

# Indiana Public Library Annual Report 2018

## 1 - General Information

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

- 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 \_\_\_\_\_
- 01-010 Is your 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** \_\_\_\_\_

### 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 \_\_\_\_\_
- 01-023 **Click [here](#) to complete the central library daily hours.**

This link will take you to a table where you can record the regular hours that the central library is open.

Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

- 01-023a If your central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-noon, 2:00PM-5:00PM), please provide and describe those hours here. \_\_\_\_\_
- 01-038 **Total open hours for the central library 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** \_\_\_\_\_
- 01-042 Number of weeks per year the central library was open in 2018 \_\_\_\_\_
- 01-043 **Total hours the central library was open in 2018** \_\_\_\_\_
- Internet Access
- 01-044 Does the library have 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. \_\_\_\_\_

Please specify the unit of measurement (e.g. 20 MBPS)

Branch Information

- 01-200 Total number of branches *(If this answer = 0, skip questions 01-200a through 01-237)* \_\_\_\_\_

Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- 01-200a Branch name \_\_\_\_\_
- 01-201a Branch street address \_\_\_\_\_
- 01-202a Branch city \_\_\_\_\_
- 01-203a Branch county \_\_\_\_\_
- 01-204a Branch ZIP \_\_\_\_\_
- 01-205a Is your mailing address the same as the address listed above? \_\_\_\_\_
- 01-206a Branch mailing address \_\_\_\_\_
- 01-207a Phone \_\_\_\_\_
- 01-208a Fax \_\_\_\_\_
- 01-209a Year built \_\_\_\_\_
- 01-210a Year of the most recent structural addition or alteration to branch building \_\_\_\_\_
- 01-211a Total square footage of branch \_\_\_\_\_
- 01-212a **Number of weeks per year individual branch is open** \_\_\_\_\_
- 01-213a Monday opening time \_\_\_\_\_
- 01-214a Monday closing time \_\_\_\_\_
- 01-215a Tuesday opening time \_\_\_\_\_
- 01-216a Tuesday closing time \_\_\_\_\_
- 01-217a Wednesday opening time \_\_\_\_\_
- 01-218a Wednesday closing time \_\_\_\_\_
- 01-219a Thursday opening time \_\_\_\_\_
- 01-220a Thursday closing time \_\_\_\_\_
- 01-221a Friday opening time \_\_\_\_\_
- 01-222a Friday closing time \_\_\_\_\_
- 01-223a Saturday opening time \_\_\_\_\_
- 01-224a Saturday closing time \_\_\_\_\_
- 01-225a Sunday opening time \_\_\_\_\_
- 01-226a Sunday closing time \_\_\_\_\_
- 01-227a Total open hours for branch library during a typical week. \_\_\_\_\_
- 01-228a Does the branch library have internet access? \_\_\_\_\_
- 01-229a What type of internet access is available in the branch library? \_\_\_\_\_
- 01-230a **Specify the download speed of internet access in the branch library** \_\_\_\_\_
- 01-200a Branch name \_\_\_\_\_

01-201a	Branch street address	_____
01-202a	Branch city	_____
01-203a	Branch county	_____
01-204a	Branch ZIP	_____
01-205a	Is your mailing address the same as the address listed above?	_____
01-206a	Branch mailing address	_____
01-207a	Phone	_____
01-208a	Fax	_____
01-209a	Year built	_____
01-210a	Year of the most recent structural addition or alteration to branch building	_____
01-211a	Total square footage of branch	_____
01-212a	Number of weeks per year individual branch is open	_____
01-213a	Monday opening time	_____
01-214a	Monday closing time	_____
01-215a	Tuesday opening time	_____
01-216a	Tuesday closing time	_____
01-217a	Wednesday opening time	_____
01-218a	Wednesday closing time	_____
01-219a	Thursday opening time	_____
01-220a	Thursday closing time	_____
01-221a	Friday opening time	_____
01-222a	Friday closing time	_____
01-223a	Saturday opening time	_____
01-224a	Saturday closing time	_____
01-225a	Sunday opening time	_____
01-226a	Sunday closing time	_____
01-227a	Total open hours for branch library during a typical week.	_____
01-228a	Does the branch library have internet access?	_____
01-229a	What type of internet access is available in the branch library?	_____
01-230a	Specify the download speed of internet access in the branch library	_____
01-200a	Branch name	_____
01-201a	Branch street address	_____
01-202a	Branch city	_____
01-203a	Branch county	_____
01-204a	Branch ZIP	_____
01-205a	Is your mailing address the same as the address listed above?	_____
01-206a	Branch mailing address	_____
01-207a	Phone	_____
01-208a	Fax	_____
01-209a	Year built	_____
01-210a	Year of the most recent structural addition or alteration to branch building	_____
01-211a	Total square footage of branch	_____
01-212a	Number of weeks per year individual branch is open	_____
01-213a	Monday opening time	_____
01-214a	Monday closing time	_____
01-215a	Tuesday opening time	_____

- 01-216a Tuesday closing time \_\_\_\_\_
- 01-217a Wednesday opening time \_\_\_\_\_
- 01-218a Wednesday closing time \_\_\_\_\_
- 01-219a Thursday opening time \_\_\_\_\_
- 01-220a Thursday closing time \_\_\_\_\_
- 01-221a Friday opening time \_\_\_\_\_
- 01-222a Friday closing time \_\_\_\_\_
- 01-223a Saturday opening time \_\_\_\_\_
- 01-224a Saturday closing time \_\_\_\_\_
- 01-225a Sunday opening time \_\_\_\_\_
- 01-226a Sunday closing time \_\_\_\_\_
- 01-227a Total open hours for branch library during a typical week. \_\_\_\_\_
- 01-228a Does the branch library have internet access? \_\_\_\_\_
- 01-229a What type of internet access is available in the branch library? \_\_\_\_\_
- 01-230a [Specify the download speed of internet access in the branch library](#) \_\_\_\_\_
- 01-237 **Total annual hours of all branches** \_\_\_\_\_

