



# TEXAS PUBLIC LIBRARIES

## ANNUAL REPORT FOR LOCAL FISCAL YEAR 2019

This report is due to the Texas State Library and Archives Commission by **April 30, 2020**. We strongly urge libraries to report no later than March 31, 2020, to provide time to make any necessary revisions.

The Texas State Library and Archives Commission participates in a national public library data collection system. The purpose of this system is to ensure the collection of comparable data in all states. The data is used for the creation of a composite report on the public libraries of the United States and for state-to-state comparisons by the Institute of Museum and Library Services (IMLS). It is seen and used by researchers as well as policymakers at all levels of government. This report is also used to accredit Texas public libraries and some data elements are used for that purpose. Accreditation-related questions are marked within the questionnaire (⌘).

Definitions are important to ensure comparability of data from different libraries and states. Please refer to the definitions as this survey is completed.

**Please do not leave any items blank.** Estimates are important if exact data are not available. For Section 3: Expenditures, Section 4: Local Financial Effort, and Section 5: Revenue, enter "0" if the appropriate entry for an item is zero or "none." For the other sections, enter "0" if the appropriate entry for an item is zero or "none" and enter "N/A" in the Notes field if an item does not apply to a particular library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, the librarian should enter an estimate of the amount, and add an explanation in the Notes field. If you need to estimate, please use a standard methodology for doing so. If you have questions, please contact LDN staff.

All questions relate to the library's local fiscal year 2019: the year that ended in calendar year 2019 and included January 1, 2019. If there was a change in the fiscal year, please contact LDN staff to update that information. All information must be entered into LibPAS, the online data collection portal at <https://tx.countingopinions.com>.

**Texas State Library and Archives Commission**  
**Library Development & Networking (LDN)**  
**Statistics and Accreditation Staff**  
[accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov)  
 512/463-5465, or toll free in Texas 800/252-9386

**SECTION 1: LIBRARY INFORMATION - Central/Administrative Library**

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 Public Information (<https://www.tsl.texas.gov/agency/customer/pia.html>). In addition, the information being entered may be subject to interception via common Internet tools.

Please read our Web Policies and Disclaimers (<https://www.tsl.texas.gov/landing/webpolicies.html>).

NOTE: In the online form, contact questions in the section 1.1 through 1.21 have been prefilled and locked. You will not be able to change the data. If changes need to be made to these questions, contact LDN staff ([accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov)) or add an explanation in the Note box.

1.1 Library Name		1.2 County	
The local fiscal year covered by this report	1.3 Start		1.4 End
			-
1.5 Mailing Address - Street		1.6 Mail City	1.7 Mail Zip      1.8 (Zip)+4
			-
1.9 Physical/Shipping address - Street		1.10 City	1.11 Zip      1.12 (Zip)+4

⌘ 1.13 Does the library have a published telephone number? Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83		Yes	No
<input type="text"/> 1.14 Phone number		<input type="text"/> 1.15 Telefax	
<input type="text"/> 1.16 Library Director/Head Librarian First Name		<input type="text"/> 1.17 Library Director/Head Librarian Last Name	
<input type="text"/> 1.18 Director's Email Address		<input type="text"/> 1.19 Library General Email Address	
NOTE: The information you submit on this form is <b>Public Information</b> : <a href="https://www.tsl.texas.gov/agency/customer/pia.html">https://www.tsl.texas.gov/agency/customer/pia.html</a> . In addition, the information being entered may be subject to interception via common Internet tools. Business email addresses are not considered confidential under the Texas Public Information Act. <b>To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested.</b> Please read our Web Policies and Disclaimers: <a href="https://www.tsl.texas.gov/landing/webpolicies.html">https://www.tsl.texas.gov/landing/webpolicies.html</a> .			
⌘ 1.20 Website		Yes	No
An accredited library must have a website. If the library does not have a website, or if the URL (web address) has changed, please contact LDN staff. Social media sites, such as Facebook, are not considered to be a library website. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83			
<input type="text"/> 1.21 Website URL		<input type="text"/>	
1.22 Is the information provided in 1.1 through 1.21 correct?		Yes	No
In the online form, contact questions in the section 1.1 through 1.21 have been prefilled and locked. You will not be able to change the data. Please contact LDN staff ( <a href="mailto:accreditation@tsl.texas.gov">accreditation@tsl.texas.gov</a> ) if changes need to be made to these questions, or add an explanation in the Note box.			
<b>Contact information on the person who completed this report</b>			
<input type="text"/> 1.23 Contact First Name		<input type="text"/> 1.24 Contact Last Name	<input type="text"/> 1.25 Contact Email
<b>Library Advisory Board Information - leave blank if not applicable.</b>			
<input type="text"/> 1.26 Board Chair First Name		<input type="text"/> 1.27 Board Chair Last Name	
<b>Friends' Group Information - leave blank if not applicable.</b>			
<input type="text"/> 1.28 Friends' President First Name		<input type="text"/> 1.29 Friends' President Last Name	

**SECTION 2: LIBRARY OUTLETS**

This section requests information on public service outlets. **Report figures as of the last day of the fiscal year.** If there is a new branch, but it was not open for business before the end of the library's local fiscal year, it should not be included on this report.

