

Tom Green County Library System

2007 Texas Public Library Survey

Local Notes
State Notes
FSCS Notes

1.1-1.32 Identification

No Notes

2.1-2.4 Outlets and Users

No Notes

3.1-3.12 Categories of Expenditures

No Notes

4.1-4.3 Local Financial Effort

No Notes

5.1-5.25 Library Income By Source

5.10 Foundation and Corporate Grants	FSCS Note:	Verizon Grant
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6.0-6.16 Library Collection

No Notes

7.1-7.12 Local Library Services

No Notes

8.1-8.8 Library Staffing and Salaries

No Notes

9.1-9.4 Resource Sharing

9.4 How many loans were provided to other libraries?	FSCS Note:	No other library made a loan request of us; therefore, we provided no ILL items to other libraries. Had
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requests been made, we would have been happy to fill them.

10.1-10.5 Internet and Electronic Services

No Notes

11.1-11.21 Library Hours

No Notes

12.1-12.16 Branch/Bookmobile

No Notes

System Membership Application Form

No Notes

All edit checks for review

Tom Green County Library System

5.1-5.25 Library Income By Source

	<i>PREVIOUS YEAR</i>	<i>CURRENT YEAR</i>
5.10 Foundation and Corporate Grants	\$0	\$43,000
Name of grant source(s). Detail in State Note.		

9.1-9.4 Resource Sharing

Please report number of loans actually received or actually loaned, even if that number is zero.

Interlibrary loan requests (exclude informational requests)

	<i>PREVIOUS YEAR</i>	<i>CURRENT YEAR</i>
9.4 How many loans were provided to other libraries?	1	0

The current to prior year ratio is outside the range [0.04, 30.55]. Please check for possible errors or explain why the correct data are out of range. Use a Federal Note to confirm this change. (Annotated Federal)

SYSTEM MEMBERSHIP APPLICATION FORM
Authorization to Apply for New or Continuing System Membership

LIBRARY NAME: Tom Green County Library System CITY San Angelo, TX

This Authorization for application should be completed only for the following reasons:

- Your library is applying for new membership in the Texas Library System
- Your library wishes to continue its membership in the Texas Library System for the upcoming state fiscal year (SFY2009).

All signatures are necessary. Current members of the Texas Library System **MUST** obtain all necessary signatures if they wish to continue their System membership during SFY2009.

Signatures of city secretaries, county clerks, and so forth **are not valid** substitutions for the signatures of mayors, city managers, or county judges.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, THEN send the State Library all other pages except this Authorization and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library to arrive no later than April 30, 2008.

By signing this form, the applying library is certifying that the information presented in its Annual Report for Local Fiscal Year 2007 is complete and accurate. Mail to: Texas State Library, Library Development Division, PO Box 12927, Austin, TX 78711-2927

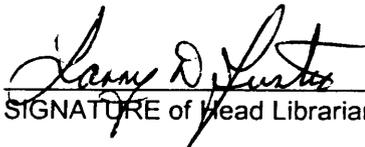
AUTHORIZATION



Michael D. Brown, County Judge

SIGNATURE of Mayor, City Manager, District Board
Chair, County Judge, or School Superintendent
(Circle applicable one)

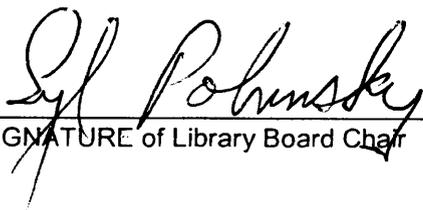
Typewritten or printed name



Larry D. Justiss, Library Director

SIGNATURE of Head Librarian

Typewritten or printed name



Syl Polunsky, Library Board Chair

SIGNATURE of Library Board Chair

Typewritten or printed name

Tom Green County Library System

2007 Texas Public Library Survey

CURRENT YEAR

PREVIOUS YEAR

1.1-1.32 Identification

This report is due at the Texas State Library and Archives Commission by March 31, 2008. All data applies to your library's 2007 fiscal year.

