# 2024 Public Library Annual Report Workshop

Library Development Office – Angela Fox

November 21, 2024

# 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)
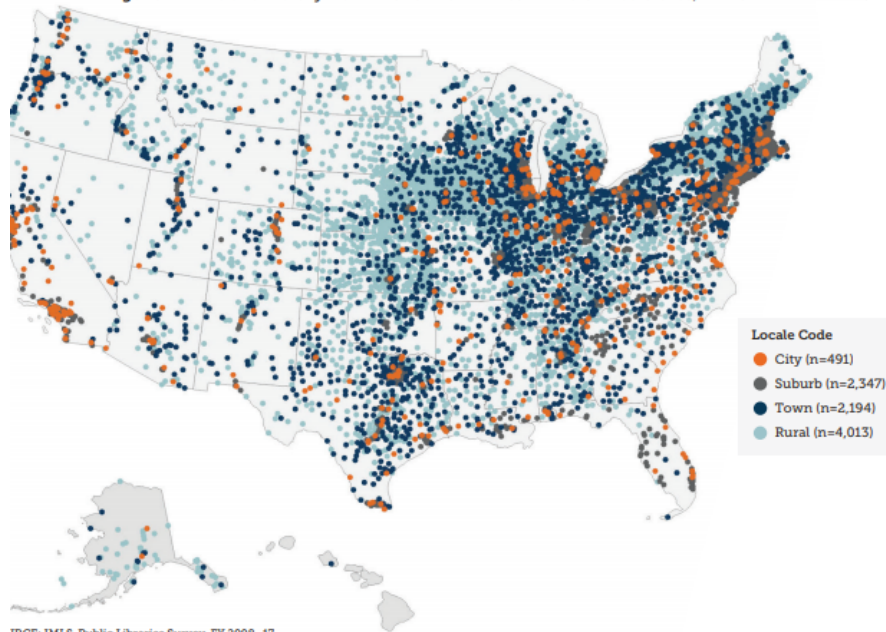
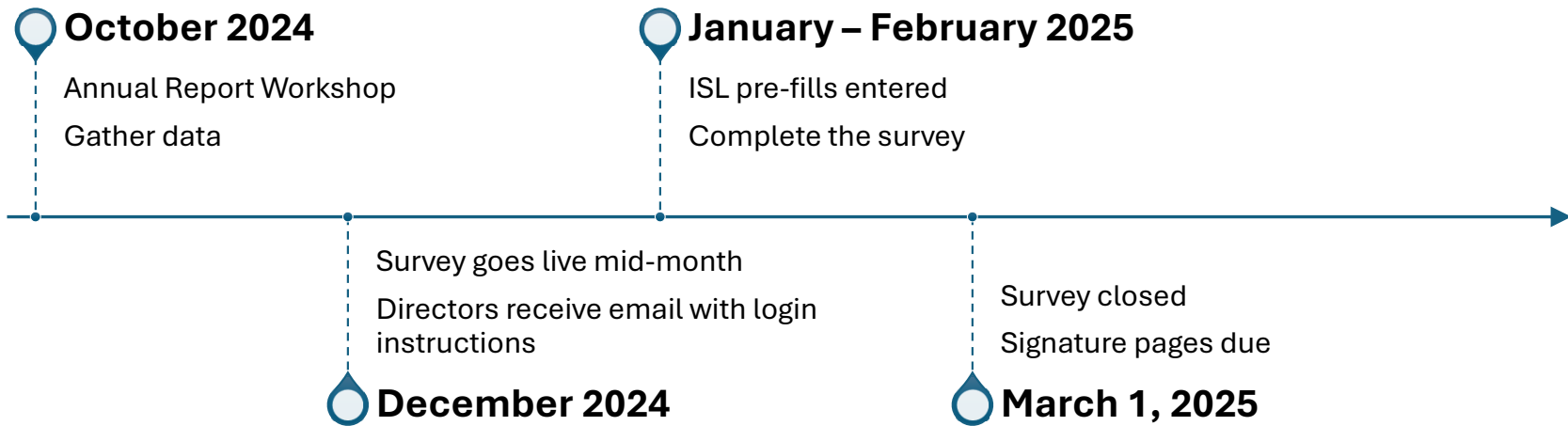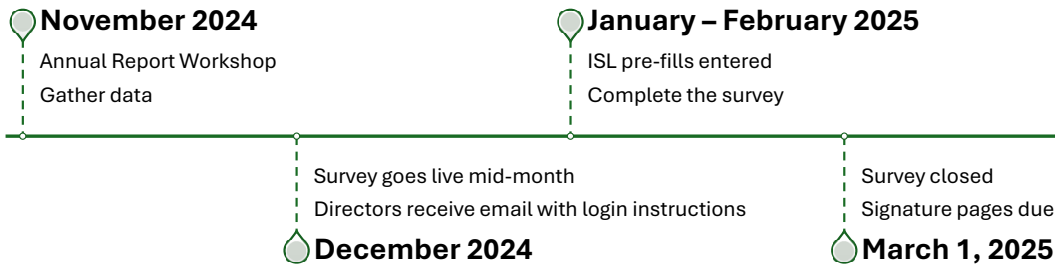SRCE: IMLS, Public Libraries Survey, FY 2008–17.

