



TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION

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

**Enter**

# Preparing for the 2020 Texas Public Libraries Annual Report - Accreditation

Valicia Greenwood, Library Data Coordinator  
[accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov)

Library Development and Networking Division  
Texas State Library and Archives Commission  
2020

# Series

Basic Information

Financial Tracking

Tracking Services

Accreditation





# Why Accreditation?

Community assurance

Voluntary local decision

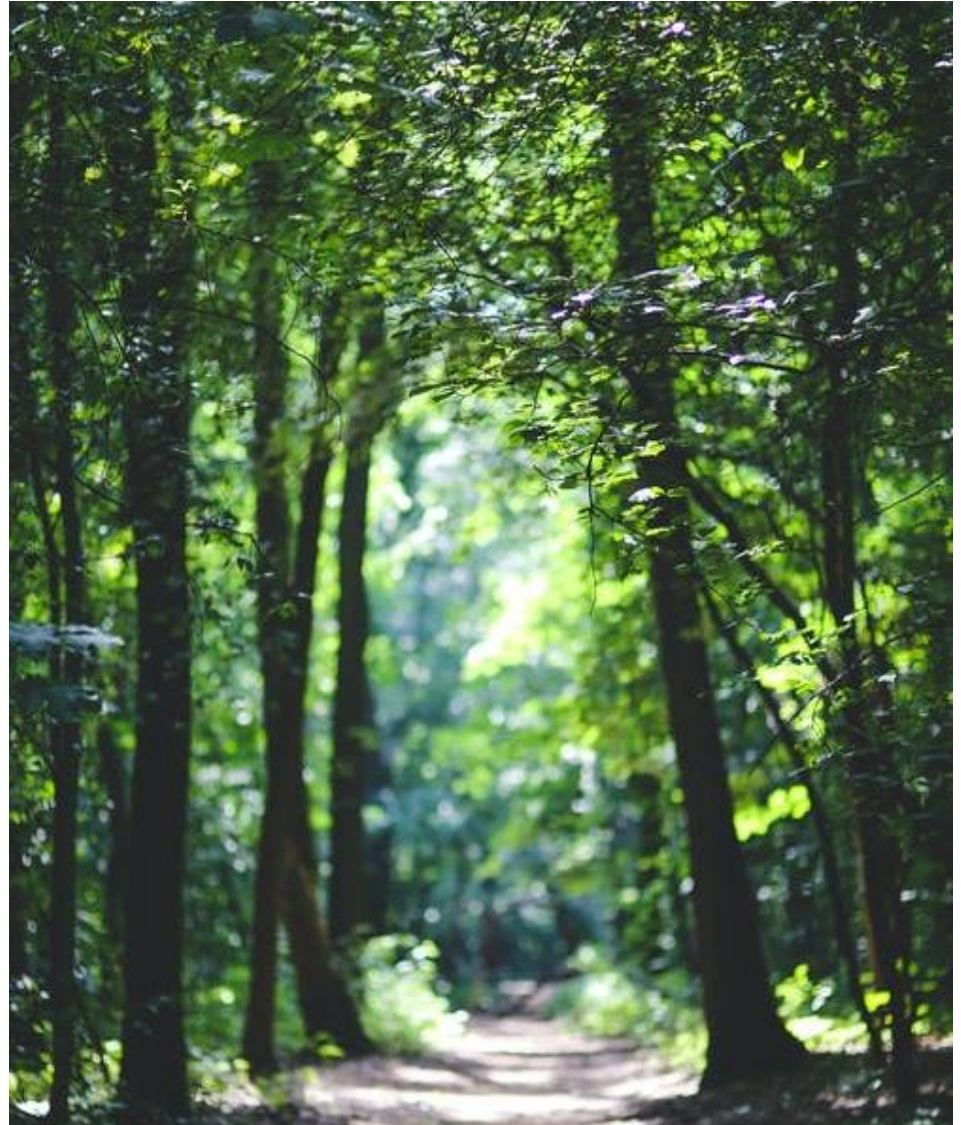
Promote financial stability

Criteria from peers

National Public Library

Data Collection System

**Benefits!**





# collaborative

---

## summer library program™



Any Library Completing the Texas Public Libraries Annual Report

