



# ANNUAL REPORT FOR LOCAL FISCAL YEAR 2015

This report is due to the Texas State Library and Archives Commission by **April 30, 2016**. We strongly urge libraries to report no later than **March 31, 2016**, to provide time to make any necessary revisions.

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 this survey is completed.

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" in the Notes field 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, and add an explanation in the Notes field. If you need to estimate, please use a standard methodology for doing so. If you have questions, please contact LDN staff.

All questions relate to the library's local fiscal year 2015: the year that ended in calendar year 2015 and included January 1, 2015. If there was a change in the fiscal year, please contact LDN staff to update that information. All information must be entered into LibPAS, the online data collection portal at <https://tx.countingopinions.com>.

**Texas State Library - Library Development & Networking (LDN) Contacts**  
 Valicia Greenwood ([vgreenwood@tsl.texas.gov](mailto:vgreenwood@tsl.texas.gov))  
 Stacey Malek ([smalek@tsl.texas.gov](mailto:smalek@tsl.texas.gov)),  
 512/463-5465, or toll free in Texas 800/252-9386.

## 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 1.21 have been prefilled and locked. You will not be able to change the data. Please contact LDN staff if changes need to be made to these questions.

|                  |  |  |              |              |
|------------------|--|--|--------------|--------------|
| 1.1 Library Name |  |  |              |              |
| 1.2 County       | Local fiscal year covered by this report |  |              |              |
|                  | 1.3<br>Began                             |  | 1.4<br>Ended |              |
|                  | mo/day/year                              |  | mo/day/year  |              |
| Mailing Address  | 1.5 Street or PO Box                     |  | 1.6 City     | 1.7 zip code |
|                  |  |  |              | 1.8<br>zip+4 |

|  |                          |                            |                          |            |
|--|--------------------------|----------------------------|--------------------------|------------|
| Street Address<br>if different   |                          |                            |                          |            |
|  | 1.9 Street or PO Box     | 1.10 City                  | 1.11 zip code            | 1.12 zip+4 |
| ⌘ 1.13 Does the library have a <b>published telephone number?</b><br>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83  |                          |                            | Yes                      | No         |
| 1.14 Phone number  |                          | 1.15 Telefax               |                          |            |
|  | area code / phone number |                            | area code / phone number |            |
| Head Librarian/<br>Library Director<br>if position is vacant, contact LDN staff  |                          |                            |                          |            |
|  | 1.16 First name          | 1.17 Last name             |                          |            |
| 1.18 Administrator's email address   |                          | 1.19 Library email address |                          |            |
| ⌘ 1.20 Does the library have a <b>website?</b>   |                          |                            | 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 LDN staff.<br>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83 |                          |                            |                          |            |
| 1.21 Internet/ Web Address   |                          |                            |                          |            |
| 1.22 Is the information provided in 1.1 through 1.21 <b>correct?</b><br>Please contact LDN staff if changes need to be made to these questions.  |                          |                            | Yes                      | No         |

|  |                    |                          |                |                 |
|--|--------------------|--------------------------|----------------|-----------------|
| Contact Person:<br>person completing this report |                    |                          |                |                 |
|  | 1.23 First name    |                          | 1.24 Last name |                 |
|  | 1.25 Contact email |                          |                |                 |
| Board Chair                                      |                    | Friends' Group President |                |                 |
|  | 1.26 First name    |                          | 1.27 Last name | 1.28 First name |

**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 the library's local fiscal year, it should not be included on this report.

|  |                            |  |  |                       |  |
|--|----------------------------|--|--|-----------------------|--|
| <b>2.1 Branch Libraries</b>  | Number of branch libraries |  | <b>2.2 Bookmobiles</b>   | Number of bookmobiles |  |
| Definition: Administered from a central unit, branch libraries are auxiliary units that have at least all of the following:  |                            |  | Definition: A bookmobile is a traveling branch library and has at least all of the following:  |                       |  |
| <ul style="list-style-type: none"> <li>◆ separate quarters,</li> <li>◆ an organized collection of library materials,</li> <li>◆ paid staff</li> <li>◆ a regular schedule for being open to the public</li> </ul> |                            |  | <ul style="list-style-type: none"> <li>◆ a truck or van that carries an organized collection of library materials,</li> <li>◆ paid staff</li> <li>◆ regularly scheduled hours bookmobile stops for being open to the public</li> </ul> |                       |  |

|   |             |    |
|---|-------------|----|
| <b>2.3 Renovations, expansion, new construction</b>   | Yes         | No |
| Has the main library building or any branch library been renovated or expanded, or had new construction completed within the period covered by this report? Report structural changes only.   |             |    |
| <b>2.4 Square footage of the main library</b>   | 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. |             |    |

