

ANNUAL REPORT FOR LOCAL FISCAL YEAR 2011

This report is due at the Texas State Library and Archives Commission by **April 30, 2012**. All data applies to your library's 2011 fiscal year. *We strongly urge libraries to report no later than March 31, 2012, to provide time to make any necessary revisions.*

SECTION 1: LIBRARY INFORMATION - Central/Administrative Library

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. By entering this information you understand that this becomes public information.

NOTE: *In the online form, questions 1.1 through 1.11 and 1.13 through 1.18 have been pre-filled and locked. You will not be able to change the data. Please contact TSLAC staff if changes need to be made to these questions.*

1.1 Library Name			1.2 County		
Mailing Address	1.3 Street or PO Box	1.4 City	1.5 zip code	1.6 4-digit zip ext.	
Street Address (if different)	1.7 Street or PO Box		1.8 City	1.9 zip code	1.10 4-digit zip ext.
1.11 Phone	(Area code) Phone number				
☞ 1.12 Listed Telephone Is this a number that can be accessed through Directory Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No					
1.13 Telefax	(Area code) Phone number				
1.14 Admin E-mail Address Head Librarian/Director - Do not use personal email addresses if not for public consumption.					
1.15 E-mail Address (Library)					
1.16 Internet/Web Address	http://				
Head Librarian (If the Head Librarian position is vacant, contact TSLAC staff)	1.17 First Name		1.18 Last Name		
1.19 Is the information provided in 1.1 through 1.18 correct? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Contact Person (person completing report)	1.20 First Name	1.21 Last Name
Board Chair	1.22 First Name	1.23 Last Name
Friends of the Library President	1.24 First Name	1.25 Last Name

SECTION 2: 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 your local fiscal year, it should not be included on this report.

<p>2.1 BRANCH LIBRARIES. Number of branch libraries</p> <p>Administered from a central unit, branch libraries are auxiliary units that have at least all of the following:</p> <ul style="list-style-type: none"> ◆ separate quarters, ◆ an organized collection of library materials, ◆ paid staff ◆ a regular schedule for being open to the public. 	
<p>2.2 BOOKMOBILES. Number of bookmobiles in use</p> <p>A bookmobile is a traveling branch library and has at least all of the following:</p> <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 	
<p>2.3 RENOVATIONS, EXPANSION, NEW CONSTRUCTION.</p> <p>Has the main library building(s) or any branch library been renovated, expanded, or new construction completed within the period covered by this report? (Structural changes only.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2.4 SQUARE FOOTAGE OF THE MAIN LIBRARY.</p> <p>This is the area on all floors enclosed by the outer walls of the library.</p> <p>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.</p>	<div style="border: 1px solid black; width: 100%; height: 40px;"></div> sq ft

SECTION 3: EXPENDITURES

Most of the expenditures libraries will report are Operating Expenditures. Operating Expenditures are those current and recurrent costs necessary to support library services. These expenditures are broken down into Staff Expenditures, Collection Expenditures, and Other Operating Expenditures. Any operating expenditure not covered by Staff and Collection Expenditures should be reported in Other Operating Expenditures. The sum of these are Total Direct Operating Expenditures. Please **include any expenditure made with Loan Star Libraries grant funds**. Do not include expenditures from regional library systems, TANG, or ILL.

Capital expenditures are reported in Question 3.12. These would be one-time only or extraordinary expenditures. These are major capital expenditures (the acquisition of or additions to fixed assets).

Note: These expenditures are from all sources of funds, including federal, state, and foundation monies. Report only those grant awards directly spent by your library.

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS.

OPERATING EXPENDITURES. These are current and recurrent costs necessary to support the provision of library services, such as:

- Personnel
- Library materials
- Binding
- Supplies
- Repair or replacement of existing furnishings and equipment, and
- Costs incurred in the operation and maintenance of the physical facility.

Expenditures represent actual payments. Report actual expenditures, not budget amounts. The information reported in **Expenditures** may differ from the information reported in Library Revenue by Source.