- Public Library Survey (PLS): only annual collection of public library data

- Key metrics on 9,000 libraries

- Indiana Public Library Annual Report = PLS + additional questions from the Indiana State Library

- Used to check standards

# Timeline

**October 2024**

Annual Report Workshop

Gather data

**January – February 2025**

ISL pre-fills entered

Complete the survey

Survey goes live mid-month

Directors receive email with login instructions

**December 2024**

Survey closed

Signature pages due

**March 1, 2025**

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| | | # of Records Flagged | |
|---|---|---|---|
| | Sheet | Non-critical | Critical |
| 3 | State Characteristics | 0 | 0 |
| 4 | Name Address | 0 | 0 |
| 5 | Other Identification | 2 | 0 |
| 6 | Pop and # of outlets | 107 | 0 |
| 7 | Staffing | 0 | 0 |
| 8 | Revenue | 21 | 0 |
| 9 | Expenditures | 38 | 0 |
| 10 | Capital | 4 | 0 |
| 11 | Collections | 425 | 0 |
| 12 | Services | 108 | 0 |
| 13 | Programs | 413 | 0 |
| 14 | Other Elec. | 30 | 0 |
| 15 | Outlets | 52 | 0 |
| 16 | Total | 1200 | 0 |
| 17 | | | |
| 18 | Edits run on - 4/28/2023 12:46:01 PM EST | | |

**March 2, 2025**

Begin initial data review and clean up (ISL)

**April – June 2025**

Submit data to AIR

AIR edit checks →

ISL follow-up

(repeat cycle)

