



Chapter 6

Required Reports and Statistical Sources

There are a number of required reports, most of which are mandated by Indiana State Law, that a Public Library Director is required to complete. These reports include statistical reports, financial reports, and employee reports.

Reports due to the State Board of Accounts or Department of Local Government Finance are now submitted electronically via a web portal called "The Gateway." The Gateway is a tool both agencies use to collect and disseminate local government information.

Required Reports:

Please note: Requesting Agency is in *Italics*

- A. The **Annual Report for Indiana Public Libraries (ISL)** must be completed annually and includes the following components:
- Annual Report (questionnaire/survey)
 - Includes:
 - Annual PLAC Statistics Report
 - Statement of Compliance with Standards
 - Statement of Intent to Comply with Standards
 - Supplemental Questions
 - Signature Page

Much of the data collected in this report is submitted for inclusion in the national [Public Libraries Survey](#).

Instructions and login information for completing the Annual Report are emailed to all directors in December. Instructions are mailed to directors without a valid email address or internet access. The report is completed entirely online, with the exception of the signature page, which must be printed, signed, and mailed in.

The Annual Report is currently due **February 1st** of each year. Per the new Public Library Standards in 2017, the due date will change to coincide with the State Board of

Accounts' Annual Report. This will go into effect for the 2017 report, due in 2018.

Data collected on the State Library's Annual Report may vary slightly from year to year, but usually includes:

- a. Library name, address, location and contact information, hours of operation
- b. Public library service areas (city/town, township(s), county, or other)
- c. Library district's most recent assessed valuation(s) and tax rate(s)
- d. Census population (most recent decennial census), # of registered borrowers (both resident and nonresident individuals), ILL and circulation
- e. Operating income and expenditures by type
- f. Library holdings/collections
- g. Selected library services, including programs
- h. Type and speed of Internet access and number of computers
- i. Staff job classifications and hours worked
- j. Salary and benefit information

Annual PLAC Statistics Report This report asks for the number of loans your library makes to people from other library districts. The library must keep statistics all year on the patrons who have PLAC cards. You will need to ask them for the name of their home library. If your library is a net lender, it will receive payment for the net loans. Please carefully review the number of loans reported, as this could result in a large check for your library, and an error might cause the loss of a large sum of money.

Statement of Compliance with Standards A public library must meet all standards or receive a waiver for non-certification issues each year in order to receive any state or federal funding. This would include any State Technology Fund money, PLAC Distribution, INfo Express service discount, LSTA funds and payments or grants for Internet lines, and other services.

Statement of Intent to Comply with Standards If any answer in the Statement of Compliance with Standards is "no", it must be explained on the annual report form, along with a statement as to how the library intends to change it to comply with standards. If a library does not adequately explain its intent or does not explain a "no" answer, it may be found out of compliance with standards.

Supplemental Questions This part of the report changes annually and is intended to elicit information for the use of the Indiana State Library and Indiana librarians and other interested parties.

Signature Page Must be returned via regular mail with original signatures.

B. Fiscal and Narrative Reports for Grants Awarded (LSTA and other) (ISL)

Libraries receiving LSTA or other grants from the Indiana State Library should refer to their grant manual or guidelines. For LSTA grants, brief quarterly evaluations and a final report are required for each project. For more information, visit www.in.gov/library/lsta.htm

C. PLAC Quarterly Reports (ISL)

Due the 25th of month after end of quarter (due January 25, April 25, July 25, October 25 each year, sent to Indiana State Library, Administrative Division). This report is to be filed, regardless of whether any PLAC cards are sold. A check for the PLAC cards sold must accompany this form and the check must equal the number of cards sold. PLAC cards are the financial responsibility of the library to which they are issued (they are numbered). The PLAC report form can be downloaded at <http://www.in.gov/library/plac.htm>

D. Report of Names and Compensation of Officers and Employees (SBoA)

(Gateway 100R) To be filed through Gateway on or before January 31

Report the names and compensation of ALL people paid by the library. If they receive a W2, they should be listed on this report. The State Board of Accounts recommends using the library's address, not each staff member's home address. These are public records and are often requested by the general public. Must also sign and return an Attestation page.

E. Withholding Statements for Employees (W-2) (Federal) The statement must be completed and given to each employee by **January 31**. <http://www.irs.gov>

F. Annual Report to Indiana Department of Revenue (DOR) Information on state and county income tax withholdings is due in **January**. <http://www.dor.in.gov>

G. Annual Report to Internal Revenue Service (W-3) (Federal)

Information on social security withholdings and federal income tax withholdings is due in **January**. <http://www.irs.gov>

H. Outstanding Indebtedness Report (DLGF)

[IC 5-1-18-10] Requires that each political subdivision report any outstanding bonds or leases to the Department, due **on or before March 1**. <http://www.in.gov/dlgf/9106.htm>

I. Library Annual Financial Report (Form Number LAR-1) (SBoA)

The LAR-1 is due by March 1. <https://gateway.ifionline.org/login.aspx>

This report, of all the library's funds in a calendar year, is made available to the Census Bureau after the State Board of Accounts (SBoA) receives it. The SBoA uses it as the basis for the library audit. SBoA has a person on staff who can answer questions about it at 317-232-2513.