Bookmobile Information

- 01-300 Total number of bookmobiles (*If this answer = 0, skip questions 01-301a through 01-316*) \_\_\_\_\_

Individual Bookmobile Information

- 01-301a Bookmobile name \_\_\_\_\_
- 01-302a Street address \_\_\_\_\_
- 01-303a City \_\_\_\_\_
- 01-304a County \_\_\_\_\_
- 01-305a ZIP \_\_\_\_\_
- 01-306a Is your mailing address the same as the address listed above? \_\_\_\_\_
- 01-307a Mailing address \_\_\_\_\_
- 01-308a Phone \_\_\_\_\_
- 01-309a Fax \_\_\_\_\_
- 01-310a Total number of hours bookmobile is open during a typical week \_\_\_\_\_
- 01-311a Number of weeks per year bookmobile is open \_\_\_\_\_
- 01-301a Bookmobile name \_\_\_\_\_
- 01-302a Street address \_\_\_\_\_
- 01-303a City \_\_\_\_\_
- 01-304a County \_\_\_\_\_
- 01-305a ZIP \_\_\_\_\_
- 01-306a Is your mailing address the same as the address listed above? \_\_\_\_\_
- 01-307a Mailing address \_\_\_\_\_
- 01-308a Phone \_\_\_\_\_
- 01-309a Fax \_\_\_\_\_
- 01-310a Total number of hours bookmobile is open during a typical week \_\_\_\_\_
- 01-311a Number of weeks per year bookmobile is open \_\_\_\_\_
- 01-301a Bookmobile name \_\_\_\_\_
- 01-302a Street address \_\_\_\_\_
- 01-303a City \_\_\_\_\_
- 01-304a County \_\_\_\_\_
- 01-305a ZIP \_\_\_\_\_

- 01-306a Is your mailing address the same as the address listed above? \_\_\_\_\_
- 01-307a Mailing address \_\_\_\_\_
- 01-308a Phone \_\_\_\_\_
- 01-309a Fax \_\_\_\_\_
- 01-310a Total number of hours bookmobile is open during a typical week \_\_\_\_\_
- 01-311a Number of weeks per year bookmobile is open \_\_\_\_\_
- 01-312 **Total annual hours of all bookmobiles** \_\_\_\_\_
- 01-500 **Total system public service hours per year** \_\_\_\_\_

## 2 - Registrations

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- 02-001 Total number of resident registered users \_\_\_\_\_
- 02-002 Total number of users from contracting areas \_\_\_\_\_
- 02-003 Total number of non-resident (non-taxed) 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 \_\_\_\_\_
- 02-009 **Amount of non-resident fee** \_\_\_\_\_
- 02-010 Date the library board adopted this fee \_\_\_\_\_
- 02-011 **Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?** \_\_\_\_\_

## 3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions. If your library did not make changes to your service area, carry over the unit type from the previous year.

2010 Census figures are used for all calculations

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

## 4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Local Government Income

- 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 income** \_\_\_\_\_

### State Government Income

- 04-005 Financial Institutions Tax (FIT) \_\_\_\_\_
- 04-006 License Vehicle Excise Tax \_\_\_\_\_
- 04-007 Commercial Vehicle Excise Tax (CVET) \_\_\_\_\_
- 04-008 State Technology Grant Fund \_\_\_\_\_
- 04-009 Other state income \_\_\_\_\_
- 04-010 Source(s): \_\_\_\_\_
- 04-011 **Total state income** \_\_\_\_\_

### Federal Government Income

- 04-012 LSTA grants \_\_\_\_\_
- 04-013 Other federal income \_\_\_\_\_
- 04-014 Source(s) \_\_\_\_\_
- 04-015 **Total federal income** \_\_\_\_\_

### Other Income

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

## 5 - Expenditure Data

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Operating Fund Expenditures

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 \_\_\_\_\_

### 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** \_\_\_\_\_

### 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, e-readers and electronic media devices DO NOT REPORT in Q05-021** \_\_\_\_\_

### Operating Fund Expenditure Data

05-023 **Books (include book lease)** \_\_\_\_\_

05-024 **Periodicals and newspapers** \_\_\_\_\_

05-025 **Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic** \_\_\_\_\_

05-026 **E-book, electronic collections, and database licensing/purchase/lease expenditures** \_\_\_\_\_

05-027 **Electronic physical format, including Playaways and e-book readers** \_\_\_\_\_

### Non-Operating Fund Library Materials Expenditure Data

05-028 **Books (include book lease)** \_\_\_\_\_

05-029 **Periodicals and newspapers** \_\_\_\_\_

05-030 **Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic** \_\_\_\_\_

05-031 **E-book and electronic database licensing/purchase/lease expenditures** \_\_\_\_\_

- 05-032 Electronic physical format, including Playaways and e-book readers \_\_\_\_\_
- 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** \_\_\_\_\_
- 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 \_\_\_\_\_
- Non-Resident Fee Standard
- 05-045 Total collection expenditures \_\_\_\_\_
- 05-046 Total 2017 operating expenditures per capita \_\_\_\_\_
- 05-047 Difference between 2017 OE per capita and non-resident fee  
(subtract Q02-009 from Q05-046). If the output is a positive  
number, then your library's non-resident fee needs to be raised to  
match or exceed the operating expenditure per capita \_\_\_\_\_
- 05-047a Does your library's non-resident fee meet the standard? (Select YES  
if 05-047 is a negative number; Select NO if 05-047 is a positive  
number) \_\_\_\_\_
- 05-048 Total 2018 operating expenditures per capita. PLEASE MAKE  
SURE YOUR 2019 NON-RESIDENT FEE IS EQUAL OR  
GREATER THAN THIS AMOUNT \_\_\_\_\_
- Collection Development Standard
- 05-049 Collection development expenditure (from all funds) as a  
percentage of operating fund expenditure \_\_\_\_\_