2.1 Number of Branch Libraries

Administered from a central unit, branch libraries are auxiliary units that have at least all of the following:

- ◆ separate quarters,
- ◆ an organized collection of library materials,
- ◆ paid staff,
- ◆ Regularly scheduled hours for being open to the public

2.2 Number of Bookmobiles

A bookmobile is a traveling branch library and has at least all of the following:

- ◆ a truck or van that carries an organized collection of library materials,
- ◆ paid staff
- ◆ regularly scheduled hours (bookmobile stops) for being open to the public

2.3 Renovations, Expansions, new construction

Yes

No

Has the main library building or any branch library been renovated or expanded, or had new construction completed within the period covered by this report? Report structural changes only.

2.4 Square Footage of the Main Library

square feet

This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include areas shared with another agency or agencies if the library has use of that area.

**SECTION 3: EXPENDITURES**

**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

Local accounting practice will generally determine whether a particular expense is classified as operating or capital

- ◆ Do not report the value of free or donated items as expenditures.
- ◆ Do not report estimated costs.
- ◆ Report only those grant awards directly spent by this library. Do not report grant funds spent for this library by another entity, such as a Friends' group.
- ◆ Significant costs of ordinary operating expenditures, especially benefits and salaries, that are paid by other taxing agencies or government agencies with the authority to levy taxes on behalf of the library may be included if the information is available.

These expenditures are from **all** sources of revenue, including federal, state, Friends group revenue to the library, and foundation monies. The information reported in Expenditures may differ from the information reported in Library Revenue by Source.

**Library Operating Expenditures**

Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by expenditures documents such as invoices, contracts, payroll records, etc. at the point of disbursement should be included.

Any operating expenditure not covered by Staff and Collection Expenditures should be reported in question **3.8, Other Operating Expenditures.**

<b>Staff Expenditures</b>	
<b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS</b>	
<p>3.1 Salaries and Wages Expenditures</p> <p>This amount includes salaries and wages for all library staff including plant operation, security and maintenance staff. Include salaries and wages before deductions, but exclude "employee benefits." Include longevity, merit, and other funds paid directly to employees. Do not report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.</p>	<input type="text"/>
<p>3.2 Employee Benefits Expenditures</p> <p>These are the benefits outside of salary and wages paid and accruing to employees including plant operations, security, and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits.</p>	<input type="text"/>
<p><b>3.3 Total Staff Expenditures</b></p>	Sum of 3.1 and 3.2 <input type="text"/>
<p>3.3a Of these staffing expenditures, how much was from non-local grant funding?</p> <p>Non-local funds include Tocker Foundation, TSLAC (competitive grants, ILL reimbursement and Family Place funding), Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county. Enter "0" if all funding was from local sources.</p>	<input type="text"/>
<p>3.3b Local funds used for library staff expenditures (3.3 - 3.3a)</p>	<input type="text"/>
<b>Collection Expenditures</b>	
<b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS</b>	
<p>3.4 Print Materials Expenditures</p> <p>Books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.</p>	<input type="text"/>
<p>3.5 Electronic Materials Expenditures</p> <p>Report all operating expenditures for electronic digital materials. Types of electronic materials include e-books, audio and video downloadables, e-serials including journals, government documents, databases. Electronic materials can be distributed by computer software, on CD or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired.</p> <p>▶▶▶ Exclude operating expenditures for library system software and microcomputer software used only by the library staff or fees for TexShare databases. These are reported in <b>3.8, Other Operating Expenditures</b>.</p>	<input type="text"/>
<p>3.6 Other Materials Expenditures</p> <p>Report all operating expenditures for other materials, such as microforms, audio and video physical units, DVD, and materials in new formats.</p>	<input type="text"/>

<b>3.7 Total Library Collection Expenditures</b>	Sum of 3.4, 3.5, 3.6	
3.7a Of these expenditures, how much was from non-local grant funding, such as Tocker Foundation, TSLAC - including ILL reimbursement and Family Place funding - Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county? Enter "0" if all funding was from local sources.		
3.7b Local funds used for library collection material expenditures (3.7-3.7a). This amount will be reported in Question 4.1.		
<b>3.8 Other Operating Expenditures</b>		
<p>This includes all expenditures other than those reported for Total Staff Expenditures Question 3.3 and Total Collection Expenditures Question 3.7.</p> <p>Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet.</p> <p>Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.</p> <p>Include fees paid to the TexShare database program.</p>		
3.8a Of these expenditures, how much was from non-local grant funding, such as Tocker Foundation, TSLAC - including ILL reimbursement and Family Place funding - Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county? Enter "0" if all funding was from local sources.		
3.8b Local funds used for other library operating expenditures expenditures (3.8-3.8a)		
<b>3.9 Total Direct Library Operating Expenditures</b>	Sum of 3.3, 3.7, 3.8	
3.9a Total expended from non-local grant funding.		Sum of 3.3a, 3.7a, 3.8a
3.9b Local funds used for library operating expenditures expenditures. This amount, plus 3.10-Indirect Costs (if needed), is reported in Question 4.2.		Sum of 3.3b, 3.7b, 3.8b
<b>3.10 Indirect Costs (if needed to meet maintenance of effort)</b>	Documentation Required	
<p>This should only be reported when a library has failed to meet the <b>Maintenance Of Effort (MOE)</b> requirement for accreditation in state library system. If included, the expense must be documented by the local government entity that provided the service, and the document must be submitted to the state library with a signature from a government official with fiscal authority.</p> <p>An indirect cost is a cost incurred for a normal library operating expenditure such as janitorial services, purchasing, accounting, grounds maintenance, utilities, insurance, telecommunications, or payroll services that is not assigned to the library's budget, but paid for by a local government agency on behalf of the library. If you are claiming indirect expenditures and are uncertain whether an expenditure may be claimed, please contact LDN staff.</p> <p><b>Do not include capital expenditures.</b></p> <p>Include documented <b>Indirect Costs</b>, question 3.10 only when necessary to meet the average of expenditures for the Maintenance of Effort requirement.</p>		
<b>3.11 Total Library Operating Expenditures</b>	Sum of 3.9, 3.10	

