Preparing for the 2020 Texas Public Libraries Annual Report - Services

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accreditation@tsl.texas.gov

Library Development and Networking Division
Texas State Library and Archives Commission
2020
Series

Basic Information

Financial Tracking

Tracking Services

Accreditation
Include only your library’s patrons

<table>
<thead>
<tr>
<th>Children’s Physical Materials</th>
<th>Children’s E-Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Age 11 and younger)</td>
<td>(Age 11 and younger)</td>
</tr>
<tr>
<td>All other ages</td>
<td>All Other Ages</td>
</tr>
<tr>
<td>Physical Materials</td>
<td>E-Materials</td>
</tr>
</tbody>
</table>
Reporting E-Materials (Downloadables)

**INCLUDE IN ANNUAL REPORT**

- **YES**
  - If a library card number is required for use, include in the Annual Report.

- **NO**
  - If the item is in the public domain (LibriVox, Project Gutenberg), do not include in the Annual Report.

**INCLUDE IN COLLECTION COUNTS**

- **PAY-PER-UNIT**
  - Count all units to which patrons have access whether local or consortium-acquired. eBooks (6.7), Audio (6.8) or Video (6.9) downloadable such as OverDrive or 3M.
- **PAY-PER-USE**
  - Count only circulated items for eBooks (6.7), Audio (6.8) or Video (6.9) downloadable such as Hoopla, whether acquired locally or cooperatively.

**INCLUDE IN CIRCULATION**

- **YES**
  - Count as Circulation: Children’s Electronic Circulation (7.5) and All Other Electronic Circulation (7.7)
- **NO**
  - Count in Electronic Retrieval (7.9)

**Is user authentication required?**

**What is the ownership or payment model?**

**Is there a loan period?**

**NO LOAN PERIOD**

- Count as an Electronic Collection/Database; whether Local (6.10) or Cooperatively Acquired (6.12). Include uses in Electronic Retrieval.
Is user authentication required?

YES
If a library card number is required for use, include in the Annual Report.

NO
If the item is in the public domain (LibriVox, Project Gutenberg), do not include in the Annual Report.
INCLUDE IN COLLECTION COUNTS?

What is the ownership or payment model?

**PAY-PER-UNIT**
Count all units to which patrons have access whether local- or consortium-acquired. eBooks (6.6), Audio (6.7) or Video (6.8) downloadables such as OverDrive or 3M.

**PAY-PER-USE**
Count only circulated items for eBooks (6.6), Audio (6.7) or Video (6.8) downloadables such as Hoopla, whether acquired locally or cooperatively.

**NO LOAN PERIOD**
Count as an Electronic Collection/Database; whether Locally (6.9a) or Cooperatively Acquired (6.9b). Include uses in Electronic Retrieval.
INCLUDE IN CIRCULATION?

Is there a loan period?

YES

Count as Circulation: Children’s Electronic Circulation (7.5) and All Other Electronic Circulation (7.7);

NO

Count in Electronic Retrieval (7.9)
E-Material Circulation

NO LOAN PERIOD

New last year

Successful Retrieval of Electronic Information

freeegal music

hooplal BROWSE

TexShare Databases
<table>
<thead>
<tr>
<th>Target age range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>Age 11 years and younger</td>
</tr>
<tr>
<td>Young Adult</td>
<td>Age 12 through 18 years</td>
</tr>
<tr>
<td>Adults</td>
<td>Age 19 years and older</td>
</tr>
</tbody>
</table>
Reporting Programs

Reporting Library Programs and Program Attendance
2020 Texas Public Libraries Annual Report

INCLUDE IN ANNUAL REPORT
YES
Planned and advertised in advance.
Content is the library, its staff, or its services.
Library presents or facilitates.
Open to more than one person.
Count virtual programs separately from physical program counts.

NO

INCLUDE IN PROGRAM COUNTS
Section 7

EXAMPLES
Storytime
Formal computer classes
Family game nights
Movie nights
Organized book groups/classes
Planned author visits
Library-sponsored demonstrations
Library tours

OTHER TYPES OF EVENTS
FOR
One-on-one training
Book delivery to facility or home-bound
Local business meeting at library
Library as polling place (voters)
Non-profit volunteers tutoring
COUNT AS
Reference transaction (7.1)
Circulation of materials (7.4/7.6)
Library visits (7.2)
Library visits only if entering library space
Library visits – students and tutors

INCLUDE IN SPECIAL COVID SECTION: VIRTUAL PROGRAMMING
Count only when virtual program gathers people to experience something at the same time.