J. Bi-annual report to the county treasurer certifying names and addresses of every library employee for the county where the employee works

[IC 6-1.1-22-14] Due twice a year – by June 1 and December 1 (No official form, home

address is required). A governmental entity that has an employee who works in more than one (1) county shall certify the information for the employee to the county of the employee's principal office.

K. Post Bond Sale/Post Lease Execution (DLGF)

[IC 5-1-18-7 and 5-1-18-8] Require that political subdivisions entering into bonds and leases during a calendar year report these obligations to the Department through the Gateway on or before December 31.

Selected Statistical Sources

Statistics of Indiana Public Libraries (ISL) - Data from 1994 through previous year:

<http://www.in.gov/library/plstats.htm>

(Statistics from years prior to 1994 are available in print upon request.)

Public Libraries in the United States Survey - The Public Libraries Survey (PLS) provides statistics on the status of public libraries in the United States.

[http://www.ims.gov/research/public libraries in the united states survey.aspx](http://www.ims.gov/research/public%20libraries%20in%20the%20united%20states%20survey.aspx)

Public Library Data Service Statistical Report – Similar to the PLS in content, the PLDS is a voluntary report, completed annually by 800+ public libraries in the U.S. and Canada.

<http://www.ala.org/pla/publications/plds>

Librarian and Researcher Knowledge Space (“LARKS”) (ALA) - A resource for researchers of all levels of experience in school, academic, and public libraries.

<http://www.ala.org/research/larks>

Indiana State Library – State Data Center – A resource for Census, federal, and other statistics.

<http://www.in.gov/library/isdc.htm>

National Center for Education Statistics – Library Statistics Program – Provides Academic library and school library media center data <http://nces.ed.gov/surveys/libraries/>

Library and Book Trade Almanac (formerly The Bowker Annual) Medford, N.J.:

Information Today, Inc. <http://books.infotoday.com/directories/Library-and-Book-Trade-Almanac.shtml>

Library Journal – America’s Star Libraries

<http://lj.libraryjournal.com/>

Indiana University/Indiana Business Research Center

Stats Indiana <http://www.stats.indiana.edu/>

The POLIS Center/SAVI

Data for central Indiana (SAVI): www.savi.org

U.S. Census Bureau – American FactFinder

factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml

Statistics Usage – Bibliography

- Baird, B. J. (2004). *Library collection assessment through statistical sampling*. Lanham, Md., Scarecrow.
- Bertot, J. C. (2001). *Statistics and performance measures for public library networked services*. Chicago: American Library Association.
- Boss, R. W. (2006). Rethinking library statistics in a changing environment. Public Library Association (PLA). Retrieved from <http://www.ala.org/pla/tools/technotes/rethinkinglibrary>
- Farmer, L. S., & Safer, A. M. (2016) *Library improvement through data analytics*. New York: Neal-Schuman.
- Liu, Y. Q., & Zweizig, D. (2000). Public library use of statistics: A survey report. *Public Libraries*, 39 (2), 98-105.
- Orcutt, D. (2009). *Library data: Empowering practice and persuasion*. Santa Barbara, CA: Libraries Unlimited.
- Smith, M. (1996). *Collecting and using public library statistics: A how-to-do-it manual for librarians*. New York: Neal-Schuman.
- White, A. C., & Kamal, E. D. (2005) *E-metrics for library and information professionals: How to use data for managing and evaluating electronic resources*. New York: Neal-Schuman.

Questions from the Indiana Public Library Annual Report 2015

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 library district headquarters is located.

01-004 Library Name

01-005 Library Class

01-006 Library Director

01-007 Street Address

01-008 City

01-009 ZIP+4

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+4

01-014 Congressional District #

01-015 **Phone**

01-016 FAX

01-017 **Does your library have an answering machine, voice mail or other similar technology?**

01-018 **Library URL**

01-019 **Public Library E-Mail Address, or a means of electronic contact listed on the library's website**

Building Questions

01-020 The year the current central building was built

01-021 Year of the most recent structural addition or alteration to current central building

01-022 What is the square footage of the central building?

01-023a Please enter any non-standard Central library hours that cannot be entered into the daily hours form

01-023 **Central Library daily hours.**

Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

01-038 **Total open hours for Central Library during a typical week**

01-039 **Total number of hours Central Library is open after 6:00 p.m. per week**

01-040 **Total number of hours per week Central Library is open on Saturday**

01-041 **Total number of hours per week Central Library is open on Sunday**

01-042 **Number of Weeks Per Year Central Library was open in 2014**

01-043 **Total Central Library Hours Open per Year**

Internet Access

01-044 **Does the library have Internet Access**

01-045 What type of Internet Access is available in the Central Building?

