

**UPSHUR COUNTY LIBRARY**

**Texas Public Libraries Annual Report - Introduction**

This report is due to the Texas State Library and Archives Commission (TSLAC) by April 30, 2024. We strongly urge libraries to report no later than March 31, 2024, 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 with a small dark arrow. Libraries meeting the minimum accreditation standards are eligible for federal funding opportunities through TSLAC.

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 2023: the year that ended in calendar year 2023 and included January 1, 2023. 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](mailto:accreditation@tsl.texas.gov)  
 512/463-5465, or toll free in Texas 800/252-9386

**Codes**

FSCS#	TX0064
Status of AE record current to prior year	00
Status of ADDRESS current to prior year	00
User defined ID. used to link two or more AEs together.	-3
Old FSCSKEY	-3

**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](mailto:accreditation@tsl.texas.gov) or add an explanation in the Note box.

1.1 Library Name	Upshur County Library
1.2 County	Upshur
1.3 Local Fiscal Year Start	10/01/2022
1.4 Local Fiscal Year End	09/30/2023
1.5 Mailing Address - Street	702 W Tyler St
1.6 Mailing City	Gilmer
1.7 Mailing Zip	75644
1.8 Mailing Zip+4	2145
1.9 Physical/Shipping address - Street	702 W Tyler St
1.10 City	Gilmer
1.11 Zip	75644
1.12 Zip+4	2145
▶1.13 Does the library have a published telephone number?	Y
1.14 Phone number	9038435001
1.15 Library Director/Head Librarian First Name	Cynthia
1.16 Library Director/Head Librarian Last Name	King
1.17 Director's Email Address	upshurcountylibrary@yahoo.com
1.18 Library General Email Address	upshurcountylibrary@yahoo.com
▶1.19 Library website	Yes
1.20 Website URL	<a href="https://upshur.bibliunix.com/catalog/">https://upshur.bibliunix.com/catalog/</a>
1.21 Is the information provided in 1.1 through 1.20 correct?	Yes
1.22 Contact First Name	Cynthia
1.23 Contact Last Name	King MLS
1.24 Contact Email	upshurcountylibrary@yahoo.com
1.25 Board Chair First Name	Regina
1.26 Board Chair Last Name	Tefteller
1.27 Friends President First Name	Mary
1.28 Friends President Last Name	Kirby

**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

**Facility Information**

2.3 Year Facility Built	1986
2.4 Square Footage of the Main Library	12,400
2.5 Renovations, Expansion, New Construction	No
2.6 Year Most Recent Renovation	2020
2.7 Facility Suitability for Public Service	Good

2.8 Plans for Facility Modification In Place?	No
2.9 Network/Computer Hardware Older Than Three Years	No
2.10 Plans for Facility Tech Upgrade within 3 Years?	No

**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	\$141,422
3.2 Employee Benefits Expenditures	\$54,904
3.3 Total Staff Expenditures	\$196,326
3.3a Staff funding from non-local sources.	\$0
3.3b Local funds used for library staff expenditures.	\$196,326

**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	\$36,653
3.5 Electronic Materials Expenditures	\$12,482
3.6 Other Materials Expenditures	\$0
3.7 Total Collection Expenditures	\$49,135
3.7a Collection material funding from non-local sources	\$0
3.7b Local funds used for library collection material expenditures	\$49,135

#### 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 <sup>1</sup>	\$40,879
3.8a Other operating expenditures from non-local funding. <sup>2</sup>	\$0
3.8b Local funds used for other library operating expenditures expenditures	\$40,879
3.9 Total Direct Operating Expenditures	\$286,340
3.9a Library Operating Expenditures from Non-Local Funding	\$0
3.9b Local funds used for library operating expenditures expenditures	\$286,340
3.10 Indirect Costs (Only when necessary) <sup>3</sup>	\$0
3.11 Total Library Operating Expenditures	\$286,340

#### Library 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.

3.12 Capital Expenditures	\$0
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#### 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.

▶4.1 Local Expenditures on Collections	\$49,135
▶4.2 Total Local Library Operating Expenditures	\$286,340
▶4.3 Local Government Operating Expenditures	\$286,340

### 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	\$0
5.2 County or Counties Revenue used for operating expenditures	\$286,340
5.3 School District Revenue used for operating expenditures:	\$0
5.4 Local Government Operating Revenue	\$286,340
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	\$21,354
5.9 Total Library Operating Revenue	\$307,694

#### 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

#### Outside Government Revenue Sources

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. Accuracy in this section is essential, as funding from non-local governmental entities impacts the library's population assignment.

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		
	<b>5.18 Amount received</b>	<b>5.19 City/County Providing Funds</b>
Amount received		

**Additional Sources**

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

**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 and noted.

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".

▶ 6.1 Library Catalog	Y
▶ 6.2 Collection has 1% published in last five years	Y

**Physical Material Counts**

6.3 Books in Print	64,060
6.4 Audio Materials - Physical format	1,385
6.5 Video Materials - Physical Format	3,112
6.6 Other Circulating Physical Items	0

## 6.7 Total Physical Items in Collection

68,557

## 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"

6.8 E-Books (Digital/Downloadable Units) <sup>4</sup>	2,257
6.8a E-Read Texas E-Book	15,037
6.9 E-Audio Materials (Digital/Downloadable Units)	3,493
6.9a E-Read Texas E-Audio	4,292
6.10 E-Video Materials (Digital/Downloadable Units) <sup>5</sup>	261

## Databases/Electronic Collections

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. Include electronic serial subscriptions in this section.

