

2021 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

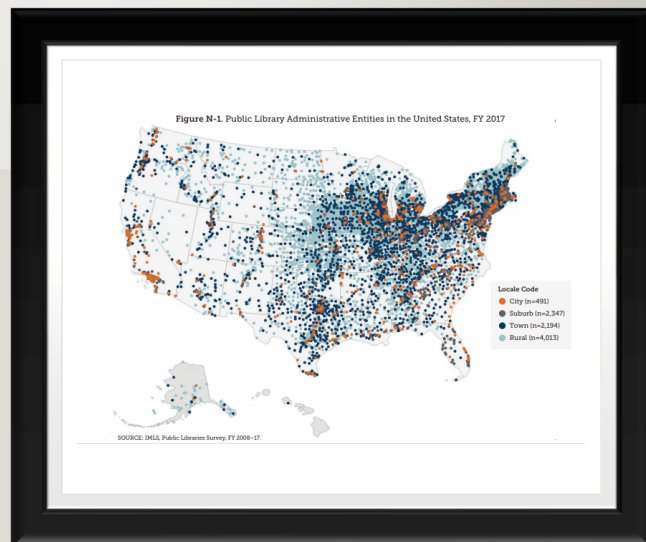
LIBRARY DEVELOPMENT OFFICE – ANGELA FOX

NOVEMBER 2021

1

WHAT IS THE ANNUAL REPORT?

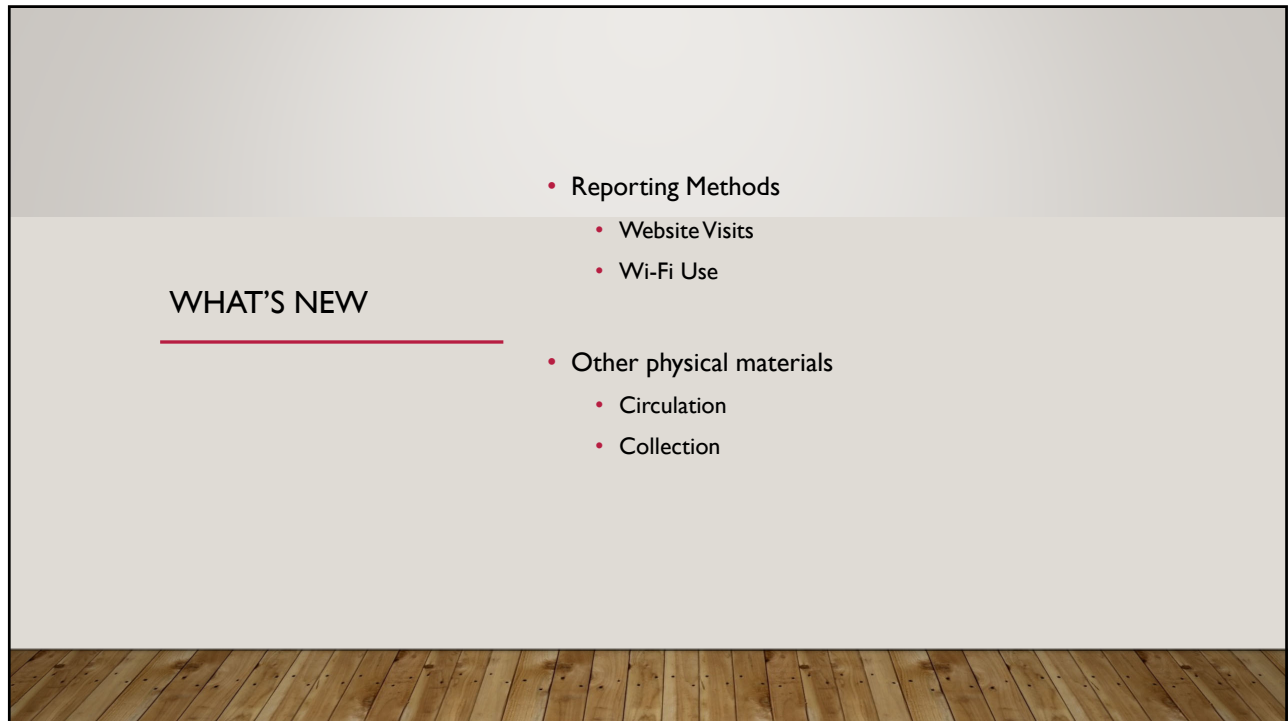
- Only annual collection of public library data
- IMLS core questions (data elements) + ISL additions
- Used to check standards
- Publicly available



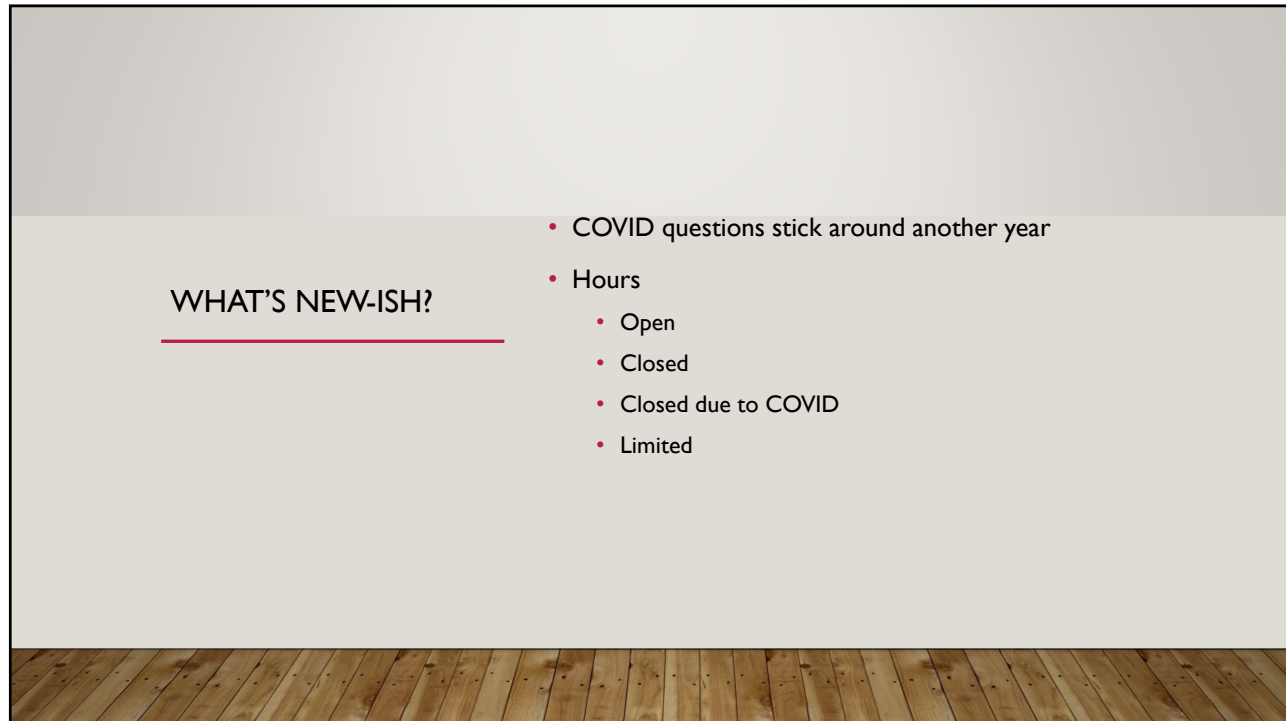
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4



WHAT'S NEW-ISH?

