Colorado Public Library Annual Report Question Descriptions

Thank you for filling out the Colorado Public Library Annual Report (PLAR)! If you have any questions or concerns about the PLAR, please contact Charissa Brammer at brammer_c@cde.state.co.us or 720-648-2948 (voice or text). Survey opens January 13th, 2025 and closes March 21, 2025.

General (1.1-1.38)

Library's legal name 1.1

This is the legal name of the library (administrative entity), which is the library, library system, or library district. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.

Library's local name 1.2

This is the name that the library goes by in your community, if it differs from the legal name.

Address 1.3

This is the complete street address of the library, library system, or library district (administrative entity). Note: Do not report a post office box or general delivery.

City 1.4

This is the city or town in which the library, library system, or library district (administrative entity) is located.

Zip code 1.5

This is the standard five-digit postal zip code for the street address of the library, library system, or library district (administrative entity).

County 1.6

This is the county in which the headquarters of the library, library system, or library district (administrative entity) is physically located.

Mailing Address 1.7

This is the mailing address of the library, library system, or library district (administrative entity).

City 1.8

This is the city or town of the mailing address for the library, library system, or library district (administrative entity).

Zip code 1.9

This is the standard five-digit postal ZIP code for the mailing address of the library, library system, or library district (administrative entity).

Telephone 1.10

Enter the telephone number of the library, library system, or library district (administrative entity) including area code. Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, select Not Applicable

Fax number 1.11

This is the fax number of the library, library system, or library district (administrative entity) including area code.

Web Address 1.12

Legal Service Area boundary change 1.13

Answer Yes or No to the following question: "Did the administrative entity's legal service area boundaries change since last year?" If you answer Yes, LRS will reach out after your survey is submitted to get new copies of your organizing documents for the State Library records and update the LSA number for your Library. 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).

Population of the Legal Service Area 1.14

The number of people in 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 revenue, plus any areas served under contract for which the library is the primary service provider. Note: This number is calculated annually by LRS/Colorado State Library and is based on your organizational documents and information from the census, state demographer, IPEDS, or other official government sources.

Legal Basis 1.15

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. Note: this information is provided by LRS/Colorado State Library and based on your organizing documents. 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. Note: Include native Alaskan villages in this category.

NP-Nonprofit 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

Geographic Code 1.16

Note: this was updated in 2023 by LRS and IMLS. Choose one of the following types of geography (defined by the U.S. Census Bureau) that best describes the legal service area (LSA) for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: This code is provided by LRS/Colorado State Library. Each geography type has at least two subtypes: "entirety" and "overlap." If the LSA is not coterminous with one of the geography types, select the "overlap" option for the geography type that most overlaps the LSA. For "County or Equivalent" and "Multi-County" geographies, a third subtype, "remainder excluding AEs of contained geographies," exists specifically for AEs that serve the areas of counties outside of municipalities with separate AEs. Note: For further clarification, see the definition of terms published by the U.S. Census Bureau: https://www.census.gov/programssurveys/geography/about/glossary.html

PL1 - Place (e.g., incorporated city or village, census designated), entirety

PL2 - Place (e.g., incorporated city or village, census designated), overlap

MP1 - Multi-Place, entirety

MP2 - Multi-Place, overlap

CD1 - Minor Civil Division [MCD] (e.g., town, township), entirety

CD2 - Minor Civil Division [MCD] (e.g., town, township), overlap

MD1 - Multi-MCD, entirety

MD2 - Multi-MCD, overlap

CO1 - County or Equivalent, entirety

CO2 - County or Equivalent, overlap

CO3 - County or Equivalent, remainder excluding AEs of contained geographies

MC1 - Multi-County, entirety

MC2 - Multi-County, overlap

MC3 - Multi-County, remainder excluding AEs of contained geographies

SU1 - School District - Unified, entirety

SU2 - School District - Unified, overlap

SE1 - School District - Elementary, entirety

SE2 - School District - Elementary, overlap

SS1 - School District - Secondary, entirety

SS2 - School District - Secondary, overlap

OTH - Other

Is your library in a tourist community? 1.17

This is for libraries included in the tourist-community category based on four criteria, developed in 2024. This is updated annually by LRS. If you feel that your library should be included in this group and it is not, or if you're included and should not be, please contact Charissa at brammer_c@cde.state.co.us

Contact Information

Director's Name 1.18

Enter the name of the Director. If the system has Co-Directors, please enter the second name in the notes for this field.

Director's E-mail address 1.19

Enter the email for the current Director. If the library has co-Directors, please enter the second email in the note for this field.

Person Completing Report (respondent) 1.20

Enter the name of the person completing this report.