01-046 **Specify the download speed of Internet Access in the Central Building**

Branch Information

01-200 Total Number of Branches *(If this answer = 0, skip Questions 01-200 through 01-237)*

Individual Branch Information.

01-200a Branch Name

01-201a Branch Street Address

01-202a Branch City

01-203a Branch County

01-204a Branch Zip+4

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 Total Square Footage of Branch

01-210a Year Built

01-211a Year of the most recent structural addition or alteration to branch building

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 speed of Internet Access in the Branch library**

01-231a **Number of wireless hubs located 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 01-315a)*

Individual Bookmobile Information

- 01-301a Bookmobile Name
- 01-302a Street Address
- 01-303a City
- 01-304a County
- 01-305a Zip+4
- 01-306a Is your mailing address the same as the address listed above?
- 01-307a Mail 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 Bookmobile is Open
- 01-312a **Does the Bookmobile have Internet Access?**
- 01-313a What type of Internet Access is available in the Bookmobile?
- 01-314a **Specify the speed of Internet Access in the Bookmobile**
- 01-315a **Number of wireless hubs located in the Bookmobile?**
- 01-316 **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 Individual Resident Registered Users
- 02-002 Total Number of Users from Contracting Areas
- 02-003 Total Number of Individual 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 Individual Non-Resident Fee**
- 02-010 Date that the Library Board adopted this fee
- 02-011 **Does your library purge or mark inactive patron files at least every three years?**

3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

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.

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 BIRF/Lease Rental Tax Rate
- 03-006 LCPF Tax Rate
- 03-007 Did your library roll the LCPF into the operating tax rate?

- 03-008 Name for additional county
- 03-009 Total Assessed Valuation for additional county
- 03-010 Operating Tax Rate for additional county
- 03-011 BIRF/Lease Rental Tax Rate
- 03-012 LCPF Tax Rate
- 03-013 **Total district population without contract**
- 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 & Served)
- 03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)
- 03-019 Population 2010 Census (Served by Contract)

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 Operating Fund Income

- 04-001 Property Tax or CEDIT Operating Fund Income From Library Tax Rate
- 04-002 CAGIT Property Tax Replacement Credit
- 04-003 CAGIT Certified Shares
- 04-004 CAGIT Special Fund
- 04-005 County Option Income Tax (COIT)
- 04-006 Contractual Revenue Received for Service
- 04-007 Local Option Income Tax (LOIT)
- 04-008 **Total Local Operating Fund Income**

State Government Operating Fund Income

- 04-009 Financial Institutions Tax (FIT)
- 04-010 License Vehicle Excise Tax
- 04-011 Commercial Vehicle Excise Tax (CVET)
- 04-012 Other State Operating Fund Income
- 04-013 Source(s):
- 04-014 **Total State Operating Fund Income**

Federal Government Operating Fund Income

- 04-015 LSTA Grants
- 04-016 Name of Non-Operating Fund
- 04-017 Amount of LSTA grant placed in Non-Operating Fund
- 04-018 Other Federal Grants Operating Fund Income
- 04-019 List Source
- 04-020 **Total Federal Operating Fund Income**

Other Operating Fund Income

- 04-021 PLAC Reimbursement
- 04-022 Fines and Fees

04-023 Interest on Investments
04-024 Gift Receipts Operating Fund Income
04-025 Private and Public Foundation Grants Operating Fund Income
04-026 Miscellaneous Operating Fund Income
04-027 Source(s)
04-028 Total Public and Private Foundation Grants Income (deposited into any fund)
04-029 **Total Other Operating Fund Income**
04-030 **Total Operating Fund 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, electronic reading 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 **Nonprinted (Physical) Materials, Microforms & AV, not Electronic**

- 05-026 **Ebook and Electronic database licensing/purchase/lease expenditures**
- 05-027 **Electronic Physical Format, including Playaways and Ebook readers**

Non-Operating Fund Library Materials Expenditure Data

- 05-028 **Books (Include Book Lease)**
- 05-029 **Periodicals and Newspapers**
- 05-030 **Nonprinted (Physical) Materials, Microforms & AV, not Electronic**
- 05-031 **Ebook and Electronic database licensing/purchase/lease expenditures**
- 05-032 **Electronic Physical Format, including Playaways and Ebook 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 Expenditures for Collection Development**
- 05-039 **Total Non-Operating Fund Expenditures for Collection Development**
- 05-040 **Public Access Computers, electronic reading 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 2014 Operating Expenditures per capita
- 05-047 **Difference between 2014 OE per capita minus Non-Resident fee (subtract Q02-009 from Q05-046).**
- 05-047a **Does your library's non-resident fee meet the standard?**
- 05-048 Total 2015 Operating Expenditures per capita.

Collection Development Standard

- 05-049 **Collection Development Expenditure as a percentage of Operating 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 **FTE for ALL Librarians with an ALA-MLS**

ALL Librarians

07-004 Total Number of ALL Librarians, including ALA-MLS Librarians

07-005 Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians

07-006 **FTE for ALL Librarians**

ALL 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**

07-010 **Total number of all paid staff**

07-011 **Total number of paid hours 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.

