

TEXAS PUBLIC LIBRARIES ANNUAL REPORT - INTRODUCTION

Texas Public Libraries Annual Report - Introduction

This report is due to the Texas State Library and Archives Commission by April 30, 2023. We strongly urge libraries to report no later than March 31, 2023, to allow staff enough time to process all ...[more](#)

SECTION 1: LIBRARY INFORMATION - CENTRAL/ADMINISTRATIVE LIBRARY

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.

1.1 Library Name ✓	Sanger Public Library	
1.2 County ✓	Denton	
1.3 Local Fiscal Year Start ✓	10/01/2021	
1.4 Local Fiscal Year End ✓	09/30/2022	
1.5 Mailing Address - Street ✓	501 Bolivar St	
1.6 Mailing City ✓	Sanger	
1.7 Mailing Zip	76266	
1.8 Mailing Zip+4	8964	
1.9 Physical/Shipping address - Street	501 Bolivar St	
1.10 City	Sanger	
1.11 Zip ✓	76266	
1.12 Zip+4	8964	
▶ 1.13 Does the library have a published telephone number?	Yes	No
1.14 Phone number	(940) 458-3257	
1.15 Telefax	(940) 458-4335	
1.16 Library Director/Head Librarian First Name	Library	
1.17 Library Director/Head Librarian Last Name	Director	
1.18 Director's Email Address	lklenke@sangertexas.org	
1.19 Library General Email Address	library@sangertexas.org	
▶ 1.20 Library website	Yes	No
1.21 Website URL	http://www.sangerlibrary.org	
1.22 Is the information provided in 1.1 through 1.21 correct?	Yes	No
1.23 Contact First Name	Audrey	Audrey
1.24 Contact Last Name	Tolle	Tolle
1.25 Contact Email	lklenke@sangertexas.org atolle@sangertexas.org	
1.26 Board Chair First Name	Judith	Judith
1.27 Board Chair Last Name	Rodgers	Rodgers

1.28 Friends President First Name	Beth	Melissa
1.29 Friends President Last Name	Sullivan	Sneed

SECTION 2: OUTLETS

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
2.3 Renovations, Expansion, New Construction	Yes No
2.4 Square Footage of the Main Library	5,050

SECTION 3: EXPENDITURES

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 ...more](#)

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 ✓	\$210,907	
	\$193,823	
3.2 Employee Benefits Expenditures ✓	\$66,975	\$53,430
3.3 Total Staff Expenditures ✓	\$277,882	
	\$247,253	
3.3a Of library staff expenditures, how much was from non-local grant funding? ✓	\$0	\$0
3.3b LOCAL FUNDS used for library staff expenditures.	\$277,882	
	\$247,253	

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 ✓	\$8,343 \$8,498	
3.5 Electronic Materials Expenditures ✓	\$2,632 \$2,685	
3.6 Other Materials Expenditures ✓	\$1,489 \$1,040	
3.7 Total Collection Expenditures ✓	\$12,464 \$12,223	
3.7a Of library collection expenditures, how much was from non-local grant funding? ✓	\$0	\$0
3.7b Local funds used for library collection material expenditures	\$12,464 \$12,223	

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	\$22,779 \$25,869	
3.8a Of other library operating expenditures, how much was from non-local grant funding? ✓	\$0	\$0
3.8b Local funds used for other library operating expenditures expenditures	\$22,779 \$25,869	
3.9 Total Direct Operating Expenditures	\$313,125 \$285,345	
3.9a Of direct library operating expenditures, how much was from non-local grant funding?	\$0	\$0
3.9b Local funds used for library operating expenditures expenditures	\$313,125 \$285,345	
3.10 Indirect Costs (if needed to meet maintenance of effort)	\$0	\$0
3.11 Total Library Operating Expenditures ✓	\$313,125 \$285,345	

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	\$0
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SECTION 4: LOCAL FINANCIAL EFFORT

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	\$12,464	\$12,223
▶ 4.2 Total Local Library Operating Expenditures	\$313,125	\$285,345
▶ 4.3 Local Government Operating Expenditures ✓	\$313,125	\$285,345

SECTION 5: LIBRARY REVENUE BY SOURCE

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	\$295,725 \$268,645	
5.2 County or Counties Revenue used for operating expenditures	\$17,400	\$16,700
5.3 School District Revenue used for operating expenditures	\$0	\$0
5.4 Local Government Operating Revenue ✓	\$313,125 \$285,345	
5.5 State Government: Operating Revenue ✓	\$0	\$0
5.6 Federal Government: Operating Revenue ✓	\$0	\$0
5.7 Foundation & Corporate Grants: Operating Revenue	\$0	\$0
5.8 Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	\$375	\$0
5.9 Total Library Operating Revenue ✓	\$313,500 \$285,345	

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
	\$0
5.11 County or Counties Revenue: Capital Expenditures ✓	\$0
	\$0
5.12 School District: Capital Revenue ✓	\$0
	\$0
5.13 State Government: Capital Revenue ✓	\$0
	\$0
5.14 Federal Revenue: Capital Revenue ✓	\$0
	\$0
5.15 Foundation & Corporate Grants: Capital Revenue ✓	\$0
	\$0
5.16 Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue ✓	\$0
	\$0
5.17 Total Capital Revenue ✓	\$0
	\$0

Government Revenue Sources Outside Local City or County

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.

