

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	38,980	38,734
	Other Professionals	53,008	54,378
	Support Services	107,063	87,816
	Social Security Texas (FICA)	16,353	15,095
	Unemployment Insurance	189	718
	Workers' Compensation	326	326
	Retirement Benefits	1,918	16,514
	Health, Dental, and Life Insurance	35,456	34,185
	Temporary Help	N/A	N/A
	Recruiting	N/A	N/A
Library Materials			
	Print Materials	N/A	N/A
	Nonprint Materials	N/A	N/A
Buildings & Grounds			
	Utilities	5,412	4,426
	Property Insurance	1,641	1,628
	Repairs & Maintenance	6,244	20,225
	Janitorial Services & Supplies	175	179
	Other	2,355	904
Vehicle Expense			
	Gas & Oil	1,678	1,623
	Vehicle Insurance	900	653
	Vehicle Leasing & Rent	731	784
Travel & CE for Staff & Board			
	In-State Travel	0	0
	Out-of-State Travel	0	0
	Registration & Other Fees	0	0
Continuing Education & Meetings / Others		N/A	N/A
Public Relations		N/A	N/A
Liability Insurance		N/A	N/A
Supplies, Postage & Printing			
	Computer Supplies	15,891	9,461
	General Office Supplies & Equipment	0	0
	Internal Printing/Photocopying	N/A	N/A
	Postage	N/A	N/A
	Library Supplies	819	0
	Other	N/A	N/A

Table 1
LLSAP Operating Expenses
(continued)

Telephone & Telecomm		Actual FY2009	Actual FY2010
	Local/Long Distance – Voice	1,475	1,182
	Telecomm – Data & Fax	13,214	13,214
Equipment Rental, Repair & Maintenance			
	Equipment Rental	N/A	N/A
	Equipment Repair & Maintenance	N/A	N/A
	Maintenance Agreement	131,995	121,781
	Computer Hardware Insurance		
Professional Services			
	Legal	N/A	N/A
	Accounting	N/A	N/A
	Consulting	N/A	N/A
	Contractual Staff	N/A	N/A
Contractual Services			
	Information Services (bibliographic databases, online subscriptions, etc)		
	Contractual Agreements		
	Outside Printing	77,688	23,351
Interlibrary Loan Charges			

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)	196,929 13,759 (e-rate) 210,688	257,038 30,802 (e-rate) 287,840
	One-Time Startup Fees		
	Other (please describe)		
Interest Income		N/A	N/A
Other Revenue		N/A	N/A

Tables A-O: LLSAP Supplemental Information

A. RLS Membership Information	
A1 Number of all public libraries (agencies)	
A2 Number of all public libraries (buildings)	
A3 Number of all academic libraries (agencies)	
A4 Number of all academic libraries (buildings)	
A5 Number of all school libraries (agencies)	
A6 Number of all school libraries (buildings)	
A7 Number of all special libraries (agencies)	
A8 Number of all special libraries (buildings)	
A9 Number of all others	
Total Libraries in RLS	

B. LLSAP Participation Information – Full Fee-Paying Participant	
B1 Number of all public libraries (agencies)	44
B2 Number of all public libraries (buildings)	57
B3 Number of all academic libraries (agencies)	8
B4 Number of all academic libraries (buildings)	8
B5 Number of all school libraries (agencies)	22
B6 Number of all school libraries (buildings)	39
B7 Number of all special libraries (agencies)	2
B8 Number of all special libraries (buildings)	2
B9 Number of all other types	1- System
Total Full Fee-Paying Participants	77- Agencies / 107 Buildings
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)	22
C2 Number of all public libraries (buildings)	22
C3 Number of all academic libraries (agencies)	0
C4 Number of all academic libraries (buildings)	0
C5 Number of all school libraries (agencies)	42
C6 Number of all school libraries (buildings)	42
C7 Number of all special libraries (agencies)	1
C8 Number of all special libraries (buildings)	1
C9 Number of all other types	
Total Partial Fee-Paying Participants	65 Agencies / 65 Buildings

