

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

Instructions

Tables 1 and 2

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

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

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

Tables A-O

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

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

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

Table 1: LLSAP Operating Expenses

Expenditures	Expense Item	Actual FY2009	Actual FY2010
Personnel			
	Library Professionals	114890	85775
	Other Professionals	18250	N/A
	Support Services	133029	133438
	Social Security Texas (FICA)	20361	16770
	Unemployment Insurance	1977	3002
	Workers' Compensation	1262	1957
	Retirement Benefits	52365	34294
	Health, Dental, and Life Insurance	37732	34100
	Temporary Help	N/A	N/A
	Recruiting	155	N/A
Library Materials			
	Print Materials	70	355
	Nonprint Materials	N/A	N/A
Buildings & Grounds			
	Utilities	8842	8422
	Property Insurance	2145	5322
	Repairs & Maintenance	9497	6928
	Janitorial Services & Supplies	5587	4082
	Other	1402	962
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	1248	3924
	Out-of-State Travel	624	N/A
	Registration & Other Fees	3190	6273
Continuing Education & Meetings / Others		85	1387
Public Relations		46	1018
Liability Insurance		2859	1101
Supplies, Postage & Printing			
	Computer Supplies	16728	10024
	General Office Supplies & Equipment	7692	8787
	Internal Printing/Photocopying	N/A	N/A
	Postage	597	376
	Library Supplies	N/A	4826
	Other	N/A	N/A

Table 1
LLSAP Operating Expenses
(continued)

Telephone & Telecomm		Actual FY2009	Actual FY2010
	Local/Long Distance – Voice	3722	10655
	Telecomm – Data & Fax	N/A	N/A
Equipment Rental, Repair & Maintenance			
	Equipment Rental	N/A	1544
	Equipment Repair & Maintenance	63	5871
	Maintenance Agreement	N/A	N/A
	Computer Hardware Insurance	N/A	N/A
Professional Services			
	Legal	195	N/A
	Accounting	2704	2967
	Consulting	N/A	N/A
	Contractual Staff	2970	N/A
Contractual Services			
	Information Services (bibliographic databases, online subscriptions, etc)	221184	155028
	Contractual Agreements	1226	423
	Outside Printing	135	N/A
Professional Association Membership Dues			
		115	5705
Miscellaneous			
		4640	N/A
Interlibrary Loan Charges			
		N/A	N/A

Table 2

LLSAP Annual Revenues

Revenues	Revenue Item	Actual FY2009	Actual FY2010
State Grants		N/A	N/A
Federal Grants		N/A	N/A
Other Grants		N/A	N/A
LLSAP Participation / Service Fees			
	Annual Participation Fees (from all categories of participants)	638007	579290
	One-Time Startup Fees	N/A	N/A
	Other (please describe)	36170	N/A
Interest Income		1409	2469
Other Revenue		N/A	394
	Reimbursements - Barcodes	N/A	7960

Tables A-O: LLSAP Supplemental Information

A. RLS Membership Information	
A1 Number of all public libraries (agencies)	55
A2 Number of all public libraries (buildings)	60
A3 Number of all academic libraries (agencies)	8
A4 Number of all academic libraries (buildings)	8
A5 Number of all school libraries (agencies)	61
A6 Number of all school libraries (buildings)	190
A7 Number of all special libraries (agencies)	9
A8 Number of all special libraries (buildings)	10
A9 Number of all others	0
Total Libraries in RLS	133

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	40
B2 Number of all public libraries (buildings)	45
B3 Number of all academic libraries (agencies)	2
B4 Number of all academic libraries (buildings)	2
B5 Number of all school libraries (agencies)	17
B6 Number of all school libraries (buildings)	42
B7 Number of all special libraries (agencies)	1
B8 Number of all special libraries (buildings)	1
B9 Number of all other types	0
Total Full Fee-Paying Participants	60
Is RLS a LLSAP participant?	Yes
Does RLS pay participation fees as others?	No

C. LLSAP Participation Information – Partial Fee-Paying Participant	
C1 Number of all public libraries (agencies)	15
C2 Number of all public libraries (buildings)	15
C3 Number of all academic libraries (agencies)	0
C4 Number of all academic libraries (buildings)	0
C5 Number of all school libraries (agencies)	41
C6 Number of all school libraries (buildings)	46
C7 Number of all special libraries (agencies)	7
C8 Number of all special libraries (buildings)	8
C9 Number of all other types	0
Total Partial Fee-Paying Participants	63