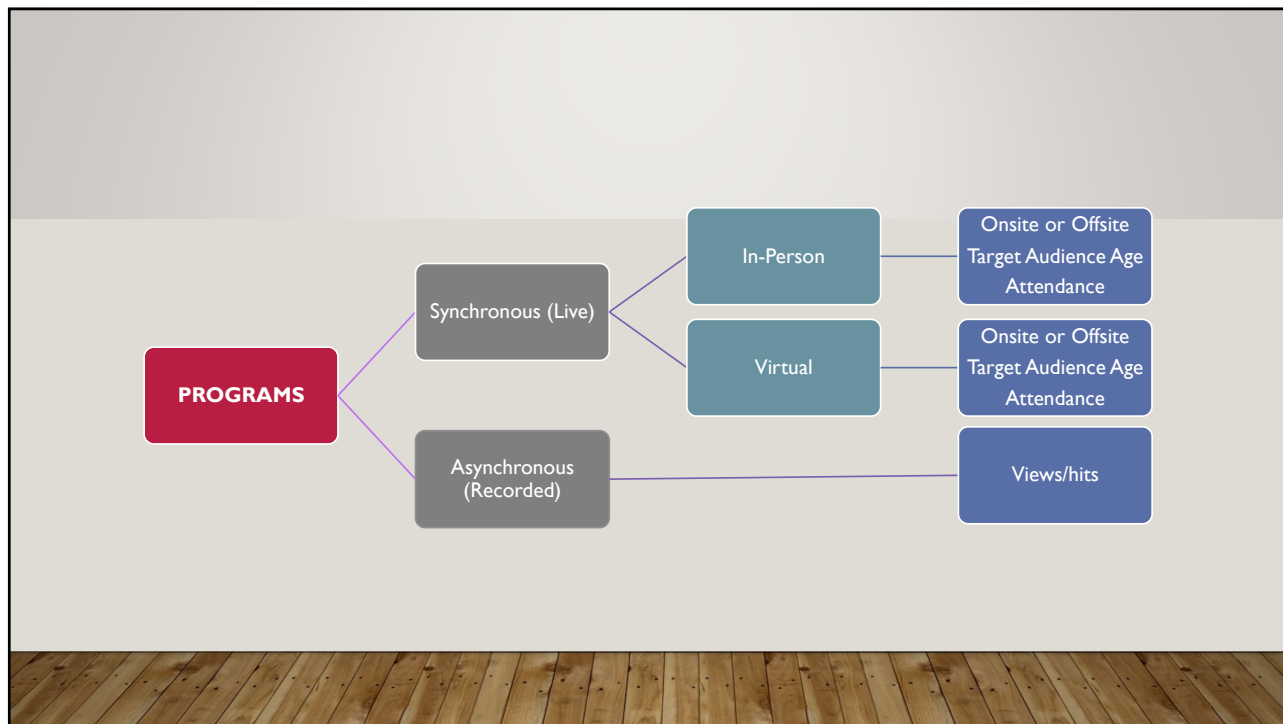
- COVID questions stick around another year
- Hours
 - Open
 - Closed
 - Closed due to COVID
 - Limited

5



PROGRAMMING

6



7

CHANGES TO PROGRAMMING STATS

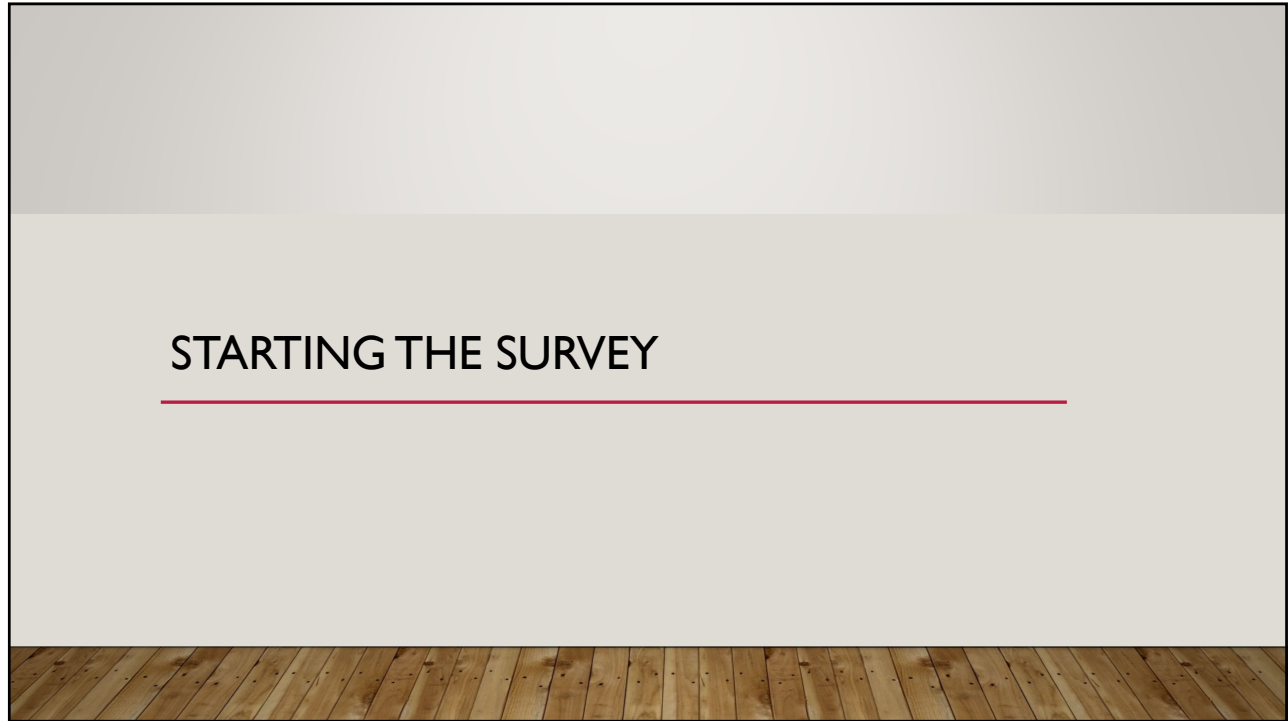
...IN THE 2021 REPORTING YEAR

- Counting device logins, not people, as synchronous virtual attendance
- Counting synchronous → asynchronous (live, but later recorded and posted) as TWO programs

