

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

BAY CITY PUBLIC LIBRARY 2023

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 or add an explanation in the Note box.

1.1Library Name	Bay City Public Library
1.2County	Matagorda
1.3Local Fiscal Year Start	10/01/2022
1.4Local Fiscal Year End	09/30/2023
1.5Mailing Address - Street	1100 7th St
1.6Mailing City	Bay City
1.7Mailing Zip	77414
1.8Mailing Zip+4	4915
1.9Physical/Shipping address - Street	1100 7th St
1.10City	Bay City
1.11Zip	77414
1.12Zip+4	4915
?1.13Does the library have a published telephone number?	Y
1.14Phone number	9792456931
1.15Library Director/Head Librarian First Name	Samantha
1.16Library Director/Head Librarian Last Name	Denbow
1.17Director's Email Address	sdenbow@cityofbaycity.org
1.18Library General Email Address	library@cityofbaycity.org
?1.19Library website	Yes
1.20Website URL	http://www.baycitytxlib.org
1.21Is the information provided in 1.1 through 1.20 correct?	Yes
1.22Contact First Name	Samantha
1.23Contact Last Name	Denbow
1.24Contact Email	sdenbow@cityofbaycity.org
1.25Board Chair First Name	Martha
1.26Board Chair Last Name	Johnson
1.27Friends President First Name	Carol
1.28Friends President Last Name	Teague

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.

2.1Number of Branch Libraries	1
2.2Number of Bookmobiles	0

Facility Information

2.3Year Facility Built	1960
2.4Square Footage of the Main Library	12,000
2.5Renovations, Expansion, New Construction	No
2.6Year Most Recent Renovation	2018
2.7Facility Suitability for Public Service	Adequate
2.8Plans for Facility Modification In Place?	No
2.9Network/Computer Hardware Older Than Three Years	No
2.10Plans 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.

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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.

3.1Salaries & Wages Expenditures	\$258,212
3.2Employee Benefits Expenditures	\$71,725
3.3Total Staff Expenditures	\$329,937
3.3aStaff funding from non-local sources.	\$0
3.3bLocal funds used for library staff expenditures.	\$329,937

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.

3.4Print Materials Expenditures	\$28,160
3.5Electronic Materials Expenditures	\$5,041
3.6Other Materials Expenditures	\$1,571
3.7Total Collection Expenditures	\$34,772
3.7aCollection material funding from non-local sources	\$0
3.7bLocal funds used for library collection material expenditures	\$34,772

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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.

3.8Other Operating Expenditures ¹	\$146,245
3.8aOther operating expenditures from non-local funding. ²	\$873
3.8bLocal funds used for other library operating expenditures expenditures	\$145,372
3.9Total Direct Operating Expenditures	\$510,954
3.9aLibrary Operating Expenditures from Non-Local Funding	\$873
3.9bLocal funds used for library operating expenditures expenditures	\$510,081
3.10Indirect Costs (Only when necessary)	
3.11Total Library Operating Expenditures	\$510,954

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.

3.12Capital 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.

?4.1Local Expenditures on Collections	\$34,772
?4.2Total Local Library Operating Expenditures	\$510,081
?4.3Local Government Operating Expenditures ³	\$445,185

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.

5.1City, Cities, or Library District Revenue used for operating expenditures	\$245,187
5.2County or Counties Revenue used for operating expenditures	\$200,000
5.3School District Revenue used for operating expenditures	\$0
5.4Local Government Operating Revenue	\$445,187
5.5State Government: Operating Revenue	\$0
5.6Federal Government: Operating Revenue ⁴	\$473
5.7Foundation & Corporate Grants: Operating Revenue	\$500
5.8Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	\$64,794
5.9Total Library Operating Revenue	\$510,954

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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.