6.11a Databases (Electronic Collections) - Local License	1
6.11b Databases (Electronic Collections) - Consortium license	0
6.11 Total Databases (Electronic Collections) Acquired Locally	1
6.12 TexShare Databases - State License	143
6.13 Total Databases (Electronic Collections)	144

## Collection Totals

▶6.14 Total Items in Collection - Volumes, Items, Physical Units	93,898
6.15 Consortium Participation	
6.15 Other Consortium	

## Section 7: Local Library Service

▶7.1 Long-Range Plan

Yes

**Service Measures**

7.2 Reference Transactions	57,555
7.2a Reference Transaction Reporting Method	Annual Count
7.3 Number of Library Visits	55,206
7.3a Library Visit Reporting Method	Annual Count
7.4 Registered Users	6,586

**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.

7.5 Circulation of Children's Physical Format Materials	22,684
7.6 Circulation of Children's Electronic Format Materials	807
7.7 Circulation of All Other Ages Physical Format Materials	17,673
7.8 Circulation of All Other Ages Electronic Format Materials	5,204
7.8a E-Read Texas Total Usage	257
7.9 Total Annual Circulation - Physical/Digital	46,625
Annual Digital (E-Material) Circulation	6,268
7.10 Circulation of Other Physical Items	0
7.11 Successful Retrieval of Electronic Information	0
7.12 Current Overdue Fine Policy	Yes
7.13 Current Non-Resident Fee Policy	No
7.13a Amount charged to annually non-residents	

**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 Programming-Target 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	52	0	0	52
7.15 Total of audience	1,792	0	0	1,792

#### Student Age Programming-Target Ages 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	73	0	0	73
7.17 Total of audience	1,110	0	0	61,110

#### Young Adult Programming-Target 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	49	0	0	749
7.19 Total of audience	264	0	0	264

#### Adult Programming-Target 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	33	0	0	33
7.21 Total of audience	416	0	0	416

#### General Interest Programming-Family/All Ages

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
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7.22 Number of sessions	15	0	0	15
7.23 Total of audience	1,635	0	0	1,635

**Total Live and/or Virtual Synchronous Programs**

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	222	0	0	222
7.25 Total of all attendees	5,217	0	0	5,217

**Total Recorded Programs (Asynchronous Viewing)**

7.26 Recorded Presentations (On-Demand) Published <sup>8</sup>	0
7.27 Recorded Presentation Views (30 Day Mark)	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.

▶8.1 Professional Librarians (MLS/MLIS degree) - Weekly Hours Worked	40.00
8.2 Other Librarians (Non-degreed) - Weekly Hours Worked	0.00
8.3 All Other Paid Library Staff - Weekly Hours Worked	145.00
8.4 Total Paid Library Staff - Total Weekly Hours Worked	185.00
8.5 Volunteer Hours - Annual Total	607
8.6 Head Librarian's Annual Rate Of Salary	\$41,564
▶8.7 Head Librarian's/Director's Hours Worked per Week	40.00
▶8.8 Director Obtained 10 Units of Continuing Education (CEU)	Yes
▶8.9 Photocopier Available for Staff	Yes
▶8.10 Internet 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.

▶9.1 Statewide Interlibrary Loan (ILL) Offered to Patrons	Yes
9.2 ILL Received from other Libraries (Borrowers)	0
9.3 ILL Provided to other Libraries (Lends)	0
9.4 Integrated Library System (ILS)/Library Management System (LMS) Used	Biblionix Apollo
9.4b Integrated Library System (ILS)/Library Management System (LMS) Used	

**Section 10: Internet and Electronic Services**

▶10.1 Public Internet Access Computer with Printer/Copier	Yes
10.2 Total Internet Computers Used by General Public	19

10.3 Annual Uses of Public Internet Computers	679
10.3a Reporting Method for Public Internet Computer Uses	Annual Count
10.4 Annual Wi-Fi Sessions	17,364
10.4a Reporting Method for Wireless Sessions	Annual Count
10.5 Annual Website Visits	27,095

### Section 11: Library Hours

11.1 Annual Public Service Hours for Central Library <sup>9</sup>	1,890
11.2 Annual Public Service Weeks for Central Library	52
▶ 11.3 Weekly Service Hours All Facilities Available (Unduplicated Hours for branches)	40
11.4 Weekly Hours Central Library Open - Regular Schedule	40
11.5 Weekly Hours Central Library Open - Summer Schedule	40

### Section 12: Branches/Bookmobiles

#### Outlets

#### 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. Business email addresses are not considered confidential under the Texas Public Information Act. To help ensure your privacy, always enter your

business email address rather than your personal email address when such an address is requested. Please read our Web Policies and Disclaimers [Web Policies and Disclaimers](#).