PLATFORMS
Facebook
YouTube
Zoom
GoToMeeting
Crowdcast

WHAT TO COUNT
Watch party counted only if a host is present.
Count views of one minute or more.
Count programs only once, whether live on multiple platforms, or recorded on one platform.
Attendees from multiple platforms can be added together for total attendance.
One device equals one view, unless viewer indicates number of attendees.

Questions? Contact accreditation@tsl.texas.gov (Texas toll-free) 800-252-9386
9/22/2020
Reporting Programs

INCLUDE IN ANNUAL REPORT?

**YES**
- Planned and advertised in advance.
- Content is the library, its resources, or its services.
- Library presents or facilitates program.
- Open to more than one person.

**NO**
- Library Board meetings
- Library booth at a festival or parade
- Drop-in format open house
- Drop-in art exhibit
INCLUDE IN PROGRAM COUNTS

**WHAT TO COUNT**

Each event = one program

*(example: 12-week class = 12 programs)*

All planned programs, regardless of attendance.

All attendees, regardless of intended audience:

- Children’s programming (7.9/7.10);
- Young Adult programming (7.11/7.12);
- Adult programming (7.13/7.14)

*(whichever is best fit)*

**EXAMPLES**

- Storytime
- Formal computer classes
- Family game nights
- Movie nights
- Organized book groups/clubs
- Planned author visits
- Library-sponsored demonstrations
- Library tours
# OTHER TYPES OF EVENTS

<table>
<thead>
<tr>
<th>FOR</th>
<th>COUNT AS</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-on-one training</td>
<td>Reference transaction (7.1)</td>
</tr>
<tr>
<td>Book delivery to facility or home-bound</td>
<td>Circulation of materials (7.4/7.6)</td>
</tr>
<tr>
<td>Local business meeting at library</td>
<td>Library visits (7.2)</td>
</tr>
<tr>
<td>Library as polling place (voters)</td>
<td>Library visits only if entering library space</td>
</tr>
<tr>
<td>Non-profit volunteers tutoring</td>
<td>Library visits – students and tutors</td>
</tr>
</tbody>
</table>
INCLUDE IN SPECIAL COVID SECTION:
VIRTUAL PROGRAMMING

Count only when virtual program *gathers* people to *experience* something *at the same time*.

**PLATFORM**
- Facebook
- YouTube
- Zoom
- GoToMeeting
- Crowdcast

**WHAT TO COUNT**
- Watch party counted only if a host is present
- Count views of one minute or more.
- Zoom waiting rooms or attendees – not both
- Count programs only once, whether live on multiple platforms, or recorded on one platform.
- Attendees from multiple platforms can be added together for total attendance.
- One device equals one view, unless viewer indicates number of attendees.
Technology

Wi-fi sessions
Report from Library Router

Administrative interface that comes with wireless access point, router, or firewall

Put a counter on a welcome (splash) page that user sees before gaining access.
Technology

Website hits (sessions)
Report from Analytic Software

“Visit” or “session” is user connecting to the library's website for any length of time, purpose, or number of pages or elements viewed.

GoogleAnalytics, Pikwik, Bitly, more...
Service Hours

Count hours building is fully open for patrons.

COVID-19 NOTE: We EXPECT to see fewer hours open!

Weekly Total Tool
https://www.tsl.texas.gov/ldn/annualreport
Unduplicated Hours
How to Count

Count number of hours any library facility is open in a regular week.

**Weekly Total Hours Calculator** - COMPOSITE NUMBER OF HOURS

<table>
<thead>
<tr>
<th>TIME</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
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<tbody>
<tr>
<td>7:00 - 8:00 a.m.</td>
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<td>8:00 - 9:00 a.m.</td>
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<td>9:00 - 10:00 a.m.</td>
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<td>10:00 - 11:00 a.m.</td>
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<td>11:00 - 12:00 p.m.</td>
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<td>12:00 - 1:00 p.m.</td>
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<td>1:00 - 2:00 p.m.</td>
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<td>2:00 - 3:00 p.m.</td>
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<td>5:00 - 6:00 p.m.</td>
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<td>6:00 - 7:00 p.m.</td>
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<tr>
<td>7:00 - 8:00 p.m.</td>
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<td>8:00 - 9:00 p.m.</td>
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<td>9:00 - 10:00 p.m.</td>
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<tr>
<td><strong>DAILY TOTALS</strong></td>
<td><strong>0.00</strong></td>
<td><strong>7.50</strong></td>
<td><strong>12.00</strong></td>
<td><strong>7.50</strong></td>
<td><strong>12.00</strong></td>
<td><strong>5.50</strong></td>
<td><strong>5.50</strong></td>
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<tr>
<td><strong>&lt;= WEEKLY TOTAL</strong></td>
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</tbody>
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Key:
- Only Main open
- Only branches open
- Both open

