

What Every New Director Needs to Know about Texas Public Library Accreditation

...for confidence, competence, and success

Accreditation Staff

Library Development and Networking Division

Texas State Library and Archives Commission

512-463-5466 | 800-252-9386 | www.tsl.texas.gov





Austin Library Organizations

[T.L.A.](#) - Texas Library Association (nonprofit)

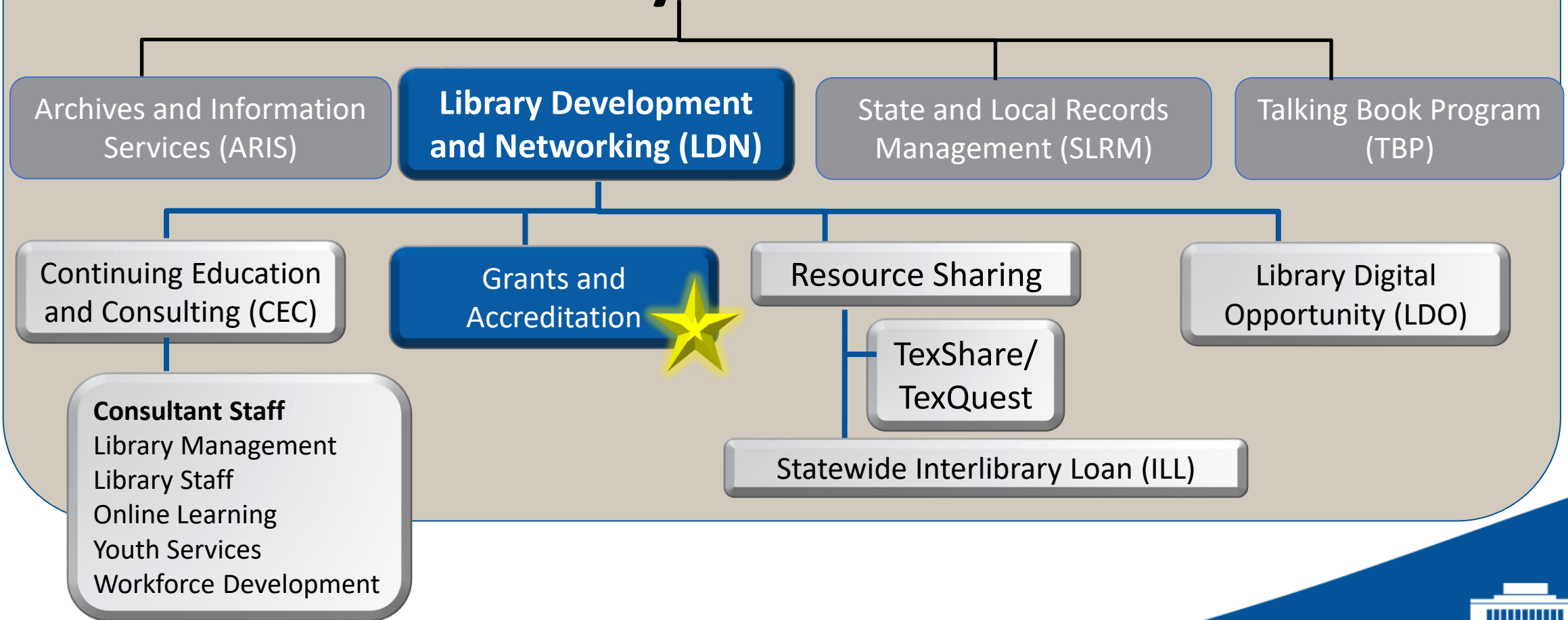


[P.L.A.N.](#) - Partners Library Action Network (nonprofit)

[TSLAC](#) - Texas State Library and Archives Commission (state agency)



Texas State Library and Archives Commission



Purpose of Annual Report

IS

A summary of operating expenditures

Used to identify local financial support

A summary of library services

IS NOT

...a balance sheet
...an evaluation or judgement of the library



Maintain visibility

Simplify recordkeeping

Access to summer library program materials at no cost

Eligibility for library accreditation

Assignment of Legal Service Area (service population)

Why Report?

Legal Service Area (LSA)

Assigned by TSLAC according to rules in [Texas Administrative Code](#).

Based on [US Census](#) estimate and sources of local government funding.

Will not change until next reporting year.





Local fiscal year contains
January 1

Local governing authority's
financial/budget year.

