

California Public Library Survey

Section 1 Directory and Administrative Information

Directory Information (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? _____
- 1.21b Make email available to professional library orgs? _____
- 1.21c Make email available to public _____
- 1.21d Deputy Director Name _____
- 1.21e Deputy Director Email _____
- 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 Electronic library cards **during** COVID _____
- 1.43 Reference service during COVID _____
- 1.44 Outside service during COVID _____
- 1.45 External wifi access **added during** COVID _____
- 1.46 External wifi access **increased** during COVID _____
- 1.47 Staff reassigned during COVID _____

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 # of other library outreach vehicles or structures
- 2.9 Total Square Footage (auto calculated in LibPAS from entries in outlets section)

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)

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)

Section 4 Library Expenditures

Staff Expenditures

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

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)

Other Expenditures

- 4.10 All Other Operating Expenditures
- 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)

Salary Survey

- 5.7 Library Director
- 5.8 Assistant Director
- 5.9 Chief of Division
- 5.10 Clerk
- 5.11 Information Technology Specialist
- 5.12 Librarian I
- 5.13 Librarian III
- 5.14 Librarian III
- 5.15 Library Assistant
- 5.16 Manager

Beginning salary	Final salary

Section 6 Library Collections

Print Materials and Physical Items

- 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 Physical Audio Materials
- 6.5 # of Physical Video Materials
- 6.6 Other Physical Items
- 6.7 Total Physical Items (auto-calculated)
- 6.8 (Optional) Current Print Serial Subscriptions

Electronic Items

- 6.9 # of Electronic Books
- 6.10 # of Downloadable Audio Materials
- 6.11 # of Downloadable Video Materials
- 6.12 Electronic Collections Locally Funded
- 6.13 Electronic Collections State Funded (no more than 6)

Section 7 Library Services

- 7.1 Hours Open, All Outlets (auto calculated in LibPAS with entries in outlets section)
- 7.2 Library Visits
- 7.3 Annual count or estimate based on weekly count
- 7.4 Reference Transactions
- 7.5 Reference transactions reporting method

Circulation

- 7.6 Do you charge late fines?
- 7.7 Charge per day for Adults
- 7.8 For Young Adults

- 7.30 Adult Program Attendance
- 7.30a Live, In-person
- 7.30b Live, Virtual

General Interest Programs

- 7.31 # of Programs for all ages
- 7.31a Live, In-person
- 7.31b Live, Virtual
- 7.32 General Audience attendance
- 7.32a Live, In-person
- 7.32b Live, Virtual

Off-site programming count

- 7.33 Of the above programs, how many were offsite?
- 7.34 Attendance at offsite programs

Recorded Programming

- 7.35 # recordings of program content
- 7.36 # views of recorded program content
- 7.37 # on-demand views of recorded live programs

Electronic Services

- 7.38 CIPA Compliant
- 7.39 Annual Uses of Public Internet Computers
- 7.40 Reporting Method for Uses of Computers
- 7.41 Virtual Visits to the library website
- 7.42 Wireless Sessions Per Year
- 7.43 Reporting Method for Wifi Sessions
- # of Internet Terminals (auto calculated from entries in
- 7.44 Outlets sections)

Self-directed Activities

- 7.45 # of self-directed activities
- 7.46 # of participants
- 7.47 Describe activities

Section 8 Referendum

Please leave blank if no referendum 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

Annotations

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
- 10.2 State assigned identification number
- 10.3 Library Code
- 10.4 Short Name
- 10.5 Legal Name
- 10.6 Physical Street Address
- 10.7 City
- 10.8 Zip Code
- 10.9 Zip+4 Code
- 10.10 Mailing Street Address
- 10.11 Mailing City
- 10.12 Mailing Zip Code
- 10.13 Mailing Zip +4
- 10.14 County

Contact information

- 10.15 Phone
- 10.16 Outlet Type Code
- 10.17 Facility Owned By
- 10.18 Established Scheduled Hours for Public Service?
- 10.19 Staffing
- 10.20 Separate Quarters?

Hours and Counts

- 1 10.21 Days Open per Week
- 2 10.22 Hours open weekly
- 3 10.23 Hours open annually
- 4 10.24 Weeks outlet was open during reporting year
- 5 10.24a Number of weeks outlet was closed due to COVID
Number of weeks outlet had limited occupancy during
- 6 10.24b COVID
- 7 10.25 Staff FTE
- 8 10.26 Population Served
- 9 10.27 Reader Seats
- # 10.28 Volumes Held
- # 10.29 Circulation
- # 10.30 Total outlet operating expenditure

Facility Information

- 10.31 Year Built
- 10.32 Year opened
- 10.33 Year remodeled
- 10.34 Adequacy of Facility
- 10.35 Estimated cost of deferred maintenance

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