ACCREDITATION IN STATE LIBRARY SYSTEM APPLICATION
Local Fiscal Year 2023 - State Fiscal Year 2025

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 2025, Sept 1, 2024 – Aug 31, 2025. It must be submitted as part of its 2023 Annual Report on or before April 30, 2024, 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 2023.

Governing Authority*			
Lina Hidalgo	County Judge		
Printed Name	**Title**	**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.*

Library Director/Head Librarian/Library Manager			
Edward Melton	Executive Director	04/01/2024	
Printed Name	**Title**	**Date**	**Signature**
Library Board Chair, *if appropriate*			
Printed Name	**Title**	**Date**	**Signature**

Check one	
	The library has met all minimum standards of library accreditation. per 13 TAC §1.71-§1.85. *Submit first page only.*
	The library has **not** met all minimum standards of library accreditation. *In discussion with TSLAC accreditation staff, please complete the form below.*

Application for waiver

Check here	Section	Type	Expected (from TSLAC Staff)	Reported
	§1.74	Maintenance of effort (MOE)		
	§1.81	Minimum locally funded library operating expenditures		
	§1.81	Minimum per capita expenditures		
	§1.81	Professional librarians on staff		
	§	Other		

The commission is committed to supporting libraries throughout the state and working to ensure that we continue to serve the people of Texas. Libraries are needed now more than ever and the Commission stands ready to help libraries meet the information needs of people throughout the state. To prevent hardship to libraries and their communities in response to the community health situation in 2020, the commission adopted an emergency rule creating a waiver for libraries for certain standards, including, but not limited to, 13 TAC §1.74, relating to Local Operating Expenditures, and 13 TAC §1.81, relating to Quantitative Standards for Accreditation of Library. The 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.

Completion of this section will determine the action needed by TSLAC staff. Please discuss the situation in 2023 in your community, and how the library and its patrons were impacted. If no explanation is offered, the waiver will be denied.

Comments, Explanation

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

HARRIS COUNTY PUBLIC LIBRARY

Texas Public Libraries Annual Report - Introduction

This report is due to the Texas State Library and Archives Commission (TSLAC) by April 30, 2024. We strongly urge libraries to report no later than March 31, 2024, 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 with a small dark arrow. Libraries meeting the minimum accreditation standards are eligible for federal funding opportunities through TSLAC.

Definitions are important to ensure comparability of data from different libraries and states. Please refer to the definitions as this survey is completed.

Please do not leave any items blank. Estimates are important if exact data are not available.

All questions relate to the library's local fiscal year 2023: the year that ended in calendar year 2023 and included January 1, 2023. 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 & Networking (LDN)
Statistics and Accreditation Staff
accreditation@tsl.texas.gov
512/463-5465, or toll free in Texas 800/252-9386

Codes

FSCS#	TX0101
Status of AE record current to prior year	00
Status of ADDRESS current to prior year	00
User defined ID. used to link two or more AEs together.	-3
Old FSCSKEY	-3

PARENTID	-3

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. In addition, the information being entered may be subject to interception via common Internet tools.
Please read our Web Policies and Disclaimers Web Policies and Disclaimers.

NOTE: In the online form, contact questions in the section 1.1 through 1.21 have been prefilled and locked. You will not be able to change the data. If changes need to be made to these questions, contact LDN staff at accreditation@tsl.texas.gov or add an explanation in the Note box.

1.1 Library Name	Harris County Public Library
1.2 County	Harris
1.3 Local Fiscal Year Start	10/01/2022
1.4 Local Fiscal Year End	09/30/2023
1.5 Mailing Address - Street	5749 S Loop East
1.6 Mailing City	Houston-HCPL
1.7 Mailing Zip	77033
1.8 Mailing Zip+4	1604
1.9 Physical/Shipping address - Street	5749 S Loop East
1.10 City	Houston
1.11 Zip	77033
1.12 Zip+4	1604
▶1.13 Does the library have a published telephone number?	Y
1.14 Phone number	7132746600
1.15 Library Director/Head Librarian First Name	Edward
1.16 Library Director/Head Librarian Last Name	Melton
1.17 Director's Email Address	edward.melton@hcpl.net
1.18 Library General Email Address	webmaster@hcpl.net
▶1.19 Library website	Yes
1.20 Website URL	http://www.hcpl.net
1.21 Is the information provided in 1.1 through 1.20 correct?	Yes
1.22 Contact First Name	Michelle
1.23 Contact Last Name	Carnahan
1.24 Contact Email	michelle.carnahan@hcpl.net
1.25 Board Chair First Name	
1.26 Board Chair Last Name	
1.27 Friends President First Name	Susan
1.28 Friends President Last Name	Greer

Section 2: 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 [1]	27

2.2 Number of Bookmobiles	4

Facility Information

2.3 Year Facility Built	
2.4 Square Footage of the Main Library	0
2.5 Renovations, Expansion, New Construction	No
2.6 Year Most Recent Renovation	
2.7 Facility Suitability for Public Service	
2.8 Plans for Facility Modification In Place?	
2.9 Network/Computer Hardware Older Than Three Years	
2.10 Plans for Facility Tech Upgrade within 3 Years?	

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.
• Do not report the value of free or donated items as expenditures.
• Do not report estimated costs.
• Report only those grant awards directly spent by this library. Do not report grant funds spent for this library by another entity, such as a friends' group.
• Significant costs of ordinary operating expenditures, especially benefits and salaries, that are paid by other taxing agencies or government agencies with the authority to levy taxes on behalf of the library may be included if the information is available.

These expenditures are from all sources of revenue, including federal, state, Friends group revenue to the library, and foundation funding. The information reported in Expenditures may differ from the information reported in Library Revenue by Source.

Please do not leave any question blank. Enter "0" if the appropriate entry for an item is zero or "none." If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, the librarian should enter an estimate of the amount, and add an explanation in the Notes field. If you need to estimate, please use a standard methodology for doing so. If you have questions, please contact LDN staff.

Library Operating Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

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.

Any operating expenditure not covered by Staff and Collection Expenditures should be reported in question 3.8, Other Operating Expenditures.

Staff Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should be the salaries and wages for all library staff including plant operation, security and maintenance staff. Do not report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.

3.1 Salaries & Wages Expenditures	$15,979,354

3.2 Employee Benefits Expenditures	$9,214,169
3.3 Total Staff Expenditures	$25,193,523
3.3a Staff funding from non-local sources.	$0
3.3b Local funds used for library staff expenditures.	$25,193,523

Collection Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Include all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed.

