

ANNUAL REPORT FOR LOCAL FISCAL YEAR 2014

This report is due to the Texas State Library and Archives Commission by **April 30, 2015**. All questions relate to the library's local fiscal year 2014: the year that ended in calendar year 2014 and included January 1, 2014. If there was a change in the fiscal year, please contact TSLAC staff to update that information. We strongly urge libraries to report no later than **March 31, 2015**, 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. Do not use personal email addresses if you do not wish them to be published.

NOTE: In the online form, contact questions in the section 1.1 through 1.23 have been prefilled and locked. You will not be able to change the data. Please contact TSLAC staff if changes need to be made to these questions.

Library Name 1.1			County 1.2		
Local fiscal year covered by this report began			ended		
	1.3	mo/day/year		1.4	mo/day/year
Mailing Address					
	1.5	Street or PO Box	1.6	City	1.7 zip code
Street Address (if different)					
	1.9	Street or PO Box	1.10	City	1.11 zip code
Phone number			Telefax		
	1.13	(area code) phone number		1.14	(area code) phone number
⌘ Does the library have a published telephone number ?			1.15	Mark one	Yes
					No
1.16	Administrator's email address	1.17	Library email address		
⌘ Does the library have a website ?			1.18	Mark one	Yes
					No
Texas public libraries <u>must</u> have a website in order to be accredited. If the library does not have a website, please contact TSLAC staff.					
Internet/ Web Address 1.19					
Can the library's website be customized?			1.20	Mark one	Yes
					No
Has the library's website been updated within the last 6 months?			1.21	Mark one	Yes
					No
Head Librarian/Library Director (if position is vacant, contact TSLAC staff)					
	1.22	First name	1.23	Last name	
Is the information provided in 1.1 through 1.23 correct ?			1.24	Mark one	Yes
					No

Contact Person (person completing this report)		
	1.25 First name	1.26 Last name
	1.27 Contact person email	
Board Chair		
	1.28 First name	1.29 Last name
Friends of the Library President		
	1.30 First name	1.31 Last name

Legal Entity Identification Information

This information is being collected through the Texas Public Library Annual Report to assist in the administration of disbursement of federal pass-through funds. If your library receives or may receive money from the State Library (such as in the competitive grant program or ILL reimbursement), we are required to collect these identification numbers. This information will not be published, but will be kept on file for the library. **This information is for the library's legal entity** (city, county, board president, etc). These number assignments are available free of charge.

The numbers are not related to accreditation, and supplying them is voluntary.

1.32 EIN (Employer Identification Number; Federal Tax Identification Number): unique 9-digit identification, available through the Internal Revenue Service.	<input type="text"/>
1.33 TINS/Mail Code (Texas Identification Number System): unique 11-digit identification, established through the State Comptroller.	<input type="text"/>
1.34 DUNS (Data Universal Number System): unique 9-digit identification assigned and maintained by Dun and Bradstreet, Inc., free of charge. It is registered in SAM .	<input type="text"/>
1.35 SAM expiration date – (federal System for Award Management) Registration in US government database which must be updated or renewed annually. There is no charge to register.	<input type="text"/> month/day/year
1.36 Legal Establishment of Record Documents on file at the Texas State Library reflect legal establishment of the library through this entity. Please contact TSLAC staff if this is not correct.	<input type="text"/>

General information about this report

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). 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 you complete this survey.

Reporting libraries should 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" 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. If you need to estimate please use a standard methodology for doing so. If you have questions about this, please contact TSLAC staff (contact information below).

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Public libraries are encouraged to collect data in all categories so that estimates will not be necessary in future years.

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.

Branch Libraries

2.1 Number of branch libraries

Definition: Administered from a central unit, branch libraries are auxiliary units that have at least all of the following:

- ◆ separate quarters,
- ◆ an organized collection of library materials,
- ◆ paid staff
- ◆ a regular schedule for being open to the public

Bookmobiles

2.2 Number of bookmobiles

Definition: A bookmobile is a traveling branch library and at least all of the following:

- ◆ 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

Renovations, expansion, new construction

2.3 Mark one

Yes

No

Has the main library building(s) or any branch library been renovated, expanded or new construction completed within the period covered by this report? Report structural changes only.