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| <b>SECTION 3: EXPENDITURES</b>  |     |    |
| <b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS</b>   |     |    |
| <p>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.</p> <ul style="list-style-type: none"> <li>◆ Do not report the value of free or donated items as expenditures.</li> <li>◆ Do not report estimated costs.</li> <li>◆ Report only those grant awards directly spent by this library. Do not report grant funds spent for this library by another entity.</li> <li>◆ Significant costs of ordinary operating expenditures, especially benefits and salaries, that are paid by other taxing agencies or government agencies with the authority to levy taxes on behalf of the library may be included if the information is available.</li> <li>◆ Any operating expenditure not covered by Staff and Collection Expenditures should be reported in question <b>3.8, Other Operating Expenditures</b>.</li> </ul> <p>These expenditures are from all sources of revenue, including federal, state, Friends group revenue to the library, and foundation monies. The information reported in Expenditures may differ from the information reported in Library Revenue by Source.</p> |     |    |
| <b>Library Operating Expenditures</b>   |     |    |
| 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.  |     |    |
| <b>Staff Expenditures</b>   |     |    |
| <b>REPORT <u>ACTUAL</u> EXPENDITURES, NOT BUDGETED AMOUNTS</b>  |     |    |
| 3.0 Did the library expend any funds from sources outside the library's home county such as Tocker Foundation, Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources?  | Yes | No |
| If <b>Yes</b> , please include those expenditures in Section 3, but do not include them in Section 4.<br>If <b>No</b> , please include all expenditures from Section 3 in Section 4.  |     |    |

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| <p><b>3.1 Salaries and Wage Expenditures</b></p> <p>This amount should be the salaries and wages for <b>all</b> 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. <b>Do not</b> report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.</p>                                   |  |  |
| <p><b>3.2 Employee Benefits Expenditures</b></p> <p>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.</p> |  |  |
| <p><b>3.3 Total Staff Expenditures</b><br/>Sum of 3.1, 3.2</p>   |  |  |

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| <b>Collection Expenditures</b>  |  |  |
| <b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS</b>   |  |  |
| <p><b>3.4 Print Materials Expenditures</b></p> <p>Books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.</p>   |  |  |
| <p><b>3.5 Electronic Materials Expenditures</b></p> <p>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 computer software, CD, 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.<br/>▶▶▶ 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 <b>3.8, Other Operating Expenditures</b>.</p> |  |  |
| <p><b>3.6 Other Materials Expenditures</b></p> <p>Report all operating expenditures for other materials, such as microforms, audio and video physical units, DVD, and materials in new formats.</p>   |  |  |
| <p><b>3.7 Total Library Collection Expenditures</b><br/>Sum of 3.4, 3.5, 3.6</p>  |  |  |
| <p>All expenditures for collection materials, regardless of the source of those funds, should be included in question <b>3.7</b>. Any funds expended from <u>local sources only</u> (within the library's home county), are reported in question <b>4.1</b>.</p>  |  |  |
| <p><b>3.8 Other Operating Expenditures</b></p> <p>This includes all expenditures other than those reported for Total Staff Expenditures Question <b>3.3</b> and Total Collection Expenditures Question <b>3.7</b>. 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.</p>   |  |  |
| <p><b>3.9 Total Direct Library Operating Expenditures</b><br/>Sum of 3.3, 3.7, 3.8</p>  |  |  |

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| <p><b>3.10 Indirect Costs - Optional</b> - must submit documentation if claimed</p>   |  |
| <p>This should only be reported when a library has failed to meet the <b>Maintenance Of Effort</b> 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.</p> <p>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. If you are claiming indirect expenditures and are uncertain whether an expenditure may be claimed, please contact LDN staff. <b>Do not include capital expenditures.</b></p> |  |
| <p><b>3.11 Total Library Operating Expenditures</b></p> <p style="text-align: right;">Sum of 3.9, 3.10</p>  |  |
| <p>NOTE: <u>All</u> library operating expenditures, regardless of the source of those funds, should be included in question <b>3.11</b>. Any funds expended from <u>local sources only</u> (within the library's home county), are reported in question <b>4.2</b>.</p>   |  |

