California State Library

Public Library Statistics Cooperative

CALIFORNIA PUBLIC LIBRARY REPORT 2009/2010

INSTRUCTIONS

These instructions are written to assist you in filing this year's California Public Library Report with the California State Library. The report incorporates data elements requested by the Public Library Statistics Cooperative coordinated by the Institute of Museum and Library Services.

In financial sections, report whole dollars only, omit cents.

Enter "0" if the entry is zero. If an item does not apply or the figure is unknown, enter “N/A”, do not repeat last year’s figure if the figure for this year is unknown.

If an exact figure is not available but the amount is known to be greater than zero, please enter an estimate of the amount.

The due date for completion of this year's annual report is September 30, 2010.

If you have questions call Ira Bray (916) 653-0171, email: ibray@library.ca.gov

DIRECTORY UPDATE

Your Directory information, as it currently exists in our files, is provided. Please review this data and make updates or corrections.

Question #	**Element name**	Description
5	**Courtesy Title.**	Ms., Mr., or Dr.
6 – 9	**Director.**	Name and title of library director.
10 - 13	**Street Address.**	Street address of main library or headquarters, including city, ZIP and ZIP+4. *Please do not make minor changes to the address* unless there is an obvious error or a completely new address.
14 - 17	**Mailing Address.**	Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. Repeat the street address if it is the same as the mailing address.
18	**Public phone.**	Telephone number, with area code, by which the general public can reach the library administration during business hours whether the library is actually open for public service or not. Number will be published, so should be one appropriate for public use. Do not report only an unstaffed answering machine number.

19 **Reference Phone.** Telephone number, with area code, by which the general public can reach the library's public service desk during hours the library is regularly open. Number will be published.

20 **FAX.** Telephone number of facsimile machine, if available.

21 **TDD for Deaf.** Phone number of telecommunications device for deaf patrons, if available.

22 **Library Director's Email Address.** Enter the Email address that State Library staff can use to communicate with the library director. It will not be published or re-distributed.

23 **Library's Email Address.** The Email address that other libraries should use for general library electronic mail access to your library.

24 **Web Address.** The full Web address by which the library can be accessed on the Internet.

25 **House District(s).** Enter the U.S. House of Representatives district number(s) in which library service is provided.

26 **State Senate District(s).** Enter the State Senate district number(s) in which library service is provided.

27 **State Assembly District(s).** Enter the State Assembly district number(s) in which library service is provided.

28 **ILL Period: # Weeks.** Enter your standard loan period for ILL's, in number of weeks.

29 **ILL Photocopying free up to 10 pages?** Y = Yes; N = No.

30 **Copy Fee.** If the answer to 17 is No, enter here the copy fee that is charged.

31 **Name of person completing this survey.** Person who could answer questions regarding response made on the survey.

32 **Email address of person completing this survey.** Email contact information for person completing the survey.

POPULATION

201 **Pop. of Legal Service Area.** (CSL only) Figure is based upon the California Dept. of Finance, Demographic Research Unit E-1 report issued each May 1st. Adjustments made if necessary by CSL staff to reflect the boundary of each library service area.

202 **Pop. Children Under Age 5.** Estimated population of children under age 5 within the library service area.

203 **Pop. Children Age 5-14.** Estimated population of children ages 5 to 14 within the library service area.

204 **Registered Borrowers as of June 30.** A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. (Output Measures for Public Libraries, 2nd edition). Note: Files should have been purged within the past three (3) years.

205 **Children Borrowers.** Number of children registered with the library for circulation and other services, as of June 30 of the Report Year. Report individual rather than household registration. Files should have been purged at least once within the last three years.

OUTLETS

206 **Main Library.** If jurisdiction has a central or main library open for public service, enter "1". Do not report administrative headquarters if not open for public library service. If there is no central or main library then leave blank.

207 **Branches.** A branch is an extension library open some part of each of at least five days a week, has at least 1,400 sq. ft. of floor space, a general book collection of at least 7,000 volumes, and is staffed with the equivalent of at least one librarian and one clerical employee during the hours open for service. Enter number of branches. Include in the count any branch that opened or closed part way through the year.

