

12.14 First Name of Librarian Stephanie
 12.15 Last Name of Librarian Tindell
 12.16 What is the square footage of the branch library? 2,680
 12.17 Does the branch have an established schedule in which services of the staff are available to the public?

DEADLINE FOR SUBMISSION OF THIS REPORT

Texas Administrative Code, Title 13, Chapter 1, Rule Â§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.

You may mail the application to, PO Box 12927, Austin, Texas 78711-2927; or you may fax the application to 512-463-8800, attention Bell Clarke; or you may scan and email the application to bell.clarke@tsl.state.tx.us

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

Authorization to Apply for New or Continuing System Membership

LIBRARY NAME:

Tom Green County Library System

CITY

San Angelo

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 (SFY2011).

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 SFY2011.

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 2009 is complete and accurate.

Please send form to: Texas State Library, Library Development Division, PO Box 12927, Austin, TX 78711-2927; or fax to 512-463-8800; or email to bell.clarke@tsl.state.tx.us

A U T H O R I Z A T I O N

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

Typewritten or printed name Michael D. Brown



SIGNATURE of Head Librarian

Typewritten or printed name Larry Justiss



SIGNATURE of Library Board Chair

Typewritten or printed name Sylvan Polunsky

Tom Green County Library System 2009 Texas Public Library Survey

1.1-1.34 Identification

Part 1

This report is due at the Texas State Library and Archives Commission by March 31, 2010. All data applies to your library's 2009 fiscal year.

1.1	Library Name (As you wish it to appear in the directory)	Tom Green County Library System
1.2	County	Tom Green
Mailing Address		
1.3	Street or PO Box	113 W Beaugard Ave
1.4	City	San Angelo
1.5	Zip Code	76903
1.6	4 Digit Zip Extension	5834
Street Address (If different)		
1.7	Street Address	113 W Beaugard Ave
1.8	City	San Angelo
1.9	Zip Code	76903
1.10	4 Digit Zip Extension	5834
1.11	Phone	(325) 655-7321
1.12	Listed #	Yes
1.13	Telefax	(325) 659-4027
1.14	E-mail Address (administrative)	Larry.Justiss@co.tom-green.tx.us
1.15	E-mail Address (library's)	Larry.Justiss@co.tom-green.tx.us
1.16	Web Address (Internet)	http://www.tgclibrary.com/

Part 2

Head Librarian

1.17	First Name	Larry
1.18	Last Name	Justiss
1.19	Is the information provided in 1.1 through 1.18 correct?	Yes

Contact Person

1.20	First Name	Jill
1.21	Last Name	Donegan

Board Chair

1.22	First Name	Syl
1.23	Last Name	Polunsky

Mailing Address

1.24	Street or PO Box	2601 Parkview Dr
1.25	City	San Angelo
1.26	Zip Code	76904
1.27	Zip Extension	

Part 3

Friends President

1.28	First Name	Joseph
1.29	Last Name	Lynch
Mailing Address		
1.30	Street or PO Box	6250 Wrangler Ln
1.31	City	San Angelo
1.32	Zip Code	76904
1.33	Zip Extension	
1.34	Library ID	343

2.1-2.4 Outlets and Users

2.1	Number of branch libraries	2
2.2	Number of bookmobiles in use	0
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
2.4	What is the square footage of the main library?	24000

3.1-3.13 Categories of Expenditures

SALARIES AND WAGES		
3.1	Library Employees	\$890,573
EMPLOYEE BENEFITS		
3.2	Library Employees	\$233,302
3.3	Subtotal Wages and Benefits (Total of 3.1 through 3.2)	\$1,123,875
COLLECTION		
3.4	Print Materials	\$237,189
3.5	Materials in Electronic Format	\$55,587
3.6	Other Materials	\$36,622
3.7	Subtotal Collection (Total of 3.4 through 3.6)	\$329,398
MISCELLANEOUS		
3.8	Other Operating Expenses (include TexShare fees)	\$133,022
3.9	Total Direct Operating Expenditures (Total of 3.3+ 3.7 + 3.8)	\$1,586,295
3.10	Indirect Costs (Optional - attach documentation if claimed)	
3.11	Total Operating Expenditures (Total of 3.9 + 3.10)	\$1,586,295
3.12	Capital Outlay (Do not include expenditures reported above)	\$3,313,820
3.13	Does your library receive indirect support from your local government?	Yes

