



TEXAS PUBLIC LIBRARIES

ANNUAL REPORT FOR LOCAL FISCAL YEAR 2020

This report is due to the Texas State Library and Archives Commission by April 30, 2021. We strongly urge libraries to report no later than March 31, 2021, to allow staff enough time to process all reports.

The Texas State Library and Archives Commission participates in a national public library data collection system. The purpose of this system is to ensure the collection of comparable data in all states. The data is used for the creation of a composite report on the public libraries of the United States and for state-to-state comparisons by the Institute of Museum and Library Services (IMLS). It is seen and used by researchers as well as policymakers at all levels of government. This report is also used to accredit Texas public libraries and some data elements are used for that purpose. Accreditation-related questions are marked within the questionnaire (◆).

All questions relate to the library's local fiscal year 2020: the year that ended in calendar year 2020 and included January 1, 2020. If there was a change in the fiscal year, please contact LDN staff to update that information. All information must be entered into LibPAS, the online data collection portal at <https://tx.countingopinions.com>.

Texas State Library and Archives Commission
Library Development and Networking (LDN)
Statistics and Accreditation Staff
accreditation@tsl.texas.gov

SECTION 1: LIBRARY INFORMATION - Central/Administrative Library

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is Public Information (<https://www.tsl.texas.gov/agency/customer/pia.html>). In addition, the information being entered may be subject to interception via common Internet tools. Please read our Web Policies and Disclaimers (<https://www.tsl.texas.gov/landing/webpolicies.html>).

1.1 Library Name	Wells Branch Community Library	1.2 County	Travis	
The local fiscal year covered by this report	1.3 Start	01/01/2020	1.4 End	12/31/2020
15001 Wells Port Dr	Austin-Wells Branch	78728 - 4596		
1.5 Mailing Address - Street	1.6 Mail City	1.7 Mail Zip	1.8 (Zip)+4	
15001 Wells Port Dr	Austin	78728 - 4596		
1.9 Physical/Shipping address - Street	1.10 City	1.11 Zip	1.12 (Zip)+4	
◆ 1.13 Does the library have a published telephone number? 13 TAC §1.83	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
(512) 989-3188	(512) 989-3533			
1.14 Phone number	1.15 Telefax			
Donita	Ward			
1.16 Library Director/Head Librarian First Name	1.17 Library Director/Head Librarian Last Name			
director@wblibrary.org	staff@wblibrary.org			
1.18 Director's Email Address	1.19 Library General Email Address			
◆ 1.20 Website	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
1.21 Website URL	http://www.wblibrary.org			
1.22 Is the information provided in 1.1 through 1.21 correct?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	

Contact information on the person who completed this report			
Donita		Ward	director@wblibrary.org
1.23 Contact First Name	1.24 Contact Last Name	1.25 Contact Email	
Library Advisory Board Information - leave blank if not applicable.			
Ralph		Simon	
1.26 Board Chair First Name	1.27 Board Chair Last Name		
Friends' Group Information - leave blank if not applicable.			
Doug		Schwartz	
1.28 Friends' President First Name	1.29 Friends' President Last Name		
SECTION 2: LIBRARY OUTLETS			
This section requests information on public service outlets. Report figures as of the last day of the fiscal year. If there is a new branch, but it was not open for business before the end of the library's local fiscal year, it should not be included on this report.			
2.1 Number of Branch Libraries	0		
2.2 Number of Bookmobiles	0		
2.3 Renovations, Expansions, new construction		Yes	<input checked="" type="checkbox"/>
2.4 Square Footage of the Main Library	16,000	square feet	
SECTION 3: EXPENDITURES			
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS			
Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense. These expenditures are from all sources of revenue, including federal, state, Friends group revenue to the library, and foundation monies. The information reported in Expenditures may differ from the information reported in Library Revenue by Source.			
Library Operating Expenditures			
Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by expenditures documents such as invoices, contracts, payroll records, etc. at the point of disbursement should be included.			
Staff Expenditures			
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS			
3.1 Salaries and Wages Expenditures		\$450,947	
3.2 Employee Benefits Expenditures		\$89,144	
3.3 Total Staff Expenditures	Sum of 3.1 and 3.2		\$540,091
3.3a Of these staffing expenditures, how much was from non-local grant funding?		\$0	
3.3b Local funds used for library staff expenditures (3.3 - 3.3a)		\$540,091	
Collection Expenditures			
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS			

