

FY 2009 Library System Annual Report
LLSAP Annual Report
Section 4
Adapted from Appendix F of the zILLANE Study

Instructions

Tables 1 and 2

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

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

There may be categories and/or line items in the form for which you do not record costs or revenues. Please put a N/A in the *Actual FY2008* and *FY2009* columns for those items.

Tables A-O

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

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

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

4. LLSAP

Table 1: LLSAP Operating Expenses

Expenditures	Expense Item	Actual FY2008	Actual FY2009
Personnel			
	Library Professionals	131,176	136,541
	Other Professionals	59,160	102,444
	Support Services	336,963	357,877
	Social Security Texas (FICA)	38,361	42,809
	Unemployment Insurance	1,556	705
	Workers' Compensation	2,138	2,125
	Retirement Benefits	4,731	4,685
	Health, Dental, and Life Insurance	56,044	67,712
	Temporary Help	0	0
	Recruiting	0	0
Library Materials			
	Print Materials	449	100
	Nonprint Materials	0	0
Buildings & Grounds			
	Utilities	N/A	N/A
	Property Insurance	N/A	N/A
	Repairs & Maintenance	N/A	N/A
	Janitorial Services & Supplies	N/A	N/A
	Other	N/A	N/A
Vehicle Expense			
	Gas & Oil	N/A	N/A
	Vehicle Insurance	N/A	N/A
	Vehicle Leasing & Rent	N/A	N/A
Travel & CE for Staff & Board			
	In-State Travel	296	575
	Out-of-State Travel	3,826	7,811
	Registration & Other Fees	1,231	1,879
Continuing Education & Meetings / Others			
		888	853
Public Relations			
		0	0
Liability Insurance			
		0	0
Supplies, Postage & Printing			
	Computer Supplies	112	17,800
	General Office Supplies & Equipment	26,150	200
	Internal Printing/Photocopying	N/A	N/A
	Postage	33,581	34,309
	Library Supplies	0	0
	Other	0	0

Table 1
LLSAP Operating Expenses
(continued)

Telephone & Telecomm		Actual 2008	Actual 2009
	Local/Long Distance – Voice	N/A	N/A
	Telecomm – Data & Fax	11,735	12,081
Vendor Information			
	Name of Vendor Platform and Version	Innovative	Innovative Release 2007 1.6.0-02
Equipment Rental, Repair & Maintenance			
	Equipment Rental	0	0
	Equipment Repair & Maintenance	33,810	46,138
	Maintenance Agreement	193,480	211,997
	Computer Hardware Insurance	0	0
Professional Services			
	Legal	191	0
	Accounting	2,628	2,733
	Consulting	21,801	7,238
	Contractual Staff	187,712	197,796
Contractual Services			
	Information Services (bibliographic databases, online subscriptions, etc)	15,266	15,266
	Contractual Agreements	163,289	142,981
	Outside Printing	92	0
Interlibrary Loan Charges			
		0	0

4. LLSAP

Table 2

LLSAP Annual Revenues

Revenues	Revenue Item	Actual FY2008	Actual FY2009
State Grants			
		0	0
Federal Grants			
		0	0
Other Grants			
		0	0
LLSAP Participation / Service Fees			
	Annual Participation Fees (from all categories of participants)	1,613,159	1,738,365
	One-Time Startup Fees	0	0
	Other (please describe)	0	0
Interest Income			
		28,818	10,948
Other Revenue			
	Gain/(Loss) on Disposal of Capital Asset	0	600
	Miscellaneous Income	208	13

4. LLSAP

Tables A-O: LLSAP Supplemental Information

A. RLS Membership Information	
A1 Number of all public libraries (agencies)	85
A2 Number of all public libraries (buildings)	88
A3 Number of all academic libraries (agencies)	83
A4 Number of all academic libraries (buildings)	91
A5 Number of all school libraries (agencies)	143
A6 Number of all school libraries (buildings)	1025
A7 Number of all special libraries (agencies)	170
A8 Number of all special libraries (buildings)	170
A9 Number of all others	0
Total Libraries in RLS	1855