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| <p><b>3.12 Capital Expenditures</b></p>  |  |
| <p>This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital Revenue part of Section 5.</p>  |  |
| <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.</p> <p>These 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.</p> <p>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.</p> <p>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.</p> |  |
| <p><b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.</b></p>   |  |

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| <p><b>SECTION 4: LOCAL FINANCIAL EFFORT</b></p>  |  |
| <p>This section contains questions which will help determine whether the library meets the minimum accreditation criteria. <b>Local Operating Expenditures</b>, question <b>4.2</b>, is used in determining whether a library has met the Maintenance of Effort MOE criteria.</p> <p>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.74</p>  |  |
| <p><b>REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.</b></p>   |  |
| <p>⌘ <b>4.1 Local expenditures on collections</b></p>  |  |
| <p>Of the amount shown in Total Collection Expenditures, reported in question <b>3.7</b>, how much was expended from local funds?</p> <ul style="list-style-type: none"> <li>▪ Report the total amount spent for library materials from local funds only. That is, that part of the amount in question <b>3.7</b>, Total Collection Expenditures, 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.</li> <li>▪ Do not include materials expenditures from non-local grant sources such as Tocker Foundation, Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county.</li> </ul> <p>This amount is <b>included</b> in the amount reported in question <b>4.2</b>, Local Funds Expenditures.</p> |  |

**⌘ 4.2 Local funds used for library operating expenditures**

Of the amount shown in Total Operating Expenditures, reported in 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 reported in question **3.11**, Total Operating Expenditures that was paid for with city, library district, county, school district, **and** other local revenue sources, reported in question **5.4** and **5.10**. This amount may be the same as reported in question **3.11**, Total Operating Expenditures.
- ◆ Do **not** include expenditures from non-local grant sources such as Tocker Foundation, Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county.
- ◆ Include any expenditures reported in question **4.1**, Local expenditures on collections. Include all expenditures reported in question **4.3**, Local government operating expenditures.
- ◆ Include documented **Indirect Costs**, question **3.10** only when necessary to meet the average of expenditures for the Maintenance of Effort requirement.

**⌘ 4.3 Local government funds in library operating expenditures**

Of the amount reported in question **3.11**, Total Operating Expenditures, how much was expended from local government revenue, reported in question **5.4**?

- ◆ Report the amount of funds spent for total operating purposes from local government funds only. That is, that part of the amount reported in question 3.11, Total Operating Expenditures, that was paid for with city, library district, county, or school district revenue sources.
- ◆ Do not include expenditures from non-local grant sources such as Tocker Foundation, Dollar General, Hancher Foundation, Texas Book Festival, NEA, or similar sources outside of the library's home county.
- ◆ Do not include expenditures from other local sources reported in question 5.10, such as donations, fines, fees, Friends group funds, memorials or similar sources.
- ◆ Include documented Indirect Costs, reported in question 3.10, only when necessary to meet the average of expenditures for the Maintenance of Effort (MOE) requirement.

This amount should be **included** in the amount reported in question **4.2**, Local Funds Expenditures.

**SECTION 5: REVENUE****Library Revenue by Source**

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 this library by another 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.

**Revenue Used for Library Operating Expenditures**

Report revenue received by the library used for the current and recurrent costs of operation, including grants. Report by source of revenue.

Do not include revenue for major improvements such as, construction, renovation, endowment fund deposits, other extraordinary items. Do not report revenue unavailable for use by the library such as fines or funds unspent from previous fiscal years.

