



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
St. Helena Library - 1492 Library Lane
Wednesday, November 8, 2017 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

Page

1. ROLL CALL
Chairperson: Skip Lane
Vice Chair: Lin Weber
Trustees: Emily Armstead, Bob Dye, David Slaby, Susan Swan, and Terry Wood
City Councilmember Liaison: Alan Galbraith
Staff Liaison: Chris Kreiden, Library Director
City staff present at the meeting will be noted in the minutes.
2. CALL TO ORDER
3. PUBLIC FORUM
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.
4. REPORTS BY STAFF COMMITTEE:
Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**
5. CONSENT ITEMS:
Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
 - 5.1. Library Board of Trustees Meeting Minutes of September 13, 2017 3 - 4
[SHPL Board Minutes Regular Meeting September 13, 2017](#)
6. SCHEDULED MATTERS:
 - 6.1. Report from Friends & Foundation, St. Helena Public Library - Maria Stel, Friends & Foundation, Executive Director 5 - 14

[Friends' Annual-Report-FY-16-17](#)

- | | | |
|------|--|---------|
| 6.2. | Review of Library Newsletter for November 2017 - Chris Kreiden
<u>Library Newsletter November 2017</u> | 15 - 18 |
| 6.3. | Review of Library Statistics for September 2017 - Chris Kreiden
<u>Library Statistics September 2017</u> | 19 - 20 |
| 6.4. | Review of Library Monthly Operating Expense Report for October 2017
- Chris Kreiden
<u>Library Monthly Expense Report October 2017</u> | 21 - 22 |
| 6.5. | Review of St. Helena Public Library's completed California Public
Library Survey 2016/2017 - Chris Kreiden
<u>California Public Library Survey 2016-17</u>
<u>CA2017InstructionsforSurvey</u> | 23 - 60 |
| 6.6. | Discussion of Possible Project Ideas from Library Trustees | |
| 7. | ADJOURNMENT | |
| | The next regular meeting is scheduled for December 13, 2017 at 5:00 pm, St.
Helena Public Library. | |

This agenda was posted at City Hall, 1480 Main Street, and at the St.
Helena Public Library, 1492 Library Lane, St. Helena on October 27, 2017.



Chris Kreiden, Library Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, September 13, 2017
Community Meeting Room

1. CALL TO ORDER -

- 2. ROLL CALL** - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were: Vice Chair Lin Weber; Trustees Bob Dye, David Slaby, and Terry Wood; Library Director Chris Kreiden; and Friends & Foundation Executive Director Maria Stel.

3. PUBLIC FORUM - There were no public comments.

- 4. REPORTS BY STAFF, COMMITTEE** -On Thursday August 31st it was decided to move the Hula Mai show planned for the parking lot to inside the building due to the heat and smoke. A plan for opening at noon on Friday and Saturday was developed as Sept 1st and 2nd were excessive heat days. The count on Friday at 2pm was 50 people and on Saturday it was 75. Response from the community was very positive.

The kids Summer Reading Program had 479 signups; so far 90 of those kids have read 100 books and will be appearing in the Readers Hall of Fame. There may be more since the Reading Program does not officially end until September 31st.

The due date for the Adult and Teen Summer Reading Programs has also been extended to September 31st. Currently about a dozen adult bingo cards and about 2 teen cards have been submitted.

St. Helena has been selected as one of 50 public libraries by the American Library Association and WETA Productions to receive a programming kit for Ken Burns' new documentary "The Vietnam War". This 18-hour documentary starts airing this month on PBS. The programming kit includes a copy of the series on DVD with public performance rights. Mari Martinez is working on programming related to this now.

The Library has received an email saying that its application for a 3D printer was approved. The State is currently ordering the printers and the Library will have more information after they have done so.

5. CONSENT ITEMS:

- 5.1** - The Library Board of Trustees Meeting Minutes of August 9, 2017 were approved.

6. SCHEDULED MATTERS:

6.1 - Report of Friends & Foundation, St. Helena Public Library - Maria Stel, F&F Executive Director – Maria reported that sponsorships for Bookmark St. Helena are down compared to last year.

6.2 - Review of Library Newsletter for September 2017- On Wednesday September 20th, the Library, in partnership with Rianda House and the St. Helena Historical Society, will be sponsoring a two part presentation on the Bracero Program in the Napa Valley. Rianda House will be hosting the first part at 3pm and the Library will be hosting part two at 5pm. Also this month the Library is partnering with the League of Women Voters of Napa County and the St. Helena High School Library to host a National Voter Registration Day voters drive on September 26th. The Library has two new Saturday programs which started this month: a Writer's Club (run by a volunteer) and Neuroticos Anonimos (which is a new community partnership).

6.3 - Review of Library Statistics for August 2017 – There were some additions to the statistics: volunteer hours totaled 117 for the month of August and there were three meetings of the English Conversation Club. It was pointed out that the circulation of adult books was almost the same as last year though juvenile was down. Also audiobooks stayed the same, while DVDs were down again. For e-materials, e-books were about the same while e-audios were almost double from last year. David asked about Holds Placed and Holds Filled. It was explained that Holds Filled includes holds triggered by St. Helena items and sent to SPLASH libraries while Holds Placed is the number of requests submitted by St. Helena patrons.

6.4 - Review of Library Monthly Operating Expense Report for August 2017 - Chris Kreiden – David asked a question about the PERS Unfunded Liability line item.

6.5 - Review of possible Project Ideas from Library Trustees – There were none.

7. ADJOURNMENT. The meeting was adjourned at 5:30 pm.

The next regular meeting of the Library Board of Trustees is scheduled for October 11, 2017 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Chris Kreiden,
Library Director

ST. HELENA PUBLIC LIBRARY FRIENDS&FOUNDATION

Annual Report

2016-2017

A Message from our Board of Directors

St. Helena Public Library depends on both the City and Friends & Foundation to help keep it one of the best small libraries in the country. We believe that every dollar invested in libraries returns significant dividends. According to Greg Lucas, state librarian of California, "Taxpayer dollars keep library doors open to provide anyone who wants it the opportunity to improve their lives—by learning to read, by accessing public services, by getting help with a resume, by connecting to the Internet and online databases, by finding material for the visually impaired...Maybe by even checking out a book for two." We thank all our donors for helping to keep our library strong and vibrant and we hope this annual report will inspire you to continue your support.

Board of Directors

Leslie Moreland, Chair
Jack Stuart, Vice-Chair
Jodine Whisten, Treasurer
Bonnie Long, Secretary
Nathan Anulo
Jan Darter

Norma Ferriz
Annelise Lawson
Janet Myers
Linnea Pearson
David Rai
Gayle Rimerman

Emeritus
Polly Keegan
Dan Whitehurst

Maria Criscione Stel, Executive Director



Where your support went

Library Materials

Your gifts helped the library purchase nearly 2,000 items to enhance its collection of English and Spanish periodical subscriptions, books, books on tape, large print books and DVDs.

Staffing

This year, Friends & Foundation continued its support of the library's skilled part-time staffing that helps keep the library open six days a week. Without this funding, library hours would be cut. Staff is there to support the over 100,000 visitors who came to the library this past year and who checked out nearly 218,000 items.