## 6 - Capital Revenue

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- 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** \_\_\_\_\_

## 7 - Employment Data

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

ALA-MLS Librarians

- 07-001 Total number of all librarians with an ALA-MLS \_\_\_\_\_
- 07-002 Total number of paid hours per week for all ALA-MLS librarians \_\_\_\_\_

07-003	<b>FTE for all librarians with an ALA-MLS</b>	_____
<u>ALL Librarians</u>		
07-004	Total number of all librarians, including ALA-MLS librarians	_____
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	_____
07-006	<b>FTE for all librarians</b>	_____
<u>ALL Other Staff</u>		
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	<b>FTE for all other paid staff</b>	_____
07-010	<b>Total number of all paid staff</b>	_____
07-011	<b>Total number of paid hours per week for all paid staff</b>	_____
07-012	<b>FTE for all paid staff</b>	_____
07-013	Number of hours per week considered to be full-time employment in your library	_____

## 8 - Library Service and Technology

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Interlibrary Loans

08-001	Number of interlibrary loan items (loans and photocopies) your library has provided to other libraries	_____
08-002	Evergreen transits to other libraries (number will be supplied by the Indiana State Library)	_____
08-003	SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)	_____
08-004	<b>Total number of loans provided to other libraries</b>	_____
08-005	Number of interlibrary loan items (loans and photocopies) your library has borrowed from other libraries	_____
08-006	Evergreen transits received from other libraries (number will be supplied by the Indiana State Library)	_____
08-007	SRCS materials received from other libraries (number will be supplied by the Indiana State Library)	_____
08-008	<b>Total number of loans received from other libraries</b>	_____
08-009	<b>Net lending rate (number of items loaned divided by number of items borrowed)</b>	_____

### Children's (0 - 11 years) Library Programs

08-010	Number of children's (0 - 11 yrs) programs held in the library	_____
08-011	Number of children's (0 - 11 yrs) programs held outside of the library	_____

### Young Adult (12 - 18 years) Library Programs

08-012	Number of young adult (12 - 18 yrs) programs held in the library	_____
08-013	Number of young adult (12 - 18 yrs) programs held outside of the library	_____

### Adult (18+ years) Library Programs

08-014	Number of adult (18+ yrs) programs held in the library	_____
08-015	Number of adult (18+ yrs) programs held outside of the library	_____

### General (All Ages) Library Programs

08-016 Number of general (all ages) programs held in the library \_\_\_\_\_

08-017 Number of general (all ages) programs held outside of the library \_\_\_\_\_

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

08-019 **Total number of all library sponsored programs** \_\_\_\_\_

Attendance at Children's (0 - 11 years) Programs

08-020 Attendance at children's (0 - 11 yrs) programs held in the library \_\_\_\_\_

08-021 Attendance at children's (0 - 11 yrs) programs held outside of the library \_\_\_\_\_

Attendance at Young Adult (12 - 18 years) Programs

08-022 Attendance at young adult (12 - 18 yrs) programs held in the library \_\_\_\_\_

08-023 Attendance at young adult (12 - 18 yrs) programs held outside of the library \_\_\_\_\_

Attendance at Adult (18+ years) Programs

08-024 Attendance at adult (18+ yrs) programs held in the library \_\_\_\_\_

08-025 Attendance at adult (18+ yrs) programs held outside of the library \_\_\_\_\_

Attendance at General (All Ages) Programs

08-026 Attendance at general (all ages) programs held in the library \_\_\_\_\_

08-027 Attendance at general (all ages) programs held outside of the library \_\_\_\_\_

Attendance Totals

08-028 Total attendance at non-library sponsored programs \_\_\_\_\_

08-029 **Total children's program attendance** \_\_\_\_\_

08-030 **Total young adult program attendance** \_\_\_\_\_

08-031 **Total attendance at library sponsored programs** \_\_\_\_\_

Summer Reading Program for Children

08-032 **How many weeks of a Summer Reading Program for children did your library offer at each fixed location?** \_\_\_\_\_

08-033 Total number of annual visits to the library \_\_\_\_\_

08-034 **Total number of reference transactions per year** \_\_\_\_\_

Electronic Collections (includes Licensed Databases)

08-035 Number of state-licensed databases (INSPIRE databases) \_\_\_\_\_

08-036 Number of local and other licensed databases (not INSPIRE) \_\_\_\_\_

08-037 Name(s) of public use/commercial databases to which the library subscribes \_\_\_\_\_

08-038 **Total electronic collections** \_\_\_\_\_

Public Computers

08-039 Number of public internet computers uses per year \_\_\_\_\_

08-040 Number of wireless internet uses per year \_\_\_\_\_

08-041 **Number of public computers system-wide** \_\_\_\_\_

08-042 **Number of staff computers** \_\_\_\_\_

Library System Automation

08-043 Does your library have an automated bookkeeping system? \_\_\_\_\_

08-044 Name of bookkeeping system \_\_\_\_\_

08-045 **Brand and version of Integrated Library System** \_\_\_\_\_

## 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001	Circulation of physical Items	_____
09-002	Use of electronic materials ( <i>e.g. e-books circulated or electronic materials downloaded annually</i> )	_____
09-003	Successful retrieval of electronic information ( <i>e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i> )	_____
09-004	<b>Total electronic content use</b>	_____
09-005	Circulation of all children's materials	_____
09-006	<b>Total circulation of all materials</b>	_____
09-007	<b>Total collection use</b>	_____
09-008	Total in-house usage of materials	_____
<u>Selected Holdings</u>		
09-009	<b>Books (print)</b>	_____
09-010	Does the library belong to an e-book consortium?	_____
09-011	Name of e-book consortium	_____
09-012	E-books (LOCAL HOLDINGS)	_____
09-013	E-books (CONSORTIUM HOLDINGS)	_____
09-014	<b>E-books (TOTAL)</b>	_____
09-015	Video materials - physical units	_____
09-016	Video materials - downloadable units (LOCAL HOLDINGS)	_____
09-017	Video materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-018	<b>Video materials - downloadable units (TOTAL)</b>	_____
09-019	Audio materials - physical units	_____
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	_____
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-022	<b>Audio materials - downloadable units (TOTAL)</b>	_____
09-023	Current print serial subscriptions	_____
09-024	Current electronic serials subscriptions	_____

