

FY 2010 Library System Annual Report
LLSAP Annual Report
Section 4
Adapted from Appendix F of the zILLANE Study

Instructions

Tables 1 and 2

In an attempt to provide a reliable method for analyzing the costs of operating an LLSAP shared system, please use the following tables to report LLSAP costs (Table 1) and revenues (Table 2) for the last two fiscal years. These tables are based on the Program Budget Reporting Form.

If you have other categories and/or line items to report, please add those to the tables. You can provide explanatory notes either in the tables or following the tables.

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the *Actual FY2009* and *FY2010* columns for those items.

Tables A-O

Please note that we need to try to use common units across RLS to compare apples and apples. In counting the libraries in your regional library system, LLSAP members, etc., please list both the agency and the buildings. For example a school district might be counted as an agency once but may have numerous buildings or campuses that are libraries. You know your libraries, their participation in your LLSAP, and other relevant information.

Some categories of information will not apply to you, but for those that do, please provide requested information.

URL for the zILLANE Report: <http://www.unt.edu/zillane/FinalReport.htm>

Table 1: LLSAP Operating Expenses

Expenditures	Expense Item	Actual FY2009	Actual FY2010
Personnel			
	Library Professionals	136,541	140,100
	Other Professionals	102,444	123,216
	Support Services	357,877	394,397
	Social Security Texas (FICA)	42,809	47,026
	Unemployment Insurance	705	1,056
	Workers' Compensation	2,125	2,698
	Retirement Benefits	4,685	25,831
	Health, Dental, and Life Insurance	67,712	77,070
	Temporary Help	0	0
	Recruiting	0	0
Library Materials			
	Print Materials	100	500
	Nonprint Materials	0	0
Buildings & Grounds			
	Utilities	N/A	N/A
	Property Insurance	N/A	N/A
	Repairs & Maintenance	N/A	N/A
	Janitorial Services & Supplies	N/A	N/A
	Other	N/A	N/A
Vehicle Expense			
	Gas & Oil	N/A	N/A
	Vehicle Insurance	N/A	N/A
	Vehicle Leasing & Rent	N/A	N/A
Travel & CE for Staff & Board			
	In-State Travel	575	5,300
	Out-of-State Travel	7,811	0
	Registration & Other Fees	1,879	2,060
Continuing Education & Meetings / Others			
		853	1,299
Public Relations			
		0	0
Liability Insurance			
		0	0
Supplies, Postage & Printing			
	Computer Supplies	17,800	565
	General Office Supplies & Equipment	200	0
	Internal Printing/Photocopying	N/A	N/A
	Postage	34,309	32,927
	Library Supplies	0	0
	Other	0	0

Table 1
LLSAP Operating Expenses
 (continued)

Telephone & Telecomm		Actual FY2009	Actual FY2010
	Local/Long Distance – Voice	N/A	N/A
	Telecomm – Data & Fax	12,081	6,055
Equipment Rental, Repair & Maintenance			
	Equipment Rental	0	0
	Equipment Repair & Maintenance	46,138	31,112
	Maintenance Agreement	211,997	231,505
	Computer Hardware Insurance	0	0
Professional Services			
	Legal	0	7,060
	Accounting	2,733	2,842
	Consulting	7,238	18,914
	Contractual Staff	197,796	209,060
Contractual Services			
	Information Services (bibliographic databases, online subscriptions, etc)	15,266	15,266
	Contractual Agreements	142,981	161,063
	Outside Printing	0	0
Interlibrary Loan Charges			
		0	0

Table 2

LLSAP Annual Revenues

Revenues	Revenue Item	Actual FY2009	Actual FY2010
State Grants			
		0	0
Federal Grants			
		0	0
Other Grants			
		0	0
LLSAP Participation / Service Fees			
	Annual Participation Fees (from all categories of participants)	1,738,365	1,786,167
	One-Time Startup Fees	0	0
	Other (please describe)	0	0
Interest Income			
		10,948	4,201
Other Revenue		600	127,830
		13	

Tables A-O: LLSAP Supplemental Information

A. RLS Membership Information	
A1 Number of all public libraries (agencies)	85
A2 Number of all public libraries (buildings)	88
A3 Number of all academic libraries (agencies)	83
A4 Number of all academic libraries (buildings)	91
A5 Number of all school libraries (agencies)	142
A6 Number of all school libraries (buildings)	1049
A7 Number of all special libraries (agencies)	179
A8 Number of all special libraries (buildings)	179
A9 Number of all others	0
Total Libraries in RLS	1896

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	74
B2 Number of all public libraries (buildings)	77
B3 Number of all academic libraries (agencies)	3
B4 Number of all academic libraries (buildings)	3
B5 Number of all school libraries (agencies)	0
B6 Number of all school libraries (buildings)	0
B7 Number of all special libraries (agencies)	3
B8 Number of all special libraries (buildings)	3
B9 Number of all other types	0
Total Full Fee-Paying Participants	80
Is RLS a LLSAP participant?	Yes
Does RLS pay participation fees as others?	Yes