8 - Library Service and Technology

Questions relating to standards are in bolded blue font

Interlibrary Loans

08-001 Total number of interlibrary loan materials provided to other libraries

08-002 Total number of interlibrary loan materials received from other libraries

Children's (0 - 11 years) Library Programs

08-003 **Number of Children's (0 - 11 years) Programs held in the library**

08-004 **Number of Children's (0 - 11 years) Programs held outside of the library**

Young Adult (12 - 18 years) Library Programs

08-005 **Number of Young Adult (12 - 18 yrs) Programs held in the library**

08-006 **Number of Young Adult (12 - 18 yrs) Programs held outside of the library**

Adult (18+ years) Library Programs

08-007 **Number of Adult (18+ yrs) Programs held in the library**

08-008 **Number of Adult (18+ yrs) Programs held outside of the library**

General (All Ages) Library Programs

08-009 Number of General (All ages) Programs held in the library

08-010 Number of General (All ages) Programs held outside of the library

08-011 Total Number of Non-Library Sponsored Programs

08-012 **Total Number of All Library-Sponsored Programs**

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

08-013 Attendance at Children's (0 - 11 years) Programs held in the library

08-014 Attendance at Children's (0 - 11 years) Programs held outside of the library

Attendance at Young Adult (12 - 18 yrs) Programs

08-015 Attendance at Young Adult (12 - 18 yrs) Programs held in the library

08-016 Attendance at Young Adult (12 - 18 yrs) Programs held outside of the library

Attendance at Adult (18+ yrs) Programs

08-017 Attendance at Adult (18+ yrs) Programs held in the library

08-018 Attendance at Adult (18+ yrs) Programs held outside of the library

Attendance at General (All ages) Programs

08-019 Attendance at General (All ages) Programs held in the library

08-020 Attendance at General (All ages) Programs held outside of the library

Attendance Totals

08-021 Total Attendance at Non-Library Sponsored Programs

08-022 **Total Children's Program Attendance**

08-023 **Total Young Adult Program Attendance**

08-024 **Total Program Attendance at Library-Sponsored Programs**

Summer Reading Program for Children

08-025 **How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?**

08-026 Total number of annual visits in the library

08-027 **Total number of reference transactions per year**

Electronic Collections (includes Licensed Databases)

08-028 **Number of State Licensed Databases (INSPIRE databases)**

08-029 **Number of Local and Other (Not INSPIRE) Licensed Databases**

08-030 **Name(s) of Public Use/Commercial Databases to which the Library subscribes**

08-031 **Total electronic collections**

Public Computers

08-032 Number of Public Internet Computers uses per year

08-033 Number of Wireless hubs located in the central building?

08-034 **Total number of wireless hubs, system-wide**

08-035 Number of wireless Internet uses per year

08-036 **Number of Internet connected public computers system-wide**

08-037 **Number of Scanners available for the public, system-wide**

08-038 **Number of Internet connected Staff computers, connected to a printer**

08-039 **Number of Internet connected public computers per capita**

Library System Automation

08-040 Does your library have an automated bookkeeping system?

08-041 Name of bookkeeping system

08-042 **Name of Integrated Library System**

08-043 **Is the library catalog available online?**

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 Total Circulation of All Materials

09-002 Circulation of All Children's Materials

09-003 Circulation of Electronic Materials

09-004 Total In-house Usage of Materials

09-005 Number of Book Reading or Music Playing Devices circulated annually

Selected Holdings

09-007 **Books (Print)**

09-008 Does the library belong to an Ebook consortium?

09-009 Name of Ebook Consortium

09-010 Electronic books (E-books) (LOCAL HOLDINGS)

09-011 Electronic books (E-books) (CONSORTIUM HOLDINGS)

09-012 Electronic books (E-books) (TOTAL) SUM OF 09-010 and 09-011

09-013 Video Materials - Physical Units

09-014 Video Materials - Downloadable Units (LOCAL HOLDINGS)

09-015 Video Materials - Downloadable Units (CONSORTIUM HOLDINGS)

09-016 Video Materials - Downloadable Units (TOTAL) SUM OF 09-014 and 09-015

09-017 Audio Materials - Physical Units

09-018 Audio Materials - Downloadable Units (LOCAL HOLDINGS)

09-019 Audio Materials - Downloadable Units (CONSORTIUM HOLDINGS)

09-020 Audio Materials - Downloadable Units (TOTAL) SUM OF 09-018 and 09-019

09-021 Electronic (Physical) Format

09-022 Number of Electronic Book Reading or Music Playing Devices Owned by the Library

09-023 Current 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 E-mail address
- 10-0009 Appointing Authority
- 10-0010 Date Term Expires
- 10-0011 Number of Consecutive Terms
- 10-0012 Date Initially Appointed

(Questions repeat for all board positions)

