Introduction to the 2018 Texas Public Libraries Annual Report

Stacey Malek, LSTA/Accreditation Program Coordinator
Valicia Greenwood, Library Statistics Specialist

Texas State Library and Archives Commission
Library Development and Networking Division
Tuesday, January 29, 2019
Advantages

WHY REPORT?
Summer Reading Program Materials
National Public Library Data Collection

https://www.imls.gov/research-tools/data-collection

Surveys & Data

Data Catalog

Our Data Catalog puts IMLS data—comprising agency data such as grants administration and data about libraries, museums, and related organizations—at your fingertips so you can dig into it.

Public Libraries Survey (PLS)

Conducted annually since 1988, PLS is your definitive source on the state of public libraries in the United States. Explore the PLS data to find key information on over 9,000 public library systems and 17,000 public library outlets nationwide.
Accreditation in Texas State Library System

Texas Administrative Code

TITLE 13  CULTURAL RESOURCES
PART 1  TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
CHAPTER 1  LIBRARY DEVELOPMENT
SUBCHAPTER C  MINIMUM STANDARDS FOR ACCREDITATION OF LIBRARIES IN THE STATE LIBRARY SYSTEM

Rules

§1.71  Definition of Population Served
§1.72  Public Library Service
§1.73  Public Library: Legal Establishment
§1.74  Local Operating Expenditures
§1.75  Nondiscrimination
§1.77  Public Library: Local Government Support
§1.79  Provisional Accreditation of Library
§1.80  Probational Accreditation of Library
§1.81  Quantitative Standards for Accreditation of Library
§1.82  Accreditation Based on Current Operating Budget
§1.83  Other Requirements
§1.84  Professional Librarian
§1.85  Annual Report
§1.86  Standards for Accreditation of Libraries Operated by Public School Districts, Institutions of Higher Education, Units of Local, State, or Federal Government, Accredited Non-Public Elementary or Secondary Schools, or Special or Research Libraries