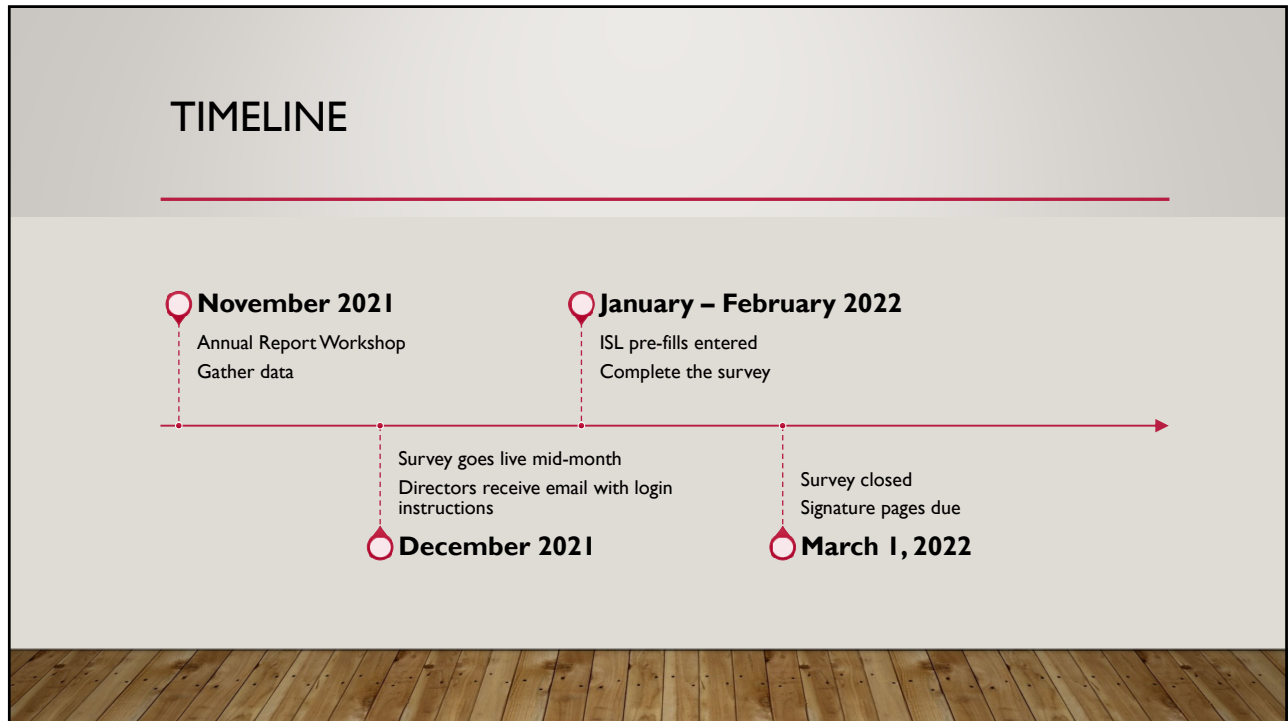
...IN 2022 AND BEYOND

- Additional targeted audience category: Children 0 – 5 years
- Counting asynchronous views for seven days

8



9



10



YOUR DUCKS

11

TECHNICAL DIFFICULTIES?

- Check with your IT person / department
 - Local issues: firewalls, browsers, etc.
- Contact ISL
 - 1-800-451-6028
 - (317) 234-6550
 - Edit prefilled responses, retrieve passwords, content/meaning
- Call Bibliostat
 - 1-866-785-9935



12

NAVIGATING THE SURVEY

- Chrome
- Click on question mark icons for help
 - Disable pop-up blockers
- Use **Prev** and **Next** buttons or side menu for navigation
- Click **Save** and **Logout**
- FAQ within survey

13

NAVIGATING THE SURVEY

The screenshot shows the survey interface for the Indiana Public Library Annual Report 2020. The interface includes a top navigation bar with links for Survey List, FAQ, and Instructions. Below this is a header with the title and buttons for Show Status, Print, Submit, Prev, Next, and Save. A left sidebar contains a Survey Navigation menu with sections for General Information, Registrations (highlighted), and Libraries and Political Subdivisions. The main content area displays the '2 - Registrations' section, which includes instructions about standards and a question '02-001 Total number of resident registered users' with an input field and a help icon. A 'SHOW LAST YEAR'S ANSWERS' button is also present. A 'FLAG NOTE' button is located at the bottom right. Green arrows point to the Survey List, FAQ, Instructions links, the Survey Navigation menu, the Prev/Next/Save buttons, the help icon, and the FLAG NOTE button.

14

GENERAL INSTRUCTIONS

TIME FRAME

- Report on the **2021** calendar year
- Exceptions (most current):
 - Contact information
 - Hours of operation
 - Assessed valuation and tax rate
 - Library board members
 - Hourly salaries and benefits

ESTIMATES

- If exact data is not known, please estimate
- Enter zero only if the actual number to report is zero or none
- Enter N/A if you know a particular item is **NOT** zero, but you don't know what it is and you are unable to estimate it

15

GENERAL INFORMATION

PART I

16

GENERAL INFORMATION

Respondent Identification

- 01-001 Name of the person preparing this report
- 01-002 Preparer's phone number
- 01-003 Time zone in which the library's administrative entity is located
- 01-004 Library name
- 01-005 Library class
- 01-006 Library director
- 01-007 Street address
- 01-008 City
- 01-009 ZIP code

17

GENERAL INFORMATION

Respondent identification


- 01-010 Is the mailing address the same as the address listed above?
- 01-011 Mailing address
- 01-012 Mailing city
- 01-013 Mailing ZIP code
- 01-014 Congressional district number
- 01-015 Phone
- 01-016 Fax
- 01-017 Does your library have an answering machine, voicemail or other similar technology?
- 01-018 Library URL
- 01-019 Public library email address, or a means of electronic contact listed on the library's website

18

GENERAL INFORMATION

Building Questions

- 01-020 Year the current central library was built
- 01-021 Year of the most recent structural addition or alteration to the current central library
- 01-022 Square footage of the central library




19

GENERAL INFORMATION

Building Hours

- 01-023 [Click here to complete the central library daily hours](#)
- 01-023a If your central library has a non-standard schedule that cannot be correctly entered into the above form, please provide those hours here.
- 01-024 Monday opening time
- 01-025 Monday closing time
- continued —
- 01-036 Sunday opening time
- 01-037 Sunday closing time



20

GENERAL INFORMATION

Building Hours

- 01-038 Total number of hours the central library is open during a typical week
- 01-039 Total number of hours per week the central library is open after 5:00 PM
- 01-040 Total number of hours per week the central library is open on Saturday
- 01-041 Total number of hours per week the central library is open on Sunday

21

GENERAL INFORMATION

Building Hours

- 01-042 Number of weeks per year the central library was open in 2021
 - More than ½ of scheduled service hours
- 01-043 Number of weeks per year the central library was closed **due to COVID-19** in 2021
- 01-044 Number of weeks an outlet had limited occupancy due to **COVID-19**
 - Weeks may count for both limited and open
- 01-045 Total **public service** hours the central library was open in 2021
 - (Hours Open x Weeks Open) + (Hours in Limited Weeks x Number of Limited Weeks)

22

GENERAL INFORMATION

Internet Access

- 01-046 Does the library provide internet access?
- 01-045 What type of internet access is available in the central library?
- 01-046 Specify the download speed of internet access in the central library

23

GENERAL INFORMATION

Branches

- **01-200 Total number of branches**
- 01-200a Branch name
- 01-201a Branch street address
- 01-202a Branch city
- 01-203a Branch county
- 01-204a Branch ZIP
- 01-205a Is the mailing address the same as the address listed above?
- 01-206a Branch mailing address
- 01-207a Phone 01-208a Fax
- 01-210 Year of the most recent structural addition or alteration
- 01-211a Square footage of branch

24

• 01-212a Number of weeks per year individual branch is open

• 01-213a Number of weeks the individual branch closed **due to COVID-19**

• 01-214a Number of weeks a branch had limited occupancy due to COVID-19

GENERAL INFORMATION

Branches

- 01-215a Monday opening time
- 01-216a Monday closing time

— continued —

- 01-229a Total **public service** hours for the branch library during a typical week
- 01-030a Total **public service** hours the branch was open in 2021

25

• 01-231a Does the branch provide internet access?

• 01-232a What type of internet access is available in the branch library?

