Texas Public Libraries Annual Report - Introduction

This report is due to the Texas State Library and Archives Commission by April 30, 2023. We strongly urge libraries to report no later than March 31, 2023, to allow staff enough time to process all reports.

The Texas State Library and Archives Commission participates in a national public library data collection system. The purpose of this system is to ensure the collection of comparable data in all states. The data is used for the creation of a composite report on the public libraries of the United States and for state-to-state comparisons by the Institute of Museum and Library Services (IMLS). It is seen and used by researchers as well as policymakers at all levels of government. This report is also used to accredit Texas public libraries and some data elements are used for that purpose. Accreditation-related questions are marked within the questionnaire (>).

Definitions are important to ensure comparability of data from different libraries and states. Please refer to the definitions as this survey is completed.

Please do not leave any items blank. Estimates are important if exact data are not available.

All questions relate to the library's local fiscal year 2022: the year that ended in calendar year 2022 and included January 1, 2022. If there was a change in the fiscal year, please contact LDN staff to update that information. All information must be entered into LibPAS, the online data collection portal at https://tx.countingopinions.com/.

Texas State Library and Archives Commission
Library Development & Networking (LDN)
Statistics and Accreditation Staff
accreditation@tsl.texas.gov
512/463-5465, or toll free in Texas 800/252-9386

Section 1: Library Information - Central/Administrative Library

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is Public Information. In addition, the information being entered may be subject to interception via common Internet tools.

Please read our Web Policies and Disclaimers Web Policies and Disclaimers.

NOTE: In the online form, contact questions in the section 1.1 through 1.21 have been prefilled and locked. You will not be able to change the data. 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.

1.1Library Name	Wells Branch Community Library
1.2County	Travis
1.3Local Fiscal Year Start	01/01/2022
1.4Local Fiscal Year End	12/31/2022
1.5Mailing Address - Street	15001 Wells Port Dr
1.6Mailing City	Austin-Wells Branch
1.7Mailing Zip	78728
1.8Mailing Zip+4	4596
1.9Physical/Shipping address - Street	15001 Wells Port Dr
1.10City	Austin
1.11Zip	78728
1.12Zip+4	4596
?1.13Does the library have a published telephone number?	Yes
1.14Phone number	5129893188
1.15Telefax	5129893533
1.16Library Director/Head Librarian First Name	Donita
1.17Library Director/Head Librarian Last Name	Ward
1.18Director's Email Address	director@wblibrary.org
1.19Library General Email Address	staff@wblibrary.org
?1.20Library website	Yes
1.21Website URL	http://www.wblibrary.org
1.22Is the information provided in 1.1 through 1.21 correct?	Yes
1.23Contact First Name	Donita
1.24Contact Last Name	Ward
1.25Contact Email	director@wblibrary.org
1.26Board Chair First Name	Abigail
1.27Board Chair Last Name	Joffrain
1.28Friends President First Name	Doug
1.29Friends President Last Name	Schwartz

Section 2: Outlets

This section requests information on public service outlets. Report figures as of the last day of the fiscal year. If there is a new branch, but it was not open for business before the end of the library's local fiscal year, it should not be included on this report.

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	16,000

Section 3: Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

• Do not report the value of free or donated items as expenditures.

• Do not report estimated costs.

• Report only those grant awards directly spent by this library. Do not report grant funds spent for this library by another entity, such as a friends' group.

• Significant costs of ordinary operating expenditures, especially benefits and salaries, that are paid by other taxing agencies or government agencies with the authority to levy taxes on behalf of the library may be included if the information is available.

These expenditures are from all sources of revenue, including federal, state, Friends group revenue to the library, and foundation funding. The information reported in Expenditures may differ from the information reported in Library Revenue by Source.

Please do not leave any question blank. Enter "0" if the appropriate entry for an item is zero or "none." If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, the librarian should enter an estimate of the amount, and add an explanation in the Notes field. If you need to estimate, please use a standard methodology for doing so. If you have questions, please contact LDN staff.

Library Operating Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by expenditures documents such as invoices, contracts, payroll records, etc. at the point of disbursement should be included.

Any operating expenditure not covered by Staff and Collection Expenditures should be reported in question 3.8, Other Operating Expenditures.

Staff Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should be the salaries and wages for all library staff including plant operation, security and maintenance staff. Do not report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.

3.1 Salaries & Wages Expenditures [1]	$534,737
3.2 Employee Benefits Expenditures	$122,315
3.3 Total Staff Expenditures [2]	$657,052
3.3a Of library staff expenditures, how much was from non-local grant funding?	$0
3.3b LOCAL FUNDS used for library staff expenditures.	$657,052

Collection Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Include all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed.