208 **Stations**. A station is a library structure smaller than a branch, providing a lower level of service. All stations have all of the following, however: 1.) separate quarters; 2.) a permanent basic collection; 3.) at least one established, paid position; and 4.) a regular schedule for opening to the public. Enter number of stations. Include in the count any station that opened or closed part way through the year.

210 **Bookmobiles.** Truck or van that is specially equipped and serves as a traveling branch library. Enter number of vehicles in public service, not number of stops made. Do not include non-public delivery vehicles or other library vehicles.

LIBRARY STAFF

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

251 **Total count of persons employed.** Total count of all persons employed in library and support services, funded in the library's budget, full-time and part-time, as of June 30, Report Year. Each person employed counts as one, whether they are employed full or part time.

The remainder of this section is reported in full-time equivalent (FTE). Full-time is normally 40 hours per week, but not less than 36. The FTE of one full-time position is "1." To compute the FTE of a part-time position, divide number of hours worked per week by hours of normal workweek. The FTE of one 20-hour position is "0.5." Add total full-time positions and FTE of part-time positions for entries.

252 **ALA LIBRARIANS.** FTE Librarians with a master's degree from a library education program accredited by the American Library Association, including Library Director if applicable.

253 **FTE Total Librarians.** FTE all Librarians, including Library Director. Include accredited from item 252 and any unaccredited with title of Librarian. Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

Enter next all other support persons not called Librarian. This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

254 **FTE Special Professionals.** FTE special professionals, non-Librarian. Include business manager, personnel director, literacy specialist, public relations, etc.

255 **FTE Lib. Tech. Assistants.** FTE Library Technical Assistants (AA degree).

256 **FTE Other.** FTE all other persons paid from library budget.

259 **Volunteers.** FTE volunteer workers, average per week. Enter number of persons in Full Time Equivalents, not number of hours worked. A person who volunteers ten hours a week would be counted as .25 FTE, i.e., one quarter the time of a full time person.

INCOME – FOR OPERATIONAL EXPENDITURES

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.) Report whole dollars only (omit cents).

301 **Local Government.** Local Government Income This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Include contract payments from another jurisdiction for library services provided. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

302 **State funds.** All funds from state sources including CLSA transaction based reimbursements, database and literacy programs, and Public Library Fund allocation.

303 **Federal funds.** This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. Include funds from the federal Library Services and Technology Act (LSTA) program, or other federal programs.

304 **All Other Income.** This is all operating income other than that reported under local, state, and federal (items #301, #304, and #305). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants from private sources. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

INCOME – FOR CAPITAL OUTLAY

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report whole dollars only (omit cents). Note that the amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

309 **Local Government**. Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

310 **State funds.** Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.

311 **Federal funds.** Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

312 **Other income.** Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

EXPENDITURES

401 - 414
Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Report whole dollars only, omit cents. Include local, state, federal, and other funding sources.

401 **Salaries.** Report salaries and wages for all staff paid from library budget. County libraries include County Librarian.

402 **Benefits.** Report benefits outside salary and wages paid and accruing to all employees, if paid from library budget. Include Social Security, retirement, medical and life insurance, unemployment compensation, and others.

404 **Print Materials.** Expenditure for printed materials (except serials) including books, government publications, Braille, ephemera, etc.

405 **Current Serials.** Expenditure for current print serials including newspapers, periodicals, annual reports, yearbooks and proceedings.

407 **Electronic Materials Expenditures**. Report all operating expenditures for electronic (digital) materials. Types of electronic materials include E-books, E-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier,

and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

408 **Other Materials.** Expenditure for any other materials not included above such as microform, DVD's and materials in new formats.

410 **All other operating expenditures.** All other operating expenditures including preservation, plant operations, operating equipment, travel, supplies, contracts.

CAPITAL EXPENDITURES

500 **Capital expenditures.** Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries..