## 10 - Library Board

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10-0001	Position: President	_____
10-0002	First name	_____
10-0003	Middle initial/name	_____
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	_____
10-0101	Position: Vice President	_____
10-0102	First name	_____
10-0103	Middle initial/name	_____
10-0104	Last name	_____
10-0105	Home address	_____
10-0106	City	_____
10-0107	ZIP code	_____
10-0108	Email address	_____
10-0109	Appointing authority	_____
10-0110	Date term expires	_____
10-0111	Number of consecutive terms	_____
10-0112	Date of initial appointment	_____
10-0201	Position: Secretary	_____
10-0202	First name	_____
10-0203	Middle initial/name	_____
10-0204	Last name	_____
10-0205	Home address	_____
10-0206	City	_____
10-0207	ZIP code	_____
10-0208	Email address	_____
10-0209	Appointing authority	_____
10-0210	Date term expires	_____
10-0211	Number of consecutive terms	_____
10-0212	Date of initial appointment	_____
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	_____
10-0302	First name	_____
10-0303	Middle initial/name	_____
10-0304	Last name	_____
10-0305	Home address	_____
10-0306	City	_____
10-0307	ZIP code	_____
10-0308	Email address	_____
10-0309	Appointing authority	_____
10-0310	Date term expires	_____
10-0311	Number of consecutive terms	_____
10-0312	Date of initial appointment	_____
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	_____
10-0402	First name	_____
10-0403	Middle initial/name	_____
10-0404	Last name	_____
10-0405	Home address	_____
10-0406	City	_____
10-0407	ZIP code	_____

10-0408	Email address	_____
10-0501	Position: Member	_____
10-0502	First name	_____
10-0503	Middle initial/name	_____
10-0504	Last name	_____
10-0505	Home address	_____
10-0506	City	_____
10-0507	ZIP code	_____
10-0508	Email address	_____
10-0509	Appointing authority	_____
10-0510	Date term expires	_____
10-0511	Number of consecutive terms	_____
10-0512	Date of initial appointment	_____
10-0601	Position: Member	_____
10-0602	First name	_____
10-0603	Middle initial/name	_____
10-0604	Last name	_____
10-0605	Home address	_____
10-0606	City	_____
10-0607	ZIP code	_____
10-0608	Email address	_____
10-0609	Appointing authority	_____
10-0610	Date term expires	_____
10-0611	Number of consecutive terms	_____
10-0612	Date of initial appointment	_____
10-0701	Position: Member	_____
10-0702	First name	_____
10-0703	Middle initial/name	_____
10-0704	Last name	_____
10-0705	Home address	_____
10-0706	City	_____
10-0707	ZIP code	_____
10-0708	Email address	_____
10-0709	Appointing authority	_____
10-0710	Date term expires	_____
10-0711	Number of consecutive terms	_____
10-0712	Date of initial appointment	_____
10-0801	Position: Member	_____
10-0802	First name	_____
10-0803	Middle initial/name	_____
10-0804	Last name	_____
10-0805	Home address	_____
10-0806	City	_____
10-0807	ZIP code	_____
10-0808	Email address	_____
10-0809	Appointing authority	_____
10-0810	Date term expires	_____

10-0811	Number of consecutive terms	_____
10-0812	Date of initial appointment	_____
10-0901	Position: Member	_____
10-0902	First name	_____
10-0903	Middle initial/name	_____
10-0904	Last name	_____
10-0905	Home address	_____
10-0906	City	_____
10-0907	ZIP code	_____
10-0908	Email address	_____
10-0909	Appointing authority	_____
10-0910	Date term expires	_____
10-0911	Number of consecutive terms	_____
10-0912	Date of initial appointment	_____
10-1001	Position: Member	_____
10-1002	First name	_____
10-1003	Middle initial/name	_____
10-1004	Last name	_____
10-1005	Home address	_____
10-1006	City	_____
10-1007	ZIP code	_____
10-1008	Email address	_____
10-1009	Appointing authority	_____
10-1010	Date term expires	_____
10-1011	Number of consecutive terms	_____
10-1012	Date of initial appointment	_____
10-1101	Position: Member	_____
10-1102	First name	_____
10-1103	Middle initial/name	_____
10-1104	Last name	_____
10-1105	Home address	_____
10-1106	City	_____
10-1107	ZIP code	_____
10-1108	Email address	_____
10-1109	Appointing authority	_____
10-1110	Date term expires	_____
10-1111	Number of consecutive terms	_____
10-1112	Date of initial appointment	_____
10-1201	Position: Member	_____
10-1202	First name	_____
10-1203	Middle initial/name	_____
10-1204	Last name	_____
10-1205	Home address	_____
10-1206	City	_____
10-1207	ZIP code	_____
10-1208	Email address	_____
10-1209	Appointing authority	_____

- 10-1210 Date term expires \_\_\_\_\_
- 10-1211 Number of consecutive terms \_\_\_\_\_
- 10-1212 Date of initial appointment \_\_\_\_\_
- 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? \_\_\_\_\_