#### Outlet Facility Information

#### Outlet Library Service Information

#### 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. Scan and email the Application to [accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov). Documents are saved electronically, so no original copy is needed.**

**NOW you are done! CONGRATULATIONS!!**

<sup>1</sup>, **3.8** We had and increase in misc. expenditures that the Friends of Uphsur County Library paid for. (0-2024-02-27)

<sup>2</sup>, **3.8a** Did not change from last year. (0-2024-02-21)

<sup>3</sup>, **3.10** We do not need to use Indirect Costs to meet MOE (0-2024-02-27)

<sup>4</sup>, **6.8** Lasts years verified report stated 1,859. Some how your system changed it. (0-2024-02-27)

<sup>5</sup>, **6.10** Only a 6% change from last year with a difference of only 18 items (0-2024-02-27)

<sup>6</sup>, Changed these programs to general interest/family programs instead of only 6 - 11 years of age (0-2024-02-27)

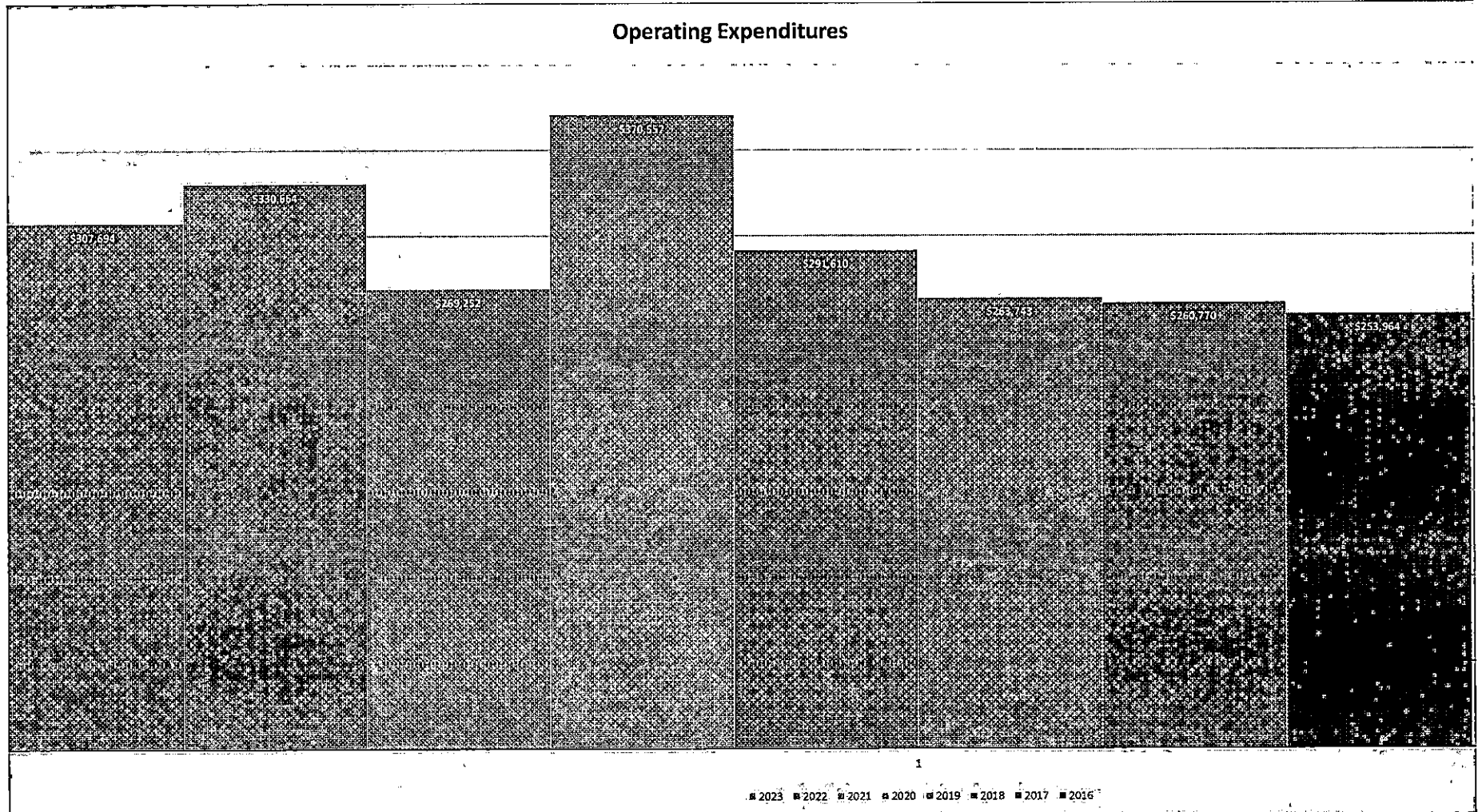
7, No change in total programs for teen, however attendance did go up (0-2024-02-27)

8, **7.26** Total did not change from last year (0-2024-02-21)

9, **11.1** Hours went down because we were closed for 7 straight days 06.15.2023 - 06.22.2023 because of a power outage in East Texas due to a server storm (0-2024-02-21)