http://tinyurl.com/TACaccreditation
# Texas Public Library Directory


<table>
<thead>
<tr>
<th>Membership</th>
<th>Library Name</th>
<th>Account Name</th>
<th>Population Served</th>
<th>County</th>
<th>Mailing Address</th>
<th>Mailing City</th>
<th>Mail Zip Code</th>
<th>Shipping Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>Abernathy Public Library</td>
<td>Abernathy</td>
<td>720 - 0100</td>
<td>Hale</td>
<td>PO Box 910</td>
<td>Abernathy</td>
<td>79311-0100</td>
<td>811 Ave D</td>
</tr>
<tr>
<td>Member</td>
<td>Abilene Public Library</td>
<td>Abilene</td>
<td>720 - 0100</td>
<td>Taylor</td>
<td>PO Box 202</td>
<td>Abilene</td>
<td>79605-0100</td>
<td>202 Cedar St</td>
</tr>
<tr>
<td>Member</td>
<td>Sergeant Fernando de la Rosa Memorial Library</td>
<td>Hidalgo</td>
<td>720 - 0100</td>
<td>Hidalgo</td>
<td>PO Box 123</td>
<td>Hidalgo</td>
<td>78503-1234</td>
<td>413 N Tower Rd</td>
</tr>
<tr>
<td>Member</td>
<td>Shackelford County Library</td>
<td>Shackelford</td>
<td>720 - 0100</td>
<td>Shackelford</td>
<td>PO Box 217</td>
<td>Shackelford</td>
<td>78430-2171</td>
<td>402 N 2nd St</td>
</tr>
<tr>
<td>Member</td>
<td>East Parker County Library</td>
<td>Parker</td>
<td>720 - 0100</td>
<td>Parker</td>
<td>PO Box 2001</td>
<td>Parker</td>
<td>76018-2001</td>
<td>201 N FM 1187</td>
</tr>
<tr>
<td>Member</td>
<td>Alice Salinas Public Library</td>
<td>Alice</td>
<td>720 - 0100</td>
<td>Alice</td>
<td>PO Box 123</td>
<td>Alice</td>
<td>78332-1234</td>
<td>401 E 3rd St</td>
</tr>
<tr>
<td>Member</td>
<td>Allen Public Library</td>
<td>Collin</td>
<td>720 - 0100</td>
<td>Collin</td>
<td>PO Box 123</td>
<td>Collin</td>
<td>75013-1234</td>
<td>300 N Allen Dr</td>
</tr>
<tr>
<td>Member</td>
<td>Alpine Public Library</td>
<td>Alpine</td>
<td>720 - 0100</td>
<td>Alpine</td>
<td>PO Box 123</td>
<td>Alpine</td>
<td>79830-1234</td>
<td>803 W Ave E</td>
</tr>
<tr>
<td>Member</td>
<td>Stella Hill Memorial Library</td>
<td>Cherokee</td>
<td>720 - 0100</td>
<td>Cherokee</td>
<td>PO Box 98</td>
<td>Cherokee</td>
<td>75926-0098</td>
<td>158 W San Antonio St</td>
</tr>
<tr>
<td>Member</td>
<td>Alvarado Public Library</td>
<td>Alvarado</td>
<td>720 - 0100</td>
<td>Alvarado</td>
<td>PO Box 123</td>
<td>Alvarado</td>
<td>76099-1234</td>
<td>210 N Alvarado</td>
</tr>
<tr>
<td>Member</td>
<td>Alvord Public Library</td>
<td>Alvord</td>
<td>720 - 0100</td>
<td>Alvord</td>
<td>PO Box 123</td>
<td>Alvord</td>
<td>76223-1234</td>
<td>106 Franklin St</td>
</tr>
<tr>
<td>Member</td>
<td>Amarillo Public Library</td>
<td>Amarillo</td>
<td>720 - 0100</td>
<td>Amarillo</td>
<td>PO Box 2171</td>
<td>Amarillo</td>
<td>79105-2171</td>
<td>413 E 4th Ave</td>
</tr>
<tr>
<td>Member</td>
<td>Chambers County Library System</td>
<td>Chambers</td>
<td>720 - 0100</td>
<td>Chambers</td>
<td>PO Box 520</td>
<td>Chambers</td>
<td>77514-0520</td>
<td>202 Cummings St</td>
</tr>
<tr>
<td>Member</td>
<td>Andrews County Library System</td>
<td>Andrews</td>
<td>720 - 0100</td>
<td>Andrews</td>
<td>PO Box 123</td>
<td>Andrews</td>
<td>79714-1234</td>
<td>109 NW 1st St</td>
</tr>
<tr>
<td>Member</td>
<td>Brazoria County Library System</td>
<td>Brazoria</td>
<td>720 - 0100</td>
<td>Brazoria</td>
<td>PO Box 297</td>
<td>Brazoria</td>
<td>77513-0297</td>
<td>451 N Velasco St Ste 2</td>
</tr>
<tr>
<td>Member</td>
<td>Anson Public Library</td>
<td>Anson</td>
<td>720 - 0100</td>
<td>Anson</td>
<td>PO Box 123</td>
<td>Anson</td>
<td>79501-1234</td>
<td>1137 12th St E</td>
</tr>
<tr>
<td>Member</td>
<td>Ed &amp; Hazel Richmond Public Library</td>
<td>Ed &amp; Hazel Richmond</td>
<td>720 - 0100</td>
<td>Ed &amp; Hazel Richmond</td>
<td>PO Box 123</td>
<td>Ed &amp; Hazel Richmond</td>
<td>78737-1234</td>
<td>106 N Lomont St</td>
</tr>
<tr>
<td>Member</td>
<td>Archer Public Library</td>
<td>Archer</td>
<td>720 - 0100</td>
<td>Archer</td>
<td>PO Box 123</td>
<td>Archer</td>
<td>76351-1234</td>
<td>105 N Center</td>
</tr>
<tr>
<td>Member</td>
<td>Arlington Public Library System</td>
<td>Arlington</td>
<td>720 - 0100</td>
<td>Arlington</td>
<td>PO Box 202</td>
<td>Arlington</td>
<td>76004-2020</td>
<td>101 W Abom St</td>
</tr>
<tr>
<td>Member</td>
<td>Stonewall County Library</td>
<td>Stonewall</td>
<td>720 - 0100</td>
<td>Stonewall</td>
<td>PO Box H</td>
<td>Stonewall</td>
<td>79502-0907</td>
<td>516 S Washington Ave</td>
</tr>
<tr>
<td>Member</td>
<td>Henderson County Clint W Murchison Memorial Library</td>
<td>Henderson</td>
<td>720 - 0100</td>
<td>Henderson</td>
<td>PO Box 202</td>
<td>Henderson</td>
<td>75751-2513</td>
<td>121 S Prairieview St</td>
</tr>
<tr>
<td>Member</td>
<td>Atlanta Public Library</td>
<td>Atlanta</td>
<td>720 - 0100</td>
<td>Atlanta</td>
<td>PO Box 123</td>
<td>Atlanta</td>
<td>75551-2509</td>
<td>101 W Hiram St</td>
</tr>
<tr>
<td>Member</td>
<td>Aubrey Area Library</td>
<td>Aubrey</td>
<td>720 - 0100</td>
<td>Aubrey</td>
<td>PO Box 202</td>
<td>Aubrey</td>
<td>76227-2699</td>
<td>226 Countryside Dr</td>
</tr>
<tr>
<td>Member</td>
<td>Austin Public Library</td>
<td>Austin</td>
<td>720 - 0100</td>
<td>Austin</td>
<td>PO Box 2027</td>
<td>Austin</td>
<td>78758-2027</td>
<td>710 W Cesar Chavez St</td>
</tr>
<tr>
<td>Member</td>
<td>Lake Travis Community Library</td>
<td>Lake Travis</td>
<td>720 - 0100</td>
<td>Lake Travis</td>
<td>PO Box 2027</td>
<td>Lake Travis</td>
<td>78734-2027</td>
<td>1004 Lohmans Crossing Rd</td>
</tr>
<tr>
<td>Member</td>
<td>Wells Branch Community Library</td>
<td>Wells Branch</td>
<td>720 - 0100</td>
<td>Wells Branch</td>
<td>PO Box 2027</td>
<td>Wells Branch</td>
<td>78734-2027</td>
<td>1300 Wells Lohmans Crossing Rd</td>
</tr>
<tr>
<td>Member</td>
<td>Westbank Community Library</td>
<td>Westbank</td>
<td>720 - 0100</td>
<td>Westbank</td>
<td>PO Box 2027</td>
<td>Westbank</td>
<td>78746-2027</td>
<td>1309 Westbank Dr</td>
</tr>
<tr>
<td>Member</td>
<td>Azle Memorial Library</td>
<td>Azle</td>
<td>720 - 0100</td>
<td>Azle</td>
<td>PO Box 2027</td>
<td>Azle</td>
<td>76020-2027</td>
<td>333 W Main St</td>
</tr>
<tr>
<td>Non-Member</td>
<td>Callahan County Library</td>
<td>Callahan</td>
<td>720 - 0100</td>
<td>Callahan</td>
<td>PO Box 2027</td>
<td>Callahan</td>
<td>79504-2027</td>
<td>100 W 4th St E 81</td>
</tr>
<tr>
<td>Member</td>
<td>Balch Springs Library - Learning Center</td>
<td>Dallas</td>
<td>720 - 0100</td>
<td>Dallas</td>
<td>PO Box 2027</td>
<td>Dallas</td>
<td>75180-3040</td>
<td>12450 Elm Rd</td>
</tr>
<tr>
<td>Member</td>
<td>Carnegie Library of Ballinger</td>
<td>Ballinger</td>
<td>720 - 0100</td>
<td>Ballinger</td>
<td>PO Box 2027</td>
<td>Ballinger</td>
<td>76821-4706</td>
<td>204 N 8th St</td>
</tr>
</tbody>
</table>
State Profile – IMLS Public Libraries Survey