- 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 for 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 - Genealogy Reference Service
11-049 Certification Level
11-050 Minimum Hourly Wage
11-051 Maximum Hourly Wage
11-052 Job Title - Audio Visual Librarian
11-053 Certification Level
11-054 Minimum Hourly Wage
11-055 Maximum Hourly Wage
11-056 Job Title - Specialist (Professional)
11-057 Certification Level
11-058 Minimum Hourly Wage
11-059 Maximum Hourly Wage
11-060 Job Title - Library Assistant
11-061 Certification Level
11-062 Minimum Hourly Wage
11-063 Maximum Hourly Wage
11-064 Job Title - Bookkeeper or Treasurer
11-065 Certification Level
11-066 Minimum Hourly Wage
11-067 Maximum Hourly Wage
11-068 Job Title - Secretary or Receptionist
11-069 Certification Level
11-070 Minimum Hourly Wage
11-071 Maximum Hourly Wage
11-072 Job Title - Library Technician (including computer)
11-073 Certification Level
11-074 Minimum Hourly Level
11-075 Maximum Hourly Level

11-076 Job Title - Clerical or Aide
11-077 Certification Level
11-078 Minimum Hourly Wage
11-079 Maximum Hourly Wage
11-080 Job Title - Maintenance, Custodian, Janitor, or House-keeper
11-081 Certification Level
11-082 Minimum Hourly Wage
11-083 Maximum Hourly Wage
11-084 Job Title - Security
11-085 Certification Level
11-086 Minimum Hourly Wage
11-087 Maximum Hourly Wage
11-088 Job Title - Bookmobile Driver
11-089 Certification Level
11-090 Minimum Hourly Wage
11-091 Maximum Hourly Wage
11-092 Job Title - Messenger/Courier
11-093 Certification Level
11-094 Minimum Hourly Wage
11-095 Maximum Hourly Wage
11-096 Job Title - Page, Intern or Student Assistant
11-097 Certification Level
11-098 Minimum Hourly Wage
11-099 Maximum Hourly Wage
11-100 Job Title - Temporary Substitute
11-101 Certification Level
11-102 Minimum Hourly Wage
11-103 Maximum Hourly Wage
11-104 Job Title - Interlibrary Loan
11-105 Certification Level
11-106 Minimum Hourly Wage
11-107 Maximum Hourly Wage
11-108 Job Title - Human Resources
11-109 Certification Level
11-110 Minimum Hourly Wage
11-111 Maximum Hourly Wage
11-112 Job Title - Marketing
11-113 Certification Level
11-114 Minimum Hourly Wage
11-115 Maximum Hourly Wage
11-116 Job Title - Circulation Librarian
11-117 Certification Level
11-118 Minimum Hourly Wage
11-119 Maximum Hourly Wage
11-120 Job Title - Other (Up to 6 "Other" positions may be entered)
11-121 Specify Other Job Title

- 11-122 Certification Level
- 11-123 Minimum Hourly Wage
- 11-124 Maximum Hourly Wage

Employee Fringe Benefit Information - Full-time Employees

- 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
- 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
- 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 Holidays
- 11-529 Funeral/Bereavement
- 11-530 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 Holidays
- 11-535 Funeral/Bereavement

11-536 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 Holidays

11-541 Funeral/Bereavement

11-542 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 Holidays

11-547 Funeral/Bereavement

11-548 Other Days

12 - PLAC Loans

Questions relating to standards are in bolded blue font

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

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 Beech Grove Public Library

12-018 Bell Memorial Public Library

12-019 Benton County Public Library

12-020 Berne Public Library

12-021 Bicknell-Vigo Township Public Library

12-022 Bloomfield-Eastern Greene County Public Library

12-023 Boonville-Warrick County Public Library
12-024 Boswell-Grant Township Public Library
12-025 Bourbon Public Library
12-026 Brazil Public Library
12-027 Bremen Public Library
12-028 Bristol-Washington Township Public Library
12-029 Brook-Iroquois-Washington Township Public Library
12-030 Brookston-Prairie Township Public Library
12-031 Brown County Public Library
12-032 Brownsburg Public Library
12-033 Brownstown Public Library
12-034 Butler Public Library
12-035 Cambridge City Public Library
12-036 Camden-Jackson Township Public Library
12-037 Carmel Clay Public Library
12-038 Carnegie Public Library Of Steuben County
12-039 Centerville-Center Township Public Library
12-040 Charlestown Clark County Public Library
12-041 Churubusco Public Library
12-042 Clayton-Liberty Township Public Library
12-043 Clinton Public Library
12-044 Coatesville-Clay Township Public Library
12-045 Colfax-Perry Township Public Library
12-046 Converse-Jackson Township Public Library
12-047 Covington-Veedersburg Public Library
12-048 Crawford County Public Library
12-049 Crawfordsville District Public Library
12-050 Crown Point Community Public Library
12-051 Culver-Union Township Public Library
12-052 Danville-Center Township Public Library
12-053 Darlington Public Library
12-054 Delphi Public Library
12-055 Dublin Public Library
12-056 Dunkirk Public Library
12-057 Earl Park Public Library
12-058 East Chicago Public Library
12-059 Eckhart Public Library
12-060 Edinburgh Wright-Hageman Public Library
12-061 Elkhart Public Library
12-062 Evansville-Vanderburgh Public Library
12-063 Fairmount Public Library
12-064 Farmland Public Library
12-065 Fayette County Public Library
12-066 Flora-Monroe Township Public Library
12-067 Fort Branch-Johnson Township Public Library
12-068 Fortville-Vernon Township Public Library