5.10City Cities or Library District Revenue: Capital Expenditures	\$0
5.11County or Counties Revenue: Capital Expenditures	\$0
5.12School District: Capital Revenue	\$0
5.13State Government: Capital Revenue	\$0
5.14Federal Revenue: Capital Revenue	\$0
5.15Foundation & Corporate Grants: Capital Revenue	\$0
5.16Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue	\$0
5.17Total 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		
	5.18 Amount received	5.19 City/County Providing Funds
Amount received		

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Additional Sources

Answer only if the library received funds from a city or county other than the one in which the library is located. List the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section.

To delete any lines generated in errors, click on the red X.

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

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

Physical Material Counts

6.3Books in Print	38,164
6.4Audio Materials - Physical format	709
6.5Video Materials - Physical Format	3,171
6.6Other Circulating Physical Items	36
6.7Total Physical Items in Collection	42,080

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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"

6.8E-Books (Digital/Downloadable Units)	25,546
6.8aE-Read Texas E-Book	
6.9E-Audio Materials (Digital/Downloadable Units)	3,749
6.9aE-Read Texas E-Audio	
6.10E-Video Materials (Digital/Downloadable Units)	0

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.

6.11aDatabases (Electronic Collections) - Local License	5
6.11bDatabases (Electronic Collections) - Consortium license	1
6.11Total Databases (Electronic Collections) Acquired Locally	6
6.12TexShare Databases - State License	143
6.13Total Databases (Electronic Collections)	149

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Collection Totals

?6.14Total Items in Collection - Volumes, Items, Physical Units	71,344
6.15Consortium Participation	Piney Woods Digital Consortium

Section 7: Local Library Service

?7.1Long-Range Plan	Yes
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Service Measures

7.2Reference Transactions ⁵	2,380
7.2aReference Transaction Reporting Method	Annual Count
7.3Number of Library Visits	24,676
7.3aLibrary Visit Reporting Method	Annual Count
7.4Registered Users	15,495

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.

7.5Circulation of Children's Physical Format Materials	16,080
7.6Circulation of Children's Electronic Format Materials	969
7.7Circulation of All Other Ages Physical Format Materials	17,551
7.8Circulation of All Other Ages Electronic Format Materials	6,034
7.8aE-Read Texas Total Usage	0
7.9Total Annual Circulation - Physical/Digital	40,634
Annual Digital (E-Material) Circulation	7,003
7.10Circulation of Other Physical Items	245
7.11Successful Retrieval of Electronic Information	297
7.12Current Overdue Fine Policy	Yes
7.13Current Non-Resident Fee Policy	No

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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	57	0	0	57
7.15 Total of audience	550	0	0	550

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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	82	1	0	83
7.17 Total of audience	⁶ 1,077	⁷ 300	0	⁸ 1,377

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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 sessions for 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	45	0	0	45
7.19 Total of audience	323	0	0	323

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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	70	0	0	70
7.21 Total of audience	526	0	0	526

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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
7.22 Number of sessions	66	1	0	67
7.23 Total of audience	2,596	50	0	2,646

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	320	2	0	322
7.25 Total of all attendees	⁹ 5,072	¹⁰ 350	¹¹ 0	¹² 5,422

Total Recorded Programs (Asynchronous Viewing)

7.26 Recorded Presentations (On-Demand) Published ¹³	0
7.27 Recorded Presentation Views (30 Day Mark)	0

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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.

?8.1Professional Librarians (MLS/MLIS degree) - Weekly Hours Worked	40.00
8.2Other Librarians (Non-degreed) - Weekly Hours Worked	0.00
8.3All Other Paid Library Staff - Weekly Hours Worked	270.00
8.4Total Paid Library Staff - Total Weekly Hours Worked	310.00
8.5Volunteer Hours - Annual Total	2,047
8.6Head Librarian's Annual Rate Of Salary	\$69,760
?8.7Head Librarian's/Director's Hours Worked per Week	40.00
?8.8Director Obtained 10 Units of Continuing Education (CEU)	Yes
?8.9Photocopier Available for Staff	Yes
?8.10Internet 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.