County Profile – National Association of Counties (NACo) Explorer

https://explorer.naco.org/
Membership in Texas State Library System

ACCREDITATION BENEFITS
Interlibrary Loan through OCLC Navigator

https://www.tsl.texas.gov/landing/ill.html
Competitive Grant Program

Texas Reads Grant

https://www.tsl.texas.gov/landing/libfunds.html

TexTreasures Grant Program

Regional ILS Cooperation Grant

NEW for 2020!

Library Grantsmanship Academy
E-Rate

Federal Communication Commission discount program

Covers Internet, broadband costs

Assistance with application process available

https://www.tsl.texas.gov/ld/tech
TexShare Card Program

https://www tsl texas gov texshare card
Other Funding Opportunities

Youth Services Consultant
Bethany Wilson

Library Technology Academy
Technology Consultant
Cindy Fisher

https://www.tsl.texas.gov/ldn/familyplace

https://www.tsl.texas.gov/ldn/librarytechacademy
Information/data needed

BEFORE YOU START
Legal establishment of library

Who is its governing authority?

City
County
Non-Profit Corporation
Library District
Non-Profit Libraries

Current contract required with each local government that provides library revenue.

Copy kept by TSLAC – Must be kept current!

Tracking government-funded expenditures aides in making case for the library when negotiating the contract.*

>All types of libraries should do this
Local fiscal year

Annual Report is based on local fiscal year.

Not necessarily January through December.
Budget Cycle

Driven by Governing Authority

✓ Assists in planning library management
✓ Assists in planning for accreditation requirements

<table>
<thead>
<tr>
<th>Legal Establishment</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>City Accounting Staff</td>
</tr>
<tr>
<td>County</td>
<td>County Auditor</td>
</tr>
<tr>
<td>Non-profit Library District</td>
<td>Board Treasurer</td>
</tr>
</tbody>
</table>
Population Assignment

NOT based on geography.
Assigned by sources of local government funding:
  city,
  county,
  school district.
Annual Report and Accreditation Questions

ANNUAL REPORT
Sections 1 & 2. Facility Information
Contact Information

Contact fields are locked in the online form.
Add a note or contact LDN staff to record changes.
Outlets

Number of Branches and Bookmobiles
Renovations, New Construction
Square Footage

Branch contact details reported in Section 12
Section 3. Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS
Actual Expenditures
Local fiscal year 2018

- All sources
  - Local Government
  - Friends of Library
  - Grants
  - Donations, fines, fees

- By source
- By local and non-local sources
- By operating and capital
Staff Expenditures

Salaries/Wages

Benefits

Social Security
Retirement
Medical Insurance
Life Insurance
Disability Income Protection
Unemployment Compensation
Worker’s Compensation
Tuition
Housing Benefits
Collection Expenditures

Print Materials

Electronic Materials

Electronic Materials

- E-books
- Audio downloadables
- Video downloadables
- Databases
- E-serials
- Any files in digital format