C. LLSAP Participation Information – Partial Fee-Paying Participant	
C1 Number of all public libraries (agencies)	4
C2 Number of all public libraries (buildings)	4
C3 Number of all academic libraries (agencies)	0
C4 Number of all academic libraries (buildings)	0
C5 Number of all school libraries (agencies)	18
C6 Number of all school libraries (buildings)	86
C7 Number of all special libraries (agencies)	0
C8 Number of all special libraries (buildings)	0
C9 Number of all other types	0
Total Partial Fee-Paying Participants	22

D. LLSAP Participation Information – Holdings Only Represented	
D1 Number of all public libraries (agencies)	0
D2 Number of all public libraries (buildings)	0
D3 Number of all academic libraries (agencies)	0
D4 Number of all academic libraries (buildings)	0
D5 Number of all school libraries (agencies)	0
D6 Number of all school libraries (buildings)	0
D7 Number of all special libraries (agencies)	0
D8 Number of all special libraries (buildings)	0
D9 Number of all other types	0
Total Holdings Only Represented	0

E. RLS Libraries Belonging To Other Consortia (Shared Database)	
E1 Number of all public libraries (agencies)	0
E2 Number of all public libraries (buildings)	0
E3 Number of all academic libraries (agencies)	24
E4 Number of all academic libraries (buildings)	26
E5 Number of all school libraries (agencies)	0
E6 Number of all school libraries (buildings)	0
E7 Number of all special libraries (agencies)	1
E8 Number of all special libraries (buildings)	1
E9 Number of all other types	0
Total Libraries Belonging To Other Consortia	25

F. LLSAP Participant Trends	
F1 Full participants as of June 30, 2000	76
F2 Full participants as of June 30, 2001	76
F3 Full participants as of June 30, 2002	77
F4 Full participants as of June 30, 2003	77
F5 Full participants as of June 30, 2004	76
F6 Full participants as of June 30, 2005	78
F7 Full participants as of June 30, 2006	78
F8 Full participants as of June 30, 2007	79
F9 Full participants as of June 30, 2008	79
F10 Full participants as of June 30, 2009	80

80

G. RLS Libraries Using Stand Alone Systems	
G1 Number of all public libraries (agencies)	3
G2 Number of all public libraries (buildings)	6
G3 Number of all academic libraries (agencies)	60
G4 Number of all academic libraries (buildings)	60
G5 Number of all school libraries (agencies)	120
G6 Number of all school libraries (buildings)	1163
G7 Number of all special libraries (agencies)	216
G8 Number of all special libraries (buildings)	0
G9 Number of all other types	0
Total Stand Alone Libraries	399

H. RLS Libraries that are Not Automated	
H1 Number of all public libraries (agencies)	1
H2 Number of all public libraries (buildings)	1
H3 Number of all academic libraries (agencies)	0
H4 Number of all academic libraries (buildings)	0
H5 Number of all school libraries (agencies)	39
H6 Number of all school libraries (buildings)	39
H7 Number of all special libraries (agencies)	0
H8 Number of all special libraries (buildings)	0
H9 Number of all other types	0
Total Non-Automated Libraries	40

I. Bibliographic Record Information	Note: SWAN cleaned up patron records during this period
I1 Total number of bibliographic records in database	1,350,133
I2 Total number of item records in database	7,759,322
I3 Total number of patrons listed in patron database	1,109,804
I4 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database, BUT represented in another consortia shared system?	84.5% (This represents MLS member holdings in i-Share library consortia.
I5 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database or another consortia shared system?	Unknown

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2009)	Unknown
J2 Total circulation transactions in past 12 months (FY2009)	13,682,004

K. Cost and Revenue Information	Actual FY 2009	Actual FY 2010
K1 Annual Total Fees Received From Full Members	1,712,168	1,765,205
K2 Annual Total Fees Received From Partial Members	15,249	20,962
K3 Annual Fees/Support Received From RLS	N/A	N/A
K4 FTEs Charged to LLSAP Operating Expenses	12.03	13.20
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	4	4
K6 Annual Total Cost of Operating the LLSAP	1,639,940	1,741,122

L. Cost Components of Operating the LLSAP	Actual FY2009	Actual FY2010
	N/A	N/A
Total All Expenditures	1,639,940	1,741,122

M. Cost Components to Participate in the LLSAP—Startup	Actual FY2009	Actual FY2010
	N/A	120,000

N. Cost Components to Participate in the LLSAP—Ongoing	Actual FY2009	Actual FY2010
Patron Circulation Access Fees	700,568	781,553
Staff and Web OPAC Fees	349,806	338,674
Telecommunication Fees	42,788	38,581
Reserve Fund Fees	123,959	122,075
Title Assessment/Cataloging	375,938	373,241

O. Other Information	
O1 Do you have a disaster recovery plan for LLSAP hardware, software, data?	Yes
O2 Do you have a formal plan for recruiting new LLSAP members?	Yes
O3 RLS Annual Operating Budget (FY2009)	3,319,975
O4 RLS Annual Operating Budget (FY2010)	2,756,311
O5 Is use of LLSAP shared database limited to full or partial fee-paying participants?	No – the LLSAP shared database is available via the Internet