# Interlibrary Loan

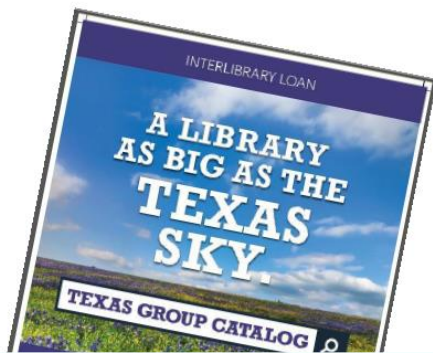


<https://www.tsl.texas.gov/landing/ill.html>



# Grant Program Opportunities

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



# E-Rate

Federal Communication  
Commission discount program

Covers Internet, broadband  
costs

Assistance with application  
process available



**E-rate Discount  
for Public Libraries**

<https://www.tsl.texas.gov/ld/tech>

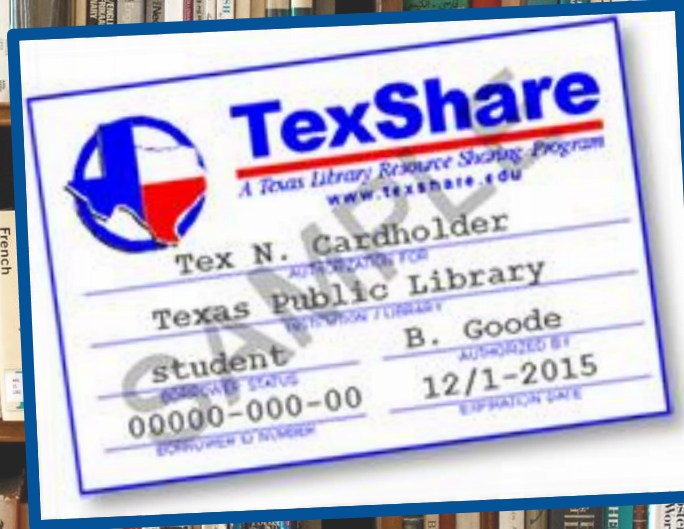


**TexShare  
Databases**





<https://www.tsl.texas.gov/texshare/card>



**TexShare Card Program**

# Other Funding Opportunities



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

Library Technology Academy



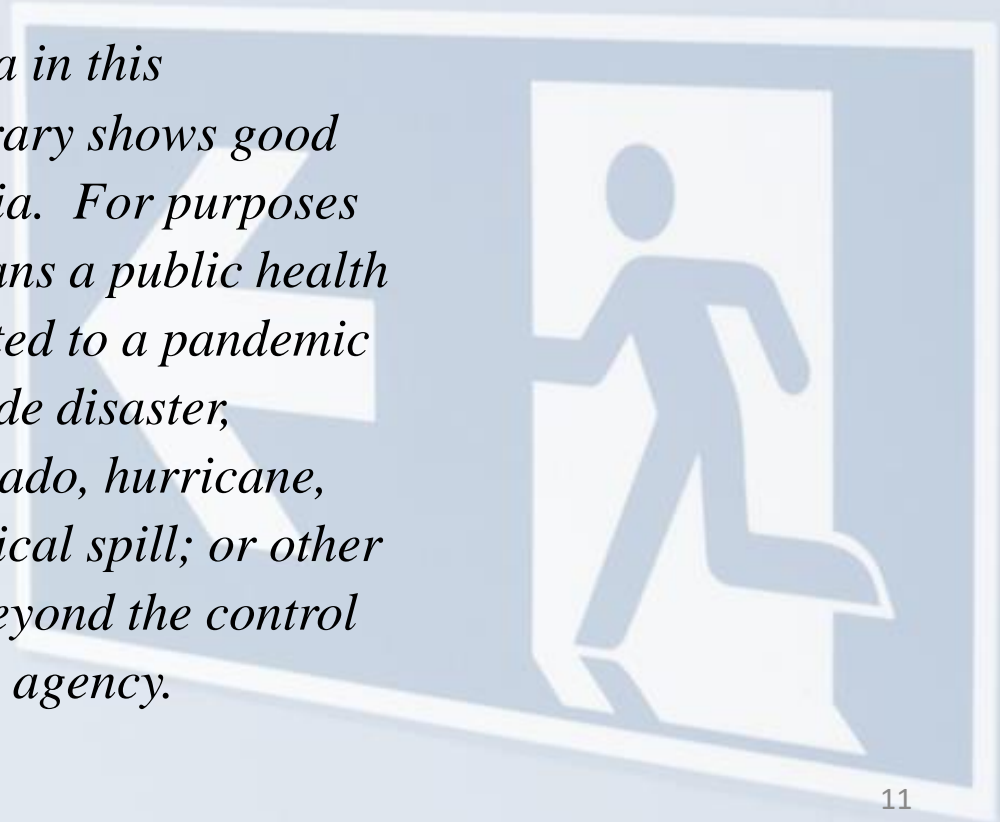
<https://www.tsl.texas.gov/ld/tech/managingtech>

# Emergency Accreditation Rule

Commission consideration and approval  
anticipated November 2020.