LucasIsrael/pixabay

Reporting Year = Local Fiscal Year (LFY)

Annual Report Data Collection

tx.countingopinions.com

The screenshot shows a web browser window with the URL tx.countingopinions.com. The page header features the Texas State Library and Archives Commission logo, which includes a stylized building icon and a star. Below the logo, the text reads "TEXAS STATE LIBRARY AND ARCHIVES COMMISSION". The main content area contains a welcome message: "Welcome to the Texas State Library and Archives Commission Texas LibPAS Portal". Below this, it says "Please login here to enter data." A login form is centered on the page, titled "Login". It has two input fields: "Username:" with the value "TX1000" and "Password:" with masked characters "*****". There is a "Login" button to the right of the password field and a "Password reminder" link below the password field. The footer of the page contains contact information: "Texas State Library and Archives Commission Library Development & Networking Division | 1201 Brazos Street PO Box 12927 | Austin, Texas 78711-2927 | accreditation@tsl.texas.gov | 512/463-5465 or 800/252-9386 (Texas toll free)". A copyright notice at the bottom center reads "© 2025 Counting Opinions (SQUIRE) Ltd."

www.tsl.texas.gov/ldn/annualreport

Institute of Museum and Library Services (IMLS)

PLS Benchmarking Tables

Surveys | Evaluation

www.imls.gov/research-evaluation/data

Number and Percentage of Public Libraries		Revenue and Expenditures		Services, Resources and Programs		Staffing and Size																																																																									
Fiscal Year	Report by	Select a Table																																																																													
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<p>Table 26. Number of paid full-time-equivalent (FTE) staff in public libraries, by type of position; percentage of total FTE librarians and total FTE staff with ALA-MLS degrees; and number of public libraries with ALA-MLS librarians - By State - 2022</p> <table border="1"> <thead> <tr> <th>State</th> <th>Number of Public Libraries</th> <th>Total Paid Staff</th> <th>Total Librarians</th> <th>Librarians with ALA-MLS</th> <th>Other Paid Staff</th> <th>Percentage of Total Librarians with ALA-MLS</th> <th>Percentage of Total Staff with ALA-MLS</th> <th>Number of Public Libraries with ALS-MLS Librarians</th> </tr> </thead> <tbody> <tr> <td>NATIONAL</td> <td>9,019</td> <td>141,126.57</td> <td>51,190.93</td> <td>33,852.99</td> <td>89,935.64</td> <td>66.13</td> <td>23.99</td> <td>4,184</td> </tr> <tr> <td>New York</td> <td>755</td> <td>12,450.03</td> <td>4,529.17</td> <td>3,682.95</td> <td>7,920.86</td> <td>81.32</td> <td>29.58</td> <td>341</td> </tr> <tr> <td>Illinois</td> <td>623</td> <td>8,691.30</td> <td>3,335.05</td> <td>2,301.35</td> <td>5,356.25</td> <td>69.00</td> <td>26.48</td> <td>280</td> </tr> <tr> <td>Texas</td> <td>539</td> <td>6,921.84</td> <td>2,507.69</td> <td>1,765.53</td> <td>4,414.15</td> <td>70.40</td> <td>25.51</td> <td>243</td> </tr> <tr> <td>Iowa</td> <td>536</td> <td>1,760.64</td> <td>1,049.33</td> <td>310.08</td> <td>711.31</td> <td>29.55</td> <td>17.61</td> <td>79</td> </tr> <tr> <td>Pennsylvania</td> <td>445</td> <td>4,751.75</td> <td>1,639.22</td> <td>1,181.63</td> <td>3,112.53</td> <td>72.08</td> <td>24.87</td> <td>212</td> </tr> <tr> <td>Michigan</td> <td>396</td> <td>4,755.59</td> <td>1,895.89</td> <td>1,302.32</td> <td>2,859.70</td> <td>68.69</td> <td>27.39</td> <td>216</td> </tr> </tbody> </table>								State	Number of Public Libraries	Total Paid Staff	Total Librarians	Librarians with ALA-MLS	Other Paid Staff	Percentage of Total Librarians with ALA-MLS	Percentage of Total Staff with ALA-MLS	Number of Public Libraries with ALS-MLS Librarians	NATIONAL	9,019	141,126.57	51,190.93	33,852.99	89,935.64	66.13	23.99	4,184	New York	755	12,450.03	4,529.17	3,682.95	7,920.86	81.32	29.58	341	Illinois	623	8,691.30	3,335.05	2,301.35	5,356.25	69.00	26.48	280	Texas	539	6,921.84	2,507.69	1,765.53	4,414.15	70.40	25.51	243	Iowa	536	1,760.64	1,049.33	310.08	711.31	29.55	17.61	79	Pennsylvania	445	4,751.75	1,639.22	1,181.63	3,112.53	72.08	24.87	212	Michigan	396	4,755.59	1,895.89	1,302.32	2,859.70	68.69	27.39	216
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INSTITUTE of
Museum and Library
SERVICES



Why Accreditation?