|  |                      |
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| <b>Local Government Revenue – Operating</b>  |                      |
| 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 for operating costs. <b>Do not</b> include the value of any contributed, indirect, in-kind services, or the value of any gifts and donations, fines, fees, or grants.   |                      |
| 5.1 City, <b>Cities</b> , or <b>Library District Revenue</b> used for operating expenditures. Include revenue from other cities, as reported in 5.22 & 5.23.   | <input type="text"/> |
| 5.2 County or <b>Counties Revenue</b> used for operating expenditures. Include revenue from other counties, as reported in 5.22 & 5.23.  | <input type="text"/> |
| 5.3 School <b>District Revenue</b> used for operating expenditures.  | <input type="text"/> |
| <b>5.4 Local Government Operating Revenue</b><br>Sum of 5.1, 5.2, 5.3  |                      |
| This amount should not be less than the amount reported in question <b>4.3</b> , local government operating expenditures.  |                      |
| <b>5.5 Other state revenue</b>   | <input type="text"/> |
| Record the source of funds in the Notes Section. All revenue from funds collected by the State and distributed directly to this library for expenditure by the library for operating costs.<br><b>Do not include competitive grants from the Texas State Library (TSLAC), ILL reimbursement or Edge program funds.</b>   |                      |
| <b>5.6 Federal Library Services &amp; Technology Act revenue (LSTA)</b>  | <input type="text"/> |
| Record the source of funds in the Notes Section. Include all revenue from a federal LSTA grant distributed directly to this library for expenditure by the library, received <b>directly</b> from the Institute for Museum and Library Services (IMLS).<br><b>Do not include competitive grants from the Texas State Library (TSLAC), ILL reimbursement or Edge program funds.</b>   |                      |
| <b>5.7 Other Federal revenue</b>   | <input type="text"/> |
| Record the source of funds in the Notes Section. All other revenue from the federal government other than that reported in Question 5.6, distributed directly to this library for expenditure by the library for operating costs, including such federal monies distributed by the State.<br><b>Do not include any E-rate reimbursements.</b>  |                      |
| <b>5.8 Federal Operating Revenue</b><br>Sum of 5.6, 5.7  |                      |
| <b>5.9 Foundation and corporate grant revenue</b>  | <input type="text"/> |
| Record the source of funds in the Notes section. Include cash grants from private foundations or corporations used for the purpose of library operating costs by the public library.   |                      |
| <b>5.10 Other Local Sources of Revenue</b>   | <input type="text"/> |
| Report all revenue other than that reported in any of the other revenue categories used for operating costs, such as interest, fines, donations from individuals or Friends groups. Include monetary gifts and donations from individuals. <b>Do not</b> 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. |                      |

|   |  |
|---|--|
| <b>5.11 Other Operating Revenue Subtotal</b><br>Sum of 5.9, 5.10                                |  |
| <b>5.12 Total Revenue Used for Library Operating Expenditures</b><br>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, such as 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.

5.13 **City, Cities, or Library District Revenue** used for major capital expenditures include revenue from other cities, reported in 5.22 & 5.23

5.14 **County or Counties Revenue** used for major capital expenditures include revenue from other counties, reported in 5.22 & 5.23

5.15 **School District Revenue** used for major capital expenditures

5.16 **Other state revenue** used for major capital expenditures

Record the source of funds in the Notes Section. Report all revenue from funds collected by the State and distributed directly to this library for expenditure by the library

**Do not include competitive grants from the Texas State Library (TSLAC), ILL reimbursement or Edge program funds.**

5.17 **Federal Library Services & Technology Act revenue (LSTA)** funds used for major capital expenditures

Record the name of the LSTA program in the Notes Section. Report all revenue from a federal LSTA grant distributed directly to this library for expenditure by the library, received directly from the Institute for Museum and Library Services agency.

**Do not include competitive grants from the Texas State Library (TSLAC), ILL reimbursement or Edge program funds.**

5.18 **Other Federal revenue** used for major capital expenditures

Record the source of funds in the Notes Section. Report all other revenue from the federal government other than that reported in Question 5.17, distributed directly to this library for expenditure by the library, including such federal monies distributed by the State. **Do not include any E-rate reimbursements.**

5.19 **Foundation and corporate grant revenue** used for major capital expenditures

Record the source of funds in the Notes section. Report 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.

5.20 **Other Local Sources of Revenue** used for major capital expenditures

Report all revenue received from entities within the library's home county, other than that reported in any of the other revenue categories used for major capital expenditures. Include interest, fines, and 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.

**5.21 Total Revenue Used for Library Capital Expenditures**

Sum of 5.13 through 5.20

**Government Revenue Sources Outside Local City or County**

Skip this section if the library did not receive funds from a city or county outside of the one in which the library is located. If funds were received from government entities outside of the local area, then 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, questions **5.1, 5.2, 5.13, 5.14.**

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.