Library Programs

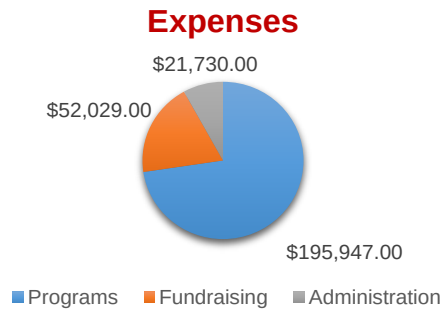
Last year, the library hosted 6,639 attendees at 361 programs, all free to the community. These programs provide opportunities to learn, to explore, and to experience literature, art and music. Local schoolchildren also benefited with classroom visits by Super Hero librarians and class visits to the library—315 programs serving 5,391 children. Here are just a few of the programs supported by Friends & Foundation last year:

- *Let's Lego* activities that provide children and their families an opportunity to express their creativity
- Readings by local authors and poets
- English and Spanish Story Time to promote a lifelong love of reading
- Summer Reading Program which studies consistently show raise student reading levels. This year, nearly 500 children enrolled in the program.
- *Wild St. Helena* programs on beavers, bats and other creatures
- Lecture series on topics including the Norman Conquest of England 1066
- Entertainment including Taiko drummers and a mandolin ensemble



Financials 2016-17

Friends & Foundation's revenue totaled \$614,410 in 2016-17. Revenue comes from individual and corporate donations, grants, planned gifts, our annual fundraiser Bookmark Napa Valley, and book sales and recycling. This year's revenues include a very generous bequest from the estate of Ralph S. Deuer.



Foundation Assets

Checking	15,990.00
Money Market	104,580.00
Investments	3,561,543.00
Total	\$3,682,113.00

We thank our generous donors for their support

In-kind donors

Brotemarkle, Davis & Co
Meadowood Napa Valley

\$5,000 and above

Anonymous
Ralph S. Deuer
Napa Valley Vintners
Bob and Evalyn Trinchero

\$3,000 to \$4,999

Dann and Susan Boeschen
Community Projects, Inc.
Pat Friday
Alan and Sarah Galbraith
David and Jennifer Risher
Roger Trinchero

\$500-2,999

Anonymous
Anonymous
Bruce and Martha Atwater
Jule Adams
Andy and Betty Beckstoffer
Ana Canales and Bruce Streblow
Eleanor Coppola
David and Anita Cummings
The Crescent Porter Hale Foundation
Jan Darter
Jeff and Kim Farmer
Frank, Rimerman & Co
Freed Family Fund-Napa Valley Community Foundation
John C. Griswold Foundation
Dirk and Charlotte Hampson
Polly Keegan
Tom and Lise Lawson
John and Betsie Miklos
Dorothy Mondavi
David and Leslie Moreland
Janet and Ray Myers
Peter and Anne Nissen
Bob and Anne Nugent
Robert and Sylvia Pestoni
Michael and Jan Praisner
Tom and Gayle Rimerman
Shafer Vineyards
Libby Shafer
Spottswoode Estate Vineyard & Winery
Mary Stuard
Jack and Loraine Stuart
John and Carry Thacher-Napa Valley Community Foundation
Gwen Warburton
Wilson Daniels
Sally Wood

\$100-499

Anonymous
Claudia and Corey Beck
John and Linda Alioto
Antonia Allegra
Anne Anderson
Michael and Leslie Baggish
Bank Of America Charitable Foundation
Doug Barr and Clare Kirkconnell
Stephanie Beaurain
Claudia and Corey Beck
Courtney and Craig Becker
Steven Borden and Della McNeill
Martha Bothwell
Barbara Bratt
Anne Broderick
Paula Brooks and Bob Cook
Patricia Brown
Terilynn Buchanan
Merwyn Burrous
Delma Butler
Paul and Nancy Caffo
Dennis Cakebread
Lynmari Calabi
Byron and Nancy Carniglia
William Casey
Mr. and Mrs. Chadwick
Clif Family Winery
Christopher Cole
Joan Comendant
Jeff and Laurie Conwell
Richard and Arlene Corsetti
C. Dory Culver
Emery and Martha Dameron
Tom and Cara Davies
Ann Davis
Jill Davis
Kent and Rachelle Davis
Francoise Dewavrin
Thomas DeWitt
Augusto and Jennifer Di Battista
Missy Doran
Pat and Dennis Dougherty
Deborah Doyle
Randy and Lori Dunn
Phoebe Ellsworth
Federated Women Of Upper Napa Valley
Bruce Frank and Jill Davis
Carol Frizzell
David and Nancy Garden
DeWitt and Shanti Garlock
Lynn Garvey
Pat and Julie Garvey
Allison Hackett
Mark Hadler

\$100-499

Jeff and Debbie Hansen
Mariam Hansen
Jim and Alexandra Haslip
Christine Hayne
Scott and Wendy Hopgood
Carol Hubbard
Ashley Jambois
Steve and Debbi Janeck
Julie Jenanyan
Donna Kelley
John F. and Jennith G.Knox
Bruce and Pam Krell
Thomas Kuntz
Inger Laidley
Erin Lail
Karen Lane
Thomas and Barbara Latour
Lou and Nancy Lavigne
Bobby Lawyer
Susan Leick and Joe McCrary
James Lies
John and Diane Livingston
Bonnie Long and John Ponte
Jason Loomis
Dick Maher
Paul and Lesa Martin
Tom and Martha May
Oleta McGrath
Arleen Mellon
Melinda Mendelson
Roger Meuter
John and Jennifer Muhlner
Napa Bookmine
Donald and Barbara Niemann
Ken and Debbie Novack
Ron and Hannah Nunn
Polly Ogden
Marie Oliver
Stephen and Sue Parry
Jane Pepe and Jeff Adams
Paula Peterson
Thomas and Eileen Pollock
Holly and David Racker
Teresa Raffo
Tom Rinaldi and Beverly Kinney
Marcus Robbins and Wayne Armstrong
Robert Foley Vineyards
Rodney Rose
Bill Ryan
Kevin Sanchez
Bill and Lonna Scott
Tera Scott
Sean Knight
Ronald and L'Rae Sharples

\$100-499

Susan Shepanek
Richard and Barbara Shurtz
Michael and Nora Simmons
Paul and Mary Slawson
Fern Smith
Joan Smith
Laureen Smith
Scott and Joann Snowden
Julie Spencer
Tim and Maria Stel
Wendy Strachan
Maureen Stubblefield
Nena Talcott
Joan Teachworth
Michael and Ann Thomas
Mike and Ann Thomas
Clay and Barbara Timon
Joel and Lisa Toller
Don and Joan Trauner
Sloan and Priscilla Upton
Bobbie Vierra
Cynthia Voth
Howard and Lyndal Walker
Ralph Warner
Lin Weber
Joan Westgate
Jodine and Bob Whisten
Gordon and Patricia White
Leslie Wilks
Richard and Sue Wollack
Ronald and Anita Wornick
Barry and Alice Zacherle
Dave and Sherlyn Zumwalt

\$1-99

Ester Akersloot
Claire Amendola
Allan and Peah Armstrong
Craig and Debra Austin
Van and Betty Ballentine
Janie Beach
Norma Beltrami
Edward Berlin
Kathy Bertolino
Jean Bianchini
Marianne Bihan
Ron and Tina Boak
Jo Bollen
John and Judy Boyle
Timothy and Lenna Brownfield
Daniel Brunetti
Ron and Esther Brunswick
Jeannine Burns
Rebecca Cabral