Do not report grant funds spent for your library by another entity. For example, do not report funds spent by your library's System office for your library. 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.

Significant costs of ordinary operating expenditures, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. *Do not report estimated costs.* **REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS.**

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

OPERATING EXPENDITURES

STAFF EXPENDITURES	
3.1 Salaries and Wages Expenditures This amount should be the 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. Include any staff wages expenditures made with Loan Star Libraries grant funds.	\$
3.2 Employee Benefits Expenditures 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. Include any staff benefits expenditures made with Loan Star Libraries grant funds.	\$
3.3 Total Staff Expenditures (Total of 3.1 and 3.2)	\$
COLLECTION EXPENDITURES	
Include all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery. Include any expenditure made with Loan Star Libraries grant funds.	
3.4 Print Materials Expenditures Books, serial back files, current serial subscriptions, government documents, and any other print acquisitions. Include any expenditure made with Loan Star Libraries grant funds.	\$
3.5 Electronic Materials Expenditures Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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, CD-ROM, 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. <i>Exclude operating expenditures for library system software and microcomputer software used only by the library staff or fees for TexShare databases. These are reported in "Other Operating Expenditures."</i> Include expenditures made with Loan Star Libraries grant funds.	\$

<p>3.6 Other Materials Expenditures</p> <p>Report all operating expenditures for other materials, such as microforms, audio, video, DVD, and materials in new formats. Include expenditures made with Loan Star Libraries grant funds.</p>	\$
3.7 Total Collection Expenditures (Total of 3.4 through 3.6) \$	
<p>3.8 Other Operating Expenditures</p> <p>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 program. Include expenditures made with Loan Star Libraries grant funds.</p>	\$
3.9 Total Direct Operating Expenditures (Total of 3.3 + 3.7 + 3.8) \$	
<p>3.10 Indirect Costs (Optional – attach documentation if claimed)</p> <p>This should only be reported when a library has failed to meet the Maintenance Of Effort 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. 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. DO NOT include capital expenditures. If you are claiming indirect expenditures and are uncertain whether an expenditure may be claimed, please contact TSLAC staff.</p>	\$
3.11 Total Operating Expenditures (Total of 3.9 +3.10) \$	
<p>3.12 Capital Outlay (Do not include operating expenditures reported above)</p> <p>These would be one-time only or extraordinary expenditures. These are major capital expenditures (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 (e.g., fines).</p> <p>Report actual expenditures, not budgeted or estimated amounts.</p>	\$

SECTION 4: LOCAL FINANCIAL EFFORT

This section contains questions which will help determine whether the library meets the minimum accreditation criteria.

<p>⌘ 4.1 Local Expenditures on Collections. - Of the amount shown in Total Library Collection Expenditures (Question 3.7), how much was expended from local funds.</p> <p>Report the total amount spent for library materials from local funds only. That is, that part of the amount of Total Library Collection Materials in Question 3.7 that was paid for with city, library district, county, school district, or other local revenue sources (such as fines, memorials, and monetary gifts). This amount may be the same as Total Library Collection Materials, but do not include materials expenditures from Loan Star Libraries grant allocations or other grant sources.</p> <p><i>Local Expenditures on Collections is a subset of Local Operating Expenditures and should be included in Question 4.2.</i></p>	\$
<p>⌘ 4.2 Local Operating Expenditures - Of the amount shown in Total Operating Expenditures (Question 3.11), how much was expended from local funds.</p> <p>Report the amount of funds spent for total operating purposes from local funds only. That is, that part of the amount in Total Operating Expenditures (Question 3.11) that was paid for with city, library district, county, school district, and other local sources. This amount may be the same as Total Operating Expenditures; however, do not include expenditures from Loan Star Libraries grant allocations or other grant sources. Include documented indirect costs (Question 3.10) only when necessary to meet the average of expenditures for the Maintenance of Effort requirement.</p>	\$
<p>⌘ 4.3 Local Government Expenditures - Of the amount shown in Total Operating Expenditures (Question 3.11), how much was expended from local government funds.</p> <p>Report the amount of funds spent for total operating purposes from local government funds only. That is, that part of the amount in Total Operating Expenditures (Question 3.11) that was paid for with city, library district, county, or school district sources.</p> <p><i>Local Government Expenditures is a subset of Local Funds Expenditures and should be included in Question 4.2.</i></p>	\$