1.1	Library Name (As you wish it to appear in the directory)	Tom Green County Library System	<i>Tom Green County Library System</i>
1.2	County	Tom Green	<i>Tom Green</i>
Mailing Address			
1.3	Street or PO Box	113 W Beauregard Ave	<i>113 W Beauregard Ave</i>
1.4	City	San Angelo	<i>San Angelo</i>
1.5	Zip Code	76903	<i>76903</i>
1.6	4 Digit Zip Extension	5887	<i>5834</i>
Street Address			
1.7	Street	113 W Beauregard Ave	<i>113 W Beauregard Ave</i>
1.8	City	San Angelo	<i>San Angelo</i>
1.9	Zip Code	76903	<i>76903</i>
1.10	4 Digit Zip Extension	5887	<i>5834</i>
1.11	Phone	3256557321	<i>3256557321</i>
1.12	Listed #	Yes	<i>Yes</i>
1.13	Telefax	3256594027	<i>3256594027</i>
1.14	E-mail Address (administrative)	Larry.Justiss@co.tom-green.tx.us	<i>Larry.Justiss@co.tom-green.tx.us</i>
1.15	E-mail Address (library's)	Larry.Justiss@co.tom-green.tx.us	<i>Larry.Justiss@co.tom-green.tx.us</i>
1.16	Web Address (Internet)	http://www.tgclibrary.com/	<i>http://www.tgclibrary.com/</i>
Head Librarian			
1.17	First Name	Larry	<i>Larry</i>
1.18	Last Name	Justiss	<i>Justiss</i>

Contact Person

1.19	First Name	Ken	<i>Martha</i>
1.20	Last Name	Coley	<i>McCloskey</i>

Board Chair

1.21	First Name	Syl	<i>Syl</i>
1.22	Last Name	Polunsky	<i>Polunsky</i>

Mailing Address

1.23	Street or PO Box	2601 Parkview Dr	<i>2601 Parkview Dr</i>
1.24	City	San Angelo	<i>San Angelo</i>
1.25	Zip Code	76904	<i>76904</i>
1.26	Zip Extension	N/A	<i>N/A</i>

Friends President

1.27	First Name	Mary	<i>Mary</i>
1.28	Last Name	Chatfield	<i>Chatfield</i>

Mailing Address

1.29	Street or PO Box	115 N. Jackson	<i>115 N. Jackson</i>
1.30	City	San Angelo	<i>San Angelo</i>
1.31	Zip Code	76901	<i>76901</i>
1.32	Zip Extension	8788	<i>8788</i>

2.1-2.4 Outlets and Users

2.1	Number of branch libraries	2	<i>2</i>
2.2	Number of bookmobiles in use	1	<i>1</i>
2.3	Has the main library building(s) or any branch library been renovated, expanded, or new construction completed within the period covered by this report?	No	<i>No</i>
2.4	What is the square footage of the main library?	24,000	<i>24,000</i>

3.1-3.12 Categories of Expenditures**SALARIES AND WAGES**

3.1	Library Employees	\$791,438	\$725,300
EMPLOYEE BENEFITS			
3.2	Library Employees	\$201,650	\$202,614
3.3	Subtotal Wages and Benefits (Total of 3.1 through 3.2)	\$993,088	\$927,914
COLLECTION			
3.4	Print Materials	\$252,462	\$244,954
3.5	Materials in Electronic Format	\$53,499	\$38,815
3.6	Other Materials	\$16,981	\$16,755
3.7	Subtotal Collection (Total of 3.4 through 3.6)	\$322,942	\$300,524
MISCELLANEOUS			
3.8	Other Operating Expenses (include TexShare fees)	\$125,351	\$135,330
3.9	Total Direct Operating Expenditures (Total of 3.3+ 3.7 + 3.8)	\$1,441,381	\$1,363,768
3.10	Indirect Costs (Optional - attach documentation if claimed)	\$0	\$0
3.11	Total Operating Expenditures (Total of 3.9 + 3.10)	\$1,441,381	\$1,363,768
3.12	Capital Outlay (Do not include expenditures reported above)	\$1,105,727	\$117,652
4.1-4.3 Local Financial Effort			
4.1	Of the amount shown in Library Collection Expenditures (Item 3.7), how much was expended from local funds only?	\$294,057	\$291,018
Of the amount shown in Total Operating Expenditures (Item 3.11), how much was expended from			
4.2	Local funds only (include government sources)?	\$1,441,381	\$1,363,768
4.3	Local government sources	\$1,520,020	\$1,215,673

only?

Note: See Instructions for definitions of "local funds" and "local government sources."

5.1-5.25 Library Income By Source

"Operating Income" is money received by the library for the current and recurrent costs of operation, including grants for special projects. "Capital Income" is money intended for major capital expenditures, construction, renovation, endowment fund deposits, or other extraordinary items. (Exclude interlibrary loan and system operation grants from both of these categories as well as indirect costs).

