Public Library Survey

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, select the "Unavailable" or "N/A" checkbox, 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 November 1, 2019.

Section 1 Directory and Administrative information

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.

1.1 Library ID	M712
1.2 FSCS ID	CA0116
1.3 Short Name	San Juan Bautista
1.4 Library Name	SAN JUAN BAUTISTA CITY LIBRARY

Director's Contact Information

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

1.5 Courtesy Title	Ms.
1.6 Director First Name	Rochelle
1.7 Director Middle Name	S.
1.8 Director Last Name	Eagen
1.9 Director Title	Library Tech Lead

Physical Address

Street address of main library or headquarters, including city, ZIP and ZIP+4. Please do not make minor changes to the address unless there is an obvious error or a completely new address.

1.10Street Address	801 SECOND ST.
1.11City	SAN JUAN BAUTISTA
1.12Zip	95045
1.13Zip +4	1420

Mailing Address

Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. Repeat the street address if it is the same as the mailing address. NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

1.14Mailing Address	PO BOX 1420
1.15Mailing City	SAN JUAN BAUTISTA
1.16Mailing Zip	95045
1.17Mailing Zip +4	1420

Library Contact and Service Info

1.18Public Phone Number - Administration	8316234687
1.19Reference Phone Number	(831) 623-4687
1.20TDD for Deaf	-1
1.21Library Director's Email address	library@san-juan-bautista.ca.us
1.22Library Public Email address	library@san-juan-bautista.ca.us
1.23Library's Web Address	http://www.san-juan-bautista.ca.us/city/library.htm
1.24Name of person completing this survey	Rochelle S. Eagen
1.25Phone # of person completing this survey	(831) 623-4687
1.26Email address of person completing this survey	reagen@san-juan-bautista.ca.us

Library Codes

CSL USE ONLY

1.27Size Square Mile	10.00
1.28Interlibrary Relationship code	Member of a Federation or Cooperative
1.29Legal Basis Code	Municipal Government (city, town or village)
1.30Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
1.31FSCS Public Library Definition	Yes
1.32Geographic Code	Municipal Government (city, town or village) (exactly)
1.33Legal Service Area Boundary Change	No
1.34Library Type	Municipal Library
1.35County	San Benito
1.36CLSA System Library	Pacific Library Partnership
1.37State	California
1.38Fiscal Year	2018-19
1.39Institute Code	Public

Section 2 Population and Outlets

Population served by the library jurisdiction, estimate for January 1, of report year, certified by the State Library. Figures are drawn from the Demographic Research Unit of the State Department of Finance and are intended to represent as accurately as possible the actual number of persons served and taxed for service, with no persons counted twice or credited to more than one library. Many county libraries are not credited with the entire county population, for their boundaries contain cities or districts independently supplying service. District libraries typically serve an unincorporated area larger than their central city. A few municipal libraries serve unincorporated county areas under contract with the county.

2.1Population of The Legal Service Area	1,873
2.2Registered Users as of June 30 [1]	1,375
2.3Children Borrowers	229

Outlets

Total number of public service outlets including fixed building outlets and mobile libraries. Only vehicles themselves, not mobile library stops, are counted within total outlets.

2.4# of Central Libraries	1
2.5# of Branch Libraries	0
2.6# of Bookmobiles	0
2.7Total # of Outlets	1
2.8Total Square Footage	1,500

Section 3 Library Income
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).

3.1 Local Government (all sources)	$83,475
3.2 State Funds (e.g. CLSA, PLF, ELLI, etc.)	$0
3.3 Federal Funds (e.g. LSTA or other)	$0
3.4 All Other Operating Income [2]	$17,396
3.5 Total Operating Income	$100,871
3.6 CA Literacy Services	$0

Capital Income
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.

3.7 Local Government (taxes and allocations) [3]	$59,000
3.8 State Funds	$0
3.9 Federal Funds	$0
3.10 Other Income	$0
3.11 Total Capital Outlay Income	$59,000

Section 4 Library 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. Report whole dollars only , omit cents. Include local, state, federal, and other funding sources. Do not report capital expenditures under this category.