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".

⌘ **6.0 Library Catalog**

|     |    |
|-----|----|
| 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?

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83

**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, such as 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's, audio reels, talking books, and other sound recordings stored in a fixed, physical format. Items packaged together as a unit, such as two audiocassettes for one recorded book, and checked out as a unit are counted as one physical item.

**Do not include downloadable electronic audio files.**

**6.5 Audio Materials — Downloadable Units**

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 including titles available through a consortium.. Include both cataloged and un-cataloged titles.

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 (VHS), DVD and CD. Items packaged together as a unit, such as two video cassettes or DVDs for one movie and checked out as a unit are counted as one physical item.

**Do not include downloadable electronic video files.**

## 6.8 Video Materials — Downloadable Units

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, including titles available through a consortium. Include both cataloged and un-cataloged titles.

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”.

## 6.9 Electronic Books (E-Books)

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, such as 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, including titles available through a consortium. Exclude public domain or un-copyrighted e-books that have unlimited access, such as Project Gutenberg.

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”.

|  |  |     |    |
|--|--|-----|----|
| <b>Databases</b>   |  |     |    |
| <p>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.</p> <p>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.</p> <p>The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet.</p> |  |     |    |
| <p>Each database is counted individually even if access to several databases is supported through the same vendor interface such as ProQuest or OCLC FirstSearch. Subscriptions to individual electronic serial titles are reported in <b>6.17</b>, Current Electronic Serial Subscriptions.</p>   |  |     |    |
| <p><b>6.10 Local Licensed Databases</b></p> <p>Databases made available through purchase by the library.</p>   | <input type="text"/>   |     |    |
| <p><b>6.11 State Library Licensed Databases</b></p> <p>Libraries that were a <b>TexShare</b> member in 2015, and purchased the databases, should report the number of TexShare databases available to their patrons The number to report for Question <b>6.11</b> is <b>62</b>. Libraries that chose to purchase one or more <b>TexSelect</b> databases would have up to <b>35</b> additional options to report in <b>6.11</b>.</p> <p>Specify which <b>TexSelect</b> databases were purchased in the Notes Section.</p>   | <input type="text"/>   |     |    |
| <p><b>6.12 Other Licensed Databases</b></p> <p>Include databases obtained through cooperative agreements or consortia within state or region.</p>  | <input type="text"/>   |     |    |
| <p><b>6.13 All Licensed Databases — Sum of 6.10, 6.11, 6.12</b></p>  |  |     |    |
| <p><b>COLLECTION TOTALS</b></p>  |  |     |    |
| <p>6.14 Number of titles<br/>Sum of 6.1, 6.3, 6.6</p>  | <p>⌘6.15 Number of Volumes, Items or Physical Units<br/>Sum of 6.2, 6.4, 6.5, 6.7, 6.8, 6.9, 6.10</p>  |     |    |
| <input type="text"/>   | <input type="text"/>   |     |    |
| <p>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81</p>  |  |     |    |
| <p>⌘ 6.16 Of the total number of items in the library's collection, reported in question <b>6.15</b>, has at least <b>1% been published</b> in or after 2011?</p>  | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> | Yes | No |
| Yes  | No   |     |    |
| <p>An accredited Texas public library must have at least 1% of total items collection published within the last five years. <i>Example:</i> for a library reporting 20,000 items in <b>6.15</b>, 200 titles have been published in or after 2011. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81</p>   |  |     |    |
| <p><b>6.17 Current Print Serial Subscriptions</b></p> <p>Report both paid subscriptions and gifts. <b>Do not</b> 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.</p>  | <input type="text"/>   |     |    |

**6.18 Current Electronic Serial Subscriptions**

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 (HTML, PDF, JPEG, or compressed file formats such as zipped files); (b) on CD or other portable digital carrier; (c) on databases, including locally mounted databases; and (d) on 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 such as EBSCO Host, ProQuest, or OCLC FirstSearch. Do not include TexShare holdings

**SECTION 7: LOCAL LIBRARY SERVICES****⌘ 7.0 Does the library have a Long-Range Plan?**

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**.

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83

**Service Measures****7.1 Number of Reference Transactions**

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.

- ◆ 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 600's? 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, in which the library is open its regular hours, 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 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.

