

**FY 2012 Library System Annual Report  
LLSAP Annual Report  
Section 4  
*Adapted from Appendix F of the zILLANE Study***

**4. LLSAP Annual Report**

4.1 This document is an Adaptation of Appendix F of the zILLANE Study.

**Instructions**

For FY2012, the format of this report has been rearranged and is now in two sections: **Section 1** is data for the entire RLS (Regional Library System), and **Section 2** is data for each individual LLSAP. We have maintained the same table and numbering scheme to allow the matching of data from preceding years.

Only one Section 1 needs to be submitted for the entire RLS.  
Multiple Section 2 reports should be submitted, one for each individual LLSAP. (Individual LLSAP is defined as a separate system-supported automation group that used a separate integrated library system product for FY2012.)

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

**Section 2**

**Multiple Section 2 reports needs to be submitted, 1 for each LLSAP.**

Tables 1, 2, B, C, D, F, I, J, K, L, M, N, part I, part O

Please note that we need to try to use common units across LLSAPs to compare apples and apples. In counting the libraries in your LLSAP, 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.

**Special Note for Table J**

**Per IL ADC 3030.130 the system annual report shall include a statistical report on the volume of interlibrary loan and reciprocal borrowing transactions. Lines for this statistical data are now included in Table J:**

**J3 Total interlibrary loan transactions in FY2012**

**J4 Total reciprocal borrowing transactions in FY2012**

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

Tables 1 and 2 – specific instructions

Please use the following tables to report each individual LLSAP's costs (Table 1) and revenues (Table 2) for the last two fiscal years.

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 FY2011* and *FY2012* columns for those items.

Name of LLSAP: PrairieCat

Table 1: Individual LLSAP Operating Expenses

Expenditures	Expense Item	Actual FY2011	Actual FY2012
Personnel		*For FY2011, personnel expenses were reported for the 1 <sup>st</sup> half of the year in personnel expenditures lines, and in Contractual Agreements for the second half of the year.	*For FY12, all personnel expenses are broken out and reported in personnel expenditure lines, including those charged to the PrairieCat contract year.
	Library Professionals	\$23,656	\$87,458
	Other Professionals	\$148,956	\$337,350
	Support Services	\$49,852	\$83,264
	Social Security Texas (FICA)	\$16,590	\$37,555
	Unemployment Insurance	\$1	\$22,516
	Workers' Compensation	\$866	N/A
	Retirement Benefits	\$30,100	\$69,722
	Health, Dental, and Life Insurance	\$25,845	\$62,666
	Other	\$614	N/A
	Temporary Help	N/A	N/A
	Recruiting	N/A	N/A
<b>Library Materials</b>			
	Print Materials	\$20	N/A
	Nonprint Materials	N/A	N/A
<b>Buildings &amp; Grounds</b>			
	Utilities	N/A	N/A
	Property Insurance	\$296	\$920
	Repairs & Maintenance	N/A	N/A
	Janitorial Services & Supplies	N/A	N/A
	Other	N/A	N/A
<b>Vehicle Expense</b>			
	Gas & Oil	N/A	\$1,050
	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	\$2,711	\$2,683
	Out-of-State Travel	N/A	N/A
	Registration & Other Fees	\$7,170	\$2,960
<b>Continuing Education &amp; Meetings / Others</b>		N/A	\$7,097

