2022 Public Library Annual Report Workshop
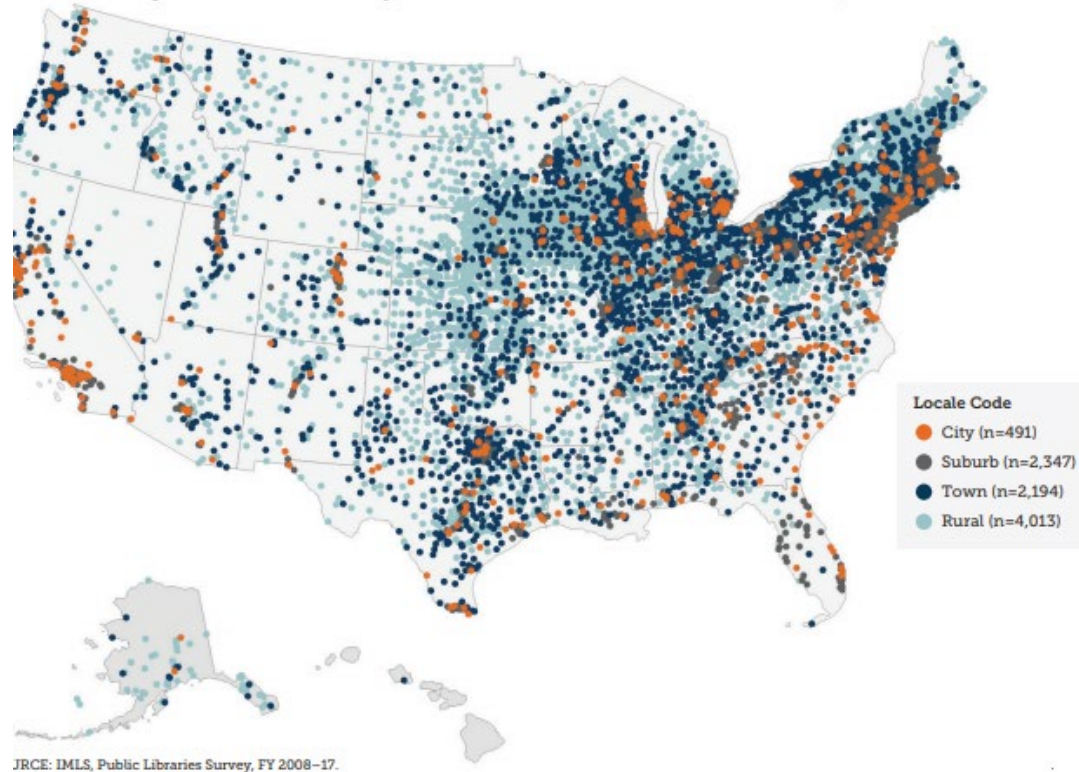
Library Development Office – Angela Fox

November 2022

Last revised: 11/10/2022

What is the Annual Report?

Figure N-1. Public Library Administrative Entities in the United States, FY 2017

Locale Code
- City (n=491)
- Suburb (n=2,347)
- Town (n=2,194)
- Rural (n=4,013)

SOURCE: IMLS, Public Libraries Survey, FY 2008–17.

- Only annual collection of public library data

- IMLS core questions (data elements) + ISL additions

- Key metrics on 9,000 libraries

- Used to check standards

What's New for 2022?

What's New?

- 02-013   As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?

- 13-076a Are (internet) policies reviewed?

About That Programming Section…

- Breaking children's programs into two age divisions (0-5 years, 6-11 years) required

- Measuring virtual participation by participant devices required

- Asynchronous views:

One Month

Starting the Survey

Timeline

November 2022

Annual Report Workshop

Gather data

January – February 2023

ISL pre-fills entered

Complete the survey

Survey goes live mid-month

Directors receive email with login instructions

December 2022

Survey closed

Signature pages due

March 1, 2023

Your Ducks

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

Navigating the Survey

General Instructions

Time Frame

- Report on the 2022 calendar year
- Exceptions (most current):
  - Contact information
  - Assessed valuation and tax rate
  - Library board members
  - Hourly salaries and benefits

Unknowns

- 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

General Information

Part 1

General Information

- Contact Info

- Name, address, phone, size of all locations

- Operating hours – most representative of 2022

- Check your congressional district number

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

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

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

General Information

Building Hours

- 01-023 Click here to complete the central library daily hours

- 01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.

