

2014-15 California Public Library Survey

Directory Update #1-45

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

1	LIBRARY_IDa	_____
2	FSCS_ID	_____
3	Short_Name	_____
4	Name	_____

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

5	Courtesy Title (Ms., Mr., Dr.)	_____
6	First Name	_____
7	Middle Name or Initial (only if used)	_____
8	Last Name	_____
9	Title	_____
10	Street Address	_____
11	City	_____
12	Zip	_____
13	Zip4	_____
14	Mailing Address	_____
15	Mail City	_____
16	Mail Zip	_____
17	Mail Zip4	_____
18	Public Phone Number- Administration	_____
19	Reference Phone Number	_____
20	FAX	_____

- 21 TDD for Deaf. _____
- 22 Library Director's Email address _____
- 23 Library's Public Email address _____
- 24 Library's Web Address _____
- 25 ILL Period: # of Weeks _____
- 26 ILL Photocopy free up to 10 pages? _____
- 27 Copy fee. ONLY if answer to #29 is No; otherwise, leave blank. _____
- 28 Name of person completing this survey. _____
- 29 Phone # of person completing this survey. _____
- 30 Email address of person completing this survey. _____

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

- 31 Size Sq. Miles _____
- 32 Interlibrary Relationship Code _____
- 33 Legal Basis Code _____
- 34 Administrative Structure Code _____
- 35 FSCS Public Library Definition _____
- 36 Geographic Code _____
- 37 Legal Service Area Boundary Change _____
- 38 LIBR_TYPE _____
- 39 MSA_NAME _____
- 40 COUNTY _____
- 41 CLSASYSTEM _____
- 42 TABLE _____

- 43 STATE _____
- 44 FISCAL_YR _____
- 45 INST_CODE _____

Population and Outlets #201-212

- 201 Population of the Legal Service Area _____
- 202 Population of Children under 5 Years _____
- 203 Population of Children Age 5-14 _____
- 204 Registered Users as of June 30 _____
- 205 Children Borrowers Age 0-14 _____
- 206 Main Library (*Enter 1 if there is a main or central library, leave blank if not*) _____
- 207 Branches (*See Instructions*) _____
- 208 Stations (*See Instructions. Must have staff & separate quarters.*) _____
- 209 Total Branches + Stations (#207 + #208) _____
- 210 Bookmobiles. Vehicle count. _____
- 211 TOT_OUTLET(#206 + #207 + #208 + #210) _____
- 212 TOT_SQFEET (SUM #31 ALL OUTLETS) _____

Library Staff #251-259

- 251 Total count of persons employed - full and part time. _____
- 252 ALA Librarians (FTE) who have accredited ALA Masters _____
- 253 FTE Total Librarians (ALA or other) _____
- 254 FTE Special Professionals _____
- 255 FTE Lib. Tech. Assistants _____
- 256 FTE Other _____
- 257 **ALL_SUPPRT** (#254 + #255 + #256) _____
- 258 **TOTAL_STAF** (#253 + #257) _____
- 259 FTE Volunteers (*Average FTE per week - not hours*) _____

Income - for Operational Expenses #301-307

- 301 Local Government (*all sources - see Help*) _____
- 302 State Funds (e.g. CLSA, PLF, ELLI, etc.) _____
- 303 Federal Funds (e.g. LSTA or other) _____
- 304 All Other Operating Income _____
- 305 **Total Operating Income** (#301 + #302 + #303 + #304) _____

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- 307 **CA Library Literacy Services** _____

Income - for Capital Outlay #309-313

309	Local Government (<i>taxes and allocations - see Help</i>)	_____
310	State Funds	_____
311	Federal Funds	_____
312	Other Income	_____
313	Total Capital Outlay Income CAPOUT_INC (#309 + #310 + #311 + #312)	_____

