



REPORTING ERRORS WORKBOOK

Presented by Stacey Malek

Program Coordinator

Library Development and Networking Division

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What we'll cover

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- Overview of Reporting Errors Workbook
- How do I clear up items or answer any questions?
- How can I use the workbook to plan?

Not really “errors”

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- We call it an “error” report, but really need more information/may need corrections
- Mostly will just need additional information
- Accreditation issues earlier in process, so we have more time to work with you

Why do Reporting Error Workbooks?

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- Minimize time spent with follow up questions

- Audit trail for revisions



- Planning tool for future fiscal years

- Remember: It is NOT personal; it's a program

5 spreadsheets/tabs in workbook

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- ❖ Introduction
- ❖ Reporting errors
- ❖ Appendix
- ❖ Annotations
- ❖ Qryeportdata (for TSLAC use only)

Introduction spreadsheet/tab

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Library Identification	
Annual Report	2013
Library Name	Public Library
City	City
TSLAC ID	0
Preliminary Population (Final May 15, 2013)	14,454
Region	HALS
County	County
Federated Library System (FLS)	N/A
Head Librarian/Director First Name	Library
Head Librarian/Director Last Name	Director
Head Librarian/Director Email	library@hotmail.com
Library Email	library@hotmail.com
Phone	(555) 555-5555

Report Identification Tabs	
Link to Tab	Description
Reporting Errors	Explanations or corrections needed on submitted report.
Annotations	Notes provided by library in annual report.
Appendix	MOE and Local Government Support Calculations
qryreportdata	For Internal use by Texas State Library and Archives.

Rules for Administering the Library Systems Act
http://tinyurl.com/TACAccred

TSLAC Website for Annual Report
http://www.tsl.texas.gov/ld/pubs/arsma/index.html

Texas LibPAS Login
https://tx.countingopinions.com/

Introduction

Reporting Errors spreadsheet/tab

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♦See Appendix tab for explanation

Priority	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	\$132,481
	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 11.5 11.3 >11.3 Required	43 43 2 30
	22	No	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. Collections are a sub-set of Total Operating Expenditures.	3.7 4.1 3.11 4.2	\$18,248 \$13,248 \$132,481 \$132,481
	64	No	The total number of hours the library is open is greater than the number of unduplicated hours. For libraries with branches, the reported unduplicated hours should be equal to or greater than the total number of hours the library is open.	11.4 11.5 11.3 2.1 (# branches) 2.2 (# bookmobiles)	43 43 2 1 0

Introduction **Reporting Errors** Appendix Annotations qryreportdata Sheet1

Filter Mode

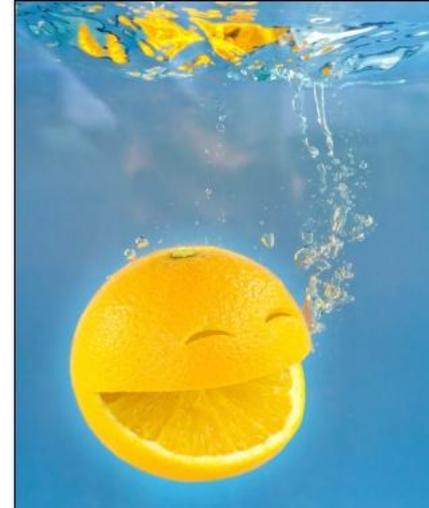
Appendix spreadsheet/tab

Item 01 - Maintenance of Effort, Rule §1.74 The library's MOE is either the Expenditure Average or the Total Per Capita Average, whichever is lower. If the library spent at least \$13.50 per capita and \$125,000 in LFY2013, the library is exempt from MOE. Must have a minimum of \$10,650 in local expenditures.	
2013 Local Operating Expenditures (4.2)	\$132,481
Difference between Required Minimum Expenditure Average (ExpAvg) and Local Operating Expenditures (4.2)	(\$12,344.33)
Difference between Per Capita Expenditures (PCExp) and Minimum Per Capita Average (PCAvg)	(\$1,041,155.8)
Difference between Per Capita Expenditures (PCExp) and Minimum Per Capita Average (PCAvg) reported as Local Operating Expenditures	(\$15,052.62)
Required Per Capita Expenditure: Difference between [2013] 4.2 and \$125,000	\$7,481.00
and difference between \$13.50 x [2013] PopSrvd and Local Operating Expenditures (4.2) reported	(\$62,648.00)
Exemption requirement of at least \$125,000 AND \$13.50 per capita	(\$62,648.00)
Amount needed to meet MOE requirement in (4.2) Local Operating Expenditures	\$ 12,344.33
Item 02 - Minimum Local Government Support, Rule §1.77 At least half of the minimum per capita support in Rule 1.81(A) must come from local government sources. Minimum government support is calculated by dividing minimum per capita support by 2 and multiplying by population. If the library spent at least \$13.50 per capita in LFY2013 and had at least some expenditures from Local Government Sources, the library is exempt from from this criteria.	
2013 Expenditures from local governmental sources reported in 4.3	\$127,481
Required Per Capita Government Support - Required amount in Rule §1.81(A) ÷ 2 x [2013]PopSrvd	\$30,714.75
Difference between expenditures reported in 4.3 and Minimum Government Expenditures	\$96,766.25
Difference between \$13.50 x [2013] PopSrvd and 4.2 reported	(\$62,648.00)
Amount needed to meet Local Government Support Expenditures requirement (4.3)	MET
Introduction Reporting Errors Appendix Annotations qryreportdata Sheet1	

Qryreportdata spreadsheet/tab

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- Makes other tabs work
- Ignore this one!