SECTION 5: LIBRARY REVENUE BY SOURCE

The total funds reported as Library Revenue will not necessarily equal the total of expenditures reported. Do not report grant funds spent on behalf of your library by some other entity. Do not report funds spent by your System office for your library, Interlibrary Loan, or System Operation grants. Do not report salaries not paid by the library, as in the case of Green Thumb employees or employees paid under a training program administered by another entity. Exclude indirect costs.

<p>OPERATING REVENUE</p> <p>Report revenue received by the library for the current and recurrent costs of operation, including recurring/ongoing grants. Report by source of revenue. DO NOT include revenue for major capital expenditures, construction, renovation, endowment fund deposits, other extraordinary items such as one-time grant awards, revenue not available for use by the library (e.g., fines), or funds unspent from previous fiscal years</p>
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LOCAL GOVERNMENT REVENUE		
All tax and nontax receipts appropriated by the city, library district, county, or school district to the public library and available for expenditure by the public library. Do NOT include the value of any contributed, indirect, in-kind services, or the value of any gifts and donations, fines, fees, or grants.		
City, Cities, or Library District (include revenue from other cities)	5.1 \$	
County or Counties (include revenue from other counties)	5.2 \$	
School Districts	5.3 \$	
5.4 Subtotal-Local Government Operating Revenue (5.1 + 5.2 + 5.3)		\$
Loan Star Libraries grant award - All revenue from the Loan Star Libraries grant funds distributed directly to your library for operating expenses.	5.5 \$	
Other state funds All revenue from funds collected by the State and distributed directly to your library for expenditure by the public library. Do not include grants from a library system. Please use the "notes" to record the source of funds.	5.6 \$	
Federal Library Services & Technology Act Funds (LSTA) All revenue from a federal LSTA grant distributed directly to your library for expenditure by the public library, received directly from the Institute for Museum and Library Services agency. Do not include grants from a library system. Please use the "notes" to record the name of the LSTA program that was the source of the funds.		5.7 \$
Other Federal funds All other revenue from the federal government other than that reported in Question 5.7 distributed directly to your library for expenditure by the public library, including such federal monies distributed by the State. Please use the "notes" to record the source of funds.		5.8 \$
5.9 Subtotal of Federal Operating Revenue (5.7 + 5.8)		\$
Foundation and corporate grants Cash grants from private foundations or corporations that are received on an ongoing basis. List all the sources in the "notes."	5.10 \$	
Other local sources (interest, fines, donations from individuals) Report all revenue other than that reported in any of the other revenue categories. Include monetary gifts and donations from individuals, interest, fines, and fees. Do not include the value of any contributed services or the value of any non-monetary gifts and donations.	5.11 \$	
5.12 Subtotal of Other Operating Revenue (5.10 + 5.11)		\$
5.13 TOTAL OPERATING REVENUE (5.4 + 5.5 + 5.6 + 5.9 + 5.12)		\$

CAPITAL REVENUE	
<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 (e.g., fines), or funds unspent from previous fiscal years. Do not report revenue that has already been reported in operating revenue.</p>	
City, Cities, or Library District (include revenue from other cities)	5.14 \$
County or Counties (include revenue from other counties)	5.15 \$
School Districts	5.16 \$
Loan Star Libraries grant award - All revenue from the Loan Star Libraries grant funds distributed directly to your library for capital expenses.	5.17 \$
Other state funds All revenue from funds collected by the State and distributed directly to your library for expenditure by the public library. Do not include grants from a library system. Please use the "notes" to record the source of funds.	5.18 \$
Federal Library Services & Technology Act Funds (LSTA) All revenue from a federal LSTA grant distributed directly to your library for expenditure by the public library, received directly from the Institute for Museum and Library Services agency. Do not include grants from a library system. Please use the "notes" to record the name of the LSTA program that were the source of the funds.	5.19 \$
Other Federal funds All other revenue from the federal government other than that reported in Question 5.19 distributed directly to your library for expenditure by the public library, including such federal monies distributed by the State. Please use the "notes" to record the source of funds.	5.20 \$
Foundation and corporate grants Cash grants from private foundations or corporations that are received for the purpose of major capital expenditures. List all the sources in the "notes."	5.21 \$
Other local sources (interest, fines, donations from individuals) Report all revenue other than that reported in any of the other revenue categories. Include monetary gifts and donations from individuals, interest, fines, and fees. Do not include the value of any contributed services or the value of any non-monetary gifts and donations.	5.22 \$
5.23 TOTAL CAPITAL REVENUE (5.14 through 5.22)	\$

