Preparing for the 2020 Texas Public Libraries Annual Report – Basic Info

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Texas State Library and Archives Commission
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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Series

Basic Information

Financial Tracking

Tracking Services

Accreditation

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Why Report?

Texas Public Library Directory

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

System Membershi	Organization Type	Account Name	Population Served	County	Mailing Address	Mailing City	Mail Zip Code	Shipping Ac
Other	Public Library	Abernathy Public Library	-	Hale	PO Box 310	Abernathy	79311-0310	811 Ave D
Member	Public Library	Abilene Public Library	122,225	Taylor	202 Cedar St	Abilene	79601-5720	202 Cedar St
Member	Public Library	Sergeant Fernando de la Rosa Memorial Library	29,730	Hidalgo	416 N Tower Rd	Alamo	78516-2795	416 N Tower Rd
Member	Public Library	Shackelford County Library	3,315	Shackelford	PO Box 2167	Albany	76430-8007	402 N 2nd St
Member	Public Library	East Parker County Library	12,974	Parker	201 N FM 1187	Aledo	76008-4301	201 N FM 1187
Member	Public Library	Alicia Salinas Public Library	40,243	Jim Wells	401 E 3rd St	Alice	78332-4798	401 E 3rd St
Member	Public Library	Allen Public Library	112,310	Collin	300 N Allen Dr	Allen	75013-2540	300 N Allen Dr
Member	Public Library	Alpine Public Library	8,079	Brewster	805 W Ave E	Alpine	79830-4615	805 W Ave E
Other	Public Library	Stella Hill Memorial Library	-	Cherokee	PO Box 98	Alto	75925-0098	158 W San Antonio St
Member	Public Library	Alvarado Public Library	3,993	Johnson	210 N Baugh St	Alvarado	76009-3900	210 N Baugh St
Member	Public Library	Alvord Public Library	5,006	Wise	PO Box 323	Alvord	76225-0323	106 Franklin St
Member	Public Library	Amarillo Public Library	199,582	Potter	PO Box 2171	Amarillo	79105-2171	413 E 4th Ave
Member	Public Library	Chambers County Library System	35,761	Chambers	PO Box 520	Anahuac	77514-0520	202 Cummings St
Member	Public Library	Andrews County Library	17,760	Andrews	109 NW 1st St	Andrews	79714-6301	109 NW 1st St
Member	Public Library	Brazoria County Library System	354,195	Brazoria	111 E Locust Bldg A 29 Ste 250	Angleton	77515-4642	451 N Velasco St Ste 2
Member	Public Library	Anson Public Library	2,329	Jones	1137 12th St	Anson	79501-4306	1137 12th St
Member	Public Library	Ed & Hazel Richmond Public Library	12,150	San Patricio	110 N Lamont St	Aransas Pass	78336-3640	110 N Lamont St
Member	Public Library	Archer Public Library	4,406	Archer	PO Box 1574	Archer City	76351-1574	105 N Center
Member	Public Library	Arlington Public Library System	392,772	Tarrant	PO Box 90231, MS 10-0100	Arlington	76004-3231	101 W Abram St
Member	Public Library	Stonewall County Library	1,426	Stonewall	PO Box H	Aspermont	79502-0907	516 S Washington Ave
Member	Public Library	Henderson County Clint W Murchison Memorial Library	22,466	Henderson	121 S Prairieville St	Athens	75751-2513	121 S Prairieville St
Member	Public Library	Atlanta Public Library	5,638	Cass	101 W Hiram St	Atlanta	75551-2509	101 W Hiram St
Member	Public Library	Aubrey Area Library	16,953	Denton	226 Countryside Dr	Aubrey	76227-6299	226 Countryside Dr
Member	Public Library	Austin Public Library	947,890	Travis	PO Box 2287	Austin	78768-2287	710 W César Chávez St
Member	Public Library	Lake Travis Community Library	32,271	Travis	1938 Lohmans Crossing Rd	Austin-Lakeway	78734-5200	1938 Lohmans Crossin
Member	Public Library	Wells Branch Community Library	14,095	Travis	15001 Wells Port Dr	Austin-Wells Branch	78728-4596	15001 Wells Port Dr
Member	Public Library	Westbank Community Library District	29,737	Travis	1309 Westbank Dr	Austin-West Lake Hills	78746-6565	1309 Westbank Dr
Member	Public Library	Azle Memorial Library	16,556	Tarrant	333 W Main St	Azle	76020-2903	333 W Main St
Non-Membe	Public Library	Callahan County Library	3,298	Callahan	100 W 4th Ste B1	Baird	79504-5305	100 W 4th Ste B1
Member	Public Library	Balch Springs Library - Learning Center	25,017	Dallas	12450 Elam Rd	Balch Springs	75180-3040	12450 Elam Rd
Member	Public Library	Carnegie Library of Ballinger	5,431	Runnels	204 N 8th St	Ballinger	76821-4706	204 N 8th St
Member	Public Library	Bandera County Library	1,711	Bandera	PO Box 1568	Bandera	78003-1568	515 Main St

State Profile – IMLS Public Libraries Survey

https://www.imls.gov/research-evaluation/data-collection/public-libraries-survey/find-your-library

INSTITUTE of Museum and Library SERVICES

IMLS.gov For Developers Contact Us Sign In

Library Systems: FY 2015 Public Libraries Survey (Administrative Entities Data)

View Data | Visualize | Export | API | ...