• 01-233a Specify the speed of internet access in the branch library

GENERAL INFORMATION

Branches

- 01-237a Total annual **public service** hours of all branches

26

GENERAL INFORMATION

Bookmobiles

- **01-3100a Total number of bookmobiles**
- 01-301a Bookmobile name
- 01-302a Bookmobile street address
- 01-303a Bookmobile city
- 01-304a Bookmobile county
- 01-305a Bookmobile ZIP
- 01-306a Is the mailing address the same as the address listed above?
- 01-307a Bookmobile mailing address
- 01-308a Phone 01-309a Fax

27

GENERAL INFORMATION

Bookmobiles

- 01-310a Total number of hours the bookmobile is open during a typical week
- 01-311a Number of weeks per year the bookmobile is open
- 01-212a Number of weeks the bookmobile closed due to COVID-19
- 01-213a Number of weeks bookmobile had limited occupancy due to COVID-19
- 01-314a Total **public service** hours the bookmobile was open in 2021
- 01-315 Total annual **public service** hours of all bookmobiles
- 01-500 Total system public service hours per year

28

REGISTRATIONS

PART 2

29

REGISTRATIONS

- 02-001 Total number of resident registered users
- 02-002 Total number users from contracting areas
- 02-003 Total number of non-resident registered users
- 02-004 Total number of reciprocal users
- 02-005 Total number of PLAC users
- 02-006 Total number of non-resident cards issued to student users
- 02-007 Total number of non-resident cards issued to school employees
- 02-008 Total number of non-resident cards issued to library employees

30

REGISTRATIONS

- 02-009 Amount of non-resident fee
- 02-010 Date library board adopted this fee
- 02-011 Does your library annually purge or mark inactive accounts for those patrons who have not use their accounts for the past three (3) years and do not owe materials, fines, or fees to the library?

31

**LIBRARIES AND
POLITICAL
SUBDIVISIONS**

PART 3

32

**LIBRARIES AND
POLITICAL
SUBDIVISIONS**

- 03-001 Name of primary county
- 03-002 Total assessed valuation for library district
- 03-003 Operating tax rate
- 03-004 Source year for data
- 03-005 Debt fund tax rate
- 03-006 LCPF tax rate
- 03-007 Did your library roll the LCPF into the operating tax rate?

33

**LIBRARIES AND
POLITICAL
SUBDIVISIONS**

Additional Counties

- 03-008 Name of additional county
- 03-009 Total assessed valuation for additional county
- 03-010 Operating tax rate for additional county
- 03-011 Debt fund tax rate
- 03-012 LCPF tax rate

34

LIBRARIES AND POLITICAL SUBDIVISIONS

Population Numbers

- 03-013 Total district population without contracts
- 03-014 Total district population with contracts
- 03-015 Political subdivision name
- 03-016 Type of political unite taxed (taxed units 1, 2, 3, 4, 9, 11, 12 only)
- 03-017 Population 2010 census (taxed and served)
- 03-018 Type of political unit (contracting units 5, 6, 7, 8, 10 only)
- 03-019 Population 2010 census (served by contract)

35

LIBRARIES AND POLITICAL SUBDIVISIONS

POLITICAL UNIT - TAXED

- 1 (city/town)
- 2 (more than 1/2 of county)
- 3 (total county)
- 4 (township merged)
- 9 (township validated)
- 11 (endowed)
- 12 (county contractual)

POLITICAL UNIT - CONTRACTING

- 5 (township, partial, served by contract)
- 6 (township served by contract)
- 7 (township taxed to pay contract)
- 8 (township, partial, taxed to pay contract)
- 10 (town served by contract) only

36

**LIBRARIES AND
POLITICAL
SUBDIVISIONS**

- 03-020 Were there any changes to your library's service area? (Changes may include annexations, mergers, or changes to contracts.)
- 03-021 If the answer to 03-020 is YES, please explain

37

**OPERATING
REVENUE**

PART 4

38

OPERATING REVENUE

Local Government

- 04-001 Property tax or CEDIT income from library tax rate
- 04-002 Miscellaneous income taxes or LIT (Local Income Tax)
- 04-003 Contractual revenue received for service
- 04-004 Total local government revenue

39

OPERATING REVENUE

State Government

- 04-005 Financial Institutions Tax (FIT)
- 04-006 License Vehicle Excise Tax
- 04-007 Commercial Vehicle Excise Tax (CVET)
- 04-008 Broadband Connectivity Grant
- 04-009 Other State Revenue
- 04-010 Source(s)
- 04-011 Total state revenue

40

OPERATING REVENUE

Federal Government

- 04-012 LSTA grants
- 04-013 Other federal income (including CARES Act Funds)
- 04-014 Source (s)
- 04-015 Total federal income

41

OPERATING REVENUE

Other

- 04-016 PLAC reimbursement
- 04-017 Fines and fees
- 04-018 Interest on investments
- 04-019 Gift receipts
- 04-020 Private and public foundation grants
- 04-021 Miscellaneous revenue
- 04-022 Source(s)
- 04-023 Total other revenue
- 04-024 Total operating revenue

42



43



44

EXPENDITURES	
Operating Fund: Other Services and Charges	<ul style="list-style-type: none"> • 05-007 Professional services • 05-008 Communication and transportation • 05-009 Printing and Advertising • 05-010 Insurance • 05-011 Utility services • 05-012 Repairs and maintenance • 05-013 Rentals • 05-014 Debt Service • 05-015 Lease Rental • 05-016 Other • 05-017 Total of other services and charges

45

EXPENDITURES	
Capital Outlays from Operating Fund Expenditures	<ul style="list-style-type: none"> • 05-018 Land • 05-019 Buildings • 05-020 Improvements other than buildings • 05-021 Furniture and equipment • 05-022 Capital Outlays for public access computers, e-readers, and electronic media devices

46

EXPENDITURES

Operating Fund:
Library Materials

- 05-023 Books
- 05-024 Periodicals and newspapers
- 05-025 Audio/Visual materials, microforms, and other non-printed, physical materials
- 05-026 E-book, electronic collections, and database licensing/purchase/lease expenditures
- 05-027 Electronic physical format, including Playaways, e-book readers, and video games

47

EXPENDITURES

Non-Operating Fund:
Library Materials

- 05-028 Books
- 05-029 Periodicals and newspapers
- 05-030 Audio/Visual materials, microforms, and other non-printed, physical materials
- 05-031 E-book, electronic collections, and database licensing/purchase/lease expenditures
- 05-032 Electronic physical format, including Playaways and e-book readers

48

EXPENDITURES

Totals: Library Materials

- 05-033 Total expenditures for print materials
- 05-034 Total expenditures for electronic materials
- 05-035 Total expenditures for other materials
- 05-036 Total expenditures for collections
- 05-037 Total operating fund capital outlays
- 05-038 Total operating fund expenditure for collection development
- 05-038 Total non-operating fund expenditure for collection development
- 05-039 Total non-operating fund expenditure for collection development

49

EXPENDITURES

Totals

- 05-040 Public access computers, e-readers and electronic media devices from all non-operating funds
- 05-041 Total operating fund expenditures
- 05-042 Other operating expenditures
- 05-043 Total operating expenditures
- 05-044 Total capital fund expenditures

50



EXPENDITURES

Totals

- 05-045 Total collection expenditures
- 05-046 Total 2020 operating expenditures per capita (for this year's standards calculations)
- 05-047 Difference between 2020 OE per capita and non-resident fee
- 05-047a Does your library's non-resident fee meet the standard?
- 05-048 Total 2021 operating expenditures per capita
- 05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure

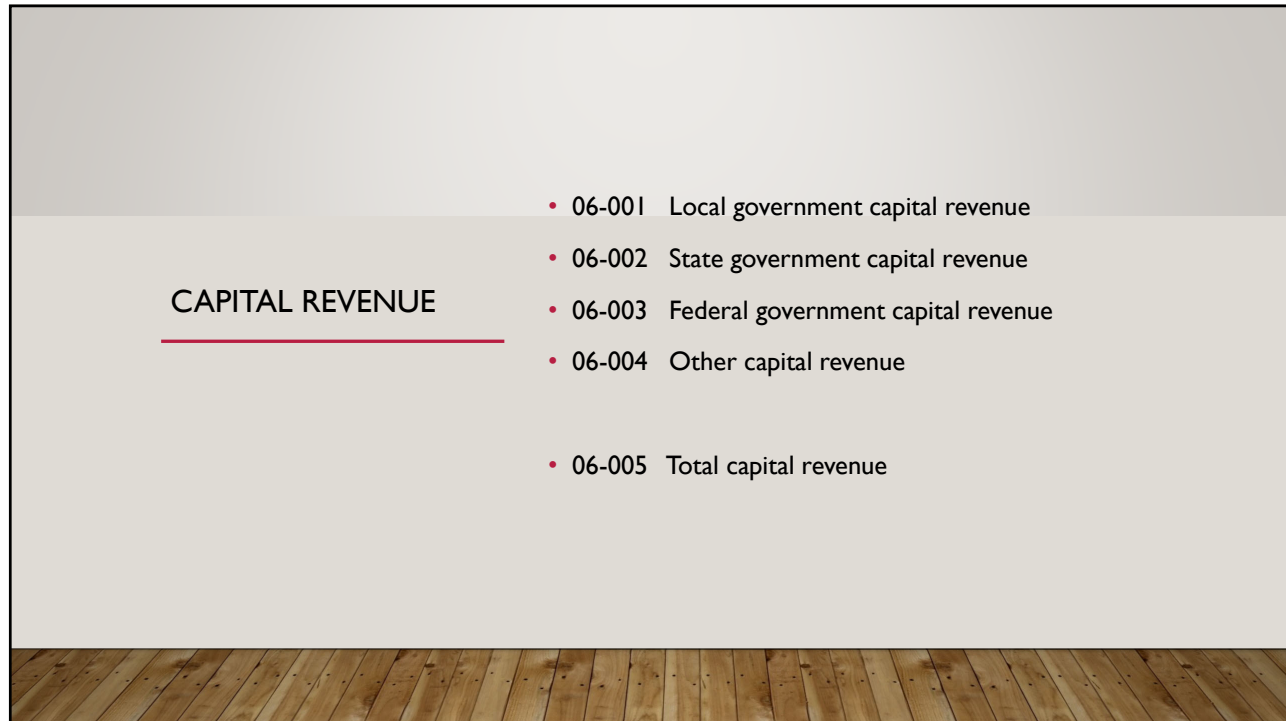
51



CAPITAL REVENUE

PART 6

52



CAPITAL REVENUE

- 06-001 Local government capital revenue
- 06-002 State government capital revenue
- 06-003 Federal government capital revenue
- 06-004 Other capital revenue

- 06-005 Total capital revenue

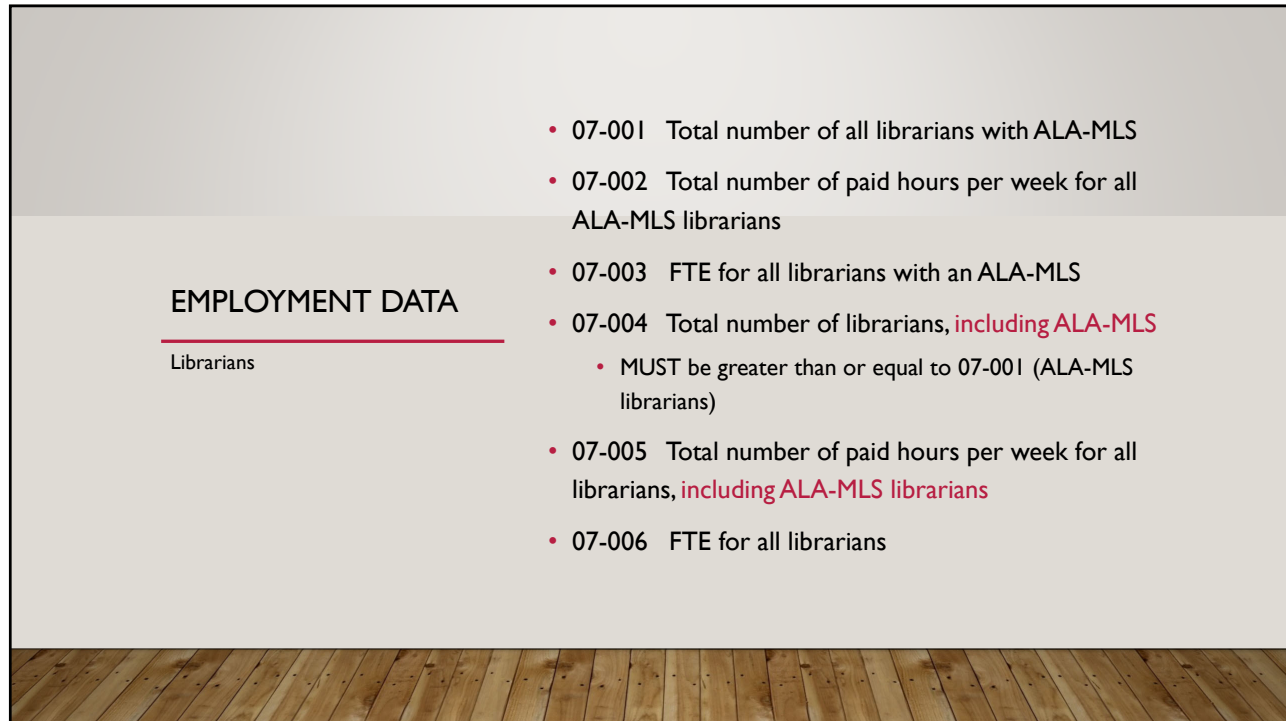
53



EMPLOYMENT DATA

PART 7

54

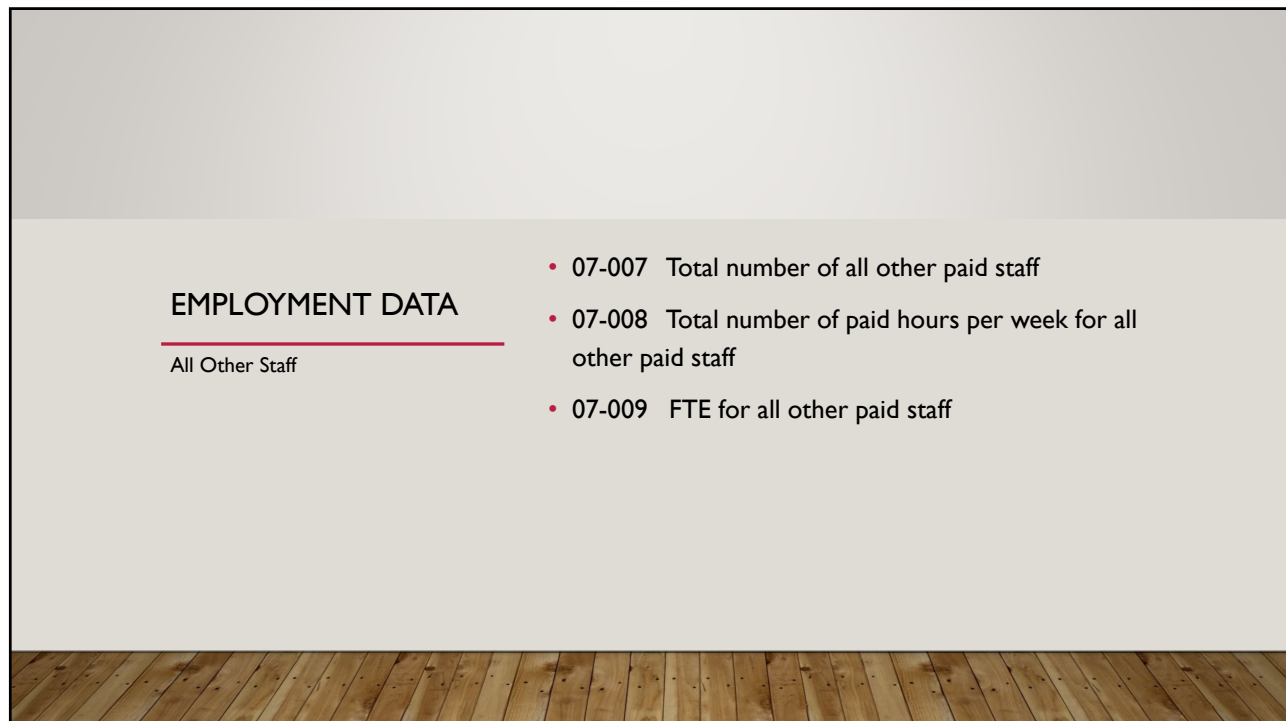


EMPLOYMENT DATA

Librarians

- 07-001 Total number of all librarians with ALA-MLS
- 07-002 Total number of paid hours per week for all ALA-MLS librarians
- 07-003 FTE for all librarians with an ALA-MLS
- 07-004 Total number of librarians, **including ALA-MLS**
 - MUST be greater than or equal to 07-001 (ALA-MLS librarians)
- 07-005 Total number of paid hours per week for all librarians, **including ALA-MLS librarians**
- 07-006 FTE for all librarians