Exclude charges or fees for interlibrary loans and expenditures for document delivery.

>>>Exclude operating expenditures for library system software and microcomputer software used only by the library staff or fees for TexShare databases. These are reported in 3.8, Other Operating Expenditures.

3.4 Print Materials Expenditures [2]	$1,367,800
3.5 Electronic Materials Expenditures	$4,726,798
3.6 Other Materials Expenditures	$101,752
3.7 Total Collection Expenditures	$6,196,350
3.7a Collection material funding from non-local sources	$0
3.7b Local funds used for library collection material expenditures	$6,196,350

Other/Total Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include fees paid to the TexShare database program.

Indirect costs should only be reported when a library has failed to meet the Maintenance Of Effort requirement for accreditation in state library system. If included, the expense must be documented by the local government entity that provided the service.

Do not include capital expenditures.

3.8 Other Operating Expenditures [3]	$6,508,922
3.8a Other operating expenditures from non-local funding. [4]	$295,142
3.8b Local funds used for other library operating expenditures expenditures	$6,213,780
3.9 Total Direct Operating Expenditures	$37,898,795
3.9a Library Operating Expenditures from Non-Local Funding	$295,142
3.9b Local funds used for library operating expenditures expenditures	$37,603,653
3.10 Indirect Costs (Only when necessary)	$0
3.11 Total Library Operating Expenditures	$37,898,795

Library Capital Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital Revenue part of Section 5.

Do not include Operating Expenditures reported above. Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

Capital outlay is for one-time only or extraordinary expenditures. These are major capital expenditures such as the acquisition of or additions to fixed assets. Examples include expenditures for building sites, new buildings and additions to or renovations of library buildings.

Include expenditures for furnishings, equipment and initial book stock for new buildings, building additions or renovations; library automation systems, and new vehicles, and other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures.

Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency.

3.12 Capital Expenditures	$0

Section 4: Local Financial Effort

REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.

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.

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	$6,196,350
►4.2 Total Local Library Operating Expenditures	$37,603,653
►4.3 Local Government Operating Expenditures [5]	$38,210,175

Section 5: Library Revenue by Source

Revenue Used for Operating Expenditures

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

The total funds reported as Library Revenue will not necessarily equal the total of Library Expenditures reported. Do not report grant funds spent on behalf of this library by another entity. Do not report salary revenue if the library did not pay the salary, as in the case of employees paid under a training program administered by another entity.

Do not include indirect costs.

5.1 City, Cities, or Library District Revenue used for operating expenditures [6]	$173,875
5.2 County or Counties Revenue used for operating expenditures	$40,697,358
5.3 School District Revenue used for operating expenditures	$0
5.4 Local Government Operating Revenue	$40,871,233
5.5 State Government: Operating Revenue	$0
5.6 Federal Government: Operating Revenue [7]	

5.7 Foundation & Corporate Grants: Operating Revenue	$0
5.8 Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	$203,601
5.9 Total Library Operating Revenue	$41,074,834

Revenue Used for Capital Expenditures

CAPITAL REVENUE

Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a)site acquisition; (b)new buildings; (c)additions to or renovation of library buildings; (d)furnishings, equipment and initial collections (all type) for new buildings, building additions, or building renovations; (e)computer hardware and software used to support library operations, to link to networks, or to run information products; (f)new vehicles; and (g)other one-time major projects. Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do NOT include revenue passed through to another agency, such as fines, or funds unspent from previous fiscal years ("carryover").

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

5.10 City Cities or Library District Revenue: Capital Expenditures	$0
5.11 County or Counties Revenue: Capital Expenditures	$0
5.12 School District: Capital Revenue	$0
5.13 State Government: Capital Revenue	$0
5.14 Federal Revenue: Capital Revenue	$0
5.15 Foundation & Corporate Grants: Capital Revenue	$0
5.16 Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue	$0
5.17 Total Capital Revenue	$0

Outside Government Revenue Sources

Skip the following section if the library did not receive funds from a city or county government outside of the one in which the library is located. Accuracy in this section is essential, as funding from non-local governmental entities impacts the library's population assignment.

If funds were received from government entities outside of the local area, then list the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section: questions 5.1 (city operating), 5.2 (county operating), 5.13 (city capital) or 5.14 (county capital).

Click on the red X to delete any lines generated in error.

Total		
	5.18 Amount received	**5.19 City/County Providing Funds**
Amount received		

Additional Sources

5.18 Amount received	
5.19 County providing funds (outside home county)	
5.18 Amount received	
5.19 County providing funds (outside home county)	
5.18 Amount received	
5.19 County providing funds (outside home county)	
5.18 Amount received	
5.19 County or city providing funds (outside home county or city)	

5.18	Amount received	
5.19	County providing funds (outside home county)	

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.

Unless otherwise indicated, report for each item, title, and physical unit the amount held at the end of the fiscal year. Physical units are volumes, items, or pieces. For reporting purposes, a title is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, or disks. The term applies equally to printed materials, such as books and periodicals, as well as audio and video materials. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Do not count un-catalogued paperbacks.

Most software systems include a method of determining number of titles. Libraries should use whatever method their software provides. If no method is available, an estimate should be made and noted.

For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.
Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"
Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

►6.1	Library Catalog	Y
►6.2	Collection has 1% published in last five years	Y

Physical Material Counts

6.3	Books in Print	1,465,126
6.4	Audio Materials - Physical format	49,651
6.5	Video Materials - Physical Format	114,597
6.6	Other Circulating Physical Items	491
6.7	Total Physical Items in Collection	1,629,865

Electronic Materials Count

For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

• Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

• Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Reporting Downloadables"

6.8 E-Books (Digital/Downloadable Units)	436,181
6.8a E-Read Texas E-Book	
6.9 E-Audio Materials (Digital/Downloadable Units)	186,934
6.9a E-Read Texas E-Audio	
6.10 E-Video Materials (Digital/Downloadable Units) [8]	30,000

Databases/Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval of the data. An electronic collection may be organized, curated, and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

"Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined type."
Report the number of electronic collections/databases acquired through curation, payment or formal agreement, by source of access. Include electronic serial subscriptions in this section.

