2018 Texas Public Libraries Annual Report Success!

Thursday, March 14, 2019 2:00 PM

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

Texas State Library and Archives Commission
Library Development and Networking Division
Contents

Review the Biggest Issues
Address Secondary Issues
Report Submission and Analysis
Accreditation Process
Where to Start

Texas LibPAS https://tx.countingopinions.com/

The log-in information does not change from year to year.

Username and passwords are not case-sensitive, and any "0" is a zero, not the letter O.
Resources

Texas Public Libraries Annual Report Information

Financial Reporting and MOE

THE BIGGEST ISSUES
Library Operating Expenditures

Staff Expenditures
- Wages/Salaries
- Benefits

Collection Material Expenditures
- Print Materials
- Electronic Materials

Other Operating Expenditures
- Fees
- Supplies
- Services
Library Operating Expenditures

3.9 Total Direct Operating Expenditures

- Non-local grant funds
- 3.8 Other Operating Expenditures
- 3.7 Collection Material Expenditures
- 3.3 Staff Expenditures
Non-Local Grant Funds

Federal Funds

Foundation or Corporate Funds

Ladd & Katherine Hancher Library Foundation

State Funds
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
Capital Expenditures

Land Purchase
Building Purchase
Renovation Costs

New Vehicles
Computer Servers
Library Automation System
Opening Day Collection
One-Time Major Projects
Capital Expenditures

*Check with local governing authority for capitalization level or local accounting practice.
Maintenance of Effort (MOE)

Local operating expenditures must meet or exceed this amount.

Demonstration of local effort.

In administrative rules: 13 TAC §1.74.
Maintenance of Effort (MOE)

Local Funds used for Library Operating Expenditures (4.2)

- Calculated two ways. Library must meet lower of two amounts
- Uses 3-year average
- Exemption amount
MOE
Simple Average

Local Library Operating Expenditures (4.2) for previous three years:

2015 (4.2) $17,059
2016 (4.2) $17,734
2017 (4.2) $18,564

Sum $53,357
MOE
Simple Average

Add together and divide by 3.

$53.357/3 =

MOE 2018 $17,785.6667
MOE
Per Capita Average

Local Library Operating Expenditures (4.2) and Population Assignment for previous three years:

<table>
<thead>
<tr>
<th>Year</th>
<th>4.2</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$17,059</td>
<td>3,571</td>
</tr>
<tr>
<td>2016</td>
<td>$17,734</td>
<td>3,601</td>
</tr>
<tr>
<td>2017</td>
<td>$18,564</td>
<td>3,645</td>
</tr>
<tr>
<td>Total</td>
<td>$53,357</td>
<td>10,817</td>
</tr>
</tbody>
</table>
MOE
Per Capita Average

Calculate per capita

\[
\frac{53,357}{10,817} = \$4.9326985
\]

Multiply by current population

\[
\$4.9326985 \times 3,678 = \]

MOE 2018 $18,142.47

Unless population is decreasing, this estimation will always be higher.

Library must meet lower of two amounts
Exemption from MOE

Local operating expenditures of at least $150,000
AND
$17.50 per capita
Downloadables, Programs, Technology, Hours

OTHER REPORTING ISSUES
Reporting Electronic Materials
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 (LiberVox, Project Gutenberg), do **not include** in the Annual Report.

**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) 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 COLLECTION COUNTS?**
Section 6

**DO COUNT AS AN ELECTRONIC COLLECTION/DATABASE; WHETHER LOCALLY (6.10) OR COOPERATIVELY ACQUIRED (6.12)**

**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

**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 (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
Program Reporting
Include in Annual Report?

- Program planned and promoted in advance?
- Presentation about library services or resources?
- Presented by library staff or library volunteer?
- Open to more than one person?
What to Count?

Each individual event counts as a program.

