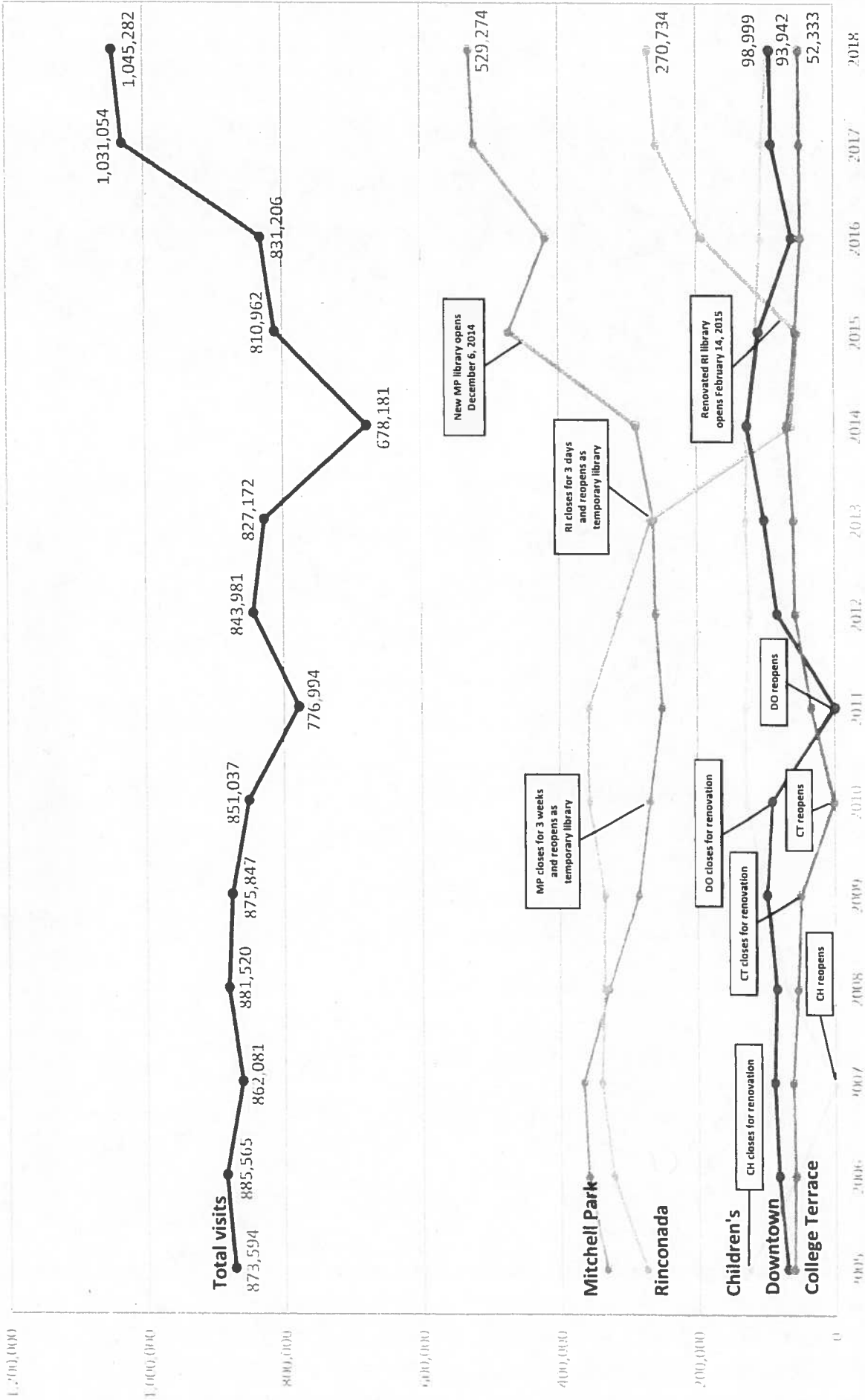


# Palo Alto City Library Branch Visits FY 2005-2018



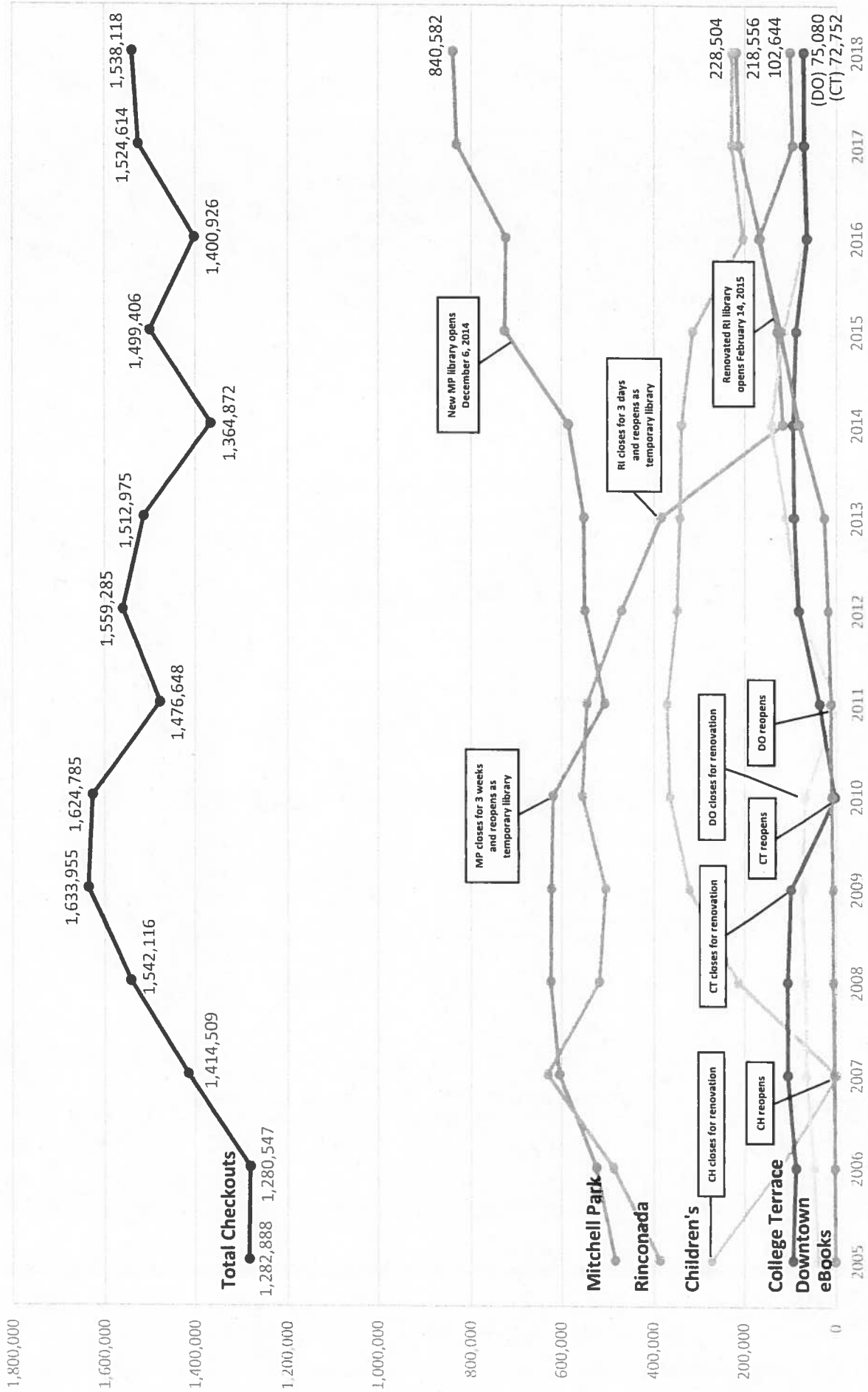
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author outlines the various methods used for data collection and analysis. These include surveys, interviews, and focus groups. Each method has its own strengths and weaknesses, and the choice of method depends on the specific research objectives.

The third section provides a detailed overview of the results obtained from the study. It includes several tables and graphs that illustrate the key findings. The data shows a clear trend in the market, which has significant implications for the industry.

Finally, the document concludes with a series of recommendations based on the research findings. These recommendations are designed to help stakeholders make informed decisions and improve their operations. The author also notes that further research is needed to explore certain aspects of the study in more detail.