OPERATING INCOME

5.1	City, Cities, or Library District	\$0	\$0
5.2	County or Counties	\$1,520,020	\$1,298,370
5.3	School Districts	\$0	\$0
5.4	Subtotal of Local Government Income (5.1 + 5.2 + 5.3)	\$1,520,020	\$1,298,370
5.5	Loan Star Libraries Grant Award	\$10,016	\$9,506
5.6	Other State Funds	\$0	\$0
5.7	Federal Library Services & Technology Act Funds	\$0	\$0
5.8	Other Federal Funds	\$0	\$0
5.9	Subtotal of Federal Operating Income (5.7 + 5.8)	\$0	\$0
5.10	Foundation and Corporate Grants	\$43,000	\$0
5.11	Other Local Sources (interest, fines, donations from individuals)	\$112,851	\$138,764
5.12	Subtotal of Other Operating Income (5.10 + 5.11)	\$155,851	\$138,764
5.13	Total Income (5.4 + 5.5 + 5.6 + 5.9 + 5.12)	\$1,685,887	\$1,446,640

CAPITAL INCOME

5.14	City, Cities, or Library	\$0	\$0
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District			
5.15	County or Counties	\$0	\$0
5.16	School Districts	\$0	\$0
5.17	Loan Star Libraries grant award	\$0	\$0
5.18	Other State Funds	\$0	\$0
5.19	Federal Library Services & Technology Act Funds	\$0	\$0
5.20	Other Federal Funds	\$0	\$0
5.21	Foundation and Corporate Grants	\$0	\$0
5.22	Other Local Sources (interest, fines, donations from individuals)	\$1,106,516	\$205,645
5.23	Total Capital Income (5.14 through 5.22)	\$1,106,516	\$205,645

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 city or county.

5.24	Cities or Counties Funding the Library	0	0
5.25	Amount Received	\$0	\$0

6.0-6.16 Library Collection

6.0	Does the library have a catalog of its holdings available to the public that is searchable, either manually or electronically, at a minimum by author, title, and subject?	Yes	Yes
6.1	Books and Serials Titles (in print)	209,054	209016
6.2	Books and Serials Volumes, Items or Physical Units (in print)	275,223	301389
6.3	Audio Materials Titles	9,137	6292
6.4	Audio Materials Volumes, Items or Physical Units	10,750	7403

6.5	Video Materials Titles	2,734	3813
6.6	Video Materials Volumes, Items or Physical Units	2,751	3836
6.7	Electronic Books Titles (Do not include TexShare holdings)	22	32
6.8	Electronic Books Volumes, Items or Physical Units (Do not include TexShare holdings)	22	32
6.9	Local Licensed Databases	11	8
6.10	State Library Licensed Databases (include TexShare and TexSelect holdings)	71	19
6.11	Other Licensed Databases (include cooperative agreements or consortia within state or region)	2	1
6.12	Licensed Databases SUBTOTAL (6.9+6.10+6.11)	84.00	28
6.13	TOTALS Titles (6.1+6.3+6.5+6.7)	220,947	219230
6.14	TOTALS Volumes, Items or Physical Units (6.2+6.4+6.6+6.8+6.9)	288,757	312737
6.15	Number of subscriptions currently received (in print format)	356	353
6.16	Number of electronic subscriptions currently received (Do not include TexShare holdings)	0	0
7.1-7.12 Local Library Services			
7.1	Number of reference transactions received by your library	216,696	203201
7.2	Number of library	596,547	621918

circulation transactions

7.3	Number of circulations of juvenile materials (This is part of #7.2) (children's materials in all formats, excluding young adult materials)	102,998	122725
7.4	Total number of library programs provided by the library	329	611
7.5	Total attendance at programs/presentations provided by the library	11,451	19120
7.6	Total number of children's programs provided by the library	296	490
7.7	Total (juvenile and adult) attendance at children's programs provided by the library (This is a subset of #7.5)	10,825	18418
7.8	Number of library visits (gate count)	438,146	526838
7.9	How many registered borrowers do you have?	37,731	29491
7.10	Does the library have a long-range plan? Plan approved by the library's governing board must be reviewed and updated at least every five years and must include a collection development element.	Yes	Yes
7.11	Does the library have available a photocopier for use by staff?	Yes	Yes
7.12	Does the library have available a photocopier for use by the public?	Yes	Yes

8.1-8.8 Library Staffing and Salaries

Forty hours per week is one full-time equivalent (FTE). Divide staff hours worked per week by 40.

Enter total FTE's.

