Introduction to the 2018 Texas Public Libraries Annual Report

Stacey Malek, LSTA/Accreditation Program Coordinator
Valicia Greenwood, Library Statistics Specialist

Texas State Library and Archives Commission

Library Development and Networking Division
Tuesday, January 29, 2019
WHY REPORT?
ACCREDITATION BENEFITS
BEFORE YOU START
ANNUAL REPORT AND ACCREDITATION
DATA COLLECTION PORTAL
RESOURCES
CONTACT INFORMATION
Advantages

WHY REPORT?
Summer Reading Program Materials
Surveys & Data

Data Catalog

Our Data Catalog puts IMLS data—comprising agency data such as grants administration and data about libraries, museums, and related organizations—at your fingertips so you can dig into it.

Public Libraries Survey (PLS)

Conducted annually since 1988, PLS is your definitive source on the state of public libraries in the United States. Explore the PLS data to find key information on over 9,000 public library systems and 17,000 public library outlets nationwide.
Accreditation in Texas State Library System

Texas Administrative Code

TITLE 13 CULTURAL RESOURCES
PART 1 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
CHAPTER 1 LIBRARY DEVELOPMENT
SUBCHAPTER C MINIMUM STANDARDS FOR ACCREDITATION OF LIBRARIES IN THE STATE LIBRARY SYSTEM

Rules

§1.71 Definition of Population Served
§1.72 Public Library Service
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§1.86 Standards for Accreditation of Libraries Operated by Public School Districts, Institutions of Higher Education, Units of Local, State, or Federal Government, Accredited Non-Public Elementary or Secondary Schools, or Special or Research Libraries

http://tinyurl.com/TACaccreditation
# Texas Public Library Directory


<table>
<thead>
<tr>
<th>System Membership</th>
<th>Organization Type</th>
<th>Account Name</th>
<th>Population Served</th>
<th>County</th>
<th>Mailing Address</th>
<th>Mailing City</th>
<th>Mail Zip Code</th>
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<td>Other</td>
<td>Public Library</td>
<td>Abernathy Public Library</td>
<td>-</td>
<td>Hale</td>
<td>PO Box 310</td>
<td>Abernathy</td>
<td>79331-0310</td>
<td>811 Ave D</td>
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<td>122,225</td>
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<td>3,015</td>
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<td>Alpine Public Library</td>
<td>8,079</td>
<td>Brewster</td>
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<td>Amarillo Public Library</td>
<td>199,382</td>
<td>Potter</td>
<td>PO Box 2171</td>
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<td>79105-2171</td>
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<td>Member</td>
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<td>Chambers County Library System</td>
<td>35,761</td>
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<td>17,760</td>
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<td>110 NW 1st St</td>
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<td>111 E Lowet Bldg A 29 Ste 250</td>
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<td>110 N Lamont St</td>
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<td>4,406</td>
<td>Archer</td>
<td>PO Box 1574</td>
<td>Archer City</td>
<td>76351-1574</td>
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<td>392,772</td>
<td>Tarrant</td>
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<td>76004-3211</td>
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<td>1,426</td>
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<td>Aspermont</td>
<td>79502-9097</td>
<td>516 S Washington Ave</td>
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<td>5,636</td>
<td>Cass</td>
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<td>75551-2509</td>
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<td>Aubrey Area Library</td>
<td>16,953</td>
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<td>Aubrey</td>
<td>76227-6299</td>
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<td>78768-2287</td>
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<td>Westbank Community Library District</td>
<td>29,737</td>
<td>Travis</td>
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<td>Austin-West Lake Hills</td>
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<td>Azle Memorial Library</td>
<td>16,556</td>
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<td>Azle</td>
<td>76020-2803</td>
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<td>Non-Member</td>
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<td>Baird</td>
<td>79504-5305</td>
<td>100 W 4th Ste B1</td>
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<td>Member</td>
<td>Public Library</td>
<td>Balch Springs Library - Learning Center</td>
<td>25,017</td>
<td>Dallas</td>
<td>12450 Elm Rd</td>
<td>Balch Springs</td>
<td>75180-3040</td>
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<td>Carnegie Library of Ballinger</td>
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<td>Runnels</td>
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<td>78063-1569</td>
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</table>
State Profile – IMLS Public Libraries Survey

County Profile – National Association of Counties (NACo) Explorer

https://explorer.naco.org/
Membership in Texas State Library System

ACCREDITATION BENEFITS
Interlibrary Loan through OCLC Navigator

https://www.tsl.texas.gov/landing/ill.html
Competitive Grant Program

Texas Reads Grant

TexTreasures Grant Program

https://www.tsl.texas.gov/landing/libfunds.html

Regional ILS Cooperation Grant

NEW for 2020!