# Palo Alto City Library Checkouts FY 2005-2018



**Total Checkouts**

1,282,888 1,280,547

**Mitchell Park**

**Rinconada**

**Children's**

**College Terrace**

**Downtown**

**eBooks**

New MP library opens December 6, 2014

RI closes for 3 days and reopens as temporary library

Renovated RI library opens February 14, 2015

MP closes for 3 weeks and reopens as temporary library

DO closes for renovation

CT reopens

DO reopens

CT closes for renovation

CH reopens

CH closes for renovation

(DO) 75,080  
(CT) 72,752

228,504

218,556

102,644

840,582

1,400,926

1,499,406

1,524,614

1,633,955

1,559,285

1,512,975

1,364,872

1,476,648

1,542,116

1,624,785

1,800,000

1,600,000

1,400,000

1,200,000

1,000,000

800,000

600,000

400,000

200,000

0

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

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## How the Library Served You in FY2018

July 2017 - June 2018

Key performance and workload measures	FY 2018	FY 2017	1-Year Change
Teens participating in Library programs	5,653	6,059	-6.7%
Meeting room reservations	14,155	12,434	13.8%
Visits to library branches	1,045,282	1,031,054	1.4%
Virtual visits to the library	889,343	804,194	10.6%
Checkouts of library materials	1,538,118	1,524,614	0.9%
Annual turnover of library collections	3.25	3.76	-13.6%

Checkouts of books & other items by branch	FY 2018	FY 2017	1-Year Change
Children's	228,504	228,989	-0.2%
College Terrace	72,752	72,170	0.8%
Downtown	75,080	80,180	-6.4%
Rinconada	218,556	213,359	2.4%
Mitchell Park	840,582	832,762	0.9%
eBranch (formerly eBooks)	102,644	97,154	5.7%
Total	1,538,118	1,524,614	0.9%

Checkouts by type of material	FY 2018	FY 2017	1-Year Change
Books	1,101,584	1,057,076	4.2%
eBooks	91,116	82,843	10.0%
Magazines (paper)	14,096	13,608	3.6%
DVDs	247,188	280,180	-11.8%
CDs	31,133	32,954	-5.5%
Audio book	39,555	42,083	-6.0%
Equipment (chromebooks and other devices)	1,918	1,559	23.0%
eMedia	11,528	14,311	-19.4%
Total	1,538,118	1,524,614	0.9%

Library branch visits (customer count)	FY 2018	FY 2017	1-Year Change
Children's	98,999	107,070	-7.5%
College Terrace	52,333	50,861	2.9%
Downtown	93,942	91,832	2.3%
Rinconada	270,734	258,952	4.5%
Mitchell Park	529,274	522,339	1.3%
Total	1,045,282	1,031,054	1.4%

## How the Library Served You in FY2018

July 2017 - June 2018

<b>Collections (items held as of June 30)</b>	<b>FY 2018</b>	<b>FY 2017</b>	<b>1-Year Change</b>
Children's	39,456	38,883	1.5%
College Terrace	18,210	14,954	21.8%
Downtown	24,281	23,923	1.5%
Rinconada	91,053	92,716	-1.8%
Mitchell Park	130,508	128,607	1.5%
eBooks and eMedia	169,387	128,465	31.9%
<b>Total</b>	<b>472,895</b>	<b>427,548</b>	<b>10.6%</b>

<b>Collections in libraries by type of material</b>	<b>FY 2018</b>	<b>FY 2017</b>	<b>1-Year Change</b>
Books	254,678	249,735	2.0%
DVDs, CDs, and other media	48,830	49,350	-1.1%
eBooks	128,246	92,117	39.2%
eMedia	41,141	36,346	13.2%
<b>Total</b>	<b>472,895</b>	<b>427,548</b>	<b>10.6%</b>

<b>Information and circulation services usage</b>	<b>FY 2018</b>	<b>FY 2017</b>	<b>1-Year Change</b>
Reference and research inquiries (excludes directional)	33,020	34,294	-3.7%
Successful retrieval/downloads (formerly Database searches)	213,926	305,111	-29.9%
LINK+ items borrowed	8,631	8,014	7.7%
Holds placed in library branches and online	213,295	201,340	5.9%
Library cards issued	8,255	8,074	2.2%
Percent of first time checkouts on self-checkout machines	88.1%	87.5%	0.7%
Wifi sessions	358,079	353,661	1.2%

<b>Volunteer time donated</b>	<b>FY 2018</b>	<b>FY 2017</b>	<b>1-Year Change</b>
Number of volunteers	146	107	36.4%
Volunteer hours	3,880	3,417	13.5%