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.

5.19 County or city providing funds	5.18 Amount received

SECTION 6: LIBRARY COLLECTION

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 ...[more](#)

▶ 6.1 Library Catalog	Yes	No
▶ 6.2 Collection has 1% published in last five years	Yes	No

Physical Material Counts

6.3 Books in Print ✓	17,947	17,768
6.4 Audio Materials - Physical format ✓	813	873
6.5 Video Materials - Physical Format ✓	1,836	2,114
6.6 Other Circulating Physical Items ✓	45	20

6.7 Total Physical Items in Collection ✓	20,641	20,775
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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"

6.8 Electronic Books (ebooks) ✓	9,818	9,954
6.9 Audio Materials - Downloadable Units ✓	655	885
6.10 Video Materials - Downloadable Units ✓	41	55

Electronic Collections/Databases

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, ...[more](#))

6.11a Electronic Collections/Databases - Local License	3	3
6.11b Electronic Collections/Databases - Consortium license	0	0
6.11 Total Local Electronic Collections ✓	3	3
6.12 TexShare Databases - State License ✓	77	
6.13 Total Electronic Collections/Databases ✓	80	71

Collection Totals

▶ 6.14 Collection Totals - Volumes Items or Physical Units	31,113	31,652
6.15 Consortium Participation	1 selected Digital Consortium	North Texas Independent

SECTION 7: LOCAL LIBRARY SERVICE

Section 7: Local Library Service

▶ 7.1 Long-Range Plan Yes No

Service Measures

7.2 Reference Transactions ✓	592	769
7.2a Reference Transaction Reporting Method ✓	Not tracked	Estimate Count
7.3 Number of Library Visits ✓	20,519	6,867
7.3a Library Visit Reporting Method ✓	Not tracked	Estimate Count
7.4 Registered Users ✓	3,909	3,937

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 Materials - Physical formats ✓	12,580	4,597
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7.6 Circulation of Children’s Materials - Digital Formats	673	667
7.7 Circulation Other than Children's - Physical formats	7,318	3,523
7.8 Circulation Other than Children's - Digital Formats	2,925	2,454
7.9 Total Circulation ✓	23,496	11,241
Electronic Material Circulation ✓	3,598	3,121
7.10 Circulation of Other Physical Items ✓	138	45
7.11 Successful Retrieval of Electronic Information ✓	0	3,121
7.12 Current Overdue Fine Policy	No	
7.13 Current Non-Resident Fee Policy	No	

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 [...more](#)

Early Childhood Synchronous (Live) Programming targeting 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 [...more](#)

	<u>a. In-Person On-Site Sessions</u>		<u>b. In-Person Off-Site Sessions</u>		<u>c. Live Virtual Sessions</u>		<u>d. Total</u>	
7.14 Number of sessions	43	17	0	0	0	15	✓ 43	32
7.15 Total of audience	742	201	0	0	0	362	✓ 742	563

Student-Age Synchronous (Live) Programming targeting 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 [...more](#)

	<u>a. In-Person On-Site Sessions</u>		<u>b. In-Person Off-Site Sessions</u>		<u>c. Live Virtual Sessions</u>		<u>d. Total</u>	
7.16 Number of sessions	31	4	0	0	0	0	✓ 31	4
7.17 Total of audience	315	31	0	0	0	0	✓ 315	31

Young Adult Synchronous (Live) Programming targeting 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 [...more](#)

	<u>a. In-Person On-Site Sessions</u>		<u>b. In-Person Off-Site Sessions</u>		<u>c. Live Virtual Sessions</u>		<u>d. Totals</u>	
7.18 Number of sessions	11	2	0	0	0	0	✓ 11	2
7.19 Total of audience	90	1	0	0	0	0	✓ 90	1

Adult Synchronous (Live) Programming targeting 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, [...more](#)

	<u>a. In-Person On-Site Sessions</u>		<u>b. In-Person Off-Site Sessions</u>		<u>c. Live Virtual Sessions</u>		<u>d. Totals</u>	
7.20 Number of sessions	28	13	0	0	0	2	✓ 28	15

7.21 Total of audience	147	76	0	0	0	12	✓ 147	88
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Programs of General Interest (no targeted age group)

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. [...more](#)

	<u>a. In-Person On-site Sessions</u>	<u>b. In-Person Off-site Sessions</u>	<u>c. Live Virtual Sessions</u>	<u>d. Totals</u>				
7.22 Number of sessions	4	3	3	0	0	1	✓ 7	4
7.23 Total of audience	164	155	460	0	0	14	✓ 624	169

Live and/or Virtual (Synchronous) Program Totals

This is a total count of the programs and audience at all live or virtual program sessions during the reporting period.

