

Marshall Public Library

2021 Texas Public Library Survey

HANDOUT/EXPLANATORY LINKS

Thank you for participating in the 2021 Texas Public Libraries Annual Report. To help you get started, here is some information on navigating the survey.

At the top and the bottom of the page are navigation buttons. You can move through the survey by selecting the Next or Back buttons. You can also save your progress by using the Save button at the top and bottom of the page. On the left side of the page is the Survey Navigation menu bar. You can also navigate through the survey by clicking the subheadings within the Survey Navigation Menu. Please note that we have included links that can help you complete the report at the beginning of the survey.

If you need any help throughout the process, please contact us: accreditation@tsl.texas.gov or 800-252-9386.

Thank you again for your participation. We look forward working with you this year.

Open TSLAC Annual Report [Webpage](#).

Open PDF-format documents of:

2021 Blank Annual Report [Worksheet](#)

2021 Application for Accreditation/Request for Waiver [Form](#)

Maintenance of Effort (MOE) Explained [Slide Deck](#)

2021 Reporting Annual Service Hours [Tip Sheet](#)

2021 Programs and Program Attendance [Tip Sheet](#)

Program Reporting Explained [Slide Deck](#)

2021 Reporting E-Materials [Tip Sheet](#)

Reporting Wi-Fi Usage [Tip Sheet](#)

Financial Sections of the Annual Report Detailed [Slide Deck](#)

Download an Excel file of:

Platform-Specific Guidance for Online Attendance and Views [Workbook](#)

Annual Report Planning [Workbook](#)

2021 Population & MOE Planning [Tool](#)

Weekly Total [Tool](#)

Direct questions to accreditation@tsl.texas.gov or 800-252-9386

SECTION 1: LIBRARY INFORMATION

LIBRARY INFORMATION

Questions 1.1 through 1.21 have been prefilled and locked. If changes need to be made to these questions, contact LDN staff at accreditation@tsl.texas.gov or add an explanation in the Note box.

Central/Administrative Library

1.1	Library Name	Marshall Public Library
1.2	County	Harrison
1.3	Local Fiscal Year Start	01/01/2021
1.4	Local Fiscal Year End	12/31/2021

Mailing Address

1.5	Mailing Address	300 S Alamo Blvd
1.6	Mailing City	Marshall
1.7	Mailing ZIP Code	75670
1.8	Mailing ZIP+4 Extension	4261

Street Address

1.9	Street Address	300 S Alamo Blvd
1.10	Street City	Marshall
1.11	Street ZIP Code	75670
1.12	Street ZIP+4 Extension	4261
1.13	◆ Published Telephone Number?	Yes
1.14	Phone	(903) 935-4465
1.15	Telefax	(903) 935-4463

Library Director/Head Librarian

1.16	Library Director/Head Librarian First Name	Anna
1.17	Library Director/Head Librarian Last Name	Lane
1.18	Admin Email	alane@marshallpubliclibrary.org
1.19	Library Email	alane@marshallpubliclibrary.org
1.20	◆ Does library have a website	Yes
1.21	Web Address	http://www.marshallpubliclibrary.org
1.22	Is the information provided in 1.1 through 1.21 correct?	Yes

Contact Person

1.23	Contact Person First Name	Anna
1.24	Contact Person Last Name	Lane
1.25	Contact Email	alane@marshallpubliclibrary.org

Advisory and Support Group Leaders

Report current holder of this office. If not applicable, please leave blank.

1.26	Board Chair First Name	Dr. Patrick
1.27	Board Chair Last Name	Winters
1.28	Friends President First Name	Susan
1.29	Friends President Last Name	Marshall

SECTION 2: LIBRARY OUTLETS

2.1	Number of Branch Libraries	0
2.2	Number of Bookmobiles	0
2.3	Renovations, Expansion, New Construction	No
2.4	Square Footage of the Main Library	14,700

SECTION 3: EXPENDITURES

EXPENDITURES

Staff Expenditures

3.1	Salaries & Wages Expenditures	\$243,886
3.2	Employee Benefits Expenditures	\$58,776
3.3	Total Staff Expenditures (Sum of 3.1 through 3.2)	\$302,662
3.3a	Of Library Staff Expenditures, How Much Was From Non-Local Grant Funding?	\$0
3.3b	LOCAL FUNDS Used For Library Staff Expenditures. (difference between 3.3 - 3.3a)	\$302,662