Clearing items

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- Review the workbook
 - Reporting Errors tab
 - If “Priority” column **Black** or **Gray**, accreditation issue
 - Check annotations
 - Review library’s AR



◆ MOE (Item 01)

- Go to Appendix tab
- Review the Maintenance of Effort, Calculations
- Will show you how much you are short

Item 01 - Maintenance of Effort, Rule §1.74

The library's MOE is either the Expenditure Average or the Total Per Capita Average, whichever is lower. If the library spent at least \$13.50 per capita and \$125,000 in LFY2013, the library is exempt from MOE. Must have a minimum of \$10,650 in local expenditures.

2013 Local Operating Expenditures (4.2)	\$132,481
Difference between Required Minimum Expenditure Average (ExpAvg) and Local Operating Expenditures (4.2)	(\$12,344.33)
Difference between Per Capita Expenditures (PCExp) and Minimum Per Capita Average (PCAvg)	(\$1.04141558)
Difference between Per Capita Expenditures (PCExp) and Minimum Per Capita Average (PCAvg) reported as Local Operating Expenditures	(\$15,052.62)
Required Per Capita Expenditure: Difference between [2013] 4.2 and \$125,000	\$7,481.00
and difference between \$13.50 x [2013] PopSrvd and Local Operating Expenditures (4.2) reported	(\$62,648.00)
Exemption requirement of at least \$125,000 AND \$13.50 per capita	(\$62,648.00)
Amount needed to meet MOE requirement in (4.2) Local Operating Expenditures	\$ 12,344.33

Amending report

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- **Before April 30**
 - Through Texas LibPAS

- **After April 30**
 - Email us



Reporting Errors

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Let's take a closer look



Image courtesy of digitalart/FreeDigitalPhotos.net

http://www.freedigitalphotos.net/images/Other_Metaphors_and_g307-3d_Character_Looking_Through_Binocular_p39224.html

MOE Forecast

Population Assigned and Per Capita Expenditures	
Current year's data used in calculating Maintenance of Effort and Local Government Support	
2013 Local Operating Expenditures reported in 4.2	\$132,481
2013 Population Served Assignment	14,454
2013 Per Capita Expenditures (PCExp) $[2013]4.2 / [2013]PopSrvd$	\$9.16569808
2013 Expenditures from local governmental sources reported in 4.3	\$127,481

Maintenance of Effort, Calculations	
Previous years' data used to derive averages for minimum expenditure requirements.	
Number MOE Years to Average (0,1,2,3+) [Member Year]	3
2010 Local Operating Expenditures (4.2)	\$151,703
2011 Local Operating Expenditures (4.2)	\$142,966
2012 Local Operating Expenditures (4.2)	\$139,807
Required Minimum Expenditure Average (ExpAvg) $([2009] 4.2 + [2010] 4.2 + [2011] 4.2) / [Member Year]$	\$144,825.33333333
2010 Population Served	13,667
2011 Population Served	14,445
2012 Population Served	14,454
Required Minimum Per Capita Average (PCAvg) $([2009] 4.2 + [2010] 4.2 + [2011] 4.2) / ([2009] PopSrvd + [2010] PopSrvd + [2011] PopSrvd)$	\$10.20711366

MOE information from Appendix is shown above.

MOE Forecasting

3 year average

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- You have everything to estimate next year's MOE using Appendix:
 - ▣ 2011 Local Operating Expenditures - \$142,966
 - ▣ 2012 Local Operating Expenditures - \$139,807
 - ▣ 2013 Local Operating Expenditures - \$132,481
 - ▶ Estimate MOE for 2014 \$138,418
(2011 + 2012 + 2013)/3

Additional Resources

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- Texas LibPAS

<https://tx.countingopinions.com>

- Tips and Tools for Annual Report

- Reporting Downloadables

- MOE Calculator

- Weekly unduplicated hours open (with branches)

- Indirect Costs Information

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

Accreditation Task Force

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- The Texas State Library and Archives Commission (TSLAC) and the Texas Library Association (TLA) have created a joint task force to review the TLA Public Library Standards and the TSLAC Minimum Criteria for Accreditation.
- We formed two groups: one to review the Texas Library Association Public Library Standards, and the other to review the TSLAC Minimum Criteria for Accreditation.
 - Information on Task Force, including members, charge, and principles
 - ▶ <https://www.tsl.texas.gov/ldn/atf>
 - Comment page for Texas Public Libraries
 - ▶ <https://www.tsl.texas.gov/atf/rulescomments>
 - Webinar for discussion of proposed changes – March 20
 - ▶ <https://www.tsl.texas.gov/ld/workshops/webinars/index.html>
 - Forum at TLA on Wednesday, April 9 from 5:00-6:30pm



Image courtesy of Stuart Miles/FreeDigitalPhotos.net

http://www.freedigitalphotos.net/images/Other_Business_Conce_q200-Time_For_Feedback_Shows_Opinion_Evaluation_And_Surveys_p146211.html

Questions?

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Contact information

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