### 3.12 Capital Expenditures

This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital Revenue part of Section 5.

Do not include Operating Expenditures reported above. Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

These would be one-time only or extraordinary expenditures. These are major capital expenditures such as the acquisition of or additions to fixed assets. Examples include expenditures for building sites, new buildings and additions to or renovations of library buildings.

Include expenditures for furnishings, equipment and initial book stock for new buildings, building additions or renovations; library automation systems, and new vehicles, and other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures.

Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency.

#### REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

### SECTION 4: LOCAL FINANCIAL EFFORT

This section contains questions which will help determine whether the library meets the minimum accreditation criteria. **Local Operating Expenditures**, question **4.2**, is used in determining whether a library has met the Maintenance of Effort MOE criteria. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.74

In the online form, questions 4.1 and 4.2 are calculated fields. They will reflect the total expenditures, less any non-local and/or grant funding.

#### ⌘4.1 Local expenditures on collections (3.7b)

This is the amount of Total Collection Expenditures expended from local funds. This amount is **included** in the amount reported in question **4.2**, Local Funds Expenditures.

This is the total amount spent for library materials that was paid for with city, library district, county, school district, and other local revenue sources. This amount may be the same as Total Collection Expenditures.

#### ⌘4.2 Local funds used for library operating expenditures (3.9b+3.10)

This is the amount of Total Operating Expenditures, including indirect costs, if needed. expended from local funds.

This is the total amount of funds spent for total operating purposes that was paid for with city, library district, county, school district, and other local revenue sources. This amount may be the same as reported in question **3.11**, Total Operating Expenditures.

#### ⌘4.3 Local government funds used for library operating expenditures

This is the amount reported in Total Operating Expenditures, question 3.11, that was expended from local government revenue. This amount is included in the amount reported in question **4.2**, Local Funds Expenditures. As this is based on actual expenditures, it should not be greater than the amounts totaled in **3.11**, **4.2** or **5.4**.

This is the amount of funds spent for total operating purposes that was paid for with city, library district, county, or school district revenue sources.

Include documented **Indirect Costs**, question **3.10**, only when necessary to meet the average of expenditures for the Maintenance of Effort (MOE) requirement.

Do not include expenditures from non-local grant sources such as Tocker Foundation, Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county.

Do not include expenditures from other local sources reported in question 5.10, such as donations, fines, fees, Friends group funds, memorials or similar sources.

**SECTION 5: REVENUE**

The total funds reported as **Library Revenue** will not necessarily equal the total of **Library Expenditures** reported. Do not report grant funds spent on behalf of this library by another entity. Do not report salary revenue if the library did not pay the salary, as in the case of Green Thumb employees or employees paid under a training program administered by another entity.

Do not include indirect costs.

**Revenue Used for Library Operating Expenditures**

Report revenue received by the library used for the current and recurrent costs of operation, including grants. Report by source of revenue.

Do not include revenue for major improvements such as construction, renovation, endowment fund deposits, other extraordinary items. Do not report revenue unavailable for use by the library such as fines or funds unspent from previous fiscal years.

**Local Government Revenue – Operating Expenditures**

- 5.1 City, Cities, or Library District Revenue used for operating expenditures.  
Include revenue from other cities, as reported in 5.22 & 5.23.
- 5.2 County or Counties Revenue used for operating expenditures.  
Include revenue from other counties, as reported in 5.22 & 5.23.
- 5.3 School District Revenue used for operating expenditures.


**5.4 Local Government Operating Revenue**

Sum of 5.1, 5.2, 5.3

This amount should not be less than the amount reported in question **4.3**, Local Government Operating Expenditures.

**5.5 State Revenue - Operating Expenditures**

Record the source of funds in the Notes box All revenue from funds collected by the State and distributed directly to this library for expenditure by the library for operating costs. **Include Family Place** funds here, that were used for library operating expenditures.

**Do not include** any funds received directly from the Texas State Library (TSLAC), including competitive grant funds or ILL reimbursement.

**5.6 Federal Revenue - Operating Expenditures**

Record the source of funds in the Note box. Include all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

**Include any funds received directly from** the Texas State Library (TSLAC), including competitive grants and ILL reimbursement that were used for library operating expenditures.

**Do not include any E-rate reimbursements.**

**5.7 Foundation and Corporate Grant Revenue - Operating Expenditures**

Include cash grants from private foundations or corporations used for the purpose of library operating costs by the public library.