General Information

- 01-024 Monday opening time
- 01-025 Monday closing time

…

- 01-037 Sunday closing time

There are two types of people in this world.

1. Those who can extrapolate from incomplete data

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

General Information

Building Hours

- 01-042 Number of weeks per year the central library was open in 2022

- 01-043 Number of weeks the central library was closed due to COVID-19 **in 2022**

- 01-044 Number of weeks the central library had limited occupancy due to COVID-19 **in 2022**

- 01-045 Total public service hours the central library was open in 2022

General Information

Internet Access

- 01-046 Does the library provide internet access?

- 01-047 What type of internet access is available in the central library?

- 01-048 Select the nearest download speed of internet access in the central library

General Information

Branches

- A branch library is an auxiliary unit of an administrative entity which has at least all of the following:
  - Separate quarters
  - An organized collection of library materials
  - Paid staff; and
  - Regularly scheduled hours for being open to the public

General Information

Branches

- 01-200 Total number of branches
- Repeat of Central Library questions
  - Name
  - Address, mailing address
  - Year and square footage
  - Weeks open, weeks closed, COVID
  - Branch hours
  - Branch internet access

What Is a Bookmobile?

It is

…a traveling branch library.

- Truck or van that carries an organized collection of library material

- Paid staff

- Regularly scheduled hours (stops) for being open to the public

It is not

- Book bike, car, courier vehicle

- Staffed by volunteers

- Strictly delivery

General Information

Bookmobiles

- 01-300 Total number of bookmobiles
- 01-301a Bookmobile name

- Street address
- Weeks per year, hours per week

Registrations

Part 2

Registrations

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

Registrations

- 02-008 Total number of reciprocal users

- 02-009 Total number of PLAC users

- 02-010 Amount of non-resident fee

- 02-011 Date the library board adopted this fee

- 02-012 Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the past three (3) years and do not owe materials, fines, or fees to the library?

- 02-013 As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?

Libraries and Political Subdivisions

Part 3

Libraries and Political Subdivisions

- Welcome, 2020 Census numbers!

- More locked fields

- Update us on changes to your service area

Libraries and Political Subdivisions

Primary County

- 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?

Libraries and Political Subdivisions

Additional County

- 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

Libraries and Political Subdivisions

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)

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

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 unit 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 2020 census (served by contract)

Libraries and Political Subdivisions

Service Area

- 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

Operating Revenue

Part 4

Operating Revenue

- Does not necessarily align with SBOA report

- Operating and non-operating funds lumped together

- Reimbursement grants: report money claimed, not awarded

The ARPA of It All

- Whether the funds are counted as operating/non-operating revenue or capital revenue will depend on your library's **capital asset policy**

- Amount and purpose are factors

- Expenditure and claims must both be accounted for

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

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

Operating Revenue

Federal Government

- 04-012 LSTA grants
- 04-013 Other federal income (including CARES and possibly ARPA funds)
  - Put funds reimbursed, NOT awarded
- 04-014 Source(s)
- 04-015   Total federal income

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

Expenditures

Part 5

Expenditures

- Transfers (to LIRF, Rainy Day, etc.) are not expenditures

- Must report operating and non-operating funds separately

  - What PLS wants vs. what ISL needs for standards

  - Difference between 05-036 - Total Expenditures for Collections; 05-038 - Total Operating Fund Expenditure for Collection Development; and 05-045 Total Collection Expenditures

Expenditures

Operating Fund:

Staff and Supplies

- 05-001   Salaries/wages of all library staff

- 05-002   Employee benefits

- 05-003   Other personal services

- 05-004   Total personal services

- 05-005   Total staff expenditures

- 05-006   Total supplies

Expenditures

Operating Fund:

Other Services and Charges

- 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

Expenditures

Capital Outlays from Operating Fund Expenditures

- 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, tablets, and electronic media devices

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

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

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
- 05-039   Total non-operating fund expenditure for collection development

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

Expenditures

Totals

- 05-045   Total collection expenditures

- 05-046   Total 2021 operating expenditures per capita (for this year's standards calculations)

- 05-047   Difference between 2021 OE per capita and non-resident fee

- 05-047a   Does your library's non-resident fee meet the standard?