Collection Expenditures

3.4	Print Materials Expenditures	\$69,679
3.5	Electronic Materials Expenditures	\$26,422
3.6	Other Materials Expenditures	\$5,276
3.7	Total Collection Expenditures (Sum of 3.4 through 3.6)	\$101,377
3.7a	Of Library Collection Expenditures, How Much Was From Non-Local Grant Funding?	\$0
3.7b	LOCAL FUNDS Used For Collection Material Expenditures (difference between 3.7 and 3.7a)	\$101,377

Miscellaneous

3.8	Other Operating Expenditures	\$85,790
3.8a	Of Other Library Operating Expenditures, How Much Was From Non-Local Grant Funding?	\$0
3.8b	LOCAL FUNDS used for other library operating expenditures (difference between 3.8 and 3.8a)	\$85,790
3.9	Total Direct Operating Expenditures (Sum of 3.3 + 3.7 + 3.8)	\$489,829
3.9a	Of Direct Library Operating Expenditures, How Much Was From Non-Local Grant Funding (Sum of 3.3a, 3.7a, 3.8a)	\$0

3.9b	LOCAL FUNDS used for Direct Library Operating Expenditures (Sum of 3.3b, 3.7b, 3.8b)	\$489,829
3.10	Indirect Costs (if needed to meet maintenance of effort) Documentation Required	\$918
3.11	Total Operating Expenditures (Sum of 3.9 + 3.10)	\$490,747
3.12	Capital Expenditures	\$0

SECTION 4: LOCAL FINANCIAL EFFORT

4.1	◆ Local Expenditures on Collections (Sum of 3.7b)	\$101,377
4.2	◆ Total Local Library Operating Expenditures (Sum of 3.9b + 3.10)	\$490,747
4.3	◆ Local Government Operating Expenditures	\$490,747

SECTION 5: REVENUE

REVENUE

Local Government Revenue Used for Operating Expenditures

5.1	City, Cities or Library District: Operating Revenue	\$425,077
5.2	County or Counties: Operating Revenue	\$74,000
5.3	School District: Operating Revenue	\$0
5.4	Subtotal: Local Government Operating Revenue (Sum of 5.1 + 5.2 + 5.3)	\$499,077

Revenue Used for Operating Expenditures

5.5	State Government: Operating Revenue	\$0
5.6	Federal Government: Operating Revenue	\$0
5.7	Foundation & Corporate Grants: Operating Revenue	\$0
5.8	Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	\$31,665
5.9	Total Library Operating Revenue (Sum of 5.4 - 5.8)	\$530,742

Revenue Used for Capital Expenditures

5.10	City Cities or Library District: Capital Revenue	\$0
5.11	County or Counties: Capital Revenue	\$0
5.12	School District: Capital Revenue	\$0
5.13	State Government: Capital Revenue	\$0
5.14	Federal Revenue: Capital Revenue	\$0
5.15	Foundation & Corporate Grants: Capital Revenue	\$0
5.16	Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue	\$0
5.17	Total Capital Revenue (Sum of 5.10 - 5.16)	\$0

SECTION 6: LIBRARY COLLECTION

6.1	◆ Electronically Searchable Catalog	Yes
6.2	◆ Collection - 1% published in last five years?	Yes

Physical Items in Collection

6.3	Books in Print - Items	48,647
6.4	Audio Materials - Physical Format - Items	1,233
6.5	Video Materials - Physical Format - Items	1,540
6.6	Other Circulating Items	30
6.7	Total Physical Items in Collection (Sum of 6.3 - 6.6)	51,450

Electronic (Downloadable) Items in Collection

6.8	Electronic Books (ebooks)	29,656
6.9	Audio Materials - Downloadable Units	5,000
6.10	Video Materials - Downloadable Units	219
6.11a	Electronic Collections (Databases) - Local License	8
6.11b	Electronic Collections (Databases) - Regional or Consortium License	1
6.11	Total Local Electronic Collections/Databases (Sum of 6.11a + 6.11b)	9
6.12	TexShare Databases - State License	68
6.13	Total Electronic Collections/Databases (Sum of 6.11 + 6.12)	77
6.14	◆ Collection Totals - Volumes Items or Physical Units (Sum of 6.3, 6.4, 6.5, 6.8, 6.9, 6.10, 6.13)	86,372