Public Libraries Survey

Find key information on library systems around the United States.

These data include imputed values for libraries that did not submit information in the FY 2015 data collection. Imputation is a procedure for estimating a value for a specific data item where the response is missing.

More

Updated
April 20, 2018

Data Provided by
IMLS

National Public Library Data Collection

https://www.imls.gov/research-tools/data-collection

INSTITUTE of Museum and Library SERVICES

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- Research & Evaluation
- Surveys & Data
  - Public Libraries Survey
  - State Library Administrative Agency Survey
  - Public Needs for Library and Museum Services Survey
  - Museum Universe Data File
  - Administrative Discretionary Grant Data
- Evaluations
- Evaluation Resources
- Research Guidance

Home » Data » Research & Evaluation » Surveys & Data

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
§1.73	Public Library: Legal Establishment
§1.74	Local Operating Expenditures
§1.75	Nondiscrimination
§1.77	Public Library: Local Government Support
§1.79	Provisional Accreditation of Library
§1.80	Probational Accreditation of Library
§1.81	Quantitative Standards for Accreditation of Library
§1.82	Accreditation Based on Current Operating Budget
§1.83	Other Requirements
§1.84	Professional Librarian

http://tinyurl.com/TACaccreditation

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

collaborative summer library program™

Any Library Completing the Texas Public Libraries Annual Report

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

What every Texas public library director needs to know

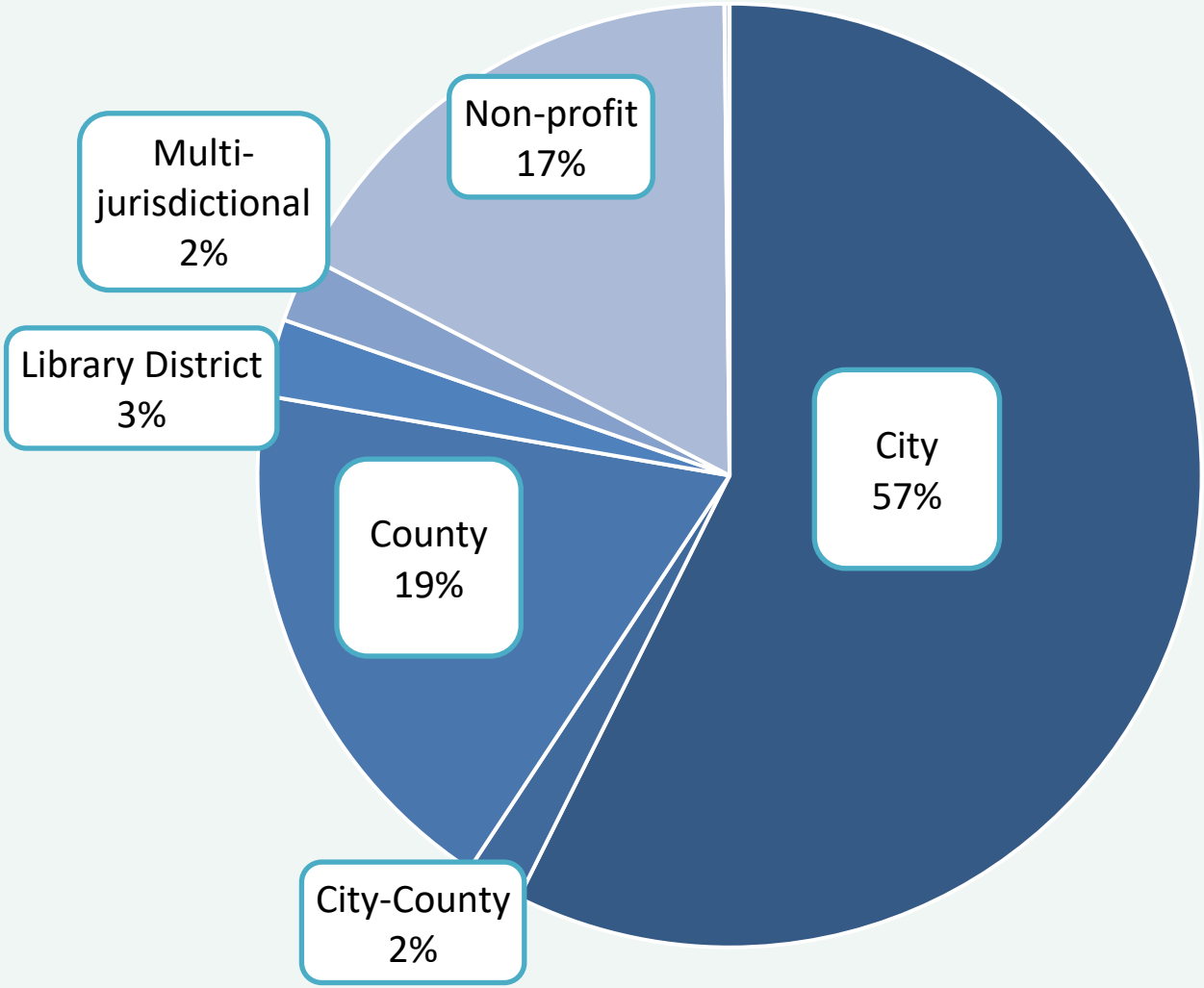
Legal establishment of library

Who is its governing authority?

- City
- County
- Non-Profit Corporation
- Library District

Lockhart County Courthouse
CC BY-SA 3.0

Legal Establishment of Texas Public Libraries



Non-Profit Libraries

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

Copy kept by TSLAC.
Must be kept current!

Budget Cycle

Driven by Governing Authority

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

Legal Establishment	Contact
City	City Accounting Staff
County	County Auditor
Non-profit Library District	Board Treasurer

Signing Authority

Legal Establishment	Signatory*
City	Mayor, City Manager, City Administrator, Finance or Accounting Director
County	County Judge or County Auditor
School District	Superintendent or Finance or Accounting Director
Non-Profit Corporation	Library Board Chair or Treasurer
Library District	Library Board Chair or Treasurer

***sig·na·to·ry** /ˈsignəˌtôrē/ : *Person who binds himself or herself, or the entity he or she is authorized to represent, by his or her signature to the terms of an agreement.*
http://www.businessdictionary.com/

All Public Libraries

Track government-funded expenditures.

This aides in making case for the library when negotiating budgets, contracts, etc.

Operating vs Capital

Common Library Expenditures			
Attorney fees	Downloadable Materials	Replacement of Shelving	Computer Server
Audiobooks	DVD's	Roof Replacement	Library Automation System