**11 - Salary Section**

**Questions relating to standards are in bolded blue font**

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- 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? \_\_\_\_\_
- 11-004 Job Title - Assistant or Associate Director \_\_\_\_\_
- 11-005 Certification level \_\_\_\_\_
- 11-006 Minimum hourly wage \_\_\_\_\_
- 11-007 Maximum hourly wage \_\_\_\_\_
- 11-008 Job Title - Department Head, Manager or Supervisor \_\_\_\_\_
- 11-009 Certification level \_\_\_\_\_
- 11-010 Minimum hourly wage \_\_\_\_\_
- 11-011 Maximum hourly wage \_\_\_\_\_
- 11-012 Job Title - Branch Head \_\_\_\_\_
- 11-013 Certification level \_\_\_\_\_
- 11-014 Minimum hourly wage \_\_\_\_\_
- 11-015 Maximum hourly wage \_\_\_\_\_
- 11-016 Job Title - Administrative Assistant \_\_\_\_\_
- 11-017 Certification level \_\_\_\_\_
- 11-018 Minimum hourly wage \_\_\_\_\_
- 11-019 Maximum hourly wage \_\_\_\_\_
- 11-020 Job Title - Automation, Network or System Manager \_\_\_\_\_
- 11-021 Certification level \_\_\_\_\_
- 11-022 Minimum hourly wage \_\_\_\_\_
- 11-023 Maximum hourly wage \_\_\_\_\_
- 11-024 Job Title - Business Manager \_\_\_\_\_
- 11-025 Certification level \_\_\_\_\_
- 11-026 Minimum hourly wage \_\_\_\_\_
- 11-027 Maximum hourly wage \_\_\_\_\_
- 11-028 Job Title - Cataloging or Technical Services Librarian \_\_\_\_\_
- 11-029 Certification level \_\_\_\_\_
- 11-030 Minimum hourly wage \_\_\_\_\_
- 11-031 Maximum hourly wage \_\_\_\_\_
- 11-032 Job Title - Children's Librarian \_\_\_\_\_
- 11-033 Certification level \_\_\_\_\_
- 11-034 Minimum hourly wage \_\_\_\_\_
- 11-035 Maximum hourly wage \_\_\_\_\_

11-036	Job Title - General Reference or Adult Librarian	_____
11-037	Certification level	_____
11-038	Minimum hourly wage	_____
11-039	Maximum hourly wage	_____
11-040	Job Title - Young Adult Librarian	_____
11-041	Certification level	_____
11-042	Minimum hourly wage	_____
11-043	Maximum hourly wage	_____
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	_____
11-045	Certification level	_____
11-046	Minimum hourly wage	_____
11-047	Maximum hourly wage	_____
11-048	Job Title - Specialist (Professional)	_____
11-049	Certification level	_____
11-050	Minimum hourly wage	_____
11-051	Maximum hourly wage	_____
11-052	Job Title - Library Assistant	_____
11-053	Certification level	_____
11-054	Minimum hourly wage	_____
11-055	Maximum hourly wage	_____
11-056	Job Title - Bookkeeper or Treasurer	_____
11-057	Certification level	_____
11-058	Minimum hourly wage	_____
11-059	Maximum hourly wage	_____
11-060	Job Title - Library Technician (including computer)	_____
11-061	Certification level	_____
11-062	Minimum hourly wage	_____
11-063	Maximum hourly wage	_____
11-064	Job Title - Clerk, Clerical or Aide	_____
11-065	Certification level	_____
11-066	Minimum hourly wage	_____
11-067	Maximum hourly wage	_____
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	_____
11-069	Certification level	_____
11-070	Minimum hourly wage	_____
11-071	Maximum hourly wage	_____
11-072	Job Title - Page, Intern or Student Assistant	_____
11-073	Certification level	_____
11-074	Minimum hourly wage	_____
11-075	Maximum hourly wage	_____
11-076	Job Title - Temporary Substitute	_____
11-077	Certification level	_____
11-078	Minimum hourly wage	_____
11-079	Maximum hourly wage	_____
11-080	Job Title - Interlibrary Loan	_____

11-081	Certification level	_____
11-082	Minimum hourly wage	_____
11-107	Maximum hourly wage	_____
11-084	Job Title - Human Resources	_____
11-085	Certification level	_____
11-086	Minimum hourly wage	_____
11-087	Maximum hourly wage	_____
11-088	Job Title - Marketing	_____
11-089	Certification level	_____
11-090	Minimum hourly wage	_____
11-091	Maximum hourly wage	_____
11-092	Job Title - Circulation Librarian	_____
11-093	Certification level	_____
11-094	Minimum hourly wage	_____
11-095	Maximum hourly wage	_____
11-096	Job Title - Other	_____
11-097	Specify other job title	_____
11-098	Certification level	_____
11-099	Minimum hourly wage	_____
11-100	Maximum hourly wage	_____
11-101	Job Title - Other	_____
11-102	Specify other job title	_____
11-103	Certification level	_____
11-104	Minimum hourly wage	_____
11-105	Maximum hourly wage	_____
11-106	Job Title - Other	_____
11-107	Specify other job title	_____
11-108	Certification level	_____
11-109	Minimum hourly wage	_____
11-110	Maximum hourly wage	_____
11-111	Job Title - Other	_____
11-112	Specify other job title	_____
11-113	Certification level	_____
11-114	Minimum hourly wage	_____
11-115	Maximum hourly wage	_____
<u>Employee Fringe Benefit Information - Full-time Employees</u>		
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 Other1 (specify) \_\_\_\_\_

11-512 Other2 (specify) \_\_\_\_\_

Employee Fringe Benefit Information - Part-time Employees

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 Other1 (specify) \_\_\_\_\_