<p>5.24 Other cities or counties funding the Library - If the library received funds from a city or county other than the one in which the library is located, list the appropriate cities or counties separately and indicate the total of the funds received from each city or county.</p>	<p>5.25 Amount received:</p>
<p>City or County Name:</p>	<p>\$</p>

SECTION 6: LIBRARY COLLECTION

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the Collection Expenditures section. Unless otherwise indicated, report for each item, title, and physical unit the amount held at the end of the fiscal year. Physical units are volumes, items, or pieces. For reporting purposes, a title is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, or disks. The term applies equally to printed materials, such as books and periodicals, as well as audio and video materials.

Please do not count un-catalogued paperbacks.

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

<p>⌘ 6.0 Does the library have a catalog of its holdings available to the public that is searchable, either manually or electronically, at a minimum by author, title, and subject?</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Books in Print Books are non-serial printed publications (including 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 (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit. DO NOT count un-catalogued paperbacks.</p>		
<p>6.1 Number of Titles</p>	<input type="text"/>	<p>6.2 Number of Volumes, Items, or Physical Units</p> <input type="text"/>
<p>Audio Materials-Physical Materials These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical item.</p>		
<p>6.3 Number of Titles</p>	<input type="text"/>	<p>6.4 Number of Volumes, Items, or Physical Units</p> <input type="text"/>
<p>Audio Materials-Cataloged Downloadable These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.</p>	<p>6.5</p>	
<p>Audio Materials-Downloadable These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of all titles that are available only through a link on the library's website to a third party vendor.</p>	<p>6.6</p>	

Video Materials-Physical Materials

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, DVD and CD-ROM. Do not include downloadable electronic video files. Items packaged together as a unit (e.g., two video cassettes or DVDs for one movie) and checked out as a unit are counted as one physical item.

6.7 Number of Titles

6.8 Number of Volumes, Items, or Physical Units

Video Materials-Cataloged Downloadable

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. Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

6.9

Video Materials-Downloadable

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. Report the number of titles that are available **only** through a link on the library's website to a third party vendor

6.10

Electronic Books

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). Include non-serial government documents. 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 physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

6.11

Databases

Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. **Note:** The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface (e.g., ProQuest, OCLC FirstSearch). Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions (6.19)**.

6.12 Local Licensed Databases Databases made available through purchase by the library.		6.12	
6.13 State Library Licensed Databases Libraries that were a TexShare member in 2011, and purchased the databases, should report the number of TexShare databases available to their patrons (The number to report for Question 6.13 is 49). Libraries that chose to purchase one or more TexSelect databases would have up to an additional 47 options to report in 6.13 . Please specify which TexSelect databases were purchased in an annotation.		6.13	
Other Licensed Databases Include databases obtained through cooperative agreements or consortia within state or region.		6.14	
6.15 All Licensed Databases SUBTOTAL (6.12+6.13+6.14)			
COLLECTION TOTALS			
6.16 Number of Titles (6.1+6.3+6.7)		⌘ 6.17 Number of Volumes, Items, or Physical Units (6.2+6.4+6.5+6.6+6.8+6.9+6.10+6.11+6.12)	
Current Print Serial Subscriptions Report both paid subscriptions and gifts. Do not report number of individual issues. The total number of subscriptions in the library system, including duplicates, should be reported here. These are print only. Examples are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series			6.18
Current Electronic Serial Subscriptions Do not include TexShare holdings. Report the number of current electronic and digital serial subscriptions (e-serials, e-journals), including duplicates. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, and OCLC FirstSearch).			6.19