Square footage of the main library

2.4 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

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.

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

- ◆ Do not report the value of free items as expenditures.
- ◆ Do not report estimated costs.
- ◆ Report only those grant awards directly spent by your library. Do not report grant funds spent for your library by 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.
 - ◆ Any operating expenditure not covered by Staff and Collection Expenditures should be reported in question **3.8, Other Operating Expenditures**.
- ◆ These expenditures are from all sources of revenue, including federal, state, and foundation monies. The information reported in Expenditures may differ from the information reported in Library Revenue by Source.

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS		
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.		
Staff Expenditures		
Salaries and Wage Expenditures	3.1	\$ <input type="text"/>
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. 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.		
Employee Benefits Expenditures	3.2	\$ <input 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.		
Total Staff Expenditures	3.3 Sum of 3.1, 3.2	\$ <input type="text"/>
Collection Expenditures		
Print Materials Expenditures	3.4	\$ <input type="text"/>
Books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.		
Electronic Materials Expenditures	3.5	\$ <input type="text"/>
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, 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. ▶▶▶ 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 3.8, Other Operating Expenditures .		
Other Materials Expenditures	3.6	\$ <input type="text"/>
Report all operating expenditures for other materials, such as microforms, audio and video physical units, DVD, and materials in new formats.		
Total Library Collection Expenditures	3.7 Sum of 3.4, 3.5, 3.6	\$ <input type="text"/>
Other Operating Expenditures	3.8	\$ <input type="text"/>
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.		

Total Direct Library Operating Expenditures	3.9 Sum of 3.3, 3.7, 3.8	\$
Indirect Costs (Optional - must submit documentation if claimed)	3.10	\$
<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>		
Total Library Operating Expenditures	3.11 Sum of 3.9, 3.10	\$
Capital Expenditures	3.12	\$
<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. 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. 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. 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). Report <u>actual</u> 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. **Local Funds in Library Operating Expenditures**, question 4.2, is used in determining whether a library has met the Maintenance of Effort (MOE) criteria.

⌘ Local Expenditures on Collections	4.1	\$
<p>Of the amount shown in Total Collection Expenditures (Question 3.7), how much was expended from local funds? Report the total amount spent for library materials from local funds only. That is, that part of the amount in Total Collection Expenditures (Question 3.7) 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, but do not include materials expenditures from non-local grant sources. This amount should be included in the amount reported in Local Funds Expenditures, Question 4.2.</p>		
⌘ Local Funds in Library Operating Expenditures	4.2	\$
<p>Of the amount shown in Total Operating Expenditures (Question 3.11), how much was expended from local funds? 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 revenue sources. This amount may be the same as Total Operating Expenditures. Do not include expenditures from non-local 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>		

⌘ Local Government Funds in Library Operating Expenditures	4.3	\$
<p>Of the amount shown in Total Operating Expenditures (Question 3.11), how much was expended from Local Government Revenue (Question 5.4)?</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 revenue sources.</p> <p>Include documented Indirect Costs (Question 3.10) only when necessary to meet the average of expenditures for the Maintenance of Effort requirement.</p> <p>This amount should be included in the amount reported in Local Funds Expenditures, Question 4.2.</p>		