Standard Operating Expenditures #401-411

401	Salaries & Wages Expenditures	_____
402	Employee Benefits Expenditures	_____
403	Total Staff Expenditures (#401 + #402)	_____
404	Print Materials Expenditures (except Serials)	_____
405	Print Serial Subscription Expenditures	_____
406	Total Print Materials Expenditures (#404 + #405)	_____
407	Electronic Materials Expenditures	_____
408	Other Materials Expenditures	_____
409	Total Collection Expenditures (#406 + #407 + #408)	_____
410	All Other Operating Expenditures	_____
411	Total Operating Expenditures (#403 + #409 + #410)	_____

Capital Expenditures #500

500 Capital Expenditures _____

Specific Expenditures #501-503

501 Preservation _____

502 Expenditure for Children's Materials _____

503 Adult Literacy Program _____

Collections #601-619

601 Children's Books Added _____

602 Books Children Held as of June 30 _____

603 Books Young Adult Held as of June 30 _____

604 Book Volumes Added _____

605 Book Titles Added _____

606 Books Total Held as of June 30 _____

607 Government Documents in separate
Collections _____

608 **Total Print Materials Held (#606 + #607)** _____

609 Electronic Books _____

610 Total Physical Audio Materials _____

611 Total Online Audio Materials _____

612 Total Physical Video Materials _____

613 Total Online Video Materials _____

- 614a Databases - Local/Coops & Other _____
- 614b Databases - State _____
- 614c **Databases - Total (#614a + #614b)** _____
- 615 Number of Current Print Serial Subscriptions _____
- 616 Number of records in library catalog as of June 30 _____
- 617 Children's Audio Materials held as of June 30 _____
- 618 Children's Video Materials held as of June 30 _____
- 619 Equipment that Circulates held as of June 30 _____

Library Services, Annual #801-823

- 800 **Total Public Service Hours (SUM #21 + #23) from Bookmobiles & Outlets respectively** _____
- 801 Library Visits _____
- 802 Reference Questions (*omit directional*) _____
- 802a Technology Assistance _____
- 803 Circulation of Children's Materials _____
- 804 Circulation Non-English _____
- 805 Circulation Non-Book _____
- 805a Circulation of Equipment _____
- 806 Circulation of Electronic Materials _____
- 807 Total Circulation _____
- 808 ILL loans to others _____
- 809 ILL loans received _____
- 810 Pre-School Programs - Number _____

811	Pre-School Programs - Attendance	_____
812	School Age Programs - Number	_____
813	School Age Programs - Attendance	_____
814	Young Adult Programs - Number	_____
815	Young Adult Programs - Attendance	_____
816	Adult Programs - Number	_____
817	Adult Programs - Attendance	_____
818	Offsite Programs – Number	_____
819	Offsite Programs – Attendance	_____
820	Children’s Programs - Number (#810 + #812)	_____
821	Children’s Programs – Attendance (#811 + #813)	_____
822	Total Programs - Number (#810 + #812 + #814 + #816)	_____
823	Total Programs - Attendance (#811 + #813 + #815 + #817)	_____

Salary Survey #901-918

901	Director (monthly rate) - Begin	_____
902	Director (monthly rate) - Final	_____
903	Assistant Dir. - Begin	_____
904	Assistant Dir. - Final	_____
905	Chief Lib. Div. - Begin	_____
906	Chief Lib. Div. - Final	_____
907	Branch Libn - Begin	_____
908	Branch Libn - Final	_____
909	Entry Level Librarian - Begin	_____
910	Entry Level Librarian - Final	_____
911	Journeyman Librarian - Begin	_____
912	Journeyman Librarian - Final	_____
913	Lib. Tech. Asst. - Begin	_____
914	Lib. Tech. Asst. - Final	_____
915	Clerk Non-Pro. (<i>see Help</i>) - Begin	_____
916	Clerk Non-Pro. (<i>see Help</i>) - Final	_____
917	Mgr. Of Spec. Services (non-MLS) - Begin	_____
918	Mgr. Of Spec. Services (non-MLS) - Final	_____

Electronic Services #856-863

- 856 Took advantage of CA Teleconnect subsidies during this report year. _____
- 857 Took advantage of federal E-RATE subsidies during this report year. _____
- 858 Does your library meet CIPA compliance requirements? Y/N (*see Help for Children's Internet Protection Act requirements*) _____

