Information Collected on the Texas Public Library Annual Report

AR#	Description	Inc	Explanation
	FSCS ID		Federal Number, assigned once library is reported to IMLS
	Library ID	⌨	
	TLDD	⌨	
	OCLC	⌨	
	Did the library complete the annual report?		
	Accreditation Status		
	Population of the Legal Service Area		
	Outlet Type Code	⌨	Identifying characteristic codes
	Metropolitan Status Code		
	Interlibrary Relationship Code		
	Legal Establishment	⌨	
	Administrative Structure Code		
	FSCS Public Library Definition		
	Geographic Code		
	Legal Service Area Boundary Change		
	Central Library		ID of main/central library
	Region	⌨	Former systems designations
1.1	Library Name	⌨	Legal name of central library: must have documentation to change
1.2	County	⌨	
1.3	Local Fiscal Year Start		Data in PL Annual Report is reported in a local fiscal year basis
1.4	Local Fiscal Year End		
1.5	Mailing Address	⌨	
1.6	Mailing City	⌨	
1.7	Mailing ZIP Code	⌨	
1.8	Mailing ZIP+4 Extension	⌨	
1.9	Street Address	⌨	
1.10	Street City	⌨	
1.11	Street ZIP Code	⌨	
1.12	Street ZIP+4 Extension	⌨	
1.14	Phone	⌨ ⌘	Published on website or other directory
1.15	Telefax	⌨	
1.16	Library Director/Head Librarian First Name	⌨	
1.17	Library Director/Head Librarian Last Name	⌨	
1.18	Admin Email	⌨	email of director or her/his designee: administrative contact
1.19	Library Email	⌨	
1.21	Web Address	⌨ ⌘	
1.23	Contact Person First Name		Person completing the AR
1.24	Contact Person Last Name		
1.25	Contact Email		
1.26	Board Chair First Name		
1.27	Board Chair Last Name		
1.28	Friends President First Name		

Inc Key ⌘ Accreditation Question; ⌨ Directory Information

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AR#	Description	Inc	Explanation
1.29	Friends President Last Name		
2.1	Number of Branch Libraries	📇	
2.2	Number of Bookmobiles	📇	
2.3	Renovations, Expansion, New Construction		
2.4	Square Footage of the Main Library		
	Financial Information Collected		
	Expenditures		
3.1	Salaries & Wages Expenditures		
3.2	Employee Benefits Expenditures		
3.3	Total Staff Expenditures		Sum of 3.1 & 3.2
3.4	Print Materials Expenditures		
3.5	Electronic Materials Expenditures		
3.6	Other Materials Expenditures		
3.7	Total Collection Expenditures		Sum of 3.4, 3.5, 3.6
3.8	Other Operating Expenditures		
3.9	Total Direct Operating Expenditures		Sum of 3.3, 3.7, 3.8
3.10	Indirect Costs		
3.11	Total Operating Expenditures		
3.12	Capital Expenditures		
	Local Financial Effort		
4.1	Local Expenditures on Collections	⌘	
4.2	Total Local Library Operating Expenditures	⌘	Question used for MOE calculation
4.3	Local Government Operating Expenditures	⌘	
	Revenue		
5.1	City, Cities or Library District: Operating Revenue		
5.2	County or Counties: Operating Revenue		
5.3	School District: Operating Revenue		
5.4	Subtotal: Local Government Operating Revenue		Sum of 5.1, 5.2, 5.3
5.5	State Government: Operating Revenue		
5.6	Federal Government: Operating Revenue		
5.7	Foundation & Corporate Grants: Operating Revenue		
5.8	Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue		
5.9	Total Library Operating Revenue		Sum of 5.4, 5.5, 5.6, 5.7, 5.8
5.10	City Cities or Library District: Capital Revenue		
5.11	County or Counties: Capital Revenue		
5.12	School District: Capital Revenue		
5.13	State Government: Capital Revenue		
5.14	Federal Revenue: Capital Revenue		
5.15	Foundation & Corporate Grants: Capital Revenue		
5.16	Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue		
5.17	Total Capital Revenue		
5.18	City or County providing funds (outside home county)		
5.19	Amount received		
	Collection Counts		
6.0	Electronically Searchable Catalog	⌘	
6.01	Collection - 1% published in last five years?	⌘	
6.02	Consortium Participation		Collecting name of consortium to which library belongs