Exclude charges or fees for interlibrary loans and expenditures for document delivery.

>>>Exclude operating expenditures for library system software and microcomputer software used only by the library staff or fees for TexShare databases. These are reported in 3.8, Other Operating Expenditures.

3.4 Print Materials Expenditures	$56,768
3.5 Electronic Materials Expenditures	$52,244
3.6 Other Materials Expenditures	$9,671
3.7 Total Collection Expenditures	$118,683
3.7a Of library collection expenditures, how much was from non-local grant funding?	$0
3.7b Local funds used for library collection material expenditures	$118,683

Other/Total Operating Expenditures

This includes all expenditures other than those reported for **Total Staff Expenditures** and **Total Collection Expenditures**. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include fees paid to the TexShare database program.

Indirect costs should only be reported when a library has failed to meet the **Maintenance Of Effort** requirement for accreditation in state library system. If included, the expense must be documented by the local government entity that provided the service.

Do not include capital expenditures.

3.8 Other Operating Expenditures	$251,791
3.8a Of other library operating expenditures, how much was from non-local grant funding? [3]	$2,422
3.8b Local funds used for other library operating expenditures expenditures	$249,369
3.9 Total Direct Operating Expenditures	$1,027,526
3.9a Of direct library operating expenditures, how much was from non-local grant funding?	$2,422
3.9b Local funds used for library operating expenditures expenditures	$1,025,104
3.10 Indirect Costs (if needed to meet maintenance of effort)	$0
3.11 Total Library Operating Expenditures	$1,027,526

Capital Expenditures
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital Revenue part of Section 5.

Do not include Operating Expenditures reported above. Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

Capital outlay is for one-time only or extraordinary expenditures. These are major capital expenditures such as the acquisition of or additions to fixed assets. Examples include expenditures for building sites, new buildings and additions to or renovations of library buildings.

Include expenditures for furnishings, equipment and initial book stock for new buildings, building additions or renovations; library automation systems, and new vehicles, and other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures.

Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency.

3.12Capital Expenditures	$0

Section 4: Local Financial Effort
REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.

This section contains questions which will help determine whether the library meets the minimum accreditation criteria. Local Operating Expenditures, question 4.2, is used in determining whether a library has met the maintenance of effort (MOE) criteria.

In the online form, questions 4.1 and 4.2 are calculated fields. They will reflect the total expenditures, less any non-local and/or grant funding.

?4.1Local Expenditures on Collections	$118,683
?4.2Total Local Library Operating Expenditures	$1,025,104
?4.3Local Government Operating Expenditures	$1,025,104

Section 5: Library Revenue by Source

Revenue Used for Operating Expenditures

Report revenue received by the library used for the current and recurrent costs of operation, including grants. Report by source of revenue.

The total funds reported as Library Revenue will not necessarily equal the total of Library Expenditures reported. Do not report grant funds spent on behalf of this library by another entity. Do not report salary revenue if the library did not pay the salary, as in the case of employees paid under a training program administered by another entity.

Do not include indirect costs.

5.1 City, Cities, or Library District Revenue used for operating expenditures	$2,195,998
5.2 County or Counties Revenue used for operating expenditures	
5.3 School District Revenue used for operating expenditures	
5.4 Local Government Operating Revenue	$2,195,998
5.5 State Government: Operating Revenue [4]	$1,614
5.6 Federal Government: Operating Revenue [5]	$808
5.7 Foundation & Corporate Grants: Operating Revenue	$0
5.8 Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	$67,647
5.9 Total Library Operating Revenue [6]	$2,266,067

Revenue Used for Capital Expenditures

CAPITAL REVENUE

Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a)site acquisition; (b)new buildings; (c)additions to or renovation of library buildings; (d)furnishings, equipment and initial collections (all type) for new buildings, building additions, or building renovations; (e)computer hardware and software used to support library operations, to link to networks, or to run information products; (f)new vehicles; and (g)other one-time major projects. Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do NOT include revenue passed through to another agency, such as fines, or funds unspent from previous fiscal years ("carryover").

Do not report revenue that has already been reported in operating revenue.

5.10 City Cities or Library District Revenue: Capital Expenditures	$0
5.11 County or Counties Revenue: Capital Expenditures	$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	$0

Government Revenue Sources Outside Local City or County

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

If funds were received from government entities outside of the local area, then list the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section: questions 5.1 (city operating), 5.2 (county operating), 5.13 (city capital) or 5.14 (county capital).

Click on the red X to delete any lines generated in error.

Total		
	5.19 County or city providing funds	5.18 Amount received

Additional Sources

Answer only if the library received funds from a city or county other than the one in which the library is located. List the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section.