Specify the sources of those funds. Record the source of funds in the Note box in the online form.

<p>5.8 Other Local Sources of Revenue <span style="float: right;"><input style="width: 50px; height: 20px;" type="text"/></span></p> <p>Report all revenue other than that reported in any of the other revenue categories used for operating costs, such as interest, fines, donations from individuals or Friends groups. Include monetary gifts and donations from individuals.</p> <p><b>Do not</b> include the value of any contributed services or the value of any non-monetary gifts and donations. Sources should be from entities within the library's home county.</p>	
<p><b>5.9 Total Revenue Used for Library Operating Expenditures</b> <span style="float: right;">Sum of 5.4 through 5.8</span></p>	<input style="width: 50px; height: 20px;" type="text"/>
<p><b>Revenue Used for Major Capital Expenditures</b></p> <p>Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment and initial collections all type for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do not include revenue passed through to another agency, such as fines, or funds unspent from previous fiscal years.</p> <p><b>Do not report revenue that has already been reported in operating revenue.</b></p>	
<p><b>Local Government Revenue – Capital Expenditures</b></p>	
<p>5.10 City, Cities, or Library District Revenue used for major capital expenditures. Include revenue from other cities, as reported in 5.22 &amp; 5.23.</p>	<input style="width: 50px; height: 20px;" type="text"/>
<p>5.11 County or Counties Revenue used for major capital expenditures. Include revenue from other counties, as reported in 5.22 &amp; 5.23.</p>	<input style="width: 50px; height: 20px;" type="text"/>
<p>5.12 School District Revenue used for major capital expenditures.</p>	<input style="width: 50px; height: 20px;" type="text"/>
<p>5.13 State Revenue - Capital Expenditures</p> <p>Record the source of funds in the Notes box All revenue from funds collected by the State and distributed directly to this library for expenditure by the library for operating costs. <b>Include Family Place</b> funds that were used for capital expenditures here.</p> <p><b>Do not include</b> any funds received directly from the Texas State Library (TSLAC), including competitive grant funds or ILL reimbursement.</p>	<input style="width: 50px; height: 20px;" type="text"/>
<p>5.14 Federal Revenue - Capital Expenditures</p> <p>Record the source of funds in the Note box. Include all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.</p> <p><b>Include any funds received directly from</b> the Texas State Library (TSLAC), including competitive grants and ILL reimbursement that were used for capital expenditures</p> <p><b>Do not include any E-rate reimbursements.</b></p>	<input style="width: 50px; height: 20px;" type="text"/>
<p>5.15 Foundation and Corporate Grant Revenue - Capital Expenditures</p> <p>Include cash grants from private foundations or corporations used for the purpose of library major capital costs by the public library, whether or not expended.</p> <p>Specify the sources of those funds. Record the source of funds in the Note box in the online form.</p>	<input style="width: 50px; height: 20px;" type="text"/>

5.16 Other Local Sources of Revenue - Capital Expenditures [ ]

Report all revenue other than that reported in any of the other revenue categories used for major capital costs, such as interest, fines, donations from individuals or Friends groups. Include monetary gifts and donations from individuals.

**5.17 Total Revenue Used for Library Capital Expenditures** Sum of 5.10 through 5.16 [ ]

**Skip** the following section if the library did not receive funds from a city or county outside of the one in which the library is located.

**5.18 Government Revenue Sources Outside Local City or County**

If funds were received from government entities outside of the local area, then list the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section, questions 5.1, 5.2, 5.13, 5.14.

City or County Providing Funds (outside home county)	Amount
<b>Total (report in 5.19)</b>	

**5.19**

**Total Amount Received** [ ]

Include total in 5.1 or 5.2, as appropriate

**SECTION 6: LIBRARY COLLECTION**

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the Collection Expenditures section.

Unless otherwise indicated, report for each item, title, and physical unit the amount held at the end of the fiscal year. Physical units are volumes, items, or pieces. For reporting purposes, a title is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, or disks. The term applies equally to printed materials, such as books and periodicals, as well as audio and video materials. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Do not count un-catalogued paperbacks.

Most software systems include a method of determining number of titles. Libraries should use whatever method their software provides. If no method is available, an estimate should be made.

⌘6.1 Library Catalog

Yes

No

An accredited library must have a catalog of its holdings available to the public that is searchable electronically, at a minimum by author, title, and subject.

