Accreditation in the Texas State Library System

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

Texas State Library and Archives Commission
Library Development and Networking Division
2019
Why Accreditation?

Criteria from peers
Community assurance
National Public Library Data Collection System
Why Accreditation?

- Promote financial stability
- Voluntary local decision
- Non-profit-established libraries most vulnerable
ACCREDITATION BENEFITS
Interlibrary Loan

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

TexTreasures Grant

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

Texas Reads Grant

Library Grantsmanship Academy

NEW for 2020!
E-Rate

Federal Communication Commission discount program

Covers Internet, broadband costs

Assistance with application process available

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

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

- Family Place Libraries
  - Building Foundations for Early Learning
  - Youth Services Consultant
    - Bethany Wilson
  - [Link](https://www.tsl.texas.gov/ldn/familyplace)

- Library Technology Academy
  - Technology Consultant
    - Cindy Fisher
  - [Link](https://www.tsl.texas.gov/ld/tech/managingtech)
WHAT EVERY PUBLIC LIBRARY DIRECTOR SHOULD KNOW
Legal establishment of library
Non-Profit Libraries

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

Copy kept by TSLAC. Must be kept current!
All Public Libraries

Track government-funded expenditures. This aides in making case for the library when negotiating the contract.
Local fiscal year
Library Stakeholders

- Library
- Government
- Business
Budgeting Process

Sources of Revenue

Operating vs Capital Expenditures
# Operating vs Capital

## Operating Expenditures
- Attorney fees
- Downloadable Materials
- Replacement of Shelving
- Audiobooks
- DVD’s
- Roof Replacement
- Binding Supplies
- E-Books
- Salaries
- Books
- Employee Benefits
- Service contracts
- CD’s
- Equipment Repair
- TexShare Fees
- Computer Software
- Furnishing Replacement
- Unemployment
- Consultant Fees
- Office Supplies
- Wages
- Contracts for Services
- OverDrive Fee
- Worker’s Compensation
- Costs for Library Programs
- Reference Tools
- Opening Day Collection

## Capital Expenditures
- Computer Server
- Library Automation System
- New Roof
- New Vehicles
- One-time Major Project
- Purchase of building
- Purchase of land
- Renovations costs

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(Texas State Library and Archives Commission)
Edge Assessment

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

Provides tool which aligns technology to community priorities.

http://www.libraryedge.org/

Guides libraries to set goals for digital inclusion

TSLAC goal: 100% Texas Public Library participation

Contact Technology Consultant Cindy Fisher
cfisher@tsl.texas.gov; 512-463-4855
Consortium
Log-in credentials

Website
ILS
Security system
TSLAC
<table>
<thead>
<tr>
<th>Month</th>
<th>Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Jan 3rd – Apr 30th <strong>Texas Public Libraries Annual Report</strong> submission window</td>
</tr>
<tr>
<td></td>
<td>Mid-Jan – Early Mar <strong>Competitive Grant</strong> application window</td>
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<tr>
<td></td>
<td><strong>E-rate</strong> initial application window</td>
</tr>
<tr>
<td></td>
<td><strong>Mar - May</strong> <strong>Family Place</strong> Training</td>
</tr>
<tr>
<td>February</td>
<td><strong>Mar - May</strong> <strong>Family Place</strong> Training</td>
</tr>
<tr>
<td>March</td>
<td><strong>Mid-Apr – Mid-July</strong> <strong>ILL Reimbursement</strong> application window</td>
</tr>
<tr>
<td>October</td>
<td><strong>Mid-Oct – Mid-Nov</strong> <strong>Summer Reading Program</strong> Order Form Open</td>
</tr>
<tr>
<td>November</td>
<td><strong>Early Nov – Mid-Dec</strong> <strong>Family Place Libraries</strong> application window</td>
</tr>
<tr>
<td>December</td>
<td><strong>Early Nov – Mid-Dec</strong> <strong>TexShare Annual Report</strong></td>
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**Important Dates**