**7.2 Number of Library Visits (gate count)**

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

|   |  |
|---|--|
| <p><b>7.3 Number of Registered Users</b></p> <p>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.</p>  |  |
| <p><b>Circulation</b></p>   |  |
| <p><b>7.4 Circulation of Children’s Materials — Physical formats</b></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, physical audiobooks, physical videos (VHS or DVD), and other physical materials.</p> <p>Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. <b>Do not</b> include digital formats.</p> <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><b>7.5 Circulation of Children’s Materials — Digital formats Downloadable materials</b></p> <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>   |  |
| <p><b>7.6 Circulation Other than Children's — Physical formats</b></p> <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, physical audiobooks, physical videos (VHS or DVD), and other physical 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.</p> <p>Do not include <b>Children’s Circulation</b>, reported in question <b>7.2</b>.</p>   |  |
| <p><b>7.7 Circulation Other than Children's — Digital formats Downloadable materials</b></p> <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 <b>Children’s Digital Circulation</b>, reported in question <b>7.3</b>.</p>   |  |
| <p style="text-align: right;"><b>7.8 Total Circulation</b><br/>Sum of 7.4, 7.5, 7.6, 7.7</p>  |  |

## Programs and Program Attendance

### Children's Programs and Attendance

7.9 Number of programs

7.10 Total Attendance  
count both adults and children at these programs

The National Center for Education Statistics NCES: Children and Young Adults Defined [*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357] defines children as persons age 11 and under.

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.

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, ages 19 and older, 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, 7.137.16 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 the number of employees.

⌘ 8.1 Total hours paid work per week by Librarians with Master's degree from ALA-accredited program.

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. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81

Report total number of hours all MLS librarians work per week, not as number of persons. Use the employees' normal work schedule to calculate this. *Example:* 2 MLS librarians each work 40 hours per week. Report 80 hours (40 X 2).

8.2 Total hours paid work per week by other persons holding title of **Librarian.**

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:* 2 librarians each work 30 hours per week. Report 60 hours (30 X 2).

8.3 Total hours paid work per week by all other **staff.**

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:* 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).

8.4 **TOTAL HOURS FOR PAID LIBRARY STAFF** — Sum of 8.1, 8.2, 8.3

8.5 **Volunteer Hours - Annual Total**

How many hours did volunteers work in this library last year? Indicate the total number of hours that were worked in the library by persons who were not on the library's payroll. Include volunteers, community service persons and those paid from non-library programs, such as Green Thumb.

8.6 **Head Librarian's Annual Rate Of Salary**

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 will be paid when someone is hired.

⌘ 8.7 Hours **per week** the Head Librarian is currently employed in library duties.

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81

|  |     |    |
|--|-----|----|
| <p>⌘ 8.8 Has the Head Librarian obtained a minimum of <b>10 hours of continuing education credits</b> within this reporting period?</p> <p>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. Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83</p> | Yes | No |
| <p>⌘ 8.9 Does the library have a <b>photocopier</b> available for use by <b>staff</b>?</p> <p>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83</p>   | Yes | No |
| <p>⌘ 8.10 Does the library have a <b>computer with internet access</b> available for use by <b>staff</b>? Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83</p>   | 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.

|   |     |    |
|---|-----|----|
| <p>⌘ 9.1 Does the library offer to borrow materials from another library for its patrons?</p> <p>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83</p>   | Yes | No |
| <p>⌘ 9.2 Does the library offer to lend materials to another library for their patrons?</p> <p>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83</p>   | Yes | No |
| <p>9.3 How many loans were <b>received</b> from other libraries?</p> <p>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.</p> |     |    |
| <p>9.4 How many loans were <b>provided</b> to other libraries?</p> <p>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.</p>     |     |    |

## SECTION 10: INTERNET AND ELECTRONIC SERVICES

|   |     |    |
|---|-----|----|
| <p>⌘ 10.1 Does the library have a computer with Internet access and printing/copying capability for use by the <b>public</b>?</p> <p>Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83</p>   | Yes | No |
| <p>10.2 How many <b>terminals</b> are used to access the Internet by the general public?</p> <p>Report the number of Internet computers personal computers PCs and laptops, whether purchased, leased or donated, used by the general public in the library.</p>  |     |    |
| <p>10.3 <b>Annual total of uses of Public Internet Computer</b></p> <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> |     |    |

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 computers three times a week would count as three uses (sessions).