\$1-99

Sara Cakebread
Jim and Linda Cantrell
Jeanne Chapman
Lorraine Chase
Anne Marie Clifford
Michael Colella and Debra Hamp
Susan Cottrell
Elizabeth Couse
Nick and Marilyn Coy
Judith Crichton
Darcy and Fred Croshaw
Richard Crus
Dauna Currie
Alicia Cutting
Peter and Karen Dahl
Ken and Evelyn Deis
Sheratan Downie
John and Rita Dunn
David Ernst
Nazli Eshoo
Marsha Evans
Norma Ferriz
Lynn Fontaine
Don and Dianne Fraser
Don and Claudia Gambill
Jennifer Garden
Gary and Nancy Gates
Helen Gehringer
Randy Gnagy
Jay Greene
Judith Greene
Paul and Suzanne Griffin
Susanna Groom
Carol and Klaus Gruetzner
Chuck and Ellen Haas
Thomas and Anneliese Haas
Frank and Jackie Harrison
Joanne Hatch
Maria Haug
Robert and Mary Hecox
Denise Henquet-Sprengers
Austin Hills
Marjorie Hoyer-Smith
Bernie and Jamie Hurley
Jerry and Michele Hyde
Dinah James
Randle Johnson
Padget Kaiser
Guy and Connie Kay
Maureen Kelly
Carolyn Kelperis
Michele Kieffer
Ellen Kieval
Mary King

\$1-99

Chris Kreiden
Shannon Lail
Suzy Lanier
Diana Lavagnino
Whitney and Diane Le Blanc
Harold and Ivy Lewis
Cecil and Sandra Lowry
Sheila Mannix
Sanda Manuila
Thomas Martin
Elizabeth Martini
Holly Mason and Peter McClory
Larry and Elayne Merla
Pat Michael
Sonya Milton
Dorothy Minns
Kaitlin Morrissey
Bette Nichols
Our Town St. Helena
Cindy Pawlcyn and John Watanabe
Ariana Peju
Elia Pena De Rubio
Eloise Pena
Joy Peters
Mary Peterson
Richard and Bev Popko
Carol Putman
Ann and Bill Putnam
Ethel Ramos
Jorge Rey-Prada
Frank Rhodes
Jackie Rhodes
Juan and Lidia Rios
Bruce Roe and Christine Patrick
Holly Rogers
Linda Rose
Lorraine Ruston and Bob Forrest
John and Joanne Sales
Louis and Claire Scalzo
Cathy Small
Samantha Smith
St. Helena Junior Women's Club
Barbara Stanton
Beverly Stirling
Diane Stremel
Louise Switzer
Emmett and Laurie Tetz
Robert and Harolyn Thompson
David and Jeannie Tillay
Alonso Villa
John and Sarah Wagner
Jane Wallace
John Waskiewicz
Diane Watson

\$1-99

Olavi and Carolyn Weir
Barbara Wentworth
Ralph and Smitty Wermuth
Wesla Whitfield Greensill
Mary Williams
Nicholas and Ashley Withers
Donald and Joanne Yates
John and Sandra York
Stevenson and Barbara Yost

November 2017 Newsletter

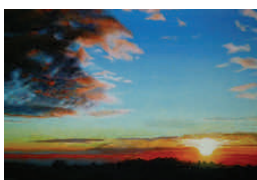
St. Helena Public Library

Programs made possible by
Friends & Foundation, St. Helena Public Library

Thursday, November 2nd, 7:00 pm

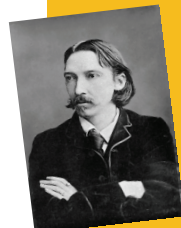
ARTIST RECEPTION:

Greg de Lucca



Greg's oil paintings depict the serene landscapes, with an emphasis on sunsets, of the Holy Land, in addition to the Napa Valley, Maine seacoast, and the New Mexico Environs. His photo realistic style captures the natural and subtle beauty of the world.

Greg de Lucca decided after 5 years of retirement to take acrylic painting lessons with his wife, Sue, in 2005 while living in New Mexico. He now lives full time in St. Helena.



Tuesday, Nov. 7th: A Night with Jekyll & Hyde

Wednesday,
Nov. 15th: The
Vietnam War



For more information on these presentations
please look inside.

Thursday, November 16th, 7:00 pm

SPECIAL PRESENTATION BY SUSCOL INTERTRIBAL COUNCIL

Drum Circle

Join us for an authentic drum circle featuring Native American drums and songs.

Suscol Intertribal Council is a community-based organization located in the Napa Valley that is dedicated to preserving human rights for indigenous people by linking with other non-governmental organizations around the world.



Thursday, November 9th, 6:30 pm

AUTHOR TALK BY BETH LINCOLN

You Don't Look Like Me, You Don't Talk Like Me: Finding Common Ground in a Multicultural World



Beth Lincoln will discuss how to resolve conflicts with friends, family, and with health care providers, and how to find balance in our multicultural world, to recognize the influence of our family of origin, and how our beliefs and values influence our decisions and actions.

Beth Lincoln is a Family Nurse Practitioner with the Napa Valley Family Medical Group in St. Helena, and teaches Transcultural Nursing at Pacific Union College.

Thursday, November 30th, 7:00 pm

AUTHOR TALK BY KRISTA VAN LAAN

Wolfe & Higgins: Architects of the St. Helena Elementary School

One hundred years ago, San José architect Frank Delos Wolfe, his son Carl Wolfe, and Santa Clara architect William Ernest Higgins formed what would become one of the most prolific architectural firms of all time. The firm of Wolfe & Higgins lasted only fourteen years but produced more than 500 homes, commercial buildings, and institutional buildings. The St. Helena Elementary School was the final project of Wolfe & Higgins of San Jose.



The Library will be closed:
November 10th and 11th for
Veterans Day and
November 23rd and 24th for
Thanksgiving

Tuesday and Wednesday Lectures

Tuesday, November 7th,
5:30pm—6:30pm

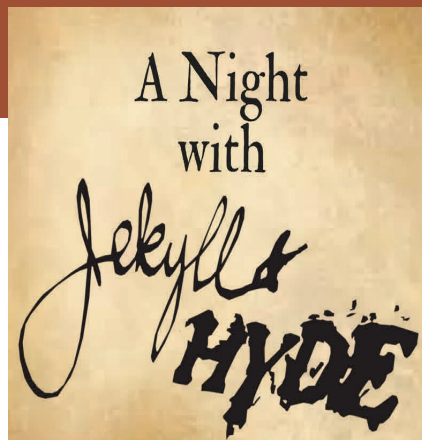


IN COLLABORATION WITH THE ROBERT LOUIS STEVENSON MUSEUM
JOIN US IN CELEBRATING STEVENSON'S BIRTHDAY

A Night with Jekyll & Hyde

Lecture by Dr. Roger Swearingen

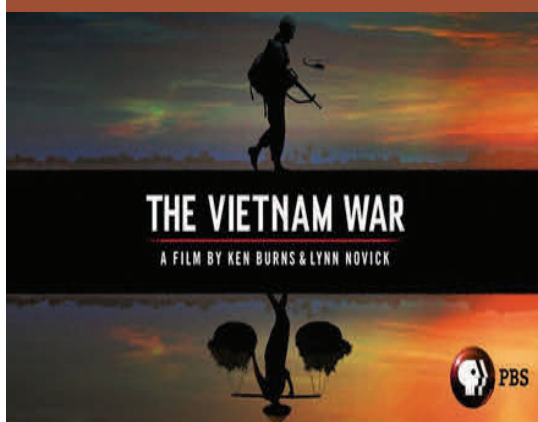
Join us for an evening with Stevensonian, Dr. Roger Swearingen as he explores the Stevenson classic, *The Strange Case of Dr. Jekyll and Mr. Hyde*. The evening will feature unique pieces from the RLSM's private collection and include a Q&A.



Wednesday, November 15th,
5:00pm—6:30pm

Remembering Vietnam

A Talk by Historian Jay Greene



The Vietnam War was one of the most controversial conflicts of the 20th century. Using film clips from PBS's "The Vietnam War," a television series by Ken Burns and Lynn Novick, Greene will review key turning points before, during, and after the conflict; the false premises of the war; oft-repeated errors; and the inexcusable loss of life.