- 05-048   Total 2022 operating expenditures per capita

- 05-049   Collection development expenditure (from all funds) as a percentage of operating fund expenditure

Collection Development Standard

Money from both operating and non-operating funds spent on collections (including PACs)

Total operating funds

Capital Revenue

Part 6

Certificate of Appreciation

Awarded to

Capital Revenue

for staying the same

Angela Fox

Angela Fox - LDO

November 10, 2022

Date

Capital Expenditures

- Site acquisition
- New buildings
- Additions to or renovation of buildings
- Furnishing, equipment, and initial collections for new buildings, building additions, or building renovations
- Computer hardware and software used to support library operations, to link to networks, or to run information produces
- New vehicles
- Other one-time major projects

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

Employment Data

Part 7

Employment Data

- Answer questions as if your library is fully staffed

- ALA-MLS librarian is a subset of total librarians. That number MUST be equal to or smaller than total librarians.

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

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

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

Library Service and Technology

Part 8

I'm sorry.

- Really, I am.
- Not everything counts.
- We KNOW we're missing some cool stuff.

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

Library Services 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)

Brace Yourselves.

- Programming Overview
- Guidance available
  - Updated handouts, including IMLS guidance
  - Upcoming webinar. If you wait long enough, you can watch in YouTube, where you'll have the option to turn it up to 1.5 speed or skip ahead
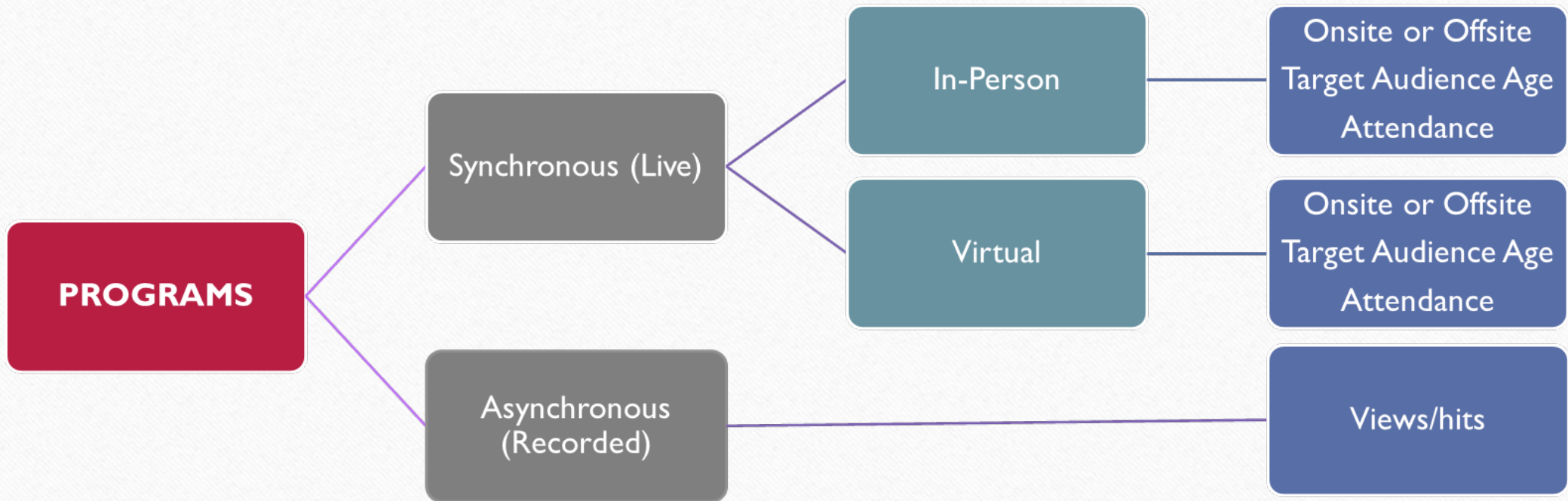
New Organization, (Mostly) Same Questions