SECTION 5: REVENUE		
Library Revenue by Source		
<p>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 your library by some other 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.</p>		
Revenue Used for Library Operating Expenditures		
<p>Report revenue received by the library for the current and recurrent costs of operation, including grants, considered operating expenditures by local accounting practice. Report by source of revenue. Do not include revenue for major Capital Expenditures, construction, renovation, endowment fund deposits, other extraordinary items, revenue not available for use by the library (e.g., fines), or funds unspent from previous fiscal years</p>		
Local Government Revenue - Operating		
<p>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.</p>		
City, Cities, or Library District Revenue (include revenue from other cities, reported in 5.22 & 5.23)	5.1	\$
County or Counties Revenue (include revenue from other counties, reported in 5.22 & 5.23)	5.2	\$
School District Revenue	5.3	\$
Local Government Operating Revenue	5.4 Sum of 5.1, 5.2, 5.3	\$
Other state revenue	5.5	\$
<p>All revenue from funds collected by the State and distributed directly to your library for expenditure by the public library. Do not include competitive grants from TSLAC, Mobile App funds, ILL reimbursement or Edge program funds. Record the source of funds in the Notes Section.</p>		

Federal Library Services & Technology Act revenue (LSTA)	5.6	\$
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 competitive grants from TSLAC, Mobile App funds, ILL reimbursement or Edge program funds. Record the source of funds in the Notes Section.		
Other Federal revenue	5.7	\$
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. Do not include E-rate. Record the source of funds in the Notes Section.		
Federal Operating Revenue	5.8 Sum of 5.6, 5.7	\$
Foundation and corporate grant revenue	5.9	\$
Include cash grants from private foundations or corporations used for the purpose of library operating expenditures by the public library, whether or not expended. Funds originating within the library's home county should be included in question 4.2, Local Operating Expenditures , and, if appropriate, question 4.1, Local Expenditures on Collections . Record the source of funds in the Notes section.		
Other Local Sources of Revenue	5.10	\$
Report all revenue other than that reported in any of the other revenue categories used for operating expenditures, 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.		
Other Operating Revenue Subtotal	5.11 Sum of 5.9, 5.10	\$
Total Revenue Used for Library Operating Expenditures	5.12 Sum of 5.4, 5.5, 5.8, 5.11	\$
Revenue Used for Major Capital Expenditures		
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.		
Local Government Revenue - Capital		
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 Revenue used for major capital expenditures (include revenue from other cities, reported in 5.22 & 5.23)	5.13	\$

County or Counties Revenue used for major capital expenditures (include revenue from other counties, reported in 5.22 & 5.23)	5.14	\$
School District Revenue used for major capital expenditures	5.14	\$
Other state revenue used for major capital expenditures Record the source of funds in the Notes Section. All revenue from funds collected by the State and distributed directly to your library for expenditure by the public library. Do not include competitive grants from TSLAC, Mobile App funds, ILL reimbursement or Edge program funds.	5.16	\$
Federal Library Services & Technology Act revenue (LSTA) used for major capital expenditures Record the name of the LSTA program in the Notes Section. 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 competitive grants from TSLAC, Mobile App funds, ILL reimbursement or Edge program funds.	5.17	\$
Other Federal revenue used for major capital expenditures Record the source of funds in the Notes Section. 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..	5.18	\$
Foundation and corporate grant revenue used for major capital expenditures Include cash grants from private foundations or corporations used for the purpose of major capital expenditures by the library received this fiscal year, whether or not expended. Record the source of funds in the Notes section.	5.19	\$
Other Local Sources of Revenue used for major capital expenditures Report all revenue other than that reported in any of the other revenue categories used for major capital expenditures, 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.	5.20	\$

Government Revenue Sources Outside Local City or County	
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. Make certain these totals are reflected in the local government revenue section.	
5.22 County providing funds (outside home county)	5.23 Amount Received
	\$
	\$
	\$
	\$
	\$

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. Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts. **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.

NOTE: 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"

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".

⌘ Library Catalog

6.0
Mark one

Yes

No

Does the library have a catalog of its holdings available to the public that is searchable electronically, at a minimum by author, title, and subject?

Books in Print

6.1 Number of titles

6.2 Number of Volumes, Items or Physical Units

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-cataloged paperbacks.

Audio Materials — Physical Materials

6.3 Number of titles

6.4 Number of Volumes, Items or Physical Units

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.