11-524 Other2 (specify) \_\_\_\_\_

Paid Days Off Per Year - 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) \_\_\_\_\_

Paid Days Off Per Year - Part-Time Librarian

11-531 Number of vacation days \_\_\_\_\_

11-532 Number of sick days \_\_\_\_\_

11-533 Number of personal days \_\_\_\_\_

11-534 Number of holidays \_\_\_\_\_

11-535 Number of funeral/bereavement days \_\_\_\_\_

11-536 Number of other days \_\_\_\_\_

Paid Days Off Per Year - Full-Time Support Staff

11-537 Number of vacation days \_\_\_\_\_

11-538 Number of sick days \_\_\_\_\_

11-539 Number of personal days \_\_\_\_\_

11-540 Number of holidays \_\_\_\_\_

11-541 Number of funeral/bereavement days \_\_\_\_\_

11-542 Number of other days \_\_\_\_\_

Paid Days Off Per Year - Part-Time Support Staff

11-543 Number of vacation days \_\_\_\_\_

11-544 Number of sick days \_\_\_\_\_

11-545 Number of personal days \_\_\_\_\_

11-546 Number of holidays \_\_\_\_\_

11-547 Number of funeral/bereavement days \_\_\_\_\_

11-548 Number of other days \_\_\_\_\_

**12 - PLAC Loans**

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

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	_____
12-006	Allen County Public Library	_____
12-007	Anderson Public Library	_____
12-008	Andrews-Dallas Township Public Library	_____
12-009	Argos Public Library	_____
12-010	Attica Public Library	_____
12-011	Aurora Public Library District	_____
12-012	Avon-Washington Township Public Library	_____
12-013	Bartholomew County Public Library	_____
12-014	Barton Rees Pogue Memorial Public Library	_____
12-015	Batesville Memorial Public Library	_____
12-016	Bedford Public Library	_____
12-017	Bell Memorial Public Library	_____
12-018	Benton County Public Library	_____
12-019	Berne Public Library	_____
12-020	Bicknell-Vigo Township Public Library	_____
12-021	Bloomfield-Eastern Greene County Public Library	_____
12-022	Boonville-Warrick County Public Library	_____
12-023	Boswell-Grant Township Public Library	_____
12-024	Bourbon Public Library	_____
12-025	Brazil Public Library	_____
12-026	Bremen Public Library	_____
12-027	Bristol-Washington Township Public Library	_____
12-028	Brook-Iroquois-Washington Township Public Library	_____
12-029	Brookston-Prairie Township Public Library	_____
12-030	Brown County Public Library	_____
12-031	Brownsburg Public Library	_____
12-032	Brownstown Public Library	_____
12-033	Butler Public Library	_____
12-034	Cambridge City Public Library	_____
12-035	Camden-Jackson Township Public Library	_____
12-036	Carmel Clay Public Library	_____
12-037	Carnegie Public Library Of Steuben County	_____
12-038	Centerville-Center Township Public Library	_____
12-039	Charlestown Clark County Public Library	_____
12-040	Churubusco Public Library	_____
12-041	Clayton-Liberty Township Public Library	_____

12-042	Clinton Public Library	_____
12-043	Coatesville-Clay Township Public Library	_____
12-044	Colfax-Perry Township Public Library	_____
12-045	Converse-Jackson Township Public Library	_____
12-046	Covington-Veedersburg Public Library	_____
12-047	Crawford County Public Library	_____
12-048	Crawfordsville District Public Library	_____
12-049	Crown Point Community Public Library	_____
12-050	Culver-Union Township Public Library	_____
12-051	Danville-Center Township Public Library	_____
12-052	Darlington Public Library	_____
12-053	Delphi Public Library	_____
12-054	Dublin Public Library	_____
12-055	Dunkirk Public Library	_____
12-056	Earl Park Public Library	_____
12-057	East Chicago Public Library	_____
12-058	Eckhart Public Library	_____
12-059	Edinburgh Wright-Hageman Public Library	_____
12-060	Elkhart Public Library	_____
12-061	Evansville-Vanderburgh Public Library	_____
12-062	Fairmount Public Library	_____
12-063	Farmland Public Library	_____
12-064	Fayette County Public Library	_____
12-065	Flora-Monroe Township Public Library	_____
12-066	Fort Branch-Johnson Township Public Library	_____
12-067	Fortville-Vernon Township Public Library	_____
12-068	Francesville-Salem Township Public Library	_____
12-069	Frankfort Community-Clinton County Contractual Public Library	_____
12-070	Franklin County Public Library District	_____
12-071	Fremont Public Library	_____
12-072	Fulton County Public Library	_____
12-073	Garrett Public Library	_____
12-074	Gary Public Library	_____
12-075	Gas City-Mill Township Public Library	_____
12-076	Goodland & Grant Township Public Library	_____
12-077	Goshen Public Library	_____
12-078	Greensburg-Decatur County Contractual Public Library	_____
12-079	Greentown & Eastern Howard School Public Library	_____
12-080	Greenwood Public Library	_____
12-081	Hagerstown-Jefferson Township Public Library	_____
12-082	Hamilton East Public Library	_____
12-083	Hamilton North Public Library	_____
12-084	Hammond Public Library	_____
12-085	Hancock County Public Library	_____
12-086	Harrison County Public Library	_____
12-087	Hartford City Public Library	_____
12-088	Henry Henley Public Library IN0165	_____
12-089	Huntingburg Public Library	_____