?9.1Statewide Interlibrary Loan (ILL) Offered to Patrons	Yes
9.2ILL Received from other Libraries (Borrows) ¹⁴	8
9.3ILL Provided to other Libraries (Lends)	75
9.4Integrated Library System (ILS)/Library Management System (LMS) Used	Book Systems (Atrium, Concourse)

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Section 10: Internet and Electronic Services

?10.1Public Internet Access Computer with Printer/Copier	Yes
10.2Total Internet Computers Used by General Public	21
10.3Annual Uses of Public Internet Computers	3,986
10.3aReporting Method for Public Internet Computer Uses	Annual Count
10.4Annual Wi-Fi Sessions	0
10.4aReporting Method for Wireless Sessions	
10.5Annual Website Visits	3,262

Section 11: Library Hours

11.1Annual Public Service Hours for Central Library	2,407
11.2Annual Public Service Weeks for Central Library	50
?11.3Weekly Service Hours All Facilities Available (Unduplicated Hours for branches)	51
11.4Weekly Hours Central Library Open - Regular Schedule	50
11.5Weekly Hours Central Library Open - Summer Schedule	50

Section 12: Branches/Bookmobiles

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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 (Location)	Sargent Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	Sargent Branch Library
B1.3 Mailing Address Street	1100 7th St
B1.4 Mailing Address City	Bay City
B1.5 Mailing Address ZIP Code	77414
B1.6 Mailing Address Zip+4 Extension	4915
B1.7 Physical/Shipping address - Street	20305 FM 457
B1.8 City	Sargent
B1.9 ZIP Code	77414
B1.10 ZIP+4 Extension	4180
B1.11 Phone	9794761335
B1.12 Library General Email Address	sargentbranchlibrary@cityofbaycity.org
B1.13 Branch Manager/Library Director First Name	Samantha
B1.14 Branch Manager/Library Director Last Name	Denbow

Outlet Facility Information

Outlet (Location)	B2.1 Year Facility Built	B2.2 Square footage of the branch library	B2.3 Branch Renovation, Expansion, New Construction	B2.4 Year Most Recent Branch Renovation	B2.5 Facility Suitability for Public Service	B2.6 Plans for Facility Modification in Place?	B2.7 Age of Network/Computer Hardware	B2.8 Plans for Outlet Tech Upgrade within 3 Years?
Sargent Branch Library	1982	1,700	No	2020	Adequate	Yes	No	No

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Outlet Library Service Information

Outlet (Location)		B3.1 Established Schedule in Place	B3.2 Annual Public Service Hours - Branch or Bookmobile	B3.3 Annual Public Service Weeks- Branch or Bookmobile
Sargent Branch Library		Yes	1,110	50

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. Documents are saved electronically, so no original copy is needed.

NOW you are done! CONGRATULATIONS!!

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- ¹, 3.8 Less costs for maintenance, less costs at utilities and phone services(0-2024-04-11)
- ², 3.8a ILL Reimbursement, Donation of \$500 for purchase of books to give away at event(0-2024-04-11)
- ³, 74.3 Local funds from City General Fund and County Contributions(0-2024-04-11)
- ⁴, 5.6 ILL Reimbursement(0-2024-04-11)
- ⁵, 7.2 Began tracking reference transactions(0-2024-04-11)
- ⁶, more attendees(0-2024-04-11)
- ⁷, more attendees(0-2024-04-11)
- ⁸, more attendees(0-2024-04-11)
- ⁹, more attendees(0-2024-04-11)
- ¹⁰, more attendees(0-2024-04-11)
- ¹¹, no virtual offered(0-2024-04-11)
- ¹², more attendees(0-2024-04-11)
- ¹³, 7.26 no recorded programs(0-2024-04-11)
- ¹⁴, 9.2 same number received(0-2024-04-11)