This program is a partnership between Friends & Foundation, St. Helena with a grant from PBS and The American Library Association.



En Espanol

Todos los jueves de 4:00 pm a 5:00 pm

Club de Conversación en Inglés

Ven a practicar inglés en un ambiente divertido y lleno de apoyo. Todos los niveles son bienvenidos. No necesita registrarse. Este club no es una clase para aprender inglés. Para aprender más sobre clases llame al Centro Familiar 707-963-1919.

Todos los sábados de 4:30 pm a 6:00

Neuróticos Anónimos: Voluntad y Apoyo

Si usted es una de las muchas personas que sufre de depresión y ansiedad u otras enfermedades emocionales, esta es la oportunidad para recibir apoyo y al fin sentir alivio.

All programs are supported by Friends & Foundation, St. Helena Public Library.

Day of the Dead/ Día de Los Muertos Crafts

Wednesday, November 1st, 5:30 pm

Miércoles, 1 de noviembre a las 5:30



Come and celebrate "Day of the Dead" with us.

Have a fun time creating marigolds, sugar skull masks, and colorful skeletons!



Vengan y celebren con nosotros el "Día de los muertos".

Diviértete creando cempazuchiles, mascarás de calaverita y esqueletos coloridos!

Youth Programs

ONGOING PROGRAMS

Tuesdays & Wednesdays, 10:30 am:
STORYTIME

Children of all ages are invited to a weekly treat: listening to story books read aloud. The magic of books is instilled!



Thursdays at 6:00 pm:
SPANISH STORYTIME
(Cuentos para Peques)

Children are invited to come to the library on Thursday evenings to listen to stories in Spanish and do fun crafts. All ages are welcome. This will be an excellent opportunity for children to be exposed to Spanish while listening to wonderful stories and having lots of fun!

Fourth Tuesday, November 28th, 3:30 pm:

Let's LEGO!

Have fun building your own LEGO creation, which will be exhibited in the Children's Room until the next Let's LEGO meeting.
Recommended for ages 5 to 14.



Kids' Matinees:
Wednesdays, 3:00 pm



Kids' Matinees are appropriate for all ages and are shown in the Meeting Room! Enjoy these new releases!

November 1st:
The Emoji Movie
2017, 86 min., rated PG



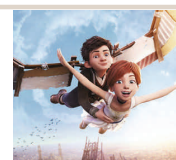
November 8th:
Cars 2
2011, 106 min., rated G

November 15th:
Cars 3
2017, 102 min., rated G



November 22nd:
Nut Job 2: Nutty by Nature
2017, 92 min., rated PG

November 29th:
Leap!
2017, 89 min., rated PG



November 2017 Library Calendar						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 	30 	31  	1 3:00pm Kids MOVIE: <i>The Emoji Movie</i> 5:30pm COMMUNITY EVENT: <i>Day of the Dead/Dia de Los Muertos Crafts</i>	2 7:00pm ART RECEPTION: Greg de Lucca 	3	4 2:30pm Writers' Club 4:30pm Neuróticos Anónimos
5 	6	7 10:30am Storytime 5:30pm LECTURE: <i>A Night with Jekyll & Hyde</i>	8 10:30am Storytime 3:00pm Kids MOVIE: <i>Cars 2</i>	9 6:00pm Spanish Storytime 6:30pm AUTHOR TALK: Beth Lincoln 	10  Library Closed Friday and Saturday	11
12 	13	14 10:30am Storytime	15 10:30am Storytime 3:00pm Kids MOVIE: <i>Cars 3</i> 5:00pm LECTURE: <i>Remembering Vietnam with Jay Greene</i> 	16 6:00pm Spanish Storytime 7:00pm SPECIAL PRESENTATION: Drum Circle by Suscol Intertribal Council 	17	18 2:30pm Writers' Club 4:30 Neuróticos Anónimos
19 	20	21 10:30am Storytime	22 10:30am Storytime 3:00pm Kids MOVIE: <i>Nut Job 2: Nutty by Nature</i>	23  Library Closed Thursday and Friday	24	25 4:30 Neuróticos Anónimos
26 	27 	28 10:30am Storytime 3:30pm Let's Lego	29 10:30am Storytime 3:00pm Kids MOVIE: <i>Leap!</i>	30 6:00pm Spanish Storytime 7:00pm AUTHOR TALK: Krista Van Laan 	1	2 4:30 Neuróticos Anónimos
 NOVEMBER EXHIBIT: Greg de Lucca LEGEND: Red=Youth, Blue=Adults Purple=All Ages, Green=Spanish			LIBRARY HOURS Monday: 10:00am-6:00pm Tuesday & Wednesday: 10:00am-7:00pm Thursday: 10:00am-9:00pm Friday & Saturday: 2:00-6:00 pm Sunday: CLOSED		ST. HELENA PUBLIC LIBRARY 1492 Library Lane, 94574 707-963-5244 www.shpl.org	

September 2017

CHILDRENS

Onsite Programs:

Storytime (PS):	Tuesday	Wednesday
	9/5/2017	9/6/2017
	32	27
	9/12/2017	9/13/2017
	28	17
	9/19/2017	9/20/2017
	21	28
	9/26/2017	9/27/2017
	27	32
Total:	108	104

Bilingual Kids:	Spanish Storytime (PS)
	9/7/2017
	0
	9/14/2017
	0
	9/21/2017
	0
	9/28/2017
	0
Total:	0

Misc Events:

Let's Lego	9/26/2017	9
Total:		9

Special Events:

Traditional Mexican Ballet Folklorico	9/28/2017	40
Total:		40

Offsite Programs:

Farmer's Market	9/22/2018	14
RIFF - Stonebridge	9/28/2017	37
Total:		51

Movies:

Scales: Mermaids are Real	9/6/2017	7
Descendants 2	9/13/2017	6
Cop and a Half: New Recruit	9/20/2017	6
Captain Underpants	9/27/2017	8
Total:		27

Onsite Class Visits:	# of Visits	Attendance
Preschool (PS)	0	0
School Age (SA)	10	164
Total:	10	164

Offsite Class Visits:	# of Visits	Attendance
Preschool (PS)	8	140
School Age (SA)	17	282
Total:	25	422

TOTAL CHILDRENS	# of Attendees	925
	# of Programs	55

Total Childrens ONSITE Programs:	# of Attendees	452
	# of Programs	28

Total Childrens OFFSITE Programs:	# of Attendees	473
	# of Programs	27

ADULT

Onsite Programs:

Writers' Club	9/9/2017	4
	9/16/2017	3
	9/23/2017	3
	9/30/2017	3
Author Talk: Marcus Marquez	9/19/2017	13
Lecture: Bracero Project	9/20/2017	12
National Voter Registration Day	9/26/2017	5
Total:		43

Thursday Programs

Artist: El Comalito Collective	9/7/2017	11
Lecture: WILD St. Helena - Bats	9/14/2017	73
Movie: Wonder Woman	9/21/2017	9
Total:		93

Offsite Programs:

Total:	0
---------------	----------

Spanish Adults:

Neuroticos Anonimos	9/2/2017	8
	9/9/2017	12
	9/16/2017	11
	9/23/2017	12
	9/30/2017	12
English Conversation Club		4
	9/14/2017	cancelled
	9/21/2017	3
	9/28/2017	3
Total:		65

TOTAL ADULTS	# of Attendees	201
	# of Programs	18

Total Adults ONSITE Programs:	# of Attendees	201
	# of Programs	18

Total Adults OFFSITE Programs:	# of Attendees	0
	# of Programs	0

YOUNG ADULT

Onsite Programs:

Total:	0
---------------	----------

Offsite Programs:

Total:	0
---------------	----------

ST. HELENA LIBRARY STATISTICAL REPORT

September 2017

FY 17/18

CIRCULATION	THIS YEAR	LAST YEAR
BOOKS		
Adult	3,725	4,807
Juvenile	4,795	6,046
YA	275	440
TOTAL	8,795	11,293
PERIODICALS		
Adult	188	150
Juvenile	-	-
TOTAL	188	150
AUDIOBOOKS		
Adult	839	1,036
Juvenile	157	293
YA	23	23
TOTAL	1,019	1,352
MUSIC		
Adult	479	426
Juvenile	56	99
TOTAL	535	525
DVDs		
Adult	3,732	5,085
Juvenile	934	1,504
TOTAL	4,666	6,589
E-MATERIALS		
Books	235	174
Audiobooks	229	137
Periodicals	36	67
TOTAL	500	378
TOTAL CIRCULATION	15,703	20,287
LIBRARY VISITS	8,771	9,512
SPANISH CIRCULATION	338	429

ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
3,725	188	3,732	839	479	8,963
JUVENILE					
Book	Periodical	DVD	Audiobook	Music	TOTAL
4,795	-	934	157	56	5,942
YOUNG ADULT					
Book	Periodical	DVD	Audiobook	Music	TOTAL
275			23		298

LIBRARY VOLUNTEER TOTAL HOURS: All Ages 111

HOMEWORK HELP: 135

JOB HELP: 3

HOLDS PLACED	HOLDS FILLED
529	1993

General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 10/27/17 13:09:26
Period 01 - 05
Fiscal Year 2018

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	433,484.00	0.00	113,250.67	320,233.33	73.87
101-46-00-20-20	TempPart Time	27,355.00	0.00	0.00	27,355.00	100.00
101-46-00-20-37	Holiday Pay	2,371.00	0.00	0.00	2,371.00	100.00
101-46-00-20-40	FICAMedicare	35,849.00	0.00	8,751.72	27,097.28	75.59
101-46-00-20-45	Employer PERS	30,559.00	0.00	8,051.51	22,507.49	73.65
101-46-00-20-47	PERS Unfunded Liability	48,788.00	0.00	49,661.00	-873.00	-1.79
101-46-00-20-55	Health Insurance	129,178.00	0.00	32,036.88	97,141.12	75.20
101-46-00-20-61	Workers Comp	5,548.00	0.00	0.00	5,548.00	100.00
101-46-00-20-65	SDI	3,793.00	0.00	1,029.64	2,763.36	72.85
101-46-00-20-75	Deferred Comp	7,511.00	0.00	1,245.06	6,265.94	83.42
101-46-00-20-85	Auto Allowance	2,400.00	0.00	657.14	1,742.86	72.62
101-46-00-20-96	Education Reimbursement	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
20	Salaries & Benefits	727,336.00	0.00	214,683.62	512,652.38	70.48
101-46-00-21-10	Communications	12,300.00	0.00	1,294.26	11,005.74	89.48
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	45,000.00	0.00	14,339.07	30,660.93	68.14
101-46-00-21-27	Equipment Lease Exp	8,000.00	0.00	2,103.15	5,896.85	73.71
101-46-00-21-45	Other Contract Services	97,000.00	70,000.00	9,786.87	17,213.13	17.75
101-46-00-21-55	Training & Conference	<u>6,100.00</u>	<u>0.00</u>	<u>435.00</u>	<u>5,665.00</u>	<u>92.87</u>
21	Services	168,900.00	70,000.00	27,958.35	70,941.65	42.00
101-46-00-22-07	Copies	3,000.00	0.00	492.64	2,507.36	83.58
101-46-00-22-12	Computer Equipment	27,000.00	0.00	6,103.09	20,896.91	77.40
101-46-00-22-13	Office Supplies	2,000.00	0.00	615.51	1,384.49	69.22
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	0.00	1,000.00	100.00
101-46-00-22-16	Library Materials	<u>0.00</u>	<u>0.00</u>	<u>4,883.49</u>	<u>-4,883.49</u>	<u>0.00</u>
22	Supplies	33,000.00	0.00	12,094.73	20,905.27	63.35
101-46-00-24-25	Taxes & Other Charges	<u>11,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,500.00</u>	<u>100.00</u>
24	Taxes, Insurances & Contributi	11,500.00	0.00	0.00	11,500.00	100.00
101-46-00-26-40	Furniture & Fixtures	<u>7,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>100.00</u>
26	Capital	7,000.00	0.00	0.00	7,000.00	100.00
00	Administration	947,736.00	70,000.00	254,736.70	622,999.30	65.74

GL - Monthly Operating Expense Rpt (10/27/2017 - 1:09 PM)

Page 1

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
218	Public Library Foundation					
46	Library					
218-46-00-22-15	Special Department Supplies	<u>3,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,200.00</u>	<u>100.00</u>
22	Supplies	3,200.00	0.00	0.00	3,200.00	100.00
00	Administration	3,200.00	0.00	0.00	3,200.00	100.00
219	CLSA State Library Grant					
46	Library					
219-46-00-23-35	Software Maintenance	<u>7,350.00</u>	<u>0.00</u>	<u>6,346.00</u>	<u>1,004.00</u>	<u>13.66</u>
23	Maintenance	7,350.00	0.00	6,346.00	1,004.00	13.66
00	Administration	7,350.00	0.00	6,346.00	1,004.00	13.66
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	57,581.00	0.00	21,770.50	35,810.50	62.19
380-46-00-20-37	Holiday Pay	4,680.00	0.00	428.40	4,251.60	90.85
380-46-00-20-40	FICAMedicare	<u>4,489.00</u>	<u>0.00</u>	<u>1,698.25</u>	<u>2,790.75</u>	<u>62.17</u>
20	Salaries & Benefits	66,750.00	0.00	23,897.15	42,852.85	64.20
380-46-00-22-16	Library Materials	56,000.00	39,582.49	18,426.54	-2,009.03	-3.59
380-46-00-22-40	Programming	<u>11,250.00</u>	<u>0.00</u>	<u>2,050.00</u>	<u>9,200.00</u>	<u>81.78</u>
22	Supplies	67,250.00	39,582.49	20,476.54	7,190.97	10.69
00	Administration	134,000.00	39,582.49	44,373.69	50,043.82	37.35
384	Tweed Trust					
46	Library					
384-46-00-22-12	Computer Equipment	20,000.00	0.00	0.00	20,000.00	100.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	336.89	4,663.11	93.26
384-46-00-22-16	Library Materials	<u>32,275.00</u>	<u>0.00</u>	<u>5,262.37</u>	<u>27,012.63</u>	<u>83.70</u>
22	Supplies	57,275.00	0.00	5,599.26	51,675.74	90.22
00	Administration	57,275.00	0.00	5,599.26	51,675.74	90.22
Grand Total		1,149,561.00	109,582.49	311,055.65	728,922.86	0.6341

California Public Library Survey

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

Directory Update #1-45

1	Library ID	
2	FSCS ID	
3	Short Name	
4	Library Name	

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

5	Courtesy Title	
6	Director First Name	
7	Director Middle Name	
8	Director Last Name	
9	Director Title	
10	Street Address	
11	City	
12	Zip	
13	Zip +4	
14	Mailing Address	
15	Mailing City	
16	Mailing Zip	
17	Mailing Zip +4	
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 #26 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 Square Mile	
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	Library Type	
39	Metropolitan Service Area Name	
40	County	
41	CLSA System Library	
42	Population Group Number	