# Operating Expenditures

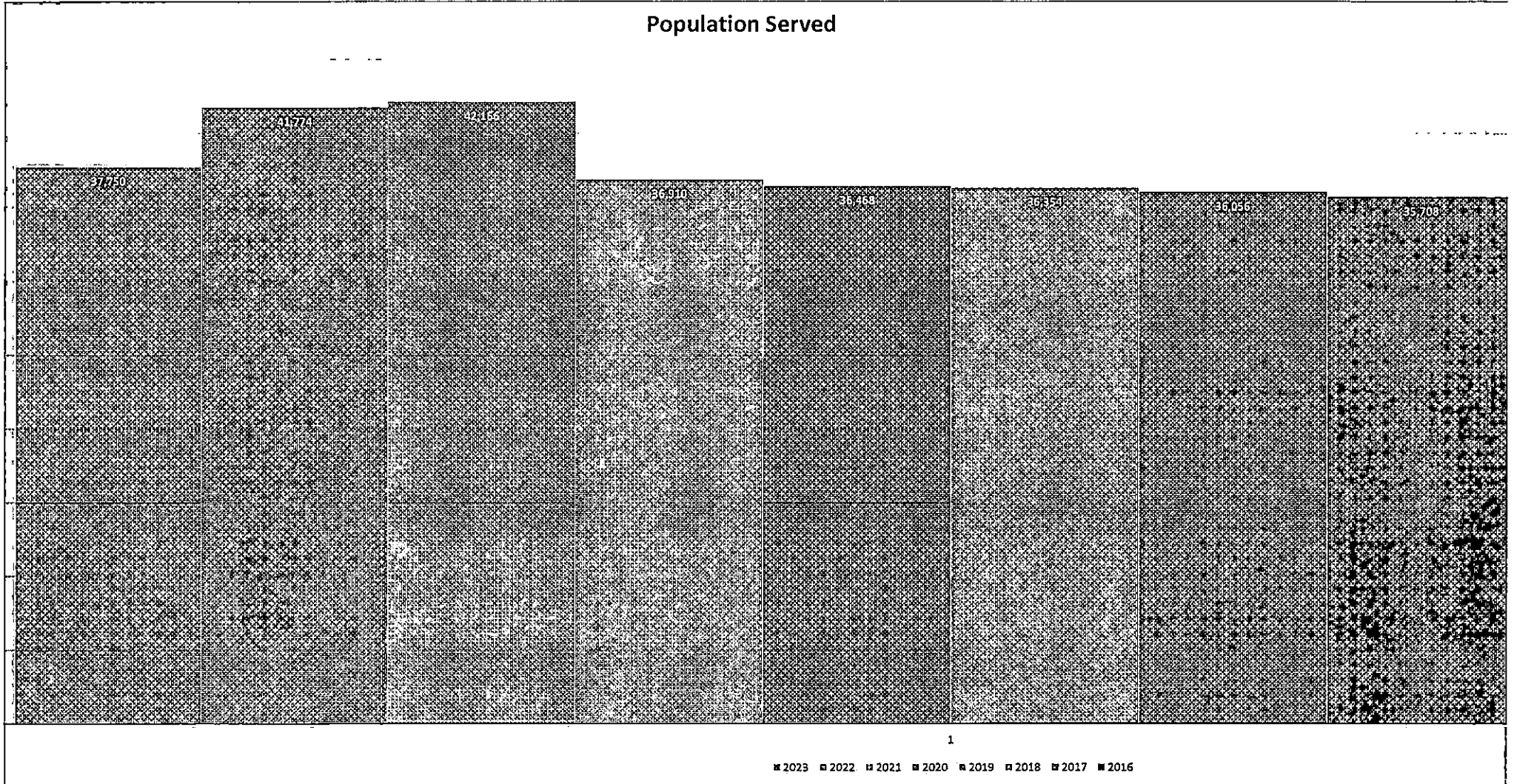
Total Operating Expenditures							
2023	2022	2021	2020	2019	2018	2017	2016
\$307,694	\$330,664	\$269,252	\$370,557	\$291,610	\$263,743	\$260,770	\$253,964
County Expenditures							
2023	2022	2021	2020	2019	2018	2017	2016
\$286,340	\$243,950	\$206,644	\$188,592	\$260,396	\$216,083	\$192,205	\$191,343
\$0	\$67,368	\$41,254	\$82,586	\$9,859	\$33,587	\$48,145	\$49,488
Friends Expenditures							
2023	2022	2021	2020	2019	2018	2017	2016
\$21,354	\$19,346	\$21,354	\$99,379	\$21,355	\$14,073	\$20,420	\$13,133



# Population Served ~ Legal Service Area

2023	2022	2021	2020	2019	2018	2017	2016
37,750	41,774	42,166	36,910	36,468	36,354	36,056	35,708