Binding Supplies	E-Books	Salaries	New Roof
Books	Employee Benefits	Service contracts	New Vehicles
CD's	Equipment Repair	TexShare Fees	One-time Major Project
Computer Software	Furnishing Replacement	Unemployment	Opening Day Collection
Consultant Fees	Office Supplies	Wages	Purchase of building
Costs for Library Programs	OverDrive Fee	Worker's Compensation	Purchase of land
	Reference Tools		Renovations costs

Operating vs Capital

Operating Expenditures			Capital Expenditures
Attorney fees	Downloadable Materials	Replacement of Shelving	Computer Server
Audiobooks	DVD's	Roof Replacement	Library Automation System
Binding Supplies	E-Books	Salaries	New Roof
Books	Employee Benefits	Service contracts	New Vehicles
CD's	Equipment Repair	TexShare Fees	One-time Major Project
Computer Software	Furnishing Replacement	Unemployment	Opening Day Collection
Consultant Fees	Office Supplies	Wages	Purchase of building
Costs for Library Programs	OverDrive Fee	Worker's Compensation	Purchase of land
	Reference Tools		Renovations costs

Capital Expenditures*

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

*Check with local governing funding authority for capitalization level or local accounting practice.

Local fiscal year

Annual Report is based on **local** fiscal year.

Not necessarily January through December.

Population Assignment

NOT based on geography.

Assigned by sources of local government funding: city, county, school district, according to 13 TAC §1.71.

http://tinyurl.com/PopSrvd

Log-in Credentials

Website

ILS

Security system

TSLAC

Continuing Education

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

SLM
Training Resources for the Small Library Professional

TSLAC Online
TEXAS STATE LIBRARY ONLINE TRAINING SITE

LDN Professional Development

WebJunction

LDN Training Calendar

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

Contact Technology Consultant Cindy Fisher
cfisher@tsl.texas.gov; 512-463-4855

Library Development and Networking Calendar of Important Dates

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

January

February

March

April

Early Jan– Late Mar
E-rate initial application window

November – February (dates may change)
Competitive Grant application window

Mid-Apr – Mid-July
ILL Reimbursement application

Jan 3rd – Apr 30th **Texas Public Libraries Annual Report** submission window

May

June

July

August

August 31st
End of State Fiscal Year

Mid-Apr – Mid-July
ILL Reimbursement application window

Aug – End of Sept
Summer Reading Program Survey

September 1st
Start of State Fiscal Year

September

End of Aug –Early Sept
TexShare Card Usage Report

Aug – End of Sept
Summer Reading Program Survey

End of Aug –Early Oct
TexShare Database Invoices

October

Mid-Oct – Mid-Nov
Summer Reading Program
Order Form Open

November

December

November – February (dates may change)
Competitive Grant application window

Early Nov – Mid-Dec
TexShare Annual Report

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Toll-free in Texas: 800-252-9386

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THANK YOU!

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