Staff Expenditures

4.1Salary & Wages Expenditures	$47,054
4.2Employee Benefits Expenditures	$4,145
4.3Total Staff Expenditures	$51,199

Collection Expenditures

4.4Print Materials Expenditures (except Serials) [4]	$1,499
4.5Print Serial Subscription Expenditures	$30
4.6Total Print Materials Expenditures	$1,529
4.7Electronic Materials Expenditures	$0
4.8Other Materials Expenditures [5]	$460
4.9Total Collection Expenditures [6]	$1,989

Other Expenditures

4.10All Other Operating Expenditures	$34,650

Operating Expenditures

4.11Total Operating Expenditures	$87,838

Capital Expenditures

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.

4.12Total Capital Expenditures	$18,224

Section 5 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.

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.

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.

5.1Total count of persons employed - full and part time	2.00
5.2ALA Librarians (FTE) who have accredited ALA Masters	0.00
5.3FTE Total Librarians (ALA or other)	0.00
5.4FTE All other paid staff	0.98
5.5Staff FTE	0.98
5.6FTE Volunteers (Average FTE per week - not hours)	1.00

Section 6 Library Collection

The entire collection of books, periodicals, and other materials in a library.

Counting Electronic Items and Usage

6.1 Books Children Held as of June 30 [7]	2,992
6.2 Books Young Adult Held as of June 30 [8]	382
6.3 Total Print Materials Held [9]	7,328
6.4 # of Electronic Books in Collection	0
6.5 # of Physical Audio Materials in Collection [10]	236
6.6 # of Downloadable Audio Materials in Collection	0
6.7 # of Physical Video Materials in Collection [11]	1,573
6.8 # of Downloadable Video Materials in Collection	0
6.9 # of Electronic Collections through Local and Other Funding in Collection	0
6.10 # of Electronic Collections through State Funding in Collection	0
6.11 # of Electronic Collections in Collection	0
6.12 # of Current Serial Subscriptions	2

Section 7 Library Services

Report annual totals in this section.

7.1 Hours Open, All Outlets	1,428
7.2 Library Visits	7,426
7.3 Reference Questions [12]	-1

Circulation

Circulation of all materials of all types including renewals.

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.

Counting Electronic Items and Usage

Counting Successful Retrieval of Electronic Information

7.4Physical Item Circulation	3,166
7.5Circulation of Childrens Materials	1,100
7.6Circulation of Non English Materials	70
7.7Circulation of Electronic Materials	0
7.8Successful Retrieval of Electronic Information	0
7.9Electronic Content Use	0
7.10Total Circulation	3,166
7.11Total Collection Use	3,166
7.12ILL loans to others	0
7.13ILL loans received	3

Programming

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

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. Do not include 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/type.

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: The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.

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

7.14# of Children's Programs [13]	49
7.15Childrens Program Attendance [14]	573
7.16# of Young Adult Programs [15]	10
7.17Young Adult Program Attendance [16]	15
7.18# of Adult Programs [17]	27
7.19Adult Program Attendance [18]	450
7.20Offsite Programs - Number [19]	1
7.21Offsite Programs - Attendance [20]	25
7.22Total # of Programs	86
7.23Total Program Attendance [21]	1,038

Electronic Services

7.24CIPA Compliant	No
7.25Annual Uses of Public Internet Computers [22]	1,000
7.26Virtual Visits to the library website [23]	-1
7.27Wireless Sessions Per Year	-1
7.28# of Internet Terminals	5

Library Community Development and Support Information

7.29 Did your library provide support for vulnerable populations in the community? [24]	Yes
7.30 Did your library support your users' personal economic development? [25]	Yes
7.31 Did your library play a role in responding to, or building resilience after, a crisis in the community? [26]	Yes
7.32 Did your library support your users' personal learning and knowledge development? [27]	Yes
7.33 Did your library help to develop social capital in your community? [28]	Yes

Section 8 Referenda

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

8.1 Referenda Election Date	
8.2 Referenda Local Agency	
8.3 Referenda Funding Purpose	
8.4 Referenda Type of Tax	
8.5 Referenda Percentage of Yes Votes	
8.6 Referenda Vote Require	
8.7 Referenda Vote Outcome	
8.8 Referenda Notes	

Section 9 Bookmobiles

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.

Please contact support@countingopinions.com if you have new or closed mobile libraries to report.

If no bookmobiles then leave blank.

Physical Address

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.

Bookmobile Info

Bookmobile Stops / Hours

Staff

Counts

Section 10 Outlets
*If you prefer to submit your outlet data via Excel please email Lindsay Thompson at llt@countingopinions.com for an import file template.