*Ten-week program, once a week = 10 events*

Count all programs that were planned and promoted, even if there is no attendance.
What to Count - Examples

- Storytime
- Organized Computer Classes
- Movie Night
- Book Groups or Discussions, organized by library staff
- Author Visits
- Planned and Promoted Demonstrations

- Library Tours
- Cooking Demonstration by Local Chef
- Librarian-Held Storytime at Local School
- Monthly resources training for homeschooling families
- Library Health Fair
- Teen Game Night
Not Counted as Programs

- Library board meetings.
- Library staff in a parade.
- Library booth at a local festival (unless holding planned events).
- Open House to kick off the Summer Reading Program. (Event is not staffed and no planned programs).
- One-on-one patron assistance.
- Librarian delivers books to nursing home residents.
- Volunteers conduct tutoring sessions.
- Local business meeting in library.
- Library hosts on-going art exhibit.
- Library used as a polling place.
Reporting Technology
Public Internet Computers

Count each use for public internet computers

Use sign-up forms or Web-log tracking software

Do not consider how much time per session

Can estimate from weekly or monthly statistics
Wi-Fi Sessions

Total Number of Sessions Annually
Information is obtained from router software.

Wi-Fi: A wireless connection to the library’s internet, patrons using a personal laptop, tablet, or smart phone.

Do not include use of library equipment in the count.

Can estimate from weekly or monthly total.

If data is not being collected, report 0.
Website Visits

"Visits" represent the annual number of sessions initiated by all users from inside or outside the library to the library website.

Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

Can estimate from weekly or monthly totals.
Reporting Library Hours
Unduplicated Hours

Only for libraries with branches

Count number of hours any library facility is open in a regular week.
# Weekly Total Tool

## 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>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 8:00 a.m.</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8:00 - 9:00 a.m.</td>
<td></td>
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</tr>
<tr>
<td>9:00 - 10:00 a.m.</td>
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<td>1.00</td>
<td>0.50</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.50</td>
</tr>
<tr>
<td>11:00 - 12:00 p.m.</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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</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>
</tr>
<tr>
<td>1:00 - 2:00 p.m.</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<td>1.00</td>
</tr>
<tr>
<td>2:00 - 3:00 p.m.</td>
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<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>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>4:00 - 5:00 p.m.</td>
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<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 - 6:00 p.m.</td>
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<td></td>
<td></td>
<td>1.00</td>
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</tr>
<tr>
<td>6:00 - 7:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
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<td></td>
</tr>
<tr>
<td>7:00 - 8:00 p.m.</td>
<td>1.00</td>
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<td></td>
<td>1.00</td>
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<td></td>
</tr>
<tr>
<td>8:00 - 9:00 p.m.</td>
<td>1.00</td>
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<td>1.00</td>
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<td></td>
</tr>
<tr>
<td>9:00 - 10:00 p.m.</td>
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<td></td>
<td>1.00</td>
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</tr>
</tbody>
</table>

### DAILY TOTALS

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>
</tr>
</tbody>
</table>

<= WEEKLY TOTAL
Section 12

Only for libraries with branches

Basic Contact Information
Service hours of each branch
Square footage of each branch
What Happens with this Information?

REPORT SUBMISSION AND ANALYSIS
Add Notes!

Need information for federal submission.

Not an evaluation; simply a mathematical check.

Don’t wait for edit check to add explanation.

Explain change in amounts, not how great or small.

Great way to communicate with us!

“OK”  “Same”  “Don’t know”
Submit the Report

1. Verify
2. Submit/Lock
Last Step

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 ___________________________

Certification

The below signed certify, to the best of their ability, that the information contained in this annual report is complete and accurate for local fiscal year 2018.

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

SIGNATURE of (Check one)
☐ Mayor
☐ County Judge
☐ City Manager
☐ School Superintendent
☐ District Board Chair

Printed Name ___________________________

Signatures of city secretaries or county clerks will not be accepted.

Must be submitted by April 30, 2019!
Due Dates

All reports are locked on April 30, 2019.

Revisions can be made up until July 31, 2019.