Standards review

Standards letters sent

**March – late April 2025**

Data clears edit checks

AIR final review

Data locked

**June – July 2025**
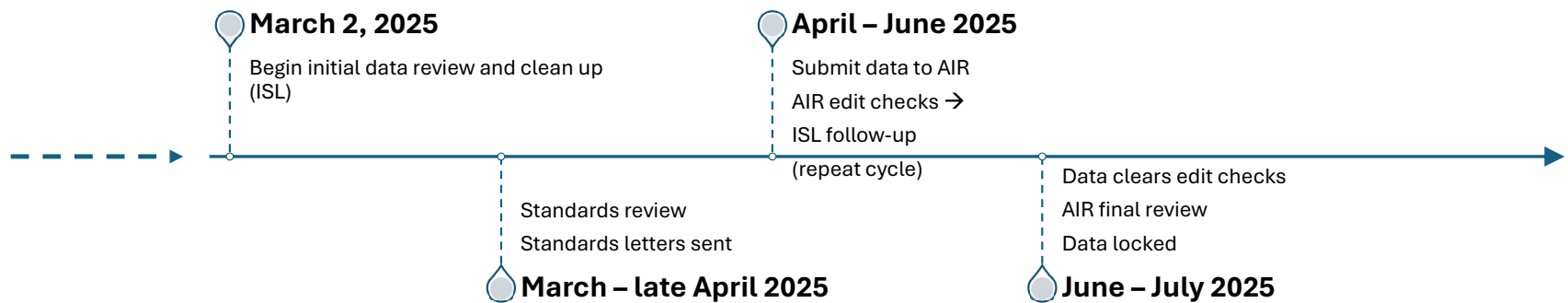
# Thanks to...

**Julie Elmore**
Oakland City - Columbia Township Public Library

**Inge Kokidko**
Porter County Public Library System

**Heather O'Grady**
Evansville-Vanderburgh Public Library

**Jordan Orwig**
Sullivan County Public Library

**David Seckman**
Jeffersonville Township Public Library

**Story Snyder**
Brown County Public Library

# What's New for 2024?

# Changes for 2024

- [M]issing replaces [NA]

- Some questions relocated
  - Overdue fines; related to non-resident fee, Local databases

- Section 1:  Hours open calculations – not automatically calculated/locked
  (weeks open x hours per week)

- Section 9:  Did your library offer automatic renewal for any physical materials during the reporting period?

- Section 11: Number of years the director has held the position at the library

# Section 5 – Collection Expenditures

**OLD**

- Books
- Periodicals
- A/V materials – physical
- E-content
  - E-books, audio, movies, databases, etc.
- Electronic physical format
  - Playaways, Vox, Kindles

**NEW**

- Print
  - Books, periodicals
- Other physical
  - A/V, Library of Things, Playaways, etc.
  - Anything physical that's not print
- E-content
  - E-books, audio, movies, etc.
- Databases
- Public Access Computers

# Section 8 – Library Services

## OLD – By Format

- Number of programs
  - In-person, onsite
    - ...for children 0-5 years
    - ...6-11 years
    - ...young adult
    - ...adult
    - ...general audience
  - Repeat for in-person offsite, live virtual

- Audience
  - In-person onsite
    - ...for children 0-5 years
    - ...6-11 years
    - ...young adult
    - ...general audience
  - Repeat for in-person offsite, live virtual

## NEW – By Target audience

- Children 0-5 years
  - Number of in-person, onsite programs
  - Attendance at in-person, onsite
  - Number of in-person, offsite
  - Attendance at in-person, offsite
  - Number of live, virtual programs
  - Attendance at virtual programs (by participant devices)
  - Total number of programs for 0-5
  - Total attendance at programs for 0-5

# Section 8 – Library Services

**OLD – Meeting Rooms**

- Total number of non-library sponsored programs

- Total attendance at non-library sponsored programs

**NEW – Meeting Rooms**

- Number of meeting rooms available for public use

- Number of times meeting rooms were used by the public

**GONE, GONE, GONE** - Number of website visits

# Section 9

- **E-books** are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.

- **E-periodicals** are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

- **E-videos** are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device.

- **Research databases** are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information.

- **Online learning platforms** primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc.

# Holdings and Circulation

Circulation

## Circulation – Physical Materials

- 09-027  Circulation of physical items: books, audio, and video units
- 09-028  Circulation of all children's physical materials (subset of 09-027)
- 09-029  Circulation of other physical items (subset of 09-027)
- 09-030  Did your library offer automatic renewal for any physical materials during the reporting period

## Circulation – Electronic Materials

- 09-031  E-book circulation
- 09-032  E-serial circulation
- 09-033  E-audio circulation
- 09-034  E-video circulation
- 09-035  Total circulation of electronic materials (book, serial, audio, video)

- 09-036  Total circulation of all materials

# Section 9 - Circulation

**OLD**

- Circulation of physical items

- Circulation of **other** physical items

- Use of electronic materials

- Successful retrieval of electronic information

**NEW**

- Circulation of physical items: books, audio, and video units

- Circulation of all other physical items

- E-book circulation
- E-serial circulation
- E-audio circulation
- E-video circulation

# Section 9 - Holdings

- For each type of electronic holding, please answer YES or NO to the following question: Did the library provide access to the following materials purchased solely by the (library; consortia; or state agency)?

