

**FY 2010 Library System Annual Report**  
**LLSAP Annual Report**  
**Section 4.1**  
*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 three 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 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>

**Note: Financial figures for FY2003, FY2004, FY2005, FY2006, FY2007, FY2008, FY2009 and FY2010 include both automation and cataloging revenues & expenditures**

**Table 1: LLSAP Operating Expenses**

<b>Expenditures</b>	<b>Expense Item</b>	<b>Actual FY2003</b>	<b>Actual FY2004</b>	<b>Actual FY2005</b>	<b>Actual FY2006</b>	<b>Actual FY2007</b>	<b>Actual FY2008</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
<b>Personnel</b>									
	Library Professionals	166,366	142,740	130,930	111,897	112,988	92,171	84,580	94,697
	Other Professionals	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Support Services	136,369	138,636	136,462	116,311	129,744	146,403	159,303	155,932
	Social Security Texas (FICA)	21,457	20,511	20,099	17,458	17,458	17,761	18,571	19,189
	Unemployment Insurance	520	2,102	3,164	2,418	1,263	848	652	599
	Workers' Compensation	1,236	1,273	754	1,071	729	835	3,804	1,798
	Retirement Benefits	3,155	5,114	6,842	14,542	18,351	15,077	11,661	15,881
	Health, Dental, and Life Insurance	28,157	28,658	31,546	46,254	36,818	44,343	49,936	56,441
	Temporary Help	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Recruiting	325	141	209	n/a	134	n/a	578	0
<b>Library Materials</b>									
	Print Materials	1,793	751	295	121	n/a	n/a	24	337
	Nonprint Materials	n/a	n/a	n/a	190	480	285	485	385
<b>Buildings &amp; Grounds</b>									
	Utilities	3,967	3,949	3,928	5,292	5080	5,195	4,964	4,324
	Property Insurance	506	442	446	483	446	407	357	852
	Repairs & Maintenance	272	54	162	50	68	96	69	32
	Janitorial Services & Supplies	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Other	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Vehicle Expense</b>									
	Gas & Oil	875	1,233	1,041	811	182	343	298	92
	Vehicle Insurance	1,305	1,153	1,125	1,125	1,153	1,019	1,003	1,325
	Vehicle Leasing & Rent	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Travel &amp; CE for Staff &amp; Board</b>									
	In-State Travel	841	n/a	832	607	n/a	n/a	66	290
	Out-of-State Travel	1,147	1,692	288	2,143	2,325	2,209	957	322

	Registration & Other Fees	1,583	806	703	1,035	825	1600	494	215
	<b>Continuing Education &amp; Meetings / Others</b>	18	41	n/a	n/a	n/a	122	n/a	n/a
	<b>Public Relations</b>	n/a	n/a	n/a	n/a	298	n/a	n/a	n/a
	<b>Liability Insurance</b>	897	1,043	1,090	745	714	944	1,137	1,097

Expenditures	Expense Item	Actual FY2003	Actual FY2004	Actual FY2005	Actual FY2006	Actual FY2007	Actual FY2008	Actual FY2009	Actual FY2010
<b>Supplies, Postage &amp; Printing</b>									
	Computer Supplies	4,087	4,442	11,445	2,155	6,706	1842	2,810	10,306
	General Office Supplies & Equipment	979	558	766	629	2,077	685	1,085	871
	Internal Printing/Photocopying	3,183	2,167	3,936	3,823	1,100	250	760	597
	Postage	711	703	311	266	310	169	319	46
	Library Supplies	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Other	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Telephone &amp; Telecomm</b>									
	Local/Long Distance – Voice	548	464	418	545	610	354	1,094	1,292
	Telecomm – Data & Fax	5,691	5,681	2,467	-94	3206	5,551	6,007	5,287
<b>Equipment Rental, Repair &amp; Maintenance</b>									
	Equipment Rental	n/a	n/a	n/a	n/a	4,650	n/a	n/a	n/a
	Equipment Repair & Maintenance	118	n/a	170	164	208	3918	n/a	n/a
	Maintenance Agreement	88,109	73,027	30,292	62,456	69,277	70,913	76,444	65,537
	Computer Hardware Insurance	2,829	2,493	2,392	2,392	1,694	1859	1,534	1,534
<b>Professional Services</b>									
	Legal	n/a	230	n/a	n/a	n/a	n/a	n/a	n/a
	Accounting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Consulting	4,800	4,400	3,600	5,200	6,485	4,400	4,800	5,200
	Contractual Staff	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Contractual Services</b>									
	Information Services (bibliographic databases, online subscriptions, etc)	31,402	19,862	30,341	35,657	51,003	50,186	13,833	7,346
	Contractual Agreements	1,052	11,416	7,130		19,932	24,329	23,693	11,595

	Outside Printing	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	<b>Interlibrary Loan Charges</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	<b>Miscellaneous</b>	81	75	16	82	91	89	n/a	n/a
	<b>Capital Outlay</b>	3,716	3,956	9,900	6,403	27,009	1,255	29,747	456