6.11a Databases (Electronic Collections) - Local License	12
6.11b Databases (Electronic Collections) - Consortium license	2
6.11 Total Databases (Electronic Collections) Acquired Locally	14
6.12 TexShare Databases - State License	143
6.13 Total Databases (Electronic Collections)	157

Collection Totals

▶6.14 Total Items in Collection - Volumes, Items, Physical Units	2,282,501
6.15 Consortium Participation	Houston Area Digital Media Catalog
6.15 Other Consortium	

Section 7: Local Library Service

▶7.1 Long-Range Plan	Yes

Service Measures

7.2 Reference Transactions	361,342
7.2a Reference Transaction Reporting Method	Annual Count
7.3 Number of Library Visits	2,421,360
7.3a Library Visit Reporting Method	Annual Count

7.4 Registered Users	2,116,017

Circulation

The National Center for Education Statistics (NCES) defines children as persons age 11 and under.
The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

7.5 Circulation of Children's Physical Format Materials	4,943,523
7.6 Circulation of Children's Electronic Format Materials	909,485
7.7 Circulation of All Other Ages Physical Format Materials	2,326,363
7.8 Circulation of All Other Ages Electronic Format Materials	5,316,947
7.8a E-Read Texas Total Usage	
7.9 Total Annual Circulation - Physical/Digital	13,496,318
Annual Digital (E-Material) Circulation	6,226,432
7.10 Circulation of Other Physical Items	122
7.11 Successful Retrieval of Electronic Information	3,158,620
7.12 Current Overdue Fine Policy	No
7.13 Current Non-Resident Fee Policy	No
7.13a Amount charged to annually non-residents	

Programs and Program Attendance

Library programs are referred to as live (synchronous) program sessions or recorded (asynchronous) program presentations. Multiple format options, as well as expanded age ranges are being tracked.

Report in-person on-site programs and in-person off-site programs separately, as well as live, virtual programs and recorded (asynchronous) programs. See below for definitions of what constitutes a program.

Each program session should only be counted in one age category based on its primary target audience. If there is no agegroup highlighted, then report the session(s) under "General Interest".

Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

If programs are offered as a series, count each program session in the series as one event. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.

Count recordings (asynchronous) program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for viewing after the session ended. For program presentations that are recordings of live (synchronous) virtual program sessions, exclude live (synchronous) attendance; these should be reported under the appropriate age and format within the live (synchronous) program counts.

Early Childhood Programming-Target Ages Birth to 5 Years

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the

series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group.

Attendance is the count of the audience at all program sessions for which the primary audience is children from birth to 5 years old. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.14 Number of sessions	3,093	401	0	3,494
7.15 Total of audience	64,685	19,181	0	83,866

Student Age Programming-Target Ages 6 to 11 Years

The National Center for Education Statistics NCES: Children and Young Adults Defined [Services and Resources for Children and Young Adults in Public Libraries, August 1995, NCES 95357] defines children as persons age 11 and under.

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Attendance is the count of the audience at all program sessions for which the primary audience is children from 6 to 11 years old. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.16 Number of sessions	2,228	268	0	[9]2,496
7.17 Total of audience	45,686	12,787	0	[10]58,473

Young Adult Programming-Target Ages 12 to 18 Years

The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

Report all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use the library facilities.

If young adult programs are offered as a series, count each program in the series. Example: a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.

Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Attendance is the count of the audience at all program session sfor which the primary audience is young adults from 12 to 18 years old. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.18 Number of sessions	1,295	131	7	1,433
7.19 Total of audience	14,573	5,416	551	20,540

Adult Programming-Target Ages 19+ Years

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Report all adult programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use the library facilities. If adult programs are offered as a series, count each program in the series. Example: a computer skills class offered once a week for 10 weeks should be counted as 10 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one resume assistance and services to homebound.

Attendance is the count of the audience at all program sessions for which the primary audience is adults 19 years and older. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.20 Number of sessions	1,113	852	411	2,376
7.21 Total of audience	70,283	18,497	19,928	108,708

General Interest Programming-Family/All Ages

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

Report all general interest programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include general interest programs sponsored by other groups that use the library facilities. If general interest programs are offered as a series, count each program in the series. Example: a computer skills class offered once a week for 10 weeks should be counted as 10 programs. Exclude library

activities delivered on a one-to one basis, rather than to a group, such as one-to-one resume assistance and services to homebound.

Attendance is the count of the audience at all program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Program and Program Attendance," and "Program Calculator".

	a. In-Person On-site Sessions	b. In-Person Off-site Sessions	c. Live Virtual Sessions	d. Totals
7.22 Number of sessions	1,629	43	7	[11]1,679
7.23 Total of audience	43,897	2,382	6,793	[12]53,072

Total Live and/or Virtual Synchronous Programs

This is a total count of the programs and audience at all live or virtual program sessions during the reporting period.

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total Synchronous Programs
7.24 Number of sessions	9,358	1,695	425	11,478
7.25 Total of all attendees	239,124	58,263	27,272	324,659

Total Recorded Programs (Asynchronous Viewing)

7.26 Recorded Presentations (On-Demand) Published [13]	22
7.27 Recorded Presentation Views (30 Day Mark)	5,912

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 Librarians (MLS/MLIS degree) - Weekly Hours Worked	4,780.00
8.2 Other Librarians (Non-degreed) - Weekly Hours Worked	200.00
8.3 All Other Paid Library Staff - Weekly Hours Worked	8,600.00
8.4 Total Paid Library Staff - Total Weekly Hours Worked	13,580.00
8.5 Volunteer Hours - Annual Total	46,670
8.6 Head Librarian's Annual Rate Of Salary	$196,456
►8.7 Head Librarian's/Director's Hours Worked per Week	40.00
►8.8 Director Obtained 10 Units of Continuing Education (CEU)	Yes
►8.9 Photocopier Available for Staff	Yes
►8.10 Internet Computer Available for Staff	Yes

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 Statewide Interlibrary Loan (ILL) Offered to Patrons	Yes
9.2 ILL Received from other Libraries (Borrows)	11,997
9.3 ILL Provided to other Libraries (Lends)	4,569
9.4 Integrated Library System (ILS)/Library Management System (LMS) Used	SirsiDynix (Symphony/Unicorn, Horizon)
9.4b Integrated Library System (ILS)/Library Management System (LMS) Used	

Section 10: Internet and Electronic Services

►10.1 Public Internet Access Computer with Printer/Copier	Yes
10.2 Total Internet Computers Used by General Public	1,654
10.3 Annual Uses of Public Internet Computers	325,721
10.3a Reporting Method for Public Internet Computer Uses	Annual Count
10.4 Annual Wi-Fi Sessions	2,420,407
10.4a Reporting Method for Wireless Sessions	Annual Count
10.5 Annual Website Visits	3,194,755