Estimate



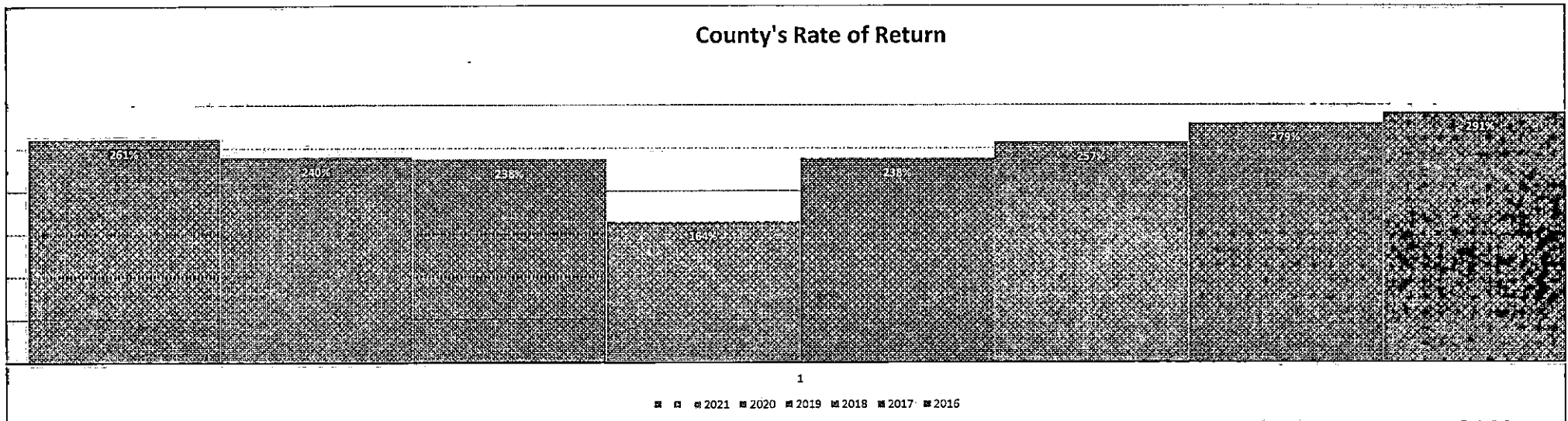
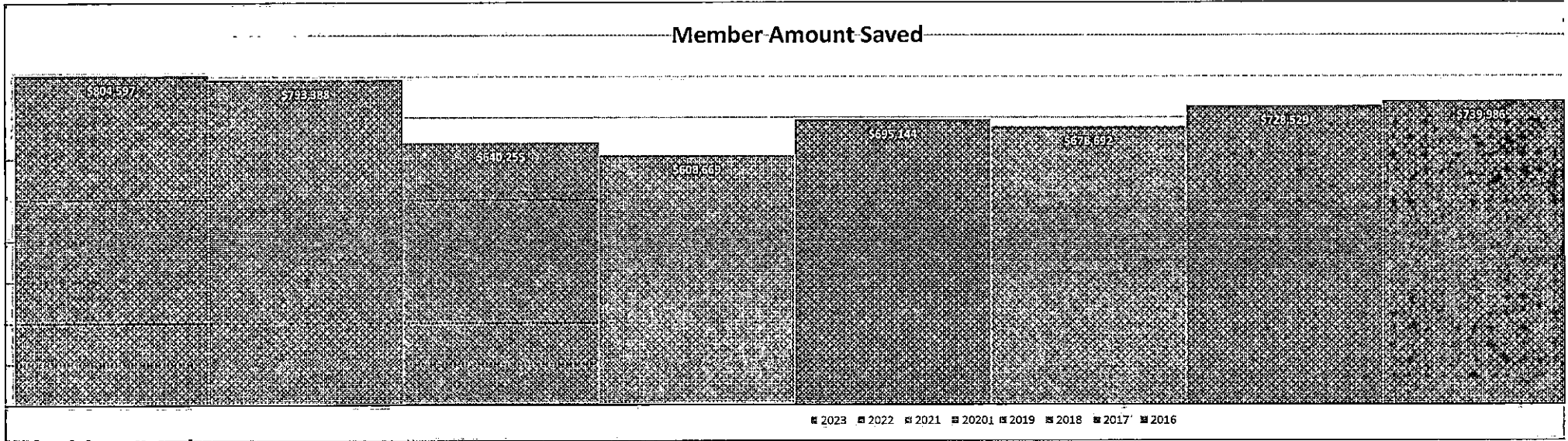


# Member Amount Saved & County Rate of Return

Member Amount Saved							
2023	2022	2021	2020	2019	2018	2017	2016
\$804,597	\$793,388	\$640,255	\$608,669	\$695,144	\$678,692	\$728,529	\$739,986

County Rate of Return							
		2021	2020	2019	2018	2017	2016
261%	240%	238%	164%	238%	257%	279%	291%