No TexShare

Fees here: report in Other Operating Expenditures

Other Collection Materials

Print Materials

- Maps
- Reference tools
- Scores
- Pictures

Other Collection Materials

Print Materials

- DVD’s
- CD’s
- Microforms
- New formats
Other Operating Expenditures

- TexShare Fees
- Office Supplies
- Binding Supplies
- Contracts for Services
- Consultant Fees
- Attorney Fees
- Equipment Repair or Replacement
- Replacement of Furnishings
- Costs for Library Programs (SRP)
- Computer Hardware or Software*

*Computer Hardware or Software: check with local governing authority for capitalization level or local accounting practice.
Non-Local Grant Funds

Federal Funds

Foundation or Corporate Funds

Ladd & Katherine Hancher Library Foundation

State Funds
New Questions – Section 3

Non-local funding

• Eliminates some confusion.
• Only one entry per subject needed. Questions in Section 3 feed into Section 4. MUST complete Section 3 first!
• Increase reporting accuracy.
• Eliminates calculation errors.
• Allows online form to do more calculations.
Library Operating Expenditures

3.9 Total Direct Operating Expenditures

3.8b Other Operating Expenditures

3.7b Collection Material Expenditures

3.3b Staff Expenditures

Non-local grant funds

Non-local grant funds
3.3a Staff
3.7a Collections
3.8a Other
Local Operating Expenditures

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

4.3 Local Government Operating Expenditures
Local Operating Expenditures

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

4.3 Local Government Operating Expenditures
Including Indirect Costs*

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

3.10 Indirect Costs*

4.3 Local Government Operating Expenditures

*Only if needed to meet MOE or Local Government Support criteria
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS
Capital Expenditures*

Renovations
Site Acquisition
New Buildings
Opening Day Collection
Library Automation Systems
New Vehicles
Computer Hardware*
One-Time Major Projects
TSLAC Grants Used For Capital

*Check with local governing authority for capitalization level or local accounting practice.
Section 4. Local Financial Effort
Local Operating Expenditures

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

4.3 Local Government Operating Expenditures
Maintenance of Effort

Local Funds used for Library Operating Expenditures

Calculated two ways.

Uses 3-year average.

Exemption amount.

| 2015 | 2016 | 2017 |
Maintenance of Effort

Local Funds used for Library Operating Expenditures

Calculated two ways.
Uses 3-year average.

Exemption amount.

\[
\frac{2015 + 2016 + 2017}{3} = \text{AVERAGE}
\]
Maintenance of Effort (MOE) calculations for local fiscal year 2018

Click in the box for drop-down arrow.
Select library city from list.
Library City
Timpson

Library Name
Timpson Public Library

2018 Preliminary Population Assignment
3,950
Population assignment is preliminary until after April 30.

2018 Maintenance of Effort (MOE)

Three-year average of local operating expenditures
$32,787

Per capita calculation
$32,879

The library's maintenance of effort is the lower of either the three year average of the total local operating expenditures or the average of the total per capita local operating expenditures. Libraries must have a minimum of $15,000 in local expenditures (question 4.2) in local fiscal years 2016, 2017 and 2018. (Rule §1.74)

Per Capita Minimums

<table>
<thead>
<tr>
<th>Library Population Assignment</th>
<th>FY2018</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000 or less</td>
<td>$3.77</td>
<td>$3.85</td>
</tr>
<tr>
<td>5,001 – 10,000</td>
<td>$4.05</td>
<td>$4.13</td>
</tr>
<tr>
<td>10,001 – 25,000</td>
<td>$4.34</td>
<td>$4.42</td>
</tr>
<tr>
<td>25,001 – 50,000</td>
<td>$5.42</td>
<td>$5.52</td>
</tr>
<tr>
<td>50,001 – 100,000</td>
<td>$8.16</td>
<td>$8.32</td>
</tr>
<tr>
<td>100,001 – 200,000</td>
<td>$9.79</td>
<td>$9.98</td>
</tr>
<tr>
<td>200,001 – 500,000</td>
<td>$12.01</td>
<td>$12.07</td>
</tr>
<tr>
<td>500,001 or more</td>
<td>$13.89</td>
<td>$13.96</td>
</tr>
</tbody>
</table>
## Per Capita Minimums

<table>
<thead>
<tr>
<th>Library Population Assignment</th>
<th>FY2018</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000 or less</td>
<td>$3.77</td>
<td>$3.85</td>
</tr>
<tr>
<td>5,001 – 10,000</td>
<td>$4.05</td>
<td>$4.13</td>
</tr>
<tr>
<td>10,001 – 25,000</td>
<td>$4.34</td>
<td>$4.42</td>
</tr>
<tr>
<td>25,001 – 50,000</td>
<td>$5.42</td>
<td>$5.52</td>
</tr>
<tr>
<td>50,001 – 100,000</td>
<td>$8.16</td>
<td>$8.32</td>
</tr>
<tr>
<td>100,001 – 200,000</td>
<td>$9.79</td>
<td>$9.98</td>
</tr>
<tr>
<td>200,001 – 500,000</td>
<td>$12.01</td>
<td>$12.07</td>
</tr>
<tr>
<td>500,001 or more</td>
<td>$13.89</td>
<td>$13.96</td>
</tr>
</tbody>
</table>
Local Government Support

