



TEXAS PUBLIC LIBRARIES

ANNUAL REPORT FOR LOCAL FISCAL YEAR 2020

This report is due to the Texas State Library and Archives Commission by April 30, 2021. We strongly urge libraries to report no later than March 31, 2021, to allow staff enough time to process all reports.

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 2020: the year that ended in calendar year 2020 and included January 1, 2020. 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 and Networking (LDN)
Statistics and Accreditation Staff
accreditation@tsl.texas.gov

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) 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? 13 TAC §1.83		Yes	No
1.14 Phone number	1.15 Telefax		

◆ Accreditation-related question

1.16 Library Director/Head Librarian First Name	1.17 Library Director/Head Librarian Last Name
1.18 Director's Email Address	1.19 Library General Email Address

NOTE: 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. Business email addresses are not considered confidential under the Texas Public Information Act. **To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested.** Please read our Web Policies and Disclaimers: <https://www.tsl.texas.gov/landing/webpolicies.html>.

◆ 1.20 Website	Yes	No
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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. 13 TAC §1.83

1.21 Website URL	
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1.22 Is the information provided in 1.1 through 1.21 correct?	Yes	No
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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 (accreditation@tsl.texas.gov) if changes need to be made to these questions, or add an explanation in the Note box.

Contact information on the person who completed this report

1.23 Contact First Name	1.24 Contact Last Name	1.25 Contact Email
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Library Advisory Board Information - leave blank if not applicable.

1.26 Board Chair First Name	1.27 Board Chair Last Name
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Friends' Group Information - leave blank if not applicable.

1.28 Friends' President First Name	1.29 Friends' President Last Name
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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:
		<ul style="list-style-type: none"> • 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:
		<ul style="list-style-type: none"> • 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	<input style="width: 80%;" type="text"/>	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 expense.

- 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**.

Staff Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

3.1 Salaries and Wages Expenditures	\$ <input style="width: 80%;" type="text"/>
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.	

3.2 Employee Benefits Expenditures	\$ <input style="width: 80%;" type="text"/>
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.	

3.3 Total Staff Expenditures		Sum of 3.1 and 3.2	\$
3.3a	Of these staffing expenditures, how much was from non-local grant funding? 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.	\$	
3.3b	Local funds used for library staff expenditures (3.3 - 3.3a)	\$	
Collection Expenditures			
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS			
3.4	Print Materials Expenditures Report all operating expenditures for these print materials: books, current serial subscriptions, government documents, and any other print acquisitions.	\$	
3.5	Electronic Materials Expenditures 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 including locally mounted, full text or not), electronic files, reference tools, scores, maps or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CDs, 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. Include expenditures for database licenses. [Based on ISO 2789 definition] NOTE: Expenditures for computer software used to support library operating or to link to external networks, including the Internet, are reported under 3.8 , Other Operating Expenditures.	\$	
3.6	Other Materials Expenditures Report all operating expenditures for other materials, such as microforms, audio and video physical units, DVD, and materials in new formats.	\$	
3.7 Total Library Collection Expenditures		Sum of 3.4, 3.5, 3.6	\$
3.7a	Of these expenditures, how much was from non-local grant funding, 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.	\$	
3.7b	Local funds used for library collection material expenditures (3.7 - 3.7a). This amount will be reported in Question 4.1 .	\$	
3.8	Other Operating Expenditures This includes all expenditures other than those reported for Total Staff Expenditures Question 3.3 and Total Collection Expenditures Question 3.7. 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. Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include fees paid to the TexShare database program.		\$

<p>3.8a Of these 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>	\$	
<p>3.8b Local funds used for other library operating expenditures expenditures. (3.8 - 3.8a)</p>	\$	
3.9 Total Direct Library Operating Expenditures		Sum of 3.3, 3.7, 3.8 \$
<p>3.9a Total expended from non-local grant funding.</p>	\$	Sum of 3.3a, 3.7a, 3.8a
<p>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.</p>	\$	Sum of 3.3b, 3.7b, 3.8b
<p>3.10 Indirect Costs (if needed to meet maintenance of effort) Documentation Required</p> <p>This should only be reported when a library has failed to meet the maintenance of effort (MOE) 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>Do not include capital expenditures.</p> <p>Include documented Indirect Costs, question 3.10 only when necessary to meet the average of expenditures for the maintenance of effort requirement. Contact LDN staff for additional information.</p>	\$	
3.11 Total Library Operating Expenditures		Sum of 3.9, 3.10 \$
3.12 Capital Expenditures		\$
<p>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.</p> <p>Do not include Operating Expenditures reported above. Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.</p> <p>Capital outlay is for 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.</p> <p>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.</p> <p>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.</p>		
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. 13 TAC §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. This is the amount on which MOE is based.