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

E. RLS Libraries Belonging To Other Consortia (Shared Database)	
E1 Number of all public libraries (agencies)	0
E2 Number of all public libraries (buildings)	0
E3 Number of all academic libraries (agencies)	5
E4 Number of all academic libraries (buildings)	5
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	6

F. LLSAP Participant Trends	
F1 Full participants as of June 30, 2000	48 agencies/71 buildings
F2 Full participants as of June 30, 2001	51 agencies/78 buildings
F3 Full participants as of June 30, 2002	52 agencies/85 buildings
F4 Full participants as of June 30, 2003	56 agencies/90 buildings
F5 Full participants as of June 30, 2004	58 agencies/92 buildings
F6 Full participants as of June 30, 2005	53 agencies/93 buildings
F7 Full participants as of June 30, 2006	59 agencies/94 buildings
F8 Full participants as of June 30, 2007	59 agencies/92 buildings
F9 Full participants as of June 30, 2008	59 agencies/92 buildings
F10 Full participants as of June 30, 2009	59 agencies/87 buildings
F11 Full participants as of June 30, 2010	60 agencies/90 buildings

G. RLS Libraries Using Stand Alone Systems	
G1 Number of all public libraries (agencies)	3
G2 Number of all public libraries (buildings)	3
G3 Number of all academic libraries (agencies)	1
G4 Number of all academic libraries (buildings)	1
G5 Number of all school libraries (agencies)	31
G6 Number of all school libraries (buildings)	38
G7 Number of all special libraries (agencies)	1
G8 Number of all special libraries (buildings)	1
G9 Number of all other types	0
Total Stand Alone Libraries	36

H. RLS Libraries that are Not Automated	
H1 Number of all public libraries (agencies)	9
H2 Number of all public libraries (buildings)	9
H3 Number of all academic libraries (agencies)	0
H4 Number of all academic libraries (buildings)	0
H5 Number of all school libraries (agencies)	3
H6 Number of all school libraries (buildings)	3
H7 Number of all special libraries (agencies)	7
H8 Number of all special libraries (buildings)	7
H9 Number of all other types	0
Total Non-Automated Libraries	19

I. Bibliographic Record Information	
I1 Total number of bibliographic records in database	756,533
I2 Total number of item records in database	2,344,931
I3 Total number of patrons listed in patron database	243,379
I4 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database, BUT represented in another consortia shared system?	27%
I5 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database or another consortia shared system?	21%

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2008)	N/A: System currently set to record most recent 10 days worth of data
J2 Total circulation transactions in past 12 months (FY2008)	7646371

K. Cost and Revenue Information	Actual FY 2009	Actual FY 2010
K1 Annual Total Fees Received From Full Members	627240	571358
K2 Annual Total Fees Received From Partial Members	10767	7932
K3 Annual Fees/Support Received From RLS	N/A	N/A
K4 FTEs Charged to LLSAP Operating Expenses	5.3	5.5
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	1.05	.10
K6 Annual Total Cost of Operating the LLSAP	677187	555316

L. Cost Components of Operating the LLSAP	Actual FY2009	Actual FY2010
Personnel	380021	309336
Library Materials	70	355
Buildings & Grounds	27473	25716
Vehicle Expense	N/A	N/A
Travel & CE for Staff & Board	5062	10197
CE & Meetings / Others	85	1387
Public Relations	46	1018
Liability Insurance	2859	1101
Supplies, Postage, & Printing	24617	24013
Telephone & Telecommunications	3722	10655
Equipment Rental, Repair, & Maintenance	63	7415
Professional Services	5869	2967
Contractual Services	222545	155451
Professional Association Membership Dues	115	5705
Miscellaneous	4640	N/A
Total All Expenditures	677187	555316

M. Cost Components to Participate in the LLSAP—Startup	Actual FY2009	Actual FY2010
Startup costs include both hardware and software. Libraries arrange for their own hardware directly. LCLS collects software startup costs and pays vendor directly on behalf of libraries. See Attachment 1.	Same	Same

N. Cost Components to Participate in the LLSAP—Ongoing	Actual FY2009	Actual FY2010
Formula based on following components: total overall LLSAP projected budget, type of library (public, school), number of PCs utilizing database client software, user population or EAV rates, etc., plus each member pays an annual fee of \$333.00 for LCLS creation of original records.	Same	Same

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?	No
O3 RLS Annual Operating Budget (FY2009)	\$ 1,356,067
O4 RLS Annual Operating Budget (FY2010)	\$1,214,248
O5 Is use of LLSAP shared database limited to full or partial fee-paying participants?	No, it is open to all.