Section 11: Library Hours

11.1 Annual Public Service Hours for Central Library [14]	0
11.2 Annual Public Service Weeks for Central Library [15]	0
►11.3 Weekly Service Hours All Facilities Available (Unduplicated Hours for branches)	70
11.4 Weekly Hours Central Library Open – Regular Schedule	0
11.5 Weekly Hours Central Library Open – Summer Schedule	0

Section 12: Branches/Bookmobiles

Outlets

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. 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 Web Policies and Disclaimers.**

Outlet (Location)	Aldine Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	Aldine Branch Library
B1.3 Mailing Address Street	11331 Airline Dr
B1.4 Mailing Address City	Houston
B1.5 Mailing Address ZIP Code	77037
B1.6 Mailing Address Zip+4 Extension	1117
B1.7 Physical/Shipping address - Street	11331 Airline Dr
B1.8 City	Houston
B1.9 ZIP Code	77037
B1.10 ZIP+4 Extension	1117
B1.11 Phone	(832) 927-5411
B1.12 Library General Email Address	

B1.13 Branch Manager/Library Director First Name	**Hershiira**
B1.14 Branch Manager/Library Director Last Name	**Boone-Rodgers**
Outlet (Location)	Atascocita Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Atascocita Branch Library**
B1.3 Mailing Address Street	**19520 Pinehurst Trail Dr**
B1.4 Mailing Address City	**Humble**
B1.5 Mailing Address ZIP Code	**77346**
B1.6 Mailing Address Zip+4 Extension	**2250**
B1.7 Physical/Shipping address - Street	**19520 Pinehurst Trail Dr**
B1.8 City	**Humble**
B1.9 ZIP Code	**77346**
B1.10 ZIP+4 Extension	**2250**
B1.11 Phone	**8329275561**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Mary**
B1.14 Branch Manager/Library Director Last Name	**Rudrow**
Outlet (Location)	Baldwin Boettcher Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Baldwin Boettcher Branch Library**
B1.3 Mailing Address Street	**22248 Aldine Westfield Rd**
B1.4 Mailing Address City	**Humble**
B1.5 Mailing Address ZIP Code	**77338**
B1.6 Mailing Address Zip+4 Extension	**1080**
B1.7 Physical/Shipping address - Street	**22248 Aldine Westfield Rd**
B1.8 City	**Humble**
B1.9 ZIP Code	**77338**
B1.10 ZIP+4 Extension	**1080**
B1.11 Phone	**8329275481**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Victoria**
B1.14 Branch Manager/Library Director Last Name	**Alardin**
Outlet (Location)	Barbara Bush Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Barbara Bush Branch Library**
B1.3 Mailing Address Street	**6817 Cypresswood Dr**
B1.4 Mailing Address City	**Spring**
B1.5 Mailing Address ZIP Code	**77379**
B1.6 Mailing Address Zip+4 Extension	**7705**
B1.7 Physical/Shipping address - Street	**6817 Cypresswood Dr**
B1.8 City	**Spring**
B1.9 ZIP Code	**77379**
B1.10 ZIP+4 Extension	**7705**
B1.11 Phone	**8329277801**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Shane**

B1.14 Branch Manager/Library Director Last Name	**Harris**
Outlet (Location)	**Crosby-Edith Fae Cook Cole Branch Library**
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Crosby-Edith Fae Cook Cole Branch Library**
B1.3 Mailing Address Street	**135 Hare Rd**
B1.4 Mailing Address City	**Crosby**
B1.5 Mailing Address ZIP Code	**77532**
B1.6 Mailing Address Zip+4 Extension	**5273**
B1.7 Physical/Shipping address - Street	**135 Hare Rd**
B1.8 City	**Crosby**
B1.9 ZIP Code	**77532**
B1.10 ZIP+4 Extension	**5273**
B1.11 Phone	**2813281232**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Laura**
B1.14 Branch Manager/Library Director Last Name	**Hancock**
Outlet (Location)	**Curiosity Cruiser**
B1.1 Branch or Bookmobile	Bookmobile
B1.2 Outlet Legal Name	**Curiosity Cruiser**
B1.3 Mailing Address Street	**5749 S Loop East**
B1.4 Mailing Address City	**Houston-HCPL**
B1.5 Mailing Address ZIP Code	**77033**
B1.6 Mailing Address Zip+4 Extension	**1604**
B1.7 Physical/Shipping address - Street	**5749 S Loop East**
B1.8 City	**Houston**
B1.9 ZIP Code	**77033**
B1.10 ZIP+4 Extension	**1604**
B1.11 Phone	**(713) 274-6600**
B1.12 Library General Email Address	**webmaster@hcpl.net**
B1.13 Branch Manager/Library Director First Name	**Laurel**
B1.14 Branch Manager/Library Director Last Name	**Roseborrough**
Outlet (Location)	**Curiosity Cruiser**
B1.1 Branch or Bookmobile	Bookmobile
B1.2 Outlet Legal Name	**Curiosity Cruiser**
B1.3 Mailing Address Street	**5749 S Loop East**
B1.4 Mailing Address City	**Houston-HCPL**
B1.5 Mailing Address ZIP Code	**77033**
B1.6 Mailing Address Zip+4 Extension	**1604**
B1.7 Physical/Shipping address - Street	**5749 S Loop East**
B1.8 City	**Houston**
B1.9 ZIP Code	**77033**
B1.10 ZIP+4 Extension	**1604**
B1.11 Phone	**7132746600**
B1.12 Library General Email Address	**webmaster@hcpl.net**
B1.13 Branch Manager/Library Director First Name	**Laurel**
B1.14 Branch Manager/Library Director Last Name	**Roseborrough**