After July 31, no changes will be accepted.
Analysis

Reports are analyzed through a computer program.

Perform 60 tests of the data.

Mathematical check of results.

Runs a comparison to minimum accreditation criteria.
This analysis is NOT:

Personal (does not like or dislike)

An evaluation of the library

An evaluation of service provided in your community
What if library has accreditation issues?

ACCREDITATION PROCESS
If MOE is NOT met?
1. Review Expenditures

Has everything been included?
2. Include Indirect

Has anything been paid on the library’s behalf?
<table>
<thead>
<tr>
<th>MOE Indirect Support*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Insurance</td>
</tr>
<tr>
<td>Accounting Services</td>
</tr>
<tr>
<td>Building Insurance – may include contents</td>
</tr>
<tr>
<td>Building Maintenance</td>
</tr>
<tr>
<td>Contract Management</td>
</tr>
<tr>
<td>Copier Maintenance</td>
</tr>
<tr>
<td>Custodian Services</td>
</tr>
<tr>
<td>Dumpster Services</td>
</tr>
<tr>
<td>Health Insurance Premiums</td>
</tr>
<tr>
<td>Heating/Cooling Maintenance</td>
</tr>
<tr>
<td>HR Services</td>
</tr>
<tr>
<td>Internet Services</td>
</tr>
<tr>
<td>IT Support Services</td>
</tr>
<tr>
<td>Landscaping/Groundskeeping Services</td>
</tr>
<tr>
<td>Legal Services</td>
</tr>
<tr>
<td>Payroll Services</td>
</tr>
<tr>
<td>Pest Control</td>
</tr>
<tr>
<td>Roof repairs</td>
</tr>
<tr>
<td>Sanitation Services</td>
</tr>
<tr>
<td>Telephone Services</td>
</tr>
<tr>
<td>Utilities – Water, Electricity, Gas</td>
</tr>
<tr>
<td>Workers’ Compensation Insurance</td>
</tr>
</tbody>
</table>

*Must come from local government source
Present at Library Systems Act Advisory Board meeting in June.

3. Appeal
Other Accreditation Issues
“all or nothing”

- Local government support
- Participation in statewide interlibrary loan (ILL)
- Long range plan, updated every five years, with collection development and technology elements approved by governing board
- Librarian/Director has ten hours Continuing Education annually
- Website

*these are most common criteria generating appeal
If only one is not met...

- One item per capita, 7,500 items, or 15% of budget on collections.
- Minimum per capita expenditures.
- Required number of professional librarians.
- Required number of hours director employed in library duties.
- Required number of hours open.

...can be on probation for up to three years.
What is in it for your library?

ACCREDITATION BENEFITS
Interlibrary Loan through OCLC Navigator

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

**TexTreasures Grant**

[https://www.tsl.texas.gov/landing/libfunds.html](https://www.tsl.texas.gov/landing/libfunds.html)

**Texas Reads Grant**

**Library Grantsmanship Academy**

**Regional ILS Cooperation Grant**

NEW for 2020!
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

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

https://www.tsl.texas.gov/lDN/librarytechacademy
Any Library Completing the Texas Public Libraries Annual Report
Edge Assessment

National coalition of libraries, local government and non-profits.
Provides tool which aligns technology to community priorities.

Guides libraries to set goals for digital inclusion

TSLAC goal: 100% Texas Public Library participation

http://www.libraryedge.org/
Web Links

• Texas LibPAS – https://tx.countingopinions.com/
• Annual Report Webpage – https://www.tsl.texas.gov/
• Application for Accreditation
• Reporting Downloadables
• Population & MOE Planning Tool
• Indirect Costs Information
• Weekly Total Tool
• Webinar links
Photo Sources

https://www.flickr.com
https://gratisography
https://pixabay.com
https://www.pexels.com
https://unsplash.com/
TSLAC Archives
TSLAC NAGARA Photos
Contact Us!

Library Development & Networking  
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vgreenwood@tsl.texas.gov, 512-463-5466