Library Grantsmanship Academy
E-Rate

Federal Communication Commission discount program

Covers Internet, broadband costs

Assistance with application process available

https://www.tsl.texas.gov/ld/tech
TexShare Card Program

https://www.tsl.texas.gov/texshare/card
Other Funding Opportunities

Family Place Libraries
Building Foundations for Early Learning

Library Technology Academy

Youth Services Consultant
Bethany Wilson

Technology Consultant
Cindy Fisher

https://www.tsl.texas.gov/ldn/familyplace

https://www.tsl.texas.gov/ldn/librarytechacademy
Information/data needed

BEFORE YOU START
Legal establishment of library

Who is its governing authority?
City
County
Non-Profit Corporation
Library District
Non-Profit Libraries

Current contract required with each local government that provides library revenue.

Copy kept by TSLAC – Must be kept current!

Tracking government-funded expenditures aides in making case for the library when negotiating the contract.*

*All types of libraries should do this
Local fiscal year

Annual Report is based on local fiscal year.
Not necessarily January through December.
Budget Cycle

Driven by Governing Authority

✓ Assists in planning library management
✓ Assists in planning for accreditation requirements

<table>
<thead>
<tr>
<th>Legal Establishment</th>
<th>Contact</th>
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<tr>
<td>City</td>
<td>City Accounting Staff</td>
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<tr>
<td>County</td>
<td>County Auditor</td>
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<tr>
<td>Non-profit Library District</td>
<td>Board Treasurer</td>
</tr>
</tbody>
</table>
Population Assignment

NOT based on geography.

Assigned by sources of local government funding:

city,

county,

school district.
Annual Report and Accreditation Questions

ANNUAL REPORT
Sections 1 & 2. Facility Information
Contact Information

Contact fields are locked in the online form. Add a note or contact LDN staff to record changes.
Outlets

Number of Branches and Bookmobiles

Renovations, New Construction

Square Footage

Branch contact details reported in Section 12
Section 3. Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS
Actual Expenditures
Local fiscal year 2018

- All sources
  - Local Government
  - Friends of Library
  - Grants
  - Donations, fines, fees
- By source
- By local and non-local sources
- By operating and capital
Staff Expenditures

Salaries/Wages

Benefits

Social Security
Retirement
Medical Insurance
Life Insurance
Disability Income Protection
Unemployment Compensation
Worker’s Compensation
Tuition
Housing Benefits
Collection Expenditures

Print Materials

Electronic Materials

E-books
Audio downloadables
Video downloadables
Databases
E-serials
Any files in digital format
Maps
Reference tools
Scores
Pictures

Other Collection Materials

DVD’s
CD’s
Microforms
New formats

No TexShare
Fees here:
report in Other Operating Expenditures
Other Operating Expenditures

- TexShare Fees
- Office Supplies
- Binding Supplies
- Contracts for Services
- Consultant Fees
- Attorney Fees
- Equipment Repair or Replacement
- Replacement of Furnishings
- Costs for Library Programs (SRP)
- Computer Hardware or Software*

*Computer Hardware or Software: check with local governing authority for capitalization level or local accounting practice.
Library Operating Expenditures

3.9 Total Direct Operating Expenditures

Non-local grant funds

3.8 Other Operating Expenditures

3.7 Collection Material Expenditures

3.3 Staff Expenditures
Non-Local Grant Funds

Federal Funds

Foundation or Corporate Funds

State Funds
New Questions – Section 3

Non-local funding

• Eliminates some confusion.
• Only one entry per subject needed. Questions in Section 3 feed into Section 4. MUST complete Section 3 first!
• Increase reporting accuracy.
• Eliminates calculation errors.
• Allows online form to do more calculations.
Library Operating Expenditures