3.4 Print Materials Expenditures		\$52,745	
Report all operating expenditures for these print materials: books, current serial subscriptions, government documents, and any other print acquisitions.			
3.5 Electronic Materials Expenditures		\$44,515	
3.6 Other Materials Expenditures		\$12,167	
3.7 Total Library Collection Expenditures		Sum of 3.4, 3.5, 3.6	\$109,427
3.7a Of these expenditures, how much was from non-local grant funding,			
3.7b Local funds used for library collection material expenditures (3.7 - 3.7a). This amount will be reported in Question 4.1.		\$109,427	
3.8 Other Operating Expenditures			\$184,252
3.8a Of these expenditures, how much was from non-local grant funding,		\$1,022	
3.8b Local funds used for other library operating expenditures expenditures. (3.8 - 3.8a)		\$183,230	
3.9 Total Direct Library Operating Expenditures		Sum of 3.3, 3.7, 3.8	\$833,770
3.9a	Total expended from non-local grant funding.	\$1,022	Sum of 3.3a, 3.7a, 3.8a
3.9b	Local funds used for library operating expenditures expenditures. This amount, plus 3.10, Indirect Costs (if needed), is reported in Question 4.2.	\$832,748	Sum of 3.3b, 3.7b, 3.8b
3.10 Indirect Costs (if needed to meet maintenance of effort)		Documentation Required	\$0
3.11 Total Library Operating Expenditures		Sum of 3.9, 3.10	\$833,770
3.12 Capital Expenditures			\$0
REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS			
SECTION 4: LOCAL FINANCIAL EFFORT			
This section contains questions which will help determine whether the library meets the minimum accreditation criteria. Local Operating Expenditures, question 4.2, is used in determining whether a library has met the maintenance of effort (MOE) criteria. 13 TAC §1.74			
In the online form, questions 4.1 and 4.2 are calculated fields. They will reflect the total expenditures, less any non-local and/or grant funding.			
◆ 4.1	Local expenditures on collections (3.7b)	\$109,427	
This is the amount of Total Collection Expenditures expended from local funds. This amount is included in the amount reported in question 4.2, Local Funds Expenditures.			
◆ 4.2	Local funds used for library operating expenditures (3.9b + 3.10)	\$832,748	
This is the amount of Total Operating Expenditures, including indirect costs, if needed. expended from local funds.			
◆ 4.3	Local government funds used for library operating expenditures	\$832,748	
This is the amount reported in Total Operating Expenditures, question 3.11, that was expended from local government revenue. This amount is included in the amount reported in question 4.2, Local Funds Expenditures. As this is based on actual expenditures, it should not be greater than the amounts totaled in 3.11, 4.2 or 5.4.			

SECTION 5: REVENUE**Revenue Used for Library Operating Expenditures**

Report revenue received by the library used for the current and recurrent costs of operation, including grants. Report by source of revenue.

Local Government Revenue – Operating Expenditures

5.1	City, Cities, or Library District Revenue used for operating expenditures. Include revenue from other cities, as calculated in 5.19.	\$1,366,738	
5.2	County or Counties Revenue used for operating expenditures. Include revenue from other counties, as calculated in 5.19.		
5.3	School District Revenue used for operating expenditures.		
5.4 Local Government Operating Revenue		Sum of 5.1, 5.2, 5.3	\$1,366,738
This amount should not be less than the amount reported in question 4.3 , Local Government Operating Expenditures.			
5.5	State Revenue - Operating Expenditures		
5.6	Federal Revenue - Operating Expenditures	\$1,022	
5.7	Foundation and Corporate Grant Revenue - Operating Expenditures	\$0	
5.8	Other Local Sources of Revenue	\$16,420	
5.9 Total Revenue Used for Library Operating Expenditures		Sum of 5.4 through 5.8	\$1,384,180

Revenue Used for Major Capital Expenditures

Do not report revenue that has already been reported in operating revenue.

Local Government Revenue – Capital Expenditures

5.10	City, Cities, or Library District Revenue used for major capital expenditures. Include revenue from other cities, as calculated in question 5.19.	\$0	
5.11	County or Counties Revenue used for major capital expenditures. Include revenue from other counties, as calculated in question 5.19.	\$0	
5.12	School District Revenue used for major capital expenditures.	\$0	
5.13	State Revenue - Capital Expenditures	\$0	
5.14	Federal Revenue - Capital Expenditures	\$0	
5.15	Foundation and Corporate Grant Revenue - Capital Expenditures	\$0	
5.16	Other Local Sources of Revenue - Capital Expenditures	\$0	
5.17 Total Revenue Used for Library Capital Expenditures		Sum of 5.10 through 5.16	\$0

Skip the following section if the library did not receive funds from a city or county outside of the one in which the library is located.