Audio Materials — Downloadable Units

6.5

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Report the number of units. Report only items the library has selected as part of the collection. Include both cataloged and uncataloged titles.

NOTE: 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"

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".

Video Materials — Physical Materials

6.6 Number of titles

6.7 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, 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.

Video Materials — Downloadable Units

6.8

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 units. Report only items the library has selected as part of the collection. Include both cataloged and uncataloged titles.

NOTE: 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"

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".

Electronic Books (E-Books)

6.9

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. Include items acquired through a consortium. Report the number of units. Report only items the library has selected as part of the collection. Exclude public domain or un-copyrighted e-books that have unlimited access, such as Project Gutenberg.

NOTE: 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"

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".

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 (6.17) .			
Local Licensed Databases	6.10	<input type="text"/>	
Databases made available through purchase by the library.			
State Library Licensed Databases	6.11	<input type="text"/>	
Libraries that were a TexShare member in 2014, and purchased the databases, should report the number of TexShare databases available to their patrons (The number to report for Question 6.11 is 51). Libraries that chose to purchase one or more TexSelect databases would have up to an additional 52 options to report in 6.11 .			
Specify which TexSelect databases were purchased in the Notes Section.			
Other Licensed Databases	6.12	<input type="text"/>	
Include databases obtained through cooperative agreements or consortia within state or region.			
All Licensed Databases	6.13	<input type="text"/>	
Sum of 6.10, 6.11, 6.12			
COLLECTION TOTALS			
6.14 Number of titles Sum of 6.1, 6.3, 6.6	<input type="text"/>	⌘ 6.15 Number of Volumes, Items or Physical Units Sum of 6.2, 6.4, 6.5, 6.7, 6.8, 6.9, 6.10	<input type="text"/>
⌘ Of the total number of items in the library's collection, reported in question 6.15 , has at least 1% been published in or after 2010?	6.16 Mark one	Yes	No
One of the quantitative standards for accreditation states that a library must have at least 1% of total items collection published within the last five years.			
Current Print Serial Subscriptions	6.17	<input type="text"/>	
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.			
Current Electronic Serial Subscriptions	6.18	<input type="text"/>	
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).

SECTION 7: LOCAL LIBRARY SERVICES

⌘ **Does the library have a Long-Range Plan?**

7.0 Mark one

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. It must be reviewed and updated at least every five years and **must include a collection development element** and a **technology element**.

Service Measures

Number of Reference Transactions

7.1

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed 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, report 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.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving 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?"

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. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply 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 in the library. Choose a week in which the library is open its regular hours.

Number of Library Visits (gate count)

7.2

This is the number of persons entering the library for any purpose during the year.

Number of Registered Users

7.3

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. NOTE: Files should have been purged within the past three (3) years.

Circulation	
Circulation of Children's Materials — Physical formats	7.4 <input type="text"/>
<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>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, audiobooks, videos, and other materials. Do not include digital formats.</p>	
Circulation of Children's Materials — Digital formats (Downloadable materials)	7.5 <input type="text"/>
<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.</p>	
Circulation (Other than Children's) — Physical formats	7.6 <input type="text"/>
<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, audiobooks, videos, and other materials. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Do not include digital formats. Do not include Children's Circulation, reported in question 7.2.</p>	
Circulation (Other than Children's) — Digital formats (Downloadable materials)	7.7 <input type="text"/>
<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. Do not include Children's Digital Circulation, reported in question 7.3.</p>	
Total Circulation	7.8 Sum of 7.4, 7.5, 7.6, 7.7

Programs and Program Attendance	
Children's Programs and Attendance	
7.9 Number of programs <input type="text"/>	7.10 Total Attendance - count both adults and children at these programs <input type="text"/>
<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>	

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. 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.

Young Adult Programs and Attendance

7.11 Number of programs

7.12 Total Attendance - count both adults and children at these programs

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.

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. If young adult programs are offered as a series, count each program in the series. 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.

