



**The Friends of the Colorado Talking Book Library**  
**Annual Report for 2016 \*\* Prepared January 2017**

**Description of programs, activities, and accomplishments**

The Friends of the Colorado Talking Book Library (Friends of CTBL) is an all-volunteer non-profit organization that supports The Colorado Talking Book Library (CTBL) library in its work to provide books in alternative format; audio, braille and large print; to Coloradans who cannot read standard print. This support is crucial to the success of CTBL's mission as the State budget does not provide sufficient funding for the complex nature of the services necessary for success.

CTBL patrons tell us:

- "CTBL has been an invaluable resource to my mother. It helps lessen her depression and sense of isolation."
- "I really look forward to getting my books, they are my lifeline."
- "My world would be so small without talking books."
- "With every book you light-up my life with a new adventure."

During 2016 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 and are not recorded on the national level. 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 the digital audio processing. The studio records books and 2 local magazines during and then converts the audio files into NLS\* regulation digital talking books.

During 2016 CTBL recorded 55 books and 2 magazines. CTBL posts local recordings to the NLS BARD\*\* site. 73 books were posted and downloaded 7,479 times by patrons in the national network. A total of 132 CTBL books are on BARD.

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

Outreach continued to be a major focus in 2016. A top down approach began by working with an outside consultant and teaming with other non-profits. Staff attended 87 events around the state. The grassroots team of volunteers completed 1,116 calls and sent 800 information packets. Applications to CTBL have remained at the 2015 level which means more people are now connected to reading and not isolated.

The CTBL News, the triennial newsletter, 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.

One of the 3 reader advisors who work daily with patrons to serve their reading needs is paid for by the Friends. On average the RA's talk with patrons 25,000 times and also answer about 1,600 emails annually.

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

This year's Volunteer Recognition Brunch, supported annually by the Friends, celebrated the many accomplishments of our volunteers during 2016 on December 3rd. Most notably we recognized a volunteer who has recorded in the studio for 40 years. Three others were recognized for 25 years of service to the library. During the awards ceremony, The Friends & CTBL honored the volunteers who have reached notable milestones in their service. We also welcomed 66 new volunteers.

## **Names and contact information for Friends Board leadership personnel**

Executive Board members for 2016 were:

Dr. Houston "Tex" Elam, President, 303-741-4491, [tex@texandnan.com](mailto:tex@texandnan.com)

Frank Oldham, VP & Secretary, 970-218-2505, [Oldham.frank@gmail.com](mailto:Oldham.frank@gmail.com)

John Taylor, CPA, Treasurer, 303-388-5391, [jtaylor30@msn.com](mailto:jtaylor30@msn.com)

## **Board members including professional affiliations, and contact information 2016**

Jon Walker, IT Analyst, Vail Resorts, 970-333-8093, [jwalker@vailresorts.com](mailto:jwalker@vailresorts.com)

Dr. Houston G. "Tex" Elam, PhD, retired, former President of the State Colleges in Colorado 303-741-4491, [tex@texandnan.com](mailto:tex@texandnan.com)

Frank Oldham, Esq, 970-218-2505, [Oldham.frank@gmail.com](mailto:Oldham.frank@gmail.com)

Hank Braaksma, Director Transportation Services, Senior Resource Services, 303-923-8649, [hbraaksma@srcaging.org](mailto:hbraaksma@srcaging.org)

Susan Franklin, retired, former Project Manager, Jefferson County Department of Human Services,  
303-271-4051, [sfrankli@jeffco.us](mailto:sfrankli@jeffco.us)

Diane Donovan, Volunteer & Teacher, Sunrise Assisted Living, 303-355-5755,  
[ddindenver@q.com](mailto:ddindenver@q.com)

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

John Taylor, CPA, Accounting Manager, Anchor Center for Blind Children, 303-388-5391, [jtaylor30@msn.com](mailto:jtaylor30@msn.com)

Judith Knapp, MS, PhD, JD, retired legal counsel for Chevron, 303-840-0990,  
[jpknapp30@yahoo.com](mailto:jpknapp30@yahoo.com)

Norine Domenico, PhD, retired, former executive for Community College of Aurora,  
720-328-9099, [ndomen@comcast.net](mailto:ndomen@comcast.net)

Debbi MacLeod, MLIS, Director CTBL, Ex Officio, 303-503-2569,  
[MacLeod\\_d@cde.state.co.us](mailto: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