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83

<b>⌘6.2 Collection has 1% published in last five years</b> An accredited Texas public library must have at least 1% of total items collection published within the last five years. <i>Example:</i> for a library reporting 20,000 items in <b>6.15</b> , 200 titles have been published in or after 2013. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81	Yes	No		
<b>6.3 Consortium Participation</b> Is your library a member of a consortium?	Yes	No		
If yes, please circle: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                     Big Country Digital                      Central Texas Digital Consortium                      Coudlink Interlocal Consortium                      Harrington Library Consortium                      Hidalgo County Library System                      Houston Area Digital Media Catalog                      Lone Star Digital Library                      Metroplex Online Resources                 </td> <td style="width: 50%; border: none;">                     NETLibs                      North Texas Libraries on the Go                      North Texas Independent Digital Consortium                      Northeast Texas Digital Consortium                      Piney Woods Digital Consortium                      South Texas Digital Libraries                      West Texas Digital Consortium                      Other(s): <input style="width: 100%;" type="text"/> </td> </tr> </table>	Big Country Digital Central Texas Digital Consortium Coudlink Interlocal Consortium Harrington Library Consortium Hidalgo County Library System Houston Area Digital Media Catalog Lone Star Digital Library Metroplex Online Resources	NETLibs North Texas Libraries on the Go North Texas Independent Digital Consortium Northeast Texas Digital Consortium Piney Woods Digital Consortium South Texas Digital Libraries West Texas Digital Consortium Other(s): <input style="width: 100%;" type="text"/>		
Big Country Digital Central Texas Digital Consortium Coudlink Interlocal Consortium Harrington Library Consortium Hidalgo County Library System Houston Area Digital Media Catalog Lone Star Digital Library Metroplex Online Resources	NETLibs North Texas Libraries on the Go North Texas Independent Digital Consortium Northeast Texas Digital Consortium Piney Woods Digital Consortium South Texas Digital Libraries West Texas Digital Consortium Other(s): <input style="width: 100%;" type="text"/>			
<b>Physical Material Counts</b>				
<b>6.4 Books in Print</b>	Number of volumes, items or physical units	<input style="width: 50px;" type="text"/>		
Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. Books packaged together as a unit, such as a 2-volume set, and checked out as a unit are counted as one physical unit. Do not include unbound sheet music. <b>Do not</b> count un-cataloged paperbacks.				
<b>6.5 Audio Materials — Physical format</b>	Number of volumes, items or physical units	<input style="width: 50px;" type="text"/>		
These are materials circulated in a fixed, physical format on which sounds only are stored recorded and that can be reproduced played back mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs including audio CD's, audio reels, talking books, and other sound recordings stored in a fixed, physical format. Items packaged together as a unit, such as two audiocassettes for one recorded book, and checked out as a unit are counted as one physical item.  <b>Do not include <u>downloadable</u> electronic audio files.</b>				
<b>6.6 Video Materials - Physical Format</b>	Number of volumes, items or physical units	<input style="width: 50px;" type="text"/>		
These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape (VHS), DVD and CD. Items packaged together as a unit, such as two video cassettes or DVDs for one movie and checked out as a unit are counted as one physical item.  <b>Do not include <u>downloadable</u> electronic video files.</b>				

**Electronic Material Counts**

For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

- Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.
- Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

**6.7 Electronic Books (Ebooks)**

Report all items to which your patrons have access, whether through the library or a consortium. Do not include TexShare holdings.

E-books are digital documents including those digitized by the library, licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book monograph. E-books are loaned to users on portable devices e-book readers or by transmitting the contents to the user’s personal computer for a limited time.

Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates at the administrative entity level; do not duplicate unit counts for each branch..

E-books packaged together as a unit, such as multiple titles on a single e-book reader, and checked out as a unit are counted as one unit. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; county only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

**6.8 Audio Materials — Downloadable Units**

These are downloadable electronic files on which sounds only are stored recorded and that can be reproduced (played back) electronically. Audio-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio-downloadable units held locally and remote Audio-downloadable units for which permanent or temporary access rights have been acquired.

Report all items to which your patrons have access, whether through the library or a consortium

**6.9 Video Materials — Downloadable Units**

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video-Downloadable Units held locally and remote Video-Downloadable Units for which permanent or temporary access rights have been acquired.

Report all items to which your patrons have access, whether through the library or a consortium

**Electronic Collections/Databases**

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

**Electronic Collections do not have a circulation period** and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**Note: The data or records are usually collected with a particular intent and relate to a defined type.**

Report the number of electronic collections/databases acquired through curation, payment or formal agreement, by source of access.

6.10 Electronic Collections/Databases through Local Licensed

Report electronic collections/databases made available through purchase by the library or other local consortium. Do not count TexShare databases.

6.11 TexShare - State Licensed Databases

Libraries that were a TexShare member in 2019, and purchased the databases through the TexShare consortium, should report the number of TexShare databases available to their patrons. The number to report for Question 6.11 is 63.

6.12 Electronic Collections/Databases Licensed through Consortium or Other Cooperative Agreements.

Report databases obtained through cooperative agreements or consortia within state or region.

**6.13 Total Electronic Collections/Databases** Sum of 6.10, 6.11, 6.12

**Collection Totals**

⌘6.14 Number of volumes, items or physical units Sum of 6.4 ,6.5, 6.6, 6.7, 6.8, 6.9, 6.10

An accredited library must have one item per capita, with a minimum of 7,500 items. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81

6.15 Current Print Serial Subscriptions

Report both paid subscriptions and gifts. **Do not** report number of individual issues. The total number of subscriptions in the library system, including duplicates, should be reported here. These are print only. Examples are periodicals magazines, newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

**SECTION 7: LOCAL LIBRARY SERVICES**

⌘7.0 Long-Range Plan  Yes  No

Report whether or not the library is operating with a long-range plan in place. The library's governing board shall approve this plan.

An accredited library must have a long-range plan that has been reviewed and updated at least every five years and include a collection development element and a technology element.