Adult Programs and Attendance

7.13 Number of programs

7.14 Total Attendance - count both adults and children at these programs

Report the number of planned events whose primary audience is adults 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.

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. Example: *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.

PROGRAM AND PROGRAM ATTENDANCE TOTALS

7.15 Number of library programs.
Sum of 7.9, 7.11, 7.13

7.16 Total Attendance at these programs.
Sum of 7.10, 7.12, 7.14

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 all hours worked for each employee type and report as total hours worked per week. **Report number of hours worked per week, not report number of employees.**

⌘ Librarians with Master's Degree from program accredited by ALA —Total hours worked per week	8.1			
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). For libraries with population assignments greater than 25,000, this question is related to accreditation.				
► Report total number of hours all MLS librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate. Example: <i>2 MLS librarians each work 40 hours per week - report 80 hours (40 X 2)</i>				
Other persons holding title of Librarian —Total hours worked per week	8.2			
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.				
► Report total number of hours all librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate. Example: <i>2 librarians each work 30 hours per week. Report 60 hours (30 X 2)</i>				
All other Paid Staff — Total hours worked per week	8.3			
Includes all other persons paid by the library budget including plant operation, security, and maintenance staff.				
► 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: <i>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)</i>				
TOTAL HOURS FOR PAID LIBRARY STAFF		8.4		
Sum of 8.1, 8.2, 8.3				
Volunteer Hours	8.5			
How many hours did Volunteers work in your 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.				
Head Librarian's Annual Rate Of Salary	8.6	\$		
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.				
⌘ Hours per week the Head Librarian currently employed in library duties.	8.7			
⌘ Has the Head Librarian obtained a minimum of 10 hours of continuing education credits within this reporting period?	8.8 Mark one	Yes	No	
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.				
⌘ Does the library have a photocopier available for use by staff ?	8.9 Mark one	Yes	No	
⌘ Does the library have a computer with internet access available for use by staff ?	8.10 Mark one	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.

⌘ Does the library offer to borrow materials from another library for its patrons?	9.1 Mark one	Yes	No
⌘ Does the library offer to lend materials to another library for their patrons?	9.2 Mark one	Yes	No
How many loans were received from other libraries?	9.3		
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 or actually loaned, even if that number is zero (exclude informational requests).			
How many loans were provided to other libraries?	9.4		
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 received or actually loaned, even if that number is zero (exclude informational requests).			

SECTION 10: INTERNET AND ELECTRONIC SERVICES

⌘ Does the library have a computer with Internet access and printing/copying capability for use by the public ?	10.1 Mark one	Yes	No
How many terminals are used to access the Internet by the general public?	10.2		
Report the number of Internet computers (personal computers (PCs) and laptops), whether purchased, leased or donated, used by the general public in the library.			
Annual total of uses of Public Internet Computer	10.3		
<p>What was the total number of uses of Public Internet Computers in the library during the year? This is for in-library use only.</p> <p>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, report all usage. A typical week or other reliable estimate may be used to determine the annual number.</p> <p>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).</p> <p>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.</p>			

Number of persons trained in the use of electronic resources (formal and informal training)	10.4	
<p>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.</p>		
Number of Wi-Fi sessions	10.5	
<p>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 yearly number. Do not include use of library equipment in this count.</p>		

Number of website visits	10.6			
Report the total number of visits to the library's website.		<table border="1"> <tr> <td>Mark if data not collected</td> <td>Mark if no website*</td> </tr> </table>	Mark if data not collected	Mark if no website*
Mark if data not collected	Mark if no website*			
<p>*Texas public libraries <u>must</u> have a website in order to be accredited. If the library does not have a website, please contact TSLAC staff.</p>				