55



EMPLOYMENT DATA

All Other Staff

- 07-007 Total number of all other paid staff
- 07-008 Total number of paid hours per week for all other paid staff
- 07-009 FTE for all other paid staff

56

EMPLOYMENT DATA

Totals

- 07-010 Total number of all paid staff
- 07-011 Total hours paid per week for all paid staff
- 07-012 FTE for all paid staff
- 07-013 Number of hours per week considered to be full-time employment in your library

57

**LIBRARY SERVICE
AND TECHNOLOGY**

PART 8

58

LIBRARY SERVICE AND TECHNOLOGY

Interlibrary Loans

- 08-001 Total number of interlibrary loan items (including photocopies) your library has provided to other libraries
- 08-002 Evergreen transits to other libraries
- 08-003 SRCS materials provided to other libraries
- 08-004 Total number of loans provided to other libraries

59

LIBRARY SERVICE AND TECHNOLOGY

Interlibrary Loans

- 08-005 Number of interlibrary items (including photocopies) your library has borrowed from other libraries
- 08-006 Evergreen transits received from other libraries
- 08-007 SRCS materials received from other libraries
- 08-008 Total number of loans received from other libraries
- 08-009 Net lending rate (# items loaned / # items borrowed)

60

- 08-010 Number of children's programs held in the library
- 08-011 Number of children's programs held offsite

LIBRARY SERVICE AND TECHNOLOGY

Synchronous (Live) **In-Person** Sessions

- 08-012 Number of young adult programs held in the library
- 08-013 Number of young adult programs held offsite
- 08-014 Number of adult programs held in the library
- 08-015 Number of adult programs held offsite
- 08-016 Number of general interest programs held in the library
- 08-017 Number of general interest (all ages) programs held offsite



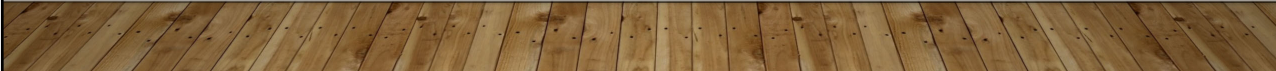
61

- 08-018 Total number of non-library sponsored programs

LIBRARY SERVICES AND TECHNOLOGY

Synchronous (Live) **In-Person** Sessions

- 08-019 Total number of in-person programs held at the library
- 08-020 Total number of in-person programs held offsite




62

LIBRARY SERVICE AND TECHNOLOGY

Synchronous (Live) **In-Person**
Attendance

- 08-021 Attendance at children’s programs held in the library
- 08-022 Attendance at children’s programs held offsite
- 08-023 Attendance at young adult programs held in the library
- 08-024 Attendance at young adult programs held offsite
- 08-025 Attendance at adult programs held in the library
- 08-026 Attendance at adult programs held offsite
- 08-027 Attendance at general interest (all ages) programs held outside of the library
- 08-028 Attendance at general interest (all ages) programs held offsite




63

LIBRARY SERVICE AND TECHNOLOGY

Synchronous (Live) **In-Person**
Attendance

- 08-029 Total attendance at non-library sponsored programs
- 08-030 Total children’s in-person program attendance
- 08-031 Total young adult in-person program attendance
- 08-032 Total attendance at all in-person programs held in the library
- 08-033 Total attendance at all in-person programs held offsite
- 08-034 Total attendance at all in-person programs



64

LIBRARY SERVICE AND TECHNOLOGY

Synchronous (Live) Virtual Programs

- 08-035 Number of children’s synchronous virtual programs
- 08-036 Number of young adult synchronous virtual programs
- 08-037 Number of adult synchronous virtual programs
- 08-038 Number of general interest (all ages) synchronous virtual programs

- 08-039 Total number of synchronous virtual programs

65

LIBRARY SERVICE AND TECHNOLOGY

Synchronous (Live) Virtual Programs

- 08-040 Attendance at children’s synchronous virtual programs as counted by **participant devices** (one device = one participant)
 - 08-040a Attendance at children’s synchronous virtual programs as counted **by participants**, if available
- 08-041 Attendance at young adult synchronous virtual programs as counted by participant devices
 - 08-041a Attendance...by participants
- 08-042 Attendance at adult synchronous virtual programs as counted by participant devices
 - 08-042a Attendance...by participants
- 08-043 Attendance at general interest (all ages) synchronous virtual programs as counted by participant devices
 - 08-043a Attendance...by participants

66

LIBRARY SERVICE AND TECHNOLOGY

Synchronous (Live) Virtual Programs

- 08-044 Total attendance at synchronous (live) virtual programs as counted by participant devices
 - 08-044a Total attendance at synchronous (live) virtual programs as counted by participants, if possible

67

LIBRARY SERVICE AND TECHNOLOGY

Synchronous (Live) Program Totals

- In-Person
- Virtual (streaming)
- 08-045 Total number of children's synchronous (live) programs
- 08-046 Total number of young adult synchronous (live) programs
- 08-047 Total number of all synchronous (live) programs
- 08-048 Total attendance at children's synchronous (live) programs
- 08-049 Total attendance at young adult synchronous (live) programs
- 08-050 Total attendance at all synchronous (live) programs

68

LIBRARY SERVICE AND TECHNOLOGY

Asynchronous (Recorded) Program Presentations

- 08-051 Total number of asynchronous (recorded) program presentations
 - If a live-streaming program is later posted for archived viewing, count it BOTH as asynchronous and synchronous
 - Regardless of platforms, count once
 - Count library-produced podcasts [here](#)

69

LIBRARY SERVICE AND TECHNOLOGY

Asynchronous (Recorded) Program Presentations

- 08-052 Total views of asynchronous (recorded) program presentations
 - Views/hits of programs [created and posted](#) in 2021
 - For 2021: Views for the duration of the posting OR until the end of the calendar year
 - In 2022: Views for the first week posted

70

LIBRARY SERVICE AND TECHNOLOGY

- 08-053 How many weeks of a Children’s Reading Program did your library offer at each fixed location?
- 08-054 Total number of annual visits to the library
 - 08-054a Library visits reporting method
- 08-055 Total number of reference transactions in 2021
 - 08-054a Reference transactions reporting method
- 08-055 Total number of instructional reference services in 2021

71

LIBRARY SERVICE AND TECHNOLOGY

Electronic Collections

- 08-057 Number of state licensed databases (INSPIRE databases)
- 08-058 Number of local and other licensed databases (not INSPIRE)
- 08-059 Name(s) of public use/commercial databases to which the library subscribes
- 08-060 Total electronic collections/databases