5.18 Government Revenue Sources Outside Local City or County		5.19 Total Amount Received	
City or County Providing Funds (outside home county)	Amount	<input type="text"/> Include total in 5.1 or 5.2, as appropriate	
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Total (report in 5.19)	<input type="text"/>		

SECTION 6: LIBRARY COLLECTION		
This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the Collection Expenditures section.		
◆ 6.1 Library Catalog	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
◆ 6.2 Collection has 1% published in last five years	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Physical Material Counts		
6.3 Books in Print	Number of volumes, items or physical units	<input type="text" value="43,340"/>
6.4 Audio Materials — Physical format	Number of volumes, items or physical units	<input type="text" value="2,438"/>
6.5 Video Materials - Physical Format	Number of volumes, items or physical units	<input type="text" value="6,778"/>
Electronic Material Counts		
6.6 Electronic Books (Ebooks)		<input type="text" value="26,953"/>
6.7 Audio Materials — Downloadable Units		<input type="text" value="11,809"/>
6.8 Video Materials — Downloadable Units		<input type="text" value="1,599"/>
Electronic Collections/Databases		
6.9 Electronic Collections/Databases	6.9a Local license	<input type="text" value="6"/>
	6.9b Consortium license	<input type="text" value="0"/>
6.10 TexShare - State Licensed Databases		<input type="text" value="63"/>
6.11 Total Electronic Collections/Databases	Sum of 6.9 and 6.10	<input type="text" value="69"/>
Collection Totals		
◆ 6.12 Number of volumes, items or physical units	Sum of 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9a	<input type="text" value="92,923"/>

SECTION 7: LOCAL LIBRARY SERVICES		
◆ 7.0 Long-Range Plan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Service Measures		
7.1 Number of Reference Transactions	Not Tracked <input type="checkbox"/>	<input type="text" value="663"/>
7.1a Regarding the number of reference transactions, is this an annual count or an annual estimate?	<input checked="" type="checkbox"/> Count	<input type="checkbox"/> Estimate

7.2 Library Visits		Not Tracked <input type="checkbox"/>	20,022
Frequently referred to as the gate count, this is the number of persons entering the library for any purpose during the year.			
7.2a Regarding the number of library visits, is this an annual count or an annual estimate?		Count <input checked="" type="checkbox"/>	Estimate <input type="checkbox"/>
7.3 Registered Users			7,458
7.4 Circulation of Children's Materials — Physical formats		38,330	
The National Center for Education Statistics NCES: Children and Young Adults Defined [<i>Services and Resources for Children and Young Adults in Public Libraries</i> , August 1995, NCES 95357] defines children as persons age 11 and under.			
7.5 Circulation of Children's Materials — Digital Formats		Downloadable Materials	3,627
7.6 Circulation Other than Children's — Physical formats			27,060
7.7 Circulation Other than Children's — Digital Formats		Downloadable Materials	16,596
7.8 Total Circulation		Sum of 7.4, 7.5, 7.6, 7.7	85,613
7.9 Successful Retrieval of Electronic Information			222,653
Programs and Program Attendance			
Children's Programs and Attendance			
7.10 Number of programs	127	7.11 Total in Attendance Count both adults and children at these programs	2,986
The National Center for Education Statistics NCES: Children and Young Adults Defined [<i>Services and Resources for Children and Young Adults in Public Libraries</i> , August 1995, NCES 95357] defines children as persons age 11 and under.			
Young Adult Programs and Attendance			
7.12 Number of programs	4	7.13 Total in Attendance Count both adults and children at these programs	30
The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.			
Adult Programs and Attendance			
7.14 Number of programs	59	7.15 Total in Attendance Count both adults and children at these programs	682
Program and Program Attendance Totals			
7.16 Total Number of Library Programs	190	7.17 Total Attendance at Library Programs Count both adults and children at these programs	3,698
Sum of 7.10, 7.12, 7.14		Sum of 7.11, 7.13, 7.15	
SECTION 8: LIBRARY STAFFING AND SALARIES			
Include all positions funded in the library's budget whether those positions are filled or not. Report figures as of the last day of the fiscal year. Report all hours worked for each employee type and report as total hours worked per week.			
Report number of hours worked per week, not the number of employees.			
◆ 8.1 Professional (MLS) Librarians - Weekly Hours Worked		150.00	
8.2 Other (Non-MLS) Librarians - Weekly Hours Worked		0.00	
8.3 All Other Library Staff - Weekly Hours Worked		182.00	
8.4 All Library Staff - Total Weekly Hours Worked		Sum of 8.1, 8.2, 8.3	332.00