12-090	Huntington City-Township Public Library	_____
12-091	Hussey-Mayfield Memorial Public Library	_____
12-092	Indianapolis-Marion County Public Library	_____
12-093	Jackson County Public Library	_____
12-094	Jasonville Public Library	_____
12-095	Jasper County Public Library	_____
12-096	Jasper-Dubois County Contractual Public Library	_____
12-097	Jay County Public Library	_____
12-098	Jefferson County Public Library	_____
12-099	Jeffersonville Township Public Library	_____
12-100	Jennings County Public Library	_____
12-101	Johnson County Public Library	_____
12-102	Jonesboro Public Library	_____
12-103	Joyce Public Library	_____
12-104	Kendallville Public Library	_____
12-105	Kentland-Jefferson Township Public Library	_____
12-106	Kewanna-Union Township Public Library	_____
12-107	Kingman-Millcreek Public Library	_____
12-108	Kirklin Public Library	_____
12-109	Knightstown Public Library	_____
12-110	Knox County Public Library	_____
12-111	Kokomo-Howard County Public Library	_____
12-112	La Crosse Public Library	_____
12-113	La Grange County Public Library	_____
12-114	La Porte County Public Library	_____
12-115	Ladoga-Clark Township Public Library	_____
12-116	Lake County Public Library	_____
12-117	Lawrenceburg Public Library	_____
12-118	Lebanon Public Library	_____
12-119	Ligonier Public Library	_____
12-120	Lincoln Heritage Public Library	_____
12-121	Linden Carnegie Public Library	_____
12-122	Linton Public Library	_____
12-123	Logansport-Cass County Public Library	_____
12-124	Loogootee Public Library	_____
12-125	Lowell Public Library	_____
12-126	Marion Public Library	_____
12-127	Matthews Public Library	_____
12-128	Melton Public Library	_____
12-129	Michigan City Public Library	_____
12-130	Middlebury Community Public Library	_____
12-131	Middletown Fall Creek Township Public Library	_____
12-132	Milford Public Library	_____
12-133	Mishawaka-Penn-Harris Public Library	_____
12-134	Mitchell Community Public Library	_____
12-135	Monon Town & Township Public Library	_____
12-136	Monroe County Public Library	_____
12-137	Monterey-Tippecanoe Township Public Library	_____

12-138	Montezuma Public Library	_____
12-139	Monticello-Union Township Public Library	_____
12-140	Montpelier-Harrison Township Public Library	_____
12-141	Mooresville Public Library	_____
12-142	Morgan County Public Library	_____
12-143	Morrisson Reeves Library	_____
12-144	Muncie-Center Township Public Library	_____
12-145	Nappanee Public Library	_____
12-146	New Albany-Floyd County Public Library	_____
12-147	New Carlisle & Olive Township Public Library	_____
12-148	New Castle-Henry County Public Library	_____
12-149	New Harmony Workingmen's Institute	_____
12-150	Newton County Public Library	_____
12-151	Noble County Public Library	_____
12-152	North Judson-Wayne Township Public Library	_____
12-153	North Madison County Public Library System	_____
12-154	North Manchester Public Library	_____
12-155	North Webster Community Public Library	_____
12-156	Oakland City-Columbia Township Public Library	_____
12-157	Odon Winkelpleck Public Library	_____
12-158	Ohio County Public Library	_____
12-159	Ohio Township Public Library System	_____
12-160	Orleans Town & Township Public Library	_____
12-161	Osgood Public Library	_____
12-162	Otterbein Public Library	_____
12-163	Owen County Public Library	_____
12-164	Owensville Carnegie Public Library	_____
12-165	Oxford Public Library	_____
12-166	Paoli Public Library	_____
12-167	Parke County Public Library	_____
12-168	Peabody Public Library	_____
12-169	Pendleton Community Public Library	_____
12-170	Penn Township Public Library	_____
12-171	Perry County Public Library	_____
12-172	Peru Public Library	_____
12-173	Pierceton & Washington Township Public Library	_____
12-174	Pike County Public Library	_____
12-175	Plainfield-Guilford Township Public Library	_____
12-176	Plymouth Public Library	_____
12-177	Porter County Public Library System	_____
12-178	Poseyville Carnegie Public Library	_____
12-179	Princeton Public Library	_____
12-180	Pulaski County Public Library	_____
12-181	Putnam County Public Library	_____
12-182	Remington-Carpenter Township Public Library	_____
12-183	Ridgeville Public Library	_____
12-184	Roachdale-Franklin Township Public Library	_____
12-185	Roann Paw-Paw Township Public Library	_____

12-186	Roanoke Public Library	
12-187	Royal Center-Boone Township Public Library	
12-188	Rushville Public Library	
12-189	Salem-Washington Township Public Library	
12-190	Scott County Public Library	
12-191	Shelby County Public Library	
12-192	Sheridan Public Library	
12-193	Shoals Public Library	
12-194	South Whitley-Cleveland Township Public Library	
12-195	Speedway Public Library	
12-196	Spencer County Public Library	
12-197	Spiceland Town-Township Public Library	
12-198	St. Joseph County Public Library	
12-199	Starke County Public Library System	
12-200	Sullivan County Public Library	
12-201	Swayzee Public Library	
12-202	Switzerland County Public Library	
12-203	Syracuse-Turkey Creek Township Public Library	
12-204	Thorntown Public Library	
12-205	Tippecanoe County Public Library	
12-206	Tipton County Public Library	
12-207	Tyson Library Association, Inc	
12-208	Union City Public Library	
12-209	Union County Public Library	
12-210	Van Buren Public Library	
12-211	Vermillion County Public Library	
12-212	Vigo County Public Library	
12-213	Wabash Carnegie Public Library	
12-214	Wakarusa-Olive & Harrison Township Public Library	
12-215	Walkerton-Lincoln Township Public Library	
12-216	Walton & Tipton Township Public Library	
12-217	Wanatah Public Library	
12-218	Warren Public Library	
12-219	Warsaw Community Public Library	
12-220	Washington Carnegie Public Library	
12-221	Washington Township Public Library	
12-222	Waterloo-Grant Township Public Library	
12-223	Waveland-Brown Township Public Library	
12-224	Wells County Public Library	
12-225	West Lafayette Public Library	
12-226	West Lebanon-Pike Township Public Library	
12-227	Westchester Public Library	
12-228	Westfield-Washington Public Library	
12-229	Westville-New Durham Township Public Library	
12-230	Whiting Public Library	
12-231	Willard Library of Evansville	
12-232	Williamsport-Washington Township Public Library	
12-233	Winchester Community Public Library	