<b>Program, public PC and meeting room activity</b>	<b>FY 2018</b>	<b>FY 2017</b>	<b>1-Year Change</b>
Number of programs	1,713	1,914	-10.5%
Online event registrations	3,325	3,422	-2.8%
Public PC sessions	146,567	149,962	-2.3%
Community room reservations	2,511	2,258	11.2%
Study room reservations	11,644	10,176	14.4%

<b>Programs attendance by age group</b>	<b>FY 2018</b>	<b>FY 2017</b>	<b>1-Year Change</b>
Baby and preschool	43,510	48,211	-9.8%
School age	6,596	9,366	-29.6%
Teen	5,653	6,059	-6.7%
Adults	6,445	10,663	-39.6%
<b>Total</b>	<b>62,204</b>	<b>74,299</b>	<b>-16.3%</b>

Note: Standard loan period changed from four weeks to three weeks, effective October 1, 2017.

## California Public Library Survey

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

THE FIELDS (IN RED) BELOW ARE SYSTEM CALCULATED

### Directory Update #1-45

1	Library ID	M687
2	FSCS ID	CA0091
3	Short Name	Palo Alto
4	Library Name	PALO ALTO CITY LIBRARY
Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)		
5	Courtesy Title	Dr.
6	Director First Name	Monique
7	Director Middle Name	le Conge
8	Director Last Name	Ziesenhenn
9	Director Title	Library Director
10	Street Address	270 FOREST AVE
11	City	PALO ALTO
12	Zip	94301
13	Zip +4	2512
14	Mailing Address	PO BOX 10250
15	Mailing City	PALO ALTO
16	Mailing Zip	94303
17	Mailing Zip +4	0862
18	Public Phone Number - Administration	6503292516
19	Reference Phone Number	(650) 329-2436
20	Fax	(650) 327-7568
21	TDD for Deaf	N/A
22	Library Director's Email address	monique.ziesenhenn@cityofpaloalto.org
23	Library's Public Email address	pa.library@cityofpaloalto.org
24	Library's Web Address	http://www.cityofpaloalto.org/library/
25	ILL Period # of weeks	3
26	ILL Photocopy free up to 10 pages? Copy fee. ONLY if answer to #26 is No; otherwise, leave blank.	No
27	Name of person completing this survey	Evelyn Cheng
28	Phone # of person completing this survey	(650) 329-2516
29	Email address of person completing this survey	evelyn.cheng@cityofpaloalto.org
THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY		
31	Size Square Mile	26.00
32	Interlibrary Relationship code	Member of a Federation or Cooperative
33	Legal Basis Code	Municipal Government (city, town or village)
34	Administrative Structure Code	Administrative Entity with Multiple Direct Service O
35	FSCS Public Library Definition	Yes
36	Geographic Code	Municipal Government (city, town or village) (exactl
37	Legal Service Area Boundary Change	No
38	Library Type	Municipal Library
39	Metropolitan Service Area Name	
40	County	Santa Clara

41 CLSA System Library  
 42 Population Group Number  
 43 State  
 44 Fiscal Year  
 45 Institute Code

**Pacific Library Partnership**

California  
 2017-18  
 Public

**Population and Outlets #201-212**

201	Population of The Legal Service Area	68,691	68,691
202	Population of Children Ages Under 5	3,347	3,366
203	Population of Children Ages 5-14	9,900	9,548
204	Registered Users as of June 30	56,159	54,676
205	Children Borrowers Age 0-14	6,179	6,927
206	# of Central Libraries	0	0
207	# of Branch Libraries	5	5
208	# of Stations	0	0
209	# of Branches and Stations	5	5
210	# of Bookmobiles	0	0
211	Total # of Outlets	5	5
212	Total Square Footage	88,089	88,089

**Library Staff #251-259**

251	Total count of persons employed - full and part time	103.00	105.00
252	ALA Librarians (FTE) who have accredited ALA Masters	27.05	27.05
253	FTE Total Librarians (ALA or other)	29.05	29.05
254	FTE Special Professionals	0.00	0.00
255	FTE Librarian Technical Assistants	1.00	1.00
256	FTE Other	33.53	33.72
257	All Support Staff FTE	34.53	34.72
258	Staff FTE	63.58	63.77
259	FTE Volunteers (Average FTE per week - not hours)	1.87	1.64