43	State	
44	Fiscal Year	
45	Institute Code	

Population and Outlets #201-212

201	Population of The Legal Service Area	
202	Population of Children Ages Under 5	
203	Population of Children Ages 5-14	
204	Registered Users as of June 30	
205	Children Borrowers	
206	# of Central Libraries	
207	# of Branch Libraries	
208	# of Stations	
209	# of Branches and Stations	
210	# of Bookmobiles	
211	Total # of Outlets	
212	Total Square Footage	

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 Library Technical Assistants	
256	FTE Other	
257	All Support Staff FTE	
258	Staff FTE	
259	FTE Volunteers (Average FTE per week - not hours)	

Income - for Operational Expenses #301-307

301	Local Government (all sources)	
302	State Funds (e.g. CLSA)	
303	Federal Funds (e.g. LSTA or other)	
304	All Other Operating Income	
305	Total Operating Income	

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

307	CA Literacy Services	
-----	----------------------	--

Income - for Capital Outlay #309-313

309	Local Government (taxes and allocations)	
310	State Funds	
311	Federal Funds	
312	Other Income	
313	Total Capital Outlay Income	

Standard Operating Expenditures #401-411

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

Capital Expenditures #500

500	Total Capital Expenditures	
-----	----------------------------	--

Specific Expenditures #501-503

501	Preservation	
502	Expenditures on Childrens Materials	
503	Adult Literacy Program	

Collections #601-619

601	Childrens Books Added	
602	Books Children Held as of June 30	

603	Books Young Adult Held as of June 30	
604	# of Cataloged Books Added	
605	# of Book Titles Added Cataloged in Collection	
606	Total Books Held as of June 30	
607	# of Government Documents in Separate Collections	
608	Total Print Materials Held	
609	# of Electronic Books in Collection	
610	# of Physical Audio Materials in Collection	
611	# of Downloadable Audio Materials in Collection	
612	# of Physical Video Materials in Collection	
613	# of Downloadable Video Materials in Collection	
614.a.	# of Electronic Collections through Local and Other Funding in Collection	
614.b.	# of Electronic Collections through State Funding in Collection	
614.c.	# of Electronic Collections	
615	# of Current Print Serial Subscriptions	
616	Number of records in library catalog as of June 30	
617	# of Childrens Audio Materials in Collection	
618	# of Childrens Video Materials in Collection	
619	Equipment collection	

Library Services, Annual #801-827

800	Hours Open, All Outlets	
801	Library Visits	

802	Reference Questions	
802a.	Technology assistance	
803	Physical Item Circulation	
804	Circulation of Childrens Materials	
805	Circulation of Non English Materials	
806	Circulation of Non Book Materials	
806a.	Equipment Circulation	
807	Circulation of Electronic Materials	
808	Successful Retrieval of Electronic Information	
809	Electronic Content Use	
810	Total Circulation	
811	Total Collection Use	
812	ILL loans to others	
813	ILL loans received	
814	# of Pre School Programs	
815	Pre-School Program Attendance	
816	# of School Aged Programs	
817	School Aged Program Attendance	
818	# of Young Adult Programs	
819	Young Adult Program Attendance	
820	# of Adult Programs	
821	Adult Program Attendance	
822	Offsite Programs - Number	

823	Offsite Programs - Attendance	
824	# of Children's Programs	
825	Childrens Program Attendance	
826	Total # of Programs	
827	Total Program Attendance	

Salary Survey #901-918

901	Beginning Salary for Director	
902	Final Salary for Director	
903	Beginning Salary for Assistant Director	
904	Final Salary for Assistant Director	
905	Beginning Salary for Chief Library Division	
906	Final Salary for Chief Library Division	
907	Beginning Salary for Branch Librarian	
908	Final Salary for Branch Librarian	
909	Beginning Salary for Entry Level Librarian	
910	Final Salary for Entry Level Librarian	
911	Beginning Salary for Journeyman Librarian	
912	Final Salary for Journeyman Librarian	
913	Beginning Salary for Library Tech Assistant	
914	Final Salary for Library Tech Assistant	
915	Beginning Salary for Clerk	
916	Final Salary for Clerk	

917	Beginning Salary for Manager of Special Library Service (non-MLS)	_____
918	Final Salary for Manager of Special Library Service (non-MLS)	_____

Electronic Services #856-863

856	Library Utilizes CA Teleconnect Fund	_____
857	Library Utilizes the E-Rate Program	_____
858	CIPA Compliant	_____

Electronic Resources Usage

859	Annual Uses (sessions) of Public Internet Computers	_____
860	Virtual Visits to the library website	_____
861	Wireless Sessions Per Year	_____
862	Does your library use RFID	_____
863	# of Internet Terminals	_____

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	_____
871	Referenda Local Agency	_____
872	Referenda Funding Purpose	_____
873	Referenda Type of Tax	_____
874	Referenda Percentage of Yes Votes	_____
875	Referenda Vote Require	_____
876	Referenda Vote Outcome	_____

877 Referenda Notes

Library Outlet #1-44

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

1	FSCSKey	
2	State assigned identification number	
3	Library Code	
4	Short Name	
5	Legal Name	
6	Physical Street Address	
7	City	
8	Zip Code	
9	Zip+4 Code	
10	Mailing Street Address	
11	Mailing City	
12	Mailing Zip Code	
13	Mailing Zip +4	
14	County	
15	Fax	
16	Phone	
17	Outlet Type Code	
18	Facility Owned By	
19	Facility Update Needs	
20	Population Served	
21	Total Outlet Staff FTE	
22	Hours Open, Weekly	

23	Hours Open, Annually	
24	Weeks Open, Annually	
25	Volumes Held	
26	Circulation	
	Total Outlet Operating	
27	Expenditures	
28	Year Built	
29	Date Library Opened (mm/yyyy)	
30	Year Library Remodeled	
31	Is this Outlet LEED certified?	
32	Size in Square Feet of outlet	
33	Number of Reader Seats	
34	Days Per Week Library is Open to the Public	
35	Staffed when open to public by at least 1 paid librarian & 1 paid	
36	Housed in Seperate Quarters?	
37	Established Scheduled Hours for Public Service?	
38	Degree of Adequacy of this Facility	
39	Number of Internet Terminals - General Public	
40	What is your library's highest connection speed to the Internet?	
41	Is Wireless available at this location?	
42	Metropolitan Status Code	
43	FSCS Submission Year	
44	Outlet Type Sort Code	

California State Library

CALIFORNIA PUBLIC LIBRARY REPORT 2016/2017

Public Library Statistics Cooperative

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 **Monday, October 30, 2017.**

If you have questions, contact Janet Coles at (916) 651-0981 or email: janet.coles@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. Please notify CSL for major address changes only.

Question #	Element name	Description
5	Courtesy Title.	Ms., Mr., or Dr.
6 - 9	Director.	Name and title of library director. Please enter the name and title of the person with direct overall administrative responsibility for the library.
10 - 13	Street Address. (CSL only)	Street address of main library or headquarters, including city, ZIP and ZIP+4. <i>NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.</i>
14 - 17	Mailing Address. (CSL only)	Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. The street address is repeated if it is the same as the mailing address. <i>NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.</i>
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 it 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 Public Email Address.** The Email address that other libraries should use for general library electronic mail access to your library.
- 24 **Library's Web Address.** The full Web address by which the library can be accessed on the Internet.
- 25 **ILL Period: # Weeks.** Enter your standard loan period for inter-library loans, in number of weeks.
- 26 **ILL Photocopying free up to 10 pages?** Y = Yes; N = No.
- 27 **Copy Fee.** If the answer to 29 is No, enter here the copy fee that is charged.
- 28 **Name of person completing this survey.** Name of person completing the survey. Person should be able to answer questions in regard to responses.
- 29 **Phone # of person completing this survey.** Phone number of person completing the survey. Person should be able to answer questions in regard to responses.
- 30 **Email address of person completing this survey.** Email contact information for person completing the survey. Person should be able to answer questions in regard to responses.