Electronic Resources Usage

- 859 Uses (sessions) of Public Internet Computers (per year) _____
- 860 Virtual Visits to Library Website _____
- 861 Wireless Sessions per year _____
- 862 Does your library use the Radio Frequency Identification (RFID) system for circulation? Y/N _____
- 863 **GP TERMS (#28 + #38)** from Bookmobiles and Outlets respectively. _____

Referenda #870-877

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

- 870 Referenda Election Date (MM/DD/YYYY) _____
- 871 Local Agency Authorizing Election _____
- 872 Funding Purpose _____
- 873 Type of Tax _____
- 874 Percentage of "Yes" Vote (Ex.: 66.5) _____
- 875 Vote Requirement to Pass _____
- 876 Vote Outcome _____
- 877 Notes _____

Mobile Libraries #1-31

If no mobile libraries then leave blank.

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1	FSCS_ID	_____
2	LIBRARY_ID	_____
3	LIB_CODE	_____
4	Short_Name	_____
5	Bookmobile Name	_____
6	Street:	_____
7	City:	_____
8	Zip:	_____
9	Zip4:	_____
10	County:	_____
11	Phone:	_____
12	Type:	_____
13	Make:	_____
14	Model:	_____
15	Year:	_____
16	Chassis Manufacturer:	_____
17	Length:	_____
18	Book Capacity in Volumes:	_____
19	Miles traveled/year:	_____
20	Number of individual stops on route per week:	_____

- 21 Total hours in public service for the year
(omit travel time): _____
- 22 Total number of weeks per year in public
service: _____
- 23 Librarians on vehicle - FTE _____
- 24 Driver/clerks on vehicle - FTE _____
- 25 Support Staff off vehicle - FTE _____
- 26 Total materials circulation per year _____
- 27 Yearly operating and maintenance cost.
(Examples: fuel, maintenance, repair,
labor and parts. Do not include personnel
costs.) _____
- 28 Number of Internet Terminals - General
Public _____
- 29 FISCAL_YR _____
- 30 C_MSA _____
- 31 L_NUM_BM _____

Library Outlet #1-44

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

1	FSCS_ID	_____
2	LIBRARY_ID	_____
3	LIB_Code	_____
4	Short_Name	_____
5	Outlet Name:	_____
6	Street Address:	_____
7	City:	_____
8	ZIP:	_____
9	ZIP+4:	_____
10	Mail Address:	_____
11	Mail City:	_____
12	Mail ZIP:	_____
13	Mail ZIP+4:	_____
14	County:	_____
15	FAX:	_____
16	Phone:	_____
17	Type of Outlet:	_____
18	This Facility is Owned by:	_____
19	This Facility is in need of:	_____
20	Population Served By Outlet.	_____
21	Total Outlet Staff, in FTE.	_____
22	Hours Open, Weekly.	_____

- 23 Hours Open, Annually. _____
- 24 Weeks Open, Annually. _____
- 25 Total Number of Volumes Held by Outlet. _____
- 26 Total Annual Circulation by Outlet. _____
- 27 Total Outlet Operating Expenditures. _____
- 28 Year in which Outlet was Originally Built. _____
- 29 Month and Year outlet opened (*i.e.*,
06/2008) _____
- 30 Year in which Outlet was Remodeled. _____
- 31 LEED Certification? _____
- 32 Size of Outlet, sq. ft. _____
- 33 Number of Reader Seats in Outlet _____
- 34 Days per week outlet is open to the public. _____
- 35 Staffed when open to public by at least 1
paid librarian & 1 paid clerical? _____
- 36 Housed in separate quarters? _____
- 37 Established schedule of hours for public
service? _____
- 38 Degree of Adequacy of this Facility. _____
- 39 Number of Internet Terminals--General
Public. _____
- 40 Internet Connection. What is your library's
highest connection speed to the Internet? _____
- 41 Wi-Fi. Is Wireless available at this
location? (Y/N) _____
- 42 MSA (Metropolitan Statistical Area)

Status: _____
- 43 FISCAL_YR CODE _____
- 44 OUTLET_TYPE_SORT_CODE _____