## 13 TAC §1.87. Emergency Waiver of Accreditation Criteria.

*One or more accreditation criteria in this subchapter may be waived if a library shows good cause for failure to meet the criteria. For purposes of this subchapter, good cause means a public health emergency, including, but not limited to a pandemic or epidemic; a natural or man-made disaster, including, but not limited to a tornado, hurricane, flood, wildfire, explosion, or chemical spill; or other extraordinary hardship which is beyond the control of the library as determined by the agency.*





# Accreditation Criteria

<https://www.tsl.texas.gov/ldn/accreditation>

## Minimum Standards for Accreditation in the State Library System

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C,  
Minimum Standards for Accreditation in the State Library System.  
Adopted by the Texas State Library & Archives Commission on November 7, 2014;  
effective November 30, 2014.



## Public Service

Library services for the public are provided without charge or deposit.

# Legal establishment of library

Who is its governing authority?

City

County

Non-Profit Corporation

Library District





# Non-Profit Libraries

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

Copy kept by TSLAC.  
Must be kept current!

# 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** /'signə,tôrē/ : *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/>

# Population Assignment

NOT based on geography.  
Assigned by sources of local government  
funding: city, county, school district,

<http://tinyurl.com/PopSrvd>



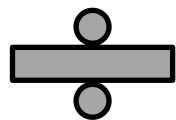
# Maintenance of Effort (MOE)

Local Funds used for Library Operating Expenditures

2017 – 4.2

2018 – 4.2

2019 – 4.2



**3 = AVERAGE**



# Maintenance of Effort (MOE)

Two ways to calculate:  
library meets lower  
amount.

Exemption level: More than \$150,000  
local expenditures and \$17.50 per  
capita local operating expenditures.





# Maintenance of Effort (MOE)



Look-up Tool!

2020 Population & MOE Planning Tool

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



# Per Capita Operating Expenditures

Total Local Operating Expenditures (4.2)

÷ Population Assignment

= **Per Capita Local Operating Expenditures**

$$\text{\$133,575} \div 10,541 = \text{\$12.67}$$

# Minimum Expenditures

\$18,000 minimum local operating expenditures

LFY 2020 Library Population Assignment	Per Capita Minimum
5,000 or less	\$3.85
5,001 – 10,000	\$4.13
10,001 – 25,000	\$4.42
25,001 – 50,000	\$5.52
50,001 – 100,000	\$8.32
100,001 – 200,00	\$9.98
200,001 – 500,000	\$12.07
500,001 or more	\$13.96