**Income - for Operational Expenses #301-307**

301	Local Government (all sources)	\$9,627,378	\$9,258,128
302	State Funds (e.g. CLSA, PLF, ELLI, etc.)	\$0	\$4,021
303	Federal Funds (e.g. LSTA or other)	\$0	\$0
304	All Other Operating Income	\$140,000	\$124,176
305	Total Operating Income	\$9,767,378	\$9,386,325
307		\$0	

**Income - for Capital Outlay #309-313**

309	Local Government (taxes and allocations)	\$524,177	\$6,170,665
310	State Funds	\$0	\$0
311	Federal Funds	\$0	\$0
312	Other Income	\$0	\$0
313	Total Capital Outlay Income	\$524,177	\$6,170,665



## Standard Operating Expenditures #401-411

401	Salary & Wages Expenditures	\$4,341,100	\$5,218,890
402	Employee Benefits Expenditures	\$2,578,064	\$1,474,001
403	Total Staff Expenditures	\$6,919,164	\$6,692,891
404	Print Materials Expenditures (except Serials)	\$274,005	\$317,476
405	Print Serial Subscription Expenditures	\$27,822	\$33,490
406	Total Print Materials Expenditures	\$301,827	\$350,966
407	Electronic Materials Expenditures	\$327,050	\$281,292
408	Other Materials Expenditures	\$113,062	\$136,239
409	Total Collection Expenditures	\$741,939	\$768,497
410	All Other Operating Expenditures	\$1,460,019	\$1,492,013
411	Total Operating Expenditures	\$9,121,122	\$8,953,401

## Capital Expenditures #500

500	Total Capital Expenditures	\$304,810	\$764,414
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## Specific Expenditures #501-503

501	Preservation	\$0	\$0
502	Expenditures on Childrens Materials	\$130,685	\$118,504
503	Adult Literacy Programs	\$0	\$0

## Collections #601-619

601	Children's Books Added	12,189	8,327
602	Books Children Held	97,718	92,543
603	Books Young Adult Held	13,131	13,306
604	Books Added	22,052	19,859
605	Book Titles Added	10,869	9,872
606	Books Held	254,678	249,735
607	Government Documents	0	0
608	Total Print Materials Held	254,678	249,735
609	Electronic Books	128,246	91,994
610	Audio - Physical Units	15,454	16,485
611	Audio - Downloadable Units	33,302	29,322
612	Video - Physical Units	33,376	32,865
613	Video - Downloadable Units	7,839	7,024
	Electronic Collections through Local and Other Funding in		
614.a.	Collection	54	54
614.b.	Electronic Collections through State Funding in Collection	0	0
614.c.	Electronic Collections	54	54
615	Current Print Serial Subscriptions	380	407
616	Catalog Records	495,664	489,600
617	Children's Audio Materials	4,253	4,274
618	Children's Video Materials	9,788	9,656
619	Equipment	169	193

## Library Services, Annual #801-827

800	Hours Open, All Outlets	13,520	13,520
801	Library Visits	1,045,282	1,031,054
802	Reference Questions	33,020	34,294
802a	Technology assistance	9,256	9,607
803	Physical Item Circulation	1,435,474	1,427,460
804	Circulation of Childrens Materials	787,060	766,273
805	Circulation of Non English Materials	79,672	74,105
807	Circulation of Electronic Materials	102,644	97,154
808	Successful Retrieval of Electronic Information	213,920	305,111
809	Electronic Content Use	316,564	402,265
810	Total Circulation	1,538,118	1,524,614
811	Total Collection Use	1,752,038	1,829,725
812	ILL loans to others	16,378	16,713
813	ILL loans received	8,631	8,014
814	# of Pre School Programs	766	816
815	Pre-School Program Attendance	43,510	48,211
816	# of School Aged Programs	165	222
817	School Aged Program Attendance	6,596	9,366
818	# of Young Adult Programs	304	333
819	Young Adult Program Attendance	5,563	6,059
820	# of Adult Programs	478	543
821	Adult Program Attendance	6,445	10,663
822	Offsite Programs - Number	36	54
823	Offsite Programs - Attendance	2,453	3,439
824	# of Children's Programs	931	1,038
825	Childrens Program Attendance	50,106	57,577
826	Total # of Programs	1,713	1,914
827	Total Program Attendance	62,114	74,299