12-069 Francesville-Salem Township Public Library
12-070 Frankfort Community-Clinton County Contractual Public Library
12-071 Franklin County Public Library District
12-072 Fremont Public Library
12-073 Fulton County Public Library
12-074 Garrett Public Library
12-075 Gary Public Library
12-076 Gas City-Mill Township Public Library
12-077 Goodland & Grant Township Public Library
12-078 Goshen Public Library
12-079 Greensburg-Decatur County Contractual Public Library
12-080 Greentown & Eastern Howard School Public Library
12-081 Greenwood Public Library
12-082 Hagerstown-Jefferson Township Public Library
12-083 Hamilton East Public Library
12-084 Hamilton North Public Library
12-085 Hammond Public Library
12-086 Hancock County Public Library
12-087 Harrison County Public Library
12-088 Hartford City Public Library
12-089 Henry Henley Public Library IN0165
12-090 Huntingburg Public Library
12-091 Huntington City-Township Public Library
12-092 Hussey-Mayfield Memorial Public Library
12-093 Indianapolis-Marion County Public Library
12-094 Jackson County Public Library
12-095 Jasonville Public Library
12-096 Jasper County Public Library
12-097 Jasper-Dubois County Contractual Public Library
12-098 Jay County Public Library
12-099 Jefferson County Public Library
12-100 Jeffersonville Township Public Library
12-101 Jennings County Public Library
12-102 Johnson County Public Library
12-103 Jonesboro Public Library
12-104 Joyce Public Library
12-105 Kendallville Public Library
12-106 Kentland-Jefferson Township Public Library
12-107 Kewanna-Union Township Public Library
12-108 Kingman-Millcreek Public Library
12-109 Kirklintown Public Library
12-110 Knightstown Public Library
12-111 Knox County Public Library
12-112 Kokomo-Howard County Public Library
12-113 La Crosse Public Library
12-114 La Grange County Public Library

12-115 La Porte County Public Library
12-116 Ladoga-Clark Township Public Library
12-117 Lake County Public Library
12-118 Lawrenceburg Public Library
12-119 Lebanon Public Library
12-120 Ligonier Public Library
12-121 Lincoln Heritage Public Library
12-122 Linden Carnegie Public Library
12-123 Linton Public Library
12-124 Logansport-Cass County Public Library
12-125 Loogootee Public Library
12-126 Lowell Public Library
12-127 Marion Public Library
12-128 Matthews Public Library
12-129 Melton Public Library
12-130 Michigan City Public Library
12-131 Middlebury Community Public Library
12-132 Middletown Fall Creek Township Public Library
12-133 Milford Public Library
12-134 Mishawaka-Penn Harris Public Library
12-135 Mitchell Community Public Library
12-136 Monon Town & Township Public Library
12-137 Monroe County Public Library
12-138 Monterey-Tippecanoe Township Public Library
12-139 Montezuma Public Library
12-140 Monticello-Union Township Public Library
12-141 Montpelier-Harrison Township Public Library
12-142 Mooresville Public Library
12-143 Morgan County Public Library
12-144 Morrisson Reeves Library
12-145 Muncie-Center Township Public Library
12-146 Nappanee Public Library
12-147 New Albany-Floyd County Public Library
12-148 New Carlisle & Olive Township Public Library
12-149 New Castle-Henry County Public Library
12-150 New Harmony Workingmen's Institute
12-151 Newton County Public Library
12-152 Noble County Public Library
12-153 North Judson-Wayne Township Public Library
12-154 North Madison County Public Library System
12-155 North Manchester Public Library
12-156 North Webster Community Public Library
12-157 Oakland City-Columbia Township Public Library
12-158 Odon Winkelpleck Public Library
12-159 Ohio County Public Library
12-160 Ohio Township Public Library System

12-161 Orleans Town & Township Public Library
12-162 Osgood Public Library
12-163 Otterbein Public Library
12-164 Owen County Public Library
12-165 Owensville Carnegie Public Library
12-166 Oxford Public Library
12-167 Paoli 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 Rockville Public Library
12-188 Royal Center-Boone Township Public Library
12-189 Rushville Public Library
12-190 Salem-Washington Township Public Library
12-191 Scott County Public Library
12-192 Shelby County Public Library
12-193 Sheridan Public Library
12-194 Shoals Public Library
12-195 South Whitley-Cleveland Township Public Library
12-196 Speedway Public Library
12-197 Spencer County Public Library
12-198 Spiceland Town-Township Public Library
12-199 St. Joseph County Public Library
12-200 Starke County Public Library System
12-201 Sullivan County Public Library
12-202 Swayzee Public Library
12-203 Switzerland County Public Library
12-204 Syracuse-Turkey Creek Township Public Library
12-205 Thorntown Public Library
12-206 Tippecanoe County Public Library