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83

**Service Measures**

**7.1 Number of Reference Transactions**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources including web sites and computer-assisted instruction. Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material; (b) machine-readable databases including computer-assisted instruction; (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

It is essential that libraries **do not** include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library.

- Examples of directional transactions include:
- Where is the restroom?
  - Where is the reference librarian?
  - Where is Susan Smith?
  - Where are the 600's?
  - Can you help me make a photocopy?

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, in which the library is open its regular hours, and multiply the count to represent an annual estimate. If the sample is done four times a year, multiply totals by 13; if done twice a year, multiply by 26; if done annually, multiply by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library.

**7.2 Library Visits**

Frequently referred to as the gate count, this is the number of persons entering the library for any purpose during the year.

**7.3 Registered Users**

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three 3 years.

**7.4 Circulation of Children's Materials — Physical formats**

Report the total annual circulation, including renewals, of all library materials in physical formats marked as children's, whether borrowed by a juvenile, young adult, or adult. This is the act of lending for use outside the library. This includes charging out checking out and renewals, each of which is reported as a circulation transaction. This includes books, physical audiobooks, physical videos (VHS or DVD), and other physical materials.

The National Center for Education Statistics NCES: Children and Young Adults Defined [*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357] defines children as persons age 11 and under.

Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. **Do not** include digital formats.

<p>7.5 Circulation of Children's Materials — Digital Formats</p> <p>Report the total annual circulation/downloads including renewals of all downloadable electronic materials, marked as children's, whether borrowed by a juvenile, young adult, or adult, including renewals. Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation only for items that require a user authentication, and have a limited period of use.</p>	<p>Downloadable Materials</p>	<input type="text"/>
<p>7.6 Circulation Other than Children's — Physical formats</p> <p>Report the total annual circulation, including renewals, of all library materials in physical formats, excluding those marked as children's, whether borrowed by a juvenile, young adult, or adult. This is the act of lending for use outside the library. This includes charging out checking out and renewals, each of which is reported as a circulation transaction. This includes books, physical audiobooks, physical videos (VHS or DVD), and other physical materials. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</p> <p><b>Do not include</b> digital formats.</p>	<input type="text"/>	
<p>7.7 Circulation Other than Children's — Digital Formats</p> <p>Report the total annual circulation/downloads including renewals of all downloadable electronic materials, excluding those marked as children's. Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation only for items that require a user authentication, and have a limited period of use.</p> <p><b>Do not include</b> Children's Digital Circulation, reported in question 7.3.</p>	<p>Downloadable Materials</p>	<input type="text"/>
<p><b>7.8 Total Circulation</b></p>		<p>Sum of 7.4, 7.5, 7.6, 7.7</p>
<p>7.9 <b>Successful Retrieval of Electronic Information</b></p> <p>Report the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period.</p> <p><b>Do not include the usage from TexShare databases.</b> Report usage from locally-licensed electronic collections, or collections/databases acquired through local consortial agreements.</p> <p>Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include use of the website or online catalog (OPAC).</p>	<input type="text"/>	

**Programs and Program Attendance**

**Children’s Programs and Attendance**

7.10 Number of programs

7.11

Total in Attendance

Count both adults and children at these programs

The National Center for Education Statistics NCES: Children and Young Adults Defined [*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357] defines children as persons age 11 and under.

A children’s program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children’s programs may cover use of the library, library services, or library tours. Children’s programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Report all children’s programs, whether held on- or off-site that are sponsored or co-sponsored by the library. **Do not** include children’s programs sponsored by other groups that use the library facilities. If children’s programs are offered as a series, count each program in the series. *Example*: a story hour offered once a week, 48 weeks a year should be counted as 48 programs.

Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

**Young Adult Programs and Attendance**

7.12 Number of programs

7.13

Total in Attendance

Count both adults and children at these programs

The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Report all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use the library facilities.

If young adult programs are offered as a series, count each program in the series. *Example*: a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.

Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

<b>Adult Programs and Attendance</b>	
<p>7.14 Number of programs <input style="width: 50px; height: 20px;" type="text"/></p> <p>Report the number of planned events whose primary audience is adults, ages 19 and older, which introduces the group to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples include book clubs and resume writing workshops.</p> <p>Report all adult programs, whether held on- or off-site that are sponsored or co-sponsored by the library. <b>Do not</b> include adult programs sponsored by other groups that use the library facilities. If adult programs are offered as a series, count each program in the series. <i>Example</i>: a computer skills class offered once a week for 10 weeks should be counted as 10 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one resume assistance and services to homebound.</p>	<p>7.15 Total in Attendance <input style="width: 50px; height: 20px;" type="text"/> Count both adults and children at these programs</p>

<b>Program and Program Attendance Totals</b>	
<p>7.16 Total Number of Library Programs <input style="width: 50px; height: 20px;" type="text"/> Sum of 7.10, 7.12, 7.14</p>	<p>7.17 Total Attendance at Library Programs <input style="width: 50px; height: 20px;" type="text"/> Count both adults and children at these programs Sum of 7.11, 7.13, 7.15</p>

**SECTION 8: LIBRARY STAFFING AND SALARIES**

Include all positions funded in the library's budget whether those positions are filled or not. Report figures as of the last day of the fiscal year. Report all hours worked for each employee type and report as total hours worked per week. Report number of hours worked per week, not the number of employees.

