

**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**

<b>Expenditures</b>	<b>Expense Item</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
<b>Personnel</b>			
	Library Professionals	54,635	54,432
	Other Professionals	0	0
	Support Services	68,896	67,525
	Social Security Texas (FICA)	9,390	9,192
	Unemployment Insurance	(180)	62
	Workers' Compensation	612	367
	Retirement Benefits	1,248	5,627
	Health, Dental, and Life Insurance	19,347	21,423
	Temporary Help	N/A	N/A
	Recruiting	N/A	N/A
<b>Library Materials</b>			
	Print Materials	N/A	N/A
	Nonprint Materials	N/A	N/A
<b>Buildings &amp; Grounds</b>			
	Utilities	4,610	4,820
	Property Insurance	N/A	N/A
	Repairs & Maintenance	1,387	1,369
	Janitorial Services & Supplies	123	153
	Other	476	521
<b>Vehicle Expense</b>			
	Gas & Oil	N/A	N/A
	Vehicle Insurance	N/A	N/A
	Vehicle Leasing & Rent	N/A	N/A
<b>Travel &amp; CE for Staff &amp; Board</b>			
	In-State Travel	0	0
	Out-of-State Travel	1,253	0
	Registration & Other Fees	0	0
<b>Continuing Education &amp; Meetings / Others</b>		152	39
<b>Public Relations</b>		N/A	N/A
<b>Liability Insurance</b>		1,455	2,279
<b>Supplies, Postage &amp; Printing</b>			
	Computer Supplies	3,671	4,224
	General Office Supplies & Equipment	N/A	115
	Internal Printing/Photocopying	N/A	N/A
	Postage	N/A	N/A
	Library Supplies	N/A	N/A
	Other	63	100

**Table 1**  
**LLSAP Operating Expenses**  
(continued)

<b>Telephone &amp; Telecomm</b>		<b>Actual FY2009</b>	<b>Actual FY2010</b>
	Local/Long Distance – Voice	2,023	2,112
	Telecomm – Data & Fax	4,149	4,149
<b>Equipment Rental, Repair &amp; Maintenance</b>			
	Equipment Rental	N/A	N/A
	Equipment Repair & Maintenance	N/A	N/A
	Maintenance Agreement	1,209	1,035
	Computer Hardware Insurance	301	308
<b>Professional Services</b>			
	Legal	0	0
	Accounting	1000	1000
	Consulting	N/A	N/A
	Contractual Staff	N/A	N/A
<b>Contractual Services</b>			
	Information Services (bibliographic databases, online subscriptions, etc)	N/A	N/A
	Contractual Agreements	84,575	83,694
	Outside Printing	N/A	N/A
<b>Interlibrary Loan Charges</b>		N/A	N/A

**Table 2**

**LLSAP Annual Revenues**

<b>Revenues</b>	<b>Revenue Item</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
<b>State Grants</b>			
		N/A	N/A
<b>Federal Grants</b>			
		N/A	N/A
<b>Other Grants</b>			
		N/A	N/A
<b>LLSAP Participation / Service Fees</b>			
	Annual Participation Fees (from all categories of participants)	321,457	325,686
	One-Time Startup Fees	N/A	N/A
	Other (please describe)	N/A	N/A
<b>Interest Income</b>		5,162	1,005
<b>Other Revenue</b>		2,845	3,658

## Tables A-O: LLSAP Supplemental Information

<b>A. RLS Membership Information</b>	
A1 Number of all public libraries (agencies)	46
A2 Number of all public libraries (buildings)	46
A3 Number of all academic libraries (agencies)	9
A4 Number of all academic libraries (buildings)	9
A5 Number of all school libraries (agencies)	46
A6 Number of all school libraries (buildings)	179
A7 Number of all special libraries (agencies)	20
A8 Number of all special libraries (buildings)	22
A9 Number of all others	0
<b>Total Libraries in RLS</b>	<b>121 agencies, 256 buildings</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)	27
B6 Number of all school libraries (buildings)	83
B7 Number of all special libraries (agencies)	12
B8 Number of all special libraries (buildings)	14
B9 Number of all other types	1
<b>Total Full Fee-Paying Participants</b>	<b>86 agencies, 145 buildings</b>
Is RLS a LLSAP participant?	Yes (included as “other types”)
Does RLS pay participation fees as others?	Yes (included as “other types”)