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 Users as of June 30.** A registered user 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.

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. Children borrowers are those who receive a child/youth library card. Specific age can vary by library system, although age is generally up to age 14.

OUTLETS

206 **Main (Central) 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 enter zero.

207 **Number of Branch Libraries.** 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 **Number of 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 **Number of 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.

To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

252 **ALA Librarians.** FTE Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

NOTE: Report only those positions that require a master's degree from an American Library Association accredited library and information studies program. Do not include staff who have a master's degree from an American Library Association accredited library and information studies program in positions that do not require an MLS degree.

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. This data element also includes ALA-MLS (252).

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.** This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

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. This includes all persons who were not on the library's payroll, but were providing a service to/for the library, volunteers, Friends and literacy volunteers.

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 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.

NOTE: Significant funding provided by other local government agencies with the authority to levy taxes “on behalf of” the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.).

- 302 **State funds.** These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. Includes CLLS literacy programs.
- NOTE:** If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).
- 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 Operating Income.** This is all operating income other than that reported under local, state, and federal (items #301, #302, and #303). 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

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 & Wages.** This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. County libraries must include salary for County Librarian.
- 402 **Employee Benefits.** These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- 404 **Print Materials.** Report all operating expenditures for the following print materials: books, serial backfiles, government documents, and any other print acquisitions (except current print serial subscriptions).
- 405 **Print Serial Subscriptions.** 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, audio and video downloadables, 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 expenditures for materials held locally and for remote 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.** Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.
- 410 **All Other Operating Expenditures.** This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures.

NOTE: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

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- 503 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.

COLLECTIONS

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

602 **Books Children Held.** 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 Held.** 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 **Book Titles Added.** 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.

609 **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). 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 electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. 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.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted

as 100 “units”.

610 **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.

611 **Audio – downloadable units.** These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

612 **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 DVDs for one movie) and checked out as a unit are counted as one physical unit).

613 **Video – downloadable units.** 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. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video– Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

614

Electronic Collections. (formerly Licensed Databases)

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library. **Note:** The data or records are usually collected with a particular intent and relate to a defined topic.

NOTE: In California almost all databases are locally funded.

Number of electronic collections acquired through curation, payment or formal

agreement, by source of access:

614a. _____ Local/other cooperative agreements (or consortia) within state or region

614b. _____ State government or State library funded (**CSL only**)

614c. Total: _____

- 615 **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.
- 616 **Catalog Records.** The number of bibliographic (title) records in your catalog (OPAC) as of June 30 th. 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.
- 617 **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.
- 618 **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.
- 619 **Equipment.** Number of cataloged and uncataloged items in collection that circulate. Include all non-print, non-digital items, such as computers, tablets, "Library of Things", tools, toys, etc.

LIBRARY SERVICE, ANNUAL

Report **annual totals** in this section.

- 801 **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).*
- 802 **Reference Questions.** Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.
- A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.
- Information sources include (a) printed and non-printed material including the internet; (b) databases (including computer-assisted instruction); (c) the library's

own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: *It is essential that libraries do not include directional transactions in the report of reference transactions except as noted above. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"*

NOTE: *If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13; if done twice a year, multiply by 26; if done only annually, multiply 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 in the library. Choose a week in which the library is open its regular hours.*

802a

Technology Assistance. Number of individual transactions for technical assistance in use of technology related resources such as hardware, software or online resources **included in the previous question.** Count is for how to use the information resource, or how to extract information from the information resource, e.g. how to set up an email account, how to save a file to a thumb drive, how to search a database, etc. These transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use technology to obtain information. A Technology Assistance transaction includes instruction and assistance in using information sources as defined in Reference Questions and including websites and computer-assisted instruction.

NOTE: *Examples of directional technology transactions that should not be counted include, "Where are your public computers? How do I apply for a library card (if application is online)? Can you help me use the self-checkout machine?"*

803 - 807

Circulation. Circulation of all materials of all types including renewals.

803

Physical Item Circulation. The total annual circulation of **ALL** physical library materials of all types, including renewals.

NOTE: *Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.*

804

Circulation of Children's Materials. Total circulation (including renewals) of cataloged and uncataloged materials (in all formats) marked as Children's whether they are borrowed by a child, young adult, or adult over the course of the

report year.

- 805 **Circulation of Non-English Materials.** Count of total non-English language materials in all formats (adult, YA, and Children's) circulated annually.
- 807 **Circulation of Electronic Materials.** Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation only for items counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION data elements 609-613. Do not include items **not** specified under those definitions.
- 808 **Successful Retrieval of Electronic Information.** The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.
- Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]
- 810 **Total Circulation.** Total annual circulation (including renewals), library materials of all types. Circulation means check out of materials to registered borrowers for use outside the library. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
- 812 - 813 **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. "Library Administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.
- 812 **Loans to Others.** Annual count of items provided ILL to other libraries.
- 813 **Loans Received.** Annual count of items received ILL from other libraries.
- 814 - 823 **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.

NOTE: If a program serves multiple age groups, select the one age group below that best matches the program's target or majority audience.

NOTE: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. 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.

Pre-School #814 – 815

A pre-school children's program is any planned event for which the primary audience is pre-school children ages 0 to 5 years and which introduces the group of pre-school children attending to any of the broad range of library services or activities for children or which directly provides the information to participants. Pre-school children's programs may cover use of the library, library services, or library tours. Pre-school 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 pre-school children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include pre-school children's programs sponsored by other groups that use library facilities. If pre-school children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for pre-school 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.

Annual Pre-School Children's Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for children ages 0 to 5 years.

*Please count all patrons that attend pre-school programs regardless of age.

School-Age #816 – 817

A school-age children's program is any planned event for which the primary audience is school-age children ages 6 to 11 years and which introduces the group of school-age children attending to any of the broad range of library services or activities for children or which directly provides information to participants. School-age children's programs may cover use of the library, library services, or library tours. School-age 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 school-age children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include school-age children's

programs sponsored by other groups that use library facilities. If school-age 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 school-age 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.

Annual School-Age Children's Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for children ages 6 to 11 years.

*Please count all patrons that attend school-age children's programs regardless of age.

Young Adult #818 – 819

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.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult 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 young adults 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.

Annual Young Adult Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for young adults ages 12 to 18 years.

*Please count all patrons that attend the young adult programs regardless of age.

Adult #820 – 821

An adult program is any planned event for which the primary audience is adult and which introduces the group of adults attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. 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, instruction and reading events.

Count all adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use library facilities. If adult 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 adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, or services to homebound.

Annual Adult Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have all or a portion of their target market intended for adults.

*Please count all patrons that attend the adult programs regardless of age.

Off-Site #822 – 823

An offsite program is any program sponsored or co-sponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience. This would include visits by library staff or volunteers to a school, adult center, etc., or programs provided via pop-up mobile units.

Count all programs held off-site that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities/resources. 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.

Annual Off-Site Program Attendance is the actual count over the course of a year of the attendance, of adults, young adults and children, at programs which have been sponsored or co-sponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience.

NOTE: *These programs should also be included in responses for above age-related programming/attendance.*

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. DO NOT report zero dollars for any position, leave blank if position is not in use or no information is available.

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 **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

- 856 **California Teleconnect Fund.** If your library took advantage of the California Teleconnect Fund subsidies during this report year, Y = Yes; N = No.

- 857 **Federal E-Rate.** If your library took advantage of the federal E-Rate subsidies during this report year, Y = Yes; N = No.

- 858 **CIPA Compliant.** If your library is compliant with CIPA (Children's Internet Protection Act) compliant, Y = Yes; N = No.

