

# California Public Library Survey

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

THE FIELDS (IN RED) BELOW ARE SYSTEM CALCULATED

## Section 1 Directory and Administrative Information

1.1	Library ID	_____
1.2	FSCS ID	_____
1.3	Short Name	_____
1.4	Library Name	_____
Director (If position is not filled, enter "VACANT" in 1.6 and leave 1. 7 & 1.8 blank)		
1.5	Courtesy Title	_____
1.6	Director First Name	_____
1.7	Director Middle Name	_____
1.8	Director Last Name	_____
1.9	Director Title	_____
1.10 - 1.17 CSL only. Contact CSL with changes		
1.10	Street Address	_____
1.11	City	_____
1.12	Zip	_____
1.13	Zip +4	_____
1.14	Mailing Address	_____
1.15	Mailing City	_____
1.16	Mailing Zip	_____
1.17	Mailing Zip +4	_____
1.18	Public Phone Number - Administration	_____
1.19	Reference Phone Number	_____
1.20	TDD for Deaf	_____
1.21	Library Director's Email address	_____
1.21a	Include email in directory distributed to CA library directors?	_____
1.22	Library's Public Email address or "Contact us" URL	_____
1.23	Library's Web Address	_____
1.24	Name of person completing this survey	_____
1.25	Phone # of person completing this survey	_____
1.26	Email address of person completing this survey	_____

## Section 1a. COVID-19 Data (all yes/no questions)

1.40	Closed outlets due to COVID	_____
1.41	Public services during COVID	_____
1.42	Added Electronic Materials during COVID	_____
1.43	Electronic library cards <b>before</b> COVID	_____
1.44	Electronic library cards <b>during</b> COVID	_____
1.45	Reference service during COVID	_____
1.46	Outside service during COVID	_____
1.47	Live virtual programs during COVID	_____
1.48	Recorded program content during COVID	_____

- 1.49 External wifi access **before** COVID
- 1.50 External wifi access **added during** COVID
- 1.51 External wifi access **increased** during COVID
- 1.52 Staff reassigned during COVID

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## Section 2 Population and Outlets

- 2.1 Population of The Legal Service Area (CSL only)
- 2.2 Registered Users as of June 30
- 2.3 Children Borrowers
- 2.4 # of Central Libraries
- 2.5 # of Branch Libraries
- 2.6 # of Bookmobiles
- 2.7 **Total # of Outlets (auto calculated)**
- 2.8 **Total Square Footage (auto calculated in LibPAS from entries in outlets section)**

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## Section 3 Library Income

### Operating Income

- 3.1 Local Government (all sources)
- 3.2 State Funds (e.g. CLSA, PLF, ELLI, etc.)
- 3.3 Federal Funds (e.g. LSTA or other)
- 3.4 All Other Operating Income
- 3.5 **Total Operating Income (auto calculated)**

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### Capital Income

- 3.7 Local Government (taxes and allocations)
- 3.8 State Funds
- 3.9 Federal Funds
- 3.10 Other Income
- 3.11 **Total Capital Outlay Income (auto calculated)**

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## Section 4 Library Expenditures

### Staff Expenditures

- 4.1 Salary & Wages Expenditures
- 4.2 Employee Benefits Expenditures
- 4.3 **Total Staff Expenditures (auto calculated)**

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### Collection Expenditures

- 4.4 Print Materials Expenditures (except Serials)
- 4.5 Print Serial Subscription Expenditures
- 4.6 **Total Print Materials Expenditures (auto calculated)**
- 4.7 Electronic Materials Expenditures
- 4.8 Other Materials Expenditures
- 4.9 **Total Collection Expenditures (auto calculated)**

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### Other Expenditures

- 4.10 All Other Operating Expenditures

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4.11 Total Operating Expenditures (auto calculated)

Capital Expenditures

4.12 Total Capital Expenditures

Section 5 Library Staff

- 5.1 Total count of persons employed - full and part time
5.2 ALA Librarians (FTE) who have accredited ALA Masters
5.3 FTE Total Librarians (ALA or other)
5.4 FTE All other paid staff
5.5 Staff FTE (auto calculated)
5.6 FTE Volunteers (Average FTE per week - not hours)

Section 6 Library Collections

- 6.1 Books Children Held as of June 30
6.2 Books Young Adult Held as of June 30
6.3 Total Print Materials Held
6.4 # of Electronic Books in Collection
6.5 # of Physical Audio Materials in Collection
6.6 # of Downloadable Audio Materials in Collection
6.7 # of Physical Video Materials in Collection
6.8 # of Downloadable Video Materials in Collection
6.9 # of Electronic Collections through Local and Other Funding in Collection
6.10 # of Electronic Collections through State Funding in Collection (no more than 3)
6.11 # of Electronic Collections in Collection (auto calculated)
6.12 # of Current Serial Subscriptions

Section 7 Library Services

Hours Open, All Outlets (auto calculated in LibPAS with entries in outlets section )

- 7.1 Library Visits
7.2a Library visit reporting method
7.3 Reference Transactions
7.3a Reference transactions reporting method

Circulation

- 7.4 Physical Item Circulation
7.5 Circulation of Childrens Materials
7.6 Circulation of Non English Materials
7.7 Circulation of Electronic Materials
7.8 Successful Retrieval of Electronic Information
7.9 Electronic Content Use (auto calculated)
7.10 Total Circulation (auto calculated)
7.11 Total Collection Use (auto calculated)
7.12 ILL loans to others

7.13 ILL loans received

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**Live Programming**

7.14 # of Children's Programs

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7.14a Live, In-person

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7.14b Live, Virtual

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7.15 Children's Program Attendance

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7.15a Live, In-person

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7.15b Live, Virtual

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7.16 # of Young Adult Programs

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7.16a Live, In-person

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7.16b Live, Virtual

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7.17 Young Adult Program Attendance

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7.17a Live, In-person

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7.17b Live, Virtual

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7.18 # of Adult Programs

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7.18a Live, In-person

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7.18b Live, Virtual

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7.19 Adult Program Attendance

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7.19a Live, In-person

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7.19b Live, Virtual

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7.20 Of the above programs, how many were offsite?

