Wells Branch Community 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	Wells Branch Community Library
1.2	County	Travis
1.3	Local Fiscal Year Start	01/01/2021
1.4	Local Fiscal Year End	12/31/2021

Mailing Address

1.5	Mailing Address	15001 Wells Port Dr
1.6	Mailing City	Austin-Wells Branch
1.7	Mailing ZIP Code	78728
1.8	Mailing ZIP+4 Extension	4596

Street Address

1.9	Street Address	15001 Wells Port Dr
1.10	Street City	Austin
1.11	Street ZIP Code	78728
1.12	Street ZIP+4 Extension	4596
1.13	♦ Published Telephone Number?	Yes
1.14	Phone	(512) 989-3188

| 1.15 | Telefax | (512) 989-3533 |

Library Director/Head Librarian

| 1.16 | Library Director/Head Librarian First Name | Donita |

| 1.17 | Library Director/Head Librarian Last Name | Ward |

| 1.18 | Admin Email | director@wblibrary.org |

| 1.19 | Library Email | staff@wblibrary.org |

| 1.20 | ♦ Does library have a website | Yes |

| 1.21 | Web Address | http://www.wblibrary.org |

| 1.22 | Is the information provided in 1.1 through 1.21 correct? | Yes |

Contact Person

| 1.23 | Contact Person First Name | Donita |

| 1.24 | Contact Person Last Name | Ward |

| 1.25 | Contact Email | director@wblibrary.org |

Advisory and Support Group Leaders

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

| 1.26 | Board Chair First Name | Abigail |

| 1.27 | Board Chair Last Name | Joffrain |

| 1.28 | Friends President First Name | Doug |

| 1.29 | Friends President Last Name | Schwartz |

SECTION 2: LIBRARY OUTLETS

| 2.1 | Number of Branch Libraries | 0 |

| 2.2 | Number of Bookmobiles | 0 |

| 2.3 | Renovations, Expansion, New Construction | Yes |

Note: In 2021, we replaced the carpeting and two public service desks.

| 2.4 | Square Footage of the Main Library | 16,000 |

SECTION 3: EXPENDITURES

EXPENDITURES

Staff Expenditures

| 3.1 | Salaries & Wages Expenditures | $480,247 |

| 3.2 | Employee Benefits Expenditures | $120,159 |

| 3.3 | Total Staff Expenditures (Sum of 3.1 through 3.2) | $600,406 |

| 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) | $600,406 |

Collection Expenditures

| 3.4 | Print Materials Expenditures | $49,490 |

| 3.5 | Electronic Materials Expenditures | $42,709 |

| 3.6 | Other Materials Expenditures | $9,160 |

| 3.7 | Total Collection Expenditures (Sum of 3.4 through 3.6) | $101,359 |

| 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) | $101,359 |

Miscellaneous

| 3.8 | Other Operating Expenditures | $174,145 |

3.8a	Of Other Library Operating Expenditures, How Much Was From Non–Local Grant Funding?	$676

Note: Interlibrary Loan Reimbursement Grant for 351 and TCA Grant for 325

3.8b	LOCAL FUNDS used for other library operating expenditures (difference between 3.8 and 3.8a)	$173,469
3.9	Total Direct Operating Expenditures (Sum of 3.3 + 3.7 + 3.8)	$875,910
3.9a	Of Direct Library Operating Expenditures, How Much Was From Non-Local Grant Funding (Sum of 3.3a, 3.7a, 3.8a)	$676
3.9b	LOCAL FUNDS used for Direct Library Operating Expenditures (Sum of 3.3b, 3.7b, 3.8b)	$875,234
3.10	Indirect Costs (if needed to meet maintenance of effort) Documentation Required	$0
3.11	Total Operating Expenditures (Sum of 3.9 + 3.10)	$875,910
3.12	Capital Expenditures	$216,141

SECTION 4: LOCAL FINANCIAL EFFORT

4.1	♦ Local Expenditures on Collections (Sum of 3.7b)	$101,359
4.2	♦ Total Local Library Operating Expenditures (Sum of 3.9b + 3.10)	$875,234
4.3	♦ Local Government Operating Expenditures	$875,234

SECTION 5: REVENUE

REVENUE

Local Government Revenue Used for Operating Expenditures

5.1	City, Cities or Library District: Operating Revenue	$1,711,884
5.2	County or Counties: Operating Revenue	$0
5.3	School District: Operating Revenue	$0

| 5.4 | Subtotal: Local Government Operating Revenue (Sum of 5.1 + 5.2 + 5.3) | $1,711,884 |

Revenue Used for Operating Expenditures

5.5	State Government: Operating Revenue	$325
5.6	Federal Government: Operating Revenue	$351
5.7	Foundation & Corporate Grants: Operating Revenue	$0
5.8	Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	$4,469
5.9	Total Library Operating Revenue (Sum of 5.4 - 5.8)	$1,717,029

Note: We really thought we would be open and delivering programs more than we were in 2021. We are now planning an expansion in the coming years. A full community survey is going out April 1-30 to get ideas from users and nonusers since I believe our neighborhood's needs and priorities have shifted from the pandemic.