<p>⌘ 8.1 Professional (MLS) Librarians - Weekly Hours Worked <input style="width: 50px; height: 20px;" type="text"/></p> <p>Persons reported under this category usually do work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. The educational requirement is a Master's degree from a library education program accredited by the American Library Association (ALA). An accredited library with a population assignment greater than 25,000, must have professional librarians on staff. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81</p> <p>Report total number of hours all MLS librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate this. <i>Example</i>: 2 MLS librarians each work 40 hours per week. Report 80 hours (40 x 2).</p>	
--	--

<p>8.2 Other (Non-MLS) Librarians - Weekly Hours Worked <input style="width: 50px; height: 20px;" type="text"/></p> <p>Persons reported under this category do paid work that usually requires some professional training and skill in library work that might include mechanical or clerical aspects.</p> <p>Report total number of hours all librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate. <i>Example</i>: 2 librarians each work 30 hours per week. Report 60 hours (30 x 2).</p>	
--	--

<p>8.3 All Other Library Staff - Weekly Hours Worked <input style="width: 50px; height: 20px;" type="text"/></p> <p>Includes all other persons paid by the library budget including plant operation, security, and maintenance staff. Report total number of hours all other paid staff work per week, not as number of persons. Use the employees' normal work schedule to calculate. <i>Example</i>: 3 paid part-time employees: 1 works 10 hours/week, 1 works 20 hours/week, one works 25 hours/week. Report 55 hours (10+20+25).</p>	
---	--

<b>8.4 All Library Staff - Total Weekly Hours Worked</b>	Sum of 8.1, 8.2, 8.3	
<b>8.5 Volunteer Hours – Annual Total</b>  How many hours did volunteers work in this library last year? Indicate the total number of hours that were worked in the library by persons who were <u>not</u> on the library's payroll. Include volunteers, community service persons and those paid from non-library programs, such as Green Thumb.		
<b>8.6 Head Librarian's Annual Rate Of Salary</b>  Report the annual rate of pay for the Head Librarian/Library Director at the end of the library's fiscal year. Include merit, longevity, and other payments made directly to the individual. If the position is vacant, report the annual salary that will be paid when someone is hired.		
<b>⌘8.7 Head Librarian's Hours Worked per Week</b>  How many hours per week is the Head Librarian/Library Director currently employed in library duties?  An accredited library must have a director work a minimum number of hours required, based on the assigned service population. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81		
<b>⌘8.8 Director Obtained 10 Units of Continuing Education (CEU)</b>  Directors/Head Librarian of an accredited library must obtain 10 hours of continuing education credits annually to maintain the library's accreditation.  Continuing education activities that meet qualitative standards for which the applicant can supply documentation of participation, duration, and relevance to the operation of a library. These activities must be instructional and may include workshops, appropriate sessions at library association conference, and distance education meetings.	Yes	No
<b>⌘8.9 Photocopier Available for Staff</b>  An accredited library must have a photocopier available for use by staff. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83	Yes	No
<b>⌘8.10 Internet Computer Available for Staff</b>  An accredited library must have a computer with internet access available for use by staff. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83	Yes	No
<b>SECTION 9: RESOURCE SHARING</b>		
<b>Interlibrary Loans</b>		
An item of library material, or a copy of the material, is made available by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration.		
<b>⌘9.1 Does the library have the statewide interlibrary loan service available to patrons?</b>  An accredited library must offer to borrow and lend materials via the statewide interlibrary loan resource sharing service for persons residing in the library's designated service area. The library governing board may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be available for the public. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83	Yes	No
<b>9.2 Interlibrary Loans Received from Other Libraries (Borrows)</b>  These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually received, even if that number is zero. Exclude informational requests.		

9.3 Interlibrary Loans Provided to Other Libraries (Lends)

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. Please report number of loans actually loaned, even if that number is zero. Exclude informational requests.

9.4 What automation/integrated library system (ILS) is currently used?

Biblionix Apollo	Koha
Book Systems (Atrium, Concourse)	SirsiDynix (Symphony/Unicorn, Horizon)
Evergreen	TLC Library Solution
Follett (Destiny, Circulation Plus, Athena, Winnebago)	
Innovative Interfaces Inc (Millennium, Polaris, Sierra)	

Other:

**SECTION 10: INTERNET AND ELECTRONIC SERVICES**

⌘10.1 Public Internet Access Computer with Printer/Copier

Yes

No

An accredited library must have a computer with internet access and printing/copying capability for patron use. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83

10.2 Number of Public Internet Access Computer Terminals

Report the number of Internet computers personal computers (PC's) and laptops, whether purchased, leased

10.3 Annual Uses of Public Internet Computer

Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes — Internet access, word-processing, OPAC, etc. — and Internet uses (sessions) The number of uses sessions may be counted manually, using registration logs. Count each use session for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public Internet computers three times a week would count as three uses (sessions).

Software can also be used to track the number of uses (sessions) at each public Internet computer. If the data is collected as a weekly figure, multiply that figure by 52 for an annual estimate.