Outlet (Location)	Curiosity Cruiser
B1.1 Branch or Bookmobile	Bookmobile
B1.2 Outlet Legal Name	Curiosity Cruiser
B1.3 Mailing Address Street	5749 S Loop East
B1.4 Mailing Address City	Houston-HCPL
B1.5 Mailing Address ZIP Code	77033
B1.6 Mailing Address Zip+4 Extension	1604
B1.7 Physical/Shipping address - Street	5749 S Loop East
B1.8 City	Houston
B1.9 ZIP Code	77033
B1.10 ZIP+4 Extension	1604
B1.11 Phone	7132746600
B1.12 Library General Email Address	webmaster@hcpl.net
B1.13 Branch Manager/Library Director First Name	Laurel
B1.14 Branch Manager/Library Director Last Name	Roseborrough
Outlet (Location)	Curiosity Cruiser
B1.1 Branch or Bookmobile	Bookmobile
B1.2 Outlet Legal Name	Curiosity Cruiser
B1.3 Mailing Address Street	5749 S Loop East
B1.4 Mailing Address City	Houston-HCPL
B1.5 Mailing Address ZIP Code	77033
B1.6 Mailing Address Zip+4 Extension	1604
B1.7 Physical/Shipping address - Street	5749 S Loop East
B1.8 City	Houston
B1.9 ZIP Code	77033
B1.10 ZIP+4 Extension	1604
B1.11 Phone	7132746600
B1.12 Library General Email Address	webmaster@hcpl.net
B1.13 Branch Manager/Library Director First Name	Laurel
B1.14 Branch Manager/Library Director Last Name	Roseborrough
Outlet (Location)	Fairbanks Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	Fairbanks Branch Library
B1.3 Mailing Address Street	7122 Gessner Rd
B1.4 Mailing Address City	Houston
B1.5 Mailing Address ZIP Code	77040
B1.6 Mailing Address Zip+4 Extension	3104
B1.7 Physical/Shipping address - Street	7122 Gessner Rd
B1.8 City	Houston
B1.9 ZIP Code	77040
B1.10 ZIP+4 Extension	3104
B1.11 Phone	8329277891
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	Melinda
B1.14 Branch Manager/Library Director Last Name	Brinkley
Outlet (Location)	Clear Lake City-County Freeman Branch Library

B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	Clear Lake City-County Freeman Branch Library
B1.3 Mailing Address Street	16616 Diana Ln
B1.4 Mailing Address City	Houston
B1.5 Mailing Address ZIP Code	77062
B1.6 Mailing Address Zip+4 Extension	5812
B1.7 Physical/Shipping address - Street	16616 Diana Ln
B1.8 City	Houston
B1.9 ZIP Code	77062
B1.10 ZIP+4 Extension	5812
B1.11 Phone	8329275421
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	Christina
B1.14 Branch Manager/Library Director Last Name	Thompson

Outlet (Location)
Cy-Fair College

B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	Cy-Fair College
B1.3 Mailing Address Street	9191 Barker Cypress Rd
B1.4 Mailing Address City	Cypress
B1.5 Mailing Address ZIP Code	77433
B1.6 Mailing Address Zip+4 Extension	1383
B1.7 Physical/Shipping address - Street	9191 Barker Cypress Rd
B1.8 City	Cypress
B1.9 ZIP Code	77433
B1.10 ZIP+4 Extension	1383
B1.11 Phone	2812903210
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	Melanie
B1.14 Branch Manager/Library Director Last Name	Wachsmann

Outlet (Location)
Evelyn Meador Branch Library

B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	Evelyn Meador Branch Library
B1.3 Mailing Address Street	2400 North Meyer Rd
B1.4 Mailing Address City	Seabrook
B1.5 Mailing Address ZIP Code	77586
B1.6 Mailing Address Zip+4 Extension	2964
B1.7 Physical/Shipping address - Street	2400 North Meyer Rd
B1.8 City	Seabrook
B1.9 ZIP Code	77586
B1.10 ZIP+4 Extension	2964
B1.11 Phone	2814749142
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	Milagros
B1.14 Branch Manager/Library Director Last Name	Tanega

Outlet (Location)
Galena Park Branch Library

B1.1 Branch or Bookmobile	Branch

B1.2	**Outlet Legal Name**	**Galena Park Branch Library**
B1.3	**Mailing Address Street**	**1500 Keene St**
B1.4	**Mailing Address City**	**Galena Park**
B1.5	**Mailing Address ZIP Code**	**77547**
B1.6	**Mailing Address Zip+4 Extension**	**2400**
B1.7	**Physical/Shipping address – Street**	**1500 Keene St**
B1.8	**City**	**Galena Park**
B1.9	**ZIP Code**	**77547**
B1.10	**ZIP+4 Extension**	**2400**
B1.11	**Phone**	**8329275471**
B1.12	**Library General Email Address**	
B1.13	**Branch Manager/Library Director First Name**	**Sisi**
B1.14	**Branch Manager/Library Director Last Name**	**Medina**
Outlet (Location)		HCPL Technology Center at Lincoln Park
B1.1	**Branch or Bookmobile**	Branch
B1.2	**Outlet Legal Name**	**HCPL Technology Center at Lincoln Park**
B1.3	**Mailing Address Street**	**979 Grenshaw St**
B1.4	**Mailing Address City**	**Houston**
B1.5	**Mailing Address ZIP Code**	**77088**
B1.6	**Mailing Address Zip+4 Extension**	**5156**
B1.7	**Physical/Shipping address – Street**	**979 Grenshaw St**
B1.8	**City**	**Houston**
B1.9	**ZIP Code**	**77088**
B1.10	**ZIP+4 Extension**	**5156**
B1.11	**Phone**	**2814451617**
B1.12	**Library General Email Address**	
B1.13	**Branch Manager/Library Director First Name**	
B1.14	**Branch Manager/Library Director Last Name**	
Outlet (Location)		HCPL Technology Center at Finnegan Park
B1.1	**Branch or Bookmobile**	Branch
B1.2	**Outlet Legal Name**	**HCPL Technology Center at Finnegan Park**
B1.3	**Mailing Address Street**	**4900 Providence St**
B1.4	**Mailing Address City**	**Houston**
B1.5	**Mailing Address ZIP Code**	**77020**
B1.6	**Mailing Address Zip+4 Extension**	**7212**
B1.7	**Physical/Shipping address – Street**	**4900 Providence St**
B1.8	**City**	**Houston**
B1.9	**ZIP Code**	**77020**
B1.10	**ZIP+4 Extension**	**7212**
B1.11	**Phone**	**7136787385**
B1.12	**Library General Email Address**	
B1.13	**Branch Manager/Library Director First Name**	
B1.14	**Branch Manager/Library Director Last Name**	
Outlet (Location)		High Meadows Branch Library
B1.1	**Branch or Bookmobile**	Branch
B1.2	**Outlet Legal Name**	**High Meadows Branch Library**