SECTION 7: LOCAL LIBRARY SERVICES

Reference and Circulation	
<p>7.1 Number of Reference Transactions</p> <p>Report the total reference transactions. A reference transaction is an information contact in person, phone, fax, mail, or email or through live or networked electronic reference service. It involves the: knowledge, use, recommendations, interpretation, and instruction in the use of one or more information sources by a member of the library staff.</p> <p>The term includes information and referral services including: print and non-print materials, machine-readable databases (including computer-assisted instruction), catalog and other holdings records and through communication or referral with other libraries and institutions and persons both inside and outside the library.</p> <p>When a staff member uses information gained from previous use of information sources, report as a reference transaction even if the source is not consulted again.</p> <p>Note: When reporting 'reference transactions,' it is vital to not include directional transactions. A directional transaction involves disseminating information that aids customers in the use of the library (i.e., giving instructions for locating staff, library users, physical features, etc., within the library or giving technical, not bibliographic, assistance with machines). Directional transactions use only information resources that describe the library (i.e., schedules, floor plans, handbooks, policy statements).</p>	7.1
<p>7.2 Circulation of Children's Materials</p> <p>Report the total annual circulation (including renewals) of all library materials (in all formats) marked as children's, whether borrowed by a juvenile, young adult, or adult including renewals.</p> <p><i>This figure is a subset of Total Circulation in Question 7.3.</i></p>	7.2
<p>7.3 Total Circulation</p> <p>The act of lending an item for use outside the library. This activity includes charging out (checking-out) and renewals, each of which is reported as a circulation transaction. Count all materials in all formats. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Count all circulations; including Circulation of Children's Materials reported in Question 7.2.</p>	7.3
Programs and Program attendance	

7.4 Total number of Children's Programs provided by the library

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

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

Count 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 library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year should be counted as 48 programs.

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

This figure is a subset of the Total Number of Library Programs in Question 7.6

7.4

7.5 Total number of Young Adult Programs provided by the library

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

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

Count 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 library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

This figure is a subset of the Total Number of Library Programs in Question 7.6

7.5

7.6 Total number of Library Programs

Report the number of planned events which introduced the group attending to any of the broad range of library services or activities or which directly provided information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a Second Language, citizenship classes, and book discussions. Count all programs, including those reported in 7.4 and 7.5.

Count all programs whether held on- or off-site, that are sponsored or co-sponsored by the library, both adult and children's programs. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

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

7.6

7.7 Attendance at Children's Programs provided by the library

This is the total annual count of the attendance, both adults and children, at programs for which the primary audience is children 11 years of age and younger.

This figure is a subset of the Total Attendance at Library Programs in Question 7.9.

7.7

<p>7.8 Attendance at Young Adult Programs provided by the library</p> <p>This is the total annual count of the attendance, both adults and children, at programs for which the primary audience is young adults 12 through 18 years.</p> <p><i>This figure is a subset of the Total Attendance at Library Programs in Question 7.9.</i></p>	7.8
<p>7.9 Total Attendance at Library Programs</p> <p>Report actual number of persons attending programs and presentations sponsored by the library. Programs need not take place in the library, but the library must be the primary contributor in the planning or presentation. Examples are book talks, tours, and film programs. Count all program attendees, including those reported in 7.7 and 7.8.</p>	7.9

Visits and Borrowers	
<p>7.10 Number of Library Visits (gate count)</p> <p>This is the number of persons entering the library for whatever purpose during the year.</p>	
<p>7.11 Number of Registered Borrowers</p> <p>A registered borrower 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. (Output Measures for Public Libraries, 2nd edition). Note: Files should have been purged within the past three (3) years.</p>	
<p>⌘ 7.12 Does the library have a Long-Range Plan?</p> <p>Report whether or not the library is operating with a long-range plan in place. The library's governing board shall approve this plan. It must be reviewed and updated at least every five years and must include a collection development element.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>⌘ 7.13 Does the library have available a photocopier for use by staff?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>⌘ 7.14 Does the library have available a photocopier for use by the public?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 8: LIBRARY STAFFING AND SALARIES