EXPENDITURES - Detail

501- 504 Detail on selected special expenditures included in Standard Operational Expenditures.

501 **Preservation.** Expenditures on measures to conserve the collection including binding and rebinding, deacidification, lamination and restoration. Do not include salaries.

502 **Children's Materials.** Expenditures for Children's Materials. Includes estimated expenditures for materials in all formats marked children's that are purchased for use by patrons 14 years and younger, or adults.

503 **Adult Literacy Program.** Expenditures for an adult basic literacy program, from all sources, federal, state and/or local.

504 **Payment for Contract Service.** Payment of funds to another jurisdiction for library services performed under contract. Include rebate of CLSA funds to cooperative library system, if CLSA was received by library directly.

COLLECTIONS

Note: Output Measures for Public Library Service to Children: A Manual of Standardized Procedures, (ALA, 1992) defines children as persons age 14 and under.

601 **Children's Books Added.** Total number of books added to Children's Collection(s).

602 **Books Children.** Total number of Children's Books held, June 30 of report year. Include cataloged and uncataloged print materials (number of items, not number of titles). Do not include serials, periodicals, or other formats.

603 **Books Young Adult.** Total number of Young Adult books held, June 30 of report year. Include cataloged and uncataloged print materials (number of items, not number of titles). Do not include serials, periodicals, or other formats.

604 **Books Added.** Total number of print books added including both children's and adult.

605 **Titles.** Number of book titles represented by count of books added, item 604.

606 **Books held.** Total number of books held, June 30 of report year. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

607 **Government Documents.** Number of non-serial government documents held in separate collection. Exclude microforms.

608 **Serial Volumes Held.** Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2- volume serial monograph) and checked out as a unit are counted as one physical unit.

610 **Electronic Books.** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a

unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

611 **Audio – physical units**

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

612 **Audio – downloadable titles**

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

613 **Video – physical units**

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.).

614 **Video – downloadable titles**

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

615 **Licensed databases.** Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on

CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (See #615). Each database is counted individually even if access to several databases is supported through the same vendor interface.

Note: In California almost all databases are locally funded.

Number of Licensed Databases acquired through payment or formal agreement:

615a. _____ Locally funded

615b. _____ State government or State library funded

615c. _____ Funded by other cooperative agreements (or consortia) within state or region

615d Total: _____

616 **Current Print Serial Subscriptions.** Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series

617 **Catalog Records.** The number of bibliographic (title) records in your catalog (OPAC) as of June 30th. If your records are part of a union catalog please request a count of title records to which your library has attached holdings from the union catalog system administrator.

618 **Children's Audio Materials.** Number of cataloged and uncataloged audio-recorded materials held in Children's Collection(s). Include all formats, cassettes, CD's, phonorecords, talking books, and other sound recordings.

619 **Children's Video Materials.** Number of cataloged and uncataloged video-recorded materials held in Children's Collection(s). Include all formats, videocassettes, DVD's, etc.

LIBRARY SERVICE, ANNUAL

Report **annual totals** in this section.

801 **Public Service Hours.** This is the sum of annual public service hours for outlets. Note: Include the hours open for public service for centrals, branches, stations and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

802 **Library Visits.** This is the total number of persons entering the library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through

Saturday (or whenever the library is usually open).

803 **Reference Questions.** A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service (virtual reference services) from an adult, a young adult, or a child.
Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

804 - 808 **Materials Circulation.** Circulation of materials including renewals. Note: Count all materials that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users, i.e. direct loan. Do not include items checked out to another library.

804 **Circulation of Children's Materials.** The total annual circulation of all children's materials in all formats to all users, including renewals.

805 **Non-English.** Count of total non-English language materials (adult, YA, and Children's) circulated annually.

806 **Non-book.** Count of total non-book materials circulated annually. Include audiovisuals, microforms, software, graphics, and all other non-print items.

807 **Total.** Total annual circulation (including renewals), library materials of all types.

808 - 809 **Inter-Library Loans.** These are library materials, or copies of the materials, provided to or received from one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

808 **Lent.** Annual count of items provided ILL to other libraries.

