

Texas Public Libraries Annual Report - Introduction

This report is due to the Texas State Library and Archives Commission by April 30, 2018. We strongly urge libraries to report no later than March 31, 2017, to provide time to make any necessary revisions.

All questions relate to the library's local fiscal year 2017: the year that ended in calendar year 2017 and included January 1, 2017. If there was a change in the fiscal year, please contact LDN staff to update that information.

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. 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 online questionnaire with a triangle.

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

Reporting libraries should not leave any items blank. Estimates are important if exact data are not available. For Section 3: Expenditures, Section 4: Local Financial Effort, and Section 5: Revenue, enter "0" if the appropriate entry for an item is zero or "none." For the other sections, enter "0" if the appropriate entry for an item is zero or "none" and enter "N/A" in the Notes field if an item does not apply to a particular library. 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.

Texas State Library - Library Development & Networking (LDN) Contacts

Valicia Greenwood (vgreenwood@tsl.texas.gov)

Stacey Malek (smalek@tsl.texas.gov),

512/463-5465, or toll free in Texas 800/252-9386.

HIDALGO COUNTY FEDERATED LIBRARY SYSTEM 2017

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](#).

PLEASE NOTE: Contact questions in the section 1.1 through 1.21 are locked. You will not be able to change that data. Please contact [LDN staff if changes need to be made to these questions](#).

1.1Library Name	Hidalgo County Federated Library System
1.2County	Hidalgo
1.3Local Fiscal Year Start	01/01/2015
1.4Local Fiscal Year End	12/31/2015
1.5Mailing Address	4001 N 23rd St
1.6Mailing City	Hidalgo County/HQ
1.7Mailing ZIP Code	78577
1.8Mailing ZIP+4 Extension	3429
1.9Street Address	4001 N 23rd St
1.10Street City	Hidalgo County/HQ
1.11Street ZIP Code	78577
1.12Street ZIP+4 Extension	3429
?1.13Published Telephone Number?	Yes
1.14Phone ¹	9567873966
1.15Telefax	9567875410
1.16Library Director/Head Librarian First Name	Kate
1.17Library Director/Head Librarian Last Name	Horan
1.18Admin Email	khoran@mcallen.net
1.19Library Email ²	
?1.20Library website ³	
1.21Web Address	http://www.hcls.lib.tx.us
1.22Is the information provided in 1.1 through 1.21 correct?	Yes
1.23Contact Person First Name	Kate
1.24Contact Person Last Name	Horan
1.25Contact Email	khoran@mcallen.net
1.26Board Chair First Name	Kate
1.27Board Chair Last Name	Horan
1.28Friends President First Name	n/a
1.29Friends President Last Name	n/a

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. If the library has a new branch or bookmobile, please contact LDN staff.

2.1Number of Branch Libraries	13
2.2Number of Bookmobiles	0
2.3Renovations, Expansion, New Construction	No
2.4Square Footage of the Main Library	0

HIDALGO COUNTY FEDERATED LIBRARY SYSTEM 2017

Section 3: 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.

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.

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.

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

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

3.0Non-Local Funds	No
3.0No. Local funding only	

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.

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

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	\$0
3.2 Employee Benefits Expenditures	\$0
3.3 Total Staff Expenditures	\$0

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 ⁴	\$0
3.5 Electronic Materials Expenditures ⁵	\$400,000
3.6 Other Materials Expenditures	\$0
3.7 Total Collection Expenditures	\$400,000

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 ⁶	\$16,800
3.9 Total Direct Operating Expenditures	\$416,800
3.10 Indirect Costs	\$0
3.11 Total Operating Expenditures ⁷	\$416,800

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.

These would be 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 e.g., fines.

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.

Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.74

?4.1Local Expenditures on Collections ⁸	\$0
?4.2Total Local Library Operating Expenditures	\$0
?4.3Local Government Operating Expenditures	\$0

Section 5: Library Revenue by Source

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 your library by some other entity. Do not report salary revenue if the library did not pay the salary, as in the case of Green Thumb employees or employees paid under a training program administered by another entity. Do not include indirect costs.

Local accounting practice will generally determine whether a particular expense is classified as Operating or Capital Expense, and revenue designation will follow accordingly.

Revenue Used for Operating Expenditures

Report revenue received by the library for the current and recurrent costs of operation, including grants, considered operating expenditures by local accounting practice. Report by source of revenue. Do not include revenue for major **Capital Expenditures**, construction, renovation, endowment fund deposits, other extraordinary items, revenue not available for use by the library (e.g., fines), or funds unspent from previous fiscal years.