Inc Key ⌘ Accreditation Question; 📇 Directory Information

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AR#	Description	Inc	Explanation
6.1	Books in Print - Titles		
6.2	Books in Print - Items		
6.3	Audio Materials - Physical Format - Titles		
6.4	Audio Materials - Physical Format - Items		
6.5	Audio Materials - Downloadable Units		
6.6	Video Materials - Physical Format - Titles		
6.7	Video Materials - Physical Format - Items		
6.8	Video Materials - Downloadable Units		
6.9	Electronic Books		
6.10	Local Licensed Electronic Collections/Databases		
6.11	TexShare/TexSelect Licensed Databases		
6.12	Consortium/Other Agreements for Electronic Collections/Licensed Databases		
6.13	Total Electronic Collections/Databases		Sum of 6.10, 6.11, 6.12
6.14	Collection Totals - Titles		Sum of 6.1, 6.3, 6.6
6.15	Collection Totals - Volumes Items or Physical Units	⌘	6.2, 6.4, 6.5, 6.7, 6.8, 6.9, 6.10
6.16	Current Print Serial Subscriptions		
	Service Measures		
7.0	Long-Range Plan in Place	⌘	
7.1	Reference Transactions		
7.2	Library Visits		
7.3	Registered Users		
7.4	Children's Circulation - Physical formats		
7.5	Children's Circulation - Digital formats (Downloadable)		
7.6	All Other Circulation (exclude children's) - Physical format		
7.7	All Other Circulation (exclude Children's) - Digital format (Downloadable)		
7.8	Total Circulation		Sum of 7.4, 7.5, 7.6, 7.7
7.9	Children's programs provided by the library		
7.10	Children's Program Attendance		
7.11	Young Adult programs provided by the library		
7.12	Young Adult Program Attendance		
7.13	Adult programs provided by the library		
7.14	Adult Program Attendance		
7.15	Total Number of Library Programs		Sum of 7.9, 7.111, 7.13
7.16	Total Attendance at Library Programs		Sum of 7.10, 7.12, 7.14
	Staffing		
8.1	ALA-MLS FTE's	⌘	Collected as weekly hours and converted to FTE's
8.2	Other Librarians FTE's		Collected as weekly hours and converted to FTE's
8.3	All Other Paid Staff FTE's		Collected as weekly hours and converted to FTE's
8.4	Total Paid Staff FTE's		Sum of 8.1, 8.2, 8.3
8.5	Volunteer Hours - Annual Total		
8.6	Head Librarian's/Director Annual Rate of Salary		
8.7	Head Librarian's/Director's Hours Worked per Week	⌘	
8.8	Director Obtained 10 CEU's	⌘	
8.9	Photocopier Available for Staff	⌘	
8.10	Internet Computer Available for Staff	⌘	

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AR#	Description	Inc	Explanation
	Resource Sharing		
9.1	Borrow through ILL Resource Sharing Service	⌘	
9.2	Lend through ILL Resource Sharing Service	⌘	
9.3	Interlibrary Loans Received From Other Libraries		
9.4	Interlibrary Loans Provided To Other Libraries		
	Technology		
10.1	Public Internet Computer with Printer/Copier	⌘	
10.2	Number of Public Internet Computers		
10.3	Annual Uses of Public Internet Computers		
10.4a	Wireless Internet (Wi-Fi) Access Available		
10.4b	Annual Number of WiFi Sessions		
10.5a	Annual Website Visits collected		
10.5b	Annual Number of Website Visits		
	Service Hours		
11.1	Annual Public Service Hours for Central Library		
11.2	Annual Public Service Weeks for Central Library		
11.3	Weekly Service Hours All Facilities Available (Unduplicated, if branches)	⌘	
11.4	Weekly Hours Central Library Open - Regular Schedule		
11.5	Weekly Hours Central Library Open - Summer Schedule		
	Outlet Information		
12.1	Branch or Bookmobile	📇	
12.2	Outlet Legal Name	📇	
12.3	Mailing Address Street	📇	
12.4	Mailing Address City	📇	
12.5	Mailing Address ZIP Code	📇	
12.6	Mailing Address Zip+4 Extension	📇	
12.7	Street Address	📇	
12.8	City	📇	
12.9	ZIP Code	📇	
12.10	ZIP+4 Extension	📇	
12.11	Phone	📇	
12.12	Telefax	📇	
12.13	Email Address	📇	
12.14	Librarian First Name	📇	
12.15	Librarian Last Name	📇	
12.16	Square footage of the branch library		
12.17	Does the branch have an established schedule in which services of the staff are available to the public?		
12.18	Public Service Hours Annual Total - Branch/Bookmobile		
12.19	Public Service Week Annual Total- Branch/Bookmobile		