Respondent's Title 1.21

Respondent's E-mail 1.22

Registered Borrowers

Number of resident registered users 1.23

Number of registered borrowers who reside in the Legal Service Area of the Library. 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. Note: Files should have been purged within the past three (3) years.

Number of non-resident registered users 1.24

Number of registered borrowers who reside outside the Legal Service Area of the Library. This measures the number of CLC patrons using your library (see: https://www.coloradovirtuallibrary.org/resourcesharing/clc/) 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. Note: Files should have been purged within the past three (3) years.

Total registered users (1.23 + 1.24) 1.25

Total number of registered borrowers, includes resident and non-resident borrowers. 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. Note: Files should have been purged within the past three (3) years.

Service Outlets

Do you have a central library? Or are you a single outlet library? 1.26

Select Yes if you are a single outlet library or if you have a Central Branch in your library system. A central library is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

Number of Branch Libraries (do not include Central Library) 1.27

A branch library is an auxiliary unit of an administrative entity which has at least all of the following: Separate quarters An organized collection of library materials Paid staff Regularly scheduled hours for being open to the public.

Number of bookmobiles 1.28

A bookmobile is a traveling branch library. It consists of at least all of the following: A truck or van that carries an organized collection of library materials Paid staff Regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

Number of outreach vehicles 1.29

An outreach vehicle is a vehicle owned by the library used for outreach that does not meet the definition for a bookmobile (1.27). Count the number of vehicles, not the number of events.

Number of other outlets 1.30

Other outlets are service outlets owned by the library that do not meet the definition for a branch library. Example: a kiosk inside the airport that has a small collection of books for check out, but that doesn't have regular hours with direct staff support.

Total Central and Branches 1.31

Total All Service Outlets 1.32

Public Service Hours

Annual Public Service Hours (Calculates from outlet data upon submission) 1.33

The total number of hours that your library, including all branches, are open per year. This will equal the total of Outlet 15.15 Public Service Hours Per Year

Weekly Evening & Weekend Hours (Calculates from outlet data upon submission) 1.34

Staff in Full Time Equivalents (FTE)

Please calculate your staff FTE figures as of December 31. 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). If your hours vary from week to week, use an average week for the calculation. To calculate FTE's, total individual weekly hours (man hours) for all paid staff in a category and divide by 40. (Example - A 20-hour worker is calculated as follows: 20÷40 = .5 FTE. If we have 4 part time employees at 12, 16, 20, 20 hours per week: (12+16+20+20)/40 = 1.7 FTE for that category).

Total Librarians with ALA-accredited MLS 1.35

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This will include MLS, MLIS, MIS, and other ALA-accredited degrees. Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. 20 hours of work by an employee would be 0.5 FTE. This is a subset of Total Librarians (1.30).

Total Librarians (including ALA-MLS) 1.36

Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. 20 hours of work by an employee would be 0.5 FTE. This number includes Total Librarians with ALA-accredited MLS (1.29).

All Other Paid Staff: 1.37

This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. Report in FTE (full-time equivalent) which is "an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs." (www.shrm.org)

Total Paid Employees (1.36+1.37): 1.38

This is the sum of Total Librarians and All Other Paid Staff (1.30 and 1.31). Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. 20 hours of work by an employee would be 0.5 FTE.

Operating & Capital Revenue (2.1-2.17)

Please report the amount of local operating revenue your library received in 2023. Do not include capital revenue in operating revenue. See definitions for more information.

Revenue - Operating

City General Fund 2.1

This includes local government funds designated by the community and available for expenditure by the public library. Do not include the value of any in-kind services or the value of any gifts or donations, library fines, fees, or grants. 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.)

County General Fund 2.2

This includes all local government funds designated by the county 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. 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.)

City Sales Tax 2.3

This includes all local government funds from city sales taxes 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. 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.)

County Sales Tax 2.4

This includes all local government funds from county sales taxes that 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. 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.)

City Mill Levy 2.5

This includes all local government funds from a city mill levy on property taxes available for expenditure by the public library. 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.)

County Mill Levy 2.6

This includes all local government funds from a county mill levy on property taxes available for expenditure by the public library. 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.)

District Mill Levy 2.7

This includes all local government funds from a district (distinct from a city or county) mill levy on property taxes available for expenditure by the public library. 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.)

Local Operating Revenue (2.1 through 2.7): 2.8

This includes all local government funds 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.)