- Criteria from library peers
- Library improvement and stability
- Promote financial foundation
- Access to federal funds, TexShare
- Community assurance
- Voluntary local decision



Accreditation Criteria Explained



History and Definitions



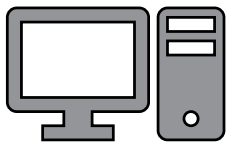
Legal Service Area (LSA) Calculation



Library Services, Legal Establishment



Financial Minimums



Other Operational Criteria

Waivers, Appeals, Conditional Accreditation

www.tsl.texas.gov/ldn/accreditation



OpenClipart-Vectors/pixabay

Operating Expenditures

- ✓ Salaries and benefits
- ✓ Collection Materials

Books

E-Materials

Other Format

- ✓ Other Operating Expenditures

Supplies – paper,
cleaning, book
repair, pens, toner,
etc.

TexShare

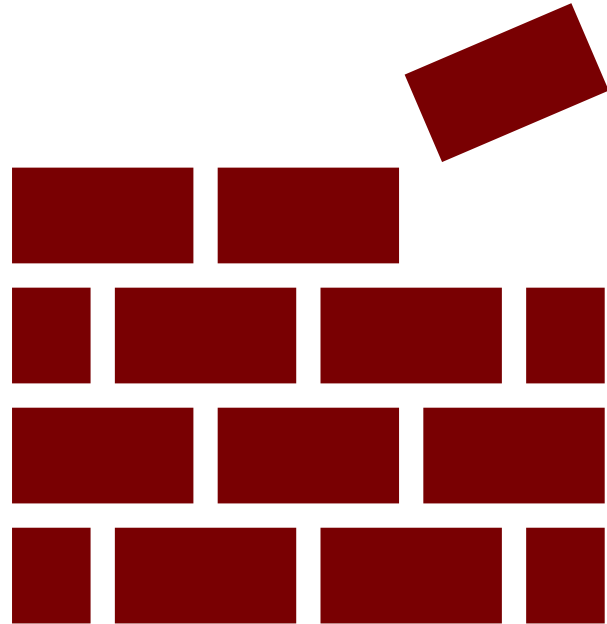
participation fee
Program materials

Presenter fees
Conference fees
Travel
Utilities
Postage
Shelving
Computers
more....