NOTE: For CIPA compliance your library must have an Internet safety policy that includes technology protection measures and provide a means to block images that constitute obscenity, child pornography and prevent minors from obtaining access to material that is harmful to them. **All library computers**, including staff computers, must have a technology protection measure installed and running that blocks obscene/child pornography images. An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

- 859 **Number of Uses (Sessions) of Public Internet Computers Per Year.** Report the total number of uses (sessions) of the library's 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 uses (sessions) 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 uses (sessions).

Note: This count includes only the library's Internet computers. Do not include WiFi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

- 860 **Virtual visits to the library (website or catalog).** Visits represent the number of individual sessions initiated by all visitors from outside the library to your site. A visit/session ends when someone closes their browser or stops loading web pages on the website for a period of time (typically when more than 30 minutes elapses between page views, but this is arbitrary).
- A visit is usually determined by each user's unique IP address, and/or their login account name when they are accessing secure parts of the website. The details for website visits/sessions are contained within the access log file for the web server(s) and may be accessible using log file analysis or web analytics reporting tools.
- Virtual visits include a user's request of the library website or catalog from outside the library. A single visit to a website may involve loading of numerous web pages or gratuitous elements (images, style sheets, etc.)

- 861 **Wireless Sessions per year.** Report the number of wireless sessions provided by the library wireless service annually.

- 862 **RFID.** Does your library use a Radio Frequency Identification (RFID) system for circulation? Y = Yes; N = No.

REFERENDA INFORMATION

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

- 870 **Election Date.** Election Date (in MM/DD/YYYY format).
- 871 **Local Agency Authorizing Election.** Examples: City of San Jose, County of Orange, Beaumont Library District.
- 872 **Funding Purpose.** Options: Operations, Facilities, Facilities & Operations, Other.
- 873 **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.
- 874 **Percentage of "Yes" Vote.** From results of referenda, with one decimal, i.e., 65.8%.
- 875 **Vote Requirement to Pass.** Options: Majority, Supermajority and Other.
- 876 **Vote Outcome.** Options: Pass, Fail.
- 877 **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 - 10	Street Address. (CSL only) Street address where bookmobile is stationed when not in use, including city, county, ZIP and ZIP+4. NOTE: Please notify us of major changes to the address only such as an obvious error or a completely new address is needed.
11	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 that 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 in public service for the year (omit travel time):
22	Total Number of weeks in public service for the year.
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.** (Examples: fuel, maintenance, repair,
labor and parts. Do not include personnel costs.)
- 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 entry 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 - 9 **Street Address. (CSL only)** Street address of outlet as of June 30th , including city, ZIP and ZIP+4.

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

10 - 14 **Mailing Address. (CSL only).** Mailing address of outlet, including city, county, ZIP and ZIP+4 for mailing. This is particularly important if it is different from street address. The street address is repeated if it is the same as the mailing address.

NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

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 public 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 **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.
- 21 **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.
- 22 **Hours Open, Weekly.** Number of hours the outlet is open for public service in a typical week.
- 23 **Hours annual.** Total number of hours outlet is open for public service per year.
- 24 **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.
- 25 **Volumes.** Number of volumes held by outlet in all physical formats. Include rotating collections if normally available.
- 26 **Circulation.** Total annual circulation transactions of this outlet.
- 27 **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.

- 28 **Year Built.** Year the building housing library outlet was originally built.
- 29 **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.
- 30 **Year Remodeled.** Year the building housing library outlet was last remodeled.
- 31 **LEED Certification.** Is this Outlet LEED certified? For new construction and renovation of library buildings LEED certification is often sought, reflecting the energy efficiency of the structure. LEED certification is based on national certification standards from the US Green Building Council. More information on LEED certification is available at <http://www.usgbc.org/certification>. If you are not sure if the building has a level of LEED certification, you might check with your jurisdiction's General Services department.
- Certified? Indicate certification level, if known
- No
 - LEED Certified
 - LEED Platinum
 - LEED Gold
 - LEED Silver
 - Don't know
- 32 **Gross sq. ft.** Provide the area, in square feet, of the public library outlet. 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.
- 33 **Reader seats.** Number of seats for readers in outlet. Do not include public access computers as reader seats.
- 34 **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.
- 35 **Staffing = 1 librarian/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? Y = Yes; N = No.
- 36 **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.
- 37 **Established schedule of hours?** Does this facility have an established schedule of hours for which it is open to the public? Y = Yes; N = No.
- 38 **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

- 39 **Number of Internet Terminals – General Public.** Report the number of Internet terminals (personal computers (PCs), and laptops), whether purchased, leased or donated, used by the general public in the library.
- 40 **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.
- Less than 1.5Mbps (megabits/second)
 - 1.5Mbps
 - 1.6Mbps - 6.0Mbps
 - 6.1Mbps - 10Mbps
 - 10.1Mbps - 40Mbps
 - 40.1Mbps – 1.0Gbps (gigabits/second)
 - Greater than 1.0 Gbps
 - Unknown
 - No Connection
- 41 **Wi-Fi.** Is Wireless Internet access is available at this location at no charge to patrons? Y = Yes; N = No



Counting Electronic Items for the FY16/17 California Public Library Survey		
General rule: If service is purchased as a package of titles with no selection on the part of the library count as a database and do not include usage in circulation. Exceptions include Zinio - titles are selected by the library, but as these items do not have a set circulation period, this product is considered an Electronic Collection.		
Service/Database Examples	Is it an Electronic Collection (Licensed Database)?	If not, report where? (Collection)
3M Cloud e-books	N	Electronic Books
Ancestry.com Library Edition	Y	
Axis 360 e-books	N	Electronic Books
Discover & Go	Y	
EBSCO Databases	Y	
enki	N	Electronic Books
Freeding	Y	
Freegal	Y	
Gale Databases	Y	
Hoopla	N	Report only those items that the library pays for as Electronic Books or Audio/ Video Downloadable
Learning Express Library	Y	
Mango Languages	Y	
Multiple Items Loaded on One Electronic Device	N	Electronic Books or Audio/Video Downloadable
Naxos Music Library	Y	
NewsBank	Y	
OneClickdigital (Recorded Books)	N	E-Books or Audio Downloadable
OverDrive, Audio	N	Audio - Downloadable
OverDrive, E-Books	N	Electronic Books
OverDrive, Music	N	Audio - Downloadable
OverDrive, Video	N	Video - Downloadable
Playaway Audio Books	N	Audio - Physical
Project Gutenberg/LibriVox	DO NOT COUNT/REPORT	
TumbleBooks	Y	
Tutor.com	Y	
Westlaw	Y	
World Book Online	Y	
Zinio	Y	
Ebooks - including individual titles in Gale, ABC-CLIO, Credo	If you purchase as an individual title, report individual titles as part of your collection. If you purchase as a subscription where the individual titles can change, count as a Database.	



Counting Successful Retrieval of Electronic Information (#808)
for the
FY16/17 California Public Library Survey
Last Updated 9/5/2017

General Rule: Count the number of full content units or descriptive records *examined, downloaded, or otherwise supplied* to the user. On reports from electronic collections, use counts of the resources that are downloaded or fully displayed for use, not just search counts. See below for some examples of counts that can be used from electronic collection reports.

	Service/Database	Field to Count	
	Books24x7	Sessions	
	Discover & Go	Passes Used (Not Reserved)	
	EBSCOHost	Total Full Text	
	Freading	Checkouts	
	Gale Databases	Full Text Retrieval or Record Views	
	LearningExpress	Sessions	
	Mango Languages	Total Sessions	
	MyHeritage	Record Views	
	Rocket Languages	Sessions	
	Zinio	Checkouts	