	<u>a. In-Person On-Site Sessions</u>	<u>b. In-Person Off-Site Sessions</u>	<u>c. Live Virtual Sessions</u>	<u>d. Total Synchronous Programs</u>				
7.24 Number of sessions	✓ 117	39	✓ 3	0	✓ 0	18	✓ 120	57
7.25 Total of all attendees	✓ 1,458	464	✓ 460	0	✓ 0	388	✓ 1,918	852

Recorded (Asynchronous) Programs Total

7.26 Number of Recorded Programs offered ✓	0
7.27 The count of views of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). ✓	3
	0
	4

SECTION 8: LIBRARY STAFFING AND SALARIES

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 (MLS) Librarians - Weekly Hours Worked	80.00	80.00
8.2 Other (Non-MLS) Librarians - Weekly Hours Worked	0.00	2.00
8.3 All Other Paid Library Staff - Weekly Hours Worked	120.00	0.00
8.4 All Library Staff - Total Weekly Hours Worked	200.00	2.00
8.5 Volunteer Hours - Annual Total	28	83
8.6 Head Librarian's Annual Rate Of Salary	\$70,732	\$69,717
▶ 8.7 Head Librarian's/Director's Hours Worked per Week	40.00	40.00
▶ 8.8 Director Obtained 10 Units of Continuing Education (CEU)	Yes	No
▶ 8.9 Photocopier Available for Staff	Yes	No
▶ 8.10 Internet Computer Available for Staff	Yes	No

SECTION 9: RESOURCE SHARING

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 Does the library have the statewide interlibrary loan service available to patrons?	Yes	No
9.2 Interlibrary Loans Received from Other Libraries (Borrows) ✓	71	77
9.3 Interlibrary Loans Provided to Other Libraries (Lends) ✓	102	117
9.4 What automation/integrated library system (ILS) is currently used?	Evergreen	

SECTION 10: INTERNET AND ELECTRONIC SERVICES

Section 10: Internet and Electronic Services

► 10.1 Public Internet Access Computer with Printer/Copier	Yes	No
10.2 Number of Public Internet Access Computer Terminals ✓	5	4
10.3 Annual Uses of Public Internet Computers ✓	1,652	583
10.3a Regarding the number of public computer uses, is this an annual count or an annual estimate?	Annual Count	Annual Count
10.4 Annual Wi-Fi Sessions ✓	1,516	940
10.4a Regarding the number of wi-fi sessions, is this an annual count or an annual estimate?	Annual Estimate	Annual Estimate
10.5 Annual Website Visits ✓	NC	0

SECTION 11: LIBRARY HOURS

Section 11: Library Hours

11.1 Annual Public Service Hours for Central Library ✓	2,027	712
11.2 Annual Public Service Weeks for Central Library ✓	50	17
► 11.3 Weekly Service Hours All Facilities Available (Unduplicated, if branches)	43	43
11.4 Weekly Hours Central Library Open - Regular Schedule	43	43
11.5 Weekly Hours Central Library Open - Summer Schedule	43	43

SECTION 12: LIBRARY INFORMATION – BRANCH AND/OR BOOKMOBILE

SPECIAL SECTION RELATING TO COVID-19 HEALTH CRISIS

SPECIAL SECTION RELATING TO COVID-19 HEALTH CRISIS

NOTE; This section pertains ONLY to reporting year 2022, based on the library's local fiscal year. If the response to the first question, C19.1.0 Closed Outlets due to COVID-19, is "NO," all other questions may be left blank.

Facilities During COVID-19 Crisis

C19.1.0 Closed Outlets due to COVID-19	No	Yes
C19.1.1 Number of weeks buildings closed to public	0	35
C19.1.2 Number of weeks library facility had limited occupancy. Count any week where the library building was closed for more than half of its scheduled hours as a full week. ✓	0	0

Services During COVID-19 Crisis

C19.2.0 Public Services During COVID-19	Yes
C19.3.0 Electronic Library Cards Issued During COVID-19	Yes
C19.4.0 Reference Service During COVID-19	Yes
C19.5.0 Outside Service During COVID-19	
C19.6.1 External Wi-Fi Access Added During COVID-19	No
C19.6.2 External Wi-Fi Access Increased During COVID-19	No

Staff During COVID-19 Crisis

C19.7.0 Staff Re-Assigned During COVID-19	No	No
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NEXT STEPS