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7.21 Attendance at offsite programs

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7.22 **Total # of Programs (auto calculated)**

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7.23 **(auto calculated)Total Program Attendance**

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**Recorded Programming**

7.24 # recordings of program content

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7.25 # views of recorded program content

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7.26 # on-demand views of recorded live programs

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**Electronic Services**

7.27 CIPA Compliant

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7.28 Annual Uses of Public Internet Computers

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7.29 Virtual Visits to the library website

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7.30 Wireless Sessions Per Year

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7.31 **# of Internet Terminals (auto calculated from entries in Outlets sections)**

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7.32 Is there anything else you'd like to report about the services your library provided in the reporting period? Share a story about how your library met your community's needs.

## Section 8 Referenda

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

8.1	Referendum Election Date	_____
8.2	Referendum Local Agency	_____
8.3	Referendum Funding Purpose	_____
8.4	Referendum Type of Tax	_____
8.5	Referendum Percentage of Yes Votes	_____
8.6	Referendum Vote Required	_____
8.7	Referendum Vote Outcome	_____
8.8	Referendum Notes	_____

Notes

## Section 9 Bookmobiles

If no mobile libraries then leave blank.

9.1-9.11 CSL only. Contact CSL with changes

9.1	FSCS Key	_____
9.2	Library ID	_____
9.3	Library Code	_____
9.4	Short Name	_____
9.5	Bookmobile Name	_____
9.6	Address	_____
9.7	City	_____
9.8	Zip	_____
9.9	Zip +4	_____
9.10	County	_____
9.11	Phone	_____
9.12	Type	_____
9.13	Make	_____
9.14	Model Number	_____
9.15	Year	_____
9.16	Chassis Manufacturer	_____
9.17	Length	_____
9.18	Book Capacity in Volumes	_____
9.19	Total Mileage	_____
9.20	Number of stops	_____
9.21	Service Hours	_____
9.22	Weeks per Year	_____
9.22a	Number of weeks bookmobile closed due to COVID	_____
	Number of weeks bookmobile had limited occupancy	_____
9.22b	during COVID	_____
9.23	Librarians on vehicle - FTE	_____
9.24	Drivers and Clerks on vehicle - FTE	_____
9.25	Support Staff off vehicle - FTE	_____
9.26	Circulation Total	_____
9.27	Operating and maintenance cost Per Year	_____
9.28	Number of Internet Terminals - General Public	_____

Notes

## Section 10 Library Outlets

10.1-10.14 are CSL only. Contact CSL with changes

- 10.1 FSCSKey 

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- 10.2 State assigned identification number 

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- 10.3 Library Code 

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- 10.4 Short Name 

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- 10.5 Legal Name 

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- 10.6 Physical Street Address 

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- 10.7 City 

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- 10.8 Zip Code 

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- 10.9 Zip+4 Code 

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- 10.10 Mailing Street Address 

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- 10.11 Mailing City 

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- 10.12 Mailing Zip Code 

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- 10.13 Mailing Zip +4 

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- 10.14 County 

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- 10.15 Phone 

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- 10.16 Outlet Type Code 

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- 10.17 Facility Owned By 

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- 10.18 Facility Update Needs 

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- 10.19 Population Served 

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- 10.20 Total Outlet Staff FTE 

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- 10.21 Hours Open, Weekly 

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- 10.22 Hours Open, Annually 

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- 10.23 Weeks Open, Annually 

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- 10.23a Number of weeks outlet closed due to COVID 

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- 10.23b Number of weeks outlet had limited occupancy during COVID 

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- 10.24 Volumes Held 

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- 10.25 Circulation 

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- 10.26 Total Outlet Operating Expenditures 

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- 10.27 Year Built 

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- 10.28 Date Library Opened (mm/yyyy) 

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- 10.29 Year Library Remodeled 

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- 10.30 Is this Outlet LEED certified? 

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- 10.31 Size in Square Feet of outlet 

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- 10.32 Number of Reader Seats 

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- 10.33 Days Per Week Library is Open to the Public 

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- 10.34 Paid staff? 

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- 10.35 Housed in Separate Quarters? 

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- 10.36 Established Scheduled Hours for Public Service? 

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- 10.37 Degree of Adequacy of this Facility 

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- 10.38 Number of Internet Terminals - General Public 

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- What is your library's highest connection speed to the 

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- 10.39 Internet? 

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- 10.40 Is Wireless available at this location? 

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- 10.41 Wifi Network name 

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- 10.42 User name required? 

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- 10.43 User name 

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- 10.44 Password required? 

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- 10.45 Password 

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- 10.46 Is wifi network available 24/7? 

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- 10.47a If not, when is it available? Start Time 

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- 10.47b If not, when is it available? End time 

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- 10.48 Maximum number of users at one time 

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- 10.49 Name of internet provider (e.g. AT&T) 

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Notes