10.4 Annual Wi-Fi Sessions

Data Not Collected

No Wi-Fi Available

Report the total number of sessions in a year of the library's wireless Internet access Wi-Fi by users. A wireless connection allows users to make a connection to the library's Internet using a personal laptop, tablet, or smart phone. A typical week or other reliable estimate may be used to determine the annual amount. Information is generally obtained from router software. If uncertain where to find it, contact LDN staff at accreditation@tsl.texas.gov. Do not include use of library equipment in this count. If this data is not being collected, please report "0."

10.5 Annual Website Visits

Data Not Collected

No Website

Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here A typical week or other reliable estimate may be used to determine the annual amount. This information is generally obtained through specialized software or apps such as Google Analytics. If uncertain how to obtain it, contact LDN staff at accreditation@tsl.texas.gov.

<b>SECTION 11: LIBRARY HOURS</b>	
<p><b>11.1 Annual Public Service Hours for Central Library</b></p> <p>This is the hours the library was available to your patrons last year at the Central or Main Library facility. Report every hour that the facility was open to the public during all of last year.</p> <p>This total should be reduced for any hours that the facility was closed to the public (e.g., holidays, weather emergencies, natural disasters, staff development days, construction, repairs, etc.). Branch hours open per year will be reported in each branch sub-report.</p>	
<p><b>11.2 Annual Public Service Weeks for Central Library</b></p> <p>This is the number of weeks open for public service at the Central/Main Library facility. The count should be based on number of weeks open for half or more of the library's scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p> <p>Do not calculate based on total number of service hours per year: do not divide total hours by 52 weeks.</p>	
<p><b>⌘11.3 Weekly Service Hours All Facilities Available</b></p> <p>Report the number of unduplicated hours the library and its branches are open to the public during a regular scheduled week. If the library has no branches, the answer will be the same as the amount reported in question 11.4, Weekly Libraries with branches should report the total number of unduplicated hours per week the libraries are open. For assistance or clarification, contact LDN staff, or use the <b>Weekly Total Hours Calculator</b>, below.</p>	
<p><b>11.4 Weekly Hours Central Library Open - Regular Schedule</b></p>	
<p><b>11.5 Weekly Hours Central Library Open - Summer Schedule</b></p>	



### Weekly Total Hours Calculator

This chart is provided as an aid in calculating the total number of hours of library service provided by the main library and branches.

Place a "1" in the space for each hour in which one or more of the library facilities is open. If a library is open only part of a given hour, enter the fraction ("1/2", "3/4", etc.). Add each column to determine the weekly total for a

Report in question **11.3**, Unduplicated Hours for Central/Main Library and Branches.

HOUR	SUN	MON	TUES	WED	THUR	FRI	SAT		WEEKLY TOTAL
7:00-8:00 AM									
8:00-9:00 AM									
9:00-10:00 AM									
10:00-11:00 AM									
11:00-12:00 PM									
12:00-1:00 PM									
1:00-2:00 PM									
2:00-3:00 PM									
3:00-4:00 PM									
4:00-5:00 PM									
5:00-6:00 PM									
6:00-7:00 PM									
7:00-8:00 PM									
8:00-9:00 PM									
9:00-10:00 PM									
<b>DAILY TOTAL</b>									



# ACCREDITATION IN STATE LIBRARY SYSTEM APPLICATION Local Fiscal Year 2019

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2020.

LIBRARY NAME \_\_\_\_\_ CITY \_\_\_\_\_

## Certification

The below signed certify, to the best of their ability, that the information contained in the library's annual report is complete and accurate for local fiscal year 2019.

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

\_\_\_\_\_  
SIGNATURE of \_\_\_\_\_ Printed Name  
(Check one)  Mayor  County Judge  
 City Manager  School Superintendent  
 District Board Chair  
*Signatures of city secretaries or county clerks,  
will not be accepted.*

\_\_\_\_\_  
SIGNATURE of Head Librarian/Library Director Printed Name

\_\_\_\_\_  
SIGNATURE of Library Board Chair Printed Name

## **DEADLINE FOR REPORT AND APPLICATION SUBMISSION**

---

Texas Administrative Code, Title 13, Chapter 1, Rule §1.85 - Annual Report.

*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. Staff vacancies that occur after the report is filed shall not adversely affect applications for system membership in the next fiscal year. Staff vacancies that occur prior to filing the report which affect system membership must be filled and reported prior to July 31. Willful falsification of annual reports shall cause the library to be disqualified for one year in the first instance and disqualified for three years in the second instance.*

To be considered for accreditation, the library must submit the annual report no later than April 30 and complete the Accreditation in State Library System Application.

Once signed, the application should be forwarded to Library Accreditation in the Library Development & Networking Division (LDN).

Where to find a blank copy of the Application:

- \* Included in this document.
- \* Texas State Library website Public Library Annual Report page: <https://www.tsl.texas.gov/ldn/annualreport>.
- \* Texas LibPAS Home tab: <https://tx.countingopinions.com/>.

Scan and email or fax the application. Documents are saved electronically, so no original copy is needed.

Email the application to [accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov);

or Fax the application to 512-936-2306, Attention: Accreditation.

**QUESTIONS:** If you have any questions about this survey, please contact Texas Public Library Accreditation staff at [accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov) or call 512-463-5465, toll free in Texas 1-800-252-9386.