State Operating Revenue 2.9

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. This includes State Grants to Libraries received from the Colorado State Library. Note: If operating revenue from consolidated taxes is

the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

Federal Operating Revenue 2.10

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

Other Operating Revenue 2.11

This is all operating revenue other than that reported under local, state, and federal (data elements 3.8, 3.9, 3.10). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

Total Operating Revenue (2.8 through 2.11) 2.12

This is the sum of Local Government Revenue (3.8), State Government Revenue (3.9), Federal Government Revenue (3.10), and Other Operating Revenue (3.11).

Revenue - Capital

Please enter the amount of capital revenue your library received in 2023.

Local Capital Revenue: 2.13

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.

State Capital Revenue: 2.14

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.

Federal Capital Revenue: 2.15

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.

Other Capital Revenue: 2.16

Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.

Total Capital Revenue (2.13 through 2.16): 2.17

This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (2.13-2.16). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

Operating Expenditures (3.1-3.42)

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 expenditures, not budget figures.

Staff Expenditures

Staff Salaries and Wages 3.1

This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

Staff Benefits 3.2

These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

Total Staff Expenditures (3.1 + 3.2) 3.3

This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (4.1 and 4.2).

Amount spent on professional development 3.4

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

Range of 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 the last day of the reporting period (December 31), not the possible salary range for a particular job classification. If a position does not exist in your library, simply leave it blank. 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 = an ALA-accredited master's degree in library and/or information studies

Director

Chief officer of the library or library system

Annual Salary 3.5

Report the salary of the Director as of the end of the reporting year (December 31st).

Number of Hours Paid per Week 3.6

Does this position require an MLS? 3.7

Assistant Director

Asst Dir Annual Salary (Low) 3.8

Asst Dir Number of Hours Paid per Week (low salary) 3.9

Asst Dir Annual Salary (High) 3.10

Asst Dir Number of Hours Paid per Week (high salary) 3.11

Is anyone in this position category (Asst Dir) required to have an MLS degree? 3.12

Department Heads

Dept Head Annual Salary (Low) 3.13

Dept Head Number of Hours Paid per Week (low salary) 3.14

Dept Head Annual Salary (High) 3.15

Dept Head Number of Hours Paid per Week (high salary) 3.16

Is anyone in this position category (Dept Head) required to have an MLS degree? 3.17

Managers or Supervisors of Staff

Mgr/Sup Annual Salary (Low) 3.18

Mgr/Sup Number of Hours Paid per Week (low salary) 3.19

Mgr/Sup Annual Salary (High) 3.20

Mgr/Sup Number of Hours Paid per Week (high salary) 3.21

Is anyone in this position category (Mgr/Sup) required to have an MLS degree? 3.22

Librarians (Non-Supervisors)

Lib Non-Sup Annual Salary (Low) 3.23

Lib Non-Sup Number of Hours Paid per Week (low salary) 3.24

Lib Non-Sup Annual Salary (High) 3.25

Lib Non-Sup Number of Hours Paid per Week (high salary) 3.26

Is anyone in this position category (Lib Non-Sup) required to have an MLS degree? 3.27

Library Assistant/Technician

Assistant/Tech Low Hourly Wage 3.28

Assistant/Tech High Hourly Wage 3.29

Library Clerks

Clerk Low Hourly Wage 3.30

Clerk High Hourly Wage 3.31

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

Books and Bound Volumes 3.32

Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions. Note: This includes all operating expenditures from the library budget for all materials in print considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

Paper subscriptions/serials, government documents, and other print materials 3.33

Report all operating expenditures for the following print materials: current serial subscriptions, government documents, and any other print acquisitions. Note: This includes all operating expenditures from the library budget for all print serials and government documents materials considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

Total print materials expenditures (3.32+3.33) 3.34

Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.

Electronic materials expenditures 3.35

Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format. 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

Other material expenditures: 3.36

Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

Total collection expenditures (3.34+3.35+3.36) 3.37

This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.

Other Expenditures

Other Operating Expenditures: 3.38

This includes all expenditures other than those reported for Total Staff Expenditures (4.3) and Total Collection Expenditures (4.6). Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs 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.

Total Operating Expenditures (3.3 + 3.37 + 3.38) 3.39

This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures.

Capital Expenditures

Total Capital Expenditures 3.40

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 onetime 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.

Ending Fund Balance

Questions 3.41 and 3.42 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 "Not Applicable" for these two questions. See definitions for more information about Ending Fund Balance. Record this number as of December 31.

Unreserved (Undesignated) Fund Balance 3.41

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.

Reserved (Restricted) Fund Balance 3.42

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:

- 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.
- Reserve for emergency purposes (TABOR reserve) – an amount equal to 3% of Fiscal Year Spending as defined by TABOR.
- Reserve for encumbrances – the amount of total commitments related to unperformed contracts. Reserve for inventories – the amount of inventory, as such amounts do not represent expendable available financial resources.
- Reserve for prepaid items – the amount of prepaid items, as such amounts do not represent expendable available financial resources.
- 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.
- 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.
- Reserve for capital projects – the amount of unspent debt proceeds that are restricted for specific capital projects.
- Reserve for capital projects – the amount of unspent debt proceeds that are restricted for specific capital projects.

