WEST CUSTER COUNTY LIBRARY DISTRICT
2012 Colorado Public Library Annual Report

General Information #1.1-1.32
Survey deadline: March 15, 2013

Contact Information
Here is the contact information you provided in the past. Please review it and make any additions or corrections. If there are no changes, please skip to item 1.22.

Click the underlined blue question number for a pop-up box with the question definition.

1.1	Library:	WEST CUSTER COUNTY LIBRARY DISTRICT
1.2	Address:	209 MAIN STREET
1.3	City:	WESTCLIFFE
1.4	Five-digit zip code:	81252
1.5	County:	CUSTER
1.6	Mailing Address (if any):	PO BOX 689
1.7	City:	WESTCLIFFE
1.8	Five-digit zip code:	81252
1.9	Telephone:	7197839138
1.10	Fax number:	(719) 783-2155
1.11	Director's Name:	Amy Moulton
1.12	Director's E-mail address:	amy@westcusterlibrary.org
1.13	Person Completing Report:	Amy Moulton
1.14	Respondent's Title:	Director
1.15	Respondent's E-mail:	amy@westcusterlibrary.org
1.16	If we have questions about your library's annual report, how do you prefer to be contacted? By phone, fax, or email?	E-Mail
1.17	Designated youth/children's services contact	Norma Jandro
1.18	Designated youth/children's services contact's e-mail address:	normajandro@hotmail.com
1.19	Did your library's legal service area change during the last year?	No
1.20	Legal Basis:	LD
1.21	Geographic Code:	SD1

Users

1.22	Number of resident registered users:	4,344
1.23	Number of non-resident registered users:	175

Service Outlets

1.24	Do you have a central library? Or a single outlet library? (If "yes" to either, check box.)	Yes
1.25	Number of Branch Libraries (excluding the Central Library):	
1.26	Number of Bookmobiles:	
1.27	Number of outreach vehicles:	
1.28	Number of other outlets:	

Staff in Full Time Equivalents (FTE)

Please calculate your staff FTE figures as of December 31, 2012. 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 (with or without employment contracts), not contractors or consultants (i.e., individuals associated with contracts for services). Please report these figures in terms of Full Time Equivalent (FTE). To calculate FTE's, total individual weekly hours for all paid staff and divide by 40. (Example - A 20-hour worker is calculated as follows: 20/40 = .5 FTE)

1.29	Total ALA-MLS Librarians:	1
1.30	Total Librarians (including ALA-MLS):	2.9
1.31	All Other Paid Staff:	0.3
1.32	Total Paid Employees (1.30 + 1.31):	3.20

Public Library Technology Inventory #2.1-2.8
Survey deadline: March 15, 2013

Internet Access and Policies

2.1	Number of public computers with Internet access:	8

Computer Capacity and Resources

2.2	Number of public computers with access to commercial databases:	7
2.3	Can your patrons access the library catalog remotely (outside the library)?	Yes
2.4	Can your patrons access any full-text licensed databases remotely (outside the library)?	No
2.5	Number of uses (sessions) of public internet computers per year:	6,220
2.6	Number of wireless access uses per year:	N/A
2.7	Number of unique visitors to library's website: (calculate by summing the number of unique visitors for each month to get the annual total)	6,758
2.8	Does your library provide wireless service for patrons?	Yes

Operating Revenue #3.1-3.17
Survey deadline: March 15, 2013

Please report the amount of local operating revenue your library received in 2012. Do not include capital revenue in operating revenue. See definitions for more information.

2012 Operating Revenue

3.1	City General Fund:	$0
3.2	County General Fund:	$0
3.3	City Sales Tax:	$0
3.4	County Sales Tax:	$0
3.5	City Mill Levy:	$0
3.6	County Mill Levy:	$0
3.7	District Mill Levy:	$182,261
3.8	Local Operating Revenue (3.1 through 3.7):	$182,261
3.9	State Operating Revenue:	$0
3.10	Federal Operating Revenue:	$0
3.11	Other Operating Revenue:	$51,958

| 3.12 | Total Revenue (3.8 through 3.11): | $234,219 |

Please enter the amount of **capital revenue** your library received in 2012.

3.13	Local Capital Revenue:	$0
3.14	State Capital Revenue:	$0
3.15	Federal Capital Revenue:	$0
3.16	Other Capital Revenue:	$0
3.17	Total Capital Revenue (3.13 through 3.16):	$0

Expenditures #4.1-4.14
Survey deadline: March 15, 2013

Please report your library's expenditures from 2012 using whole dollars only, no cents. If your library did not have any expenditures in a category, please enter "0." Report actual expenditures in 2012, <u>not budget</u> figures. Also, do not include capital expenditures in operating expenditures. See definitions for more information.