Include all branches 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: Please contact Lindsay Thompson at Counting Opinions 1-800-521-4930 or llt@countingopinions.com with the location information (name, address, contact) and she will add and it and map it for the directory.

Closed Outlets: If an outlet for which we have provided you a California Library Outlets Survey was closed during this report year write a note in the notepad icon explaining this. 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.

Outlet Information

Location		10.1 FSCSKey	10.2 State assigned identification number	10.3 Library Code	10.4 Short Name	10.5 Legal Name
SAN JUAN BAUTISTA CITY LIBRARY		CA0116	M712	M712.001	San Juan Bautista	CARL MARTIN LUCK MEMORIAL LIBRARY

Physical Address
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.

Location		10.6 Physical Street Address	10.7 City	10.8 Zip Code	10.9 Zip+4 Code
SAN JUAN BAUTISTA CITY LIBRARY		801 SECOND ST.	SAN JUAN BAUTISTA	95045	1420

Mailing Address

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.

Location		10.10 Mailing Street Address	10.11 Mailing City	10.12 Mailing Zip Code	10.13 Mailing Zip +4	10.14 County
SAN JUAN BAUTISTA CITY LIBRARY		P.O.BOX 1420	SAN JUAN BAUTISTA	95045	1420	San Benito

Contact / Information

Location		10.15 Phone	10.16 Outlet Type Code	10.17 Facility Owned By	10.18 Facility Update Needs
SAN JUAN BAUTISTA CITY LIBRARY		8316234687	Central	City	Remodel

Counts / Hours

Location		10.19 Population Served	10.20 Total Outlet Staff FTE	10.21 Hours Open, Weekly	10.22 Hours Open, Annually	10.23 Weeks Open, Annually
SAN JUAN BAUTISTA CITY LIBRARY		2,212	1.00	40.00	1,428	52

Holdings, Circulation & Expenditures

Location		10.24 Volumes Held	10.25 Circulation	10.26 Total Outlet Operating Expenditures
SAN JUAN BAUTISTA CITY LIBRARY		7,328	3,166	$87,378

Facility

Location		10.27 Year Built	10.28 Date Library Opened	10.29 Year Library Remodeled	10.30 Is this Outlet LEED certified?	10.31 Area in Square Feet of outlet
SAN JUAN BAUTISTA CITY LIBRARY		1979	[29]1906	N/A	No	1,500

Facility

Location		10.32 Reader Seats	10.33 Days Per Week Library is Open	10.34 Staffing - Clerical or Librarian	10.35 Separate Quarters	10.36 Established Scheduled Hours	10.37 Adequacy of Facility
SAN JUAN BAUTISTA CITY LIBRARY		27	6	Yes	Yes	Yes	[30]4

Electronic Services

Location		10.38 Public Access Computers	10.39 Connect_Code	10.40 Wireless
SAN JUAN BAUTISTA CITY LIBRARY		5	10.1 Mbps - 40 Mbps	True

Codes / ID

Location		10.41 Metropolitan Status Code	10.42 FSCS Submission Year	10.43 Outlet Type Sort Code
SAN JUAN BAUTISTA CITY LIBRARY		Metropolitan Area, but Not Within Central City Limits	2018-19	

[1], 2.2 Previous reporting includes a rounded number of all patron records in our system. Current reporting is of active adult and juvenile records.(*0-2019-09-27*)

[2], 3.4 Includes 3 grants awarded in FYE19.(*0-2019-10-24*)

[3], 3.7 We budgeted some major renovations in FY19. The $4223 was in FY17. FY18 showed $8500 with none actually spent (in FY18) according to the FY19 budget.(*0-2019-09-27*)

[4], 4.4 This number includes both print material and DVDs. I do not have access to all of the receipts. The difference is nominal.(*0-2019-10-16*)

[5], 4.8 $460 in Spanish Language Books purchased specifically for the Summer Reading Program geared for grades 2 - 6 and $2,560 in Grant money specifically for audio and video.(*0-2019-10-16*)

[6], 4.9 This number is correct.(*0-2019-11-01*)

[7], 6.1 unknown previous data collection(*0-2019-10-13*)

[8], 6.2 unknown previous data collection(*0-2019-10-13*)