# Local Government Support



50% x

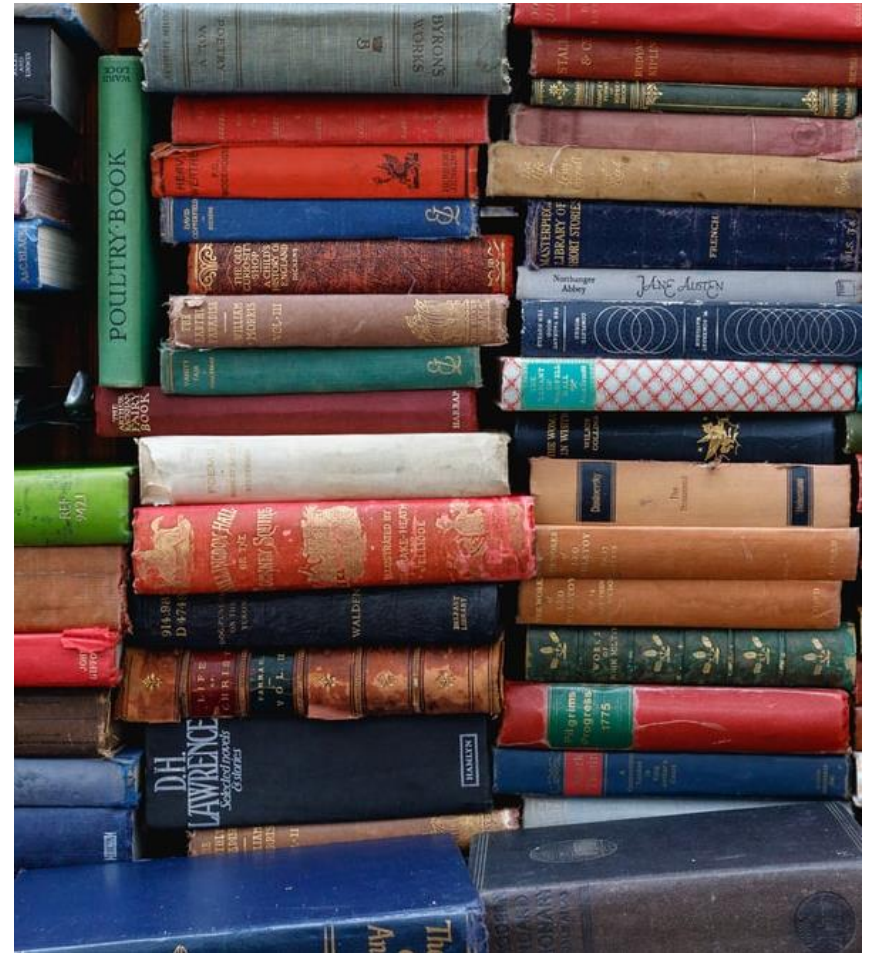
Minimum per capita x  
Population

Exemption: \$17.50 per capita

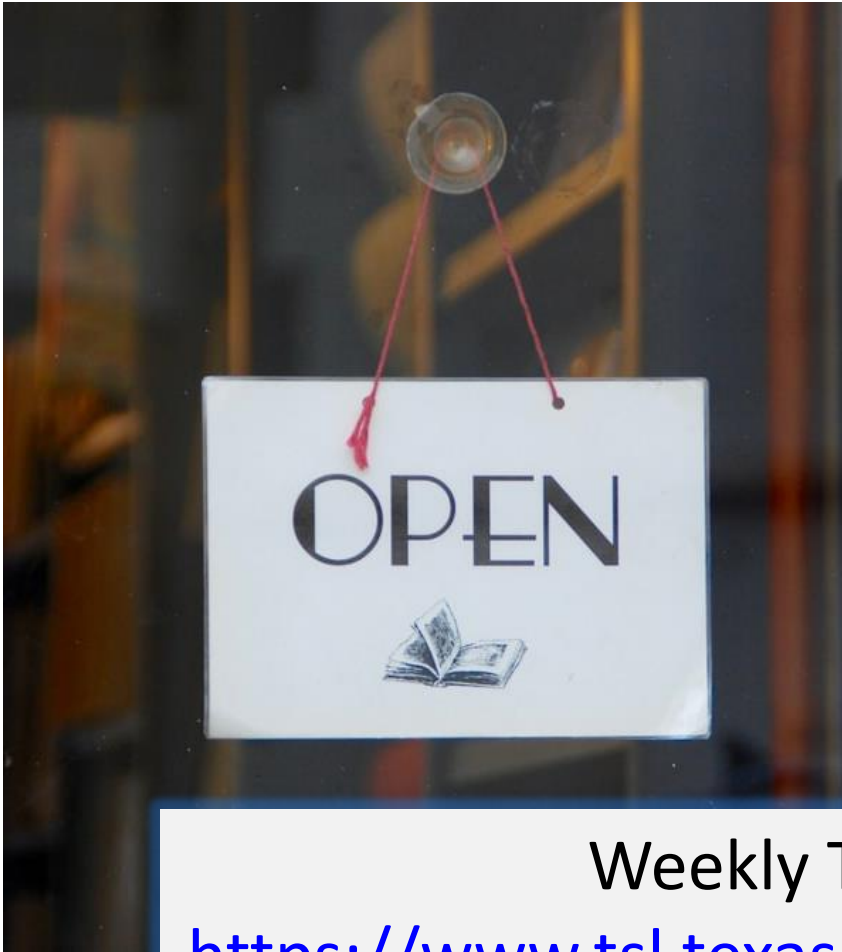


# Collection

- One item per capita or expenditures of at least 15% on collection materials.
- Electronically searchable catalog.
- One percent (1%) of collection published within last five years.