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

<p>8.1 With Master's Degree from program accredited by ALA- Total hours worked per week</p> <p>Persons reported under this category usually do work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. The educational requirement is a master's degree from a library education program accredited by the American Library Association (ALA). NCATE (National Council for Accreditation of Teacher Education) is <u>not</u> considered ALA accreditation for public library librarians.</p> <p><i>Report total number of hours all MLS librarians work per week, not as number of persons. Example: 2 MLS librarians each work 40 hours per week. Report 80 hours (40 X 2)</i></p>	8.1
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<p>8.2 Other persons holding title of Librarian-Total hours worked per week</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. Example: 2 librarians each work 30 hours per week. Report 60 hours (30 X 2)</p>	8.2
<p>8.3 All other Paid Staff-Total hours worked per week</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. Example: 3 paid part-time shelvers: 1 works 10 hours/week, 1 works 20 hours/week, one works 25 hours/week. Report 55 hours (10+20+25)</p>	8.3
8.4 Total Paid Library Staff (8.1+8.2+8.3)	
<p>8.5 How many hours last year did Volunteers work in your library?</p> <p>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 What was the Head Librarian's Annual Rate Of Salary?</p> <p>Report the annual rate of pay for the head librarian (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 you expect to pay when someone is hired.</p>	\$
<p>⌘ 8.7 How many hours per week is the Head Librarian currently employed in library duties?</p> <p>Report the number of hours per week that the head librarian is employed in library duties.</p>	
<p>⌘ 8.8 Has the Head Librarian obtained a minimum of 10 hours of continuing education credits within this reporting period?</p> <p>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>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 9: RESOURCE SHARING

Questions 9.1 and 9.2 are part of the library's accreditation. They are based on the rule 13.TAC 1.83.

<p>Interlibrary Loans</p> <p>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. Report both "specific item" and "subject request" in this section.</p>	
<p>⌘ 9.1 Is your library willing to borrow materials from another library for your patrons?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>⌘ 9.2 Is your library willing to lend materials to another library for their patrons?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Interlibrary loan (ILL) requests

Please report number of loans actually received or actually loaned, even if that number is zero (exclude informational requests).

9.3 How many loans were **received from** other libraries?

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.

9.4 How many loans were **provided to** other libraries?

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.

SECTION 10: INTERNET AND ELECTRONIC SERVICES

⌘ **10.1** Does your library have a computer with Internet access for the use by **staff**?

 Yes No

⌘ **10.2** Does your library have a computer with Internet access for the use by the **public**?

 Yes No

10.3 How many **terminals** are used to access the Internet by general public?

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

10.4 What was the **total number of uses of Public Internet Computers** in the library during the year? This is for in-library use only.

Report the total number of uses (sessions) for 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, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: 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 computer(s) three times a week would count as three uses (sessions). Software such as "Historian" 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 to annualize it.

10.5 How many **persons were trained** in the use of electronic resources (formal and informal)?

How many persons were trained in the use of electronic resources in formal settings and/or informal settings? A formal setting can be a class in computer hardware or software usage, instruction on how to access Internet or email, the library online catalog, how to search electronic databases or CD-ROMs, etc. A formal setting can be small or large classes in instruction on the use of any electronic resource. An informal setting can include one-on-one instruction computer hardware or software usage, instruction on how to access Internet or email, the library online catalog, how to search electronic databases or CD-ROMs, etc.