# Circulation

## Total Circulation

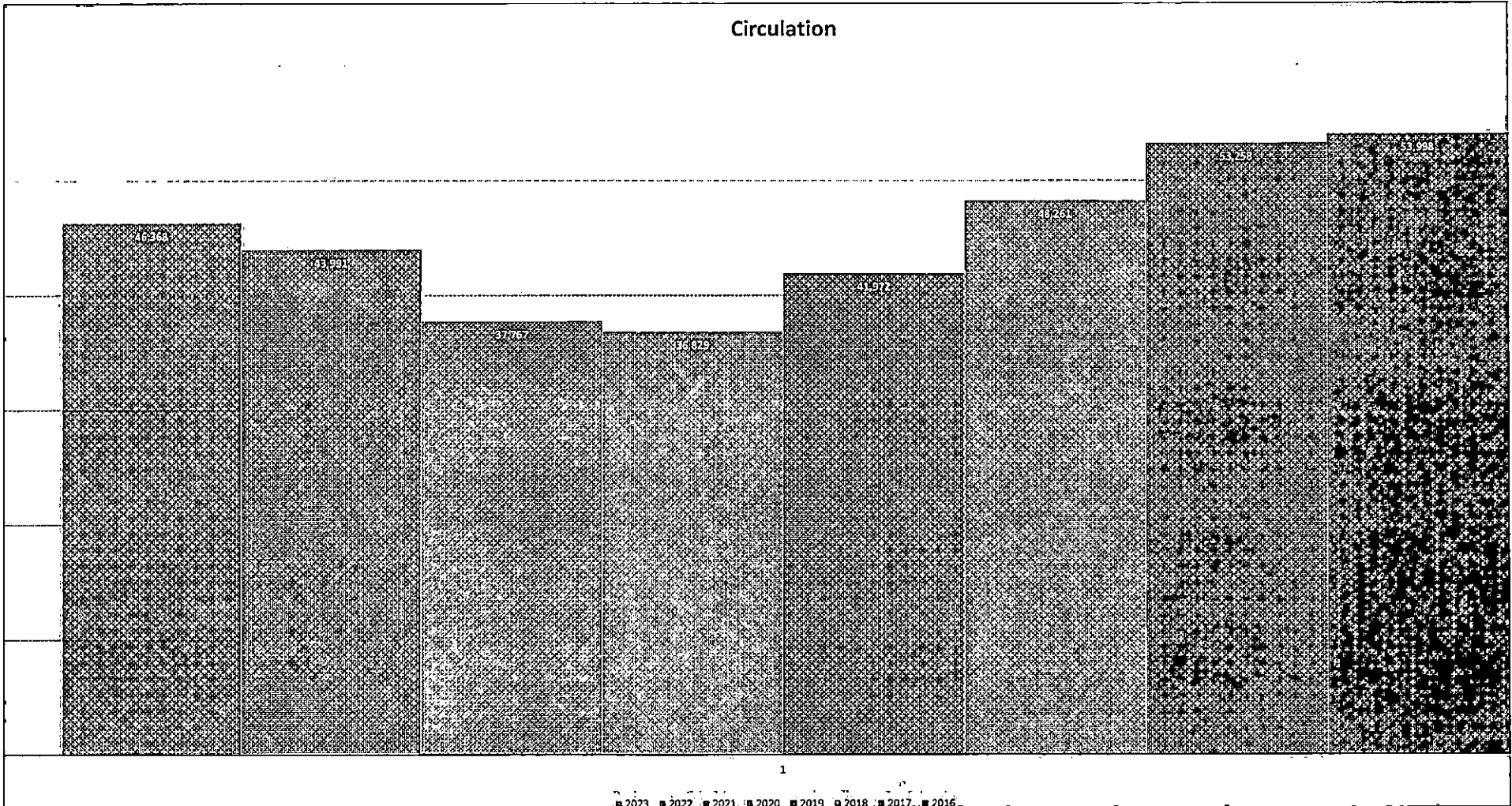
	2023	2022	2021	2020	2019	2018	2017	2016
	46,368	43,991	37,767	36,829	41,972	48,261	53,258	53,998

## Adult Circulation

	2023	2022	2021	2020	2019	2018	2017	2016
Physical	17,673	19,550	17,695	18,677	21,359	28,120	33,260	33,921
Digital	5,204	4,239	3,515	5,692	4,501	3,766	3,806	3,305

## Children Circulation

	2023	2022	2021	2020	2019	2018	2017	2016
Physical	22,684	19,736	16,184	11,737	15,442	15,658	15,924	16,749
Digital	807	466	373	723	670	717	268	23