To delete any lines generated in errors, click on the red X.

5.18County providing funds (outside home county)	
5.19Amount received	
5.18County providing funds (outside home county)	
5.19Amount received	
5.18County providing funds (outside home county)	
5.19Amount received	
5.18County or city providing funds (outside home county or city)	
5.19Amount received	
5.18County providing funds (outside home county)	
5.19Amount received	

Section 6: Library Collection

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the Collection Expenditures section.

Unless otherwise indicated, report for each item, title, and physical unit the amount held at the end of the fiscal year. Physical units are volumes, items, or pieces. For reporting purposes, a title is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, or disks. The term applies equally to printed materials, such as books and periodicals, as well as audio and video materials. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Do not count un-catalogued paperbacks.

Most software systems include a method of determining number of titles. Libraries should use whatever method their software provides. If no method is available, an estimate should be made.

For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

?6.1Library Catalog	Yes
?6.2Collection has 1% published in last five years	Yes

Physical Material Counts

6.3Books in Print	45,612
6.4Audio Materials - Physical format	2,147
6.5Video Materials - Physical Format	7,143
6.6Other Circulating Physical Items	212
6.7Total Physical Items in Collection	55,114

Electronic Materials Count

For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

• Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

• Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Reporting Downloadables"

6.8Electronic Books (ebooks)	32,228
6.9Audio Materials - Downloadable Units	14,484
6.10Video Materials - Downloadable Units [7]	942

Electronic Collections/Databases

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval of the data. An electronic collection may be organized, curated, and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

"Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Elon. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined type."

Report the number of electronic collections/databases acquired through curation, payment or formal agreement, by source of access. Include electronic serial subscriptions in this section.

6.11aElectronic Collections/Databases - Local License	3
6.11bElectronic Collections/Databases - Consortium license	0
6.11Total Local Electronic Collections	3
6.12TexShare Databases - State License	68
6.13Total Electronic Collections/Databases	71

Collection Totals

?6.14Collection Totals - Volumes Items or Physical Units	102,559
6.15Consortium Participation	Central Texas Digital Consortium

Section 7: Local Library Service

?7.1Long-Range Plan	Yes

Service Measures

7.2Reference Transactions	1,679
7.2aReference Transaction Reporting Method	Count
7.3Number of Library Visits [8]	59,299
7.3aLibrary Visit Reporting Method	Count
7.4Registered Users	5,300

Circulation

The National Center for Education Statistics (NCES) defines children as persons age 11 and under.

The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

7.5Circulation of Children's Materials - Physical formats	100,097
7.6Circulation of Children's Materials - Digital Formats	3,845
7.7Circulation Other than Children's - Physical formats	45,522
7.8Circulation Other than Children's - Digital Formats	21,579
7.9Total Circulation	171,043
Electronic Material Circulation	25,424
7.10Circulation of Other Physical Items	1,096
7.11Successful Retrieval of Electronic Information	185,708
7.12Current Overdue Fine Policy	N
7.13Current Non-Resident Fee Policy	N

Programs and Program Attendance

Library programs are referred to as live (synchronous) program sessions or recorded (asynchronous) program presentations. Multiple format options, as well as expanded age ranges are being tracked.

Report in-person on-site programs and in-person off-site programs separately, as well as live, virtual programs and recorded (asynchronous) programs. See below for definitions of what constitutes a program.

Each program session should only be counted in one age category based on its primary target audience. If there is no agegroup highlighted, then report the session(s) under "General Interest".

Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

If programs are offered as a series, count each program session in the series as one event. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.

Count recordings (asynchronous) program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for viewing after the session ended. For program presentations that are recordings of live (synchronous) virtual program sessions, exclude live (synchronous) attendance; these should be reported under the appropriate age and format within the live (synchronous) program counts.

Early Childhood Synchronous (Live) Programming targeting ages birth to 5 years

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group.

Attendance is the count of the audience at all program sessions for which the primary audience is children from birth to 5 years old. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.14 Number of sessions	415	0	0	415
7.15 Total of audience	6,038	0	0	6,038

Student-Age Synchronous (Live) Programming targeting 6 to 11 years

The National Center for Education Statistics NCES: Children and Young Adults Defined [Services and Resources for Children and Young Adults in Public Libraries, August 1995, NCES 95357] defines children as persons age 11 and under.

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Attendance is the count of the audience at all program sessions for which the primary audience is children from 6 to 11 years old. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.16 Number of sessions	[9]147	0	[10]0	[11]147
7.17 Total of audience	[12]2,742	0	[13]0	[14]2,742

Young Adult Synchronous (Live) Programming targeting ages 12 to 18 years
The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

Report all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use the library facilities.

