



# Accreditation Status and Planning (ASAP) Workbook

for the Texas Public Libraries 2015 Annual Report

Tuesday, April 5, 2016, 2:00 PM

Stacey Malek, Program Coordinator  
Valicia Greenwood, Library Statistics Specialist

**Texas State Library and Archives Commission**  
Library Development and Networking Division



# Introduction

What we'll cover in this webinar:

- Why we send the workbook
- Analysis email
- Reporting flags
- Maintenance of Effort
- Due Dates
- Additional Resources
- Contact Information

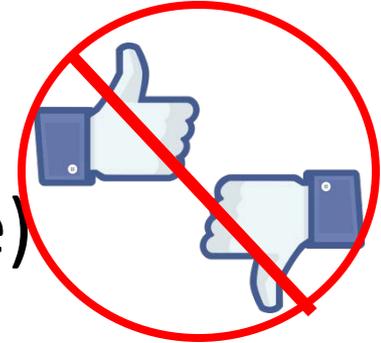


# Why?

- Provide feedback to the library
- Minimize time spent with follow up questions
- Audit trail for revisions
- Planning tool for future fiscal years

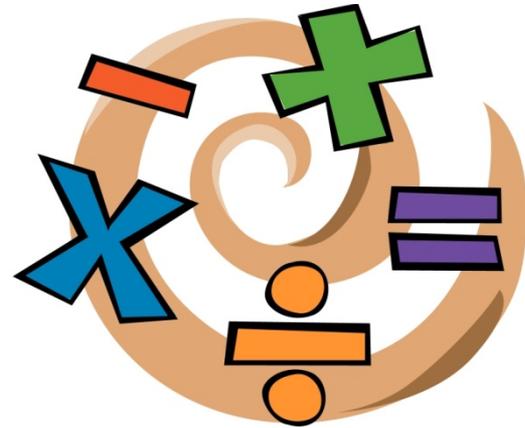
This analysis is NOT :

- Personal (does not like or dislike)
- An evaluation of the library
- An evaluation of service provided in your community



It IS a computer program:

- A mathematical check of results
- A review and comparison to minimum accreditation criteria





# Analysis Email



“Attached is the Accreditation Status and Planning (ASAP) Workbook for the Texas Public Library which details the analysis we have run on its 2015 annual report.”



# Workbook Contents

“The workbook contains five spreadsheets:

▶ ‘Introduction’ — The first spreadsheet has the library’s basic identification and contact information and links to the other spreadsheets, as well as links to accreditation rules and the annual report website.”



### Library Identification

Annual Report	2015
Library Name	Howard County Library
City	Big Spring
TSLAC ID	37
Preliminary Population (Final May 15, 2016)	36,651
Region	WTLS
County	Howard
Federated Library System (FLS)	N/A
Head Librarian/Director First Name	Library
Head Librarian/Director Last Name	Director
Head Librarian/Director Email	director@howardcountytexas.com
Library Email	director@howardcountytexas.com
Phone	(432) 264-2260
Website	http://howard-county.ploud.net

### Report Identification Tabs

Link to Tab	Description
<a href="#">Flags on Report</a>	Action items, based on analysis of report
<a href="#">MOE Calculations</a>	MOE and Local Government Support Calculations
<a href="#">Annotations</a>	Notes provided by library
qryreportdata	For Internal use by Texas State Library and Archives.

### Rules for Administering the Library Systems Act

<http://tinyurl.com/TACaccreditation>

### Texas State Library Website for Annual Report

<http://www.tsl.texas.gov/ld/pubs/arsma/index.html>

### Texas LibPAS Login

<https://tx.countingopinions.com/>



# Report Flags

“▶ ‘Flags’ — On the second spreadsheet you will see only the flags that appeared when your report was analyzed.



# Report Flags

- Items #01-#12 and #68 follow a red square. They are accreditation-related issues and must be addressed first.



# Example – Accreditation Issues

♦See Appendix tab for explanation

Item	Met	Description	Question #	Value
01	No	♦Maintenance of Effort (MOE) - Rule §1.74 Libraries must expend a minimum amount in local expenditures. See appendix for the required amount for your library.	♦4.2	\$7,078
02	No	♦Local Government Support - Rule §1.77 Libraries must expend a minimum amount in local government expenditures. See appendix for the required amount for your library.	♦4.3	\$0
07	No	Does the library have a website? - Rule §1.83(1)	1.20	No website
08	No	Has the head librarian obtained a minimum of 10 continuing education credits? -	8.8	No



# Report Flags

- Items #13-#17 follow an orange square. They are issues that may result in a status of probation, or loss of accreditation for the library, if there is more than one issue.”



# Example – Probation Issues

If the library does not meet 1 (ONE) of these, it can be placed on probation, and have 3 years to resolve the situation. If it does not meet more than one, it means loss of accreditation.