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

<b>D. LLSAP Participation Information – Holdings Only Represented</b>	
D1 Number of all public libraries (agencies)	N/A
D2 Number of all public libraries (buildings)	N/A
D3 Number of all academic libraries (agencies)	N/A
D4 Number of all academic libraries (buildings)	N/A
D5 Number of all school libraries (agencies)	N/A
D6 Number of all school libraries (buildings)	N/A
D7 Number of all special libraries (agencies)	N/A
D8 Number of all special libraries (buildings)	N/A
D9 Number of all other types	N/A
<b>Total Holdings Only Represented</b>	<b>N/A</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)	7
E4 Number of all academic libraries (buildings)	7
E5 Number of all school libraries (agencies)	0
E6 Number of all school libraries (buildings)	0
E7 Number of all special libraries (agencies)	0
E8 Number of all special libraries (buildings)	0
E9 Number of all other types	0
<b>Total Libraries Belonging To Other Consortia</b>	7 agencies, 7 buildings

<b>F. LLSAP Participant Trends</b>	
	(buildings)
F1 Full participants as of June 30, 2000	123
F2 Full participants as of June 30, 2001	134
F3 Full participants as of June 30, 2002	140
F4 Full participants as of June 30, 2003	141
F5 Full participants as of June 30, 2004	141
F6 Full participants as of June 30, 2005	147
F7 Full participants as of June 30, 2006	149
F8 Full participants as of June 30, 2007	153
F9 Full participants as of June 30, 2008	151
F10 Full participants as of June 30, 2009	151

<b>G. RLS Libraries Using Stand Alone Systems</b>	
G1 Number of all public libraries (agencies)	1
G2 Number of all public libraries (buildings)	1
G3 Number of all academic libraries (agencies)	0
G4 Number of all academic libraries (buildings)	0
G5 Number of all school libraries (agencies)	16
G6 Number of all school libraries (buildings)	75
G7 Number of all special libraries (agencies)	8
G8 Number of all special libraries (buildings)	8
G9 Number of all other types	0
<b>Total Stand Alone Libraries</b>	25 agencies, 84 buildings

<b>H. RLS Libraries that are Not Automated</b>	
H1 Number of all public libraries (agencies)	0
H2 Number of all public libraries (buildings)	0
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)	21
H7 Number of all special libraries (agencies)	0
H8 Number of all special libraries (buildings)	0
H9 Number of all other types	0
<b>Total Non-Automated Libraries</b>	3 agencies, 21 buildings

<b>I. Bibliographic Record Information</b>	
I1 Total number of bibliographic records in database	908,170
I2 Total number of item records in database	2,908,785
I3 Total number of patrons listed in patron database	272,754
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?	N/A
I5 What percentage of <b>all</b> RLS libraries' holdings is not represented in your LLSAP shared database or another consortia shared system?	N/A

<b>J. LLSAP Use by All Participants</b>	
J1 Total search transactions in past 12 months (FY2010)	N/A
J2 Total circulation transactions in past 12 months (FY2010)	3,462,868

<b>K. Cost and Revenue Information</b>	<b>Actual FY 2009</b>	<b>Actual FY 2010</b>
K1 Annual Total Fees Received From Full Members	321,457	325,686
K2 Annual Total Fees Received From Partial Members	N/A	N/A
K3 Annual Fees/Support Received From RLS	64,177	66,443
K4 FTEs Charged to LLSAP Operating Expenses	1.9	1.9
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	1.6	1.6
K6 Annual Total Cost of Operating the LLSAP	385,634	392,129

<b>L. Cost Components of Operating the LLSAP</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
Professional salaried	54,635	54,432
Support services salaried	68,896	67,525
Social security taxes	9,390	9,192
Workers compensation & Unemployment compensation	432	429
Retirement benefits – IMRF	1,248	5,627
Health benefits	19,347	21,423
Equipment	0	0
Travel / training / mileage	1,253	0
Contractual	84,575	83,694
Supplies – paper	3,671	4,224
Supplies – tapes, ribbons	0	115
Miscellaneous	63	100
Telecom	6,172	6,261
Other, including depreciation	82,956	11,524
<b>Total All Expenditures</b>	<b>332,638</b>	<b>264,546</b>

<b>M. Cost Components to Participate in the LLSAP—Startup</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
	N/A	N/A

<b>N. Cost Components to Participate in the LLSAP—Ongoing</b>	<b>Actual FY2009</b>	<b>Actual FY2010</b>
Per login	1445	1489

<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 (FY2009)	Attached
O4 RLS Annual Operating Budget (FY2010)	Attached
O5 Is use of LLSAP shared database limited to full or partial fee-paying participants?	No