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	74
B2 Number of all public libraries (buildings)	75
B3 Number of all academic libraries (agencies)	3
B4 Number of all academic libraries (buildings)	3
B5 Number of all school libraries (agencies)	0
B6 Number of all school libraries (buildings)	0
B7 Number of all special libraries (agencies)	3
B8 Number of all special libraries (buildings)	3
B9 Number of all other types	0
Total Full Fee-Paying Participants	80
Is RLS a LLSAP participant?	Yes
Does RLS pay participation fees as others?	Yes

C. LLSAP Participation Information – Partial Fee-Paying Participant	
C1 Number of all public libraries (agencies)	5
C2 Number of all public libraries (buildings)	6
C3 Number of all academic libraries (agencies)	0
C4 Number of all academic libraries (buildings)	0
C5 Number of all school libraries (agencies)	19
C6 Number of all school libraries (buildings)	66
C7 Number of all special libraries (agencies)	0
C8 Number of all special libraries (buildings)	0
C9 Number of all other types	0
Total Partial Fee-Paying Participants	24

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

4. LLSAP

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

F. LLSAP Participant Trends	
F1 Full participants as of June 30, 1999	76
F2 Full participants as of June 30, 2000	76
F3 Full participants as of June 30, 2001	77
F4 Full participants as of June 30, 2002	77
F5 Full participants as of June 30, 2003	76
F6 Full participants as of June 30, 2004	78
F7 Full participants as of June 30, 2005	78
F8 Full participants as of June 30, 2006	79
F9 Full participants as of June 30, 2007	79
F10 Full participants as of June 30, 2008	80
F11 Full participants as of June 30, 2009	80

G. RLS Libraries Using Stand Alone Systems	
G1 Number of all public libraries (agencies)	4
G2 Number of all public libraries (buildings)	6
G3 Number of all academic libraries (agencies)	60
G4 Number of all academic libraries (buildings)	60
G5 Number of all school libraries (agencies)	120
G6 Number of all school libraries (buildings)	1163
G7 Number of all special libraries (agencies)	216
G8 Number of all special libraries (buildings)	0
G9 Number of all other types	0
Total Stand Alone Libraries	400

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

I. Bibliographic Record Information	
I1 Total number of bibliographic records in database	1,326,778
I2 Total number of item records in database	7,397,747
I3 Total number of patrons listed in patron database	1,306,460
I4 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database, BUT represented in another consortia shared system?	83% (This represents MLS member holdings in I-Share library consortia.)
I5 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database or another consortia shared system?	Unknown

4. LLSAP

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2008)	Unknown
J2 Total circulation transactions in past 12 months (FY2008)	13,519,823

K. Cost and Revenue Information	Actual FY 2008	Actual FY 2009
K1 Annual Total Fees Received From Full Members	1,598,393	1,712,168
K2 Annual Total Fees Received From Partial Members	14,975	15,249
K3 Annual Fees/Support Received From RLS	N/A	N/A
K4 FTEs Charged to LLSAP Operating Expenses	12.03	12.03
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	4	4
K6 Annual Total Cost of Operating the LLSAP	1,533,212	1,639,940

L. Cost Components of Operating the LLSAP	Actual FY2008	Actual FY2009
	N/A	N/A
Total All Expenditures	1,533,212	1,639,940

M. Cost Components to Participate in the LLSAP—Startup	Actual FY2008	Actual FY2009
	N/A	N/A

N. Cost Components to Participate in the LLSAP—Ongoing	Actual FY2008	Actual FY2009
Patron Circulation Access Fees	598,831	700,568
Staff and Web OPAC Fees	296,590	349,806
Telecommunication Fees	43,056	42,788
Reserve Fund Fees	115,563	123,959
Title Assessment/Cataloging	371,347	375,938

O. Other Information	
O1 Do you have a disaster recovery plan for LLSAP hardware, software, data?	Yes
O2 Do you have a formal plan for recruiting new LLSAP members?	Yes
O3 RLS Annual Operating Budget (FY2008)	3,333,725
O4 RLS Annual Operating Budget (FY2009)	3,319,975
O5 Is use of LLSAP shared database limited to full or partial fee-paying participants?	No – the LLSAP shared database is available via the internet