B1.3 Mailing Address Street	**4500 Aldine Mail Route**
B1.4 Mailing Address City	**Houston**
B1.5 Mailing Address ZIP Code	**77039**
B1.6 Mailing Address Zip+4 Extension	**5915**
B1.7 Physical/Shipping address - Street	**4500 Aldine Mail Route**
B1.8 City	**Houston**
B1.9 ZIP Code	**77039**
B1.10 ZIP+4 Extension	**5915**
B1.11 Phone	**8329275541**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Brooke**
B1.14 Branch Manager/Library Director Last Name	**Riedeman**
Outlet (Location)	Jacinto City Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Jacinto City Branch Library**
B1.3 Mailing Address Street	**921 Akron St**
B1.4 Mailing Address City	**Houston**
B1.5 Mailing Address ZIP Code	**77029**
B1.6 Mailing Address Zip+4 Extension	**2149**
B1.7 Physical/Shipping address - Street	**921 Akron St**
B1.8 City	**Houston**
B1.9 ZIP Code	**77029**
B1.10 ZIP+4 Extension	**2149**
B1.11 Phone	**8329275520**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Delaney**
B1.14 Branch Manager/Library Director Last Name	**Daly**
Outlet (Location)	Katherine Tyra/Bear Creek Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Katherine Tyra/Bear Creek Branch Library**
B1.3 Mailing Address Street	**16719 Clay Rd**
B1.4 Mailing Address City	**Houston**
B1.5 Mailing Address ZIP Code	**77084**
B1.6 Mailing Address Zip+4 Extension	**4009**
B1.7 Physical/Shipping address - Street	**16719 Clay Rd**
B1.8 City	**Houston**
B1.9 ZIP Code	**77084**
B1.10 ZIP+4 Extension	**4009**
B1.11 Phone	**8329275591**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Chao**
B1.14 Branch Manager/Library Director Last Name	**Huang**
Outlet (Location)	Katy Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Katy Branch Library**
B1.3 Mailing Address Street	**5414 Franz Rd**

B1.4 Mailing Address City	**Katy**
B1.5 Mailing Address ZIP Code	**77493**
B1.6 Mailing Address Zip+4 Extension	**1717**
B1.7 Physical/Shipping address – Street	**5414 Franz Rd**
B1.8 City	**Katy**
B1.9 ZIP Code	**77493**
B1.10 ZIP+4 Extension	**1717**
B1.11 Phone	**2813913135**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Elizabeth**
B1.14 Branch Manager/Library Director Last Name	**Boggs**
Outlet (Location)	Kingwood Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Kingwood Branch Library**
B1.3 Mailing Address Street	**4400 Bens View Ln**
B1.4 Mailing Address City	**Kingwood**
B1.5 Mailing Address ZIP Code	**77339**
B1.6 Mailing Address Zip+4 Extension	**3774**
B1.7 Physical/Shipping address – Street	**4400 Bens View Ln**
B1.8 City	**Kingwood**
B1.9 ZIP Code	**77339**
B1.10 ZIP+4 Extension	**3774**
B1.11 Phone	**8329277831**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Ryan**
B1.14 Branch Manager/Library Director Last Name	**Fennell**
Outlet (Location)	La Porte Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**La Porte Branch Library**
B1.3 Mailing Address Street	**600 S Broadway St**
B1.4 Mailing Address City	**La Porte**
B1.5 Mailing Address ZIP Code	**77571**
B1.6 Mailing Address Zip+4 Extension	**5320**
B1.7 Physical/Shipping address – Street	**600 S Broadway St**
B1.8 City	**La Porte**
B1.9 ZIP Code	**77571**
B1.10 ZIP+4 Extension	**5320**
B1.11 Phone	**2814700829**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Rhiannon**
B1.14 Branch Manager/Library Director Last Name	**Perry**
Outlet (Location)	Maud Smith Marks Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Maud Smith Marks Branch Library**
B1.3 Mailing Address Street	**1815 Westgreen Blvd**
B1.4 Mailing Address City	**Katy**

B1.5 Mailing Address ZIP Code		**77450**
B1.6 Mailing Address Zip+4 Extension		**5370**
B1.7 Physical/Shipping address - Street		**1815 Westgreen Blvd**
B1.8 City		**Katy**
B1.9 ZIP Code		**77450**
B1.10 ZIP+4 Extension		**5370**
B1.11 Phone		**2814928592**
B1.12 Library General Email Address		
B1.13 Branch Manager/Library Director First Name		**Akhila**
B1.14 Branch Manager/Library Director Last Name		**Bhat**
Outlet (Location)		**North Channel Branch Library**
B1.1 Branch or Bookmobile		Branch
B1.2 Outlet Legal Name		**North Channel Branch Library**
B1.3 Mailing Address Street		**15741 Wallisville Rd**
B1.4 Mailing Address City		**Houston**
B1.5 Mailing Address ZIP Code		**77049**
B1.6 Mailing Address Zip+4 Extension		**4607**
B1.7 Physical/Shipping address - Street		**15741 Wallisville Rd**
B1.8 City		**Houston**
B1.9 ZIP Code		**77049**
B1.10 ZIP+4 Extension		**4607**
B1.11 Phone		**8329275550**
B1.12 Library General Email Address		**nc@hcpl.net**
B1.13 Branch Manager/Library Director First Name		**Maria**
B1.14 Branch Manager/Library Director Last Name		**Rawls**
Outlet (Location)		**Northwest Branch Library**
B1.1 Branch or Bookmobile		Branch
B1.2 Outlet Legal Name		**Northwest Branch Library**
B1.3 Mailing Address Street		**11355 Regency Green Dr**
B1.4 Mailing Address City		**Cypress**
B1.5 Mailing Address ZIP Code		**77429**
B1.6 Mailing Address Zip+4 Extension		**4705**
B1.7 Physical/Shipping address - Street		**11355 Regency Green Dr**
B1.8 City		**Cypress**
B1.9 ZIP Code		**77429**
B1.10 ZIP+4 Extension		**4705**
B1.11 Phone		**8329275461**
B1.12 Library General Email Address		
B1.13 Branch Manager/Library Director First Name		**Cathy**
B1.14 Branch Manager/Library Director Last Name		**Clark**
Outlet (Location)		**Octavia Fields Branch Library**
B1.1 Branch or Bookmobile		Branch
B1.2 Outlet Legal Name		**Octavia Fields Branch Library**
B1.3 Mailing Address Street		**1503 S Houston Ave**
B1.4 Mailing Address City		**Humble**
B1.5 Mailing Address ZIP Code		**77338**