# Service Hours



Building open minimum  
20 hours/week  
to at least  
64 hours/week,  
depending on population

Weekly Total Tool

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

# Director Criteria

Ten hours Continuing Education annually.

Director employed in library duties 20 to 40 hours per week, based on population.

Professional librarians (MLS) for more than 25,001 assigned population.



# Continuing Education

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



TSLAC Online



**TEXAS STATE LIBRARY  
ONLINE TRAINING SITE**

[LDN Professional Development](#)



[LDN Training Calendar](#)



# Technology

Photocopier and internet-access  
computer available for use by staff

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

# Contact Information



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

Contact Info  
Published Phone  
Website\*



# Resource Sharing

Participation in statewide interlibrary loan (ILL) live on OCLC Navigator.



# Long-Range Plan



Updated at least every five years;

Board approved;

Includes collection development element;

Includes technology element.

# Annual Report Due Date

*A public library shall file a current and complete annual report with the Texas State Library and Archives Commission **by April 30**. Revisions to the annual report which would affect membership status for the next fiscal year will not be accepted after **July 31**.*



▶ ▶ ▶ **Wednesday**  
**MARCH 31, 2021**







# Application for Accreditation



## ACCREDITATION IN STATE LIBRARY SYSTEM APPLICATION

Local Fiscal Year 2020

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2021.

LIBRARY NAME \_\_\_\_\_

CITY \_\_\_\_\_

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

### 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 2020.

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

<https://tx.countingopinions.com/main.php>

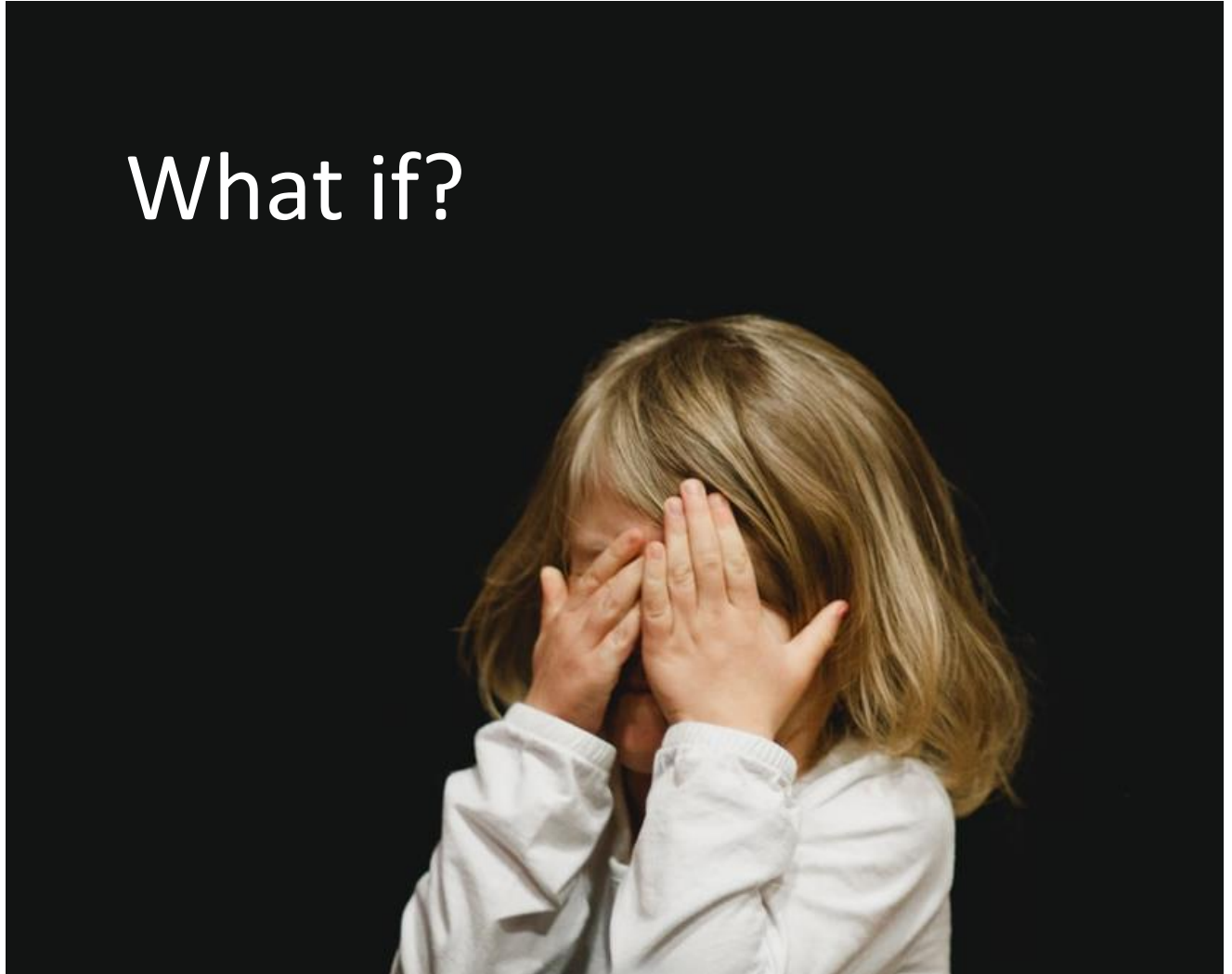
SIGNATURE of  
(Check one)