**Table 2**  
**LLSAP Annual Revenues**

Revenues	Revenue Item	Actual FY2003	Actual FY2004	Actual FY2005	Actual FY2006	Actual FY2007	Actual FY2008	Actual FY2009	Actual FY2010
<b>State Grants</b>					0	72,768	0	0	0
<b>Federal Grants</b>									
<b>Other Grants</b>									
<b>LLSAP Participation / Service Fees</b>									
	Annual Participation Fees (from all categories of participants)	360,789	333,324	348,371	343,468	388,931	383,544	416,471	430,600
	One-Time Startup Fees			10,000	12,000	44,000	36,000	48,000	16,000
	Other (please describe)			22,974	6,900	15,134	52,414	44,307	32,638
<b>Interest Income</b>									
<b>Other Revenue</b>	Annual Support	177,854	134,443	126,945	129,428	86,475	73,795	71,703	68,253
	Other Income								



**Tables A-O: LLSAP Supplemental Information**

<b>A. RLS Membership Information</b>	
A1 Number of all public libraries (agencies)	52
A2 Number of all public libraries (buildings)	53
A3 Number of all academic libraries (agencies)	7
A4 Number of all academic libraries (buildings)	64
A5 Number of all school libraries (agencies)	42
A6 Number of all school libraries (buildings)	127
A7 Number of all special libraries (agencies)	16
A8 Number of all special libraries (buildings)	16
A9 Number of all others	0
<b>Total Libraries in RLS</b>	<b>117/259</b>

<b>B. LLSAP Participation Information – Full Fee-Paying Participant</b>	
B1 Number of all public libraries (agencies)	44
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)	28
B6 Number of all school libraries (buildings)	56
B7 Number of all special libraries (agencies)	4
B8 Number of all special libraries (buildings)	4
B9 Number of all other types	0
B10 Number of Combine libraries (public & school)	2
<b>Total Full Fee-Paying Participants</b>	<b>78/107</b>
Is RLS a LLSAP participant?	yes
Does RLS pay participation fees as others?	yes

<b>C. LLSAP Participation Information – Partial Fee-Paying Participant</b>	
C1 Number of all public libraries (agencies)	0
C2 Number of all public libraries (buildings)	0
C3 Number of all academic libraries (agencies)	0
C4 Number of all academic libraries (buildings)	0
C5 Number of all school libraries (agencies)	0
C6 Number of all school libraries (buildings)	0
C7 Number of all special libraries (agencies)	0
C8 Number of all special libraries (buildings)	0
C9 Number of all other types	0
C10 Number of Combine libraries (public & school)	0
<b>Total Partial Fee-Paying Participants</b>	<b>0/0</b>

<b>D. LLSAP Participation Information – Holdings Only Represented</b>	
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
D10 Number of Combine libraries (public & school)	0
<b>Total Holdings Only Represented</b>	<b>0</b>

<b>E. RLS Libraries Belonging To Other Consortia (Shared Database)</b>	
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)	62
E5 Number of all school libraries (agencies)	0
E6 Number of all school libraries (buildings)	0
E7 Number of all special libraries (agencies)	2
E8 Number of all special libraries (buildings)	2
E9 Number of all other types	0
E10 Number of Combine libraries (public & school)	0
<b>Total Libraries Belonging To Other Consortia</b>	<b>7/64</b>

<b>F. LLSAP Participant Trends</b>	
F1 Full participants as of June 30, 1997	54
F2 Full participants as of June 30, 1998	62
F3 Full participants as of June 30, 1999	70
F4 Full participants as of June 30, 2000	75
F5 Full participants as of June 30, 2001	78
F6 Full participants as of June 30, 2002	87
F7 Full participants as of June 30, 2003	87
F8 Full participants as of June 30, 2004	89
F9 Full participants as of June 30, 2005	91
F10 Full participants as of June 30, 2006	103
F11 Full participants as of June 30, 2007	103
F12 Full participants as of June 30, 2008	103
F13 Full participants as of June 30, 2009	107
F14 Full participants as of June 30, 2010	107

<b>G. RLS Libraries Using Stand Alone Systems</b>	
G1 Number of all public libraries (agencies)	0

G2 Number of all public libraries (buildings)	0
G3 Number of all academic libraries (agencies)	0
G4 Number of all academic libraries (buildings)	0
G5 Number of all school libraries (agencies)	12
G6 Number of all school libraries (buildings)	55
G7 Number of all special libraries (agencies)	7
G8 Number of all special libraries (buildings)	7
G9 Number of all other types	0
G10 Number of Combine libraries (public & school)	0
<b>Total Stand Alone Libraries</b>	<b>19/62</b>

<b>H. RLS Libraries that are Not Automated</b>	
H1 Number of all public libraries (agencies)	7
H2 Number of all public libraries (buildings)	7
H3 Number of all academic libraries (agencies)	0
H4 Number of all academic libraries (buildings)	0
H5 Number of all school libraries (agencies)	12
H6 Number of all school libraries (buildings)	25
H7 Number of all special libraries (agencies)	3
H8 Number of all special libraries (buildings)	3
H9 Number of all other types	0
H10 Number of Combine libraries (public & school)	0
<b>Total Non-Automated Libraries</b>	<b>22/35</b>

