

FY 22-23 California Public Libraries Survey

Section 1 Directory and Administrative Information

Director 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		
	Library Director's direct phone number (for use by State		
1.21	Library only)		
1.22	Library Director's Email address		
	Include email in directory distributed to CA library		
1.23	directors?		
1.24	Make email available to professional library orgs?		
1.25	Make email available to public		
1.26	Deputy Director Name		
1.27	Deputy Director Email		
1.28	Library's Public Email address or "Contact us" URL		
1.29	Library's Web Address		
1.30	Name of person completing this survey		
1.31	Phone # of person completing this survey		
1.32	Email address of person completing this survey		
1.33	(Optional) Share a success story about your library staff, programming, services, community, partnerships, facilities, or collections.		

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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	# of other library outreach vehicles or structures		
2.9	Number of kiosks		
2.10	Total Square Footage (auto calculated in LibPAS from entries in outlets section)		
2.11	Is this library jurisdiction designated by local government as a supporting department in emergency operations?		

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

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- 4.10 All Other Operating Expenditures
- 4.11 Total Operating Expenditures (auto calculated)

Capital Expenditures

- 4.12 Total Capital Expenditures

Section 5 Library Staff

Refer to instructions for guidance calculating FTE

- 5.1 Total number of full time employees (count heads, use library definition of "full time")
- 5.2 Total number of part time employees (count heads, use library definition of "part time")
- 5.3 Total number of persons employed, include all full and part time employees (autocalculated)
- 5.4 Total number of volunteers (count heads)
- 5.5 Total hours volunteered in the reporting year
- 5.6 Hours worked in reporting year by librarians with MLS degrees
- 5.7 Hours worked in reporting year by librarians without MLS degree
- 5.8 Hours worked in reporting year by all librarians
- 5.9 Hours worked in reporting year by all other paid staff
- 5.10 Total hours worked in reporting year by all staff (autocalculated)

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 Languages in print material collection (check all that apply)
- 6.5 # of Physical Audio Materials
- 6.6 # of Physical Video Materials
- 6.7a Do you loan internet enabled devices? Laptops, Chromebooks, etc.)
- 6.7b How many devices available for check-out and use outside the library?
- 6.8a Do you lend hot spots? y/n
- 6.8b How many hot spots available for check-out and use outside the library?
- 6.9 All other Physical Items (do not include hotspots and devices)
- 6.10 Total Physical Items (auto-calculated)
- 6.11 (Optional) Current Print Serial Subscriptions

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Electronic Items--Please refer to definitions for guidance on counting electronic resources			
6.12	# of eBooks held by your library only	_____	_____
	# of Electronic Books held by your consortium available to	_____	_____
6.13	your patrons	_____	_____
	# of Electronic Books held by Statewide Palace Project (pre-	_____	_____
6.14	filled by CSL)	_____	_____
	Total # eBooks available to your library users (auto	_____	_____
6.15	calculated)	_____	_____
6.16	# of Downloadable Audio Materials	_____	_____
6.17	# of Downloadable Video Materials	_____	_____
6.18	Electronic Collections Locally-Funded	_____	_____
6.19	Electronic Collections State-Funded (autofilled by CSL)	_____	_____
6.20	Total Electronic Collections (auto calculated)	_____	_____

Section 7 Library Services

7.1	Hours Open, All Outlets (automatically sums entries in branch and bookmobile section)	_____	_____
7.2	Library Visits	_____	_____
	Reporting method for visits: annual count or estimate based on weekly count?	_____	_____
7.3	Reference Transactions	_____	_____
7.4	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 (include ALL physical items)	_____	_____
7.11	Circulation of Children's Materials (subset of total)	_____	_____
7.12	Circulation of Non English Materials (subset of total)	_____	_____
7.13	ILL loans to others	_____	_____
7.14	ILL loans received	_____	_____
	Circulation of internet-enabled devices (laptops, Chrombooks, etc)	_____	_____
7.15	Circulation of hotspots	_____	_____

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Circulation of "Other Physical Items" (library of things such as musical instruments, tools; **not** physical books, audio,

7.17 videos, hotspots and laptops.)