◆ **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

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.

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.

Local Government Revenue – Operating Expenditures

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. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants in the local government revenue questions.

<p>5.1 City, Cities, or Library District Revenue used for operating expenditures. Include revenue from other cities, as calculated in 5.19.</p>	\$	
<p>5.2 County or Counties Revenue used for operating expenditures. Include revenue from other counties, as calculated in 5.19.</p>	\$	
<p>5.3 School District Revenue used for operating expenditures.</p>	\$	
<p>5.4 Local Government Operating Revenue</p> <p>This amount should not be less than the amount reported in question 4.3, Local Government Operating Expenditures.</p>	Sum of 5.1, 5.2, 5.3	\$
<p>5.5 State Revenue - Operating 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. Include Family Place funds here, that were used for library operating expenditures. Include funds associated with Libraries Connecting Texas (LCT) here.</p> <p>Do not include any funds received directly from TSLAC, including competitive grant funds or ILL reimbursement.</p>	\$	
<p>5.6 Federal Revenue - Operating 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>Include any funds received directly from TSLAC, including competitive grants and ILL reimbursement that were used for library operating expenditures.</p> <p>Do not include any E-rate reimbursements.</p>	\$	
<p>5.7 Foundation and Corporate Grant Revenue - Operating Expenditures</p> <p>Include cash grants from private foundations or corporations used for the purpose of library operating costs by the public library.</p> <p>Specify the sources of those funds. Record the source of funds in the Note box in the online form.</p>	\$	
<p>5.8 Other Local Sources of Revenue</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>Do not 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>5.9 Total Revenue Used for Library Operating Expenditures</p>	Sum of 5.4 through 5.8	\$
<p>Revenue Used for Major Capital Expenditures</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 ("carryover").</p> <p>Do not report revenue that has already been reported in operating revenue.</p>		

Local Government Revenue – Capital Expenditures	
5.10 City, Cities, or Library District Revenue used for major capital expenditures. Include revenue from other cities, as calculated in question 5.19.	\$ <input style="width: 80%; height: 20px;" type="text"/>
5.11 County or Counties Revenue used for major capital expenditures. Include revenue from other counties, as calculated in question 5.19.	\$ <input style="width: 80%; height: 20px;" type="text"/>
5.12 School District Revenue used for major capital expenditures.	\$ <input style="width: 80%; height: 20px;" type="text"/>
5.13 State Revenue - Capital 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 capital expenditures. Include funds that were used for capital expenditures received through the Family Place or Library Connecting Texas (LCT) awards. Do not include any funds received directly from TSLAC, including competitive grant funds or ILL reimbursement.	\$ <input style="width: 80%; height: 20px;" type="text"/>
5.14 Federal Revenue - Capital 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 TSLAC , including competitive grants and ILL reimbursement that were used for capital expenditures Do not include any E-rate reimbursements.	\$ <input style="width: 80%; height: 20px;" type="text"/>
5.15 Foundation and Corporate Grant Revenue - Capital Expenditures 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. Specify the sources of those funds. Record the source of funds in the Note box in the online form.	\$ <input style="width: 80%; 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. Do not 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 or legal service population area.	\$ <input style="width: 80%; height: 20px;" type="text"/>
5.17 Total Revenue Used for Library Capital Expenditures	Sum of 5.10 through 5.16 \$ <input style="width: 80%; height: 20px;" type="text"/>
Skip the following section if the library did <u>not</u> receive funds from a city or county <u>outside</u> 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
	\$
	\$
	\$
Total (report in 5.19)	\$

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 and physical unit the amount held at the end of the fiscal year. Physical units are volumes, items, or pieces.

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.

◆ 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. 13 TAC §1.81		

◆ 6.2 Collection has 1% published in last five years	Yes	No
An accredited Texas public library must have at least 1% of total items collection published within the last five years. Example: for a library reporting 20,000 items in 6.15, 200 titles have been published in or after 2015. 13 TAC §1.81		

Physical Material Counts

6.3 Books in Print	Number of volumes, items or physical units	<input 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. Do not count un-cataloged paperbacks.		

6.4 Audio Materials — Physical format	Number of volumes, items or physical units	<input 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 CDs, 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.		
Do not include <u>downloadable</u> electronic audio files.		