3.9 Total Direct Operating Expenditures

3.8b Other Operating Expenditures

3.7b Collection Material Expenditures

3.3b Staff Expenditures

Non-local grant funds

Non-local grant funds
3.3a Staff
3.7a Collections
3.8a Other
Local Operating Expenditures

4.1 Local Collection Material Expenditures

4.2 Total Local Operating Expenditures

4.3 Local Government Operating Expenditures
Local Operating Expenditures

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

4.3 Local Government Operating Expenditures
Including Indirect Costs*

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

3.10 Indirect Costs*

4.3 Local Government Operating Expenditures

*Only if needed to meet MOE or Local Government Support criteria
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS
Capital Expenditures*

- Renovations
- Site Acquisition
- New Buildings
- Opening Day Collection
- Library Automation Systems
- New Vehicles
- Computer Hardware*
- One-Time Major Projects
- TSLAC Grants Used For Capital

*Check with local governing authority for capitalization level or local accounting practice.
Section 4. Local Financial Effort
Local Operating Expenditures

4.2 Total Local Operating Expenditures

4.1 Local Collection Material Expenditures

4.3 Local Government Operating Expenditures
Maintenance of Effort

Local Funds used for Library Operating Expenditures

Calculated two ways.

Uses 3-year average.

Exemption amount.

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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Maintenance of Effort

Local Funds used for Library Operating Expenditures

Calculated two ways. Uses 3-year average. Exemption amount.

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<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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\[
\frac{3}{3} = \text{AVERAGE}
\]
## Maintenance of Effort (MOE) calculations for local fiscal year 2018

Library Name: Timpson

<table>
<thead>
<tr>
<th>2018 Preliminary Population Assignment</th>
<th>3,950</th>
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</table>

Library City: Timpson

### 2018 Maintenance of Effort (MOE)

- **Three-year average of local operating expenditures**: $32,787
- **Per capita calculation**: $32,879

The library's maintenance of effort is the lower of either the three year average of the total local operating expenditures or the average of the total per capita local operating expenditures. Libraries must have a minimum of $15,000 in local expenditures (question 4.2) in local fiscal years 2016, 2017 and 2018. (Rule §1.74)

**Minimum Standards for Accreditation - Texas Public Libraries**

For more information:
- Maintenance of Effort Explained!

For more information, visit [https://www.tsl.texas.gov/ld/pubs/arsma/index.html](https://www.tsl.texas.gov/ld/pubs/arsma/index.html)

[These charts are licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License, based on the work of Connecticut State Library at http://libguides.ctstatelibrary.org/dld/stats/chartmakers](https://creativecommons.org/licenses/by-nc-sa/4.0/)
## Per Capita Minimums

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<th>FY2018</th>
<th>FY2019</th>
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<td>$3.77</td>
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<td>5,001 – 10,000</td>
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<td>10,001 – 25,000</td>
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<td>$4.42</td>
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<td>25,001 – 50,000</td>
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<td>50,001 – 100,000</td>
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<td>$9.98</td>
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<td>500,001 or more</td>
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## Per Capita Minimums

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<tr>
<th>Library Population Assignment</th>
<th>FY2018</th>
<th>FY2019</th>
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<tr>
<td>5,000 or less</td>
<td>$3.77</td>
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<tr>
<td>5,001 – 10,000</td>
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<tr>
<td>500,001 or more</td>
<td>$13.89</td>
<td>$13.96</td>
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Local Government Support

Half of annual local operating expenditures per capita

Exemption amount: $17.50 per capita
### Minimum Local Expenditures

<table>
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<tr>
<th>Population below 5,000</th>
<th>FY 2018</th>
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<td>Per Capita Expenditures</td>
<td>$3.77</td>
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<td>Minimum Expenditures</td>
<td>$15,000</td>
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<td>Local Government Support</td>
<td>$7,500</td>
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Section 5. Revenue
Revenue Received
Local fiscal year 2018

- All sources
  - Local Government (Appropriated)
  - Friends of Library
  - Grants
  - Donations, fines, fees

- By source
- By local and non-local sources
- By operating and capital
Report expenditures as they occur.