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 <u>local funds only</u> ?	\$298,364
Of the amount shown in Total Operating Expenditures (Item 3.11), how much was expended from:		
4.2	Local funds only (include government sources)?	\$1,568,006
4.3	Local government sources <u>only</u> ?	\$1,541,053

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	
5.2	County or Counties	\$1,543,319
5.3	School Districts	
5.4	Subtotal of Local Government Income (5.1 + 5.2 + 5.3)	\$1,543,319
5.5	Loan Star Libraries Grant Award	\$18,870
5.6	Other State Funds	
5.7	Federal Library Services & Technology Act Funds	
5.8	Other Federal Funds	
5.9	Subtotal of Federal Operating Income (5.7 + 5.8)	\$0
5.10	Foundation and Corporate Grants	\$2,037
5.11	Other Local Sources (interest, fines, donations from individuals)	\$86,192
5.12	Subtotal of Other Operating Income (5.10 + 5.11)	\$88,229
5.13	Total Income (5.4 + 5.5 + 5.6 + 5.9 + 5.12)	\$1,650,418

CAPITAL INCOME

5.14	City, Cities, or Library District	
5.15	County or Counties	
5.16	School Districts	
5.17	Loan Star Libraries grant award	
5.18	Other State Funds	
5.19	Federal Library Services & Technology Act Funds	
5.20	Other Federal Funds	
5.21	Foundation and Corporate Grants	
5.22	Other Local Sources (interest, fines, donations from individuals)	\$2,784,584
5.23	Total Capital Income (5.14 through 5.22)	\$2,784,584

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	Other Cities or Counties Funding the Library	
5.25	Amount Received	

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
6.1	Books and Serials Titles (in print)	167,341
6.2	Books and Serials Volumes, Items or Physical Units (in print)	254,871
6.3	Audio Materials Titles	8,164
6.4	Audio Materials Volumes, Items or Physical Units	9,296
6.5	Video Materials Titles	2,837
6.6	Video Materials Volumes, Items or Physical Units	3,397
6.8	Electronic Books Volumes, Items or Physical Units (Do not include TexShare holdings)	32
6.9	Local Licensed Databases	10
6.10	State Library Licensed Databases (include TexShare and TexSelect holdings)	50

6.11	Other Licensed Databases (include cooperative agreements or consortia within state or region)	2
6.12	Licensed Databases SUBTOTAL (6.9+6.10+6.11)	62
6.13	TOTALS Titles (6.1+6.3+6.5+6.9)	178,352
6.14	TOTALS Volumes, Items or Physical Units (6.2+6.4+6.6+6.8+6.9)	267,606
6.15	Number of subscriptions currently received (in print format)	350
6.16	Number of electronic subscriptions currently received (Do not include TexShare holdings)	

7.1-7.14 Local Library Services

7.1	Number of reference transactions received by your library	236,304
7.2	Number of library circulation transactions	597,269
7.3	Number of circulations of children's materials (This is part of #7.2) (children's materials in all formats, excluding young adult materials)	109,386
7.4	Total number of library programs provided by the library	312
7.5	Total attendance at programs/presentations provided by the library	12,360
7.6	Total number of Young Adult programs provided by the library	10
7.7	Total attendance (juvenile and adult) at young adult programs provided by the library (This is a subset of 7.5)	120
7.8	Total number of children's programs provided by the library	310
7.9	Total (juvenile and adult) attendance at children's programs provided by the library (This is a subset of #7.5)	11,581
7.10	Number of library visits (gate count)	325,852
7.11	How many registered borrowers do you have?	24,118
	Does the library have a long-range plan?	
7.12	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
7.13	Does the library have available a photocopier for use by staff?	Yes
7.14	Does the library have available a photocopier for use by the public?	Yes

8.1-8.8 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. Forty hours per week is one full-time equivalent (FTE). Divide staff hours worked per week by 40. Enter total FTE's.