6.5 Video Materials - Physical Format

Number of volumes, items or physical units

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.

Do not include downloadable electronic video files.

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”.

6.6 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; 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.

6.7 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. Do not include TexShare holdings.

6.8 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.

6.9 Electronic Collections/Databases

Report electronic collections/databases made available through purchase by the library or other local consortium as **Local**; Report databases obtained through cooperative agreements or consortia within state or region as **Consortium**. Do not count TexShare databases. Do not count membership in a consortium.

6.9a Local license

6.9b Consortium license

6.9 Total

6.10 TexShare - State Licensed Databases

Libraries that were a TexShare member in 2020, 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 6.10 is 68.

6.11 Total Electronic Collections/Databases

Sum of 6.9 and 6.10

Collection Totals

◆ **6.12 Number of volumes, items or physical units**

Sum of 6.3, 6.4 ,6.5, 6.6, 6.7, 6.8, 6.9a

An accredited library must have one item per capita, with a minimum of 7,500 items, or have expended fifteen percent of its operating budget on collection materials.. 13 TAC §1.81

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. 13 TAC §1.83

Service Measures			
7.1	Number of Reference Transactions	Not Tracked	<input type="text"/>
<p>Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements. Please note the following:</p> <ul style="list-style-type: none"> • A reference transaction includes information and referral service, unscheduled individual instruction, and assistance in using information sources (including websites and computer-assisted instruction). • Count Readers Advisory questions as reference transactions. • Information sources include (a) printed and nonprinted 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, the transaction is reported 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. • Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, “Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?” 			
7.1a	Regarding the number of reference transactions, is this an annual count or an annual estimate?	Count	Estimate
<p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.</p> <p>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. Choose a week in which the library is open its regular hours.</p> <p>Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.</p>			
7.2	Library Visits	Not Tracked	<input type="text"/>
<p>Frequently referred to as the gate count, this is the number of persons entering the library for any purpose during the year.</p>			
7.2a	Regarding the number of library visits, is this an annual count or an annual estimate?	Count	Estimate
<p>If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count 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 the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p> <p>Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.</p>			
7.3	Registered Users		<input type="text"/>
<p>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.</p>			

<p>7.4 Circulation of Children’s Materials — Physical formats</p> <p>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.</p> <p>The National Center for Education Statistics NCES: Children and Young Adults Defined [<i>Services and Resources for Children and Young Adults in Public Libraries</i> , August 1995, NCES 95357] defines children as persons age 11 and under.</p> <p>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>		
<p>7.5 Circulation of Children’s Materials — Digital Formats</p>	<p>Downloadable Materials</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>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>Do not include digital formats.</p>		
<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>Do not include Children’s Digital Circulation, reported in question 7.3.</p>	<p>Downloadable Materials</p>	
<p>7.8 Total Circulation</p>	<p>Sum of 7.4, 7.5, 7.6, 7.7</p>	
<p>7.9 Successful Retrieval of Electronic Information</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>Do not include the usage from TexShare databases. Report usage from locally-licensed electronic collections, or collections/databases acquired through local or regional 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>		

Programs and Program Attendance	
Children's Programs and Attendance	
7.10 Number of programs <input style="width: 50px; height: 20px;" type="text"/>	7.11 Total in Attendance <input style="width: 50px; height: 20px;" type="text"/> Count both adults and children at these programs
<p>The National Center for Education Statistics NCES: Children and Young Adults Defined [<i>Services and Resources for Children and Young Adults in Public Libraries</i> , August 1995, NCES 95357] defines children as persons age 11 and under.</p> <p>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.</p> <p>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. <i>Example</i> : a story hour offered once a week, 48 weeks a year should be counted as 48 programs.</p> <p>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.</p>	
Young Adult Programs and Attendance	
7.12 Number of programs <input style="width: 50px; height: 20px;" type="text"/>	7.13 Total in Attendance <input style="width: 50px; height: 20px;" type="text"/> Count both adults and children at these programs
<p>The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.</p> <p>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.</p> <p>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.</p> <p>If young adult programs are offered as a series, count each program in the series. <i>Example</i>: a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.</p> <p>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.</p>	
Adult Programs and Attendance	
7.14 Number of programs <input style="width: 50px; height: 20px;" type="text"/>	7.15 Total in Attendance <input style="width: 50px; height: 20px;" type="text"/> Count both adults and children at these programs
<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. Do not 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>	