12-207 Tipton County Public Library
12-208 Tyson Library Association, Inc
12-209 Union City Public Library
12-210 Union County Public Library
12-211 Van Buren Public Library
12-212 Vermillion County Public Library
12-213 Vigo County Public Library
12-214 Wabash Carnegie Public Library
12-215 Wakarusa-Olive & Harrison Township Public Library
12-216 Walkerton-Lincoln Township Public Library
12-217 Walton & Tipton Township Public Library
12-218 Wanatah Public Library
12-219 Warren Public Library
12-220 Warsaw Community Public Library
12-221 Washington Carnegie Public Library
12-222 Washington Township Public Library
12-223 Waterloo-Grant Township Public Library
12-224 Waveland-Brown Township Public Library
12-225 Wells County Public Library
12-226 West Lafayette Public Library
12-227 West Lebanon-Pike Township Public Library
12-228 Westchester Public Library
12-229 Westfield-Washington Public Library
12-230 Westville-New Durham Township Public Library
12-231 Whiting Public Library
12-232 Willard Library of Evansville
12-233 Williamsport-Washington Township Public Library
12-234 Winchester Community Public Library
12-235 Wolcott Community Public Library
12-236 Worthington Jefferson Township Public Library
12-237 York Township Public Library
12-238 Yorktown Public Library
12-239 **TOTAL PLAC Loans**

13 - Compliance with Standards for Public Libraries

Questions relating to standards are in bolded blue font

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 **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:
- 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:
- 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 IAC5?

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

- 13-016 An annual classification of employees
- 13-017 Schedules of salaries
- 13-018 A proposed library budget
- 13-019 Library policies

Employment Policies

Has the library board adopted the written employment practices dealing with:

- 13-020 Recruitment?
- 13-021 Selection?
- 13-022 Appointments?
- 13-023 Personnel actions?
- 13-024 Salary administration?
- 13-025 Employee benefits?
- 13-026 The conditions of work?
- 13-027 Leaves?
- 13-028 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?
- 13-029 Does the library have current, written bylaws that state its purpose and its operational procedures?
- 13-030 Do the library bylaws specifically state rules governing conflicts of interest issues?
- 13-031 Do the library bylaws specifically state rules governing nepotism?
- 13-032 Have the bylaws been reviewed by the board in the last three (3) years?
- 13-033 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?
- 13-034 Does your library have a written collection development plan?
- 13-035 Does your library have a written circulation policy detailing the principles of access for all library materials and service?
- 13-036 Does your library provide support for continuing education for staff and trustees?

Long Range Plan

- 13-037 Does the library have a written long-range plan of service?
- 13-038 What year did your current long range plan begin?
- 13-039 What year does your current long range plan end?
- 13-040 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?
- 13-041 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?
- 13-042 Does your long-range plan include a statement of community needs and goals?
- 13-043 Does your long-range plan include measurable objectives and service in response to the community's needs and goals?
- 13-044 Does your long-range plan include an assessment of facilities, services, technology, and operations?
- 13-045 Does your long-range plan include an ongoing annual evaluation process?
- 13-046 Does your long-range plan include a plan for financial resources and sustainability?
- 13-047 Does your long-range plan include a statement of collaboration with other public libraries?
- 13-048 Does your long-range plan include a statement of collaboration with other community partners?

Technology Plan

- 13-049 Does the library have a written technology plan?
- 13-050 What year did your current technology plan begin?
- 13-051 What year does your current technology plan end?
- 13-052 Has your technology plan been updated in the last three (3) years?
- 13-053 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?
- Does your technology plan include:
 - 13-054 Realistic goals and strategies for using telecommunications and information technology?
 - 13-055 A professional development strategy?
 - 13-056 An assessment of telecommunication services, hardware, software, and other services needed?
 - 13-057 An equipment replacement schedule?
 - 13-058 A plan for financial resources and sustainability?
 - 13-059 An ongoing annual evaluation process?
 - 13-060 An automated, integrated library system (ILS) which conforms to a national cataloging standard?

Resource Sharing

- 13-061 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana?
- 13-062 Does your library provide interlibrary loan free of charge *to your users*?
- 13-063 Does the library lend materials via a statewide reciprocal borrowing program?
- 13-064 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?
- 13-065 If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.

13-066 Does the library lend materials using the OCLC Resource Sharing system?

13-067 Is the library a member of Evergreen Indiana?

13-068 How many days per week does your library receive InfoExpress courier service?

Does the library provide adult services, including:

13-069 Programs and reference services offered by an appropriately certified librarian?

13-070 Access to reference materials, including INSPIRE?

13-071 A collection of materials for adults

13-072 A space designated in the library for adult services?

Does the library provide an *Enhanced* level of service by providing:

13-073 *One (1) or more staff, with appropriate certification

*Serving at least part time,

*At each fixed location?