TEXAS STATE
**LIBRARY
AND
ARCHIVES**
COMMISSION

Capital Outlay

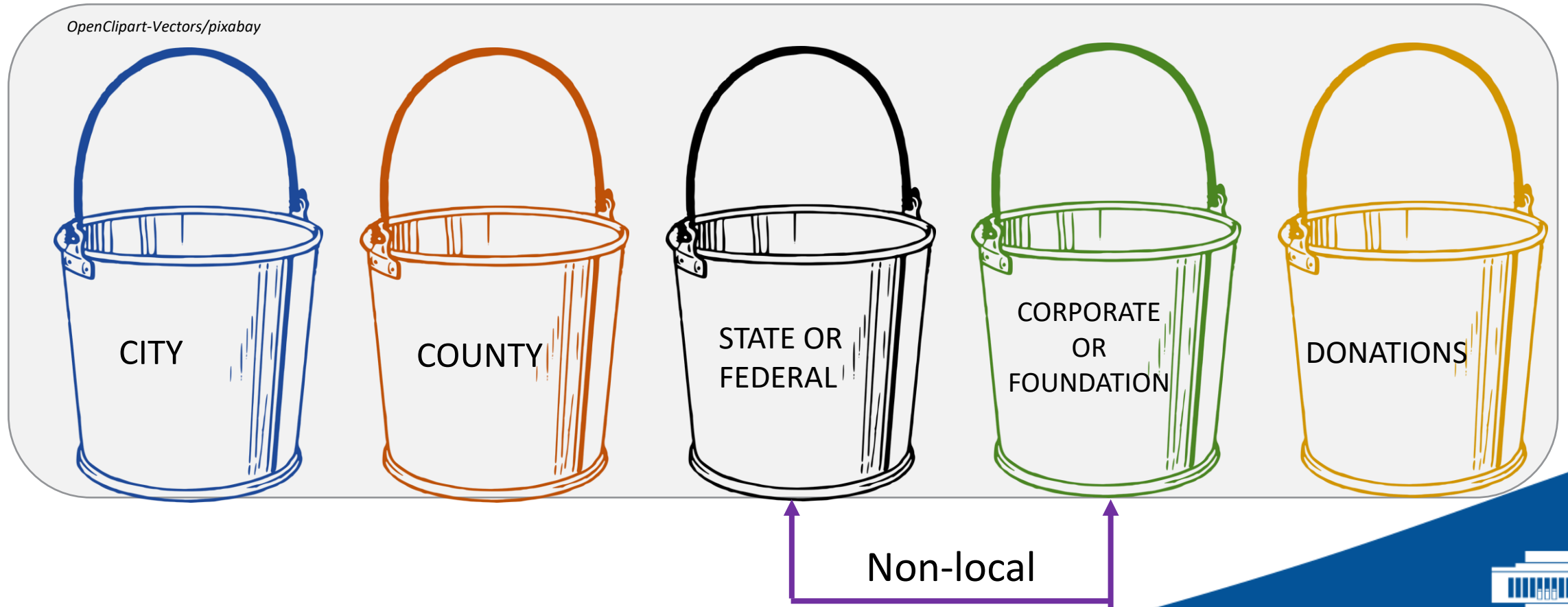


Building new building
Repaving the parking lot
Opening day collection
New roof
New carpet
New HVAC

Check with local governing funding authority for capitalization level or local accounting practice.

Revenue: Sources of library funding

OpenClipart-Vectors/pixabay



MOE – Maintenance of Effort



Determined by the library's
spending history

Measure of local financial support

Three ways to meet minimum

Look-up tool on [Annual Report](#)
webpage

Collection Materials

Accreditation: One item per capita

Books, Printed Material

E-Books

Physical Audio Items (CDs)

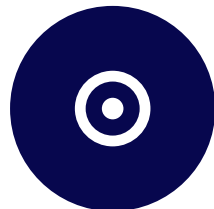
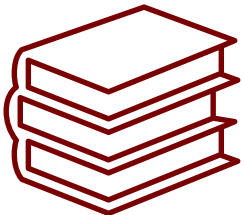
E-Audio (downloadable)

Physical Video Items (DVDs)

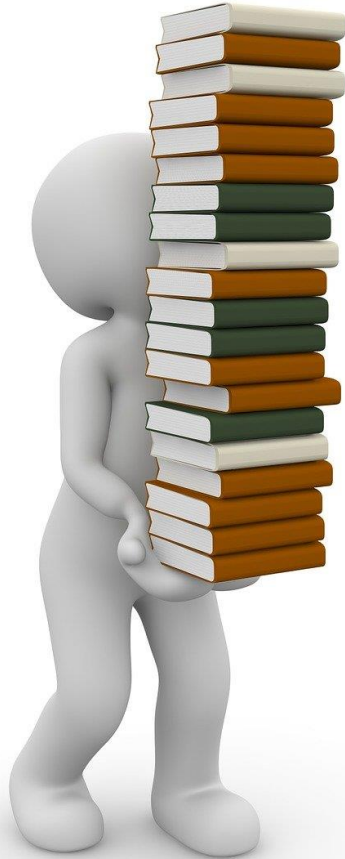
E-Video (downloadable/streaming)

Non-traditional physical circulating items

Locally licensed databases



Professional Librarian



Professional Librarian: someone with advanced degree in library or library information science.

MLIS Librarian Required if Population Served is **25,001+**

Does not have to be director.

Reference
Visits
Registered users
Circulation
Programs
Service Hours
Statewide ILL



Planning tool on [Annual Report](#) webpage

Library Services

Legal Establishment	Signatory*
City	Mayor City Manager/City Administrator Finance or Accounting Director
County	County Judge County Auditor
School District	Superintendent Finance or Accounting Director
Nonprofit Corporation	Library Board Chair or Treasurer
Library District	Library Board Chair or Treasurer



Signing Authority

***sig·na·to·ry** /'sɪgnəˌtɔːri/ : *Person who binds himself or herself, or the entity he or she is authorized to represent, by his or her signature to the terms of an agreement.*

www.businessdictionary.com/

Succession Planning



Log-in Credentials

Website

Email

LMS/ILS

Security System

Back-up authority

Public Library Accreditation and Statistics

Annual Report

Accreditation

Public Library Statistics

Contact Information

Texas Public Libraries Annual Report

Tips and Tools

Without the hard work, cooperation, and
treasure trove of information! We
collection window for the 2022
time.

Information that is coll

Forms are available in PDF

Application and Ac

[Local Fiscal Year \(LFY\)](#)

[2024 Application Form](#)

Indirect Cost Informa

Indirect costs can be in

[Indirect Cost Example](#)

[Indirect Cost Docume](#)

Accreditation Appeal:

loss of accreditation to

appeal loss of accredita

assistance with this pro

Population and Accreditation Standards

Summary (PASS) Tool

Annual Report Planning Workbook

LDN Program Calendar

Program Reporting Tip Sheet

Program Reporting Calculator

Reporting E-Materials

Reporting Wi-Fi Usage

Reporting Service Hours

www.tsl.texas.gov/ldn/annualreport

Resources

Contact Us!

Accreditation and Statistics Team

accreditation@tsl.texas.gov

512-463-5465 | 800-252-9386 (Toll-free in Texas)