# Programs & Attendance

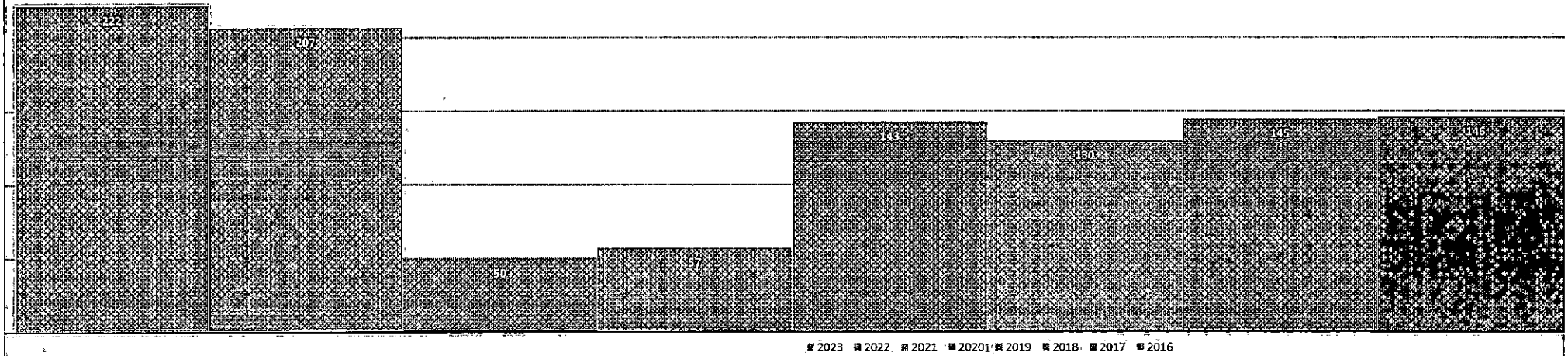
## Programs

2023	2022	2021	2020	2019	2018	2017	2016
222	207	50	57	143	130	145	146

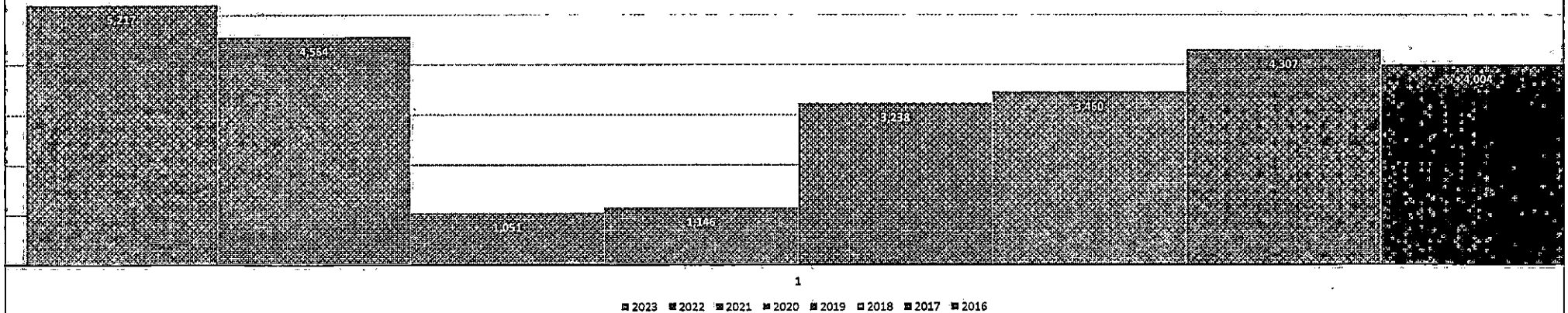
## Attendance

2023	2022	2021	2020	2019	2018	2017	2016
5,217	4,564	1,051	1,146	3,238	3,460	4,307	4,004

### Programs



### Attendance



## Texas Public Libraries Annual Report Maintenance of Effort Calculations - LFY2023

Click in the box for a drop-down arrow.  
Select the library city from list

gilmer
Upshur County Library

NOTE: If your library is part of a Federated Library System (FLS), the library's accreditation is determined by the entire FLS. You can view the FLS MOE by selecting the county, or you can view the individual library.

This tool produces an *estimate* of the most that the library's maintenance of effort (MOE) will be for reporting year 2023. Libraries not accredited during that period will not have an MOE to meet. Libraries only accredited one or two years by this point may not have accurate results with this calculation. Contact Accreditation staff for more information.

Population assignment is preliminary until after May 1	37,750	2023 Preliminary Population Assignment
<b>2023 Maintenance of Effort (MOE)</b>	\$286,817.67	The library's MOE is the <u>lower</u> of either the three-year average of the total local operating expenditures (4.2) or the average of the total per capita local operating expenditures. Libraries must have a minimum of \$21,000 in local expenditures (Annual Report Question 4.2) in local fiscal years 2022, 2023 and 2024. (13 TAC §1.74)
	or	
	\$268,780.31	<u>Minimum Standards for Accreditation -Texas Public Libraries</u> ( <a href="http://tinyurl.com/TACaccreditation">http://tinyurl.com/TACaccreditation</a> )
	\$7.12000827	

13 TAC §1.81: Per Capita Minimum	
Population Served	2023, 2024
1 500,001+	\$14.03
2 200,001-500,000	\$12.13
3 100,001-200,000	\$10.18
4 50,001-100,000	\$8.48
5 25,001-50,000	\$5.63
6 10,001-25,000	\$4.51
6 10,001-25,000	\$4.51
7 5,001-10,000	\$4.21
8 5,000 less	\$3.92

MOE - Current	Local Operating Expenditures	Population Served	Divisor
2022	\$331,106	36,910	3
2021	\$258,169	42,166	
2020	\$271,178	41,774	
Sum	860,453	120,850	
Average	\$286,818	7.120008275	Per Capita Average (C21/D21) (equals C13)
	(equals C12)		

For more information: Maintenance of Effort (MOE) Explained (PDF)  
Direct questions to [accreditation@tsl.texas.gov](mailto:accreditation@tsl.texas.gov)  
512/463-5465; 800/252-9386 (toll free in Texas)



# Texas Administrative Code

<u>TITLE 13</u>	CULTURAL RESOURCES
<u>PART 1</u>	TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
<u>CHAPTER 1</u>	LIBRARY DEVELOPMENT
<u>SUBCHAPTER C</u>	MINIMUM STANDARDS FOR ACCREDITATION OF LIBRARIES IN THE STATE LIBRARY SYSTEM
RULE §1.81	Quantitative Standards for Accreditation of Library

---

- (a) The definition of "local fiscal year" is the fiscal year in which January 1 of that year falls.
- (b) The following are the minimum requirements for membership in the state library system:
  - (1) A library serving a population of at least 500,001 persons must:
    - (A) have local expenditures amounting to at least \$13.82 per capita in local fiscal years 2013, 2014, 2015; \$13.89 per capita in local fiscal years 2016, 2017, 2018; \$13.96 per capita in local fiscal years 2019, 2020, 2021; \$14.03 per capita in local fiscal years 2022, 2023, 2024;
    - (B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;
    - (C) have at least 1% of total items in collection published in the last five years;
    - (D) be open for service not less than 64 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ twelve full-time equivalent professional librarians, with one additional full-time equivalent professional librarian for every 50,000 persons above 500,000.

(2) A library serving a population of 200,001 - 500,000 persons must:

(A) have local expenditures amounting to at least \$11.95 per capita in local fiscal years 2013, 2014, 2015; \$12.01 per capita in local fiscal years 2016, 2017, 2018; \$12.07 per capita in local fiscal years 2019, 2020, 2021; \$12.13 per capita in local fiscal years 2022, 2023, 2024;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 64 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ six full-time equivalent professional librarians, with one additional full-time equivalent professional librarian for every 50,000 persons above 200,000.