IMPORTANT: List the sources of any grant funds in the notes.

5.1 City, Cities or Library District: Operating Revenue	\$0
5.2 County or Counties: Operating Revenue	\$637,138
5.3 School District: Operating Revenue	\$0
5.4 Subtotal: Local Government Operating Revenue	\$637,138
5.5 State Government: Operating Revenue	\$0
5.6 Federal Government: Operating Revenue	\$0
5.7 Foundation & Corporate Grants: Operating Revenue	\$0
5.8 Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue ⁹	\$0
5.9 Total Library Operating Revenue	\$637,138

HIDALGO COUNTY FEDERATED LIBRARY SYSTEM 2017

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 (e.g., fines), or funds unspent from previous fiscal years. Do not report revenue that has already been reported in operating revenue.

Note: Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense, and revenue designation will follow accordingly.

5.10City Cities or Library District: Capital Revenue	
5.11County or Counties: Capital Revenue	
5.12School District: Capital Revenue	
5.13State Government: Capital Revenue	
5.14Federal Revenue: Capital Revenue	
5.15Foundation & Corporate Grants: Capital Revenue	
5.16Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue	
5.17Total Capital Revenue	

Government Revenue Sources Outside Local City or County

ONLY complete this section if the library received funds from a city or county 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		
	5.18 County providing funds	5.19 Amount 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".

?6.0Electronically Searchable Catalog	Yes
?6.01Collection - 1% published in last five years?	Yes
6.02Consortium Participation	Other
6.02bOther Consortium	

Collection Counts

6.1Books in Print - Titles	0
6.2Books in Print - Items ¹⁰	0
6.3Audio Materials - Physical Format - Titles	0
6.4Audio Materials - Physical Format - Items	0
6.5Audio Materials - Downloadable Units ¹¹	9,198
6.6Video Materials - Physical Format - Titles	0
6.7Video Materials - Physical Format - Items	0
6.8Video Materials - Downloadable Units	0
6.9Electronic Books ¹²	10,507

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. 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.

6.10 Local Licensed Electronic Collections/Databases	0
6.11 TexShare/TexSelect Licensed Databases	0
6.12 Consortium/Other Agreements for Electronic Collections/Licensed Databases	1

Collection Totals

6.13 Total Electronic Collections/Databases	1
6.14 Collection Totals - Titles	0
6.15 Collection Totals - Volumes Items or Physical Units	19,705

Subscription Counts

6.16 Current Print Serial Subscriptions ¹³	0
---	---

Section 7: Local Library Service

?7.0Long-Range Plan in Place ¹⁴	No
--	----

Service Measures

7.1Reference Transactions	0
7.2Library Visits ¹⁵	0
7.3Registered Users ¹⁶	0

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.

7.4Children's Circulation - Physical formats ¹⁷	0
7.5Children's Circulation - Digital formats (Downloadable) ¹⁸	434
7.6All Other Circulation (exclude children's) - Physical format ¹⁹	0
7.7All Other Circulation (exclude Children's) - Digital format (Downloadable) ²⁰	1,566
7.8Total Circulation	2,000

Programs and Program Attendance

Report the number of planned events, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If the 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.

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.

Click on each category for examples and more information.

	7.9 Number of Programs	7.10 Total Attendance at Programs (Adults & children)
7.9 Children's Programs; 7.10 Total in Attendance	²¹ 0	0
7.11 Young Adult Programs; 7.12 Total in Attendance	0	²² 0
7.13 Adult Programs; 7.14 Total in Attendance	0	0
7.15 Total Programs; 7.16 Total Program Attendance	0	0

Section 8: Library Staffing and Salaries

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

?8.1Professional (MLS) Librarians - Weekly Hours Worked	0.00
8.2Other (Non-MLS) Librarians - Weekly Hours Worked	0.00
8.3All Other Paid Library Staff - Weekly Hours Worked	0.00
8.4All Paid Library Staff - Total Weekly Hours Worked ²³	0.00
8.5Volunteer Hours - Annual Total	0
8.6Head Librarian's/Director Annual Rate of Salary ²⁴	\$0
?8.7Head Librarian's/Director's Hours Worked per Week	0.00
?8.8Director Obtained 10 CEU's	Yes
?8.9Photocopier Available for Staff	Yes
?8.10Internet Computer Available for Staff	Yes

Section 9: Resource Sharing

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. Report both "specific item" and "subject request" in this section.

