children's materials of all types including renewals. Count all children's materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Note: Children's age is defined as 11 years and under (based on NCES guidelines).

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

**5.22** Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items **that require a user authentication, and have a limited period of use.**

**5.23** 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.

**5.24** 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. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. The intent of this data element is to capture database use that goes beyond a search but is more discrete than a session. Report statistics that indicate the download/full display of a digital

document or electronic resource. Terms vendors use to capture this activity include: full text retrieval, full text download, record view, full record accessed, videos watched, lessons viewed, etc. Do NOT include counts of searches or sessions in this data element. Learning databases such as Lynda.com can be included in this count.

Only non-circulating e-materials should be reported in 5.24. E-materials that have circulation periods should be reported in 5.22.

## **Annual Service**

**6.1** This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

If--and only if--the count of library visits is obtained from an electronic counter that is located such that individuals are counted both entering and leaving the library, divide the number obtained from the counter by two. To reiterate, this is intended to be a count of individuals entering the library only.

**6.2** Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material; (b) machine readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are

the 600s? Can you help me make a photocopy?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13; if done twice a year, multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

### **Annual Program Offerings**

A program is any planned event which introduces the group attending to any of the 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 a group, such as one-to-one literacy tutoring, services to homebound, résumé writing assistance, homework assistance, and mentoring activities, and passive programming.

**6.3** A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs.

Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

This figure is a subset of the Total Number of Library Programs.

Note: Children's age is defined as 11 years and under (based on NCES guidelines).

**6.4** A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.

Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

This figure is a subset of the Total Number of Library Programs.

Note: Young Adult age is defined as 12 to 18 years (based on YALSA & NCES guidelines).

**6.5** The annual number of programs for which the primary audience is adults.

**6.6** 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, and 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 a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

### **Annual Program Attendance**

Please report the number of people of all ages who attended each kind of program during the last year.

**6.7** The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

(See Number of Children's Programs for the definition of a children's library program.)

**6.8** The count of the audience at all programs for which the primary audience is young adults 12 to 18 years. Include adults who attend programs intended primarily for young adults.

Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

(See Number of Young Adult Programs for the definition of a young adult library program.)

**6.9** The count of the audience at all programs for which the primary audience is adults.

**6.10** This is a total count of the audience at all library programs during the reporting period.

Bibliostat Collect will automatically calculate this amount for you. Do not use any punctuation when entering your numbers throughout the survey (e.g., commas, dollar signs).

## **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.

**6.18** This is a total count of the number of people library staff had direct contact with during all outreach events during the reporting period. An example of this is the number of people who interact with library staff at a booth in a county fair.

**6.19** This is a total count of the number of people who were exposed to the library, but did NOT have direct contact with library staff, during all outreach events during the reporting period. Examples of this include the number of people attending a parade where the library has a float, and a library presentation at a school assembly.

## **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** These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration (i.e., library jurisdiction).

Reminder: "library administration" means administrative entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity.

**6.21** These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration (i.e., library jurisdiction). These data are reported as annual figures.

Reminder: "library administration" means administrative entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity.

### **Public Service Hours**

**6.22** "Annual Public Service Hours" is the sum of annual public service hours for central libraries, branches, bookmobiles, and books-by-mail. To estimate annual public service hours, multiply each outlet's typical weekly hours by 52, then subtract the number of hours the outlet was closed for holidays, emergencies, or other reasons. For multi-outlet libraries, total this figure for all outlets. For each bookmobile, count only the hours during which the bookmobile is open to the public.

**6.23** In a typical week, the total hours the library, including all branches, is open on weekdays after 5:00 pm and all day on Saturday and Sunday.

### **Professional Development Expenditures**

**6.24** Expenditures for development and delivery of formal education events on site (e.g., speaker fees, materials). Travel costs and registration fees for conferences, institutes, seminars, workshops, classes, distance education, job-related tuition reimbursement, purchase or rental of training materials (e.g., video, software), and cost of a staff development office or other in-house dedicated staff development functions. Services must be invoiced or billable training costs. Do not include costs associated with regular staff meetings or human resources meetings.

### **Professional Salaries**

This list of professional positions is intended to be representative, not exhaustive. 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/MLIS = a master's degree in library and/or information studies

### **Paraprofessional and Clerical Salaries**

Please provide the current, actual wages for the 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. If a range does not exist, please report the actual hourly wage in the "High" column. Enter N/A, if a position listed does not exist in your library.

### **Reconsideration Report**

A challenge or reconsideration request is any attempt by any individual or group to restrict access to any title, material, exhibit, presentation, event, or computer display during the last year. Count the challenge if a public oral or written complaint is lodged to library staff, administration or governing board. If a challenge to an exhibit is made, count specific materials in the exhibit separately. If this library has not experienced any challenges during the reporting year, please enter "0."

### **Feedback**

Your feedback is vital to the continued improvement of the Public Library Annual Report. Please provide any feedback you like, including which items were difficult, which items took a long time to fill in, what was helpful, and so on.

### **Outlet Data**

This section reports outlet data. Please complete items 15.13 - 15.16, 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 & 15.17 - 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](mailto:Hofschire_L@cde.state.co.us).

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

**15.9** An outlet is a unit of an Administrative Entity that provides direct public library service. Select one of the following: BM - Books-by-Mail Only, BR - Branch Library, BS - Bookmobile(s), CE - Central Library.

**15.10** Select one of the following. Bookmobiles should report the code which best describes their primary service area. Note: Contact the state data center for specific information about Metropolitan Areas in your state. CC - Central City, NC - Metropolitan Area, but not within central city limits, NO - Not in a Metropolitan Area, M - Missing (not reported, unknown).

**15.11** The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or a van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

**15.12** Provide the area, in square feet, of the public library outlet . Report the total area in square feet for each library outlet separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. If you need to make changes to the outlet data, including adding or deleting outlets, please contact Linda Hofschire at [Hofschire\\_L@cde.state.co.us](mailto:Hofschire_L@cde.state.co.us)

**15.14** This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only).

Note: Include the actual hours open for public service for centrals, branches, and bookmobiles, and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

**15.15** This is the number of weeks during the year that an outlet was open to the public.

Note: Include the number of weeks open for public service for Centrals, Branches, Bookmobiles, and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

**15.19** This is the legal name of the administrative entity. This is not necessarily the name the library is known by in the community.

**Survey deadline: March 15, 2018**