

# Information Collected on the Texas Public Library Annual Report

AR#	Description	Inc	Explanation
	FSCS ID		Federal Number, assigned once library is reported to IMLS
	Library ID		Internal: Accreditation database
	TLDD		Internal: TexShare database
	OCLC		Internal: ILL ID
	Did the library complete the annual report?		Y/N
	Accreditation Status		Member/Non-Member/Other
	Population of the Legal Service Area		Assigned by LDN staff
	Outlet Type Code		FSCS Identifying characteristic codes (pre-assigned)
	Metropolitan Status Code		
	Interlibrary Relationship Code		
	Legal Establishment		
	Administrative Structure Code		
	FSCS Public Library Definition		
	Geographic Code		
	Legal Service Area Boundary Change		
	Central Library		
	Region		
1.1	Library Name		Legal name of central library: must have documentation to change
1.2	County		
1.3	Local Fiscal Year Start		Data in PL Annual Report is reported for the local fiscal year.
1.4	Local Fiscal Year End		
1.5	Mailing Address		
1.6	Mailing City		
1.7	Mailing ZIP Code		
1.8	Mailing ZIP+4 Extension		
1.9	Street Address		
1.10	Street City		
1.11	Street ZIP Code		
1.12	Street ZIP+4 Extension		
1.14	Phone	◆	Published on website or other directory
1.15	Telefax		
1.16	Library Director/Head Librarian First Name		
1.17	Library Director/Head Librarian Last Name		
1.18	Admin Email		email of director or her/his designee: administrative contact
1.19	Library Email		
1.21	Web Address	◆	
1.23	Contact Person First Name		Person completing the AR
1.24	Contact Person Last Name		
1.25	Contact Email		
1.26	Board Chair First Name		
1.27	Board Chair Last Name		
1.28	Friends President First Name		
1.29	Friends President Last Name		
2.1	Number of Branch Libraries		
2.2	Number of Bookmobiles		
2.3	Renovations, Expansion, New Construction		Y/N
2.4	Square Footage of the Main Library		

## Information Collected on the Texas Public Library Annual Report

AR#	Description	Inc	Explanation
<b>Financial Information Collected</b>			
<b>Expenditures</b>			
3.1	Salaries & Wages Expenditures		
3.2	Employee Benefits Expenditures		
3.3	Total Staff Expenditures		Sum of 3.1 & 3.2
3.4	Print Materials Expenditures		
3.5	Electronic Materials Expenditures		
3.6	Other Materials Expenditures		
3.7	Total Collection Expenditures		Sum of 3.4, 3.5, 3.6
3.8	Other Operating Expenditures		
3.9	Total Direct Operating Expenditures		Sum of 3.3, 3.7, 3.8
3.10	Indirect Costs		Included if needed to meet MOE
3.11	Total Operating Expenditures		
3.12	Capital Expenditures		
<b>Local Financial Effort</b>			
4.1	Local Expenditures on Collections	◆	
4.2	Total Local Library Operating Expenditures	◆	Question used for MOE calculation
4.3	Local Government Operating Expenditures	◆	
<b>Revenue</b>			
5.1	City, Cities or Library District: Operating Revenue		
5.2	County or Counties: Operating Revenue		
5.3	School District: Operating Revenue		
5.4	Subtotal: Local Government Operating Revenue		Sum of 5.1, 5.2, 5.3
5.5	State Government: Operating Revenue		
5.6	Federal Government: Operating Revenue		
5.7	Foundation & Corporate Grants: Operating Revenue		
5.8	Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue		
5.9	Total Library Operating Revenue		Sum of 5.4, 5.5, 5.6, 5.7, 5.8
5.10	City Cities or Library District: Capital Revenue		
5.11	County or Counties: Capital Revenue		
5.12	School District: Capital Revenue		
5.13	State Government: Capital Revenue		
5.14	Federal Revenue: Capital Revenue		
5.15	Foundation & Corporate Grants: Capital Revenue		
5.16	Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue		
5.17	Total Capital Revenue		
5.18	City or County providing funds (outside home county)		
5.19	Amount received		
<b>Collection Counts</b>			
6.1	Electronically Searchable Catalog	◆	Y/N
6.2	Collection - 1% published in last five years?	◆	Y/N
6.3	Books in Print - Items		
6.4	Audio Materials - Physical Format - Items		
6.5	Video Materials - Physical Format - Items		
6.6	Other Circulating Physical Items		
6.7	Total Physical Items in Collection		
