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)	3-SIU, McKendree, IEC
E4 Number of all academic libraries (buildings)	6
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
Total Libraries Belonging To Other Consortia	3 Agencies / 6 Buildings

F. LLSAP Participant Trends	
F1 Full participants as of June 30, 2000	63
F2 Full participants as of June 30, 2001	66
F3 Full participants as of June 30, 2002	66
F4 Full participants as of June 30, 2003	67
F5 Full participants as of June 30, 2004	70
F6 Full participants as of June 30, 2005	72
F7 Full participants as of June 30, 2006	90
F8 Full participants as of June 30, 2007	94
F9 Full participants as of June 30, 2008	95
F10 Full participants as of June 30, 2009	107
F10 Full participants as of June 30, 2010	107

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

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

I. Bibliographic Record Information	
I1 Total number of bibliographic records in database	837,832
I2 Total number of item records in database	2,459,427
I3 Total number of patrons listed in patron database	245,831
I4 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database, BUT represented in another consortia shared system?	40%
I5 What percentage of all RLS libraries' holdings is not represented in your LLSAP shared database or another consortia shared system?	24%

J. LLSAP Use by All Participants	
J1 Total search transactions in past 12 months (FY2008)	8,213,951
J2 Total circulation transactions in past 12 months (FY2008)	2,602,469

K. Cost and Revenue Information	Actual FY 2009	Actual FY 2010
K1 Annual Total Fees Received From Full Members	213,952	303,957
K2 Annual Total Fees Received From Partial Members	17,760	15,151
K3 Annual Fees/Support Received From RLS	281,799	128,069
K4 FTEs Charged to LLSAP Operating Expenses	4.50	3.50
K5 FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	0	0
K6 Annual Total Cost of Operating the LLSAP	513,511	447,177

L. Cost Components of Operating the LLSAP	Actual FY2009	Actual FY2010
Salaries & Fringe Benefits	253,293	247,765
Buildings & Grants	15,827	27,363
Materials	0	0
Vehicle Expense	3,309	3,060
Travel CE & Staff	0	0
Supplies, Postage & Printing	16,710	9,461
Telephone & Telecommunication	14,689	14,396
Equipment Maintenance	131,995	121,781
Professional Services	0	0
Contractual Services	77,688	23,351
Miscellaneous Expenses	0	
Total All Expenditures	513,511	447,177
Total All Expenditures		

M. Cost Components to Participate in the LLSAP—Startup	Actual FY2009	Actual FY2010
Licensing/per port	\$975	\$975
Circ/cat/pac set up	\$1200	\$1200
Optional: Branch Account	\$250	\$250
Acquisitions	\$1000	\$1000
Serials	\$500	\$500
iPac for home users	\$250	\$250
Receipt Printer	\$50	\$50
Homebound	\$250	\$250
Item/Patron Barcodes	\$36 per 1,000	\$36 per 1,000

N. Cost Components to Participate in the LLSAP—Ongoing	Actual FY2009	Actual FY2010
Port Maintenance	\$139.15	\$147.16
Circ./Cat/Pac Maintenance	\$320.47	\$336.49
Central Site Maintenance	\$245.87	\$258.16
Participation Fee	\$500-\$2500 based on # of ports	\$525-\$2625 based on # of ports
Optional: Acquisitions Maintenance	\$291.58	\$310.41
Serials Maintenance	\$117.79	\$123.68
Branch Account Maintenance	\$55.91	\$61.17
iPac Maintenance	\$47.31	\$53.50
Receipt Printer Maintenance	\$21.32	\$22.39
Homebound Maintenance	\$152.42	\$160.04

O. Other Information	
O1 Do you have a disaster recovery plan for LLSAP hardware, software, data?	No
O2 Do you have a formal plan for recruiting new LLSAP members?	No
O3 RLS Annual Operating Budget (FY2009)	\$1,933,909
O4 RLS Annual Operating Budget (FY2010)	\$2,078,690
O5 Is use of LLSAP shared database limited to full or partial fee-paying participants?	No