Collection (4.1-4.35)

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.

Physical Books and E-books

Print volumes 4.1

Report a single figure that includes the following: Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. 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.

Electronic books (e-books) 4.2

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 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."

Audio

Audio - physical units 4.3

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.

Audio - downloadable units 4.4

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio - 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 Audio - Downloadable Units held locally and remote Audio - Downloadable Units for which permanent or temporary access rights have been acquired. 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 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."

Total Audio 4.5

This total includes all audio materials in the collection, in both physical and electronic collections.

Video

Video - physical units 4.6

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.

Video - downloadable units 4.7

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 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."

Total Video 4.8

This total includes all video materials in the collection, in both physical and electronic collections.

Other physical items

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

Number of other physical items 4.9

Report a single figure that includes the following: all circulating physical items other than print books (4.1), physical audio units (4.3), physical video units (4.6), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

Number of wireless hotspots 4.10

The number of wireless hotspots (portable devices designed to provide users with internet access) that are held in the library's collection. This is a part of the total in "number of other physical items".

Number of wireless hotspots lost/broken or otherwise removed from circulation 4.11

Number of holds on wireless hotspots on 12/31 4.12

Number of laptops or tablets 4.13

Total number of laptops and tablets available for checkout, include those available for checkout outside and inside the library. This is part of the "number of physical items" (5.29)

Do you loan laptops/tablets in house, as a checkout, or both? 4.14

Total number of physical items (4.1+4.3+4.6+4.9) 4.15

All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (4.1), Audio physical units (4.3), Video physical units (4.6), and Other Circulating Physical Items (4.9). Report the number of units, including duplicates. Items package together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

Electronic Collection Types

New in 2024 Answer yes/no to the following questions related to whether you have these types of electronic materials, broken down by how the materials are purchased: administrative entity (AE) or collective agreement. A single-location library is an administrative entity.

E-Books via AE 4.16

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. Ebooks also include e-comics. Do not consider resources available for free in the public domain in this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to e-books purchased solely by the administrative entity?

E-Books via Collective 4.17

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. Ebooks also include e-comics. Do not consider resources available for free in the public domain when answering this question Answer Yes or No to the following question: Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E-Books via State 4.18

Note: Colorado doesn't have state-level ebooks, so no is preselected for you. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. Ebooks also include e-comics. Do not consider resources available for free in the public domain when answering this question. Answer Yes or No to the following question: Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

E-Serials via AE 4.19

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-serials purchased solely by the administrative entity?"

E-Serials via Collective 4.20

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering this question Answer Yes or No to the following question: Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E-Serials via State 4.21

Note: Colorado doesn't have state-level e-serials, so no is preselected for you. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media

that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

E-Audio via AE 4.22

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering this question. Answer Yes or No to the following question: Did the administrative entity provide access to e-audio purchased solely by the administrative entity?

E-Audio via Collective 4.23

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering this question Answer Yes or No to the following question: Did the library system (administrative entity) provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?"

E-Audio via State 4.24

Note: Colorado doesn't have state-level e-audio materials, so no is preselected for you. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering this question Answer Yes or No to the following question: Did the library system (administrative entity) provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

E-Video via AE 4.25

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to e-videos purchased solely by the administrative entity?

E-Video via Collective 4.26

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering this question Answer Yes or No to the following question: Did the library system (administrative entity) provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

E-Video via State 4.27

Note: Colorado doesn't have state-level e-videos, so no is preselected for you. E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free

in the public domain when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

Research Databases via AE 4.28

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to research databases purchased solely by the administrative entity?

Research Databases via Collective 4.29

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

Research Databases via State 4.30

Note: Colorado doesn't have state-level research databases, so no is preselected for you. Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity?

Online Learning Platforms via AE 4.31

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering this question Answer Yes or No to the following question: Did the library system (administrative entity) provide access to online learning platforms purchased solely by the administrative entity?

Online Learning Platforms via Collective 4.32

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to online learning platforms purchased solely by the administrative entity?

Online Learning Platforms via State 4.33

Note: Colorado doesn't have state-level online learning platforms, so no is preselected for you. Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering this question. Answer Yes or No to the following question: Did the library system (administrative entity) provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the administrative entity?

Serials

Number of current print serial subscriptions 4.34

Number of subscriptions to print serials purchased by the library.