[9], 6.3 This number is closer to accurate than numbers reported in recent years. When we migrated over to Koha a lot of our data was corrupted. I've been working with a number of volunteers to catalog all of the "missing" titles on the shelves. I've got roughly another 500 reference titles to go. I did not include them in the numbers reported here.(*0-2019-10-13*)

[10], 6.5 Califa AV Grant additions FYE19(*0-2019-10-13*)

[11], 6.7 Removed VHS collection(*0-2019-10-13*)

[12], 7.3 [2019-09-27] unknown data collection by previous staff. I only personally know of 5 reference questions.(*0-2019-10-10*)

[13], 7.14 Added weekly storytimes, monthly book themed parties, and additional summer programs(*0-2019-10-10*)

[14], 7.15 Added weekly storytimes, monthly book themed parties, and additional summer programs(*0-2019-10-10*)

[15], 7.16 Added an older themed activities for spring break(*0-2019-10-10*)

[16], 7.17 Added an older themed activities for spring break(*0-2019-10-10*)

[17], 7.18 Added monthly knitting, Mah Jong, game day socials, and hosted a variety of authors or community events throughout the year.(*0-2019-10-10*)

[18], 7.19 Added monthly knitting, Mah Jong, game day socials, and hosted a variety of authors or community events throughout the year.(*0-2019-10-10*)

[19], 7.20 Added our second "Little Free Library" here in town to celebrate our outgoing Librarian DeeDee Hanania(*0-2019-10-10*)

[20], 7.21 Added our second "Little Free Library" here in town to celebrate our outgoing Librarian DeeDee Hanania(*0-2019-10-10*)

[21], 7.23 We have vastly increased our program offerings in the past year under the direction of our new Library Tech Lead. We are also now correctly counting the events and attendees.(*0-2019-11-01*)

[22], 7.25 unknown data collection by previous staff. Most patrons bring their own device.(*0-2019-10-13*)

[23], 7.26 We have created a Google Analytics account to track this in the future(*0-2019-10-24*)

[24], 7.29 Yes, sometimes without even knowing it! There have been times when, after helping someone for weeks, they'll share how difficult it has been for them "outside" the library and how grateful they are that they can come here and safely share their day without any barriers or, conversely, the need to share everything.(*0-2019-10-24*)

[25], 7.30 We have assisted on a number of job applications and resume edits this year. We also host a few independent entrepreneurs' business ventures by allowing usage of our meeting room at no charge so that they can meet with potential clients or attend online video chats with potential employers. This may not seem out of the ordinary however our meeting room hasn't truly been accessible for some time. Now that we've cleaned it out and made it more user friendly it is seeing weekly use.(*0-2019-10-24*)

[26], 7.31 Following the events at the 2019 Gilroy Garlic Festival we provided unofficial support to our community as they came in during the days and weeks that followed and shared their personal experience of the event. Many, like us, had attended the event that weekend or had even been there when tragedy struck. Knowing one of our patrons was volunteering at the event during that afternoon I stayed in contact with her until nearly midnight on July 28th as she waited for her son, who was also volunteering, to get the all clear to leave Christmas Park in safety. Over the next several days we continued to text message as she worked her way through the trauma of assisting those that were injured and relived those most frightening minutes and hours.(*0-2019-10-24*)

[27], 7.32 We have added a number of programs this year to help our community grow. Whether it was "just" tech support or learning a game played from a different culture we made an effort to increase their awareness through programs that were friendly, familiar and far-reaching. The initial excitement over offering a game of Hana, a Japanese flower-card game, was tempered when we only had two people show up. Mah-Jongg, a tile game of Chinese orgin, has had a much better weekly attendance.(*0-2019-10-24*)

[28], 7.33 Our weekly storytime is advertised as being one hour in length however many of the parents have made it a weekly play group and end up staying for a minimum of two hours. Some even stay for 3! It's been wonderful to see their friendships grow. Beyond that we have a number of patrons that drop in weekly just to say "hi" or that drop in to share their garden's harvest with whoever happens to be at the library that day. A real sense of community and togetherness is forming across all demographics.(*0-2019-10-24*)

[29], 10.31 The Library was founded in 1906 with the help of the Library Auxiliary Association that had formed in 1897. The current location was bequeathed to the city by Francisca Luck in the mid 1970's and opened in 1979(*0-2019-10-24*)

[30], 10.37 The building is operational however it is showing signs of age. Particularly with the plumbing.(*0-2019-10-24*)