Program and Program Attendance Totals	
<p>7.16 Total Number of Library Programs <input style="width: 80px; height: 25px;" type="text"/></p> <p style="text-align: center; font-size: small;">Sum of 7.10, 7.12, 7.14</p>	<p>7.17 Total Attendance at Library Programs <input style="width: 80px; height: 25px;" type="text"/></p> <p style="text-align: center; font-size: small;">Count both adults and children at these programs Sum of 7.11, 7.13, 7.15</p>
SECTION 8: LIBRARY STAFFING AND SALARIES	
<p>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>	
<p>◆ 8.1 Professional (MLS) Librarians - Weekly Hours Worked <input style="width: 80px; height: 25px;" type="text"/></p> <p>Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.</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>An accredited library with a population assignment greater than 25,001, must have professional librarians on staff. 13 TAC §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. Example: 2 MLS librarians each work 40 hours per week. Report 80 hours (40 x 2).</p>	<p><input style="width: 80px; height: 25px;" type="text"/></p>
<p>8.2 Other (Non-MLS) Librarians - Weekly Hours Worked <input style="width: 80px; height: 25px;" 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. Example: 2 librarians each work 30 hours per week. Report 60 hours (30 x 2).</p>	<p><input style="width: 80px; height: 25px;" type="text"/></p>
<p>8.3 All Other Library Staff - Weekly Hours Worked <input style="width: 80px; height: 25px;" type="text"/></p> <p>Includes all other persons paid by the library budget including plant operation, security, and maintenance staff.</p> <p>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. Example: 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>	<p><input style="width: 80px; height: 25px;" type="text"/></p>
<p>8.4 All Library Staff - Total Weekly Hours Worked <input style="width: 80px; height: 25px;" type="text"/></p> <p style="text-align: right; font-size: small;">Sum of 8.1, 8.2, 8.3</p>	<p><input style="width: 80px; height: 25px;" type="text"/></p>
<p>8.5 Volunteer Hours – Annual Total <input style="width: 80px; height: 25px;" type="text"/></p> <p>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.</p>	
<p>8.6 Head Librarian's Annual Rate Of Salary <input style="width: 80px; height: 25px;" type="text"/></p> <p style="text-align: right; font-size: small;">\$</p> <p>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.</p>	<p><input style="width: 80px; height: 25px;" type="text"/></p>
<p>◆ 8.7 Head Librarian's Hours Worked per Week <input style="width: 80px; height: 25px;" type="text"/></p> <p>How many hours per week is the Head Librarian/Library Director currently employed in library duties?</p> <p>An accredited library must have a director work a minimum number of hours required, based on the assigned service population. 13 TAC §1.81</p>	<p><input style="width: 80px; height: 25px;" type="text"/></p>

<p>◆ 8.8 Director Obtained 10 Units of Continuing Education (CEU) 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.</p>	Yes	No										
<p>◆ 8.9 Photocopier Available for Staff An accredited library must have a photocopier available for use by staff. 13 TAC §1.83</p>	Yes	No										
<p>◆ 8.10 Internet Computer Available for Staff An accredited library must have a computer with internet access available for use by staff. 13 TAC §1.83</p>	Yes	No										
SECTION 9: RESOURCE SHARING												
Interlibrary Loans												
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.												
<p>◆ 9.1 Does the library have the statewide interlibrary loan service available to patrons? 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. 13 TAC §1.83</p>	Yes	No										
<p>9.2 Interlibrary Loans Received from Other Libraries (Borrows) 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.</p>	<input style="width: 100%;" type="text"/>											
<p>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.</p>	<input style="width: 100%;" type="text"/>											
<p>9.4 What automation/integrated library system (ILS) is currently used?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Biblionix Apollo</td> <td style="width: 50%; border: none;">Koha</td> </tr> <tr> <td style="border: none;">Book Systems (Atrium, Concourse)</td> <td style="border: none;">SirsiDynix (Symphony/Unicorn, Horizon)</td> </tr> <tr> <td style="border: none;">Evergreen</td> <td style="border: none;">TLC Library Solution</td> </tr> <tr> <td style="border: none;">Follett (Destiny, Circulation Plus, Athena, Winnebago)</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Innovative Interfaces Inc (Millennium, Polaris, Sierra)</td> <td style="border: none;"></td> </tr> </table> <p style="text-align: right; padding-right: 50px;">Other: <input style="width: 300px;" type="text"/></p>			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)	
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)												
SECTION 10: INTERNET AND ELECTRONIC SERVICES												
<p>◆ 10.1 Public Internet Access Computer with Printer/Copier An accredited library must have a computer with internet access and printing/copying capability for patron use. 13 TAC §1.83</p>	Yes	No										

10.2 Number of Public Internet Access Computer Terminals

Report the number of Internet computers personal computers (PC's) and laptops, whether purchased, leased or donated, used by the general public in the library.