SECTION 7: LOCAL LIBRARY SERVICES**LOCAL LIBRARY SERVICES**

7.0	◆ Long-Range Plan in Place	Yes
7.1	Reference Transactions	2,000
7.1a	Reference Transaction Reporting Method	ES - Annual Estimate Based on Typical Week(s)
7.2	Library Visits	39,531
7.2a	Library Visit Reporting Method	CT - Annual Count
7.3	Registered Users	15,835

Circulation

7.4	Children's Circulation - Physical formats	16,865
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7.5	Children's Circulation - Digital formats (Downloadable)	470
7.6	All Other Circulation (exclude children's) - Physical format	22,267
7.7	All Other Circulation (exclude Children's) - Digital format (Downloadable)	6,907
7.8	Total Circulation (Sum of 7.4, 7.5, 7.6, 7.7)	46,509
7.9	Circulation of Other Physical Items	202
7.10	Successful Retrieval of Electronic Information	3,433

Programs and Program Attendance

Live/Virtual (Synchronous) Programs

Early Childhood (Birth to 5 years) Synchronous Programs

7.11a	Early Childhood In-Person On-Site Sessions	29
7.11b	Early Childhood In-Person Off-Site Sessions	0
7.11c	Early Childhood Live Virtual Sessions	0
7.11	Number of Early Childhood Synchronous Sessions (Sum of 7.11a, 7.11b, 7.11c)	29
7.12a	Early Childhood In-Person On-Site Session Attendance	493
7.12b	Early Childhood In-Person Off-Site Session Attendance	0
7.12c	Early Childhood Live Virtual Session Attendance	0
7.12	Early Childhood Synchronous Session Total Attendance (Sum of 7.12a, 7.12b, 7.12c)	493

Student Age (6 to 11 years) Synchronous Programs

7.13a	Student Age In-Person On-Site Sessions	19
7.13b	Student Age In-Person Off-Site Sessions	0
7.13c	Student Age Live Virtual Sessions	0
7.13	Number of Student Age Synchronous Sessions (Sum of 7.13a, 7.13b, 7.13c)	19
7.14a	Student Age In-Person On-Site Session Attendance	315
7.14b	Student Age In-Person Off-Site Session Attendance	0
7.14c	Student Age Live Virtual Session Attendance	0
7.14	Student Age Synchronous Session Total Attendance (Sum of 7.14a, 7.14b, 7.14c)	315

Young Adult (12 to 18 years) Synchronous Programs

7.15a	Young Adult In-Person On-Site Sessions	13
7.15b	Young Adult In-Person Off-Site Sessions	0
7.15c	Young Adult Live Virtual Sessions	0
7.15	Number of Young Adult Synchronous Sessions (Sum of 7.15a, 7.15b, 7.15c)	13
7.16a	Young Adult In-Person On-Site Session Attendance	94

7.16b	Young Adult In-Person Off-Site Session Attendance	0
7.16c	Young Adult Live Virtual Session Attendance	0
7.16	Young Adult Synchronous Session Total Attendance (Sum of 7.16a, 7.16b, 7.16c)	94
7.17a	Adult In-Person On-Site Sessions	6
7.17b	Adult In-Person Off-Site Sessions	0
7.17c	Adult Live Virtual Sessions	0
7.17	Number of Adult Synchronous Sessions (Sum of 7.17a, 7.17b, 7.17c)	6
7.18a	Adult In-Person On-Site Session Attendance	54
7.18b	Adult In-Person Off-Site Session Attendance	0
7.18c	Adult Live Virtual Session Attendance	0
7.18	Adult Synchronous Session Total Attendance (Sum of 7.18a, 7.18b, 7.18c)	54

General Interest Synchronous Programs

7.19a	General Interest In-Person On-Site Sessions	0
7.19b	General Interest In-Person Off-Site Sessions	0
7.19c	General Interest Live Virtual Sessions	0
7.19	Number of General Interest Synchronous Sessions (Sum of 7.19a, 7.19b, 7.19c)	0
7.20a	General Interest In-Person On-Site Session Attendance	0
7.20b	General Interest In-Person Off-Site Session Attendance	0
7.20c	General Interest Live Virtual Session Attendance	0
7.20	General Interest Synchronous Session Total Attendance (Sum of 7.20a, 7.20b, 7.20c)	0