    - E-books provided by the library – Y/N
    - E-books provided by consortium – Y/N
    - E-books provided by state agency – Y/N

# INDIANA PUBLIC LIBRARY ANNUAL REPORT 2023

STATUS     EXPORT     PRINT     SUBMIT          PREV     NEXT     SAVE

## SURVEY NAVIGATION

1 - General Information

Part 1

Part 2

Part 3

2 - Registrations

3 - Libraries and Political Subdivisions

4 - Operating Revenue

5 - Operating Fund Expenditures

Part 1

Part 2

## 2 - REGISTRATIONS

HIDE     Last Year's Answers

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

[          ]     ?

LAST YEAR'S ANSWER:     5

🏳 FLAG     ⊞ NOTE     🕘 HISTORY

# Bibliostat Updates

# Bibliostat Updates

- New landing page - list of surveys; print data or text
- Contact information pop-up
- Multiple simultaneous user warnings
- Longer history for each question
- Real-time edit checks
- Automatic email when submitted
- Print PDF (yes, really!) or webpage
- Print spreadsheet at any time

# Your Ducks

- Contact info for ISL and Bibliostat

- Reports

- Help documents / worksheets

# 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

# General Instructions

**Time Frame**

- Report on the 2024 calendar year
- Exceptions (most current):
  - Contact information
  - Assessed valuation and tax rate
  - Library board members
  - Hourly salaries and benefits

**Unknowns**

- Enter zero only if the actual number to report is zero or none
- Enter "M" 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

- 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 – 01-013  Mailing address
- 01-014  Congressional district number
- 01-015  Phone
- 01-016  Fax
- 01-017  Voicemail/answering machine?

# General Information

- 01-018  Library URL
- 01-019  Library email or electronic contact listed on library's website

- 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

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

...

- 01-037 Sunday closing time

- 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

- 01-042  Number of weeks per year the central library was open in 2024

- 01-043  Total public service hours the central library was open in 2024

- 01-044  What type of internet access is available in the central library?

- 01-045 Select the nearest download speed of internet access in the central library

# What is a Branch?

- 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

- 01-200  Total number of branches
- Repeat of Central Library questions
  - Name
  - Address, mailing address
  - Last addition and square footage
  - Weeks open
  - Branch hours
  - Branch internet access
- Total annual public service hours of all branches

# 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

- 01-300  Total number of bookmobiles

- 01-301a Bookmobile name

- Street address

- Weeks per year, hours per week

- 01-500  Total system public service hours per year

# 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 paid 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

# Registrations

- 02-007  Total number of all non–resident registered users
- 02-008  Total number of registered users
- 02-009  Total number of reciprocal users
- 02-010  Total number of PLAC users
- 02-011  Amount of non-resident fee
- 02-012  Date the library board adopted this fee
- 02-013  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?

# Libraries and Political Subdivisions

# Libraries and Political Subdivisions

- Assessed valuation, tax rates
  - Gateway, DLGF

- Service Area Populations
  - 2020 Census figures
  - Taxed vs. contracting
  - Update ISL about changes to your service area

# Libraries and Political Subdivisions

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

- 03-008 – 03-012 Repeat for additional county (if necessary) Total assessed valuation for additional county

- 03-013   Total population taxed
- 03-013b Total population served by contract
- 03-014   Total population served (tax + contract)
- 03-015  Political subdivision name
- 03-016  Population served by taxation (If the subdivision is served by contract, this line will be blank, or have a ZERO)
- 03-017  Population served by contract (If the subdivision is served by taxation, this line will be blank, or have have a ZERO)
- 03-018  Were there any changes to your library's service area? (Changes may include annexations, mergers, or changes to contracts.)
- 03-019  If the answer to 03-018 is YES, please explain

# Operating Revenue

Part 4

# Operating Revenue

- Local, state, federal, other
- Operating and non-operating funds lumped together
- Reimbursement grants: report money claimed, not awarded