SECTION 11: LIBRARY HOURS

<p>The local fiscal year covered by this report 11.1 began _____ and 11.2 ended _____</p> <p>Note: In the online form, these questions are locked. You will not be able to change the data. If the library had a change in its fiscal year, please contact TSLAC staff.</p>	
<p>11.3 Annual Total of Public Service <u>Hours</u> - Central Library Only</p> <p>This is the number of hours of library service that were available to your patrons last year at the Central/Main Library. This total should be reduced for any hours that any of the facilities were closed to the public (e.g., holidays, weather emergencies, natural disasters, staff development days, construction, repairs, etc.). 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.</p>	<input type="text"/>
<p>11.4 Annual Total of Public Service <u>Weeks</u> - Central Library Only</p> <p>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. DO NOT calculate based on total number of service hours per year. For example, do not divide total hours by 52 (weeks). Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p>	<input type="text"/>
<p>11.5 Total hours library open during <u>Regular Week</u> - Central Library Only</p> <p>Total hours open during the central library's regular weekly schedule.</p>	<input type="text"/>
<p>11.6 Total hours library open during <u>Summer Week</u> - Central Library Only</p> <p>Total hours open during the central library's summer schedule. If same as regular schedule, please put same hours as in 11.5.</p>	<input type="text"/>
<p>⌘ 11.7 How many <u>unduplicated hours</u> is the library and its branches open per week during a regular scheduled week?</p> <p>If your library does not have any branches, this answer will be the same as your answer to 11.5. Libraries with branches should report the total number of unduplicated hours per week the libraries are open. Example: <i>Main is open M-F 8-5; the branch is open M-F 9-6. This library would be open 10 unduplicated hours per day. The total for five days would equal 50 hours per week.</i></p>	<input type="text"/>

SECTION 12: LIBRARY INFORMATION - Branch and/or Bookmobile

12.1 (check one) <input type="checkbox"/> Branch <input type="checkbox"/> Bookmobile				
This section requests information for contacting the library branch or bookmobile and its staff. By entering this information you understand that this becomes public information.				
12.2 Library Branch Name				
Mailing Address	12.3 Street or PO Box	12.4 City	12.5 zip code	12.6 4-digit zip ext
Street Address (if different)	12.7 Street or PO Box	12.8 City	12.9 zip code	12.10 4-digit zip ext
12.11 Phone (Area code) Phone number		12.12 Telefax (Area code) Phone number		
12.13 E-mail Address Do not use personal email addresses if not for public consumption.				
Librarian	12.14 First Name		12.15 Last Name	
12.16 What is the square footage of the branch library? Provide the area, in square feet, of the branch library or bookmobile. 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.				
				sq ft
12.17 Does the branch have an established schedule in which services of the staff are available to the public?				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
12.18 Annual Total of Public Service Hours - Branch Or Bookmobile Only This is the number of hours of library service were available to your patrons last year at the branch or bookmobile. For each bookmobile, count only the hours during which the bookmobile is open to the public. This total should be reduced for any hours that the facility was closed to the public (e.g. holidays, weather emergencies, natural disasters, staff development days, construction, repairs, etc.). Report every hour that the facility was open to the public during all of last year.				
12.19 Annual Total of Public Service Weeks - Branch Or Bookmobile Only 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. DO NOT calculate based on total number of service hours per year. For example, do not divide total hours by 52 (weeks). Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, roundup to the next week. If the library was open less than half of its scheduled hours, round down.				

DEADLINE FOR REPORT AND APPLICATION SUBMISSION

Texas Administrative Code, Title 13, Chapter 1, Rule §1.85 regarding the 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 completed, the application should be sent to the Library Development & Networking Division. **The application can be found on our website at: <https://www.tsl.state.tx.us/ld/pubs/arsma/index.html> . It is also on the homepage of the Texas LibPas website when you log in.**

We encourage libraries to either scan and email, or fax the application to us. We do not need the original.

Email the application to vgreenwood@tsl.state.tx.us; or

Fax the application to 512-936-2306, attention Valicia Greenwood; or

Mail the application to PO Box 12927, Austin, Texas 78711-2927.

QUESTIONS: If you have any questions about this survey, please contact Valicia Greenwood (vgreenwood@tsl.state.tx.us) or Stacey Malek (smalek@tsl.state.tx.us), or call 512-463-5465, toll free 1-800-252-9386.