

ACCREDITATION REQUIREMENTS FOR MARSHALL PUBLIC LIBRARY

To maintain accreditation each year, Marshall Public Library must meet the following conditions:

- Have local expenditures amounting to at least \$8.00 per capita for 2015 (MOE); \$8.16 in local fiscal years 2016, 2017, 2018
- Have at least one item of library material per capita or expend 15% of the local expenditures on the purchase of library materials
- Have at least 1% of total collection published in the last five years
- Be open for service not less than 48 hours per week
- Employ a library director for at least 40 hours per week in library duties
- Employ at least 2 full-time equivalent professional librarians

Texas State Library and Archives Commission
Library Systems Act

Maintenance of Effort is a requirement set by federal and state governments to ensure that their monies are not being used to replace local support and to also encourage local government entities to make an effort to preserve or increase their level of expenditures for the library. Local expenditures (Item 4.2 on the Annual Report) include funds spent on salaries and wages, employee benefits, materials for the collection, and other miscellaneous items. The MOE figure is obtained by calculating the average of the previous three years of local expenditures as submitted on the Annual Report to the Texas State Library and Archives Commission. To maintain accreditation each year, a library must meet its MOE.

**Marshall Public Library must have local expenditures
of at least \$483,617 in 2015 to maintain its accreditation.**

Fiscal Year	Local Expenditures
2012	\$485,095
2013	\$482,530
2014	\$483,226
3 Year Average	\$483,617

Texas Library Systems Act & Rules for Administering the Library Systems Act
Texas State Library and Archives Commission

§1.74 Local Operating Expenditures

A public library must demonstrate local effort on an annual basis by maintaining or increasing local operating expenditures or per capita local operating expenditures. Expenditures for the current reporting year will be compared to the average of the total local operating expenditures or to the average of the total per capita local operating expenditures for the three preceding years. A public library must have minimum total local expenditures of \$10,650 in local fiscal years 2013, 2014, 2015. Exemption: Libraries that expend at least \$17.50 per capita and at least \$150,000 of local funds are exempt from this membership criterion.

§1.81 Qualitative Standards for Accreditation of Library

- (4) A library serving a population of 50,001 - 100,000 persons must:
- (a) have local expenditures amounting to at least \$8.00 per capita in local fiscal years 2013, 2014, 2015; \$8.16 per capita in local fiscal years 2016, 2017, 2018; \$8.32 per capita in local fiscal years 2019, 2020, 2021; at least \$8.48 per capita in local fiscal years 2022, 2023, 2024;
 - (b) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;
 - (c) have at least 1% of total items in collection published in the last five years;
 - (d) be open for service not less than 48 hours per week;
 - (e) employ a library director for at least 40 hours per week in library duties; and
 - (f) employ at least two full-time professional librarians.

§1.83 Other Requirements

Each public library applying for membership in the Texas Library System must meet the following requirements:

- (1) The library must have a website and a telephone with a published number.
- (2) The library must have available both a photocopier and a computer with Internet access for use by the library staff and at least one computer with Internet access and printing/copying capabilities for the general public.
- (3) The library must offer to borrow materials via the interlibrary loan resource sharing service for persons residing in the library's designated service area. A library must also participate in the interlibrary loan resource sharing service by lending its materials to other libraries, as requested. The library governing board may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be available for the public.
- (4) The library director must have a minimum of ten hours of continuing education credits annually. Continuing education activities must be instructional and may include workshops, appropriate sessions at library association conferences, instructional webinars, and distance education courses. Board meetings, public hearings, other business meetings, author luncheons, and other non-instructional sessions are not considered continuing education activities. The director must maintain appropriate documentation of participation, duration, and relevance to the operation of a library.
- (5) The library must have a catalog of its holdings available to the public that is electronically searchable at a minimum by author, title, and subject.
- (6) The library must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development element and a technology element.