72

LIBRARY SERVICE AND TECHNOLOGY

Computers and Wi-Fi

- 08-061 Number of uses (sessions) of public internet computers in 2021
 - 08-061a Reporting method for number of uses of public internet computers
- 08-062 Number of wireless internet uses per year
 - 08-062a Reporting method for number of wireless sessions
- 08-063 Number of public internet computers system-wide
- 08-064 Number of staff computers
- 08-065 Number of website visits

73

LIBRARY SERVICE AND TECHNOLOGY

Library System Automation

- 08-066 Does your library have an automated bookkeeping system?
- 08-067 Name of bookkeeping system
- 08-068 Brand and version of Integrated Library System (ILS)

74

CIRCULATION AND HOLDINGS

PART 9

75

CIRCULATION AND HOLDINGS

Circulation and Collections Use

- 9-001 Circulation of physical items
- 09-002 Use of electronic materials
- 09-003 Successful retrieval of electronic information
- 09-004 Total electronic content use
- 09-005 Circulation of all children's materials
- 09-006 Circulation of other physical Items

76



CIRCULATION AND HOLDINGS

Circulation and Collections Use

- 09-007 Total circulation of all materials
- 09-008 Total collection use
- 09-009 Total in-house usage of materials

77



CIRCULATION AND HOLDINGS

Selected Holdings

- 09-010 Books (print)
- 09-011 Does the library belong to an e-book consortium
- 09-012 Name of e-book consortium
- 09-013 E-books (LOCAL HOLDINGS)
- 09-014 E-books (CONSORTIUM HOLDINGS)
- 09-015 E-books (TOTAL)


78

CIRCULATION AND HOLDINGS

AV Holdings

- 09-016 Video materials, physical units
- 09-017 Video materials, downloadable units (LOCAL HOLDINGS)
- 09-018 Video materials, downloadable units (CONSORTIUM HOLDINGS)
- 09-019 Video materials, downloadable units (TOTAL)

- 09-020 Audio materials, physical units
- 09-021 Audio materials, downloadable units (LOCAL HOLDINGS)
- 09-022 Audio materials, downloadable units (CONSORTIUM HOLDINGS)
- 09-023 Audio materials, downloadable units (TOTAL)




79

CIRCULATION AND HOLDINGS

Other Holdings

- 09-024 Current print serial subscriptions
- 09-025 Current electronic serial subscriptions
- 09-026 Does your library circulate hotspots?
- 09-027 Other circulating physical items
- 09-028 Total physical items in the collection.



80



81



82

LIBRARY BOARD

- Repeated for:
 - Vice President
 - Secretary
 - Treasurer (OR Treasurer/Employee)
 - Members
- 10-0991 What day of the month is the regular library board meeting?
- 10-0992 What is the time of the regular library board meeting?

83

**SALARY AND
BENEFITS**

PART II

84

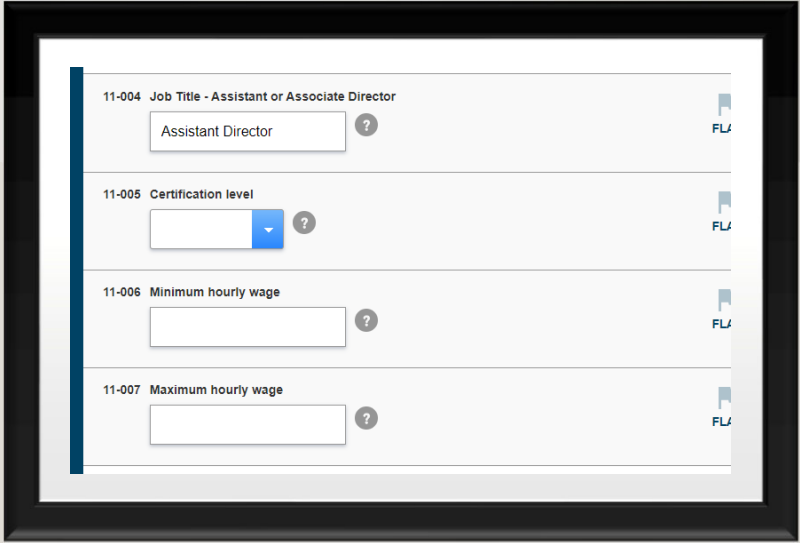
SALARY AND BENEFITS

Director

- 11-001 Annual salary of the director
- 11-002 Does the library director have an employment contract?
- 11-003 What is the current level of certification held by the library director?

85

SALARY AND BENEFITS



The screenshot shows a form with four sections:

- 11-004 Job Title - Assistant or Associate Director: A text input field containing "Assistant Director" with a question mark icon and a "FLA" flag icon to the right.
- 11-005 Certification level: A dropdown menu with a question mark icon and a "FLA" flag icon to the right.
- 11-006 Minimum hourly wage: An empty text input field with a question mark icon and a "FLA" flag icon to the right.
- 11-007 Maximum hourly wage: An empty text input field with a question mark icon and a "FLA" flag icon to the right.

86

SALARY AND BENEFITS

Benefits: Full-Time

- 11-501 PERF
- 11-502 Deferred compensation
- 11-503 Health insurance
- 11-504 Health Savings Account (HSA)
- 11-505 Dental insurance
- 11-506 Life insurance
- 11-507 Vision insurance
- 11-508 Disability insurance
- 11-509 Paid time off for continuing education
- 11-510 Reimbursement for continuing education
- 11-511 Other 1 (specify)
- 11-512 Other 2 (specify)

87

SALARY AND BENEFITS

Benefits: Part-Time

- 11-513 PERF
- 11-514 Deferred compensation
- 11-515 Health insurance
- 11-516 Health Savings Account (HSA)
- 11-517 Dental insurance
- 11-518 Life insurance
- 11-519 Vision insurance
- 11-520 Disability insurance
- 11-521 Paid time off for continuing education
- 11-522 Reimbursement for continuing education
- 11-523 Other 1 (specify)
- 11-524 Other 2 (specify)

88

SALARY AND BENEFITS

Paid Time Off

- Full-Time Librarian
- 11-525 Number of vacation days
- 11-526 Number of sick days
- 11-527 Number of personal days
- 11-528 Number of holidays
- 11-529 Number of funeral/bereavement days
- 11-530 Number of other days (specify) OR all-purpose PTO

Repeats for:

- Part-time librarian
- Full-time support staff
- Part-time support staff

89

PLAC LOANS

PART 12

90

PLAC LOANS

- Don't report loans TO your library
- Don't include reciprocal loans or nonresident loans (unless using a PLAC card)
- You do NOT need to enter zero for libraries – just skip them!

91

PLAC LOANS

- 12-001 Did your library make any PLAC loans?
- 12-002 Adams Public Library System
- 12-003 Akron Carnegie Public Library
- 12-004 Alexandria-Monroe Public Library
- 12-005 Alexandrian Public Library
- ...
- 12-237 Yorktown Public Library
- 12-238 Total PLAC Loans

92

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

PART 13

93

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

- 13-001 Does your library comply with Public Library Law under IC 36-12?
- 13-002 If the answer to 13-001 is NO, explain
- 13-003 Does your library comply with other Indiana laws that affect municipal corporations?
- 13-004 If the answer to 13-003 is NO, explain
- 13-005 Does your library comply with all federal laws affecting employment practice?
- 13-006 If the answer to 13-005 is NO, explain

94

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

- 13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?
- 13-008 If the answer to 13-007 is NO, explain
- 13-009 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?
- 13-010 If the answer to 13-009 is NO, explain

95

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Board and Director

- 13-011 Do the library board and the director maintain separate functions?
- 13-012 Is the board responsible for governance and policy?
- 13-013 Is the director responsible for administration, operation and management of the library?
- 13-014 Does the director work full-time?
- 13-015 Does the director have the required certification under 590 IAC 5?