- ☐ Mayor      ☐ County Judge  
☐ City Manager      ☐ School Superintendent  
☐ District Board Chair

*Signatures of city secretaries or county clerks,  
will not be accepted.*

Printed Name \_\_\_\_\_

# What if?



Failure to meet minimums puts library at risk of losing accreditation for the next State fiscal year.

1. Has EVERY operating expenditure been reported?

## Options

---

2. Report indirect costs\*

\*Items not in the library budget, paid on behalf of the library by the local government funding authority.





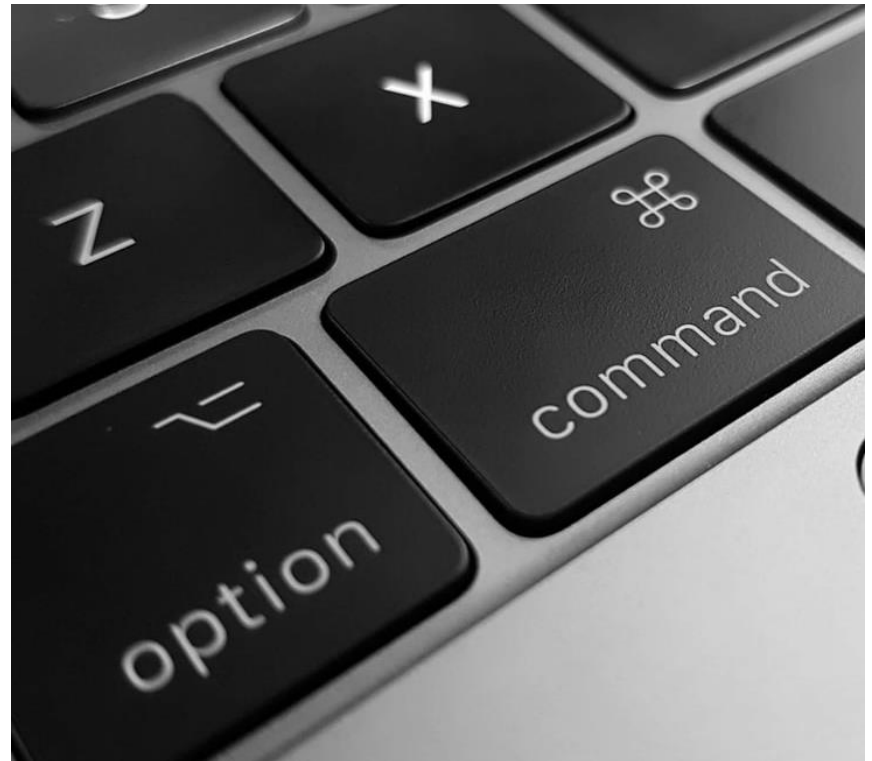
# Options

---

3. Appeal to LSA Board.

4. Library sits out of accreditation for next State fiscal year.\*\*

\*\*MOE will reset to new level the following year.



# Series

Basic Information

Financial Tracking

Tracking Services

Accreditation





# Texas Public Libraries Annual Report Information

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

[accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov)

Toll-free in Texas: 800-252-9386





**THANK YOU!**

**Valicia Greenwood**

**Library Data Coordinator**

**[vgreenwood@tsl.texas.gov](mailto:vgreenwood@tsl.texas.gov)**

**Library Development and Networking Division  
Texas State Library and Archives Commission**