Paid Persons Holding Title of Librarian		
8.1	With master's degree from program accredited by ALA	7.5
8.2	Other persons holding title of librarian	2.00
8.3	All other paid staff	22
8.4	Total library paid staff (8.1 + 8.2 + 8.3)	31.50
8.5	How many hours last year did volunteers (including community service, Green Thumb, etc.) work in your library?	773
8.6	What was the Head Librarian's annual rate of salary?	\$78,000
8.7	How many hours per week is the Head Librarian currently employed in library duties?	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 continuing education credits within this reporting period?	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 library for their patrons? | Yes |

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? | 2,368 |
| 9.4 | How many loans were provided to other libraries? | 0 |

10.1-10.5 Internet and Electronic Services

- | | | |
|------|---|--------|
| 10.1 | Does your library have a computer with Internet access for use by the staff? | Yes |
| 10.2 | Does your library have a computer with Internet access for use by the public? | Yes |
| 10.3 | How many terminals (PC, dumb terminals, laptops, etc.) are used to access the Internet by the general public? | 47 |
| 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: | 91,291 |
| 10.5 | How many persons were trained in the use of electronic resources (formal and informal): | 13,212 |

11.1-11.21 Library Hours

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.

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|------|--|-------|
| 11.1 | Total number of hours during the year that the library was open. | 6,852 |
|------|--|-------|

The local fiscal year covered by this report

- | | | |
|------|------------------------|------------|
| 11.2 | began (mm/dd/yyyy) | 10/01/2008 |
| 11.3 | and ended (mm/dd/yyyy) | 09/30/2009 |

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? | |
| | Regular Schedule | M-Th 9-9; F 9-6; S 9-5 |
| 11.5 | Sunday | |
| 11.6 | Monday | 9-9 |
| 11.7 | Tuesday | 9-9 |
| 11.8 | Wednesday | 9-9 |
| 11.9 | Thursday | 9-9 |
| 11.10 | Friday | 9-6 |
| 11.11 | Saturday | 9-5 |
| 11.12 | WEEKLY TOTAL | 65 |

SUMMER SCHEDULE

Summer Schedule

11.13	Sunday	
11.14	Monday	
11.15	Tuesday	
11.16	Wednesday	
11.17	Thursday	
11.18	Friday	
11.19	Saturday	
11.20	WEEKLY TOTAL	0
11.21	How many unduplicated hours is the library and its branches open per week during a regular scheduled week? If your library does not have branches, please record how many hours you are open during a regular scheduled week.	65

12.1-12.17 Branch and/or Bookmobile Information

12.0	Branch ID	343.233
12.1	Branch/Bookmobile	Branch
12.2	Library Name	Angelo West Branch Library
12.3	Mailing Address Street or PO Box	3013 Vista del Arroyo Dr
12.4	City	San Angelo
12.5	Zip Code	76904
12.6	Zip Extension	6145
12.7	Street Address (if different)	3013 Vista del Arroyo Dr
12.8	City	San Angelo
12.9	Zip Code	76904
12.10	Zip Extension	6145
12.11	Phone	(325) 659-6436
12.12	Telefax	N/A
12.13	E-mail address	west@co.tom-green.tx.us
12.14	First Name of Librarian	Evelyn
12.15	Last Name of Librarian	Coley
12.16	What is the square footage of the branch library?	5,096
12.17	Does the branch have an established schedule in which services of the staff are available to the public?	
12.0	Branch ID	343.234
12.1	Branch/Bookmobile	Branch
12.2	Library Name	North Angelo Branch Library
12.3	Mailing Address Street or PO Box	3001 N Chadbourne St
12.4	City	San Angelo
12.5	Zip Code	76903
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) 653-8412
12.12	Telefax	N/A
12.13	E-mail address	north@co.tom-green.tx.us