## Information Collected on the Texas Public Library Annual Report

AR#	Description	Inc	Explanation
6.8	Electronic Books		
6.9	Audio Materials - Downloadable Units		
6.10	Video Materials - Downloadable Units		
6.11a	Local Licensed Electronic Collections/Databases		
6.11b	Consortium/Other Agreements for Electronic Collections/Licensed Databases		
6.11	Total local databases		
6.12	TexShare/TexSelect Licensed Databases		
6.13	Total Electronic Collections/Databases		Sum of 6.11, 6.12
6.14	Collection Totals - Volumes Items or Physical Units	◆	Sum of 6.3, 6.4, 6.5, 6.8, 6.9, 6.10, 6.11a
<b>Service Measures</b>			
7.0	Long-Range Plan in Place	◆	Y/N
7.1	Reference Transactions		
7.2	Library Visits		
7.3	Registered Users		
7.4	Children's Circulation - Physical formats		
7.5	Children's Circulation - Digital formats (Downloadable)		
7.6	All Other Circulation (exclude children's) - Physical format		
7.7	All Other Circulation (exclude Children's) - Digital format (Downloadable)		
7.8	Total Circulation		Sum of 7.4, 7.5, 7.6, 7.7, 7.8
7.9	Circulation of Othere Physical Items		
7.10	Successful Retrieval of Electronic Information		
<i>Early Childhood Programs (birth to 5 years)</i>			
7.11a	In Person On-site sessions		
7.11b	In-person off-site session		
7.11c	Live virtual sessions		
7.11	Total number of Early Childhood Programs		
<i>Early Childhood Program Attendance</i>			
7.12a	In Person On-site sessions		
7.12b	In-person off-site session		
7.12c	Live virtual sessions		
7.12	Total attendance at Early Childhood Programs		
<i>Student-Age Programs (6 to 11 years)</i>			
7.13a	In Person On-site sessions		
7.13b	In-person off-site session		
7.13c	Live virtual sessions		
7.13	Total number of Student-Age Programs		
<i>Student-Age Program Attendance</i>			
7.14a	In Person On-site sessions		
7.14b	In-person off-site session		
7.14c	Live virtual sessions		
7.14	Total attendance at Student-Age Programs		
7.15	Total Synchronous Programs Targeting Children		
7.16	Attendance at Synchronous Programs Targeting Children		

## Information Collected on the Texas Public Library Annual Report

AR#	Description	Inc	Explanation
	<i>Young Adult programs (12 to 18 years)</i>		
7.17a	In Person On-site sessions		
7.17b	In-person off-site session		
7.17c	Live virtual sessions		
7.17	Total number of Young Adult Programs		
	<i>Young Adult Program Attendance</i>		
7.18a	In Person On-site sessions		
7.18b	In-person off-site session		
7.18c	Live virtual sessions		
7.18	Total Attendance at Young Adult Programs		
	<i>Adult programs (ages 19+ years)</i>		
7.19a	In Person On-site sessions		
7.19b	In-person off-site session		
7.19c	Live virtual sessions		
7.19	Total Number of Adult Programs		
	<i>Adult Program Attendance</i>		
7.20a	In Person On-site sessions		
7.20b	In-person off-site session		
7.20c	Live virtual sessions		
7.20	Total Attendance at Adult Programs		
	<i>General interest programs</i>		
7.21a	In Person On-site sessions		
7.21b	In-person off-site session		
7.21c	Live virtual sessions		
7.21	Total Number of General Interest Programs		
	<i>General Interest Program Attendance</i>		
7.22a	In Person On-site sessions		
7.22b	In-person off-site session		
7.22c	Live virtual sessions		
7.22	Total Attendance at General Interest Programs		
	<i>Live/Virtual Attendance Totals</i>		
7.23a	In Person On-site sessions		7.11a, 7.13a, 7.17a, 7.19a, 7.21a
7.23b	In-person off-site session		7.11b, 7.13b, 7.17b, 7.19b, 7.21b
7.23c	Live virtual sessions		7.11c, 7.13c, 7.17c, 7.19c, 7.21c
7.23	Total Number of Synchronous Programs		
	<i>Live/Virtual Program Totals</i>		
7.24a	In Person On-site sessions		7.12a, 7.14a, 7.18a, 7.20a, 7.22a
7.24b	In-person off-site session		7.12b, 7.14b, 7.18b, 7.20b, 7.22b
7.24c	Live virtual sessions		7.12c, 7.14c, 7.18c, 7.20c, 7.22c
7.24	Total Attendance at Synchronous Programs		
7.25	Total Number of Recorded (Asynchronous) Programs		
7.26	Total Views or Plays of Recorded (Asynchronous) Programs at the 7-day mark		
<b>Staffing</b>			
8.1	Weekly hours worked by Professional Librarians (MLS)	◆	Collected as weekly hours and converted to FTE's
8.2	Weekly hours worked by Other (non-MLS) Librarians		Collected as weekly hours and converted to FTE's
8.3	Weekly hours worked by all Other Paid Staff		Collected as weekly hours and converted to FTE's
8.4	Total Weekly hours worked by Paid Staff		Sum of 8.1, 8.2, 8.3
8.5	Volunteer Hours - Annual Total		