## Salary Survey #901-918

901	Beginning Salary for Director	\$12,586	\$12,279
902	Final Salary for Director	\$18,880	\$18,417
903	Beginning Salary for Assistant Director	\$10,488	\$10,232
904	Final Salary for Assistant Director	\$15,732	\$15,347
905	Beginning Salary for Chief Library Division	\$8,237	\$8,036
906	Final Salary for Chief Library Division	\$12,355	\$12,054
907	Beginning Salary for Branch Librarian	\$6,861	\$6,692
908	Final Salary for Branch Librarian	\$10,291	\$10,039
909	Beginning Salary for Entry Level Librarian	\$4,990	\$4,819
910	Final Salary for Entry Level Librarian	\$6,129	\$5,916
911	Beginning Salary for Journeyman Librarian	\$5,668	\$5,472
912	Final Salary for Journeyman Librarian	\$6,959	\$6,718
913	Beginning Salary for Library Tech Assistant	\$4,512	\$4,380
914	Final Salary for Library Tech Assistant	\$5,540	\$5,377
915	Beginning Salary for Clerk	\$4,268	\$4,143

916	Final Salary for Clerk	\$5,240	\$5,086
917	Beginning Salary for Manager of Special Library Service (non-MLS)	\$1	\$1
918	Final Salary for Manager of Special Library Service (non-MLS)	\$1	\$1

### Library Community Development and Support Information #919-923

919	Did your library provide support for vulnerable populations in the community?	Yes	
920	Did your library support your users' personal economic development?	Yes	
921	Did your library play a role in responding to, or building resilience after, a crisis in the community?	Yes	
922	Did your library support your users' personal learning and knowledge development?	Yes	
923	Did your library help to develop social capital in your community?	Yes	

### Electronic Services #856-863

856	Library Utilizes CA Teleconnect Fund	No	No
857	Library Utilizes the E-Rate Program	No	No
858	CIPA Compliant	No	No

### Electronic Resources Usage

859	Annual Uses of Public Internet Computers	146,567	149,962
860	Virtual Visits to the library website	889,343	804,194
861	Wireless Sessions Per Year	358,079	353,661
862	Does your library use RFID	Yes	Yes
863	# of Internet Terminals	138	138

### 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	

Notes

Local Government (taxes and allocations)

Error in 2017 revenue - correct amount is \$5,484,783--2018-11-02

Electronic Books

New services/subscriptions added--2018-11-02

## Library Outlet #1-44

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

1	FSCSKey	CA0091	
2	State assigned identification number	M687	
3	Library Code	M687.002	
4	Short Name	Palo Alto	
5	Legal Name	PALO ALTO CHILDREN'S LIBRARY	
6	Physical Street Address	1276 HARRIET ST.	
7	City	PALO ALTO	
8	Zip Code	94301	
9	Zip+4 Code	3461	
10	Mailing Street Address	1276 Harriet St.	
11	Mailing City	Palo Alto	
12	Mailing Zip Code	94301	
13	Mailing Zip +4	3461	
14	County	Santa Clara	
15	Fax	(650) 463-4964	
16	Phone	6503292436	
17	Outlet Type Code	Branch	
18	Facility Owned By	City	
19	Facility Update Needs	Remodel	
20	Population Served	4,000	4,000
21	Total Outlet Staff FTE	9.07	8.87
22	Hours Open, Weekly	52.00	52.00

23	Hours Open, Annually	2,704	2,704
24	Weeks Open, Annually	52	52
25	Volumes Held	39,456	44,380
26	Circulation	228,504	228,989
27	Total Outlet Operating Expenditures		
28	Year Built	1940	1940
29	Date Library Opened (mm/yyyy)	09/1940	09/1940
30	Year Library Remodeled	2007	2007
31	Is this Outlet LEED certified?	No	No
32	Size in Square Feet of outlet	6,043	6,043
33	Number of Reader Seats	66	66
34	Days Per Week Library is Open to the Public	7	7
35	Staffed when open to public by at least 1 paid librarian & 1 paid	Yes	Yes
36	Housed in Seperate Quarters?	Yes	Yes
37	Established Scheduled Hours for Public Service?	Yes	Yes
38	Degree of Adequacy of this Facility	8	8
39	Number of Internet Terminals - General Public	8	8
40	What is your library's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	40.1 Mbps - 1.0 Gbps (gig)
41	Is Wireless available at this location?	True	True
42	Metropolitan Status Code	Central City	Central City
43	FSCS Submission Year	2017-18	2016-17
44	Outlet Type Sort Code		