Electronic Content Use

Circulation of Electronic Materials (check-outs of items reported in 6.15, 6.16, 6.17)

7.18 Successful Retrieval of State-funded Electronic information
7.19a (autofilled)

7.19b Successful Retrieval of locally-funded electronic information
7.19c Successful Retrieval of Electronic Information (auto calculated)

Circulation Totals

7.20 Total Annual Circulation (auto calculated: physical and electronic checkouts)

7.21 Total Electronic Content Use (auto calculated: electronic checkouts and database use)

7.22 Total Content Use (auto calculated: physical circ., elect. Circ., database use)

Live Programming-Include ALL library programs, onsite and offsite, including summer & literacy

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

7.24a Attendance at Live, In-person Children's Programs for Ages 0-5

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

7.26a Attendance at Live, In-person programs for Children ages 6-11

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

7.28a Attendance at Live, In-person Young Adult Programs for Ages 12-18

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Attendance at Live, Virtual Young Adult Programs for Ages

7.28b 12-18

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Adult Programs

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

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

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

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

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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 This is a sub set of all programming. Include live, offsite programs, NOT virtual programs

Of the above live, in-person programs, how many were

7.33 offsite?

7.34 Attendance at all offsite programs

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Recorded Programming

7.35 # recordings of program content

7.36 # views of recorded program content

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Self-directed Activities

7.37 # of self-directed activities

7.38 # of participants

7.39 Describe activities (narrative)

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Electronic Services

7.40 CIPA Compliant (Y/N)

7.41 Annual Uses of Public Internet Computers

7.42 Reporting Method for Uses of Computers

7.43 Virtual Visits to the library website

7.44 Wireless Sessions Per Year

7.45 Reporting Method for Wifi Sessions

of Internet Terminals (auto calculated from entries in

7.46 Outlets sections)

7.47 ILS System (choose from dropdown or enter other)

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 ReferendumLocal Agency

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- 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

	CY	PY

Annotations

Section 9 Bookmobiles

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	What type of fuel powers the engine of the vehicle?		
9.18	Length		
9.19	Book Capacity in Volumes		
9.20	Total Mileage		
9.21	Typical number of stops PER WEEK		
9.22	Actual Annual Service Hours		
9.23	Actual Weeks per Year in Operation		
9.24	Librarians on vehicle - FTE		
9.25	Drivers and Clerks on vehicle - FTE		
9.26	Support Staff off vehicle - FTE		
9.27	Circulation Total		
9.28	Operating and maintenance cost Per Year		
9.29	Number of Internet Terminals - General Public use		

Annotations

Section 10 Library Outlets

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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	At least one paid staff works at facility?		
10.20	Separate Quarters?		

Hours and Counts

10.21	Days typically open per week		
10.22	Hours open in typical week		
10.23	Total hours branch was actually open during reporting year		
10.24	Weeks outlet was actually open during reporting year		
10.25	Staff FTE		
10.26	Population Served		
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		
10.36	Rate the accuracy of this estimate (ballpark vs calculated)		

- 10.37 Facility Upgrade Needs _____
- 10.38 Estimated cost of this improvement _____
- Rate the accuracy of this estimate (ballpark vs
- 10.39 calculated) _____
- 10.40 Gross square ft. _____
- 10.41 LEED Certification _____
- In emergency situations, does this branch provide any of
- 10.42 the following to the community? _____
- 10.43 Does this building have a back-up generator? _____
- 10.44 Does this building have a seed library? _____

Electronic Information

- 10.45 Number of Internet Terminals for use by public _____
- 10.46 Internet connection speed _____
- 10.47 Does branch need more bandwidth? _____
- 10.48 Increase in speed needed in five years? _____
- 10.49 Age of cabling _____
- 10.50 More than half of cabling older than five years? _____
- Is more than half of network hardware older than three
- 10.51 years? _____
- 10.52 Name of internet provider (e.g. AT&T) _____
- 10.53 Type of internet connection _____
- 10.54 When current contract for Internet service expires _____
- 10.55 Rate reliability of current Internet service _____
- Connected to Internet via CENIC/CalREN/State Library
- 10.56 Broadband program? _____
- 10.57 Is Wifi available to patrons? _____
- 10.58 Available 24/7? _____
- 10.59 If not, when is it available? Start time _____
- 10.59b If not, when is it available? End time _____
- 10.60 Maximum users at one time _____

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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		
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