Item	Met	Description	Question #	Value
13	No	Collections - Rule §1.81(B) Libraries must meet a minimum of one item per capita and at least of 7,500 items. If unable to meet items per capita, then must have local collection expenditures of at least 15% of total local expenditures.	4.1	\$0
			4.2	\$7,078
			6.15	6,100
			◆PopSrvd	0
14	No	Required Librarians (Master's ALA Accredited) - Rule §1.81(E) Libraries with greater than 25,000 in assigned population must have a minimum number of MLS librarians on staff.	8.1	0.1
			>8.1 Required	0
15	No	Required Director Hours - Rule §1.81(D), Libraries must employ a library director for a minimum number of hours per week.	8.7	0
			>8.7 Required	20
16	No	Service Hours are less than the Required Service Hours - Rule §1.81 Libraries must be open to the public for a minimum number of hours per week.	11.4	4
			11.5	4
			11.3	4
			>11.3 Required	20
17	No	◆Per Capita Expenditures are less than the required Per Capita expenditures. Per Rule §1.81(A), libraries must expend a minimum amount per capita.	◆PCExp	\$2.28
			◆ExpendPC2	\$3.70



# Report Flags

“The remaining items require additional explanations or revisions to correct the information on the report. You may correct your report online, or email me with the appropriate revisions and annotations.”

# Report Flags – Item #22

Priority	Item	Met	Description	Question#	Value
	22		If Local Collection Expenditures (4.1) are less than Total Collection Expenditures (3.7), then Local Operating Expenditures (4.2) must be less than the Total Operating Expenditures (3.11) by at least the same amount or greater.	3.7 3.11 4.1 4.2	\$60,000 \$65,000 \$50,000 \$60,000
<b>How to fix it:</b>			<p>To look at this issue, subtract the answer in 4.1 from 3.7 and then subtract the answer in 4.2 from 3.11.</p> <p>4.1 less 3.7 : <math>50,000 - 60,000 = (10,000)</math></p> <p>4.2 less 3.11 : <math>60,000 - 65,000 = (5,000)</math></p> <p>This looks incorrect. Should be at least 10,000. This is a comparison of 2 related differences.</p> <p>We expect to see AT LEAST the same difference between the calculations and we don't.</p> <p>To fix the issue, review both sections 3 and 4 to determine how you arrived at those responses.</p>		



# Report Flags - #26

Priority	Item	Met	Description	Question#	Value
	26		The issue here is that local government expenditures in 4.3 is greater than total local operating expenditures. 4.3 is a subset of 4.2. One of these numbers is incorrect. Look at how you calculated each of them. Remember to review Section 3, expenditures, as well, so you don't create unintended issues.	4.2 5.4	\$65,000 \$50,000
<b>How to fix it:</b>			The issue is the library spent more than they took in. This can happen sometimes if the library spent leftover funds from a previous year. Take another look at revenue and expenditures. There may be an error. Or tell us that you are spending funds from a previous year; whichever applies.		



# Report Flags – Grant funds

Priority	Item	Met	Description	Question#	Value
	37		Foundation & corporate grants were reported in operating or capital revenue.	5.9 5.19	\$65,000 \$0
<b>How to fix it:</b>			<p>Any funds distributed through the Texas State Library, be they Edge, Family Place, ILL, or competitive grants, are accounted for elsewhere, and should not be included in your report.</p> <p>Do not include the information in either expenditures, Section 3 or in revenue, Section 5.</p>		



# Report Flags – Item #42

Priority	Item	Met	Description	Question#	Value
	42		<p>Books - the number of titles is greater than the number of items</p> <p>The number of titles cannot be greater than the number of items. If there are no duplicates in the collection, the number of titles will be the same as number of items.</p>	<p>6.1</p> <p>6.2</p>	<p>15,000</p> <p>14,000</p>
<b>How to fix it:</b>			<p>Items is number of books and titles in number of titles. For example, if the library has 3 copies of the <i>Wizard of Oz</i>, it has 1 title and 3 copies.</p> <p>This example applies to all format types that ask for titles and items.</p>		



# Report Flags – Item #63

Priority	Item	Met	Description	Question#	Value
	63		<p>The total number of hours the library is open does not equal the number of unduplicated hours.</p> <p>For libraries with no branches, the number of hours the library is open, reported in 11.4, should equal the unduplicated hours reported in 11.3.</p>	11.4 11.5 11.3 2.1(#branches) 2.2(#bookmobiles)	32 32 40 0 0
<b>How to fix it:</b>			<p>In this example, the library does not have either branches or bookmobiles. Therefore, the hours the central library is open should equal unduplicated hours. 11.3 should equal 11.4.</p> <p>Correct whichever question is incorrect.</p> <p>11.5 is a question regarding Summer hours and should match 11.3 and 11.4, in most cases.</p>		

# QUESTIONS





# Maintenance of Effort

▶ 'MOE Calculations' — The third spreadsheet has a Glossary of Terms, the library's required Maintenance of Effort (MOE) and Minimum Local Government Expenditures.