# Operating Revenue

**LOCAL**

- 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

**STATE**

- 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

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

## 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
- Operating expenditures by category: staff, supplies, collections
- Must report operating and non-operating funds separately
- Collection Development Standard
- Non-resident fee for 2025

# 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

Operating Fund:

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   Total for outlays for public access computers, tablets, and electronic media devices

# Expenditures

Operating Fund:

Library Collections

- 05-023   Print materials
- 05-024   Other physical materials
- 05-025   Electronic materials (e-books, e-audio, e-video)
- 05-026   Databases and online learning platforms
- 05-027   Total operating fund expenditures for collection development

# Expenditures

Non-Operating Fund:

Library Collections

- 05-029   Print materials
- 05-030   Other physical materials
- 05-031   Electronic materials (e-books, e-audio, e-video)
- 05-032   Databases and online learning platforms
- 05-033   Public access computers (includes non-circulating desktop, laptops, Chromebooks)
- 05-034   Total non-operating fund expenditures for collection development

# Expenditures

Totals

- 05-035   Total exp for print materials
- 05-036   Total exp for other physical materials
- 05-037   Total exp for electronic content
- 05-038   Total expenditures for public access computers

# Expenditures

Totals

- 05-039  Total exp for collections (without PACs)
- 05-040  Total exp for collections (with PACs)
- 05-041  Total exp from operating funds
- 05-042  Total expenditures (operating AND non-operating funds)

- Total capital fund expenditures

## Expenditures

Non-Resident Fee Standard

Collection Development Standard

- 05-044   Total 2023 operating expenditures per capita

- 05-045   Difference between 2023 OE per capital and non-resident fee (subtract 02-011 from 05-044).

- 05-045a   Does your library's non-resident fee meet the standard?

- 05-048   Total 2023 operating expenditures per capita

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

# Non-Resident Fee

- Calculate operating expenditures per capita for the report year. That is the minimum non-res fee for the FOLLOWING YEAR.

- To be in standards, non-res fee for 2025 must meet/exceed the operating expenditures per capita from 2024.

# Collection Development Standard

$$\frac{\text{operating and non-operating funds spent on collections}}{\text{Total operating funds}}$$

= % of operating funds spent on collections.

**Must be at least** **8%**

# Capital Revenue

Part 6

# Capital Revenue

- 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

Librarians

- 07-001  Total number of all librarians
- 07-002  Total number of paid hours per week for all librarians
- 07-003  FTE for all librarians
- 07-004  How many of the librarians reported in 07-001 have an ALA-MLS degree?
- 07-005  Total number of paid hours per week for all ALA-MLS librarians
- 07-006  FTE for all ALA-MLS librarians

# Employment Data

All Other Staff

Totals

- 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

- 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

Section 8

# 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
- 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)

| Include | Exclude |
|---|---|
| All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event. | Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff. |
| Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school. | Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market. |

| Include | Exclude |
|---|---|
| Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library. | Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 620). Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book. |
| Program sessions with attendance of zero or one if they were intended for a group. | Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. |
| | Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete. |

## We don't no know, either!

- Gut check / rule of thumb
- *A program is an intentional service or event in a social setting, developed proactively to meet the needs or interests of an anticipated target audience, at least some of whom attend by choice.*
  - National Impact of Library Public Programs Assessment

# Library Services and Technology

Programs

- Children Ages 0-5 years
    - 08-010  # of in-person, onsite programs
    - 08-011  Attendance at in-person, onsite
    - 08-012  # of in-person, offsite
    - 08-013  Attendance at in-person, offsite
    - 08-014  Number of live, virtual programs
    - 08-015 Attendance at live, virtual (as county by participant devices)
    - 08-016  Total number programs
    - 08-017  Total attendance
- Children Ages 0-6 years (08-018 – 08-024)
- Young Adults (08-026 – 08-033)
- Adults (08-034 – 08-041)
- General Interest (08-042 – 08-049)