Number of current electronic serial subscriptions 4.35

Number of subscriptions to electronic serials purchased by the library.

Circulation (5.1-5.14)

Count all materials in all formats that are checked 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

All Physical and Electronic

Physical Item Circulation 5.1

The total annual circulation of all physical library materials of all types, including renewals. Note: Count all physical materials in all formats that are checked 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.

Use of Electronic Material 5.2

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.

Total Circulation (5.1 +5.2) 5.3

This is the sum of Use of Electronic Material and Physical Item Circulation.

Particular Types of Materials

A subset of the total circulation numbers for various material types.

Circulation of Children's Physical Materials 5.4

The total annual circulation of all children' materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults. If unknown, choose Unavailable

Circulation of Other Physical Items 5.5

Circulation of all physical items other than print books, physical audio units, physical video units, and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

E-book Circulation 5.6

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.

E-audio Circulation 5.7

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

E-video Circulation 5.8

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

E-serial Circulation 5.9

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

Circulation of Check Out Colorado State Parks Passes 5.10

Circulation of Check Out Colorado State Parks kits.

Circulation of wireless hotspots 5.11

Circulation of wireless hotspots, including renewals.

Circulation of laptops and tablets 5.12

Circulation of laptops and tablets, including renewals.

Overdue fines and renewals

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.

Overdue fines charged for overdue physical materials 5.13

Answer Yes or No: As of the end of the reporting period does the library charge overdue fines to any users when they fail to return physical print materials by the due date of the library, library system, or library district (administrative entity) including area code.

Do you have automatic renewals? 5.14

Public Library Technology (6.1-6.14)

Number of internet-connected computers available for public use 6.1

Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. If the library is closed on 12/31, report the number available on the last day of the year that the library is open. Do not include computers that connect to the Internet for a dedicated purpose or purposes (e.g., to access an OPAC or specific database, or to train the public).

Number of staff computers connected to the internet 6.2

This is the number of computers for staff's exclusive use that are connected to your wireless or wired internet. This number helps CSL to calculate internet speeds for the partnership with the Colorado Broadband Office

Number of uses (sessions) of public internet computers per year 6.3

Report the total number of uses (sessions) for 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.

Reporting method for number of uses of public internet computers per year 6.4

Regarding the Number of Uses (Sessions) of Public Internet Computers per Year entered, is this an annual count or an annual estimate based on a typical week or weeks?

Do you provide 1:1 technology help to the public? 6.5

If you provide scheduled or unscheduled 1:1 technology help to your patrons, answer yes to this question. Classes intended for a group are not included in this number, but appointments with a library staff member for technology help are included.

Number of appointments or drop ins of 1:1 technology help provided 6.6

Provide the number of 1:1 appointments with patrons for 1:1 technology help. Classes intended for a group are not counted in this number, but appointments with a library staff member for technology help are counted.

Type of technology help provided 6.7

What general types of 1:1 technology help do you provide for patrons? Select all that apply.

Wireless Internet/WiFi

Does your library provide wireless service for patrons? 6.8

If your library provides wireless (wifi) service for patrons at at least one branch or location, select yes. You will answer specifically for each branch in the Outlets section.

Does your library provide wireless service for patrons outside of the building when the library is closed? 6.9

If you leave your wifi on when your building is closed and it is accessible from outside locations (ex. parking lot, benches or tables outside), select yes.

Is your wireless service password protected? 6.10

Answer yes to this question if your public wifi requires a password for access.

Wireless Sessions Per Year 6.11

Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices. Note: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) 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.

Reporting method for number of wireless sessions - annually: 6.12

Regarding the number of Wireless Sessions entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning? Select one of the following: CT-- Annual Count, ES -- Annual estimate based on a typical week

Online Catalog and Databases

Can your patrons access the library catalog remotely (outside the library)? 6.13

Can your patrons access the library catalog remotely from any location outside the library? Select no if your catalog is only available within the library.

Can your patrons access any full-text licensed databases remotely (outside the library)? 6.14

Can your patrons access any full-text licensed databases from any location outside the library. Select yes if you have some databases that are available online but others (ie Ancestry) that are available only within the library.

Programs (7.1-7.79)

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.- 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.

Onsite Programs and Attendance

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities.Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. Each program session should only be counted in one age category based on its primary target audience. If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category.

Onsite Programs Children (ages 0-5) 7.1

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers or others also attend. Each program session should only be counted in one age category based on its primary target audience. If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category.

Onsite attendance at Children's Programs (ages 0-5) 7.8

If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category. Please count all attendees of these program sessions regardless of age.

Onsite Programs Children (ages 6-11) 7.2

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer

reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience. If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category.