809 **Received.** Annual count of items received ILL from other libraries.

810 - 820 **Programs.** A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Report the number of programs and attendance, by age group.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Annual Children's Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for 11 years and younger. A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

SALARY SURVEY

Complete entries for this reporting year. Report beginning step and final step of monthly salary range in whole dollars; omit cents. If payment is made in other than monthly increments, compute monthly equivalent. Only nine positions are surveyed; do not add positions of your library not included on the survey. If your library has more than one class of position as described, report the highest salary range. The first 6 positions (items 901.-910.) are considered professional Librarian classes. Lib. Tech. Asst. is a paraprofessional class, sometimes called Library Technician; it requires specialized training or job skills/experience but does not require an MLS.

901 - 902 **Library Director**. Chief Administrator of library.

903 – 904 **Assistant Director**. Deputy line position with library-wide responsibilities; not administrative assistant.

905 – 906 **Chief of Division**. Professional line position supervising other librarians.

907 – 908 **Branch Librarian**. Professional line position normally supervising other staff in branch library location.

909 – 910 **Entry Level Librarian**. Beginning professional with library training but normally without previous professional library work experience.

911 – 912 **Journeyman Librarian.** Second level professional with library training and normally with previous professional library work experience.

913 – 914 **LTA**. Library Technical Assistant, para-professional with AA degree in library science or equivalent.

915 – 916 **Clerk**. Beginning non-professional employee without library work experience or special training. Not hourly or student paging help.

917 – 918 **Manager**. Manager of special library service, normally not a Librarian but professional in another field (e.g., Business Manager, Personnel Officer, Literacy Coordinator).

ELECTRONIC SERVICES

857. **California Teleconnect Fund.** If your library took advantage of the California Teleconnect Fund subsidies during this report year, answer Yes; if not, answer No.

858. **Federal E-Rate.** If your library took advantage of the federal E-Rate subsidies during this report year, answer Yes; if not, answer No.

859. **Users of Public Internet Computers (per year).** Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet

users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

860. **Virtual visits to the library (website or catalog).** Virtual visits include a user's request of the library web site or catalog from outside the library building regardless of the number of pages or elements viewed. This statistic is the equivalent of a session for a library's website. Exclude virtual visits from within the library, from robot or spider crawls and from page reloads.

861. **RFID.** Does your library use a Radio Frequency Identification (RFID) system for circulation? Yes/No.

REFERENDA INFORMATION

If no referenda then leave section blank

863. **Election Date.** Election Date (in MM/DD/YYYY format).

864. **Local Agency Authorizing Election.** Examples: City of San Jose, County of Orange, Beaumont Library District.

865. **Funding Purpose.** Options: Operations, Facilities, Facilities & Operations, Other**.**

866. **Type of Tax.** Options: Benefit Assessment, Business License Tax, Excise Tax, Gann Limit Override, General Obligation Bond, , Parcel Tax, Sales Tax, Special Tax, Transient Occupancy Tax, Utility Users Tax, Other.

867. **Percentage of "Yes" Vote.** From results of referenda, with one decimal, i.e., 65.8%.

868. **Vote Requirement to Pass.** Options: Majority, Supermajority and Other.

869. **Vote Outcome.** Options: Pass, Fail.

870. **Notes.** Additional information concerning the referenda.

MOBILE LIBRARIES

Definition - A bookmobile is a traveling branch library. It consists of at least all of the following:

- a truck or van that carries an organized collection of library materials;
- a paid staff; and
- regularly scheduled hours (bookmobile stops) for being open to the public.

If you reported on operation of a mobile library in the previous report year, a record is provided to you for each mobile library operation you reported, indicating your last year's description of that operation. Where corrections or updates are appropriate, please make those changes in the space provided.

A new record can be created on which to record any new mobile library operations not previously reported, click on the “Add Group” button.

If no bookmobiles then leave blank.

5. **Name**. Name of bookmobile.

6. **Street Address**. Street address where bookmobile is stationed when not in use.