If young adult programs are offered as a series, count each program in the series. Example: a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.

Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Attendance is the count of the audience at all program session sfor which the primary audience is young adults from 12 to 18
years old. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.18 Number of sessions	[15]35	0	0	[16]35
7.19 Total of audience	[17]289	0	0	[18]289

Adult Synchronous (Live) Programming targeting ages 19+ years

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Report all adult programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use the library facilities. If adult programs are offered as a series, count each program in the series. Example: a computer skills class offered once a week for 10 weeks should be counted as 10 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one resume assistance and services to homebound.

Attendance is the count of the audience at all program sessions for which the primary audience is adults 19 years and older. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.20 Number of sessions	180	0	0	180
7.21 Total of audience	1,467	0	0	1,467

Programs of General Interest (no targeted age group)

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

Report all general interest programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include general interest programs sponsored by other groups that use the library facilities. If general interest programs are offered as a series, count each program in the series. Example: a computer skills class offered once a week for 10 weeks should be counted as 10 programs. Exclude library activities delivered on a one-to one basis, rather than to a group, such as one-to-one resume assistance and services to homebound.

Attendance is the count of the audience at all program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-site Sessions	b. In-Person Off-site Sessions	c. Live Virtual Sessions	d. Totals
7.22 Number of sessions	18	0	0	18
7.23 Total of audience	989	0	0	989

Live and/or Virtual (Synchronous) Program Totals

This is a total count of the programs and audience at all live or virtual program sessions during the reporting period.

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total Synchronous Programs
7.24 Number of sessions	[19]795	0	[20]0	[21]795
7.25 Total of all attendees	[22]11,525	0	[23]0	[24]11,525

Recorded (Asynchronous) Programs Total

7.26 Number of Recorded Programs offered	0
7.27 The count of views of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year).	0

Section 8: Library Staffing and Salaries

Include all positions funded in the library's budget whether those positions are filled or not. Report figures as of the last day of the fiscal year. Report all hours worked for each employee type and report as total hours worked per week.

Report number of hours worked per week, not the number of employees.

?8.1Professional (MLS) Librarians - Weekly Hours Worked	220.00
8.2Other (Non-MLS) Librarians - Weekly Hours Worked	63.00
8.3All Other Paid Library Staff - Weekly Hours Worked	112.00
8.4All Library Staff - Total Weekly Hours Worked	395.00
8.5Volunteer Hours - Annual Total	1,219
8.6Head Librarian's Annual Rate Of Salary	$101,972
?8.7Head Librarian's/Director's Hours Worked per Week	40.00
?8.8Director Obtained 10 Units of Continuing Education (CEU)	Yes
?8.9Photocopier Available for Staff	Yes
?8.10Internet Computer Available for Staff	Yes

Section 9: Resource Sharing
Interlibrary Loans

An item of library material, or a copy of the material, is made available by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration.

?9.1Does the library have the statewide interlibrary loan service available to patrons?	Yes
9.2Interlibrary Loans Received from Other Libraries (Borrows)	19
9.3Interlibrary Loans Provided to Other Libraries (Lends)	120
9.4What automation/integrated library system (ILS) is currently used?	Biblionix Apollo

Section 10: Internet and Electronic Services

?10.1 Public Internet Access Computer with Printer/Copier	Yes
10.2 Number of Public Internet Access Computer Terminals	15
10.3 Annual Uses of Public Internet Computers [25]	4,295
10.3a Regarding the number of public computer uses, is this an annual count or an annual estimate?	Annual Count
10.4 Annual Wi-Fi Sessions	3,666
10.4a Regarding the number of wi-fi sessions, is this an annual count or an annual estimate?	Annual Count
10.5 Annual Website Visits	35,859

Section 11: Library Hours

11.1 Annual Public Service Hours for Central Library [26]	2,973
11.2 Annual Public Service Weeks for Central Library [27]	52
?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	61

SPECIAL SECTION RELATING TO COVID-19 HEALTH CRISIS

NOTE; This section pertains ONLY to reporting year 2022, based on the library's local fiscal year. If the response to the first question, C19.1.0 Closed Outlets due to COVID-19, is "NO," all other questions may be left blank.

Facilities During COVID-19 Crisis

C19.1.0Closed Outlets due to COVID-19	No
C19.1.1Number of weeks buildings closed to public	
C19.1.2Number of weeks library facility had limited occupancy. Count any week where the library building was closed for more than half of its scheduled hours as a full week.	