Onsite Attendance at Children's Programs (ages 6-11) 7.9

If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category. Please count all attendees of these program sessions regardless of age.

Total Onsite Programs - Children 7.3

Total Onsite Attendance - Children 7.10

Onsite Programs Young Adults (ages 12-18) 7.4

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

Onsite Attendance Young Adults (ages 12-18) 7.11

Please count all attendees of these program sessions regardless of age.

Onsite Programs Adults (ages 19 or older): 7.5

An adult program session is any planned event for which the primary audience is adults ages 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

Onsite Attendance Adults (ages 19 or older): 7.12

Please count all attendees of these program sessions regardless of age.

Onsite Programs General Interest (All Ages) 7.6

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements.

Onsite Attendance General Interest (All Ages) 7.13

Please count all attendees of these program sessions regardless of age.

Total All Onsite Programs 7.7

Total Attendance at All Onsite Programs 7.14

Offsite Programs and Attendance

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds.Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a story time at a local farmer's market, or visiting a school to present about library services.Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.Each program session should only be counted in one age category based on its primary target audience. If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category.

ATTENDANCE

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance.

In 2024, did your library offer off-site programs? Y/N 7.15

Offsite Programs and Attendance

Offsite Programs Children (ages 0-5) 7.16

If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category.

Attendance at Offsite Children's Programs (ages 0-5) 7.23

If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category. Please count all attendees of these program sessions regardless of age.

Offsite Programs Children (ages 6-11) 7.17

If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category.

Attendance at Offsite Children's Programs (ages 6-11) 7.24

If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category. Please count all attendees of these program sessions regardless of age.

Total Offsite Programs - Children 7.18

Total Offsite Attendance - Children 7.25

Offsite Programs Young Adults (ages 12-18) 7.19

Offsite Attendance Young Adults (ages 12-18): 7.26

Offsite Programs Adults (ages 19 or older): 7.20

Offsite Attendance Adults (ages 19 or older): 7.27

Offsite Programs General Interest (All Ages) 7.21

Offsite Attendance General Interest (All Ages) 7.28

Total All Offsite Programs 7.22

Total Attendance at All Offsite Programs 7.29

Virtual Programs and Attendance

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions.

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee.For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session. For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations.For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance. Each program session should only be counted in one age category based on its primary target audience. If you did not separate Children's programming into 0-5 and 6-11 ages, please make your best estimate for each category.

In 2024, did your library offer live virtual programs? Y/N 7.30

Virtual Programs and Attendance

Live Virtual Children (ages 0-5) 7.31

Live Virtual Attendance at Children's Programs (ages 0-5) 7.38

Live Virtual Children (ages 6-11) 7.32

Live Virtual Attendance at Children's Programs (ages 6-11) 7.39

Total Live Virtual - Children (7.31+7.32) 7.33

Live Virtual Attendance Children (7.38+7.39) 7.40

Live Virtual Young Adults (ages 12-18): 7.34

Live Virtual Attendance Young Adults (ages 12-18) 7.41

Live Virtual Adults (ages 19 or older) 7.35

Live Virtual Attendance Adults (ages 19 or older) 7.42

Live Virtual Programs All Ages 7.36

Live Virtual Attendance All Ages 7.43

Total All Live Virtual Programs 7.37

Total Attendance at Virtual Programs 7.44

Synchronous Program and Attendance Totals (Onsite+Offsite+Virtual)

Synchronous Children (0-5) Programs 7.45

Synchronous Attendance Children (0-5) 7.52

Synchronous Children (6-11) Programs 7.46

Synchronous Attendance Children (6-11) 7.53

Synchronous Children's Programs (7.45+7.46) 7.47

Synchronous Attendance All Children (7.52+7.53) 7.54

Synchronous Young Adult Programs 7.48

Synchronous Attendance YA 7.55

Synchronous Adult Programs 7.49

Synchronous Attendance Adults 7.56

Synchronous General Interest (All Ages) Programs 7.50

Synchronous Attendance General Interest 7.57

Total Number of Live (Synchronous) Program Sessions 7.51

Total Live (Synchronous) Program Attendance 7.58

Asynchronous (Pre-Recorded) Programs and Views

Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

VIEWS

Note: This is updated from last year. Report the count of views or plays of asynchronous program presentations for a period of thirty (30) 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 other platforms, count unique views or plays of each video or audio recording.

