

## *Financial-related questions*

**Q: What's the difference between local funds for library operating expenditures [question 4.2] and local government funds used for operating expenditures [question 4.3]?**

A: The total operating expenditures for your library, calculated in question 3.11, may be funded from a variety of sources of revenue, which are reported in Section 5. If the library's only source of funding is from a local government entity or entities (city, county, school or district), then the amounts in 4.2 and 4.3 would be the same. If, however, the library has received any grant revenue, or any funds from fines, fees or donations, then those amounts would only be included in question 4.2 (local operating expenditures), and not in 4.3 (local government operating expenditures).

**Q: Is an Edge grant reported in Section 3, or is it considered TSLAC?**

A: The reimbursement funds for **Edge, ILL (interlibrary loan)**, and all funds from **competitive grant** programs awarded through Texas State Library (TSLAC) are not reported in this survey. Do not include them in the library operating expenditures, nor in library revenue.

**Q: Where can we find the information about the library's population assignment and maintenance of effort (MOE) for 2015?**

A: We have a look-up tool, the **Population & MOE Planning Tool**, located in two places:

1. The Annual Report webpage: <https://www.tsl.texas.gov/ld/pubs/arsma/index.html>
2. The Home page of LibPAS: <https://tx.countingopinions.com/>

Additionally, you can contact either Valicia Greenwood, Library Statistics Specialist ([vgreenwood@tsl.texas.gov](mailto:vgreenwood@tsl.texas.gov), 512-463-5466) or Stacey Malek, Program Coordinator ([smalek@tsl.texas.gov](mailto:smalek@tsl.texas.gov), 512-463-5532) for assistance in calculating and understanding the calculations behind the MOE or populations.

**Q: If our Friends group paid for our summer programming, should that amount should be reported?**

A: Only the expenditures and revenues which come through the library's budget directly should be included in this report.

**Q: Is there a benefit to having friends/donors pay directly for programs versus having them give the funds to the library to pay for programs?**

As to the pros and cons of paying out of a library budget, or out of the Friends' funds, this is a decision which must be made on a local level. Just keep in mind that only Friends' revenue paid directly to the library can be reported and the expenditures made from them by the library can count towards Maintenance of Effort and the Per Capita Expenditure requirements. Resources on overall financial planning can be obtained by contacting our Library Consultants at [ld@tsl.texas.gov](mailto:ld@tsl.texas.gov).

**Q: Our library, in partnership with a local museum, wrote a Tocker grant for digitization. Do we have to report the amount?**

A: If grant funds were received and expended by the library, those amounts should be included in the report.

**Q: If grant funds were not paid to the library but were paid directly to the vendor, do we report that amount anywhere?**

A: No. If grant funds do not come through the library directly, they should not be included in this report.

**Q: Our library received approx. \$450 in FREE books from a book fair held at our library. Where would this fall in the report?**

A: It is not included in the report. No "in kind" revenues or expenditures are included.

**Q: We have fines and donation as revenues -- however we are only allowed to spend the donations line item...Do we report both? Or just the one we are allowed to spend? To clarify - If fine/fee funds are taken in at the library but go to the city general fund and are not directly tapped by the library do we include them in section 4.2?**

A: Only report those revenues that are allocated to the library – which the library is allowed or authorized to spend – in this report. If there are fines and fees that are collected, but used elsewhere in the city’s or county’s budget, then those funds should not be reported here.

**Q: What is the threshold that determines if something is capital or not? \$1,000, \$5,000, etc.**

A. We rely on local accounting practice to determine whether an expenditure is reported as Operating or Capital. In general, capital expenditures, according to the definition in the form,

“would be one-time only or extraordinary expenditures. These are major capital expenditures such as 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.”

### *Population-related questions*

**Q: Is Librarian accreditation grandfathered with the sitting librarian, or does this come into play when librarian changes after population reaches 25,000?**

A: The Texas State Library no longer has a County Librarian certification program – that authority was removed with Sunset legislation in 2007. There are only two librarians who were grandfathered in this program.

A library is only required to have “Professional Librarians” as defined in [RULE §1.84](#), on staff when its assigned population is 25,001 or higher. This does not have to be the director who holds the MLS; it can be a staff person who fulfills the required number of hours, based on the library’s assigned population.

**Q: If our city population is approx. 6,000...and the counties we serve is at approx. 40,000; should we have an MLS Director?**

A: The need for a Professional Librarian on staff, to maintain accreditation, is determined by the population that is assigned by the staff at the State Library, according to [RULE §1.71](#). This is formulaic, and is determined by sources of local government revenue, as reported to us on this annual survey. It is not determined by geographic boundaries or designations.

### *Statistical measures*

**Q: How do you count a visitor that comes twice in a day?**

A: Library visits, or the gate count, should be recorded any time anyone comes into the library, for any purpose. This includes staff (again, one way), and visitors who may leave and come in again. If someone comes in twice, that should be counted as two visits.

**Q: Do we report our Wi-Fi logins and if so where do we get that info?**

A. Question 10.5 asks if there is a Wi-Fi access (wireless internet system) available to users at the library, and to report the total number of sessions, if available. This information is generally collected by specialized software on the library’s router (part of the computer network). For more information, contact Henry Stokes, Library Technology Consultant ([hstokes@tsl.texas.gov](mailto:hstokes@tsl.texas.gov)) or your local IT support.

**Q: What do you mean by Circulation: digital?**

A: Any circulation of downloadable materials. Electronic (digital, downloadable) 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.

**Q: Do we count all the eBooks in our consortium or only the eBooks that we buy?**

A: Count all eBooks to which your patrons have access, whether selected by the consortium, or the library.

**Q: We use Overdrive for our eBooks. How would we count those eBooks?**

A: Overdrive should be able to provide a report to your library regarding the number of titles available to your patrons. Contact Overdrive directly, or your local coordinator. Again, report all of the eBook titles to which your patrons have access. Count only the circulation for your patrons. Overdrive or the person coordinating the consortium for your group should be able to assist you.

**Q: If you have a book on CD that is formatted to be downloaded to an MP3 player, how is that counted?**

A: That would be reported in questions 6.3 (audio materials – physical materials – titles) and 6.4 (audio materials – physical materials – items).

### *Other questions*

**Q: How long is the review period for the long-range plan? Who needs to review this document?**

A: [RULE §1.83\(6\)](#): The library must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development element and a technology element.

The long-range plan should be reviewed and approved by the library's governing board/entity.

**Q: Will the City Manager's approval count in place of approval by City Council?**

A: The Application for Accreditation will need to be signed by someone with fiscal authority, either Mayor or City Manager for a city. Whether the application must go to Council for approval is determined locally. The long-range plan needs to be approved by the governing board.

**Q: What does the website have to have in order to be considered a website?**

A: [RULE §1.83\(1\)](#): The library must have a website and a telephone with a published number. There are no details provided with this; however, the Accreditation Task Force that recommended this change agreed that no social media sites (Facebook, Twitter page, etc.) would be acceptable as a library website. If you need more information about best practices for an organization website, contact Henry Stokes, our Library Technology Consultant, at [hstokes@tsl.texas.gov](mailto:hstokes@tsl.texas.gov).

**Q: How do we see our report from last year to compare?**

A: When you log in to the data entry form in Texas LibPAS, you will see last year's amounts in grey, to the right of the data collection box. You can also change the reporting period at the top of the page to "2014," and click on the word "Print" in the top right corner, and print out a copy of last year's report.