SECTION 11: LIBRARY HOURS		
Annual Total of Public Service <u>Hours</u> - Central Library Only	11.1	
<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.).</p> <p>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>		
Annual Total of Public Service <u>Weeks</u> - Central Library Only	11.2	
<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>		
⌘ How many <u>unduplicated hours</u> is the library and its branches open per week during a regular scheduled week?	11.3	
<p>If your library does not have any branches, this answer will be the same as your answer to 11.4 Libraries with branches should report the total number of unduplicated hours per week the libraries are open. For assistance or clarification, contact TSLAC staff, or use the Weekly Total Calculator available on our website, or below.</p> <p>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>		
Total hours library open during <u>Regular Week</u> - Central Library Only	11.4	
Total hours library open during <u>Summer Week</u> - Central Library Only	11.5	

SECTION 12: LIBRARY INFORMATION – Branch and/or Bookmobile

(check one) 12.1

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.

Library Branch Name		12.2			
Mailing Address	12.3 Street or PO Box		12.4 City	12.5 zip code	12.6 zip+4
	Street Address (if different)		12.7 Street or PO Box	12.8 City	12.9 zip code
Phone number	12.11 (area code) phone number		Telefax	12.12 (area code) phone number	
	Library email address			12.13	
Librarian/Library Director	12.14 First name		12.15 Last name		
	12.16 Square feet		Square footage of the branch library		
<p>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.</p>					
Does the branch have an established schedule in which the services of the staff are available to the public?			12.17 Mark one	Yes	No
<p>Annual Total of Public Service Hours Branch or Bookmobile Only</p>			12.18		
<p>This is the number of hours of library service that 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 any of the facilities were closed to the public (e.g., holidays, weather emergencies, natural disasters, staff development days, construction, repairs, etc.).</p> <p>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>					
<p>Annual Total of Public Service Weeks Branch or Bookmobile Only</p>			12.19		
<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 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.</p>					

Weekly Total Hours Calculator

This chart is provided as an aid in calculating the total number of hours of library service provided by your main library and branches.

Place a "1" in the space for each hour in which one or more of your library facilities is open. If a library is open only part of a given hour, enter "1/2", "3/4", etc. Add each column to determine the weekly total for a regular week. Report the totals in the spaces below, and then the total Weekly Total Amount in **11.3**, Unduplicated Hours for Mains and Branches.

HOUR	SUN	MON	TUES	WED	THUR	FRI	SAT		
7:00-8:00 a.m.									
8:00-9:00 a.m.									
9:00-10:00 a.m.									
10:00-11:00 a.m.									
11:00-12:00 a.m.									
12:00-1:00 p.m.									
1:00-2:00 p.m.									
2:00-3:00 p.m.									
3:00-4:00 p.m.									
4:00-5:00 p.m.									
5:00-6:00 p.m.									
6:00-7:00 p.m.									
7:00-8:00 p.m.									
8:00-9:00 p.m.									
9:00-10:00 p.m.									
DAILY TOTALS									WEEKLY TOTAL <=====

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.texas.gov/ld/pubs/arsma/index.html> . It is also on the homepage of the Texas LibPAS website, <https://tx.countingopinions.com/>, 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.texas.gov;

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.texas.gov) or Stacey Malek (smalek@tsl.texas.gov), or call 512-463-5465, toll free in Texas 1-800-252-9386.

ACCREDITATION IN STATE LIBRARY SYSTEM APPLICATION

Local Fiscal Year 2014

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2015.

LIBRARY NAME: _____ CITY _____

Certification

The below signed certify, to the best of their ability, that the information contained in the library's annual report is complete and accurate for local fiscal year 2014.

All applicable signatures are necessary, based on library's legal establishment.

SIGNATURE of
(check one)

- Mayor
 - City Manager
 - District Board Chair
 - County Judge
 - School Superintendent
- Signatures of city secretaries, county clerks,
etc. will not be accepted.*

Typewritten or printed name

SIGNATURE of Head Librarian

Typewritten or printed name

SIGNATURE of Library Board Chair

Typewritten or printed name

Only one electronic copy needed. Scan and send by email to: vgreenwood@tsl.texas.gov, or fax to: (512) 936-2306.