In 2024, did your library offer recorded virtual programs? Y/N 7.59

Pre-Recorded Programs and Views

Pre-Recorded - Children (ages 0-5) 7.60

Views - Children (ages 0-5) 7.67

Pre-Recorded - Children (ages 6-11) 7.61

Views - Children (ages 6-11) 7.68

Pre-Recorded - Children (7.46+7.47) 7.62

Views - Children (7.53+7.54) 7.69

Pre-Recorded - Young Adults (ages 12-18): 7.63

Views - Young Adults (ages 12-18) 7.70

Pre-Recorded - Adults (ages 19 or older): 7.64

Views - Adults (ages 19 or older) 7.71

Pre-Recorded General Interest (All Ages) 7.65

Views - General Interest (All Ages) 7.72

Total Pre-Recorded (Asynchronous) programs 7.66

Total Views of Pre-Recorded Programs within 30 days 7.73

Summer Reading Programs

Did the library have a summer reading program for children? 7.74

If yes, how many children registered for summer reading? 7.75

Did the library have a summer reading program for teens (young adults)? 7.76

If yes, how many teens registered for summer reading? 7.77

Did the library have a summer reading program for adults? 7.78

If yes, how many adults registered for summer reading? 7.79

Services (8.1-8.17)

Annual Visits 8.1

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.

Library visits reporting method 8.2

Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

Did the Library offer curbside pickup? 8.3

Curbside pickup is defined as bringing library materials to patrons outside the library for pickup.

Number of curbside pickup transactions 8.4

If curbside pickup was offered, how many transactions took place in 2022? Curbside pickup is defined as bringing library materials to patrons outside the library for pickup.

Annual Reference Transactions 8.5

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. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

NOTES:

(1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).

(2) Count Readers Advisory questions as referencetransactions.

(3) Information sources include (a) printed and nonprinted 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.

(4) 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.

(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.

(6) Duration should not be an element in determining whether a transaction is a reference transaction.

(7) Do not include transactions that include only a directional service, such as 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?"

Annual Count vs. Annual Estimate

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. 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. Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

Reference transactions reporting method 8.6

Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

Number of take and make activity kits distributed (non-circulating) 8.7

Number of take and make activity kits distributed (circulating) 8.8

This is the number of take and make kits distributed that do have part returned to the library. For example, a weaving kit where the supplies are consumed but the loom must be returned to the library.

Number of meeting rooms available to the public 8.9

Calculated from Outlet entries.

Meeting Room usage 8.10

Calculated from Outlet input.

Number of study rooms available to the public 8.11

Calculated from the Outlet input.

Study Room usage 8.12

Calculated from Outlet inputs.

Do you provide 1:1 help to patrons to apply to SNAP? 8.13

Did your library provide help to patrons to apply for SNAP (supplemental nutrition assistance program) benefits. This can include helping them to fill out forms and providing information about the program, in an informal or formal 1:1 setting.

Did the library distribute meals to children? 8.14

Did your library distribute meals to children (0-18) during 2022?

Did the Library distribute food boxes for families? 8.15

Did the library distribute food boxes for families during this year?

Outreach

Number of individuals directly engaged 8.16

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.

Number of individuals exposed to the library 8.17

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.

ILL

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.

Provided To 8.18

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. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

Received From 8.19

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. "Library administration" means Administrative Entity (not anything broader). Do

not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

Languages (9.1-9.9)

Do you have positions at your library that require the person in the position to be able to communicate in languages other than English? 9.1

This is for positions that require proficiency in one or more non-English languages, for example: Russian language librarian, Spanish language cataloger, etc.

If yes, how many? 9.2

How many positions do you have that require the person to be able to communicate in languages other than English?

If yes, which languages? 9.3

List the individual languages for which the library has required proficiency for positions.

Do you have multilingual people on staff using languages other than English to help patrons, but that is not an official part of their job? 9.4

This is for those people who are working in libraries and are multilingual and use it in their duties, but who aren't in a position that requires that language. For example: a Spanish speaker who helps translate for people at the desk, or a security guard who speaks Pashto with patrons but it is not a required part of their position.

If yes, how many? 9.5

If yes, which languages? 9.6

Please list the individual languages spoken by members of staff that are used to help patrons.

Does your library offer a stipend or differential pay for multilingual speakers on staff? 9.7

Answer yes if you pay extra for positions that require communication in another language or pay people who communicate in other languages extra for that skill

Does your library offer programs in a language other than English? 9.8

If yes, which languages? 9.9

List the individual languages in which programs are provided at any of your branches.

Reconsideration Report (10.1-10.4)

How many challenges to library books, materials, events, or exhibits did your library receive? 10.1

How many challenges to the library's Internet access policy or Internet content were received? 10.2

How many separate titles, exhibits, WWW sites, etc., 10.3

Total number of challenges 10.4

Partnerships (11.1-11.4)

In 2024, did your library partner with one or more organizations or groups in order to better serve your community? 11.1

How did your library engage with its partners in 2024?