<b>I. Bibliographic Record Information</b>	
I1 Total number of bibliographic records in database	864,945
I1a) Percentage or number of OCLC records in database	99%
I1b) Percentage or number of non OCLC records in database	.4%
I2 Total number of item records in database	2,563,814
I3 Total number of patrons listed in patron database	281,284
I4 What percentage of <b>all</b> RLS libraries' holdings is not represented in your LLSAP shared database, <b>BUT</b> represented in another consortia shared system?	90% (Because U/I and Eastern are members of ISHARE)
I5 What percentage of <b>all</b> RLS libraries' holdings is not represented in your LLSAP shared database or another consortia shared system?	.7%
I6 Total number of authority records	1,464,791
I7 Total number of OCLC records	861,485
I8 Total number of non OCLC records	3,460

<b>J. LLSAP Use by All Participants</b>	
J1 Total search transactions in past 12 months (FY2010)	5,566,449 (PAC only)
J2 Total circulation transactions in past 12 months	5,552,430

<b>K. Cost and Revenue Information</b>	<b>Actual FY2003</b>	<b>Actual FY2004</b>	<b>Actual FY2005</b>	<b>Actual FY2006</b>	<b>Actual FY2007</b>	<b>Actual FY2008</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
K1 Annual Total Fees Received From Full Members	345,703	331,874	346,920	343,468	389,831	383,544	410,861	426,662
K2 Annual Total Fees Received From Partial Members	15,086	1,450	9,400	6,900	5,800	250	0	0
K3 Annual Fees/Support Received From RLS	n/a	n/a	126,945	129,428	86,475	73,795	71,703	68,253
K4 FTEs Charged to LLSAP Operating Expenses	7.05	6.07	6.17	5.98	5.87	5.87	5.80	6.65
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	3.02	1.7	1.7	1.8	1.8	.85	.85	.75
K6 Annual Total Cost of Operating the LLSAP	177,854	134,443	443,190	442,896	482,106	457,589	482,564	494,915

<b>L. Cost Components of Operating the LLSAP</b>	<b>Actual FY2003</b>	<b>Actual FY2004</b>	<b>Actual FY2005</b>	<b>Actual FY2006</b>	<b>Actual FY2007</b>	<b>Actual FY2008</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
Automation Technology	27,667	17,477	279,000 *	271,155	360,215	376,849	400,579	320,271
<b>Bibliographic Access (Cataloging Services)</b>	20,624	11,874	158,403 *	164,152	197,549	145,566	145,364	143,602
Cooperative Purchases	129,563	105,092	5,787 *	7,589	7,141	32,172	21,883	23,620
<b>Total All Expenditures</b>	177,854	134,443	443,190 *	442,896	564,905	554,587	567,826	487,493

\* Different Categories are being used this year

<b>M. Cost Components to Participate in the LLSAP—Startup</b>	<b>Actual FY2003</b>	<b>Actual FY2004</b>	<b>Actual FY 2005</b>	<b>Actual FY2006</b>	<b>Actual FY2007</b>	<b>Actual FY2008</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
Port/License	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000

<b>N. Cost Components to Participate in the LLSAP—Ongoing</b>	<b>Actual FY2003</b>	<b>Actual FY2004</b>	<b>Actual FY2005</b>	<b>Actual FY2006</b>	<b>Actual FY2007</b>	<b>Actual FY2008</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
Formula based on several components including "ports" circulation and holdings	n/a	n/a						
Cataloging costs components are material			.33 Ports	.33 Ports	.33 Ports	.33 Ports	.33 Ports	.33 Ports
Expenditures and materials less			.33 Circulation	.33 Circulation	.33 Circulation	.33 Circulation	.33 Circulation	.33 Circulation
Periodical expenditures			.33 Holdings	.33 Holdings	.33 Holdings	.33 Holdings	.33 Holdings	.33 Holdings

<b>O. Other Information</b>	
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 (FY2003)	1,476,591
O4 RLS Annual Operating Budget (FY2004)	1,420,630
O5 RLS Annual Operating Budget (FY2005)	1,544,127
O6 RLS Annual Operating Budget (FY2006)	1,474,277
O7 RLS Annual Operating Budget (FY2007)	1,311,801
O8 RLS Annual Operating Budget (FY2008)	1,385,404
O9 RLS Annual Operating Budget (FY2009)	1,400,234
O9a RLS Annual Operating Budget (FY2010)	1,435,846
O8 Is use of LLSAP shared database limited to full or partial fee-paying participants?	No
O9 How many libraries are waiting to join the LLSAP?	5
O8 Can non LLSAP libraries place holds?	Yes
O9 Is there a charge for non LLSAP libraries to place holds?	No, since libraries are now OCLC governing members