Public Relations		N/A	N/A
Liability Insurance		\$500	\$3,050
<b>Supplies, Postage &amp; Printing</b>			
	Computer Supplies	\$18,733	N/A
	General Office Supplies & Equipment	\$65	\$492
	Internal Printing/Photocopying	N/A	N/A
	Postage	\$1	\$34
	Library Supplies	N/A	N/A
	Other	N/A	N/A
<b>Telephone &amp; Telecomm</b>		*FY2011 includes the first half of the fiscal year under telecommunications; the second half is included under Contractual Agreements	*For FY2012, covers amount under the contract with PrairieCat – segregated amounts were not available in FY2012
	Local/Long Distance – Voice	N/A	\$27,855
	Telecomm – Data & Fax	\$10,553	
<b>Equipment Rental, Repair &amp; Maintenance</b>			
	Equipment Rental	N/A	\$1,221
	Equipment Repair & Maintenance	N/A	\$5,150
	Maintenance Agreement	\$8,224	N/A
	Computer Hardware Insurance	N/A	N/A
<b>Professional Services</b>			
	Legal	\$6,717	\$2,946
	Accounting	\$4,606	\$5,000
	Consulting	\$23,990	\$7,900
	Contractual Staff	N/A	N/A
<b>Contractual Services</b>			
	Information Services (bibliographic databases, online subscriptions, etc)	\$401,060	\$481,220
	Contractual Agreements	\$396,735 (PALS contract amount for second half of FY11 to cover salaries, telecomm and other minor expenses. For FY11 these expenditures are not included in other expense lines)	\$597,883 (RAILS contract amount – covers salaries, telecomm, and other minor expenses. For FY2012 these expenditures are included in other expense lines)
	Outside Printing	N/A	N/A
<b>Interlibrary Loan Charges</b>		\$575	N/A
<b>Depreciation</b>		\$42,185	\$42,623
<b>Professional Association Membership Dues</b>		N/A	\$100
<b>Miscellaneous</b>		\$739	\$1,014

Table 2

## LLSAP Annual Revenues

Revenues	Revenue Item	Actual FY2011	Actual FY2012
<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)	\$1,237,755	\$1,083,022
	One-Time Startup Fees	N/A	N/A
	Other (please describe) ILL Barcode Fees	\$13,537	\$14,849
<b>Interest Income</b>		\$6,833	\$6,020
<b>Other Revenue</b>		\$10,518	\$89,584

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

<b>B. LLSAP Participation Information – Full Fee-Paying Participant</b>	
B1. Number of all public libraries (agencies)	56
B2. Number of all public libraries (buildings)	64
B3. Number of all academic libraries (agencies)	2
B4. Number of all academic libraries (buildings)	2
B5. Number of all school libraries (agencies)	7
B6. Number of all school libraries (buildings)	21
B7. Number of all special libraries (agencies)	3
B8. Number of all special libraries (buildings)	4
B9. Number of all other types (RLS)	1/3
<b>Total Full Fee-Paying Participants</b>	<b>69 agencies/94 buildings</b>
Is RLS an 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
<b>Total Partial Fee-Paying Participants</b>	<b>0</b>

<b>D. LLSAP Participation Information – Holdings Only Represented</b>	
D1. Number of all public libraries (agencies)	30
D2. Number of all public libraries (buildings)	30
D3. Number of all academic libraries (agencies)	1
D4. Number of all academic libraries (buildings)	1
D5. Number of all school libraries (agencies)	49
D6. Number of all school libraries (buildings)	88
D7. Number of all special libraries (agencies)	5
D8. Number of all special libraries (buildings)	7
D9. Number of all other types	0
<b>Total Holdings Only Represented</b>	<b>85 agencies/126 buildings</b>

<b>F. LLSAP Participant Trends</b>	
F1. Full participants as of June 30, 2003	86
F2. Full participants as of June 30, 2004	98
F3. Full participants as of June 30, 2005	98

<b>F. LLSAP Participant Trends</b>	
F4. Full participants as of June 30, 2006	98
F5. Full participants as of June 30, 2007	98
F6. Full participants as of June 30, 2008	88
F7. Full participants as of June 30, 2009	93
F8. Full participants as of June 30, 2010	95
F9. Full participants as of June 30, 2011	93
F10. Full participants as of June 30, 2012	69

<b>I. Bibliographic Record Information</b>	
I1. Total number of bibliographic records in database	1,044,180
I2. Total number of item records in database	4,438,058
I3. Total number of patrons listed in patron database	415,434