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AR#	Description	Inc	Explanation
8.6	Head Librarian's/Director Annual Rate of Salary		
8.7	Head Librarian's/Director's Hours Worked per Week	◆	
8.8	Director Obtained 10 CEU's	◆	Y/N
8.9	Photocopier Available for Staff	◆	Y/N
8.10	Internet Computer Available for Staff	◆	Y/N
<b>Resource Sharing</b>			
9.1	Statewide ILL available to patrons?	◆	Y/N
9.2	Interlibrary Loans Received From Other Libraries (Borrows)		
9.3	Interlibrary Loans Provided To Other Libraries (Lends)		
9.7	ILS System currently in use		
<b>Technology</b>			
10.1	Public Internet Computer with Printer/Copier	◆	Y/N
10.2	Number of Public Internet Computers		
10.3	Annual Uses of Public Internet Computers		
10.4	Annual Number of WiFi Sessions		
10.5	Annual Website Visits collected		
<b>Service Hours</b>			
11.1	Annual Public Service Hours for Central Library		
11.2	Annual Public Service Weeks for Central Library		
11.3	Weekly Service Hours All Facilities Available (Unduplicated, if branches)	◆	
11.4	Weekly Hours Central Library Open - Regular Schedule		
11.5	Weekly Hours Central Library Open - Summer Schedule		
<b>Outlet Information</b>			
12.1	Branch or Bookmobile		
12.2	Outlet Legal Name		
12.3	Mailing Address Street		
12.4	Mailing Address City		
12.5	Mailing Address ZIP Code		
12.6	Mailing Address Zip+4 Extension		
12.7	Street Address		
12.8	City		
12.9	ZIP Code		
12.10	ZIP+4 Extension		
12.11	Phone		
12.12	Telefax		
12.13	Email Address		
12.14	Librarian First Name		
12.15	Librarian Last Name		
12.16	Square footage of the branch library		
12.17	Does the branch have an established schedule in which services of the staff are available to the public?		
12.18	Public Service Hours Annual Total - Branch/Bookmobile		
12.19	Public Service Week Annual Total- Branch/Bookmobile		

## Information Collected on the Texas Public Library Annual Report

AR#	Description	Inc	Explanation
	<b>Pandemic Response Information</b>		
	<i>Facilities During COVID-19 Health Crisis</i>		
C19.1.0	Facility closed		Y/N
C19.1.2	Limited occupancy		Y/N
	<i>Services During COVID-19 Crisis</i>		
C19.2.0	Public Services Offered		Y/N
C19.3.0	Electronic Library Cards Issued		Y/N
C19.4.0	Reference Services Offered		Y/N
C19.5.0	Outside Service Offered		Y/N
C19.6.1	External WiFi Access Added		Y/N
C19.6.2	External WiFi Access Increased		Y/N
	<i>Staff During COVID-19 Crisis</i>		
C19.7.0	Staff Re-Assigned		Y/N