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) cannot be isolated, 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
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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
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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.

SECTION 11: LIBRARY HOURS

11.1 Annual Public Service Hours for Central Library

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.

DO NOT include hours when the facility was physically closed but still offered virtual, Wi-Fi- or "curbside" services outside he building. This total should be reduced for any hours that the facility was closed to the public (e.g., holidays, weather emergencies, pandemic closures, natural disasters, staff development days, construction, repairs, etc.). Branch hours open per year will be reported in each branch sub-report. NOTE; A facility is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access.

11.2 Annual Public Service Weeks for Central Library

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.

Do not calculate based on total number of service hours per year: do not divide total hours by 52 weeks.

<p>◆ 11.3 Weekly Service Hours All Facilities Available</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 Hours Central Library. 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 Weekly Total Hours Calculator, below.</p>	
<p>11.4 Weekly Hours Central Library Open - Regular Schedule</p>	
<p>11.5 Weekly Hours Central Library Open - Summer Schedule</p>	

SPECIAL SECTION CONCERNING COVID.19 HEALTH CRISIS

Facilities During COVID-19 Crisis

C19.1.0 Closed Outlets due to COVID-19	Yes	No
Were any of the library’s outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.		
Number of weeks library facility was closed to the public. Count any week where the library building was closed for more than half of its scheduled hours as a full week.	C19.1.1	
Number of weeks library facility had limited occupancy. Count any week where the library building was closed for more than half of its scheduled hours as a full week. NOTE: Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero. Weeks can be counted in both data elements 11.2 and C19-1 (that is, a library was open to the public and implementing limited occupancy practices in the same week)	C19.1.2	

Services During COVID-19 Crisis

C19.2.0 Public Services During COVID-19	Yes	No
Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus NOTE: Services to the public can include activities such as <ul style="list-style-type: none"> • answering calls, emails, or texts with answers to information requests from the public; • hosting virtual programming or recorded content; • offering “curbside,” delivery (mail or drop-off), or drive-thru circulation of physical materials; • managing IT services to ensure external Wi-Fi access; and • providing other types of online and electronic services, regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public).		

C19.3.0 Electronic Materials Added due to COVID-19	Yes	No
Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? NOTE: Adding or increasing materials can include <ul style="list-style-type: none"> • increasing the concurrent or monthly borrowing limits for electronic materials • increasing the number of electronic materials and holdings, or • otherwise augmenting the public’s ability to use electronic materials. 		

These materials can include those the library did not pay for itself, such as those provided through the state library administrative agency, library consortium, or vendor at no cost in response to the pandemic. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library.

C19.4.1 Electronic Library Cards Issued Before COVID-19	Yes	No
<p>Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?</p> <p>NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users.</p>		
C19.4.2 Electronic Library Cards Issued During COVID-19	Yes	No
<p>Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?</p> <p>NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users.</p>		
C19.5.0 Reference Service During COVID-19	Yes	No
<p>Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?</p> <p>NOTE: Refer to the definition of Reference Transactions. Include references service provided via email, chat, and text.</p>		
C19.6.0 Outside Service During COVID-19	Yes	No
<p>Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?</p> <p>NOTE: Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.</p>		
C19.7.0 Live Virtual Programs During COVID-19	Yes	No
<p>Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?</p> <p>NOTE: Live, virtual programs (see definition of Library programs, questions 7.10, 7.12, 7.14) are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.</p>		

Total number of live virtual programs offered. Include all programs, regardless of age of targeted audience. These totals should be included in questions 7.10 (Children's), 7.12 (Young Adult), and 7.14 (Adult) Library Programs.	C19.7.1	Children's		
	C19.7.3	YA		
	C19.7.5	Adult		
	Total attendance at live virtual programs offered. These totals should be included in questions 7.11 (Children's), 7.13 (Young Adult), and 7.15 (Adult) Library Programs.	C19.7.2	Children's	
		C19.7.4	YA	
		C19.7.6	Adult	
C19.8.0 Recordings of Program Content During COVID-19		Yes	No	
Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? NOTE: Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.				
Total number of recorded programs offered. This total should NOT be included in question 7.16, Total Library Programs.		C19.8.1		
Total attendance at recorded programs offered. This total should NOT be included in question 7.16, Total Attendance at Library Programs.		C19.8.2		
C19.9.1 External WiFi Access Before COVID-19		Yes	No	
Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? NOTE: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.				
C19.9.2 External WiFi Access Added During COVID-19		Yes	No	
Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? NOTE: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.				
C19.9.3 External WiFi Access Increased During COVID-19		Yes	No	
Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?" NOTE: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.				
Staff During COVID-19 Crisis				
C19.10.0 Staff Re-Assigned During COVID-19		Yes	No	
Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? NOTE: Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not.				

