You are on the library staff at the St. Elmo Heights Public Library, which serves a population of 31,000, 10,000 of whom are registered as library users. The library charges a nonresident fee of $25.00 to persons living outside the library's service area. The library is a single service unit with no branches, bookmobile or deposit stations.

Within the last year the library moved into a newly renovated one story historic building on the main street in town, close to banks and businesses. The library boasts of a new automated circulation system and theft control system. The general adult fiction collection is not divided by genre though several special collections exist: there is a small Spanish language collection, a Texana collection, and two racks of paperbacks of Hi-Low materials. New books are placed on shelves near the Texana collection. With the move to the new building, the library was able to increase its shelving space by 30%.

The library is open 58 hours per week:
- Monday - Thursday: 10 am - 9 pm
- Friday - Saturday: 10 am - 5 pm

The library is staffed by 10 paid library staff members: three FTE with MLS degrees and seven library assistants.

At the end of the last fiscal year (June 30), the library held 43,200 library materials: 66,000 books and serials, 1,000 microforms (serials and government documents), and 200 pamphlets. The library does not have a weeding schedule nor did it weed materials last year. It subscribes to 100 serials.

The library circulated a total of 250,000 items last year and answered some 9,000 reference questions. Library patrons filed 300 interlibrary loan requests; the library did not receive any incoming interlibrary requests from other libraries. 6,000 people attended library programs, including the summer reading program. One microcomputer is available for public use with Internet access.

The Director is a well known contributor to PubLib.
The library taxes at a rate of 0.176. Last year the St. Elmo Heights Public Library received an income of $415,000, $407,000 from local government and $8,000 from other local funds. The library spent $415,000: $295,000 on salaries, wages, and benefits; $40,000 on printed materials; $8,000 on serial subscriptions; and $72,000 on other operating expenses. The library has an advisory board of seven trustees who are appointed. The library is a member of a public library system whose headquarters is at Waterloo City Public Library. St. Elmo Heights professional librarians are actively involved in the Texas Library Association. The library is well known for its literacy program as well as its summer reading program.