8.5 Volunteer Hours – Annual Total	695
8.6 Head Librarian's Annual Rate Of Salary	\$92,500
◆ 8.7 Head Librarian's Hours Worked per Week	40.00
◆ 8.8 Director Obtained 10 Units of Continuing Education (CEU)	<input checked="" type="checkbox"/> Yes No
◆ 8.9 Photocopier Available for Staff	<input checked="" type="checkbox"/> Yes No
◆ 8.10 Internet Computer Available for Staff	<input checked="" type="checkbox"/> Yes No

SECTION 9: RESOURCE SHARING**Interlibrary Loans**

An item of library material, or a copy of the material, is made available by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration.

◆ 9.1 Does the library have the statewide interlibrary loan service available to patrons?	<input checked="" type="checkbox"/> Yes No
9.2 Interlibrary Loans Received from Other Libraries (Borrows)	2
9.3 Interlibrary Loans Provided to Other Libraries (Lends)	2
9.4 What automation/integrated library system (ILS) is currently used?	
Biblionix Apollo	Other: <input type="text"/>

SECTION 10: INTERNET AND ELECTRONIC SERVICES

◆ 10.1 Public Internet Access Computer with Printer/Copier	<input checked="" type="checkbox"/> Yes No
10.2 Number of Public Internet Access Computer Terminals	15
10.3 Annual Uses of Public Internet Computer	3,242
10.4 Annual Wi-Fi Sessions	7,665 Data Not Collected No Wi-Fi Available
10.5 Annual Website Visits	34,534 Data Not Collected No Website

SECTION 11: LIBRARY HOURS

11.1 Annual Public Service Hours for Central Library	651
11.2 Annual Public Service Weeks for Central Library	11
◆ 11.3 Weekly Service Hours All Facilities Available	61
11.4 Weekly Hours Central Library Open - Regular Schedule	61
11.5 Weekly Hours Central Library Open - Summer Schedule	61

SPECIAL SECTION CONCERNING COVID.19 HEALTH CRISIS

Facilities During COVID-19 Crisis

C19.1.0 Closed Outlets due to COVID-19	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?		
Number of weeks library facility was closed to the public. Count any week where the library building was closed for more than half of its scheduled hours as a full week.	C19.1.1	41
Number of weeks library facility had limited occupancy. Count any week where the library building was closed for more than half of its scheduled hours as a full week.	C19.1.2	0

Services During COVID-19 Crisis

C19.2.0 Public Services During COVID-19	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?		
C19.3.0 Electronic Materials Added due to COVID-19	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?		
C19.4.1 Electronic Library Cards Issued Before COVID-19	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?		
C19.4.2 Electronic Library Cards Issued During COVID-19	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?		
C19.5.0 Reference Service During COVID-19	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?		
C19.6.0 Outside Service During COVID-19	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?		
C19.7.0 Live Virtual Programs During COVID-19	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?		

	Total number of live virtual programs offered. Include all programs, regardless of age of targeted audience. These totals should be included in questions 7.10 (Children's), 7.12 (Young Adult), and 7.14 (Adult) Library Programs.	C19.7.1	Children's	101
		C19.7.3	YA	2
		C19.7.5	Adult	56
	Total attendance at live virtual programs offered. These totals should be included in questions 7.11 (Children's), 7.13 (Young Adult), and 7.15 (Adult) Library Programs.	C19.7.2	Children's	717
		C19.7.4	YA	8
		C19.7.6	Adult	311

C19.8.0 Recordings of Program Content During COVID-19		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?			
Total number of recorded programs offered. This total should NOT be included in question 7.16, Total Library Programs.		C19.8.1	273
Total attendance at recorded programs offered. This total should NOT be included in question 7.16, Total Attendance at Library Programs.		C19.8.2	37,290
C19.9.1 External WiFi Access Before COVID-19		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?			
C19.9.2 External WiFi Access Added During COVID-19		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?			
C19.9.3 External WiFi Access Increased During COVID-19		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"			
Staff During COVID-19 Crisis			
C19.10.0 Staff Re-Assigned During COVID-19		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?			



**ACCREDITATION IN STATE LIBRARY SYSTEM
APPLICATION
Local Fiscal Year 2020**

LIBRARY NAME _____ **CITY** _____

This authorization for application should only be completed if the library is applying for membership in the Texas Library System for State fiscal year 2022, Sept 1, 2021 – Aug 31, 2022. It must be submitted as part of its 2020 Annual Report on or before April 30, 2021, if the library is applying for accreditation.