Total Synchronous Programs

7.21a	Total In-Person On-Site Sessions (Sum of 7.11a, 7.13a, 7.15a, 7.17a, 7.19a)	67
7.21b	Total In-Person Off-Site Sessions (Sum of 7.11b, 7.13b, 7.15b, 7.17b, 7.19b)	0
7.21c	Total Live Virtual Sessions (Sum of 7.11c, 7.13c, 7.15c, 7.17c, 7.19c)	0
7.21	Total Number of Synchronous Sessions (7.21a, 7.21b, 7.21c)	67
7.22a	Total In-Person On-Site Session Attendance (Sum of 7.12a, 7.14a, 7.16a, 7.18a, 7.20a)	956
7.22b	Total In-Person Off-Site Session Attendance (Sum of 7.12b, 7.14b, 7.16b, 7.18b, 7.20b)	0
7.22c	Total Live Virtual Session Attendance (Sum of 7.12c, 7.14c, 7.16c, 7.18c, 7.20c)	0
7.22	Total Synchronous Session Attendance (Sum of 7.22a, 7.22b, 7.22c)	956
7.23	Number of Recorded Sessions	0
7.24	Total Viewings of Recorded Sessions at 7-day	0

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SECTION 8: LIBRARY STAFFING AND SALARIES

8.1	◆ Professional (MLS) Librarians - Weekly Hours Worked	80.00
8.2	Other (Non-MLS) Librarians - Weekly Hours Worked	.0
8.3	All Other Paid Library Staff - Weekly Hours Worked	210.50
8.4	All Paid Library Staff - Total Weekly Hours Worked (Sum of 8.1, 8.2, 8.3)	290.50
8.5	Volunteer Hours - Annual Total	0
8.6	Head Librarian's/Director Annual Rate of Salary	\$62,370
8.7	◆ Head Librarian's/Director's Hours Worked per Week	40.00

Continuing Education

8.8	◆ Director Obtained 10 CEU's	Yes
8.9	◆ Photocopier Available for Staff	Yes
8.10	◆ Internet Computer Available for Staff	Yes

SECTION 9: RESOURCE SHARING

9.1	◆ Statewide Interlibrary Loan (ILL) Service Available	Yes
9.2	Interlibrary Loans Received From Other Libraries	352
9.3	Interlibrary Loans Provided To Other Libraries	274
9.4	Automation/Integrated Library System (ILS) Used	Biblionix Apollo
9.4b	Automation/Integrated Library System (ILS) Used (not on list)	

SECTION 10: INTERNET AND ELECTRONIC SERVICES

10.1	◆ Public Internet Computer with Printer/Copier	Yes
10.2	Number of Public Internet Computers	18
10.3	Annual Uses of Public Internet Computers	5,980
10.3a	Computer Usage Reporting Method	CT - Annual Count
10.4	Annual Number of Wireless (WiFi) Sessions	0
10.4a	Wireless Sessions Reporting Method	NT - WiFi Not Tracked/Not Available
10.5	Website Visits	Website Visits Not Tracked/Collected
10.5b	Annual Number of Website Visits	0

SECTION 11: LIBRARY HOURS

11.1	Annual Public Service Hours for Central Library	2,178
11.2	Annual Public Service Weeks for Central Library	52

11.3	◆ Weekly Service Hours All Facilities Available (Unduplicated, if branches)	52
11.4	Weekly Hours Central Library Open - Regular Schedule	52
11.5	Weekly Hours Central Library Open - Summer Schedule	52

SPECIAL SECTION CONCERNING COVID-19 HEALTH CRISIS

C19.1.0	Facility Closed due to COVID-19	No
C19.1.1	Number of weeks buildings closed to public	0
C19.1.2	Number of weeks building had limited occupancy	0
C19.2.0	Public Services During COVID-19	Yes
C19.3.0	Electronic Library Cards Issued During COVID- 19	Yes
C19.4.0	Reference Service During COVID-19	Yes
C19.5.0	Outside Service During COVID-19	Yes
C19.6.1	External Wi-Fi Access Added During COVID-19	Yes
C19.6.2	External Wi-Fi Access Increased During COVID- 19	Yes
C19.7.0	Staff Re-Assigned During COVID-19	No