Half of annual local operating expenditures per capita

Exemption amount: $17.50 per capita
## Minimum Local Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Capita Expenditures</td>
<td>$3.77</td>
<td>$3.85</td>
</tr>
<tr>
<td>Minimum Expenditures</td>
<td>$15,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>Local Government Support</td>
<td>$7,500</td>
<td>$9,000</td>
</tr>
</tbody>
</table>
Section 5. Revenue
Revenue Received
Local fiscal year 2018

- All sources
  - Local Government (Appropriated)
  - Friends of Library
  - Grants
  - Donations, fines, fees

- By source
- By local and non-local sources
- By operating and capital
Report expenditures as they occur.

Report revenues when received, whether or not expended (used).
### Funding Used for Operating Expenditures

<table>
<thead>
<tr>
<th>Funds (Revenue) From:</th>
<th>Report In Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>5.1</td>
</tr>
<tr>
<td>County</td>
<td>5.2</td>
</tr>
<tr>
<td>School District</td>
<td>5.3</td>
</tr>
<tr>
<td>State Funding (Grants)</td>
<td>Include Family Place</td>
</tr>
<tr>
<td>Federal Funding (Grants)</td>
<td>Include TSLAC Grants, ILL Reimbursement</td>
</tr>
<tr>
<td>Foundation/Corporate Funding (Grants)</td>
<td>Report Source in the Note Box.</td>
</tr>
<tr>
<td>Other Local Sources</td>
<td>5.8</td>
</tr>
<tr>
<td></td>
<td>Fines, Fees, Donations, Memorials, etc.</td>
</tr>
</tbody>
</table>
# Funding Used for Capital Expenditures

<table>
<thead>
<tr>
<th>Funds (Revenue) From</th>
<th>Report In Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>5.10</td>
</tr>
<tr>
<td>County</td>
<td>5.11</td>
</tr>
<tr>
<td>School District</td>
<td>5.12</td>
</tr>
<tr>
<td>State Funding (Grants)</td>
<td>5.13</td>
</tr>
<tr>
<td>Federal Funding (Grants)</td>
<td>5.14</td>
</tr>
<tr>
<td>Include TSLAC Grants Used For Capital</td>
<td></td>
</tr>
<tr>
<td>Foundation/Corporate Funding (Grants)</td>
<td>5.15</td>
</tr>
<tr>
<td>Report Source in the Note Box.</td>
<td></td>
</tr>
<tr>
<td>Other Local Sources</td>
<td>5.16</td>
</tr>
<tr>
<td>Fines, Fees, Donations, Memorials, etc.</td>
<td></td>
</tr>
</tbody>
</table>
Outside Revenue

5.18 – 5.19  Revenue sources *outside* home county (legal service area)

*Skip question 5.18 if all revenue came from local sources.*
5.5 State Revenue – Operating Expenditures

**Report** Family Place funding from Texas State Library

**Do not** include any other TSLAC funding in this question.
Federal Revenue

5.6 Federal Operating Revenue

5.14 Federal Capital Revenue

Report all funds from the Texas State Library (TSLAC)

Texas Reads Grants  Impact Grants
Special Project Grants  TexTreasures Grants

Do not include E-rate reimbursements.
Section 6. Collection
Collection Accreditation Criteria

Minimum number of items in collection.

1% of collection published within last five years.

Electronically searchable catalog.
Material Counts

Physical materials

- Books in print
- Audio materials
- Video materials

Digital materials

(include consortium totals)

- E-books
- Audio downloads
- Video downloads

New in 2018: Item counts only; no title counts
Reporting Electronic (Downloadable) Materials

**INCLUDE IN ANNUAL REPORT?**

- **YES**
  - If a library card number is required for use, include in the Annual Report.

- **NO**
  - If the item is in the public domain (LibriVox, Project Gutenberg), do not include in the Annual Report.

**INCLUDE IN COLLECTION COUNTS?**
**Section 6**

**PAY-PER-UNIT**
- Count all units to which patrons have access, whether local- or consortium-acquired. eBooks (6.7), Audio (6.8) or Video (6.9) downloadable such as OverDrive or 3M.

**PAY-PER-USE**
- Count only circulated items for eBooks (6.7), Audio (6.8) or Video (6.9) downloadable such as Hoopla, whether acquired locally or cooperatively.

**INCLUDE IN CIRCULATION?**
**Section 7**

- **YES**
  - Count as Circulation: Children’s Electronic Circulation (7.5) and All Other Electronic Circulation (7.7); (3M, Hoopla, OverDrive)

- **NO**
  - Do not include any circulation information

**What is the ownership or payment model?**

**Is there a loan period?**
INCLUDE IN ANNUAL REPORT?

Is user authentication required?

YES
If a library card number is required for use, include in the Annual Report.