Staff Expenditures

4.1	2012 Staff Salaries:	$122,400
4.2	2012 Benefits (including Social Security & FICA):	$21,874
4.3	Total Staff Expenditures (4.1 + 4.2):	$144,274

<u>Materials Expenditures</u>

Print Expenditures

4.4	Books and bound volumes:	$3,990
4.5	Paper subscriptions/serials:	$666
4.6	Total print materials expenditures (4.4 + 4.5):	$4,656

Electronic

4.7	Electronic materials expenditures (includes databases and downloadable materials):	$1,535
4.8	Other material expenditures:	$1,137
4.9	Total collection expenditures (4.6 + 4.7 + 4.8):	$7,328

Other Expenditures

4.10	Other Operating Expenditures:	$68,270
4.11	TOTAL OPERATING EXPENDITURES (4.3 + 4.9 + 4.10):	$219,872
4.12	Capital Expenditures:	$0

Ending Fund Balance

Questions 4.13 and 4.14 apply to library districts or library jurisdictions with dedicated funding. Typically, this does not apply to municipal, county, or combined libraries and respondents for these libraries should put "n/a" for these two questions. See definitions for more information about Ending Fund Balance.

As of December 31, 2012

| 4.13 | Unreserved (Undesignated) Fund Balance: | $108,063 |
| 4.14 | Reserved (Restricted) Fund Balance | $133,500 |

Collection and Circulation #5.1-5.18
Survey deadline: March 15, 2013

Library Collection

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

Books

5.1	Print volumes:	10,285
5.2	Electronic books (e-books):	306

Audio

5.3	Audio books - physical units:	452
5.4	Audio books - downloadable titles:	0
5.5	Music - physical units:	156
5.6	Music - downloadable titles:	0
5.7	Other audio - physical units:	0
5.8	Other audio - downloadable titles:	0
5.9	Total audio (5.3 + 5.4 + 5.5 + 5.6 + 5.7 + 5.8):	608

Video

5.10	Video - physical units:	1,615
5.11	Video - downloadable titles:	0
5.12	Total Video (5.10 + 5.11)	1,615

Serials

5.13	Number of current print serial subscriptions:	27

Number of licensed databases acquired through payment or formal agreement:

5.14	Local/Other cooperative agreements: *Note: If your library is a subscriber, please include the Lynx (formerly AIRS) databases in question 5.14.*	2
5.15	State (state government or State Library):	0
5.16	Total licensed databases: (5.14 + 5.15)	2

Circulation all materials

5.17	Total annual circulation (including **all materials** circulation outside the library and excluding in-house circulation):	37,752
5.18	Annual circulation of children's materials (excluding in-house circulation):	4,161

Annual Service #6.1-6.24
Survey deadline: March 15, 2013

Click the underlined blue question number for a pop-up box with the question definition.

Library Visits

6.1	Annual Visits:	38,470
6.2	Annual Reference Transactions:	13,856

Annual Program Offerings

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than a group

6.3	Children:	58
6.4	Young Adults:	8
6.5	Adults:	58
6.6	Total Number of Annual Program Offerings (6.3 + 6.4 + 6.5):	124

Annual Program Attendance

6.7	Attendance at Children's programs:	902
6.8	Attendance at YA programs:	166
6.9	Attendance at Adult programs:	362
6.10	Total Annual Program Attendance (6.7 + 6.8 + 6.9):	1,430

Summer Reading Programs

Please include the attendance at summer reading programs in the general program attendance counts above, as well as in the summer reading program counts below.

6.11	Did the library have a summer reading program for children?	Yes
6.12	If yes, how many children registered for the program?	100
6.13	Did the library have a summer reading program for teens (young adults)?	Yes
6.14	If yes, how many teens registered for the program?	42
6.15	Did the library have a summer reading program for adults?	No
6.16	If yes, how many adults registered for the program?	0

Interlibrary Lending

Please count all Interlibrary Loan (ILL) transactions, including patron initiated ILL requests (e.g., Prospector). Do not include items loaned between outlets within the same library administrative entity (i.e., library jurisdiction). Click on question number for a complete definition.

6.17	Provided To:	0
6.18	Received from:	1,451

Public Service Hours

6.19	Annual Public Service Hours:	1,756
6.20	Number of public service hours per week open after 5:00 pm and on the weekend:	6

Professional Development Expenditures

6.21	How much did your library spend on professional development last year?	2,548

Annual Services Part 3

For purposes of answering these questions, a storytime is defined as a program that involves a library staff member or closely supervised, library-trained volunteer reading a book with children. Many storytimes also include participation by parents or other caregivers, and other related activities, such as singing, puppet shows, crafts, etc. Storytimes are provided by public libraries in a variety of settings. As indicated below, please think about on-site (in-library) and off-site (outreach) storytimes separately.

