

FY 21-22 California Public Libraries 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 _____
- 1.27 Is this library jurisdiction designated by local government as a supporting department in emergency operations? _____

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

Answer questions for the reporting year, not the entire pandemic

- 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 Number of kiosks (see definitions-new this year)
- 2.10 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 (see definitions for examples)
- 3.3 Federal Funds (see definitions for examples)
- 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

- Hours Open, All Outlets (auto calculated in LibPAS with
- 7.1 entries in branch and bookmobile section)
- 7.2 Library Visits
- Reporting method for visits: annual count or estimate based
- 7.3 on weekly count?
- 7.4 Reference Transactions
- 7.5 Reference transactions reporting method

Circulation

Late fines

- 7.6 Do you charge any patrons late fines for physical materials?
- 7.7 Charge per day for Adults
- 7.8 For Young Adults
- 7.9 For Children

Circulation of Physical Materials

- 7.10 Total Physical Item Circulation
- 7.11 Circulation of Children's Materials
- 7.12 Circulation of Non English Materials
- 7.13 ILL loans to others
- 7.14 ILL loans received
- Circulation of internet-enabled devices (laptops,
- 7.15 Chrombooks, etc)
- 7.16 Circulation of hotspots
- Circulation of "Other Physical Items" (musical instruments,
- 7.17 tools; **not** physical books, audio, videos.)

Electronic Content Use

- Circulation of Electronic Materials (items reported in 6.12,
- 7.18 6.13, 6.14)
- Successful Retrieval of State-funded Electronic information
- 7.19a (autofilled)
- 7.19b Successful Retrieval of locally-funded electronic information
- Successful Retrieval of Electronic Information (auto
- 7.19c calculated)

Circulation Totals

- Total Annual Circulation (auto calculated: physical and
- 7.20 electronic checkouts)
- Total Electronic Content Use (auto calculated: electronic
- 7.21 checkouts and database use)
- Total Content Use (auto calculated: physical circ., elect. Circ.,
- 7.22 database use)

Live Programming

Early learning: Ages 0-5

- 7.23a # of Live, In-person Children's Programs for Ages 0-5

7.23b # of Live, Virtual Children's Programs for Ages 0-5 _____
Attendance at Live, In-person Children's Programs for Ages 0-
7.24a 5 _____

7.24b Attendance at Live, Virtual Children's Programs for Ages 0-5 _____

Children's programs: Ages 6-11

7.25a # of Live, In-person programs for Children ages 6-11 _____

7.25b # of Live, Virtual programs for Children ages 6-11 _____
Attendance at Live, In-person programs for Children ages 6-

7.26a 11 _____

7.26b Attendance at Live, Virtual programs for Children ages 6-11 _____

Young Adult Programs

7.27a # of Live, In-person Young Adult Programs for Ages 12-18 _____

7.27b # of Live, Virtual Young Adult Programs for Ages 12-18 _____
Attendance at Live, In-person Young Adult Programs for Ages

7.28a 12-18 _____

Attendance at Live, Virtual Young Adult Programs for Ages 12-
7.28b 18 _____

Adult Programs

7.29a # of Live, In-person Adult Programs for Ages 19+ _____

7.29b # of Live, Virtual Adult Programs for Ages 19+ _____

7.30a Attendance at Live, In-person Adult Programs for Ages 19+ _____

7.30b Attendance at Live, Virtual Adult Programs for Ages 19+ _____

General Interest Programs

7.31a # of Live, In-person Programs for all ages _____

7.31b # of Live, Virtual Programs for all ages _____

7.32a Attendance at Live, In-person Programs for all ages _____

7.32b Attendance at Live, Virtual Programs for all ages _____

Off-site programming count

Of the above programs, how many were offsite? (Include

7.33 live, offsite programs, NOT virtual programs) _____

7.34 Attendance at all offsite programs _____

Recorded Programming

7.35 # recordings of program content _____

7.36 # views of recorded program content _____

Electronic Services

- 7.37 CIPA Compliant

- 7.38 Annual Uses of Public Internet Computers

- 7.39 Reporting Method for Uses of Computers

- 7.40 Virtual Visits to the library website

- 7.41 Wireless Sessions Per Year

- 7.42 Reporting Method for Wifi Sessions

- # of Internet Terminals (auto calculated from entries in

- 7.43 Outlets sections)

- 7.44 ILS System (choose from dropdown or enter other)

Self-directed Activities

- 7.45 # of self-directed activities

- 7.46 # of participants

- 7.47 Describe activities (narrative)

Section 8 Referenda

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 Referendum

- 8.5 Percentage of Yes Votes Referendum

- 8.6 Vote Required Referendum Vote

- 8.7 Outcome

- 8.8 Referendum 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

- 10.36 Rate the accuracy of this estimate (ballpark vs calculated) _____
- 10.37 Facility Upgrade Needs _____
- 10.38 Estimated cost of this improvement _____

- 10.39 Rate the accuracy of this estimate (ballpark vs calculated) _____
- 10.40 Gross square ft. _____
- 10.41 LEED Certification _____

Electronic Information

- 10.42 Number of Internet Terminals _____
- 10.43 At what speed (Mbps) do we connect to the Internet? _____
- 10.44 Is more bandwidth needed to avoid speed issues? _____
- 10.45 Will this branch need an increase in speed in the next 5 years? _____
- 10.46 How old is the cabling at this branch? (in years) _____
- 10.47 More than half of cabling older than five years? _____
- 10.48 Is more than half of network hardware older than 3 years? _____
- 10.49 Name of internet provider (e.g. AT&T) _____
- 10.50 Is Wifi available to patrons? _____
- 10.51 Wifi network name _____
- 10.52 User name _____
- 10.53 Password _____
- 10.54 Available 24/7? _____
- 10.55 Hours available if not 24/7 _____
- 10.56 Maximum users at one time _____

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