96

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Plans and Policies

- With the advice and recommendations of the library director, has the library board adopted the following plans and policies?
 - 13-016 A schedule of classification of employees
 - 13-017 An annual schedule of salaries
 - 13-018 A proposed library budget

97

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Personnel Policies

- Has the library board adopted written personnel policies and procedures dealing with:

• 13-019 Recruitment?	Y/N
• 13-020 Selection?	Y/N
• 13-021 Appointments?	Y/N
• 13-022 Personnel actions?	Y/N
• 13-023 Salary administration?	Y/N
• 13-024 Employee benefits?	Y/N
• 13-025 Conditions of work?	Y/N
• 13-026 Leaves?	Y/N

98

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Bylaws

- 13-027 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?
- 13-028 Does the library have current, written bylaws that state its purpose and its operational procedures?
- 13-029 Do the library bylaws specifically state rules governing conflicts of interest issues?
- 13-030 Do the library bylaws specifically state rules governing nepotism?
- 13-031 Have the bylaws been reviewed by the board in the last three years?
- 13-032 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?

99

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

- 13-033 Does your library have a written collection development plan?
- 13-034 Does your library have a written circulation policy detailing the principles of access for all library materials and service?
- 13-035 Does your library provide support for continuing education for staff and trustees?

100

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Long-Range Plan

- 13-036 Does the library have a written long-range plan of service?
- 13-037 What year did your current long-range plan begin?
- 13-038 What year does your current long-range plan end?
- 13-039 Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?
- 13-040 Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?

101

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Long-Range Plan


- Does your long-range plan include:
 - 13-041 ...a statement of community needs and goals?
 - 13-042 ...measurable objectives and service in response to the community's needs and goals?
 - 13-043 ...an assessment of facilities, services, technology, and operations?
 - 13-044 ...an ongoing evaluation process?
 - 13-045 ...a plan for financial resources and sustainability?
 - 13-046 ...an equipment replacement schedule?
 - 13-047 ...a professional development strategy?
 - 13-048 ...a statement of collaboration with other public libraries?
 - 13-049 ...a statement of collaboration with other community partners?

102

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Resource Sharing

- 13-050 Does your library provide interlibrary loan free of charge to other libraries within Indiana?
- 13-051 Does your library provide interlibrary loan free of charge to your users?
- 13-052 Does your library lend materials via a statewide reciprocal borrowing program?
- 13-053 Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?
- 13-054 If the answer to 13-053 is YES, please list libraries with which you have local reciprocal borrowing agreements.
- 13-055 Does your library lend materials using the OCLC resource sharing system?
- 13-056 Is your library a member of Evergreen Indiana?
- 13-057 How many days per week does your library receive InfoExpress courier service?

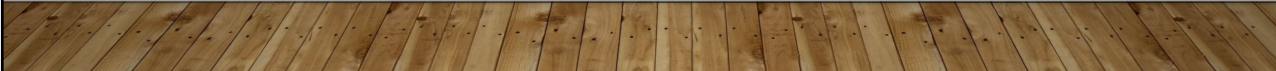


103

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Services

- Does the library provide **adult** services, including:
 - 13-058 Reference services, including knowledge of and access to reference materials, including INSPIRE?
 - 13-059 A collection of materials for adults?
 - 13-060 A space designated for adults in each fixed location?
- ...repeat for **young adult** and **children's** services



104

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Public Access

- 13-067 Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?
- 13-068 Does the library provide computers for the free use of all persons, regardless of residency?
- 13-069 Does your library provide a means for the public to print and make copies at each location?

105

COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Website

- Does your library's website include:
 - 13-070 Current hours of operation?
 - 13-071 A physical address (or addresses) for your library?
 - 13-072 A map for each fixed location?
 - 13-073 A telephone number?
 - 13-074 An email address or other means of electronic contact?
 - 13-075 A link to INSPIRE.in.gov?
 - 13-076 Publicly posted policies, including, but not limited to, circulation, fees, and internet use?
 - 13-077 A link to the library's online public access catalog?
 - 13-078 A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?

106



107



108

SUPPLEMENTAL QUESTIONS

COVID-19 Pandemic's Effect on
Library Services

- 15-001 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?
- 15-002 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?

109

SUPPLEMENTAL QUESTIONS

COVID-19 Pandemic's Effect on
Library Services

- 15-003 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?
- 15-004 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public **during** the pandemic?
- 15-005 Did the library provide "outside" service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

110

SUPPLEMENTAL QUESTIONS

COVID-19 Pandemic's Effect on Library Services

- 15-006 Did the library intentionally add Wi-Fi internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?
- 15-007 Did the library **increase** access to Wi-Fi Internet to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?
- 15-008 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?

111

SUPPLEMENTAL QUESTIONS

COVID-19 Pandemic's Effect on Library Services

- 15-009 Did the library offer “Take and Make” activities in 2021
 - 15-009a Number of “Take and Make” activities distributed? (Optional)

112


Library Consultants

If you have used the services of a professional consultant or architect in the last three years (2018-2021), please provide their information here.

SUPPLEMENTAL QUESTIONS

Library Consultants

- 15-010 Consultant or Company Name
- 15-011 Type of consulting service performed
- 15-012 Street Address
- 15-013 City
- 15-014 State
- 15-015 Zip
- 15-016 Phone
- 15-015 Website

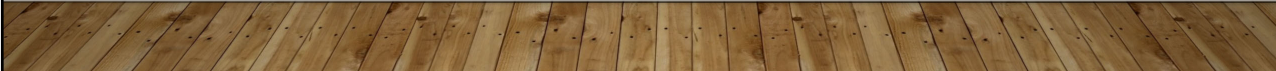


113

SUPPLEMENTAL QUESTIONS

SUPPLEMENTAL QUESTIONS

- 15-016 What professional training topic/s would you like ISL to address?
- 15-017 What's something your library did in the past year that you're proud of?



114



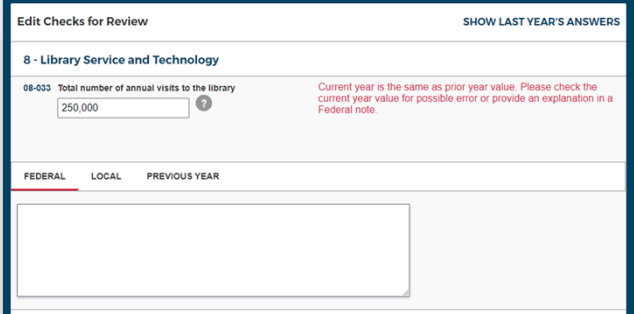
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116

SUBMITTING THE REPORT

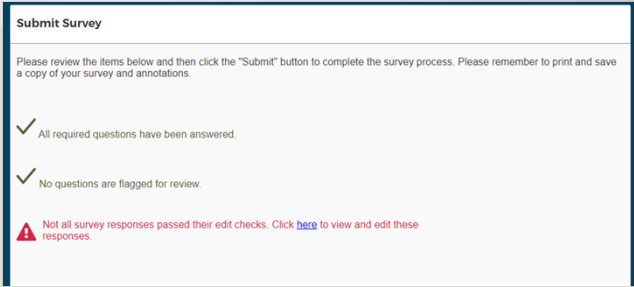
Step 1: Go to the *Status* tab. If needed, clear any edit checks by making corrections or annotating with a federal note.



117

SUBMITTING THE REPORT

Step 2: Go the the *Status* tab OR the *Submit Survey* tab and click the green button.



118



119

A 3D rendered dinosaur, possibly a Tyrannosaurus Rex, standing on a wooden floor. The dinosaur is facing left, with its mouth open showing sharp teeth. Behind it is a framed logo for a library, featuring a circular emblem with a book and stars, and the word 'LIBRARY' partially visible. The background is a light gray wall.

QUESTIONS?

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120