- # In-Person programs → on/offsite→ age group
- # Live virtual programs → age group
- Attendance for in-person programs → on/offsite→ age group
- Attendance for Live virtual programs → age group
- Asynchronous programs and views

Library Services and Technology

Programs

- Live (Synchronous) In-Person, Onsite Program Sessions

# of in-person, onsite

- 08-010 …children's programs for ages 0-5
- 08-011 …children's programs for ages 6-11
- 08-012 …young adult programs
- 08-013 …adult programs
- 08-014 …general interest (all ages) programs
- 08-015 Total number of in-person, onsite programs

Library Services and Technology

Programs

- Live (Synchronous) In-Person, Offsite Program Sessions

# of in-person, offsite

- 08-016 …children's programs for ages 0-5
- 08-017 …children's programs for ages 6-11
- 08-018 …young adult programs
- 08-019 …adult programs
- 08-020 …general interest (all ages) programs
- 08-021 Total number of in-person, offsite programs

Library Services and Technology

Programs

- Live (Synchronous) Virtual Program Sessions

# of virtual

- 08-022 …children's programs for ages 0-5
- 08-023 …children's programs for ages 6-11
- 08-024 …young adult programs
- 08-025 …adult programs
- 08-026 …general interest (all ages) programs
- 08-027 Total number of live, virtual programs

Library Services and Technology

Programs

- Attendance at Live (Synchronous) In-Person, Onsite Program Sessions

Attendance at in-person, onsite

- 08-028 …children's programs for ages 0-5
- 08-029 …children's programs for ages 6-11
- 08-030 …young adult programs
- 08-031 …adult programs
- 08-032 …general interest (all ages) programs
- 08-033 Total attendance at live, in-person, offsite programs

Library Services and Technology

Programs

- Attendance at Live (Synchronous) In-Person, Offsite Program Sessions

Attendance at in-person, onsite

- 08-034 …children's programs for ages 0-5
- 08-035 …children's programs for ages 6-11
- 08-036 …young adult programs
- 08-037 …adult programs
- 08-038 …general interest (all ages) programs
- 08-039 Total attendance at live, in-person, offsite programs

Library Services and Technology

Programs

- Attendance at Live (Synchronous) Virtual Program Sessions

Attendance at live, virtual

- 08-040 …children's programs for ages 0-5
- 08-041 …children's programs for ages 6-11
- 08-042 …young adult programs
- 08-043 …adult programs
- 08-044 …general interest (all ages) programs
- 08-045 Total attendance at live, virtual programs

- AS COUNTED BY PARTICIPANT DEVICES

Attendance at Live (Synchronous) Virtual Program Sessions

REQUIRED – BY DEVICES

- 08-040 …children's programs for ages 0-5
- 08-041 …children's programs for ages 6-11
- 08-042 …young adult programs
- 08-043 …adult programs
- 08-044 …general interest (all ages) programs
- 08-045 Total attendance at live, virtual programs

OPTIONAL – BY PARTIPANTS

- 08-040a …children's programs for ages 0-5
- 08-041a …children's programs for ages 6-11
- 08-042a …young adult programs
- 08-043a …adult programs
- 08-044a …general interest (all ages) programs
- 08-045a Total attendance at live, virtual programs

Library Services and Technology

Programs

- Additional Programming Totals by Type and Audience

- Total number of live programs (in-person and synchronous virtual)

  - 08-046 …programs for ages 0-5

  - 08-047 …programs for ages 6-11

  - 08-048 …young adult programs

  - 08-049 … ALL live programs

Additional Programming Totals
by Type and Audience

of live programs
(in-person + synchronous virtual)

- 08-046 …for ages 0-5

- 08-047 …for ages 6-11

- 08-048 …young adult

- 08-049 … ALL live programs

Attendance at in-person programs
(onsite + offsite)