B1.6 Mailing Address Zip+4 Extension	**4822**
B1.7 Physical/Shipping address - Street	**1503 S Houston Ave**
B1.8 City	**Humble**
B1.9 ZIP Code	**77338**
B1.10 ZIP+4 Extension	**4822**
B1.11 Phone	**8329275501**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Sara**
B1.14 Branch Manager/Library Director Last Name	**West**
Outlet (Location)	Parker Williams Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Parker Williams Branch Library**
B1.3 Mailing Address Street	**10851 Scarsdale Blvd Ste 510**
B1.4 Mailing Address City	**Houston**
B1.5 Mailing Address ZIP Code	**77089**
B1.6 Mailing Address Zip+4 Extension	**5740**
B1.7 Physical/Shipping address - Street	**10851 Scarsdale Blvd Ste 510**
B1.8 City	**Houston**
B1.9 ZIP Code	**77089**
B1.10 ZIP+4 Extension	**5740**
B1.11 Phone	**8329277871**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Michael**
B1.14 Branch Manager/Library Director Last Name	**Saperstein**
Outlet (Location)	South Houston Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**South Houston Branch Library**
B1.3 Mailing Address Street	**607 Ave A**
B1.4 Mailing Address City	**South Houston**
B1.5 Mailing Address ZIP Code	**77587**
B1.6 Mailing Address Zip+4 Extension	**3659**
B1.7 Physical/Shipping address - Street	**607 Ave A**
B1.8 City	**South Houston**
B1.9 ZIP Code	**77587**
B1.10 ZIP+4 Extension	**3659**
B1.11 Phone	**8329275534**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Clara**
B1.14 Branch Manager/Library Director Last Name	**Lopez**
Outlet (Location)	Spring Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Spring Branch Library**
B1.3 Mailing Address Street	**930 Corbindale Rd**
B1.4 Mailing Address City	**Houston**
B1.5 Mailing Address ZIP Code	**77024**
B1.6 Mailing Address Zip+4 Extension	**2806**

B1.7 Physical/Shipping address - Street	**930 Corbindale Rd**
B1.8 City	**Houston**
B1.9 ZIP Code	**77024**
B1.10 ZIP+4 Extension	**2806**
B1.11 Phone	**8329275511**
B1.12 Library General Email Address	**sm@hcpl.net**
B1.13 Branch Manager/Library Director First Name	**Jennifer**
B1.14 Branch Manager/Library Director Last Name	**Finch**
Outlet (Location)	Stratford Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Stratford Branch Library**
B1.3 Mailing Address Street	**509 Stratford St**
B1.4 Mailing Address City	**Highlands**
B1.5 Mailing Address ZIP Code	**77562**
B1.6 Mailing Address Zip+4 Extension	**2547**
B1.7 Physical/Shipping address - Street	**509 Stratford St**
B1.8 City	**Highlands**
B1.9 ZIP Code	**77562**
B1.10 ZIP+4 Extension	**2547**
B1.11 Phone	**8329275401**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Mandy**
B1.14 Branch Manager/Library Director Last Name	**Sheffield**
Outlet (Location)	Tomball Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**Lone Star College -Tomball Community Library**
B1.3 Mailing Address Street	**30555 Tomball Pkwy**
B1.4 Mailing Address City	**Tomball**
B1.5 Mailing Address ZIP Code	**77375**
B1.6 Mailing Address Zip+4 Extension	**4096**
B1.7 Physical/Shipping address - Street	**30555 Tomball Pkwy**
B1.8 City	**Tomball**
B1.9 ZIP Code	**77375**
B1.10 ZIP+4 Extension	**4096**
B1.11 Phone	**8325594200**
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	**Janna**
B1.14 Branch Manager/Library Director Last Name	**Hoglund**
Outlet (Location)	West University Branch Library
B1.1 Branch or Bookmobile	Branch
B1.2 Outlet Legal Name	**West University Branch Library**
B1.3 Mailing Address Street	**6108 Auden St**
B1.4 Mailing Address City	**Houston**
B1.5 Mailing Address ZIP Code	**77005**
B1.6 Mailing Address Zip+4 Extension	**2814**
B1.7 Physical/Shipping address - Street	**6108 Auden St**

B1.8 City	Houston
B1.9 ZIP Code	77005
B1.10 ZIP+4 Extension	2814
B1.11 Phone	8329275491
B1.12 Library General Email Address	
B1.13 Branch Manager/Library Director First Name	John
B1.14 Branch Manager/Library Director Last Name	Harbaugh

Outlet Facility Information

Outlet (Location)	B2.1 Year Facility Built	B2.2 Square footage of the branch library	B2.3 Branch Renovation, Expansion, New Construction	B2.4 Year Most Recent Branch Renovation	B2.5 Facility Suitability for Public Service	B2.6 Plans for Facility Modification in Place?	B2.7 Age of Network/Computer Hardware	B2.8 Plans for Outlet Tech Upgrade within 3 Years?
Aldine Branch Library	1976	13,268						
Atascocita Branch Library	1994	12,000						
Baldwin Boettcher Branch Library		225						
Barbara Bush Branch Library	1976	32,000						
Crosby-Edith Fae Cook Cole Branch Library	1987	10,500						
Curiosity Cruiser	2017	[16]240						
Curiosity Cruiser	2019	[17]71						
Curiosity Cruiser		[18]71						
Curiosity Cruiser		[19]71						
Fairbanks Branch Library	1971	7,247						
Clear Lake City-County Freeman Branch Library	2004	42,000						
Cy-Fair College		[20]61,839						
Evelyn Meador Branch Library	2011	21,100						
Galena Park Branch Library	1996	[21]6,900						
HCPL Technology Center at Lincoln Park		552						
HCPL Technology Center at Finnegan Park		275						
High Meadows Branch Library	1983	9,500						
Jacinto City Branch Library	1982	[22]5,880						
Katherine Tyra/Bear Creek Branch Library	1983	12,000						
Katy Branch Library	2003	15,000						
Kingwood Branch Library	2010	30,000						
La Porte Branch Library	2001	23,357						
Maud Smith Marks Branch Library	1993	12,300						
North Channel Branch Library	1994	14,000						
Northwest Branch Library	1983	12,000						
Octavia Fields Branch Library	2001	15,000						
Parker Williams Branch Library	1993	20,000						