Persons Holding Title of Librarian

8.1	With master's degree from program accredited by ALA	7	7.00
8.2	Other persons holding the title of librarian	3	2.00
8.3	All other paid staff	24	24.00
8.4	Total library paid staff (8.1 + 8.2 + 8.3)	34.00	33.00
8.5	How many hours last year did volunteers (including community service, Green Thumb, etc.) work in your library?	939	1,124
8.6	What was the Head Librarian's annual rate of salary?	\$62,630	\$55,836
8.7	How many hours per week is the Head Librarian currently employed in library duties?	40	40

Continuing education activities that meet qualitative standards for which the applicant can supply documentation of participation, duration, and relevance to the operation of a library

8.8	Has the Head Librarian obtained a minimum of 10 hours of continuing education credits within the reporting period?	Yes	Yes
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9.1-9.4 Resource Sharing

Questions 9.1 and 9.2 are part of the library's accreditation. They are based on the following rule.

13. TAC 1.83: A public library shall offer to borrow materials via the interlibrary loan resource sharing service for persons residing in the library's designated service area. A library shall also participate in the interlibrary loan resource sharing service by lending its materials to other libraries, as requested. The library governing board may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be posted on the library system's web site.

9.1	Is your library willing to borrow materials for your patrons?	Yes
9.2	Is your library willing to lend materials to another	Yes

library for their patrons?

Please report number of loans actually received or actually loaned, even if that number is zero.

Interlibrary loan requests (exclude informational requests)

9.3 How many loans were **received from other libraries?** 1,341 1057

9.4 How many loans were **provided to other libraries?** 0 1

10.1-10.5 Internet and Electronic Services

10.1 Does your library have a computer with Internet access for the use by staff? Yes Yes

10.2 Does your library have a computer with Internet access for the use by the public? Yes Yes

10.3 How many terminals (PC, dumb terminal, etc.) are used to access the Internet by general public? 53 53

10.4 What were the total number of users of public internet computers in the library during the year? This is for in-library use only: 101,707 103734

10.5 How many persons were trained in the use of electronic resources (formal and informal): 11969 12752

11.1-11.21 Library Hours

11.1 Total number of hours during the year that the library was open. 7684 7098

The purpose of this question is to find out how many overlapping hours of library service were available to your patrons last year. This total should be reduced for any hours that any of the facilities were closed to the public (e.g., holidays, weather emergencies, staff development days, construction, repairs, etc.). Report every hour that any facility is open to the public during all of last year.

The local fiscal year covered by this report

11.2	began (mm/dd/yyyy)	10/01/2006	10/01/2005
11.3	and ended (mm/dd/yyyy)	09/30/2007	09/30/2006

SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS

(If the library closes for the lunch hour, be sure to reflect this in the schedule.)

REGULAR SCHEDULE

11.4	Has the library's schedule changed?	No	No
	Regular Schedule	M-Th 9-9; F 9-6; S 9-5	M-Th 9-9; F 9-6; S 9-5
11.5	Sunday	N/A	N/A
11.6	Monday	9-9	9-9
11.7	Tuesday	9-9	9-9
11.8	Wednesday	9-9	9-9
11.9	Thursday	9-9	9-9
11.10	Friday	9-6	9-6
11.11	Saturday	9-5	9-5
11.12	WEEKLY TOTAL	65	65.00

SUMMER SCHEDULE

	Summer Schedule	N/A	N/A
11.13	Sunday	N/A	N/A
11.14	Monday	N/A	N/A
11.15	Tuesday	N/A	N/A
11.16	Wednesday	N/A	N/A
11.17	Thursday	N/A	N/A
11.18	Friday	N/A	N/A
11.19	Saturday	N/A	N/A
11.20	WEEKLY TOTAL	N/A	N/A
11.21	How many unduplicated hours is the library and its branches open per week during a regular scheduled	65	65.00

week?

Example: Main library is open M-F 8-5; branch is open M-F 10-6. Ten hours per day for five days would equal 50 hours per week.

12.1-12.16 Branch/Bookmobile

12.1	Branch/Bookmobile	Bookmobile	<i>Bookmobile</i>
12.2	Library Name	Tom Green County Library Bookmobile	<i>Angelo West Branch Library</i>
12.3	Mailing Address Street or PO Box	113 W. Beauregard	<i>3013 Vista del Arroyo Dr</i>
12.4	City	San Angelo	<i>San Angelo</i>
12.5	Zip Code	76903	<i>76904</i>
12.6	Zip Extension	5887	<i>6196</i>
12.7	Street Address (if different)	N/A	<i>3013 Vista del Arroyo Dr</i>
12.8	City	N/A	<i>San Angelo</i>
12.9	Zip Code	N/A	<i>76904</i>
12.10	Zip Extension	N/A	<i>6196</i>
12.11	Phone	(325) 655-7321	<i>3256596436</i>
12.12	Telefax	(325) 659-4027	<i>N/A</i>
12.13	E-mail address	bookmobile@co.tom-green.tx.us	<i>west@co.tom-green.tx.us</i>
12.14	First Name of Librarian	Refugia	<i>Dorothy</i>
12.15	Last Name of Librarian	Guajardo	<i>Stapleton</i>
12.16	What is the square footage of the branch library?	N/A	<i>5,096</i>
12.1	Branch/Bookmobile	Branch	<i>Branch</i>
12.2	Library Name	Angelo West Branch Library	<i>North Angelo Branch Library</i>
12.3	Mailing Address Street or PO Box	3013 Vista Del Arroyo	<i>3001 N Chadbourne St</i>
12.4	City	San Angelo	<i>San Angelo</i>
12.5	Zip Code	76904	<i>76901</i>