- 08-050 …for ages 0-5

- 08-051 …for ages 6-11

- 08-052 …young adult

- 08-053 … ALL live programs

Additional Programming Totals
by Type and Audience

#Attendance at live programs
(in-person + synchronous virtual)

- 08-054 …for ages 0-5

- 08-055 …for ages 6-11

- 08-056 …young adult

- 08-057 … ALL live programs

Library Services and Technology

Programs

- 08-058 Total number of recorded (asynchronous) program presentations
- 08-059 Total views of recorded (asynchronous) program presentations within 30 days
- 08-060 How many weeks of a Children's Reading Program did your library offer at each fixed location?
- 08-061 Total number of non-library sponsored programs
- 08-062 Total attendance at non-library sponsored programs

Library Services and Technology

- 08-063 Total number of annual visits to the library

  - 08-063a Library visits reporting method

- 08-064 Total number of reference transactions in 2022

  - 08-064a Reference transactions reporting method

- 08-065 Instructional reference services

Library Services and Technology

Databases and Electronic Collections

- 08-066 Number of state-licensed databases (INSPIRE)

- 08-067 Number of local and other licensed databases (not INSPIRE)

- 08-068 Name(s) of public use/commercial databases to which the library subscribes

- 08-069 Total electronic collections/databases

Library Services and Technology

Computers and WiFi

- 08-070 Number of uses (sessions) of public internet computers in 2022
- 08-070a Reporting method for number of uses of public internet computers
- 08-071 Number of wireless internet uses per year
- 08-071a Reporting method for wireless sessions
- 08-072 Number of internet computers system-wide
- 08-073 Number of website visits

Library Services and Technology

Library System Automation

- 08-075 Does your library have an automated bookkeeping system?

- 08-076 Name of bookkeeping system

- 08-077 Brand and version of Integrated Library System

Circulation and Holdings

Part 9

Circulation and Holdings

Collection Use

- 09-001 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 all other physical items

Circulation and Holdings

Collection Use

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

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)

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)

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

Library Board

Part 10

Library Board

- 10-0001 Position: President
- 10-0002 First name
- 10-0003 Middle initial/name (optional)
- 10-0004 Last name
- 10-0005 Home address
- 10-0006 City
- 10-0007 ZIP code
- 10-0008 Email address
- 10-0009 Appointing authority
- 10-0010 Date term expires
- 10-0011 Number of consecutive terms
- 10-0012 Date of initial appointment

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?

Salary and Benefits

Part 11

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?

Salary and Benefits

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)

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)

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

PLAC Loans

Part 12

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!

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

Compliance with Standards for Public Libraries

Part 13

- 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

Compliance with Standards for Public Libraries

Part 13

- 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

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?

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

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

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?

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?

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 to five 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?

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

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?

Compliance with Standards for Public Libraries

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.

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?

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?

Compliance with Standards for Public Libraries

Website

Does your library's website include:

- 13-076 Publicly posted policies, including, but not limited to, circulation, fees, and internet use?

  - 13-076a Has your internet policy been reviewed by the board in the last year?

- 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?

Statement of Intent to Comply with Standards

Part 14

Supplemental Questions

Part 15

Supplemental Questions

COVID-19 Effect on Library Services in 2022

- 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 in 2022?

- 15-002 Did library staff continue to provide services to the public during any portion of the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic in 2022?

- 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 in 2022?

- 15-004 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic in 2022?

Supplemental Questions

COVID-19 Effect on Library Services in 2022

- 15-005 Did the library provide 'outside' service for the circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?

- 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 in 2022?

- 15-007 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?

- 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 in 2022

Supplemental Questions

- 15-009   Did the library offer "Take and Make" activities in 2022?
    - 15-009a   Number of "Take and Make" activities distributed? (Optional)
- 15-010 What professional development topic/s would you like ISL to address in training?
- 15-011 What's something your library did in the past year that you're proud of?

Submitting the Report

Certification and Signature Page

- No verification page/pop-up
- Board director MUST sign
- Email preferred.

Submitting the Report

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

Submitting the Report

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

Questions?

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