Report revenues when received, whether or not expended (used).
# Funding Used for Operating Expenditures

<table>
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<th>Funds (Revenue) From:</th>
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<td>County</td>
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<tr>
<td>School District</td>
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<tr>
<td>State Funding (Grants)</td>
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<tr>
<td>Include Family Place</td>
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<tr>
<td>Federal Funding (Grants)</td>
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<tr>
<td>Include TSLAC Grants, ILL Reimbursement</td>
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<td>Foundation/Corporate Funding (Grants)</td>
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<td>Report Source in the Note Box.</td>
<td></td>
</tr>
<tr>
<td>Other Local Sources</td>
<td>5.8</td>
</tr>
<tr>
<td>Fines, Fees, Donations, Memorials, etc.</td>
<td></td>
</tr>
</tbody>
</table>
## Funding Used for Capital Expenditures

<table>
<thead>
<tr>
<th>Funds (Revenue) From</th>
<th>Report In Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>5.10</td>
</tr>
<tr>
<td>County</td>
<td>5.11</td>
</tr>
<tr>
<td>School District</td>
<td>5.12</td>
</tr>
<tr>
<td>State Funding (Grants)</td>
<td>5.13</td>
</tr>
<tr>
<td>Federal Funding (Grants)</td>
<td>5.14</td>
</tr>
<tr>
<td>Include TSLAC Grants Used For Capital</td>
<td></td>
</tr>
<tr>
<td>Foundation/Corporate Funding (Grants)</td>
<td>5.15</td>
</tr>
<tr>
<td>Report Source in the Note Box</td>
<td></td>
</tr>
<tr>
<td>Other Local Sources</td>
<td>5.16</td>
</tr>
<tr>
<td>Fines, Fees, Donations, Memorials, etc.</td>
<td></td>
</tr>
</tbody>
</table>
Outside Revenue

5.18 – 5.19 Revenue sources *outside* home county (legal service area)

**Skip question 5.18 if all revenue came from local sources.**
5.5 State Revenue – Operating Expenditures

Report Family Place funding from Texas State Library
Do not include any other TSLAC funding in this question.
Federal Revenue

5.6 Federal Operating Revenue
5.14 Federal Capital Revenue

**Report** all funds from the Texas State Library (TSLAC)

- Texas Reads Grants
- Impact Grants
- Special Project Grants
- TexTreasures Grants

**Do not** include E-rate reimbursements.
Section 6. Collection
Collection Accreditation Criteria

Minimum number of items in collection.

1% of collection published within last five years.

Electronically searchable catalog.
Physical materials
  Books in print
  Audio materials
  Video materials

Digital materials
  (include consortium totals)
  E-books
  Audio downloads
  Video downloads

New in 2018: Item counts only; no title counts
INCLUDE IN ANNUAL REPORT?

Is user authentication required?

YES
If a library card number is required for use, include in the Annual Report.

NO
If the item is in the public domain (LibriVox, Project Gutenberg), **do not include** in the Annual Report.
INCLUDE IN COLLECTION COUNTS?
Section 6

What is the ownership or payment model?

Pay-Per-Unit
Count all units to which patrons have access whether local- or consortium-acquired. eBooks (6.7), Audio (6.8) or Video (6.9) downloadable such as OverDrive or 3M.

Pay-Per-Use
Count only circulated items for eBooks (6.7), Audio (6.8) or Video (6.9) downloadable such as Hoopla, whether acquired locally or cooperatively.

If no loan period
Do count as an Electronic Collection/Database; whether Locally (6.10) or Cooperatively Acquired (6.12)
INCLUDE IN CIRCULATION?
Section 7

Is there a loan period?

YES
Count as Circulation: Children’s Electronic Circulation (7.5) and All Other Electronic Circulation (7.7); (3M, Hoopla, OverDrive)

NO
Do not include any circulation information
Electronic Collections

6.10 Local Electronic Collections/Databases

6.11 TexShare/TexSelect

6.12 Consortium agreements
Section 7. Services
Long-Range Plan

Updated every five years,

Board approved,

Includes collection development element,

Includes technology element.
Reference transactions

Do not count directional questions
Count computer-assisted instruction

Library visits

Physical visit to building
Gate count one way

Registered Library Users

Purge files every 3 years
Circulation

Include only your library’s patrons

Count:
- Physical Items
- Digital Items

Separate:

Children | Age 11 years and younger
All Other Ages | Age 12 years and older
Programming/Attendance

Report number of events
Report all in attendance, regardless of age

Target age range

<table>
<thead>
<tr>
<th>Group</th>
<th>Age Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>Age 11 years and younger</td>
</tr>
<tr>
<td>Young Adult</td>
<td>Age 12 through 18 years</td>
</tr>
<tr>
<td>Adults</td>
<td>Age 19 years and older</td>
</tr>
</tbody>
</table>

https://tinyurl.com/TXARPrograms
Section 8. Library Staffing
Accreditation Qualifications

Professional librarians (MLS) in libraries serving more than 25,000 assigned population.

Number of hours employed per week based on population.

Continuing Education requirement:

10 hours/year.
Sources for Continuing Education

https://www.tsl.texas.gov/ld/workshops/index.html
Library Staff

Employed staff or staff who have employment contracts.

Count all hours worked during a normal week for:

- Librarians with MLS
- Librarians without MLS
- All other employed staff

Count all hours worked by all volunteers in the library.
Accreditation:
Copiers and Computers

Photocopier and internet-access computer available for use by staff.

Printing/copying capability and internet-access computer available to public.
Sections 9 and 10

RESOURCE SHARING TECHNOLOGY
Resource Sharing

Offer Statewide Interlibrary Loan (ILL) in order to maintain accreditation.

Count materials between independent library administrations.
Electronic Services

Number of Internet Computers available to patrons

Report usage of those computers.

Wi-Fi Sessions/Wireless Internet Access

Capture information through the library’s router.

Website Visits

Do not include visits to catalog or phone app.
Edge Assessment

National coalition of libraries, local government and non-profits.
Provides tool which aligns technology to community priorities.

http://www.libraryedge.org/

Guides libraries to set goals for digital inclusion
TSLAC goal: 100% Texas Public Library participation

Before March 4, contact Technology Consultant Cindy Fisher
cfisher@tsl.texas.gov; 512-463-4855
Section 11. Library Hours
Hours Open

Annual Service Hours of all hours open to public.

Do not include:

- Holidays
- Staff development days
- Weather days
- Natural disasters
- Closed for construction/repairs
Unduplicated Hours

Count number of hours any library facility is open in a regular week.

### Weekly Total Hours Calculator - COMPOSITE NUMBER OF HOURS

<table>
<thead>
<tr>
<th>TIME</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 8:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 - 9:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 - 10:00 a.m.</td>
<td>0.50</td>
<td>1.00</td>
<td>0.50</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>10:00 - 11:00 a.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>11:00 - 12:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>12:00 - 1:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>1:00 - 2:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>2:00 - 3:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.50</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>3:00 - 4:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>4:00 - 5:00 p.m.</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 - 6:00 p.m.</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 - 7:00 p.m.</td>
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<td>1.00</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 - 8:00 p.m.</td>
<td></td>
<td>1.00</td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 - 9:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 - 10:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DAILY TOTALS**: 0.00 7.50 12.00 7.50 12.00 5.50 5.50 50.00 <= WEEKLY TOTAL

---

Key:
- Only Main open
- Only branches open
- Both open
Annual Weeks Open

Count all weeks the library was open during the local fiscal year.

Any week the library was open more than half its scheduled hours is counted as a full week.
Application for Accreditation

ACCREDITATION IN STATE LIBRARY SYSTEM
APPLICATION
Local Fiscal Year 2018

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2019.

LIBRARY NAME ____________________________ CITY ____________________________

The below signed certify, to the best of my knowledge, that this report is complete and accurate for local fiscal year 2018.

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

SIGNATURE of (Check one) □ Mayor □ County Judge □ City Manager □ School Superintendent □ District Board Chair

Printed Name ____________________________

Signatures of city secretaries or county clerks, will not be accepted.
13 T.A.C. §1.85
Annual Report Due Date

“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…”

Target►►►MARCH 31, 2019
Online demonstration

DATA COLLECTION PORTAL
Online Data Collection

https://tx.countingopinions.com/

Welcome to the Texas State Library and Archives Commission
Texas LibPAS Portal

Please login here to enter data.