Revenue Used for Capital Expenditures

5.10	City Cities or Library District: Capital Revenue	$216,141
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)	$216,141

Skip the following section if the library did <u>not</u> receive funds from a city or county government <u>outside</u> of the one in which the library is located.

| 5.18a | Other Cities or Counties Funding the Library | |
| 5.18b | Amount Received | |

5.19   Total Amount Received (Sum of 5.18b) $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   43,515

6.4   Audio Materials - Physical Format - Items   2,309

6.5   Video Materials - Physical Format - Items   6,955

6.6   Other Circulating Items   178

6.7   Total Physical Items in Collection (Sum of 6.3 - 6.6)   52,957

Electronic (Downloadable) Items in Collection

6.8   Electronic Books (ebooks)   28,715

6.9   Audio Materials - Downloadable Units   12,367

6.10   Video Materials - Downloadable Units   1,078

Note: This is the available videos from the Overdrive Consortium and the number of Hoopla checkouts for movies and TV series.

6.11a   Electronic Collections (Databases) - Local License   3

6.11b   Electronic Collections (Databases) - Regional or Consortium License   0

6.11   Total Local Electronic Collections/Databases (Sum of 6.11a + 6.11b)   3

6.12   TexShare Databases - State License   68

6.13   Total Electronic Collections/Databases (Sum of 6.11 + 6.12)   71

| 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) | 95,010 |

SECTION 7: LOCAL LIBRARY SERVICES

LOCAL LIBRARY SERVICES

7.0	♦ Long-Range Plan in Place	Yes
7.1	Reference Transactions	693
7.1a	Reference Transaction Reporting Method	CT - Annual Count
7.2	Library Visits	19,939
7.2a	Library Visit Reporting Method	CT - Annual Count
7.3	Registered Users	5,757

Circulation

7.4	Children's Circulation - Physical formats	41,947
7.5	Children's Circulation - Digital formats (Downloadable)	5,812
7.6	All Other Circulation (exclude children's) - Physical format	30,606
7.7	All Other Circulation (exclude Children's) - Digital format (Downloadable)	20,352
7.8	Total Circulation (Sum of 7.4, 7.5, 7.6, 7.7)	98,717
7.9	Circulation of Other Physical Items	818
7.10	Successful Retrieval of Electronic Information	261,756

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	92
7.11b	Early Childhood In-Person Off-Site Sessions	0
7.11c	Early Childhood Live Virtual Sessions	113
7.11	Number of Early Childhood Synchronous Sessions (Sum of 7.11a, 7.11b, 7.11c)	205
7.12a	Early Childhood In-Person On-Site Session Attendance	816
7.12b	Early Childhood In-Person Off-Site Session Attendance	0
7.12c	Early Childhood Live Virtual Session Attendance	785
7.12	Early Childhood Synchronous Session Total Attendance (Sum of 7.12a, 7.12b, 7.12c)	1,601

Student Age (6 to 11 years) Synchronous Programs

7.13a	Student Age In-Person On-Site Sessions	29
7.13b	Student Age In-Person Off-Site Sessions	0
7.13c	Student Age Live Virtual Sessions	20
7.13	Number of Student Age Synchronous Sessions (Sum of 7.13a, 7.13b, 7.13c)	49
7.14a	Student Age In-Person On-Site Session Attendance	451
7.14b	Student Age In-Person Off-Site Session Attendance	0
7.14c	Student Age Live Virtual Session Attendance	146
7.14	Student Age Synchronous Session Total Attendance (Sum of 7.14a, 7.14b, 7.14c)	597

Young Adult (12 to 18 years) Synchronous Programs

7.15a	Young Adult In-Person On-Site Sessions	2
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)	2
7.16a	Young Adult In-Person On-Site Session Attendance	23
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)	23
7.17a	Adult In-Person On-Site Sessions	12
7.17b	Adult In-Person Off-Site Sessions	0
7.17c	Adult Live Virtual Sessions	95
7.17	Number of Adult Synchronous Sessions (Sum of 7.17a, 7.17b, 7.17c)	107
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	671
7.18	Adult Synchronous Session Total Attendance (Sum of 7.18a, 7.18b, 7.18c)	725

General Interest Synchronous Programs

7.19a	General Interest In-Person On-Site Sessions	6
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)	6

7.20a	General Interest In-Person On-Site Session Attendance	287
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)	287