Fax  
remove fax number--2018-11-02

### Library Outlet #1-44

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

1	FSCSKey	CA0091	
2	State assigned identification number	M687	
3	Library Code	M687.003	
4	Short Name	Palo Alto	
5	Legal Name	COLLEGE TERRACE LIBRARY	
6	Physical Street Address	2300 WELLESLEY ST.	
7	City	PALO ALTO	
8	Zip Code	94306	
9	Zip+4 Code	1337	
10	Mailing Street Address	2300 Wellesley St.	
11	Mailing City	Palo Alto	
12	Mailing Zip Code	94306	
13	Mailing Zip +4	1337	
14	County	Santa Clara	
15	Fax	(650) 494-7145	
16	Phone	6503292436	
17	Outlet Type Code	Branch	
18	Facility Owned By	City	
19	Facility Update Needs	Not Applicable	
20	Population Served	7,000	7,000
21	Total Outlet Staff FTE	1.79	2.04
22	Hours Open, Weekly	32.00	32.00

23	Hours Open, Annually	1,664	1,664
24	Weeks Open, Annually	52	52
25	Volumes Held	18,210	18,110
26	Circulation	72,752	72,170
27	Total Outlet Operating Expenditures		
28	Year Built	1936	1936
29	Date Library Opened (mm/yyyy)	11/1936	11/1936
30	Year Library Remodeled	2010	2010
31	Is this Outlet LEED certified?	No	No
32	Size in Square Feet of outlet	2,392	2,392
33	Number of Reader Seats	20	20
34	Days Per Week Library is Open to the Public	4	4
35	Staffed when open to public by at least 1 paid librarian & 1 paid	No	No
36	Housed in Seperate Quarters?	Yes	Yes
37	Established Scheduled Hours for Public Service?	Yes	Yes
38	Degree of Adequacy of this Facility	8	8
39	Number of Internet Terminals - General Public	7	7
40	What is your library's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	40.1 Mbps - 1.0 Gbps (gig
41	Is Wireless available at this location?	True	True
42	Metropolitan Status Code	Central City	Central City
43	FACS Submission Year	2017-18	2016-17
44	Outlet Type Sort Code		

Fax

Fax not available - please delete--2018-11-02



## Library Outlet #1-44

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

1	FSCSKey	CA0091	
2	State assigned identification number	M687	
3	Library Code	M687.004	
4	Short Name	Palo Alto	
5	Legal Name	PALO ALTO DOWNTOWN BRANCH	
6	Physical Street Address	270 FOREST AVE.	
7	City	PALO ALTO	
8	Zip Code	94301	
9	Zip+4 Code	2512	
10	Mailing Street Address	270 Forest Ave.	
11	Mailing City	Palo Alto	
12	Mailing Zip Code	94301	
13	Mailing Zip +4	2512	
14	County	Santa Clara	
15	Fax	(650) 327-7568	
16	Phone	6503292436	
17	Outlet Type Code	Branch	
18	Facility Owned By	City	
19	Facility Update Needs	Not Applicable	
20	Population Served	8,000	8,000
21	Total Outlet Staff FTE	2.82	2.50
22	Hours Open, Weekly	40.00	40.00

23	Hours Open, Annually	2,080	2,080
24	Weeks Open, Annually	52	52
25	Volumes Held	24,281	26,248
26	Circulation	75,080	80,180
27	Total Outlet Operating Expenditures		
28	Year Built	1971	1971
29	Date Library Opened (mm/yyyy)	03/1971	03/1971
30	Year Library Remodeled	2011	2011
31	Is this Outlet LEED certified?	LEED Silver	LEED Silver
32	Size in Square Feet of outlet	9,046	9,046
33	Number of Reader Seats	57	57
34	Days Per Week Library is Open to the Public	5	5
35	Staffed when open to public by at least 1 paid librarian & 1 paid	No	No
36	Housed in Seperate Quarters?	Yes	Yes
37	Established Scheduled Hours for Public Service?	Yes	Yes
38	Degree of Adequacy of this Facility	8	8
39	Number of Internet Terminals - General Public	16	16
40	What is your library's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	40.1 Mbps - 1.0 Gbps (gigabips/second)
41	Is Wireless available at this location?	True	True
42	Library Location Status Code	Central City	Central City
43	FISCY Submission Year	2017-18	2016-17
44	Outlet Type Sort Code		