Login

Username: txsl
Password: ******

Password reminder  Login
Welcome ABERNATHY PUBLIC LIBRARY

Click on the "Enter" button to access the online data collection form for your library.

Home Page

Click for a blank copy of the 2018 Texas Public Libraries Annual Report Worksheet

Click for a blank Application for Accreditation form

Click to download a copy of the 2018 Population & MOE Planning Tool (.xlsx)

NEW!

Maintenance of Effort (MOE) Explained - demonstration of how and why MOE is calculated

Financial Reporting - information on completing Sections 3, 4 & 5

For additional information, read the Frequently Asked Questions, or visit the Texas Public Libraries Annual Report webpage, https://www.tsl.texas.gov/ld/pubs/arsma/index.html

This site uses Pop-up windows which may be disabled in your browser. Turn off the pop-up blocker for this URL address to open these documents.
Form features

- ✔ Home
- ✔ Print
- ✔ Period
- ✔ Submit Form
### Contact Information Form

**SECTION 1: LIBRARY INFORMATION - CENTRAL/ADMINISTRATIVE LIBRARY**

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is more...  

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Library Name</td>
<td>Abernathy Public Library</td>
</tr>
<tr>
<td>1.2 County</td>
<td>Hale</td>
</tr>
<tr>
<td>1.3 Local Fiscal Year Start</td>
<td>10/1/2017</td>
</tr>
<tr>
<td>1.4 Local Fiscal Year End</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>1.5 Mailing Address</td>
<td>PO Box 310</td>
</tr>
<tr>
<td>1.6 Mailing City</td>
<td>Abernathy</td>
</tr>
<tr>
<td>1.7 Mailing ZIP Code</td>
<td>79311</td>
</tr>
<tr>
<td>1.8 Mailing ZIP+4 Extension</td>
<td>0310</td>
</tr>
<tr>
<td>1.9 Street Address</td>
<td>811 Ave D</td>
</tr>
<tr>
<td>1.10 Street City</td>
<td>Abernathy</td>
</tr>
<tr>
<td>1.11 Street ZIP Code</td>
<td>79311</td>
</tr>
<tr>
<td>1.12 Street ZIP+4 Extension</td>
<td>3400</td>
</tr>
</tbody>
</table>

**1.13 Published Telephone Number?**

- [ ] Yes
- [x] No
- [ ] Yes

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.14 Phone</td>
<td>(806) 298-2546</td>
</tr>
<tr>
<td>1.15 Telefax</td>
<td>(806) 298-2968</td>
</tr>
<tr>
<td>1.16 Library Director/Head Librarian First Name</td>
<td>Jessica</td>
</tr>
<tr>
<td>1.17 Library Director/Head Librarian Last Name</td>
<td>Stone</td>
</tr>
<tr>
<td>1.18 Admin Email</td>
<td><a href="mailto:lib@cityofabernathy.org">lib@cityofabernathy.org</a></td>
</tr>
<tr>
<td>1.19 Library Email</td>
<td><a href="mailto:lib@cityofabernathy.org">lib@cityofabernathy.org</a></td>
</tr>
</tbody>
</table>

**1.20 Library website?**

- [ ] Yes
- [x] No
- [ ] Yes

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.21 Web Address</td>
<td><a href="http://abernathy.ploud.net">http://abernathy.ploud.net</a></td>
</tr>
</tbody>
</table>
Definitions and Annotations

Definitions

Annotations

Include all operating expenditures from the library budget, microform, electronic, and other formats considered part purchased, leased, or licensed. Exclude charges or fees for expenditures for document delivery.

3.4 Print Materials Expenditures

Indicator Notes

This is often useful for recording details about interpretation of the definition in local terms. Examples: who to contact for information, a translation of the text, etc.

<table>
<thead>
<tr>
<th>Questions (indicator)</th>
<th>Print Materials Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.</td>
</tr>
</tbody>
</table>
Form Symbols

Green Check Mark = Edit Check

Annotation (Note) box
Edit Checks

**Edit check**

Current Value: 0

**EDIT CHECK:**
BOOKS IN PRINT ITEMS in 6.2 should not be less than BOOKS IN PRINT TITLES in 6.1

To Accept this value, please provide/select an explanatory Note, otherwise select Cancel to update the value.

