



**The Friends of the Colorado Talking Book Library
Annual Report for 2014 ** Prepared February 2015**

Description of programs, activities, and accomplishments

The Friends of the Colorado Talking Book Library (Friends of CTBL) supports The Colorado Talking Book Library (CTBL) to achieve its mission of providing books and materials in alternative formats; audio, braille and large print; to Coloradans who cannot read standard print.

During 2014 The Friends continued to support the following activities and programs of CTBL:

The studio program at CTBL records books and magazines for CTBL patrons. The books are of interest to the patrons, are by Colorado authors or are about the rocky mountain region. The Friends supports a portion of the studio director's salary, the equipment, software & supplies necessary to run the program. All of the work is done by ~45 volunteers. The program includes two distinct processes: recording and digital audio processing. The studio records books and 2 local magazines and then converts the audio files into NLS* regulation digital talking books.

During 2014 new studio software, HABC, was purchased to replace the end of life LCM software that was used for the last 10 years. Computers in digital audio processing were upgraded. In July, CTBL was certified to post local recordings to the NLS BARD** site. 26 books were posted and downloaded 3,429 times by patrons in the national network.

129 books were recorded along with Colorado History, Colorado Outdoors and CTBL News.

Outreach is supported and in 2014 a big refresh of the marketing materials was under taken. Posters were printed and mailed to every Colorado library with the "How to Talk about Talking Books" flyer enclosed. New one page flyers were created in both English and Spanish for both a general and student audience. CTBL began working with an outside consultant to expand its reach. Staff attended 34 events around the state.

The CTBL News is paid for by the Friends and is circulated to about 10,000 people in audio, braille and large print formats. It is available on the website and notification is emailed to those requesting this mechanism. The Friends also support the software and embosser to create the braille version of the newsletter.

CTBL has 3 reader advisors who work daily with patrons to serve their reading needs. One RA is paid for by the Friends. On average the RA's talk with patrons 21,000 times and also answer about 1,000 emails annually.

The Friends supports the purchase of supplies for duplicating books for patrons which requires cartridges, mailing containers, labels and working printers needed for the job.

The Volunteer Recognition Brunch, supported by the Friends, celebrated the many accomplishments of our volunteers during 2014 on December 6th. John Brown, Head of the Engineering section of NLS, gave the keynote speech to celebrate the 50-year partnership between NLS and the Pioneers for machine repair.

During the awards ceremony, The Friends & CTBL honored the volunteers who have reached notable milestones in their service. **Five-year service:** Melvin Belt, Stephanie Briggs, Andrea Loughry, Sue Trent, and Steve Williamson.

Ten years of service: Vince J. Beeson and **fifteen years of service** Al Busnardo.

Twenty years of service: Ed George, Laverne Rios, and Melissa Roberts.

Twenty-five years of service: Telephone Pioneers Steve Austin, George Fisher, and Jack London were each recognized for their volunteering with the machine repair crew.

Very Special honors were given to Norma Sierota for her **thirty-five years** of narrating books at CTBL. A special plaque honoring her accomplishment will be hung on the volunteer hall of honor at CTBL.

Names and contact information for leadership personnel

Executive Board members for **2014** were:

Jon Walker, President, 970-333-8093, jwalker@vailresorts.com

Houston "Tex" Elam, VP & Secretary, 303-741-4491, tex@texandnan.com

Frank Oldham, Treasurer, 970-218-2505, Oldham.frank@gmail.com

John Taylor, Fiscal Consultant, 303-388-5391, jtaylor30@msn.com

Executive Board members for **2015** are:

Houston "Tex" Elam, President, 303-741-4491, tex@texandnan.com

LaVerne Dell, VP & Secretary, 303-866-4210, Laverne.dell@state.co.us

John Taylor, Treasurer, 303-388-5391, jtaylor30@msn.com

Board members including professional affiliations, and contact information

Jon Walker, Vail Resorts, 970-333-8093, jwalker@vailresorts.com

Houston G. "Tex" Elam, retired, 303-741-4491, tex@texandnan.com

Frank Oldham, Treasurer, 970-218-2505, Oldham.frank@gmail.com

Hank Braaksma, Senior Resource Services, 303-923-8649, hbraaksma@srcaging.org

Susan Franklin, Project Manager, Jefferson County Department of Human Services, 303-271-4051, sfrankli@jeffco.us

LaVerne Dell, Statewide Coordinator for the Blind, Division of Vocational Rehabilitation, 303-866-4210, Laverne.dell@state.co.us

Diane Donovan, ,303-355-5755, ddindenver@q.com

Matthew Helfant, AICP, Senior Transportation Planner (Transit), Denver Regional Council of Governments, 720-557-2881, matthewhelfant@yahoo.com

John Taylor, Accounting Manager, Anchor Center for Blind Children, 303-388-5391, jtaylor30@msn.com

Debbi MacLeod, Director CTBL, Ex Officio, 303-503-2569,

Macleod_d@cde.state.co.us

Disclosure of how funds are solicited and sources of funding

Each November, there is an annual giving fundraising letter sent to donors. Bequests are received from patrons and prior donors. On occasion the Friends receive grants from Foundations and donor directed funds.

The Friends of CTBL participate in Colorado Gives Day and amazon.com's Smile program.

Reminders of donation opportunities are included in the triannual CTBL News. At the bottom of the Friends letterhead is a statement about legacy gift acceptance.

Disclosure of expenditures

See Attachment H.5

Disclosure of Administrative & Fundraising Ratio - 8.98%

See Attachment H.6

*NLS - division of the Library of Congress known as the National Library Service for the Blind & Physically Handicapped, tasked with running the nationwide program in partnership with state agencies.

**BARD - audio & braille book & magazine download service