7. **City**.

8. **ZIP**. Five digit ZIP code of street address.

9. **ZIP4**. Four-digit ZIP+4 code of street address.

14. **County**. County in which the bookmobile is located.

16. **Phone**. Telephone number, with area code, for general public use.

12. **Type**: Bookmobile/Van/Other

13. **Make**:

14. **Model**:

15. **Year**: Year of manufacture of the bookmobile, i.e., the model year.

16. **Chassis Manufacturer**: Company the manufactured the bookmobile.

17. **Length**: In feet.

18. **Book Capacity in Volumes**:

19 **Miles traveled per year**:

20. **Number of individual stops on route per week**:

21. **Total hours per month in public service (omit travel time):**

22. **Total Number of weeks in public service**

23. **Librarians on vehicle** -

24. **Driver/clerks on vehicle** -

25. **Support Staff off vehicle**

26. **Total materials circulation per year**

27. **Yearly operating and maintenance cost**. Fuel, maintenance, repair, labor and parts only)

28. **Number of Internet Terminals - General Public**

OUTLETS

Include all branches, stations, and central libraries. Do not include in this report any administrative headquarters that are not public service outlets, do not include other outlets or deposit only locations.

Complete one set of forms/input screens for each fixed-facility public service outlet.

New Library Outlets: Click on “ADD GROUP” in the survey to create a new record for a new library service outlet.

Closed Outlets: If an outlet for which we have provided you a California Library Outlets Survey was closed during this report year write a "note to the state" for Section 1. of the Web-based input form. Please also include the date the outlet closed if that is easily available. Enter any data for the time period the outlet was open.

Updates to Existing Outlets: On the California Library Outlets Survey, you do not need to provide any response where there is no change in data from that which is indicated as currently in our file. Date built, date remodeled, # of square feet are all examples of data which probably has not changed.

5 **Name**. Name of outlet.

6. **Street Address**. Street address of outlet.

7. **City**. City or community of outlet.

8. **ZIP**. Five digit ZIP code of outlet street address.

9. **ZIP4**. Four-digit ZIP+4 code of outlet street address.

10. **Mail Address**. Mailing address of outlet. This is particularly important if it is different from street address. Repeat if the same as the street address.

11. **Mail City**. City to which mail to the outlet should be directed. Occasionally, this is different from the city in which the outlet resides, physically.

12. **Mail ZIP**. Five-digit ZIP code of outlet mailing address.

13. **ZIP4**. Four-digit ZIP+4 code of outlet mailing address.

14. **County**. County in which the outlet is located.

15. **FAX**. Telephone number of fax machine in the outlet, if applicable.

16. **Phone**. Telephone number, with area code, for general public use.

17. **Type of Outlet**. Select appropriate code, based on the following definitions:

CE = Central. A central or main library, so designated by the jurisdiction, and which is open for public service.

BR = Branch. A branch is an extension library open some part of each of at least five days a week, has at least 1,400 sq. ft. of floor space, a general book collection of at least 7,000 volumes, and is staffed with the equivalent of at least one paid librarian and one paid clerical employee during the hours open for service.

ST = Station. A station is a library structure smaller than a branch, providing a lower level of service. All stations have all of the following, however: 1.) separate quarters; 2.) a permanent basic collection; 3.) at least one established, paid position; and 4.) a regular schedule for opening to the public. NOTE: Separate quarters does not necessarily mean separate building, only a separate facility, which could be in a building that also houses other agencies or operations. The facility within the larger building is under the library's control for the provision of library services. Not included would be areas within a facility housing a deposit collection or some such.

18. **Facility Owned By**. If the owner of the physical facility has changed from that already recorded, replace the existing data with the 4-letter code (options are on the report form/input screen) that best describes the current owner of the facility in which this outlet is housed.
CITY - City
CNTY - County
SPDT - Special District
PSCH - Public School
PUAG - Public Agency
PRIV - Private
MULT - Multiple Ownership

19. **Facility Upgrade Needs**. Using one of the codes provided on the report form/input screen, indicate whether this facility needs some level of upgrade. Enter N/A if no upgrade is currently needed.
RMDL - Remodel
EXPN - Expansion
RMEX - Remodel and Expansion
RPLC - Replace
N/A - Not Applicable

20. **State Senate**. Enter the State Senate district number(s) in which this service outlet resides.