Services During COVID-19 Crisis

C19.2.0Public Services During COVID-19	
C19.3.0Electronic Library Cards Issued During COVID-19	
C19.4.0Reference Service During COVID-19	
C19.5.0Outside Service During COVID-19	
C19.6.1External Wi-Fi Access Added During COVID-19	
C19.6.2External Wi-Fi Access Increased During COVID-19	

Staff During COVID-19 Crisis

C19.7.0Staff Re-Assigned During COVID-19	

Next Steps

Congratulations! You've reached the end of the survey! You still have a few very important things to do, though.

At the top, right-hand side of this page are two buttons: 'Verify' and 'Submit/Lock'

FIRST: Click the Verify button. This will run additional edit checks and alert you to anything that still needs an explanation. Examples are shown in the Help link at the top-right side of this webpage on the "Managing Data" tab.

NOTE: Please make any edit check Notes as descriptive as possible. The more complete the explanation you provide us, the less likely it is that we will need to contact you for additional information/explanation.

THEN: Once you have the edit checks completed and the data verified, click on: 'Submit/Lock'

If you click 'Submit/Lock' and you are taken to a white screen with "Required Indicator!" or failed edit check messages, please click the "HERE" link to return to your report. You will need to know the question number, or the section, to which to return.

When the data has been successfully submitted, you will see the locked symbol. That is your assurance that we know you have completed the survey and we can begin our analysis.

Almost done!...

FINALLY: One last thing needs to be completed.
To be considered for accreditation, the library must also complete the ["Accreditation in State Library System Application"](#).

Where to find a blank copy of the Application:
--> Texas LibPAS portal Home page: https://tx.countingopinions.com/,
-->Texas State Library Public Libraries Annual Report webpage: https://www.tsl.texas.gov/ldn/annualreport.
--> In the printed worksheet. Once the report is locked, the "DRAFT" watermark will no longer be present. Reports can be locked and opened as necessary until April 30.

Once signed, the application should be forwarded to Library Accreditation in the Library Development & Networking Division (LDN) of the Texas State Library.

Upload it below or scan and email the Application. Documents are saved electronically, so no original copy is needed.

Email: accreditation@tsl.texas.gov

NOW you are done! CONGRATULATIONS!!

Application for Accreditation	

[1], 3.1 Last year, we had fewer people working fewer hours during the pandemic. When we fully reopened, we had to hire more people for more hours.(*0-2023-03-27*)

[2], 3.3 2021 had pandemic closures, fewer people working fewer hours. Plus, cost of living went WAAAY up during the year and we got 5% across the board increases midyear.(*0-2023-03-27*)

[3], 3.8a In 2022, I had 2422 in nonlocal income. 808 was the ILL grant and 1614 was from TCA(*0-2023-03-30*)

[4], 5.5 TCA program performer grants- more programs, more performers, more grant $(*0-2023-03-30*)

[5], 5.6 This is the ILL grant- more circulation, higher grant(*0-2023-03-30*)

[6], 5.9 We didn't spend everything in 2022 (we thought our income might fall, but it didn't). We are planning a big remodel.(*0-2023-03-27*)

[7], 6.10 People used hoopla less for movies- perhaps our patrons are streaming more on personal subscriptions like netflix?(*0-2023-03-27*)

[8], 7.3 We were open all year in 2022, not so much in 2021.(*0-2023-03-27*)

[9], We were open with live programs all year.(*0-2023-03-27*)

[10], We were open with live programs all year.(*0-2023-03-27*)

[11], We were open with live programs all year.(*0-2023-03-27*)

[12], We were open with live programs all year.(*0-2023-03-27*)

[13], We were open with live programs all year.(*0-2023-03-27*)

[14], We were open with live programs all year.(*0-2023-03-27*)

[15], We were open with live programs all year. Our Teen Library Council also returned.(*0-2023-03-27*)

[16], We were open with live programs all year.(*0-2023-03-27*)

[17], We were open with live programs all year.(*0-2023-03-27*)

[18], We were open with live programs all year.(*0-2023-03-27*)

[19], We were open with live programs all year.(*0-2023-03-27*)

[20], We were open with live programs all year.(*0-2023-03-27*)

[21], We were open with live programs all year.(*0-2023-03-27*)

[22], We were open with live programs all year.(*0-2023-03-27*)

[23], We were open with live programs all year.(*0-2023-03-27*)

[24], We were open with live programs all year.(*0-2023-03-27*)

[25], 10.3 We were open all year, so the computers were available all year without reservation.(*0-2023-03-27*)

[26], 11.1 We were open all year.(*0-2023-03-27*)

[27], 11.2 We were open all year.(*0-2023-03-27*)