For libraries with branches:
Do not count any hour twice.
Texas Public Libraries Annual Report
Preparation Workbook

Only enter information into white squares. Gray squares contain protected formulas. All blue columns contain information requested on the Annual Report and may also contain formulas.

All sheets are set up for printing, if desired.

Click on the titles, or directly on the tabs below to enter information.

- **Daily Counts**: Use to tally measures by day of the month.
- **Financials**: Obtain amounts from financial staff of governing authority monthly, quarterly, semi-annually or annually.
- **Annual Report Totals**: Use this guide to complete the questions in the Annual Report. Daily counts are calculated for annual totals on this page.
- **Weekly Total Tool**: Helpful for libraries with branches; useful to calculate hours open.

The formulas fields in this worksheet are protected/locked. No password has been set. Click "Unprotect Sheet" on the Review tab if there are changes that must be made to the formula or format. However, it is advisable to keep these fields locked in order for the workbook to calculate accurately.

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Valicia Greenwood, Library Statistics Specialist; Stacey Malek, Program Coordinator
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512.463.5465 or 800.252.9386(toll free) | fax 512.936.2306 | PO Box 12927 Austin, TX 78711-2927


AR Prep Workbook (.xlsx)
## ARPrep Tool: Daily Counts

| Day of the month: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Month Total |
|------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| **OCTOBER**      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Annual Public Service Hours for Central Library |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| Annual Public Service Weeks for Central Library |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| Reference Transactions |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| Library Visits (Gate Count) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| **Childrens Programs** |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| Attendance at Childrens Programs |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| YA Programs |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| **Attendance at YA Programs** |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| Adult Programs |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| **Attendance at Adult Programs** |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| ILL - received (borrowed) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| ILL - sent out (lend) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| Computer uses |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| **Director Continuing Education Hours** |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
| Volunteer Hours |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0 |
## Tracking Tool: Annual Report Totals

Dark gray squares contain protected formulas. Blue column contains information requested on the Annual Report. Fill in the white squares with annual totals.

### Section 6: Library Collection

#### Physical Materials - last day of local fiscal year
- 6.4 Books in Print - Items: 0
- 6.5 Audio Materials - Physical Format - Items: 0
- 6.6 Video Materials - Physical Format - Items: 0

#### Electronic (Digital) Materials
- 6.7 Electronic Books (ebooks): 0
- 6.8 Audio Materials - Downloadable Units: 0
- 6.9 Video Materials - Downloadable Units: 0

#### Electronic Collections (Databases)
- 6.10 Electronic Collections/Databases - Number Licensed by Main Library: 0
- 6.11 TexShare/TexSelect: State-Licensed Databases: 0
- 6.12 Electronic Collections/Databases - Number Licensed through Consortium: 0
- 6.13 Total Electronic Collections/Databases: 0
- 6.14 Collection Totals - Volumes Items or Physical Units: 0
  \[ (6.4+6.5+6.6+6.7+6.8+6.9+6.10+6.12) \]
- 6.15 Current Print Serial Subscriptions: 0

### Section 7: Local Library Service

#### 7.1 Reference Transactions: 0

#### 7.2 Library Visits: 0

#### 7.3 Registered Users: 0

### Circulation

#### 7.4 Children's Circulation - Physical formats: 0
COVID-19 Section

Yes/No Questions

Closures
Services offered
Reference services
Outside services
External Wi-Fi
Staff Re-assigned
COVID-19 Section

Yes/No Questions

E-Materials added
E-Library cards issued
Live virtual programs (counts)
Recorded content provided (counts)
Series
Basic Information
Financial Tracking
Tracking Services
Accreditation
Texas Public Libraries
Annual Report Information

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THANK YOU!

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