## Library Outlet #1-44

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

1	FSCSKey	CA0091	
2	State assigned identification number	M687	
3	Library Code	M687.001	
4	Short Name	Palo Alto	
5	Legal Name	RINCONADA LIBRARY	
6	Physical Street Address	1213 NEWELL RD.	
7	City	PALO ALTO	
8	Zip Code	94303	
9	Zip+4 Code	2999	
10	Mailing Street Address	PO Box 10250	
11	Mailing City	Palo Alto	
12	Mailing Zip Code	94303	
13	Mailing Zip +4	0862	
14	County	Santa Clara	
15	Fax	(650) 327-2033	
16	Phone	6503292436	
17	Outlet Type Code	Branch	
18	Facility Owned By	City	
19	Facility Update Needs	Not Applicable	
20	Population Served	24,000	24,000
21	Total Outlet Staff FTE	14.86	15.44
22	Hours Open, Weekly	68.00	68.00

23	Hours Open, Annually	3,536	3,536
24	Weeks Open, Annually	52	52
25	Volumes Held	91,053	101,068
26	Circulation	218,556	213,359
27	Total Outlet Operating Expenditures		
28	Year Built	1958	1958
29	Date Library Opened (mm/yyyy)	07/1958	07/1958
30	Year Library Remodeled	2015	2015
31	Is this Outlet LEED certified?	LEED Silver	LEED Silver
32	Size in Square Feet of outlet	29,608	29,608
33	Number of Reader Seats	140	140
34	Days Per Week Library is Open to the Public	7	7
35	Staffed when open to public by at least 1 paid librarian & 1 paid	Yes	Yes
36	Housed in Seperate Quarters?	Yes	Yes
37	Established Scheduled Hours for Public Service?	Yes	Yes
38	Degree of Adequacy of this Facility	10	10
39	Number of Internet Terminals - General Public	42	42
40	What is your library's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	40.1 Mbps - 1.0 Gbps (gig
41	Is Wireless available at this location?	True	True
42	MPLS/Internet Status Code	Central City	Central City
43	Fax Submission Year	2017-18	2016-17
44	Outlet Type SA 1 Code	1	1

Fax  
remove fax number--2018-11-02

## Library Outlet #1-44

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

1	FSCSKey	CA0091	
2	State assigned identification number	M687	
3	Library Code	M687.005	
4	Short Name	Palo Alto	
5	Legal Name	MITCHELL PARK BRANCH	
6	Physical Street Address	4050 MIDDLEFIELD RD.	
7	City	PALO ALTO	
8	Zip Code	94303	
9	Zip+4 Code	4739	
10	Mailing Street Address	4050 Middlefield Rd.	
11	Mailing City	Palo Alto	
12	Mailing Zip Code	94303	
13	Mailing Zip +4	4739	
14	County	Santa Clara	
15	Fax	(650) 856-7925	
16	Phone	6503292436	
17	Outlet Type Code	Branch	
18	Facility Owned By	City	
19	Facility Update Needs	Not Applicable	
20	Population Served	32,000	32,000
21	Total Outlet Staff FTE	18.75	18.63
22	Hours Open, Weekly	68.00	68.00

23	Hours Open, Annually	3,536	3,536
24	Weeks Open, Annually	52	52
25	Volumes Held	130,508	145,625
26	Circulation	840,582	832,762
27	Total Outlet Operating Expenditures		
28	Year Built	1958	1958
29	Date Library Opened (mm/yyyy)	07/1958	07/1958
30	Year Library Remodeled	2014	2014
31	Is this Outlet LEED certified?	LEED Platinum	LEED Platinum
32	Size in Square Feet of outlet	41,000	41,000
33	Number of Reader Seats	260	260
34	Days Per Week Library is Open to the Public	7	7
35	Staffed when open to public by at least 1 paid librarian & 1 paid	Yes	Yes
36	Housed in Seperate Quarters?	Yes	Yes
37	Established Scheduled Hours for Public Service?	Yes	Yes
38	Degree of Adequacy of this Facility	10	10
39	Number of Internet Terminals - General Public	65	65
40	What is your library's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	40.1 Mbps - 1.0 Gbps (gig
41	Is Wireless available at this location?	True	True
42	Outlet Type Site Code	Central City	Central City
43	FAC's Submission Year	2017-18	2016-17
44	Outlet Type Site Code		