21. **State Assembly**. Enter the State Assembly district number(s) in which this service outlet resides.

22. **U.S. House.** Enter the U.S. House of Representatives district number(s) in which this service outlet resides.

23. **Population Served**. Population served by this outlet. Figure reported may be from planning department, library registration records, or your estimate. Do not report population of library jurisdiction as a whole, unless this is a one-outlet library.

24. **Staff FTE**. Full-time equivalent of staff paid to operate outlet. Do not include volunteer help. Full-time is normally 40 hours per week but not less than 36. The FTE of one full-time position is "1." To compute the FTE of a part-time position, divide number of hours worked per week by hours of normal workweek. The FTE of one 20-hour position is "0.5." Add total full-time positions and FTE of part-time positions for total Staff FTE.

25. **Hours Open, Weekly**. Number of hours the outlet is open for public service in a typical week.

26. **Hours annual**. Total number of hours outlet is open for public service per year.

27. **Weeks annual**. This is the number of weeks during the year that the outlet was open to the public for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count.

28. **Volumes**. Number of volumes held by outlet. Include rotating collections if normally available.

29. **Circulation**. Total annual circulation transactions of this outlet.

30. **Total Outlet Operating Expenditure**. Total dollars expended on this outlet per year, in whole dollars. Do not include capital outlay or expenses of general library jurisdictional support functions. Estimate if necessary.

31. **Year Built.** Year the building housing library outlet was originally built.

32. **Year Opened**. Date that library service began in the community by the opening of an outlet, month and year (06/2002). If month unknown use “01”. Can be the date an earlier library building opened.

33 **Year Remodeled**. Year the building housing library outlet was last remodeled.

34. **Gross sq. ft**. Report the total area in square feet; this is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

35. **Reader seats**. Number of seats for readers in outlet. Do not include public access computers as reader seats.

36. **Days open per week**. Record the number of days per week that this facility is open for use by the public for at least 2 hours per day.

37. **Staffing = 1 lbn/1 clerical?** Is this facility staffed by the equivalent of at least one paid librarian and one paid clerical employee during all the hours that facility is open for service to the public? (Yes or No)

38. **Separate quarters?** Is this outlet housed in separate quarters (i.e., not physically within another service facility such as a nursing home, teen center, grocery store)? Not necessarily a separate structure, but separate quarters within a single structure if a physical facility is shared. If the answer is no then this outlet does not qualify as a station or branch. Contact the State Library for additional assistance.

39. **Established schedule of hours?** Does this facility have an established schedule of hours for which it is open to the public? (Yes or No)

40. **Adequacy of Facility**. Assess the adequacy of the library facility in terms of the size and condition of the building. Rate the adequacy on a scale of 1 to 10, with 10 being the top of the scale (i.e., just finished new building which is in excellent condition and large enough to serve the population for the long term).

    Poor Fair Average Good Excellent
    1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

41. **Number of Internet Terminals – General Public**. Report the number of Internet terminals (personal computers. (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.

42. **Internet Connection Speed.** Select the fastest Internet connection speed available at your library from the drop down list. The connection speed should be based on the incoming data line to the building, not the speed at any individual workstation.

    1. Less than 256Kbps (kilobits/second)
    2. 257Kbps - 768Kbps
    3. 769Kbps - 1.4Mbps (megabits/second)
    4. 1.5Mbps
    5. 1.6Mbps - 3.0Mbps
    6. 3.1Mbps - 6.0Mbps
    7. 6.1Mbps - 10Mbps
    8. Greater than 10 Mbps
    9. Unknown
    10. No Connection

43. **Wi-Fi** Is Wireless Internet access is available at this location at no charge to patrons?