NO
If the item is in the public domain (LibriVox, Project Gutenberg), do not include in the Annual Report.
INCLUDE IN COLLECTION COUNTS?
Section 6

What is the ownership or payment model?

Pay-Per-Unit
Count all units to which patrons have access whether local- or consortium-acquired. eBooks (6.7), Audio (6.8) or Video (6.9) downloadables such as OverDrive or 3M.

Pay-Per-Use
Count only circulated items for eBooks (6.7), Audio (6.8) or Video (6.9) downloadables such as Hoopla, whether acquired locally or cooperatively.

If no loan period
Do count as an Electronic Collection/Database; whether Locally Acquired (6.10) or Cooperatively Acquired (6.12)
INCLUDE IN CIRCULATION?
Section 7

Is there a loan period?

**YES**

Count as Circulation: Children’s Electronic Circulation (7.5) and All Other Electronic Circulation (7.7); (3M, Hoopla, OverDrive)

**NO**

Do not include any circulation information
Electronic Collections

6.10 Local Electronic Collections/Databases

6.11 TexShare/TexSelect

6.12 Consortium agreements
Section 7. Services
Long-Range Plan

Updated every five years,

Board approved,

Includes collection development element,

Includes technology element.
Library Use

Reference transactions
Do not count directional questions
Count computer-assisted instruction

Library visits
Physical visit to building
Gate count one way

Registered Library Users
Purge files every 3 years
Circulation

Include only your library’s patrons

Count:
- Physical Items
- Digital Items

<table>
<thead>
<tr>
<th>Separate:</th>
<th>Children</th>
<th>Age 11 years and younger</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Other Ages</td>
<td>Age 12 years and older</td>
</tr>
</tbody>
</table>
Programming/Attendance

Report number of events
Report all in attendance, regardless of age

Target age range

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Age Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>Age 11 years and younger</td>
</tr>
<tr>
<td>Young Adult</td>
<td>Age 12 through 18 years</td>
</tr>
<tr>
<td>Adults</td>
<td>Age 19 years and older</td>
</tr>
</tbody>
</table>

https://tinyurl.com/TXARPrograms
Section 8. Library Staffing
Accreditation Qualifications

Professional librarians (MLS) in libraries serving more than 25,000 assigned population.

Number of hours employed per week based on population.

Continuing Education requirement: 10 hours/year.
Sources for Continuing Education

https://www.tsl.texas.gov/ld/workshops/index.html

LDN Training Calendar

TSLAC Online

TEXAS STATE LIBRARY ONLINE TRAINING SITE

LDN Professional Development

WebJunction
Library Staff

Employed staff or staff who have employment contracts.

Count all hours worked during a normal week for:

• Librarians with MLS
• Librarians without MLS
• All other employed staff

Count all hours worked by all volunteers in the library.
Accreditation:
Copiers and Computers

Photocopier and internet-access computer available for use by staff.

Printing/copying capability and internet-access computer available to public.
Sections 9 and 10

RESOURCE SHARING TECHNOLOGY
Resource Sharing

Offer Statewide Interlibrary Loan (ILL) in order to maintain accreditation.

Count materials between independent library administrations.
Electronic Services

Number of Internet Computers available to patrons

Report usage of those computers.

Wi-Fi Sessions/Wireless Internet Access

Capture information through the library’s router.

Website Visits

Do not include visits to catalog or phone app.

See Library Developments Blog 1/29/19!
Edge Assessment

National coalition of libraries, local government and non-profits.

Provides tool which aligns technology to community priorities.

http://www.libraryedge.org/

Guides libraries to set goals for digital inclusion

TSLAC goal: 100% Texas Public Library participation

Before March 4, contact Technology Consultant Cindy Fisher
cfisher@tsl.texas.gov; 512-463-4855
Section 11. Library Hours
Hours Open

Annual Service Hours of all hours open to public.

Do not include:

- Holidays
- Staff development days
- Weather days
- Natural disasters
- Closed for construction/repairs
Unduplicated Hours

Count number of hours any library facility is open in a regular week.

**Weekly Total Hours Calculator - COMPOSITE NUMBER OF HOURS**

<table>
<thead>
<tr>
<th>TIME</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 8:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 - 9:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 - 10:00 a.m.</td>
<td>0.50</td>
<td>1.00</td>
<td>0.50</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 - 11:00 a.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>11:00 - 12:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>12:00 - 1:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>1:00 - 2:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>2:00 - 3:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.50</td>
<td>1.00</td>
</tr>
<tr>
<td>3:00 - 4:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>4:00 - 5:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>5:00 - 6:00 p.m.</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 - 7:00 p.m.</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 - 8:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 - 9:00 p.m.</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 - 10:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DAILY TOTALS</strong></td>
<td>0.00</td>
<td>7.50</td>
<td>12.00</td>
<td>7.50</td>
<td>12.00</td>
<td>5.50</td>
<td>5.50</td>
</tr>
<tr>
<td><strong>&lt;= WEEKLY TOTAL</strong></td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key:**
- Only Main open
- Only branches open
- Both open

For libraries with branches: Do not count any hour twice!
Count all weeks the library was open during the local fiscal year.