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.

10.4 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 instruction on the use of any electronic resource. An informal setting can include one-on-one instruction on computer hardware or software usage, instruction on how to access Internet or email, the library online catalog, or how to search electronic databases.

10.5 Number of **Wi-Fi sessions**

Mark if no wi-fi available

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.**

10.6 Report the total number of **visits to the library's website**.

Mark if data not collected

Mark if no website

Texas public libraries **must** have a website in order to be accredited. If the library does not have a website and is seeking accreditation, please contact LDN staff.

## SECTION 11: LIBRARY HOURS

11.1 **Annual Total of Public Service Hours** - Central Library Only

This is the hours the library was available to your patrons last year at the Central or Main Library facility. Report every hour that the facility was open to the public during all of last year.

This total should be reduced for any hours that the facility was closed to the public (e.g., holidays, weather emergencies, natural disasters, staff development days, construction, repairs, etc.). Branch hours open per year will be reported in each branch sub-report.

11.2 **Annual Total of Public Service Weeks** - Central Library Only

This is the number of weeks open for public service at the Central/Main Library facility. The count should be based on number of weeks open for half or more of the library's scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. 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.

Do not calculate based on total number of service hours per year: **do not** divide total hours by 52 weeks.

⌘ 11.3 How many **unduplicated hours** is the library and its branches open per week during a regular scheduled week?

**If this library has no branches**, this answer will be the same as the 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 LDN staff, or use the **Weekly Total Calculator** available below.

*Example:* 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.

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.81

11.4 **Total hours library open during Regular Week** - Central Library Only

11.5 **Total hours library open during Summer Week** - Central Library Only

## Annotations

### Weekly Total Hours Calculator

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

Place a "1" in the space for each hour in which one or more of the library facilities is open. If a library is open only part of a given hour, enter the fraction ("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 sum up the Weekly Total Amount.

Report in question 11.3, Unduplicated Hours for Central/Main Library and Branches.

| HOURL               | 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 noon    |     |     |      |     |      |     |     |                      |
| 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.     |     |     |      |     |      |     |     |                      |
| <b>DAILY TOTALS</b> |     |     |      |     |      |     |     | <b>←WEEKLY TOTAL</b> |



# ACCREDITATION IN STATE LIBRARY SYSTEM APPLICATION Local Fiscal Year 2015

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2016.

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 2015.

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

\_\_\_\_\_  
SIGNATURE of  Mayor       County Judge      Printed Name  
(Check one)     City Manager     School Superintendent  
                   District Board Chair  
*Signatures of city secretaries or county clerks,  
will not be accepted.*

\_\_\_\_\_  
SIGNATURE of Head Librarian      Printed Name

\_\_\_\_\_  
SIGNATURE of Library Board Chair      Printed Name

## SECTION 12: LIBRARY INFORMATION – Branch and/or Bookmobile

12.1 Check one

**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.

12.2 Library Branch Name

|  |                                |           |   |             |
|--|--------------------------------|-----------|---|-------------|
| 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   | 12.10 zip+4 |
| Phone number   |                                |           | Telefax   |             |
|  | 12.11 area code / phone number |           | 12.12 area code / phone number  |             |
| Library email address  | 12.13                          |           | <i>Do not use personal email address if you do not wish it to be published.</i> |             |
| Library Director/<br>Librarian   |                                |           |   |             |
|  | 12.14 First name               |           | 12.15 Last name   |             |
| <b>12.16 Square footage of the branch library</b><br>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.   |                                |           |   | Square feet |
| 12.17 Does the branch have an <b>established schedule</b> in which the services of the staff are available to the public?  |                                |           | Yes   | No          |
| <b>12.18 Annual Total of Public Service Hours</b> Branch or Bookmobile Only  |                                |           |   |             |
| This is the number of hours open for public service at the branch or bookmobile. For each bookmobile, count only the hours the bookmobile is open for service to the public. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. 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.  |                                |           |   |             |
| <b>12.19 Annual Total of Public Service Weeks</b> Branch or Bookmobile Only  |                                |           |   |             |
| 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. 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. Do not calculate based on total number of service hours per year: <b>do not</b> divide total hours by 52 weeks |                                |           |   |             |

## Annotations