South Houston Branch Library	1991	[23]6,900						
Spring Branch Library	1975	10,500						
Stratford Branch Library	1966	2,700						
Tomball Branch Library	2005	72,000						
West University Branch Library	1963	6,100						

Outlet Library Service Information

Outlet (Location)	B3.1 Established Schedule in Place	B3.2 Annual Public Service Hours - Branch or Bookmobile	B3.3 Annual Public Service Weeks- Branch or Bookmobile
Aldine Branch Library	Yes	2,444	52
Atascocita Branch Library	Yes	1,880	40
Baldwin Boettcher Branch Library	Yes	2,142	51
Barbara Bush Branch Library	Yes	2,600	52
Crosby-Edith Fae Cook Cole Branch Library	Yes	2,350	50
Curiosity Cruiser		1,040	52
Curiosity Cruiser		1,040	52
Curiosity Cruiser		1,040	52
Curiosity Cruiser		1,040	52
Fairbanks Branch Library	Yes	2,444	52
Clear Lake City-County Freeman Branch Library	Yes	2,600	52
Cy-Fair College	Yes	3,588	52
Evelyn Meador Branch Library	Yes	2,444	52
Galena Park Branch Library	Yes	2,444	52
HCPL Technology Center at Lincoln Park	Yes	2,080	52
HCPL Technology Center at Finnegan Park	Yes	2,080	52
High Meadows Branch Library	Yes	2,444	52
Jacinto City Branch Library	Yes	2,444	52
Katherine Tyra/Bear Creek Branch Library	Yes	2,444	52
Katy Branch Library	Yes	2,444	52
Kingwood Branch Library	Yes	2,600	52
La Porte Branch Library	Yes	2,444	52
Maud Smith Marks Branch Library	Yes	2,444	52
North Channel Branch Library	Yes	2,444	52
Northwest Branch Library	Yes	2,444	52
Octavia Fields Branch Library	Yes	2,444	52
Parker Williams Branch Library	Yes	2,444	52
South Houston Branch Library	Yes	2,444	52
Spring Branch Library	Yes	2,444	52
Stratford Branch Library	Yes	2,236	52
Tomball Branch Library	Yes	3,380	52

West University Branch Library	Yes	2,444	52

Next Steps

Congratulations! You've reached the end of the survey! You still have a few very important things to do, though.

At the top, right-hand side of this page are two buttons: 'Verify' and 'Submit/Lock'

FIRST: Click the Verify button. This will run additional edit checks and alert you to anything that still needs an explanation. Examples are shown in the Help link at the top-right side of this webpage on the "Managing Data" tab.

NOTE: Please make any edit check Notes as descriptive as possible. The more complete the explanation you provide us, the less likely it is that we will need to contact you for additional information/explanation.

THEN: Once you have the edit checks completed and the data verified, click on: 'Submit/Lock'

If you click 'Submit/Lock' and you are taken to a white screen with "Required Indicator!" or failed edit check messages, please click the "HERE" link to return to your report. You will need to know the question number, or the section, to which to return.

When the data has been successfully submitted, you will see the locked symbol. That is your assurance that we know you have completed the survey and we can begin our analysis.

Almost done!...

FINALLY: One last thing needs to be completed.
To be considered for accreditation, the library must also complete the "Accreditation in State Library System Application".

Where to find a blank copy of the Application:
--> Texas LibPAS portal Home page: https://tx.countingopinions.com/,
-->Texas State Library Public Libraries Annual Report webpage: https://www.tsl.texas.gov/ldn/annualreport.
--> In the printed worksheet. Once the report is locked, the "DRAFT" watermark will no longer be present. Reports can be locked and opened as necessary until April 30.

Once signed, the application should be forwarded to Library Accreditation in the Library Development & Networking Division (LDN) of the Texas State Library. Scan and email the Application to accreditation@tsl.texas.gov. Documents are saved electronically, so no original copy is needed.

NOW you are done! CONGRATULATIONS!!

[1], **2.1** Corrected branch number. One previously reported branch is partner/satellite location. (*0-2024-03-20*)

[2], **3.4** Larger budget allocated towards digital collection to meet demands and hold times. (*0-2024-04-01*)

[3], **3.8** decrease in operating expenditures (*0-2024-03-04*)

[4], **3.8a** [2024-03-04] Barbara Bush Literacy Foundation: 98,915 Barbara Bush Curiosity Cruiser: 16,801 TSLAC Interlibrary Loan: 32,567 Digital Literacy Workshop: 7,000 Barbara Bush Literacy Foundation, Family Place: 111,094 Family Place, South Houston Branch: 22,000 Barbara Bush Curiosity Cruiser: 6,765 Total: 295,142 (*0-2024-03-04*)

[5], ▶**4.3** Increase in library budget (*0-2024-03-04*)

[6], **5.1** City of Katy contribution (*0-2024-03-04*)

[7], **5.6** TSLAC Interlibrary Loan: 32,567 (*0-2024-03-04*)

[8], **6.10** Included Kanopy in this count this year. (*0-2024-04-01*)

[9], Less virtual programming moving out of COVID pandemic. (*0-2024-04-01*)

[10], Less virtual programming moving out of COVID pandemic. (*0-2024-04-01*)

[11], This is the first year we've recorded general interest programming separately. (*0-2024-04-01*)

[12], This is the first year we've recorded general interest programming separately. (*0-2024-04-01*)

[13], **7.26** Less virtual programming as we moved out of COVID. (*0-2024-04-01*)

[14], **11.1** We don't have a central library. (*0-2024-04-01*)

[15], **11.2** We don't have a central library. (*0-2024-04-01*)

[16], **B2.2** Cruiser/bookmobile added to branch profiles with data. (*0-2024-04-01*)

[17], **B2.2** Cruiser/bookmobile added to branch profiles with data. (*0-2024-04-01*)

[18], **B2.2** Cruiser/bookmobile added to branch profiles with data. (*0-2024-04-01*)

[19], **B2.2** Cruiser/bookmobile added to branch profiles with data. (*0-2024-04-01*)

[20], **B2.2** Provided values based on most recent internal Branch profiles. (*0-2024-04-01*)

[21], **B2.2** Provided values based on most recent internal Branch profiles. (*0-2024-04-01*)

[22], **B2.2** Provided values based on most recent internal Branch profiles. (*0-2024-04-01*)

[23], **B2.2** Provided values based on most recent internal Branch profiles. (*0-2024-04-01*)