Any week the library was open more than half its scheduled hours is counted as a full week.
Application for Accreditation

ACCREDITATION IN STATE LIBRARY SYSTEM
APPLICATION
Local Fiscal Year 2018

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2019.

LIBRARY NAME ____________________________ CITY _________________________

The below signed certify, to the best of my knowledge, that the report is complete and accurate for local fiscal year 2018.

All applicable signatures are necessary, based on library's legal establishment.

SIGNATURE of ________________  □ Mayor □ County Judge □ City Manager □ School Superintendent
□ District Board Chair

Printed Name ___________________________________________________________

Signatures of city secretaries or county clerks, will not be accepted.
“A public library shall file a current and complete annual report with the Texas State Library and Archives Commission by April 30. Revisions to the annual report which would affect membership status for the next fiscal year will not be accepted after July 31...”

Target►►►MARCH 31, 2019
Online demonstration

DATA COLLECTION PORTAL
Online Data Collection

Welcome to the Texas State Library and Archives Commission
Texas LibPAS Portal

Please login here to enter data.

Username: txsl
Password: ******

Password reminder

Login

https://tx.countingopinions.com/
Welcome ABERNATHY PUBLIC LIBRARY

Click on the "Enter" button to access the online data collection form for your library.

Home Page

Click for a blank copy of the 2018 Texas Public Libraries Annual Report Worksheet

Click for a blank Application for Accreditation form

Click to download a copy of the 2018 Population & MOE Planning Tool (.xlsx)

NEW!

Maintenance of Effort (MOE) Explained - demonstration of how and why MOE is calculated

Financial Reporting - information on completing Sections 3, 4 & 5

For additional information, read the Frequently Asked Questions, or visit the Texas Public Libraries Annual Report webpage, https://www.tsl.texas.gov/lid/pubs/arsma/index.html

This site uses Pop-up windows which may be disabled in your browser.
Turn off the pop-up blocker for this URL address to open these documents.
Data Input Form

Data Input

Review | Save | Open All
-------|------|-------

Close All

[Legend]

Texas Public Libraries Annual Report
- ABERNATHY PUBLIC LIBRARY
  - TEXAS PUBLIC LIBRARIES ANNUAL REPORT - INTRODUCTION
  - SECTION 1. LIBRARY INFORMATION - CENTRAL/ADMINISTRATIVE LIBRARY
  - SECTION 2. OUTLETS
  - SECTION 3. EXPENDITURES
  - SECTION 4. LOCAL FINANCIAL EFFORT
  - SECTION 5. LIBRARY REVENUE BY SOURCE
  - SECTION 6. LIBRARY COLLECTION
  - SECTION 7. LOCAL LIBRARY SERVICE
  - SECTION 8. LIBRARY STAFFING AND SALARIES
  - SECTION 9. RESOURCE SHARING
  - SECTION 10. INTERNET AND ELECTRONIC SERVICES
  - SECTION 11. LIBRARY HOURS
  - SECTION 12. OUTLET GENERAL INFORMATION
  - NEXT STEPS

© 2018 Counting Opinions (SQUIRE) Ltd.
Form features

✓ Home  ✓ Print  ✓ Period  ✓ Submit Form
Contact Information Form

---

**Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is more detailed.**

<table>
<thead>
<tr>
<th>1.1 Library Name ✓</th>
<th>Abernathy Public Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2 County ✓</td>
<td>Hale</td>
</tr>
<tr>
<td>1.3 Local Fiscal Year Start ✓</td>
<td>10/1/2017</td>
</tr>
<tr>
<td>1.4 Local Fiscal Year End ✓</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>1.5 Mailing Address ✓</td>
<td>PO Box 310</td>
</tr>
<tr>
<td>1.6 Mailing City ✓</td>
<td>Abernathy</td>
</tr>
<tr>
<td>1.7 Mailing ZIP Code</td>
<td>79311</td>
</tr>
<tr>
<td>1.8 Mailing ZIP+4 Extension ✓</td>
<td>0310</td>
</tr>
<tr>
<td>1.9 Street Address</td>
<td>811 Ave D</td>
</tr>
<tr>
<td>1.10 Street City</td>
<td>Abernathy</td>
</tr>
<tr>
<td>1.11 Street ZIP Code</td>
<td>79311</td>
</tr>
<tr>
<td>1.12 Street ZIP+4 Extension</td>
<td>3400</td>
</tr>
</tbody>
</table>

*1.13 Published Telephone Number? ✓*

<table>
<thead>
<tr>
<th>1.14 Phone</th>
<th>(806) 290-2546</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.15 Telefax</td>
<td>(806) 290-2968</td>
</tr>
<tr>
<td>1.16 Library Director/Head Librarian First Name</td>
<td>Jessica</td>
</tr>
<tr>
<td>1.17 Library Director/Head Librarian Last Name</td>
<td>Stone</td>
</tr>
<tr>
<td>1.18 Admin Email</td>
<td><a href="mailto:lib@cityofabernathy.org">lib@cityofabernathy.org</a></td>
</tr>
<tr>
<td>1.19 Library Email</td>
<td><a href="mailto:lib@cityofabernathy.org">lib@cityofabernathy.org</a></td>
</tr>
</tbody>
</table>

*1.20 Library website ✓*

| 1.21 Web Address | http://abernathy.ploud.net |
Definitions and Annotations

Definitions

Include all operating expenditures from the library budget, microform, electronic, and other formats considered part purchased, leased, or licensed. Exclude charges or fees for expenditures for document delivery.