12.6	Zip Extension		2345
12.7	Street Address (if different)		3001 N Chadbourne St
12.8	City		San Angelo
12.9	Zip Code		76903
12.10	Zip Extension		2345
12.11	Phone	(325) 659-6436	3256538412
12.12	Telefax		N/A
12.13	E-mail address	west@co.tom-green.tx.us	north@co.tom-green.tx.us
12.14	First Name of Librarian	Dorothy	Marilyn
12.15	Last Name of Librarian	Stapleton	Hendricks
12.16	What is the square footage of the branch library?	5,096	2,680
12.1	Branch/Bookmobile	Branch	Branch
12.2	Library Name	North Angelo Branch	Tom Green County Bookmobile
12.3	Mailing Address Street or PO Box	3001 N. Chadbourne	113 W Beauregard Ave
12.4	City	San Angelo	San Angelo
12.5	Zip Code	76901	76903
12.6	Zip Extension		5887
12.7	Street Address (if different)		113 W Beauregard Ave
12.8	City		San Angelo
12.9	Zip Code		76903
12.10	Zip Extension		5887
12.11	Phone	(325) 653-8412	3256557321
12.12	Telefax		3256594027
12.13	E-mail address	north@co.tom-green.tx.us	bookmobile@co.tom- green.tx.us
12.14	First Name of Librarian	Marilyn	Refugia
12.15	Last Name of Librarian	Hendricks	Guajardo

12.16 What is the square footage of the branch library? 2,680 N/A

DEADLINE FOR SUBMISSION OF THIS REPORT

Texas Administrative Code, Title 13, Chapter 1, Rule §1.85 regarding the Annual Report.

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. Staff vacancies that occur after the report is filed shall not adversely affect applications for system membership in the next fiscal year. Staff vacancies that occur prior to filing the report which affect system membership must be filled and reported prior to July 31. Willful falsification of annual reports shall cause the library to be disqualified for one year in the first instance and disqualified for three years in the second instance.

One completed application form should be returned to the Library Development Division, Texas State Library and Archives Commission, PO Box 12927, Austin, Texas 78711-2927

QUESTIONS: If you have any questions about this survey, please write or call your System Coordinator or contact Bell Clarke at the following address: Library Development Division; Texas State Library & Archives Commission; PO Box 12927; Austin, Texas 78711-2927; 512/463-5466; fax 512/463-8800; bell.clarke@tsl.state.tx.us

System Membership Application Form

LIBRARY NAME:	Tom Green County Library System	<i>Tom Green County Library System</i>
CITY	San Angelo	<i>San Angelo</i>

This Authorization for application should be completed only for the following reasons:

- Your library is applying for new membership in the Texas Library System.
- Your library wishes to continue its membership in the Texas Library System for the upcoming state fiscal year (SFY2009).

All signatures are necessary. Current members of the Texas Library System **MUST** obtain all necessary signatures if they wish to continue their System membership during SFY2009.

Signatures of city secretaries, county clerks, and so forth **are not valid** substitutions for the signatures of mayors, city managers, or county judges.

By signing this form, the applying library is certifying that the information presented in its Annual Report for Local Fiscal Year 2007 is complete and accurate.

Please mail form to: Texas State Library, Library Development Division, PO Box 12927, Austin, TX 78711-2927.

AUTHORIZATION

SIGNATURE of Mayor, City Manager, District Board Chair or County Judge, or School	N/A	N/A
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Superintendent (Circle applicable one)

Typewritten or printed name Michael D. Brown, county Judge *Michael D. Brown, County Judge*

SIGNATURE of Head Librarian N/A *N/A*

Typewritten or printed name Larry D. Justiss, Library Director *Larry D. Justiss, Library Director*

SIGNATURE of Library Board Chair N/A *N/A*

Typewritten or printed name Syl Polunsky, Library Board Chair *Syl Polunsky, Library Board Chair*