The below signed certify, to the best of their ability, that the information contained in this Annual Report is complete and accurate for local fiscal year 2020.

Governing Authority*		
Printed Name and Title	Date	Signature
Library Director		
Printed Name	Date	Signature
Library Board Chair		
Printed Name	Date	Signature

** All applicable signatures are necessary, based on library's legal establishment. Signatures of the City Secretary, County Clerk or similar positions are not valid substitutions for the signatures of Mayor, City Manager or County Judge. Electronic signatures are acceptable.*

Check one:

☐ The library has met all minimum standards of library accreditation, per 13 TAC §1.71-§1.85.

☐ The library has **not** met all minimum standards of library accreditation.

To prevent hardship to libraries and their communities due to the current community health situation, the Commission has adopted an emergency rule creating a waiver for libraries for certain standards, including, but not limited to, §1.74 (relating to Local Operating Expenditures) and §1.81 (relating to Quantitative Standards for Accreditation of Library), particularly the subsections pertaining to minimum expenditures and weekly hours open for service.

The new emergency waiver provision offers assurance to libraries that they will not necessarily lose accreditation if they fail to meet an accreditation standard due to a situation created by a disaster, emergency, or other extraordinary hardship. In these very challenging times, the Commission is committed to supporting libraries throughout the state and working to ensure that we continue to serve the people of Texas. Now more than ever, libraries are desperately needed, and the Commission stands ready to help libraries meet the information needs of people throughout the state.

In discussion with TSLAC accreditation staff, please complete the form below.

Application for waiver

Check any that apply	Section	Type	Expected**	Reported
<input type="checkbox"/>	§1.74	Maintenance of effort (MOE)		
<input type="checkbox"/>	§1.81	Minimum locally funded library operating expenditures		
<input type="checkbox"/>	§1.81	Minimum per capita expenditures		
<input type="checkbox"/>	§1.81	Professional librarians on staff		
<input type="checkbox"/>	§1.81	Hours head librarian/director employed per week		
<input type="checkbox"/>	§1.81	Hours facility is open per week		
<input type="checkbox"/>	§_____	Other _____		

**from TSLAC Accreditation Staff

Comments, Explanation

Resolution	Date/Initials
Receipt and Acceptance by TSLAC Accreditation Staff, per 13 TAC §1.87	
Referral to LSA Advisory Board	

SECTION 12: LIBRARY INFORMATION – Branch and/or Bookmobile12.1 Check one: ☐ Branch ☐ Bookmobile

This section requests information for contacting the library branch or bookmobile and its staff. By entering this information, you understand that this will be published and become public information. The information you submit on this form is Public Information (<https://www.tsl.texas.gov/agency/customer/pia.html>). In addition, the information being entered may be subject to interception via common Internet tools. Business email addresses are not considered confidential under the Texas Public Information Act. **To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested.**

Please read our Web Policies and Disclaimers (<https://www.tsl.texas.gov/landing/webpolicies.html>).

12.2 Library Name			
12.3 Mailing Address - Street		12.4 Mail City	12.5 Mail Zip 12.6 (Zip)+4
12.7 Physical/Shipping address - Street		12.8 City	12.9 Zip 12.10 (Zip)+4
12.11 Phone number	12.12 Telefax	12.13 Library General Email Address	
12.14 Library Director/Head Librarian First Name		12.15 Library Director/Head Librarian Last Name	
12.16 Square Footage of the Branch Library		square feet	
<p>This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include areas shared with another agency or agencies if the library has use of that area.</p>			
12.17 Established Schedule			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the branch have an established schedule in which the services of the staff are available to the public?			
12.18 Annual Total of Public Service Hours - Branch or Bookmobile			
<p>Report every hour that the facility is open to the public during all of last year. Branch hours open per year will be reported in each branch sub-report.</p> <p>This is the number of hours open for public service at the branch or bookmobile. For each bookmobile, count only the hours the bookmobile is open for service to the public. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.</p>			
12.19 Annual Total of Public Service Weeks - Branch or Bookmobile			
<p>This is the number of weeks open for public service. The count should be based on number of weeks open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count.</p> <p>Round to the nearest whole number of weeks. If the branch or bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the branch or bookmobile was open less than half of its scheduled hours, round down. Do not calculate based on total number of service hours per year: do not divide total hours by 52 weeks.</p>			