Annotations

3.4 Print Materials Expenditures

Indicator Notes

This is often useful for recording details about interpretation of the definition in local terms. Examples: who to contact for information, a translation of the text, etc.

<table>
<thead>
<tr>
<th>Questions (indicator)</th>
<th>Print Materials Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.</td>
</tr>
</tbody>
</table>
Form Symbols

Green Check Mark = Edit Check

Annotation (Note) box
Edit Checks

6.2 Books in Print - Items

Current Value: 0

EDIT CHECK:
BOOKS IN PRINT ITEMS in 6.2 should not be less than BOOKS IN PRINT TITLES in 6.1

To Accept this value, please provide/select an explanatory Note, otherwise select Cancel to update the value.
The value that triggered the edit check **MUST be re-entered**, once the annotation form closes.
## Calendar of Important Dates

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3rd – April 30th</td>
<td>Texas Public Libraries Annual Report submission window</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mid-January – Early March</strong></td>
<td><strong>April - May</strong></td>
<td><strong>Family Place</strong> Training</td>
<td></td>
</tr>
<tr>
<td><strong>Competitive Grant</strong> application window</td>
<td><strong>E-rate</strong> initial application window</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
</tr>
<tr>
<td>April - May</td>
<td><strong>Family Place</strong> Training</td>
<td><strong>Mid-April --</strong></td>
<td><strong>ILL Reimb</strong></td>
</tr>
<tr>
<td><strong>ILL Reimbursement</strong> application window</td>
<td><strong>Mid-April --</strong></td>
<td><strong>ILL Reimb</strong></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>October</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>September 1st</td>
<td><strong>Mid-October – Mid-November</strong></td>
<td><strong>Family Place Libraries</strong> application window</td>
<td></td>
</tr>
<tr>
<td>Start of State Fiscal Year</td>
<td><strong>Summer Reading Program</strong> Order Form Open</td>
<td>TexShare Annual Report</td>
<td></td>
</tr>
<tr>
<td>October - November</td>
<td><strong>Family Place</strong> Training</td>
<td>Early November – Mid-December</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resources

Texas State Library Annual Report Webpage
https://www.tsl.texas.gov/landing/statistics.html

Texas LibPAS – Data Collection Portal
https://tx.countingopinions.com/

Interlibrary Loan (ILL)
https://www.tsl.texas.gov/landing/ill.html

Grant Program Information
https://www.tsl.texas.gov/landing/libfunds.html

TexShare Information
https://www.tsl.texas.gov/texshare/index.html

Continuing Education & Consulting
https://www.tsl.texas.gov/ld/workshops/index.html

Technology & E-Rate
https://www.tsl.texas.gov/ld/tech
Institute of Museum and Library Services, Surveys & Data
https://www.imls.gov/research-tools/data-collection
Photo Sources

https://www.flickr.com
https://gratisography
https://pixabay.com
https://www.pexels.com
https://unsplash.com/
TSLAC Archives
TSLAC NAGARA Photos
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Competitive Grants            | Erica McCormick, Grants Administrator  
|                               | [emccormick@tsl.texas.gov](mailto:emccormick@tsl.texas.gov), 512-463-5527 |
| Interlibrary Loan (ILL)       | Sara Hayes, ILL Coordinator  
|                               | [shayes@tsl.texas.gov](mailto:shayes@tsl.texas.gov), 512-463-5406 |
| Technology and E-Rate         | Henry Stokes, Library Technology Consultant  
|                               | [hstokes@tsl.texas.gov](mailto:hstokes@tsl.texas.gov), 512-463-6624 |
|                               | Cindy Fisher, Library Technology Consultant  
|                               | [cfisher@tsl.texas.gov](mailto:cfisher@tsl.texas.gov), 512-463-4855 |
| TexShare                      | Danielle Plumer, Statewide Resource Sharing Coordinator  
|                               | [dplumer@tsl.texas.gov](mailto:dplumer@tsl.texas.gov), 512-463-5433 |
| Youth Services                | Bethany Wilson, Youth Services Consultant  
|                               | [bwilson@tsl.texas.gov](mailto:bwilson@tsl.texas.gov), 512-463-4856 |
Contact Us!

Library Development & Networking
ld_services@tsl.texas.gov, 800-252-9386

Accreditation & Statistics
- Stacey Malek, Program Coordinator
  smalek@tsl.texas.gov, 512-463-5532
- Valicia Greenwood, Library Statistics Specialist
  vgreenwood@tsl.texas.gov, 512-463-5466