12-234	Wolcott Community Public Library	_____
12-235	Worthington Jefferson Township Public Library	_____
12-236	York Township Public Library	_____
12-237	Yorktown Public Library	_____
12-238	<b>TOTAL PLAC Loans</b>	_____

### 13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001	<b>Does your library comply with Public Library Law under IC 36-12?</b>	_____
13-002	<b>If the answer to 13-001 is NO, explain:</b>	_____
13-003	<b>Does your library comply with other Indiana laws that affect municipal corporations?</b>	_____
13-004	<b>If the answer to 13-003 is NO, explain:</b>	_____
13-005	<b>Does your library comply with all federal laws affecting employment practice?</b>	_____
13-006	<b>If the answer to 13-005 is NO, explain:</b>	_____
13-007	<b>Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?</b>	_____
13-008	<b>If the answer to 13-007 is NO, explain:</b>	_____
13-009	<b>Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?</b>	_____
13-010	<b>If the answer to 13-009 is NO, explain:</b>	_____
13-011	Do the library board and the director maintain separate functions?	_____
13-012	<b>Is the board responsible for governance and policy?</b>	_____
13-013	<b>Is the director responsible for administration, operation and management of the library?</b>	_____
13-014	<b>Does the director work full-time?</b>	_____
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at <a href="https://mylicense.in.gov/EVerification/Search.aspx">https://mylicense.in.gov/EVerification/Search.aspx</a> )	_____

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	_____

#### Personnel Policies

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

13-019	Recruitment?	_____
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- 13-020 Selection? \_\_\_\_\_
- 13-021 Appointments? \_\_\_\_\_
- 13-022 Personnel actions? \_\_\_\_\_
- 13-023 Salary administration? \_\_\_\_\_
- 13-024 Employee benefits? \_\_\_\_\_
- 13-025 Conditions of work? \_\_\_\_\_
- 13-026 Leaves? \_\_\_\_\_
- 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 (3) 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? \_\_\_\_\_
- 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? \_\_\_\_\_

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

Resource Sharing

13-050 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana?

Answer YES if your policy is to lend, even if no loans were requested.

13-051 Does your library provide interlibrary loan free of charge *to your users*?

Answer YES if your policy is to lend, even if no loans were requested.

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 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?

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?

Does the library provide young adult services, including:

13-061 Reference services, including knowledge of and access to reference materials, including INSPIRE?

13-062 A collection of materials for young adults?

13-063 A space designated for young adults in each fixed location?

Does the library provide children's services, including:

13-064 Reference services, including knowledge of and access to reference materials, including INSPIRE?

13-065 A collection of materials for children?

13-066 A space designated for children in each fixed location?

Public Access

13-067 Are patrons who are unable to read regular print, because of a visual or a 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?

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? \_\_\_\_\_

**14 - Statement of Intent to Comply with Standards**

- 14-001 Please explain any NO answers given in Part 13. \_\_\_\_\_

**15 - Supplemental Questions**

Fines

- 15-001 Does your library charge fines for late materials? \_\_\_\_\_
- 15-002 If the answer to 15-001 is YES, how much do you charge per item, per day for books? \_\_\_\_\_
- 15-003 If the answer to 15-001 is YES, how much do you charge per item, per day for audio/visual materials? \_\_\_\_\_
- 15-004 Does your library charge a processing fee for lost or damaged items? \_\_\_\_\_
- 15-005 If the answer to 15-004 is YES, how much per item? \_\_\_\_\_
- 15-006 Does your library offer fine forgiveness or amnesty? If so, please briefly describe alternative offered. \_\_\_\_\_
- Alternative \_\_\_\_\_

Library Consultants

If you have used the services of a professional consultant or architect in the last 3 years (2016-2018), please provide their information here. Click "Add Group" to enter additional consultants.

- 15-007a Consultant or Company Name \_\_\_\_\_
- 15-008a Type of consulting service performed \_\_\_\_\_
- 15-009a Street address \_\_\_\_\_
- 15-010a City \_\_\_\_\_
- 15-011a State \_\_\_\_\_
- 15-012a Zip \_\_\_\_\_
- 15-013a Phone \_\_\_\_\_
- 15-014a Website \_\_\_\_\_

Professional Development

- 15-015 What types of continuing education do you make available to staff? Select all that apply:
  - conferences \_\_\_\_\_
  - webinars (live) \_\_\_\_\_
  - webinars (archived) \_\_\_\_\_
  - staff day \_\_\_\_\_
  - professional roundtables \_\_\_\_\_
  - other (describe) \_\_\_\_\_

- 15-016 Who at your library is eligible for professional development? \_\_\_\_\_

(Exp: part-time, full-time, librarians only, all staff)

One-on-One Services

15-017 What sort of one-on-one instruction does your library provide? Select all that apply:

small device use (e-book readers, smartphones, tablets) \_\_\_\_\_

computer instruction \_\_\_\_\_

resume help \_\_\_\_\_

other (please explain) \_\_\_\_\_

15-018 Does your library offer notary services? \_\_\_\_\_

15-019 If the answer to 15-018 is YES, how much (if at all) does it charge? \_\_\_\_\_

15-020 Does your library offer proctoring services? \_\_\_\_\_

15-021 If the answer to 15-020 is YES, how much (if at all) does it charge? \_\_\_\_\_

**CERTIFICATION**

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by March 1, 2019.