<b>J. LLSAP Use by All Participants</b>	
J1. Total search transactions in past 12 months (FY2012)	Not available
J2. Total circulation transactions in past 12 months (FY2012)	9,509,425
J3. Total interlibrary loan transactions in FY2012	1,051,235
J4. Total reciprocal borrowing transactions in FY2012	873,509

<b>K. Cost and Revenue Information</b>	<b>Actual FY2011</b>	<b>Actual FY2012</b>
K1. Annual Total Fees Received From Full Members	\$1,182,552	\$1,019,123
K2. Annual Total Fees Received From Partial Members	\$51,533	\$50,685
K3. Annual Fees/Support Received From RLS	\$17,407	\$3,755
K4. FTEs Charged to LLSAP Operating Expenses	10	9.04
K5. FTEs Supporting LLSAP but Not Charged to LLSAP operating costs	1.75	1.30
K6. Annual Total Cost of Operating the LLSAP	\$1,250,147	\$1,293,846

<b>L. Cost Components of Operating the LLSAP</b>	<b>Actual FY2011</b>	<b>Actual FY2012</b>
Personnel	Ibid (Please see budget – FY11)	\$700,531
Materials	Ibid (Please see budget – FY11)	\$0
Buildings & Grounds	Ibid (Please see budget – FY11)	\$920
Vehicle	Ibid (Please see budget – FY11)	\$1,050
Travel and CE	Ibid (Please see budget – FY11)	\$5,643
CE and Meetings – Other	Ibid (Please see budget – FY11)	\$7,097
Public Relations	Ibid (Please see budget – FY11)	\$0
Liability Insurance	Ibid (Please see budget – FY11)	\$3,050
Supplies	Ibid (Please see budget – FY11)	\$526
Telephone and Telecomm	Ibid (Please see budget – FY11)	\$27,855
Equipment Rental, Repair & Maintenance	Ibid (Please see budget – FY11)	\$6,371
Professional Services	Ibid (Please see budget – FY11)	\$15,846
Contractual Services	Ibid (Please see budget – FY11)	\$481,220 (Excludes RAILS contract amount)
Interlibrary Loan Charges	Ibid (Please see budget – FY11)	\$0
Depreciation	Ibid (Please see budget – FY11)	\$42,623
Professional Association Membership Dues	Ibid (Please see budget – FY11)	\$100
Miscellaneous	Ibid (Please see budget – FY11)	\$1,014
<b>Total All Expenditures</b>	Ibid (Please see budget – FY11)	\$1,293,846

<b>M. Cost Components to Participate in the LLSAP— Startup</b>	<b>Actual FY2011</b>	<b>Actual FY2012</b>
ILS Vendor Charge (varies by library)	\$1000 to \$5000	\$1000 to \$5000
Member Charge (varies on participation level)	\$0 to \$5000	\$0 to \$5000
Hardware expense (varies by library)	\$0 to \$5000	\$0 to \$5000
Barcodes (varies by library)	\$0 to \$1000	\$0 to \$1000



<b>N. Cost Components to Participate in the LLSAP— Ongoing</b>	<b>Actual FY2011</b>	<b>Actual FY2012</b>
Per library fee (Union List)	\$575 to \$805	\$600 to \$845
Per library fee (fully participating)	\$3,085	\$3,081
Per circulation fee (fully participating)	\$1 to \$22,188	\$1 to \$23,939
Per item fee (fully participating)	\$270 to \$23,590	\$527 to \$24,791
Per patron fee (fully participating)	\$143 to \$23,550	\$229 to \$26,332

<b>O. Other Information</b>	
O1. Do you have a disaster recovery plan for LLSAP hardware, software, data?	Yes, but needs to be revised
O2. Do you have a formal plan for recruiting new LLSAP members?	No
O5. Is use of LLSAP shared database limited to full or partial fee-paying participants?	No