# Maintenance of Effort

<b>Maintenance of Effort, Calculations</b>	
Previous years' data used to derive averages for minimum expenditure requirements.	
Number MOE Years to Average (0,1,2,3+) [Member Year]	3
2012 Local Operating Expenditures (4.2)	\$42,328
2013 Local Operating Expenditures (4.2)	\$38,584
2014 Local Operating Expenditures (4.2)	\$30,661
<b>Required Minimum Expenditure Average (ExpAvg) (([201] 4.2 + [2013] 4.2 + [2014] 4.2) / [Member Year])</b>	<b>\$37,191.00000000</b>
2012 Population Served	1,158
2013 Population Served	1,191
2014 Population Served	1,219
<b>Required Minimum Per Capita Average (PCAvg) ( ([2012] 4.2 + [2013] 4.2 + [2014] 4.2 ) / ([2012] PopSrvd + [2013] PopSrvd + [2014] PopSrvd)</b>	<b>\$31.27045964</b>

<b>Item 01 - Maintenance of Effort, Rule §1.74</b>	
The library's MOE is either the Expenditure Average or the Total Per Capita Average, whichever is lower. If the library spent at least \$17.50 per capita and \$150,000 in LFY2015, the library is exempt from MOE. Must have a minimum of \$10,650 in local expenditures.	
<b>2015 Local Operating Expenditures (4.2)</b>	<b>\$34,295</b>
<b>Difference between Required Minimum Expenditure Average (ExpAvg) and Local Operating Expenditures (4.2)</b>	<b>(\$2,896.00)</b>
Difference between Per Capita Expenditures (PCExp) and Minimum Per Capita Average (PCAvg)	(\$5.65806233)
<b>Difference between Per Capita Expenditures (PCExp) and Minimum Per Capita Average (PCAvg) reported as Local Operating Expenditures</b>	<b>(\$7,576.15)</b>
Required Per Capita Expenditure: Difference between [2015] 4.2 and \$150,000	(\$115,705.00)
and difference between \$17.50 x [2015] PopSrvd and Local Operating Expenditures (4.2) reported	\$10,862.50
<b>Exemption requirement of at least \$150,000 AND \$17.50 per capita</b>	<b>(\$115,705.00)</b>
<b>Amount needed to meet MOE requirement in (4.2) Local Operating Expenditures</b>	<b>\$ 2,896.00</b>



# MOE – How to calculate

- Locate the 2013, 2014 and 2015 amounts for question 4.2, Local Library Operating Expenditures.
- Add those 3 amounts together and divide by 3. **That will be your library's MOE for next year.**



# MOE – How to calculate

2013 Local Operating Expenditures (4.2) \$38,584

2014 Local Operating Expenditures (4.2) \$30,661

2015 Local Operating Expenditures (4.2) \$34,295

▶ **Estimate MOE for 2016    \$34,513**  
**(2013 + 2014 + 2015)/3**

# Maintenance of Effort

## Ways to resolve MOE issue

1. Review all operating expenditures:  
Has everything been included?
2. Research indirect support:  
Has anything been paid on the library's behalf?
3. Appeal to LSA Advisory Board for waiver





# Related Information

“▶ ‘Annotations’ — The fourth spreadsheet is the notes (annotations) that were provided when you completed the annual report. We are providing these to you for your reference.

▶ qryreportdata — The final spreadsheet is for internal purposes so may be ignored.”

# Due Dates

“Your online report (<https://tx.countingopinions.com/>), has been unlocked so that you may make any revisions necessary. You will have until April 30, 2016 to complete those revisions and re-submit your report.”



# Due Dates

All online reports are locked after April 30<sup>th</sup>. However, you will have until July 31<sup>st</sup> to make any revisions.

Those revisions must be made by email to LDN staff.



After July 31<sup>st</sup>, no changes will be accepted.

# QUESTIONS





# Additional Resources

- **Texas LibPAS** – <https://tx.countingopinions.com/>
- **Annual Report Webpage** – <https://www.tsl.texas.gov/>
  - Reporting Downloadables
  - Population & MOE Planning Tool
  - Indirect Costs Information
  - Weekly Total Tool



# Contact Information

Library Development and Networking Division  
**Texas State Library & Archives Commission**

512/463-5465

800/252-9386 (Texas Toll Free)

Valicia Greenwood, Library Statistics Specialist  
[vgreenwood@tsl.texas.gov](mailto:vgreenwood@tsl.texas.gov), 512/463-5466

Stacey Malek, Program Coordinator  
[smalek@tsl.texas.gov](mailto:smalek@tsl.texas.gov), 512/463-5532