# Library Services and Technology

Programs - Totals

- 08-050  Total # of in-person, onsite library programs
- 08-051  Total attendance at in-person, onsite library programs
- 08-052  Total number of in-person, offsite library programs
- 08-053  Total attendance at in-person, offsite library programs
- 08-054  Total number of live, virtual library programs
- 08-055  Total attendance at live, virtual library programs

- 08-056  Total number of live (in-person or virtual) library programs
- 08-057  Total attendance at live (in-person or virtual) library programs

# Library Services and Technology

- 08-058  Total number of recorded (asynchronous) program presentations
- 08-059  Total plays of recorded (asynchronous) program presentations

- 08-060  How many weeks of a Children's Reading Program did your library offer at each fixed location?
- 08-061  Number of meeting rooms available for public use
- 08-062  Number of times meeting rooms were used by the public

# Library Services and Technology

Computers and Library System Automation

- 08-066  Number of uses (sessions) of public internet computers in 2024

- 08-066a  Reporting method for number of uses of public internet computers

- 08-067  Number of wireless internet uses per year

- 08-067a  Reporting method for wireless sessions

- 08-068  Number of public internet computers system-wide

- 08-069  Number of staff computers

- 08-070  Name of your library's automated bookkeeping system

- 08-071  Brand and version of Integrated Library System

# Circulation and Holdings

Section 9

# Holdings and Circulation

Holdings – Physical Materials

- 09-001  Books (print)
- 09-002  Print serial subscriptions
- 09-003  Audio materials – physical units
- 09-004  Video materials – physical units
- 09-005  All other circulating physical materials
- 09-006  Does your library circulate hotspots?
- 09-007  Total physical items in collection

# Holdings and Circulation

Holdings – Electronic Materials

For each type of electronic holding, to the following question: Did the library provide access to the following materials purchased solely by the (library, consortia, or state agency)?

- 09-007  E-books provided by library
- 09-008  E-books provided by consortium
  - 09-009a*  If answer was YES, name of the consortium?
- 09-010  E-books provided by state agency

Repeat for…
- 09-011 – 013  E-periodicals
- 09-014 – 016  E-audio
- 09-017 – 019  E-video
- 09-020 – 022  Research databases
- 09-023 – 025  Online learning platforms

- 09-026  Names of public use/commercial databases and online learning platforms to which the library subscribes

# Holdings and Circulation

Circulation

## Circulation – Physical Materials

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- 09-030  Did your library offer automatic renewal for any physical materials during the reporting period

## Circulation – Electronic Materials

- 09-031  E-book circulation
- 09-032  E-serial circulation
- 09-033  E-audio circulation
- 09-034  E-video circulation
- 09-035  Total circulation of electronic materials (book, serial, audio, video)

- 09-036  Total circulation of all materials

# 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?
- 11-004  Number of years the director has held the position at the library

# Salary and Benefits

**11-004  Job Title - Assistant or Associate Director**

Assistant Director  ?

FLA

**11-005  Certification level**

▼  ?

FLA

**11-006  Minimum hourly wage**

?

FLA

**11-007  Maximum hourly wage**

?

FLA

# 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)

### Repeats for Part-Time   11-513 – 11-524

# 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

# Compliance With Standards

- Mostly Y/N
- (IC 36-12 CODE CITATION)
- Compliance with relevant local/state/federal laws
- Board and director
- Required plans, policies, and bylaws
- Long-range plan – including years
- Resource sharing
- Website

# Statement of Intent to Comply With Standards

Part 14

Please explain any NO answers given in Part 13

# Supplemental Questions

Part 15

## Supplemental Questions

- 15-001 Does your library have a Friends group?
- 15-002  Does your library have a foundation?

- 15-003  Did the library offer "Take and Make" activities in 2024?
  - 15-003a – Number of "Take and Make" activities distributed (optional)

- 15-004  What's something your library did in the past year that you're proud of?

# Submitting the Report

# Certification and Signature Page

- Board director MUST sign
- Email preferred.

# Questions?

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