SECTION 12: LIBRARY INFORMATION – Branch and/or Bookmobile

12.1 Check one: Branch Bookmobile

This section requests information for contacting the library branch or bookmobile and its staff. By entering this information, you understand that this will be published and become public information. 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. Business email addresses are not considered confidential under the Texas Public Information Act. **To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested.** Please read our Web Policies and Disclaimers (<https://www.tsl.texas.gov/landing/webpolicies.html>).

12.2 Library Name			
12.3 Mailing Address - Street		12.4 Mail City	12.5 Mail Zip 12.6 (Zip)+4
12.7 Physical/Shipping address - Street		12.8 City	12.9 Zip 12.10 (Zip)+4
12.11 Phone number	12.12 Telefax	12.13 Library General Email Address	
12.14 Library Director/Head Librarian First Name		12.15 Library Director/Head Librarian Last Name	
12.16 Square Footage of the Branch Library <input type="text"/> 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.			
12.17 Established Schedule			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the branch have an established schedule in which the services of the staff are available to the public?			
12.18 Annual Total of Public Service Hours - Branch or Bookmobile			<input type="text"/>
Report every hour that the facility is open to the public during all of last year. Branch hours open per year will be reported in each branch sub-report. This is the number of hours open for public service at the branch or bookmobile. For each bookmobile, count only the hours the bookmobile is open for service to the public. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.			
12.19 Annual Total of Public Service Weeks - Branch or Bookmobile			<input type="text"/>
This is the number of weeks open for public service. The count should be based on number of weeks open for half or more of its 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 branch or bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the branch or bookmobile was open less than half of its scheduled hours, round down. Do not calculate based on total number of service hours per year: do not divide total hours by 52 weeks.			

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 regular week. Report the

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

HOUR	SUN	MON	TUES	WED	THUR	FRI	SAT		
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									
DAILY TOTAL									WEEKLY TOTAL

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 and Networking Division (LDN).

Where to find a blank copy of the Application:

- Included in this document.
- TSLAC Public Libraries Annual Report webpage: <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

or send by fax 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 or call 512-463-5465, toll free in Texas 800-252-9386.



**ACCREDITATION IN STATE LIBRARY SYSTEM
APPLICATION
Local Fiscal Year 2020**

LIBRARY NAME _____ **CITY** _____

This authorization for application should only be completed if the library is applying for membership in the Texas Library System for State fiscal year 2022, Sept 1, 2021 – Aug 31, 2022. It must be submitted as part of its 2020 Annual Report on or before April 30, 2021, if the library is applying for accreditation.

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 2020.

Governing Authority*		
Printed Name and Title	Date	Signature
Library Director		
Printed Name	Date	Signature
Library Board Chair		
Printed Name	Date	Signature

** All applicable signatures are necessary, based on library's legal establishment. Signatures of the City Secretary, County Clerk or similar positions are not valid substitutions for the signatures of Mayor, City Manager or County Judge. Electronic signatures are acceptable.*

Check one:

- The library has met all minimum standards of library accreditation, per 13 TAC §1.71-§1.85.
- The library has **not** met all minimum standards of library accreditation.

To prevent hardship to libraries and their communities due to the current community health situation, the Commission has adopted an emergency rule creating a waiver for libraries for certain standards, including, but not limited to, §1.74 (relating to Local Operating Expenditures) and §1.81 (relating to Quantitative Standards for Accreditation of Library), particularly the subsections pertaining to minimum expenditures and weekly hours open for service.

The new emergency waiver provision offers assurance to libraries that they will not necessarily lose accreditation if they fail to meet an accreditation standard due to a situation created by a disaster, emergency, or other extraordinary hardship. In these very challenging times, the Commission is committed to supporting libraries throughout the state and working to ensure that we continue to serve the people of Texas. Now more than ever, libraries are desperately needed, and the Commission stands ready to help libraries meet the information needs of people throughout the state.

In discussion with TSLAC accreditation staff, please complete the form below.