**Notes**

[Blank Note Field]
The value that triggered the edit check **MUST be re-entered**, once the annotation form closes.
<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 3rd – April 30th</strong> <strong>Texas Public Libraries Annual Report</strong> submission window</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-January – Early March <strong>Competitive Grant</strong> application window</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E-rate</strong> initial application window</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>April - May</strong> <strong>Family Place</strong> Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mid-April -- <strong>ILL Reimb</strong></td>
</tr>
<tr>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
</tr>
<tr>
<td><strong>April - May</strong> <strong>Family Place</strong> Training</td>
<td></td>
<td></td>
<td>August 31st</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>End of State Fiscal Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid-April – Mid-July <strong>ILL Reimbursement</strong> application window</td>
<td>Early Aug – Early Sept <strong>TexShare Card</strong> Survey</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Summer Reading Program</strong> Survey</td>
</tr>
<tr>
<td>September</td>
<td>October</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>September 1st Start of State Fiscal Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Mid-October – Mid-November</strong> <strong>Summer Reading Program</strong> Order Form Open</td>
<td>Early November – Mid-December <strong>Family Place Libraries</strong> application window</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>October - November</strong> <strong>Family Place</strong> Training</td>
<td><strong>TexShare Annual Report</strong></td>
<td></td>
</tr>
</tbody>
</table>
Resources

Texas State Library Annual Report Webpage
https://www.tsl.texas.gov/landing/statistics.html

Texas LibPAS – Data Collection Portal
https://tx.countingopinions.com/

Interlibrary Loan (ILL)
https://www.tsl.texas.gov/landing/ill.html

Grant Program Information
https://www.tsl.texas.gov/landing/libfunds.html

TexShare Information
https://www.tsl.texas.gov/texshare/index.html

Continuing Education & Consulting
https://www.tsl.texas.gov/ld/workshops/index.html

Technology & E-Rate
https://www.tsl.texas.gov/ld/tech

Institute of Museum and Library Services, Surveys & Data
https://www.imls.gov/research-tools/data-collection
Photo Sources

https://www.flickr.com
https://gratisography
https://pixabay.com
https://www.pexels.com
https://unsplash.com/
TSLAC Archives
TSLAC NAGARA Photos
## Contact Us!

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Grants</td>
<td>Erica McCormick, Grants Administrator</td>
<td><a href="mailto:emccormick@tsl.texas.gov">emccormick@tsl.texas.gov</a></td>
<td>512-463-5527</td>
</tr>
<tr>
<td>Interlibrary Loan (ILL)</td>
<td>Sara Hayes, ILL Coordinator</td>
<td><a href="mailto:shayes@tsl.texas.gov">shayes@tsl.texas.gov</a></td>
<td>512-463-5406</td>
</tr>
<tr>
<td>Technology and E-Rate</td>
<td>Henry Stokes, Library Technology Consultant</td>
<td><a href="mailto:hstokes@tsl.texas.gov">hstokes@tsl.texas.gov</a></td>
<td>512-463-6624</td>
</tr>
<tr>
<td></td>
<td>Cindy Fisher, Library Technology Consultant</td>
<td><a href="mailto:cfisher@tsl.texas.gov">cfisher@tsl.texas.gov</a></td>
<td>512-463-4855</td>
</tr>
<tr>
<td>TexShare</td>
<td>Danielle Plumer, Statewide Resource Sharing Coordinator</td>
<td><a href="mailto:dplumer@tsl.texas.gov">dplumer@tsl.texas.gov</a></td>
<td>512-463-5433</td>
</tr>
<tr>
<td>Youth Services</td>
<td>Bethany Wilson, Youth Services Consultant</td>
<td><a href="mailto:bwilson@tsl.texas.gov">bwilson@tsl.texas.gov</a></td>
<td>512-463-4856</td>
</tr>
</tbody>
</table>
Contact Us!

Library Development & Networking
ld_services@tsl.texas.gov, 800-252-9386

Accreditation & Statistics
Stacey Malek, Program Coordinator
smalek@tsl.texas.gov, 512-463-5532
Valicia Greenwood, Library Statistics Specialist
vgreenwood@tsl.texas.gov, 512-463-5466