[All conditions must apply]

Does the library provide an *Exceptional* level of service by providing:

13-074 *One (1) full-time staff member, or the equivalent

*With appropriate certification

*At each fixed location?

[All conditions must apply]

Does the library provide Young Adult services, including:

13-075 Programs and reference services offered by an appropriately certified librarian?

13-076 Access to reference materials, including INSPIRE?

13-077 A collection of materials for young adults?

13-078 A space designated in the library for young adult services.

Does the library provide an *Enhanced* level of service by providing:

13-079 *One (1) or more staff, with appropriate certification

*Serving at least part time,

*At each fixed location?

[All conditions must apply]

Does the library provide an *Exceptional* level of service by providing:

13-080 *One (1) full-time staff member, or the equivalent

*With appropriate certification

*At each fixed location?

[All conditions must apply]

Does the library provide Children's services, including:

13-081 Programs and reference services offered by an appropriately certified librarian?

13-082 A collection of materials for children?

13-083 A space designated in the library for children's services?

Does the library provide an *Enhanced* level of service by providing:

13-084 ***One (1) or more staff, with appropriate certification**
***Serving at least part time,**
***At each fixed location?**
[All conditions must apply]

Does the library provide an level of service *Exceptional* by providing:
13-085 ***One (1) full-time staff member, or the equivalent**
***With appropriate certification**
***At each fixed location?**
[All conditions must apply]

Public Access

13-086 **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?**

13-087 **Does the library provide computers for the free use of all persons regardless of residency?**

13-088 **Does your library provide a means for the public to make copies at each location?**

Webpage

13-089 **Does your library's webpage include current hours of operation?**

13-090 **Does your library's webpage include a physical address for your library?**

13-091 **Does your library's webpage include a map for each fixed location?**

13-092 **Does your library's webpage include a telephone number?**

13-093 **Does your library's webpage include an e-mail address or other means of electronic contact?**

13-094 **Does your library's webpage include a link to INSPIRE and other free electronic resources?**

13-095 **Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?**

13-096 **Has your Internet Policy been reviewed by the board in the last year?**

13-097 **Does your library's webpage include a link to the library's online public access catalog?**

13-098 **Does your library's webpage include a calendar or list of events**

14 - Statement of Intent to Comply with Standards

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

15 - Supplement

LIBRARY CONSULTANTS

If you have used the services of a professional consultant or architect in the last 3 years (2013-2015), please provide their information here. Click "Add Group" to enter additional consultants.

15-001a Consultant or Company Name

15-002a Type of Consulting service performed

15-003a Street Address

15-004a City

- 15-005a State
- 15-006a Zip
- 15-007a Phone
- 15-008a Website

OUTREACH

Please indicate if your library provides the following outreach services:

- 15-009 Homebound services
- 15-010 Deposit collections
- 15-011 Deliveries to retirement centers
- 15-012 Deliveries to schools
- 15-013 Deliveries to day cares
- 15-014 Deliveries to prisons, jails, or institutions
- 15-015 Other (please describe)
- 15-016 How many community outreach events (e.g. festivals, fairs, parades) did your library participate in during 2015?
- 15-017 How many personal interactions did your staff have during these outreach events?

CARNEGIE LIBRARIES

If you are located in, or have recently moved out of a Carnegie library, please answer the following questions.

- 15-018 If you are still in a Carnegie building, have you renovated or added on to the building since 2005? If so, please describe.
- 15-019 If you have moved out of a Carnegie building since 2005, how is it being used now?

SOCIAL MEDIA

- 15-020 Does your library use any of the following social media platforms? If so, please provide the URL and number of persons reached in 2015 (friends, followers, etc) ONLY if you are able to determine.
- 15-020a Facebook
- 15-020b URL
- 15-020c Persons Reached
- 15-021a Twitter
- 15-021b URL
- 15-021c Persons Reached
- 15-022a Pinterest
- 15-022b URL
- 15-022c Persons Reached
- 15-023a Instagram
- 15-023b URL
- 15-023c Persons Reached
- 15-024a Google+
- 15-024b URL
- 15-024c Persons Reached
- 15-025a YouTube
- 15-025b URL
- 15-025c Persons Reached

15-026a Tumblr
15-026b URL
15-026c Persons Reached
15-027a LinkedIn
15-027b URL
15-027c Persons Reached
15-028a Other
15-028b URL
15-028c Persons Reached

DIGITAL MATERIALS

15-029 Does your library provide access to digital content for your users through databases or streaming services (e.g. Freegal, Freading, hoopla, Tumblebooks, or Zinio)? If so, please list which services or databases are offered.

15-030 Provide the total number of annual circulations or downloads of these materials if known.

SRCS: Statewide Remote Circulation System

If you would like to receive updates about the Statewide Remote Circulation System (SRCS), a new statewide, patron initiated request system, please provide your contact information. See <http://www.in.gov/library/SRCS.htm> for details.

15-031 Contact Name

15-032 Contact Email