Does your library offer storytime programming?

6.22a	In-library	Yes
6.22b	Outreach	No

On average, how many individual storytime programs does your library offer each <u>week</u>?

6.23a	Average number of programs per week at all library locations (in-library)	1
6.23b	Average number of programs per week at all outreach locations/events	0

On average, how many children and adults attend storytime each <u>week</u>?

6.24a	Average number of attendees per week at all library locations (in-library)	8
6.24b	Average number of attendees per week at all outreach locations/events	0

Range of Professional Salaries #7.1-7.23
Survey deadline: March 15, 2013

Please provide the current, actual salaries for the listed positions at your library, i.e., report the salaries being paid to employees as of today, not the possible salary range for a particular job classification. If a position does not exist in your library, simply enter N/A. Report these figures in whole dollars, and, if necessary, convert to an annual salary. If a range does not exist, please report the actual salary in the "High" column.

MLS = a master's degree in library and/or information studies.
Director- Chief officer of the library or library system.

7.1	Annual Salary:	$33,000
7.2	Number of Hours Paid per Week:	40
7.3	Does this position require an MLS?	No

Associate Director- Persons who report to the Director and manage major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation).

7.4	Annual Salary (High):	$24,514
7.5	Number of Hours Paid per Week:	25
7.6	Annual Salary (Low):	$19,513
7.7	Number of Hours Paid per Week:	20
7.8	Is anyone in this position category required to have an MLS degree?	No

Department Heads, Coordinators, Senior Managers- persons who supervise one or more librarians with MLS degrees.

7.9	Annual Salary (High):	$0
7.10	Number of Hours Paid per Week:	0
7.11	Annual Salary (Low):	$0
7.12	Number of Hours Paid per Week:	0
7.13	Is anyone in this position category required to have an MLS degree?	No

Managers or Supervisors of Staff- persons who supervise staff in any part of the library but do not supervise

librarians with MLS degrees.

7.14	Annual Salary (High):	$0
7.15	Number of Hours Paid per Week:	0
7.16	Annual Salary (Low):	$0
7.17	Number of Hours Paid per Week:	0
7.18	Is anyone in this position category required to have an MLS degree?	No

Librarian - Non-supervisor - librarians who were not reported earlier and who do not supervise.

7.19	Annual Salary (High):	$12,332
7.20	Number of Hours Paid per Week:	15
7.21	Annual Salary (Low):	$0
7.22	Number of Hours Paid per Week:	0
7.23	Is anyone in this position category required to have an MLS degree?	No

Paraprofessional and Clerical Salaries #8.1-8.4
Survey deadline: March 15, 2013

Please provide the current, actual wages for the following positions at your library, i.e., report the hourly wage being paid to employees as of today, not the possible wage range for a particular job classification.

Library Assistant/Technician - persons who perform paraprofessional tasks that require library specific training including, but not limited to, circulation, cataloging, interlibrary loan, or reference.

| 8.1 | High Hourly Wage: | $16.25 |
| 8.2 | Low Hourly Wage: | $12.50 |

Library Clerk-persons who perform tasks requiring less training than assistants or technicians; duties may include, but are not limited to, checking materials in and out, sorting, shelving, shipping and receiving library materials.

| 8.3 | High Hourly Wage: | N/A |
| 8.4 | Low Hourly Wage: | N/A |

Reconsideration Report #9.1-9.3
Survey deadline: March 15, 2013

Please indicate below the challenges to materials and the Internet your library received in the past year. A challenge is defined as any attempt to remove or restrict library resources based upon the objections of a person or group.

9.1	How many challenges to library books, materials, events, or exhibits did your library receive in 2012?	0
9.2	How many challenges to the library's Internet access policy or Internet content were received during 2012?	0
9.3	How many separate titles, exhibits, WWW sites, etc., were involved?	0

Friends of the Library #10.1-10.9
Survey deadline: March 15, 2013

Please provide the most current information for your library's friends group (i.e., who is the president or chair as of today).

Yes

10.1	Does your library have a Friends of the Library group?	
10.2	If yes, how many members are in your Friends group?	205

Please fill in the name of the president or chair.

10.3	Name:	Lucy Wilcox
10.4	Address:	1890 Dilley Road
10.5	City:	Westcliffe
10.6	State:	CO
10.7	Zip:	81252
10.8	Telephone:	(719) 783-4136
10.9	E-mail address:	lwilcox2go@gmail.com

Library Foundation #11.1-11.9
Survey deadline: March 15, 2013

Please provide the most current information for your library's foundation (i.e., who is the president or chair as of today).

11.1	Does your library have a Foundation?	No
11.2	If yes, how many members are in your Library Foundation?	N/A

Please fill in the name of the president or chair.