- Jan 3rd – Apr 30th: **Texas Public Libraries Annual Report** submission window
- Mid-Jan – Early Mar: **Competitive Grant** application window
- **E-rate** initial application window
- Mar - May: **Family Place** Training
- Mid-Apr – Mid-July: **ILL Reimbursement** application window
- **Mar - May** **Family Place** Training
- **Mid-Apr – Mid-July** **ILL Reimbursement** application window
- **End of Aug – Early Sept** **TexShare Database Invoices** **TexShare Card Usage Report**
- **End of Aug – Early Sept** **TexShare Database Invoices** **TexShare Card Usage Report**
- **Mid-Aug – Mid-Sept** **Summer Reading Program** Survey
- **September 1st** **Start of State Fiscal Year**
- **Mid-Oct – Mid-Nov** **Summer Reading Program** Order Form Open
- **Early Nov – Mid-Dec** **Family Place Libraries** application window
- **Oct - Nov** **Family Place** Training
- **Early Nov – Mid-Dec** **TexShare Annual Report**

**End of State Fiscal Year**

- **August 31st**
- **End of State Fiscal Year**
- **End of Aug – Early Sept** **TexShare Database Invoices** **TexShare Card Usage Report**
- **Mid-Aug – Mid-Sept** **Summer Reading Program** Survey
ACCREDITATION CRITERIA
Texas Administrative Code

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

Rules

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

13 T.A.C. Accreditation

http://tinyurl.com/TACaccreditation
Population Assignment

NOT based on geography.
Assigned by sources of local government funding:
city, county, and/or school district.
Contact Information

Published phone
Website
Expenditures

Maintenance of Effort (MOE)

Expenditure Criteria

Government Support
Maintenance of Effort

Local Funds used for Library Operating Expenditures

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>4.2</td>
</tr>
<tr>
<td>2017</td>
<td>4.2</td>
</tr>
<tr>
<td>2018</td>
<td>4.2</td>
</tr>
</tbody>
</table>

Calculated two ways. Uses 3-year average.
Exemption:
4.2 > $150,000 and
>$17.50 per capita

Maintenance of Effort

Local Funds used for Library Operating Expenditures

2016 – 4.2
2017 – 4.2
2018 – 4.2

Exemption:
4.2 > $150,000 and
>$17.50 per capita
Local Government Support

Half of annual local operating expenditures per capita

Exemption amount: $17.50 per capita
Minimum Expenditures

Minimum local operating expenditures $18,000. Minimum government operating expenditures $9,000.

<table>
<thead>
<tr>
<th>LFY 2019 Library Population Assignment</th>
<th>Minimum Per Capita</th>
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</thead>
<tbody>
<tr>
<td>5,000 or less</td>
<td>$3.85</td>
</tr>
<tr>
<td>5,001 – 10,000</td>
<td>$4.13</td>
</tr>
<tr>
<td>10,001 – 25,000</td>
<td>$4.42</td>
</tr>
<tr>
<td>25,001 – 50,000</td>
<td>$5.52</td>
</tr>
<tr>
<td>50,001 – 100,000</td>
<td>$8.32</td>
</tr>
<tr>
<td>100,001 – 200,000</td>
<td>$9.98</td>
</tr>
<tr>
<td>200,001 – 500,000</td>
<td>$12.07</td>
</tr>
<tr>
<td>500,001 or more</td>
<td>$13.96</td>
</tr>
</tbody>
</table>
Librarian Qualifications

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

Number of hours employed per week.

Continuing Education requirement: 10 hours/year.

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

Minimum number of items in collection.

1% of collection published within last five years.

electronically searchable catalog.
Long-Range Plan

Updated every five years,

Board approved,

Includes collection development element,

Includes technology element.
Equipment Available

For staff and public:

- Photocopier
- Internet-accessible computer
Interlibrary loan

Live on OCLC Navigator
Hours

Hours library available to public
Any Library Completing the Texas Public Libraries Annual Report
Photo Sources

https://www.flickr.com
https://www.pexels.com
https://unsplash.com/
TSLAC Archives
TSLAC NAGARA Photos
Resources

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

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

Institute of Museum and Library Services, Surveys & Data
https://www.imls.gov/research-tools/data-collection

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

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

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

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

Technology & E-Rate
https://www.tsl.texas.gov/ld/tech
Contact Us!

Competitive Grants
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Cindy Fisher, Library Technology Consultant
cfisher@tsl.texas.gov, 512-463-4855

TexShare
Danielle Plumer, Statewide Resource Sharing Coordinator
dplumer@tsl.texas.gov, 512-463-5433

Youth Services
Bethany Wilson, Youth Services Consultant
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Valicia Greenwood
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