Total Synchronous Programs

7.21a	Total In-Person On-Site Sessions (Sum of 7.11a, 7.13a, 7.15a, 7.17a, 7.19a)	141
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)	228
7.21	Total Number of Synchronous Sessions (7.21a, 7.21b, 7.21c)	369
7.22a	Total In-Person On-Site Session Attendance (Sum of 7.12a, 7.14a, 7.16a, 7.18a, 7.20a)	1,631
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)	1,602
7.22	Total Synchronous Session Attendance (Sum of 7.22a, 7.22b, 7.22c)	3,233
7.23	Number of Recorded Sessions	2
7.24	Total Viewings of Recorded Sessions at 7-day Mark	6

SECTION 8: LIBRARY STAFFING AND SALARIES

| 8.1 | ♦ Professional (MLS) Librarians - Weekly Hours Worked | 220.00 |
| 8.2 | Other (Non-MLS) Librarians - Weekly Hours Worked | 60.00 |

| 8.3 | All Other Paid Library Staff - Weekly Hours Worked | 103.00 |

| 8.4 | All Paid Library Staff - Total Weekly Hours Worked (Sum of 8.1, 8.2, 8.3) | 383.00 |

| 8.5 | Volunteer Hours - Annual Total | 649 |

| 8.6 | Head Librarian's/Director Annual Rate of Salary | $95,305 |

| 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 | 9 |

| 9.3 | Interlibrary Loans Provided To Other Libraries | 91 |

Note: We resumed the offering in 2021. We could not do it in 2020.

| 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 | 15 |

| 10.3 | Annual Uses of Public Internet Computers | 521 |

Note: In 2020 we had 3 months of regular usage. In 2021, we had zero. There was usage by

appointment only and not all machines were available due to spacing for social distance.

10.3a	Computer Usage Reporting Method	CT - Annual Count

10.4	Annual Number of Wireless (WiFi) Sessions	1,452

Note: We replaced our system and can now only determine how many unique users there are each month. That means if one guy comes in every day, twice a day, for a month, he only counts as one. However, if he brings in his laptop and his phone, that counts as two. Before we could track how many connections there were each month. That is why our number has gone down so significantly.

10.4a	Wireless Sessions Reporting Method	ES - Annual Estimate Based on Typical Week(s)

10.5	Website Visits	Website Visits Tracked

10.5b	Annual Number of Website Visits	33,855

SECTION 11: LIBRARY HOURS

11.1	Annual Public Service Hours for Central Library	1,142
11.2	Annual Public Service Weeks for Central Library	27
11.3	♦ Weekly Service Hours All Facilities Available (Unduplicated, if branches)	61
11.4	Weekly Hours Central Library Open - Regular Schedule	61
11.5	Weekly Hours Central Library Open - Summer Schedule	22

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	25
C19.1.2	Number of weeks building had limited occupancy	14
C19.2.0	Public Services During COVID-19	Yes
C19.3.0	Electronic Library Cards Issued During COVID-19	No

Note: We issued regular cards and did so contact-free, but we did not create any special digital use cards.

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	No
C19.6.2	External Wi-Fi Access Increased During COVID-19	No
C19.7.0	Staff Re-Assigned During COVID-19	No

If there are no branch libraries to report, click on SHOW STATUS or SUBMIT, rather than NEXT. All edit checks must be addressed and satisfied before the form will lock.

SECTION 12: BRANCH AND/OR BOOKMOBILE

BRANCH AND/OR BOOKMOBILE

12.1	Outlet Type
12.2	Legal Name
	County of Branch
12.3	Mailing Address Street
12.4	Mailing Address City
12.5	Mailing Address ZIP Code
12.6	Mailing Address Zip+4 Extension
12.7	Street Address
12.8	City
12.9	Zip Code

12.10   ZIP+4 Extension

12.11   Phone

12.12   Telefax

12.13   E-mail Address

12.14   Librarian First Name

12.15   Librarian Last Name

12.16   Square footage of the branch library

12.17   Does the branch have an established schedule in which
         services of the staff are available to the public?

12.18   Public Service Hours Annual Total - Branch/Bookmobile

12.19   Number of Weeks Open per Year - Branch/Bookmobile

C19.1.0b Facility Closed Due to COVID-19 Health Crisis

C19.1.1b Number of Weeks Buildings Closed to Public

C19.1.2b Number of Weeks Building Had Limited Occupancy

**PUBLIC LIBRARY SURVEY (PLS) ID INFORMATION – TSLAC STAFF USE
ONLY**

Texas ID	583
Branch ID	N/A
Accreditation Status	Member
Annual Report	Y
Population of the Legal Service Area	14,915

FSCS Identification Number	TX0664
FSCS Sequence Number	001
Status of AE Record	00
Status of Library Name	00
Status of Address	00
Link ID	-3
Old FSCS Key	-3
Parent ID	-3
Outlet type - Branch/Bookmobile	CE
Interlibrary Relationship Code	ME
Legal Establishment	LD
Administrative Structure Code	SO
FSCS Public Library Definition	Y
Geographic Code	OTH
Legal Service Area Boundary Change	N
Central Library	1