(3) A library serving a population of 100,001 - 200,000 persons must:

(A) have local expenditures amounting to at least \$9.60 per capita in local fiscal years 2013, 2014, 2015; \$9.79 per capita in local fiscal years 2016, 2017, 2018; \$9.98 per capita in local fiscal years 2019, 2020, 2021; \$10.18 per capita in local fiscal years 2022, 2023, 2024;

# Texas Administrative Code

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(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 64 hours per week;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 54 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ four full-time equivalent professional librarians, with one additional full-time equivalent professional librarian for each 50,000 persons above 100,000.

(4) A library serving a population of 50,001 - 100,000 persons must:

(A) have local expenditures amounting to at least \$8.00 per capita in local fiscal years 2013, 2014, 2015; \$8.16 per capita in local fiscal years 2016, 2017, 2018; \$8.32 per capita in local fiscal years 2019, 2020, 2021; at least \$8.48 per capita in local fiscal years 2022, 2023, 2024;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 48 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ at least two full-time equivalent professional librarians.



~~(5) A library serving a population of 25,001 - 50,000 persons must:~~

~~(A) have local expenditures of at least \$5.31 per capita in local fiscal years 2013, 2014, 2015; \$5.42 per capita in local fiscal years 2016, 2017, 2018; \$5.52 per capita in local fiscal years 2019, 2020, 2021; \$5.63 per capita in local fiscal years 2022, 2023, 2024;~~

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 40 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ at least one full-time equivalent professional librarian.

(6) A library serving a population of 10,001 - 25,000 persons must:

(A) have local expenditures of at least \$4.25 per capita in local fiscal years 2013, 2014, 2015; \$4.34 per capita in local fiscal years 2016, 2017, 2018; \$4.42 per capita in local fiscal years 2019, 2020, 2021; \$4.51 per capita in local fiscal years 2022, 2023, 2024;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials, provided that in either case a minimum of 7,500 items are held;

(C) have at least 1% of total items in collection published in the last five years;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 54 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ four full-time equivalent professional librarians, with one additional full-time equivalent professional librarian for each 50,000 persons above 100,000.

(4) A library serving a population of 50,001 - 100,000 persons must:

(A) have local expenditures amounting to at least \$8.00 per capita in local fiscal years 2013, 2014, 2015; \$8.16 per capita in local fiscal years 2016, 2017, 2018; \$8.32 per capita in local fiscal years 2019, 2020, 2021; at least \$8.48 per capita in local fiscal years 2022, 2023, 2024;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 48 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ at least two full-time equivalent professional librarians.

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 54 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ four full-time equivalent professional librarians, with one additional full-time equivalent professional librarian for each 50,000 persons above 100,000.

(4) A library serving a population of 50,001 - 100,000 persons must:

(A) have local expenditures amounting to at least \$8.00 per capita in local fiscal years 2013, 2014, 2015; \$8.16 per capita in local fiscal years 2016, 2017, 2018; \$8.32 per capita in local fiscal years 2019, 2020, 2021; at least \$8.48 per capita in local fiscal years 2022, 2023, 2024;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 48 hours per week;

(E) employ a library director for at least 40 hours per week in library duties; and

(F) employ at least two full-time equivalent professional librarians.

(D) be open for service not less than 30 hours per week; and

(E) employ a library director for at least 30 hours per week in library duties.

(7) A library serving a population of 5,001 - 10,000 must:

(A) have local expenditures of at least \$3.97 per capita in local fiscal years 2013, 2014, 2015; \$4.05 per capita in local fiscal years 2016, 2017, 2018; \$4.13 per capita in local fiscal years 2019, 2020, 2021; \$4.21 per capita in local fiscal years 2022, 2023, 2024;

(B) have at least one item of library materials per capita or expend at least 15% of the local expenditures on the purchase of library materials; provided that in either case a minimum of 7,500 items are held;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 20 hours per week; and

(E) employ a library director for at least 20 hours per week in library duties.

(8) A library serving a population of 5,000 or fewer persons must:

(A) have local per capita expenditures or minimum total local expenditures, whichever is greater, of \$3.70 per capita or \$10,650 in local fiscal years 2013, 2014, 2015; \$3.77 per capita or \$15,000 total in local fiscal years 2016, 2017, 2018; \$3.85 per capita or \$18,000 total in local fiscal years 2019, 2020, 2021; \$3.92 per capita or \$21,000 in local fiscal years 2022, 2023, 2024;

(B) have at least one item of library materials per capita or expend at least 15% of the local

expenditures on the purchase of library materials, provided that in either case a minimum of 7,500 items are held;

(C) have at least 1% of total items in collection published in the last five years;

(D) be open for service not less than 20 hours per week; and

(E) employ a library director for at least 20 hours per week in library duties.

---

**Source Note:** The provisions of this §1.81 adopted to be effective November 30, 2014, 39 TexReg 9200

[List of Titles](#)

[Back to List](#)

[HOME](#)

[TEXAS REGISTER](#)

[TEXAS ADMINISTRATIVE CODE](#)

[OPEN MEETINGS](#)

(D) be open for service not less than 30 hours per week; and

(E) employ a library director for at least 30 hours per week in library duties.

(7) A library serving a population of 5,001 - 10,000 must:

(A) have local expenditures of at least \$3.97 per capita in local fiscal years 2013, 2014, 2015; \$4.05 per capita in local fiscal years 2016, 2017, 2018; \$4.13 per capita in local fiscal years 2019, 2020, 2021; \$4.21 per capita in local fiscal years 2022, 2023, 2024;

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(B) have at least one item of library materials per capita or expend at least 15% of the local