Communication 11.2

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.

Cooperative 11.3

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

Collaborative 11.4

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

Friends of the Library (12.1-12.2)

Does your library have a Friends of the Library group? 12.1

If yes, how many members are in your Friends group? 12.2

Library Foundation (13.1-13.2)

Does your library have a Foundation? 13.1

If yes, how many members are in your Library Foundation? 13.2

Current Trustees List (14.1-14.16)

Name of Chair: 14.1

Term Expires: 14.2

Other members

Name of member 14.3

Term Expires 14.4

Outlet Information (15.1-15.28)

LIB ID 15.1

This is the state-assigned identification code for the outlet.

FSCS ID 15.2

This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.

Unique ID suffix 15.3

Unique 3-digit identification number suffix assigned by WebPLUS for each outlet

Name 15.4

This is the legal name of the outlet. Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)

Outlet Address

Street Address 15.5

This is the complete street address of the outlet. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.

City 15.6

This is the city or town in which the outlet is located.

County of the Outlet 15.7

This is the county in which the outlet is physically located.

Zip 15.8

This is the standard five-digit postal ZIP code for the street address of the outlet.

Phone 15.9

This is the telephone number of the outlet, including area code. Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "-3" (for Not Applicable).

Outlet Codes

Outlet Type Code 15.10

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. A direct mail order service which provides books and other library materials. Booksby-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR-Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following: Separate quarters; An organized collection of library materials; Paid staff; and Regularly scheduled hours for being open to the public.

BS-Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following: A truck or van that carries an organized collection of library materials; A paid staff; and Regularly scheduled hours (bookmobile stops) for being open to the public. Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE-Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several coequal outlets and no principal collection, report all such outlets as branches, not central libraries.

Outlet Space

Number of Bookmobiles 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). A bookmobile is a traveling branch library. It consists of at least all of the following: A truck or van that carries an organized collection of library materials; A paid staff; and Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Square Footage 15.12

If square footage has changed, please contact Charissa Brammer at brammer_c@cde.state.co.us to update this data. Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas 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.

Year building was completed (if available) 15.13

Outlet Hours

Hours of Operation 15.14

Enter the library's regular weekly schedule here. You may also include summer or other special hours. Examples: M-F: 8-5, or T-Th: 2-8; F: noon-5 pm; Sat: 9 am-noon; Sun: 2-5 pm (Closed on Federal Holidays). This information appears on the [library location directory page](#).

Public Service Hours Per Week 15.15

This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile 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. This data element is reported to PLSC.

Do weekly public service hours vary? 15.16

Do your weekly public service hours vary throughout the year. For example, do you have shorter or longer hours at different times of the year?

Public Service Hours Per Year 15.17

This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile) Note: Include the actual hours open for public service for centrals, branches, and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. Minor variations in public service hours need not be included. Longer closures such as those due to a natural disaster or other events should be reflected in the question about weeks open to the public.

Number of Weeks Open 15.18

This is the number of weeks during the year that an outlet was open to the public. 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. This data element is reported to PLSC.

Evening & Weekend Hours Per Week 15.19

This is a subset of Public Service Hours Per Week.

Outlet Closures

Was this location closed unexpectedly for more than 1 week during the last fiscal year? 15.20

How many weeks was the closure? 15.21

Outlet Meeting & Study Rooms

How many meeting rooms does this outlet have that are available for public use? 15.22

Record how many meeting rooms your branch has. A meeting room is a private room that can be reserved by individuals or groups and that is designed for the use of groups of three or more people.

Meeting room(s) use 15.23

The number of times the meeting room(s) were used for events not sponsored or cosponsored by the library.

How many study rooms does this outlet have that are available for public use? 15.24

Record how many study rooms this branch has available for patrons. A study room is a small private room designed for the use of one to up to three people

Study Room(s) use 15.25

Number of uses of study room(s) by the public.

Outlet Internet

Wireless internet provided 15.26

Does this branch provide wireless internet?

Follow these steps at each library location from a public computer before the library is open to the public. 1. From a public computer in the library, open a web browser and go to http://speedtest.net 2. Wait a few seconds for the site to load then click on the link to Begin Test. Don't click Start now; that does something else. 3. The test will begin and will take approximately 20 seconds to complete 4. It will return both a download and an upload speed to you. Use these numbers to respond to questions survey questions about Download and Upload speed.

Broadband speed (upload): get information from speedtest.net 15.27

Broadband speed (download): get information from speedtest.net 15.28

Feedback (16.1-16.2)

How does your Library use PLAR data? 16.1

General Feedback 16.2