Questions 9.1 and 9.2 are accreditation questions, per Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C, Rule §1.83 (3): 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.

?9.1Borrow through ILL Resource Sharing Service	Yes
?9.2Lend through ILL Resource Sharing Service	Yes
9.3Interlibrary Loans Received From Other Libraries	0
9.4Interlibrary Loans Provided To Other Libraries ²⁵	0

Section 10: Internet and Electronic Services

?10.1Public Internet Computer with Printer/Copier	Yes
10.2Number of Public Internet Computers	0
10.3Annual Uses of Public Internet Computers	0
10.4Wireless Internet (Wi-Fi) Access Available	Yes
10.4Annual Number of WiFi Sessions	0
10.5Annual Website Visits	Data Not Collected

Section 11: Library Hours

11.1 Annual Public Service Hours for Central Library ²⁶	0
11.2 Annual Public Service Weeks for Central Library	0
?11.3 Weekly Service Hours All Facilities Available (Unduplicated, if branches) ²⁷	0
11.4 Weekly Hours Central Library Open - Regular Schedule	0
11.5 Weekly Hours Central Library Open - Summer Schedule	0

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.

Almost done!...

FINALLY: One last thing needs to be completed. The library must also complete the "[Accreditation in State Library System Application](#)" to be considered for accreditation. It can be downloaded on the secure portal page <https://tx.countingopinions.com/>, or from the TSLAC website <https://www.tsl.state.tx.us/ld/pubs/arsma/index.html>.

The application needs to signed, then scanned and emailed, sent by fax, or mailed to us. As these documents are stored electronically, we would prefer them sent by email. A hard-copy, paper original does not need to be sent to us.

To send the form:

- by email: vgreenwood@tsl.texas.gov
- by Fax: 512-936-2306, attention Valicia Greenwood;
- by US Mail:

Valicia Greenwood
Texas State Library & Archives Commission
Library Development & Networking Division
PO Box 12927
Austin TX 78711-2927.

NOW you are done! CONGRATULATIONS!!

¹, 1.14 Phone number should be (956) 681-3008.(0-2018-04-13)

², 1.19 khoran@mcallen.net(0-2018-04-13)

³, ?1.20 1.16 & 1.17 Should be Kate Horan(0-2018-03-11)

⁴, 3.4 We do not purchase print materials as a consortium.(0-2018-04-13)

⁵, 3.5 This number is correct. We received funding to start an e-book collection.(0-2018-04-13)

⁶, 3.8 This is correct. 2017 is the first year HCLS will file an Annual Report.(0-2018-03-11)

⁷, 3.11 confirmed(0-2018-04-13)

⁸, ?4.1 This number is correct.(0-2018-04-13)

⁹, 5.8 Each library reports its own fines and fees.(0-2018-04-13)

¹⁰, 6.2 We do not purchase print materials as a consortium.(0-2018-04-13)

¹¹, 6.5 This is the first year we received funding to start an e-audiobook collection.(0-2018-04-13)

¹², 6.9 This is the opening collection for HCLS, the first year of our ebranch.(0-2018-03-11)

¹³, 6.16 We do not purchase print serials as a consortium.(0-2018-04-13)

¹⁴, ?7.0 Each library in the consortium is responsible for its own long-range plan.(0-2018-04-13)

¹⁵, 7.2 Each library in the consortium is responsible for reporting its own library visits.(0-2018-04-13)

¹⁶, 7.3 Each library in the consortium is responsible for reporting its registered users.(0-2018-04-13)

¹⁷, 7.4 Each library reports its own physical format collection.(0-2018-04-13)

¹⁸, 7.5 This is the first year we received funds for an e-book collection.(0-2018-04-13)

¹⁹, 7.6 Each library reports its own physical format collection.(0-2018-04-13)

²⁰, 7.7 This is the first year we received funds for an e-book collection.(0-2018-04-13)

²¹, 7.16 Each library in the consortium is responsible for reporting its own program numbers and attendance.(0-2018-04-13)

²², 7.16 Each library reports its own program attendance.(0-2018-04-13)

²³, 8.4 Each library in the consortium is responsible for reporting its own paid library staff.(0-2018-04-13)

²⁴, 8.6 Each library reports its own salary information.(0-2018-04-13)

²⁵, 9.4 Each library in the consortium is responsible for reporting its own ILL numbers.(0-2018-04-13)

²⁶, 11.1 Each library reports its own public service hours.(0-2018-04-13)

²⁷, ?11.3 Each library reports its own unduplicated hours.(0-2018-04-13)