11.3	Name:	N/A
11.4	Address:	N/A
11.5	City:	N/A
11.6	State:	N/A
11.7	Zip:	N/A
11.8	Telephone:	N/A
11.9	E-mail address:	N/A

Current Trustees List #12.1-12.18
Survey deadline: March 15, 2013

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

12.1	Name of Chair:	Dave Heppe
12.2	Mailing address:	120 Wild Turkey Court
12.3	City:	Westcliffe
12.4	State:	CO
12.5	Zip:	81252
12.6	Home phone:	(719) 783-0273
12.7	Business phone:	N/A
12.8	E-mail address:	dheppe@centurytel.net
12.9	Term Expires:	12/31/2014

Other members

12.10	Name:	Debbie Rabinowitz
12.11	Mailing address:	P.O. Box 1653
12.12	City:	Westcliffe
12.13	State:	CO
12.14	Zip:	81252

12.15	Home phone:	(719) 371-4806
12.16	Business phone:	N/A
12.17	E-mail address:	drabinowitz@wetmountainvalley.us
12.18	Term Expires:	12/31/14
12.10	Name:	Mary Ann Moon
12.11	Mailing address:	P.O. Box 180
12.12	City:	Westcliffe
12.13	State:	CO
12.14	Zip:	81252
12.15	Home phone:	(719) 783-2634
12.16	Business phone:	N/A
12.17	E-mail address:	mmoon@centurytel.net
12.18	Term Expires:	12/31/15
12.10	Name:	Amy Bauer
12.11	Mailing address:	28 County Road 136
12.12	City:	Westcliffe
12.13	State:	CO
12.14	Zip:	81252
12.15	Home phone:	(719) 783-9312
12.16	Business phone:	N/A
12.17	E-mail address:	mountaingirl.aj@gmail.com
12.18	Term Expires:	12/31/13
12.10	Name:	Ray Varney
12.11	Mailing address:	433 Gabbert Drive
12.12	City:	Westcliffe
12.13	State:	CO
12.14	Zip:	81252
12.15	Home phone:	(719) 783-0146
12.16	Business phone:	N/A
12.17	E-mail address:	rnvarney@centurytel.net
12.18	Term Expires:	12/31/14
12.10	Name:	Doris LeRoy
12.11	Mailing address:	P.O. Box 60880
12.12	City:	Colorado Springs
12.13	State:	CO
12.14	Zip:	80960
12.15	Home phone:	(719) 371-0360
12.16	Business phone:	N/A
12.17	E-mail address:	dmleroy11@gmail.com
12.18	Term Expires:	12/31/13
12.10	Name:	Jim Gearhart
12.11	Mailing address:	3257 CR 150
12.12	City:	Westcliffe
12.13	State:	CO
12.14	Zip:	81252
12.15	Home phone:	(303) 817-2361
12.16	Business phone:	N/A
12.17	E-mail address:	jamesgearhart@yahoo.com

| 12.18 | Term Expires: | 12/31/15 |

Feedback #13.1

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

For further comments and questions, contact Nicolle Steffen, 303-866-6927, steffen_n@cde.state.co.us.

| 13.1 | Feedback: |

Survey deadline: March 15, 2013

Outlet Data #14.1-14.22
Survey deadline: March 15, 2013

This section reports outlet data. Many of the fields in this section cannot be altered. Changes cannot be made here to items 14.1 - 14.11 & 14.17 - 14.22. If changes need to be made to these items, including adding or deleting outlets, please contact Nicolle Steffen at steffen_n@cde.state.co.us.

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

Please complete items 14.12 - 14.16, including square footage, hours, and weeks open for EACH of your outlets.

14.1	LIB ID:	FSCS0026
14.2	FSCS ID:	CO0026
14.3	Name:	WEST CUSTER CO LD
14.4	Street Address:	209 MAIN STREET
14.5	City:	WESTCLIFFE
14.6	County of the Outlet:	CUSTER
14.7	Zip 1:	81252
14.8	Phone:	7197839138
14.9	Outlet Type Code:	CE
14.10	Metropolitan Status Code:	NO
14.11	Number of Bookmobiles in the Bookmobile Outlet Record:	0
14.12	Web Address:	http://westcliffe.colibraries.org
14.13	Square Footage:	5159
14.14	Year building was completed:	2005
14.15	Public Service Hours Per Year (actual hours for this outlet):	-1
14.16	Number of Weeks a Library is Open (actual weeks open for this outlet):	-1
14.17	LIB ID:	FSCS0026
14.18	FSCS ID:	CO0026
14.19	Name:	WEST CUSTER LD
14.20	Interlibrary Relationship Code:	ME
14.21	Administrative Structure Code:	SO
14.22	FSCS Public Library Definition:	Y